

# SIMCOE AND DISTRICT MINOR HOCKEY MANUAL OF OPERATIONS



2019



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## SIMCOE AND DISTRICT MINOR HOCKEY MANUAL OF OPERATIONS

### SECTION #1 – EXECUTIVE DUTIES

All Executive terms are a two (2) year term.

#### 1.01 PRESIDENT

- The President must have service at least one year on the Simcoe and District Minor Hockey executive in order to be eligible for the position.
- Preside at all meetings of the members of the Corporation and of the board of directors. The president shall be charged with the general management and supervision of the affairs of the Corporation.
- The President, with the Secretary or other officer appointed by the board for the purpose, shall sign all by-laws and membership certificates.
- The President shall be an Ex-officio member of all committees.
- The President shall appoint one of the elected vice presidents to assume the duties of the President in the absence of the President.
- The President shall appoint a Chairman of the Standing Committees.
- The President shall act as a representative of SDMHA in the community.
- The President is to sit on the Finance committee.
- Will cast the deciding vote in the event of a tie.

#### 1.02 PAST PRESIDENT

- To avail them self to the President, offering knowledge and experience for guidance.
- Perform such duties as assigned by the President.
- Organize and preside over elections at the Annual General Meeting.
- Head nominations committee if available and willing.

#### 1.03 VICE PRESIDENTS

- The Vice-Presidents shall assist the President in his or her duties.
- Shall be available to substitute for the President when required and shall assist with the duties to be performed by the directors.
- Shall investigate all code of conduct and harassment violations
- One Vice shall sit on the Finance Committee.
- One Vice shall sit on the Coaches Selection Committee.

#### 1.04 SECRETARY

- The Secretary shall be an ex-officio clerk of the board of directors.
- Attend all meetings of the board of directors and shall record all facts and minutes of all proceedings in the books kept for that purpose.



- Keep on file a record of attendance at regular meetings.
- Type, copy and distribute minutes to all executive members for the next meeting.
- Give all notices required to be given to members and to directors, and prepare, with the assistance of the President, an agenda for each meeting.
- Perform such other duties as may from time to time be determined by the board of directors.
- Receive correspondence and report to the Executive.
- Arrange the meeting place for all regular, Executive, and special meetings, at the request of the President.

#### 1.05 TREASURER

- The Treasurer shall keep full and accurate accounts of all monies received and disbursed and all accounts payable and receivable by acceptable accounting practices and in proper books of account.
- Upon executive approval to pay all accounts by cheque which is signed by two of the following: President, Treasurer, or Assistant Treasurer.
- Submit interim financial statements at each directors and general meeting.
- Responsible for having an internal audit of the Corporation financial transactions prepared prior to the annual meeting.
- The Treasurer shall prepare in conjunction with the Finance Committee, a budget for the upcoming year, and present it to the executive as soon as possible.
- The Treasurer shall be a member of the Fundraising committee.
- The Treasurer shall assist with the collection of gate monies received.
- The Treasurer shall be responsible for the preparation and filing of Income Tax documentation.
- The Treasurer shall be responsible for referee and timekeeper monies and transferring such to the individual team representatives.
- Shall assist with the registration of SDMHA participant.
- Shall assist the Assistant Treasurer with the completion of his/her duties.
- Shall be responsible for the mail delivered to the SDMHA Post Office Box.

#### 1.06 ASSISTANT TREASURER

- Shall assist the treasurer in any way with his/her duties.
- Sit on all Tournament Committees as an executive liaison.
- Responsible for sending all tournament permits from the OMHA.
- Collect and deposit gate fees, sponsorship and advertising monies, associated with tournaments.
- Pay all outstanding tournament bills.
- Reconcile tournament permit for OMHA.
- Keep a financial record of each tournament.
- Obtain required license for the purpose of fundraising as required.
- Shall be responsible for updating the Incorporated documentation with the Government of Canada
- Reconcile the fundraising lottery documentation.
- Shall assist with the registration of SDMHA participants



#### 1.07 CENTRE CONTACT

- Act as a liaison for SDMHA in all OMHA related matters.
- Provide OMHA registration cards (players and team official) for registration.
- Register all teams, players, and officials, tournaments and Association members for insurance purposes.
- Forward all cards to the local OMHA Regional Executive Member for approval.
- Chair of Registration Committee.
- Assist all Conveners with their duties as required.
- Schedule Treasurer/Assistant Treasurer along with volunteers to assist with registration of players and collect fees prior to first ice.
- Keep a running record of player's eligibility for future tryouts.
- Chair the pre-season Rep Coach and Bench Staff meeting with Rep Convener.
- Chair the pre-season Rec Coach and Bench staff meeting with the Rec Convener. Ensure Referee-in-Chief and Timekeeper coordinator(s) have been selected.

#### 1.08 REPRESENTATIVE CONVENOR

- Southern Counties League and SDMHA executive liaison.
- Attend Southern Counties meetings as required.
- Work with the Ice scheduler to reschedule any conflicting games and tournaments with other Centre's.
- Coordinate with Ice Scheduler, Rep. tryout times
- Work with ice scheduler on available ice times.
- Notify team managers of scheduled games.
- Collect and send white copies of game sheets to appropriate Southern Counties Convener.
- Sit on Harassment & Abuse or Code of Conduct cases if requested.

#### 1.09 LOCAL LEAGUE CONVENOR

- Assist the Director of Coaches Selection in filling all LL coaching positions.
- Obtain Divisional Conveners for each division, as required
- Assemble lists of team officials with addresses and phone numbers and forward to executive.
- Supervise the team selection process to ensure balanced Local League teams.
- Work with Ice Scheduler in the scheduling of games, practices and playoffs for the HL and distribute schedules to conveners.
- 
- Attend all Interleague Meetings.
- Sit on Panel for Harassment & Abuse or Code of Conduct cases if requested.
- Send white copies of games to Interleague Convener.

#### 1.10 NOVICE AND BELOW CONVENOR

- Directly responsible for overseeing the implementation and delivery for the Novice and under divisions, including: Discovery, Initiation, Minor Novice, and Novice.



- This volunteer plans, organizes, and administers the Novice and under program for Simcoe and District Minor Hockey Association.
- The program convener is an executive member of the minor hockey association and is in the liaison to the associations' executive.
- This position is responsible to report directly to the minor hockey association's board of directors.

#### 1.11 DIRECTOR OF COACH SELECTION

- Distribute coaching applications.
- Set deadline for coaching applications.
- Set up and interview coaches.
- Committee recommends coaches to executive for each level.
- Notify all applicants of coaching appointment.
- Locate coaches for necessary teams.
- Ensure all coaching staff and executive members get police checks.
- Recommend policy to the executive regarding coach selection issues related to the Association.

#### 1.12 DIRECTOR OF SPONSORSHIP AND FUNDRAISING

- Contact local businesses regarding the sponsorship of representative and local league teams.
- Collection of all monies involved.
- Distribution of all sponsor related material, i.e.: game passes, sponsorship plaques.
- Investigate all Fundraising possibilities.
- Carry out any fundraising projects approved by the executive. Financial statement to be provided to executive.

#### 1.13 DIRECTOR OF DEVELOPMENT

- Work with OMHA appointed people to book and set up all trainer and coaches clinics, all OMHA & CHA endorsed clinics.
- Collection of all monies due for courses.
- Booking and setup of facilities.
- Maintain inventory of training videos and resource materials, for distribution to coaches.

#### 1.14 DIRECTOR OF EQUIPMENT

- Keep an accurate and current inventory of all equipment.
- Obtain quotes on all equipment related purchases.
- Present all quotes to executive for approval.
- Purchasing of all team sweaters, goalie equipment, socks, pucks, pylons, trainer kits, etc.
- Cresting of all sweaters.
- Compile a list of all Association equipment on loan to each team and have responsible team official sign for equipment.



- Distribute and ensure return of all sweaters and loaned equipment.
- Provide keys to Minor Hockey Room for all new executive members. Collect keys from outgoing members.
- Update and outfit SDMHA locker rooms as deemed necessary.
- Be responsible for properly storing equipment for the off-season.
- Keep updated inventory of all SDMHA assets, i.e.: TV, fax machines, etc.

#### 1.15 DIRECTOR OF PUBLIC RELATIONS

- Placing of all necessary newspaper advertisements.
- Ensure all coaches are aware of their responsibility to provide game details to the local paper.
- Write and distribute newsletters to the membership.
- Website information updates.
- Distribution of all informative materials.
- Booking and scheduling of team and individual photos.

#### 1.16 DIRECTOR OF COACH DEVELOPMENT

- Will recommend and arrange coach clinics and training to the Executive. These may include, but not limited to: OMHA Specialty/Instructional Stream Clinics, OMHA coaching seminars, Hockey Canada (HC) seminars, HCTP Upgrading.
- Responsible to liaise with instructors, coaches and trainers to arrange each clinic. These may include, but not limited to: booking arena meeting room and ice rental, coordination of food and drinks, as required, and providing details to Director of Public Relations/Website for communication to members.
- Ensuring the required equipment is available, as requested by the instructor.

### SECTION #2 – COMMITTEE COMPOSITION

#### 2.01 FINANCE

The Finance Committee shall consist of the following:

Treasurer - Chair  
Assistant Treasurer  
President  
Vice President (one)

#### 2.02 COACH SELECTION

The Coach Selection Committee shall consist of the following:

Director of Coaches Selection - Chair  
Vice President (one)  
Three outside members - nominated by committee, appointed by the Executive.





Note: In the event that either the Vice President or the Director of Coach Selection has a child playing in the Division for which an applicant is interviewing, they shall not vote.

## 2.03 DEVELOPMENT

The Development Committee shall consist of the following:

Director of Development - Chair

A Committee to be comprised of interested parties, nominated by Chair, appointed by Executive.

2.04 The Executive will form additional committees, as required.

## SECTION #3 – FAIR PLAY CODES

### 3.01

Prior to team assignment, all registrants will be given a copy of the Fair Play Code to be read and discussed with parents and/or guardians and signed to ensure personal responsibility for living up to the Fair Play Code. Any player/parent/guardian failing to sign the Fair Play Code will result in the person being ineligible to participate in SDMHA activities until agreeing to sign. Players eighteen years of age and older will not require a parent signature, but must accept personal responsibility for living up to the Fair Play Code. Parents may sign for players under age eight, with the understanding that their child(ren) will be provided with explanation of the Fair Play Code, will be dealt with by the SDMHA Executive.

Any player and/or parent failing to sign the Fair Play Code will result in the player/and or parent being ineligible to participate in SDMHA activities until agreeing to sign. Fair Play codes must be signed and returned to each team manager.

Players eighteen years of age and older will not require a parent signature, but must accept personal responsibility for living up to the Fair Play Code. Parents may sign for players under the age of eight, with the understanding that their child(ren) will be provided with an explanation of the Fair Play Code and its conditions and consequences.

Behaviour which breaks the Fair Play Codes will be dealt with by the SDMHA Executive.

### FAIR PLAY CODE.....FOR PLAYERS

- 1) I will play hockey because I want to, not just because others or coaches want me to.
- 2) I will play by the rules of hockey, and in the spirit of the game.
- 3) I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- 4) I will respect my opponents.



- 5) I will do my best to be a true team player.
- 6) I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good plays/performances - those of my team and my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- 9) Verbal and physical abuse to referee's will not be tolerated.

#### FAIR PLAY CODE ... FOR PARENTS

- 1) I will not force my child to participate in hockey.
- 2) I will remember that my child plays hockey for his or her enjoyment, not mine.
- 3) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 4) I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game / event.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 6) I will never ridicule or yell at my child for making a mistake or losing a competition.
- 7) I will remember that children learn best by example. I will applaud good plays / performances by both my child's team and their opponents.
- 8) I will never question the officials' judgment or honesty in public.
- 9) I will support all efforts to remove verbal and physical abuse from children's hockey activities.
- 10) I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child.

#### SECTION #4 – REGISTRATION

##### 4.01

No immediate family or player will be allowed to register for SDMHA that has one or more of the following:

- Outstanding debt for past registrations
- NSF cheques due to the association.
- Has not returned all or part of equipment issued to them in previous years.
- Has not returned sweater, where applicable.

##### 4.02

The Treasurer shall have the authority to determine the registration fee for players who register after the start of the season. The following shall be taken into account; the equipment cost, insurance cost, administrative cost and the amount of time missed. The eligibility to play will be determined by the conveners involved in consultation with the coaches, i.e. if there is room on a team.



#### 4.03

Refunds will be given in the following situations:

1. Long term illness or injury makes it impossible for the player to be active with his team. (Requires a doctor's note.)
2. It is a first-year player who has been on the ice for four or less ice times and decides that he/she does not wish to play.
3. The player has moved from the area and no longer resides here.
4. Any reason deemed justifiable by the Executive.

No refund will be issued for the following situations:

1. Not playing hockey due to suspensions.
2. The player does not like his/her coach and/or team.
3. Interim illness or injury or temporary move out of area.
4. Other reasons deemed unjustifiable by the Executive.

All refunds will be calculated on a pro-rated basis according to the amount of time spent in minor hockey for that year. For registrations paid via a method where a processing fee has been charged to SDMHA, the refund will be for the eligible amount less the processing amount charged.

#### 4.04

The Treasurer can recommend waiving or modifying registration fees for a player if circumstances warrant special consideration. All such waivers and modifications to fees must be approved by the Executive. The SDMHA Executive may from time to time seek out other agencies that will also be willing to entertain support.

### SECTION #5 – COACHES SELECTION

#### 5.01

The Coaches Selection committee as set up by SDMHA shall have the responsibility for recruiting, interviewing and recommending of all head coaches to the Executive. The Selection Committee shall review all applications and determine the qualified applicants to be interviewed. A predetermined interview package developed by the committee will be used for all interviews. The Director of Coaching Selection shall present the name of the selected head coach to the executive for final approval.

#### 5.02

In the event that a coach resigns before a team is selected, then the position shall be offered to the next most qualified applicant, if the Coaching Selection Committee deems that individual suitable. Should no qualified applicant exist then the position shall be re-opened following the procedure herein.



5.03

The selection process for A/E Coaches will begin immediately after the selection of the A coaches. The selection process for Local League Coach will not begin until after all A/E teams are selected. The processes will follow the procedures herein

5.04

After being selected the coaches shall submit a list of their coaching staff, minimum of four, to be rostered as per OMHA Regulations, to the Committee for approval before their first league game.

#### SECTION #6 – POLICE CHECKS

6.01

All Simcoe and District Executive members, Head Coaches, Assistant Coaches, Trainers, or any other coaching staff member must have Police Checks done bi-annually. A Declaration shall be used the year after the Police Check was submitted. The Declaration shall indicate that there are no issues to be addressed since the submission of the Police Check.

Head Coaches must have their Police Check request signed and submitted prior to their first ice time. If the Police Check is not done by this time the Head Coach will not be allowed to coach until the Police Check is submitted to SDMHA.

Assistant Coaches, Trainers, Managers, or any other coaching staff must have their Police Check request prior to the final roster being submitted. It is the responsibility of the Head Coach to make sure this is done. If the Police Check is not done by this time the Head Coach and the member of the Coaching staff that did not comply with this procedure will not be allowed to coach, manage or train until the Police check is submitted.

The Police Check and Declaration will be kept on file for that year. The Police Check or Declaration will be collected by the Rep and Local League Convenors to be forwarded to the SDMHA screening person. The screening person may ask all questions necessary to make the proper decision.

Only those individuals who have a negative response to the Police Check need an interview with the Designated screening person. A Coach has the right to appeal this decision to the Executive within 10 days.

**INDIVIDUALS WITH OUTSTANDING CRIMINAL CODE CONVICTIONS, OR CHARGES PENDING FOR CERTAIN OFFENCES WILL NOT BE ACCEPTED FOR A DIRECT SERVICE POSITION WITH VULNERABLE CLIENTS.**

These offences include, but are not limited to the following:



#### THREE YEARS OR MORE RECENT:

- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.

#### FIVE YEARS OR MORE RECENT:

- Outstanding convictions or charges pending for drug offences under the CDSA or its predecessor.
- Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.

INDIVIDUALS WITH OUTSTANDING CRIMINAL CODE CONVICTIONS OR CHARGES PENDING FOR THE FOLLOWING OFFENSES WILL NOT BE CONSIDERED FOR A DIRECT SERVICE POSITION.

- Physical or Sexual Assault
- Current court orders or probation orders forbidding the individual to have contact with children under the age of 18.
- Indictable criminal offences for child abuse.

Individuals with outstanding convictions for provincial offences related to a bona fide occupational requirement of qualifications, may be excluded from a position of trust, depending on the circumstances.

Applicants may be rejected as a result of other information gained during the Police Check process or through the screening process as a whole, or as a consequence of other factors.

It should be noted that every staff member or volunteer once accepted, is obligated to inform the appropriate Association Executive if he/she is charged, tried or convicted of any offence under the Criminal Code or under other Provincial or Federal statutes, if that offence is relative to a position of trust held by that individual.

SDMHA will accept a completed Police Check by an applicant providing it has been done within the last four months.

### SECTION #7 – TRYOUTS

#### 7.01

All players are entitled to tryout ice times included in the established tryout fee. Coaches are required to have the team selected following the 5<sup>th</sup> home scheduled ice time, or as determined by SDMHA. A player must appear before the coaching staff for tryouts prior to being chosen. Exceptions may be made to the final team selection in situations such as zone tryout dismissals, temporary medical conditions, new residents and players granted permission to tryout from neighbouring centres.



No automatic selections will be made without trying out.

#### 7.02

"A" team tryouts will begin in the Spring, after the Southern Counties playoff tournament. All players per division will get 3 ice times together. Following the third tryout, players will be assigned to A and AE tryouts, if the criteria in Rule 7.03 has been met. After the third tryout, first release can be either an in-person meeting or the coach may utilize electronic communication (SDMHA website) to assign players to A and release players to AE tryouts. Following the fifth skate, players will be released by an in-person meeting with the coaching staff, with a parent present.

Reassignments can only be done at a home game or practice.

#### 7.03

##### Determining Criteria for AE Teams

- Subject to the discretion of SDMHA Executive
- Parent commitment
- Distance of travel for players
- Enough players for local league teams
- Competitive team
- Must be within the Southern Counties loop

#### 7.04

The list of all players released to AE will be given directly to Rep. Convenor to be submitted to the AE coach, once selected. Any player seeking a release for 'A' team is subject to the approvals of the Executive. Any coach found making exceptions to this rule will face discipline from the Executive.

### SECTION #8 – TEAM COMPOSITION

#### 8.01

At the beginning of the season, once the team has been formed, the coach is required to hold a meeting with both players and parents, with an executive member present. At this meeting the coach will cover his/her expectations, team goals, discipline, etc. A handout, outlining the discussions of the meeting, is required, with a copy going to the executive member present. Copies of the Fair Play Code for players / parents / guardians will be distributed, discussed and signed at this time.



8.02

Registration of SDMHA Representative Teams Atom and above shall be restricted to not less than 13 players, per team, per division, subject to the discretion of the SDMHA Executive.

#### SECTION #9 – EQUIPMENT

9.01

It is mandatory that all players in SDMHA wear all required hockey equipment at all games and practices, until they leave the ice.

- Approved OMHA face masks with full face protection and C.S.A. approved headgear including properly fastened chin strap.
- Approved skate heel guards, where applicable
- Approved athletic support and cup or "Jill"
- Approved hockey gloves
- Approved hockey shin pads
- Hockey pants, shoulder pads and elbow pads
- B.N.Q. approved neck guard
- A regulation hockey stick must be used for all league play and/or exhibition games.
- Hockey socks and sweater
- Approved mouth guards will be mandatory as of Jan. 1<sup>st</sup>, 2002 (as per OMHA regulation)

Goalkeepers must wear, in addition to the above equipment, a CHA face mask and C.S.A. approved helmet, chest/arm pad, goalie gloves, goalie pads, neck guards, throat protector and must use a regulation goal stick.

All coaching staff on the ice must wear C.S.A. approved helmets as per CHA regulation.

Failure to comply will result in immediate removal of the player or coach from the ice and may result in further sanctions for both player and coach.

#### SECTION #10 – DISCIPLINE

10.01

The coaching staff of any team can suspend a player for up to two games for discipline. A brief report shall be made and sent to the Executive, within 48hrs, stating the reasons for the action and any recommendations for further action. A disciplinary committee can then add further games to the suspension if deemed necessary and approved by the Executive.

The makeup of the discipline committee will be determined by the executive for each



individual incident but should include the convener(s) responsible for the team involved.

#### 10.02

Any member of SDMHA, coach, manager, trainer or player who has been found to have willfully damaged or defaced facilities used by, or equipment of the SDMHA, shall forthwith be suspended until the cost of repair or replacement of the damaged equipment has been paid in full. In addition to the suspension and the payment of damages, the offending party may be subject to further disciplinary action and/or suspension at the discretion of the Executive.

#### 10.03

If a SDMHA member or player takes part in an off-ice altercation, in or within the immediate area of the arena, before or after any game or practice, the involved party(s) will be indefinitely suspended, subject to review by the SDMHA Executive.

### SECTION #11 – DISPUTE RESOLUTION

#### 11.01 COURSE OF ACTION

Players – Coach – Parent Conflicts – an appropriate time should be arranged to review and discuss any conflicts and solutions.

If the situation does not resolve itself, the next step for the player – coach – parent is to contact the Rep/Rec Convenor. If there is a conflict with the convener, the President or designate is to be contacted.

Failure to resolve the matter as outlined above, the complaint is to be documented and presented to the Divisional Convener or President before the next executive meeting in order to be placed on the agenda.

The Executive will discuss solutions and the involved parties will be contacted with the results.

### SECTION #12 – PLAYER MOVEMENT

#### 12.01

There will be no further player movement between representative teams, or between representative and local league teams, or between local league teams after the first league game without executive approval.





#### 12.02

Under aged players wishing to try out for the next higher division's rep team must submit their request in writing to the Representative Convenor 5 days prior to the start of try outs. The request must have the approval of the parent and must be accompanied by the Hockey Canada Evaluation form (attached) completed by the player's current coach. The coach of the higher division team shall have the final decision to select or release the player. If the player is released by the higher division's rep team the player must return to their age category.

#### 12.03

Under aged players wishing to move up to the next division local league play (novice-midget) must submit their request in writing to the Local League Convenor before the first evaluation skate for that player's age group. The request must have the approval of the parent and must be accompanied by the Hockey Canada Evaluation form (attached) completed by previous season's coach or a person selected by the Local League convenor.

### SECTION #13 – AFFILIATION

#### 13.01

The following guidelines will be used for affiliation: The normal affiliation is for the "A" team to affiliate from the "AE" team, and the "AE" team to affiliate from the local league. Local League teams may affiliate from the division below.

- Midget from Midget/Juvenile: no restriction.
- Bantam, Peewee, Atom and Novice first teams from respective "AE" teams: up to 19
- "AE" teams from the Local League: 6 skaters & 1 goalie
- "AE" teams from "AE" teams in the division below: up to 19
- Local League from division below: 4 skaters & 1 goalie

The OMHA affiliation rule must be strictly adhered to.

The SDMHA executive must approve any exceptions to these guidelines.

#### 13.02

No player will be used or assigned as an affiliated player without the consent of the management of the team with whom he/she is registered. Consent must be granted by the team management each and every time the player is asked to affiliate with parents' or legal guardians consent as well, unless otherwise agreed.



13.03

Both Rep and Local League Teams will only be entitled to using 'AP' players up to their rostered number. The exception being in tournaments and playoffs with any number of players being used.

#### SECTION #14 – COMMITTEES

14.01

All committees setup up by the executive shall have the authority to spend the money in which they have been budgeted. Each committee shall have a liaison who shall report to the executive and each committee shall provide a financial statement to the treasurer.

14.02 TOURNAMENT COMMITTEES

A committee will be set up for each tournament run by SDMHA. This committee will be given guidelines by the executive and a profit target. The committee will then have the authority to run the tournament as they see fit under rules of the OMHA.

#### SECTION #15 – FUNDRAISING

15.01

Simcoe and Minor District Hockey Association throughout the course of each season will implement various fundraising projects to directly offset the costs of registration.

Fundraising will be the responsibility of all members of SDMHA (parents, players, coaches and Executive).

1. All teams within SDMHA must participate in all fundraising activities sanctioned by the Executive
2. No SDMHA team will independently participate in any fundraising activity unless preauthorized by the executive. All requests for such approval must be submitted in writing to SDMHA Executive. The request must clearly outline the purpose, the anticipated revenue, and an explanation as to how the funds are to be disbursed.
3. No team (team official, parent or player) will be permitted to approach any of our existing sponsors for any further funds/donations.



## SECTION #16 – REIMBURSEMENT FOR CLINICS

### 16.01

SDMHA will reimburse participants the registration fees associated with taking required clinics, i.e. coach level, I.P. and trainer level one, for participation in Simcoe Minor Hockey Association. The participant must hold a position on a current roster to qualify for reimbursement.

## SECTION #17 –MILEAGE

### 17.01

Mileage can be claimed by those doing business for SDMHA, if the distance exceeds 25 km per trip. The rate shall be determined by the executive. The person claiming the expense may claim all or part of it. The expense will be given to the treasurer who shall have the authority to pay it.

## SECTION #18 –NOVICE AND BELOW PROGRAM

The Novice and Below Convener on the Simcoe and District Minor Hockey Executive shall be responsible for the Discovery, Initiation, Minor Novice and Novice Programs. Each division of the program will have a Technical Coordinator and an Administrative Coordinator. Instructors, Coaches, Trainers, Managers and Assistants will receive direction through these Coordinators.

### Duties and Responsibilities

#### Simcoe and District Minor Hockey Executive

It is the responsibility of Simcoe and District Minor Hockey to support the Canadian Hockey Initiation Program, as mandated by the Ontario Minor Hockey Association. It is their responsibility to recruit and give guidance to the personnel who organize and run the program.

#### Novice and Below Convener

The Novice and Below Convener is directly responsible for overseeing the implementation and delivery of the program.. This volunteer plans, organizes, and administers the Novice and Below Divisions for the minor hockey association. The program Convener is an executive member of the minor hockey association and is the liaison to the association's executive. This position is responsible to report directly to the minor hockey association's board or directors.



### Technical Coordinators

The Technical Coordinator of each group (Discovery, Initiation, Minor Novice, Novice) would assume responsibilities to co-ordinate the delivery of the program on-ice. These volunteers would also assist the Administrator / Convener in the administration of the Novice and Below program. The Technical Coordinator would liaise directly with the convener.

### Administrative Coordinators

The Administrative Co-ordinator of the Novice and Below Program would assume responsibilities to co-ordinate the delivery of the program off-ice. This volunteer would also assist the Convener in the administration of the program. Administrative Co-ordinator would liaise directly with the Novice and Below Convener and the Technical Coordinators.

### Instructors, Coaches and Assistants

The Instructors, Coaches, and Assistants will deliver the program's curriculum to the assigned groups. They are to exemplify fair play and cooperation, provide instruction in a manner that motivates and challenges the participants while respecting each individual. They will demonstrate effective leadership on and off the ice. It is up to these volunteers to carry out the Initiation Program under the guidance of Simcoe and District Minor Hockey.

### Program Content

Discovery, Initiation, Minor Novice, and Novice Groups will work through the appropriate manuals of the OMHA CHIP program. The progression will be determined by the Technical Coordinator in consultation with the on-ice instructors. Participants will be divided by ability and will progress at a rate suitable to their needs.

"HOCKEY FOR THE FUN OF IT"

## SECTION #19 – ICE TIME

### 19.01

All ice time for SDMHA teams will be allocated by the ice scheduler. All changes to ice time (i.e.: lack of players for a practice, conflicts between games and practices, etc.) must first be dealt with by:

1. Rep. teams - between teams, notifying Convener when changes are complete
2. Recreational teams – between divisional Convener

For accountability purposes, all changes must be reported to the ice scheduler after they are complete. All cancellations of ice must pass through the ice scheduler to inform the proper people, and must be done outside of the 72-hour window prior to the said ice time.



19.02

Any team missing and ice time and the ice surface sitting vacant will be subject to disciplinary actions by SDMHA Executive and may result in:

1. The team being charged the full rate of the time lost, and/or
2. The team losing privileges of ice time.

## SECTION #20 – CONDUCT POLICY

### 20.01 - Introduction

Simcoe and District Minor Hockey expects all directors, officers, team officials, game officials, volunteers, athletes and members to adhere to and to conduct themselves in accordance with S.D.M.H.A. bylaws and policies and to OMHA policies and procedures. Any form of impairment or uncooperative behaviour may be deemed as contrary to the aims and objectives and may warrant disciplinary action.

All members and participants of the S.D.M.H.A 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.

All members and participants of the S.D.M.H.A shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges of the Simcoe and District Minor Hockey Association and the OMHA.

### 20.02 - Application

This policy applies to any conduct which may occur during the course of all Simcoe and District Minor Hockey business, activities and events. This policy shall not prevent a person in authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incidence of harassment.

### 20.03 - Receiving a Complaint

A person who experiences a behaviour offence, any person who witnesses a behaviour offence, or any person who believes that a behaviour offence has occurred is encouraged to make it known that the offence is unwelcome and contrary to this policy. If confronting the offender is not possible, or if after confronting the offender the behaviour continues, the complainant, who has witnessed the offence, or who believes that a behaviour offence has occurred should report the matter in writing, using the SDMHA complaint form to a Vice President of Simcoe and District Minor Hockey Association



Upon receiving the complaint Vice President shall review the complaint and contact the complainant or the parents or guardians (if the complainant is a minor) and contact the respondent (The individual whom the complaint is against) within 48 hrs. The Vice President after speaking with both parties will decide if the incident is a resolvable, minor or a major infraction. The Vice President shall inform the President of their findings immediately to discuss options.

#### 20.04 - Resolvable

If the Vice President deems the infraction is not a minor or major infraction and can be resolved and both parties are satisfied with mediation by the Vice President than the situation will be deemed as being resolved. Should either party disagree with mediation than the infraction will be considered minor and will follow the policy regarding Minor Infraction herein.

#### 20.05 Minor Infractions

- Minor Fractions shall include, but are not limited to the following
  - A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors
  - Unsportsmanlike conduct such as angry outbursts or arguing
  - Non-compliance with SDMHA or OMHA rules or policies
  - Any complaint or infraction considered minor in nature.
- If the Vice President determines that the complaint is a minor infraction and cannot be resolved and should be dealt with by means of a hearing, the President shall appoint three executive members to serve as a Panel, and shall appoint one of these individuals to serve as the Chairperson of the Panel within 7 days.
- The Executive shall then, at its sole discretion, and having regard to the nature of the complaint and the potential seriousness of the outcome, determine which of the following procedures shall be used by the Panel to review the complaint.
  1. The Panel shall review the statement of the complainant, the documentation provided by the Vice President, and the statement of the respondent and shall render a decision.
  2. The Panel shall convene a hearing, if necessary involving the complainant, respondent and witnesses. The parties shall have an opportunity to present evidence and to cross-examine each other and witnesses. At the conclusion of the hearing, the panel shall render its decision.
  3. The Executive may appoint an outside investigator who shall conduct a formal investigation of the incident and shall provide a written report to the Panel. The Panel shall review this report at a hearing with the complainant and respondent present, may ask questions of the complainant and respondent, and may allow the complainant and respondent to ask questions of each other. Following the hearing, the panel shall render its decision.



- The Executive may refer a minor infraction to the OMHA for resolution

In holding a hearing, the Panel shall govern the hearing by such procedures as it may decide.

After reviewing and deciding any behaviour matter, the Panel shall present its findings in a report to the Executive with a copy provided to both the complainant and respondent. This report shall contain:

- A summary of the relevant facts;
- A determination as to whether the acts complained of constitute a behaviour offence as defined in this policy;
- Disciplinary action to be taken, if the acts constitute a behaviour offence; measures to remedy or mitigate the harm or loss suffered by the complainant, if the acts constitute a behaviour offence.

#### 20.06 Imposing Disciplinary Sanctions for Minor Infractions

The following disciplinary sanctions may be imposed by the executive

- Verbal reprimand
- Written reprimand to be sent to individual
- Verbal apology
- Written apology
- Termination of team services or other voluntary contribution to the team, SDMHA, or the OMHA
- Suspension from the current competition and/or for a specified number of games
- Any other sanction which the Panel considers appropriate

The Executive of Simcoe and District Minor Hockey may determine that the alleged offence is of such seriousness as to warrant suspension of the member from Simcoe and District Minor Hockey pending a review of the complaint.

All sanctions and/or suspensions assessed by SDMHA must be reported in writing to the OMHA Executive Director, within Seven (7) business days of sanctions being rendered.

#### 20.07 Appeal Mechanism

Both the complainant and respondent shall have the right to appeal the final decision and/or sanctions of the SDMHA to the Code of Conduct Appeal Panel, although the appeal will only be heard if sufficient grounds exist and procedures followed, determined by the OMHA President or his designate.

An individual ("Appellant") who wishes to appeal the final decision rendered by their local Association to the Code of Conduct Appeal Panel shall have SEVEN (7) business days from the date the decision is received, to submit written notice of their intention to appeal, along



with detailed reasons for the appeal, and a non-refundable appeal fee of \$100 by way of a certified cheque to the OMHA.

Any matter which is appealed to the Code of Conduct Appeal Panel and is to be presented in person shall be subject to a fee of \$200, by way of a certified cheque payable to the Ontario Minor Hockey Association.

Where a matter is submitted to the Code of Conduct Appeal Panel but is withdrawn at least 48 hours prior to the scheduled appeal date, the appeal fee less \$50 administration fee will be refunded.

Any party wishing to initiate an appeal beyond the 7-day period must provide a written request stating reasons for an exemption to the requirement of Section a) above. The decision shall be at the sole discretion of the President or his designate

#### 20.08 Grounds for Appeal

A final decision of the local Association cannot be appealed to the Code of Conduct Appeal Panel without sufficient grounds for the appeal which include:

- Making a decision for which it did not have authority or jurisdiction as set out in the OMHA Code of Conduct Policies and Procedures
- Failing to follow procedures as set out herein.
- Making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.
- Exercising its discretion for an improper purpose.
- Making a decision which was grossly unreasonable
- Any other grounds which the President, or his designate deems sufficient to grant an Appeal which grounds need not be disclosed

#### 20.09 Major Infractions

Situations involving Major Infractions, could include, but are not limited to the following:

- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors
- Repeated unsportsmanlike conduct such as angry outbursts or arguing
- Activities or behavior which interferes with the organization of a competition or with any player's or team's preparation for a completion
- Pranks, jokes or other activities which endanger safety of others
- Deliberate disregard for the rules and regulations under which OMHA events are conducted
- Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk, or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely





- Any use of alcohol by minors
- Use of illicit drugs or narcotics
- Use of, or condoning the use of, banned performance enhancing drugs or methods
- Any Harassment, Abuse, or Bullying complaint.
- Lack of reporting, activity or action of a local executive or association
- Any other complaint or infraction which is considered serious.

If the Vice President determines that the complaint is a major infraction the President shall be informed immediately, and the incident must be report to the OMHA using the OMHA Complaint form.

## SECTION #21 – HARASSMENT AND ABUSE POLICY

### 21.01 Purpose, scope and application of the policy

Simcoe and District Minor Hockey is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. In its most extreme forms, harassment can be an offence under Canada's Criminal Code. This policy applies to all employees as well as to all directors, officers, volunteers, coaches, athletes, officials and members of Simcoe and District Minor Hockey. It applies to harassment which may occur during the course of all Simcoe and District Minor Hockey business, activities and events. This policy shall not prevent a person in authority from taking immediate, informal, corrective disciplinary action in response to behaviour that, in their view, constitutes a minor incidence of harassment.

### 21.02 Standard of Behaviour

#### Harassment

Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment and abuse include, but are not limited to:

- Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching, unwelcome flirtation, sexual advances, requests or invitations.
- Any form of hazing.
- Any form of physical assault.
- Any sexual offence including sexual assault.
- Behaviours such as those described above which are not directed towards individuals or groups, but which have the effect of creating a negative or hostile environment.



- In the case of minors, abuse and neglect are as defined in Ontario's child protection legislation.

#### Abuse and neglect

When any member has a reasonable belief that a minor is being abused or neglected, he/she shall report this belief to authorities, pursuant to the provisions of the Act, and shall advise the Executive. Simcoe and District Minor Hockey shall take no further action until such time as child protection authorities and/or police have concluded their investigation. The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence in these proceedings.

#### 21.03 Receiving a Complaint

A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to this policy. If confronting the harasser is not possible or if after confronting the harasser the behaviour continues, the person who has experienced the harassment, who has witnessed the harassment, or who believes that harassment has occurred should report the matter to an executive member of Simcoe and District Minor Hockey.

Upon receiving the written complaint, the executive member will forward the complaint within 24 hours to a Vice President of the Association. The Vice President shall review the complaint and contact the complainant or the parents or guardians (if the complainant is a minor) and contact the respondent (the individual whom the complaint is against) within 48 hrs. If the Vice President, after speaking with both parties, decides that an incident is a Harassing, Abuse, or Bullying infraction the matter will be reported to the OMHA using the OMHA Complaint Form. The Vice President shall inform the President of their findings immediately.

When any person in authority has a reasonable belief that the possibility exists that a minor is being harassed, bullied, abused or neglected, he or she shall report this to Ontario child protection authorities or Police and shall advise the OMHA of having made this report.

#### 21.04 Social Media Policy

For the purpose of this Social Media Policy, the policy will encompass public communications through all social media platforms that allow users to communicate online.

The policy will be applicable to all members of the Simcoe and District Minor Hockey Association, Directors and staff, teams, on-ice and off-ice officials, players, players' family members and supporters. SDMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. SDMHA also respects the right of all teams and association personnel to express their views publicly.



The purpose of this policy is to educate the members of our association on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, Simcoe and District Minor Hockey Association and/or the OMHA.

**SOCIAL MEDIA GUIDELINES** - Anyone who participates in social media is held to the same standards as all other forms of media including radio, television and print.

Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action.

It should be recognized that social media is on the record and can be instantly published and available to the public and media.

Everyone including Association and/or team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

**Language** – SDMHA is proud to be an open, inclusive organization. Members of SDMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, or bullying, will not be tolerated.

**Be mindful of privacy/confidentiality** – Always lean on the side of caution when sharing the personal information of players, such as full names and contact information. We encourage our associations to share photos and videos but be aware of the content being shared.

**Respect** – Any concerns or disputes involving a member of our organization and another team, referee, or SDMHA should not be dealt with online. Any references or examples of bullying, threats, drug abuse, exploitation and harassment will not be tolerated. Negative and derogatory comments involving any team, association, league, staff, volunteers, programs, stakeholders, players or any SDMHA member are considered violations.

Any retweets/shares could be considered endorsements – When sharing content created by a third party, you are endorsing that company as having a similar organizational message. Be mindful of the source you are sharing content from.

**SOCIAL MEDIA VIOLATIONS** The following are examples of conduct through social media that are considered violations of the SDMHA Social Media Policy and may be subject to disciplinary action by the team, SDMHA, and/or OMHA.

Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member team, the Association or an individual.

Divulging confidential information that may include, but is not limited to the following:

- Negative or derogatory comments about teams, local minor hockey associations, and/or OMHA programs, stakeholders, players or any member of another team.



- Any form of bullying, harassment, intimidation or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
  - o Drug use,
  - o Alcohol abuse,
  - o Public intoxication,
  - o Hazing
  - o Sexual exploitation, etc.
  - o Online activity that contradicts the current policies and code of conduct of SDMHA
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the SDMHA/OMHA code of conduct.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

**DISCIPLINE** - All violations of this Policy will be addressed through the SDMHA/OMHA Code of Conduct Policies and Procedures.

**SUMMARY** - When using social media, each member should assume at all times they are representing Simcoe and District Minor Hockey Association. All members of the SDMHA should remember to use the same discretion as they do with other traditional forms of media.

#### 21.05 Media Release Policy

The purpose of this policy is to define who may speak on behalf of Simcoe Minor Hockey to the news media.

Communications with the news media is managed by the Director of Public Relations, who serves as a liaison to the public and is responsible to portray a singular and consistent message. The director of public relations serves as a primary contact point for media who are looking for comment on issues for news stories.

News Media include, but are not limited to: newspapers; magazines or journals; television or radio stations or networks; and online media, including Social Media.

Members who are contacted by the media are expected to forward the request to the Director of Public Relations.

#### 21.06 Cell Phone Policy

For the Safety, Security, and Privacy of our players, coaches and other members, all electronic devices equipped with a camera, video or still, are prohibited from use in all dressing rooms being occupied by SDMHA players.

This includes, but is not limited to, cell phones, iPods/mp3 players, handheld gaming systems, or PDA's. MP3 players may be used (at coach's discretion) for appropriate music in the dressing room provided it does not have a self-contained camera.



Coaches may carry cell phones in the dressing room provided the devices remain holstered or in pocket. Coaches must leave the dressing room to use their device.

## SECTION #22 – TOURNAMENTS

### 22.01 – Allotment

All SDMHA teams shall be restricted to participating in a maximum of 5 tournaments. The total number of tournaments will include tournaments hosted by SDMHA.

### 22.02 – Exception

Notwithstanding clause 22.01 any tournament that is considered a continuation tournament for which a SDMHA team has previously qualified for shall not count towards the total number of tournaments.

Any coach wishing to participate in more than 5 tournaments may seek executive approval.

Executive approval shall be based on the following:

- Total number of tournaments a team has or intends to participate in:
- OMHA playoff commitments
- Southern Counties playoff commitments
- Parent/player interest and approval