

ELMVALE MINOR HOCKEY ASSOCIATION



RULES OF OPERATION

OCTOBER 2023

Adopted by the Elmvale Minor Hockey Association Executive Following the OMHA Rules of Operation Guidelines for Member Associations

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1. GOVERNANCE

- 1.1 Elmvale Minor Hockey is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.
- 1.2 The aim of EMHA shall be;
- a) To ensure the proper development and betterment of organized minor hockey for all youths eligible to play in the EMHA minor hockey system.
 - b) To teach fair play, sportsmanship and responsibility amongst the participants including parents and those who organize and operate the hockey system.
 - c) To teach players the meaning of good citizenship and clean honest living.
 - d) To teach players to play the game for the love of the game, taking defeat in the same stride as victory.
 - e) To foster among its members, supporters and players a community spirit.
- 1.3 Levels of Hockey:
- a) Initiation Program level is to provide an opportunity for developing some basic hockey skills, building confidence and physical exercise in a team environment. This level is to be rewarding and fun.
 - b) Local League Hockey (GBTLL) all age groups are to be divided into teams of approximately equal numbers. Once the rep teams have chosen their rosters, all local league skaters will have their assigned ice time as usual. The local league coaches will then "rate" all skaters and goalies based on a pre-determined grading system. Others may also be called in to assist with this process. The lists will then come back to the EMHA executive to be divided equally among the number of local league teams. Coaches may submit written requests for specific players under unusual circumstances to the executive for consideration. Other than these requests, the ONLY additional information that will be accepted for consideration is when siblings are playing in the same division. In this case, the siblings will be placed on the same team. To keep the process neutral, a roster selection committee should be formed on the EMHA, and no person on the committee shall make a decision regarding their own child/relative. The local league teams will represent EMHA in the Georgian Bay Triangle Local League in the Tyke through Midget age categories and will enter play downs at end of the regular scheduled season.
 - c) Representative Hockey (OMHA/GB) Rep and AE teams will be comprised of players who desire a high level of competition and are willing to make a tremendous commitment in time and finances to the operation of the team. The Rep teams will have first chance to select their players; the Board of Directors will determine both regular and affiliated players and the dates that these selections shall be completed by. These players will begin try-outs in late August and early September and the successful candidates will be chosen to represent EMHA in the Novice through Juvenile age categories. The Rep teams will play locally in the Georgian Bay league and will enter OMHA play downs at end of the regular scheduled season.
- 1.4 All Players will abide by the rules and regulations of the Association and its governing bodies.

1.5 Definitions

HC - Hockey Canada

LL - Local league team which competes regularly in the local league comprised of a number of centers affiliated with the OMHA

OMHA -Ontario Minor Hockey Association

AGM – Annual General Meeting

Rep - Representative Hockey competes regularly in the local center affiliated with the OMHA and will enter OMHA play downs.

AE - Additional entry team that has been selected after the Rep team and has been entered as a representative team following OMHA guidelines.

AP - Affiliated player

IP - Initiation Program

HTCP - Hockey Trainers Certification Program

2. CODE OF CONDUCT AND ETHICS

2.1 EMHA Code of Conduct:

The EMHA and the OMHA identifies the standard of behavior which is expected of all EMHA members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team members, trainers, administrators and employees involved in any and all EMHA and OMHA activities and events.

The EMHA and OMHA are committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of the EMHA shall conduct themselves at all times in a manner consistent with the values of the EMHA and OMHA, which includes fairness, integrity and mutual respect.

During the course of all EMHA activities and events, members shall avoid behavior which brings the EMHA or the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-prescription drugs, and use of alcohol by minors.

EMHA members and participants shall at all times adhere to the EMHA and OMHA's operational policies and procedures, rules and regulation governing all EMHA and OMHA events and activities and rules and regulations governing any competitions in which any member of EMHA participates.

Members and participants of the EMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of EMHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist, or sexist. In particular, behavior, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the EMHA Harassment and Abuse guidelines, which follow the Guidelines of the OMHA Harassment and Abuse Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the OMHA. Such action may result in the

member losing all privileges, which come with membership in the EMHA, OMHA, HC, and the Ontario Hockey Federation including the opportunity to participate in EMHA or OMHA activities and events, both present and future.

2.2 Coaches and Team Officials Code

a) Fair Play Code for Coaches and Team Officials

- 1) I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
 - 2) I will teach my players to play fairly and to respect the rules, officials and opponents.
 - 3) I will ensure that all players get equal instruction, support and fair playing time.
 - 4) I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
 - 5) I will make sure that equipment and facilities are safe and match the players' ages and abilities.
 - 6) I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
 - 7) I will obtain proper training and continue to upgrade my coaching skills.
 - 8) I will work in cooperation with officials for the benefit of the game.
- b) The Board of Directors reserves the right to reject coaches and team officials in such cases where a previous record of behaviour unbecoming a member of the EMHA has been evident.
- c) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the Constitution or Operating Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

2.3 Fair Play Code for Players

- 1) I will play hockey because I want to, not just because others or coaches want me to.
- 2) I will play by the rules of hockey, and in the spirit of the game.
- 3) I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- 4) I will respect my opponents.
- 5) I will do my best to be a true team player.
- 6) I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good plays/performances – those of my team and of my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

2.4 Fair Play Code for Officials

- 1) I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- 2) I will avoid or put an end to any situation that threatens the safety of the players.
- 3) I will maintain a healthy atmosphere and environment for competition.

- 4) I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward officials, other players, spectators or myself.
- 5) I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- 6) I will handle all conflicts firmly but with dignity.
- 7) I accept my role as a teacher and role model for fair play, especially with young participants.
- 8) I will be open to discussion and contact with the players before and after the game.
- 9) I will remain open to constructive criticism and show respect and consideration for different points of view.
- 10) I will obtain proper training and continue to upgrade my officiating skills.
- 11) I will work in cooperation with coaches for the benefit of the game.

2.5 Fair Play Code for Parents

- 1) I will not force my child to participate in hockey
- 2) I will remember that my child plays hockey for his or her enjoyment, not for mine.
- 3) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 4) I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 6) I will never ridicule or yell at my child for making a mistake or losing a game.
- 7) I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- 8) I will never question the officials' judgment or honesty in public.
- 9) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 10) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

2.6 Fair Play Code for Spectators

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

2.7 Conflict of Interest

No member of any board or committee and no member of the Association entitled to vote on a matter may vote if such member has a conflict of interest in the subject matter pertaining to the vote. A conflict of interest is deemed to arise for a voting participant in any of the following cases:

- a) In making a decision on any matter, the board or committee would affect a financial or economic interest of that voting participant, not common to the membership as a whole.
- b) A decision made would directly or indirectly affect a team for which his child plays to the exclusion of other teams.
- c) A decision made would directly or indirectly affect the voting participant's child but not affect all other children in the Association.
- d) If the Elmvale Minor Hockey Association Directors determines by majority vote that such member has a conflict of interest in any matter concerning which the member has a right to vote.

3.0 ELIGIBILITY /INSURANCE AND REGISTRATION

3.1 Residency/Eligibility

- (a) Elmvale minor hockey players must reside within the area described by OMHA Residency Rule.
- (b) The Executive shall set the date by which the selection of players must be completed in September.
- (c) If in the opinion of a majority of the Executive, a minimum roster must be set for a representative team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.
- (d) Players must sign a HC/OMHA roster before participating in any game of the team's regular playing schedule. No player shall be signed after the applicable league/OMHA imposed deadline.

3.2 Registration of Players

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

Year of Birth	Age Dec. 31	Age Division
2014 and earlier	6 or under	<u>Under-7 (U7)</u>
2013	7	<u>Under-9 (U9)</u>
2012	8	
2011	9	<u>Under-11 (U11)</u>
2010	10	
2009	11	<u>Under-13 (U13)</u>
2008	12	
2007	13	<u>Under-15 (U15)</u>
2006	14	
2005	15	<u>Under-18 (U18)</u>
2004	16	
2003	17	
2000-2001-2002	18-19-20	Under-21 (U21)

- (b) The registration fee for each player grouping shall be based upon the budget.
- (c) A parent or legal guardian or player who has attained age of majority just sign the EMHA registration and EMHA Volunteer commitment agreement form.
- (d) A registration form must be filed with the registration committee, accompanied by the appropriate fee and all appropriate documents, before any player can participate in any activity sponsored by the EMHA. The Board of Directors is empowered to prohibit any player from practising or playing until the fees are paid in full.
- (e) Registration will remain open until the quota (if applicable) for each division is reached. (refer to section on Juvenile)
- (f) Registration after specified cut off dates will be at the discretion of the Board of Directors.
- (g) New town residents will be accepted at the discretion of the association and/or as specified by OMHA Regulations.

3.3 Birth Certificates

A copy of a birth certificate and all other documents required by the OMHA to complete registration requirements will be submitted with every initial registration of players. Players must be registered and fees paid in full before participating in any game, practice or try-out.

3.4 Registration Dates

The Executive shall set registration dates and fees for the following hockey season. Registration procedures will be organized and co-ordinated by the Registrar.

3.5 Registration Fee and Refunds

- (a) Registrations received after a date predetermined by the Executive, shall be subject to a late administration charge, with the exception of new residents. If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area)
- (b) Refunds will be granted according to the date the written application is received by the Registrar or Secretary and the following table:
 - Up to September 30 - 90%
 - During the month of October - 75%
 - During the month of November - 50%
 - After November 30th - No refund

3.6 Banking & Payments

- All association accounts must be held at a registered chartered bank or credit union and have dual signatures required.
 - General Accounts require President & Treasurer as payment approvers / signatories.

- Fundraising Accounts require the Treasurer & and another appropriate EMHA member as payment approvers / signatories.
- The Secretary should be added as a 3rd signing authority on all accounts to allow payments to flow should one of the primary signing authorities not be available.
- EMTs (Email Money Transfers) received must be set up to automatically be deposited into the general account.
- Payments can be made via any format that provides a minimum of 2 approvals prior to payment.
- Financial records are to be maintained electronically.
 - Backup paperwork can be either in hard or soft copy.
- Members must be given the option of at least 2 payment methods for all dues and fees.

Budget Policies

- EMHA is to maintain a cumulative surplus of between 50% and 75% of budgeted expenses.
- If the year ending cumulative surplus is below 50% of budgeted expenses for the following fiscal year, the budget must deliver a minimum surplus of 5% (maximum 15%) of the budgeted expenses.
- If the year ending cumulative surplus is above 75% of budgeted expenses for the following fiscal year, the budget must deliver a minimum deficit of 5% (maximum 15%) of the budgeted expenses.

Deadlines for Registration Payments

- Each year the executive committee must provide a payment plan with a minimum of 3 monthly payments. Note: Payment plans are not adjusted based on the date of registration, multiple payments may be due at time of registration.
- All payment plan options must end with a full registration payment deadline of August 15th.

Deadline for Payment of Rep Fees

- All Rep/Team Fees are required to be paid within 7 days of being offered a spot on any Rep, AE, MD, or Select team.

Late & Outstanding Balance Policy

- It is understood that there may be, for whatever circumstances, a time when payments cannot be made or financial assistance is required. The EMHA holds a position that this is a sensitive matter and will be treated accordingly. It must also be understood that the only recourse the association has is to place the family in 'not good standing' and remove that player from the active roster.
- **Special Payment Arrangements** - The EMHA wherever possible will enter into special payment arrangements in order to allow all players an opportunity to play. If an alternative payment schedule is made, it is important to note that the dates must be strictly adhered to. Failure to meet modified payment schedules will result in immediate cessation of play. Payment arrangements cannot extend beyond the 1st scheduled regular season game or 2 months from the date the arrangement is made (whichever is greater). Entering into a special payment arrangement is at the sole discretion of EMHA.

Late Fees and Refunds

- Any player who was registered with EMHA in the prior season will be charged a late fee if they register after July 31st.
- Refunds will be granted according to the date the written application is received by the Registrar and the following:

- There is a \$25 administration fee that is non-refundable for each participant who registers.
- Late fee is non-refundable
- Fundraising fee is non-refundable
- 100% refund (less the administration fee) for refunds requested prior to the 1st tryout of the division the player is registered for. For divisions without tryouts, the latest tryout date for the association will be used as their date for 100% refund.
- 90% refund (less the administration fee) for refunds requested following the first tryout to the end of September.
- 75% refund (less the administration fee) for refunds requested during October.
- 50% refund (less the administration fee) for refunds requested during November.
- 0% refund for requests made after November 30th.

3.7 Second Entry Rep

Second Entry Rep will be offered in age groups where registration numbers reasonably allow it. For an AE team to be **considered** by the executive an age group will require the following minimum players registered for tryouts by August 15th of the current season.

U11 - 20 Skaters + 2 Goalies
 U13 - 20 Skaters + 2 Goalies
 U15 - 24 Skaters + 2 Goalies
 U18 - 24 Skaters + 2 Goalies

3.8 Insurance

- (a) Insurance is mandatory for all teams from the start of the playing season. It is agreed that when any group, composed exclusively of EMHA players, supervised by an insured member in good standing with the EMHA, meet for the purpose of practicing or playing hockey, that this group be covered by the existing OMHA insurance policy.
- (b) The insurance program described by the Ontario Hockey Federation Insurance Guide shall cover all players and officials of the EMHA.
- (c) The Executive shall purchase and renew yearly an Association liability insurance policy for coverage of Executive members. The President shall be responsible for ensuring this insurance is obtained by the treasurer.
- (d) The Treasurer shall purchase and renew yearly an Association insurance policy for coverage of equipment and sweaters. The Equipment Manager shall be responsible for ensuring this insurance is obtained by the treasurer.
- (e) On-Ice volunteers may purchase insurance at their own cost through the OMHA insurance plan and EMHA can provide the application. Application to be completed by the OMHA cut off date.

4.0 EQUIPMENT AND UNIFORM AND COLOURS

4.1 Equipment

- (a) All players, team officials and volunteers are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, convenors, and coaches must advise players or parents of players improper fitting or illegal equipment. Any player not Suitably outfitted will not be allowed on the ice.
- (b) All players must wear mouth guards following OMHA requirements.

4.2 Uniforms

- (a) All uniforms and other approved clothing (coats, hats, ties etc.) and use of the approved Elmvale Coyote logo, must incorporate the EMHA colours of blue, red and white. All clothing requests and use of the Elmvale Minor Hockey Coyote logo must be pre approved by the Executive.
- (b) Team game sweaters are to be standardized to the following colours:
 - i. One set of white with red and blue trim.
 - ii. Another set of blue with red and white trim.
- (c) All equipment purchased by or donated to EMHA is the property of the EMHA.
- (d) EMHA suggests players have blue helmets, blue pants and EMHA approved team socks.
- (e) All EMHA team sweaters are to be used for team games only or special team events with approval from EMHA Board of Directors.

5.0 PLAYER MOVEMENT

- 5.1 Changes to rosters after roster has been approved by OMHA may only be done with prior approval of the Board of Directors.
- 5.2 All players who pay a tryout fee will be guaranteed the first two rep skates and 1 Skate at AE. The players are not obligated to participate in rep tryouts in order to Be eligible for Second Entry Rep
- 5.3 A team of a higher age group may use a player of a lower age group under the following conditions:
 - (a) Players who play two levels of hockey must attend his/her age level's regular scheduled ice times first.
 - (b) The Coach of the higher age group team must request in writing the permission of the Board of Directors to use such players notwithstanding the "AP" list. The letter must include the higher age group coach's signature, the lower age group team coach's signature and the parent's signature.
 - (c) The Board of Directors will resolve any disputes involving a player moving from a lower age group team to a higher age group team.

5.4 The Board of Directors will support movement of eligible players between the Rep team and Local League team under the following conditions:

- (a) The player's eligibility status follows OMHA guidelines.
- (b) The player's parents agree to the move, in writing.
- (c) The player's first commitment is to his/her original team.

5.4 Affiliated Players

- (a) The Board of Directors or the OMHA/GB and GBTLL Convenor will approve all affiliated players "AP" lists. Any player thus approved will be allowed to practice or play with that team to a maximum of 5 games and 5 practices.
- (b) A player can only be placed on the AP list for one team.
- (c) The following procedures must be followed when a coach/manager wishes to establish an AP list:
 - i. The coach/manager must complete the proper OMHA player Affiliation form that is available from the OMHA/GB and GBTLL Convenor Following OMHA manual of operations guidelines.
 - ii. The AP list must be completed and returned to the OMHA/GB and BTLL Convenor.
 - iii. The Rep Convenor will fax the copy to the OMHA office and the local Executive member. The approved AP list will then be returned to the Appropriate team.
- (d) Players on an AP list are to be used in the following situations:
 - i. When a regular player is ill.
 - ii. When a regular player is injured.
 - iii. When a regular player is serving a league suspension.
 - iv. When a regular player is missing for personal reasons.
- (e) If an AP player is to be used outside of any of the 4 above rules written in section d) then prior written notice must be given to the Board of Directors and approval must be received before a player is activated from the AP list.

Example: a team with 11 skaters are participating in a tournament and the addition of one or two players from the AP list will assist the team when They are playing more than one game in one day.
- (f) All Elmvale Minor Hockey Rep teams must have their AP player forms submitted no later than October 15th of the current hockey season. Any request submitted past the deadline will not be approved without the consent of the Board of Directors.
- (g) All Elmvale Minor hockey teams Local League teams must have their AP forms submitted no later than October 15st of the current hockey season. Any request submitted past the deadline will not be approved without the consent of the Board of Directors.
- (h) Teams will only be allowed to bring up affiliate players to match the number of players listed on their OMHA approved roster sheet. If a team wants to go above their roster level of players using affiliated players, then approval of the Board of Directors is required.

5.5 Any female hockey player Atom age and above must dress separately from the male players, but be included in pre and post-game discussions and/or meetings.

6.0 CONDUCT AND DISCIPLINE

6.1 Complaints and Sanctions

- (a) Complaints or questions regarding the operation of the Association must be submitted, in writing, to the President or Secretary.
- (b) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- (c) Complaints/questions should be submitted at least two weeks prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- (d) Upon receipt of a complaint, the President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.
- (e) Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- (f) All complaints shall receive a written reply.

6.2 The Board of Directors shall have full control of affairs of the Association, having the power to deal with all disagreements or protests, or any unbecoming conduct on the part of the Team Officials or Players, either on or off the ice, or any matter pertaining to the objectives of the Association.

7.0 TEAM OFFICIALS

7.1 Selection of Team Coaches

- (a) The EMHA Executive will review all coaching applicants and present the Coaching Selection Committee with an approved list of applicants
- (b) The Coaches Selection Committee will select Coaches and present selection of all Coaches to the Board Directors
- (c) Application for coaching positions will be advertised for the upcoming season on the website.
- (d) All applications for the Rep team coaching positions must be submitted to the Technical Director before March 31st.
- (e) All EMHA team coaches and assistant coaches must be certified in accordance with the OMHA Manual of Operations.
- (f) A person may not be the head coach of a Minor Hockey team, Novice and up, for the same child for more than two (2) consecutive years, unless you are deemed to be the best applicant by the EMHA executive

7.2 Selection of Team Officials

- (a) Coaches shall appoint other Team Officials subject to the approval of the Board of Directors.
- (b) Board of Directors are eligible to be team officials.
- (c) All team officials shall hold a valid certificate.

7.3 Responsibilities of Team Officials

- (a) Regular meetings between Team Officials and Board of Directors will take place each month. Team Officials are Coaches, Assistant Coaches, Managers and Trainers. If a team representative fails to attend the regular meeting, the Board of Directors may levy appropriate reprimand.
- (b) Team officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- (c) Team officials shall become familiar with and enforce all rules, regulations and procedures of the EMHA and OMHA.
- (d) The Head coach of the team is responsible for forwarding a copy of the "Hockey Canada injury Report" and the approval, by way of a doctor's note, of the player to return to play to the OMHA/GB or LL Convenors and to the OMHA
- (e) Team Officials are responsible for the efficient operation and decorum of their teams on and off the ice and shall ensure that only eligible personnel are on the bench.
- (f) Team Officials are responsible for sweaters, goal equipment and other possessions of the EMHA. Sweaters, Goal Equipment and other possessions of the EMHA should be collected after each game and practice and returned to the proper storage location.
- (g) Team Officials are to enforce the proper use of sweaters. If players are using team game sweaters for other than games, the player(s) and manager will be levied a punishment by the Equipment Manager or the Board of Directors. The use of sweaters not approved by the EMHA is strictly prohibited in scheduled games.
- (h) All players must be properly attired in CSA approved equipment before going on the ice. This ensures insurance coverage in case of injury.
- (i) A team official will notify the Registrar/Secretary of any player that ceases to participate.
- (j) A team official will at the end of the season give all OMHA rosters to their respective Convenors the completed team roster who will then submit them to the Secretary.
- (k) Team Officials will submit a list of any individual team rules to the Board of Directors for review.
- (l) The Manager will forward an inventory list and keys to the Equipment Manager at the end of the season.
- (m) Trainers are to ensure OMHA regulations and guidelines are followed regarding player health and incidents of injury. Ensure that the trainer's kit is available at all games and practices.
- (n) No team in the EMHA system will cease to operate or participate without the consent of the Board of Directors.
- (o) There shall be two team officials in dressing rooms at all times, and during all discussions with players/parents.
- (p) Coaches Handbooks are handed out at the start of each season and should be referred to for any matter concerning EMHA.

7.4 Coaches and Parents

- (a) Rep, AE, and LL coaches and manager must meet with the parents at the beginning, throughout the season and at the end of the season.
- (b) EMHA will hold an orientation meeting at the beginning of each year for all I.P.'s, Tykes, and Novice age groups. Atom and above will be

given any pertinent changes to the Rules of Operation or a handout specifying rules and special events for the season.

- (c) These meetings are used to explain:
 - i. Coaching Philosophy
 - ii. Team operations
 - iii. Playing times
 - iv. Team Budget Including Tournaments
 - v. Team rules
 - vi. Responsibilities of Coaches, Players and Parents
 - vii. And any other points that either group wishes to discuss
- (d) It is essential to keep the lines of communication open.

7.5 Team budgets and finances will be the responsibility of each team manager.

7.6 No team may operate an individual fundraising bank account without the prior Approval of the Board of Directors.

7.7 The Budget Committee must approve every team's budget to ensure revenue and expenditures are reasonable and just.

7.8 Said team or individual must settle any debts or bills incurred by any team, team official or player in the EMHA unless approved in writing by the Board. EMHA will not honour these debts.

7.9 Any team or individual incurring debts in the name of the EMHA without prior written approval shall be liable to suspension from the Association.

8.0 Officials

8.1 The Referee-In-Chief will be responsible for assigning OMHA qualified officials to all EMHA games

8.2 The Referee-In-Chief will act as a liaison between EMHA and the On Ice Officials (Referees), Timekeepers and Gate Keepers

8.3 EMHA Referees will be paid an additional \$5 per game officiated each year under the following criteria (paid annually once referees recertify the following year)

- a) Referees are 17 years of age or younger on Dec 31st of the hockey season
- b) Referee's recertify the following year
- c) Referees are level 2 R or below
- d) Referees are considered EMHA officials by OMHA
- e) Maximum \$150.00 per Year payment
- f) Maximum \$500.00 lifetime payment

9.0 Subsidization

9.1 Courses

- (a) To encourage and retain team officials to obtain the highest level required, the EMHA will subsidize clinic participants 100% in increments of 1/3, 1/3, 1/3 over three years of active participation.

10. Fund Raising

10.1 Team

- (a) All fundraising by individual teams must be submitted on the approved form for approval to the Board of Directors. The Board of Directors will provide all fundraising dates. No other date for the fundraising event is to be used without prior approval of the Board of Directors.
- (b) All funds raised by an event are to be reported to the Board of Directors 14 days after the event. Failure to report to the Board of Directors will result in suspension of a Team Official until such report is submitted. The Board of Directors shall investigate any discrepancies on this report.
- (c) Fundraising will be allowed to cover only Team expenses, No other person shall derive any benefit from it. Team expenses will include travel and tournament entry fees.
- (d) Board of Directors must approve fundraising for clothing, international travel or international entry fee. All advertising must specify that the fundraising event be for clothing or an international event.
- (e) All monies derived from fundraising activities left over at the end of the year shall be divided as follows: Rep teams, Second Entry Team, LL teams – ½ the money stays with the team that raised the money and ½ the money is given to the equivalent higher team. (e.g. ½ U13 rep – ½ U18 rep) where possible. If not it will stay with the age group that raised the money.
- (f) All monies left over that had been derived from fundraising activities for international events are to remain in a separate account. Any EMHA team may make separate application to the Board of Directors requesting funding for international events that the EMHA is represented.
- (g) A report by all EMHA teams that participated in fundraising must be submitted to the Board of Directors 14 days prior to the AGM. This report shall contain an account of all monies spent and or monies to be returned to the EMHA for distribution as per section 10.1 (e) listed above. Failure to submit this report will result in the team officials being suspended from participating in the EMHA until such time the report is submitted.
- (h) Bottle Drives - only two bottle drives will be permitted throughout the season, to a maximum of four teams. Each bottle drive may be awarded to two teams, the routes will be divided between the two teams. The teams must hold their bottle drives on the same day. For each bottle drive the first teams route will include Elmvale and Hilldale, the second teams route will include Anten Mills and Minesing.

11. Sponsorship

- 11.1 No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the EMHA
- 11.2 All approved sponsorships shall be for 1-year duration.
- 11.3 All equipment purchased or donated by a sponsor shall become the sole property of the EMHA and subject to all rules and regulation of the EMHA.
- 11.4 It shall be the sole responsibility of the Sponsors/Publicity Manager to obtain and allocate the necessary number of sponsors.
- 11.5 No sponsor will pay any money directly or indirectly to any team nor may said sponsor directly or indirectly provide equipment or other benefits to their team, without the expressed consent of EMHA.
- 11.6 All monies, equipment, etc. from sponsors must be paid to the EMHA who will in turn pass the monies along to the appropriate team and/or purchase the equipment.
- 11.7 The EMHA will set the dollar level for sponsorships based on the recommendations of the Budget Committee.
- 11.8 Only one sponsor is permitted per team.
- 11.9 Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.
- 11.10 Members should contact the Sponsorship/Publicity Manager if a specific sponsor wishes to support one of their teams. The Sponsorship/Publicity Manager will follow-up with the sponsor.
- 11.11 The Board of Directors shall arrange and approve all team sponsors and have all fees payable to the EMHA on the direction of the Sponsors/Publicity Manager.
- 11.12 All Rep and LL teams are to be called by their sponsor names. All team officials are to acknowledge their sponsor and are to keep their sponsor aware of his/her teams status and upcoming games.
- 11.13 Teams are discouraged from approaching their individual sponsors for additional funding.

12. – TEAM TOURNAMENTS AND JAMBOREES

- 12.1 All EMHA teams can participate in the maximum number of tournaments as recommended by the Hockey Canada pathways in place at the start of each season.
- 12.2 Tournaments above the Hockey Canada recommendation require EMHA executive approval prior to registration.
- 12.3 Notwithstanding 12.1.b any tournament that a team qualifies for will not require approval, but the qualification tournament must fit within the limits set in 12.1.a.
- 12.4 EMHA does not provide teams with funds to enter tournaments. Upon request, EMHA may advance teams a tournament fee. Teams will be invoiced for such tournament advances and will be fully responsible for payment of the tournament fee back to EMHA.
- 12.5 All EMHA teams must participate in all EMHA-hosted tournaments, and pay the full registration fee associated with the tournaments. Potential discounts will be determined annually prior to tryouts.
- 12.6 Teams must fill out the appropriate form on the website when registering for

A tournament in order that all relevant parties are made aware.

- 12.7 For any tournament above the Hockey Canada recommended amount, it is the responsibility of the Head Coach to ensure that no players are unable to attend the tournaments due to financial restrictions.

13. RULES OF OPERATION

- 13.1 The OMHA manual of Operations shall be the guideline for the EMHA.
13.2 A team shall not play more than three games in one calendar day.
13.3 The Board of Directors will enter all teams in league competitions through the respective convenors.
13.4 All EMHA representative teams shall be entered in an OMHA league to ensure eligibility for OMHA playdowns.
13.5 The EMHA will pay a set amount per player and coach if a bus for any team required to travel more than two hours one way to a playoff game. Bus arrangements must be approved through the treasurer. The team officials and parents are responsible for any damages and cost incurred during the use of any bus whether funded by EMHA or not.
13.6 The Manager will notify the appropriate Convenor of any league or OMHA suspension.
13.7 If a team cannot use its allocated ice, it is the responsibility of the team coach/manager to inform the convenor as soon as possible. Convenors will attempt to utilize ice within their group if possible. If the Convenor cannot make use of ice with their group, they will then offer it to the other Convenor.
13.8 Team officials must notify their respective Convenors regarding home exhibition games. Team officials will also be responsible for contacting the referee-in-chief to schedule referees for home exhibition games. Appropriate notification is required.

Section 14 Appendixes

- Appendix A Board of Directors Eligibility and Duties
- Appendix B EMHA Standing Committees
- Appendix C EMHA Abuse and Harassment Complaint Procedures
- Appendix D EMHA Policy on Volunteers
- Appendix E EMHA Privacy Act
- Appendix F EMHA approved forms

Appendix "A"

BOARD OF DIRECTORS ELIGIBILITY AND DUTIES

President

(A) Eligibility:

Persons nominated for this position must have served on the present Board of Directors EMHA for at least 2 years immediately prior to election.

(B) Duties:

The President shall

- i. Represent the Association in the Community
- ii. Lead in the continuing development of the EMHA philosophy, and

- assist in the continuing development of coaching and hockey skills for the association.
- iii. Preside at all meetings of the Board and the Association, with the usual privileges of offices.
 - iv. Act as Chair of the Board, the Executive Committee, and at all Meetings of the Membership
 - v. Act as a member of the coaching selection committee.
 - vi. Chair the Abuse and Harassment Committee.
 - vii. Exercise general supervision of the Association in accordance with Policies determined by the Board
 - viii. To establish such committees other than the standing committees as may be deemed necessary to assist in the organization and operation of the Association.
 - ix. Report regularly to the Board on matters of interest;
 - x. Delegate tasks as necessary.
 - xi. To serve as an ex-officio Chairperson, or as an ex-officio member of all committees.
 - xii. Use his background and knowledge in a position of arbitrator or problem solver for the Association.
 - xiii. Act as a representative of EMHA to OMHA or other recognized governing body.

Vice President

(A) Eligibility:

Is elected or appointed at the first meeting following the Annual meeting by the Board of Directors for a one year term. The Vice President must be a current member of the Board of Directors.

(B) Duties:

assume the Duties of the President in the absence for any reason of the President.

Treasurer

(A) Eligibility:

Although not essential the association would prefer that all nominated persons have a strong and experienced background in the accounting or banking field.

(B) Duties:

The Treasurer shall

- i. Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- ii. Ensure the submission of the books of account to a bookkeeper for an independent review at the end of the financial year, which will be completed by July 31st.
- iii. Present a Report of the bookkeeper from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- iv. Evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- v. Chair the Budget Committee;
- vi. Prepare and present a financial statement at each monthly Board meeting.
- vii. Receive all monies of the Association and deposit same in a

- chartered bank approved by the Board.
- viii. Maintain books and accounts covering financial records of the association.
- ix. Pay all accounts authorized by the Board.
- x. Carry out duties assigned by the Board, the Executive Committee or the President.
- xi. During the unavoidable absence of the treasurer, the Secretary shall retain temporary signing authority.
- xii. Ensure that all necessary and appropriate insurance has been purchased.

Secretary

(A) Eligibility:

Although not essential, all nominated persons should have some word processing skills.

(B) Duties:

The Secretary shall

- i. Record or delegate the recording of the minutes of General meetings of the Membership, Board Meetings and Executive Committee Meetings and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the Policies and procedures established by the Board or by the Membership;
- ii. Ensure the proper custody of the Association's corporate seal, Corporate minutes and resolutions and other corporate records and documents;
- iii. Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association;
- iv. Recommend policy to the Board regarding internal and external communications of the Association;
- v. Conduct all telephone poll votes when necessary upon request of the President. Telephone polls should be restricted to crucial time sensitive situations and will be reviewed at the next Board meeting at which time the motion will be duly moved, seconded and a new vote taken.
- vi. Attend all EMHA Board and sub-committee meetings and record the minutes of these meetings.
- vii. Type, copy and distribute these minutes to all members of the Board for the next general meeting.
- viii. Keep orderly files and turn over all files to the successor at the end of term.
- ix. Compile an accurate information list of Board members, giving position and telephone numbers, and give a list to each executive member.
- x. Ensure notice is given to all Board of Directors and Coaches regarding regular meetings, sub-committee, Annual General meeting and special meetings of the membership.
- xi. Maintain the membership list referred to in Bylaw Section 6.2;
- xii. Carry out duties as assigned by the Board, the Executive Committee or the President.
- xiii. Compile a list of Board of Director member's names, addresses and phone numbers for insurance purposes.

Past President

(A) Eligibility:

The immediate past president shall remain on the Board of Directors for a period of not less than one year in the position of Past President.

(B) Duties:

The Past President shall

- i. Avail him/herself to the President, directly, and the Board indirectly, his/her knowledge and experience for immediate and future guidance.
- ii. Serve a two year term on the Board after completion of term as President.
- iii. Chair the amendments and elections portion at the Annual General Meeting and to chair the Nominations and Elections Committee;
- iv. Assist the President in enforcing the by-laws and the Policies and procedures established by the Board or by the Membership.
- v. Act as the EMHA representative to 'AAA' zone executive committee;
- vi. Chair special committees or conduct specific projects as directed by the Board of Directors;
- vii. Be available to assist any Director requiring assistance in the completion of his or her functions;
- viii. Carry out other duties as assigned by the Board, Executive Committee, or the President.

Sponsors/Publicity Manager

(A) Eligibility:

All nominated persons must realize the effort involved and be willing to assume the responsibility of the position.

(B) Duties:

The Sponsors/Publicity Manager shall

- i. Encourage all teams to supply the media with the name of team sponsor and results of their games.
- ii. Assist in the advertising and operations of special events as directed by the Board.
- iii. Arrange for all teams to have their photographs taken.
- iv. Acquire sponsors as per the decisions of the Board.
- v. Work closely with the Equipment Manager in ensuring that all the required sponsor information is applied to sweaters.
- vi. Ensure sponsors receive their schedule of events and their team picture or plaque;
- vii. Attempt to improve the Associations' public image and maintain adequate liaison and public relations between the Association and its sponsors.
- viii. Be a member of the Budget Committee.
- ix. Carry out duties as assigned by the Board, the Executive Committee or the President.

Director of Game Day Operations

(A) Eligibility:

All nominated persons shall hold a current referee card and be a member in good standing of the Referee's Association.

(B) Duties:

Director of Game Day Operations

- i. Appointment of the following staff positions

- Scheduler of Referees
- Scheduler of Timekeepers
- Scheduler of Gatekeepers
- Scheduler of Ice Time
- ii. Act as liaison between executive and the following staff
 - Scheduler of Referees & Referees
 - Scheduler of Timekeepers & Timekeepers
 - Scheduler of Gatekeepers & Gatekeepers
 - Scheduler of Ice Time
- iii. Duties related to Referees
 - Actively recruit officials
 - Act as liaison with OMHA to support the training & advancement of officials
 - Develop fee structure
- iv. Duties related to Timekeepers
 - Actively recruit timekeepers
 - Adequately train timekeepers
 - Develop fee structure
- v. Duties related to Gatekeepers
 - Actively recruit gatekeepers
 - Adequately train gatekeepers
 - Develop fee structure
- vi. Duties related to Scheduler of Ice Time
 - Actively recruit Ice Time Schedulers
 - Adequately train Ice Time Schedulers
 - Develop fee structure
- vii. Report to executive appropriately on matters within his/her Purview.
- viii. Liaise with Springwater Township with regards to ice time, its availability, and cost.

Registrar

(A) Eligibility:

Although not essential all nominated persons should have some computer word processing skills.

(B) Duties:

The Registrar shall

- i. Be responsible for the set-up and implementation of registration;
- ii. Maintain active lists recording the number of players, their names and addresses and phone numbers in each age classification
- iii. Collect all players' fees and forward same to the Treasurer.
- iv. Compile the membership list and submit to Secretary;
- v. Be a member of the Budget Committee.
- vi. Carry out other duties as assigned by the Board, Executive Committee, or the President.

Technical Director

(A) Eligibility:

All nominated persons shall hold a 'Level Coach' certificate (minimum) and be willing to

Fulfil the commitments and obligations associated with the position.

(B) Duties:

The Technical Director shall

- i. For purposes of establishing, implementing and evaluating on ice and off ice technical development programs liaison with the Local League Convenor and the OMHA/Georgian Bay Convenor;
- ii. Recruit and train volunteers for team officials to perform the functions required for technical development under the direction of the Board of Directors;
- iii. Organize and assist in coaching certification and trainer clinics;
- iv. Provide and update procedural manuals for team officials;
- v. Provide temporary team officials when required.
- vi. Liaison with the Referee In Chief;
- vii. Liaison with the OMHA concerning the coach mentor program;
- viii. Implement and enforce all OMHA Risk Management Programs.
- ix. Chair the Coaching Selection Committee.
- x. Establish and maintain procedures with respect to clearance of all volunteers required to complete a police report.
- xi. Carry out other duties as assigned by the Board, Executive Committee, or the President.

Local League Convenor

(A) Eligibility:

Although not essential all nominated persons should have previous experience with hockey operations.

(B) Duties:

The Local League Convenor shall

- i. Be responsible for the operation of the Association's Local & House League teams;
- ii. Prepare and report to the Board house & local league operations;
- iii. Act as liaison between the Board and the Local League teams;
- iv. Be responsible for the assigning of ice times for all Local League teams;
- v. Attend all Georgian Bay Triangle Local League meetings for the EMHA or have an alternate Board member attend these meetings.
- vi. Ensure that all Local League team officials are kept up-to-date on policy and procedures that may affect them from the Local League.
- vii. Establish such committees as may be necessary to assist in the organization and operation of the Local League teams.
- viii. Compile a list of team official's names, addresses and phone numbers for insurance purposes.
- ix. Carry out other duties as assigned by the Board, Executive Committee, or the President.

OMHA/Georgian Bay Convenor

(A) Eligibility:

Although not essential all nominated persons should have previous experience with

hockey operations.

(B) Duties:

The OMHA/Georgian Bay Convenor shall

- i. Prepare and report to the Board all Representative hockey league operations;
- ii. Be responsible for the operation of the Association's OMHA representative teams;
- iii. Act as liaison between the Board and the OMHA and the OMHA representative teams.
- iv. Attend all OMHA Georgian Bay meetings for the EMHA or have an alternate Board member attend these meetings.
- v. Provide roster and all registration documents (players and team officials) by mid-August and ensure all rosters are completed and forward to the OMHA for approval.
- vi. Provide all Rep teams OMHA rules, roster sheets and affiliated player sheets by the first team practice after team selection.
- vii. Arrange all OMHA playoff ice time and schedules through communication with association managers, opposing town OMHA Reps.
- viii. Keep a complete list of all OMHA team rosters and affiliated player lists (including HC card numbers) for reference.
- ix. Act as liaison between team managers and referee-in-chief for referee assignment for all scheduled games, and game changes.
- x. Compile a list of team official's names, addresses and phone numbers for insurance purposes.
- xi. Establish such committees as may be necessary to assist in the organization and operation of the OMHA representative teams.
- xii. Be responsible for the assigning of ice times for all representative teams;
- xiii. Ensure that all representative team officials are kept up-to-date on policy and procedures that may affect them.
- xiv. Carry out other duties as assigned by the Board, Executive Committee, or the President.
- xv. Attend all Board of Directors meetings.

Equipment Manager

(A) Eligibility:

All nominated persons must realize that this is a time consuming position and that the successful candidate must fulfil the term to the best of his/her abilities.

(B) Duties:

The Equipment Manager shall

- i. Be responsible for the care and repair of all equipment used by the EMHA;
- ii. Acquire adequate supplies of equipment for use in the Local League and Representative systems;
- iii. Keep a written record itemizing the equipment available, its location and condition;
- iv. Ensure that all team sweaters have the required sponsor name applied;
- v. Carry out other duties as assigned by the Board, Executive Committee, or the President.

Fundraising Manager

(A) Eligibility:

All nominated persons must realize the effort involved and be willing to assume the responsibility of the position.

(B) Duties:

The Fundraising Manager shall

- i. Review ways and means of raising sufficient funds to enable the Association to operate efficiently;
- ii. Establish such committees as may be necessary to assist in organizing and operating of various projects;
- iii. Submit a written report to the Board on each said project and a financial report at the end of each project;
- iv. Collect and submit a written report to the Board for each individual team fundraising projects requests for approval and financial report at the end of each project;
- v. Be a member of the Budget Committee.
- vi. Carry out other duties as assigned by the Board, Executive Committee, or the President.

Tournament Manager

(A) Eligibility:

All nominated persons must realize the effort involved and be willing to assume the responsibility of the position.

(B) Duties:

The Tournament Manager shall

- i. Be responsible for organizing and administering any tournaments undertaken by the Association;
- ii. Shall act as the liaison between the Board of EMHA and the OMHA to ensure sanctioned tournaments meet and follow organizations regulations for operation;
- iii. Provide the registration of all tournaments with the OMHA and submit reconciliation forms as required by the OMHA.
- iv. Act as a liaison between team managers and coaches and Referee-in-chief for assignment of tournament game schedules and operations.
- v. Establish such committees as may be necessary to organize and administrate any and all tournaments which the Association may decide to undertake and to submit the make-up of such committees to the Board;
- vi. Submit a written financial statement of each tournament to the Board;
- vii. Carry out other duties as assigned by the Board, Executive Committee, or the President.

Volunteer Committee Manager

(A) Eligibility:

All nominated persons must realize the effort involved and be willing to assume the responsibilities of the position.

(B) Duties:

The Volunteer Committee Manager shall

- i. Establish such sub sections within the volunteer pool to aid in

- accomplishing all extra EMHA activities(including but not limited to Fundraising, Sponsors & Publicity, Sundry Activities, Tournaments, concession booth
- ii. Establish, fill, train and oversee volunteers for specific roles, but not limited to Purchasing agent for the concession booth, gatekeepers, assistant to the treasurer for the concession booth, booth leaders, apparel sales
 - iii. Maintain written records of the number of volunteer hours completed by each volunteer member, report to the Board any discrepancies in completion of volunteer hours
 - iv. Carry out other duties as assigned by the Board, Executive Committee, or the President.

APPENDIX B EMHA STANDING COMMITTEES

Abuse and Harassment Committee:

- a) The Abuse and Harassment Committee shall be chaired by the President of the Association and be composed of not less than 3 elected members of the Board of Directors. No one on the committee should have a conflict of interest with either the complainant or respondent.
- b) The Abuse and Harassment Committee shall;
 - i) Find resolution or processing of the complaint in a fair and unbiased manner;
 - ii) Establish and monitor Policies relating to abuse and harassment that follow OMHA guidelines;
 - iii) Be a fact-finding hearing committee that can handle complaints between a coach and parent. Everyone should have the right to ask questions during the fact-finding.
 - iv) Submit a written report with recommendations to the Board of Directors for approval. After the committee has ruled, then a written report should go to all parties.

Budget Committee:

- a) The Budget Committee shall be chaired by the Treasurer and shall consist of three other elected members of the Board of Directors.
- b) The Budget Committee shall:
 - i) Prepare a budget for the Association for the next fiscal year for submission to the Board for approval;
 - ii) Liaison with all Committees of the Board to receive estimates of revenues and expenditures for the next fiscal year of the Association for purposes of preparing the Budget; Finalize schedule of budget submissions from all committees on an annual basis. Recommend policy to the Board regarding financial budgeting and planning.

Nominations and Elections Committee

- a) The Nominations and Elections Committee shall be chaired by the Past President and shall consist of two (2) other elected Board members.
- b) The Nominations and Elections Committee shall:
 - ii) Solicit nominations for each Board position, which is to become vacant including nominations for each Annual General Meeting;
 - iii) Be responsible for conducting the annual election of Directors in accordance with the provisions contained in this By-Law;
 - iii) Present a report regarding Nominations and Elections to the Board;
- c) Recommend policy to the Board regarding Nominations and Elections.

Coaching Selection Committee

- a) The Coaching Selection Committee shall be chaired by the Technical Director and shall consist of two other board of directors, and two others operating at arm's length from the board of directors.
- b) The two arm's length members of the committee shall be selected by the Technical Director and approved by the board of directors.
- c) The Technical director shall only vote for a coach selection should the other 4 votes result in a tie.
- d) The Coaching Selection Committee shall:
 - i. Set a coaching selection criteria;
 - ii. Convene meetings and interviews to select coaches for the respective teams;
 - iii. Follow the guidelines of the OHF Ten Step Screening Process.
 - iv. Make coach selections and report them to the Coaching appointments are to be made as early as possible.
 - v. Coaching assignments are to be posted to website within a timely manner.

APPENDIX C

EMHA POLICY ON VOLUNTEERS WITH CRIMINAL RECORDS

The Elmvale Minor Hockey Association (EMHA) accepts its significant responsibilities to its vulnerable clients.

This Association owes a duty of care to its clients, to staff, and to the community. Acceptance of this duty will be reflected in all Association programs, services and activities, as well as its policies and procedures.

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

EMHA will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) 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 Association, a Police Record Check will be required as one element of the screening process.

Individuals with past Criminal Code convictions, five years 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.

Five years or more recent:

- Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving.

- Individuals with past convictions or charges pending for drug offences under the CDSA or its predecessor.

Individuals with past Criminal Code convictions, charges pending or pardons for the following offences will not be considered for a direct service position:

- Physical or Sexual Assault
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14.
- Indictable criminal offences for child abuse.
- Sexual exploitation
- Sexual interference
- Invitation to sexual touching
- Child pornography
- Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.

Applicants may be rejected as a result of other information gained during the police record check process or through the screening process as a whole, or as a consequence of other factors.

It should be noted that every volunteer once accepted, is obliged to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Once accepted as a volunteer with the EMHA as a coach or coaching staff, you will be required to complete a police check every three (3) years.

The EMHA will accept a completed Police Check by an applicant providing it is four months or more recent.

APPENDIX D

EMHA ABUSE AND HARASSMENT COMPLAINT RESOLUTION PROCEDURES

1. A member who has a complaint regarding a breach of the EMHA Code of Conduct or the OMHA abuse and harassment policy, shall discuss the complaint with his/her executive team liaison representative within a reasonable time limit of first becoming aware of the complaint.
2. The team liaison who receives a formal complaint shall respond within seven (7) days of the discussion.
3. A member of EMHA who is not satisfied with the response of the liaison shall then submit a formal written complaint to the President of EMHA.
4. The President of EMHA in conjunction with the chairman of the Abuse and Harassment committee will review the complaint.

5. The President and Chairman shall decide if the complaint should be dealt with directly, without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the person complained of is fully informed and is given an opportunity to respond to the complaint.
6. If necessary the President and chairman will involve the Abuse and Harassment committee of EMH executive and a further fact finding team will conduct a thorough internal investigation.
7. The Abuse and Harassment committee has the power to discipline, sanction and or suspend any team player, guardian, official or executive member for contravention of the Code of Conduct of EMHA, or Abuse and Harassment.
8. The Chairman of the Abuse and Harassment committee shall respond to the member in a timely manner after the receipt of the written complaint.
The report shall contain:
 - a) A summary of the relevant facts.
 - b) A determination as to whether the acts complained of constitute abuse & harassment as defined in the OMHA Abuse & Harassment policy.
 - c) Disciplinary action to be taken, if the acts constitute abuse & harassment.
 - d) Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute abuse & harassment.
9. A member who has received a decision from the Abuse and Harassment committee has fourteen (14) days to respond in writing to the Chairman of the Abuse and Harassment committee with any concerns regarding the decision.
10. Where a complaint is not processed within the time prescribed, or the Complainant becomes reluctant to continue it shall be at the sole discretion of the Abuse and Harassment committee to continue the review of the complaint in accordance with this policy.
11. At any stage of the procedure, the time limits imposed upon either party may be extended by mutual agreement.

APPENDIX E EMHA COMPLAINT RESOLUTION PROCEDURES

1. A member of the EMHA who has a complaint shall first discuss the complaint with his/her coaching staff within three (3) days of first becoming aware of the complaint.
2. When the complaint cannot be resolved by the coaching staff within three (3) days of the discussion, the complaint shall be discussed with the liaison representative for the team from the EMH executive.
3. Failing resolution with team liaison representative within seven (7) further days, the member of EMHA may file a complaint in writing to the president of EMHA.
4. EMHA executive shall give their recommendation in writing within thirty (30) days of receipt of the written complaint.
5. If the complainant is not satisfied with the recommendation from EMH executive they may reply in writing within seven (7) days. The executive of EMH will review complaint and respond with a final decision.
6. Where a complaint is not processed within the time prescribed, it shall be deemed to have been withdrawn.
7. At any stage of the procedure, the time limits imposed upon either party may be extended by mutual agreement.

EMHA and Your Personal Information

Since January 2001, the Canadian Federal Government has applied the Personal Information Protection and Electronics Document Act (PIPEDA) to personal information of clients and employees in the federally regulated private sector. As of January 1, 2004 this legislation will apply to all organizations in Canada, whether federally or provincially regulated, that collect, use or disclose personal information about their members, customers and clients in the course of commercial activity.

EMHA is committed to comply with PIPEDA.

In this regard, the EMHA has designed policies and procedures to protect the privacy and security of all personal information collected, used or disclosed by the EMHA for the purposes of running the organization.

The EMHA Privacy Policy follows the 10 Canadian Standards Association principles identified in the federal PIPEDA.

This document has been prepared to help the members of EMHA understand the Act and how it affects their participation in the programmes offered by EMHA.

If you have any questions or concerns regarding our privacy policies or procedures, or you would like to review, verify or amend your personal information, please do not hesitate to contact us.

Sincerely,

ELMVALE MINOR HOCKEY ASSOCIATION

Ryen Oakes
President

PURPOSE OF THIS POLICY

EMHA has developed this Privacy Policy for implementation beginning October 1, 2004. This policy describes the way in which EMHA collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, parents, trainers, coaches, referees, managers and volunteers.

This policy describes the way that EMHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). The policy describes each principle and the method of implementing each. EMHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

EMHA reserves the right in its sole discretion to make whatever changes to its Privacy

Policy it deems necessary and expedient. Any and all such changes will immediately be posted to the EMHA website (www.elmvaleminorhockey.ca) .

ACCOUNTABILITY

EMHA shall designate a Privacy Officer for EMHA who will report to the President and they are jointly accountable to the EMHA officers for compliance with this Policy. The Privacy Officer will be responsible for EMHA's compliance with PIPEDA privacy principles and for responding to access requests, corrections and complaints in accordance with this Policy.

The EMHA's Privacy Officer will ensure that EMHA is accountable for all personal information in its possession including that, which may be transferred to a third party. Third party organizations that handle information on behalf of EMHA shall be contractually obligated to adhere to the standards of the EMHA Privacy Policy.

EMHA will implement internal policies, which will facilitate adherence to the Privacy Policies including but not limited to the following:

- Security measures at all levels designed to protect personal information in its possession;
- Procedures designed to respond to complaints and/or inquiries;
- Training in all facets of information management, including awareness of EMHA's Privacy Policy and subsequent policies and procedures developed in accordance with the Policy.

IDENTIFYING PURPOSES

EMHA shall only collect information necessary to conduct hockey programming. Access to our Privacy Policies and procedures will be readily available. Similarly, the process by which challenges may be made to the EMHA's compliance and/or adherence to the legislation in question shall be readily available.

EMHA collects personal information for the purpose of providing hockey programming, which endeavours to meet the individual needs of each participant.

EMHA recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty, EMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

EMHA will request individual permission for the use of any data collected which is extraneous to that which is identified below, unless said usage is authorized or required by law.

Types of Personal Information	Purpose of Collecting
A participant's name, gender, place of residence and date of birth	To determine that the participant's geographical, division and level of play information are consistent with

	OMHA
A participant's parents (if applicable); name, address, telephone number(s), email addresses and fax.	To facilitate emergency contact information and to ensure compliance with OMHA residency regulations.
E-mail addresses and fax	To facilitate membership communication.

The information will be collected via registration procedures.

All information is kept for the duration of seven years or as long as required to fulfill the purposes identified, unless permission is obtained from the member providing the information to hold it for a different length of time.

CONSENT

EMHA will use the personal information for the uses specified in section 2.

All members of EMHA have the ability to consent to the use of their personal information on a yearly basis. A member of EMHA agrees that the act of registering constitutes implied consent to such use of their personal information by EMHA, OMHA and its Member Partners, and Hockey Canada.

If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the EMHA Privacy Officer at any time, subject to the legal or contractual restrictions and by providing reasonable written notice. Previous consent will be removed from the EMHA database upon receipt of a written request and that request will be communicated to all member partners within 10 business days.

EMHA may collect personal information without consent where reasonable to do so and where permitted by law.

LIMITING COLLECTION

EMHA and its member partners shall only collect personal information in a fair and lawful manner as set forth in this Privacy Policy.

EMHA shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purposes.

EMHA will not use any form of deception in gaining personal information from its members.

LIMITING USE, DISCLOSURE AND RETENTION

EMHA and its member partners shall limit the use of personal information collected to purposes that are listed in section 2 (Identifying Purposes) and 3 (Consent) and will not disclose the information for other purposes except as authorized or required by applicable law.

Prior to enlisting the services of third party organizations, EMHA will contractually commit those parties to treat your personal information in a manner consistent with this Privacy Policy.

EMHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person or body with jurisdiction to compel the production of the information or otherwise as authorized or required by applicable law.

EMHA may at its discretion release personal information for the purposes of collecting debts, which may be owed to EMHA.

EMHA shall retain documents concerning registration for a minimum of 24 months from the time it was provided.

ACCURACY

EMHA shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner. Members will have the ability to view and review data provided on their application for membership at any time. EMHA shall attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.

EMHA shall only update information if a request is made in writing.

SAFEGUARDS

Security safeguards will be implemented to ensure your personal information is protected from theft as well as unauthorized use or access, disclosure, copying, or modification thereof.

All information collected by EMHA will be considered highly sensitive. As such, a high level of security will be practiced at all times.

OPENNESS

EMHA publicly discloses the methods by which personal information is handled. The information is readily available through its Privacy Policy.

The information available includes:

- The name and phone number of the EMHA Privacy Officer.
- The forms to access your information or change your information
- A description of the type of personal information and our general uses thereof (Section 2)

If any participant shall have a question regarding the personal information collected, an investigation may be initiated to the Privacy Officer, then directly to EMHA.

INDIVIDUAL ACCESS

Upon request by the individual concerned, subject to applicable legislation, EMHA shall disclose whether or not it actually holds personal information on an individual. EMHA shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.

EMHA may request sufficient information to confirm your identity before releasing any personal information to you.

Subject to applicable legislation, EMHA shall endeavour to provide this information within 30 days of receipt of the request for information. The information shall be in a format understandable to you.

A member may challenge the accuracy and completeness of the information through written request and any inaccurate information, which may be so validated, shall be corrected and any third parties shall be notified of the corrections.

CONTACTING US

If you have any questions about this privacy policy, please contact EMHA in writing:

ELMVALE MINOR HOCKEY ASSOCIATION
Attention: Privacy Officer
14 George Street, Unit D
Elmvale, Ontario
L0L 1P0

