

**FENELON FALLS & DISTRICT
MINOR HOCKEY ASSOCIATION**

Manual of Operations

August 2008

TABLE OF CONTENTS
FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION
MANUAL OF OPERATIONS

TABLE OF CONTENTS	2
MANUAL OF OPERATIONS	3
PREAMBLE	3
LEVELS	3
1. RECREATIONAL HOCKEY – INITIATION/HOUSE LEAGUE (HL)	3
2. TRI COUNTY LEAGUE	3
3. REPRESENTATIVE HOCKEY – OMHA: VICTORIA DURHAM LEAGUE	3
PHILOSOPHY	4
• HOUSE LEAGUE	4
• TRI-COUNTY LEAGUE	4
• OMHA HOCKEY	4
• DISPUTE RESOLUTION PROCESS	5
DEFINITIONS	7
SECTION 1 - CODE OF CONDUCT	8
• ALL MEMBERS (including PLAYERS)	8
• COACH’S AND TEAM OFFICIALS CODE	9
• PARENT’S (GUARDIAN’S) CODE	10
• PLAYER’S CODE	11
• SPECTATOR’S CODE	12
• VOLUNTEER SCREENING & POLICE RECORD CHECKS	13
SECTION 2 - ELIGIBILITY AND REGISTRATION	13
SECTION 3 - EQUIPMENT AND UNIFORMS	14
SECTION 4 - TRYOUTS AND PLAYER MOVEMENT	15
SECTION 5 - CONDUCT AND DISCIPLINE	17
• BODY CHECKING	19
• PLAYING IN OTHER LEAGUES	19
• SITUATIONS	19
SECTION 6 - TEAM OFFICIALS: COACHES, MANAGERS, TRAINERS	19
• SELECTION OF COACHES	19
• RESPONSIBILITIES OF COACHES	20
• RESPONSIBILITIES OF MANAGERS	21
• RESPONSIBILITIES OF TRAINERS	21
• COACHES AND TEAMS	21
• COACHES AND PARENTS	22
• TEAM BUDGETS AND FINANCIAL STATEMENTS	22
SECTION 7 - FUND-RAISING	23
SECTION 8 - TOURNAMENT FUND-RAISING	23
SECTION 9 - SPONSORSHIP	23
SECTION 10 - GAMES & ICE TIMES	24
SECTION 11 - AWARDS	25
APPENDIX A - COACHING APPLICATION	26
APPENDIX B - COMPLAINT FORM (DISPUTE RESOLUTION PROCESS)	29
APPENDIX C - CRIMINAL OFFENCE DECLARATION FORM	32

MANUAL OF OPERATIONS

The manual of operations is a document designed to be used in conjunction with the constitution of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION. The purpose of this Manual of Operations is, in general, to provide directions, and to facilitate the intent and spirit of the Constitution. Specifically, the contents relate to the conduct of players and team officials, which participate in FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION activities.

The Executive Committee may make and implement changes to the Manual of Operations between General Annual Meetings. These changes must be presented at a general executive meeting, discussed and passed by a majority of attending executive members. All such changes become resolutions of the Manual of Operations until the next Annual General Meeting, at which time these changes must be brought forward and voted on by the members in attendance. Failing a majority endorsement, the resolution must be rescinded. Once rescinded, the intent of the resolution may not be further implemented until passed by a majority vote at a subsequent Annual General Meeting. A resolution receiving the support of a majority vote becomes a bylaw, and becomes part of the Manual of Operations.

PREAMBLE

Through the various programs established by the Association, the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION is attempting to give an opportunity for all participants to play at a level where the caliber of play is equal to their ability and provides a wholesome environment and an experience for personal growth and team play.

LEVELS

1- RECREATIONAL HOCKEY – INITIATION/HOUSE LEAGUE (HL)

The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will attempt to provide the grass roots development base for players. 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 HL will encourage equal ice time for all players and is open to all ages.

2 – TRI COUNTY LEAGUE

Tri-County teams will be comprised of players who desire a higher level of competition and who wish/agree to travel outside the Association's boundaries for games. Emphasis will be on improving skills, team strategies and fair play.

These teams will be registered on roster sheets and be allowed to play in the Tri-County League. Age groups, as defined by the OMHA/Tri-County Associations, will be allowed to ice teams as the coaching and player resources exist.

3 – REPRESENTATIVE HOCKEY – OMHA: VICTORIA DURHAM LEAGUE

OMHA teams will be comprised of players who desire a higher level of competition and who wish/agree to travel outside the Association's boundaries for games. These players will participate in "tryouts" at the beginning of the season and the successful candidates will be chosen to represent FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION in the Novice through Juvenile age categories (as coaching and player resources exist). These OMHA teams will play locally in the Victoria Durham League (or as directed by OMHA) and will enter OMHA playdowns.

All players will abide by the rules and regulations of the Association and it's governing bodies.

PHILOSOPHY

HOUSE LEAGUE

The philosophy of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION House League 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 person. The development of highly skilled hockey players is not the priority or goal of the recreational based program. It is hoped that through the various programs offered, players will develop, **who by choice**, can progress to the more competitive teams.

TRI-COUNTY LEAGUE

The philosophy of the Tri-County League is based upon a recreational but competitive hockey theme. The Association will endeavor to provide recreational hockey with an emphasis on skill development and fair play. The mandate of the Tri-County League is to provide a system of organized hockey for players of a developing caliber of hockey so they may get sufficient ice time to develop as better hockey players. Fair play under all circumstances will be one of the main objects of the Tri-County League. To that end, the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will affiliate with the Tri-County League and will provide programs in which each participant may maximize their potential as an athlete and a person. Tri-County teams will be comprised of players who desire a higher level of competition and who wish/agree to travel outside the Association's boundaries. Emphasis will be on improving skills, team strategies and fair play.

Competition and success are integral parts of hockey. Player ice times should be as equal as possible up until the last five minutes of the game. At this time, player ice time is earned based on skill, performance, attitude, commitment and practice attendance, and will be allotted at the coach's discretion.

Coaches will strive to combine team progress with individual player development.

OMHA HOCKEY

OMHA teams will be comprised of players, coaches and parents who desire a higher level of competition, who wish/agree to travel outside the Association's boundaries and will be chosen from the "tryouts" for that level.

The Executive shall support dress codes as set by teams and will set financial obligations when required.

Competition and success are integral parts of OMHA hockey. Player ice times should be as equal as possible up until the last five minutes of the game. At this time, player ice time is earned based on skill, performance, attitude, commitment and practice attendance, and will be allotted at the coach's discretion.

Coaches will strive to combine team progress with individual player development.

All members (players, coaching staff, parents and spectators) participating in OMHA and Tri-County hockey understand that they represent the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION as well as members of the community at large. They must conduct themselves both within and without the boundaries of the Association in an exemplary manner.

DISPUTE RESOLUTION PROCESS (From: OMHA Risk Management Guide 2006)

LEVEL I - TEAM DISPUTE RESOLUTION PROCESS

The hockey environment can be quite emotional in both a positive and negative sense. As a spectator at a hockey game or practice, it is common for individuals to pass judgement and opinion on the situation at hand and/or the hockey program. At times, these judgements and opinions may be accurate or inaccurate. When these views evolve into a dispute, it is highly advisable to address the matter at the earliest opportunity.

A common and effective practice in many minor hockey associations is to allow 24 hours after an on-ice session before discussing the concerns raised by the Complainant. Emotions are often peaked in the immediate hours following a game or practice, which is not conducive to a rational assessment of the situation. If the Complainant still has an issue or concern that needs to be addressed beyond the 24 hour period, it is strongly encouraged that the Complainant first meet privately with the Respondent in an attempt to resolve the issue.

If the Complainant is not satisfied with the outcome of the one-on-one meeting with the Respondent, assistance from the team designate may be necessary. The team designate, acting in the role of mediator, will bring the parties (Complainant and Respondent) together once again to promote dialogue and to facilitate a resolution of the complaint.

STEP 1

Complainant should attempt to meet with the Respondent with whom the complaint is about.

STEP 2

If the Complainant is not satisfied with the response provided by the Respondent, the matter should be presented to the team designate (team designate to be determined by the team at beginning of a hockey season).

Within 7 days of receiving the verbal complaint, the team designate will arrange an informal meeting between the Complainant and the Respondent to address the issue in an attempt to reach a resolution. Please see Appendix 1 on "How to Conduct an Informal Meeting". (Ontario Minor Hockey Assoc. Risk Management Guide 2006)

STEP 3

If the Complainant is not satisfied with the outcome of the informal meeting described in Step 2, the Complainant may complete a complaint form and submit the formal complaint to the President of the local hockey association for review. A copy of complaint form can be obtained from the team designate. (Appendix "B")

LEVEL II - LOCAL ASSOCIATION DISPUTE RESOLUTION PROCESS

If the complaint falls under the definition of Harassment and Abuse, the local hockey association must appoint an independent third party to conduct an investigation. Refer to the OMHA website under the heading Development for guidelines on "How to Conduct an Investigation." The results of the investigation are to be submitted to the Dispute Resolution Committee for the local association for their review.

In the event of an unsatisfactory result at Level I, the matter may be escalated to Level II. At Level II, dialogue between the Complainant and the Respondent is facilitated by the Dispute Resolution Committee for the local association. If an agreement is not reached, the Dispute Resolution Committee will render a decision in the matter with recommendations if necessary.

STEP 1

Complainant completes and submits complaint form either by mail or fax to the local association President for handling.

STEP 2

The local association President or his/her designate sends the complaint form to the local association Dispute Resolution Committee assigned to handle complaints. The Committee independently assesses the complaint and determines whether there is validity to the concerns raised and to assess the team's role in handling the situation.

Note: Previous local association committees are known as either grievance or complaints committees. It is recommended that this committee be renamed to "Dispute Resolution Committee". Currently, local associations are required to have a committee in place to deal with harassment, abuse and code of conduct complaints. The Dispute Resolution Committee should be responsible for reading and understanding the complaints process and for the handling of all complaints, regardless of their nature. The President of the local association should not be a Member on the Dispute Resolution Committee.

STEP 3

If the Dispute Resolution Committee determines that a complaint has no merit or that an informal meeting is unnecessary, the complaint will be referred back to the Executive indicating that no further action will be taken. The Dispute Resolution Committee will prepare a written report containing its findings and will send the report to the Complainant/Respondent and to the local association President. The Executive of local association will keep a record of the complaint on file.

STEP 4

If the complaint has merit, an informal meeting before the Dispute Resolution Committee will be scheduled within 7 days from receipt of the written complaint form. The Committee shall be comprised of members deemed capable of managing the complaint with fairness and impartiality. The Committee will be comprised of three members - a member of the Executive/Board, a member (e.g. parent, community volunteer) of the local association, and, a senior hockey player (not from the team in question). The Committee will assist the Complainant and the Respondent to reach a resolution.

STEP 5

Should the parties reach a resolution, Section C of the Complaint Form will be completed and submitted to the Executive of the local association with copies provided to the Complainant and the Respondent. No further action is required.

STEP 6

Should a resolution not be reached, the Complainant and the Respondent will be excused from the meeting and the Dispute Resolution Committee will make a decision and complete the "Decision Section" on the complaint form and return it to the President of the local association. The Complainant and the Respondent will receive a copy of the decision within 3 days of the Committee meeting.

STEP 7

If the Complainant is not satisfied with local association decision, he/she can file an appeal to the Ontario Minor Hockey Association (OMHA).

LEVEL III - OMHA DISPUTE RESOLUTION PROCESS

Complaints received at Level III must have first been processed through Levels I and II respectively. No complaint may by-pass Level I and II unless there are extenuating and/or serious circumstances that endanger the well-being of an individual.

STEP 1

The OMHA must receive an appeal application by mail or personal delivery no later than 7 days (including weekends and holidays) from the date the decision being appealed was sent to the person appealing. The Application fee is \$100 and must be received with the Appeal Application.

STEP 2

The President refers the Appeal Application to the Risk Management Officer to facilitate the process. If the Risk Management Officer determines that the matter did not go through the proper local association dispute resolution process, it will be referred back to the Complainant advising him/her to go through the proper process.

STEP 3

Should the Risk Management Officer determine that a hearing is necessary, it will be scheduled no later than 10 days after receipt of the complaint. The Complainant and the Respondent will be notified of the hearing in writing and all parties will be given a copy of the material submitted to the OMHA.

Prior to the hearing, every attempt will be made to facilitate a resolution before a formal decision is made.

STEP 4

Should a hearing not be necessary, a response will be sent to the Complainant and the Respondent.

STEP 5

Once the appeal is resolved, the OMHA will mail the decision to all parties. If the appeal concerns a harassment and abuse issue, the Ontario Hockey Federation (OHF) will be notified as required.

STEP 6

Should the parties not be satisfied with the decision of the OMHA, he/she may appeal the decision to the Ontario Hockey Federation.

The **Dispute Resolution Committee** will consist of the following members:

- Supervisor of Coaches, Managers & Trainers; A senior hockey player (Midget) from the Association; A community member (Local Church Committee member, Senior's Committee member, Rotary Member, etc)

Note: the same three people should not be reviewing and resolving all complaints. (Should have a roster of various members from the community)

DEFINITIONS

AP – Affiliated Player

CHA – Canadian Hockey Association

HL – House League

FFDMHA – FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION

OMHA – Ontario Minor Hockey Association

OMHA Team – OMHA Representative Hockey

OMHA Additional Entry (AE) – second OHMA team for an age division as defined by OMHA

TC – Tri-County Hockey Association/League

SECTION 1 CODE OF CONDUCT

ALL MEMBERS (including PLAYERS)

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 to, the following principles:**

- 1) Members must endeavor to respect the rights, dignity and worth of every human being and endeavor to provide everyone the equality of opportunity 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 and respectful manner.
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 6) During the course of all games and practices, all members shall avoid behavior which brings the sport of hockey into disrepute including, but not limited to, abusive use of alcohol, non-medical drugs and use of alcohol by minors.
- 7) 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.
- 8) Members are expected to consistently display high personal standards both professionally and personally.
- 9) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 10) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience and abilities.
- 11) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

COACH'S AND TEAM OFFICIALS CODE

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 best interests. Aim for excellence based upon realistic goals. The activity undertaken should be appropriate for the age and abilities of the players.
- 3) **LEAD BY EXAMPLE.** Teach and practice co-operation, self-discipline, and respect for officials and opponents and proper attitudes in language, dress and behaviour. 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 also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.
- 11) Never yell disparaging comments or ridicule a player. Turn defeat to victory by helping players work toward skill improvement and good sportsmanship.

PARENT'S (GUARDIAN'S) 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 effort 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 work towards 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' judgement 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.** Should 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 your parents or coach.
- 2) Play by the rules.
- 3) Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
- 4) Control your temper – no “mouthing off”, no abusive language, no tantrums, no breaking sticks, no 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 your team's or your opponents'. Learn to lose “well” and win “well”.
- 7) Treat all players as you, yourself would like to be treated. Don't interfere with, bully 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 coaches, 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 community, association and sponsor **at all times**, including to and from the arena.
- 11) Follow guidelines for dress code that may be set out by the team officials or the association.

SPECTATOR'S 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 behavior. 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 game.
- 6) Condemn the use of violence in all forms.
- 7) Respect the officials' decision.
- 8) Encourage players always to play according to the rules.

The following poem says it all!

He is Only a Boy

- | | |
|--|--|
| 1) Please don't curse that boy down the ice,
He is my son, you see;
He is only just a boy you know
And he means a lot to me. | 4) The game belongs to them you see,
And you are just a guest,
They do not need a fan like you,
They need the very best. |
| 2) I did not raise my son, sports fan,
For you to call him names.
He may not be a superstar,
But it's only just a game. | 5) If you have nothing nice to say,
Please leave the boys alone,
And if you don't enjoy the game,
Why don't you stay at home. |
| 3) Please don't curse the boys down the ice,
They do the best they can.
They never tried to lose the game,
They're boys and you're a man. | 6) So, please don't curse those boys down there,
Each one's his parents' son;
And win, or lose, or tie, you see;
To us --- they're NUMBER ONE ! |

VOLUNTEER SCREENING

Volunteers and members of the Fenelon Falls & District Minor Hockey Association (FFDMHA) whose job description includes responsibilities within any of the following categories will be required to regularly review their respective OMHA “Code of Conduct” and submit an updated Police Record Check (PRC) once every four years and/or a Criminal Offence Declaration (Appendix “C”) in the intervening years.

- Unsupervised contact with players
- Access to confidential records and information on harassment and abuse
- Transportation of players
- Handling of Association funds
- Contact with players in off-site situations
- Physical contact between player and adult is routine
- Local host billeting players

FFDMHA executive will appoint a “Professional Designate” (someone preferably outside of the Executive who, in the course of his/her business, is responsible for the privacy of clients – e.g. lawyer, accountant, dentist, etc).

It is the responsibility of the Professional Designate assigned to PRC’s, to determine if the volunteer or member satisfies the FFDMHA policy on volunteers and members with criminal records. (see Appendix C)

The PRC remains a confidential document and will only be released to the FFDMHA Executive for review, if the unsuccessful applicant requests an appeal of the decision of the Professional Designate.

SECTION 2 ELIGIBILITY AND REGISTRATION

- 2.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age. Membership entitlement is limited to those persons who have met residency requirements as defined by the OMHA.
- 2.2 All applicants must be registered on a designated registration form as decided by the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION. At registration, a parent or legal guardian must sign the application form and the OMHA card, CHA card or other forms as applicable.
- 2.3 First time players must produce proof of age (Birth Certificate or other acceptable certified affidavit) at registration.
- 2.4 A registration form must be filed with the Registration Co-ordinator, accompanied by the appropriate fee, before any player can participate in any activity sponsored by the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION. The Executive Committee is empowered to prohibit any player from practicing or playing until the fees are paid in full.

- 2.5 If a player terminates his participation after the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION season starts, his refund, if granted, will be based on the guidelines set out in the constitution or by-laws.
- 2.6 No refunds will be given should a member be suspended, or precluded from FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION activities for disciplinary reasons.
- 2.7 No refunds will be given for cancellation of ice after January 31st for any reason beyond the control of the Executive Committee.
- 2.8 Ages per division will be those set by the CHA, OMHA & TRI-COUNTY. From year to year some players may be moved up/down a level with their parent's/guardians' approval.
- 2.9 The Executive Committee will establish registration fees for all divisions and age groups on a yearly basis.
- 2.10 "Final Team Rosters" must be registered and received by the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION according to the requirements of the OMHA and TRI-COUNTY ASSOCIATION.
- 2.11 The Executive Committee will establish registration procedures and dates for the upcoming season.

SECTION 3 EQUIPMENT AND UNIFORMS

- 3.1 The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will supply 2 sets of sweaters to all OMHA and Tri-County teams and 1 set to all House League teams. All OMHA and Tri-County teams will wear only the team sweaters as prescribed and provided by the Executive Committee. No sweaters will be purchased or provided by any FENELON FALLS & DISTRICT MINOR HOCKEY Juvenile player bearing the number 5. All OMHA and Tri-County teams will be provided with 1 set of game socks.
- 3.2 Sweaters and Equipment, when issued to the team will be the responsibility of a team official as agreed to by the coach and the team official. No player or team official may wear or allow the wearing of any team sweater in a non-sanctioned FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION event. OMHA and Tri-County teams may not use sweaters for practices. No player may take a sweater to be used for a non-sanctioned event without the express permission in writing of the Executive Committee. No sweater or equipment that is the property of FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION may be altered without the express written permission of the Executive Committee.

The application of the letters C and A to the sweaters worn by the team captains and assistant captains will be permitted. This application must be done in accordance with the procedure described by the Equipment Manager or Supervisor of Coaches & Managers.
- 3.3 Goal Equipment Policy – FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will provide goaltenders (up to and including the age of Atom) with leg pads, body armor and gloves as mandated by the OMHA, CHA and Tri-County League.

- 3.4 All players, during games and practices, must wear the proper protective equipment as follows: (this list to be updated as required by the Equipment Manager or the Executive Committee)
1. Approved OMHA facemasks with full-face protection and C.S.A. approved headgear including properly fastened chinstrap.
 2. Approved athletic support and cup or “Jill”.
 3. Approved hockey gloves
 4. Approved hockey shin pads
 5. Hockey pants
 6. Shoulder pads
 7. Elbow pads.
 8. A regulation hockey stick must be used for all league play and/or exhibition games
 9. Neck guard
 10. Mouth guard
 11. Matching hockey socks (for games as supplied by FFDMA)
 12. CSA approved hockey skates
- 3.5 Goalkeepers must wear, in addition to the above equipment, a CHA facemask and C.S.A. approved helmet, chest pad, goalie gloves, goalie pads, throat protector and must use a regulation goal stick.
- 3.6 Equipment must be as per requirements of the CHA, OMHA or any group with whom the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION may be affiliated.
- 3.7 All team officials must wear C.S.A. approved helmets while on the ice during practices that are also properly fastened. This will be enforced, and team officials failing to adhere to this will be suspended at the discretion of the Supervisor of Coaches, Managers and Trainers.
- 3.8 For any function involving a FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION team, i.e. Tournaments, Exhibition and/or League games, the sweaters issued to each team and socks issued or recommended must be worn.

SECTION 4

TRYOUTS AND PLAYER MOVEMENT

- 4.1.1 All players should be encouraged to play at the level of their ability.
- 4.1.2. Players wishing to play for any OMHA or Tri-County team must attend tryouts held for that team. Exceptions must be addressed and approved by the Executive Committee. (Possible exceptions may be illness as verified by a doctor’s note). The Executive Committee will rule on all exceptions and their decision will not be appealable.
- 4.1.3. The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will notify all registered members (and previous year’s members not registered) of the contacts and try-out times for all OMHA teams.
- 4.1.4. The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will post contacts and try-out times for the Tri-County teams (if required) at their discretion.

- 4.1.5. All players must be registered with the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION, all forms completed, all fees paid (or post-dated cheques on file as outlined in the fee payment schedule) BEFORE ANY PLAYER WILL BE ALLOWED ON THE ICE to participate in any tryout or practice.
- 4.1.6. All players must be registered in good standing before playing any game.
- 4.1.7. The Executive Committee shall determine the number of players to sign to each OMHA roster. The Executive Committee's decision in this matter is final and cannot be appealed. Coaches will be informed by the Executive Committee during tryouts as to the number of players to be selected per team. Conflict of interest guidelines as outlined in the Constitution must be clearly followed. 4.6.1. No player may play for more than one team except those who are "affiliated" as defined by the CHA/OMHA.
- 4.2. A player, on the invitation of the coach of a team, one age bracket higher than they would normally play for, and having approval of their parent(s) or legal guardian can "tryout" for the said team, providing the following criteria are met:
- The player must be ranked as one of the top 6 players on the team for which he/she is trying out. (Should a dispute arise as to the ranking of the player, the Coaches Selection Committee will make the final decision.)
 - The final decision as to whether to sign the player must be made known on or before the conclusion of the higher team's second tryout for OMHA teams.
 - Goalkeepers are not to be considered as part of the above, but are looked on as a separate entity. A Goalkeeper will be allowed to tryout for higher team providing his/her movement does not deplete the team and or division from where they would normally play, from having adequate goalkeeping. (that is 2 goalies per team)
 - No player can be dislodged from playing hockey in the FFDMHA, which would be caused by any such movement of a player. Should this occur the movement would become NULL and VOID.
 - No team can lose more than 1 player through such movement as outlined above.
- 4.3. Any player requesting the opportunity to tryout as an underage player for a Rep Team must concurrently try out in his/her own age group. An OMHA Coach must apply in writing to the Coaches Selection Committee for approval of underage selection.
- 4.4. To qualify as an underage player, the player must possess the following:
- Exceptional skills (meaning unusual...these skills must at least meet the standard of the top 6 players for which the underage player is trying out for.)
 - OR must be found to possess such exceptional skill as to be deemed too experienced by the Tri-County Association, in his/her own age group.
- 4.5. Any players affiliated (AP) by another team must fulfil their responsibilities of attending games and practices of the team they are registered with. Any coach wishing to use an AP, must make prior arrangements with the coach of the team the player is registered with and the affiliated player's parents. Should any dispute arise on this, the OMHA Convenor, Tri-County Convenor and Past President will make the final decision.
- 4.6. Prior to using an AP, OMHA and Tri-County coaches MUST complete all necessary paperwork and ensure that it is approved, to prevent unnecessary suspensions. A player can only be affiliated to one other team. (ie: if a player is affiliated with the AAA Wolves, then s/he cannot be affiliated with any FFDMHA team; if a Peewee Tri-County player is affiliated to the Peewee OMHA team, s/he cannot be also affiliated to the Bantam TC team)
- 4.7. With co-operative communication between the Tri-County League and OMHA Coaches, Affiliated Players are encouraged to practice or play at the OMHA or Tri-County level (as permitted by the

OMHA/Tri-County). Coaches should not object to their players practicing or playing with their associated teams when there is no conflict with their commitment. Coaches are encouraged to invite their affiliated players to attend their practices.

- 4.8 No player may be transferred without the approval of the Executive Committee. No player/parent may be contacted until such time as the Executive Committee has discussed a permanent player movement with the respective parties.
- 4.9 If an OMHA player leaves his/her team of his/her own volition after registration but prior to Dec. 1st, s/he can only play for a Tri-County team IF an opening exists. In addition, he/she must meet the approval of the Tri-County Association and he cannot return to the OMHA team for the balance of the season.
- 4.10 Any player wishing to return to FFDMHA as a player after being registered with an AAA center may only do so at the discretion of the Executive Committee.
- 4.11 ONLY AP's or older players (at least 2 age groups older) acting as instructors, may be invited to attend practices.
- 4.12 Only coaching staff that are approved by the either the OMHA or Tri-County Association, and approved volunteers (names submitted to the Supervisor of Coaches prior to October 31st) are permitted on the ice for any practices.
- 4.13 If a new player moves into the territory under the association's control as defined by the "Boundaries and Territories" after the OMHA team selections have been made he/she may be granted a ten-day try-out in his/her designated age classification, up until December 15th. Such registration is subject to the Rules and Regulations of the CHA and the OMHA and the Tri-County Association. Final approval for placement is at the discretion of the Executive Committee.
- 4.14 The responsibility for the release of any player from the FFDMHA is vested with the FFDHMA Executive Committee.
- 4.15 The Executive Committee will grant a review for a decision regarding an application for release of any minor hockey player.

SECTION 5 CONDUCT AND DISCIPLINE

- 5.1. Any Association member, Class of Member, Executive Committee Member, Board Member, Committee Members, Coaches, Managers, Trainers or Players shall be subject to:
 - Suspension from the Association's activities if he/she contravenes in any way the Constitution, By-Laws or the Regulations of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION.
 - Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will be administered following the Risk Management Guide as set by the OMHA.
- 5.2. Any member of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION, coach, manager, trainer or player who deliberately damages or defaces facilities used by FFDMHA, or equipment of the FFDMHA, shall be suspended from the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION. The suspension will continue until the cost of repair or replacement of the damaged equipment has been paid in full.

- 5.3. In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Executive.
- 5.4. The use of alcohol or non medical drugs at any FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION sponsored function, or in any arena or other facility used for such function, by any coach, manager, official, trainer or player affiliated with the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION, will not be tolerated. It may lead to suspension, without refund (where applicable), for the balance of the season. Exceptions can be considered during a duly licensed event under the Liquor License Board of Ontario Special Occasions Permit sanctioned by the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION.
- 5.5. All coaches are required to publish a list of team rules to the players and their parents prior to the start of the season. Those rules are subject to the approval of the Supervisor of Coaches and Managers and the Executive Committee.
- 5.6. Any coach who deems disciplinary action to be necessary against an individual player on his/her team, for any reason, must institute the philosophy and implementation of the "Team Dispute Resolution Process" (refer to pg 5).
- 5.7. If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a serious, violent or drug/alcohol nature) then suspension may be immediate, but the issue must be brought to a President/Supervisor of Coaches meeting within 48 hours of the incident.
- 5.8. Any player who willfully plays, or any coach or manager who allows a player to play, who is found to be ineligible or under suspension shall be subject to disciplinary action and/or suspension.
- 5.9. The CHA, OMHA, Tri-County and FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION playing rules will govern discipline and suspension for all members in all Classes of Membership.
- 5.10. Any player, coach, trainer or manager who is suspended by the OMHA, Tri-County and /or FFDMDHA rules may appeal, at the discretion of the FFDMDHA for further action. It is the parents/guardians responsibility to write a letter of appeal to the President/Supervisor of Coaches to review, prior to being forwarded to the appropriate league officials. If an appeal deposit is required, it is the parents/guardians responsibility.
- 5.11. Any FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION player or member who takes part in an altercation before or after a game, on an arena property, or in the parking lot of an arena property, is automatically indefinitely suspended subject to review by the Dispute Resolution Committee. The suspension is effective immediately upon notification. The matter being brought to the attention of an executive member who in turn is obligated to inform any or all members of the Dispute Resolution Committee in the most timely fashion will constitute notification. A review will be conducted within 48 hours of notification.
- 5.12. Any suspension under items 5.7 through 5.10 shall be for all scheduled league and play-off games. Suspensions received in tournaments or exhibition games shall be served in the scheduled games immediately following those tournament or exhibition games.
- 5.13. Major penalties, misconducts and game misconducts shall be served in regular play and play-offs.
- 5.14. In no case will a team be allowed to re-schedule a game after suspension has been assessed in order to lessen the severity of a suspension.

- 5.15. The President will investigate any police checks that are not returned to the Association in a prompt manner.

BODY CHECKING

- 5.16. The Tri-County Association and the OMHA will determine “body checking” for FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION Teams. There will be no “body checking” in the Introduction to hockey program. (INITIATION PROGRAM)

PLAYING IN OTHER LEAGUES

- 5.17. All players registered in the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION may not participate in any other leagues governed by the Ontario Hockey Federation (Part 3, Regulation E3, pg 94 of the 2006-07 OHF handbook), with the exception of High School hockey and AAA affiliation.
- 5.18. Those class members should notify their coach that they are playing High School hockey and/or have a AAA affiliation. Any player playing High School Hockey, and /or has a AAA affiliation must first meet the obligation of his/her FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION team.
- 5.19. Those players who disobey this rule are subject to disciplinary action, including suspension without registration refund in whole or part.

SITUATIONS

- 5.20. Situations arising during the season that are not covered under the rules, resolutions and/or By-Laws of the Constitution or Manual of Operations will be referred to the Dispute Resolution Committee for their ruling.
- 5.21. Any rule change affecting OMHA or CHA teams made by those bodies before or during the season shall be in force immediately and included in the next revision of FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION By-Laws as required.

SECTION 6

TEAM OFFICIALS: COACHES, MANAGERS, TRAINERS

SELECTION OF COACHES

Refer to coaches application format appendix A

- 6.1.0 The Coaching Selection Committee shall be empowered to appoint a coach, provided the Executive Committee has granted approval. The appointee may be a qualified Executive Committee Member, however all applicable conflict of interest policies shall be in force during any Executive Committee discussion and/or voting procedures.
- 6.1.1. Coaches or managers who disregard their responsibilities shall be liable to disciplinary action.
- 6.1.2. Head coaches are responsible for their team’s affairs. The head coach shall address discipline in team matters.

- 6.1.3. OMHA and Tri-County coaches from Atom through Juvenile must have Development One certification or equivalent. Tri-County coaches from Mite through Novice must have CHIPS certification or equivalent. A trainer for any OMHA or Tri-County team must have a valid Trainer's Card. All teams must have a certified coach and trainer on the bench. All coaching staff members must have completed a PRS (Speak Out) clinic.
- 6.1.4. All team officials should, where possible, seek ways of improving their abilities and credentials.
- 6.1.5. Only 2 team officials (per team/per year) will be certified, and registered with the OMHA, with FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION funds. Additional officials may be registered but that team will bear the additional financial responsibilities.
- 6.1.6. Spouses should not be involved on the same OMHA or Tri-County team as coaches, managers or trainers.
- 6.1.7. The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will have the responsibility to sponsor or purchase seats in, PRS, trainers and coaches clinics each year, where possible.
- 6.1.8. A head coach can be associated with only one team. When a head coach is choosing assistant coaches, trainers and managers, where ever possible these positions should be filled by people that are not already associated with another team. If this is not possible the Coaching Selection Committee must approve any exceptions.

RESPONSIBILITIES OF COACHES

It shall be their responsibility to:

- 6.2.1. Ensure the proper observance of the Constitution and By-Laws of FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION.
- 6.2.2. Acquaint their team members with the CHA, OMHA, Tri-County and FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION Rules and Regulations.
- 6.2.3. Exercise control in the conduct of their players and themselves. They must endeavor 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 FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION activities.
- 6.2.4. Ensure the eligibility of all players for every game.
- 6.2.5. The head coach will select the team's remaining team officials subject to the approval of the Coaches Selection Committee and subject to 6.1.8.
- 6.2.6. OMHA head coaches shall select the number of players communicated to them by the Coaches Selection Committee and will receive approval of selections from said committee if required.
- 6.2.7. Attend or assign a team official to attend all associated scheduling meetings.
- 6.2.8. Assign a parent/team manager to enter their team's information, game schedule, player stats, and game results on the Fenelon Falls District Minor Hockey Website. (www.fenelonfallsminorhockey.com/admin) The assigned individual is to communicate with the Ice Convenor to obtain an administration password.

RESPONSIBILITIES OF MANAGERS

It shall be their responsibility to:

- 6.3.0. Ensure the care, keeping and return of all FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION equipment used by their team during the season.
- 6.3.1. Ensure the efficient operation and decorum of their teams throughout the season. The manager shall ensure the By-Laws of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION and regulations of the OMHA and Tri-County are strictly followed. S/He shall ensure that carded team officials only shall be on the bench during games and practices. S/He shall have the option to remove people, not related to the team, from the dressing room.
- 6.3.2. Provide a completed, signed game sheet to the game Timekeeper (must assign a parent/volunteer) prior to commencement of the game.
- 6.3.3. Keep and maintain a record and account of the team's financial affairs. This duty may be assigned to a Parent rep at the discretion of the Head Coach. A zero balance financial statement MUST be submitted to the Treasurer by August 31st showing all income and expenses.
- 6.3.4. Ensure that anyone associated with the team approaches sponsors or fundraisers in accordance with FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION policy.
- 6.3.5. Assist and support any fundraising promotions as determined by the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION.
- 6.3.6. Understand and follow the procedures for underage player movement, affiliated player usage and permanent player movement.

RESPONSIBILITIES OF TRAINERS

It shall be their responsibility to:

- 6.4.0. Supervise the health and incidents of injury of the players on his/her team. It is recommended that all trainers request a medical certificate for any player injured during game or practice (resulting in the loss of significant playing time or as the result of an opponent's Match Penalty) before that player returns to the team.
- 6.4.1. Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) for all games and practices.
- 6.4.2. Ensure that the trainer's kit is available at all games, practices and team events.

COACHES AND TEAMS

- 6.5. At the OMHA team level, a player (and his/her parents) should be given a choice as to whether he/she plays less time on an OMHA team or move to Tri-County.
- 6.6. The coach will make every attempt to ensure that every player dressed for a Tri-County League game be given an equal amount of ice time over the course of the game, with the exception of the final 5 minutes. Blatant disregard of this rule will result in an investigation by the Supervisor of Coaches/ a Dispute Resolution Committee.

- 6.7 No player will be allowed on the ice or bench without being dressed in full hockey equipment, and having registration paid in full, and a member of the coaching staff being in attendance.
- 6.8 All coaches must adhere to OMHA coaches guidelines.
- 6.9 Safety precautions must be taken during all games and practices, as well as the doors onto the ice surface.
- 6.10 The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION Executive will hold the coach responsible for player conduct. As 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.
- 6.11 Coaches, their managers and trainers will not smoke, swear or be under the influence of alcohol while in the presence of their players (ie: while on the ice, bench or in the dressing room)

COACHES AND PARENTS

- 6.12 OMHA and Tri-County coaches and managers must meet with the parents before the team is finalized, throughout the season and at the end of the season.
- 6.13 These meetings are used to explain:
 - Coaching Philosophy
 - Team Operations
 - Playing Times
 - Team Budget Including Tournaments
 - Team Rules
 - Responsibilities of Coaches, Players and Parents
 - And, any other points that either group wishes to discuss.

❖ It is essential to keep the lines of communication open.

TEAM BUDGETS AND FINANCIAL STATEMENTS

- 6.14 Team Budgets and finances are the responsibility of each team manager or parent rep.
- 6.15 All bank accounts must be opened in the name of the team with a minimum of 2 authorized signing names. No spouses may have signing privileges.
- 6.16 The Team Official's Representative and the Executive's Treasurer must approve every team's budget to ensure revenue and expenditures are reasonable and just.
- 6.17 The Executive Committee must approve all fund raising projects by individual teams.
- 6.18 All teams that become involved in fund raising, receive parental contributions and/or possess a bank account, must submit the following to the Executive Committee and parent group:
 - Year-end financial statement by August 31st following the hockey season showing all income and expenditures – account balance must be zero by August 31st.

The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will not be responsible for debts incurred by any team or team official. Any team or individual incurring debts in the name of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION without prior written approval shall be liable to suspension from the Association.

6.19 If a player quits his/her team prior to the end of the season any stake in the team funds is forfeited.

SECTION 7 FUND-RAISING

- 7.0 No FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION teams will be allowed to operate or participate in any team fundraisers unless the Executive Committee has granted approval. Notwithstanding 7.0 a team may fundraise within the arena during practice or game time. The event may commence ½ hour prior to the ice time and must be completed ½ hour prior to the conclusion of the teams' ice. A zero balance financial statement MUST be given to the Treasurer by August 31st following the hockey year showing all income and expenses.
- 7.1 From time to time the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION may sponsor a fund-raiser and it is expected that all teams will be invited to participate in those fund-raisers.
- 7.2 The Executive Committee will have the ability to grant/not grant approval for any fundraising initiative. The Executive Committee will have the ability to revoke approval for any fundraising initiative at any time giving reasonable notice. The Executive Committee's decision in respect to any fundraising issue is final and cannot be appealed.

SECTION 8 TOURNAMENT FUND-RAISING

- 8.0 Teams may fund raise for the duration of their tournament, however all events must comply with section 7.0 and must be confined to the arena.
- 8.1 The host team's parents are responsible for the following:
- To work in the canteen during their son/daughter's home tournament.
 - To work the time clock for all games through out the day(s).
 - To serve lunch (paid by & approved for by FFDMHA)
 - To provide desert for the visiting teams (the host team is responsible for the cost)
 - To assist the tournament convenor with the distribution of trophies, setting up and cleaning up the facility at the end of the day.
 - *Any hours worked during tournaments are not credited to individual fundraising hours.*
- 8.2 A financial statement from the funds raised from your tournament must be forwarded to the appropriate tournament convenor within two weeks of the completion of your tournament.

SECTION 9 SPONSORSHIP

- 9.0 All approved sponsorships shall be for a fixed duration.
- 9.1 It shall be the sole responsibility of the VICE PRESIDENT to obtain and allocate the necessary number of sponsors.

- 9.2 The FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will set the dollar level for the various sponsorships (ie: team; webpage; friends of FFDMA; etc) on the recommendations of the VICE PRESIDENT.
- 9.3 Sponsorships may be granted under the stipulation that it is solely a financial contribution and does not imply that the sponsor will be required to be further involved with the team.
- 9.4 Members should contact the VICE-PRESIDENT if a specific sponsor wishes to support one of their teams, the VICE-PRESIDENT will follow-up with the potential sponsor.
- 9.5 All equipment purchased or donated by sponsors shall become the sole property of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION and subject to all rules and regulations of the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION.
- 9.6 All equipment shall be of a standard approved by the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION.
- 9.7 A sponsor may not pay any money directly or indirectly to any team nor may any team ask a sponsor directly or indirectly to provide equipment or other benefits to their team without the expressed consent of FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION.
- 9.8 All monies, equipment, etc. from sponsors must be paid to the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION who will in turn pass the monies along to the appropriate team and/or purchase equipment.

SECTION 10

GAMES & ICE TIMES

- 10.0 The regular season for the FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will commence during the early part of September when the ice is in at the arena. For teams no longer in OMHA or Tri-County playoff competition or for teams in consolation rounds, their ice time will end at the end of the School March break. (this includes practices and exhibition games)
- 10.1 For teams still in play-off competition, normal ice time will be available to them in our arena, pending the availability of the ice.
- 10.2 No FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION team may play more than three games in one day.
- 10.3 OMHA and Tri-County teams will be subject to the rules of the OMHA and Tri-County for game lengths. All regular season games and exhibition games will be curfewed at 50 minutes for one hour games (Atom & under) and 80 minutes for all one and a half-hour games (Pee-wee & above).
- 10.4 Tri-County and OMHA teams will receive 2 to 3 hours of home ice per week; permitting ice time is available.
- 10.5 Players and team officials may enter the ice surface at their scheduled ice time as soon as the Zamboni is off the ice and the gate is closed. All players and team officials will leave the ice surface 10 minutes prior to the end of their scheduled ice time or as instructed by the arena management. No player or team official may enter the ice surface prior to the team's scheduled ice time unless so instructed by an arena employee.

- 10.6 FENELON FALLS & DISTRICT MINOR HOCKEY ASSOCIATION will try to provide each season, a “Home Tournament” in which our teams can participate in, free of charge. However, if for any reason the FFDMHA is unable to hold a tournament, for one or more of our teams, FFDMHA regret that we will not be able to extend to a team(s) any amount of money in lieu thereof.

SECTION 11 AWARDS

- 11.0 The President’s Award is to be awarded at the discretion of the President.
- 11.1 Recipient of the Coach of the Year Award will be by a decision of the Executive. This Award will only be awarded if, in their opinion, there is a coach who has done something outstanding or something that makes him/her stand out from the other coaches.
- 11.2 The Aubrey Nicholson Award will be presented to the Most Valuable Defenseman on either the Juvenile (if applicable) or Midget Team.
- 11.3 The Howard Hall Award will be presented to the Most Improved Player/Defenseman on the Bantam Tri-County team as chosen by the coach.
- 11.4 The Bill Speers Award will be presented to the Most Valuable Defenseman on the Bantam OMHA team as chosen by the coach.
- 11.5 The Lifetime Award is to be awarded at the discretion of the President, if s/he feels that any person is justified.

Appendix "A"

F.F.D.M.H.A.
Head Coaching Application
2008-09

Name: _____ Email: _____

Address: _____
(number (green sign), street, apt, rural route #)

_____ Ont. _____
(Town) (Postal Code)

What is your current coaching OMHA number? _____

What is your PRS number? _____

For what team are you applying to coach? _____

If that team is not available, would you be willing to accept an alternate position?

YES NO

Please list the past teams (most recent 5) that you have coached/worked with.

Year	Team	Position Held

Please provide two references (Name, address & phone number)

1. _____
2. _____

Do you have a son/daughter that would be playing on the team you are applying for?

YES NO

Do you strongly feel that he/she is capable of making this team? Why?

What are your opinions on the following? Use additional paper if necessary.

1. Team Objectives:

2. Disciplining players:

3. Head Coach missing games or practices:

4. What do you see as the role of the assistant coach, trainer and manager?

5. Would you be willing to share ice time for practices?

YES

NO

6. How will you ensure that all parents and players are provided information communicated from the Executive?

7. For the team that you have applied, briefly describe your coaching style:

8. In your opinion, what skills/strategies should the players develop during the upcoming season?

****Please forward the completed Application Form and Consent Form to:**

**F.F.D.M.H.A
P.O. Box 427
Fenelon Falls, ON.
K0M-1N0**

**Thank-you in advance for applying!
Without dedicated volunteers, Minor Hockey would not be possible.**

Ontario Minor Hockey Association

Complaint form

(To be used at the local association level for all complaints filed)

Local Association Name: _____

President of Local Association (please print): _____

Section 1: Complainant Information (Must be completed for form to be accepted)

Name of individual filing complaint (Hereafter called "Complainant") _____

Evening phone number _____ Day phone number _____

Home address: _____

Email address: _____

Role of Complainant re: this specific incident: (please choose one)

Coach Executive Member Parent Player Official; Spectator

Other: _____

Section 2: Respondent Information (Must be completed before form can be submitted)

Name of individual(s) whom complaint is being filed (hereafter called "respondent"):

Evening phone number _____ Day phone number _____

Home address: _____

Email address: _____

Role of Respondent re: this specific incident: (please choose one)

Coach Executive Member Parent Player Official; Spectator

Other: _____

Section 3: Nature of Complaint: (Complainant to fill in)

Code of Conduct Harassment Abuse Other _____

Please describe the complaint, identifying the facts and issues, against the respondent: (If not enough room, please provide additional details on a separate sheet of paper)

**ONTARIO MINOR HOCKEY ASSOCIATION
Risk Management Guide**

Attempts made at Team level to resolve: Yes No

If no, please provide your reason: _____

Day/Month/Year

Signature of Complainant

Section 4: Local Association Process

Date complaint received by President: _____

Dispute Resolution Committee review date: _____

Complaint accepted? Yes No

(If complaint not accepted, the DR committee will submit in writing below the reasons the complaint was not accepted and return to the Complainant, Respondent and local association Executive)

Complaint Accepted - Meeting scheduled 7 days after review date

Dispute Resolution Committee Meeting Date: _____

Complaint resolved with Complainant and Respondent? Yes No

If complaint resolved, please list any actions or recommendations:

If complaint is not resolved, DR Committee to complete section 5.

**ONTARIO MINOR HOCKEY ASSOCIATION
Risk Management Guide**

Section 5: Dispute Resolution Committee Decision Section

(Please provide the details of the final decision as determined by the Dispute Resolution Committee. Ensure to attach document(s) that are sent to Complainant and Respondent.)

Complainant satisfied with resolution?: Yes No

Appeal to OMHA: Yes No

Date appeal sent to OMHA Office: _____

Section 6 - OMHA Appeal Process

Date Appeal received in OMHA office: _____

Application fee received? Yes No

Documentation submitted? Yes No

Investigation Conducted? Yes No

Risk Management Officer Accepts Complaint: Yes No

Under which category does the complaint fall?

Harassment Code of Conduct Abuse Other. _____

Provide reasons for returning complaint to Complainant and copy to Respondent and local association:

Appeal accepted: Meeting/Hearing Date Assigned: _____

Members of Appeals Committee: (please print) Chair: _____

Member: _____

Member: _____

Decision of Appeals Committee:

(Please attach all formal documentation that is sent to Complainant, Respondent and local association)

Appendix "C"

**FENELON FALLS & DISTRICT
MINOR HOCKEY ASSOCIATION**

**P.O. BOX 427,
FENELON FALLS, ONTARIO K0M 1N0**

CRIMINAL OFFENCE DECLARATION

Name: _____

Team: _____

I, _____ hereby declare that:
(print name)

I have no convictions for offenses under the Criminal Code of Canada, as outlined in the FFDMHA Manual of Operations (excerpt attached), up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions or offenses under the Criminal Code of Canada, as outlined in the FFDMHA Manual of Operations (excerpt attached), for which a pardon under the Criminal Records Act (Canada) has not been used or granted:

Signature: _____ **Date:** _____

Reviewed by: _____ **Date** _____
(Professional Designate assigned by FFDMHA)

FFDMHA Policy on Volunteers and Members with Criminal Records

The FFDMHA accepts its significant responsibility with respect to all members and especially the hockey players (vulnerable clients) that participate in our hockey program.

This Association owes a duty of care to its members, to staff, and to the community. Acceptance of this duty is reflected in all organization programs, services and activities, as well as in our policies and procedures.

The FFDMHA recognizes that some of the positions in the organization are of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.

The FFDMHA will not discriminate against any person on the basis of the grounds of age, race, sex or marital status unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.

For certain positions in the FFDMHA, a Police Record Check will be required as one element of the screening process.

In general individuals with outstanding *Criminal Code* convictions, ten years old or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. These offences include, but are not limited to, the following:

1. The following offences are treated under section 1.11.4 of the OMHA Manual of Operations. These offences are considered unforgivable regardless of pardon. Time limit will be at the discretion of the Executive based on the circumstances.
 - Sexual assault (no time limit)
 - Sexual exploitation (no time limit)
 - Invitation to sexual touching (no time limit)
 - Sexual interference (no time limit)
2. Physical assault
3. Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14 (no time limit)
4. Indictable criminal offenses for child abuse (no time limit)
5. Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.
6. Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving. Specifically the Association is looking at two or more criminal driving convictions in the past three years.
7. Individuals with outstanding convictions (ten years old or more recent) for provincial offences related to a bona fide occupational requirement or qualification may be excluded from a position of trust, depending on the circumstances.
8. Intent to traffic or trafficking in illegal substances. Substances are as identified in the *Controlled Drugs and Substances Act*.
9. Possession or other illegal substance convictions.
10. Applicants may be rejected as a result of other information gained during the police records 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 Association Executive in writing for a review of their record.

IMPORTANT NOTE:

It should be noted that every member or volunteer once accepted, is obligated to inform the Professional Designate assigned to Police Record Checks, if he or she is charged, tried or convicted of any offence under the Criminal Code or under any provincial or federal statutes, if that offence is relative to a position of trust held by the individual.