



Adopted by the MMHA Executive annually at AGM  
**MIDLAND MINOR HOCKEY ASSOCIATION**

## **RULES OF OPERATION**

Revised May 2022

### **SECTION ONE**

Midland Minor Hockey operates under the Governance of its Constitution and the Manual of Operations of the Ontario Minor Hockey Association.

### **SECTION TWO**

#### **ALL MEMBERS CODE**

To establish and maintain standards for participants including all players, parents, team officials, executives and volunteers. Parents/guardians are to sign the Parent Code of Conduct prior to the beginning of each season. Each player is to sign the Player Code of Conduct prior to participating in the current season of play. The standards are comprised on, but not limited to, the following principles:

- Members must respect the rights, dignity and worth of every human being and treat everyone equally within the context of their activity.
- Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- Members must communicate and co-operate with other sports organizations, non-sports organizations, medical practitioners and educational institutions in the best interest of the players.
- Members must encourage executives, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
- Members must never advocate the use of performance enhancing drugs or banned substances.
- Members must be clear as to what is to be regarded as confidential information and not to divulge any such information without expressed approval of the individuals concerned.
- Members must consistently display high personal standards both professionally and personally.
- All reasonable steps must be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- Participants have a responsibility to themselves and the Association to maintain their own effectiveness, resilience and abilities.
- Members must not display an affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that group.

#### **TEAM OFFICIALS CODE**

- Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- Recognize individual differences in athletes and always think of the athletes long-term best interests. Aim for excellence based on realistic goals. The activity undertaken must be suitable for the age and ability of the players.
- Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements that no one should evade or break.
- Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that all equipment and facilities meet current safety standards.
- Be honest and consistent with athletes. They appreciate knowing where they stand.

- Be prepared to interact in a positive manner with administrators, league officials, on-ice and off-ice officials and parents.
- Be responsible people who are flexible and willing to continually learn and develop.
- Follow the advice of a physician when determining when an injured player is ready to play again.
- Set and monitor the boundaries between a working relationship and friendship with players. Team officials must realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.
- Conduct of the team on and off the ice is the responsibility of the Team Officials.

### **PARENTS CODE**

- Do not force an unwilling child to participate in sports.
- Remember, children are involved in organized sports for **their enjoyment, not yours.**
- Encourage your child always to play by the rules.
- Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship.
- Never ridicule or yell at your child for making a mistake or losing a competition.
- Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- Do not publicly question the officials' judgement and never their honesty.
- Support all efforts to remove verbal and physical abuse from the children's sporting activities.
- Recognize the value and importance of volunteer team officials. They give their time and resources to provide recreational activities for your child.
- Set an example by supporting and respecting your child's team officials. When problems arise, communicate on an individual basis, after the 24 hour cool-down period. Public comments are not appropriate.

### **PLAYERS CODE**

- Play for the fun of it, not just to please your parents or coach.
- Play by the rules.
- Never argue with the officials decisions. Let your captain or coach ask any necessary questions.
- Control your temper" no mouthing off, breaking sticks, throwing gloves or other equipment.
- Work equally hard for yourself and your team "your teams performance will benefit and so will you.
- Be a good sport. Cheer all good players, whether it's your teams or your opponents.
- Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- Remembers that the goals of the game are to have fun, improve your skills and feel good. Don't be a showoff or always try to get the most points or penalties.
- Co-operate with your team officials, teammates and opponents; for without them, you do not have a game.
- Remember, you are representing yourself, your parents, your team, your sponsor and your town at all times to and from the arena.

### **SPECTATORS CODE**

- Remember that children play organized sports for their own fun and enjoyment. They are not there to entertain you and they are NOT miniature pro athletes.
- Be on your best behaviour. Don't use profane language or harass players, team officials or on-ice and off-ice officials.
- Applaud good plays by your own team and the visiting team.
- Show respect for your team's opponents. Without them, there would be no game.
- Never ridicule or scold a child for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Respect the official's decisions.
- Encourage players always to play according to the rules.

## **SECTION THREE ELIGIBILITY AND REGISTRATION**

### **RESIDENCY**

All players must habitually reside within the eligible boundaries of the MMHA, as on file with the OMHA, with their custodial parents or legal guardians.

### **REGISTRATION REQUIREMENTS**

- Registration fees are set by the Executive prior to the start of each hockey season.
- All players must be registered with the MMHA and registration forms must be signed by a parent or guardian. No player will be allowed on the ice for practices or try-outs until the basic Registration fee and a copy of the birth certificate have been received. Insurance for all players will be mandatory and such charges will be incorporated in the registration fee. Coaches will be required to co-operate in carrying out this policy.
- All **New** Registrants must provide a photocopy of the player's birth certificate attached to the registration form. Where a new registrant was born in a country other than Canada the player may provide a document from Employment and Immigration Canada which verifies the date of the birth of the player. Registration is not considered complete and will not be accepted without the above mentioned documentation.
- Players wishing to try out for AAA, AA, or A or the Junior team must register with MMHA first in order to secure a spot on the roster, should they wish to return to MMHA. Failure to register first with MMHA they will be placed on a roster subject to availability.
- Players returning to MMHA from AAA, AA, A or Junior once the regular season has commenced are subject to one of the following registration fee structures.
  - a) Full current registration, rep and try out fees apply if the return date is prior to January 1<sup>st</sup> of the current hockey season
  - b) Half current registration, rep and try out fees apply if the return date is after January 1<sup>st</sup> of the current hockey season.
- All cheques are to be made payable to Midland Minor Hockey Association, in the amounts and dates specified in the policy for the current hockey season.

### **NSF CHEQUES OR ANY RETURNED CHEQUES**

You will be charged **\$30.00** on any returned cheque. Payment must be made in **CASH/ CERTIFIED CHEQUE, MONEY ORDER OR E-TRANSFER** for the amount of the returned cheque plus the NSF charge; this also includes the balance owing on any other cheques issued to MMHA. The player will no longer be able to participate in any MMHA sanctioned event until payment is complete.

The Registrar will contact the player(s) coach and inform them that until further notice, the player will no longer be able to participate in any MMHA sanctioned event. The Registrar will not disclose the reason.

### **REGISTRATION DATES**

- **Please See Registration Tab with current year details, dates and fees.**

#### Refund Policy

All refunds are subject to a **\$50.00 administration charge**, which includes insurance fees.

All medical and other refunds must be requested by Parent/Guardian before the end of the current playing season.

All refunds are pro-rated once the season starts for players signing with OHL, OHA, AAA, AA or A club.

**No refunds after (October 31, current year)** except for medical reasons.

**No refunds on Rep/ A/E, Select or Development (formerly A/P) fees**

Other requests for refunds in special circumstances will be at the discretion of the Executive.

Playoffs are not counted in the proration of any of the Refunds.

Medical refunds will not be given once regular season has ended.

Medical refunds will only be considered once the proper documentation is received from a certified Doctor. I.e. Doctor's note.

## **SECTION FOUR EQUIPMENT, UNIFORMS AND CLOTHING**

The Equipment Director will be placed in charge of all MMHA equipment, and his/her duties will include keeping a running inventory of all equipment and to govern the stockroom.

### **MMHA COLOURS**

All MMHA teams will wear the same sweaters. The uniforms are currently the colours of the Florida Panthers of the NHL and include the current MMHA logo and socks as selected by the Executive. As adopted by the Midland Minor Hockey League Executive on August 16 2007.

NOTE: The CHIP program is recognized as a program and not a MMHA team.

### **MMHA LOGO**

1. (a) The MMHA Name/Logo and/or any abbreviation of Midland Centennials are the property of the Association and may not be used by anyone without express written permission from the Executive of MMHA.

(b) Teams wishing to purchase merchandise with MMHA name/logo, and/or any abbreviation of Midland Centennials must purchase these products through the MMHA, using their official supplier(s), if applicable. If the merchandise is unavailable through the supplier, then special written permission to use the logo may be granted.

### **NUMBER OF SWEATERS**

1. Each team will be provided home and away sweaters, the numbers ranging from #1 to #20 and 31.
2. All team sweaters must have the STOP sign sewn on the back.
3. Practice Jerseys may be supplied by existing MMHA Sponsors (primary) or other sponsors (secondary) and may be used for practice only. (subject to LOGO rules – need permission)

### **CLOTHING**

- All clothing/accessories for any member of the MMHA must be approved by the Executive and conform to MMHA colours, red, white, gold and navy blue.
- Note: Approved team clothing:
  - Existing Bench Jacket both insulated and non-insulated
  - Wind suit: Canada Sportswear
  - Hockey Bag: Kobe (blue with yellow trim)
  - Individual or Teams may purchase wind suits from one of our two local distributors (Graffiti Art and Danny Woods)
- Sponsor donations must conform to the MMHA policy. Note: Display of primary or secondary sponsorship advertising must be approved by MMHA executive (and or Executive Committee) before ordering. Note size of 4x4.
- Clothing is to be reviewed at the end of 3 years or earlier if the product is no longer available.

### **APPROVED PLAYERS EQUIPMENT**

- All players equipment will be CSA approved and will follow the OMHA guidelines.
- All players **must** wear helmets, facemasks, BNQ neck guards and all other required equipment at all times when on the ice and on the bench or insurance is null and void.

### **MOUTHGUARDS**

It is mandatory for all players to be equipped with proper fitting mouth guards, as per OMHA guidelines, when participating in any MMHA sanctioned event such as games and practices.

## **MMHA EQUIPMENT**

1. All equipment will be returned to the Equipment Manager in good repair at the end of the playing season.
2. All sweaters are the property of the MMHA and must be returned to the MMHA at the end of each hockey season.
3. Team Officials are responsible for the equipment allotted to their team.
4. Goaltending equipment is the responsibility of the player and the parent/guardian must sign for it at the beginning of the year, excluding U7 and U9.
5. Game sweaters are the responsibility of the Team Officials. Game sweaters must be returned to the Team Officials after each game. Game sweaters **will not** be allowed out of the sweater room when teams are practicing. It is the responsibility of each player to supply his/her own practice sweater. This applies to all divisions.
6. Players are not to wear game sweaters for any reason other than at MMHA sanctioned events and games, unless approved by the Executive prior to the event.
7. The coach/manager will be responsible for picking up the team sweaters and goal equipment at the equipment room and returning it after each game.
8. The Executive must approve all equipment, uniforms, clothing and trophies.
9. No subsidized equipment, clothing or apparel may be purchased without approval of the Executive.
10. MMHA offers goaltending equipment for most divisions.
11. All equipment purchased or donated shall be the property of the MMHA. Any player wishing to borrow equipment must submit a letter to the Executive for approval.
12. Dressing rooms and referees rooms must be locked. Keys are available through the arena staff.
13. Anyone wishing to use MMHA equipment to attend ice hockey school must provide proof of registration (copy of confirmation) for said school and the length of time attending school. A deposit of \$200.00 is required at the time of equipment pick-up and a contract must be signed. The recipient is fully responsible for the replacement cost of any loss or damages. Equipment must be returned by a pre-determined date. The contract will be signed and dated by the Equipment Director and the Borrower.

## **SECTION FIVE PLAYER MOVEMENT**

### **UNDERAGE PLAYERS**

1. **Rep Players** – In order for a younger player to secure a position on a higher division team, they must fall within the top 50% of the coaches selected positional players as determined by an independent evaluator at tryouts. The player must also be in good standing with MMHA and tryout for the Rep team within their own division. As they are trying out for 2 teams, the Rep tryout fee must be paid for both divisions. In fairness to the lower division team, the higher division coach must determine if the player is within the top 50% of his selection by the end of the second tryout.
2. **Local League Players** – There will be no movement in Local League to an age division higher. Local league is fun, team building, physical participation and enjoyment of sport. The exception to the rule will be the consideration of a major aged goalie in order to have enough goalies in the higher division, without hindering the lower division.

### **TEAM SELECTION**

3. The Executive reserves the right to determine the number of players for any team within our Association with respect to Rep teams, Local League and House League teams.
4. REP team tryouts are open to any player eligible by age and residency providing the tryout fee is paid.
5. The coach of the team will make REP team selection unless otherwise determined by the Executive, immediately following the last tryout. A list of players is to be submitted to the OMHA Convener immediately upon completion of team selection.
6. Only those players participating in REP tryouts are eligible to play. An exception to this rule may be made for:
  - i. A player moving into town after the tryout deadline.
  - ii. A player returning from an A, AA, AAA, OHA, or OHL team during the current season.
  - iii. A player that was not able to attend the REP tryouts due to medical reasons or away on vacation.

7. If there are insufficient numbers to ice a team, registered players will be issued a Letter of Permission to play in another center. Those players will be required to register with the MMHA, their home center for the following season.
8. Local league players will all go on the ice according to the age division they are playing in.
9. In a case where there are two (2) or more Local League teams in an age division, they shall be equally balanced. The teams will be selected using the following procedures:

### **Player Selection**

- All coaches involved will rate all the players using the format provided by the Executive.
- All coaches involved will agree on the ratings.
- Coaches will provide as much information as possible on the player's ratings.
- The Team Selection Committee will divide the teams as equally as possible.
- The Team Selection Committee may move players as required if the teams are not equal.
- After the final team selections have been made, the Head Coach is then free to recruit the rest of his team officials, if they are to be chosen from the player's parents/legal guardians.
- Requests for players to play on the same Local League team will be at the discretion of the Team Selection Committee.

### **PLAYING ON ICE TIME**

1. Local League Team Officials are to ensure that equal ice time is given to all players. The Executive reserves the right to ensure that this policy is applied.
2. Rep Team Officials are to offer fair ice time to all players and to explain ice time policy to players/parents at pre-season meetings.
3. No players shall participate in practices of another team, unless that specific player is rostered as an affiliated player to that team on the ice.
4. If a player is used as an on-ice volunteer, that player must be at least two years older than the age division on the ice and must wear full approved equipment as outlined in Section Four.

### **AFFILIATED PLAYERS**

1. Affiliation will be as per OMHA Manual of Operations " Regulation 7, and, in addition to Regulation 7.1
  - a. No player may be put on an affiliated player list without the consent of the player's parents, legal guardians and rostered coach.
  - b. Prior to affiliating a player from the approved list for games or practices, the requesting coach must first receive permission from the rostered team coach. Once permission is received from the rostered coach, the requesting coach must receive permission from the player's parents or legal guardian. This must be done prior to each individual affiliation request.
  - c. On same day play, complete participation in the rostered teams' game must occur first.
2. Affiliation will only be permitted under the following circumstances:
  - a. When a team is missing one or more players from its approved roster due to illness, injury, suspension, vacation, work or personal business.
  - b. Where a team has an unusually low number of rostered players. **Please Note:** The MMHA Executive will determine if a team qualifies for these criteria.
3. Ice time for affiliated players will be as follows:
  - a. An affiliated player may take regular shifts as determined by Team Officials.
  - b. An affiliated player may see minimal or no ice time in a game they have been called up for.
  - c. All affiliated players must be invited to participate in team practices, bearing in mind that the affiliated player's primary team responsibilities for games must come first.
4. Goalie Affiliated Player Rule: If there are 2 goalies rostered to a team and one of the goalies is unavailable, the affiliated goalie may be brought up, but the rostered goalie must start the game.
  - a. Away tournaments an affiliated goalie must play at least one game.
  - b. If there is only one goalie rostered, an affiliated goalie can be called up but the rostered goalie must start.
5. **Development (formerly AP) Fees:** Any player who signs as an AP player for another team must provide the director of that division with a **\$100.00** cheque for the Development Fee. It will be cashed as soon as the player is approved as an AP on the Roster. **No AP registration will be completed unless the Development cheques are handed in.**

6. **For Goalies the development (formerly AP) fees shall be as follows:** Any local league goalie who signs as an AP Player for another team will be allowed to practice with that Team and may be called up to “AP” in Games and or Tournaments. There will be no Fee associated with goalies when a team needs a goalie or needs a second goalie on the bench in a practice or a game as a backup in case of injury.
7. Any coach found in contravention or purposely misusing the Affiliated Player rule will face immediate disciplinary action, up to and including suspension.

## **REPRESENTATIVE TEAMS**

1. Rep team coaches may not move up and stay with the same team for more than 2 (two) consecutive playing seasons. This also prohibits a coach and manager from changing positions after 2 seasons to circumvent this policy. Enforcement of this by-law will be at the discretion of the MMHA Executive.
2. Rep team premium fees shall be collected and submitted by the team manager to the Treasurer by the first league game. Players who have not paid their premium by that date will not be allowed to play or practice with them. Rep teams must be finalized before their first league game.
3. Rep team managers and coaches must not contact the affiliated player directly. They must get permission from the House League/Local League coach. The House/Local League coach will then contact the parent/guardian of the player.
4. All tournament entry applications will be made through the Rep Director. Any team wishing to attend a tournament must notify their respective director in writing. Tournament participation is limited to 4 (four) until the team is eliminated from OMHA and Georgian Bay playoffs. MMHA will not pay for any team tournament entry fees.
5. MMHA will provide the entry fee to the final GBMHL Championship tournament for Rep teams who qualify for the tournament. The cheque is to be made payable to the league; not the team.
6. All players must wear helmets, facemasks, mouth guards and BNQ neck guards **plus** all other CSA approved required game equipment at all times on the ice and bench.
7. Names of individual players shall be placed on the Rep team sweaters only under the direction of the MMHA Executive.
8. Body contact will not be allowed in U7, U9, U11 And U13 divisions only.
9. All Rep team players must wear black or dark blue pants and helmets.
10. Players may not return to Local League after January 1. No player shall be removed from a MMHA team without approval from the MMHA Executive.
11. All rep team members **must** wear a shirt, tie and dress pants or a turtle neck and dress pants or matching MMHA approved team track suits. This excludes the team trainer.
12. Any player wishing to try out for any rep team (A.E. or Minor) must attend the tryouts for the main rep team first. This excludes the first year minor midget players. Players must be cut from the main team to be eligible for the other rep team.
13. When a rep team reaches the OMHA Championship Final, MMHA will provide the entry fee to the Championship tournament. The cheque is to be made payable to the league; not the team. If the team becomes OMHA Champions, MMHA will pay for trophies to be given out at the Annual Awards Ceremony, and the banner to hang in the arena.
14. Tryouts -Dates and times of rep tryouts will be posted on the MMHA website.
15. Rep tryout fees will be set by the Executive and all efforts will be made to ensure that the fees pay for the ice time required.
16. No refunds will be issued to those players that do not make the rep team.
17. The maximum length for U9, U11, U13, U15, and U18 four (4) and Additional Entry teams three (3). No player may be released from any team until two (2) tryouts are completed. No player may be released at an out of town game or practice.
18. Rep teams must submit all exhibition and tournament game sheets to their Director.
19. No exhibition games may be played without the consent of the OMHA/Rep Director.
20. A maximum of two (2) games rescheduled during the regular season may be allowed to schedule a tournament.
21. During the playoffs, rescheduling games is at the discretion of the OMHA/Rep Director and is not allowed for OMHA play downs as per OMHA rules.
22. All rep team coaches must have a pre-season meeting with the OMHA/Rep director and member of the coaching committee to outline the coaching philosophies to all parents and players. Coaches must hand out written team rules outlining points on ice time, player position rotation, discipline, costs and communication.
23. When a player attends the OMHA under 17 Camp, it will be the player’s responsibility to pay all fees incurred by this camp.

24. The Executive will consider rostering a second Representative team/AE in a division only if the following conditions are met:
- At least 35 player's tryout for the first rep team
  - There are at least 50 players registered in the division.
  - 3 teams can be made (1 "B" Rep, 1 "C" Rep, and 1 LL)
  - If there are only enough registered players for two teams (Rep and LL) in a division the executive can consider rostering the second team (Local League) as a "C" Rep Team after consultation with evaluators and coaches to ensure that player skill level is above recreation level.

### **LOCAL LEAGUE**

- Rules apply as per the Georgian Bay Triangle Local League policies.
- Affiliated players see player movement.
- MMHA does not pay for any Local League tournaments. If tournaments are requested, teams must pay their own entry fee and the tournament must not interfere with the league games previously scheduled. Teams may only participate in 3 tournaments per playing season.
- Body contact will not be allowed in U7, U9, U11 and U13 divisions only.
- All local league team members may wear a shirt, tie and dress pants or a turtle neck and dress pants or matching team track suits. This excludes the team trainer.

### **SELECT TEAMS**

- There will be a minimum of 17 players on the Select team roster unless otherwise approved by the MMHA Executive.
- No player on a select team can be released to make room for any player with the exception of illness, injury or approval of the MMHA Executive.
- November 15 is the date the select roster must be completed.
- There will be tryouts for select teams.
- The cost of the select team is \$40 per player above registration fees payable upon making the select team. Payment must be received prior to or on the day of the first practice or game.
- Tournament fees are the responsibility of the team.
- The Director of the division must be notified of any exhibition and all tournaments.
- It is the team's responsibility to set up a gate for all exhibition games. The gate fee will be \$3.00 which will be used to cover referee and timekeeper expenses.
- Select team coaches will be chosen by the MMHA Executive.
- House league takes precedence over select games and tournaments.
- OMHA rules apply.
- Select teams cannot play MMHA rep teams.
- Select teams cannot play MMHA house league teams.
- There are no refunds on select fees.
- The Select roster must be filled out by the Rep Director.

### **SELECTION OF COACHES**

- All coaching candidates must apply in writing by the application deadline.
- Candidates should have experience as both a player and a coach.
- Overall player improvement and enjoyment are more important than the won/lost record of a particular team in rating coaching ability.
- A coach for U9 and below (Local League) must be certified under the CHIP program. Coaches for U13 and above should be certified as per the OMHA guidelines as above in Section 7.
- All candidates will be interviewed and selected Coaching Selection Committee at that time they must be prepared to outline their plans for the upcoming season.
- All Team Officials must be approved for their positions by the Executive.
- All Team Officials shall have their duties outlined in writing by the Executive and failure to follow those guidelines shall result in that team official being suspended.
- The team officials must follow the Constitution and the Rules of Operation of the MMHA and decisions of the Executive in regards to the best interests of MMHA. Failure to do so shall result in immediate suspension.



9. Any applicant that has been previously suspended by the MMHA will be dealt with on an individual basis.
10. All applicants must agree to a Criminal Record Check by the OPP as per the OMHA's Prevention Services Guideline. Failure to comply with this request or a failing result may disqualify a candidate.
11. Coach Applications will be made available by Jan 15 to be submitted by March 15th.

## **SECTION SIX - CONDUCT AND DISCIPLINE**

### **ALCOHOL/ILLEGAL DRUGS**

All MMHA sanctioned events, where minors are present, will be alcohol and drug free, including associated transportation.

### **CODE OF CONDUCT**

1. Any violation of the MMHA Rules of Operation or the MMHA Constitution or OMHA Code of Conduct by any member shall render such member liable to disciplinary action in accordance with the Disciplinary Policy of OMHA (contained in the OMHA Manual of Operations).
2. If a Team Official or Player is accused of abuse or harassment, the Abuse and Harassment Committee will immediately meet to discuss the details. Based on the information provided, they will make recommendations as to the required course of action. This can include but is not limited to:
  - a. Contact the OPP if necessary and follow any advice that they may offer
  - b. Inform the OMHA
  - c. Suspending the Team Official or Player in question
  - d. Interviewing the complainant
  - e. Interviewing the parents of the team in question

If the OPP conduct an investigation, the MMHA must suspend their activities until the matter is concluded with the OPP. The MMHA may then continue with disciplinary action if deemed necessary by the Abuse and Harassment Committee.

### **SPEAK OUT/PRS**

1. All Executive members and Team Officials are required to attend an Approved Abuse and Harassment Clinic, as soon as possible, at the beginning of the season. This clinic will be reimbursed by MMHA as above. PRS #s must be obtained by October of the current season.
2. All Executive members completing this course must show proof of their PRS.

## **SECTION SEVEN - COACHES/MANAGERS/TRAINERS**

1. All Team Officials must be registered on CHA Team Officials Registration Certificates and Approved Rosters. Only approved Team Officials will be allowed on the bench during any game.
2. The team coach/manager shall be responsible for the conduct of the team in **any** arena and shall have players dressed and on or off the ice at the prescribed time.
3. Team officials **must remain** in the dressing room area until all players have departed.
4. All coaches and managers must maintain supervision in the dressing room at all times. Team officials are representatives of MMHA and the **TWO Deep Rule** is in effect at all times.
5. Carded team officials shall not consist of more than 1 spouse (common-law) per team.
6. All coaches, managers and trainers shall be approved by the MMHA Executive.

### **RESPONSIBILITIES OF THE HEAD COACH**

1. Any coach who has had their certification rescinded by the OMHA/CAHA will be responsible for re-certifying at their own expense.
2. Follow the Constitution and Rules of Operation of the MMHA.

3. Attend all MMHA scheduled Team Officials meeting.
4. REP/AE select the players for the Rep teams. LOCAL LEAGUE Evaluate and rank Local League players so that the Executive can make an informed decision when evenly dividing the teams.
5. In conjunction with the other Team officials, be responsible for the team during all MMHA sanctioned events.
6. In conjunction with the other Team officials, plan and execute all practices and game plans.
7. Be responsible for all MMHA equipment and all MMHA coaching materials.
8. Collecting all MMHA sweaters after each game.
9. Hold a team meeting at the beginning of the season to outline the standard team rules to players and parents/legal guardians.
10. Attend 75% of your team's games and practices, or you may be subject to suspension.
11. Other duties as required.
12. Sign the Website Usage Agreement form in order to have access to their team's web page.

### **RESPONSIBILITIES OF THE ASSISTANT COACH**

1. Any coach who has had their certification rescinded by the OMHA/CAHA will be responsible for re-certifying at their own expense.
2. Follow the Constitution and Rules of Operation of the MMHA.
3. In conjunction with the other Team officials, be responsible for the team during all MMHA sanctioned events.
4. In conjunction with the other Team officials, plan and execute all practices and game plans.
5. Assist with collection of team sweaters and equipment.
6. Helping players with equipment in the dressing room.
7. You must attend 75% of your team's games and practices, or you may be subject to suspension.
8. Other duties as required.

### **RESPONSIBILITIES OF THE MANAGER**

1. Follow the Constitution and Rules of Operation of the MMHA.
2. In conjunction with the other Team officials, be responsible for the team during all MMHA sanctioned events.
3. REP Provide a player list to the Registrar immediately following the Rep selection.
4. Locate dressing rooms for the team each ice time.
5. Fill out game sheets.
6. Collect team copies of game sheets after each game.
7. Ensure that the dressing room is locked and left tidy.
8. Maintaining a record of individual and team statistics, if required.
9. Ensure newspaper game reports are forwarded to the local newspaper.
10. Managers must follow the Constitution and policies set by the Executive Committee. You must attend 75% of your team's games and practices, or you may be subject to suspension.
11. Complete fundraising applications and submitting to the Executive Committee with adequate time for approval should your team decide to do so.
12. Keep accurate records of all fundraising initiatives the team is approved to do. A fundraising report and all monies must be forwarded to the Treasurer immediately following the completion of the fundraiser.
13. Other duties as required.
14. Collect all signed parent and player code of conducts and submit to the division director to be filed in the Minor Hockey office.
15. Sign the Website Usage Agreement form in order to have access to their team's web page.
16. Collect the Player Media Form signed by the parent/guardian giving permission for their child's picture and name to be posted on the Midland Minor Hockey Web site.

### **RESPONSIBILITIES OF THE TRAINER**

1. Any trainer who has had their certification rescinded by the OMHA/CAHA will be responsible for re-certifying at their own expense.
2. Follow the Constitution and Rules of Operation of the MMHA.
3. In conjunction with the other Team officials, be responsible for the team during all MMHA sanctioned events.
4. Ensuring first-aid kit is stocked and water bottles are available for each activity where they are required.

5. Collect complete medical information forms for all players and maintain a file of same.
6. Checking all players' equipment prior to games and practices.
7. Make necessary repairs and adjustments. If beyond the scope of the trainer, inform the parent/legal guardian of what is required.
8. Leading team in stretching exercises prior to ice time.
9. Attending to injured players.
10. The trainer will fill out an OMHA Case Report any time a player is removed from the ice due to injury. A copy of the Case Report will be forwarded to the OMHA Center Contact. The trainer will retain the original. If the injury is serious the OMHA Center Contact will inform the REM and the OMHA immediately.
11. The trainer will fill out an OMHA Canadian Hockey Injury Report and an OMHA Case Report any time a player is removed from the ice and requires medical attention due to injury. A copy of the Injury Report and Case Report will be forwarded to the OMHA Centre Contact. The trainer will retain the original. If the injury is serious the OMHA Centre Contact will inform the REM and the OMHA immediately. MMHA is not responsible for the ambulance costs, etc.
12. Any player requiring medical attention due to an injury will need to produce a doctor's note, to the trainer, to return to play. The trainer will attach the note to the original injury report.
13. Attend 75% of your team's games and practices, or you may be subject to suspension.
14. Other duties as required.

## **SECTION EIGHT - SUBSIDIZATION**

### **COURSES**

1. MMHA will pay the cost for any approved coach to attend an OMHA approved clinic up to and including the **Development 2 Level**. MMHA will pay the cost for any approved coach to attend an OMHA approved coach level Refresher clinic. In order to be reimbursed, coaches will provide a receipt and a photocopy of their certification.
2. MMHA will pay the cost for any approved trainer to attend an OMHA approved HTCP clinic up to and including Level 3. MMHA will pay the cost for any approved trainer to attend an approved course to re-certify their Level 2. In order to be reimbursed, trainers will provide a receipt and a photocopy of their HTCP certification.
3. MMHA will pay the cost of any Member, who is required to have Prevention Services Certification, to attend and OMHA approved PRS clinic. In order to be reimbursed, Members will provide a receipt and a photocopy of their PRS certification.
4. MMHA will keep on file an updated list of all certified Team official.

### **EXECUTIVE EXPENSES/EXPENDITURES**

1. All Executive members attending the OMHA AGM will have their receipts reimbursed to a maximum of \$25.00 per day for cost of food. Hotel expenses will be paid in advance by the MMHA.
2. Executive members attending meetings out of town, required by their position on the Executive will receive the same mileage reimbursement as OMHA referees.
3. Executive members will be reimbursed for out of pocket expenses such as long distance charges, fax, paper, postage etc.
4. **All expenditures** must be approved by the President and Treasurer. No one will receive payment for any item that has not been pre-authorized. Anything over \$200 must be approved by the MMHA Executive. Any monies owing to MMHA for fundraising etc. must be handed into the Treasurer within 6 days with a financial statement.
5. Registration fees, team sponsorship fees, tournament sponsorships and all other monetary policies shall be proposed each year and adopted by the Executive.

### **TEAM TOURNAMENT SUBSIDY**

**MMHA will pay \$100.00 towards one tournament entry only for certain teams.**

The \$100.00 cheque will be made payable to the Tournament (**not the team or the coach**). Each team requesting the assistance, must notify with all the necessary details, the MMHA Treasurer and President.

Applicable to U9 – U18 Local League teams and any AE teams in that current season. It is available only **once** during each season to these teams. NO exceptions.

MMHA Rep teams are **not eligible** as they receive assistance for admission into Midland Silver Stick tournament from MMHA Silver Stick committee each year.

## **SECTION NINE - FUNDRAISING**

1. Team fundraising is limited to 2 fundraisers per team, per season. No raffles or games of chance allowed by individual teams. **PER - Town of Midland Lottery Licensing Official.**
2. Any team wishing to fundraise must first submit in writing to the Executive, a detailed description of the fundraising activity including the purpose of the fundraiser.
3. The application will be brought before the Executive at their regularly Scheduled Executive meeting for consideration and approval. , No fundraising by individual teams will be allowed without a written letter to the MMHA Executive for approval.
4. The team must declare what they want to do, how much it will cost, how they will pay for it, what it is for and be responsible for the cost of the fundraiser.
5. Teams may only fundraise in the arena during their own scheduled game time.
6. Team budgets and finances will be the responsibility of each team manager. Team financial statements must reflect that all monies have been **utilized for the benefit of the players.**
7. The Treasurer must approve every team's budget to assure revenue and expenditures are reasonable and just.
8. Within 7 days of each completed fund-raiser, a detailed financial statement must be submitted to the Treasurer.
9. Managers must keep and maintain a record and account of the team's financial affairs. It is the team's responsibility to provide a full financial statement at the January and March MMHA monthly meetings.
10. All bank accounts must be opened in the name of the team with a minimum of two (2) names. No spouses may have signing privileges.
11. Any misuse will result in the cancellation of all fundraising privileges and possible team suspension.
12. Fundraising guidelines will be as follows:
  - i. When a fund-raiser is Executive oriented, 100% of the profits will go to the MMHA for use at the discretion of the Executive.
  - ii. Multi-team fund-raisers requiring the participation of several teams including parents, shall be divided 90% to MMHA and 10% to the teams based on participation.
  - iii. Individual team fund-raisers shall be divided 10% to MMHA and 90% to the individual team.
13. All fund-raisers must be approved by the MMHA Executive who will have the right to determine which category the proposed fund-raiser falls under.
  - **TAG Day is now 50% Team and 50% MMHA**

## **SECTION TEN - SPONSORSHIP**

WINERIES, BREWERS, TOBACCO Midland Minor Hockey Association will not accept or endorse sponsorships from any wineries, brewers or tobacco companies.

### **SPONSORSHIP FEE GUIDELINES**

1. Sponsorship fees are to be set by the Executive each season.
2. If a sponsor changes their name at a later date, they are responsible for the cost of replacing the sponsor bars.
3. Sponsorship of third part player development offered by the MMHA can have multiple sponsors. Sponsors will have their logos and names on a banner displayed at the arena during home games.

**ONE SPONSOR PER TEAM** The Association will allow only one sponsor per team, as per the sponsor bar attached to the sweater.

## **SECTION ELEVEN - GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITIONS**

### **Exhibition Games**

1. All exhibition games must be approved by the OMHA/Local League Convener. The team hosting the exhibition game is responsible for paying referees and time keeper and notifying the Ice Commissioner and Referee in Chief so ice and officials can be arranged.
2. Exhibition games are **not** allowed between rep and Local League teams.
3. Ice time is canceled by the Ice Commissioner **only**.
4. Teams are responsible for paying referees and timekeepers. Except for U7 and U8 teams as they only have exhibition games for their seasons.

## **SECTION TWELVE - AWARDS CEREMONY**

1. An Annual Awards Ceremony will be hosted at the end of the season for all divisions.
2. A committee will be set up to oversee the planning of Awards Ceremony.
3. Any expenditures/spending of MMHA funds for awards night must be approved by the MMHA Executive.
4. The Treasurer must receive a financial statement within 2 weeks of the awards night from the committee chairperson.

## **SECTION THIRTEEN - DISCIPLINE/HARASSMENT**

1. Upon evidence of a misconduct, **See Disciplinary Committee**
2. Verbal abuse to Officials, Players, Bench Personnel and MMHA Executive members will not be tolerated **See Disciplinary Committee and Code of Conduct**
3. 24 Hour Cool Down Rule "MMHA stresses that the coaching staff clearly communicates to the parents that if there is a complaint to be lodged, the effected party waits 24 hours before lodging the complaint.
4. Disciplinary problems of a drug, alcohol or violent nature will not be tolerated and will be brought before the Disciplinary Committee within 24 hours of the incident.
5. All Executive members and bench personnel must have a Prevention Services (PRS) number.
6. If the Risk Management director is unable to respond to a complaint within 48 hours of the complaint being received, the President (or Vice President – if required), will be responsible to contact the person issuing the complaint to discuss the matter.

### **APPEAL PROCESS**

Any participant not satisfied with the results of their review may, in writing, submit an appeal to the Executive Board of the Midland Minor Hockey Association. A final decision will be made after review and the participant will be notified in writing of the decision.

### **CRIMINAL RECORD CHECKS**

In keeping with the best interest of the participants of Midland Minor Hockey, any member of the MMHA Executive or any coach, assistant coach, trainer, manager or any other bench/operating personnel are required to have a Criminal Record Security Check completed by the Midland Police Service or the OPP every three (3) years.

1. If a participant is found to have a criminal record of any offense under the Criminal Code of Canada, or any offense under the Narcotics Control Act, Welfare or the Food and Drug Act, within the preceding five (5) years, they will be denied the position applied for/elected to.
2. If the participant is found to have a criminal record of any sexual offense under the Criminal Code of Canada, they will be denied the position applied for/elected to.
3. The participant is of good character.

All criminal record checks will be monitored and reviewed.

All criminal record checks must be submitted to MMHA prior to October 15. If not received, the position will be suspended until the criminal record check is received and approved.

A memorandum of agreement between the MMHA Executive and the Midland Police Service or OPP will be signed and followed according to the contents of the memorandum.

In keeping with the best interest of the participants of Midland Minor Hockey and realizing that every person is innocent until proven guilty, any member of the Midland Minor Hockey Executive or any player, coach, assistant coach, trainer, manager, or any other bench/operating personnel that is charged with an offense under the Criminal Code of Canada, Welfare, Food and Drug Act, Narcotic Control Act or Unemployment Insurance Act of Canada, shall be suspended from performing his/her duties until the completion of all criminal proceedings against them.

#### **WEBSITE USAGE**

The coach and manager from each team will sign the Website Usage Agreement form in order to have access to their team's web page. The manager is to maintain the team website.

A parent/guardian will sign the Player Media Form in order to give permission for their child's picture and name to be posted on the Midland Minor Hockey Web Site.

#### **GENERAL**

1. No photo or video recording equipment of any type allowed to be used in the dressing rooms or the police will be called.
2. Applications for coaching rep or local league teams for the following season will be available no later than March 1 of each year and will be due no later than March 31. Interviews for coaching positions will take place during the month of April with recommendations for appointments presented at the first Executive meeting in June. The decisions of the Executive regarding appointments will be published in the minutes and posted immediately.