

EASTEND MINOR HOCKEY ASSOCIATION

POLICIES AND PROCEDURES



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The Board may at any of their meetings, establish, amend, revise or repeal the Policies and Procedures, by a majority vote when a quorum of voting Directors is present, a quorum being 40% +1.

INTRODUCTION

The Eastend Minor Hockey Association (the “Association”) is a voluntary association established to promote and foster the development of the sport of amateur hockey within Hockey Eastern Ontario (HEO) under the overall governance of Hockey Canada (HC).

The Mandate of the Association is to provide a hockey environment suitable for the enjoyment of the players, coaches, managers, officials, parents, and administrators.

The Goals of the Association are to encourage sportsmanship and fair play, develop hockey skills, and promote good character in our players. The players and their welfare must be held paramount. All players, coaches, managers, parents, and officials will be required to acknowledge their acceptance of the Association’s Code of Conduct at the time of registration, agreeing to observe the principles of Fair Play before being allowed to participate in the minor hockey program within the Association. The Codes of Conduct shall also be the governing documents relating to all matters concerning suspensions or discipline.

The Association is an integral part of District IX (9) within HEO. By virtue of this affiliation, the Association is a member of Hockey Canada (HC), the governing body of amateur hockey in Canada. One of the purposes of this document shall be to confer upon the Association and its Directors all of the powers of a fully self-governing organization.

AIMS AND OBJECTIVES

To foster, encourage and improve all aspects of organized minor hockey in the Eastend catchment area, as defined by HEO, by:

- a) Organizing and financing minor hockey through registration fees, sponsorship, grants, tournament fees, spring leagues, and any other funds that may become available to minor hockey associations as determined by the Board;
- b) Teaching fundamentals of hockey skill development as defined by HC and the Association's Player Development Program;
- c) Teaching fundamentals of hockey coaching as promoted by HC and the Association's Coach Mentorship Program;
- d) Providing enjoyment, recreation and competition through organized programs and activities within designated levels, which give due consideration to the individual's capabilities;
- e) Teaching fair play and sportsmanship;
- f) Exercising general supervision and direction over players, teams, officials, and members of the Board.

AFFILIATIONS

The Association, by virtue of its affiliation with the GHA and HEO, is a member of Hockey Canada (HC), the governing body of amateur hockey in Canada. The Association shall abide by the By-laws, Policies and Procedures of HEO and HC.

"District 9 - GHA", as it is known by HEO, consists of the Eastend Minor Hockey Association; Blackburn Minor Hockey Association; Leitrim Minor Hockey Association; Metcalfe Minor Hockey Association; and Russell Minor Hockey Association.

The Association holds one (1) voting position, entitled to two (2) votes, on the board of the GHA. This position is filled by the President or Vice President of the Association, or designated Director member.

POWERS AND DUTIES OF THE BOARD

- a) The Board shall have full and ultimate operational control of the affairs of the Association and, within the terms of the By-laws, shall have the power to amend any Policies and Procedures regarding the operation of the Association.
- b) The Board shall meet at the call of the President regarding any matter within its jurisdiction. Rules of quorum and voting shall apply.
- c) Should a vacancy occur in the Board, an appointment may be made by the remaining Directors to fill the position, subject to rules of quorum and voting.
- d) The Board may reprimand, suspend or expel any non-elected member, team official, player, parent or guardian under the jurisdiction of the Association for any conduct, individual or collective, that is deemed:
 - i. Contrary to the By-laws or Policies and Procedures of the Association, GHA, HEO or HC;
 - ii. Detrimental to the interests of, or a discredit to, the Association and its members;

- iii. A serious or continuing infraction of the playing rules;
 - iv. Contrary to good sportsmanship or responsible citizenship.
- e) The Board may readmit, by resolution and majority vote of all of its members, any non-elected member, team official, player, parent or guardian, under its jurisdiction, previously suspended or expelled by the Association.
 - f) Any non-elected member, team official, player, parent/guardian affected by a disciplinary decision of the Board, may file an appeal with the President by way of email or registered mail. The President shall call a meeting of the Board at the earliest opportunity to hear the appeal. The appellant will be notified of the time and location of the meeting by email which is date & time stamped not less than 48 hours before the appeal hearing. The determination of an appeal will be by a majority vote of all the Board and the results of the appeal will be communicated to the appellant by email or registered mail within 96 hours of the appeal decision.
 - g) The Board shall resolve all issues arising from emergencies not provided for in the By-laws, and Policies and Procedures or other outside governing documents.
 - h) "Governing documents" refers to the By-laws of the Association and Policies and Procedures enacted by the Association, as well as the By-laws or any similar documents of HC, HEO, and the GHA.
 - i) Each year the Board shall solicit applications for positions for Head Coach and request such applications by a prescribed format in advance of that current season.
 - j) Non-elected, non-voting members shall be appointed by the Board to assist in the operation of the Association, subject to rules of quorum and voting.
 - k) The Board shall determine all or any fees deemed necessary in the operation of the association business.
 - l) The Board shall conduct annual registrations for players in accordance with the By-laws of the Association, GHA and HEO.
 - m) No elected member of the Board shall act as coach or team official of any team sponsored by the Association unless authorized by the Board. They must recuse themselves, due to a conflict of interest, from any discipline proceedings as related to their team.
 - n) Any person who is under a time suspension or on probation for an infraction that carries over into the thirty (30) days prior to the AGM, is ineligible to apply for a vacant position in those AGM elections.
 - o) All Directors will sign the Board Code of Conduct, Ethics and Confidentiality by the first meeting after the AGM or, if they were appointed at another time, prior to attending their first Board meeting.
 - p) A voting member of the Board must not be a spouse, partner, family member or household member of any other voting member of the Board. A voting member's spouse, partner, family member or household member may be appointed as a non-voting Key Volunteer, subject to meeting the requirements as outlined herein.
 - q) The Board shall meet a minimum of 10 times per year, typically once a month, virtually or in-person, to determine, discuss, coordinate and vote on administrative business and operational matters that affect the ongoing functioning of the Association such as:
 - i. Determining all logistical needs of the Association;
 - ii. Ensuring the supervision and discipline of team officials, players, parents or guardians;
 - iii. Raising and directing all committees;

- iv. Delegating members to attend meetings of the GHA, HEO, and HC on behalf of the Association who shall communicate, in a timely fashion, all relevant information to Association members.
- r) All voting members of the Board will serve without remuneration.

PRESIDENT

The President shall:

- a) Have the overall responsibility for all matters regarding the Association;
- b) Chair all meetings;
- c) Exercise the authority of the Association in cases of emergency, subject to ratification by the Board within a reasonable period of time;
- d) Be the official spokesperson for the Association;
- e) Be one (1) of the three (3) Directors with financial signing authority, the others being the Vice President and the Treasurer;
- f) Sit as a member of the Board of Directors of the GHA;
- g) Represent the interests of and advocate on behalf of other members of the Association's Board with the GHA;
- h) Be an ex-officio member of all Association committees;
- i) Prepare a written year-end report for the AGM;
- j) Serve as a voting member of the Board.

VICE PRESIDENT

The Vice President shall:

- a) Serve as the lead on all Association discipline matters;
- b) Ensure that there is an accessible association document library;
- c) Be one (1) of the three (3) Directors with financial signing authority, the others being the President and the Treasurer;
- d) Assist the President in their duties and assume the duties of the President in their absence, at which time they shall have all the rights and powers of the President;
- e) Lead the mid-season and season-end coach reviews;
- f) Be an ex-officio member of all Association committees;
- g) Prepare a written year-end report for the AGM, when required;
- h) Serve as a voting member of the Board.

IMMEDIATE PAST PRESIDENT

The Immediate Past President shall:

- a) Attend all meetings and act in an advisory capacity;
- b) Perform the duties of the President in their absence, if the Vice President is also absent; when acting as President, they shall have all the rights and powers of the President;
- c) Serve as a voting member of the Board.

SECRETARY

The Secretary shall:

- a) Issue notice of all meetings at the request of the President;
- b) Take minutes and maintain records of meetings proceedings;
- c) See to the publication and distribution of minutes and records of meetings;
- d) Prepare meeting agendas, in consultation with the President;
- e) Serve as a voting member of the Board.

TREASURER

The Treasurer shall:

- a) Receive all monies payable to the Association and deposit same in the bank account of the Association;
- b) Be one (1) of three (3) Directors of the Association with financial signing authority, the others being the President and the Vice-President;
- c) See to the banking and investing of Association funds as per the direction of the Board;
- d) Keep an accurate, digital record of all financial transactions of the Association;
- e) Issue payment in respect to invoices, as approved by the Board;
- f) Serve as one of the Blues' Treasurers;
- g) Facilitate the transfer of registration fees for players moving to the Gloucester Rangers association. For any late transfers, the amount transferred shall take into account the amount of ice time the individual has spent playing in the Association during the current playing year. The monies transferred shall be as noted in the refund schedule.
- h) Update the Board on the Association's finances at each board meeting;
- i) Provide the Audit Committee with access to bank statements for review as outlined herein;
- j) Present a final report at the AGM which will include a detailed budget from the past season and a general forecast for the next season;
- k) Serve as a voting member of the Board.

DIRECTOR OF HOCKEY FOR U7

The Director of Hockey for U7 shall:

- a) Coordinate the Association U7 program and supervise all U7 activities;
- b) Be familiar with the By-laws and Policies and Procedures of the Association, GHA and HEO;
- c) Submit a pre-season, proposed plan and budget for the U7 program that outlines all anticipated expenses to the Board for approval; provide updates on any proposed changes to that budget throughout the season;
- d) Recruit coaches and trainers for the U7 program and work with the Director of Risk and Safety and the Registrar to ensure that all instructors and trainers have completed required training and screening, as per HEO;
- e) Organize U7 players into similarly skilled groups and identify lead coaches for each of these groups;
- f) Act as a liaison between parents and the Board, if required;
- g) Register the U7 program for U7 Fun Days;
- h) Coordinate mid-season and year-end activities for U7;
- i) Obtain and maintain U7 appropriate player and coach development resources, as required;
- j) Obtain and maintain the U7 equipment, in cooperation with the Director of Equipment;
- k) Be an ex-officio member of all Association committees;
- l) Prepare a written year-end report for the AGM, when required;
- m) Serve as a voting member of the Board.

DIRECTORS OF HOCKEY FOR U9, U11, U13, U15 AND U18/U21

The Directors of Hockey for U9, U11, U13, U15 and U18/21 divisions shall:

- a) Be responsible for the operation of hockey at the level(s) within their jurisdiction;
- b) Be responsible for all matters concerning teams in their level;
- c) Be familiar with the By-laws and Policies and Procedures of the Association, GHA and HEO;
- d) Ensure that coaches and team officials are made aware of, abide by and operate in the spirit of the By-laws and Policies and Procedures of the Association, GHA, HEO and HC;
- e) Be responsible for managing the conduct and discipline of coaches, team officials, players and parents/guardians of their respective divisions;
- f) Ensure that a high level of sportsmanship, fair play and skill development is fostered;
- g) Organize, coordinate, supervise and preside over the sort out process for their level(s) using the methods outlined within these policies and in conjunction with the Sort Outs Best Practices document;

- h) Provide each evaluator with the schedule for the sort out times and locations, provided by the Ice Scheduler, a list of players participating in each session, by number only, using the list provided by the Registrar;
- i) Separate players into teams and levels following the prescribed formula and methods as set out by the Association and the GHA;
- j) Present potential Head Coaches to the Board for ratification;
- k) Be available to serve as part of the Discipline Committee for their level, as requested by VP;
- l) Report to the Vice President, in writing, any misconduct on the part of game or minor officials as well as team officials, player, parents or guardians or other fans or arena staff;
- m) Perform the duties of the President or Vice President in their absence, if requested;
- n) Be ex-officio members of all Association committees;
- o) Prepare a written year-end report for the AGM, when required;
- p) Serve as voting members of the Board.

The Directors' authority shall complement but in no way supersede game officials.

DIRECTOR OF COMPETITIVE HOCKEY

The Director of Competitive Hockey shall:

- a) Be responsible for overseeing the competitive try outs, the ongoing daily operation and all other matters concerning competitive hockey in the Association;
- b) Represent the Association for information purposes, at OBMHL meetings;
- c) Be familiar with the By-laws and Policies and Procedures of the Association, GHA, OBMHL, HEO and HC;
- d) Ensure that coaches and team officials are made aware of, abide by and operate in the spirit of the By-laws and Policies and Procedures of the Association, GHA, OBMHL, HEO and HC;
- e) Be responsible to the President for all aspects of ongoing hockey operation involving Association hosted teams in the competitive divisions of the OBMHL;
- f) Provide the President and team officials with any information pertaining to the OBMHL or Association hosted teams playing in the OBMHL;
- g) Present a plan prior to the season commencement for the Association's hosting of Blues teams, including any updates to the Blues Agreement; present for approval any changes to Article 7.3 of the Blues agreement, or equivalent, that affects EMHA's hosting of Blues teams;
- h) Share the planned budget for Blues programming with the Board;
- i) Advise the Blues Treasurers of all fees and ensure payment to the OBMHL on behalf of the Blues.
- j) Coordinate with the Association and GHA Ice Schedulers to provide the necessary ice for Association hosted teams to play their OBMHL league games;
- k) Be responsible for managing the conduct and discipline of coaches, team officials, players and parents/guardians at the "Rep B" Competitive level;
- l) Ensure that sportsmanship, fair play and skill development is fostered;
- m) Attend OBMHL, GHA and Association discipline hearings on matters involving any Association player, official, parent/guardian as required;
- n) Serve as liaison between the Blues and other associations' Rep B representatives;
- o) Be the liaison with all parties necessary concerning any player movement between the Association Rep B teams and Rangers teams; ensure any movements are done correctly, willingly, and smoothly.
- p) Observe as many games as possible involving Association hosted teams and provide a general supervision to those team officials in any or all matters concerning playing rules, conduct, discipline, etc.;
- q) Perform the duties of the President or Vice President in their absence, if requested;
- r) Be an ex-officio member of all Association committees;
- s) Prepare a written year-end report for the AGM, when required;
- t) Serve as a voting member of the Board.

The Director of Competitive Hockey authority shall complement but in no way supersede game officials.

DIRECTOR OF PLAYER DEVELOPMENT

The Director of Player Development shall:

- a) Be responsible for enhancing the overall skill development of participants in the Association, endorsing a unified program for all house league players and coaches to help with the consistent progression of children throughout their years within the Association;
- b) Be responsible for the design and delivery of a Player Development Program for U9, U11 and U13 divisions, in compliance with Hockey Canada's Player Skills Development Pyramid, and its Long-Term Player Development program;
- c) Be responsible for the coordination and delivery of any additional development programming, including the recruitment of qualified instructors and on-ice assistants; present the successful candidates to the Board for approval;
- d) Work with the Director of Risk and Safety and the Registrar to ensure that all instructors have completed required training and screening, as per HEO;
- e) Present a Player Development Program plan for approval by the Board, that includes a detailed budget, prior to the season commencement;
- f) Obtain and maintain player and coach development resources;
- g) Be available to Association coaches to provide insight on team decisions related to player development when requested;
- h) Prepare a written year-end report for the AGM, when required;
- i) Serve as a voting member of the Board.

DIRECTOR OF COACH MENTORSHIP

The Director of Coach Mentorship shall:

- a) Provide oversight on the delivery of the Association's Mentorship Program to assist and provide guidance to Association coaches that will allow for continued growth within the coaching community;
- b) Present a Mentorship Program Plan, that includes a detailed budget, for approval by the Board prior to season commencement;
- c) Provide support to Association coaches, as needed;
- d) Provide ongoing training and knowledge transfer for coaches;
- e) Prepare a written year-end report for the AGM, when required;
- f) Serve as a voting member of the Board.

DIRECTOR OF RISK AND SAFETY

The Director of Risk and Safety shall:

- a) Provide the Board with advice and guidance on Risk and Safety Management issues, Fair Play Codes, and Hockey Canada's Insurance;
- b) Assist the Registrar and Vice-President to complete an accurate accounting of bench staff certifications, ensuring all members are in compliance as required by HEO, the GHA and the Association;
- c) Coordinate the Vulnerable Sector Police Record Check (VSC) process for all Association volunteers and external instructors hired by the Association, as prescribed by HEO;
- d) Provide support and guidance to team trainers in matters of risk and safety, including the return-to-play process;
- e) Coordinate risk and safety information sessions for players and coaches;
- f) Support Directors of Hockey to ensure that trainers are assigned to all house league pre-season Pathways, rust off and sort out sessions;
- g) Prepare a written year-end report for the AGM, when required;
- h) Serve as a voting member of the Board.

DIRECTOR OF EQUIPMENT

The Director of Equipment shall:

- a) Be responsible for the procurement, storage, repair, distribution, and collection of all Association equipment;
- b) Carry out inventories, maintain records and collect any required fees to be deposited in the Association bank account;
- c) Hold a key to maintain and operate the equipment room(s);
- d) Place a non-removable identification number on each piece of association equipment;
- e) Prepare lists of needed equipment and, at the direction of the Board, solicit tenders from dealers;
- f) Purchase new equipment, as approved by the Board;
- g) Make arrangements with Directors, team officials, parents/guardians for signing equipment in or out, collect fees according to the current fee schedule set by the Board and found in the minutes of Board meetings;
- h) Charge a late fee, amount to be set by the Board, should the equipment not be returned to the Association on the scheduled return date;
- i) Perform an inventory check at the end of each season once all equipment has been returned;
- j) Prepare lists of old/worn out equipment and present this to the Board for decision on disposal;
- k) Report all items of equipment that have been lost, damaged or stolen to the Board immediately;
- l) Serve as a voting member of the Board.

DIRECTOR OF COMMUNICATIONS

The Director of Communication shall:

- a) Submit information to the Webmaster for publication on the website;
- b) Manage social media content;
- c) Prepare and distribute messaging for members, with the approval of the Board;
- d) Serve as a voting member of the Board.

POWERS AND DUTIES OF KEY VOLUNTEERS

Key Volunteer – a position appointed by the Board to sit on committees and/or perform certain duties on behalf of the Board.

REGISTRAR

The Registrar shall:

- a) Be appointed yearly by the Board at its first meeting after the AGM;
- b) Be responsible for the registration of all Association players;
- c) Set the current registration system to maintain records, collect registration fees at the rates established by the Board, to issue receipts and to remit the funds to the Association's bank account;
- d) Be responsible for preparation, organization and administration of player registration in the manner prescribed by the Board, as per current Hockey Canada registration system;
- e) Prepare player lists by division for distribution to the Director of Hockey for each level and the GHA Registrar, and adjust these lists on an ongoing basis as required;
- f) Ensure that all registrations are in accordance with HEO, GHA and Association requirements and that any required documentation is presented at the time of registration;
- g) Inform the President, and relevant Board member(s) if necessary, of any irregularities with regard to a registered player such as residency status, suspended or expelled status, releases or transfers not in order;
- h) Refund applicable fees for a player who has withdrawn as set out in the refund schedule found within this document;
- i) Receive an honorarium, as decided by the Board prior to appointment;

- j) Sit as a non-voting member of the Board.

ICE SCHEDULER

The Ice Scheduler shall:

- a) Be appointed yearly by the Board at its first meeting after the AGM;
- b) Be responsible for the procurement and distribution of all ice for the Association;
- c) Attend all GHA ice allocation meetings and work with the GHA Ice Scheduler in order to procure the maximum number and best possible ice hours available for use by the Association for both preseason and regular season;
- d) Distribute practice ice to Association teams on a fair and equitable basis over the course of the season, in the amounts set out within the policies and taking into consideration the appropriateness of times for the various age groups;
- e) Offer for sale to Association coaches, on a fair and equitable basis over the course of the season, any available ice times procured for such purpose;
- f) Sell ice to teams at cost;
- g) Prepare and maintain records and accounts of all ice obtained, allocated, purchased and sold;
- h) Prepare billing and invoices for all purchased ice for each Association team, to be given to Coaches and Team Managers for payment;
- i) Direct all payments and invoices to the Treasurer;
- j) Present a monthly report at each meeting and prepare a year end statement for the President for the Annual General Meeting;
- k) Receive an honorarium, as decided by the Board prior to appointment;
- l) Sit as a non-voting member of the Board.

TOURNAMENT COORDINATOR

The Tournament Coordinator shall:

- a) Be appointed yearly by the Board at its first meeting after the AGM, if required;
- b) Assist the Directors of U11 and U15, or any other Board members who are performing tournament management duties, with the organization and operation of the U11 and U15 tournaments;
- c) Sit as a non-voting member of the Board.

GAME CHANGE COORDINATOR

The Game Change Coordinator shall:

- a) Be appointed yearly by the Board at its first meeting after the AGM;
- b) Assist teams with game changes and rescheduling;
- c) Liaise between teams and the GHA Game Change Convenor for questions and concerns regarding game changes;
- d) Sit as a non-voting member of the Board.

FUNDRAISING COORDINATOR

The Fundraising Coordinator shall:

- a) Be appointed yearly by the Board at its first meeting after the AGM, if required;
- b) Present a fundraising plan for approval by the Board prior to the season commencement;
- c) Coordinate fundraising initiatives and activities that will benefit the Association as a whole;
- d) Sit as a non-voting member of the Board.

OUTREACH COORDINATOR

The Outreach Coordinator shall:

- a) Be appointed yearly by the Board at its first meeting after the AGM, if required;
- b) Present a plan for approval prior to the season commencement for activities to identify and support families who do not have the means to participate in hockey and to remove those barriers;
- c) Implement the season plan as presented and provide mid-season and year-end updates to the Board;
- d) Manage a Community Bank Account for the Outreach Program;
- e) Provide the Audit Committee with access to bank statements for review as outlined herein;
- f) Sit as a non-voting member of the Board.

COMMITTEES

Standing committees shall be as follows:

- a) The Nomination Committee
- b) The Discipline Committee
- c) The Appeals Committee
- d) The Audit Committee
- e) The House League Coach Selection Committee
- f) The Awards Committee
- g) Special Committees as required and authorized as required by the Board

Each committee will consist of a minimum of two (2) Directors and shall report its activities, findings and recommendations to the other members of the Board for decisions on action.

NOMINATION COMMITTEE

- a) The Nomination Committee shall consist of the President and at least one (1) other member of the Board. Their responsibilities commence after being elected at the AGM and end after the elections the following year.
- b) The purpose of the Nomination Committee is to provide nominees to fill vacancies within the Board and to provide nominations for the next AGM thus ensuring at least one (1) candidate for each elected position.
- c) Any person who wishes to be elected to a Director position must declare their intentions in writing to the secretary at least thirty (30) days prior to the AGM. Any person seeking a position on the Board may be nominated or declare their candidacy for a single position only and the candidate must be present at time of vote.
- d) The Nomination Committee shall notify all ineligible nominees of their ineligibility should they submit their name for a vacant position on the Board. The committee will review each application and review on a case by case basis to assess eligibility. If the members of the Nomination Committee disagree on a candidate's eligibility, the matter will be brought before the Board for a vote.
- e) The Nomination Committee shall prepare a list of nominees for each position and present it to the members of the Association at the AGM.
- f) In the event that there is only one nominee for a particular position, that person shall be acclaimed at the AGM.

DISCIPLINE COMMITTEE

- a) When discipline matters arise, a Discipline Committee shall be formed consisting of four (4) members:
 - i. The Vice President;
 - ii. The Director of Hockey with divisional responsibility; and
 - iii. Any two (2) other members of the Board not being in a conflict of interest with the subject matter or individual;
 - iv. The Board may adjust the composition of this committee, as required.
- b) The Vice President shall act as the Discipline Committee Chair.
- c) The Discipline Committee shall have the power to hear and rule on all discipline matters involving any Association members including players, team officials, members of the Board, parents/guardians and volunteers.
- d) Prior to participating in any Association hearing as a panel member, all Directors must have familiarized themselves with the current HC Investigation Guidelines for Branches and Minor Hockey Associations.
- e) The Discipline Committee shall be comprised of four members, with the Committee Chair not voting, except in the event of a tied vote. In extraordinary circumstances or the last-minute inability of a committee member to attend the scheduled disciplinary hearing, the hearing may proceed provided that no fewer than three (3) members are present.
- f) The Discipline Committee shall maintain minutes and records of all meetings.

APPEALS COMMITTEE

- a) The Appeals Committee shall consist of a quorum of the Board.
- b) Any non-elected member, team official, player, parent/guardian affected by a disciplinary decision of the Board may file an appeal with the President by way of email or registered mail. All appeals must be in writing and may be submitted to any member of the Board. All submitted appeals must be accompanied by a payment of \$150.00 to the Association. If the appellant is successful in their appeal, the full fee will be returned.
- c) The President shall call a meeting of the Board at the earliest opportunity to hear the appeal. The appellant will be notified of the time and location of the meeting by email which is date & time stamped not less than 48 hours before the appeal hearing. The determination of an appeal will be by a majority vote of all the Board and the results of the appeal will be communicated to the appellant by email or registered mail within 96 hours of the appeal decision.
- d) All determinations of the Appeals Committee shall be final and binding as they apply to the Association's By-laws and Policies, as well as those of the GHA, HEO and HC.
- e) The Appeals Committee shall maintain minutes of all meetings.

AUDIT COMMITTEE

- a) Following the 2025 Association AGM and annually thereafter, the Board will nominate three (3) members of the Board to form the Audit Committee.
- b) The Audit Committee will review all financial accounts of the Association in November, February and May of the current fiscal period.

HOUSE LEAGUE COACH SELECTION COMMITTEE

- a) The mandate of the House League Coach Selection Committee is to recommend or not recommend Head Coach candidates to the Directors of Hockey of house league divisions from U9 to U21 by reviewing all applications received, considering all information sources, assessing selection criteria and conducting interviews, as required.
- b) If candidates are in good standing with the Association and there is not more than one candidate for the same position, the Vice President may choose to forgo interviewing a candidate.
- c) The House League Coach Selection Committee will be chaired by the Vice-President. Other members of the Committee will be the Director of Hockey for that division, a member of the Mentorship Committee and at least one (1) other member of the Board.
- d) The Board may adjust the composition of these committees, as required.

AWARDS COMMITTEE

- a) The Awards Committee will consist of at least two (2) members of the Board and will determine the recipients of the awards that will be handed out each season, as determined by the Board.
- b) Awards include, but are not limited to: the Louise Groulx Volunteer of the Year, the Kevin Gallagher Coach of the Year, the Manager of the Year, the Trainer of the Year, the Jimmy Schiavo Community Volunteer of the Year, and the Michel Breau President's Award.

FINANCIAL MANAGEMENT

- a) The Association's funds shall be obtained through registration fees, fundraising, sponsorships, donations, grants, tournament fees, off- season league fees or any other funds that may become available to minor hockey associations, as determined by the Board. All monies shall be treated in accordance with the By-laws.
- b) The fiscal period of the Association will be for a period covering the annual hockey season and will allow for the timely reporting of its results to the members of the Association. The fiscal period will be from June 1st to May 31st.
- c) All monies raised by the Association shall be held by the Board in an approved financial institution to the credit of the Association.
- d) The Treasurer shall receive and manage all monies and expenditures in accordance with the Association's budget and the By-laws.
- e) Withdrawals of monies from any Association bank account shall be made by two (2) of the Association signatories which are the Treasurer, President and/or Vice President.
- f) Upon dissolution of the Association, all funds remaining in any Association account shall be dispersed to non-profit organizations, as determined by the outgoing Board.

BUDGET

Preparation of the annual budget:

- a) At its first meeting after the AGM, the Board will adopt a budget providing for the revenues and expenses of the Association for the upcoming fiscal year, consistent with By-laws related to finances.

Management of the budget:

- a) The Treasurer will ensure that all expenditures of the Association are within the authorized budget.
- b) Any expenditure in excess of the itemized budget as adopted must be approved on a temporary basis jointly by the Treasurer and President who, in turn, must report the matter to the next meeting of the Board.
- c) A review of the Association financial statements for that year shall be carried out every fourth (4th) year following the spring 2025 Annual General Meeting.
- d) Reviews must be conducted by an independent party who holds a professional accounting designation that is recognized in the Province of Ontario.
- e) The reviewer shall state explicitly whether the financial statements for that year present fairly, in conformity with generally accepted accounting principles, the financial position of the Association and, wherever possible, make recommendations for improved procedures for the next year.
- f) No member of the Association executive, nor a relative of a member of the Board may act as an auditor of the Association.

AUDITS, BIDDING, AND EXPENDITURES

Audit Committee:

- a) Following the 2025 Annual General Meeting and annually thereafter, the Board will nominate three (3) members of the Board to form the Audit Committee. The Audit Committee will review the financial accounts of the Association in November, February and May of the current fiscal period.

Special reviews and studies:

- a) The Board, at any time, may request special performance studies and reviews by qualified individuals, agencies and/or committees to assess the economy, efficiency and effectiveness of specific programs and activities.

Any proposed expenditures for products, services or programs beyond the required GHA, HEO and HC fees that will total in excess of \$4,000 in a single fiscal year require a Board vote for approval in advance of the expenditure.

Any proposed expenditure on a product or service that will total in excess of \$8,000 in a single fiscal year is subject to a competitive bid process that details the elements of the services or products to be required and will require a minimum of two (2) suitable proposals. No proposals will be considered valid if there is any conflict of interest by a member of the Board.

Subject to rules of quorum and voting, the Board may entertain motions to require a vote or a bidding process for amounts less than those listed above.

REGISTRATION AND FUNDRAISING

REGISTRATION

- a) Registration dates, fees and method shall be determined by the Board.
- b) Registration procedures shall follow those prescribed by HEO and the GHA and may complement but shall not conflict with them.
- c) When registering for the first time, parents or guardians are required to present proof of age for their player and proof of residency.
- d) Registrants will be placed in divisions in accordance with age as of December 31st of the current year.
- e) In accordance with HEO policies, no resident within the Eastend MHA catchment area may be registered with any other hockey team, league, association or organization in or outside the City of Ottawa, except in the school that they are attending, unless otherwise authorized.
- f) Any players wishing to try out for competitive teams must first register with the Association.
- g) Association rules for registration shall complement but not conflict with those of HC, HEO or the GHA.
- h) Residency status shall be confirmed by the Registrar, as per HC, HEO and GHA requirements.
- i) As per GHA Rules and Regulations, a registered player who moves out of District 9 after the commencement of the season shall have the right to complete the season and playoffs with their team, provided they do not register with another team or area. Alternatively, they shall be entitled to immediate release if they request to do so.
- j) Out of area transfers into District 9 may be permitted only if there is space available and only if the needs of the Association are met first. Final approval lies with the President, and relevant Board member(s).
- k) As per GHA Rules and Regulations, house league teams must have a minimum of 14 skaters and a maximum of 19 players per team, plus one or two goaltenders. Rep B teams must have a minimum of 15 skaters and a maximum of 19 players per team, plus one or two goaltenders, based on tryout circumstance. Exceptions to these Rep B numbers must be approved by the Blues' Presidents.
- l) Players will be distributed evenly throughout their age level, as per current GHA Rules and Regulations.
- m) The fees for registration shall be set annually by the Board and may include a family plan, as defined within these policies.
- n) Early registration may be held as decided upon by the Board. Discounts may be offered at that time according to the fees set by the Board for the upcoming season.
- o) Late registrations may be accepted; fees will be charged according to the following schedule:
 - i. After September 1st: full registration fee & full team fees apply
 - ii. After December 1st: 75% of full registration fee & full team fees apply
 - iii. After January 1st: 60% of full registration fee & 60% of team fees apply
- p) Refunds may be granted in accordance with the schedule determined by the Board and requests must be made in writing to the Registrar. Refunds of registration fees may be given according to the following schedule:
 - i. before sort outs – full refund
 - ii. on or before October 15th – 2/3 refund
 - iii. on or before December 1st – 1/3 refund

iv. after December 1st – no refund

- q) Parents or guardians shall be made fully aware at the time of registration what it is that the registration fee covers and shall be informed that team fees will be applicable at certain ages to cover costs above what is covered by registration.

FAMILY REGISTRATION PLAN

- a) A Family Registration Plan, for families with three (3) or more children, shall exist in order to aid families with registration costs and encourage increased participation in Eastend Minor Hockey.
- b) The plan allows for a family discount on registration fees, as determined by the Board.
- c) The Association shall not be bound to any joint implementation of the plan and continuation shall be subject to annual review by the Board.
- d) Family rates are not transferable with any out of area transfers or to the Gloucester Rangers Association.

PLAYER TRANSFERS

Any request for transfer in or out of the Association must be approved by the President, and relevant Board member(s), if necessary. Transfers may be permitted only if there is a demonstrated need and only if the needs of the Association are met first. All transfers are subject to the rules of the GHA, HEO and HC.

FUNDRAISING

- a) Fundraising activities implemented by the Fundraising Coordinator shall be for the benefit of all Association teams and not for individual teams.
- b) Registration fees and Association fundraising provide for:
 - i. Team sweaters
 - ii. Goalie equipment
 - iii. Fees to governing bodies
 - iv. Pre-season ice
 - v. Practice ice, as allocated in the Association Policies and Procedures
 - vi. Other hockey related initiatives
- c) Team fundraising shall be permitted, as per the policies of the Association and the GHA.

UNIFORMS

CREST AND LOGO

The Association logo is the officially adopted logo of the Association and is a registered trademark having been registered with Consumer and Corporate Affairs Canada. Use of this logo is exclusive to the Association in all endeavours including wares and merchandising. Use of this logo by any agency or business other than as designated by the Association is not permitted, except with prior authorization in writing by the Board. The terms of such use shall be for a specific instance and duration. Automatic renewal of the trademarked logo is in place.

Application Filing Date: [TBC]

Application Number: [TBC]

Registration Date: [TBC]

Registration Number: [TBC]

Description

- a) The logo is described as a [TBC]
- b) The crest shall be displayed as [TBC]
- c) The logo is displayed as such on the front of both Home team sweaters and Away team sweaters.

COLOURS

All house league teams are required to abide by the minimum standards as set out below:

- a) The Association Home jersey colour is white
- b) The Association Away jersey colour is black
- c) Hockey socks are Tampa Bay blue, white and black
- d) Hockey pants, helmet and gloves should be black

Jerseys other than the ones described above, i.e. "third jerseys", shall only be permitted to be worn during any exhibition, tournament, regular season and playoff games with written permission from the President.

House League teams shall not wear official Association game jerseys during team practices.

TOURNAMENTS

- a) Under the sanction of HEO and in cooperation with the GHA for ice availability, the Association will hold a U11 and U15 Hockey Tournament each year. The tournaments shall:
 - i. Be house league tournaments for all levels at each age groups;
 - ii. Be held each year on the dates approved by the GHA;
 - iii. Be self-supporting with costs borne by monies raised through registration fees, sponsors and similar;
 - iv. Have all ice time supplied by the GHA and paid for by the Association;
 - v. Follow GHA rules and regulations with regard to tournament operations.
- b) Rules of conduct and competition shall be decided by the Tournament Committee.
- c) The tournaments will be self-sustaining and run by a committee of volunteers under the direction of the Tournament Chairs.
- d) The U11 Tournament Committee is Chaired by the Association Director of U11 and the U15 Hockey Tournament is Chaired by the Association Director of U15. Other members of the Board or Key Volunteers may step in as Tournament Chair(s), with Board approval. The Tournament Committees consist of the Directors of Hockey for U11 & U15, the President, Treasurer, the appointed Tournament Coordinator and other members, as required.
- e) The Tournament Chairs will present a plan and detailed budget for their respective tournament to the Board for approval.
- f) The Tournament Coordinator shall be approved by the Board.
- g) U11 & U15 Coaches may be asked by Tournament Chairs to sit as members of the Tournament Committees.
- h) The Committees shall maintain records and accounts and shall prepare financial statements to be presented at Board meetings.

- i) The Committees are authorized to spend money for such things as are deemed necessary to run the tournament, such as:
 - i. purchase of ice;
 - ii. payment of referees;
 - iii. payment of time and/or score keepers;
 - iv. purchase of signage;
 - v. purchase of trophies, medals and other prizes or gifts for players.
- j) All spending shall be pre-approved by the Tournament Committee, as per the budget presented to the Board for approval. Significant changes to the original budget must be presented to the Board for approval.
- k) All funding of the tournament and any losses incurred shall be borne by the Association.

PLAYING PROCEDURES

GENERAL RULES OF OPERATION AND CONDUCT

- a) All players shall play a regular shift.
- b) Players are not permitted to enter the ice surface until the rink staff have left the ice and closed the Zamboni doors.
- c) No player or team official is permitted on the ice during a practice or game without a complete required set of CSA approved equipment, as required by Hockey Canada. This includes having a helmet strapped on until completely stepping off the ice surface.
- d) During a game, players on the bench must keep their equipment on at all times.
- e) Referees shall not allow a player to continue if they are found to be wearing faulty or non-CSA approved equipment and a penalty may be assessed.
- f) A player will not be covered by the Hockey Canada insurance program if injured and found not to be wearing CSA approved equipment.
- g) Players who have demonstrated an inability to control their temper on or off the ice shall be monitored by team officials. In problem cases, the Director of Hockey for that level shall be notified of the issue.
- h) Team officials have the authority to hand out discipline in the form of suspension or penalty that is not to exceed one game. In these instances, the Director of Hockey shall be notified and further measures may be considered as per the Association disciplinary process.
- i) No photos shall be taken unless photographer is behind the glass at ice level or in the stands.
- j) Obscene or profane language or gestures shall NOT be used at any time by the players, team officials or any member of the Association.
- k) In accordance with the Association By-laws and Policies and Procedures, any Association member may be prohibited from participating in Association functions through suspension by the Board if such action is deemed necessary.

- l) If a player receives a penalty during a game that calls for a suspension and/or a hearing, the coach is responsible for sitting the player out and contacting the Association VP and the Director of Hockey for further action. Failure of the coach to do this could result in a further suspension for the player, the coach or the team and a loss of points in league, play-off or tournament standings.
- m) Players are expected, by virtue of their membership, to attend all team functions, practices and games, at times specified by the coach, unless prior arrangements have been made with the coach.
- n) If, in the opinion of any one team official, Director or other member of the Board, a player at a game or practice, appears to be under the influence of alcohol or drugs:
 - i. The player will not be allowed to participate;
 - ii. Team officials will contact the player's guardian(s) and request that they pick up their player;
 - iii. The player shall immediately be suspended by the team official from playing with the team until such time as the Association discipline committee has considered what action should be taken;
 - iv. A complete written report is to be submitted by the team official to the VP and Director of Hockey.

Parents/Guardians and Fans

- a) Parents/Guardians are expected to have their children at the rink on time and when requested by the coach. Not participating takes away from the player's training and also damages the team's experience.
- b) Parents/Guardians should support their child's performance through words of encouragement and participate in a positive fashion.
- c) Demeaning, threatening, foul mouthed or derogatory remarks made by fans should be addressed with the individual first by the responsible team officials. If it proves to be ongoing or extreme, or the team officials are uncomfortable addressing it, the matter should be referred to the Director of Hockey.
- d) Parents/Guardians must agree to abide by the principles of the Fair Play Code as set by Hockey Canada and as supported by the Association. Parents must also agree to abide by the By-laws, Policies and Procedures as set by the Association & GHA.

DISCIPLINE

The Board shall have the power to discipline, suspend or expel a member of the Board, non-elected members, members or members of their extended family, team officials for:

- a) flagrant or gross misconduct*;
- b) unsportsmanlike conduct*;
- c) harassment;
- d) intoxication;
- e) drug use or sales;
- f) persistent infringements of the requirements of the Association, GHA, HEO or HC;
- g) other actions deemed to be sufficiently severe on the ice or in the rink or at any meeting/gathering in the interest of the game.

The Board, Key Volunteers and team officials shall have the power to immediately suspend a player at a game or practice for:

- a) flagrant or gross misconduct*;
- b) unsportsmanlike conduct*;

- c) harassment;
- d) intoxication;
- e) drug use or sales;
- f) persistent infringements of the requirements of the Association, GHA, HEO or HC;
- g) other actions deemed to be sufficiently severe on the ice or in the rink or at any meeting/gathering in the interest of the game.

In the event a player is suspended from play the team official will contact the parent/guardian of the player and request they pick up their player. If distance prevents the pickup of the player immediately, then the player shall be removed from the immediate area and be restricted to an area/place of accommodation in the presence of at least two team officials and/or parents/guardians. The player's parent/guardian is to be informed of the discipline issue by the team officials. The Board will determine what further action, if any, should be taken. A complete report is to be submitted by the team official to the Association President and Director of Hockey for that player's division.

*Note: "Flagrant Misconduct" describes behavior that is extremely, obviously, and/or purposefully improper. Examples of flagrant misconduct includes anyone taking photos of players as they change in the dressing room, or who is under the influence of alcohol or drugs at an Association event.

*Note: "Gross Misconduct" refers to behavior that can lead to immediate dismissal by the Association because it is serious enough and possibly criminal. Illegal drug use, being drunk while volunteering, stealing, sexual harassment are all examples of gross misconduct. Intentional behavior is needed to support a finding of gross misconduct. An act which deliberately or willfully threatens the rules of the Association, GHA, HEO or HC or shows a disregard for the member's obligations to the hockey community or the standard of behavior which the membership has a right to expect of its members, will constitute gross misconduct.

*Note: "Unsportsmanlike Conduct", also known as unsporting behaviour or bad sportsmanship or poor sportsmanship, is a foul or offense in many sports that violates the sport's generally accepted rules of sportsmanship and participant conduct. Examples include verbal abuse or taunting of an opponent, an excessive celebration following a scoring play, or feigning injury. Individual participants or an entire team may be sanctioned for unsportsmanlike conduct.

Team officials may discipline a player in accordance with the Association's Disciplinary Process which is found herein.

In the event an investigation is required, the investigation will follow the processes set forth by the current version of "Hockey Canada Investigation Guidelines for Branches and Minor Hockey Associations."

Discipline Committee

- a) The Discipline Committee shall:
 - i. Meet at the request of any member of the Association to review all matters of discipline in their jurisdiction;
 - ii. Record the minutes of all meetings and maintain these until they are recorded at the next Director meeting;
 - iii. If necessary, award decisions complementing those of other governing bodies such as the GHA, OBMHL, HEO and HC but may not supersede those decisions by awarding less severe punishments.
- b) The recommendations and decisions of the committee shall be effective immediately. The individual(s) involved will be notified of the recommendations and or decisions within 48 hours of the meeting and the determination will be recorded at the next Director meeting.
- c) The individual(s) have the right to appeal decisions to the Board. Any requests for an appeal shall be in writing. The appeal shall be heard at a regular or special Director meeting.

- d) In cases of flagrant misconduct, intoxication, drug use or sale, public displays of aggression, or other actions deemed to be sufficiently severe, any one elected member of the Board shall have the right to take such action as they deem necessary. Such action shall not supersede the authority of the game officials but may complement it by taking more severe action. Such action shall be reported immediately to the Association President who shall ask for a Discipline Committee to pursue the matter at the earliest possible opportunity.
- e) All matters of discipline resulting from other areas, leagues, organizations or associations that involve an Association player, team official, parent or guardian shall also be reviewed by the Discipline Committee.

ICE ALLOCATION

- a) Unless otherwise directed, each season, Association teams shall be provided with a combination of half ice and/or full ice practices included as part of their Association registration fees.
- b) The schedule below provides the total number of ice hours allocated to teams as part of their Association registration fees, according to level:
 - i. U9: 10 full or 20 half ice sheets for practice;
 - ii. U11: 10 full or 20 half ice sheets for practice;
 - iii. U13: 10 full or 20 half ice sheets for practice;
 - iv. U15: 8 full or 16 half ice sheets for practice;
 - v. U18: 5 full or 10 half ice sheets for practice;
 - vi. U21: 2 full ice sheets for practice;
 - vii. U10-U18 Association hosted Blues teams, as per Blues Agreement.
- c) Teams are responsible to cover the cost of any ice that they request above the allocation for their level provided by the association and will be provided an invoice from the ice scheduler by March 31st, with payment due upon receipt.
- d) All ice for league and play-off games is included in the registration fees with league game numbers as GHSA prescribes.

EQUIPMENT

- a) The Director of Equipment shall instruct those signing out equipment in the following:
 - i. Proper care and maintenance of such equipment;
 - ii. To return equipment as soon as possible if it is in need of repairs;
 - iii. That the equipment is to be used only for authorized and supervised Association activities and may be taken away if used for other purposes or if abused;
 - iv. That once it is signed out, the equipment is solely the responsibility of the member of the Association who signed for it and that they will be held responsible for any loss of or damage to it;
 - v. That they shall pay a deposit fee, a schedule of which shall be determined by the Board. The deposit fee is returnable but may be applied against any loss or damage of Association equipment;
 - vi. That all equipment must be returned immediately following the end of the playing year;
 - vii. That Association equipment shall not be loaned or rented to third parties;
 - viii. That they understand and shall agree to the above terms and instructions and shall sign an authorized form stating so.

- b) All inventoried equipment must be insured under the city's policy while it is being held in City of Ottawa facilities. A copy of the inventory of items stored in City facilities shall be on hand with the City of Ottawa for insurance purposes.
- c) All equipment not in use shall be stored in the Association storage facilities.
- d) All equipment owned by the Association shall be for the use of Association registered players and members only and shall be used only in supervised practices, games or other activities as approved by the Board.
- e) For the winter season, equipment shall be signed out after sort outs, although temporary issues may be signed out for goalies for sort out purpose subject to the current fee schedules.
- f) All equipment shall be returned immediately after the end of the winter playing season when inventory shall be done.
- g) For the summer season, equipment may be signed out only after completion of the annual inventory check and in accordance with the regulations and fee schedule set out by the Board.
- h) All equipment signed out for the summer season shall be returned before the start of the winter playing season, on a date determined by the Director of Equipment.

TEAM SELECTION PROCESS (SORT OUTS)

- a) The structure of the team selection process, also known as sort outs or evaluations, shall be approved by the Board. Each division shall be evaluated separately by a standardized method approved by the Board for players of that age level and follow the Sort Outs Best Practices document kept in Association records.
- b) The purpose of the team selection, or sort out, process is to separate the players into the most appropriate level for each player. All players shall be evaluated for their own benefit.
- c) No player shall participate in the sort outs unless they have paid their registration fees.
- d) No player shall participate in the sort outs unless properly attired as prescribed by Hockey Canada.
- e) The Director of Hockey shall coordinate and supervise all phases of evaluation in their division. They shall obtain the ice times and registration lists and shall seek volunteers to evaluate players, act as Trainers, check registrations upon player arrival, hand out numbered vests, organize the dressing rooms, and the on-ice sessions. They shall be responsible for ensuring that players are notified of their evaluation sessions. They shall maintain accurate records of the time/date, names of evaluators and the scores for each session. They shall return lists of teams and their levels to the Registrar as soon as possible once evaluations have been completed.
- f) The scoring of a player's skill level to decide at which level they will play shall be carried out by a team of evaluators for each division. The team should be made up of well qualified, adults (18+) and shall be approved by the Board. The Director of Hockey may be part of the assessment team. The other assessors must not include anyone with a child in that division. The purpose and responsibility of the assessment team is to see that all players receive a fair and accurate evaluation.
- g) Players returning from Rangers tryouts may be first tried out at the Rep B competitive level before moving to the house league levels. This implies that a player who tries out for the Rangers and was released, is not automatically guaranteed a spot at the Rep B level.

- h) The Association may, at its discretion, form one or more Rep B competitive teams in each division of hockey.
- i) No House League team roster shall be finalized until all Competitive team cuts are finalized.
- j) The number of teams required per level at each division will be determined by the current GHA Allocation Chart.
- k) If a Director of Hockey believes that the formula in the GHA Allocation Chart would not be appropriate for the skill level available, the matter may be referred to the Board of the GHA who will convene a committee to arbitrate the matter.
- l) Evaluation sessions will be done by assigned numbers and not by players' names.
- m) After the first session, the players will be regrouped closer to ability from the results of the first evaluations.
- n) At the end of each session, the team of evaluators shall meet to discuss the evaluations.
- o) These are the prescribed formula and methods, as set out below by the Board, that shall be used for sort outs:
 - i. Evaluators must not have a player at the level they are evaluating so as to remove any possible conflict of interest;
 - ii. Directors of Hockey must attempt to notify all players of their tryout schedule;
 - iii. The evaluators will evaluate all players by way of controlled scrimmages and/or drills designed for the appropriate level to assist in the rating of all players;
 - iv. The first session for U9-U15 will consist of timed technical skills stations, using resulting scores to do an initial sorting of all the players;
 - v. Subsequent sessions will have players sorted into a "top", "middle", and/or "bottom" group in action.
 - vi. The players will be measured using a rating system for each ensuing evaluation session;
 - vii. At any subsequent sessions, players either stay at those levels, or move up or down, based on their performance in game play, irrespective of their technical skills scores so best to properly assess their skill level;
 - viii. As players can move from one group to another throughout the process, scores from different groups or levels should be considered separately. Scores for different groupings should not be considered cumulative, nor be combined, as they are based on different levels of overall performance. Only scores from the same group or level can be used for comparative value;
 - ix. Technical scores, from the first evaluation session, can be used as a tie breaker;
 - x. Depending on the number of overall players and the number of teams to be formed, numbers are then narrowed down and players moved up or down at each level to get to the appropriate roster sizes. Note: the team(s) at the highest level should usually have the most number of players per roster, as compared to teams at the level below, with some exceptions as per GHA Rules and Regulations;
 - xi. For the last couple of sessions in the sort out process, the evaluators can specifically evaluate the bubble players (players who are evaluated to be at the bottom of one level and the top of the next level down) and watch for any other players who stand out as not belonging in that particular level. Rating, or providing scores, for the entire group again is not necessary;
 - xii. At U9, U11, and U13, tentative player allocations for teams will be carried out by the Directors of Hockey for the level, followed by balancing games, as necessary, in cases where there is more than one team at a level;
 - xiii. For the U15, U18, and U21 Divisions, in the case where two or more teams are being made, coaches will select their own teams by way of a draft;
 - xiv. In the case of a draft, the Director will separate all the players into appropriate levels and provide statistical information to the coaches in advance of the draft;

- xv. At U15 and above, where there is a draft, Coaches will be allowed to protect only one player other than their own, provided that player is deemed appropriate to play at the same level as the coach's player and the balance of the division is still respected;
 - xvi. Internal balancing games will take place at this point to ensure that all levels and teams are balanced within the Association;
 - xvii. The Director will move any player to another team and/or level to ensure that each player is playing at the appropriate level, and that all teams are balanced equally;
 - xviii. Directors of Hockey are encouraged to schedule exhibition games with other teams of the same level from within the GHA.
- p) Once teams are established, no players may be moved from one team to another without the approval of the Director of Hockey. After the fourth league game, any movement requires the approval of the Director of Hockey and the Board. If a player move is recommended, the Director of Hockey shall identify the most suitable team for the player by observing the teams in action, checking game statistics, records and consulting with coaching staff and, with the approval of the player and their parents, they shall be placed where deemed appropriate. If the player and their parents or guardians do not want to move teams, this process may be repeated until one player agrees to move.

COACH SELECTION PROCESS

- a) Applicants to fill coaching positions in the upcoming year will be requested, on an ongoing basis, starting at the end of the current playing year.
- b) Application format shall be approved by the Board, and shall include at a minimum coaching credentials and a resume of previous volunteer experience.
- c) Competitive coaches will be selected in June and house league will be appointed after the sort outs in September. The Board reserves the right to accept or reject any or all applicants and extend the above date as it sees fit.
- d) A Coach Selection Committee for each division, appointed by the Board, shall be convened to conduct interviews of applicants as required.
- e) The mandate of the Coach Selection Committees is to indicate whether they recommend or do not recommend a particular candidate to the Association Directors of Hockey.
- f) Selection Committee Membership.
 - i. The House League Coach Selection Committee will be chaired by the Vice-President. Other members of the Committee will be the Director of Hockey for that division, a member of the Mentorship Committee and at least one (1) other member of the Board.
 - ii. The Board may adjust the composition of this committee, as required.
 - iii. The Competitive Coaches Selection Committee will be chaired by the Vice-President. The members of the Committee will be the Director of Competitive Hockey, a suitable GHA representative and another qualified person selected by the Board.
- g) The members of the Coach Selection Committees are subject to the approval of the Board. Members of the Committees should:
 - i. Not have a direct relationship with the applicant;

- ii. Declare themselves in conflict of interest if they hold opinions or have had past experiences, outside of their role as a Director within the Association, with the applicant which make it impossible for them to maintain objectivity regarding that applicant;
 - iii. Not be an applicant for a head coaching position at the level for which they are on the committee.
- h) Where a Committee member is deemed to be in a conflict situation, an alternate member will be sought by the Board.
- i) The Coach Selection Committees shall identify specific criteria annually upon which their selections will be based, usually the committee will consider:
- i. Years of coaching experience;
 - ii. Past coaching history in hockey;
 - iii. Coaching clinics attended, certification and level obtained;
 - iv. Coaching related skills- communication, listening, organizational;
 - v. Technical knowledge;
 - vi. Disciplinary record;
 - vii. Ability to positively represent the Association;
 - viii. Input obtained by committee members from other members of the Association;
 - ix. Expectations of each candidate;
 - x. Familiarity with the Bylaws and Rules, Duties and Regulations of the Association;
 - xi. Prior coaching evaluations;
 - xii. References, if required.
- j) The final decision on Coach selection lies with the Director of Hockey for that level.

TEAM PROCEDURES

RESPONSIBILITIES OF TEAM OFFICIALS

- a) Each team shall have at minimum a Head Coach, Assistant Coach, Trainer, Manager, Treasurer and Equipment Manager.
- b) The Association will cover the cost of HC insurance for up to 6 team officials. Teams are responsible to cover the cost of any above that number. Team officials rostered to more than one team will be counted for insurance purposes on the roster deemed best by the Registrar. Managers are not required to be the roster, unless they go on the bench or on the ice.
- c) Any volunteer accepting an appointment as a Team Official is considered to be a member of the Association and shall abide by the Association's By-laws and Policies and Procedures.
- d) Appointment of all Head Coaches shall be ratified by the Board.
- e) Team Officials shall be familiar with all the rules and regulations of the Association, GHA, HEO and HC, particularly the playing rules as published.

Head Coach

The Head Coach shall:

- a) Be appointed to a team by the Association Director of Hockey for their level;

- b) Choose the remaining team officials and communicate their names and positions to the Registrar;
- c) Be qualified, or commit to getting qualified, as per Hockey Canada certification requirements;
- d) Attend the mandatory Association Coach meetings or send another of their team officials so that their team is represented;
- e) Start the season prepared with a planned program in line with their division and level of play that includes exhibition games, tournaments, practices and a budget;
- f) Meet with parents at the earliest opportunity to discuss their program and to assure their approval, in the event of parent dissent, an appeal may be lodged with the Director of Hockey for that Division;
- g) Attempt to buy extra ice, according to Association and GHA guidelines, for use as exhibition games or practices;
- h) Sign for team equipment according to the fees and schedules as set by the Board;
- i) Ensure that game sweaters are in the care of the team's Equipment Manager, handed out before and collected after each game, and worn only during games;
- j) Attempt to the best of their ability, to teach the individual skills necessary to play the game and create an opportunity for each player to improve;
- k) To follow the Fair Play Code for Coaches;
- l) Ensure that HC's Rule of Two is followed at all times;
- m) Not be a signatory on the team bank account.

Assistant Coach

The Assistant Coach shall:

- a) Be appointed by the Coach;
- b) Assist the Coach in all aspects of handling the team and, in the absence of the coach, be responsible for the team, its activities and be subject to all the rules and duties governing the coach;
- c) Be qualified as per HC requirements.

Manager

The Manager shall:

- a) Be appointed by the Coach;
- b) Be qualified as per HC requirements;
- c) Collect team fees from parents which shall be kept in a team bank account opened for that purpose;
- d) Open the team bank account and be one of the signatories on that bank account, along with the Treasurer;
- e) Maintain records and accounts, prepare reports for the benefit of the parents and for the coach and submit the 3 budgets, as detailed within these policies;
- f) Obtain the roster, travel permits and any other team documents as required;
- g) Obtain a key to the dressing room, monitor the condition of the room and report any damage to the arena staff;
- h) Ensure the game sheets are prepared for each game;
- i) Ensure the officials are on hand for each exhibition game and ensure payment for their services;
- j) Ensure that there is a time or score keeper for each game as required;
- k) Under the direction of the Coach, be responsible for all team activities off the ice;
- l) The Manager shall maintain records of:
 - i. Copies of the roster
 - ii. Copies of game sheets from all games played
 - iii. Copies of travel permits
 - iv. Copy of each player's medical form
 - v. Contact information for each player's parents or guardians.

Team Treasurer

The Team Treasurer shall:

- a) Be appointed by the Coach or Manager;
- b) Be one of two signatories on the team bank account;
- c) Not be family, spouse, partner or household member of the Team Manager;

- d) Work with the Manager to ensure team funds are tracked and that the team stays within the budget.

Trainer

The Trainer shall:

- a) Be appointed by the coach;
- b) Be a qualified trainer as per HC requirements;
- c) Be on the bench during games;
- d) Administer first aid and concussion management when necessary;
- e) Keep a copy of each player's medical form on hand.

Equipment Manager

The Equipment Manager shall:

- a) Take over the care and management of team jerseys from the Coach;
- b) Bring both sets of jerseys to each game in the garment bags provided and distribute them to the players;
- c) Collect the game jerseys after every game;
- d) Hang jerseys to dry after each game;
- e) Wash jerseys as needed and inspect them for abnormal wear and tear;
- f) Report damaged jerseys to the Director of Equipment and seek advice on the matter;
- g) Wash and hang all jerseys after the final game of the season to prepare the game jerseys for the Coach to return them on the designated equipment return day.

UNIFORMS AND EQUIPMENT

Game Jersey Care

The head coach is accountable for the team's game jerseys. The head coach will acquire the game jerseys and garment bag on Equipment pick up day. The head coach may assign the responsibility of the game jerseys to the team's equipment manager.

Game jerseys must be transported to each game in the team's garment bag. Game jerseys are to be handed out and collected back at each game.

At the end of the season, the head coach is responsible for returning the game jerseys in their garment bags on equipment return day. Jerseys must be returned washed and in proper condition. Jerseys deemed to be neglected will see the team losing some or all of their deposit money for the necessary repairs.

TEAM BUDGET

- a) Each team under the jurisdiction of the Association must submit their budget to the Association Treasurer according to the following schedule:
 - i. Preliminary budget by November 1st;
 - ii. Interim budget by January 1st, this budget must be acknowledged and bear the signature of all parents or guardians involved;
 - iii. Final budget by April 15th, this budget must be acknowledged and bear the signature of all parents or guardians involved.
- b) Failure to comply with the above regulation will result in the suspension of team activities.
- c) Failure to produce a final budget at season's end will prevent the issue of the equipment deposit refund.
- d) Teams can raise funds for their budget through a combination of team fees, fundraising and sponsorship.

- e) Maximum team fee contribution for each level is as follows:
 - i. U9 and U11 - \$250 per player;
 - ii. U13 - \$350 per player;
 - iii. U15, U18 and U21 - \$450 per player.
- f) Team fees are required. If a team family is unable or unwilling to pay team fees, team managers must reach out the Director of Hockey for their level for guidance on how to proceed.
- g) All funds raised by house league teams must be spent as a minimum of 75% on hockey operations including, but not limited to ice time rental, referees, team equipment. Team apparel, year-end gifts to players or coaches are not considered part of hockey operations.
- h) The maximum end of season refund permitted is capped at Team fees paid. Any excess is to be donated to the Association's Outreach Program.

TEAM FUNDRAISING AND SPONSORSHIP

- a) Teams may seek sponsors and conduct fundraising appropriate to minor hockey for the purpose of helping to offset individual teams' expenses during the year.
- b) Teams must seek approval from the Board for all team sponsorships and fundraising activity that may be questionable for a minor hockey team.
- c) It must be clear in promotion that the fundraising and sponsorships are for an individual team, not the Association. Letters may be issued from the Association Treasurer as proof for team fundraising status but they will indicate that the fundraising is being done on behalf of an individual team.
- d) Use of the Association logo for fundraising or sponsorship must be approved by the Board.
- e) Any use of the Association logo placed on products for financial gain is prohibited.
- f) Fundraising is voluntary and no parent or player is obligated to participate in fundraising activity or contribute financial support to the team beyond the maximum team fee contribution guideline found below. Team families are encouraged to participate, however, if the team has decided that additional funds are needed to meet the team's plan as decided on at the team meeting.
- g) Fundraising and sponsorship efforts for house league teams will be limited a maximum of twice the total of the maximum team fee contribution limits for a team multiplied by the number of players on the team that year. Fundraising activities are optional and the efforts are to be equally shared by all members of the team.

Level	# of Players	Total Team Fees	Total Fundraising	Maximum Revenue
U9	13	\$3,250	\$6,500	\$9,750
U11	15	\$3,750	\$7,500	\$11,250
U13	15	\$5,250	\$10,500	\$15,750
U15, U18 & U21	15	\$6,750	\$13,500	\$20,250

- h) If a team family procures a sponsorship that is specific to that family's use and is valued at more than the maximum team fee for that level, they are permitted to use that to cover their team fee. If families are entitled

to receive a refund on team fees at the end of that season, however, that family is not entitled to a share of that refund.

ATTENDING TOURNAMENTS

Tournament guidelines are as follows:

- a) Teams are encouraged to enter as many tournaments as permitted under current Association, GHA and HEO policies.
- b) An Association team is permitted to participate in a maximum of five tournaments, including two out-of-town.
- c) For the purpose of this policy, out-of-town means outside of 100 km radius or any location in the Province of Quebec, as set by HEO guidelines.
- d) A team may make application to the Board to participate in more tournaments, provided such applications are made in writing and include the signatures of all team parents in favour and opposed. The Board will provide guidance to the team on this matter.
- e) Travel permits must be completed and signed in accordance with current Association, GHA and HEO rules.