

SCHOMBERG MINOR HOCKEY ASSOCIATION



Rules of Operation

Adopted by the Schomberg Minor Hockey Association Board

(2019)

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1. GOVERNANCE AND SCOPE

- 1.1 Governance: Schomberg 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 Ontario Minor Hockey Association and the Official Rule Book of Hockey Canada.
- 1.2 Scope: Through the various programs set by the Association, the SMHA is attempting to provide an opportunity for all participants to play in the level where the caliber of play is equal to their ability and provides a wholesome environment and an experience for personal growth in team play.
 - a) Levels:
 - i) Recreational Hockey – Local League: The Local League will provide the grass roots development base for minor hockey in Schomberg. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game, and fair play. The LL will encourage any system to ensure equal ice time for all players. The LL teams will play in the SRL. All players will abide by the rules and regulations of the Association and its governing bodies.
 - ii) Representative Hockey – SMHA will provide Representative hockey opportunities through its partnership with NobleKing Minor Hockey, and the jointly operated King Township Minor Hockey (Rebellion) Teams.
 - iii) Philosophy
 - i) Local League: The philosophy of the SMHA is based upon a recreational hockey theme. The Association will endeavor to provide recreational hockey with an emphasis on skill development and fair play. To that end, the Association will provide programs in which each participant may maximize their potential as an athlete and a human being. The development of highly skilled hockey players is not the priority or goal of the recreation based program. It is hoped that through the various programs offered, players will develop, who by choice, can progress to the more competitive teams.
 - ii) Representative Hockey: The representative teams will be comprised of players, coaches, and parents who desire a high level of competition, and are willing to make a tremendous commitment. High levels of competition are an integral part of Rep. Hockey. Player ice time during games is “EARNED” based on skill, performance, attitude, commitment, and practice attendance. Coaches will strive to combine team progress with individual player development.
 - b) Definitions
 - i) “AGM” means Annual General Meeting
 - ii) "Association" means Schomberg Minor Hockey Association (or such other name as the Association may in the future legally adopt)
 - iii) "Board" means the Board of Directors of the Association
 - iv) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time
 - v) "Director" means an individual who has been elected or appointed to the Board of Directors of the Association and who holds the offices enumerated in Bylaw 1 Article 11
 - vi) "HC" means Hockey Canada (formerly the Canadian Hockey Association) or such other name as they may in the future legally adopt

- vii) "HTCP" means Hockey Trainers Certification Program
- viii) "Initiation Programme (IP)" means to provide a safe and positive experience to make youngsters, ages 4 to 7, first contact with hockey memorable.
- ix) "KTMHA" means the King Township Minor Hockey Association, and the jointly operated Representative hockey program administered by SMHA and NobleKing Minor Hockey;
- x) "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
- xi) "LL" means Local League.
- xii) "Members" means all classes of membership in the Association as provided for in By-law 1 section 5.
- xiii) "Member in Good Standing" means any member as defined in By-law 1 Section 5 with no monies owed to the SMHA and no disciplinary action currently taken against them.
- xiv) "NCCP" means National Coach Certification Program
- xv) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- xvi) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- xvii) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- xviii) "Registered Player" means a player registered with SMHA, paid up to date, and playing with SMHA or a AAA affiliate according to the OMHA guidelines.
- xix) "Rep" means Representative.
- xx) "SMHA" means Schomberg Minor Hockey Association
- xxi) "SRLL" means the Simcoe Region Minor Hockey League (or such other name as the SRLL may in the future legally adopt).
- xxii) "YSMHL" means the York Simcoe Minor Hockey League (or such other name as the YSMHL may in the future legally adopt).

2. CODE OF CONDUCT AND ETHICS

Purpose: To establish and maintain standards for members of the Association. The standards are comprised of, but not limited to, the following principles, as displayed in the Arena lobby.

2.1 All Members

- a) This Code for Conduct identifies the standard of 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) The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

- c) During the course of all OMHA activities and events, members shall avoid behaviour which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medicated drugs, use of alcohol by minors and use of profanity.
- d) OMHA members and all participants shall at all times adhere to OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.
- e) Members and participants of the 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 the 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 the OMHA Harassment policy.
- g) Failure to comply with the OMHA Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the OMHA. Such action may result in the member losing privileges which come with the membership in the OMHA, including the opportunity to participate in OMHA activities and events, both present and future.
- h) Should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners, and educational institutions in the best interest of the players.
- i) Are expected to consistently display high personal standards both professionally and personally and should be clear as to what is to be regarded as confidential information and not divulge any such information without the expressed approval of the individuals concerned.
- j) Have a responsibility to themselves and the Association to maintain their own effectiveness, resilience, and abilities.
- k) Should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.
- l) The SMHA reserves the right to reject membership in such cases where a previous record of behaviour, unbecoming a member of the SMHA, has been evident.
- m) Membership may be revoked at any time to an individual who has been deemed by the Board to be in contravention of the Constitution or Operating Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Board.

2.2 Coaches and Team Officials Code

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

- f) Be prepared to interact in a positive manner with administrators, league officials, and parents.
- g) Be responsible people who are flexible and willing to continually learn and develop.
- h) Encourage athletes to be fit all year, every year, and not just for the season.
- i) Follow the advice of a physician when determining when an injured player is ready to play again.
- j) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but by others motivated by jealousy, dislike, or mistrust and could lead to allegations of misconduct or impropriety.
- k) Be respectful of other SMHA Coaches, their players, and their ability to compete within their designated age group with regards to player selection and affiliated player use.

2.3 Parents Code

- a) Do not force an unwilling child to participate in sports.
- b) Remember children are involved in organized sports for their enjoyment, not yours.
- c) Encourage your child always to play by the rules.
- d) Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- e) 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.
- f) Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- g) Do not publicly question the officials' judgement and never their honesty.
- h) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- i) Recognize the value and importance of Volunteer Coaches and Board Members. They give their time and resources to provide recreational activities for your child.
- j) Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not appropriate. It is encouraged to wait 24 hours before communicating with the Coaching Staff, Board Members, OR YOUR CHILD.

2.4 Players Code

- a) Play for the "fun of it", not just to please your parents or coach.
- b) Remember that you are representing yourself, your parents, your team, your Town and your Sponsor at all times, to and from the arena.
- c) Play by the rules.
- d) Never argue with the officials' decisions. Your Coach through the Captain or Assistant Captain will ask any necessary questions.
- e) Control your temper – no "mouthing off", breaking sticks, and throwing gloves or other equipment.
- f) Work equally hard for yourself and your team – your team's performance will benefit and so will your own.

- g) Be a good sport. Cheer all good plays, whether your team's or your opponents.
- h) Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- i) Remember that the goals of the game are to have fun, improve your skills and feel good.
- j) Co-operate with your Coach, teammates, and opponents, for without them, you do not have a game.

2.5 Spectators Code

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

3.0 ELIGIBILITY, REGISTRATION, AND INSURANCE

3.1 Boundaries:

Representative Hockey:

The applicable OMHA boundaries for Representative hockey purposes are set out in the Constitution and Bylaws of the King Township Minor Hockey Association. These apply to all players within King Township (inclusive of SMHA and NobleKing) with respect to all Representative hockey eligibility issues.

Local League Hockey:

For historical and administrative purposes, including determining membership voting rights at Annual Membership Meetings, the historical territorial boundaries for Schomberg Minor Hockey as in effect prior to the 2017 KTMHA Partnership with NobleKing Minor Hockey are set out below. Any players whose residency falls within the traditional boundaries of Schomberg Minor Hockey shall have membership voting rights at the Annual SMHA Membership Meeting.

- a) With Nobleking Minor Hockey Association per OMHA agreement Jan 21/98:
 - i) North from the 17th sideroad from Bathurst Street to the Caledon/King Townline.
 - ii) The right of choice area shall be the block from Hwy 400 east to Bathurst Street and Hwy 9 south to the 17th Sideroad.
 - iii) It is agreed to Grandfather any families presently playing in either Association.
- b) With TNT Minor Hockey Association per OMHA agreement Jan 21/98:
 - i) East from the 10th sideroad of New Tecumseth from Hwy 9 to the 5th line of New Tecumseth.

- ii) South from the 5th line of New Tecumseth from the 10th sideroad of New Tecumseth to HWY 27.
- iii) Residences fronting the 10th sideroad and the 5th line have a right of choice.
- iv) It is agreed to Grandfather any families presently playing in either Association.

With Caledon Minor Hockey Association

- i) It is understood that this boundary is the Caledon/King Townline from the 17th sideroad to Hwy 9.

c) With Aurora Minor Hockey Association

- i) It is understood that this boundary is Bathurst Street from the 17th sideroad to St. John's Sideroad.

d) With Newmarket Minor Hockey Association

- i) It is understood that this boundary is Bathurst Street from St. John's Sideroad to Green Lane.

e) With Bradford Minor Hockey Association

- i) It is understood that this boundry is as follows;
- ii) South from the 5th line of West Gwillimbury from Hwy 27 to Hwy 400
- iii) West from Hwy 400 from the 5th line to Canal Road
- iv) South from the Canal Road from Hwy 400 to Ansnorveldt
- v) West from Dufferin from Ansnorveldt to Green Line
- vi) South from Green Lane from Dufferin to Bathurst

- f) It is understood that in sections c) to f) above their shall be a "choice-of-centre" area per the OMHA Manual of Operations Rule 18.

3.2 Eligibility

- a) It shall be the right of SMHA to refuse registration or cancel same upon a player's persistent abuse or misuse of his/her team privileges.
- b) A registration form must be filed with the Registrar, accompanied by the appropriate fee, before any player can participate in any activity sponsored by the SMHA. The SMHA Board of Directors is empowered to prohibit any player from practising or playing until the fees are paid in full.

3.3 Registration of Players

Pursuant to the KTMHA Partnership, both SMHA and NobleKing shall operate a common registration process with the same fee structure. All terms and conditions regarding player registration are set out in the KTMHA Bylaws and Rules of Operation.

3.4 Insurance

- a) The Town of Schomberg, the Township of King, the Schomberg Community and Agricultural Arena, the Schomberg Minor Hockey Association and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stated on all player registration forms.
- b) The insurance program described by the OMHA Manual of Operations shall cover all players and officials of the SMHA.

4.0 EQUIPMENT, UNIFORM, AND COLOURS

4.1 Equipment

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current HC, OMHA, or any group to whom the SMHA may be affiliated. Any player not suitably outfitted will not be allowed on the ice for any game or practice. The following would be defined as a minimum required but not limited to:
 - i) Approved OMHA facemasks with full-face protection, an approved mouthguard, and C.S.A. approved headgear including properly fastened chinstrap.
 - ii) Approved skates.
 - iii) Approved athletic support and cup or "jill".
 - iv) Approved hockey gloves.
 - v) Approved hockey shin pads.
 - vi) Hockey pants, shoulder pads, and elbow pads.
 - vii) Regulation hockey stick
 - viii) Approved Neck guard.
- b) Goalkeepers must wear, in addition to the above equipment, a HC facemask and C.S.A. approved helmet, chest pad, goalie gloves, goalie pads, neck guard, throat protector, and must use a regulation goalie stick.
- c) The SMHA will not be liable for any equipment loaned to any members.
- d) All equipment shall be of appropriate size to properly fit and protect the player they are to be worn by.
- e) Team officials or assistants must wear CSA approved helmets, properly fastened, and approved skates, during all practices, as per the OMHA rules.

4.2 Uniform

- a) The SMHA will supply two (2) sets of game sweaters to all teams, and one pair of hockey socks for each player. The sweaters are to be returned to the SMHA in good condition at season's end.
- b) Game sweaters are not to be worn in practices or at any non-Association-approved functions without the permission of the board. It is suggested that the socks provided be used only for games.

4.3 Colours

- a) The official colours of SMHA shall be red & white.
- b) The home game sweaters shall be "red on white" and the visiting game sweaters shall be "white on red".
- c) The official jacket of the SMHA shall be "white on red".
- d) The official "logo" of the SMHA shall be the "Red Wing", as per trademark.
- e) It is preferred but not mandatory that the colour of players hockey gloves and pants are black or red and helmets are red, white, or black.

5.0 TRYOUTS AND PLAYER MOVEMENT

Pursuant to the KTMHA Partnership, all rules and regulations regarding Representative Hockey Tryouts, Player Movement, Affiliated Players and Releases are the responsibility of the KTMHA Board. Please refer to the KTMHA Bylaws and Rules of Operation for applicable details

6.0 CONDUCT AND DISCIPLINE

Pursuant to the KTMHA Partnership, all rules and regulations regarding Conduct and Disciplinary matters is the responsibility of the KTMHA Board, and the KTMHA Director of Risk Management who is responsible for administering these matters on behalf of both the Representative hockey program as well as the Local League programs. Please refer to the KTMHA Bylaws and Rules of Operation for applicable details.

7.0 COACHES/MANAGERS/TRAINERS

7.1 Philosophy – The qualities that should be sought of a Minor Hockey Coach are quite diverse. Individuals who choose to coach must be several things to several people. They must be knowledgeable about hockey, well-organized and good managers of both time and people. They are also expected to be good teachers, good listeners, and must communicate well with Parents, Players, and other team officials.

7.2 Recruiting

a) Representative Coaches

Pursuant to the KTMHA Partnership, all rules and regulations regarding the selection of Representative Coaches is the responsibility of the KTMHA Board. Please refer to the KTMHA Bylaws and Rules of Operation for applicable details.

b) Local League Coaches

- i) The SMHA 2nd Vice President shall be the contact person for all prospective LL Coaches.
- ii) The SMHA 2nd VP shall ensure all applicants have a valid police screening.

7.3 Selection of Team Coaches

All completed SMHA Local League coach application forms are to be delivered to the Secretary between May 1 and May 30. All applications received after the specified date will be marked late.

- a) Notification for the receipt of Coaching Applications will be posted on the SMHA Notice Board, sent out by Association email distribution and posted on the Association website. The SMHA 2nd Vice President shall ensure applications are available to all interested parties.
- b) All coaching applicants must express their interest in writing. The applicants shall address their interest, qualifications, experience, and references as a minimum. All applications shall be on the applicable SMHA application form.
- c) The Coach Selection Committee will ensure that all applications are completed and properly filled out, including police checks. A maximum of 3 applicants will be put forward for consideration for each Coaching position.
- d) The SMHA Board of Directors shall ratify the coaching applicants as acceptable candidates prior to the interview process and selection by the Coach Selection Committee. Any application not ratified shall be notified and be afforded an opportunity to sit before the Board for a full and open discussion.

- e) If acceptable candidates have not been found for each category the Coach Selection Committee shall advertise for further applicants.
- f) It shall be a priority of SMHA to have a new Head Coach each year, when possible, in the Initiation Program & Tyke Divisions.
- h) Coaching positions will be awarded using a point-based interview and selection process, with the position being awarded to the candidate with the highest combined score. In the event that two or more candidates achieve the same score, the position will be awarded at the discretion of the Coaching Selection Committee, using a majority secret ballot vote.
- i) If a successful candidate is given the job and is unable to fulfill the job, the next highest scoring candidate will be given the team.
- j) The Coaches Selection Committee shall consist of the following people:
- i) SMHA 2nd Vice President as Chair
 - ii) SMHA Technical Director
 - v) Other Members of the Board as approved by the Board
 - vi) Parent Representative from the age group IP to Atom, appointed by the Board
 - vii) Parent Representative from the age group Peewee to Juvenile, appointed by the Board
- k) The Selection Committee members shall:
- i) exclude any head coach applicants from being a member of the Coach Selection Committee and the President will appoint a replacement to the committee;
 - ii) exclude the spouse of a head coach applicant from being a member of the Coach Selection Committee and the President will appoint a replacement to the committee;
 - iii) the Board Members listed above shall be the incoming Directors;
- l) Coach Selection Committee dates:
- i) May 1 - Coach Selection Committee formed
 - ii) Notice Calling for Coach Applications – May 1
 - iii) Deadline for Coaching Applications – May 30
 - iv) Coach Selection Committee to advertise, receive, and review further applications if deemed necessary.
 - v) First regularly scheduled Board Meeting in June - the Board to ratify the coaching applicants as acceptable candidates.
 - vi) Coach Selection Committee to complete interviews, asses the scores, and make final decisions by June 30.
- The aforementioned dates can be modified at the discretion of the Board as may be required.
- m) All Coaches are to be notified of the Coach Selection Committee decision within 7 working days of the final decisions being made. The Coach Selection Committee Chair shall notify the Board of their selections at the next Board meeting.

n) In the event all coaching positions are not filled, i.e. no acceptable candidates were found, the Coach Selection Committee shall initiate a 2nd selection process to be completed by July 31st.

o) All Coaches and Team Officials (Manager, Trainers, and Asst. Coaches) must be approved and ratified by majority of the SMHA Board.

p) As a condition of being awarded a Coaching position, all Coaches will be required to enter into a Coaching Agreement, confirming their agreement to comply with the SMHA and OMHA Code of Ethics, and willingness to follow strategic advice and direction from the SMHA Board with respect to the overall management of team affairs, including skill and technical development issues.

q) Apart from being removed for cause by the Disciplinary and Ethics Committee as a result of established disciplinary issues, Coaches and Team Officials are appointed positions who serve at the discretion of the SMHA Board of Directors. In situations where a Coach or Team Official has lost the Board's confidence, Coaches and Team Officials may be removed at any time and at the sole discretion of the Board, pursuant to a Board motion requiring two-thirds (2/3) support of eligible voting members present. Where a Coach or Team Official is subject to potential removal pursuant to a Board motion, such Coach or Team Official will be entitled to appear before the Board to discuss issues of concern and provide an explanation for their behaviour or conduct prior to such motion being held.

7.4 Team Officials

- a) Team officials are accountable to the Board 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 SMHA, HC, OMHA, SRLL, and YSMHL.
- c) Team officials who disregard their responsibilities shall be liable for disciplinary action.
- d) All SMHA team coaches and assistant coaches must be certified in accordance with the OMHA Manual of Operations.
- e) Trainers for teams shall hold a valid HTCP certificate.
- f) All teams including teams entering tournaments must have a certified coach and certified trainer on the bench at all times.
- g) Team Officials should, where possible, seek ways of improving their abilities and credentials.
- h) The SMHA may sponsor coach and trainer clinics each year.
- i) The 1st Vice President shall be the contact for the Rep teams. The 2nd Vice President shall be the contact for the LL teams.

7.5 Responsibility of Coaches

- a) Shall be an active participant in the OMHA Coach Mentor Program.
- b) Ensure the proper observance of the Constitution and By-Laws of the SMHA.
- c) Shall adhere to OMHA Coach Guidelines.
- d) Acquaint their team members with HC, OMHA, SRLL, YSMHL, and SMHA Rules and Regulations.
- e) Exercise control in the conduct of their players and themselves. Shall endeavour at all times to prevent disorderly conduct before, during, and after any games or practices, on or off the ice, or in any arena or while taking part in SMHA activities.

- f) SMHA Board will hold coaches responsible for player conduct. As a coach, you are responsible for player conduct on the ice, on the bench, and in the dressing room. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.
- g) Head coaches are responsible for their team's affairs. Discipline in team matters will be addressed to the head coach.
- h) Upon receiving a complaint of abuse or harassment of an individual, the Head Coach shall submit a report regarding the incident to the Risk Management Director. The report shall contain the following facts:
 - i) Parties involved
 - ii) Date, place, & time of the incident
 - iii) Description or nature of the incident
 - iv) Any mitigating factors – positive or negative.
- i) If a coach must choose between players of equal ability, and one is underage, the player who is the proper age should be selected. Underage players can be selected if the coach evaluates them to be worthy of selection.
- j) All LL Coaches are required to submit to their VP, in writing, a list of all tournaments that they have entered or are planning to enter before the scheduling meeting for their respective league games. This is to avoid rescheduling games and problems associated with teams, referees, and timekeepers. Local League teams must submit their tournament dates by October 1st. Failure to do so will result in the Coach being responsible for all charges levied by the League.
- k) Coaches shall file with their respective Vice President, an OMHA Player Roster, prior to the start of league play.
- l) The SMHA 2nd Vice President may convene regular Coaches meetings at his/her discretion. If the head coach cannot be present the assistant coach can attend. Coaches or assistant coaches must be present at every meeting, unless excused previously by the designate calling the meeting.
- m) Coaches must submit the names, addresses, and certificate numbers of their managers, assistant coaches, and trainers. Each coach must have a certified trainer (separate from himself/herself).
- n) The Head coach of the team is responsible for forwarding a copy of the "OMHA Case Report" to the respective VP and to the OMHA. Provide to the respective VP a copy of the medical release received on the players returning to play.
- o) Provide a completed, signed game sheet to the game timekeeper prior to the commencement of the game. To include all suspended players and officials.

7.6 Responsibility of Trainers

- a) To supervise the health and incidents of injury of the players on his team. It is recommended that all trainers request a medical release for any injured player that has resulted in the loss of significant playing time before that player returns to the team.
- b) Ensure that the team parent group is familiar with procedures involving the Emergency Action Plan (EAP) for all games and practices.
- c) Ensure that the trainer's kit is available at all games and practices.

7.7 Responsibility of Managers

- a) Shall ensure the care, keeping, and return of all SMHA equipment used by their team(s) during the season.
- b) Ensure the efficient operation and decorum of their teams throughout the season. The manager shall ensure that the By-Laws of the SMHA and regulations of the OMHA are strictly followed.
- c) Shall ensure that only carded team officials and players are on the bench during games and practices. And shall have the option to remove all people, not related to the team, from the dressing room.
- d) Keep and maintain a record and account of the team's financial affairs per the attached Team Financial Record.
- e) Ensure that no one associated with the team approaches a sponsor for extra funds over and above the agreed sponsor's fee.
- f) Assist and support any fundraising promotions as determined by the SMHA.
- g) Ensure all team fundraising activities are approved by the Board, please use attached Team Fundraising Application Form.
- h) Understand and follow the procedures for underage player movement, affiliated player use, and permanent player movement.

7.8 Coaches and Teams

- a) No player will be allowed on the ice or bench without a member of the coaching staff being in attendance.
- b) All team officials must wear a HC approved helmet while on the ice, in accordance with OMHA guidelines.
- c) Buses will be provided for the Team Players, their Coaching staff, and a delegate of the Association, for semi-final and final OMHA playdowns, funds permitting.
- d) Official sponsors of the SMHA are not to be approached by any Team Official, parent, or person associated with a team for any additional funding.
- e) Safety precautions must be taken during all games and practices i.e. all player and penalty box doors must be closed securely during practice and games, as well as the doors onto the ice surface.
- f) In accordance with Ontario Hockey Federation Policy, when any player under the age of 19 is in a team dressing room, either before, during or after a game or practice, a minimum of two of the following individuals shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials (properly screened) or one such official with an adult associated with the team. In the situation of Juvenile teams, the coach may use an adult player over the age of 19 to be the second adult associated with the team.

7.9 Coaches and Parents

- a) Coaches and managers shall meet with the parents before the team is finalized and as required throughout the season.
- b) These meetings are used to explain:
 - i) Coaching Philosophy
 - ii) Team Operations
 - iii) Playing Times

- iv) Team Budget including Tournaments and Team Fees
- v) Team Rules which are to be handed out to all parents, and the 1st or 2nd Vice President.
- vi) Responsibility of Coaches, Players, and Parents
- vii) And any other points that either group wishes to discuss.

It is essential to keep the lines of communication open.

7.10 Background Checks for Team Officials

- a) SMHA shall comply in all respects with the OMHA Criminal Record Check Policy, requiring regular Criminal Record Checks (Vulnerable Sector Screening) for all Team Officials, including Head Coach, Assistant Coaches, Trainers and Managers.
- b) All Team Officials shall be responsible for obtaining a satisfactory Criminal Record Check at their own cost, within a reasonable period of the regular season commencing, as a condition of maintaining their role as Team Official.
- c) Team Managers will be responsible for initially collecting the applicable Criminal Record Checks from all Officials on their respective Team, which shall then in turn be provided to the KTMHA Director of Risk Management.
- d) All Criminal Record Checks provided shall be maintained by the KTMHA Director of Risk Management in a secure and confidential manner, ensuring that the privacy of the individual is respected.
- e) Criminal Record Checks provided to SMHA shall be considered valid for a period of 3 years from the date of issue.
- f) Team Officials volunteering with the Association for periods in excess of one (1) year may continue to rely on the same Criminal Record Check for up to three (3) consecutive years, subject to completing a Criminal Offence Declaration for each additional season subsequent to the first year, confirming that the original Criminal Record Check remains current, and that no convictions or charges under the *Criminal Code of Canada* have been incurred since the original date of issuance, that might otherwise make the Team Official ineligible as a volunteer, as determined by applicable OMHA Policy.

8.0 OFFICIALS

8.1 Officials

Pursuant to the KTMHA Partnership, all rules and regulations regarding Referees and Officials is the responsibility of the KTMHA Board, and the KTMHA Referee in Chief. Please refer to the KTMHA Bylaws and Rules of Operation for applicable details

8.2 Timekeepers

- a) Local League Timekeepers are the responsibility of the SMHA Chief Timekeeper/Gate Co-ordinator and shall assign all exhibition, league, league playdown, and OMHA playdown games.
- b) The Board during the budget review shall set game fees for timekeepers.
- c) Only paid timekeepers are allowed in the time box during all games.
- d) Timekeepers are responsible for getting 3 game pucks from the refrigerator and for their return following the game.

- e) Timekeepers shall ensure proper use of arena equipment and property and perform duties in a responsible manner.

9.0 SUBSIDIZATION

- 9.1 The SMHA will subsidize clinic participants as follows:
 - a) Canadian Hockey Initiation Program (CHIP) – 100% subsidized at SMHA sponsored clinics only.
 - b) Hockey Coaches Certification Program (HCCP)
 - i) Coach Level – 100% subsidized at SMHA sponsored clinics only
 - ii) Refresher Clinic - no subsidization
 - iii) Intermediate Level – no subsidization
 - iv) Advanced Level I - no subsidization
 - v) Theory III – no subsidization
 - vi) Advanced Level II - no subsidization
 - vii) Level IV – no subsidization
 - c) Hockey Trainers Certification Program (HTCP)
 - i) Level I - 100% subsidized at SMHA sponsored clinics only
 - ii) Level II - no subsidization
 - d) Speakout Clinic - 100% subsidized at SMHA sponsored clinics only
- 9.2 Subsidization for SMHA sponsored clinics shall be reimbursed after the participant has successfully completed the course.

10.0 FUND-RAISING

10.1 Association Fundraising

- (a) From time to time the SMHA may sponsor a fundraiser and it is expected that all teams will participate in those fundraisers. Fundraising activities on the part of the Association shall be the responsibility of the SMHA Fundraising Director. Any fundraising activities initiated for the benefit of the Association shall be at the discretion of the SMHA Board of Directors.

10.2 Team Fundraising

- (a) SMHA Teams may engage in Team specific fundraising activities in accordance with the following guidelines.
- (b) Team fundraising activities may include the collection of additional monetary contributions from players, parents or coaches on the team, sponsorships, and special events intended for fundraising purposes.
- (c) Any Team that proposes holding a special event for fundraising purposes must first prepare a brief written summary setting out the details of the proposed event, which shall be submitted to the SMHA Fundraising Director. The SMHA Fundraising Director will present the proposal to the SMHA Board of Directors for review and consideration. No

Team specific fundraising event may be held without prior approval of the SMHA Board of Directors.

- (d) Team specific fundraising events that potentially conflict with broader Association related fundraising initiatives of benefit to the entire SMHA community will not be permitted.
- (e) Team Officials, including specifically the Head Coach and Team Manager will be responsible for managing and overseeing any Team fundraising activities.

Minor Team Fundraising Activities (Less Than \$500)

- (f) Collection of additional funds from players, parents and coaches for the purposes of arranging tournament registrations as well as associated travel and accommodation arrangements in relation to tournaments will be at the discretion of each Team.
- (g) Collection of additional funds from players, parents and coaches (less than \$500) used for the occasional and incidental purchase of additional ice time, team clothing or social events will be exempt from the formal budgetary requirements set out below, subject to the prior approval of the SMHA Fundraising Director.

Major Team Fundraising Initiatives (\$500 and above)

- (h) Where Team fundraising exceeds \$500, Team Managers will be responsible for preparing a Team budget, tracking any money raised or collected, and describing proposed expenditures.
- (i) Team Managers are required to submit their proposed Team budget to the SMHA Fundraising Director. Team budgets must be reviewed and approved by the SMHA Board of Directors prior to any funds being spent.
- (j) Where a Team chooses to engage in fundraising activities, Team Officials will be responsible for ensuring financial transparency and accountability. In order to achieve this, Team Officials may either:
 - i. establish a separate bank account in the team name (in trust), with the Head Coach and Team Manager being co-signatories for the account; or
 - ii. deposit funds raised with the SMHA Treasurer for safekeeping as part of the primary SMHA bank account, in which case a sub ledger will be maintained by the Treasurer allowing the Team to withdraw funds for approved Team events and purchases as required.
- (k) Where a Team chooses to maintain its own bank account, Team Officials shall provide the SMHA Fundraising Director with copies of quarterly account statements setting out all deposits and withdrawals, with an explanation for any monies spent. Team budgets and accounts will be subject to audit and review by the SMHA Executive at any time.
- (l) At the conclusion of each hockey season, all Team bank accounts must be closed, and any unused funds must be remitted to the SMHA for the benefit of the entire Association.
General Application
- (m) Any funds raised by Teams must be utilized in a manner that best serves the interests of players, and not parents or Team Officials. Acceptable uses include the purchase of Team apparel and equipment, tournament registrations, travel and accommodation related expenses, Team social events, skill development and the purchase of additional

ice time for practices. Other acceptable uses of funds raised remain at the sole discretion of the SMHA Board of Directors.

- (n) Teams involved in the purchase of clothing, apparel and equipment are required to place all orders and purchases through the SMHA Fundraising Committee, in order to ensure the acceptable quality and consistency of products purchased and to safeguard the authorized use of SMHA trademarks, logos and team colours.
- (o) With the exception of Team Sponsored Home and Away Sweaters, the use of Team related clothing, apparel or equipment for advertising purposes is prohibited.

11.0 SPONSORSHIP

- 11.1 Current team sponsors shall have priority option with regard to sponsor renewal.
- 11.2 All team sponsors shall be issued two season passes and a team schedule.
- 11.3 All approved sponsorship shall be for a 1-year duration, but it is preferable to be 2 years.
- 11.4 It shall be the sole responsibility of the Fundraising Director to obtain and allocate the necessary number of sponsors.
- 11.5 Any sponsor who wishes to supply any clothing or apparel with the SMHA Logo must go through the SMHA.
- 11.6 The SMHA Board will set the rate for sponsorship for the upcoming season.
- 11.7 Sponsorship will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.
- 11.8 Members should contact the Fundraising Director if a specific sponsor wishes to support one of their teams. The Fundraising Director will follow-up with the sponsor.
- 11.9 Breweries, Distilleries, Wineries or Tobacco Companies will NOT be permitted to sponsor any team in the SMHA.
- 11.10 Sponsorship wording on SMHA player sweaters is subject to review by the Board.

12.0 GAMES, PLAYDOWNS, TOURNAMENTS, EXHIBITION GAMES

- 12.1 Games
 - a) All teams will be subject to the rules of the OMHA and/or Leagues.
 - b) Game times and game lengths to be determined by the OMHA, Leagues, and/or ice time availability.
 - c) The coach and manager will be required to attend and schedule the regular season league games at the scheduling meeting.
- 12.2 Playdowns
 - a) Local League playdowns will follow the format and rules & regulations as laid down by the SRLL.
- 12.3 Tournaments
 - a) LL teams must provide the 2nd VP with a list of all tournaments they have entered.
 - b) It is strongly recommended that teams select all tournaments they plan to attend prior to their league scheduling dates, as conflicting dates may not be rescheduled.

- c) It will be the teams' duty to ensure that they have not scheduled too many tournaments so as to be unable to schedule the required league games. The league games will take priority.

12.4 Exhibition Games

- a) LL teams must notify the 2nd VP of any exhibition games with enough notice that he may schedule referees and timekeepers.
- b) No exhibition game should conflict with any scheduled league games.
- c) All teams will be responsible to take a gate at all exhibition games.

13.0 TOURNAMENTS

13.1 SMHA Tournaments

- a) SMHA sponsored tournaments shall comply with the rules and regulations of the OMHA.
- b) The SMHA Tournament Director must have the rules and regulations submitted to the SMHA Board for approval.
- c) SMHA Tournament budgets must be submitted to the SMHA Board for approval.
- d) Financial statements must be submitted to the SMHA Board within 14 days of ending the tournament.
- e) All SMHA LL Teams must participate in SMHA Tournaments where applicable, unless approval is received from the SMHA Board.

14.0 AWARDS

- 14.1 The Board shall determine a closing date to be known as Awards Day, at which time participation trophies and awards will be presented to team individuals, funds permitting.
- 14.2 LL Div A finalist team will be awarded 50% of the cost of the "Championship Jackets" per 14.2 (above), funds permitted.
- 14.3 A banner will be supplied and displayed in the arena for OMHA and LL Div A Championships. Plaques will be supplied and displayed in the arena for the York Simcoe Championships.
- 14.6 Each season, the Board shall grant the following awards to worthy volunteers within the Association, having regard to the selection criteria set out below, with such award(s) and any applicable gift of appreciation as may be authorized by the Board to be presented to the recipient(s) at the Year End Banquet.

- (a) The Mary Curtis Award

- A minimum of 5 years involvement in SMHA
- Intended as a "lifetime achievement" award
- Designed to recognize exemplary service to the Association, its Members and the community as a whole
- Awarded to long service volunteers who have demonstrated unparalleled dedication to the Association and the promotion of minor hockey, having held any number of volunteer roles, including Coach, Assistant Coach, Team Manager, Trainer, Official, Board Member, or in any other capacity that has significantly contributed to the success of Schomberg Minor Hockey.

(b) The Volunteer of the Year Award

- Awarded to the SMHA volunteer(s) whose personal efforts and individual contributions during a particular year go “above and beyond” what would normally be expected, in terms of promoting the spirit of “hometown hockey” and ensuring that the Association and its related events and activities are truly memorable for parents and players.

(c) The “Larry Gould” Cup for Coach of the Year

- The purpose of the Coach of the Year Awards is to recognize a history and dedication to coaching in Schomberg Minor Hockey. Recipients will be selected for their outstanding achievement, and for their unique contribution to the advancement and well-being of their players. The award does not reflect the accomplishments and contributions of the coach in any one year. The award is designed to recognize contributions the coach has made to the sport and players over a number of years. Factors include:
 - showing respect for officials, opponents, players and parents, while embracing a philosophy of fair play and good sportsmanship;
 - demonstrating concern for all-round development of players; presenting a positive public image and acting as a role model for players to follow;
 - application of relevant training theory and coaching practices; and
 - demonstrates a proven capacity to improve a team’s performance, as well as bring out the best qualities in an individual player.

15.0 Fair Ice Time (Local League)

We Believe in Fair Ice Time for Everyone:

It is SMHA’s policy that all players on a team, regardless of age or skill level, should be given fair ice time. However, this does not necessarily mean equal ice time for every player during each and every game. There are many situations that make it impossible to ensure equal ice time for all players in each individual game, but over the course of a season, each player should have equal ice time.

As an Association, our goal is for each player to continue to improve and to give them exposure to every possible situation on the ice. Every player should have the chance to be on the ice at the end of the game trying to score the game winner, or prevent the tying goal. Every player should have a chance to play on the power play or on the penalty kill.

Player Discipline:

We do expect our Coaches to have latitude in their coaching techniques and in the way they manage team discipline. It is acceptable and appropriate to sit a player for discipline issues such as a disrespectful attitude, refusing to follow coaching instructions (e.g. not coming off the ice, refusing to pass), unfair play or breaking team rules. The length of time a player should sit will be dependent on the age of the player and severity of the issue. The rules and expectations should be communicated to players and parents at the beginning of the season and parents should be notified if their son/daughter misses ice time due to discipline issues. “Team Rules” should be reasonable and respect the varying needs of all players.

General Guidelines:

- The Association encourages Coaches to use any system that helps provide fair ice time to players over the course of the season. However, this does not necessarily require Coaches to always use an automatic and mechanical rotation of lines that fails to account for unique game play situations. Within the spirit of these guidelines, Coaches can and should have a degree of flexibility in how they run their forward and defensive lines, and in how they rotate players.
- A regular rotation of players should be attempted throughout a game.
- A regular rotation for goalies should be attempted throughout the hockey season. Teams have the option of splitting each game or rotating every other game but at the end of the season it should result in an equal number of games played by each goalie. The rotation is subject to changes in the event of injuries or sickness.
- Coaches should not shorten their bench on a regular basis, especially if preference is given to the same players every time.
- Coaches are still able to adjust their lines on a game by game basis, reacting to situations that a game presents and reacting to how individual players are doing in terms of effort and effectiveness.
- Penalty minutes should be considered on-ice playing minutes.
- Regularly playing power lines to deal with penalty kills and/or power plays at the Local League level is generally not encouraged. All players should be taught these skills.

Exceptions:

Equal ice time in any given game is not always possible. There will be practical instances throughout the season where ice time will be different amongst players in a specific game situation. Although SMHA expects the “spirit” of the Fair Ice Policy to be adhered to, please consider the following:

- Generally, all teams have more players in forward positions than defensive positions. Teams at younger age divisions (below Pee Wee) are encouraged to rotate players through all positions as a developmental experience. Teams at older divisions (Pee Wee and above) will often have players in set positions for the season – although some players will have the skillset and interest to play various positions and should still be encouraged to do so. In some cases, older players can be reluctant themselves to move into positions they are not comfortable with, making rotations difficult for Coaches to manage. Given these various considerations, defensive players often have more playing time than forward players and for that matter, a single goalie on a team will have the most playing time.
- For games with numerous penalties, or when Coaches struggle with players who refuse to come off the ice in a timely way with their line mates, line rotations can sometimes be difficult to organize or maintain, and in these circumstances, it’s not uncommon for some players to arbitrarily end-up with more or less playing time, as Coaches struggle to manage penalties and put playing lines back together in the middle of a game.
- Depending on the skill level of the opposing team, players can sometimes get “boxed in” to their defensive end or alternatively, generate sustained pressure in the offensive zone.

Both of these situations can make it difficult to change lines within the expected shift lengths set by the Coach.

- If a team is tied or ahead/behind by a goal, one strategy that Coaches sometimes draw upon is to “shorten the bench” to protect a lead or attempt to tie/win a game. In other words, Coaches may play the more skilled defence or forward players an extra shift or two, within the last minutes of the third period, to achieve the desired outcome.
- Coaches are expected to have a number of strategies to draw upon to defend a lead or tie/win a game and are encouraged to not solely rely on a strategy of “shortening the bench” every time – it should be on a selected basis as described. However, if a Coach expects this strategy will be used during the season, he/she is strongly encouraged to have a discussion with parents/players at the beginning of the season so it is clear that should such a decision be made, it’s for the net benefit of the team.

How to Address Ice Time Concerns:

A parent or player who feels the Fair Ice Time Policy for their team is not being followed is encouraged to discuss their concerns with the Coach on a private basis.

As a parent, first take the time to determine if your concerns are warranted. Always allow a minimum of 24 hours to pass before taking any action. Ask yourself if the ice time may have varied beyond the control of the Coach – and consider some of the practical challenges listed earlier as a guide.

If you still have concerns, ask to speak to the Coach (remember the 24-hour rule if you are feeling frustrated). Please refrain from sending email or text messages as these can often inflame a situation and be misinterpreted. Request a private meeting with the Coach and avoid complaining about ice time issues to other parents.

SMHA is very fortunate to have a number of dedicated and skilled Coaches in our Association that openly welcome and encourage questions and/or the opportunity to discuss concerns. The work of a Coach is very busy during a game, and it may simply be the case he/she was unaware there are inequalities in ice time, particularly for newer Coaches and/or when other assistant Coaches are operating the gates.

The Coach deserves an opportunity to discuss and explain the situation in a mutually respectful manner – and an opportunity to address and correct in the future if an inequality indeed exists.

Should the concerns not be addressed at that level the issue should be elevated to the SMHA Vice President of Local League and/or the SMHA President. They can arrange a meeting with you and the Coach to discuss further or meet separately with the Coach if required.

Remember – our Coaches are volunteers and they are trying their best. If you have suggestions regarding how a team should be managed, we encourage you to take the Coaching course, lace up your skates and apply to assist as a Coach next season. We are always in need of additional volunteers, and new ideas are welcome.

As a Coach - you have the responsibility to encourage players to be the best they can be and provide equal opportunities for them to develop self-esteem and hockey skills. When you play your talented athletes more often, you make other players feel less important and deny other players a chance to improve their skills. It is your responsibility to clearly communicate your coaching philosophy to both parents and players at the beginning of the season so they know what to expect – and if your strategy for managing line rotations or ice time changes during the season, communicating your strategy and any challenges you are facing (e.g. players not wanting

to try other positions, players refusing to come off the ice) will help your team understand the decisions you are making and reduce any unnecessary questions.

As a Parent - you have the responsibility to understand that fair ice time is not necessarily equal ice time and appreciate the many challenges that Coaches face in managing their bench during a fast-paced game. Different Coaches have different coaching philosophies and ways of managing a team. There is rarely a right or wrong answer to this, and it is often a matter of personal preference. Give our Coaches some latitude and consider the overall ice time situation over a period of several games – not simply on the basis of how a single game unfolded. If there are concerns over an extended period, please raise those privately with the Coach in a calm and respectful manner. Please don't bring your stopwatch to the game, as this can be counterproductive to building a relationship of trust within a team.