

BURFORD & DISTRICT
MINOR HOCKEY
ASSOCIATION



RULES OF OPERATION

June 13, 2005
Revised March, 2007

Burford & District Minor Hockey Association



Rules of Operation

Adopted by the BDMHA Executive

June, 2005
Revised March, 2007

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1.0 GOVERNANCE

1.1 Governance

The Burford & District Minor Hockey Association (hereinafter referred to as BDMHA) is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association

1.2 Liability Insurance

The BDMHA shall carry a legal liability insurance policy in accordance with OMHA insurance coverage.

2.0 CODE OF CONDUCT AND ETHICS

2.1 Coaches and Team Officials Code

- I will be reasonable when scheduling games, practices and other team activities, remembering that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will do my best to ensure that all players get equal instruction, support and playing time while balancing the needs of the team.
- I will not ridicule or yell at my players for making mistakes or performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

2.2 Parents Code

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at any child for making a mistake or losing a game.

- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

2.3 Players Code

- I will play hockey because I want to, not because others want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my teammates and opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

2.4 Spectator's Code

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in the appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

2.5 League Organizers Code

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.

- I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents, and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

2.6 Membership Privileges

- 2.6.1 BDMHA reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of BDMHA has been evident.
- 2.6.2 By decision of the BDMHA Executive, any representative of BDMHA, any player, member, official or other may be placed under suspension or have restrictions placed upon him/her by the BDMHA Executive, pending a review of his/her actions, conduct or allegations.
- 2.6.3 Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the Constitution or Operating Procedures. Such action shall only result after recommendation of the Executive Committee, and a majority vote of the Executive.

2.7 Conflict of Interest

Members of the BDMHA Executive and sub committees are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit - financially or otherwise. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

3.0 ELIGIBILITY / REGISTRATION / INSURANCE

3.1 Residency

Eligible players must reside within the area described by OMHA Residency Rule #18.

3.2 Registration

- 3.2.1 Subject to registration numbers, the following series of player groupings will be operated by the Association:

<u>Series</u>	<u>Age as of December 31st</u>
Pre-novice	7 and under
Novice	7 & 8
Atom	9 & 10

Pee Wee	11 & 12
Bantam	13 & 14
Midget	15, 16 & 17
Juvenile	18 & 19 + 20

- 3.2.2 Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Executive approval. The request must be made in writing to the Executive outlining the reason for the request.
 - 3.2.3 Girls may register and play with BDMHA
 - 3.2.4 The Executive shall set the date by which the selection of players must be completed in September.
 - 3.2.5 BDMHA shall try to ice representative teams in the Novice, Atom, Pee wee, Bantam, Midget and Juvenile divisions.
 - 3.2.6 As to Junior Hockey, a release shall be given to any player in BDMHA and a minor waiver shall be given to Junior OHA teams.
 - 3.2.7 If in the opinion of a majority of the Executive, a minimum roster must be set for a representative team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach via the Convenor before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.
 - 3.2.8 The minimum age for registration shall be 4 years of age by December 31 of the year the season begins, except in special circumstances, as determined by the Executive.
 - 3.2.9 No player above the maximum age group shall be allowed to play in a lower group, except in special cases approved by the Executive and league officials.
 - 3.2.10 Players must sign an OMHA registration card before participating in any game of the team's regular playing schedule. No player shall be signed after January 1st.
- 3.3 Birth Certificates
- 3.3.1 Satisfactory proof of birth will be submitted with every initial registration of players. Players must be registered and fees paid in full before participating in any game, practice or try-out.
 - 3.3.2 All players shall produce proof of age as issued by the Registrar General of the Province of Ontario before being eligible to participate in games. In the case where a player is born outside of Ontario, an official Birth Certificate of the Province, State or Country of birth shall be accepted.
- 3.4 Registration Dates

- 3.4.1 The Executive shall set registration dates and fees in April for the following hockey season. Registration procedures will be organised and co-ordinated by the Executive.
 - 3.4.2 Registration for Coaches, Trainers, and Managers (hereinafter referred to as Team Officials) will be held on the same dates as the player registrations. Application forms will be provided by the BDMHA Executive. All Team Officials must be approved by the Executive.
 - 3.4.3 Players registered in another Minor Hockey jurisdiction shall not be eligible for registration by BDMHA. The penalty shall be loss of registration without refund and immediate suspension.
 - 3.4.4 Players from other jurisdictions may transfer to BDMHA upon seeking a proper release from the respective organization and upon acceptance of BDMHA as long as positions are available on applicable teams. No player currently registered with BDMHA shall lose playing privileges as a result of transfer.
 - 3.4.5 No player shall register after January 1st, except at the discretion of the Executive Board, by a majority vote.
 - 3.4.6 Late registrations will be accepted only as spaces are available on teams and upon paying the late registration fees.
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- 3.5 Registration Fee and Refunds
 - 3.5.1 The registration fee and any surcharges for each player grouping shall be established by the Executive.
 - 3.5.2 All players must pay the current registration fee in full and shall sign an OMHA registration card before they are allowed to practice or play with any BDMHA team. NSF cheques shall be considered as late or non-registered and will incur the late registration fee of \$ 25.00 and registrants shall also be charged bank fees for all NSF cheques.
 - 3.5.3 Registrations received after a date predetermined by the Executive, shall be subject to an administration charge. If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill, or had been trying out for a Junior Hockey Club). Late registrations will be accepted only as spaces are available on teams and upon paying the late registration fee.
 - 3.5.4 Refunds will be granted at the discretion of the Executive and will be prorated, based upon the amount of the season played. No refund will be granted after December 1 unless proof of change of address is provided.
 - 3.5.5 Families registering three or more players will receive a 10% discount.

3.6 Insurance

- 3.6.1 The County of Brant, the BDMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.
- 3.6.2 The insurance program described by the OMHA Manual of Operations shall cover all players and officials of the BDMHA.

4.0 EQUIPMENT AND UNIFORMS AND COLOURS

4.1 Approved Equipment

- 4.1.1 All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, conveners, and coaches must advise players or parents of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.
- 4.1.2 Hockey gloves, pants and helmets worn by BDMHA representative team players should be black.
- 4.1.3 All players are required to remove jewelry, including body piercing, prior to all on ice activities.
- 4.1.4 It is compulsory for all players in accordance with OMHA guidelines to wear a CSA approved helmet and face mask, and a CSA approved neck-throat guard in all BDMHA activities.
- 4.1.5 Interoral mouthguards must be worn by all players as per OMHA guidelines.
- 4.1.6 BDMHA shall endeavour to provide goalie equipment for the beginner goalies in the younger age groups (ie, Atom, Novice, Pre-Novice)

4.2 Number of Sweaters

BDMHA will provide a team sweater for each player.

4.3 Return of Equipment

All equipment must be returned, washed and dried within two weeks of the end of the season to the Equipment Manager.

4.4 Loaning Equipment

BDMHA may loan equipment to registered players provided they have signed for and agreed to the terms on the equipment loan agreement.

5.0 PLAYERS

5.1 Players Rights and Responsibilities

- 5.1.1 All teams must remain in the dressing room until the ice is cleaned and flooded.

- 5.1.2 Players can expect their coach to do his best to ensure equal ice time throughout the regular season. Equal ice time is defined as equal and consistent rotation of the different lines throughout the game, and equal opportunity to specialty teams throughout the regular season.
 - 5.1.3 No player shall be on the ice until a Team Official is in attendance to supervise.
 - 5.1.4 Players must not be in a dressing room at any time other than for their team's on-ice activities.
 - 5.1.5 In case of injuries on the ice, players are to go to the bench and leave the injured player to the care of the trainer.
 - 5.1.6 A player, after joining a team, must have played in at least half of the remaining league games before he is eligible to play in play-off games (sickness and injury not included).
 - 5.1.7 Representative team coaches must endeavour to reduce their increments equal to the number of teams in their house/local league division, not adversely affecting house/local league.
 - 5.1.8 If a player moves from House/Local League to a Representative Team and in so doing replaces another player, the displaced player shall fill the vacancy on that House/Local League team.
 - 5.1.9 No player on the permanent roster or in any other league not affiliated with BDMHA may quit such league after Feb 1st and go to play house league.
 - 5.1.10 Failure to obey these regulations will result in suspension or dismissal from BDMHA, at the discretion of the Executive.
- 5.2 Underage Players
Underage players may play one age group above, based on player ability and registration numbers in the affected divisions, at the discretion of the relevant Convenors.
- 5.3 Player Evaluations
Each coach is responsible to complete player evaluations for all players on their team at the end of the season as directed by the Coaches Committee.
- 5.4 Playing Time
- 5.4.1 Playing time of players for all teams shall be at a reasonable sharing of ice time.
 - 5.4.2 Three minute buzzers will be given for the Pre-novice division. Coaches must change players and ensure that all players get an equal number of shifts.
- 5.5 Representative Team Selections
- 5.5.1 A Prospects Camp will be held the last two weeks of March. Cost will be \$40 for four ice times. There will not be open rep tryouts in September for Atom, Peewee, Bantam and Midget age groups. Rep tryouts will be by invitation only at no cost to the players. Prospects camp will be the players' best chance of

being seen by the coach while they are still at the top of their game. Players that don't go to Prospects Camp can still make a Rep or A/E team, but will have \$40 added to their rep fees.

- 5.5.2 Coaches will take a minimum of 20 players to the first tryout with no maximum amount. Coaches will be down to 18 skaters by the end of the first week.
 - 5.5.3 Novice rep will be a regular fall tryout open to everyone.
 - 5.5.4 The Head Coach may not dress individuals for exhibition games that he is certain have already secured a position on the team. This is for the purpose of evaluating those still in question.
 - 5.5.5 The Executive will post the number of players and goalies to be on each rep team so all players and parents know what to expect. Upon completion of tryouts, the head coach must submit the list to the rep convenor for approval.
 - 5.5.6 The coaching staff may make player changes after this point, at their discretion, up to three weeks from the day the team was selected. This will be known as the "First Deadline".
 - 5.5.7 Players do not have to be invited to rep tryouts to make a rep team. Coaches will be required to watch A/E tryouts in case they've missed someone.
- 5.6 A/E Team Selection
- 5.6.1 A/E team selection will begin the week after rep selections.
 - 5.6.2 A/E tryouts will be open tryouts.
 - 5.6.3 The Executive will post the number of players and goalies to be on each A/E team so all players and parents know what to expect. Upon completion of tryouts, the head coach must submit the list to the rep convenor for approval.
- 5.7 Player Movement
- 5.7.1 After the "First Deadline" any player movements must be handled through the coaching committee.
 - 5.7.2 The head coach requesting a movement must give the reasons to the convenor so he may approach other convenors and coaches who will be involved in this movement.
 - 5.7.3 If the parents, players and BDMHA officials are satisfied with the movement it may proceed with the approval of the coaching committee. If there is resistance to this movement the coaching committee will evaluate and make the decision.
 - 5.7.4 The "Final Deadline" for player movement will be the same as the OMHA or league deadline.
 - 5.7.5 Prior to the season, the Board will approve movement vertically or horizontally for each team.
 - 5.7.6 A working agreement will be signed by October 1st of each year governing the signing of BDMHA players to the local Junior team. Parties to the agreement to be BDMHA Executive and the Local Junior Executive and their Coach and Manager.

- 5.7.7 If a player moves from House/Local league to a representative team and in doing so replaces another player, the displaced player shall fill the vacancy on that house league team.
- 5.8 Affiliated Players
- 5.8.1 Alternate Players must be signed at the time of the “First Deadline” and submitted to the convenor. The convenor will approve these, ensure there are no conflicts, and see that each team has a suitable number of AP players.
- 5.8.2 The coach who has requested these players to AP to his team must commit to using each of them equally through the regular season. This is to ensure fairness and eliminates the risk of missed opportunities for ice time, which they may have been afforded had they signed with another team. Teams that share a talent pool for AP Players must work through the convenor either through a draft or other means of selection.
- 5.8.3 When a coach wishes to add an AP player to the lineup, the Head Coach must do so through the Head Coach of that player’s team. Unless there is a game conflict, the head coach of the player being AP’d is expected to then call the player to tell him he or she has the opportunity to play with the other team he or she is signed to as an AP player and give him or her the pertinent details.
- 5.8.4 House/Local league teams must complete affiliated player rosters before December 15.
- 5.8.5 All affiliated players must be signed to a roster prior to playing their first game with the affiliated team.

6.0 CONDUCT AND DISCIPLINE

- 6.1 Complaints
- 6.1.1 Complaints or questions regarding the operation of the Association must be submitted, in writing, to the President or Secretary.
- 6.1.2 Written complaints and questions received shall be included in the agenda of the next meeting of the Executive
- 6.1.3 Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- 6.1.4 Upon receipt of a complaint, the President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.
- 6.1.5 Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- 6.1.6 All complaints shall receive a written reply.
- 6.1.7 A Twenty-Four Hour Cool Down Period is required prior to commencement of complaint procedure.

6.2 Sanctions

6.2.1 A player may be suspended for one game or more for the following infractions:

- Swearing,
- Being absent from a game without good reason,
- Destroying or mishandling property belonging to others,
- Disrespectful conduct on or off the ice.
- Stealing; this will bring a suspension of 1 year from all hockey activity. The person concerned will have the right to appeal to the executive.
- Missing 2 games in a row without notifying his Coach or Manager
- Abuse of any game official, (linesman, referee, timekeeper, scorekeeper, League Commissioner, etc.) during or after a game on any of the arena premises shall be subject to suspension set by the Executive.

6.2.2 A person under executive suspension shall not take part in any Minor Hockey activity and shall be subject to further suspension for any breach of same. Clarification: A Minor Hockey activity is an activity that is paid for by BDMHA or where BDMHA equipment is used.

6.2.3 The league Commissioner or his Assistant must be notified prior to any disciplinary action being taken against any player in his division.

6.2.4 The player of BDMHA receiving three (3) or more penalties in any game may be removed from further play in that game at the discretion of the coach. This applies for both house league and representative teams, Pre-Novice through Juvenile.

6.2.5 The player and parents should have the opportunity to be present at a meeting of the Executive and defend their position in the case of any disciplinary action for more than a three game suspension.

6.3 Alcohol

6.3.1 There shall be absolutely no alcoholic beverages consumed in any vehicles carrying BDMHA players.

6.3.2 Any person involved in any minor hockey activity, including transportation, found to be under the influence of alcohol shall be subject to suspension of 1 year. Incidents of this nature shall be ruled on by the Executive.

6.3.3 Alcohol will not be permitted at any Burford Minor Hockey activities unless required liquor permits are procured.

6.3.4 Substance abuse will not be tolerated; all incidents will be reviewed by the Executive, with sanctions to be set by the Executive.

6.4 Speak Out

All bench staff and Executive of BDMHA will take the Preventions Services *Speak Out* clinic as per OMHA guidelines.

6.5 Team Meetings

Coaches will conduct a team meeting, with parents and players to review team discipline, coaching philosophy and extracurricular activities.

- 6.6 Confidentiality
BDMHA will adhere to OMHA guidelines regarding matters of confidentiality.
- 6.7 Return to Play
Players requiring professional medical attention for injuries must have written permission from a physician to return to play.
- 6.8 Releasing Children from Supervision
- 6.8.1 Guardians of the children are expected to stay in the arena while their children are involved in any minor hockey activity so they can be contacted immediately in the event of an emergency.
- 6.8.2 Special arrangements should be made by the guardian if he/she is unable to assume custody of the player immediately following the completion of BDMHA activities. Team officials shall not be obligated to supervise players following BDMHA activities.

7.0 COACHES/MANAGERS/TRAINERS

- 7.1 Selection of Team Coaches
- 7.1.1 Application for coaching positions will be advertised for the upcoming season.
- 7.1.2 A Coaching Committee will be formed at the first meeting of the incoming executive.
- 7.1.3 The Coaching Committee shall:
- set a coaching selection criteria
 - convene meetings to select coaches for the respective teams
 - make recommendations for Executive approval on the appointment of coaches for the respective teams
 - make appointments as early as possible.
- 7.1.4 All team officials must be certified in accordance with the OMHA Manual of Operations.
- 7.1.5 BDMHA will endeavour to not have a person be the head coach of a Minor Hockey team, Novice and up, for the same nucleus of children for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the BDMHA Executive.
- 7.2 Selection of Trainers
- 7.2.1 It is the responsibility of the head coach and the Coaches Selection Committee to appoint a Trainer for each team.
- 7.2.2 Trainers for teams shall hold a valid HTCP certificate, attend an OMHA Prevention Services Program, and follow the same code of conduct set out for coaches.
- 7.2.3 Trainer at large may be appointed for all pre-Novice in-house teams

7.3 Responsibilities of Team Officials

- 7.3.1 All persons wishing to serve as Team Officials must have appropriate certification or attain appropriate OMHA certification as soon as possible after approval by the Executive.
- 7.3.2 Officials must ensure that players remain in the dressing room until the ice is cleaned and flooded.
- 7.3.3 No player shall be on the ice until an adult or Team Official is in attendance to supervise.
- 7.3.4 One Pre-Novice coach is permitted to coach the team on the ice during the playing season provided they remain clear of the play.
- 7.3.5 Team Officials are responsible to :
- Develop and maintain an awareness of good conduct among their team members while in competition.
 - Instill good sportsmanship
 - Teach hockey skills.
 - Protect.
 - Evaluate their players at the end of the schedule as information for the next season's draw, with such grading sheets to be returned to the division convenor.
 - Ensure that all team's sweaters and equipment are returned at the end of each season, except those purchased by the team members personally.
 - Ensure players are properly dressed before the game is scheduled to begin.
 - Assure that the dressing room is locked during their team's games.
- 7.3.6 All Coaches, Managers, Trainers, Timekeepers, Convenors and Referee in Chief must attend a pre-season rules meeting.
- 7.3.7 No less than two team officials shall enter a dressing room when in use and room shall be supervised one half hour before and after the game and checked when the room empties.
- 7.3.8 The head coach will review with his convenor the team meeting agenda, what his expectations are and ensure they are consistent with the overall philosophy of BDMHA.
- 7.3.9 Immediately upon the final team selection, the head coach will hold a team meeting where he will discuss team rules, disciplinary procedures, and set the expectations for the up coming season.
- 7.3.10 Any Team Official may be suspended for a total of one week or more for any of the following infractions:
- Swearing
 - Unsportsmanlike conduct on or off the ice
 - Abuse of any game official, referees, timekeepers, etc.
 - Failure to obey BDMHA regulations, at the discretion of the Executive
- 7.3.11 The Executive is empowered to relieve a coach from his duties if he:
- Misses 3 games without good reason, or for not ensuring that someone takes charge of his team during his absence.
 - Does not adhere to player ice time guidelines as defined in 5.1.2.

- Shows disrespect to any Officer, Executive Member or fellow BDMHA member.
 - After one warning repeatedly demonstrates behaviour unbecoming of a BDMHA member.
- 7.3.12 Team Officials shall conduct themselves within the mandates of the BDMHA Coaching Philosophy (Appendix 13.1) and the BDMHA Coaching Protocols and Job Descriptions (Appendix 13.2)

8.0 Officials

8.1 Time Keepers

- 8.1.1 It is the responsibility of the Manager to arrange qualified timekeepers for all home games.
- 8.1.2 BDMHA shall arrange training clinics for timekeepers and official scorers, if required.

8.2 Officiating

8.2.1 Game Officials shall be organized by the Referee-in-Chief.

8.2.2 Complaints Procedure:

- Complaints regarding referees should be made verbally to the Referee-in-Chief and League Commissioner.
- If the complaint cannot be resolved satisfactorily by the Referee-in-Chief and the League Commissioner, the Coach or Manager shall submit the complaint in writing within 24 hours of the game ending to the Referee-in-Chief, for presentation to the Executive.
- The Executive shall convene a meeting within one week. The Coach, Manager, Referee-in-Chief, League Commissioner and any others deemed necessary will be notified of meeting time, date and location.

8.3 Other Complaints

- Complaints should be made verbally to the BDMHA Convenor following the game in question.
- If the complaint cannot be resolved satisfactorily by the BDMHA Convenor, the complaint shall be submitted in writing to the BDMHA Convenor, for presentation to the Executive.
- The Executive shall convene a meeting within one week. The Coach, League Commissioner and any others deemed necessary will be notified of meeting time, date and location.
- Recommendation or decision of the Executive shall be final.
- The Executive or Coach, upon receiving a complaint, will announce a meeting between persons involved and/or others who wish to attend. The meeting will be open to parents of teams involved.

8.4 Penalties

- 8.4.1 All minor penalties shall be 2 minutes stop time or 3 minutes straight time.
- 8.4.2 All major penalties shall be 5 minutes stop time or 7 minutes straight time.
- 8.4.3 All game misconducts and match penalties shall be covered by the OMHA rule book. Where the penalty occurs in house league, the words “BDMHA Executive” shall replace “OMHA Executive” in the wording.
- 8.4.4 The BDMHA Executive shall be empowered to increase the length of a suspension given out by the OMHA rules in cases where they deem necessary.
- 8.4.5 A person under Executive suspension shall not take part in any Minor Hockey activity and shall be subject to further suspension for any breach of same. A Minor Hockey activity is an activity that is paid for by BDMHA or where BDMHA equipment is used.
- 8.4.6 The League Commissioner or his Assistant must be notified prior to any disciplinary action being taken against any player in his division.
- 8.4.7 Any player of BDMHA receiving three (3) or penalties in a game may be removed from further play in the game at the discretion of the Coach. This applies for both house league and representative teams, Pre-Novice through Juvenile.
- 8.4.8 The player and parents should have the opportunity to be present at a meeting of the Executive and defend their position in the case of any disciplinary action for more than a three game suspension.

9.0 Subsidization

- 9.1 **Clothing**
The BDMHA shall not contribute any amount for the purchase of jackets for BDMHA personnel. This is subject to re-consideration in the event of a Provincial Championship team.
- 9.2 **Courses**
Subsidization by the BDMHA for OMHA-approved courses shall be at the discretion of the Executive.
- 9.3 **Police Record Checks**
Subsidization by the BDMHA for police record checks shall be at the discretion of the Executive.

10.0 Fundraising

- 10.1 **Team Fundraising**
Any team within the BDMHA either Rep or House League, will not be allowed to conduct fundraising events for individual teams without the approval of the Executive. (i.e. Bake sales, draws, 50/50 sales).

- 10.2 Association Fundraising
All fundraising within BDMHA must be approved by the Executive. A financial budget and financial report must be prepared and presented to the Executive for all fundraising events.

11.0 Sponsorship

- 11.1 Wineries, Brewers
Distilleries shall not sponsor any team in this Association as per OMHA guidelines.

12.0 General Regulations

- 12.1 Game Time Regulations
12.1.1 No team may start a game with less than 6 players. In the event there are less than 6 players, the game shall be forfeited and so recorded.
12.1.2 Teams must be ready to start on time as per schedule, the clock will be started when the game is scheduled to start, and must be finished by the time the next game is to start as per schedule.
- 12.2 Playoffs
Playoffs to follow the appropriate League playoff rules for both House/Local league and representative teams.
- 12.3 Tournaments
12.3.1 The BDMHA Executive shall approve on the number of tournaments to be entered by teams in the coming year.
12.3.2 No tournaments to be accepted for any team unless all parents are notified of such tournaments and a vote is held to accept or reject such tournaments. Vote to be by private ballot. Majority rules.
12.3.3 Each team shall notify their Convenor, in writing, of any tournaments that they are attending.

13.0 General Appeals

- 13.1 Any appeals must be submitted in writing to the secretary of the association. All appeals will be addressed by the executive within 48 hours from receiving the appeal.

14.0 Appendices

14.1 Coaching Philosophy

BDMHA COACHING PHILOSOPHY

Regardless of the age or level, there are 8 principles we feel you need to remember as a coach when teaching the game of hockey in the BDMHA program.

- 1. RESPECT IS EARNED NOT BESTOWED**
- 2. BE AWARE OF THE EFFECTS OF NEGATIVITY**
- 3. KEEP THE LEARNING PROCESS FUN**
- 4. ALWAYS CONFIRM THEY ARE LEARNING**
- 5. DEMONSTRATE AND TEACH TEAM BUILDING**
- 6. DEAL WITH ADVERSITY IN A CONSTRUCTIVE MANNER**
- 7. BE PREPARED**
- 8. COMMUNICATE**

RESPECT IS EARNED NOT BESTOWED:

Remember a title is sometimes nothing more than just that. As a coach you are a very important person in the lives of these young people and they need to build trust and respect for you quickly. Once you have this from them they will be excellent students and be willing to play hard for you, their mentor. Be consistent with your message, sincere with your convictions and gentle in your delivery.

BE AWARE OF THE EFFECTS OF NEGATIVITY

Although we sometimes need to identify weaknesses in individuals as well as the team, we need to remember that negativity can really damage confidence. Confidence is the most important element we want to instill in these young people as it is the most important quality needed to succeed in life. It is our job to protect it and nurture it. This doesn't mean we ignore areas for improvement, but rather we identify them, work with them to improve, and once they have improved, reward them with praise because they deserve it. If we can remove the fear of failing and build their confidence to try new things, we can consider this an important achievement for them, as well as you, the coach.

KEEP THE LEARNING PROCESS FUN

Much like those who love their work and don't consider it work, those who are having fun trying new things may not consider it school. Whether in a game or in practice we don't want this experience to be void of any fun. Ask the kids if they have favourite drills or games and perhaps use this as a reward for good efforts in learning new or more challenging drills. Try to keep practice drills similar to the game and how

the game is played. Reward for individual and team successes and don't penalize for failure as you may inadvertently teach them to never take chances. Understand that sometimes you have to find success somewhere other than the scoreboard.

ALWAYS CONFIRM THEY ARE LEARNING

In school they give tests. In hockey we too can give tests. They may be verbal as opposed to written but they still confirm whether or not we are getting the results we want. Rather than tell the kids before the game what new plays or skills they need to apply, maybe ask them or have them draw it on the board for the rest of the team. This will tell you how successful you are at transferring what is in your mind into theirs and whether or not a different approach is needed.

DEMONSTRATE AND TEACH TEAM BUILDING

Win or Lose, we do it as a team. This is a team sport, and they must get this from their experience here. One way to demonstrate this easily is to make sure the coaching staff operates as a team unto itself. If they see the coaching staff as fragmented they will pick up on this and it will transfer down to them. Identify early each of your staff members' roles and work with them to deliver the best hockey experience possible for the kids. Reinforce the need for the team to work together, and bring attention to any successes that were a direct result of a team effort, that otherwise wouldn't have been possible. Deal with selfishness in a team member on a one on one basis to ensure they may save face and not be centered out.

DEAL WITH ADVERSITY IN A CONSTRUCTIVE MANNER

Like life, hockey is filled with adversity. Some teams have bigger players; some times the referee's judgment is in question, sometimes the ice is poor. These are adverse things we have little or no control over. Adverse effects can be frustrating and can generate a very intense and uncontrolled emotional response. They can also generate a very intense and controlled frame of mind. They will learn in hockey that life isn't always fair, but what we also want them to learn is that if they respond in a certain way, they can defeat adversity rather than submit to it. The teacher must have mastered this discipline before he can expect to teach it to his students.

BE PREPARED

Whether running practices, dealing with parent concerns, or a temporary loss of players, make sure you are prepared. This will give you the confidence you need to demonstrate leadership and manage your team regardless of what situations may occur.

COMMUNICATE

This seems to be something we all realize as important but sometimes we aren't diligent enough in delivering. Remember communication should be an interaction rather than a one way delivery. Make sure you not only communicate to the team, staff and the parents your views, but that you implement a procedure for them to constructively express their concerns or praises to you as well.

When we coach, how we coach is very important. The lessons and methods we use and the manner with which we conduct ourselves will be examples for our players. Maybe examples they use later in life and maybe when they coach. It's an awesome responsibility but also an awesome opportunity to touch the future, but that's what we do when we coach.

13.2 Coaching Protocols and Job Descriptions

BDMHA Protocols and Job Descriptions

The following outlines the expectations for coaches in the Burford Minor Hockey program. It also outlines what they can expect from the Burford Minor Hockey executive. These protocols will aid us in delivering a hockey development program that has clear objectives for each age group and will ensure consistency and continuity for our community's young hockey players for years to come.

Team Staff

Head Coach

Once he has accepted the position the head coach is expected to carry out the following tasks:

1. Finalize roster by the designated time frame.
2. Staff selection (parent rep, trainer, manager, assistant coach, goalie coach)
3. Hold a parent meeting immediately after he finalizes roster to go over any team rules, outline objectives and discuss year activities. Also introduce staff and explain their roles. The coach should explain the process in place to deal with any parent concerns at this meeting as well.
4. Submit and discuss 3 practice plans to the mentor illustrating progression of player development throughout the year.

These tasks are the responsibility of the coach. The coaching committee is to ensure each coach carries out these tasks as well as offers assistance to the coach if he feels he needs help.

The head coach is also expected to:

1. Prepare a practice plan for each practice. Ice is expensive so let's make the most of it.
2. Ensure that through the regular season an effort is made to make sure playing time for each player is as equal as possible and each line has equal opportunity to power plays and penalty kills.
3. Set the example for the team for the type of conduct we want on and off the ice as representatives of Burford Minor Hockey.
4. Deal with any issues in a timely manner.
5. Attend any coaching meetings held by BDMHA.
6. Work closely with his convener.
7. Maintain proper certification needed for position.
8. HAVE FUN!!!!

Assistant Coach

The assistant coach must be willing to play a different, but just as important role for each team. The following illustrate what is to be expected of an Assistant Coach:

1. Work with the Head Coach to develop skills and team strategies.
2. Provide input and analysis about games and practices.
3. Discuss any thought or direction you would like to convey to the team with the Head Coach before you do so.
4. Be prepared to act as Head Coach if the Head Coach is absent.
5. Maintain proper certification needed for position.
6. Attend any coaching meetings held by BDMHA.

Parent Representative

The Parent Rep is a key position for every team. This person is instrumental in constructive communication between the Coaching Staff and the Parents. The Parent Rep is responsible for the following tasks:

1. Assume the responsibility as the official liaison between the Parents and coaching staff.
2. Set up meetings with parents and coaches and become the first step in resolving any grievances.
3. Maintain a neutral and unbiased position in dealing with any grievances.
4. Offer advice and support to the coach.
5. Offer advice and support to the parents.
6. Assist with the management of any extracurricular activities.

Manager

The manager should be someone willing to assume responsibility of the following:

1. Investigate tournaments and work with the Head coach and Parent Rep in establishing which ones the team will attend.
2. Manage the organizational aspects of attending overnight tournaments or other functions.
3. Provide input and analysis on any issue for the team staff to consider and make decisions.
4. Maintain proper certification needed for position.
5. Attend any coaching meetings held by BDMHA.

Trainer

The Trainer is responsible for the safety and well being of the team. He is not there to just swing doors. His responsibilities include:

1. Keep the medical records of each player and coaching staff.
2. Ensure proper procedures are followed in order for injured players to resume play.

3. Ensure best practices are followed to ensure team health.
4. Maintain proper certification needed for position.
5. Attend any coaching meetings held by BDMHA.
6. Ensure that the ice surface and facilities are free of any potential hazards.
7. Ensure parents and players understand the importance and need of properly fitting and correct equipment.
8. Carry a First Aid Kit

Functions and Responsibilities for Executive Members and Committees

Coaching Committee

The coaching committee was created to provide transparency to coach selection and ensure we have the people resources to develop and deliver the hockey program we want for our children. The committee is responsible for the following:

1. Development and delivery of our player development program.
2. Selection of coaches.
3. Selection of coach mentors.
4. Coach evaluations.
5. Evaluate parent feed back
6. Organize clinics

This committee is available to help with team selection and may be used as another resource the head coach can use when selecting his team.

Mentors

The mentor is someone who will work with coaches to help them implement the year's strategy for development of the players and the team. His responsibilities are:

1. To watch at least two practices of the coach he is mentoring.
2. Offer any advice that may be helpful to the coach.
3. Ensure the objectives for development of the specific age groups are discussed with each coach.
4. Work closely with conveners.

The mentor is the coach's friend.

Conveners

Conveners sit on the coaching committee and are responsible for the following:

1. Organizing their coaches and ensuring they have what they need to do the job.
2. Ensuring protocols are followed.
3. Oversee all scheduling matters pertaining to their divisions.
4. Next step after the parent rep and coach for grievances.
5. Report back to the committee on the season progress.

The convener is the manager of his organization and is there to support the coaches he has working for him.

Recommended Grievances Process

If any parent has a concern that they would like addressed the following procedures should be followed in sequence:

1. Approach the parent rep in private and explain your concerns to them. If you wish to speak to the coach, make the parent rep aware of this so they can set up a meeting with the coach.
2. The coach and the parent rep will discuss the issue in private and set up a meeting with the parents if needed to address the issue in a timely manner.
3. If a meeting was decided upon the Parents, Head Coach, and Parent Rep should be the only persons in this meeting.
4. If there is no resolution worked out from this meeting the parents should contact the convener for this division and discuss the matter with him.
5. The convener may make a decision after talking with the coach and parent rep or may consult with the coaching committee.
6. If after all this the Parents are still unsatisfied they may contact the President of BDMHA to express their feelings to him.