

# **Central Perth Minor Hockey Association**

## **Rules of Operation**

## Table of Contents

<b>1. Governance</b>	<b>4</b>
1.1 Levels of Governance	4
1.2 Implementing Rules of Operation	4
<b>2. Conduct, Discipline and Complaints against the Association</b>	<b>4</b>
2.1 Membership Conduct	4
2.2 Code of Conduct	4
2.3 Discipline following Violations of the Code of Conduct	4
2.4 Discipline following Violations of the Constitution and Rules of Operation	5
2.5 Team Discipline	5
2.6 Penalties and Suspensions	5
2.7 Complaints regarding the Operation of the Association	5
<b>3. Registration</b>	<b>6</b>
3.1 Registration	6
3.2 Residency and Eligibility	6
3.3 Registration of Players	6
3.4 Proof of Age	7
3.5 Registration Dates	7
3.6 Registration Fees	7
3.7 Registration Late Fee	7
3.8 Registration Refunds	7
<b>4. Equipment, Sweaters and Insurance</b>	<b>8</b>
4.1 Player and Team Official's Equipment	8
4.2 Sweaters	8
4.3 CPMHA Equipment	8
4.4 Loaning of Equipment	8
4.5 Liability	8
4.6 Player and Team Officials Insurance	8
4.7 Executive Insurance	9
<b>5. Player Movement and Team Regulations</b>	<b>9</b>
5.1 Underage Players	9
5.2 Movement of Players	9
5.3 Affiliation	9
5.4 General Rules for all CPMHA Teams	10
5.5 Representative Teams	11
5.6 Local League Regulations	11
5.7 Women's Teams Regulations	12
<b>6. Coaches Selection</b>	<b>12</b>
6.1 Role of the Technical Director	12
6.2 Coaches Committee	13
6.3 Qualifications and Eligibility	13
6.4 Applications	13
6.5 Selection of Assistant Coaches, Trainers and Managers	13
<b>7. Team Officials</b>	<b>14</b>
7.1 Accountability	14
7.2 Player Injuries	14
7.3 Player Ice time and Development	14
7.4 Team Meetings with Parents	14
7.5 Parent Complaints	15
7.6 Team Budgets and Financial Statements	15
<b>8. Subsidization of Team Officials</b>	<b>15</b>
8.1 Subsidy Rates	15
<b>9. Ice Scheduling</b>	<b>16</b>
9.1 Ice Contract	16
9.2 Responsibility	16
9.3 Cancelling Ice	16

<b>10. Playing Times .....</b>	<b>17</b>
10.1 Practices.....	17
10.2 Length of Home Games during the Regular Season .....	17
10.3 Length of Games during the Playoffs .....	17
<b>11. Off - Ice Officials .....</b>	<b>17</b>
11.1 Timekeepers and Scorekeeper.....	17
<b>12. On –Ice Officials .....</b>	<b>17</b>
12.1 Referee Scheduling and Notification .....	17
12.2 Referee Payment .....	18
12.3 Referee Complaints.....	18
<b>13. Exhibition Games.....</b>	<b>18</b>
13.1 Notification .....	18
13.2 Payment of Referees for Exhibition games .....	18
13.3 Exhibition Games and Tournaments outside of OMHA Jurisdiction .....	18
<b>14. Tournaments .....</b>	<b>18</b>
14.1 Approval.....	18
14.2 Tournaments during playoffs.....	19
<b>15. Fundraising .....</b>	<b>19</b>
15.1 Purpose .....	19
15.2 Parents Responsibility .....	19
15.3 Team fundraising.....	19
<b>16. Gate Admissions for Games .....</b>	<b>19</b>
16.1 Gate Admission Fees .....	19
16.2 Gate Operation .....	19
<b>17. Sponsorship.....</b>	<b>20</b>
17.1 Co-ordination .....	20
17.2 Sponsorship Agreements and Fees.....	20
17.3 Association Agreement with Sponsor .....	20
<b>18. Banquet, Banners, Awards Banquet.....</b>	<b>20</b>
18.1 Awards Banquet .....	20
18.2 Banners or Plaques .....	20
18.3 Individual Awards .....	21
18.4 Trophy Cases .....	21
<b>19. Privacy Policy .....</b>	<b>21</b>
<b>20. Amalgamation 2-Year Trial Period.....</b>	<b>21</b>
<b>21. Effective Date .....</b>	<b>22</b>

# 1. Governance

## 1.1 Levels of Governance

- a) CPMHA operates under the governance of its Constitution and the Rules of Operation in conjunction with the rules, bylaws, and policies of the:
- Western Ontario Athletic Association, hereafter WOAA
  - Ontario Minor Hockey Association, hereafter OMHA
  - Ontario Women's Hockey Association, hereafter OWHA
  - Ontario Hockey Federation, hereafter OHF
  - Hockey Canada, hereafter HC

## 1.2 Implementing Rules of Operation

- a) Between Annual General Meetings (AGM) the CPMHA Executive reserves the right to implement an operating rule or regulation as deemed necessary to facilitate hockey operations. The rule or regulation must be approved by a majority vote of the current Executive before being implemented. After implementation, this rule or regulation will then be brought to the first AGM after executive approval for ratification by a majority vote of the members present at that AGM.
- b) The rule or regulation will be added to the applicable governing document (Constitution or Rules of Operation) as moved at the AGM.

# 2. Conduct, Discipline and Complaints against the Association

## 2.1 Membership Conduct

- a) All members of the CPMHA are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season.
- b) The CPMHA reserves the right to reject membership in such cases where previous records of behaviour unbecoming a member of the CPMHA has been evident.

## 2.2 Code of Conduct

- a) As members of the CPMHA, 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 Constitution, Bylaws and Regulations.

## 2.3 Discipline following Violations of the Code of Conduct

- a) Failure to comply with the code of conduct may result in disciplinary action, suspension or release from membership. Upon a fair hearing such action may result in the member losing the privileges that come with membership in the CPMHA, including the opportunity to participate in CPMHA activities.

#### **2.4 Discipline following Violations of the Constitution and Rules of Operation**

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

#### **2.5 Team Discipline**

- a) The coach of a team is responsible for assessing immediate disciplinary action against players on their team when it is warranted. If a suspension is involved they shall notify the President and the Technical Director.
- b) Any appeals of disciplinary action taken by a coach shall be submitted to the Technical Director and if necessary the President. This also applies to complaints regarding the lack of disciplinary action.
- c) The Executive and Directors shall rule on any unresolved appeals or complaints.

#### **2.6 Penalties and Suspensions**

- a) All penalties and suspensions shall be called and served in accordance with the WOAA, OMHA and or OWHA regulations.
- b) The head coach will inform the Town Contact/Women's Town Contact, as soon as possible, when a player on their team has been assessed a game misconduct penalty.
- c) A player or team official receiving a 2nd game misconduct will receive a verbal warning from the Technical Director.
- d) On the occurrence of a 3rd game misconduct, the player or team official will be automatically suspended until reinstated by the President. Suspension may continue to the following season.

#### **2.7 Complaints regarding the Operation of the Association**

- a) Complaints or questions regarding the operation of the Association must be submitted, in writing, with signature to the President. Any complaints received without signature by email or by telephone will not be addressed.
- b) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- c) Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- d) Upon receipt of a complaint, the President will investigate the complaint and present recommendations to the Executive or for immediate, serious issues, may call a special meeting of the Executive.
- e) Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- f) All complaints shall receive a written reply.

## 3. Registration

### 3.1 Registration

- a) Registration procedures will be organized and coordinated by the Registration Director and the Executive.

### 3.2 Residency and Eligibility

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

### 3.3 Registration of Players

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

<b>Series</b>	<b>Age as of December 31st</b>
Development/Mite	3 and 4
Tyke	7 and under
Novice	8 and under
Atom	9 and 10
Pee Wee	11 and 12
Bantam	13 and 14
Midget	15, 16 and 17
Juvenile	18, 19 and 20
Senior Girls	18 and up

- b) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Executive approval. The request to transfer must be made in writing to the Executive outlining the specific reason(s) for the request.
- c) Players will have the option to indicate whether they wish to play for Rep or Local League on their registration forms.
- d) Players must be registered and fees paid in full (including a postdated Fundraising Levy cheque) before participating in any game, practice or try-out.
- e) Any person choosing to play for both OWHA and OMHA teams must pay the full registration fees for each team at the time of registration.

### **3.4 Proof of Age**

- a) Photocopy of Birth Certificate must be submitted with every initial registration of players.

### **3.5 Registration Dates**

- a) The Executive in consultation with the Registration Director shall set registration dates for the upcoming hockey season.
- b) The registration dates will be advertised in the local paper, school newsletters and on the website.
- c) No registrations will be accepted after September 1st except in the following circumstances
  - The team for which the player is registering will have less than 14 players
  - The player has moved to the CPMHA since the start of last year
  - The player is trying out for a rep team under OMHA rule 3.5
  - other exceptional circumstances as approved by the executive
- d) Players will only be allowed to try out for a rep team under OMHA rule 3.5 during the regular tryout sessions.

### **3.6 Registration Fees**

- a) The registration fee for each player grouping shall be based upon the budget, as set out by the Executive.
- b) Parents will also include a cheque for fund-raising in addition to the required registration fee. Amount to be determined by the budget, as set out by the Executive.

### **3.7 Registration Late Fee**

- a) Any registrations received after the final registration date set by the executive for that current hockey season shall pay the full registration fee plus late fee.
  - \$200.00/player 45 days after registration date.
- b) If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill.)

### **3.8 Registration Refunds**

- a) Refunds will be granted according to the date the written application is received by CPMHA at a pro-rated amount as decided by the Executive and Directors. No refunds after December 1st.
- b) **No late charges will be refunded.**

## **4. Equipment, Sweaters and Insurance**

### **4.1 Player and Team Official's Equipment**

- a) All players must wear complete hockey protective gear, including a non-expired CSA approved helmet, facemask and throat protection for all on ice activities. Mouth guard use is mandatory for all players.
- b) All coaches and volunteers will be required to wear helmets (ages 14 and under must wear full equipment) for all on ice activities. For insurance reasons, only carded players /carded team officials and volunteers sanctioned by the CPMHA are to be on the ice surface.

### **4.2 Sweaters**

- a) Any person issued sweaters, equipment or any other property of the CPMHA shall be responsible for their care and safe return.
- b) Each player will be given a sweater by the coach or delegate before each game. After the game, the sweater must be returned to the coach/delegate. Team sweaters will not be kept in individual player's equipment bags. Players will not wear team sweaters during practices. Coaching staff will be responsible for cleaning team sweaters. All sweaters returned to CPMHA at the end of the season MUST be washed.
- c) Emblems, player names, etc. may only be sewn on sweaters by hand or sewing machine.

### **4.3 CPMHA Equipment**

- a) CPMHA will supply the following goaltender equipment to all goalies up to Pee Wee: Pads, chest /arm protector, blocker, catching glove
- b) CPMHA equipment will not be used off ice for reasons including street hockey, ball hockey, roller hockey
- c) Misuse of the equipment will result in the immediate return and no further use of equipment.

### **4.4 Loaning of Equipment**

- a) The CPMHA will loan goaltending equipment during off-season for on ice activities only; such as hockey schools, summer hockey, junior tryouts. All equipment must be returned when the off-season event is completed. CPMHA does not supply equipment to those who do not play with in our organization. A deposit may be required.

### **4.5 Liability**

- a) The Township of Perth East, the Municipality of North Perth and the CPMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.
- b) This shall be stated on all player registration forms.

### **4.6 Player and Team Officials Insurance**

- a) The insurance program described by the OMHA Manual of Operations or the Ontario Women's Hockey Association shall cover all players and officials of the CPMHA

- b) The insurance program does not cover Parent/Child for any non-sanctioned OMHA activities if someone was injured. Anyone not insured by the Association must play at their own risk.

#### **4.7 Executive Insurance**

- a) The Executive may purchase and renew yearly an Association liability insurance policy for coverage of Executive members. The Executive shall be responsible for obtaining this insurance.

## **5. Player Movement and Team Regulations**

### **5.1 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 Rep team only. If he/she fails to make that team, he/she must return to his/her proper age grouping.

### **5.2 Movement of Players**

- a) Any player registered in the CPMHA and is also trying out for Junior teams or OMHA Regional teams or OWHA Regional Teams must have an OHF tryout form completed. The President or Vice President must sign this form before they are allowed to tryout. For girls, no permission to skate form will be signed unless for 'A' or above.
- b) Any player registered in the CPMHA requesting player movements or transfers will formally do so through the President. All releases and transfers will be completed per the OMHA and or the OWHA regulations and forms.
- c) Any Junior Team who is attempting to receive the release of any player under the jurisdiction of the CPMHA must formally do so through the President.
- d) In cases of granting releases for players to play for Junior teams, the best interests of the player shall be the prime consideration. Normally, no attempt shall be made to hold back a player from playing at his level.
- e) If after determining by discussion with the respective Junior Team representative and the player and parents that a full release would be to the benefit of all parties concerned, then the release shall be allowed, subject to the terms of the payment schedule as per the OMHA fee schedule.
- f) The President and the Secretary of the CPMHA must sign all releases and transfers.

### **5.3 Affiliation**

Preamble:

Affiliation is the process whereby teams "call up" players from an OMHA approved list to play in games or practices to support the operation of that particular team.

Coaches, players and parents must understand that the whole affiliation process is necessary in order to run an efficient hockey program. With this in mind, all persons involved must remain flexible and try to look at the big picture rather than their particular situation only.

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

- a) CPMHA teams shall affiliate as per OMHA rule #23 with the following additions:
- b) In order to protect the Association's best interests, each team is required to initially limit the number of affiliates to a maximum of 10.
- c) Where horizontal affiliation (i.e. within the same age group) is available, it has priority over vertical affiliation (i.e. from a younger age group to an older one). Where horizontal affiliation is not available an attempt to resolve a conflict will be made by the two coaches. If the coaches cannot resolve the issue, the Technical Director, in consultation with the President, will make a ruling and document the reasoning to the coaches.
- d) For games, teams will only be allowed to bring up affiliate players to match the number of players listed on their OMHA approved roster sheet. If a team wants to go above their rostered level of players using affiliate players, then approval of the respective executive is required. This will be decided on a case-by-case basis depending on the circumstances involved. The specific exception to this rule will be in dealing with goalies where much more flexibility will be required by all involved.
- e) An affiliate player may miss practice with his base team. Consent from a member of Team Management (Head Coach, Assistant Coach) of the team that the player is carded to must be received by the coach requesting use of the affiliate player. The Technical Director must be informed of any of these consents.
- f) The player's Team Management has no right of refusal except under the following circumstances:
  - A conflict does not exist when:
    - the higher categorized team plays or practices after the lower categorized team plays or practices or
    - the lower categorized team practices after the higher categorized team plays or practices
  - By virtue of game locations and the travel involved, there is a reasonable doubt that the affiliated player would be able to make it to a game with his base team. In cases of dispute between the two coaches, the final decision rests with the President
  - The player is under suspension. OMHA Rule 50.3 will then apply.
- g) The Executive reserves the right to rule on any of the above guidelines. If any coach does not agree with the decisions of the Technical Director he/she has the right to consult with the President whose decision will be final.

In the case of a player registered with both the OWSA and OMHA, the player must designate their primary team at registration. The player will be expected to follow the above rules using their Primary team as their Base team.

#### **5.4 General Rules for all CPMHA Teams**

- a) Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after games.
- b) Two (unrelated) PRS certified persons should be present in the dressing room at all times for practices and games.
- c) All players must be ready to go on the ice at game time. All games shall be scheduled to commence five minutes after the scheduled ice time allotment starts. If a team or teams are not ready to begin to play at this time, the lost time will be deducted from the actual playing time.

- d) Players should stay in their dressing room until the ice is available.
- e) No players shall be allowed on the ice without a sanctioned official present, on the ice.
- f) No player is allowed to step onto the ice until the ice machine is completely off the ice and the ice resurfacers door has been closed. Safety Precautions must be taken during all games and practices by checking that all penalty box and team bench doors are securely closed.
- g) Team officials and players are responsible for the condition of their dressing rooms. Tape, paper, or garbage of any kind should not be left in the dressing room, in any arena.

## **5.5 Representative Teams**

- a) The Executive shall set the date by which the selection of players to the First Entry Rep. teams and Additional Entry Rep. teams must be complete by.
- b) The Executive will provide to the coaches before tryouts the number of players and goalies the individual teams will be allowed to carry on these teams based on the number of registrants. If in the opinion of a majority of the Executive, a minimum roster must be set for a team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach.
- c) The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.
- d) Before tryouts, an updated registration list consisting of players wanting to try out for Rep. teams will be given to each Rep. Coach for the division they are coaching. Any new registrants after this time will be told by the Registration Director to contact the coach to get on this list.
- e) Coaches will ensure all players who are trying out on this list are contacted and informed of the dates and times of tryouts.
- f) A Committee consisting of the Coaches in that division and with the assistance of the Coaches Committee shall select teams from individual registrations for each division.
- g) A minimum of 3 tryouts is required to be held before any player cuts are made. (3 tryouts are tryouts that are scheduled, not 3 tryouts the player shows up for).
- h) Players who are injured, sick or new to the area will have the opportunity to be evaluated for placement on a Rep or AE team after the tryouts.
- i) Players must sign an OMHA registration card before participating in any tournaments.
- j) No player shall be signed after January 10th
- k) Every effort should be made to maintain an equal ice schedule between the two arenas.

## **5.6 Local League Regulations**

- a) The Executive shall set the date by which the selection of players to the Local league teams must be completed.
- b) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- c) A Committee consisting of the Coaches in that division shall select teams from individual registrations for each division. The executive, when requested by

the coaching staff may assist in this selection or recommend an outside source to assist with the process.

- d) The Committee shall do their utmost to provide balanced teams. Following the initial selection of teams and the assignments of coaches, the Committee may move players between teams to satisfy special requests from parents. When remaining players have equal representation from both centers every effort should be made to select teams to accommodate the players ability to play on a team out of the arena closest to their residence, as indicated on their registration form. Keep in mind where these teams have to play against each other in league play; these teams will be balanced in their skill level as well.
- e) Every effort should be made to maintain an equal schedule between the two arenas.
- f) All teams within each division shall be re-balanced by the Executive if required. Any player movements will only take place after discussion with the coaches and parents affected by the moves. Should dropouts reduce a Local team roster to more than three players below the average team roster the Executive will make transfers as they are required.

## **5.7 Women's Teams Regulations**

- a) Women's teams will play in the league determined by the Executive during the regular season and playoff tournaments.
- b) All Women's teams, classified as "C" or higher. May register for OWHA Provincial Playdowns in order to qualify for Provincial Championships. If an individual team decides to enter it will be the responsibility of the Women's Town Contact, in consultation with the coach to register with the OWHA as per the OWHA regulations.
- c) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- d) A Committee consisting of the Coaches in that division and with the assistance of the Coaches Committee shall select teams from individual registrations for each division.
- e) All Women's teams must have a registered trainer with a minimum of HTCP Level I certification present at all OWHA sanctioned events (games, practices and dry land training).
- f) Each female team must have at least one registered adult female on the bench. A female official shall be present in the female players' change room while males are present.
- g) All team officials must have current Prevention Services certification.

# **6. Coaches Selection**

## **6.1 Role of the Technical Director**

- a) Chair the Coaches Committee
- b) Set out a coaching selection criteria (approved by the Executive); collect applications.
- c) Make recommendations to the Executive for approval of the selection of the coaches based on the applications received
- d) Convene meetings for the coaching staff prior to the start of and during the hockey season.

## **6.2 Coaches Committee**

- a) Coaches for the upcoming season shall be selected by the Technical Director and the Coaches Committee. The selections will then be recommended to the CPMHA Executive for approval.
- b) Where there is more than one application submitted for a particular team the coach shall be appointed by majority vote of the Coaches Committee.
- c) Will evaluate injured, sick or new players for team placement

## **6.3 Qualifications and Eligibility**

- a) Coaches must be, or willing to become, certified in accordance with the OMHA Manual of Operations and or the OWHA Regulations. Applicants selected will also be required to have a recommendatory Police Record Check completed before the Executive approves the coach's selection. The PRC must be completed every four (4) years or as per required by the OMHA/OWHA Guidelines.
- b) Every effort should be made to ensure a person is not the head coach of a Minor Hockey team, Novice and up, for the same child for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the CPMHA Coaches Committee.

## **6.4 Applications**

- a) The CPMHA will advertise that they are taking applications for head coaches for the upcoming hockey season.
- b) Applications for coaching positions will be available from the Technical Director, the website or any CPMHA executive member.
- c) The Executive will establish an application deadline when all applications have to be received by the Association.

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

- a) The Head coach, with the approval of the Executive will select the other team officials for his or her team. (Assistant Coaches, Trainers and Manager)
- b) The number of team officials to be selected will be accordance with OMHA and or OWHA regulations
- c) The Head Coach should attempt to maximize the flexibility of his/her coaching staff by having two NCCP and two HTCP qualified individuals on the team's roster sheet.
- d) Coaches will be certified in accordance with the OMHA and or the OWHA regulations.
- e) Trainers shall hold a valid HTCP certificate.
- f) All team officials will be required to have a recommendatory Police Record Check completed every four (4) years or as per required by the OMHA/OWHA Guidelines.
- g) An official Police Record Check may be requested at any time by the Executive.

## **7. Team Officials**

### **7.1 Accountability**

- a) Team officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. The coaches and parents will agree upon the time frame of before and after games and practices. All new team officials are required to complete a Police Record Check. It will be left to the discretion of the Executive as to whether any information received from this process will affect their position in the association. Any team official that does not have this complete by the roster approval date of the current hockey season will not be allowed in the dressing room or on the bench until it has been completed.
- b) Team officials are expected to set a good example in conduct, language, dress and sportsmanship.
- c) Team officials shall become familiar with, follow and enforce all rules, regulations and procedures of the CPMHA, WOAA, OMHA or OWHA.
- d) Team officials shall attend Association meetings as required by the Executive.

### **7.2 Player Injuries**

- a) The Trainer of the team is responsible for forwarding a copy of the "Canadian Hockey injury Report" to the OMHA/OWHA as required. A copy must be forwarded to the Executive for association record keeping as soon as possible.
- b) Players who have missed games and or practices due to an injury seeking medical treatment (regardless of if it's a hockey related injury) must give the coach and or the trainer on that team a Doctor's note for approval to return to play, before being allowed on the ice for any CPMHA sanctioned activity. A copy must be forwarded to the Executive for association record keeping as soon as possible.

### **7.3 Player Ice time and Development**

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

### **7.4 Team Meetings with Parents**

- a) Coaches and Managers must have a parent meeting before the season begins and hold parent meetings as required during the season as needed. Two non-team parent Executive members should be present at any meetings.
- b) These meetings will be used to explain/discuss the following:
  - Introduce coaching staff and Responsibilities of coaching staff
  - Select Team Rep
  - Coaching Philosophy
  - Team Rules
  - Hand out and discuss Player and Parent Codes of Conduct
  - Dress Code

- Playing Time for players, shortening of players ice time
- Supervision of Dressing Rooms and Shower Room Policy
- Releasing Children from Coaching staff Supervision
- Female Player Dressing Room Policy
- Transportation of Players
- Twenty-four Hour Cool Down Rule
- Parent Complaint Procedure
- Timekeeping, scorekeeping, admission gates
- Tournaments
- Emergency Action Plan and responsibilities
- Any other points that either group wishes to discuss. It is essential to keep the lines of communication open between parents and coaching staff

### **7.5 Parent Complaints**

- a) Any Parent complaints regarding the coaching staff or the operation of the team must be given to the team rep, after the mandatory 24 hour cooling off period; in writing with signature (either by hand, or scanned electronic copy). All complaints will first be attempted to be resolved at the team level by the Team Rep with the parties involved.
- b) If a resolution cannot be agreed upon at the team level, the Coaches Committee will be contacted by the team rep to be an intermediary in assisting a resolution with the parties involved.
- c) If a resolution can still not be reached the Executive will make a ruling after a hearing of the parties involved.

### **7.6 Team Budgets and Financial Statements**

- a) Team budgets, collecting and disbursing of team finances for tournaments will be the responsibility of each team manager.
- b) The parents on the team must understand and approve an initial team budget for the amount of funds required to enter the selected tournaments. It is the team's responsibility to collect these funds from the parents. This financial obligation is above the Association's registration fees. (unless otherwise stated)
- c) The team must settle any debts or bills incurred by the team. The CPMHA will not honor these debts.
- d) Any team or individual incurring debts in the name of the CPMHA without prior approval shall be subject to disciplinary action up to and including possible suspension from the Association.
- e) There will be no individual team fundraising initiatives.

## **8. Subsidization of Team Officials**

### **8.1 Subsidy Rates**

The CPMHA will subsidize the costs for current volunteer team officials as per the following:

- a) Initial Coaches and Initial Trainers courses: subsidization of 100% of the registration costs.
- b) Re-certification of Coaches and Re-certification of Trainers qualification: subsidization of 100% of the registration costs.
- c) Team officials attending Prevention Services clinics: subsidization of 100% of the registration costs.
- d) Team Officials getting a PRC (police record check) completed: subsidization of 100% of the costs.
- e) All subsidization will be forwarded after the participant has successfully passed the course and submitted a receipt to the Treasurer or Executive.

## **9. Ice Scheduling**

### **9.1 Ice Contract**

- a) The CPMHA will sign an ice contract with the Township of Perth East and the Municipality of North Perth yearly. The Ice Coordinator will be responsible in consultation with the Executive for identifying to the Township/Municipality the Associations ice requirements for the upcoming season. This should be done as soon as possible prior to the upcoming season. The President will sign the ice contracts.
- b) The CPMHA will start buying ice on or about September 15th and stop on or about March 31st each season.

### **9.2 Responsibility**

- a) The organization and scheduling of ice time for the CPMHA hockey program is the responsibility of the Ice Coordinator. Head coaches will assist the Ice Coordinator when requested.
- b) The Ice Coordinator shall fairly distribute game and practice ice allocations to teams in our organization and forward this schedule to each head coach. It is the coaches' responsibility to report changes in this schedule as they occur throughout the season to the Ice Coordinator.
- c) During playoffs, the Ice Coordinator will do playoff ice scheduling with assistance from the Town Contact. 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 Coordinator will keep track of any ice that is taken away from a team. Ice 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's coach/manager to inform the Ice Coordinator as soon as possible who will then offer it to other teams.
- b) If an Ice Coordinator cannot be reached, alternative contacts for ice changes is the President

## **10. Playing Times**

### **10.1 Practices**

- a) The normal duration of a practice is considered 1 hour on the arena clock from the scheduled start time (50 minutes of practice, 10 minutes for flooding of the ice)

### **10.2 Length of Home Games during the Regular Season**

- a) The Executive, as regulated by OWHA/OMHA will determine the length of home games for each division. This will be communicated to the coaches prior to the season starting.
- b) The length of the game also includes a flooding of the ice (10 minutes).
- c) If certain teams continue to play past their allowable time, or if time restrictions are necessary then a curfew may be written on all home game sheets and initialed by both the home team coach and visiting coach.

### **10.3 Length of Games during the Playoffs**

- a) The length of games during playoffs will be in accordance to the rules and regulations laid down by the WOAA, the OMHA and or the OWHA.
- b) Playoff games will not be curfewed.

## **11. Off - Ice Officials**

### **11.1 Timekeepers and Scorekeeper**

- a) A Parent Rep appointed by each team will assign responsible Timekeepers and Scorekeepers. If a team chooses to hire an outside person for these tasks, they are responsible for the cost.

## **12. On-Ice Officials**

### **12.1 Referee Scheduling and Notification**

- a) Team Officials are responsible for contacting the Referee-in-Chief to have referees scheduled for their home games during the regular season and the playoffs. After the league-scheduling meeting, the team must submit to the Referee Scheduler, as soon as possible, a hard copy of the teams' scheduled home games for the season.
- b) The exception being in playoffs when neutral referees are required for games per WOAA, OMHA or OWHA regulations.
- c) Team officials are responsible for contacting the Referee Scheduler regarding any home games that are cancelled or rescheduled. If the game is to be rescheduled, the team official must let the referee scheduler know the rescheduled date and time.
- d) Subsidization of 100% will be given to any registered player who attends and completes an Official certification/or re-certification clinic.
- e) Any "Local Referee" can request to be reimbursed for their Level 1 and Level 2 registration fees. A "Local Referee" is any referee who is close enough to CPMHA arenas to not have to charge mileage under the OMHA or OWHA

referee fee guide. The referee is required to referee 10 games before they will be reimbursed for their registration fees.

### **12.2 Referee Payment**

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

### **12.3 Referee Complaints**

- a) Complaints regarding referees should be sent in writing to the Referee-in-Chief, who will forward on to his Referee Supervisor. Ensure the President and Technical Director is copied on the letter so that the Executive can be made aware of any complaints.

## **13. Exhibition Games**

### **13.1 Notification**

- a) Team Officials must notify the Town Contact regarding home exhibition games. This information must be relayed on to the teams WOAA Convener for insurance reasons and in the case of any suspensions resulting from these games.
- b) Team Officials will be responsible for contacting the referee scheduler to schedule referees for home exhibition games. Appropriate notification is required.

### **13.2 Payment of Referees for Exhibition games**

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

### **13.3 Exhibition Games and Tournaments outside of OMHA Jurisdiction**

- a) Any teams travelling outside the OMHA jurisdiction will require a travel permit for insurance purposes.
- b) Team officials will be responsible for contacting the President to obtain this permit.
- c) The treasurer will be responsible for paying for this travel permit per the current OMHA fee.

## **14. Tournaments**

### **14.1 Approval**

- a) Tournament applications should be copied to the Executive.

#### **14.2 Tournaments during playoffs**

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

### **15. Fundraising**

#### **15.1 Purpose**

- a) Fundraising is a very important aspect of this Association. It helps keep our registration rates as low as possible. The Fundraising/Sponsorship Committee will decide, by majority vote yearly what fund raising initiatives are required as per budget requirements. These initiatives will be brought forward to the Executive for approval.
- b) If required, fundraising hours are budgeted for each season so that the Association knows how many hours each person must complete

#### **15.2 Parents Responsibility**

- a) Parents will be required to work six (6) hours of volunteer time or pay a \$150 Fundraising Levy.
- b) If required, parents will be required to make out a post-dated cheque dated December 31<sup>st</sup> of the current registration year for each registrant to guarantee that they will complete their fundraising hours. They will be told the amount at registration. This fundraising cheque will be cashed only if the allotted hours are not completed.
- c) Any discrepancies in fundraising must be resolved before a parent is permitted to register their children the following season.

#### **15.3 Team fundraising**

- a) There will be no individual team fundraising.

### **16. Gate Admissions for Games**

#### **16.1 Gate Admission Fees**

- a) Entry fees to the arena may be charged for games involving out-of-town teams and for all WOAA, OMHA and OWHA games, excluding OWHA provincial playdowns.
- b) If a girls' team does not charge an entry fee for the league in which they are playing in, a gate fee will be added to their registration fee. This fee will be determined by the Executive based on the budget.
- c) The Executive shall establish individual game and season pass entry fees annually.

#### **16.2 Gate Operation**

- a) A Gate Fee Operator position shall be advertised for and selected by a designated interview committee which must include the Treasurer.
- b) The Treasurer shall train the selected individual(s).

- c) The Gate Fee Operator will have the gate open and ready to collect money 1 hour before games and 1.5 hours before playoff games or as instructed by the Treasurer.
- d) All Coaches, assistant coaches and trainers for home and visiting teams are exempt from admission charges for their team games. Limited to four (4) officials per game per team.
- e) Executive members and their immediate family are exempt from admission charges for all games.
- f) Season passes are not valid at any Playoff games.

## **17. Sponsorship**

### **17.1 Co-ordination**

- a) The Fundraising and Sponsorship Committee with the approval of the Executive shall co-ordinate sponsorship.

### **17.2 Sponsorship Agreements and Fees**

- a) A sponsorship agreement shall be established with each sponsor.
- b) Sponsor fees shall be determined by the Executive each season.

### **17.3 Association Agreement with Sponsor**

- a) In return, the CPMHA shall recognize each sponsor by displaying the name of the sponsor in the applicable manner.

## **18. Banquet, Banners, Awards Banquet**

### **18.1 Awards Banquet**

- a) An Association awards banquet will be held annually in alternate locations. Accommodations that will be suitable to seat the whole association must be considered and it will be coordinated by the Executive.

### **18.2 Banners or Plaques**

- a) The Executive shall recognize the following team achievements by purchasing banners or plaques for display in the arena:
  - WOAA Champion (Local or Rep, and Women's)
  - OMHA Championship
  - OWHA Provincial Championships
- b) The banners or plaque shall be standardized.
- c) The executive shall purchase 2 banners or plaques for teams and display them in both arenas.
- d) Co-ordination of hanging of all banners or plaques shall be the responsibility of the Equipment Manager.

### **18.3 Individual Awards**

- a) Each year the following individual awards may be presented for each team if requested.
  - Most Sportsmanlike
  - Most Dedicated Player (MDP)
  - Most Improved Player (MIP)
- e) Team Officials will be requested to submit names for these awards to the President by a date communicated to them.
- f) Each year Memorial awards will be presented.

**To be added at amalgamation time – award name recipient and criteria**

### **18.4 Trophy Cases**

- a) The inventory of all trophy cases, in both arenas, will be controlled by the Executive under the direction of the Past President.
  - International Silverstick winning teams will have their picture permanently displayed in the showcase, as well as their regional and international trophies.

## **19. Privacy Policy**

The Central Perth Minor Hockey Association (CPMHA) agrees to adhere to the Privacy Policy as adopted by the Western Ontario Athletic Association (WOAA). The WOAA Privacy Policy can be found at [www.woaa.on.ca](http://www.woaa.on.ca)

## **20. Amalgamation 2-Year Trial Period**

- a) For the trial period the original sweaters of the Milverton and Elma Logan MHA will continue to be worn and will be distributed each year by the coaching staff as per the Executive's direction.
- b) During the Amalgamation trial period equipment shall be marked for each center. A record of which association supplied the equipment will be maintained by the executive to ensure it is returned at the end of the trial period if the amalgamation does not succeed
- c) During the trial period an equal amount of funds shall be placed into a new CPMHA bank account from both Associations. All other assets or monies belonging to each association will be invested jointly but designated to the original organization. If after 2 years the amalgamation is successful then the executive will look at joining all funds together and using the monies for future operating costs.
- d) There will be no player movement cards signed during the trial period for a players "Right of Choice". All players in their current organizations will be "grandfathered" into the new Town Centre territory. Any new registrants will fall into the new Town Centre territory and will be given their "Right of Choice" upon initial registration.

## 21. Effective Date

These Rules of Operation shall come into force following a vote upon its enactment after approval by the Members of the Associations as hereinbefore set out.

The foregoing Rules of Operation is hereby enacted, ratified, sanctioned, confirmed and approved with variation by the affirmative vote of the Members of the Milverton Minor Hockey Association and Elma Logan Minor Hockey Association at the General Meetings, and at which a quorum was present on the

\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

President Milverton Minor Hockey Association \_\_\_\_\_

President Elma Logan Minor Hockey Association \_\_\_\_\_

Secretary Milverton Minor Hockey Association \_\_\_\_\_

Secretary Elma Logan Minor Hockey Association \_\_\_\_\_