

Mount Forest Minor Hockey

Rules of Operation

April 16, 2008

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MOUNT FOREST MINOR HOCKEY ASSOCIATION
Rules of Operation – Revision Log

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Section 1: Governance

1.1 Levels of Governance

- (a) MFMHA operates under the governance of its Constitution and the Rules of Operation in conjunction with the rules, bylaws and policies of the:
- Western Ontario Athletic Association, hereafter WOOA
 - Ontario Minor Hockey Association, hereafter OMHA
 - Ontario Women's Hockey Association, hereafter OWHA
 - Ontario Hockey Federation, hereafter OHF
 - Hockey Canada, hereafter HC

1.2 Implementing Rules of Operation

- (a) Between Annual General Meetings (AGM) the MFMHA Board of Directors reserves the right to implement an operating rule or regulation as deemed necessary to facilitate hockey operations. The rule or regulation must be approved by a majority vote of the current Board of Directors before being implemented. After implementation, this rule or regulation will then be brought to the first AGM, after Board of Directors approval for ratification by a 2/3 majority vote of the members present at that AGM.

The rule or regulation will be added to the applicable governing document (Constitution or Rules of Operation) as moved at the AGM.

Section 2: Conduct, Discipline and Complaints against the Association

2.1 Membership Conduct

- (a) All members of the MFMHA are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season.
- (b) The MFMHA reserves the right to reject membership in such cases where a previous record of behavior unbecoming of a member of the MFMHA has been evident.

2.2 Code of Conduct

- (a) This Code of Conduct identifies the standard of behavior which is expected of all MFMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in MFMHA activities and events. MFMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of MFMHA shall conduct themselves in a manner consistent with the values of MFMHA, which include fairness, integrity and mutual respect. During the course of all MFMHA activities and events, members shall avoid behavior which brings MFMHA or the sport of hockey itself into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. MFMHA members and participants shall at all times adhere to MFMHA's operational policies and procedures, to rules and regulations governing MFMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of MFMHA. Members of MFMHA 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 OMHA/OWHA's Harassment policy.

- (b) Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of MFMHA. Such action may result in the member losing the privileges which come with membership in MFMHA, including the opportunity to participate in MFMHA activities and events, both present and future.
- (c) As members of the MFMHA, all members will follow the code of conduct. Members under the jurisdiction of the OMHA will follow the code of conduct as outlined in the current revision of the OMHA Manual of Operations. Members under the jurisdiction of the OWHA will follow the code of conduct as outlined in the current revision of the OWHA Constitution, Bylaws and Regulations.
- (d) Alcohol and drugs are strictly forbidden from all Mount Forest Minor Hockey Association team activities, including tryouts, training, practices, games and any transportation to or from such activities. No member may be under the influence of alcohol and/or drugs during the course of any team activity. Any MFMHA member, including, but not limited to, any player, bench staff, parent/guardian or other volunteer who is present at any team activity under the influence or seemingly under the influence of alcohol and/or drugs and/or with alcohol or drugs in his/her possession, will immediately be removed from the activity, asked to leave the facility and the proper authorities may be contacted. The matter shall be reported to the team's bench staff and the executive. The team bench staff and Mount Forest's Minor Hockey Association's Discipline Committee will review/investigate in order to determine whether there should be discipline. Any involvement of alcohol or drugs during a MFMHA team activity will be reviewed by the Discipline Committee, which shall report to the executive and make a recommendation regarding discipline. If discipline is considered, the person has a right to be heard by the Discipline Committee. Discipline may include suspension from MFMHA activities

2.3 Additional Codes of Conduct

- (a) Coaches and Team Officials Code:
 - I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
 - I will teach my players to play fairly and to respect the rules, officials and opponents.
 - I will ensure that all players get equal instruction and support.
 - I will not ridicule or yell at my players for making mistakes or performing poorly.
 - I will remember that players play to have fun and must be encouraged to have confidence in themselves.
 - I will make sure that equipment and facilities are safe and match the players' ages and abilities.
 - I will remember that players need a coach they can respect. I will be generous with praise and set a good example.
 - I will obtain proper training and continue to upgrade my coaching skills.
 - I will work in cooperation with officials for the benefit of the game.
- (b) Parents Code:
 - I will not force my child to participate in hockey.
 - I will remember that my child plays hockey for his or her enjoyment, not for mine.
 - I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
 - 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.
 - I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
 - I will never ridicule or yell at my child for making a mistake or losing a game.
 - I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
 - I will never question the officials' judgment or honesty in public.
 - I will support all efforts to remove verbal and physical abuse from children's hockey games.
 - I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.
- (c) Players Code:
 - I will play hockey because I want to, not just because others or coaches want me to.
 - I will play by the rules of hockey, and in the spirit of the game.

- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

(d) **Spectators Code:**

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

2.4 Discipline following Violations of the Code of Conduct

- (a) Failure to comply with the code of conduct may result in disciplinary action, suspension or release from membership. Upon a fair hearing such action may result in the member losing the privileges that come with membership in the MFMHA, including the opportunity to participate in MFMHA activities.

2.5 Discipline following Violations of the Constitution and Rules of Operation

- (a) Membership may be revoked at any time of an individual who has been deemed by the Board of Directors to be in contravention of the MFMHA Constitution and Rules of Operation. Such action shall only result after a fair hearing, recommendation of the Board of Directors Committee, and a majority vote of the Board of Directors.

2.6 Team Discipline

- (a) The coach of a team is responsible for assessing immediate disciplinary action against players on their team when it is warranted. If a suspension is involved, they shall notify the Coaches Committee Chairperson who in turn will contact the President.
- (b) Any appeals of disciplinary action taken by a coach shall be submitted to the President. This also applies to complaints regarding the lack of disciplinary action.
- (c) The Mediation Committee shall rule on any unresolved appeals or complaints.

2.7 Penalties and Suspensions

- (a) All penalties and suspensions shall be called and served in accordance with the WOAA, OMHA and or OWHA regulations.
- (b) The head coach will inform the Town Contact, as soon as possible, when a player on their team has been assessed a game misconduct penalty.
- (d) A player, or team official receiving a 2nd game misconduct will receive a verbal warning from the Town Contact, and the President will be notified.

- (d) On the occurrence of a 3rd game misconduct, the player or team official will be automatically suspended until reinstated by the President.

2.8 Complaints regarding the Operation of the Association

- (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 Board of Directors.
- (c) Complaints/questions should be submitted at least one week prior to the Board of Directors 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 Board of Directors or for immediate, serious issues, may call a Board of Directors meeting to address the issue.
- (e) Discussions of complaints of a sensitive or personal nature at a Board of Directors Meeting will not be open to the general membership and shall be kept confidential.
- (f) All complaints shall receive a written reply.

2.9 Member Expenses

- (a) Any member of the association as defined in section 5 and 6 of the MFMHA Constitution may submit reasonable expenses to the treasurer of the board for pre-approved purchases.
- (b) The expenses being claimed must be in relation to the affairs of the MFMHA
- (c) The expenses claimed must be accompanied by a legible receipt and be pre-approved for purchase.
- (d) All expenses must be submitted to the treasurer of the board on an approved MFMHA Expense Form which will be available on the MFMHA web site
- (e) The eligibility of any expense claimed will be the sole discretion of the MFMHA Board unless previously approved

Section 3: Registrar

3.1 Registration

- (a) Registration procedures will be organized and coordinated by the Registrar and the Board of Directors.

3.2 Residency and Eligibility

- (a) Players must reside within the area described by OMHA /OWHA Residency Rules.
- (b) After December 1, MFMHA players skating with Junior teams will no longer be eligible to play for the remainder of the MFMHA season. Any refunds will be prorated.
- (c) A MFMHA player must sign an "AAA" playing card by Oct. 1st of the current playing year. No approval to play "AAA" will be given by the MFMHA after Oct. 1st

3.3 Registration of Players

- (a) Subject to registration numbers, the Association will operate the following player groupings:

Classification	OMHA Program (Age as of December 31st)	OWHA Program (Age as of December 31st)
U5	4 and under	not available
U7	6 and under	not available
U8	7	not available
U9	8	8
U11	9 & 10	9 & 10
U13	11 & 12	11 & 12
U15	13 & 14	13 & 14
U18	15, 16 & 17	15, 16 & 17
U21	18, 19 & 20	18, 19 & 20

Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Board of Directors approval. The request to transfer or tryout for another division must be made in writing to the Board of Directors outlining the specific reason(s) for the request.

- (b) Players must be registered and fees paid in full, or arrangements made and approved by the Registrar before participating in any game, practice or try-out.

3.4 Proof of Age

- (a) Satisfactory proof of birth will be submitted with every initial registration of players.

3.5 Registration Dates

- (a) The Board of Directors in consultation with the registrar shall set registration dates for the upcoming hockey season.
(b) The registration dates will be advertised on the MFMH website and social media.

3.6 Registration Fees

- (a) The registration fee for each player grouping shall be reviewed annually by the MFMH Executive.

3.7 Registration Late Fee

- (a) Registrations received after the final registration date set by the Board of Directors for that current hockey season shall be subject to an additional late administration charge.
(b) 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, had been injured or ill, or had been trying out for a Junior Hockey Club).

3.8 Registration Refunds

- (a) Refunds will be granted according to the date the written application is received by MFMHA and the following table:

▪ Up to October 15 th	-	75%
▪ Up to November 15 th	-	50%
▪ Hereafter	-	0%
▪ OWHA Rep Players chosen at spring tryouts	-	0%

- (b) Once a refund has been issued, the player is no longer eligible to play for the remainder of the rostered season.
- (c) No late charges will be refunded.
- (d) Fundraising Lottery tickets will not be refunded until tickets are received back. Absolutely NO fundraising tickets will be refunded after September 30th.
- (e) Any special exceptions and circumstances must be brought forward and approved by the Executive Committee.

Section 4: Equipment, Sweaters and Insurance

4.1 Player and Team Official's Equipment

- (a) All players must wear complete hockey protective gear, including a CSA approved helmet, facemask and throat protection for all on ice activities. Mouth guard use is mandatory for players under OMHA jurisdiction.
- (b) All coaches and volunteers will be required to wear helmets for all on ice activities. For insurance reasons, only carded players, carded team officials and volunteers sanctioned by the MFMHA are to be on the ice surface.

4.2 Sweaters

- (a) Any person issued sweaters, equipment or any other property of the MFMHA, shall be responsible for their care and safe return.
- (b) Teams are required to return all jerseys to their lockers: washed, dried and hung in numerical order within one (1) week of their final ice time of the season.
- (c) Emblems, player names, etc. may only be sewn on the sweaters by hand or sewing machine.

4.3 MFMHA Equipment

- (a) MFMHA will supply game pucks in the Coaches room freezer. The Coaches are asked to bring the pucks out and return them after the games.
- (b) MFMHA will supply each team with a first aid kit at the beginning of the season and replenish each kit throughout the season as required. These kits will be stocked and provided by the Head Trainer. Trainers are asked to check their first aid kits and request supplies from the Head Trainer. Each team trainer is required to bring the supplied kit to every game and practice. Supplied trainer kits must be returned to MFMHA at the end of the season.
- (c) MFMHA will supply the following goaltending equipment to all goalies, U11 and below; pads, chest/arm protector, throat protector, blocker and glove. This equipment will be shared by the team members. Misuse of the equipment will result in the immediate return and no further use of equipment.

4.4 Loaning of Equipment

- (a) The MFMHA will loan goaltending equipment during off-season for on ice activities only; such as hockey schools, summer hockey, junior tryouts as long as prior approval is granted from the Board of Directors. A deposit may be required.
- (b) All MFMHA hockey equipment that is no longer being used by the player should be returned as soon as possible to allow it to be used by other players.
- (c) Any player or team official failing to return equipment to MFMHA upon request, shall be suspended until it is returned to MFMHA and deemed by the Equipment Manager to be in satisfactory condition considering use and experience.

- (d) Deliberate misuse of MFMHA equipment causing damage, will result in a fine to the guilty party equal to the replacement of the damaged article(s).

4.5 Liability

- (a) The Town of Mount Forest, the Municipality of Wellington North and the MFMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.
- (b) This shall be stated on all player registration forms.

4.6 Player and Team Officials Insurance

- (a) The insurance program described by the OMHA Manual of Operations or the Ontario Women's Hockey Association shall cover all players and officials of the MFMHA
- (b) The MFMHA does not permit Parent /Child games using Association purchased ice.
 - i. The insurance program does not cover Parent/Child or any non-sanctioned OMHA activities if someone was injured and an injury claim was put forward

4.7 Board of Directors Insurance

- (a) The Board of Directors shall purchase and renew yearly an Association liability insurance policy for coverage of the Directors. The Treasurer shall be responsible for obtaining this insurance.

4.8 Apparel

- (a) The MFMHA Rams name and logo belong to Mount Forest Minor Hockey and Mount Forest Girls Hockey. The name and logo cannot be used on clothing that is not team clothing. Team clothing can only be procured by the approved suppliers of MFMHA. All MFMHA teams must use one of these suppliers when ordering items with the Rams logo, MFMH logo or Rams Hockey name. Please see the website for current apparel options or contact the Board/Executive for provider options.

Section 5: Player Movements and Team Regulations

5.1 Underage Players

- (a) Any player wishing to try out for a Rep team above his/her proper age group must be approved by the board prior to tryouts, in order to be eligible to try out If he/she fails to make that team, he/she must return to his/her proper age grouping. If the player makes the team than that player is obligated to sign and stay with the higher level team and is not eligible to return to his/her age grouping.
- (b) To qualify as an underage player, the player must possess exceptional skills, must excel at his/her position (meaning superior skills), and must be a top 3 player (in ability) and or a goalie superior to others, on the team in which they are trying out for.
- (c) A player may try out for the rep team of his/her own age group in addition to the rep team above his/her age group. If a player tries out for 2 teams than t player will be required to pay two tryout fees.
- (d) Players wishing to tryout with the age group above, must be evaluated by the members of a committee, appointed by the President, consisting of a minimum of 2 Executive members and 3 Coaches, with no association to the team holding tryouts.

5.2 Movement of Players

- (a) Any player registered in the MFMHA and is also trying out for Junior teams or OMHA Regional teams or OWHA Regional Teams must have an OHF tryout form completed. The President or Town Contact must sign this form before they are allowed to tryout.
- (b) Any player registered in the MFMHA requesting player movements or transfers will formally do so through the President and/or Town Contacts. All releases and transfers will be completed per the OMHA and or the OWHA regulations and forms.
- (c) Any Junior Team who is attempting to receive the release of any player under the jurisdiction of the MFMHA must formally do so through the President.
- (d) In cases of granting releases for players to play for Junior teams, the best interests of the player shall be the prime consideration. Normally, no attempt shall be made to hold back a player from playing at his level.
- (e) If after determining by discussion with the respective Junior Team representative and the player and parents that a full release would be to the benefit of all parties concerned, then the release shall be allowed, subject to the terms of the payment schedule as per the OMHA fee schedule.
- (f) The President and the Secretary of the MFMHA must sign all releases and transfers as per OMHA. MFMHA does not grant full player release unless there is sufficient reason for such a release. This is strictly an OMHA policy. All OWHA player releases and transfers shall be reviewed by the President & Girls Town Contact and will be granted release if requesting to move on to play a higher level of hockey.
- (g) If a MFMHA team needs a permanent replacement due to player injuries, drop outs, etc., a player may be transferred from another team for the duration of the season. The Board of Directors must approve all such moves.
- (h) If a player of MFMHA wishes to roster on two teams - one in the OMHA system and one in the OWHA system it will be subject to MFMHA approval. In accordance, to OMHA/OWHA rules, no OWHA member shall play on an OMHA team without approval from the Board of Directors and written approval from the President. MFMHA will also decide as to whether or not an additional fee is applicable. Special consideration will be made for goaltenders.
Deadline for approval will be November 30th of each year.

5.3 Affiliation

Preamble:

Affiliation is the process whereby teams “call up” players from an OMHA approved list to play in games or practices to support the operation of that particular team.

Coaches, players and parents must understand that the whole affiliation process is necessary in order to run an efficient hockey program. With this in mind, all persons involved must remain flexible and try to look at the big picture rather than their particular situation only. Affiliates should not take ice time from roster players.

Prior to participating in any OMHA games or practices affiliated players must first be approved and appear on the affiliated teams roster. It is the responsibility of the coach of the team offering affiliation to ensure that the **Offer of Affiliation Form** is filled out in its entirety and forwarded on to the President for required approval and processing.

The following rules have been put in place in order to protect the Association’s best interests. Where a concern is raised as to the interpretation of a particular statement, the responsibility for resolution rests with the Board of Directors, the President shall resolve any conflict.

- (a) MFMHA teams shall affiliate as per OMHA regulation 7.0 with the following additions:
- (b) U8 aged players will no longer be allowed to affiliate to U9 from a U8 roster, due to the Hockey Canada formatting.
- (c) In order to protect the Association’s best interests, each team is required to initially limit the number of affiliates to a maximum of one goalie, two defensemen and three forwards. After the Board of Directors reviews the affiliate lists, further

players can be added if the coach so desires. This will allow every team a fair chance at getting affiliates capable of playing at their level. MFMHA encourages coaches to not use the same affiliated player on every occasion. However, the use of affiliated players needs to be commensurate with their ability to play at the higher level. As such, affiliated players will not necessarily receive equal playing time at the higher level. Under no circumstance are affiliated players to be used at the expense of regular players on the team. Affiliate players may play regular shifts but must not take ice time from regular team members.

- (d) Where horizontal affiliation (i.e. within the same age group) is available, it has priority over vertical affiliation (i.e. from a younger age group to an older one). Where horizontal affiliation is not available an attempt to resolve a conflict will be made by the two coaches. If the coaches cannot resolve the issue, the Coaches Committee, in consultation with the President, will make a ruling and document the reasoning to the coaches.
- (e) For games, 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 rostered level of players using affiliate players, then approval of the respective Board of Directors is required. This will be decided on a case-by-case basis depending on the circumstances involved. The specific exception to this rule will be in dealing with goalies where all will require much more flexibility involved.
- (f) An affiliate player may miss a practice with his base team, when the higher categorized team has less than the OMHA approved roster number of players available for the requested game. This should be done on a case-by-case basis and will require the approval of the Coaches Committee and the coach of his/her team.
- (g) For a game or practice, affiliation of players to a higher series requires the approval from the parents of the affiliated player. Consent from a member of Team Management (Head Coach, Assistant Coach, Trainer or Manager) of the team that the player is carded to must be received by the coach requesting use of the affiliate player. The player's Team Management has no right of refusal except under the following circumstances:
 - i. There is a conflict between game times. Conflict occurs when there is less than 3 hours between the end of a game of the higher categorized team and the start of a game involving the lower categorized team. The lower categorized coach may waive this time period if he so desires.
 - ii. A conflict does not exist when:
 - iii. the higher categorized team plays or practices after the lower categorized team plays or practices or
 - iv. the lower categorized team practices after the higher categorized team plays or practices
 - v. By virtue of game locations and the travel involved, there is a reasonable doubt that the affiliated player would be able to make it to a game with his base team. In cases of dispute between the two coaches, the final decision rests with the President.
 - vi. The player is under suspension. OMHA Reg. 8.0 will then apply.
- (h) The Board of Directors reserves the right to rule on any of the above guidelines. If any coach does not agree with the decisions of the Coaches Committee, he/she has the right to consult with the President whose decision will be final.

5.4 General Rules for all MFMHA Teams

- (a) Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after games.
- (b) Parents of children U9 and under should have their children dressed and parents should leave the dressing rooms 10 minutes prior to the start of games, to allow coaches time to conduct pre-game instruction. Parents of children U11 and above, shall not be permitted in the dressing room. Should your child require assistance tying skates, this can be done on the player's bench inside the rink area.

- (c) Females shall not be permitted access to a male dressing room, or male to a female dressing room, occupied by Players and/or Coaches unless all players and coaches are fully clothed.
- (d) All girls playing boys hockey in any division U11 or above shall not be permitted to dress in the same room as the boys. The girls will be supplied with their own dressing room, and join the rest of the team when the boys are fully dressed for the coaches pre and post game talks.
- (e) All players must be ready to go on the ice at game time. All games shall be scheduled to commence five minutes after the scheduled ice time allotment starts. If a team or teams are not ready to begin to play at this time, the lost time will be deducted from the actual playing time.
- (f) Players should stay in their dressing room until the ice is available.
- (g) No players shall be allowed on the ice without a sanctioned official present, on the ice.
- (h) No player is allowed to step onto the ice until the ice machine is completely off the ice and the zamboni door has been closed. Safety Precautions must be taken during all games and practices by checking that all penalty box and team bench doors are securely closed.
- (i) Team officials and players are responsible for the condition of their dressing rooms. Tape, paper, or garbage of any kind should not be left in the dressing room, in any arena. Any damage occurred shall be the responsibility of the team.
- (j) **NO PHONE USE IN THE DRESSING ROOM.** If a player brings a phone into the dressing room, it should not be used inside the dressing room. Photos are not to be taken in the dressing room area. Music can be arranged by the supervising adult.

5.5 Representative Team Regulations

- (a) The Board of Directors shall set the date by which the selection of players to the First Entry Rep. teams and Additional Entry Rep. teams must be complete by.
- (b) The Board of Directors will provide to the coaches before tryouts the number of players and goalies the individual teams will be allowed to carry on these teams based on the number of registrants. If in the opinion of a majority of the Board of Directors, a minimum roster must be set for a team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach.
- (c) The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board of Directors.
- (d) Before tryouts, an updated registration list consisting of players wanting to try out for Rep teams will be given to each Rep. Coach for the division they are coaching. Any new registrants after this time will be added to the Coaches list, by the Registrar. If a player has not been added to a Coaches list, that player will not be allowed on the ice.
- (e) Coaches will ensure all players who are trying out on this list are contacted and informed of the dates and times of tryouts.
- (f) A minimum of 2 tryouts is required to be held before any player cuts are made. (2 tryouts are tryouts that are scheduled, not 2 tryouts the player shows up for). OMHA U15 and below require a minimum of 4 practice/skill sessions prior to evaluations and a minimum of 3 formal evaluations, in accordance with the Hockey Canada Pathways. OMHA U18 gets a minimum of 2 practices and 2 tryouts.
- (g) No player shall be signed after February 10th
- (h) OWHA Commitment – Upon offer of a spot on the team, players must commit by registering and paying 50% of the registration fee within 48 hours. This payment is non-refundable. If not completed within 48 hours the spot will be offered to the next available player.

5.6 Local League Team Regulations

- (a) The Board of Directors shall set the date by which the selection of players to the Local league teams must be completed.
- (b) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- (c) Coaches Committee Chairperson, Town Contact and President shall select teams from individual registrations for each division, should numbers warrant multiple teams.
- (d) The Committee shall do their utmost to provide balanced teams. Following the initial selection of teams and the assignments of coaches, the Committee may move players between teams to satisfy special requests from parents.
- (e) All teams within each division shall be re-balanced by the President if required. Any player movements will only take place after discussion with the coaches and parents affected by the moves.
- (f) Should dropouts reduce a Local team roster to more than three players below the average team roster, the Board of Directors will make transfers as required.

5.7 Women's Teams Regulations

- (a) Women's teams play in the WOAA local league, and the WOAA or OWHA for Rep categories, during the regular season and playoff tournaments. Any team above B level, may be subject to an extra fee.
- (b) All Women's teams, classified as "C" or higher. May register for OWHA Provincial Playdowns in order to qualify for Provincial Championships. If an individual team decides to enter it will be the responsibility of the Women's Town Contact, in consultation with the coach to register with the OWHA as per the OWHA regulations. If a team commits to attending Provincials, a bond will be paid by MFMHA. If the team is invited, but chooses not to attend Provincials, the team will incur all fees and fines associated with not attending Provincials.
- (c) Where there are two or more teams in the same age group, and team classification (eg House League) and where these teams have to play against each other in league play, these teams will be balanced in their skill level.
- (d) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- (e) A Committee assigned by the President, consisting of the Town Contact, Registrar and the Coaches in that division shall select teams from individual registrations for each division.
- (f) The Committee shall do their utmost to provide balanced teams within the same classification. Following the initial selection of teams and the assignments of coaches, the Committee may move players between teams to satisfy special requests from parents, providing the teams are of the same classification
- (g) All teams within each division, of the same classification, shall be re-balanced by the Board of Directors if required. Any player movements will only take place after discussion with the coaches and parents affected by the moves.
- (h) All Women's teams must have a registered female trainer with a minimum of HTCP Level I certification present at all OWHA sanctioned events (games, practices and dry land training).
- (i) Each female team must have at least one registered adult female on the bench. A female official shall be present in the female players' change room while males are present.

5.8 U8 and under Player Movement

Important to note – these guidelines exist to assist with placing of players for developmental purposes. Skill development is the primary goal for these players. Exceptions to the guidelines below are at the discretion of the coaches involved at the U8, U7 and U5 levels and should be reserved for exceptional players only. If agreement is not reached by the coaches at these levels regarding the placement of a player for development purposes, whether up or down, then the coaches committee will be consulted and they may make the appropriate recommendation.

- (a) U8 (7 years old) are permitted to tryout for U9 Rep. If they are not selected to play U9 rep then they may be considered for the house only if there are not enough registered aged players (8 year olds) otherwise they will stay at U8. They may NOT affiliate to a U9 team from a U8 team.
- (b) U7 players (5 and 6 years old) are not permitted to try out for U9 rep. They are to play in the U7 program. Coaches' discretion as to movement between the U7 levels and with the evaluation of the Coaches Committee up to U8. They may not affiliate to the U8 level, only roster.
- (c) U5 (4 and under) are not permitted to try out for U8 rep. They are to play in the U5 program. Coaches' discretion as to movement between the U5 level and U7 level.

Section 6: Coaches Selection

6.1 Applications

- (a) The MFMHA will advertise that they are taking applications for head coaches for the upcoming hockey season.
- (b) Applications for coaching positions will be available on the MFMH website.
- (c) The coaching application will include a criminal declaration form which is required to be completed.
- (d) The coach applicant will also complete and submit a criminal record check, every 3 years, together with any required supporting documentation, through their Spordle account.

The completed criminal record checks of coaching applicants who are not selected will be held by a designated representative of minor hockey. Once the final Coach selections have been made, the criminal record checks of the unsuccessful applicants shall be destroyed.

- (e) The Board of Directors will establish an application deadline when all applications have to be received by the Association.

6.2 Coaches Selection Committee

- (a) Coaches for the upcoming season shall be interviewed and/or recommended by the Coaches Committee. The committee will meet independently to consider all coaching applicants and bring recommendations to the MFMHA board for approval. The MFMHA board will by majority vote, either accept or reject the coaching recommendations. All remaining applicants must be notified of the Boards decision by the Chair of the Coaches Committee.
- (b) Where there is more than one application submitted for a particular team the coach shall be appointed by majority vote of the Coaches Committee. Only 1 application for a designated team does not guarantee the Coach the position. Interview processes may still take place if deemed necessary.
- (a) Any member of the current board or member of the Coaches Committee, may apply for or hold a Rep/ LL coaching position, however they too shall follow the same guidelines as 6.2(b) and shall not be permitted to vote in the category for which they are applying.
- (b) Should there be insufficient applications from qualified persons or no applicants to fill a position, the Coaches Committee and the Board of Directors shall be empowered to appoint a coach.

- (c) Any coach, who feels that his/her application has not been given fair consideration will upon request, be given the opportunity to state his/her case to the Board of Directors. All such requests must be made in writing within 7 days after receiving notification of the decision, to the President. The Board of Directors will be authorized to either reconsider or uphold the original decision.

6.3 Role of the Coaches Committee

- (a) Set a coaching selection criteria; collect applications and set interviews, if required.
- (b) Make recommendations to the Board of Directors for approval for the selection of the coaches based on the applications received
- (c) Convene meetings for the coaching staff prior to the start of and during the hockey season.
- (d) When applicable we will use feedback from coaching survey.

6.4 Qualifications and Eligibility

- (a) Coaches must be, or willing to become, certified in accordance with the OMHA Manual of Operations and or the OWHA Regulations.
- (b) All coaches are responsible for providing proper credentials.
- (c) Coaches must receive satisfactory results from a criminal record check as well as the fingerprint identification process, if required. Satisfactory results will be determined following the OMHA policy - Criminal Record Check Policy.
- (d) Further to the OMHA policy - Criminal Record Check Policy; Mount Forest Minor Hockey has adopted 5 years as an acceptable window of time for the exclusion of offences.
- (e) Every effort should be made to ensure a person is not the head coach of a Minor Hockey team, U9 and up, for the same child for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the MFMHA Coaches Committee.

6.5 Selection of Assistant Coaches, Trainers and Managers

- (a) The Head coach of the team will select the other team officials for his or her team. (Assistant Coaches, Trainers and Manager) and submit the selections to the appropriate convener for committee and board approval, before they can participate in any MFMHA activities. .
- (b) MFMHA will pay for each team to roster 5 bench staff. Any additional staff will be responsible for paying OWHA insurance fees for the applicable season. Please note that if Bench staff have shown proof of insurance for being on more than one bench, and, the fee does not need to be paid for them, that staff member does not count in the total of 5 bench staff. **Staff who are already insured, are responsible for informing the Girls Town Contact in writing by Nov.1st to avoid incurring additional fees.**
- (c) OMHA has a max policy of 5 bench staff, as stated in their regulations.
- (d) The Head Coach should attempt to maximize the flexibility of his/her coaching staff by having at least two NCCP and two HTCP qualified individuals on the team's roster sheet.
- (e) Coaches will be certified in accordance with the OMHA and or the OWHA regulations.

- (f) Trainers shall hold a valid HTCP certificate. OWHA teams must have a female trainer.
- (g) A completed criminal declaration form and completed criminal record check application, every 3 years, together with any required supporting documentation, must be submitted to the Spordle account prior to any assistant Coaches, Trainers or Managers starting activities with their team. If requested to provide a fingerprint for identification as part of the criminal record check the assistant Coaches, Trainers or Managers applicant has 15 days to provide the fingerprint.
- (h) All assistant Coaches, Trainers or Managers must receive satisfactory results from a criminal record check as well as the fingerprint identification process. Satisfactory results will be determined following the OMHA policy - Criminal Record Check Policy.
- (i) Further to the OMHA policy - Criminal Record Check Policy; Mount Forest Minor Hockey has adopted 5 years as an acceptable window of time for the exclusion of offences.
- (j) It should be noted that every MFMHA official or volunteer once accepted, is obliged to inform the appropriate MFMHA Executive Member if he or she is charged, tried or convicted of any offense under the criminal code or under the Provincial or Federal statutes, if that offense is relative to a position of trust held by that individual.

Section 7: Team Officials

7.1 Accountability

- (a) Team officials are accountable to the Board of Directors for their conduct and that of their players, before, during and after games and practices. The coaches and parents will agree upon the time frame of before and after games and practices.
- (b) Team officials are expected to set a good example in conduct, language, dress and sportsmanship.
- (c) Team officials shall become familiar with, follow and enforce all rules, regulations and procedures of the MFMHA, WOAA, OMHA or OWHA.
- (d) Team officials shall attend Association meetings as required by the Board of Directors.

7.2 Player Injuries

- (a) The Trainer of the team is responsible for forwarding a copy of the "Canadian Hockey injury Report" to the OMHA/OWHA as required. A copy must be forwarded to the Trainer in Chief for association record keeping.
- (b) For serious injuries, the Trainer in Chief should be notified as soon as possible so proper and timely notification can be made to the WOAA, OMHA or OWHA
- (c) Players who have missed games and or practices due to an injury seeking medical treatment must give the coach and or the trainer on that team a Doctor's note for approval to return to play, before being allowed on the ice for any MFMHA sanctioned activity.

7.3 Player Ice time and Development

- (a) Coaches are to make a conscientious effort to give each player a balanced amount of ice time in each game, including the play-offs. There may be instances and cases where the coach if he decides to, may require shortening a player's ice time. This will be explained during the coach's and parents meeting. Penalty time shall be considered as ice time.
- (b) To develop a better appreciation of the game as a whole, players should be given the opportunity to play various positions within the Coach's discretion.

7.4 Team Meetings with Parents

- (a) Coaches and Managers must have a parent meeting before the season begins and hold parent meetings as required during the season as needed.
- (b) These meetings will be used to explain and be not limited to the following:
- Introduce coaching staff and Responsibilities of coaching staff
 - Coaching Philosophy
 - Team Rules
 - Dress Code
 - Gender Identity discussion
 - Rowan's Law discussion
 - Playing Time for players, shortening of players ice time
 - Supervision of Dressing Rooms and Shower Room Policy
 - Releasing Children from Coaching staff Supervision
 - Female Player Dressing Room Policy
 - Transportation of Athletes and Road Trips
 - Twenty-four Hour Cool Down Rule
 - Parent Complaint Procedure
 - Budget, financial obligation and financial statements
 - Tournaments
 - Emergency Action Plan and responsibilities
 - Any other points that either group wishes to discuss. It is essential to keep the lines of communication open between parents and coaching staff

7.5 Parent Complaints

- (a) Any Parent complaints regarding the coaching staff or the operation of the team will first be resolved at the team level with the parties involved, after a 24 hour waiting period.
- (b) If a resolution cannot be agreed upon at the team level, a Mediation Committee will be contacted to be an intermediary in assisting a resolution with the parties involved.
- (c) If a resolution can still not be reached the Board of Directors will make a ruling after a hearing of the parties involved.

7.6 Team Budgets and Financial Statements

- (a) Team budgets, collecting and disbursing of team finances for tournaments will be the responsibility of each team Manager.

- (b) The parents on the team must understand and approve an initial team budget for the amount of funds required to enter the selected tournaments. It is the team's responsibility to collect these funds from the parents. This financial obligation is above the Association's registration fees. (unless otherwise stated)
- (c) The team must settle any debts or bills incurred by the team. The MFMHA will not honor these debts.
- (d) Any team or individual incurring debts in the name of the MFMHA without prior approval shall be subject to disciplinary action up to and including possible suspension from the Association.

Section 8: Subsidization of Team Officials

8.1 Subsidy Rates

The MFMHA will subsidize the costs for current volunteer team officials as per the following:

- (a) Initial Coaches and Initial Trainers courses: subsidization of 100% of the registration costs.
- (b) Re-certification of Coaches and Re-certification of Trainers qualification: subsidization of 100% of the registration costs.
- (c) Team officials attending Prevention Services clinics: subsidization of 100% of the registration costs.
- (d) Team Officials getting a PRC (police record check) completed: subsidization of 100% of the costs.
- (e) All subsidization will be forwarded after the participant has successfully passed the course and submitted a receipt to the Treasurer or Board of Directors.

Section 9: Ice Scheduling

9.1 Ice Contract

- (a) The MFMHA will sign an ice contract with the Township of Wellington North and surrounding area yearly. The Ice Convener will be responsible in consultation with the Board of Directors for identifying to the Municipality the Associations ice requirements for the upcoming season. This should be done as soon as possible prior to the upcoming season. The President will sign the ice contracts.
- (b) The MFMHA will start buying ice immediately following Labour Day and stop following team playoffs and championships. These dates are set as a minimum. Should ice be available sooner, or later, the board will vote to purchase additional ice.

9.2 Responsibility

- (a) The organization and scheduling of ice time for the MFMHA hockey program is the responsibility of the Ice Scheduler. Head coaches will assist the Ice Convener when requested.
- (b) The Ice Scheduler shall fairly distribute game and practice ice allocations to teams in our organization and forward this schedule to each head coach. It is the coaches' responsibility to report changes in this schedule as they occur throughout the season to the Ice Scheduler.
- (c) During playoffs, the Ice Scheduler will do playoff ice scheduling with assistance from the coaches. They will schedule and move ice times around at their discretion to make sure that the Association's playoff priorities are met. Ice will be given to teams that require it for playoffs based on the priorities. This will include practices. The Ice scheduler will keep track of any ice that is taken away from a team. Ice will be returned to the affected teams if possible.
- (d) Paid position rates will be determined annually.

9.3 Canceling Ice

- (a) If a team cannot use its allocated ice, it is the responsibility of the team's coach/manager to inform the Scheduler as soon as possible. Convenors will attempt to utilize ice within their group if possible and inform the Ice Scheduler of changes. If the coach cannot make use of ice within their group, they will inform the Ice Scheduler who will offer it to other teams.
- (b) If the Ice Scheduler cannot be reached, alternative contact for ice changes is the President.

Section 10: Playing Times

10.1 Practices

- (a) The normal duration of a practice is considered 1 hour on the arena clock from the scheduled start time (50 minutes of practice, 10 minutes for flooding of the ice)

10.2 Length of Home Games during the Regular Season

- (a) The Board of Directors will determine the length of home games for each division and level according to the ice budget and accordance with OMHA/OWHA guidelines. This will be communicated to the coaches prior to the season starting. Deviations are to be approved by the Town Contact.
- (b) The length of the game also includes a flooding of the ice (10 minutes).
- (c) If certain teams continue to play past their allowable time then a curfew may be written on all home game sheets and initialed by both the home team coach and visiting coach.
- (d) Exhibition games or rescheduled games may have to adjust playing times to meet available ice times.

10.3 Length of Games during the Playoffs

- (a) The length of games during playoffs will be in accordance to the rules and regulations laid down by the WOAA, OMHA and/or the OWHA.
- (b) Playoff games will not be curfewed.

Section 11: Off - Ice Officials

11.1 Timekeepers and Scorekeeper

- (a) A delegate appointed by the MFMHA will assign Timekeepers and Scorekeepers.
- (b) Timekeepers and Scorekeepers shall be paid for their services. This amount will be set annually by the Board of Directors.

Section 12: On-Ice officials

12.1 Referee Assignor and Notification

- (a) Team Officials are responsible for contacting the Referee Assignor, with their complete schedule for their home games during the regular season and the playoffs. These games will be uploaded on the ODB website for the assignor to schedule officials. The team's Manager will notify the Referee Assignor who will in turn contact the appropriate office, should neutral refs be required, by WOAA, OMHA, OWHA guidelines.
- (b) Team officials are responsible for contacting the Referee Assignor regarding any home games that are cancelled or rescheduled. If the game is to be rescheduled, the team official must let the referee Assignor know the rescheduled date and time.
- (c) Subsidization of 100T will only be given to officials attending Entry Level programs. Re-certification clinics held each year, will be subsidized at 100%, for Level 1 referees only, after successful completion. Those officials who attend upgrade clinics, Level 2 and above, will not be subsidized the cost of their clinics.

12.2 Referee Payment

- (a) Payment to referees will be according to the current OMHA and or OWHA referee fee guide.
- (b) The Association will pay the mileage charges of out of town referees when required. Mileage charges will be according to the current OMHA and or OWHA referee fee guide.

12.3 Referee Complaints

- (a) Complaints regarding referees should be sent in writing to the Referee Assignor, who will forward on to his Mediation Committee. Ensure the President is copied on the letter so that the Board of Directors can be made aware of any complaints.

Section 13: Exhibition Games

13.1 Notification

- (a) Team Officials must notify the Girls/Boys Town Contact regarding home exhibition games. This information must be relayed on to the teams WOAA Convenor for insurance reasons and in the case of any suspensions resulting from these games.
- (b) Team Officials will be responsible for contacting the ice scheduler, Referee in Chief and Timekeeper Scheduler to schedule referees, ice and timekeepers for home exhibition games. Appropriate notification is required. Limited to available contracted ice and ref/timekeeper availability.

13.2 Exhibition Games and Tournaments outside of OMHA Jurisdiction

- (a) Any teams scheduling exhibition games or tournaments will require a travel permit for insurance purposes.
- (b) Team officials will be responsible for contacting the Boys Town Contact to obtain this permit.
- (c) The treasurer will be responsible for paying for this travel permit per the current OMHA fee.

Section 14: Tournaments

14.1 Approval

- (a) Team Officials must get the Town Contact or the President to approve tournament applications for all tournaments MFMHA teams are planning on entering. Signature of the Town Contact or President on the tournament application form will signify this. This is to make sure teams are entering sanctioned tournaments as well as the proper classification.
- (b) Manual to be provided.

14.2 Tournaments during playoffs

- (a) Team Officials should be careful when scheduling tournaments during playoffs. WOAA, OMHA and OWHA regulations with regards to participation in tournaments while in playoffs must be adhered to.

14.3 Teams entering MFMHA Tournaments

- (a) Teams entering MFMHA tournaments will have their entry fee waived. In lieu of this entry fee team officials and parents will be expected to contribute to the coordination and operation of the tournament. The Tournament Director in conjunction with the Board of Directors will decide what the team's contribution will be before the tournament begins.

14.4 Year-End Championships

- (a) OMHA Championship and OWHA Provincial fees will be paid by MFMHA.

Section 15: Fundraising

15.1 Purpose

- (a) Fundraising is a very important aspect of this Association. It helps keeps our registration rates as low as possible.
- (b) Funds raised in the current hockey season are used to subsidize operating costs for the following season.

15.2 Co-ordination

- (a) The Fundraising Chairperson shall co-ordinate and monitor all fundraising activities.
- (b) The Fundraising Chairperson will delegate the responsibility and accountability for some fundraising events and duties to members of the Board of Directors and or members of the Association.

15.3 Team fundraising

- (a) No fundraising shall be done by any team or individual, which has not been approved by the Board of Directors of the MFMHA. "50/50" draws are permitted and the teams doing so may keep proceeds.

Section 16: Sponsorship

16.1 Co-ordination

- (a) The Board of Directors shall co-ordinate sponsorship.

16.2 Sponsorship Agreements and Fees

- (a) A sponsorship agreement shall be established with each sponsor.
- (b) Sponsor fees shall be determined by the Board of Directors each season.

16.3 Association Agreement with Sponsor

- (a) In return, the MFMHA shall purchase and maintain team sweaters and recognize each designated sponsor by displaying the name of the sponsor on the team sweaters.
- (b) Team sponsors shall receive an Association picture of the team they sponsor.
- (c) Association sponsors should not be asked for any further sponsorship from Association Members, Team Officials or the members or parents of the team they sponsor unless previously approved by the Board of Directors.

Section 17: Budget

17.1 Budget Committee

- (a) After registration a Budget Committee consisting of the treasurer and the current Board of Directors will meet to finalize the budget based on the current registration numbers. The budget committee will also determine the number of teams the Association will operate, number of players per team and the number of hours of ice it will have to purchase per week based on these registration numbers.
- (b) Any changes to the initial budget will be adjusted and approved to meet the needs of the upcoming hockey season.

Section 18: Banners and Awards

18.1 Banners

- (a) The Board of Directors shall recognize the following team achievements by purchasing banners for display in the arena:
 - WOAA Championship (Rep and OWHA ; if allotted space to do so)
 - OMHA Championship Medalist (Gold, Silver, Bronze)
 - OWHA Provincial Championships Medalist (Gold, Silver, Bronze)
- (b) The banners shall be standardized.
- (c) Hanging of all banners shall be the responsibility of the MFMH Executive.

18.2 Trophy Cases & Championship Photos

- (a) The inventory of all trophy cases will be controlled by the Board of Directors under the direction of the President.
- (b) Gold winning teams for League Championships (WOAA Rep, OWHA), OMHA Championships, OWHA Provincials will have their picture permanently displayed in the showcase wall. The winning team will be responsible for providing the picture. MFMH will provide printing and framing.

19.0 Board Members

- (a) A completed criminal declaration form and completed criminal record check application, once every 3 years, together with any required supporting documentation, must be submitted to the designated representative of Mount Forest Minor Hockey prior to 15th June of each year. If requested to provide a fingerprint for identification as part of the criminal record check the Board member has 15 days to provide the fingerprint.
- (b) All Board members must receive satisfactory results from a criminal record check as well as the fingerprint identification process. Satisfactory results will be determined following the OMHA policy - Criminal Record Check Policy. Further to the OMHA policy - Criminal Record Check Policy; Mount Forest Minor Hockey has adopted 5 years as an acceptable window of time for the exclusion of offences.

EFFECTIVE DATE

This Rules of Operation shall come into force following a vote upon its enactment after approval by the Directors of the Board as herein before set out.

The foregoing Rules of Operation is hereby enacted, ratified, sanctioned, confirmed and approved with variation by the affirmative vote of the Members of the MFMH Association at a General Meetings of the Membership duly called and held at the Arena in the Town of Mount Forest Ontario, and at which a quorum was present on the sixteenth day of April, 2008.

President, MFMHA
Kyle Ferguson

Secretary, MFMHA
Jessica Farquharson