

SHELBURNE MINOR HOCKEY ASSOCIATION
POLICY & PROCEDURES
(Amended January 13, 2010)

NOTE: This Policy & Procedures can be voted on & amended by a majority vote of the Executive of SMHA during any time of the year.

POLICY & PROCEDURES

It is the policy of the Shelburne Minor Hockey Association, and its Executive and Board of Directors to provide the opportunity for every eligible child to play hockey in Shelburne. Each player will be assigned to a team. Teams shall consist of a maximum of 17 skaters and 2 goaltenders for age groups Mite through Midget. Juveniles may consist of a maximum of 25 players. Any variation of these numbers of players will be permitted with the approval of the SMHA Executive. (added May/98/amended May 2007))

The SMHA executive has the right to initiate any actions of discipline, in conjunction with the OMHA Abuse & Harassment Prevention Services committee, appropriate with situations involving coaches, coaching staff, players and parents. Each situation will be evaluated on its own merits with all parties involved and referred to the appropriate authorities as required. Decisions will be made after a full review is completed. (amended April/99)

All players, assigned to a team, must be listed on a Team Roster approved by the League and or the Ontario Minor Hockey Association. Any additions or deletions to an approved Team Roster will only be permitted with the approval of the SMHA Executive. (added May/98)

CODE OF CONDUCT AND ETHICS POLICY (added 04/01) ALL MEMBERS:

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

- 1) Members must endeavour to respect the rights, dignity and worth of every human being and endeavour to treat everyone equally within the context of their activity
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment
- 3) Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of its players
- 4) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner

- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances
- 6) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- 7) Members are expected to consistently display high personal standards both professionally and personally
- 8) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport
- 9) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience and abilities
- 10) Members should not display an affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization

COACHES AND TEAM OFFICIALS

All Team Officials shall;

- 1) Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency
- 2) Recognize individual differences in athletes and always think of the athlete's long term interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players
- 3) Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements, which no one should evade or break.
- 4) Make sport challenging and fun. Skills and techniques need not be learned painfully, Ensure that equipment and facilities meet current safety standards.
- 5) Be honest and consistent with athletes. They appreciate knowing where they stand
- 6) Be prepared to interact in a positive manner with administrators, league officials and parents
- 7) Be responsible people who are flexible and willing to continually learn and develop
- 8) Encourage athletes to be fit all year, every year and not just for the season

- 9) Follow the advice of a physician when determining when an injured player is ready to play again.
- 10) 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

PARENTS CODE

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

PLAYER'S CODE

- 1) Play for the 'fun of it', not just to please our parents or coach.
- 2) Play by the rules

- 3) Never argue with the official's decision. Let your captain or coach ask any necessary questions
- 4) Control your temper 'NO MOUTHING OFF', breaking sticks, throwing gloves or other equipment
- 5) Work equally hard for yourself and your team 'your team's performance will benefit and so will your own
- 6) Be a good sport. Cheer all good plays, whether our teams or your opponents
- 7) Treat all players as you yourself would like to be treated. Don't interfere with, bullying or take unfair advantage of any player
- 8) Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties
- 9) Co-operate with your coach, teammates and opponents, for without them, you don't have a game
- 10) Remember that you are representing yourself your parents, your team and your Town/Sponsor at all times, to and from the arena

SPECTATORS CODE

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

MEETING POLICY (amended January 13, 2010)

The order of business will be as follows:

1. Call to Order
2. Guests
3. Minutes
4. Correspondence
5. Unfinished Business
6. New Business
7. Treasurer's Report
8. All other Reports
9. Presidents Reports
10. Adjournment

2. Where an emergency phone poll or email poll must be used to pass a motion, that motion must be addressed at the next Executive meeting with a list for and against. (added 4/94 and amended May 2007)

REGISTRATION POLICY

Each player must submit a registration form properly completed and accompanied by a Birth Certificate and the registration fee as determined by the SMHA Board of Directors. Registration application forms shall be distributed before August 1st, and shall be the responsibility of the Vice-President (amended April/2000) and his/her delegates. According to the policy established by the SMHA, applications will be accepted only from those players who reside in an area that conforms with the OMHA residency rule. Registration dates for SMHA shall be determined by the SMHA Board of Directors. Late registrations are subject to a 25% surcharge at the discretion of the SMHA Board of Directors. The Board of Directors is empowered to prohibit any player from practicing or playing until registration fees are paid in full. (04/01)

DEADLINE FOR REGISTRATION POLICY

The deadline for registration for Peewee and younger is September 30th, after this date the Board will decide. The decision will be at the next Board meeting. The deadline date for Bantam's and older will be December 15th, of the playing season.

CHOOSING OF TEAMS POLICY

Choosing of teams shall be the discretion of the coaches and the Rep coaches shall have first choice. In divisions where there will be more than one Local league team, the teams shall not be divided until the final Rep team is chosen. The Local League teams will be divided as evenly as possible with first and second year players and each local league team will play one exhibition game against each other prior to their scheduled games, to ensure they are balanced. It will be the Coach-in-Chief's responsibility to see that this

process s followed. Based upon registration numbers in each division, the Executive has the right to determine the number of players that will be placed on each team. This applies to Rep teams and Local League teams. (Feb/95)

REPRESENTATIVE TEAMS POLICY

Representative Teams shall be selected on the following basis: ON MERIT; The Rep coach must announce his initial choice of active players prior to the beginning of the Local League schedule. Any player dropped back to the Local League from a Rep team will go to the team the player replacing him came from. In the event no player is brought up to play on the Rep team, the Coach-in-Chief will decide where the player will play.

PLAYERS MOVING UP POLICY

Any player shall be eligible to try out for, and if qualified by ability, may sign and play for a Rep team in the higher age group, at the discretion of the coaching staff of that higher age group Rep team. Any player, who is unsuccessful in qualifying or a higher age Rep team may try out for, and is qualifying by ability may sign and play for the Rep team of his/her own age group at the discretion of the coaching staff of the Rep team. Any player, who is unsuccessful in qualifying for their own age group Re team, shall play local league in his/her own age group.

A Local League player wishing to move within the Local League, from their own age group to a lower or higher age group, may do so, at the discretion of the SMHA Local League Director, the SMHA Coach 'in-Chief, the SMHA President, the Executive of the Local League in which they play.

Age groups shall be same as outlined by the OMHA. Any player may try out for both his/her own age group Rep team, and the next higher Rep team, at the same time, providing the appropriate fees have been paid. (May/97)

AFFILIATE PLAYERS POLICY

Affiliate players must comply with the affiliation rules as set out by the OMHA. All players must fulfil their commitment to the team, which they are carded/rostered to. (Henceforth carded will mean carded/rostered) If a player's affiliated team has a game that conflicts with the player's carded team's regular season or play-off schedule; the player must play for their carded team. If a player's affiliated team has a practice conflicts with the player's carded teams regular season or play-off schedule or a practice, the player must play the practice with their carded team. If a player's affiliated has a game that conflicts with the player's carded teams practice the player may, with permission from the coaching staff of the player's carded team, play for the affiliated team. An affiliated player that is denied the right to play for the affiliated team may appeal the right of affiliation through a designate member or members of the executive. (May/98) Goaltenders may be exempt from the by-law, provided they have permission

from the coaching staff of their carded team. At no time may a goaltender play for their affiliated team if their carded team must affiliate another goaltender. (May/97)

PLAYING TIME FOR PLAYERS POLICY

The playing time of all the SMHA teams shall be of equal ice time during regular season and receive his fair share of ice time during the play-offs. It shall be the responsibility of the Board of Directors and each coach and manager to see that this guideline be followed. Any player who has to leave a game or practice or cannot participate in a game or practice due to an injury must have a medical certificate signed by a licensed therapist/doctor prior to returning to active participation with his/her team. (added April/2000) This must be submitted to the Vice President before the player participates in a game or practice.

A gate must be charged for all regular and play-off season, exhibition and home games in other centers.

BUSING POLICY

SMHA will pay for a school bus costs for trips over 70 miles in each direction (over 140 miles round trip) for qualifying teams, at the discretion of the Board of Directors.

*Anyone known to be drinking alcoholic beverages on buses, sponsored or paid for by SMHA, which are transporting players to a hockey event, shall be banned from traveling on the buses for a period of one year.

EQUIPMENT POLICY

It shall be compulsory for all players to wear equipment as prescribed from time to time in the OMHA rules and/or CHA. All players during games and practices must wear the proper protective equipment as follows: (added 04/01)

- 1) Approved OMHA face masks with full face protection and CSA approved headgear including properly fastened chin strap
- 2) Approved skate heel guards, where applicable
- 3) Approved athletic support and cup or 'Jill'
- 4) Approved hockey gloves
- 5) Approved hockey shin pads
- 6) Hockey pants, shoulder pads and elbow pads

7) A regulation hockey stick must be used for all league play and/or exhibition games

8) Neck guards

9) Mouth guards

SWEATERS, JACKETS & EQUIPMENT POLICY

Coaches and Managers are required to advise the Equipment Director of any intention to purchase team sweaters, jackets and/or equipment.

DRESS CODE POLICY

All skaters must wear SMHA sweaters and socks in Shelburne colours while playing games or tournaments. Sweaters will be provided by Shelburne Minor Hockey at each game and to be collected by the coaching staff after each game or tournament. Game socks will be made available for purchase by SMHA at a price that is determined by the SMHA Executive. Goalies are exempt from wearing the socks but will wear dark blue or black sweat pants. (Oct/2000) Sponsor bars will be placed on the bottom of the sweaters. Sweaters will not be tucked in as the numbers and sponsor bars must remain visible at all times.

COLOURS POLICY

The colours of SMHA shall be predominately white on blue or predominately blue on white. All SMHA jackets shall be predominately white on blue. (April/96)

AWARDS AND CRESTS - REP AND LOCAL LEAGUE TEAMS

A. A Banner may be purchased for the Arena for each OMHA Playdown Champion or Finalist and/or League Champion Team *(amended April/2000)

B. Each player on a Finalist or Champion Team may receive a trophy *(amended April/99)

* Based on criteria of the SMHA Executive and League** Convenor** (April/99)

FUNDRAISING POLICY

All teams must participate in all SMHA fundraising. Any team wishing to do individual team fundraising must make a full written proposal to the SMHA Executive seeking prior approval. The proposal will include the intended use of the funds.

Criteria:

1. A 25% of profit of all team fundraising shall be turned over to SMHA with a full audited financial report within seven days following each fundraising project or event. (amended Aug/2004)
2. SMHA will not be held responsible for any debts occurred as a result of team fundraising
3. Can not do existing SMHA fundraising
4. Apparel must be purchased through SMHA including exterior hockey equipment (Feb/2000)
5. No individual team fundraising will be permitted during home tournament (Feb/2002)

SMHA TEAMS PLAYING OUTSIDE OF ONTARIO POLICY

Any SMHA team planning to leave Ontario as a team to play hockey must first consult SMHA Board of Directors prior to making ANY arrangements.

INITIATION PROGRAM POLICY

Due to the differences between the Mite program and that of regular SMHA league teams, the following points will clarify the policies and procedures that apply to the Mite program;

1. Each year prior to October 31st, the Executive of SMHA will co-ordinate and conduct an orientation meeting for all Initiation (and new minor hockey) parents.
2. The SMHA by-laws regarding the maximum number of players per team will apply to Initiation
3. A gate will be charged at exhibition games. Referees are required for all games, exhibition, regular season, play-offs or tournament. (amended April/99)
4. Gate passes may be purchased by Mite parents. (amended April/99)
5. Mites will receive equal home ice team (as with all other teams) until March 15th.
6. A refund policy will be effect for players that do not stay in hockey within the first month of ice time. A full refund within two weeks of the hockey season and 'during the next two weeks. Refunds will apply only to the registration fees,

insurance and other assessments are non-refundable. Any request for a refund will have to be brought before the Board of Directors at the next executive meeting.

7. A committee will be appointed by the Board of Directors to evaluate all initiation participants to group these players by skill & ability. (added 04/03)

RELEASE POLICY

A release may be granted to all registered Midgets and Juveniles (by age) who have been successful in making an OHA Junior Team, providing the release is requested before November 1st, of each playing season, and the appropriate Development Fees, as set by the OHF have been paid. (amended May/97)

PLAYERS LEAVING SMHA POLICY

Any player, who registers with SMHA and leaves to play in another league, may be accepted back to a SMHA team if he qualifies, and there is room on the roster to place him. The player will have to pay the appointed registration fee by the designated deadline, and not have received a refund of his registration fee during the period he was not participating in SMHA.

SUSPENSION POLICY

1. A player may be suspended for one or more (by the Coach-in-Chief of the Board of Directors) for the following infraction committed prior, during or after a game or practice. (amended /79)
 - a) For smoking
 - b) For destroying or mishandling of property belonging to others
 - c) For stealing property belonging to others. This will bring a suspension of one year from all OMHA activities. The person will have the right to appeal to the Board of Directors.
 - d) For missing two games and/or practices in a row without notifying his Coach or Manager
2. As per OMHA rules: (April/99)
 - a) For swearing
 - b) For conduct unbecoming to players or parents on or off the ice
 - c) For drinking alcoholic beverages in the arena, dressing room or bus

3. A Parent can be suspended from attendance of games at the discretion of the Board of Directors for conduct deemed detrimental to the image of SMHA.

The Protest Director MUST be notified, in writing by the person taking same action of any disciplinary action being taken against any player registered with the league within 48 hours of such action. (amended April/99)

SMHA shall follow and abide all OMHA/CHA rules governing Abuse & Harassment of players and shall follow the subscribed penalties. (amended April/99)

COACHES DUTIES & RESPONSIBILITIES PRIOR, DURING & AFTER A GAME OR PRACTICE

Coaches are responsible for; (amended April/99)

1. Select the Team from the Players that try-out and are eligible. (Rep and Additional Entry Teams) Divide the Local League Players among a suitable number of balanced Teams with the assistance of the SMHA Executive
2. Have a valid Coaching Certificate
3. Promote sportsmanship and Fair Play
4. Teach the Players the skills of hockey
5. Teach the rules of hockey
6. Improve the weaknesses and enhance the strengths of each Player
7. Responsible for the conduct of your Players and Coaching Staff before, during and after each game and practice
8. Report any unfavourable conduct of the Team Members to the SMHA Executive
9. Select your Coaching Staff
10. Fill out the game sheet correctly and neatly. Game number, date and location, teams, division, type of game, curfew, floods, length of game, list of Players, list of suspended Players, your name and signature and Coaching number
11. Submit statistician's copy of game sheet in the SMHA office
12. Make sure all suspensions are served. When in doubt ask Rep Director or Local League Director

13. Have home and away sweaters washed on a regular basis and carried by a member of your Coaching Staff. Sweaters ARE NOT repeat ARE NOT to be carried by the Players
14. Insure that there is appropriate supervision in the dressing room to maintain proper conduct while the dressing room is occupied
15. Abide by the SMHA Constitution, By-laws and Policy & Procedures
16. Ensure that your Coaching Staff fulfils their individual responsibilities
The Board of Directors is empowered to relieve a Coach, Manager or Trainer of their duties for;
 - a) Missing two consecutive games without a good reason or for not seeing that someone takes charge of his duties during his absence
 - b) Not playing all Players an equal amount of ice time in each game during league play
 - c) Ungentlemanly conduct in front of his Players (i.e. swearing)
 - d) Disrespect of any Officer, Executive Member or Fellow Member of SMHA
 - e) Smoking on the bench or in the dressing room
 - f) For drinking alcoholic beverages on the bench, dressing room or bus transporting player of SMHA to hockey events

MANAGERS & ASSISTANT MANAGERS DUTIES & RESPONSIBILITIES

Responsibilities of the Manager; (amended April/99)

1. Oversee the Management of all Team Functions
2. Select or recruit one or more Team Parent Reps
3. Arrange for suitable Timekeeper and Score Recorder for all home games
4. Carry the approved Team Roster, approved Affiliated Players list and all cards to all games

NOTE: The opposing team has the right to request to see the appropriate paper work and the approved cards for each Player and or Team Official listed on the game sheet prior to any game. This is very important during OMHA Playdowns and Tournaments

5. Manage all financial matters of the Team, Tournament Entry Fees, busing, motels, Team outings, etc. (amended January 13, 2010)
6. Assume the responsibilities of the Team Parent Rep if one is not available
7. Do write-ups for the newspaper (Always include the Sponsor)
8. To notify the Ref-in-Chief Director, ice Director, gate scheduler of any exhibition games
9. Report any unfavourable conduct of the team members to the SMHA executive
10. Abide by the SMHA constitution, by-laws and Policy & Procedures
11. Assuring his dressing room is locked during his team's game
12. Assisting the coach in ensuring all players get equal ice time in each game
13. Making sure that the dressing rooms is left clean and tidy, and players are his responsibility until they leave the arena
14. To keep the sponsor informed of the teams progress and invite them to Tournaments, Play-offs, Picture Day and Awards Day

PROBLEMS WITH A COACH OR MANAGER

If a problem arises between a Coach or Manager and Parent/Guardian, any party may request, in writing, for a meeting with the Protest Committee. Anyone failing to comply with the decision of the SMHA Protest Committee may be disciplined by the Board as they see fit.

REIMBURSEMENT POLICY

SMHA will reimburse active members of a SMHA approved bench up to and including \$175.00 for any OMHA required certification courses per season. Anything over that amount is to be reviewed by the SMHA board on an individual basis. (October 10, 2007).

SMHA will reimburse any executive member who provides a receipt for a completed OMHA required course or document up to a maximum of \$100.00. (October 10, 2007)

ON-ICE VOLUNTEER POLICY

Any on-ice volunteer 18 years or age and under whether a SMHA player or on the OMHA volunteer list must follow OMHA guidelines for mandatory equipment requirements and in addition wear a full face mask. OMHA standards require a player under the age of 14 years to wear full equipment. (October 10, 2007)

DISPUTE RESOLUTION COMMITTEE

This Committee will be Chaired by the Vice President, and will include the OMHA Convenor, the Local League Convenor and the Coach in Chief. Additional members of the Executive may be asked to join as the need arises. Any Executive Member with a conflict of interest will not take part in the Committee meeting. (October 10, 2007)

SMHA LIBRARY

Coaches who are interested in borrowing SMHA resources or materials must contact the Vice President. Materials are to be returned within 7 days and are only available to current SMHA coaches. (October 10, 2007)

GATE FEES

All SMHA games, whether it be exhibition, regular or play-offs, may charge a gate fee. (added November 25, 2009)