

HUNTSVILLE MINOR HOCKEY ASSOCIATION



MANUAL OF OPERATIONS

OHMA Manual of Operations

In the event of a dispute leading to a conflict between the provisions of this manual and the OMHA manual of operations then in force, the latter shall prevail, provided the same is not in contravention of the applicable governing laws of Canada and its provinces, whether statutory or otherwise.

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DEFINITIONS

- a. "Arrears" means in default for 15 days.
- b. "Association" means Huntsville Minor Hockey Association (or such other name as the Association may in the future legally adopt).
- c. "Board" means the Board of Directors of the Association.
- d. "HC" means Hockey Canada (or such other name as HC may in the future legally adopt);
- e. "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time.
- f. "Director" means an individual who has been elected to the Board of Directors of the Association.
- g. "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent.
- h. "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).
- i. "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt).
- j. "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- k. "Members" means all classes of membership in the Association as provided for in section 5.

All terms defined in the Corporations Act have the same meaning in this By-law and all other By-laws and Resolutions of the Association.

1. PLAYER REGISTRATION

- I. "Veteran Player" - Registered with the HMHA during the previous fall/winter season.
- II. "Former Player" - Registered with the HMHA for a fall/winter season prior to but not during the previous fall/winter season.
- III. "New Player" - Never registered with the HMHA for a fall/winter season.

1.1. Registration Priority

Participation is open to all people upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age as herein after proved.

The HMHA reserves the right to prescribe requirements from time to time including promulgation of the By-Laws specifying grounds for refusing or withdrawing participation, disciplinary actions, and related matters.

Priority to registering will be:

- Firstly, residents of the Town of Huntsville
- Secondly, residents of neighboring municipalities deemed by the OMHA to be within the boundaries of the Town of Huntsville as an OMHA centre.

For all HMHA players, registration will be on a first-come first-served basis, within the 'Registration Timetable' described in 1.2.

Each HMHA team will be permitted a maximum of 4 Non-Resident Players (NRP). Requests to have more will require Board approval. All NRP's will still be considered NRP's in future seasons.

Where a nearby association does not have Rep hockey at a specific age division, those players shall still be considered as an NRP to HMHA.

1.2. Registration Timetable

The Board reserves the right to establish the Registrations Fees, including any changes, annually. The Registration Fees shall be reviewed as part of the development of the Annual HMHA Operating Budget and approved by the Board via standard voting procedures.

The Board has the ability to modify this Registration timetable as required.

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|------|-----------|---|
| I. | April-May | Board determines registration fee schedule. |
| II. | May | Registration information to all HMHA members. |
| III. | May | Registration open. |
| IV. | June-July | Preliminary determination of the number of HMHA teams. |
| V. | August | Late registration open. Late registration fee will apply. |
| VI. | September | Final determination of the number and distribution of HMHA teams. |

Registration may remain open until the quota (if applicable) for each division is reached or at the at the discretion of the Board. New town residents will be accepted at the discretion of the association and/or as specified by OMHA Regulations.

1.3. General Rules

Registration forms must be submitted online using the Hockey Canada Registry (HCR). Registrations will only be accepted with full payment in accordance with the payment plan and accompanied with all required documentation. If full payment cannot be made due to extenuating circumstances, then an acceptable payment schedule must be approved by the President, Vice-President and/or Registrar.

- I. Required Documentation:
 - a. Veteran Players
 - i. Completed registration form.
 - b. New and Former Players
 - i. Completed registration form.
 - ii. Copy of Proof of Age (e.g. copy of birth certificate).
 - iii. Proof of Residency may also be required.
- II. Registrations will not be processed for players who have not fulfilled their financial obligations to HMHA, or another prior OMHA organization, or those who have not returned all HMHA equipment and/or jerseys.
- III. There will be a \$100.00 late registration fee applied to all registrations after the identified registration date. This may be waived for New and Former Players at the discretion of the President, Vice-President and/or Registrar.

1.4. Registration Refunds

1.4.1. General

To receive a refund prior to the start of the season, a written request must be submitted to the Registrar.

Refunds will be issued only after all outstanding team fees and/or HMHA charges have been paid and all HMHA equipment and jerseys have been returned to the HMHA.

For all other players, the amount of the refund will be determined as described in 1.4.2 'Refund Schedule'.

1.4.2. Refund Schedule

Refunds are available, but all refunds will be subjected to an administrative fee. Refund amounts for the following timelines:

- 80% - by October 31st
- 60% - by Nov 30th
- 30% - by December 31st

No refunds will be issued after Jan 1st.

1.4.3. Exceptions to Refund Schedule

A player's injury or medical condition prohibits the player from playing for the balance of the current hockey season; or

A player moves out of the HMHA area and is unable to complete the current hockey season; or extenuating family/environmental circumstances as determined to be acceptable for refund by the Board.

All refund requests requiring exceptions to 1.4.1 or 1.4.2 must be submitted in writing to the President and/or Registrar within 30 days of the date of which the event triggering an exception listed within 1.4.3 has occurred.

All refund requests requiring exceptions to 1.4.1 or 1.4.2, subsequently approved by the Board will be calculated/pro-rated on a case-by-case basis and the amount refunded will be at the discretion of the President and/or Registrar. All refunds will be provided in a timely manner.

2. TEAM STAFF

2.1. General

All team staff must consent to and provide a completed Vulnerable Sector Check. More information can be found on HMHA website on how to submit.

All rostered Team Officials require Respect in Sport (RiS) - Activity Leader Course Completion/Certification.

All rostered Team Officials require Gender Identity & Expression Course Completion/Certification.

All rostered Team Officials must complete Rowan's Law Resource Review & Acknowledgement.

All qualifications must be registered in the Hockey Canada Registry (HCR).

The deadline for team staff to acquire the minimum required certification for coaches for trainers shall be determined by the governing body. Failure to do so will result in the removal of the individual from the relevant team staff position on the team.

Team staff members acquiring the necessary trainer certification (Level I or II) and/or coach certification (Intro Coach Stream or Development Level) will be reimbursed 100% by HMHA upon receipt by the Treasurer of a copy of the appropriate certificate and proof of payment.

2.2. Head Coach (U11 and Above)

2.2.1. General

HMHA will attempt to recruit the best possible head coaches for all teams, seeking the most qualified candidates.

Individuals wishing to be considered for a head coaching position must submit a coaching application to HMHA by the advertised date via HMHA website and be willing to attend an interview by the Coaching Selection Committee made up of selected members of the Board. Late applications will be considered on an individual basis.

The coaching term is for one season only. All coach candidates must reapply each season for selection.

2.2.2. Responsibilities

- I. It is expected each coach will review the Hockey Canada Pathways for the age group they are coaching and put together a training program for the year that meets the requirements of both Hockey Canada, and HMHA goals and objectives.

- II. Shall demonstrate a continued commitment throughout the season in providing quality practice plans and instructions for each practice that emphasize development of player potential and maximizes the use of practice ice available for meaningful, and instructive practice sessions. (ie. Not “scrimmage” each practice).
- III. Participation in a pre-season coach’s meeting to review these goals and objectives, as well as additional meetings held as necessary through the season require mandatory attendance of all coaches to ensure program goals and objectives are being communicated and achieved.
- IV. Shall be the senior official responsible for their team.
- V. Shall ensure the proper formation of bench staff, and submit said roster of bench staff, including Assistant Coaches, Trainers and Managers to the Board for approval.
- VI. Shall ensure all bench staff are properly certified and trained per Section 2.1 of this manual.
- VII. Shall ensure that any direction or policy made by the Board is communicated to the players, parents or guardians.
- VIII. Coordinate player evaluation and player selection per the criteria provided in Section 4.0 of this manual.
- IX. Shall be responsible for their players, staff and parent’s conduct on and off the ice while at any arena when their team is participating in any HMHA event, including, but not limited to practices, games and tournaments.
- X. Report any suspensions of players or team staff members to the appropriate league representative on the same day the offence occurred.
- XI. Shall be responsible for the equipment which belongs to the HMHA, including goal tender gear, pucks, medical kits, and team jerseys (if applicable).
- XII. Shall be supportive, encouraging and provide proper instruction to all players.
- XIII. Shall do their best to give players an equal opportunity to prove their ability and abide by our fair play and ice time policies in Section 6.0.
- XIV. Shall answer all parent or guardian questions or refer such questions to the Board but ultimately ensure that any and all questions are answered.
- XV. Ensure that players are not left unattended in dressing rooms for any length of time. There should be two (2) Team Officials or one (1) Team Official and one (1) adult in the dressing room at all times while there are players in the room. Discretion should be exercised in avoiding one-on-one situations between Team Officials and players.

2.2.3. Selection Criteria

2.2.3.1. Training/Qualifications

Training requirements are based on OMHA guidelines and requirements for coach certifications. All prospective Head Coaches in the HMHA program must have the minimum designation or have committed to obtaining the minimum designation required by the most recently published OMHA guideline. For our OMHA teams, preference will generally be given to coach candidates who have already obtained certifications, and to those with higher levels of qualification.

Relevant experience includes the number of years as a Head Coach, the number of years as an Assistant Coach, the category and level of the teams coached, and the association of the teams coached.

Background experience includes the number of years playing hockey and the category and level of the teams played on.

2.2.3.2. Evaluations

At the discretion of the Board, coaching evaluations by both parents and players will be carried out and tabulated at the end of the season.

Evaluation results will be shared with individual Coaches and the Board to be used when recommending coaches for ensuing seasons. A greater emphasis shall be placed on the player evaluations.

While players have the option of not signing, parents will be strongly encouraged to sign their evaluation.

2.2.3.3. Other Commitments

Preference will be given to Coaching candidates that are relatively free of other commitments. Specifically, coaching another team, extensive job-related travel or volunteer time in non-hockey organizations are items that would be considered here. The Coaching Selection Committee will evaluate the level of these other commitments, past attendance records during previous seasons as Coach, and may include them as a factor in the selection process.

2.2.3.4. Other Criteria

Other attributes that will be assessed include, but are not limited to:

- coaching philosophy and style;
- organizational and communication abilities;
- track record of adherence to our code of conduct (or lack thereof); and
- a commitment to player development and fair play over winning.

2.3. Other Team Staff (U11 and Above)

2.3.1. Selection of Staff

Generally once teams are formed, both Local League and Rep Head Coaches will choose their own Assistant Coach(es), Manager(s) and Trainer(s), subject to HMHA Board approval. The minimum certifications required by OMHA/HMHA must be acquired as listed on our website and within Section 2.1.

The criteria listed below shall be used by Coaches when building their bench roster.

2.3.2. Assistant Coach

2.3.2.1. Responsibilities

- I. Assist with player evaluation and the player selection process.
- II. Assist with the operation of the team during practices and games.
- III. Assist with the supervision of players both on and off the ice.
- IV. Stand in for the Head Coach as required.
- V. Shall be supportive, encouraging and provide proper instruction to all players.
- VI. Assist the Head Coach in answering all parent or guardian questions.

2.3.2.2. Qualifications

- I. Strong hockey background in playing, coaching and evaluating.
- II. Strong interest and commitment to player development and fair play.
- III. Ability to work with fellow coaching personnel.
- IV. Ability to communicate on and off ice with players, parents or guardians.
- V. Availability as to time requirements.
- VI. Training certifications as outlined in Section 2.1 of this manual.

2.3.3. Trainer

2.3.3.1. Responsibilities

- I. Reports all injuries as per OMHA and HMHA policies.
- II. Administers first aid needed during the course of practices and games.
- III. Administers removal and return to play procedures per OMHA and HMHA policy, following all applicable protocols such as Rowans Law.
- IV. Obtains and retains all applicable paperwork (i.e. doctor's notes) for return to play procedures.
- V. Files player medical information sheets for each player on the team.
- VI. Reports directly to the Head Coach.
- VII. Other duties as required.

2.3.3.2. Qualifications

- I. Strong hockey background.
- II. Strong interest and commitment to child development and player safety.
- III. Ability to communicate with team officials, players, parents or guardian and medical personnel.
- IV. Training certifications as outlined in Section 2.1 of this manual.

2.3.4. Manager

2.3.4.1. Responsibilities

- I. This individual will work with the coaching staff and parents/guardians to oversee the administration of the team.
- II. To ensure the smooth operation of the team and allow the Coaches to concentrate on the "on-ice" activities and programming.
- III. Liaison between the Coaches and parents/guardians, and as needed, between the team and Board members.
- IV. Administering team budgets per the Team Financing Section in this manual. (Tournament fees, paying officials, and timekeepers, miscellaneous costs) Organizing team fundraising/sponsorship activities only with proper approvals per the fundraising and sponsorship requirements of this manual. Any bank accounts set up for these funds must have 2 signatures for the account, and the signees may not be from the same household.
- V. Organizing a communication system for keeping parents updated about team activities.
- VI. Management of the team's webpage within the HMHA website.
- VII. Working with the Coach and parents/guardians on planning any other team activities.

2.3.4.2. Qualifications

- I. Strong organizational and budgeting skills.
- II. Strong hockey background.
- III. Strong interest and commitment to player development and fair play.
- IV. Ability to work with fellow coaching personnel.
- V. Ability to communicate on and off-ice with players, parents/guardians.
- VI. Availability as to time requirements.

- VII. Certification as per HMHA and OMHA guidelines.
- VIII. Training certifications as outlined in Section 2.1 of this manual.

2.4. U9 and Below Programming

2.4.1. Selection

- I. HMHA will attempt to recruit the best possible Instructors/Coaches for the program, seeking the most qualified candidates.
- II. Individuals wishing to be considered for U9 and below Head Coach position must apply via our website during the timelines published each season.
- III. The coaching term is for one season only. All Coach candidates must reapply each season for selection.
- IV. The Coaching Selection Committee will recommend to the Board staff (instructors and trainer) for all Initiation teams taking into consideration the following:
 - a. prior U9 and below experience;
 - b. prior hockey experience/knowledge; and
 - c. prior experience working with/teaching young children.
- V. U9 and below head coaches will be recommended to the Board by the Coaching Selection Committee based on:
 - a. prior experience;
 - b. coaching philosophy;
 - c. prior coaching evaluation results; and
 - d. availability to commit time; etc.
- VI. U9 and below Managers, Assistant Coaches and Trainers are to be selected by the appointed Head Coach, per Section 3.0 of this manual.

2.4.2. Training

Training requirements for Coaches, Managers and Trainers at this age are based on OMHA guidelines and requirements for coach certifications. All prospective Head Coaches, Managers and Trainers within the HMHA program must have the minimum designation or have committed to obtaining the minimum designation required by the most recently published OMHA guideline before December 1st.

2.4.3. Evaluations

At the discretion of the Board, evaluations by the parents will be carried out and tabulated at the end of the season.

Evaluation results will be shared with individual Coaches and the Board and will be used in the selection of Instructors/Coaches for the following season.

Parents will be strongly encouraged to sign their evaluation.

3. TEAM OFFICIALS AND PLAYER RESPONSIBILITIES

3.1. General

At the Board's discretion, all players and team officials will be asked to sign a statement at the beginning of the season agreeing to abide by all rules, regulations, policies and procedures of the HMHA, OMHA, OHF and Hockey Canada, and agree to accept the consequences of failing to do so.

The referee's room is out of bounds before and after games for Team officials, players and parents/guardians. Any infraction of this rule shall be reported to the HMHA Board and will be subjected to review by the Ethics and Disciplinary Committee.

At the Coaches' discretion, players may be asked to sign a statement agreeing to abide by team rules that must have been submitted to the Board for approval prior to signature. Agreeing to these team rules implies acceptance of the consequences of failing to do so.

3.2. Players

3.2.1 All Teams

Other than for reasons of illness, injury, family commitments or school activities, a player is expected to attend all team activities.

All players must notify their coach in advance when unable to attend a team function. This includes games, practices and all other team activities such as social functions and fundraising efforts.

Players must at all times wear approved neck guards, mouth guards and helmets. Failure to do so is subject to disciplinary actions. Full equipment must be worn by all players for all practices and games. This is both for safety and insurance reasons.

At the conclusion of a practice or game, players are expected to leave the ice surface in an appropriate, safe, respectful and organized manner.

Players are not allowed on the ice until they are supervised by a team official who is present on the ice.

3.2.2 Co-ed Teams - Co-ed Dressing Room

All HMHA participants shall follow the guidelines of the Ontario Dressing Room Policy and related FAQ's and Implementation Guides.

The Ontario Dressing Room Policy is focused on enhancing inclusion and safety for all participants on any team or officiating team across the province. Dressing rooms are designated team spaces for all team participants to use and interact in on a welcoming, equitable, inclusive, and safe basis. In addition, to minimize occurrences of maltreatment, bullying, and harassment in the dressing room these spaces now come with minimum attire and supervision requirements, and a requirement to accommodate individuals if they require additional measures or supports.

3.3. Team Staff/Volunteers/Officials

All on-ice players and coaching staff are required by the OMHA to wear helmets properly secured. This includes setting up the half-boards for half ice hockey in U9 and below age groups prior to gameplay. Failure to do so will result in immediate removal from the ice, and subsequent discipline by the Head Coach, or Ethics and Disciplinary Committee, if necessary, in cases where Head Coach is in Violation.

Players who are registered with HMHA, who wish to assist with other teams must be at least two age divisions above the team they are requesting to assist. Such request must be approved by the Board.

When the ice is being resurfaced between skating sessions, no player or team official shall step on the ice

until the resurfacing machine has left the ice and the doors are closed.

Players are not allowed on the ice until they are supervised by a team official who is present or on the ice.

Only Identified Alternate Player's (AP's) or older players (at least 2 age groups older) acting as instructors, may be invited to attend HMHA practices.

Only coaching staff that are approved by either the OMHA and approved HMHA volunteers (names submitted to the Supervisor of Coaches prior to October 31) are permitted on the ice for any practices.

3.4. Team Rules/Conduct

Portable audio devices are allowed in the dressing rooms provided discretion is exercised with respect to volume and content of music played. If smart devices are used for this purpose, players and coaches are responsible for ensuring that these devices are never used for taking any pictures or videos at any time.

Players should not be left unattended in dressing rooms for any length of time. There should be two (2) Team Officials or one (1) Team Official and one (1) adult in the dressing room at all times while there are players in the room. Discretion should be exercised in avoiding one on one situations between Team Officials and players.

All teams will have a parent meeting and/or correspondence once the team roster has been set. The initial meeting will clarify items, but is not limited to;

- o player ice time during regular season games, tournaments and playoffs;
- o planned tournaments;
- o team Budget, Fundraising and Sponsorship Plans/Policies;
- o expectations (player conduct, dress code, etc.);
- o expected arrival times for games and practices;
- o HMHA Code of Conduct for Parents must be reviewed, signed and collected. Failure to sign the Code of Conduct for Parents will result in suspension of their player(s) from HMHA activities until it is signed and submitted;
- o player positions as determined by the team management;
- o explanation of complaint form and notice of the 24-hour rule for filing such complaint;

4. FORMATION OF TEAMS

4.1. Team Numbers

Generally, teams (U11 and Above) will include Local League (LL) and Representative (Rep) hockey teams. The number of teams for each shall be determined by the Board.

Generally, teams (U9 and below) will include Local League (LL) and U9 Minor Development (MD) hockey teams. The number of teams for each shall be determined by the Board.

The Board will ultimately determine the number of players per team if any extenuating or unforeseen situations present themselves that would cause consideration to any changes in the maximum numbers.

4.2. Player Eligibility

All players must be registered and be in good standing with OHF, OMHA and HMHA to be eligible for tryouts/upcoming season.

All players must be registered online to be eligible for any HMHA tryouts.

Players are expected to play within their age level. A request to play in a higher division will be considered only if the following criteria are met:

- o The player and/or player's parent has made the request in writing.
- o The player meets or exceeds the requirements set out in our player movement policy outlined later in this document in Section 5.2.

4.2.1. 3.5 Transfers

At the discretion of the Head Coach, after consulting with the Vice-President - OMHA Contact, OMHA Rep Teams, may consider for selection, any player registering for and attending tryouts with an approved Section 3.5 Transfer Form, signed by the OMHA Regional Director and/or their delegate, and the corresponding centres OMHA Representative.

3.5 Transfers must be done in accordance with OMHA Regulation 3.5, and the rules, process and procedures identified in the most recently published version of the OMHA Manual of Operations shall supersede any procedural item listed within this manual.

No player can be dislodged from playing hockey in the HMHA. Any such occurrence will result in the denial, or reversal, of any player being selected via the 3.5 process.

4.2.2. ATM Transfers

At the discretion of the Head Coach, after consulting with the Vice-President - OMHA Contact, OMHA Rep Teams, may consider for selection, any player registering for and attending tryouts with an approved Section ATM Transfer form, signed by the OMHA Regional director and/or their delegate, and the corresponding centres OMHA Representative.

ATM Transfers must be done in accordance with OMHA Regulations, and the rules, process and procedures identified in the most recently published version of the OMHA Manual of Operations shall supersede any procedural item listed within this manual.

No player can be dislodged from playing hockey in the HMHA. Any such occurrence will result in the denial, or reversal, of any player being selected via the 3.5 process.

It's important to note that ATM's are only available for players in the U18 Age Category per OMHA Regulations.

4.3. Representative Teams

Generally, all teams (U11 and Above) will comprise of not less than 13 skaters and 1 goaltender, and no more than the maximum permitted by the OMHA.

All other roster circumstances shall receive approval from the Board.

Guaranteed 2 practices per week. Practices may be located in centres outside the Town of Huntsville. Games will be on top of the two practices and tournaments.

Generally, the regular season for Rep teams will follow the most recent OHF guidelines. Team ice time will be provided until the team is eliminated from post season play.

4.3.1 Tryout/Selection Process

HMHA tryouts for Rep teams shall be held in accordance with OHF guidelines. Teams will be selected at the end of the tryout window. HMHA will also offer pre-skates before tryouts to be consistent with OHF guidelines.

When icing OMHA teams, it is the policy of the HMHA to ensure that players are selected based on their individual skills and abilities, in an effort to maximize player development, whether this is players in our area or players from other centers which have received the appropriate releases.

Tryouts are to be conducted in such a manner that will allow coaches to evaluate players and may include but not limited to, drills, scrimmage and player interviews.

The HMHA recommends that there be one session of individual skills, one session of battle type drills, and one session of intersquad games as outlined in the OMHA/Hockey Canada Pathways.

No player can be cut from tryouts until AFTER all tryout sessions.

Exhibition games may occur but are optional and is up to individual coaches to arrange and schedule. Approval of exhibition games must be requested, and approved, on behalf of the HMHA Board.

Final team lists for OMHA teams will be communicated no later than 24 hours after the final tryout session.

It is the policy of the HMHA that players attend a minimum of one try-out to be considered for an OMHA Rep team.

Should a player not be able to attend a tryout due to illness, or any other reason, or ie. move into the HMHA area after the tryouts were held, received 3.5 paperwork after tryouts are held, that player may submit a request to the HMHA Board in writing, asking to be considered for the OMHA team.

At the end of the team tryouts, the coach will notify the players if they have been selected for the team. All players who did not make the first entry team will be given a release and are now eligible to second and then third entry teams. If a player chooses not to accept the spot on the first entry team, notification must be made in writing stating why the player does not want to accept the position. This notification must be delivered within 48 hours and to the President who will review it with the Ethics and Disciplinary Committee. The Ethics and Disciplinary Committee shall determine whether the player will be released. If the player refuses to report to the team they were offered, their only eligibility will be to be rostered to a Local League team.

The selection of the players for OMHA teams will be the decision of the assigned coach, and their coaching staff. Where possible, an independent evaluator will be utilized as part of this process.

Any parent or player wishing to receive a personal comment from the coaching staff regarding their tryout performance or to register a complaint about the decision, shall submit this request in writing to the Board with 7 days of the final tryout date, while also complying to the "24-hour rule".

HMHA recommends all first year U15, U18 and by request players, participating in rep evaluations attend a Checking Clinic.

Upon being offered a spot on an HMHA Rep team, players will have 24hrs to make a decision.

4.4. Local League Teams

Only registered players will be assigned to local league teams.

All teams (U11 and Above) will be restricted to a maximum of 19 skaters and 1 goaltender. Generally, teams will comprise of not less than 13 skaters and 1 goaltender.

Regular season in the MPSLL. Ability to enter Tournaments as individual LL teams as per the Tournament guidelines in this Manual.

Generally, 2 ice times per week. 1 practice and 1 game – weekday and weekend. Practices may be shared with another same aged LL team. Practices may be located in centres outside the Town of

Huntsville.

Generally, the regular season for LL teams will follow the most recent OHF guidelines. Team ice time will be provided until the team is eliminated from post season play.

Players will be assigned to teams such that the balancing of the teams in terms of skill shall be the first priority. The process to determine the equal balancing of players on teams will include rating of players' skills at on-ice evaluations scheduled at the start of the year. Generally, players are evaluated and rated on a scale of 1-5.

Parents with special requests for placement of players on specific teams must submit such a request in writing to the Board 1 week prior to the scheduled evaluation skates. Note that requests are not always able to be accommodated.

At the discretion of the Board, player changes can be made to any team up to the end of November.

4.5. Select Teams

Only registered players on HMHA Local League teams will be assigned to Select Teams. A player's first commitment is to the LL team on which they are registered.

Coaches interested in providing Select Hockey must notify their interest or intent to the Board in writing no later than September 30th of the current season. This notification should include a plan for the season outlining practice day/times, desired number of games, desired tournaments, team budget, etc.

The Board will then consult with the OMHA on whether a Select Team for the given age group can be approved.

Additional fees will be required for any players participating on a Select Team, to be determined before the team is selected. Additional fees cover the cost of additional ice time and tournaments.

A HMHA Select Team Fee of \$500 Will apply. This Fee will go towards the permitted 2 home exhibition games and team practice jerseys/socks.

The process to determine the selection of players on Select Teams will include rating of players' skills at a minimum of 1 on-ice evaluation session(s) (or as otherwise required by OMHA regulations) ran by coaches, and as available, independent evaluators, based upon both skills based and scrimmage-based play.

Select teams shall determine their preferred jersey method with approval from the Board. Generally, they shall attempt to use extra HMHA jerseys that can be returned at year end.

Each player is responsible for keeping their jersey clean, and in good condition throughout the season. Any damage as the result of game play must be reported to the Equipment Manager as soon as it is known.

Jerseys may not be altered in any manner, except for stitching of nametags, "C" and "A" symbols, stop patches, or for emergency player number clarification.

Nametags/bars may be added to Jerseys if teams chose to do so, at their own expense.

4.6. U9 and Below Programming

U9 and below programs must follow guidelines set forth by the Hockey Canada Pathways Guidelines and Rules.

Only registered players will be assigned to teams.

Generally, teams will include U7, U8 and U9 Local League (LL) and U9 Minor Development (MD). The number of teams for each shall be determined by the Board. Players making the U9MD team will not play LL.

Parents with special requests for placement of players on specific teams must submit such a request in writing to the Executive 1 week prior to team selection dates. Note that requests are not always able to be accommodated.

IV.7.1. U7 Local League

The Local League Model focuses on even play. Due to the 3-year age group in this division, there can often be large numbers and teams.

The U7 Local League teams shall be divided into two groups to ensure proper tiering of players' ability as per the Hockey Canada Pathways.

Generally, the season shall run in accordance with OHF Guidelines.

Group 1: U6 Timbits - Learn to Play

- For kids aged 5 & under (Occasional 6-year-old based on coaches' evaluations)
- Generally divided into 2 teams of 15-20 players
- Focus on learning to skate + very basic hockey skills
- No games necessary – scrimmage amongst themselves as year progresses
- 2 practice times per week – weekday and weekend
 - Tier players of similar ability during practices

Group 2: U7 Timbits - Fundamentals

- For kids aged 6 or capable 5-year-olds (Based on coaches' evaluations)
- Focus on fundamental hockey skills + power skating
- Occasional exhibition games against MPSLL teams
- Ability to enter Jamborees
- 2 practice times per week – weekday and weekend
 - Tier players of similar ability during practices
- The game play format used in Timbits U7 hockey is the Two-Team, Two Game Model as per the Hockey Canada Pathways.
 - Each team will consist of up to 18 players (16 skaters plus two players defending the goal).
 - For games each team is then divided into two units of nine players – one player defending the goal and eight skaters. Would play local centres as their individual LL team.
 - Two teams play one another in the two end-zones. Each team is divided into two units.
 - Each individual LL team has the option to enter into jamborees as two teams to ensure 8-10 kids per team as per player pathway recommendation. This shall be based on demand and organized by the team manager.

IV.7.2. U8 Local League

- For kids aged 7.
- Focus on fundamental hockey skills + power skating.
- Regular season games in the MPSLL. The regular season for LL teams will be in accordance with OHF Guidelines.
- Ability to enter Jamborees.
- Generally, 2 ice times per week. Typically, 1 practice and 1 game per week – weekday and weekend.
 - Tier players of similar ability during practices.
- The game play format used in U8 hockey is the Two-Team, Two Game Model as per the Hockey Canada Pathways.
 - Each team will consist of up to 18 players (16 skaters plus two players defending the goal).
 - For games each team is then divided into two units of nine players – one player defending the goal and eight skaters. Would play local centres as their individual LL team.
 - Two teams play one another in the two end-zones. Each team is divided into two units.
 - Each individual LL team has the option to enter into jamborees as two separate teams to ensure 8-10 kids per team as per player pathway recommendation. This shall be based on demand and organized by the team manager.

IV.7.3. U9 Local League

- For kids aged 8.
- Focus on fundamental hockey skills + power skating.
- Regular season games in the MPSLL. The regular season will be in accordance with OHF Guidelines.
- Ability to enter Jamborees.
- Generally, 2 ice times per week. Typically, 1 practice and 1 game per week – weekday and weekend.
- Half-ice from October through December and may transition to full ice January 15 or later.
- The game play format used in the first half of U9 hockey is the Two-Team, Two Game Model as per the Hockey Canada Pathways.
 - Each team will consist of approximately 15 players and 1 Goaltender.
 - For half ice games each team is then divided into two units of nine players – one player defending the goal and eight skaters. Would play local centres as their individual LL team.
 - Two teams play one another in the two end-zones. Each team is divided into two units.
 - Each individual LL team has the option to enter into jamborees as two teams to ensure 8-10 kids per team as per player pathway recommendation. This shall be based on demand and organized by the team manager.
- The game play in the second half during full ice is to play as a full individual team as per the Hockey Canada Pathways.

IV.7.4. U9 Minor Development

- For kids aged 7 and 8.
- HMHA Rep Fees will apply.
- Focus on fundamental hockey skills + power skating.
- Generally, all teams (U11 and Above) will comprise of not less than 13 skaters and 1 goaltender, and no more than the maximum permitted by the OMHA.

- All other roster circumstances shall receive approval from the Board.
- Regular season in the MPSLL and/or GBTLL. Additional Jamborees as per the Tournament guidelines in this Manual.
- Generally, 2 practices per week. Games will be on top of practices and jamborees.
- The game play format used in the first half of U9 hockey is the Two-Team, Two Game Model as per the Hockey Canada Pathways.
 - o For half ice games each team is then divided into two units of nine players – one player defending the goal and eight skaters.
 - o Two teams play one another in the two end-zones. Each team is divided into two units.
 - o Option to enter into jamborees as two teams to ensure 8-10 kids per team as per player pathway recommendation. This shall be based on demand and organized by the team manager.
- The game play in the second half during full ice is to play as a full individual team as per the Hockey Canada Pathways.
- U9 MD shall be subject to the same rules and regulations as Representative Teams as it relates to Tournaments, etc., outline in this manual.
- During Registration, parents will identify whether their child is interested in playing MD.
- Coaches will evaluate players during the U9LL evaluation skates. Upon the conclusion of these, all interested parties will be notified via email whether their child was selected for the MD team or not.

5. AFFILIATE PLAYERS AND PLAYER MOVEMENT

5.1. Affiliate Players

A player's first commitment is to the team on which they are registered.

Prior to using an affiliate player (AP), the Coach must submit a complete AP Form to the OMHA Rep. for approval. Use of an AP in game cannot commence until such form has been returned, approved, from the OMHA Regional Director.

To foster the development of all players, teams are encouraged to use affiliate players.

APs can be used during regular season, playoffs and tournaments.

APs are not to be used to sit out a regular player who is otherwise fit and eligible to play.

Coaches are however encouraged to use APs to participate in any practices for the team they AP for, regardless of regular player attendance, in order to be prepared and in line with team systems and strategies, provided it does not conflict with scheduling of their regular team.

It is the responsibility of the Head Coach to ensure that all AP players are rotated for game play on as equal a basis as is reasonably possible.

OMHA Coaches must work together with the Vice-President - OMHA Contact. to ensure that each OMHA team has a viable option for AP in the goalie position.

5.2. Player Movement

5.2.1. U11 and above Rep Teams Underage Selection

An OMHA Coach must apply in writing to the Coaching Selection Committee for approval of possible underage selection, prior to the start of the season's Tryout Sessions.

A player, ONLY upon the invitation of the Coach of a Rep HMHA team, one age bracket higher than they would normally play for, and having approval of their parent(s) or legal guardian can "tryout" for the said team, providing the following criteria are met:

- o the player must be ranked as one of the top 6 players on the team for which he/she is trying out for, **not** the team for which they would normally play;
- o should a dispute arise as to the ranking of the player, the Coaching Selection Committee will make the final decision; and
- o the final decision as to whether to sign the player must be made known on or before the conclusion of the higher team's second tryout for OMHA teams.

No player can be dislodged from playing hockey in the HMHA, which would be caused by any such movement of a player. Should this occur, the approval of movement would become NULL and VOID, reversed, and rescinded.

No team can lose more than 1 player through such movement as outlined above.

Any player requesting the opportunity to try out as an underage player for a Rep Team must also concurrently attend tryouts in his/her own age group.

No Player shall be signed until final approval is granted by the Vice-President - OMHA Contact, ensuring the requirements of 5.2.1 have been satisfied per above.

5.2.2. Players Leaving Rep Teams in Season

If an OMHA Rep player leaves his/her team of his/her own volition after registration but prior to Dec. 1st, he/she can only play for a Local League team IF an opening exists. In addition, they must meet the approval of the Board, and cannot return to the OMHA Rep team for the balance of the season unless identified as an AP through the correct procedure and by the appropriate deadlines. No Rep fees associated with playing Rep hockey will be refunded.

Any player wishing to return to HMHA, in season, as a player after being registered with an AAA/AA/A center may only do so at the discretion of the Board.

5.2.3. Residential Moves

If a new player moves into the territory under the association's control as defined by the "Boundaries and Territories" after the OMHA team selections have been made, he/she may be granted a ten-day tryout in their designated age classification, up until December 15. Such registration is subject to the Rules and Regulations of the OMHA. Final approval for placement is at the discretion of the Board.

5.2.4. Goalkeepers

Goalkeepers are not to be considered in any application of the sections listed above and are to be looked on as a separate entity. A Goalkeeper will be allowed to tryout for a higher team providing his/her movement does not deplete the team and or division from where they would normally play, from having adequate goalkeeping. (1 goalie per team).

Per OMHA Rules, Goalkeepers playing at the LL Level are allowed to be rostered on an additional team at the same age, or 1 age group above as a "backup" goalkeeper, without following the AP or Player Movement Processes described in Section 5.0.

5.2.5. Permission to Skate (PTS), Non-Resident Player (NRP's) and 3.5's

The responsibility for the release of any player from the HMHA is vested with the HMHA Board. All releases must be signed by the Vice-President -OMHA Contact in order to be valid.

PTS, NRP and 3.5 Permits will only be issued if Players are in good standing with the HMHA, and all outstanding fees current and due are paid in full.

PTS, NRP and 3.5 Permits will not be unreasonably withheld by the HMHA and shall be processed in accordance with the OMHA Manual of Operations.

Decisions regarding the formation of OMHA Rep Teams will be prioritized with the interest of development of Players within the HMHA as the over-riding priority.

5.2.6. Player Releases from HMHA

The responsibility for the release of any player from the HMHA is vested with the HMHA Board. All releases must be signed by the Vice-President - OMHA Contact in order to be valid.

The Board will grant a review for a decision regarding an application for release of any minor hockey player. All permits and releases to play for another centre are according to OMHA rules.

No player may be transferred without the approval of the Board. No player/parent may be contacted until such time as the Board has discussed a permanent player movement with the respective parties.

6. PLAYER ICE TIME

6.1. General

The HMHA promotes the use of the Hockey Canada Pathways “Fair and Equal Ice Policy” throughout the regular season and tournament round robins.

The HMHA also recognizes special circumstances such as Tournament Finals and Playoffs where providing equal ice time may or may not be provided.

There may be exceptions to the rules such as when a player is denied equal ice for disciplinary reasons. These may include, but are not necessarily limited to, violations to the Players Code of Conduct, non-compliance with team rules or repeated absences from team activities.

7. ASSOCIATION FINANCES

At the beginning of a new term one of the first items of business shall be to draft HMHA Season Operating Budget. This budget shall be voted on and approved by the Board prior to any spending activities.

The development of the said budget shall help establish the annual registration fees, equipment purchases, etc.

A monthly budget update shall be presented to the Board as part of the regular Board Meetings. This update shall include an overview of the revenues, expenses, and year-to-date analysis.

7.1. Revenue

Revenue shall be derived from player registration fees, sponsorships, donations and approved fundraising events and projects.

Additional fees may be administered at the discretion of the Board and may include items such as late registration fees, tryout fees, Rep/Select fees, etc.

Registration and sponsorship fees shall be set annually. The registration fees and dates shall be published on the HMHA website and emailed to members from the previous season, prior to the start of the upcoming season.

7.2. Banking Arrangements

The banking business of the HMHA, or any part thereof, shall be transacted with such bank or trust company as designated, approved or authorized by the Board.

All banking business, or any part thereof, shall be transacted on the HMHA's behalf by one or more executive members and/or other persons as the executive may delegate, approved or authorize from time to time. All accounts associated with the HMHA shall not be opened in personal names.

The delegate(s) shall be authorized to undertake the operation of the HMHA's accounts, the making, signing, withdrawing, accepting, endorsing, lodging, depositing or transferring of any cheques, promissory notes, drafts, acceptances, bills of exchange and orders relating to any property of the HMHA.

The delegate(s) may execute any required agreements relating to any such banking business and may authorize an officer of such bank to act on the HMHA's behalf to facilitate such business.

All accounts will have monthly electronic or papers statements, provided by such financial institution. Any

debit cards connected to the bank accounts will be for deposit or inquiry only and will not have withdrawal privileges.

All cheques and withdrawals require two (2) signatures. The approved signing authorities are the President and the Treasurer.

7.3. Investments

Investment can be made, but only in a fully registered security which has a guaranteed parity, liquidity and statement features. Signing authority on this account will be both the President and Vice-President - . This investment shall be decided on by a majority of votes by the Board members present, at any said Board meeting. The investment account contains monies that are to be designated, as seen fit, by the Board members.

7.4. Financial Records

A review of the financial books of the HMHA must be conducted annually by an independent public accounting firm appointed by the Board.

The Board will ensure that at least seven (7) years of financial records are kept intact, accessible, and in a safe and secure place.

7.5. Fiscal Year

Unless otherwise ordered by the Board, the fiscal year of the HMHA shall end on the 31st day of March each year.

7.6. Invoicing

All invoices received shall be paid by the treasurer within 30 days of receiving the invoices, so financial statements are current. Those purchases paid for in the previous month will be reflected on that month's financial statement.

All Honorariums, coaching stipends, and compensation of any kind (non-parent coaches or Board members etc.) shall not be paid out before Oct 31st of the year in which funds are committed. This does not include reimbursement for expenses.

Three quotes must be submitted to the Board for discussion and approval for any merchandise being procured for HMHA for amounts over \$1000.

Any Board member or Huntsville Minor Hockey Association member that does not receive Board approval is financially responsible for the purchase and may be referred to the Ethics and Disciplinary Committee.

Huntsville Minor Hockey will not be held financially responsible for any commitments made for unapproved purchases on its behalf.

HMHA reserves the right to approve or decline financial support to teams and players on a case-by-case basis year to year. In other words, there is no basis for setting a precedent. For example, if HMHA pays for buses in semi-final and final OMHA play down games one year, it does not mean that such practices will be automatically carried forward year after year. The decision will be made by the board for that particular year, depending on the financial situation and how the board sets its budget.

The board shall complete a T2 corporate tax return at the end of each fiscal year. The Board reserves the right to select any certified accounting firm they deem capable of completing the task.

7.7. Other Fees

A. Other Fees A. Coach/Referee Reimbursements

HMHA shall provide 100% reimbursement for all coaching courses.

HMHA provides 50% reimbursement for all referee certification/course costs upon the completion of 10 games and receives the additional 50% of costs upon the 20-game completion mark.

HMHA will reimburse new referees for one set of jersey and pants upon the completion of 25 games.

HMHA Board shall consider additional incentive programs on an annual basis.

B. Timekeeper Fees

The following rates shall apply for timekeepers.

Division	LL	Rep	Rep Playoff
U8-9	\$10	N/A	N/A
U11	\$10	\$11	\$11
U13	\$10	\$12	\$15
U15	\$12	\$13	\$15
U18	\$13	\$14	\$16

The HMHA reserves the right to update the fees as deemed necessary.

8. TEAM FINANCES

All teams are required to maintain a team budget that is shared with the Board and the team parents. Teams are responsible for managing finances required for tournament fees, teamwear requirements and other extra-curricular team events decided upon by the coaching/managing staff, occurring outside of the bounds of regular registration fees paid, and are separate from HMHA operating funds.

Team budgets must only have expenses related to the development and participation of players in the sport of hockey, specific to the season in question being played within the HMHA. Team building activities are included, however, only expenses related to the youth participants are eligible. Coaching and/or parent expenses for these events or team parties are not to be borne by the team, nor fundraised for and/or sponsored.

A team budget is to be presented by the coaching/managing staff to the team players/parents at the beginning of the season during the Parent Meeting and/or correspondence. Once approved during this meeting, it is to be submitted to the HMHA Vice-President – OMHA Contact.

Both a mid-season and year-end financial report is to be distributed to the Treasurer one week prior to the last game played.

Financial statements and/or team budgets must be provided to the Board upon request.

Player team fee refunds, if applicable, must be issued in a timely fashion at the end of the season.

Team budgets and finances will be the responsibility of each team manager.

All fund-raising projects by individual teams must be aligned with the Fundraising/Sponsorship Policy..

Failure to comply will result in a referral to the Ethics and Disciplinary Committee.

Any debts or bills incurred by any team, team official or player in the HMHA, unless approved in writing by the Board, must be settled by said team or individual. HMHA will not honour these debts.

Any team or individual incurring debts in the name of the HMHA without prior written approval shall be liable to suspension from the association.

9. FUNDRAISING

9.1. By the HMHA

The HMHA will on the advice of the Director - Sponsorship/Fundraising, and upon the discretion of the Board, initiate association wide fundraising effort(s). Teams will be required to participate as determined by the Board.

9.2. By a HMHA team

Teams are encouraged to organize fundraisers to ease the financial burden for parents in covering costs associated with activities not funded by standard registration fees, such as tournament fees, teamwear requirements, off ice training, etc.

All HMHA team fundraising initiatives shall follow the HMHA Fundraising and Sponsorship Policy found as Appendix XI.

10. SPONSORSHIP

10.1. General

Sponsors are encouraged to assist Huntsville Minor Hockey Association with association related activities such as tournaments, large-scale jersey purchases, and special events.

10.2. By the HMHA

All sponsorship discussions related to more than one team are to be handled by the Association (examples, Tim Horton's for U7, McDonalds for ATOMIC, etc.).

The HMHA is responsible for securing and managing all local and representative team sponsorships. While all efforts will be made to accommodate the sponsors' request, we may not be able to comply.

Additionally, should there be multiple requests for team sponsorships, the decision will be determined based on a regulated selection process of a random draw and by discretion of HMHA.

10.3. By a HMHA team

Teams are encouraged to organize sponsorships to ease the financial burden for parents in covering costs associated with activities not funded by standard registration fees, such as tournament fees, teamwear requirements, off ice training, etc.

All HMHA team Sponsorship initiatives shall follow the HMHA Fundraising and Sponsorship Policy found as Appendix XI.

11. ICE ALLOCATION AND SCHEDULING

11.1. General

Before the start of the season, it is the responsibility of the Board to discuss and propose a schedule “Plan” for ice requirements for the coming season based on the last year’s usage. The Ice Schedule Plan shall be voted on and approved by the Board. Generally, the said “Plan” shall be posted/shared no later than September 1st.

The following list of priorities will be used to determine the plan for ice usage:

1. Financial Responsibility to the Members – The plan should be as cost effective as possible as an overriding priority.
2. Efficient use of Referees and Officials – this is necessary to ensure we have officials available for the games scheduled, a growing concern in recent years due to the ever-shrinking pool of qualified referees and timekeepers available.
3. Quality of Programming – The plan should provide the highest level of programming quality possible, meaning efficiently using half ice boards and equipment for U9 and below, skills equipment availability, age-appropriate ice for gameplay (ie: U18 play on larger ice surfaces during games), AP player availability, etc.
4. Age of Team Members – Where possible, after items 1 through 3 are considered, HMHA will attempt to schedule age as a factor. Its ability to do so may change from season to season based on the above constraints and registration numbers for that season.
5. Arena Rotation – Where possible, HMHA will try to ensure equal use of the Arena’s after items 1-4 are considered. However, it should be noted that the needs of each age group are different, and different arenas each satisfy those needs differently. Parents should expect to play more ice in one arena more often than others based on the specific programming needs for those age groups, most specifically half ice programming aids for U9 and below and utilizing the larger ice surfaces for older age groups, from a safety and quality of play standpoint. The use of other arenas is paramount to battle the competitive environment in which our association competes for ice for our teams. HMHA will use any available ice to facilitate the needs of its teams and its members' desires for more development.

11.2. Team Allocations

Each team must specify someone, be it a coach, manager or parent, with an address, phone number, and email address, as the contact for the team's ice allocation. All communication regarding ice allocation and scheduling will be between this contact person and the Ice Scheduler.

The Ice Scheduler will not assign any practice ice times that conflict with the team's schedule provided that he/she has been informed by the team well in advance of all rescheduled league and playoff games as well as any additions to the team schedule, tournaments the team has entered and exhibition games.

The Ice Scheduler may take away any previously allocated ice time as deemed necessary.

The Ice Scheduler will attempt to replace any cancelled ice times to the best of their ability.

Teams are responsible for ensuring that none of their assigned ice goes unused.

If a team cannot use an assigned ice allotment (e.g. tournament, rescheduled game), the following procedure applies:

- o The team must notify the Ice Scheduler at least 7 days prior to the ice time.
- o Sanctions will be imposed on any team failing to ensure that its allotted ice is used or failing to follow the procedure described above for allocated ice that a team is unable to use. Such sanctions will take the form of, but are not necessarily limited to:
 - o The team will be charged for the ice costs, including the cost of referees and timekeepers, if applicable.
 - o The team fined \$100.

- o Failure to pay any of the above costs and the associated fine within fourteen (14) days of notification by the Ice Scheduler may result in suspension of the Coach, Manager or team.

Each team is responsible for ensuring any extra ice picked up for practices or exhibition games fall within the guidelines and requirements outlined in the Hockey Canada Pathways regarding Practice to Game Ratios, and weekly ice time limits.

Any costs of these additional sessions are to be paid by the team.

12. EXHIBITION GAMES

12.1. General

Exhibition games must only be booked within the guidelines of practice to game ratios set forward for each age groups pathways set out by Hockey Canada, and at the appropriate time frames also setup by said pathways.

The Association will only cover the full costs of a maximum of 2 exhibition games for the entire season, per Rep and Select teams. This cost shall be covered through the Rep Fee.

Once the 2-exhibition game limit is reached, a team must be prepared to pay for all costs (ice-time, referees, timekeepers, etc.) before booking their exhibition game.

Exhibition game cost decisions are discretionary for HMHA Board to review at any time.

LL (U8 and above) teams must be prepared to pay for all costs (ice-time, referees, timekeepers, etc.) before booking their exhibition game.

13. TOURNAMENTS

13.1. General

Decisions regarding a team's entry into tournaments will be made at the beginning of the season.

13.2. HMHA Tournaments

HMHA teams must participate in the HMHA Tournament if their Age/Level is part of the tournament.

13.3. Other local and out of town tournaments

Participation in any tournament must not conflict with regular league games or play-off games.

A team cannot register for more than one tournament being played on the same dates. Furthermore, no more than three games per day shall be played in any tournaments being attended.

Teams are responsible for obtaining any travel permits that may be required (including required signatures).

Teams are also responsible for payment of all tournament registration fees. Tournaments are not covered by the Association.

Year End Jamborees, MPSLL Champions Tournaments, and OMHA Finals Tournaments (if advancing) will be covered by Huntsville Minor Hockey Association.

Teams may borrow funds from the Association to pay for Tournament registration fees where the tournament timing does not allow for sufficient time for the team to raise the funds via team sponsorship and fundraising activities. In such an instance the team manager must submit the request to the Treasurer and all amounts owing must be paid back in full within 30 days of the tournament date. Failure to do so may result in team suspension until such time the payment has been received.

All non-contact teams will be prohibited from participating in contact tournaments. Any exceptions must be approved by the Board.

All Local League

- Teams shall be permitted to participate in a maximum of two (2) tournaments during the season and no team shall enter concurrent tournaments. Participation in a year end Jamboree, MPSLL Champions Tournaments, or the OMHA Finals is not considered part of this maximum number.
- No team shall be allowed to enter a tournament or participate in any exchange program or trip during the playoff schedule unless there is no conflict with the published schedules.
- Special permission for extra tournaments and exchanges may be obtained and approved by HMHA Board upon written application.

Rep and Minor Development Teams

- Teams shall be permitted to participate in a maximum of five (5) tournaments during the season and no team shall enter concurrent tournaments. Participation in a year end Jamboree, MPSLL Champions Tournaments, or the OMHA Finals is not considered part of this maximum number.
- Only 2 tournaments may be "stay-over" tournaments. A "stay-over" tournament is defined as one being at least 160 km. (100 miles) from Huntsville Town Centre.
- A maximum of 1 tournament shall be scheduled during the second season with Board approval.
- The anticipated number of tournaments must be included separately in the pre-season budget to parents and players. If not included, they must be applied for on an individual basis noting that approval has been received by those parents and players.
- Special permission for extra tournaments and exchanges may be obtained and approved by the HMHA Board upon written application.

14. EQUIPMENT

14.1. Purchase of Equipment

14.1.1. General

The Equipment Director will present to the Board quotes from a minimum of three (3) different suppliers for the purchase of new equipment exceeding \$1000. The HMHA Board reserves the right to single source any product.

The recommendation of the Equipment Director and authorization of the Board will precipitate the purchase of all equipment.

14.1.2. Goalie Equipment

The HMHA will purchase what is deemed "association" type equipment, which is essentially base model

equipment that is safe and adequate for the level of hockey for which it is being used.

Used equipment must be in very good to excellent condition and at a fair price. When purchasing used equipment, a comparison will be made between comparable new equipment and the used equipment in question.

Players, their parents or guardians, will be held financially responsible for any damage caused to any HMHA equipment and jerseys deemed to be caused by improper care or loss.

The provision of goalie equipment by the HMHA is restricted to leg pads, blocker, trapper, body armor and plastic throat guard for helmets.

Goalie sticks and equipment will be provided to U9 and below teams for the current season.

Full-time goalies at U11 and above (unless approved by the Board) are expected to purchase their own sticks and equipment.

HMHA Goalie equipment must be returned promptly at the end of each season for inventory.

The Association will not reimburse players who provide their own goalie equipment for all or part of the cost of the equipment.

14.1.3. Local League Team Uniform

Each team will be provided with one team jersey and matching socks that they shall keep at the end of the season. This cost is included in the registration fee. The HMHA Board reserves the right to change the jersey uniform model as necessary.

Each player is responsible for keeping their jersey clean, and in good condition throughout the season. Any damage as the result of game play must be reported to the Equipment Manager as soon as it is known.

Jerseys may not be altered in any manner, except for the addition of nametags, "C" and "A" symbols, stop patches, hemming, or for emergency player number clarification.

Nametags/bars may be added to Jerseys if teams chose to do so, at their own expense. Nametags/bars shall be placed on the bottom of the jersey while sponsor name will go on the top.

Replacement jerseys/socks must be purchased from the Association through the Equipment Manager.

14.1.4. Rep and Minor Development Team Uniform

Each team will be provided with one set of practice team jerseys and socks that they shall keep at the end of the season. This cost is included in the registration fee.

Each team will be provided with a set of Home and Away team jerseys and socks. The Board shall determine during the development of the Budget whether the jerseys will be kept by the players at the end of the season or returned. This cost is included in the registration fee. The HMHA Board reserves the right to change the jersey uniform model as necessary.

Each player is responsible for keeping their jersey clean, and in good condition throughout the season. Any damage as the result of game play must be reported to the Equipment Manager as soon as it is known.

Jerseys may not be altered in any manner, except for the addition of nametags, “C” and “A” symbols, stop patches, hemming, or for emergency player number clarification.

Nametags/bars may be added to Jerseys and are covered in the rep fees. Nametags/bars shall be placed on the bottom of the jersey while sponsor name will go on the top.

Replacement jerseys/socks must be purchased from the Association through the Equipment Manager.

Attire for road and home games to be defined by the coach/ team manager for all rep teams.

Players wishing to purchase their own jerseys may be permitted to do so only at the beginning of the season through the Team Manager in coordination with the Equipment Director.

15. APPROVED HMHA SUPPORT STAFF

During the season, HMHA uses a variety of support staff in the form of volunteers and paid youth and adults. These include:

- Adult Volunteers – Adults that may not want the commitment of coaching a team but may want to help out on the ice. These volunteers must:
 - o wear skates, helmet, and hockey gloves while on the ice;
 - o be on the Association Volunteer list to be covered by insurance; and
 - o submit a vulnerable sector police check to the Board before being approved to go on the volunteer list.
- Player Volunteers – Any Players wishing to help out with younger age groups for community volunteer hours must:
 - o wear full equipment while on the ice;
 - o be at least 2 age divisions above the team they are requesting to assist; and
 - o be approved by the Board.
- Timekeepers – Paid a set fee as approved by the Board per game. Responsibilities include:
 - o Arriving 15 minutes before game time and obtain game sheets;
 - o setting up the clock;
 - o and
 - o uploading the game sheets after the game.
- Referees – Paid a game fee and possibly mileage based on rates set by the OMHA Manual of Operations. The HMHA will reimburse new officials their first-year registration fees to help with the costs of the program. The new official will receive half the registration fee in the first year, and the second half if they return for a second year.

16. HMHA AWARDS, BANNERS AND TROPHIES

The HMHA shall be responsible for paying all team entry fees into any OMHA Final Tournaments (Red Hats).

The HMHA shall be responsible for paying player entry fees for regional All-Star Games.

Upon winning an OMHA Championship, the HMHA will work with the Town to display in the arena.

Upon winning an OMHA Championship, Coaches or Team Management are to submit any Trophies awarded, so that HMHA can arrange with the Town to display the trophy in the trophy case of the arena.

17. CONCERNS/QUESTIONS/COMPLAINTS

Coaches have some latitude to make decisions for the best interest of the team, without fear of reprisal from parents or guardians. Team officials have the primary responsibility for resolving parent complaints. Should a player, parent, or guardian have a concern or complaint about a coaching decision or policy they must follow the resolution steps below.

17.1. General

Adhere to the 24-hour rule: Take 24 hours to reflect on your concern. Often issues seem greater in the present moment but seem less important the next day. Look at the issue from other perspectives, especially the players and the coaching staff. If, after 24 hours, you or your child still have concerns, continue the complaint process.

Parents or guardians shall not approach team officials before, during or after a practice or game for a period of 24 hours to discuss issues involving their child.

Congratulations and other general remarks are appropriate, but DO NOT discuss negative issues when emotions are high.

All players, parents or guardians, team officials are expected to communicate in a positive and professional manner, especially when dealing with sensitive issues.

17.2. Team Issues

The manner in which to address issues concerning the operation of a team shall be to communicate with the following in the order specified.

1. The Manager or Coach, as appropriate.
2. The applicable Director to the Team.
3. The President.
4. The Board as a whole via the online Complaint Form.

17.3. Non-Team Issues

The manner in which to address issues that do not concern the operation of a team shall be to communicate with the following in the order specified.

1. The Board member who has responsibility for the issue as outlined in the Constitution.
2. The President.
3. The Board as a whole via the online Complaint Form.

17.4. Safe Sport Independent Complaint Process

To help ensure that we are a safe space for raising concerns, Hockey Canada has established a new, fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming as outlined in the [Action Plan](#). This reporting mechanism is known as the Independent Third Party and is led by Brian Ward and Jahmiah Ferdinand.

To File a Complaint via this process, please visit the dedicated website: [OMHA Website Page](#), or send an email to complaints@sportcomplaints.ca

18. RISK AND SAFETY

18.1. General

The HMHA is committed to creating and maintaining a safe environment for its participants.

All HMHA participants must adhere to the policies and procedures outlined in the Hockey Canada publication "[Safety Requires Teamwork](#)".

No one, other than HMHA registered players and HMHA registered on-ice and/or on- bench personnel, may go on the ice or the bench for any of the team's ice activities.

18.2. Injuries

An OMHA case report and injury form must be completed and forwarded to the Association Head Trainer as soon as possible.

A copy of the game sheet must accompany the case report and injury form if the injury occurred during a game.

Any illness or injury, which causes a player to miss any team ice activity, must be reported to the team trainer, and subsequently the association Head Trainer. Any player who has been absent from team ice activities for fourteen (14) or more consecutive days due to injury or illness must have a doctor's written permission submitted to the Association Head Trainer before he/she will be allowed to return to the ice.

If a player is unable to complete a game due to injury requiring the completion of an injury report, they must have a doctor's written permission before the player will be allowed to return to the ice.

18.3. Insurance Claims

In the event of a serious injury, notify the HMHA as soon as possible, by contacting the Association Head Trainer.

For all injuries and dental claims, the following must be completed:

- o Copy of game sheet.
- o Injury claim form.
- o Trainer's form (case report).
- o Any necessary receipts.

Failure to do the above will delay the processing of the claim.

It is the Manager, or Team Trainers responsibility, to forward the completed forms to the Head Trainer.

Note: Ambulance charges are not covered by insurance.

18.4. Police Vulnerable Sector Record Check (PVSRC)

An integral part of the HMHA's screening process for volunteers is the use of Police Record Checks to identify any person who may harm children or vulnerable adults.

All volunteers working closely with players and holding positions of authority must be screened utilizing Police Record Checks.

PVSRC's are required for each volunteer within the organization, once each year, no exceptions.

HMHA Board members must complete a PVSRC application form and provide proof thereof within two months

following the Annual General Meeting, or prior to the start of the Season, whichever is sooner.

Coaches, assistant coaches, managers, trainers and any other volunteers must complete a PVSRC application form and provide proof thereof within two (2) weeks after assuming their respective role.

Individuals failing to complete the form and provide proof thereof to the registrar within the required time frame will relinquish their role on the team or Board.

Any individual who receives a positive hit will be required to provide a confidential, written disclosure of their criminal record to a committee consisting of the President, a selected Vice President and the Registrar. Such an individual must also submit his/her fingerprints, and any other information required to the RCMP in order to obtain a complete disclosure of their criminal record. The Committee will determine whether the individual may continue as an HMHA volunteer pending a full report from the RCMP as well as on receipt of the RCMP report, taking into consideration the position held by the individual, the nature of the offence and the time frame of the conviction. Where appropriate, the Committee will utilize the services of the local police community to provide advice. The Committee will determine an appropriate course of action, including, but not limited to, the suspension and/or release of the individual from their HMHA responsibilities. The individual will be informed of the results within twenty- four (24) hours of any decision having been made. Decisions that result in the release of individuals from their HMHA responsibilities will be forwarded to the OMHA in the interest of preventing high risk individuals from involvement in another hockey association.

Refusal to provide written disclosure of a criminal record or any record of a sexual offence (including a pardoned sexual offence) or to submit fingerprints to the RCMP for a complete criminal record check will cause the individual to be ineligible for a volunteer position within the HMHA. In addition, the OMHA will be advised accordingly.

19. DISCIPLINE

19.1 General Procedure for All Members

Situations arising during the season that are not covered under the rules will be referred to the Ethics and Disciplinary Committee for their ruling.

Any Association Member, Board Member, Committee Members, Coaches, Managers, Trainers, or Players shall be subject to:

- I. Suspension from the Association's activities if they contravene in any way the Constitution, By-Laws, or the Regulations of the HMHA; and
- II. Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the HMHA. Such action will be administered by the HMHA Ethics and Disciplinary Committee.

Any member of the HMHA, coach, manager, trainer, or player who deliberately damages or defaces facilities used by, or equipment of the HMHA or other associations, shall forthwith be suspended from the HMHA 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 individual may be subject to further disciplinary action and/or suspension at the discretion of the Ethics and Disciplinary Committee of HMHA.

The use of alcohol or drugs at any HMHA sponsored function, or in any arena or other facility used for such function, by any coach, manager, official, trainer or player affiliated with the HMHA, will not be tolerated, and may lead to suspension, without refund (where applicable), for the balance of the season.

All bench staff and player suspensions must be reported to the team's appropriate Director immediately following the relevant game.

An Ethics and Disciplinary Committee will be formed (as per the Constitution) to deal with any player/parent/official/team discipline problems that cannot be handled by the team's Head Coach or by OMHA Officials.

Such discipline may take the form of, but is not limited to:

- o a verbal reprimand, documented and filed with the HMHA Secretary;
- o a written reprimand, documented and filed with the HMHA Secretary;
- o a demand for an apology, either written or verbal, to any affected party;
- o a suspension from participation in or at Association activities, home or away at any location;
- o additional suspension lengths in number of league games on top of any penalty levied by the OMHA;
- o an expulsion from the Association;
- o any combination of two or more of the above;
- o the steps above are not meant to be progressive and can be applied in an order at any time as deemed necessary by the Board.

Should it be necessary for HMHA to conduct a disciplinary hearing, the following procedures will go into effect:

- o the hearing will be scheduled within seven (7) days of the event or from receipt of formal letter of complaint;
- o a parent or legal guardian shall accompany minor aged players appearing at BMHA disciplinary hearings;
- o following completion of the hearing, the Committee will have 24 hours to consider their decision pertaining to the matter; and
- o the Chair of the Committee will be responsible for contacting the parties and advising them of the decision and following up with a written summary.

19.2 Player Conduct and Suspensions

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

Fighting anywhere in the arena complex or during a game/practice could result in an automatic interim suspension of two games, pending further review at the discretion of the Ethics and Disciplinary Committee or Chair as appropriate.

Any player who is under the influence or in possession of alcohol or drugs while participating in a minor hockey game or practice will be suspended. This includes arriving at or leaving the arena.

Smoking/vaping, swearing and verbal harassment in dressing rooms, hallways or players' benches are also offences liable for suspension.

A Coach may suspend, for disciplinary reasons, any player for up to one game at his or her discretion. HMHA, through the team's Coach or Manager, will be advised of all such suspensions. Suspension of more than one game must have the approval of the Board.

19.3 Players with Excess Penalty Minute Patterns

If a player is found to be ineligible to play for any reason, that player and any coach or manager who allows

the player to play, shall be subject to disciplinary action and/or suspension.

Any player, coach, trainer, or manager who is suspended by the OMHA and/or under HMHA rules may, at the discretion of the Ethics and Disciplinary Committee, have Committee have their suspension reviewed by the Ethics and Disciplinary Committee of the HMHA for further action.

Any HMHA player who takes part in any fighting before or after a game on arena property or in the parking lot, is automatically indefinitely suspended subject to review by the Ethics and Disciplinary Committee.

Discipline and suspension for Rep players, coaches and trainers will be governed by the Hockey Canada, OMHA and HMHA playing rules.

Any LL player, including a goalkeeper, who is assessed a major penalty for:

- Cross Checking, High Sticking, Hooking
- Slashing, Boarding, Charging
- Checking from Behind, shall receive penalties and suspensions as per the OMHA guidelines.

Any LL player, including a goalkeeper, who is assessed a major penalty for fighting shall be ejected from that game, and in addition he will receive a two-game suspension.

Any LL player, including a goalkeeper, who is assessed a second major penalty for fighting during the current season shall be ejected from that game, and in addition he will receive a four-game suspension.

Any LL player, including a goalkeeper, who is assessed a third major penalty for fighting during the current season shall be ejected from that game, and in addition he will be suspended for the remainder of the season, including playoffs. 3rd fight suspensions after January 1st will be referred to the Ethics and Disciplinary Committee for length of carryover.

Gross Misconduct penalties will receive penalties and suspensions as per the OMHA guidelines. The LL Director, at their discretion, may (a) add additional games for repeat offenses during the same season and/or (b) refer the matter to the Ethics and Disciplinary Committee for further action.

Any LL player who receives a match penalty "Attempt to injure or deliberate injury" shall be ejected from that game, and in addition he will receive a five-game suspension and automatic referral of the incident to the Ethics and Disciplinary Committee: Examples of Match Penalties are: Intent to Injury, Butt Ending, Head Butting, Hair Pulling, Spearing Kicking, Grabbing a Face Mask, Body Checking.

Suspensions received in tournament or exhibition games shall be served in the scheduled games immediately following those tournament or exhibition games.

Major penalties, misconducts and game misconducts shall be served in regular season play and playoffs.

Any LL player receiving a match penalty shall serve that suspension based upon the current schedule and shall not participate in exhibition games, practices, or associate with their team within the confines of the arena.

Any repeat of a Gross Misconduct penalty or a repeat offence for fighting during the same season shall be considered under the rules for Match penalties regarding team participation.

In no case will a team be allowed to reschedule a game after a suspension has been assessed in order to lessen the severity of a suspension.

For any suspension that cannot be completely served in a given season the remainder of the suspension will carry into the following season. A time limit may be imposed should scheduling prolong unduly a player's suspension.

Coaches will ensure that all match and gross penalties and suspensions are reported to the appropriate HMHA contact, without exception. In addition, where an undesirable penalty pattern or attitude is deemed to

be developing in any hockey player, the Coach and Manager will discuss the problem with the appropriate HMHA contact to correct the matter. If the problem is considered to be of a serious nature, the Board member, after consultation with the Coach, may have the player referred to an Ethics and Disciplinary Committee for corrective action.

The following Corrective Action Process shall take place as follows, however, at the discretion of the -President or Ethics and Disciplinary Committee, the first 2 steps need not be followed before calling an Ethics and Disciplinary Committee Review.

- 19.3.1.1 The first review will take place with player, parent or guardian for minor age players, and Head Coach of the team. A written summary of this review will be filed with the President and Board Secretary;
- 19.3.1.2 the second review will take place with the player, parent, Head Coach, and the respective league President. A written summary of this review will be filed with the Board Secretary;
- 19.3.1.3 players that continue to show excess patterns of penalty minutes and disregard for the Code of Conduct or OMHA Rules and Regulations, will be called before a Ethics and Disciplinary Committee for review;
- 19.3.1.4 after the Ethics and Disciplinary Committee review, action may be taken in accordance with HMHA Disciplinary Committee guidelines; and/or
- 19.3.1.5 a written summary of this review will be filed with the President and Board Secretary for future reference.

19.4 Coach/Team Official Conduct and Suspensions

Team officials are responsible for maintaining a professional level of conduct within the bench staff. Failure by team officials to control the conduct of themselves or their staff may result in suspension or other disciplinary action with the cost of any damages being paid by those involved if applicable.

Fighting anywhere in the arena complex or during a game/practice could result in an automatic interim suspension of two games, pending further review at the discretion of the Ethics and Disciplinary Committee or Chair as appropriate.

Any coach or team official who is found under the influence or in possession of alcohol or drugs while participating in a minor hockey game or practice will be suspended indefinitely pending an Ethics and Disciplinary Committee review. This includes arriving at or upon leaving the arena property.

Smoking/vaping, swearing and verbal harassment in dressing rooms, hallways or players' benches are also offences liable for suspension.

All coaches are required to publish a list of team rules to the players and their parents prior to the start of the season. Those rules are subject to approval of the Board.

If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a violent nature or drug/alcohol nature) then suspension may be immediate but must be brought to the Ethics and Disciplinary Committee meeting within 48 hours of the incident.

The coach of any HMHA team whose team accumulates more than the allowable minutes in penalties in any game shall be suspended from the next league or playoff game. The allowable amount (stop time minutes) for Pee wee (U13) and below is twenty-six minutes, and for minor Bantam (U15) and above is thirty-six minutes. Please see OMHA Manual of Operations

19.5 Parent/Spectator Conduct and Suspensions

Team officials are responsible for ensuring the parents and spectators supporting their teams in the stands, maintain a professional level of conduct within the arena during any practice or game.

Failure by team officials to enforce, or report inappropriate conduct of their parents or spectators, may result in suspensions or other disciplinary action.

All complaints made against parents and spectators will be investigated to the HMHA's full extent and will be taken very seriously.

Fighting anywhere in the arena complex or during a game/practice could result in an automatic indefinite suspension from participation in spectating all Huntsville Minor Hockey events, pending further review at the discretion of the Ethics and Disciplinary Committee or Chair as appropriate.

Any parent or spectator who is found under the influence or in possession of alcohol or drugs while participating in a minor hockey game or practice will be suspended indefinitely pending a Ethics and Disciplinary Committee review. This includes arriving at or upon leaving the arena property.

Smoking/vaping, swearing and verbal harassment in stands, hallways or arena lobby are also offences liable for suspension.

20. ACCOUNT MANAGEMENT

Upon leaving the Board, all board members shall provide all account passwords and required account information to the Board and/or new member filling the role. This should be conducted in a professional manner. Failure to do so may result in their membership being deemed in bad standing by the Board. Further discipline may be issued at the discretion of the Board.

20.1 Social Media Accounts

HMHA shall use social media platforms as a form of communication and member engagement.

The Board shall determine which social media platforms HMHA will be active on and hold accounts for.

HMHA Social Media accounts should remain under the control and management of active board member(s) only.

The Secretary/Communications Officer shall be responsible for the HMHA Social Media accounts and shall be the primary person to create content, share and engage on these platforms.

The Board shall designate back up members that can access said accounts should the Secretary/Communications Officer member not be able to for the purpose of communication and member engagement.

Social media platforms shall be used to promote the business of the HMHA including but limited to membership news, organization success, special announcements, events, programs, sponsor recognition, etc. The accounts shall not be used to promote individual business, such as private camps, schools, etc.

20.2 HMHA Email Accounts

HMHA shall use standard email accounts for each Board position. These email accounts shall be passed along to future Board members following succession. Ex: tournaments.hmha@gmail.com.

The Board shall determine the preferred Email platform.

Email accounts should include standard signatures for all Board members.

Personal email accounts shall not be used to conduct HMHA Board Business.

The password recovery email shall always be the Secretary/Communication Officer email. The president

shall be the back up.

All Board members shall agree upon accepting their Board position to not delete emails of importance that can be used to assist future board members.

All Board members shall agree upon accepting their Board position to share the email password with future Board members taking over the role.

20.3HMHA Website

HMHA shall use a website platform as a form of communication and member engagement.

The OMHA shall determine which website platform HMHA will use.

HMHA website accounts should remain under the control and management of active board member(s) only.

The Secretary/Communications Officer shall be responsible for the HMHA website accounts and shall be the primary person to create content, share and engage on this platform.

Board members will be given access to the website based on their role. The President shall be responsible for any required permissions or restricted access.

The Board shall designate back up members that can access said accounts should the Secretary/Communications Officer member not be able to for the purpose of communication and member engagement.

20.4HMHA Document Drive

HMHA shall use a secure document storage platform to hold and access all relevant documents.

The Board shall determine the preferred storage platform.

Board members will be given access to the document drive based on their role. The President shall be responsible for any required permissions or restricted access.

All Board members shall agree upon accepting their Board position to not delete documents.
HMHA document storage platform should remain under the control and management of active board member(s) only.

The Secretary/Communications Officer shall be responsible for the ongoing organization of said document storage platform. The President shall be the back up.

21 CHANGES TO HMHA MANUAL OF OPERATIONS

Changes to HMHA Manual of Operations may be enacted by the absolute majority vote of the HMHA Board.

All changes to HMHA Manual of Operations will be publicized to the membership via email, posting on the HMHA website, and/or notification to team Managers and Coaches.

REVISION LOG

Date	Bullet No.	Page No.	Description of Change	Revised By
March	4.19.5	22	MPSHL coordinates Playoff/Jamboree	MSnow

2023			schedule	
March 2023	4.27.9	25	Propose amendment - to include changes about adding sponsors to offset cost of certain events throughout the year	MSnow
March 2023	Appendix / Board of Directors	32	Added Head Trainer position	MSnow
March 2023	Appendix / Board of Directors	33	Added Rep Director position	MSnow
March 2023	Appendix / Board of Directors	36	Added Ice scheduler to Registration Committee in accordance with prior role responsibilities	MSnow
March 2023	--	all	All HL reference has been amended to LL in accordance with MPSHL	MSnow
March 2025	Full Manual Update	All	Full Manual Update • Numerous spelling and grammatical corrections • Move Board Positions and job descriptions to the Constitution General formatting and document organization • Removal of Game and Playoffs section. HMHA to follow Manual of Operations for MPS, MPSLL and OMHA.	HMHA Board
March 2025	--	5	Addition of a Definitions page	HMHA Board
March 2025	--	8-12	Minor updates to Team Staff. Identification of responsibilities, qualifications, etc.	HMHA Board
March 2025	--	13	Addition of guidelines for co-ed teams/dressing rooms	HMHA Board
March 2025	--	15-16	Minor updates to the Formation of Teams	HMHA Board
March 2025	--	17-18	Addition of guidelines regarding Select Teams	HMHA Board
March 2025	--	18-20	Addition of section for development model/structure for U9 and Below programming	HMHA Board
March 2025	--	21-22	Minor updates to player movement to reflect new OHF rules	HMHA Board
March 2025	--	28-29	Minor updates to guidelines surrounding Tournament and Exhibition games	HMHA Board
March 2025	--	32	Addition of section regarding Concerns/Questions/Complaints	HMHA Board
March 2025	--	38-39	Addition of section regarding HMHA Account Management (website, socials, etc.)	HMHA Board
March 2025	--	Appendices	Moved Code of Conducts to appendices of document	HMHA Board
March 2025	--	Appendices	Addition of a Monthly Operations Template	HMHA Board

March 2025	--	Appendices	Fundraising and Sponsorship Policy Added	HMHA Board
March 2025	--	Appendices	Addition of Coaching Evaluation Template	HMHA Board
March 2025	--	Appendices	Addition of Player Evaluation Template	HMHA Board
March 2025	--	Appendices	Addition of U9 And Below Programming Model	HMHA Board
March 2025	--	Appendices	Addition of HMHA Uniform Template	HMHA Board
March 2025	--	Appendices	Addition of Inclement Weather Protocol	HMHA Board
May 2025	--	37	Social Media Accounts	HMHA Board
May 2025	--	14	Tryout/Selection Process	HMHA Board
May 2025	--	5	Registration Priority	HMHA Board
May 2025	--	15	Tryout/Selection Process	HMHA Board
May 2025	--	14	Representative Teams	HMHA Board
May 2025	--	15	Local League Teams	HMHA Board
May 2025	--	18	U9 Minor Development	HMHA Board
June 2025	--	12	Co-ed Teams - Co-ed Dressing Room	HMHA Board
July 2025	--	29	Rep and Minor Development Team Uniform	HMHA Board
August 2025	--	24	Other Fees A. Coach/Referee Reimbursements	HMHA Board

Appendix I

Code of Conduct – All Members

Members must endeavor to respect the rights, dignity and worth of every human being and endeavor to treat everyone equally within the context of their activity.

Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.

Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners, and educational institutions in the best interest of its players.

Members should encourage directors, parents, players, and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.

Members should never advocate the use of performance enhancing drugs and/or banned substances.

Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.

Members are expected to consistently display high personal standards both professionally and personally.

All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.

Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience, and abilities.

Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

Appendix II

Coach's And Team Official's Code

All team officials shall:

- Be a resource person able to assist the athlete to develop their athletic potential and self dependency.
- Recognize individual differences in athletes and always think of the athlete's long term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.
- Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress, and deportment. Rules are mutual agreements which no one should evade or break.
- Play sports challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- Be honest and consistent with athletes. They appreciate knowing where they stand.
- Be prepared to interact in a positive manner with administrators, league officials and parents.
- Be responsible people who are flexible and willing to continually learn and develop.
- Encourage athletes to be fit all year, every year and not just for the season.
- Follow the advice of a physician when determining when an injured player is ready to play again.
- Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

Appendix III

Spectator's Code

Remember that children play organized sports for their own fun. They are not there to entertain you, and they are NOT miniature pro athletes.

Be on your best behaviour. Don't use profane language or harass players, coaches, or officials.

Applaud good plays by your own team and the visiting team.

Show respect for your team's opponents. Without them there would be no games.

Never ridicule or scold a child for making a mistake during a competition.

Condemn the use violence in all forms.

Respect the officials' decisions.

Encourage players always to play according to the rules.

Appendix IV

Parent's Code

Do not force an unwilling child to participate in sports.

Remember children are involved in organized sports for their enjoyment, not yours.

Encourage your child to always to play by the rules.

Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.

Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule, or yell or belittle at your child for making a mistake or losing a competition.

Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.

Do not publicly question the officials' judgment and never their honesty.

Support all efforts to remove verbal and physical abuse from children's sporting activities.

Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.

Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not acceptable/appropriate.

Appendix V

Player's Code

Play for the "fun of it", not just to please your parents or coach.

Play by the rules.

Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.

Control your temper - no "mouthing off", breaking sticks, throwing gloves or other equipment.

Work equally hard for yourself and your team - your team's performance will benefit and so will your own.

Be a good sport. Cheer all good plays, whether your team's or your opponents'

Treat all players as you yourself would like to be treated. Don't interfere with, bully, or take unfair advantage of any player.

Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.

Co-operate with your coach, teammates, and opponents, for without them, you don't have a game.

Remember that you are representing yourself, your parents, your team and your Town/Sponsor at all times, to and from the arena.

Appendix VI

Team Budget Template

Team _____

Period Covering: _____

START BALANCE: \$ -

	REVENUE	Estimated	Actual	Description / Justification
1		0.00	0.00	
2		0.00	0.00	
3		0.00	0.00	
4		0.00	0.00	
5		0.00	0.00	
6		0.00	0.00	
7		0.00	0.00	

\$
TOTAL REVENUE: -

	EXPENSE S	Estimated	Actual	Description / Justification
1		0.00	0.00	
2		0.00	0.00	
3		0.00	0.00	
4		0.00	0.00	
5		0.00	0.00	
6		0.00	0.00	
7		0.00	0.00	

TOTAL EXPENSES: \$ -

END BALANCE: \$ -

Treasurer Signature: _____

Team Roster Template

[illegible]

Appendix X

Monthly Operations Template

March	• MPSLL Playdowns • Hockey Season Ends • Announce Coaches for Representative Hockey for Following Season • Open Coaching Applications for LL • Close HMHA Board Nominations
April	• Hold AGM • First Meeting as New Board • Approve HMHA Annual Operating Budget ◦ Set Registration Fees • Hold Coaches Orientation Meeting – “B” and “D” Coaches • U11 and Above Prep Skates
May	• Spring Tryouts Held – U11 and Above Rep Teams • Registration Opens • Sponsorship Letters Sent Out • Home Tournaments Registered with OMHA • Rep Jersey Sponsors Finalized
June	• Equipment Orders Placed • Rep Jerseys Ordered • Home Tournaments Open Registration • LL Jersey Sponsors Finalized
July	• Draft Ice Schedule Presented to Board for Review • Select HMHA Photographer • Order LL Jerseys
August	• Registration Closes - Late Registration in Effect • Final Determination of the Number and Distribution of HMHA Teams • Ice Schedule Approved by Board • Hold LL Coaches Orientation Meeting • Hold Rep Manager Meeting
September	• U9 and Below Prep/Evaluation Skates • U11 and Above Prep/LL Evaluation Skates • Finalize MPSLL and MPSHL Season One Schedules • Hold LL Manager Meeting
October	• MPSLL and MPSHL Regular Season Begins • HMHA Team Photos
November	• Host Home Tournaments • Finalize all Team Rosters
December	• Finalize MPSHL Season Two Schedules • MPSHL Season Two Begins
January	• Coaching Applications open for Following Season Representative Teams

February	• MPSHL Playdowns Begin • Set AGM Date/Open Board Nominations
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Appendix XI

Fundraising and Sponsorship Policy

Introduction and Purpose

In response to local and representative teams wishing to obtain sponsorship or conduct team fundraising to offset the cost of playing hockey, the Huntsville Minor Hockey Association (HMHA) has developed this Policy to further assist with the understanding of acceptable sponsorship or fundraising processes.

This Policy documents the sponsorship and fundraising framework for a HMHA hockey team and supports the HMHA Manual of Operations.

At the beginning of each season, the Team Manager or Team Head Coach, must read and complete the Attestation of HMHA Sponsorship and Fundraising Policy ([Sponsorship/Fundraising Attestation](#)).

Sponsorship

For the purposes of this Policy, "Sponsorship" is defined as an entity to secure team sponsorship (Platinum or Diamond Level) or to offset a teams cost of a specific tournament entry. Sponsorship is not to be used as a means to offset any other team expense (e.g. warm up uniforms, events, etc.)

Team Sponsorship

The HMHA is responsible for securing and managing all local and representative team sponsorships. While all efforts will be made to accommodate the sponsors request, we may not be able to comply. Additionally, should there be multiple requests for team sponsorships, the decision will be determined based on a regulated selection process of a random draw and by discretion of HMHA.

Should it be decided by the individual teams to pay for game announcements, the team sponsor is to be mentioned as a courtesy of their support.

Tournament Sponsorship

Teams may solicit sponsorship from any source other than those prohibited by the OMHA (tobacco companies, breweries, distilleries, wineries or cannabis growers and distributors) are not allowed.

Only those companies which sponsor the team may advertise at games/tournament.

In the event a team selects to have a third jersey, for exclusive use for tournaments, the team sponsor is to have First Right of Refusal. Should the team sponsor decline, any new sponsor must be approved by the Director, Sponsorship/Fundraising. All additional jersey designs must be submitted for Board approval. Production of said jersey may not proceed until Board approval is achieved.

The HMHA will not be held responsible for any losses or liabilities incurred by any team as a result, or lack of, sponsorship activities.

Quantity of tournaments allowable to be booked by division is governed by Muskoka Parry Sound Local League (MPSLL) and Muskoka Parry Sound Hockey League (MPSHL).

The HMHA may provide teams with the funds to cover the upfront registration costs of the scheduled tournament(s). Please refer to the Tournament/Exhibition Game Request Form on HMHA Website.

It is the responsibility of the team to reimburse the HMHA for any tournament entry fees. For teams with an approved budget, the deadline for reimbursement is on or before January 31. For all other teams,

reimbursement is to be at a minimum of 2 weeks (14 days) prior to their scheduled tournament. Failure to reimburse the HMHA could result in suspension of the team from any further play.

All sponsorship funds must be submitted to the HMHA Treasurer.

All sponsorship funds are not to be permitted to cover personal expenses accrued by player(s) or parent/guardian(s) such as hotel/lodging accommodation or food & beverage expenses.

Fundraising

For the purposes of this policy, fundraising refers only to activities that involve members of the public or persons other than player families. The HMHA does not intend to regulate collections made within teams, however, teams are expected to follow this, Policy.

For the purposes of this Policy, fundraising is defined as the collecting money to support a particular purpose. For example, a team may fundraise to offset the cost of team expenses including, but not limited to, team development opportunities and team building events.

HMHA Level Fundraising

From time to time the HMHA Association may conduct fundraising events to endeavour to keep hockey as affordable as possible for its players and families. Players and/or players' families may be asked to participate in fundraisers that benefit the association as a whole.

Team Level Fundraising

A team must consider when fundraising that they are in the eye of the public, therefore, proper conduct in all activities must be followed. Only quality items should be considered when choosing fundraising items.

Teams are eligible to raise funds for the team to offset the operating costs of the team. The head coach is ultimately responsible for the team, the manager is the primary contact for all communication and co-ordinates all financial activities, including fundraising.

Teams may not solicit individuals and/or companies to directly pay for the cost of events and/or items.

All monies from fundraising activities must be collected by the team and expenses paid through that team. While there is no limit to the number of fundraising activities permitted per team, funds raised through fundraising efforts may not exceed the proposed budget costs. These items will include but not limited to; Brochure, Banner or Stand, bottle drives, sale of items and hosting of events. This is inclusive of rep and local league alike.

All fundraising activities, and spending of fundraising profits, must be discussed and approved by the majority of the team parents.

Coaches and Managers are responsible for ensuring that any fundraising is conducted legally and in good taste. The Board reserves the right at any time to cancel any fundraising activity detrimental to the Association's image or reputation.

No teams shall serve alcohol or profit from the direct sales of alcohol at any function sanctioned or associated with the HMHA.

Teams wishing to conduct any fundraising activity on Township property must receive permission from the Township and abide by all Township policies and by-laws.

Teams wishing to conduct any fundraising activities must follow all town, district, provincial and/or federal by-laws/laws or licensing requirements (e.g. barbeques must have a food license).

No team can offer to sell any products or put on an event that competes with products offered for sale or events coordinated by HMHA.

All funds must go through the team manager/coach and documented on the teams' budget account (expense and profit). Where teams do not have a formal budget (local league), an informal budget may be prepared to identify the team operating costs (e.g. tournament entry fee) and anticipated reimbursement activity (e.g. fundraising). Funds/expenses must be clearly itemized on the financial records of the team and the financial records to the HMHA.

All checks written for team fundraising must be made payable to Huntsville Minor Hockey Association (HMHA) and sent to the HMHA Treasurer.

Any lottery, game of chance, or draw requires a license and must follow town, district, municipal, provincial and/or federal lottery rules and regulations. Teams are responsible for getting the gaming license to support the activity and provide evidence to the Director, Sponsorship/Fundraising prior to the event. For further clarity, any team conducting a raffle or lottery without a proper license puts the HMHA status with the Canada Revenue Agency at risk. Any team conducting a raffle or lottery without a license from the Alcohol & Gaming Commission of Ontario violates the Criminal Code of Canada and the Alcohol & Gambling Commission of Ontario.

Managers reserve the right to request a minimum contribution to balance team operating expenses. This contribution may be offset by team fundraising activities. Fundraising efforts and funds gathered are tallied individually to counterbalance the minimum contribution. It is at the discretion of the players/parents/guardians to participate in team fundraising. Players/parents may choose to "buy out" the minimum contribution.

All profits from fundraising activities must be designated to the specific team (e.g. team event, team ice rental, etc.). Any remaining funds not spent by the end of season will be provided to HMHA for disbursement.

Cash rewards for players are forbidden. Token prizes such as hockey sticks for selling the most of something are allowed.

Draws involving alcoholic products are prohibited (this does not include gift cards).

HMHA will not be held responsible for any losses or liabilities incurred by any team as a result of its fundraising activities.

Team banners or stand-up advertisements will comply to the Home and/or Away Facilities policies. Not all facilities allow items to be hung/posted or advertised.

All fundraising activities are not permitted to cover personal expenses accrued by player(s) or parent/guardian(s) such as hotel/lodging accommodation or food & beverage expenses.

Fundraising money can be spent on tournaments on Huntsville Otters clothing for the team (approved warm up suits, T-shirts, etc.), or team functions (conference room at tournament, team food).

HMHA Logo Use

Any fundraising activity requiring the use of the HMHA logo requires an Attestation of HMHA Logo Use ([Attestation of HMHA Logo Use](#)) completed by the team Manager or Head Coach prior the logo use.

The Attestation requirement above is not required in the following situations:

- HMHA Board for internal Association use (e.g. equipment, sponsor plaques, photos, social media, invoice/receipts, etc.)
- Team gifts/advertising (e.g team banners, magnetics, coach gifts, player gifts, etc.)

Teams are encouraged to contact the Director, Sponsorship and Fundraising for any use of the HMHA logo which may not be covered above.

Non-compliance Implications

Any team or individual who violates this policy may be subject to penalties at the discretion of the HMHA Board. Such penalties may include player suspension from the HMHA or sponsor suspension.

The HMHA may at any time stop or revoke fundraising events or activities.

Questions about this Policy

If anyone has any questions about the policy, or if the policy is not understood, please contact the Director – Sponsorship/Fundraising.

Revision History

Revision #	Details	Date
1	Initial Release	November 2023
2	HMHA Logo use update; fundraising limitations	October 2024

Appendix XII

Coaching Evaluation Template



HUNTSVILLE MINOR HOCKEY ASSOCIATION (HMHA)

2 Main St. West, PO Box 5044, Huntsville, ON P1H 2K5

Coaching Evaluation

Date: _____

Interviewer: _____

Candidate: _____

Level: _____

Conducting the Interview

- Greet the candidate and have each person on the panel introduce themselves, including name, title, and the interaction with the position being hired.
- Explain the purpose of the interview: to gather specific information about the candidate's past experiences and accomplishments, particularly in the past two to three years; and to help the organization make a fair and informed decision on the most qualified candidate for the job.
- Describe the interview plan:
 - The questions in the interview guide are designed to obtain information about the candidate's experience that relate to the competencies that are important for success in the job to be filled.
 - There is a mixture of open, situational and behavioral based questions.
- Take notes on the candidate's answers during the interview to have an accurate record of the information on the candidate's experience and accomplishments to evaluate later.
- Conclude the interview by allowing the candidate to ask the panel questions.
- Clarify the next steps in the selection process and thank the candidate for their time.

Rating Scale

- 1 - Little or no evidence of required experience, abilities or qualities.
- 2 - Some evidence of required experience, abilities or qualities but not at the level required by the job.
- 3 - Sufficient evidence of required experience, abilities or qualities to suggest adequate job performance.
- 4- More than ample evidence of required experience, abilities or qualities to suggest occasionally superior performance should result.
- 5 - Exemplary display of required experience, abilities or qualities, likely to result in consistently

superior performance; will likely serve as a role model for co-workers in this respect.

Section 1 - Background Information

1. Can you please tell us about your hockey experience, qualifications, and why you have applied to coach.

Rating	/5

2. Can you please tell us about your strengths and weaknesses as a hockey coach.

Rating	/5

3. Can you please tell us what would define a successful hockey season.

Rating	/5

Section 2 - Philosophies

1. Can you please outline your general philosophy and coaching objectives.

Rating	/5

2. Can you please describe your philosophy on formation of lines?

Rating	/5

3. Can you please describe your ideal offensive and defensive team play.

Rating	/5

Section 3 - Teaching

1. How do you organize your practices with respect to time for warmup, cool down, teaching time, fun activity and other coaches' responsibilities?

Rating	/5

2. In tryouts, what skills are you looking for?

Rating	/5

3. How will you evaluate the players and pick the team?

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Rating	/5

Section 4 - Communication

1. How do you handle:
 - a. The aggressive player who gets frequent penalties?
 - b. The player who does not pass the puck?

Rating	/5

2. Describe how you would handle a complaint from a parent that his/her child does not play enough?

Rating	/5

Section 5 - General

1. How do you feel about coaching your child? What are the advantages and disadvantages?

Rating	/5

Other

- Ensure awareness of parent/coach 24 hour
- Ensure they understand the AP rules
- Ensure they understand and are comfortable with 2 Coach in room policy
- NHL Coach if you had to pick. Who and why?

Comments

Overall Scoring

- Use the time once the candidate has left to reflect on and discuss the interview with the panel members. Ask yourselves if the candidate met the stated objectives (key points) of each question.
- Independently rate each question/area using the rating scale below.
- Total the score and use to compare to other candidates.
- An additional discussion comparing all candidates may be required, and rating score may not be the only measure of a successful selection.

Section	Score	Rating
Section 1 - Background/Qualifications		/15
Section 2 - Philosophy		/15
Section 3 – Teaching		/15
Section 4 - Communication		/10
Section 5 - General		/5
Total		/60

Player Evaluation Template



Evaluator: _____

Player: _____ **Position:** _____

Team: _____ **Level:** _____

Shot: _____ **Birth Year:** _____

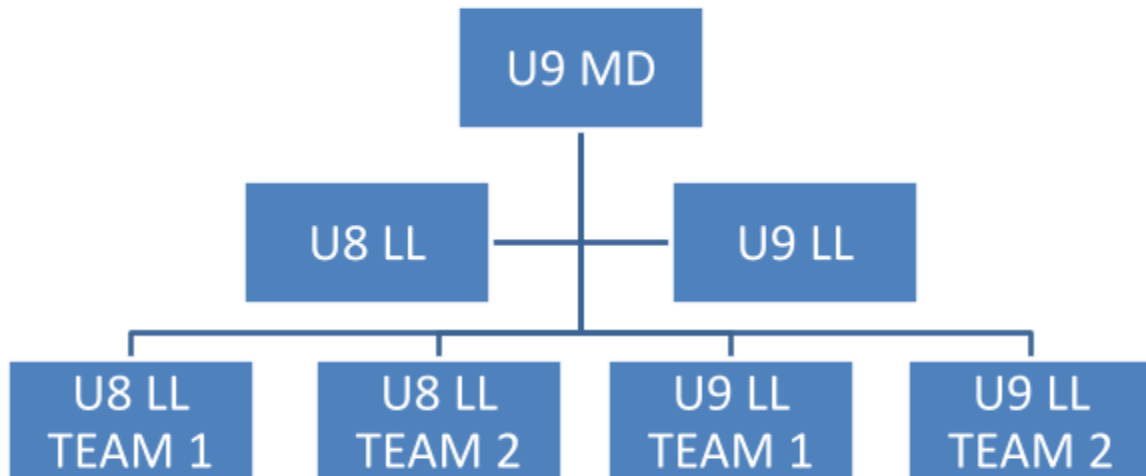
Overview	Poor	Fair	Average	Good	Excellent
Forward Skating	1	2	3	4	5
Backward Skating	1	2	3	4	5
Agility	1	2	3	4	5
Shooting	1	2	3	4	5
Passing (Giving & Receiving)	1	2	3	4	5
Checking (If Applicable)	1	2	3	4	5
Puck Control	1	2	3	4	5
Hockey Sense/IQ (Attention to Detail)	1	2	3	4	5
Competitiveness (Hustle, etc.)	1	2	3	4	5
Leadership	1	2	3	4	5

General Comments

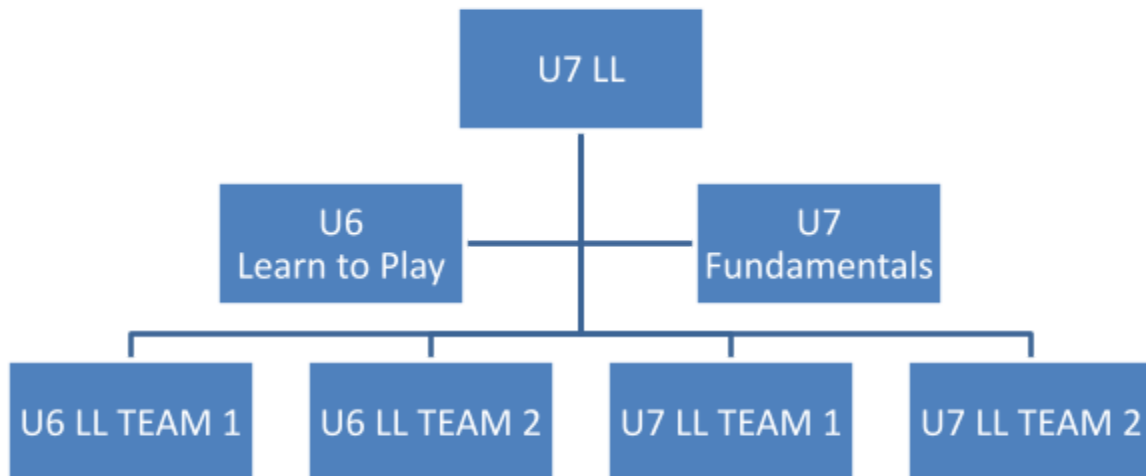
Appendix XIV

U9 And Below Programming Model

U8 and U9 Hockey



U7 Hockey



Appendix XV

HMHA Uniform Template

- Rep/MD Teams – Navy and White
- LL #1 Teams – Navy
- LL #2 Teams – White
- LL #3 Teams – Yellow
- LL #4 Teams - Grey



Appendix XVI

Inclement Weather Protocol

1. **Cancelling games:** The authority to cancel a game lies with the Head Coach (Assistant Coach in absence of HC), **in consultation with the Division Director (LL or Rep) and HMHA's OMHA Contact.**
2. HMHA OMHA Contact is the **only** member who can contact the other centre and coordinate a cancellation. ****No coach/manager is permitted to reach out to the other centres coach/manager.****
3. **Weather Advisory Requirement:** A formal weather advisory must be evident on the day of cancellation.
4. **Timely Notification:** Provide a minimum of three (3) hours' notice to the opposing team for the cancellation of the game.
5. **MPSLL Regulations:**
 - **MPSLL Regulation 11.** All regular season games must be played within the regular season deadline. However, any game that gets postponed or delayed due to weather conditions during the last seven days of regular season, and cannot be rescheduled before the regular season deadline, shall be considered a tie, with a point being awarded to each team involved. No fines shall be levied against that Centre.
 - **MPSLL Regulation 12:** It is the option of the travelling team to cancel any game due to weather. Each centre will use every effort to notify the opposing team, at least three hours prior to game time, of its intention to cancel. Due to logistics however, an early morning scheduled game will be exempt from this three-hour requirement. The cancelling centre will still be required, however, to use its best efforts to notify of a cancellation in a timely fashion.

Please note: If a game is canceled, there are no guarantees of rescheduling. HMHA will review situations, and if needed, rescheduled games might happen on a weeknight at the opposing center.

The safety of our players comes first. If you are not comfortable traveling - please decide what is best for you and your family and inform the bench staff asap.