



Seaforth Minor Hockey Association

Handbook

Rules, Regulations, Policies, Constitution & By-laws

May 24, 2017

Seaforth and District Minor Hockey Association Regulations

Note: These regulations are set by the Executive and are subject to amendment, addition or deletion as passed at duly constituted Executive meetings.

1.0 Executive Composition

1.0 The executive shall consist of no fewer than 8 and no more than 15 directors.

1.1 In addition to the required positions of President, Vice President, Treasurer and Secretary, the Executive shall appoint the following positions: Ice Coordinator, Referee Coordinator, Equipment Manager, Registration Director, WOAA / OMHA Director, Website / Email Administrator and Discipline Committee Chairperson. Any member of the Executive may be appointed to hold multiple positions on the Executive. Some positions may be assigned outside of Executive Members.

1.2 President: In addition to the duties outlined in the SMHA Constitution and By-laws, the President shall:

- a) Oversee the complete operation of the SMHA Representative teams
- b) Approve all Representative team schedules, exhibition and tournament games; and
- c) Meet at least once per season with all coaches, managers, trainers, and assistants of all Representative teams to discuss ice time, schedules, concerns and suggestions and report back to the Executive

1.3 Vice President: In addition to the duties outlined in the SMHA Constitution and By-law, the Vice President shall:

- a) Oversee the complete operation of the SMHA Local League teams
- b) Approve all Local League team schedules, exhibition and tournament games
- c) Meet at least once per season with coaches, managers trainers and assistants of all Local League teams to discuss ice time, schedules, concerns and suggestions and report back to the Executive

1.4 Treasurer: In addition to the duties outlined in the SMHA Constitution and By-laws, the Treasurer shall

- a) Keep a record of all monies received and disbursed, deposit all monies in the Bank and shall make all disbursements counter signed by President (or other designated signing authority);
- b) Pay all regular accounts as required, such as ice times, referees and league fees
- c) Lead the preparation of the annual budget in co-operation with other members or the Executive; and
- d) Maintain a permanent record of all sponsors for all SMHA teams

1.5 Secretary: In addition to the duties outlined in the SMHA Constitution and By-laws, the Secretary shall:

- a) Conduct all correspondence of the SMHA
- b) Record all proceedings of the SMHA and
- c) Maintain and up to date register and mailing list of the SMHA Executive.

1.6 WOAA/OMHA Director: The WOAA/OMHA Director shall:

- a) Be the official appointed representative of SMHA to the Western Ontario Athletic Association (WOAA) and the Ontario Minor Hockey Association (OMHA) and report

at each meeting of the SMHA Executive what occurs at WOAA/OMHA meetings, including rule changes and schedules

1.7 Ice Co-ordinator: The Ice Co-ordinator will:

- a) Develop an ice schedule for practices and games for all teams
- b) Contact the Referee Co-ordinator so referees for all games can be arranged

1.8 Referee Co-ordinator: The Referee Co-ordinator shall:

- a) appoint the referees for all SMHA games, with a preference going to Seaforth area referees if properly carded for the game involved
- b) ensure only qualified referees are used for SMHA games
- c) utilize clinics and coaching to ensure the supply of sufficient referees and
- d) have the authority to dismiss a referee found not to be providing satisfactory service.

1.9 Equipment Director: The Equipment Director shall:

- a) Compile a list of equipment requirements from team managers
- b) Purchase necessary equipment
- c) Ensure equipment is handled, stored repaired, cleaned and insured
- d) Submit an annual inventory of equipment at the Annual Meeting
- e) Keep equipment in good repair throughout the season
- f) Be responsible for the security and issuing of all SMHA equipment
- g) Have equipment cleaned and locker room keys returned two weeks after completion of the hockey season
- h) Maintain a record of all trophies owned by SMHA and update all trophies (tournaments, WOAA, OMHA, Local League and individual) so they are always current and
- i) Shall purchase all trophies and crests as required

1.10 Registration Director: The Registration Director shall:

- a) register and record all SMHA players
- b) organize the SMHA registration days for the upcoming season
- c) maintain and up to date register and mailing list of all SMHA officials (coaches, assistant coaches, managers and trainers) and
- d) see that all SMHA team officials and players are properly insured before the start of the season

1.11 Website / Email Administrator: The Website/Email Administrator shall:

- a) Ensure the SMHA website is up to date and complete
- b) Maintain the SMHA email system

2.0 Executive Operation

2.0 Standing Agenda Items:

Call to Order

Approval of the Agenda

Approval of the Minutes of the Last Meeting

Report of the Officers & Committees

- 1) President
- 2) Treasurer

- 3) WOAA/OMHA Director
- 4) Fundraising
- 5) Ice Coordinator
- 6) Referee Coordinator
- 7) Equipment Director
- 8) Registration Director
- 9) Website / Email Administrator
- 10) Discipline Committee

New Business

Next Meeting

Adjournment

2.1 Robert's Rules of Order

Meetings of the Executive shall be held and conducted in accordance with the Constitution and By-laws of SMHA and Robert's Rules of Order.

2.2 The agenda for an Executive meeting should be distributed at least 48 hours prior to the meeting to give the directors an adequate chance to review and prepare for the meeting. A request for agenda items should go out just over a week in advance of each meeting but everyone is encouraged to email their agenda items to the secretary as soon as possible (but at least a week prior to the meeting). There should be as much information as possible provided with each agenda item.

2.3 The Executive should meet at least once a month.

2.4 Items that are added after the agenda is distributed will appear under the Additional Items section of the agenda at the end of the meeting. For topics that did not have advance notice, the Executive may make decisions on the topic depending on what it is and its urgency/importance. Policy of other important issues might need time to digest and consider before making a decision but it really depends on the urgency of the issue and the magnitude of the potential change.

2.5 The signing officers for banking purposes are the President, Treasurer or other Designated signing authority.

2.6 The Monthly Financial Report form is to be used for reporting to the Executive on a monthly basis.

3.0 SMHA Elected and Appointed Positions

A list of elected and appointed positions shall be included in the minutes of the meeting where the elections/appointments are made and shall be posted on the SMHA website and updated accordingly.

4.0 Registration- Respect in Sport Parent Course must be completed as per OMHA requirement.

Past due accounts are to be paid or arrangements made before the child will be allowed on the ice.

4.1 Registration fees are based on two components

4.1.1 Base registration fee

4.1.2 Fundraising fee

4.2 First time registrants with SMHA who are of Novice, Atom and PeeWee age will receive a one time discount of 50% off the base registration fee. Participants are considered to be first time registrants if they have never participated in an on-ice SMHA event.

- 4.3 There is a half price registration for family's registering a 3rd child including Mites. The registrant with the lowest registration cost will have the half price registration applied.
- 4.4 Anyone registering after the registration date will pay a late fee set each year by the executive.
- 4.5 The base registration fee may be paid in either a) one lump sum or in b) a \$100 deposit at registration with cheques of approximately equal amounts dated June 1, July 1, August 1, September 1 and October 1 of the year that the season begins. If alternative payment arrangements are necessary, the registrant should contact the SMHA Treasurer.
- 4.6 The fundraising fee is \$100 per registrant for which each registrant gets a book of ten \$10 raffle tickets. The fundraising fee is due at the time of registration.
- 4.7 Registration Refunds / Credits
- 4.7.1 Registrants withdrawing on or before October 1 may receive 100% of their base registration fee, and fundraising fee (unsold tickets only).
 - 4.7.2 Registrants withdrawing between October 2 and October 31st (inclusive) shall receive a 50% refund of their base registration fee
 - 4.7.3 Registrants withdrawing on or after November 1st and later will not receive a refund unless approved by the executive.
 - 4.7.4 Registrants withdrawing from SMHA must notify the Registrar in writing – mail, email or personal delivery. The registration withdrawal request is considered to have been received when it has been acknowledged, in writing, by the Registrar.
 - 4.7.5 Where a player is no longer able to continue to play due to a hockey related injury, requests for a refund may be considered.
- 4.8 People requesting a refund shall provide a Refund Request Form prior to their request for a refund being considered.

5.0 Coach Selection and Player Assignment Committee

That a coach selection committee consisting of 4 people be formed consisting of at least one Executive member.

6.0 Coach Selection

That the Seaforth Minor Hockey Coach Development Plan be utilized in selecting coaches.

- 6.1 Joint applications for the position of Head Coach for any SMHA teams will not be considered.
- 6.2 SMHA shall supply an application form to be completed by each prospective coaching applicant so they can confirm (among other information) their choice as to the age category and team they wish to apply to coach for the upcoming hockey season.
- 6.3 The coach selection process and coaching applications will be accepted as decided by the coach selection committee.
- 6.4 The selection of coaches by SMHA for each age category and team shall be based on ability, with the goal of SMHA to appoint a head coach who has the greatest ability to (head) coach the team they have applied for. SMHA requires the head coach of the Representative team to focus on competition and development and the head coach of the Local League team to focus on development.
- 6.5 When considering ability of a coaching applicant, SMHA shall consider the following:
- The applicant's hockey coaching certification

- The applicant's hockey and other coaching experience (level of team coached and number of years coaching at each level)
- The applicant's hockey playing experience (level of team played for and number of years at each level)
- The results of the applicants criminal record search for the current year
- The potential for the applicant to be in a conflict
- Any signed written complaint received by SMHA regarding the applicant
- The applicant's acknowledgement of the rules and regulations of SMHA, WOOA and OMHA

6.6 In the situation where multiple applications are received for the same age group, the SMHA Coach Selection Committee will select a head coach.

6.7 Subject to the availability and suitability of applicants, no applicant shall be the head coach for more than one team for the same season.

7.0 Coach Certification

7.1 SMHA will refund the cost of a coaches OMHA / Hockey Canada certification or recertification expense, whichever is the most recent expense when the coach is added to a SMHA roster.

7.2 Rostered bench staff will be reimbursed their OMHA / Hockey Canada certification or re-certification upon submission of receipts.

7.3 Rostered bench staff may submit request that SMHA cover their expenses for non OMHA coach training provided that such requests are made in advance of the incurring of the expense.

8.0 Police Record Checks

Subject to paragraph 8.1, a police record check (Vulnerable Sector Check) from within the last year shall be provided for the following volunteers with SMHA: bench staff and executive members

8.1 an offence declaration form may only be used where SMHA has a police record check for the volunteer from within the past three immediate years

8.2 Bench staff are ineligible to appear on rosters until a police record check or SMHA offence declaration form, as appropriate, has been received and approved by the SMHA Safety Officer

8.3 The Safety Officer:

Is appointed by the Executive after a review of the Safety Officers police record check or offence declaration as appropriate

The Safety officer shall be responsible for all aspects of implementing the Police Record Check policy including receiving / reviewing police record checks and offence declaration forms and determining whether any information submitted makes the volunteer ineligible for their position. Where the Safety Officer is in doubt regarding the suitability of the volunteer based on the information provided , the Safety Officer may consult with the Executive in an in camera session.

The Safety officer shall inform the Registrar of the names of bench staff and Executive eligible after a review of the police record checks or offence declaration forms. Bench staff or Executive members found to be ineligible may request a review of their situation by the Executive and the Executive shall rule on the volunteers eligibility.

9.0 On Ice Helpers

All on ice helpers must be at least two years older than the players on the team / program they are assisting (unless approved by the Executive prior to assisting) and names submitted to the Registrar. On ice helpers who are under the age of 18 must be SMHA registrants.

10.0 Team Selection

10.1 Where registration numbers permit, SMHA provides two types of travel hockey, representative and local league

10.2 The focus of representative teams should be competitiveness and development and the focus of local league teams will be development

10.3 Selection of teams in each age category will be based on ability with the goal of having players with the greatest ability playing on the representative team

10.4 Where there are more than 33 non goalie players registrants and a minimum of three Goalie registrants for a particular age category, there shall be 3 teams formed. The

The Executive shall determine the number of players that shall be named to the representative team for each age group in each year and advise the coach selecting the teams of those numbers prior to the selection of teams.

11.0 Playing Up Policy: Playing up is defined as a high impact player playing with a team that is older than their age group

11.1 Playing up will not be approved when the lower age team would be left with an insufficient number of players to form a representative or local league team.

11.2 A "high impact player" is a players who makes an immediate, significant difference to the older age group as a top three forward, top two defence or starting goalie on the upper age team.

11.3 The assessment of high impact player status will be conducted by a panel appointed by the Executive

11.4 The players is to continue participating in the try outs of their age group until informed that they have been granted high impact player status with the older team.

12.0 Player Evaluation Procedures

12.1 When the ability of a player to participate in a safe and appropriate manner at their age level comes into question, this Player Evaluation Procedure is to be followed. This procedure applies for all levels up to and including midget.

12.2 The concerns are to be brought to the coach selection committee chair by that players coach/ instructor before any team selection has taken place

12.3 Not less than 3 impartial members of a convened committee shall supervise and evaluate the players abilities. The players parents/guardians are to be notified at this time that their child is going through the Player Evaluation Procedure due to safety concerns.

12.4 If ALL of the supervisors and the coach agree that the player is not at a skill level to participate safely, the player and parents / guardians are notified that the player will participate in local league games by the head coach and executive team representative.

13.0 Permissions to Skate

The only individuals authorized to sign Permission to Skate forms or equivalent documents as well as releases on behalf of SMHA shall be the WOAA town contact. Prior to signing either document, confirmation must be received from the Treasurer or Registrar that all outstanding

obligations to SMHA have been met by the individual requesting the documentation. Permission to Skate forms shall be issued in accordance with OMHA guidelines. Passports for players trying out at AA or A level shall be issued in accordance with OMHA guidelines. All requests for Passports or Permissions to Skate shall be made by the player or guardian to the Registrar at least 72 hours prior to needing the Passport or Permission to Skate. Each player Peewee and above can only request 1 passport per year @ A or AA.

14.0 Tournaments

14.1 All SMHA tournaments shall be OMHA sanctioned.

14.2 Seaforth teams are granted free entrance to the SMHA hosted tournaments

14.3 The teams may charge a maximum tournament gate fee of \$5 for adults and \$3 for those 12 and under

14.4 Teams hosting tournaments shall divide profits and share losses from tournaments on a 70/30 basis with SMHA in lieu of paying entrance fees. All expenses and all revenues including but not limited to fundraising, ice, referees, tournament entry fees are included in this division excluding the Doug Perkes Memorial Tournament.

15.0 Ice Policies

15.1 All on ice participants at SMHA events must be registered with SMHA either as an on ice helper, player or rostered bench staff and non registered parents / adults/ siblings cannot go on the ice. All players must wear full equipment and all others must wear at least a helmet.

15.2 Each SMHA team (above Tyke) shall average a minimum of two scheduled ice times per week over the season.

16.0 Concussion Management Program

That SMHA commence a concussion management program, including baseline testing, according to the guidelines established by the concussion management provider/ committee.

17.0 Equipment

SMHA game jerseys and socks are not to be loaned out to other groups or worn for practice.

Players are to provide their own practice jerseys and socks.

17.1 SMHA socks are the official game socks and are the only ones to be worn for games.

17.2 Any requests for the use of equipment are to be made to the equipment director.

17.3 Goalies using SMHA goalie equipment for any event are responsible for any damage to equipment while in their care, normal wear and tear excepted. SMHA goalie equipment shall be available for use by SMHA goalies and SMHA registrants provided that the SMHA registrant and parent / guardian sign a form agreeing to return the equipment as soon as the use is completed and that they are responsible for any damage to the equipment while in their care, normal wear and team excepted.

18.0 Sponsorship – that for sweater sponsorship the information appearing on the sweater be limited to the sponsors name only.

19.0 Fundraising – team fundraising be permitted so teams can keep all fundraising profits (save and except for tournaments) and all team fundraising must be approved by SMHA

The following are approved team fundraising activities: hockey pool fundraisers, 50/50 raffle ticket draws at home games, mint smoothie sales, OHL game ticket sales, team sponsorship, Christmas tree sales, Walton Raceway flagging, bottle drives, raffles and pay for a square.

Teams are welcome and encouraged to seek out other fundraising activities provided that other fundraising activities are submitted to the Executive for approval prior to commencing fundraising activity. All team fundraiser activities are to obtain whatever licences or other legal requirements are necessary.

- 20.0 Referees – that SMHA pay half of every SMHA referees registration for a Level 3 certification
 - 20.1 Teams are responsible for paying, using their own funds, for the on ice officials before the commencement of the game and according to the rates set by OMHA. Where an official is officiating multiple games and has mileage costs, the mileage costs are distributed on a per game basis between the involved teams.

- 21.0 Scorekeepers / Timekeepers
 - 21.1 Teams will arrange their own timekeeper(s).
 - 21.2 Annually SMHA will hold a scorekeeper / timekeeper training session for new scorekeepers / timekeepers. This session will be mandatory for Peewee age players who have not previously attended a session.
 - 21.3 There will be a minimum of one timekeeper/ scorekeeper for games at the Atom age and younger while there will be two timekeepers / scorekeepers for games at Pee Wee level and older. Under no circumstances shall there be more than two people in the timekeeper/ scorekeeper area during a game.
 - 21.4 Teams are responsible for arranging, scheduling and paying for their timekeeper/scorekeeper out of their own funds and as such, may determine the rate. Community Volunteer Hours can also be granted.

- 22.0 Compensation for Teams in OMHA playdowns
 - 22.1 SMHA will pay the OMHA fees for any SMHA teams participation in OMHA championships up to a maximum of \$525 per team
 - 22.2 SMHA will contribute a minimum of \$500 per team for expenses (trip must be over 150 kms) for any SMHA team competing in an OMHA semi-final or final playoff. This contribution will not apply if SMHA regulations are violated.
 - 22.3 If not provided, SMHA will purchase OMHA championship banners for our championship teams

- 23.0 Curfews

A curfew policy has been developed that will help to ensure that ice times are used fairly by all SMHA teams.

 - 23.1 the curfew policy will apply to exhibition, practices, regular season and tournament games. All play off games will not be curfewed as per WOAA and OMHA rules.
 - 23.2 Curfew times will be the time that was issued as the curfew time on the available game dates emails that all teams received for their scheduling meetings.
 - 23.3 Prior to the game start, team staff will write on the game sheet, the curfew time. Staff of the visiting team, referees and arena staff much be made aware of this time.
 - 23.4 The analog clock at the north end of the arena will be the official clock to determine the curfew time.
 - 23.5 Arena staff will give two short horn blasts to indicate that the curfew time has been reached. Referees will officially end the game at the next whistle.

- 23.6 Ways to avoid a curfew: Start your game on time, use appropriate period lengths, do you need a flood or a 2-3 minute rest between 2nd and 3rd?
- 24.0 Game Admission Fee Policy
- 24.1 If they so choose, teams may charge a spectators admission fee to home games (exhibition, regular season and / or post season) and retain all proceeds from these admission fees subject to the other restrictions in this policy
- 24.2 Fees cannot be charged to parents and siblings of SMHA registered players, visiting team players or official team staff of visiting teams (up to maximum of 4 staff per team)
- 24.3 The fees charged must be in compliance with league requirements and cannot exceed the maximums : Adults \$5, Children age 14-17 \$3, Children under the age of 14 free
- 24.4 Teams may also establish a season pass rate but such passes are only valid for games for the team that issues them and must clearly state whether all games are included or just regular season games vs exhibition vs play offs
- 24.5 A team may charge admission starting 1 ¼ hours before the scheduled start of their game or at the end of the first period of the game immediately before their scheduled game, whichever is later and may continue to charge admission until the end of the first period of their game or one hour before the scheduled start of the following game, whichever is earlier.
- 25.0 Harassment and Abuse
- SMHA is a member of the Canadian Hockey Association (CHA) and the Ontario Minor Hockey Association. The CHA and OMHA have developed policies and procedures on harassment and abuse of players. SMHA hereby adopts all of the policies put forward by the CHA and The OMHA through the Prevention Service Program.
- 26.1 Abuse is when a person is harmed either emotionally, physically and/or sexually.
- 26.2 Harassment is any behaviour that is insulting, humiliating, malicious, degrading or offensive. Harassment can be a pattern of behaviour, a “chilly” or “hostile” environment or a single event. It is the impact of the behaviour on the victim that is the most critical, not the intention of the person who is doing the harassing.
- 28.0 Discipline and Suspension
- Generally, OMHA rules dictate the penalties and suspensions that may be levied against a player or team official for conduct on or off the ice. SMHA abides by the OMHA code of conduct and its own code of conduct.
- 28.1 Any complaint regarding the conduct of any SMHA volunteer, official, volunteer, player or executive member shall be submitted in a completed complaint intake form or game sheet submitted to a member of the discipline committee in person or by email.
- 28.2 Upon receipt, the discipline committee will provide a copy of the complaint / game sheet to the individuals whom the complaint / game sheet is regarding prior to holding a hearing to determine if there will be additional discipline or a suspension of the person against whom the complaint is made. Both parties, the complainant and the person against whom the complaint is submitted or the person who is the subject of the game sheet may present evidence and speak at the hearing. In no event shall either party to the complaint be permitted to cross-examine the other party.

28.3 the discipline committee will hold the hearing into the complaint within 7 days of the complaint / game sheet being received and will provide the parties to the complaint 48 hrs notice of the hearing by email.

28.4 In the event of a complaint regarding abuse, harassment or bullying the discipline committee may refer the matter to the WOAA / OMHA in accordance with WOAA/OMHA guidelines.

28.5 The decision of the discipline committee will be provided to the parties of the complaint with reasons in writing by email.

28.6 The discipline committee will not handle anonymous complaints.

28.7 Some types of conduct, whether on or off the ice, however, may warrant additional discipline or suspension. All OMHA penalties and suspensions shall be considered to be minimum penalties and any penalty set out in the policy will be in addition to such penalty.

28.8 The executive shall establish a discipline committee consisting of a chairperson of the committee and two other members of the Executive. This committee shall be informed of all suspensions throughout the year either through receiving a copy of the game sheet or by a complainant submitting a complaint in writing using the SMHA complaint intake form as found in Appendix A.

28.9 Minutes of the discipline committee meetings are confidential and only open to those individuals invited by the committee

28.10 The discipline committee may suspend any person including a team official or a player for a period not exceeding three games for any of the following infractions:

- abuse or harassment of a player on a SMHA team
- abuse or harassment of a player on an opposing team
- abuse or harassment of a team official on a SMHA team or an opposing team
- abuse or harassment of a game official
- abuse or harassment of any member of the Executive
- engaging in any activity which, in the opinion of a majority of the discipline committee, would constitute a danger to any member of a SMHA team or to any member of an opposing team; or
- Any form of disrespectful conduct

28.11 Where a rostered team official with a formal written complaint filed against them is found by the committee to be in violation of the SMHA Code of Conduct, the official may receive a range of possible sanctions including:

- a) up to a three game suspension
- b) a requirement to retake the Respect in Sport course and their own expense and provide proof of such before returning to participation with the team
- c) prior to the return to team participation there must be a meeting with the members of the discipline committee and team official to review the sanctions, the Respect in Sport program and future expectations. This is to take place once the Respect in Sport course has been completed. The team official would contact the discipline committee when they are ready with three potential meeting dates and times.
- d) A record of the incident and sanction is to be included as part of the team officials permanent SMHA record.

28.12 If a team official has been suspended under any of the preceding circumstances, the Executive may name a team official to take the place of the suspended team official during the period of suspension, if necessary.

28.13 No amount of registration refund will be considered for the period of time a player is suspended.

28.14 Notwithstanding the above three game maximum, the discipline committee may recommend a longer suspension (including an indefinite suspension) of a person, including a team official or a player to the Executive.

28.15 Suspensions are in effect from the date of the discipline committee's decision until the last game of the suspension. During a suspension imposed by the discipline committee, the suspended individual cannot attend any games, practices or other team events unless agreed to by the discipline committee.

28.16 Any person, whether a team official, player or other individual, may appeal any suspension levied by the discipline committee to the executive which shall hold a hearing to hear such appeal within seven days of the appeal being filed, in writing. Both the person and the complainant will have the opportunity to attend the hearing and address the executive. The executive will inform both the complainant and the person appealing the discipline committee decision of the executive's decision.

28.17 In any situation where it is believed by the members of the discipline committee that a player constitutes a risk to themselves, other players, game or team officials, the discipline committee may request, in writing, that the executive suspend such player for an indefinite period of time until that player is able to present to the executive evidence that the player no longer presents such danger. Such evidence may be in the form of medical or psychological evidence or proof that the player has taken steps to deal with anger management as may be deemed advisable by the Executive.

28.18 The discipline committee shall provide a report on their activities at each executive committee meeting.

29.0 Seaforth Minor Hockey Divisions and Player Expectations

SMHA attempts to provide minor hockey at 2 levels of competitiveness, Rep and Local League; with different player expectations at each level.

Please take these levels and expectations into consideration when registering with SMHA.

Rep Team: the rep level of hockey is a highly competitive travel level. Players and parents should expect the team to be coached at a highly competitive level. It is solely at the coach's discretion how much ice time a player gets or how many games a player participates in depending on the player's skill level, behaviour, attitude etc. The travel involved at the rep level is considerable with some centres being 80 km away or more.

Local League: the local league level is not as competitive as rep and is more focused on player development. It is the goal of SMHA that players at the local league level will develop the skills to move to the rep level. Local league players and parents can expect the team to be coached with an emphasis on development and less so on winning. Game participation and ice time is relatively equal among local league players and coaches are encouraged to use their discretion in "shortening the bench" by limiting it to key situations such as play off finals.

What is an AP?

There is another term "AP" that you may have heard around the rink and should also be aware of. AP means "affiliated player" and this occurs when a higher level team requests a certain player to move up to "fill a spot". A player can only be an AP with the approval of their teams coach and the requesting teams coach. A player that is called up is usually asked to do so on a temporary basis. Rep players can only AP to rep teams while local league players can AP to both rep and local league teams. AP must be approved by OMHA and paperwork completed, submitted and approved prior to being on the ice as the AP on the additional team.

30.0 Website

SMHA has both a website and Facebook page monitored by a person appointed by the executive.

31.0 Code of Conduct

Approved: December 20, 2006

This Code of Conduct identifies the standards of behaviour that are expected of all SMHA members, including players, coaches, parents, directors, and volunteers. SMHA is committed to providing and maintaining a minor hockey environment where all individuals are treated with respect.

The following information deals with specific guidelines for the behaviour of Parents, Players, Coaches, On and Off-Ice Officials and Executive members and forms the SMHA Code of Conduct.

During the course of all SMHA activities and events, members of SMHA will conduct themselves at all times in a fair and responsible manner. They will refrain from comments or actions that are disrespectful, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment or abuse (as defined by Canadian Hockey governing bodies) will not be tolerated by SMHA.

Members will avoid behaviour that brings SMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medicinal use of drugs, or that endangers the safety of others. SMHA members will at all times adhere to the SMHA Constitution, Bylaws and Regulations governing SMHA events and activities. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline policy and guidelines of SMHA. Such action may result in the member losing the privileges that come with membership in SMHA including the opportunity to participate in SMHA activities.

Behaviour Guidelines For Coaches

Winning is a consideration, but neither the only one nor the most important one. Care more about the child than winning the game. Remember players are involved in hockey for fun and enjoyment.

Be a positive role model to your players, display emotional maturity and be alert to the physical safety of players. Do not appear for games or practices while intoxicated by alcohol or drugs.

Show respect for on-ice and off-ice officials at all times. Be generous with your praise when it is deserved; be consistent, honest; be fair and just; do not criticize players publicly; learn to be a more effective communicator and coach; don't yell at players. Adjust to personal needs and problems of

players, be a good listener, never verbally or physically abuse a player or official; give all players the opportunity to improve their skills, gain confidence and develop self-esteem; teach them the basics.

Organize practices that are fun and challenging for your players. Familiarize yourself with the rules, techniques and strategies of hockey; encourage all your players to be team players.

Maintain an open line of communication with your players' parents. Explain the goals and objectives of your association.

Be concerned with the overall development of your players. Stress good health habits and clean living.

Always remember "to play the game is great; to love the game is greater."

Behaviour Guidelines for Parents

First step for communication with the coach or bench staff members of the team is to speak to the executive team representative. Any feedback, comments or concerns go to the team rep first.

Do not force your children to participate in sports, but support their desires to play their chosen sport. Children are involved in organized sports for their enjoyment. Make it FUN. Encourage your child to play by the rules.

Remember that children learn best by example, so applaud the good plays of both teams. Do not embarrass your child by yelling at players, coaches, or officials. By showing a positive attitude toward the game and all of its participants, your child will benefit.

Should you wish to confront your child's coach about a practice or game related issue, wait 24 hours to cool off and consider the situation logically. Emotions can cause miscommunication and misunderstandings. Emphasize skill development and practices and how they benefit your young athlete. Know and study the rules of the game, and support the officials on and off the ice. This approach will help in the development and support of the game. Do not confront the officials regarding the game. Any criticism of the officials only hurts the game. SMHA has procedures for addressing complaints, should you have any.

Applaud a good effort in victory and in defeat and enforce the positive points of the game. Never yell or physically abuse your child after a game or practice - - it is destructive. Work toward removing the physical and verbal abuse in youth sports.

Recognize the importance of volunteer coaches. They are important to the development of your child and the sport. If you enjoy the game, learn all you can about the game, and volunteer!

Behaviour Guidelines for Players

Play for FUN.

Work hard to improve your skills.

Be a Team player – get along with your teammates.

Learn teamwork, sportsmanship and discipline. Learn the rules and play by them. Always be a good sport.

Respect your coach, your teammates, your parents, opponents and officials. Discuss an official's decision calmly and express your opinion clearly and without profanity or disrespect.

Don't be afraid to make mistakes. It's all part of the learning process.

Be modest in victory and gracious in defeat.

Give 100% effort at each practice and game.

Behaviour Guidelines for Spectators

Display good sportsmanship. Always respect players, coaches, and officials. Act appropriately; do not taunt or disturb other fans; enjoy the game together.

Cheer good plays of all participants; avoid booing opponents. Cheer in a positive manner and encourage fair play. Profanity and objectionable cheers or gestures are offensive and will not be tolerated.

Help provide a safe and fun environment; throwing any items on the ice surface can cause injury to players and officials. Do not lean over the boards or pound on the glass; the glass surrounding the ice surface is part of the playing area. Support the referees and coaches by trusting their judgment and integrity.

Be responsible for your own safety - - be alert to prevent accidents from flying pucks and other avoidable situations.

Respect locker rooms as private areas for players, coaches, and officials.

Never appear for a game while intoxicated by drugs or alcohol.

Be supportive after the game...win or lose. Recognize good effort, teamwork and sportsmanship.

Behaviour Guidelines for On and Off-Ice Officials (Referees and Time Keepers)

Act in a professional and businesslike manner at all times and take your role seriously. Strive to provide a safe and sportsmanlike environment in which players display their hockey skills.

Know all playing rules, their interpretations and their proper application. Remember that officials are "teachers". Set a good example. Make your calls with quiet confidence; never with arrogance.

Control games only to the extent that it is necessary to provide a positive and safe experience for all participants. Violence must never be tolerated.

Be fair and impartial at all times. Answer all reasonable questions and requests.

Adopt a “ zero tolerance” attitude toward verbal or physical abuse. “Never use foul language when speaking with a player, coach or parent. Use honesty and integrity when answering questions. Admit your mistakes when you make them. Never openly criticize a coach, player or other official. Keep your emotions under control.

Behaviour Guidelines for Executive Members

Follow the rules and regulations of the Canadian Hockey Federation, the Ontario Minor Hockey Association and the Western Ontario Athletic Association to ensure that the philosophy and objectives of these organizations are promoted.

Work with on ice officials, coaches, parents, and other executive members to provide a positive and safe experience for all participants.

Support programs that train and educate players, coaches, parents, officials and volunteers. Promote and publicize your programs.

Never appear for an association event while intoxicated by drugs or alcohol.

Communicate with parents by being available to answer questions and address problems throughout the season.

Treat all players, coaches, and other volunteers with fairness, to promote fair play and sportsmanship.

Recruit volunteers, including coaches, who demonstrate qualities conducive to being role models to the youth in our sport.

Perform your duties impartially, in furtherance of the aims of SMHA. Do not use your position or influence to further purely personal objectives.