



# MANUAL OF OPERATIONS

## Huntsville Minor Hockey

The HMHA Manual of Operations consists of the By-laws, Regulations and Policies/Procedures of the HMHA. The manual is reviewed and updated annually based on the outcomes of the Annual General Meeting and as required for housekeeping purposes.

HMHA Board of Directors

Revised April 2023

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## Section 1 – Code of Conduct

### ALL MEMBERS

**Name** - The organization shall be known as the “Huntsville Minor Hockey Association”, herein referred to at time HMHA.

**PURPOSE:** To establish and maintain standards for members of the association and to inform members of the public using the services of the association. The standards are comprised of, but not limited to, the following principles:

- 1.1 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.
- 1.2 Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 1.3 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.
- 1.4 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.
- 1.5 Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 1.6 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.
- 1.7 Members are expected to consistently display high personal standards both professionally and personally.
- 1.8 All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 1.9 Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience, and abilities.
- 1.10 Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

## COACH'S AND TEAM OFFICIAL'S CODE

1.11 All team officials shall:

1.12 Be a resource person able to assist the athlete to develop their athletic potential and self dependency.

1.13 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.

1.14 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.

1.15 Play sports challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.

1.16 Be honest and consistent with athletes. They appreciate knowing where they stand.

1.17 Be prepared to interact in a positive manner with administrators, league officials and parents.

1.18 Be responsible people who are flexible and willing to continually learn and develop.

1.19 Encourage athletes to be fit all year, every year and not just for the season.

1.20 Follow the advice of a physician when determining when an injured player is ready to play again.

1.21 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.

## SPECTATOR'S CODE

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

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

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

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

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

1.27 Condemn the use violence in all forms.

1.28 Respect the officials' decisions.

1.29 Encourage players always to play according to the rules.

## PARENT'S CODE

- 1.30 Do not force an unwilling child to participate in sports.
- 1.31 Remember children are involved in organized sports for their enjoyment, not yours.
- 1.32 Encourage your child always to play by the rules.
- 1.33 Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- 1.34 Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- 1.35 Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- 1.36 Do not publicly question the officials' judgment and never their honesty.
- 1.37 Support all efforts to remove verbal and physical abuse from children's sporting activities.
- 1.38 Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
- 1.39 Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not appropriate.

## PLAYER'S CODE

- 1.40 Play for the "fun of it", not just to please your parents or coach.
- 1.41 Play by the rules.
- 1.42 Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
- 1.43 Control your temper - no "mouthing off", breaking sticks, throwing gloves or other equipment.
- 1.44 Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
- 1.45 Be a good sport. Cheer all good plays, whether your team's or your opponents'
- 1.46 Treat all players as you yourself would like to be treated. Don't interfere with, bully, or take unfair advantage of any player.
- 1.47 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.
- 1.48 Co-operate with your coach, teammates, and opponents, for without them, you don't have a game.
- 1.49 Remember that you are representing yourself, your parents, your team and your Town/Sponsor at all times, to and from the arena.

## CONDUCT AND DISCIPLINE

1.50 Any Association Member, Executive Committee Member, Board Member, Committee Members, Coaches, Managers, Trainers, or Players shall be subject to: a. Suspension from the Association's activities if he contravenes in any way the Constitution, By-Laws, or the Regulations of the HMHA. b. Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the HMHA. Such action will be administered by the HMHA Discipline and Ethics Committee.

1.51 Any member of the HMHA, coach, manager, trainer, or player who deliberately damages or defaces facilities used by, or equipment of the HMHA, shall forthwith be suspended from the HMHA until the cost of repair or replacement of the damaged equipment has been paid in full.

1.52 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 Disciplinary and Ethics Committee of HMHA.

1.53 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.

1.54 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.

1.55 Any coach who deems disciplinary action to be necessary against an individual player on their (coaches') team for any reason, must institute use of Progressive Discipline, as laid out in the "HMHA Disciplinary Form"(see APPENDIX "C"). Such forms are to be obtained from and returned to the current Rep or Local League Director. Please note that the Rep or Local League Director must attend steps 3 and 4 of the process. 8 Latest revision April 2015

1.56 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 a Discipline and Ethics Committee meeting within 48 hours of the incident.

1.57 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 Peewee (U13) and below is twenty-six minutes, and for minor Bantam (U15) and above is thirty-six minutes. Please see OMHA Manual of Operations

1.58 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.

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

1.60 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 Discipline and Ethics Committee

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

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

- i. Cross Checking High Sticking Hooking
- ii. Slashing Boarding Charging
- iii. Checking from behind shall receive penalties and suspensions as per the OMHA guidelines.

1.63 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 player who is involved in an additional fight(s) before arrival in the dressing room shall receive additional penalties as per 5.8.2 and 5.8.3.

1.64 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.

1.65 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 Discipline and Ethics Committee for length of carryover.

1.66 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 Discipline and Ethics Committee for further action.

1.67 Any LL player who receives a match penalty under CHA "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 Discipline and Ethics Committee: Examples of Match Penalties are: Intent to Injury Butt Ending Head Butting Hair Pulling Spearing Kicking Grabbing a Face Mask Body Checking

1.68 Any player who is given a match penalty under CHA Rule 71 - Molesting Officials, will automatically receive a minimum suspension of five (5) games and is subject to a suspension of one (1) year or more as well as a mandatory Discipline and Ethics Committee hearing.

1.69 Any suspension under items 5.7 through 5.12 will be for all scheduled league and playoff games. Suspensions received in tournament or exhibition games shall be served in the scheduled games immediately following those tournament or exhibition games.

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

1.71 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.



1.72 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.

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

1.74 Forwarding of the game sheets and reporting of suspensions to the LL Director, or delegate will be the responsibility of the Home Team. This is to be done within twenty-four hours of the conclusion of the LL game.

1.75 Appeals of suspension under items 5.7 through 5.12 will not be allowed.

1.76 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.

#### SITUATIONS

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

1.78 That ruling will stand for the season and be referred to the Board for the future.

1.79 Similarly, in a game situation the Director may decide to cover any items not covered in the By-Laws. In their absence, the referee has that responsibility.

1.80 In such cases those rulings will immediately be referred to the Discipline and Ethics Committee for future application during the season.

1.81 No team may appeal the game because of any decision made under the above rulings.

1.82 Any rule changes affecting OMHA or CHA teams made by those bodies before or during the season will be in force immediately and included in the next revision of the HMHA By-Laws as required.

## Section 2 - Players

### ELIGIBILITY AND REGISTRATION

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

2.2 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.

2.3 PRIORITY TO REGISTER WILL BE:

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

2.4 The HMHA will set the date(s) for registration by July 15th for the upcoming season.

2.5 Registration procedures, quotas, etc. will be established by the HMHA.

2.6 Ages per division will be those set by the CHA.

2.7 All applicants must be registered directly into the Hockey Canada website within the registration time frame set out by HMHA.

2.8 First time applicants for registration may be asked to furnish proof of age (Birth Certificate or some other certified affidavit).

2.9 Registration will remain open until the quota (if applicable) for each division is reached. Registration after October 31 will be at the discretion of the Local League Director. New town residents will be accepted at the discretion of the association and/or as specified by OMHA Regulations.

2.10 A completed registration must be done on the Hockey Canada website, accompanied by the appropriate fee, before any player can participate in any activity sponsored by the HMHA. The Board of Directors is empowered to prohibit any player from practicing or playing until the fees are paid in full.

2.11.1 If a Rep, or LL player terminates their participation on their own volition, after the league starts, their will receive NO REFUND unless their position can be filled on that team.

2.12.2 Extenuating circumstances under

2.8.1 will be considered by the Registration Committee.

2.13.3 Refunds required due to player movement will be the responsibility of the Registration Committee and will be completed within 14 days of notification.

2.14.4 Refunds can be obtained upon the return of sweaters, or any other equipment belonging to the HMHA in the same condition that it was issued.

2.15.5 If a player terminates their participation after the league starts, their refund, if granted, will be prorated based on the hours of ice scheduled and the condition of the returned equipment.

2.16.6 No refunds will be given after December 31st of the playing season unless the family moves from the area or unless there are medical reasons.

2.17 Players participating on HMHA representative teams must be residents of Huntsville as determined by the OMHA's Manual of Operations.

2.18 Base costs will be established by the HMHA for all levels.

2.19 A fee of \$25.00 will be assessed to any NSF cheque received during registration.

### TRYOUTS AND PLAYER MOVEMENT

2.20.1 All players should be encouraged to play at the level of their ability, but no player may be forced to play at a higher classification against their wishes. Any coach or manager who persuades, coerces, or compels any player to play for their team, shall:

- i. on the first offence, receive a verbal warning.
- ii. on the second offence, be suspended for the balance of the season.

2.20.2 All players wishing to play for any Rep team must attend all tryouts held for that team. Exceptions may be made for situations such as: a player has already been assigned to a higher category team (player should still be encouraged to skate in tryouts), a conflict with tryouts for a higher category team, a player moves into the centre after tryouts, or temporary medical conditions.

2.20.3 If a player is interested in only trying out for a second or third entry team, the player must attend all first entry team try outs and be released from this team. Once released, the player can now try out for the second or third entry team. If the player is consequently also released from the second or third entry team, the player will be rostered for a Local League team.

2.20.4 At the end of the first entry team try outs, 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 Discipline and Ethics Committee. The Discipline and Ethics Committee can now 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.

2.21.1 Novice (U9), Atom (U11), Peewee (U13), Bantam (U15) and Midget (U18) Rep / Select teams shall declare rosters of no less than 15 players (not including AP's) on or before the 4th Monday in September. Teams carrying less than 15 players (not including AP's) must have the approval of the Board.

2.21.2 All Rep and Select teams must carry a full complement of full time, rostered players (being 15 - 13 players and 2 goalies) and allow them playing time as dictated by the HMHA Guidelines for Coaches. Failure to comply could result in suspension or dismissal of the team officials. Any reduction of this number must have executive approval.

2.22 The HMHA will publish contacts and known try-out times for the respective teams in 'BB' Rep, and Select, at the arena, in the news media, in a newsletter, and/or on the web page of HMHA at their discretion.

2.23 All final team rosters must be declared in writing with the following numbers of players:

- **'Local League'** maximum 19 players – Teams may roster a maximum of nineteen (19) players except for U18 and above which may roster twenty-five (25) players. Local League teams are not required to declare a goal tender on its roster, with the understanding that a maximum of 17 skaters can be dressed for any game. At the beginning of each game, including exhibition games, a Local League team shall not have more than eighteen (18) players, in uniform, including a goaltender. The team may also, if it wishes, dress a spare goaltender, who will be in addition to the eighteen, and who shall play only in goal.
- **'Representative'** 11 to 19 players – A representative team shall not have more than nineteen (19) nor less than eleven (11) players registered at any one time.
- **Select** – Must roster a maximum of nineteen (19) players.

All Rep team decisions will be finalized the beginning of September following OMHA prep/evaluation phase.

2.24 All players must be registered by a Rep Team before playing any game. That registration money will be refunded to the player if he does not make the team or does not wish to play for that team.

2.25 Any player playing at two (2) levels may do so only at the discretion of the Discipline and Ethics Committee.

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

2.27 If a new player moves into residence after Rep team selections, or a player is released from a higher category team, he/she may be granted a ten-day try-out in their designated age classification, up until December 15th of the current hockey season. Such registration is subject to availability of a position on the team roster, as per guidelines set out by the Rules and Regulations of the CHA and the OMHA and the HMHA. No player will be released to accommodate a new registration. The Discipline and Ethics Committee must approve all such registrations.

2.28 Any player requesting their release from a representative team, after December 10th, must first notify their coach, who will immediately refer the request to the Discipline and Ethics Committee.

2.29 If a Rep player leaves the team of their own volition after registration but prior to December 10th, he can only play for a LL team if an opening exists. He cannot return to the Rep team for the balance of the season.

2.30.1 The responsibility for the release of any player from the HMHA is vested with the HMHA Discipline and Ethics Committee.

2.30.2 While the board will review an application for release of any minor hockey player, as a rule, it will be the policy of HMHA not to be in favour of granting such a release.

2.31.1 Any player requesting the opportunity to try out as an underage player for a Rep team must concurrently try out in their own age group. A rep coach must apply in writing to the Discipline and Ethics Committee for approval of underage player selection.

2.31.2 To qualify as an underage player the player must possess the following: - exceptional skills (meaning unusual) - must excel at their position (meaning superior skills) - must be requesting to move from Peewee (U13) to Bantam (U15) or Bantam to Midget (U18) (Younger players could apply if they compile an exceptional number of personal statistics in their own age group). Local League under or overage player eligibility is at the discretion of the Discipline and Ethics Committee.

2.32 LL players may play as affiliated players provided it does not interfere with regular scheduled games, practices, or playoffs.

## Section 3: Coaches and Team Officials

### TEAM OFFICIALS: COACHES / MANAGERS / TRAINERS

3.1.1 Coaches or managers who disregard their responsibilities shall be liable to disciplinary action.

3.1.2 Head coaches are responsible for their team's affairs. Discipline in team matters will be addressed to the head coach.

3.1.3 In accordance with the OMHA guidelines for Coaching credentials, HMHA has determined that all coaches must have the appropriate level of certification, based on the division to be coached. Refer to the below chart to determine the correct coaching level required.

Intro Coach	[CHIP] The Intro Coach [CHIP] clinic is based on the Initiation Program curriculum. The program is designed for coaches working with 5- & 6-year-old players or for players who are participating in a "learn to play" environment.
Coach Stream	The Coach Stream is designed for coaches working with players at the recreational level.
Development Stream	This program is designed for coaches working with players engaged in the competitive levels of hockey - Rep level Peewee (U13) & above]. The Development Stream is composed of 2 components - Development 1 & Development 2 into 2 parts and focuses on the needs of the coach working with Rep level players – Peewee (U13) and above.
High Performance Stream	This program is designed for coaches working with High Performance players. In the past Advanced 1 clinics were typically held every 2 years in Ontario. All Coaches must have their required level of certification by Sept 15 of the current hockey season. All teams must also have certified Trainers on their bench staff.

3.2 All team officials should, where possible, seek ways of improving their abilities and credentials.

3.3.1 Only 5 team officials (per team) will be registered with the OMHA from HMHA funds. Additional officials may be registered but that team will bear the additional financial responsibilities.

3.3.2 Spouses cannot be involved on the same team (ie. carded) as coaches, managers, or trainers.

3.4 The HMHA will have the responsibility to sponsor trainers and coaches' clinics each year, where possible.

### COACHES

3.5.1 Ensure the proper observance of the Constitution and By-Laws of HMHA.

3.5.2 Acquaint their team members with the CHA, OMHA and HMHA Rules and Regulations.

3.5.3 Exercise control in the conduct of their players and themselves. They must always endeavor to prevent disorderly conduct before, during and after any games or practices, on or off the ice, or in any arena or while taking part in HMHA activities.

3.5.4 Provide a completed, signed game sheet to the game timekeeper prior to the commencement of the game.

3.5.5 Ensure that the required numbers of eligible players are ready for every game.

#### MANAGERS

3.6.1 Ensure the care, keeping and return of all HMHA equipment used by their teams during the season. At the LL level, the coach is the responsible team official.

3.6.2 Ensure the efficient operation and decorum of their teams throughout the season. The manager shall ensure that the By-Laws of the HMHA and regulations of the OMHA are strictly followed. He shall ensure that carded team officials only shall be on the bench during games and practices. He shall have the option to remove all people, not related to the team, from the dressing room. Refer to the HMHA Guidelines for Managers.

3.6.3 Keep and maintain a record and account of the teams' financial affairs.

3.6.4 Ensure that no one associated with the team approaches a sponsor for extra funds over and above the agreed sponsor's fee.

3.6.5 Assist and support any fund-raising promotions as determined by the HMHA.

3.6.6 Understand and follow the procedures for both underage player movement, affiliated player usage and permanent player movement.

#### TRAINERS

3.7.1 Supervise the health and incidents of injury of the players on their team. It is recommended that all trainers request a medical certificate for any player injured during game or practice (resulting in the loss of significant playing time or as the result of an opponent's Match Penalty) before that player returns to the team.

3.7.2 Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) for all games and practices.

3.7.3 Ensure that the trainer's kit is available at all games and practices.

#### COACHES & TEAMS

3.8.1 All coaches must submit their final rosters on a HMHA Final Roster Form, (Appendix D). All Rep and Select teams must be submitted in accordance with OMHA guidelines and Local League teams must have their submitted before December 1st.

3.8.2 LL Teams will be allowed three team officials on the bench during games.

3.8.3 At the Rep team level, a player (and their parents) should be given a choice as to whether they play less time on a Rep team or moves back to local league.

3.8.4 Every player dressed for a LL game must be given equal ice time. Blatant disregard of this rule will result in immediate suspension of the coach. Any team suspected of winning a LL playoff game by over playing better players will forfeit such game.

3.8.5 With co-operative communication between the LL and Rep coaches, affiliated players are encouraged to practice or play at the Rep level. LL coaches should not object to their players practising or playing with the Rep teams when there is no conflict with their LL commitment. Rep coaches are encouraged to have LL players attend Rep practices.

3.8.6 Local league players can play to a maximum total of (5) five league or playoff games at the Rep or Select level. After this time, it must be decided if that player is to be placed on the Rep team or return to their LL team for the remainder of the season. If said player is to remain with the LL team, their affiliation may continue with the approval of the Discipline and Ethics Committee. At this point, it will be determined whether payment of any portion of the team fees will be required. All other rules regarding affiliation will apply.

3.8.7 If a coach must choose between 2 players of equal ability, and one is underage, the player who is of the proper age should be selected. Underage players can be selected if the coach evaluates them to be worthy of selection and the proper application process has been followed.

3.8.8 A Rep coach cannot cut their team to less than 13 players and 2 goalies (not including AP's) without special permission from the Board.

3.8.9 No player will be allowed on the ice or bench without: - being dressed in full hockey equipment, - having registration paid in full or waived, - a member of the coaching staff being in attendance.

3.8.10 Coaches shall file with the V.P. OMHA, an HMHA Player Roster (Appendix B) prior to the start of league play.

3.8.11 Coaches must submit the names, addresses and certificate numbers of their managers, assistant coaches, and trainers by the end of try outs. Each coach must have a certified trainer (separate from himself/herself).

3.8.12 HMHA reserves the right to review the selection of all team officials. HMHA will have the right to approve all team officials.

3.8.13 The OMHA guideline for coaches must be adhered to by all coaches.

3.8.14 Safety precautions must be taken during all games and practices i.e.. all player and penalty box doors must be closed and locked during practice and games, as well as the doors onto the ice surface.

3.8.15 Extra helpers may be permitted on the ice during practices. These helpers must:

- Be at least 2 age groups higher than the team they are helping.
- Have their PRS credibility.
- Wear full equipment if under 14 years of age.

3.8.16 HMHA Executive will hold coaches responsible for player conduct. As coach, you are responsible for player conduct on the ice, on the bench and in the dressing room. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.

3.8.17 Coaches, their managers and trainers will not smoke, swear or be under the influence of alcohol while in the presence of their players (i.e., while on the ice, bench or in the dressing room).



## COACHES & PARENTS

3.9.1 It is recommended that Rep, Select, and LL coaches and managers meet with the parents at least 3 times throughout the season. Before the team is finalized, midway through the season and prior to the playoffs.

3.9.2 These meetings are used to explain:

(i) Coaching Philosophy & Team Rules

(ii) Team Operations (iii) Playing Times

(iv) Team Budget Including Tournaments

(v) Responsibilities of Coaches, Players and Parents It is essential to keep the lines of communication open.

## BUDGETS AND FINANCIAL STATEMENTS

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

3.10.2 All bank accounts must be opened in the name of the team with a minimum of 2 names. No spouses may have signing privileges.

3.10.3 A budget must be submitted to the Treasurer, OMHA/Rep Convener, Fundraising Convener, and the parents of all players by September 30th. Budgets are to be submitted using a HMHA Budget (Appendix E). A working excel copy can also be found on the website under Online Library\Forms.

3.10.4 All fund-raising projects by individual teams must be approved by the Fundraising Convener.

3.11 All teams that become involved in fund raising, receive parental contributions and/or possess a bank account, must submit the following to the Finance Committee and parent group:

- a. Initial budget by September 30th
- b. January 15th financial statement (must include actuals vs budget)
- c. Year end financial statement. Receipts must be kept by the Manager and will be made available by request.

3.12.1 A copy of the year end financial statement will be forwarded by the team to the Treasurer of the HMHA by one week prior to the last game played.

3.12.2 Failure to comply will result in referral to the Discipline and Ethics Committee.

3.13 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.

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

## SELECTION OF COACHES

3.15.1 Rep and Select coaches will be selected by the Coaching Selection and Evaluation Committee.

3.15.2 LL coaches will be recruited by the LL Director and Board Members.

3.15.3 Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Coaching Selection and Evaluation Committee shall be empowered to appoint a coach, provided approval has been granted by the Board. Notwithstanding paragraph (iii) above, the appointee may be a qualified Board Member, who shall have the option of keeping their Board position or resigning. Should he choose to retain the Board position, all applicable conflict of interest policies shall be in force during Board discussion and voting procedures.

## SUBSIDIZATIONS BY HMHA

3.16 To encourage team and game officials to obtain the highest levels possible, the HMHA will subsidize clinic participants as follows: Level Coach, CHIP, Re-certs, and Trainers - subsidization of 100% of registration costs. Intermediate - subsidization of 75% of registration costs. Advanced - subsidization of 50% of registration costs.

3.17 All subsidization will be forwarded after the participant has successfully passed the course.

3.18 Advanced applicants must apply to, and be approved by, the Executive Council before registration to qualify for subsidization.

3.19 Any non-parent head coach, assistant coach or trainer that is an official of any Rep or Select team will be subsidized to help with travel expenses. A head coach will be subsidized \$600 and an assistant coach and/or trainer will be granted \$300. Money will be paid directly to the coach or trainer by November 30.

## Section 4: TEAMS

### EQUIPMENT AND UNIFORMS

4.1 The HMHA will supply 2 sets of sweaters to all Rep teams. All Rep teams will wear the team colours prescribed by the Board.

4.2 The HMHA will supply 2 sweaters Home and Away to all LL players and to be returned in good condition at season's end.

4.3 The HMHA will be the arbitrator in cases of sweater colours within the LL.

4.4 All players during games and practices must wear the proper protective equipment as follows:

- i. Approved OMHA facemasks with full face protection and C.S.A. approved headgear including properly fastened chin strap.
- ii. Approved athletic support and cup or 'Jill'.
- iii. Approved hockey gloves.
- iv. Approved hockey shin pads.
- v. Hockey pants, shoulder pads and elbow pads.
- vi. A regulation hockey stick must be used for all league play and/or exhibition games.
- vii. Neck guards.
- viii. Mouth guards as per OMHA guidelines.

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

4.6 Equipment must be as per requirements of the CHA, OMHA or any group with whom the HMHA maybe affiliated.

4.7 All officials must wear C.S.A. approved helmets, properly fastened, and approved skates with approved heel guards. Goaltender skates will not be permitted.

4.8 For any function involving an HMHA team, i.e... tournaments, exhibition and/or league games, the sweaters and/or socks issued to each team must be worn. This will also apply to LL teams: they must wear the sweater as issued by the LL.

4.9 It is the responsibility of all coaches to ensure that all players are wearing regulation equipment and that it fits properly.

**Commented [MS1]:** Due to change from HL to LL - Proposing two jerseys (home & away)

## BODY CHECKING

4.10 Body checking for HMHA Teams will commence at the Bantam (U15) level, after proper instruction. Body Checking will not be permitted in LL where multiple age divisions occur.

## SMOKING

4.11 Smoking is prohibited on the bench and in the dressing rooms. Disregarding the By-Law is grounds for disciplinary action. PLAYING IN OTHER LEAGUES

4.12.1 All players registered in the HMHA may not participate in any other leagues except for High School, without the consent of the OMHA and/or its delegates.

4.12.2 Those players should notify their coach that they are playing with any other hockey association.

4.13.1 Those players who disobey this rule are subject to disciplinary action, including suspension without refund in whole or part.

## GAMES AND PLAYOFFS

### PLAYING TIMES

4.14.1 No HMHA team may play more than 3 games in one day.

4.14.2 Rep and Select teams will be subject to the rules of the OMHA for game lengths.

4.14.3 LL teams will play 3 periods: 10 minutes stop, 10 minutes stop, 3rd period time left on the clock less 4 minutes, running time, until the last 2 minutes of play, when it becomes stop time.

4.14.4 Games running over the allotted time will be curfewed and the results will stand at that point of completion.

4.14.5 The normal duration of a game is considered 1 hour on the arena clock from the published, scheduled start time. (50 minutes for the game, 10 minutes for flood).

### PLAYOFFS

4.16 Special Note: Any suspensions handed out at the close of the regular season, in an exhibition or tournament game, will carry over into playoffs at all levels.

4.17 All Rep and Select playoffs will follow the format, rules and regulations as laid down by the OMHA.

4.18.1 In the event that a team becomes the OMHA Champions, the players will be permitted to keep one of their jerseys. The entire team must keep either their white or blue jersey.

### 4.19 MPSMHL Playoffs

a) Divisions and Categories for League playoffs shall be established no later than the December Regular Meeting.

b) A playoff shall consist of a minimum best 2 out of 3 game series, a suitable round robin format or a suitable tournament format.

c) Trophies shall be awarded to the winners of each playoff division.

d) Playoff trophies must be returned to the Secretary no later than the December Regular Meeting.

- I. If a trophy is not returned by the December regular meeting the offending Centre shall be assessed a fine of \$150.
- II. If a trophy is not returned by the January regular meeting the offending Centre shall be assessed an additional fine of \$150 and shall be declared “not in good standing” until the trophy is returned and the fine or fines are paid.

e) A Member Centre shall be fined \$250 if one of their teams fails to appear for a MPSMHL Playoff game without due cause or cancels a game without following an acceptable notification procedure.

f) Notwithstanding the provisions of Section 7.02

(g) herein:

- I. If a team under the jurisdiction of the MPSMHL qualifies for and attends the International Silver Stick Final by winning their assigned Regional Silver Stick tournament, said team shall be exempt from taking part in the MPSMHL Playoffs if said events fall on the same dates.
- II. If a team under the jurisdiction of the MPSMHL attends the International Silver Stick Final as a result of qualifying at the regional qualifier other than that assigned to them by the Silver Stick organization, the Centre shall pay a fine of \$500 to the MPSMHL if attending the Silver Stick Final tournament results is said team missing the MPSMHL Playoffs.
- III. If a team under the jurisdiction of the MPSMHL attends the International Silver Stick Final as a result of being invited rather than winning their assigned regional qualifier, the Centre shall pay a fine of \$1,000 to the MPSMHL if attending the International Silver Stick Final results in said team missing the MPSMHL Playoffs.

#### 4.19.1 Series & Round Robin Format

- a. Home ice advantage shall go to the team that finished higher in the regular season league standings. If two teams are tied, the opposing teams Centre Contacts will find a suitable means by which to determine home ice advantage.
- b. If a team advances to the OMHA finals a MPSMHL final series may be decided by a 1 game playoff played in the opposing team's arena.
- c. Games that are tied after regulation time shall have a single five-minute overtime period added where each team plays with 4 skaters and a goalie. 14
- d. Games that are tied after a five-minute overtime period shall be decided by a shootout.
- e. Shootouts shall be three players with total goals deciding the winner. If the teams are still tied, the shootout will continue in a single player, sudden victory format with no player shooting again until every team member, except the goaltenders, have taken a turn.
- f. Completion dates for all MPSMHL playoff rounds shall be determined no later than the February Regular Meeting. A request for an extension of any series beyond the completion date set by the Board of Directors can only be approved by the President or Vice President.
- g. g) Playoff agreement forms provided by the MPSMHL shall be used by all Member Centres. If necessary, the form shall be reviewed each season and approved for use during the playoffs.

#### 4.19.2 Tournament Format

- a) The host centres for each division shall be determined no later than the November regular meeting.
- b) Host centre responsibilities and the event rules and guidelines shall be reviewed on an annual basis and finalized no later than the December regular meeting.

#### 4.19.3 All Star Games

- a) All Star games shall be held at the discretion of the Board of Directors.
- b) Centres shall ensure that every team playing in the MPSMHL regular season shall provide players for All Star games as requested by the Board of Directors.
- c) Centres failing to provide players in each All-Star division as requested will be subject to a fine of \$250.00.

#### 4.19.4 OMHA Playdowns

- a) home ice advantage in any OMHA Playdown series between MPSMHL teams shall be given to the team that finished higher in the MPSMHL Playoffs.
- b) If an OMHA Playdown series between MPSMHL teams takes place prior to the MPSMHL Playoffs, home ice advantage shall go to the team with the best regular season record in head-to-head competition.
- c) If regular season head-to-head competition between teams is used to determine home ice advantage in OMHA Playdowns and two or more teams are tied, a coin toss or other such means shall be used to determine home ice advantage.
- d) Where a division has three teams competing in OMHA Playdowns, the top ranked team shall have the option of taking a bye or deciding who they play in the opening round.
- e) Where a division has four teams completing in OMHA Playdowns, the top ranked team shall have the option of deciding who they play in the opening round.

4.19.5 Muskoka Parry Sound (MPS) Hockey League will develop a playoff schedule based on the team entries, and centre availability. Playoffs will be done tournament style.

- ~~a) a round robin series with the two best teams playing a single game or for the championship trophy and the other two teams playing for the consolation trophy,~~
- ~~b) a tournament style format,~~
- ~~c) a combination of sudden death and round robin games based on available ice time and the approval of the Board.~~

**Commented [MS2]:** Amended to change from HL to LL Playoff Tournament style

~~4.18.2 The playoff format will be subject to the approval of the Board of Directors.~~

~~4.18.3 OMHA and HMHA rules and By Laws will apply to all LL teams entering these playoffs.~~

4.18.4 In the event that two or more teams are tied for any position the following formula(s) shall apply to determine the LL finalist(s):

(i) Two Way Tie

- a) Total points
- b) Winner of the playoff game between the two
- c) Number of games won in the playoffs (d) Goals for divided by goals for and against
- d) If still tied, then the teams will enter a coin toss.

(ii) Three Way Tie

- a) Total points
- b) Games won in playoffs.
- c) If one of the three teams has beaten the other two in the playoffs
- d) Goals for divided by goals for and against
- e) Once the three-way tie has been broken, the two-way formula will apply.

4.19.1 During the LL Championship game, in the event of a tie at the end of regulation time, the teams will not change ends, but will go directly into a five-minute, sudden death, stop time period.

4.19.2 If still tied at the end of the overtime period, and if time permits, a second overtime period will be played.

## TOURNAMENTS AND EXHIBITIONS

4.20.1 Individual LL teams intending to participate in tournaments or exhibition games must be registered with the OMHA. The processing fee is determined by the OMHA and paid for by the team requesting permission.

4.20.2 Teams shall be permitted to participate in a maximum of two (2) tournaments during the season and no team shall enter concurrent tournaments.

4.20.3 The regular season for LL teams is from October 1st to the March break.

4.20.4 No LL 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. LL playoffs generally take place between March 1st and the March break.

4.20.5 Special permission for extra tournaments and exchanges may be obtained and approved by HMHA Board upon written application.

4.20.6 Exhibition games may be arranged with other Affiliated Associations. Such games must have the approval of the V.P. OMHA ("OMHA Rep").

4.20.7 Approval for participation in tournaments and exhibition games is granted on the understanding that such tournaments or exhibition games do not interfere with regular scheduled games or playoffs.

4.21.1 Rep teams shall be permitted to participate in a maximum of five (5) tournaments during the season and no team shall enter concurrent tournaments.

4.21.2 Only 2 tournaments may be "stay-over" tournaments.

4.21.3 Teams shall be permitted to participate in post season tournaments based on By-Law 11.13.5.

4.21.4 The season for Rep and Select teams is considered that period from October 1st to such time as teams are eliminated from post season play.

4.21.5 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.

4.21.6 Special permission for extra tournaments and exchanges may be obtained and approved by the HMHA Board upon written application.

4.21.7 Application to participate in a tournament must be made to the OMHA Rep, whereupon a travel permit will be issued.

4.21.8 Exhibition games may be arranged with other teams as per the OMHA Manual of Operations. Such games must have the approval of the OMHA Rep.

4.21.9 Rep and Select teams must report Exhibition games to the OMHA Rep. Game sheets are forwarded to the District Convener via the officials.

4.21.10 Rep / Select teams will be eligible for 2 exhibition games per season. If any teams wish to schedule more games, payment for ice rental, referees and timekeepers will be the responsibility of the team.

4.22.1 HMHA sponsored tournaments must include an HMHA entry within each proposed age classification of the tournament unless such "right-of-entry" is declined due to other commitments.

4.22.2 HMHA sponsored tournaments shall comply with the rules and regulations of the OMHA.

4.22.3 A budget must be submitted and approved by the HMHA for all tournaments sponsored by the HMHA.

4.22.4 Disbursement or excess monies at the conclusion of an HMHA sponsored tournament must be used for the betterment of the HMHA program.

4.23 A "stay-over" tournament is defined as one being at least 160 km. (100 miles) from Huntsville Town Centre.

4.24 Penalties, discipline, etc. received in exhibition games and tournaments are applicable to all Bylaws of the HMHA. i.e., If a player is penalized for fighting, that penalty will be carried over into OMHA games and be referred to the Discipline and Ethics Committee.

4.25 Dress codes and financial obligations shall be set at the beginning of each season by the Executive.

#### FUND-RAISING

4.26.1 No HMHA teams will be allowed to operate or participate in any team fund-raisers unless prior approval has been granted by the Fundraising Convener who will report same to the Board.

4.26.2 Fundraising by any team will only be permissible from September to March of any given season.



4.26.3 From time to time the HMHA may sponsor a fund-raiser and it is expected that all teams will be invited to participate in those fund-raisers.

4.26.4 Fundraising money can be spent on tournaments, a maximum of \$75/player on Otter clothing for the team (approved warm up suits, T-shirts, etc.), or team functions (conference room at tournament, team food). Funds raised from fundraising cannot be used for meals, rooms at tournaments (unless part of the tournament package such as Canam Tournaments), or coaches' expenses. SPONSORSHIP

4.27.1 No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the HMHA.

4.27.2 All approved sponsorships shall be for a 1-year duration.

4.27.3 All equipment purchased or donated by a sponsor shall become the sole property of the HMHA and subject to all rules and regulations of the HMHA.

4.27.4 All equipment shall be of a type and standard approved by the HMHA.

4.27.5 It shall be the sole responsibility of the Sponsorship Director to obtain and allocate the necessary number of sponsors.

4.27.6 No sponsor will pay any money directly or indirectly to any team nor may said sponsor directly or indirectly provide equipment or other benefits to their team, without the expressed consent of HMHA.

4.27.7 All monies, equipment, etc. from sponsors must be paid to the HMHA (before any disbursements have been made), who will in turn decide on the proper allocation of said funds and/or equipment.

4.27.8 The HMHA will set the dollar level for sponsorships based on the recommendations of the Finance Committee.

4.27.9 ~~Only one sponsor is permitted per team. No HMHA team can accept secondary sponsorship or any item with secondary logos. (This includes items such as apparel, equipment bags, practice jerseys, etc.)~~ The soliciting, allocating and coordinating of any sponsorship of HMHA teams, tournaments, events, or individuals, will be reviewed and considered by the HMHA Team Sponsorship Director and the Finance committee prior to approval.

4.27.10 Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.

4.27.11 Members should contact the Sponsorship Director if a specific sponsor wishes to support one of their teams. The Sponsorship Director will follow-up with the sponsor.

**Commented [MS3]:** Propose amendment - to include changes about adding sponsors to offset cost of certain events throughout the year

## Section 5: Game Officials

### OFFICIALS

5.1 It is understood that LL is the training ground for officials and administered by the Association.

5.2.1 Officials for the LL will be co-ordinated by the Referee Director, and it is recommended that those officials should have Level 201 certification.

5.2.2 No official can be involved in a LL game unless he is carded through the OMHA.

5.3 The Supervisor of Officials will administer the requirements of Rep teams. He may assist the Referee Director of the LL league.

5.4 Timekeepers for the LL teams will be supplied by HMHA. If in the case of an absence of the assigned timekeeper, it will be the responsibility of the Home Team to supply an interim timekeeper. The Visiting Team will have the option of putting a representative in the box.

5.5 The HMHA will have the responsibility to sponsor officials' clinics each year.

### PAY SCALES FOR OFFICIALS

5.6 To be determined by the Ref. Director in consultation with the Finance Committee prior to each season.

## APPENDIX "A" -BOARD OF DIRECTORS

### ELIGIBILITY AND DUTIES

No member of the Board nor member of the Association nominated for a Board position may hold a position on a Board or Executive of another hockey Association unless a Directorship position/duty is created to fill a need. It is the understanding that if you fulfill one of the following positions on the HMHA executive, you are also committing to sharing your knowledge with your predecessor whether you remain on the executive or not.

### PRESIDENT

- a. Eligibility – Persons nominated for this position must have served on the present Board for at least one year or for two years on past Boards of HMHA.
- b. Duties the President shall:
  - 1) Preside at all meetings of the Board and the Association, with the usual privileges of offices.
  - 2) Lead in the continuing development of the HMHA philosophy and assist in the continuing development of coaching and hockey skills for the Association.
  - 3) Act as the representative of the HMHA in the community.
  - 4) Act as a member of the Coach Selection/Monitoring Committee.
  - 5) Use their background and knowledge in a position of arbitrator or problem solver for the Association.
  - 6) Designate necessary tasks to be fulfilled by appropriate members of the Board.
  - 7) Be an Ex-officio member of all committees.
  - 8) Chair the Discipline and Ethics Committee.
  - 9) Act as a representative of HMHA to OMHA or other recognized governing body.
  - 10) Term of office is two (2) years and for no more than two (2) terms.

### PAST PRESIDENT

- A. Eligibility – The immediate past president shall remain on the Board for a period of not less than one year in the position of Past President. If the immediate past president is unable to serve a two-year term as Past resident, the board may appoint a Director at Large by the powers given in section 5.06 of the By-Laws of the HMHA. This director shall fulfill the same duties as the Past President under the name Director at Large.
- B. Duties The Past President shall:
  - 1) Avail himself to the President, directly, and the Board indirectly, their knowledge and experience for immediate and future guidance.
  - 2) Perform such duties as assigned by the President.
  - 3) Act as a member of the Coach Selection / Monitoring Committee.
  - 4) Attend all Board meetings.
  - 5) Act as a member of committees as assigned by the President.

## VICE PRESIDENT (OMHA Rep.)

A. Eligibility – Although not essential, all nominated persons should have previous experience with hockey organizations.

B. Duties shall Vice President (OMHA rep)

1. Act as liaison person for the HMHA in all OMHA related matters.
2. Provide all Association Rep teams with OMHA Rules, roster sheets and affiliated player sheets by the first team practice after team selection.
3. Attend Muskoka / Parry Sound League schedule meeting with the Ice Convener and set all Rep schedules and distribute to team managers. \Arrange all OMHA Playoff ice-time and schedules through communication with Association managers, opposing town OMHA Reps. and the HMHA Ice Convener.
4. Keep a complete list of all OMHA team rosters and affiliated player lists for reference.
5. Act as liaison between team managers and local OMHA Referee co-coordinator for referee assignment for all scheduled games, game changes and tournaments.
6. Be a member of the Coach Selection and Monitoring Committee, the Discipline and Ethics Committee and the Finance Committee.
7. Attend and represent the HMHA at all OMHA meetings.
8. Act as liaison between the Rep teams and the HMHA Executive
9. Schedule Manager meetings as required, to train and/or communicate HMHA policies and procedures.
10. Work closely with the ice Convener and registrar, to organize Rep try outs for all divisions.
11. Oversee the management of all Rep teams, act as the Manager of Rep Managers
12. Attend all Board meetings.
13. Act as a member of committees as assigned by the president.

## ICE SCHEDULING DIRECTOR

A. Eligibility – Time consuming position, particularly during preseason start up when negotiating all schedules and practice times – for all Rep/AE and Local League ice times. Liaison with town representatives regarding ice allocation policy and scheduling ice times

B. Duties of the Ice Scheduling Director shall:

1. Perform the duties of the President in the event of illness or absence. b) Attend all Board meetings.
2. Liaison between the Town representatives regarding ice allocation policy and scheduling ice times
3. It is the policy of HMHA that any changes in the previous year ice schedule be approved by the current executive.
4. Changes to the template are to be dictated by such things (but not restricted to) ice availability, number of teams, program changes, etc. Changes are not to be made to accommodate any individuals' personal preferences or agendas. The Ice Convener shall:
  - a) Book all ice time, before the start of the season, for the year at the Huntsville arena and other designated arenas.

**Commented [MS4]:** Edited to remove 2nd Vice president role

- b) Divide ice time between age groups and competition levels (i.e...tyke minor/major (U7), novice (U9), atom (U11), peewee(U13), bantam(U15), midget (U18), (and juvenile) AND Local League, and Rep into games/practices.
- c) Consider holidays, tournaments, and other user groups when scheduling.
- d) Consider/ avoid conflicts in the same age group.
- e) Present Rep times to the OMHA Rep and LL times to LL Convener.
- f) Compile and post a master schedule on the HMHA website.
- g) Continually update all schedules and handle ice time conflicts.
- h) Accommodate Hockey School, training clinics, and tournaments in the schedule.
- i) Forward tournament dates for all age groups and competition levels to the OMHA Rep and LL Tournament Director to meet the designated OMHA deadline for tournament applications.
- j) Attend the Muskoka / Parry Sound League scheduling meetings.
- k) Act as a member of the Registration Committee.

#### SECRETARY

A. Eligibility – Although not essential, all nominated persons should have some word processing skills.

B. Duties the Secretary shall:

1. Attend all HMHA Board and sub-committee meetings and record the minutes of these meetings.
2. Type, copy and distribute these minutes to all members of the Board for the next general meeting.
3. keeps orderly files on and be responsible for all incoming and outgoing correspondence pertaining to HMHA business.
4. Update the website as required with all team scores, upcoming events, and news articles.
5. Turn over all files to the successor at the end of term.
6. Compile an accurate information list of Board members, giving position and telephone numbers, and give a list to each executive member.
7. Source a photographer to photograph each team and individual within the HMHA. Ensure sponsorship plaques are included in the bids.
8. Maintain all scores on the website for Local league, rep, and Select divisions.

#### TREASURER

A. Eligibility – Although not essential, the Association would prefer that all nominated persons have a strong and experienced background in the accounting or banking field. The successful candidate shall be bondable in the appropriate amount at the expense of the Association should this be deemed necessary. Absence During the unavoidable absence of the Treasurer, the Secretary shall retain temporary signing authority.

B. Duties the Treasurer shall:

1. Pay all accounts by Association cheque co-signed by the President.

2. Keep an accurate record of all monies received and dispersed and all accounts payable and receivable by acceptable accounting practices and in proper books of account.
3. Present a financial statement to the Board at the April AGM.
4. Make payments only for invoices received.
5. Be an integral part of the Registration sub-committee.
6. Distribute gate reports (with referee forms) and follow up collection and verification of gates twice yearly.
7. Deposit all funds for optimum interest in a Board approved financial institution under the name of the HUNTSVILLE MINOR HOCKEY ASSOCIATION.
8. Attend all Board meetings.
9. Monitor finances and make executive aware of any late season potential cash flow problems.
10. Keep current files on all Association registered players.
11. Act as chairman of the Finance Committee.
12. Act as member of committees as assigned by the President.

#### REGISTRAR

A. Eligibility – All nominated persons must realize that this is a time-consuming position and that the successful candidate must fulfill the term to the best of their abilities.

B. Duties of the Registrar shall:

1. Attend budget meetings to determine registration costs for all participants.
2. Update Online Registration costs and packages on the HCR website.
3. Register all teams, players and officials, tournaments, and Association members for insurance purposes.
4. Keep on-going lists of players registering for summer camps as well as players trying out for rep teams for the Rep Director
5. Create lists of players entering Local league for the Local League Convener
6. Work with the Treasurer to determine method of bank deposits for registration funds
7. Collect registration money from all registered players.
8. Add team lists to the HMHA website.
9. Attend all scheduled HMHA meetings.

#### REFEREE DIRECTOR

A. Eligibility – All nominated persons shall hold a current referee card and be member in good standing of the Referee's Association.

B. Duties the Referee Convener shall:

1. Be responsible for the assignment of referees for the LL in a consistent and equitable manner.
2. Present to the Treasurer monthly invoices for all individuals that have refereed. These invoices must list, individually, the names, hours worked and the amounts the referees are owed.

3. Encourage and promote the addition and use of referee prospects in order to maintain a supply of referees for the future. By designating fairly and equally referee assignments, the less experienced referees do not stay that way.
4. Supervision of the LL referees is informal in nature in preparation for the formal supervision of referees by OMHA official supervisors. Do an equitable amount of refereeing.
5. Hold local clinics when ice time permits to instruct local league referees.
6. Attend all Board meetings.
7. Act as a member of the Discipline and Ethics Committee.

#### EQUIPMENT DIRECTOR

- A. Eligibility – All nominated persons must realize that this is a time-consuming position and that the successful candidate must fulfil the term to the best of their abilities.
- B. Duties of the Equipment Director shall:
  1. Keep an accurate and current inventory of all equipment.
  2. Recommend to the Board all reasonable purchasing, maintenance, disperse and disposal of all equipment for the Association teams.
  3. Be responsible for the ordering of pucks, water bottles, local league socks/jerseys (if needed), Rep/Select socks & jerseys (if needed), trainer bags, jersey bags, goalie sticks (for local league only), tryout jerseys and any goalie equipment that we may need for current or next season. All purchases must be approved by the board.
  4. Be available to assist all Association teams with equipment needs including any summer programs and try-out period.
  5. Be responsible for supervising the return of all Association equipment from the teams at the end of the playing year. This includes pucks, trainer bags, water bottles, and any equipment that has been loaned to a team. These should be returned to the team locker.
  6. Provide to all Association managers and coaches a declaration list of all Association equipment on loan to each team and have responsible team official sign for the equipment.
  7. Provide access to team officials for the HMHA storage room and team equipment locker.
  8. Update and outfit the HMHA storage room as deemed necessary.
  9. Be responsible for properly storing equipment for the off-season, particularly the goaltending equipment.
  10. Check lockers for any remaining pairs of local league socks (and also the spare locker that has extra socks) so that they can be ordered for the next year hockey season.
  11. Co-ordinate with the Sponsorship Director at the beginning of the season, so that any teams that have a sponsor change can have their jerseys changed. These jerseys need to be taken to Novelty Man to have sponsor bars ordered and stitched on.
  12. At the end of the season, take all local league jerseys to Fabric-Care to be washed. When clean, sort and return to individual lockers. Make note of number of jerseys per team and compare against last year's list to verify if any are missing or not handed back.
  13. Order trophies (around Feb 1st) for the local league end of the season, for all levels from Tyke (U7) to Midget (U18). Numbers to be co-ordinated with the Local League Director.
  14. Act as a member of committees as assigned by the President.

#### SPONSORSHIP / FUNDRAISING DIRECTOR

- A. Eligibility – All nominated persons must realize the effort involved and be willing to assume the responsibility of the position.
- B. Duties of the Sponsorship/Fundraising Director shall:
1. Be responsible for maintaining a strong liaison between the Association and its sponsors, and act as its spokesperson.
  2. Promote and encourage new sponsors to fill the vacancies left by departing sponsors as the need arises.
  3. Collect tenders from photographers and submit to the HMHA Executive for approval of team pictures.
  4. Create a schedule for pictures to be taken of all teams.
  5. Distribute completed pictures to all teams.
  6. Create sponsor photo plaques and distribute to all sponsors.
  7. Receive fundraising requests from team Managers and assist in assuring they fall within Town guidelines.
  8. Attend all Board meetings.
  9. Act as a member of committees as assigned by the president.

#### HEAD TRAINER

- A. Eligibility – Hold current HTCP certification. Have a minimum of two years hockey experience in Trainer position. Be on an at-large or team roster with the association. Have a strong interest in promoting safety in hockey. Be willing to act as a mentor/coach for all Trainers in the association. Be able to provide timely responses to questions or requests.

#### B. Duties the Head Trainer shall have:

1. Lead your Association's safety and risk management programs for the benefit of participants, parents and volunteers in the Association's hockey programs and activities.
2. Provide leadership in promoting and maintaining the Hockey Trainer's Certification Program (HTCP) regarding all safety and risk management aspects of the Association's activities.
3. Ensure that Association Board members and hockey program participants are kept informed of current and emerging hockey safety and risk management information, programs, and activities.
4. Provide Boards with an assessment of the risks that may be faced by the Association and its members in the upcoming season and recommend strategies to eliminate, minimize or mitigate those risks.
5. Provide leadership for volunteer Trainers with the Association by promoting excellence in the delivery of the safety and risk management principles of the HTCP.
6. Promote and ensure that volunteer Trainers with the Association apply and abide by the 'Responsibilities' and 'Code of Conduct' of the HTCP.
7. Monitor and provide feedback to volunteer Trainers and other Association members and stakeholders to promote and instill excellence in the principles and application of the hockey safety and risk management program.
8. Ensure that each participant, parent, and volunteer is aware of and adheres to the principles and practices of the HTCP.

Commented [M55]: Role definition added to MoP



9. Collect, monitor, and ensure proper security and disposition of reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder.
10. Participate on a regular basis in hockey safety and risk management education activities sponsored or promoted by the OMHA, HMHA.

#### DEVELOPMENT DIRECTOR

- C. Eligibility – It is recommended that nominated persons shall hold a 'Level Coach' certificate (minimum) or be interested in attending a course.
- D. Duties the Player Development Convener shall:
  11. Chair the Coaching Selection / Evaluation Committee which shall endeavour to fill all coaching positions for all age groups and competition levels.
  12. Be responsible for the ongoing research, education, and implementation of skills for the coaches.
  13. Organize the Summer Hockey School and recommend further player development opportunities during the playing season.
  14. Research and organize available funding programs and clinics.
  15. Advertise for coaching applications in late March for the Selection Committee. He should ensure that application forms are available and received by all interested persons.
  16. Compile a list of all team officials complete with names and phone numbers for distribution to all Board members.
  17. Supervise the pre-season team selection to ensure balanced LL teams. h) Attend all Board meetings.
  18. Act as a member of the Discipline and Ethics Committee.

#### REP DIRECTOR

- A. Eligibility – Should have a good understanding of how representative hockey operates. Previous hockey managers are good candidates.

Commented [MS6]: Role Definition added to MoP

- B. Duties the Rep Director shall:
  1. Act as the Manager of all Representative coaches, managers, and bench staff
  2. Contact for the rep teams' questions/concerns and mandate bench staff members/teams understand and follow policies and procedures.
  3. Be an integral part of the Registration Committee.
  4. Work with the Ice Director in the scheduling of games, practices and playoffs for the Rep Hockey and distribute schedules to the coaches.
  5. Shall be a member of the Coach Selection / Monitoring Committee and, as such, shall assist the Coaching Convener in filling all LL coaching positions and in monitoring all selections.
  6. Oversee the placement of all players on teams in a reasonably equitable manner and shall post updated team rosters in the arena.

7. Assemble lists of team officials with addresses and phone numbers and forward to the Board.
8. Assemble all completed OMHA cards and forward to the OMHA Rep.
9. Regularly attend ice time once a month for each age group.
10. Attend all Board Meetings. i) Act as a member of the Discipline and Ethics Committee.
11. Ensure that the Rep hockey schedules are forwarded to the Referee Convener for assignment.
12. Coordinate the division tournaments in conjunction with the HMHA Tournament Director.
13. Act as a member of committees as assigned by the president.

#### LOCAL LEAGUE DIRECTOR

- A. Eligibility – All nominated persons shall be aware that this is a time consuming job and be willing to perform this job to the best of their abilities.
- B. Duties of the Local League Director shall:
  1. Be an integral part of the Registration Committee.
  2. Work with the Ice Convener in the scheduling of games, practices and playoffs for the LL and distribute schedules to the coaches.
  3. Shall be a member of the Coach Selection / Monitoring Committee and, as such, shall assist the Coaching Convener in filling all LL coaching positions and in monitoring all selections.
  4. Oversee the placement of all players on teams in a reasonably equitable manner and shall post updated team rosters in the arena.
  5. Assemble lists of team officials with addresses and phone numbers and forward to the Board.
  6. Assemble all completed OMHA cards and forward to the OMHA Rep.
  7. Regularly attend ice time once a month for each age group.
  8. Attend all Board Meetings. i) Act as a member of the Discipline and Ethics Committee.
  9. Ensure that the Local League schedules are forwarded to the Referee Convener for assignment.
  10. Coordinate the division tournaments in conjunction with the HMHA Tournament Director.
  11. Act as a member of committees as assigned by the president.

#### MINOR OFFICIALS' DIRECTOR

- A. Eligibility – All nominated persons must realize the effort involved and be willing to assume the responsibility of the position.
- B. Duties the Minor Officials Director shall:
  1. Compile list of eligible timekeepers (age 12+)
  2. Work with previous timekeepers at the beginning of season to establish availability and to gather contact information.
  3. Receive weekly schedule from Ice Convener and schedule timekeepers and gate keepers according to schedules.
  4. Maintain records of Local League games with names and dates for cheque payment

5. Forward payment list to Treasurer, along with dates and amounts to be paid, at the end of each month.
6. Distribute cheques to timekeepers.
7. Maintain timekeeper boxes at the arena with information re: playoff games, Local League games.
8. Organize a Timekeepers course in the Fall (if necessary)
9. Ensure an appropriate float is available for the gate keeper to pay the referees and timekeeper(s)

#### TOURNAMENT DIRECTOR

A. Eligibility – All nominated persons shall be aware that this is a time-consuming job and be willing to perform this job to the best of their abilities.

B. Duties the Tournament Convener shall:

1. work with Ice Scheduling Director to set dates for tournaments based on ice availability.
2. Contact the OMHA and pay fees to have tournaments sanctioned and posted on [www.omha.net](http://www.omha.net)
3. have tournaments posted to HMHA website?
4. Order trophies and prizes for tournaments based on # of entries per tournament.
5. Correspond with teams about attending tournaments.
6. Ensure payment is collected from each incoming team and give report to treasurer relating to revenue/expenses.
7. Work with respective team managers to create a schedule and arrange to setup them up with tournament box (i.e., game sheets, ref money etc.)
8. Make tournament schedules.
9. Listen to complaints from teams regarding tournaments and try to resolve disputes.
10. Reconcile with OMHA regarding games played.
11. Attend HMHA meetings.

## APPENDIX “B” – COMMITTEES

### 1) COACHING SELECTION AND EVALUATION COMMITTEE

#### COMPOSITION:

The Coach Selection / Evaluation Committee shall consist of the following Directors:

- Development Director (Chair)
- President
- Alternate: V.P. – OMHA (if a conflict should arise)

#### FORMAT:

1. Applicants submit standard HMHA coaching application form.
2. Interview by Committee - A committee will be assembled of members of the community that are familiar with minor hockey and who currently do not have players playing in HMHA.
3. A recommended candidate will choose by the committee. The recommendation will be forwarded to the board, and the board will decide to accept the recommendation.
4. All applicants for Rep teams must have 'Level Coach' at time of application.
5. If a coaching position cannot be filled from the available applicants, the Coaching Selection and Evaluation Committee shall have the power to appoint a coach with the approval of the Board. (See 6.16(iv))

### 2) FINANCE COMMITTEE

#### COMPOSITION

The Finance Committee shall consist of the following Directors:

- Treasurer (Chair)
- President 1st
- Vice President
- Sponsorship Director
- Equipment Director

### 3) REGISTRATION COMMITTEE

#### COMPOSITION

The Registration Committee shall consist of the following Directors:

- Registrar (Chair)
- President
- Local League/Rep Director
- Ice Scheduler
- V.P. - OMHA
- Treasurer

**Commented [MS7]:** Added role to this committee

**Commented [MS8]:** Adding Ice Scheduler to Registration Committee in accordance with the original Ice Scheduler Responsibilities

- Sponsorship/Fundraiser Director

#### 4) DISCIPLINE AND ETHICS COMMITTEE

##### COMPOSITION

The Discipline and Ethics Committee shall consist of the following Directors:

- President (Chair)
- Ref. Director
- V.P. - OMHA
- LL Director/Rep Director (as applicable)
- Development Director

## APPENDIX "C" H.M.H.A. DISCIPLINARY FORM

Persons to attend disciplinary meeting are:

1. Player involved.
2. Coach
3. Parent(s)

**\*\* COMPLETED FORM TO BE GIVEN TO COACHING CONVENER \*\***

Step 1: INFORMAL MEETING: explanation of process and introduction of this form.

Step 2: VERBAL WARNING

Step 3: SUSPENSION - 1 or 2 game, at the coach's discretion.

Step 4: DISMISSAL FROM TEAM. Indicate here which step is applicable:

Date of meeting: \_\_\_\_\_

Pertinent information leading to calling of this meeting (i.e. Coach's comments):

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Player's signature: \_\_\_\_\_ Coach's signature:

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**\*\*Parents' comments:**

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Parents' signature: \_\_\_\_\_

\* By signing this form, it does not necessarily mean the player agrees with the coach's comments. The player has the right to disagree and appeal to the Discipline and Ethics Committee. \*\*



## APPENDIX "E" HMHA TEAM BUDGET TEMPLATE

Locate full Budget Template [here](#)

### BUDGET SHEET - Basic 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	
8		0.00	0.00	
9		0.00	0.00	
10		0.00	0.00	
		0.00	0.00	

TOTAL REVENUE: \$ -

	EXPENSES	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	
8		0.00	0.00	
9		0.00	0.00	
10		0.00	0.00	
11		0.00	0.00	
		0.00	0.00	

TOTAL EXPENSES: \$ -

END BALANCE: \$ -

Treasurer Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_



## APPENDIX "F" INVOICING

1. 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.
2. 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.
3. Three quotes must be submitted to the Board for discussion and approval for any merchandise being procured for HMHA for amounts over \$1000. Approval for the purchase will be given in the form of a Purchase Order.
4. Any Board member or Huntsville Minor Hockey Association member that does not receive board approval in the form of a Purchase Order from the Treasurer, is financially responsible for the purchase and may be referred to the discipline and ethics committee. Huntsville Minor Hockey will not be held financially responsible for any commitments made for unapproved purchases on its behalf. Please note this does not include ice time purchases made by the scheduler or payment to game officials.
5. 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 of that particular year, depending on the financial situation and how the board sets its budget.
6. The board shall complete a T2 corporate tax return at the end of each fiscal year. The current accounting firm selected to complete this tax return on behalf of the Board is BDO Dunwoody. The Board reserves the right to select any certified accounting firm they deem capable of completing the task.

## Revision Log

Date	Bullet No.	Page No.	Description of Change	Revised By
March 2023	4.19.5	22	MPSHL coordinates Playoff/Jamboree schedule	MSnow
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 to MoP	MSnow
March 2023	Appendix/ Board of Directors	33	Added Rep Director position to MoP	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