



# Georgian Shores Minor Hockey Association

Rules of Operation

Adopted by the Georgian Shores Minor Hockey Board of Directors May 2012

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# 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
- A safe, sportsmanlike environment.
- The development of life skills which will benefit participants throughout their lives.
- 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.
- Hockey opportunities for all people regardless of gender, gender expression, colour, race, ethnicity, origin, religion, sex, sexual orientation, disability or socio-economic status.
- The importance for participants to develop dignity and self-esteem.
- Instilling the values of honesty and integrity in participants at all times
- The promotion of teamwork, and the belief that groups and society can achieve as a whole is greater than that which can be achieved by individuals.
- The value of hard work, determination, the pursuit of excellence and success in all activities.
- The benefits of personal and physical well-being.

## DEFINITIONS

GSMHA	Georgian Shores Minor Hockey Association
HC	Hockey Canada
LL	Local League (hockey)
REP	Representative (hockey)
OMHA	Ontario Minor Hockey Association
GBMHL	Georgian Bay Minor Hockey League
GBTLL	Georgian Bay Triangle Local League
OHF	Ontario Hockey Federation
NCCP	National Coaching Certification Program
HTCP	Hockey Trainers Certification Program
WOAA	Western Ontario Athletic Association
HDCO	Hockey Development Centre for Ontario
Rostered Team Officials	Head Coach, Assistant Coach, Trainer, Manager

# Rules of Operations

## **1 GOVERNANCE**

### **1.1 *Levels of Governance***

- 1.1.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***

- 2.1.a The Board of Directors reserves the right to reject membership in such cases where a previous record of behaviour unbecoming of a member of the Association has been evident.
- 2.1.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 Code of Conduct***

- 2.2.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..
- 2.2.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***

- 2.3.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

- 2.3.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 accordance with the values of fairness, integrity and mutual respect.
- 2.3.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.
- 2.3.d GSMHA members and participants shall at all times adhere to GSMHA operational policies and procedures, to rules and regulations governing GSMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of GSMHA.
- 2.3.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.
- 2.3.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 Harassment Policy.
- 2.3.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 (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 participant in GSMHA activities and events, both present and future.

## **2.4 *Coaches and Team Officials Code***

- 2.4.a Be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- 2.4.b Teach your players to play fairly and to respect the rules, officials and other participants..
- 2.4.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.
- 2.4.d Do not ridicule or yell at your players for making mistakes or performing poorly.



- 2.4.e Remember that players play to have fun and must be encouraged to have confidence in themselves.
- 2.4.f Make sure that equipment and facilities are safe and match the player's abilities.
- 2.4.g Remember that players need a coach they can respect. Be generous with praise and set a good example.
- 2.4.h Obtain proper training and continue to upgrade your coaching skills.
- 2.4.i Work in cooperation with officials for the benefit of the game.

## **2.5 *Parent's Code***

- 2.5.a As stated on the Georgian Shores Minor Hockey Association website, under Parent Code of Conduct.

## **2.6 *Player's Code***

- 2.6.a As stated on the Georgian Shores Minor Hockey Association website, under Player Code of Conduct.

## **2.7 *Spectator's Code***

- 2.7.a Remember that participants play hockey for their enjoyment. They are not playing to entertain you.
- 2.7.b Do not have unrealistic expectations. Remember that players are not professionals and cannot be judged by professional standards.
- 2.7.c Respect the officials' decisions and encourage participants to do the same.
- 2.7.d Never ridicule a player for making a mistake during a game. Give positive comments that motivate and encourage continued effort.
- 2.7.e Condemn the use of violence in any form and express any disapproval in a private and appropriate manner to coaches and league officials.
- 2.7.f Show respect for your team's opponents, because without them there would be no game.
- 2.7.g Do not use bad language, nor harass players, coaches, officials or other spectators.
- 2.7.h Encourage all players to always play according to the rules.

## **2.8 Conflict of Interest**

- 2.8.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**

- 3.1.a All OMHA rep players must reside within the area described by current OMHA Residency Rules.

### **3.2 Rosters**

- 3.2.a Rosters will be electronically submitted by the deadlines outlined by the OMHA .
- 3.2.b Parents or Legal Guardians must complete all the requirements of registration as defined by the registrar and OMHA (e.g. registration form, payment, medical form, code of conduct, Respect in Sport etc) in order to be rostered. Players must be rostered before participating in any game of the team's regular playing schedule

### **3.3 Registration of Players**

- 3.3.a Subject to registration numbers, the following divisions will be operated by the Association:

Division	Age Limit
U21	18, 19, 20 years of age as of December 31*
U18	15, 16, 17 years of age as of December 31*
U15	13, 14 years of age as of December 31*
U13	11, 12 years of age as of December 31*
U11	9, 10 years of age as of December 31*
U9	8 years of age as of December 31*
U8	7 years of age as of December 31*
U7	5,6 years of age as of December 31*

\*December 31 of the year in which the regular season starts. (e.g. December 31, 2021 for the 2021/2022 season)

3.3.b All players must register in their proper division. Transferring after registration from one division 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.

3.3.c Registration is not considered complete until the Registrar/Treasurer receives payment and all required forms and proof of birth.

### **3.4 Birth Certificates**

3.4.a Satisfactory proof of birth (Birth Certificate) or some other certified affidavit shall be submitted with every initial registration of a player.

### **3.5 Registration Dates**

3.5.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 registrar.

### **3.6 Registration Fee and Refunds**

3.6.a 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 players 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., a player just moved to the area, had been injured or ill, or had been trying out for a Junior Hockey Club).

3.6.b Registration with GSMHA will also include a \$150 fundraising fee 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.

3.6.c 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%

- 3.6.d 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.
- 3.6.e 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.
- 3.6.f 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***

- 3.7.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***

- 3.8.a The insurance program described by the OMHA Manual of Operations shall cover all players and officials of the GSMHA.
- 3.8.b The GSMHA does not allow Parent / Child games using Association purchased ice. The insurance program does not cover any participants not rostered as a player, team official or volunteer. .
- 3.8.c Team Officials shall ensure that all on ice volunteers are included on GSMHA Volunteer Required Insurance.

### **3.9 *Equipment Insurance***

- 3.9.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***

- 4.1.a All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, convenors,

coaches and team officials must advise players or parents/guardians of players if they are aware of players with improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.

- 4.1.b 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.
- 4.1.c GSMHA equipment will not be used off ice for reasons including street hockey, ball hockey, roller hockey etc.
- 4.1.d Misuse of the equipment will result in the immediate forfeiture of said equipment privileges and the offending parties shall return the equipment forthwith.

## **4.2     *Sweaters***

- 4.2.a The GSMHA will supply two (2) sets of sweaters to all teams except U7.
- 4.2.b When applicable, a sponsor's name will be affixed to the top back of the sweater.
- 4.2.c All team sweaters 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.
- 4.2.d Players shall not wear game jerseys for practices.

## **4.3     *Official Colors***

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

## **4.4     *Team Apparel***

- 4.4.a All team apparel must be approved by the Board of Directors.

# **5     PLAYER MOVEMENT AND TEAM REGULATIONS**

## **5.1     *OMHA Player Movement***

- 5.1.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.
- 5.1.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.

- 5.1.c The cut-off date for a rep player to be eligible to play in the GBTLL will be the second Sunday of December within the current season, with movement requiring approval from the GBTLL (as per the GBTLL constitution). 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.
- 5.1.d Prior to the season, the Board of Directors will approve movement vertically or horizontally for each team.
- 5.1.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.
- 5.1.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.
- 5.1.g If a GSMHA team needs a permanent replacement due to player injuries, player withdrawals, etc., a player may be transferred from another team for the duration of the season. The Board of Directors must approve all such moves.
- 5.1.h No coach shall be influenced to select a player for any OMHA team because their Parent/Guardian is a member of the Board of Directors of the Association.

## **5.2 *Player Movement Policy***

- 5.2.a Any player wishing to try out for a team above their proper division is eligible to try out for the first entry team only. Eligibility to play second entry or LL will require approval from the Board of Directors.
- 5.2.b To qualify as an underage player, the player must possess exceptional skills, must excel at their 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 they are applying.
- 5.2.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 their wishes. Any coach or manager who persuades, coerces or compels any player to play for their team shall
  - 5.2.c.i on the first offence, receive a verbal warning
  - 5.2.c.ii on the second offence, be suspended for the balance of the season.
- 5.2.d Any consideration for moving players up must be in line with OMHA rules and regulations for U9 and under Programming. Consideration for player/players to move up may be initiated by one of the following.
  - 5.2.d.i registration numbers requirements to make a roster
  - 5.2.d.ii request from players parent or guardian

- 5.2.d.iii player/players are identified by age appropriate team coach as being far above the skill level of the majority of the group
- 5.2.e Once request has been made under 5.3d, the following process will be implemented:
  - 5.2.e.i player/players will be observed at a minimum of two practices with their age appropriate team by an independent evaluator/evaluators
  - 5.2.e.ii player/players will be evaluated on skills including but not limited to skating, puck handling, agility, balance, and coordination.
  - 5.2.e.iii evaluator/ evaluators will also observe and determine to the best of their ability, if player has maturity/coach ability to achieve success at the level above.
  - 5.2.e.iv If agreed upon by evaluator/evaluators, coach of age appropriate team, players parent/guardian, and coach of level up team, player will then be observed at practice of the level up team to ensure that it is the best interest of the player, and for long term player development to have player play in the level above age appropriate team.
  - 5.2.e.v Request must pass through executive and is subject to approval of the OMHA regional director.
- 5.2.f Any cost difference involved in player movement must be disclosed and considered by the family of the player prior to final approval by the executive board.

### **5.3 *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.

- 5.3.a GSMHA teams shall affiliate as per OMHA regulations.
- 5.3.b A coach is allowed to AP up to 6 players, or a total roster of 18 players, but GSMHA has decided that at a game, each team would be allowed to play a maximum of 13 skaters or the number of their full roster. AP’s should only be needed to fill in when players are sick, hurt, suspended etc. or could be needed to make a team up to a maximum of 13 skaters for a game.

## **5.4 Team Regulations**

- 5.4.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) must be monitoring the change room with players at all times.
- 5.4.b No player shall be allowed on the ice without a rostered coach and a rostered trainer present.
- 5.4.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 is not to be left on the floors or benches in the dressing room, in any arena.

## **5.5 Representative Teams**

- 5.5.a The Board of Directors shall set the date by which the selection of players to the Representative team must be completed, in accordance with the OMHA regulations.
- 5.5.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
- 5.5.c Coaches will ensure all players who are in that division are contacted and informed of the dates and times of tryouts.
- 5.5.d The number of preskates and evaluations will be in accordance with OMHA regulations and posted on the Georgian Shores website in advance.
- 5.5.e It is advised that coaches consider using an independent panel to help make player evaluations during the selection process.

## **5.6 Local League Teams**

- 5.6.a The Board of Directors shall set a date by which the allocation of players to the Local League must be completed.
- 5.6.b Prior to the formation of teams, players will practice in their respective division or together with other divisions for the purpose of conditioning, skill development and evaluation.
- 5.6.c The Coaches shall do their utmost to provide balanced teams where there is more than one team in a division.



- 5.6.d All teams within each division could be re-balanced by the Board of Directors up to the OMHA roster deadline if required. Any player movement will only take place after discussion with the coaches and parents affected by the moves.

## **6 CONDUCT AND DISCIPLINE**

### **6.1 *Complaints***

- 6.1.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.
- 6.1.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.
- 6.1.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.
- 6.1.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.
- 6.1.e The President will receive and clarify the response from the Respondent.
- 6.1.f Within thirty (30) days of receiving the initial written complaint, the President shall conduct an investigation and prepare a written Investigation Report.
- 6.1.g All investigations stemming from this complaint shall follow the principle of natural justice, which states that:
  - 6.1.g.i Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
  - 6.1.g.ii The issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
  - 6.1.g.iii The accused has a right to have a representative present his or her case;

- 6.1.g.iv Relevant information must be available to all parties;
- 6.1.g.v The accused has the right to call and cross-examine witnesses;
- 6.1.g.vi The accused has the right to a written decision following the judgment;
- 6.1.g.vii The accused has the right to appeal a decision (if there are grounds);
- 6.1.g.viii The decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.
- 6.1.h The Investigation Report from the President should contain:
  - 6.1.h.i A summary of the relevant facts;
  - 6.1.h.ii A determination as to whether the acts in question constitute harassment, abuse, or misconduct as defined in this policy;
  - 6.1.h.iii If the act(s) constitute harassment, abuse, or misconduct, a recommended disciplinary action against the Respondent.
- 6.1.i When recommending disciplinary action to be taken, the President shall consider factors such as:
  - 6.1.i.i The nature of the harassment, abuse, or misconduct;
  - 6.1.i.ii Whether there was any physical contact involved;
  - 6.1.i.iii Whether the harassment, abuse, or misconduct was an isolated incident or part of an ongoing pattern;
  - 6.1.i.iv The nature of the relationship between the Complainant and the Respondent;
  - 6.1.i.v The relative age of the Complainant and/or Respondent;
  - 6.1.i.vi Whether the Respondent had been involved in previous harassment, abuse, or misconduct incidents;
  - 6.1.i.vii Whether the Respondent retaliated against the Complainant.
- 6.1.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.
- 6.1.k After considering the Investigation Report, the Hockey Executive shall:
  - 6.1.k.i Make a determination as to whether the Respondent has engaged in conduct constituting harassment; and
  - 6.1.k.ii 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.

- 6.1.1 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:
- 6.1.1.i A verbal apology;
  - 6.1.1.ii A written apology;
  - 6.1.1.iii A letter of reprimand from the sport organization;
  - 6.1.1.iv A fine or levy;
  - 6.1.1.v Referral to counselling;
  - 6.1.1.vi Sensitivity training in harassment issues;
  - 6.1.1.vii Removal of certain privileges of membership or employment;
  - 6.1.1.viii Demotion;
  - 6.1.1.ix Temporary suspension;
  - 6.1.1.x Termination of employment of contract;
  - 6.1.1.xi Expulsion from membership.
  - 6.1.1.xii The Board of Directors shall send a notice to the Complainant and the Respondent, not more than ten (10) days after it makes its decision.

## **6.2 *Alcohol and Drugs***

- 6.2.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:
- 6.2.b on the 1st offence, dismissal from ice and a minimum of 1 month suspension.
- 6.2.c on the 2nd offence, dismissal from ice and a minimum of 1 year suspension.

## **6.3 *Levels of Discipline***

- 6.3.a 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.
- 6.3.a.i For these types of offences it is expected that team officials will use the theory of progressive discipline as a guiding principle. As an example: 1st offence results

in a 1 period suspension; 2nd offence results in 2 periods; 3rd offence results in a one game suspension.

6.3.b Second Level Offences will require a review of the incident by the executive and may include: 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

6.3.b.i Progressive discipline for second level offences may be: 1st offence results in dismissal from ice and a maximum of the next 3 ice times suspension; 2nd offence results in dismissal from ice and a maximum of 2 week suspension; 3rd offence results in dismissal from ice and a maximum of 1 month suspension; 4th offence results in dismissal from ice and a maximum of 4 month suspension

6.3.c Third Level Offences will require a review of the incident by the Executive and include the following:

6.3.c.i Theft: Any person proven to have engaged in thievery while participating in an GSMHA activity will be suspended as follows: 1st offence results in dismissal from ice and a minimum of 1 month suspension; 2nd offence results in 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.

6.3.c.ii 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 results in dismissal from ice and a minimum of 1 month suspension; 2nd offence results in 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.

## **6.4 Team Discipline**

6.4.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:

6.4.a.i Any suspensions of more than 1 ice time must be applied by the Executive.

6.4.a.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.

- 6.4.b 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.
  - 6.4.b.i The Executive will review the incident and interview people as necessary.
  - 6.4.b.ii The Executive will communicate all actions taken to those involved, by telephone or in person, within 48 hours.
  - 6.4.b.iii 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.

## **6.5 Code of Conduct and Discipline**

- 6.5.a Any player who wilfully plays, or any coach or manager who allows a player to play, who is found to be ineligible shall be subject to disciplinary action and/or suspension.
- 6.5.b Discipline and suspension for Rep and Local League players, coaches, and trainers will be governed by Hockey Canada, OHF, OMHA, and GSMHA playing rules.
- 6.5.c Any player, coach, trainer or manager who is suspended by the OMHA and/or GSMHA rules may, at the discretion of 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**

- 6.6.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/Respect in Sport Activity Leader***

- 6.7.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.

## **6.8 *Team Meetings***

- 6.8.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 discuss team rules, also outlining points on ice time, player position rotation, discipline, costs and communication.

## **6.9 *24 Hour Cool Down Rule***

- 6.9.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 parties wait 24 hours before lodging a complaint.

## **6.10 *Harassment & Abuse***

- a) As per OMHA Risk Management Policies.

## **6.11 *Social Media Policy***

- 6.11.a As per the OMHA Social Media Policy.

## **6.12 *Appeals***

- 6.12.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.
- 6.12.b The Notice of Appeal and Request for Hearing shall be in writing and shall set out the grounds for appeal.
- 6.12.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.
- 6.12.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 assigned Appeals Committee;
  - c. Advise the parties that they have the right to be represented at the hearing.
- 6.12.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.f When there is a conflict regarding any member of the Board of Directors, an outside committee must be formed.

### **6.13 Minors**

- 6.13.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.
- 6.13.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.

## **6.14      *Conflict of Interest***

6.14.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.

## **6.15      *Confidentiality***

6.15.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.

## **6.16      *Unsupervised Dressing Room***

6.16.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.

## **6.17      *Dressing Room Policy***

6.17.a As per Ontario Hockey Dressing Room Policy

## **6.18      *Injuries (Return to Play)***

6.18.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.

6.18.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.

## **6.19      *Fair Play Policy***

Coaches are to make a conscientious effort to give each player a balanced amount of ice time in each game, including the play-offs. There may be instances and cases where the Coach if they decide 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.



## **7 COACHES SELECTION**

### **7.1 Applications**

- 7.1.a The GSMHA will advertise that they are taking applications for head coaches for the upcoming hockey season in March of each season.
- 7.1.b Applications for coaching positions will be available on the website.
- 7.1.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**

- 7.2.a Representative and Local League 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 coaching recommendations. All remaining applicants must be notified of the Boards' decision.
- 7.2.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.
- 7.2.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.
- 7.2.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.
- 7.2.e Any coach, who feels that their application has not been given fair consideration will upon request, be given the opportunity to state their 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**

- 7.3.a GSMHA Coach Selection Committee will be formed following ByLaw 12

## **7.4 *Role of the Coach Selection Committee***

- 7.4.a Set a coaching selection criteria.
- 7.4.b Convene meetings to interview and select head coaches for the respective teams.
- 7.4.c Make recommendations for the Board of Directors for approval for the selection of the head coaches made by the Coaches' Selection Committee.
- 7.4.d Head coaching appointments are to be made as early as possible.

## **7.5 *Coach Qualifications and Eligibility***

- 7.5.a Coaches must be, or must be willing to become, certified in accordance with the OMHA Manual of Operations.

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

- 7.6.a The Head Coach of the team will select the other team officials for the team. (Assistant Coaches, Trainers and Manager). Lists to be submitted to the appropriate convenors for committee approval.
- 7.6.b The number of team officials to be selected will be in accordance with OMHA.
- 7.6.c All GSMHA bench staff must be certified in accordance with the OMHA.
- 7.6.d All officials and volunteers on any team must have a Police Record Check done as in accordance with OMHA policies.

# **8 TEAM OFFICIALS**

## **8.1 *Accountability***

- 8.1.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.
- 8.1.b Team officials are expected to set a good example in conduct, language, dress and sportsmanship.

- 8.1.c Team officials shall become familiar with and enforce all rules, regulations and procedures of the GSMHA and OMHA.
- 8.1.d It shall be the responsibility of the Team Officials of each team to attend all Association Coaches and/or Trainer's Meetings as applicable.

## **8.2 *Responsibilities of Team Officials***

- 8.2.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.
- 8.2.b All team officials should, where possible, seek ways of improving their abilities and credentials.
- 8.2.c Minimum of three (3) to a maximum of five (5) team officials (per team) will be rostered.
- 8.2.d Ensure that only approved, rostered team officials and players (in full hockey equipment) are on the bench during all games.
- 8.2.e Ensure the proper observance of the By-Laws and Rules of Operations of GSMHA.
- 8.2.f Acquaint their team members with Hockey Canada, OMHA, and GSMHA Rules and Regulations.
- 8.2.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.
- 8.2.h Provide a completed and signed game sheet to the timekeeper prior to the commencement of the game.
- 8.2.i Ensure the care, keeping and return of all GSMHA equipment and sweaters used by their teams during the season.
- 8.2.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.
- 8.2.k Assist and support any fundraising programs as determined by the GSMHA.
- 8.2.l Understand and follow the procedures for both underage player movement, affiliated player usage, and permanent player movement.
- 8.2.m With cooperative communication between the Local League and Rep coaches; affiliated players are encouraged to practice or play at the Rep level. Local League 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 Local League players attend Rep practices.

- 8.2.n A Rep coach cannot cut his team to less than the number of players declared by the Board of Directors
- 8.2.o 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.
- 8.2.p All coaches must adhere to OMHA coaches' guidelines.
- 8.2.q 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.
- 8.2.r 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.
- 8.2.s 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, for 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***

- 8.3.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 Directors with all details of injury (written) within 48 hours for insurance purposes.
- 8.3.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.
- 8.3.c Ensure that the trainer, the trainer's kit and all of the players medical forms are available at all games and practices.

### **8.4 *Player Injury Report***

- 8.4.a The Trainer of the team is responsible for forwarding a copy of the "HDCO Injury Data Collection Form" and the "Canadian Hockey Injury Report" to Hockey Canada as required. A copy must be forwarded to the appropriate Director of the Association for record keeping.

## **8.5**     ***Player Ice Time and Development***

- 8.5.a Coaches are to make a conscientious effort to give each player a fair amount of ice time in each game, including the playoffs. There may be instances and cases where the coach, if they decide 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.
- 8.5.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***

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

# **9**     **ICE SCHEDULING**

## **9.1**     ***Ice Contracts***

- 9.1.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.
- 9.1.b The GSMHA will start buying ice on or about August 31st and stop on or about March 31st each season.

## **9.2**     ***Responsibility***

- 9.2.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.
- 9.2.b During playoffs, the Ice Scheduling Director will do playoff scheduling. 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**     ***Canceling Ice***

- 9.3.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 U9 & Below Director as soon as possible. It is the responsibility of those directors to inform the Ice Scheduling Director as soon as possible.

# **10**     **OFFICIALS**

## **10.1**     ***Referees***

- 10.1.a The Referee in Chief will coordinate referees for the Representative and Local League 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.
- 10.1.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***

- 10.2.a The Treasurer will prepare payment for all Team Managers to be given to the referee before the game they are officiating.
- 10.2.b Payment to referees will be according to the current OMHA referee fee guidelines.
- 10.2.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.

10.2.d The team manager will keep records of all payment made to the referees and submit them to the treasurer at the end of the season.

### **10.3 *Time Keepers and Scorekeepers***

10.3.a The Timekeeper Scheduler(s) will assign timekeepers for all GSMHA games.

10.3.b All timekeepers will be in grade six (6) or above.

10.3.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.

10.3.d 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.

10.3.e The rate for timekeepers will be determined by the Board of Directors each season. They will receive payment before each game from the Team Manager.

## **11 CLINICS AND POLICE RECORD CHECKS**

### **11.1 *Clinics***

11.1.a Coach, Trainer, Refresher Clinics, Speak Out/Respect in Sport and all required OMHA 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***

11.2.a Will be completed as per the OMHA policy.

## **12 FUNDRAISING**

### **12.1 Association**

- 12.1.a Fundraising is a very important aspect of the Association. It helps keeps our registration rates as low as possible.
- 12.1.b The Director responsible for Fundraising shall coordinate and monitor all fundraising activities.
- 12.1.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**

- 12.2.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) percent 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.
- 12.2.b The 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.
- 12.2.c Year end financial statements must be submitted from each team to the Board of Directors by March 31st.

### **12.3 Parents and Players**

- 12.3.a All families will be expected to help with responsibilities assigned to the team on which their child is playing. The Board will deal with complaints of refusals to do so as they arise.

## **13 SPONSORSHIP**

### **13.1 Wineries, Brewers, Tobacco**

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



## **13.2 Sponsorship Agreements**

- 13.2.a All approved sponsorships for sweaters shall be for minimum two (2) year duration.
- 13.2.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.
- 13.2.c All equipment shall be of a type and standard approved by Hockey Canada and GSMHA.
- 13.2.d GSMHA shall purchase and maintain team sweaters and recognize each sponsor by displaying the name of the sponsor on the team sweaters
- 13.2.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.
- 13.2.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.

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

### **14.1 Games**

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

### **14.2 Playoffs**

- 14.2.a The length of games during playdowns/playoffs will be in accordance to the rules and regulations laid down by the OMHA.
- 14.2.b GSMHA will pay for U9 hockey year-end tournaments and for any team advancing the OMHA Championships Tournament.
- 14.2.c OMHA and GSMHA rules and By-Laws will apply to all teams entering into playoffs.

### **14.3 Tournaments**

- 14.3.a Teams intending to participate in tournaments must be rostered with the OMHA. All entry fees to away tournaments will be the responsibility of said team.
- 14.3.b GSMHA teams entering GSMHA tournaments will have their entry fee waived if and only if 100% of the parent group volunteers to run the tournament.
- 14.3.c GSMHA sponsored tournaments shall comply with the rules and regulations of the OMHA for OMHA sanctioned tournaments.
- 14.3.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 Exhibition Games**

- 14.4.a Team Officials must notify the Ice Scheduler and their respective Representative, Local League or U9 & Below Director regarding home or away exhibition games.
- 14.4.b Exhibition games may be arranged with other teams as per the OMHA. Such games must have the approval of the appropriate Director.
- 14.4.c For OMHA exhibition games, gamesheets are to be forwarded to the respective Representative or Local League Director.

### **14.5 Tournament and Exhibition Games Penalties**

- 14.5.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 with the Manual of Operations of the OMHA and the By-Laws and Rules of Operation of the GSMHA.