

# **Centre Wellington Minor Hockey Association**

## **Rules of Operation**

Adopted by the Centre Wellington Minor Hockey Association Board of Directors at the General Meeting September 23, 2009.

The purpose of these rules is to enable the Centre Wellington Minor Hockey Association to operate its hockey program in a manner consistent with its mission, its bylaws, the regulations of governing bodies and accepted practices.

FIRST REVISION: October 24, 2012

SECOND REVISION: October 31, 2013

THIRD REVISION: March 15, 2015

FOURTH REVISION: March 6, 2017

FIFTH REVISION: May 9, 2019

**Current as of: May 9, 2019**

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## **SECTION 1 – GOVERNANCE and MISSION**

### **1.1 Governance**

Centre Wellington Minor Hockey Association 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 governing bodies (currently OMHA, Ontario Minor Hockey Association).

For the purposes of this document, Centre Wellington Minor Hockey Association will be referred to as CWMHA.

### **1.2 Mission**

The purpose of the Association is to provide wholesome recreation through participation in the hockey program including:

- a) To instill in all players, team officials, and members associated with CWMHA good sportsmanship, fair play, citizenship, and respect for all others.
- b) The Association shall be operated without the purpose of pecuniary gain to any of the Members and any surplus or assets of the Association shall be used solely for the purposes of the Association and for the promotion of its objects.
- c) It is the belief that this atmosphere will provide the greatest enjoyment, sense of achievement and wholesome experience for all concerned.

## **SECTION 2 - ELIGIBILITY and REGISTRATION**

### **2.1 Residency**

- a) CWMHA players registering for the first time must reside within the area described by the current Residency Rule in place by the governing bodies to be eligible to play rep hockey. These guidelines do not apply to local/house league teams.
- b) The Board of Directors shall set the date by which the selection of players must be completed.
- c) If in the opinion of a majority of the Board of Directors, a minimum roster must be set for any rep team so as to not adversely affect the rest of the teams in that age grouping, they

will do so and inform the Head Coach before team selection commences. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board of Directors.

- d) A player may be added to a roster after December 15<sup>th</sup> of the current hockey year only at the discretion of the Board of Directors.

## **2.2 Registration of Players**

- a) Subject to registration numbers, the following series of player groupings will be operated by the CWMHA:

### **Series Age as of December 31st**

IP (Introductory Program) – 4, 5 and 6

Minor Novice - 7

Novice - 8

Atom - 9 & 10

Pee Wee - 11 & 12

Bantam - 13 & 14

Midget - 15 & 16 & 17

Juvenile - 18 & 19

- b) The registration fee for each player grouping shall be based upon the budget.
- c) Players must be registered in their proper age group. Transferring after registration from one program to another will be subject to Board of Directors approval. The request must be made in writing to the Board of Directors outlining the reason for the request.
- d) Players must be registered and fee paid in full before participating in any game, practice or try-out.

## **2.3 Birth Certificates**

- a) Satisfactory proof of birth may be required with every initial registration of players.

## **2.4 Registration Date**

- a) The Board of Directors shall set registration dates and fees by June 1st for the following hockey season. Registration procedures will be organized and co-coordinated by the Administrator. Registration will open on July 1<sup>st</sup> each year. Tryout registration for the following year will open on April 1<sup>st</sup>.

## **2.5 Multi-Player Family Discounts**

a) Families with 3+ children registered with CWMHA in any given year will be eligible for a discount of \$250 per child after the second fully paid registration.

## **2.6 Late Registration and Refunds**

a) 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).

b) Late registration for any player qualifying under section 2.6 (a) according to the date the original application was received by CWMHA based on the following table:

During the month of September 100%

During the month of October 90%

During the months of November & December 75%

c) Refunds for any player withdrawing from CWMHA may be granted according to the date the written application is received by CWMHA and in an amount as follows:

Refunds requested up to end of September: 85%

Refunds requested from Oct 1 through Oct 31: 70%

Refunds requested from Nov 1 through Nov 30: 55%

Refunds requested from Dec 1 through Dec 31: 40%

No refunds are allowed after December 31<sup>st</sup> of each season

d) Registrants who have demonstrated an inability to pay may request financial accommodations in writing to the Administrator. Due to confidentiality concerns, only the President and the Administrator shall make the decisions on these requests.

## **2.6 Releases**

a) CWMHA will allow releases to their players under certain conditions that are consistent with the regulations of the OMHA.

b) To initiate a request for a release, a letter must be sent in advance to the President, so that it can be presented to the next Board of Directors meeting for discussion.

c) Once a player is released they are not eligible to return, except at the discretion of the Board of Directors for such reasons as:

1. They were released to other than a minor hockey system, (i.e. junior club)  
players should be able to return from Junior back to releasing centre of CWMHA if they so desire, subject to acceptance by the CWMHA Board of Directors.

2. The minor hockey system they were released to cannot provide a team of suitable age group in a given year.

## **2.7 Insurance**

a) CWMHA is responsible to ensure that the insurance program prescribed by the OMHA/CHA Manual of Operations covers all players and officials of the CWMHA.

## **SECTION 3 - EQUIPMENT AND UNIFORM AND COLOURS**

### **3.1 Equipment**

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current governing bodies regulations. Directors, conveners, and coaches must advise players or parents/guardians of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice for either games or practices.
- b) Goalies can be supplied with chest protectors, gloves, blocker, and leg pads at the house/local league level up until peewee.

### **3.2 Uniform Colours**

- a) The official colours of the CWMHA are Black, White, Red and Gold.
- b) Game uniforms and game socks shall be worn for games only.
- c) CWMHA encourages all players to wear hockey gloves, pants and helmet with the newly chosen basic colour of CWMHA.

### **3.3 Merchandise**

CWMHA requires all members of the association to utilize only official CWMHA vendors for merchandise orders. Merchandise orders must be approved by the board to create consistency within the association.

## **SECTION 4 – PLAYER SELECTION & MOVEMENT**

### **4.1 Selection**

- a) The Head Coach shall have full authority with respect to the selection of eligible players for their team. Eligibility is defined by birth date as outlined by OMHA Manual of Operations.
- b) All travel teams must carry a minimum of 17 hockey players (15 skaters and 2 goalies) unless registrations warrant otherwise, and the approval of governing bodies is obtained.

- c) If a head coach has an injured player that will not be on the ice during tryouts and has made the team, the coaching staff must inform all players and parents of this fact, either verbally or in writing.
- d) If a new player moves into the eligible residence area after Rep team selections, he may be granted appropriate try-out in his designated age classification as per OMHA Manual of Operations. This may result in player movement between teams.

#### **4.2 Underage Players**

- a) Any player requesting the opportunity to try out as an underage player for a Rep team must concurrently try out in his/her own age group. To qualify as an underage player the player must demonstrate: exceptional skills and must excel at his/her position.
- b) Players wanting to play at the age level above their own can only try out for the “A” Rep team (minor atom and above). The player must be in the Top 3 of the team to secure a roster spot. The player will be evaluated by CWMH Executive or CWMH appointed individuals. This rule applies when there is both a major and minor team at the age group. The Head Coach will be consulted as part of the process.

#### **4.3 Playing or Ice Time**

##### **a) Competitive Hockey Demands:**

- 1) A high level of commitment to team success and individual development is required from all participants;
- 2) Excellent communication between coaches, players and parents;
- 3) A balance between fair playing time and competitiveness.

To meet these demands, the following fair ice policy is mandated for this organization:

The basic assumption for all players and teams is that there will be equitable sharing of ice time, based on position; i.e.- defense vs. goal vs. forward. There are a number of circumstances during which equitable ice time requirements may be superseded, including, but not limited to, team disciplinary measures, suspensions or injuries. It is also recognized that, to a reasonable extent, coaches may use ice time as a motivational tool. Making sure those lines of maintained.

A key concept is that coaches are expected to teach every tactical and situational aspect of the game to every player. Throughout the course of the season, the coach is expected to allow all players a reasonable opportunity to use these skills in a game situation. In the older age groups

(i.e. Pee Wee, Bantam and Midget), this will allow a coach, over the course of the season, to establish specialty teams, both for competitive reasons as well as to allow players to play to their strengths. Coaches may also choose to use certain players in key situations or during the last 5 minutes of a close game to give the team the best chance to win. This could result in some players finishing games with more ice time than others but only on a limited basis. Players' ice time may not be equal in each and every game but should be roughly equal over the course of the season.

Concerns about the implementation of this policy should be expressed first to the Parent Liaison, in keeping with the team's stated communication policy, and then to the CWMH Rep Director. The Rep Director can then use any resource including, but not limited to, the Head Coach to assist in resolving the issue.

#### **4.5 Affiliated Players (AP)**

- a) Players who are eligible may sign as an Affiliated Player to a team in a higher category and can be called up following the procedures listed below;
- b) If a Player is called up and plays a minimum of 5 games, they may be subject to an additional registration fee. Exact amounts will be determined by the board.

##### **4.5.1 Coaches who wish to use AP Players must follow these procedures:**

- a) a list must be established (as outlined by OMHA guidelines);
- b) Parent and Player must be asked before the Player's name is put on the AP roster and the Offer to Affiliate Form must be signed;
- c) contact the Head Coach of the AP Player's team and obtain their permission to play EACH TIME;
- d) contact the Player's Parents and obtain their permission;
- e) ask the Player to play;
- f) the Head Coach is to inform the Rep Convenor of any infractions of the AP player within 12 hours after the game;
- g) failure to adhere to the procedure may result in the Head Coach being assessed a suspension by the Convenor. A note will be placed in the Coach's file for future reference that may lead to the removal of the offending Coach.
- h) any Player participating in a game as an AP must be indicated on the game sheet report by have "AP" beside his/her name, appearance of the Player's name on the official game report shall be considered participation in the game, except in the case of a substitute goaltender, in which case actual participation shall be specifically noted on the game report.
- i) Affiliated Players MAY NOT be used until after approved rosters have been returned by the OMHA.

#### **4.5.2 The use of Affiliated Players is strictly at the Coach's discretion.**

Reasons may include, but not limited to:

- a. when a regular Player is ill
- b. when a regular Player is injured
- c. when a regular Player is serving a league suspension
- d. when a regular Player is missing for personal reasons
- e. if a team is issued only one goaltender; special circumstances (see f) may apply and will be dealt with on an individual basis
- f. may attend the practices of team of affiliation if the Coach desires.

#### **4.5.3 Allowing Affiliated Players to Play**

- a. Coaches are encouraged to regularly communicate with each other to facilitate the process;
  - b. Coaches are encouraged to release players to the team that AP them if it does not interfere with games or practices of the Player's own team;
  - c. the Coach of the AP is not to impose any other conditions or use threats of any form to prevent Players from playing up. Violation of this rule may result in the Player's Coach being assessed a suspension by the Board of Directors;
  - d. any dispute among the Coaches and or Player regarding the application of the AP rules will be referred to the respective convenor, and the coaching convenor for a joint decision.
- Reference to the OMHA Manual of Operations/Affiliation will be used if any issues are unable to be resolved in this manner.

#### **4.6.0 Regulations Affecting CWMHA Local League and Select**

- a. Playing select is a privilege for all Local League players. From time to time, Select and Local League will have conflicts. CWMHA follows the OMHA rule: a player's commitment is to the Player's Local League team. A player put in the position to choose between their Local League and the Select commitment must choose the Local League team.
- b. Tournaments and exhibition games need consent before booking.
- c. The Local League reserves the right to review the conduct of any coach or player.
- d. Players who are consistently penalized and/or are disruptive will be suspended from play.

### **SECTION 5 – DISCIPLINE, CODE OF CONDUCT AND ETHICS**

#### **5.1 Grievance Process**

The grievance resolution process is designed to seek a fair, consensus resolution to problems between parties in the shortest period of time.

- a) Any CWMHA member in good standing who feels they have a complaint should discuss the issue with the other party and seek resolution. If resolution at this level is not possible the issue will be presented to the Head Coach. This is to ensure both parties have communicated on the issue, and to minimize the number of issues being presented to the Risk Management Director.

- b) If the problem cannot be resolved at step a, the issue should be discussed with the Risk Management Director. The Risk Management Director will make his/her best effort to contact, discuss and resolve the issue with both parties in a timely fashion.
- c) If the problem cannot be resolved at step b, the issue should be submitted in writing to the Risk Management Director. The Risk Management Director will review the issue, seek additional information as necessary, and issue a written resolution to both parties in a timely fashion.
- d) Should either party wish to dispute the Risk Management Director's resolution, a written appeal may be made to the CWMHA Board of Directors, explaining why the resolution is being challenged.
- e) The written appeal must be forwarded to the Risk Management Director within 2 weeks of the written resolution issued at step c.
- f) The Risk Management Director will copy the Board of Directors and the other party on the appeal.
- g) The CWMHA Board of Directors will review the complaint, written resolution and reasons for appeal, and issue a finding of either rejecting the appeal or amending the Risk Management Director's resolution.
- h) The decision of the CWMHA Board of Directors will be communicated to all concerned parties, and is final.

## **5.2 CWMHA – Code of Conduct**

- a) CWMHA members shall avoid behaviour that brings CWMHA or the sport of hockey into disrepute.
- b) CWMHA will follow governing bodies as set out in the Code of Conduct guidelines.

## **5.3 OMHA – Code of Conduct**

- a) This Code of Conduct identifies the standard behaviour which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA activities and events.
- b) OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA, which include fairness, integrity and mutual respect.
- c) During the course of all OMHA activities and events, members shall avoid behaviour, which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- d) OMHA members and participants shall at all times adhere to OMHA operational policies and procedures, to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

- e) Members and participants of OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition or which endangers the safety of others.
- f) Members of OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA Harassment Policy.

#### **5.4 Coaches, Trainers, Managers – Code of Conduct**

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

#### **5.5 On Ice Officials – Code of Conduct**

- a) I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- b) I will avoid or put an end to any situation that threatens the safety of the players.
- c) I will maintain a healthy atmosphere and environment for competition.
- d) I will not permit the intimidation of any player either by work or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- e) I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- f) I will handle all conflicts firmly but with dignity.
- g) I accept my role as a teacher and role model for fair play, especially with young participants.
- h) I will be open to discussion and contact with the players before and after the game.
- i) I will remain open to constructive criticism and show respect and consideration for different points of view.
- j) I will obtain proper training and continue to upgrade my officiating skills.
- k) I will work in cooperation with coaches for the benefit of the game.

#### **5.6 Parents – Code of Conduct**

- a) I will not force my child to participate in hockey.

- b) I will remember that my child plays hockey for his or her enjoyment, not for mine.
- c) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- d) 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.
- e) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- f) I will never ridicule or yell at my child for making a mistake or losing a game.
- g) I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.
- h) I will never question the officials' judgment or honesty in public.
- i) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- j) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

### **5.7 Players – Code of Conduct**

- a) I will play hockey because I want to, not just because others or coaches want me to.
- b) I will play by the rules of hockey, and in the spirit of the game.
- c) I will control my temper. Fighting and verbal outbursts can spoil the activity for everybody.
- d) I will respect my opponents.
- e) I will do my best to be a true team player.
- f) I will remember that winning isn't everything. Having fun, improving skills, making friends and doing my best are also important.
- g) I will acknowledge all good plays/performance, those of my team and of my opponents.
- h) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **5.8 Spectators – Code of Conduct**

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

### **5.9 League Organizers (including Board of Directors) – Code of Conduct**

- a) 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.
- b) I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- c) I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- d) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- e) I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- f) 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.

### **5.10 Impact of Breaking Code of Conduct**

- a) An individual membership or a specific role within the CWMHA may be revoked at any time if an individual has been deemed by the Board of Directors to be in contravention of the By-Law or Rules of Operation. Such action shall only result after a fair hearing, recommendation of the Board of Directors, and a majority vote of the Board of Directors.
- b) The CWMHA reserves the right to reject membership in any cases where a previous record of behavior unbecoming a member of Centre Wellington Minor Hockey Association has been evident.

### **5.11 Conflict of Interest**

- a) Members of the CWMHA 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 Board of Directors will make a ruling where the question of a conflict of interest arises. All conflict of interests will be recorded in the minutes.

### **5.12 CWMHA Social Networking Policy**

- a) Social Networking is defined as communicating through online communities of people such as, but not limited to Facebook, Twitter, Instagram, YouTube or any sort of blogging.
- b) CWMHA understands the importance of social networking and recognizes its use and place within the public interest. However, CWMHA is very aware of the potential misuse and inappropriate conduct which may be destructive to the welfare of CWMHA membership.
- c) CWMHA holds the entire membership including Executive, Players, Parents, Guardians, Coaches, Trainers, Managers, On/Off Ice Officials, and any others who participate in any other form of SOCIAL NETWORKING to the same standards as it would for all forms of media.
- d) Inappropriate conduct exhibited through SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken against all involved by the CWMHA.

## **SECTION 6 - COACHES/MANAGERS/TRAINERS**

### **6.1 Qualifications**

All CWMHA team officials must be certified in accordance with the Governing Body.

### **6.2 Selection of Coaches**

- a) Application for coaching positions will be advertised for the upcoming season.
- b) The Coaches Selection Committee will be selected by the Board of Directors in February. It will consist of a minimum of 4 members of the association and a maximum of 6, and should include the CWMHA Rep Directors, the President, and the Risk Management Director.
- c) Recommendations of the Coaches Selection Committee shall be made to the Board for final approval.

### **6.3 Police Checks**

*The Centre Wellington Minor Hockey Association accepts significant responsibility with respect to all members, volunteers, and especially the hockey players that participate in the Associations programs. The Association owes a duty of care to its members, volunteers, and to the community recognizing that some of the positions within the organization are of significant trust.*

The members of CWMHA (all Executive, Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers) must complete a Vulnerable Sector Check (VSC) form and forward same to the Risk Management Director who will in turn submit the form to the local police service who will conduct a check of the applicant. Once the applicant receives the completed VSC, the applicant is responsible to submit to the Risk Manager. No applicant will be approved as a Team Official unless the Coaches Selection Committee has made a recommendation that has been approved by the board. Approvals for Executive and Bench Staff are subject to the individual receiving a police record check satisfactory to the CWMHA Board of Directors and Risk Management Director in accordance with the following guidelines:

- a) All applications for consideration must include a satisfactory VSC.
- b) All Executive representatives chosen at the Annual General Meeting are to submit a VSC form within 60 days of appointment.
- c) All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain a VSC from their local Police Detachment.
- d) Police Record Checks must be submitted with coaching application forms (Head Coach only)
- e) All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain and submit to the CWMHA a satisfactory VSC before they are allowed on the bench as part of any 'Bench Staff'.
- f) If the Coaching Selection Committee does not have the VSC attached to your application you will not be considered for a position until a satisfactory VSC has been submitted.

- g) All information obtained through a VSC is strictly confidential. Reports of satisfactory VSC will be maintained in a safe and secure place accessible by only the CWMHA President and Risk Management Director.
- h) It will be responsibility of the CWMHA President and Risk Management Director to evaluate unsatisfactory VSCs. Individuals with outstanding Criminal Code Convictions or charges pending, for certain offences will not be accepted by CWMHA as an Executive Member or as any part of a 'Bench Staff'. These offences include, but are not limited to, the following:
  - a) Physical or sexual assault
  - b) Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
  - c) Outstanding convictions or charges pending deemed violent, whether or not it involved weapons
  - d) Indictable criminal offenses for child abuse
  - e) Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving. Criminal driving offences will be evaluated for the previous 3 years by the President or Risk Management Director
  - f) Intent to traffic or trafficking in illegal substances
- g) Individuals may be excluded from a position with CWMHA as a result of other information gained during the Police Record Check process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she is being refused, and may appeal to the Board of Directors, Risk Management Director in writing for a review.

**NOTE:** Every Executive, Coach, Assistant Coach, Trainer, Assistant Trainer, and Manager is obliged to inform the appropriate Association contact, if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes.

## **6.4 Responsibilities of Coaches/Assistant Coaches**

### **6.4.1 General**

- a) Attend coach's meetings as required or ensure another team official is in attendance.
- b) Arrange to have a qualified person in the coach's absence when necessary.
- c) Ensure that all players and parents are made aware of the playing rules.
- d) Show respect for all referee's decisions.
- e) Hold meetings at the start of season, and again at the start of the playoffs, with players and parents in order to make them aware of Coach's plans and aims for the season, explanation of Ontario Minor Hockey Association Roster sheets, fundraising and other matters, that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
- f) Respect the ice time allotted with no exception.
- g) Ensure the allotted ice time is not wasted. Trade with fellow coaches.

- h) Ensure that all team personnel are informed of practice.
- i) Ensure that all equipment and facilities are available.
- j) Ensure that all team documentation is properly prepared, maintained and readily available when required.
- k) Complete appropriate evaluations and reports as required.
- l) Ensure that all regulations, safety measures and policies are observed.
- m) Assign 2 members of the coaching staff, trainer or manager to monitor dressing rooms before and after practices and games – home or away.
- n) Assign 2 adults to go to dressing room with players who have been ejected from the game – home or away.

#### **6.4.2 Away games: (outside of our arenas)**

- a) Procure a dressing room for your team.
- b) Direct all team personnel to the dressing room.
- c) Properly complete a game sheet.
- d) Maintain control of conduct of all team personnel at all times.
- e) Have roster sheets available at all times.

#### **6.4.3 Home games:**

- a) Prepare a game sheet; ensure that it is properly filled out.
- b) Ensure that visiting team has the game sheet 15 minutes prior to game time.
- c) Have roster sheet available at all times.

#### **6.4.4 Assistant Coaches:**

- a) Assistant coaches must be at least 16 years of age, and at least 2 years older than the players they are coaching.
- b) Any CWMHA player under the age of 16 participating as a practice coach must wear full equipment.

#### **6.5 Responsibilities of Trainers**

- a) Trainers' are to be certified, carded and are to conform to HTCP rules and procedures only.
- b) Inform coach of condition of players.
- c) Keep up-to-date records on players Health Card and emergency contact information.
- d) Keep records of player needs (i.e. aerosol for asthma).
- e) Trainers' must immediately file an accident report to Local Representative to the Governing Body, on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games.
- f) When a player requires medical attention, a doctor's release is required before the player may return to practice or play.

- g) When a player requires medical attention due to an illness (i.e. Mononucleosis), follow the guidelines given in the Trainers' Manual section 15.1.

## **6.6 Responsibilities of Managers**

- a) Will assist other team officials with off ice activities including collecting moneys, booking tournaments and other team arrangements.

## **6.7 Responsibilities of Team Officials**

- a) Team Officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the CWMHA, and Governing Body. The trainer of the team is responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to play" to the CWMHA Head Trainer.
- c) No CWMHA team shall participate in any practice or game (tournament, league or exhibition) where the opposing team is not a registered member of the Ontario Minor Hockey Association without permission from the Governing Body.
- d) Permission must be obtained by Governing Body prior to participating against out-of-country teams.
- e) All teams shall inform their Local Representative of their acceptance in a hockey tournament.
- f) No player shall be allowed on the ice unless accompanied by a coach, trainer or manager from the CWMHA.

## **SECTION 7 - OFFICIALS**

### **7.1 Referees and Officials**

The Referee in Chief will be appointed by the Board of Directors. Canadian Hockey Association, OMHA impose certain conditions and restrictions on Referees, which will take precedence over those imposed by CWMHA.

### **7.2 Guidelines for Referee in Chief**

- a) Appoint the required number of properly qualified officials for all games.
- b) Assist in recruitment of new officials.
- c) Line up training of officials-obtain facilities for same (i.e. ice and classroom).
- d) Ensure a CHOP certification program is available to all officials.
- e) Ensure that all officials have copies of all rules.
- f) Appoint assignors for games.
- g) Interact with Convenors regarding schedules.
- h) Evaluate and rate officials on an ongoing basis and suggest improvements.
- i) Ensure that new officials have experienced Officials with them.

- j) Supply referees with a copy of the Bylaws and Rules.
- k) Referees shall be fully conversant with the current Canadian Hockey Association and Governing Body Rules and strictly enforce them in all instances.
- l) All written reports of misconduct by referees must be delivered to the Referee in Chief who will thoroughly investigate them.
- m) Referees shall not start any game until the Game Sheet is signed by all Team Officials on the respective benches and is in the hands of the timekeeper.
- n) Remuneration of officials will follow OMHA guidelines regarding game fees and travel expenses.
- o) Must be Hockey Canada Certified.

### **7.3 Timekeepers**

It is the responsibility of the CWMHA board to supply sufficient timekeepers and penalty box personnel.

### **7.4 Category Requirements for On-Ice Officials**

As per Governing Body guidelines

## **SECTION 8 - SUBSIDIZATION**

### **8.1 Courses**

The following courses indicated and required by the Governing Body will be covered at the percentage listed below based on the submission of an invoice or approval by the Board of Directors;

Coaches 100%

Trainers 100%

Respect in Sport: Activity Leader 100%

Referee Clinic – CWMH will cover the cost of police checks for first year referees.

-\$200 will be paid for 2<sup>nd</sup> year referees only, as long as they officiated with CWMHA in their first year.

-CWMH will cover the cost for all CWMH referees nominated to attend a level 3 clinic.

### **8.2 Remuneration**

Reimbursements for travel, accommodations, meals and other expenses incurred while serving for CWMHA business must be approved by the Board of Directors.

### **8.3 Police Record Checks**

Any cost incurred will be reimbursed by CWMHA.

#### **8.4 Provincial Championships or Series**

The Board of Directors are under no obligation but are encouraged to consider subsidization of tournament registration fees and / or transportation costs for any CWMHA team reaching the Provincial / OMHA finals. Teams are required to make their request in writing for funds to the President, stating the amount requested and the proposed use of the funds. The Board will strive for an equitable allocation for all such requests received and will communicate its decision to the respective teams. Receipts must be provided to the treasurer before payment can be made.

#### **8.5 Allocation of Funds**

Annually, the Board of Directors will consider allocating an equal amount of funds to each team for the purpose of defraying part of the cost of player development. Allocated funds not used by the teams for player development will not be used by the teams for other purposes.

#### **SECTION 9 - FUNDRAISING Association**

- a) The main purpose of fundraising is to lower the cost of registration for **all** participants.
- b) All team budgets must be submitted and approved by the Board of Directors.
- c) Special permission for any fundraising to offset costs of a specific activity for a specific team (i.e. bus costs to OMHA finals) must be requested in written format to the Board of Directors.
- d) The Board of Directors will evaluate each request and their decision be binding.

#### **SECTION 10 - SPONSORSHIP**

**10.1.** It is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants. Therefore, it is very important that all CWMHA members who have an opportunity to do so effectively and sincerely show their appreciation to the sponsors.

**10.2** Official sponsors of the CWMHA are not to be approached by any Team Official; parent or any person associated with a team to request further sponsorship.

**10.3** Sponsorship dollar guidelines and number of sponsorship per team will be reviewed annually by CWMHA.

**10.4** Breweries, distilleries, wineries, cigarette or cigar companies shall not sponsor any team in this Association. No team will display, or allow to be displayed, any advertising of a brewery, distillery, winery, cigarette or cigar company in relation to a team.

**10.5** Refer to Governing Body of Rules for Sponsorship.

**10.6 a)** Annually, the Board of Directors will consider allocating a portion of the sponsorship money received to support the teams with player development, as per Section 8.5.

b) Sponsors are allowed to have their “Name” on CWMH Fusion clothing under the following conditions:

Name and logo must be placed either on sleeve, collar or back of clothing between the shoulder blades, lower portion of a tie, or on a hockey bag. Sponsors are allowed one logo/name per article of clothing only. Logo must not exceed 2” by 2” in size or 1” by 6”. Logo or sponsors name must only appear on CWMH approved clothing, as per our appointed supplier. 25% of the value of the clothing sponsorship must be allocated towards the team for player development, e.g.-Power skating, goaltender development or skills development. All requests for sponsorship on CWMH approved apparel must be submitted to the CWMH executive for review prior to any approvals being granted. This does not include CWMH Fusion hockey jerseys.

## **SECTION 11 - GAMES 11.1 Games**

a) Exhibition games are not to interfere with league games. They will be played at the discretion of the coach as long as the proper people are contacted (i.e. referees, gatekeepers, ice convenor).

Refer to Governing Body of Rules when playing non-OMHA teams.

b) Any team playing an exhibition game must use the proper game sheet and Qualified Officials.

c) A copy of the game sheet must be forwarded to the League Convenor.

e) CWMHA teams are strongly encouraged to participate in CWMHA tournaments.

f) Manual of Operations for lengths of games must be in accordance to Governing Bodies Rules.

### **11.2 Playoffs**

All rep teams will participate in the Tri-County Playoffs and the OMHA playdowns. Teams will follow guidelines as set by OMHA. All Local League teams will participate in year end playoffs.

### **11.3 Tournaments**

a) Each team is responsible for entering their own tournaments. Entry fee(s) are the responsibility of the team entering the tournament.

b) Proper notice must be given to league(s) and ice convenor for ice time rescheduling.

c) Refer to Governing Body of Rules.

NOTES:

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This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.