

SOUTHWEST MINOR HOCKEY ASSOCIATION

RULES OF OPERATION

Adopted and approved by the Board of Directors for SouthWest Minor Hockey Association
(SWMHA) on Aug 21st, 2012

Table of Contents

Section 1 - Governance and Scope

Section 2 - Code of Conduct and Ethics

- * All Members Code
- * Team Official's Code
- * Parents Code
- * Player's Code
- * Spectator's Code

Section 3 - Eligibility and Registration

- * Residency
- * Registration Dates
- * Registration Requirements
- * Refunds

Section 4 - Equipment and Uniforms

- * SWMHA Colours
- * SWMHA Logo
- * Approved Player's Equipment
- * Mouth guards
- * SWMHA Equipment

Section 5 - Player Movement

- * Underage Players
- * Team Selection
- * Playing or Ice Time
- * Rep Tryouts
- * Affiliated Players

Section 6 - Conduct and Discipline

- * Alcohol
- * Code of Conduct
- * Speak out
- * Team Meetings (Philosophies)
- * Criminal Reference Checks
- * Twenty-Four Hour Cool Down Rule
- * Complaint Procedure
- * Abuse and Harassment Complaint Procedure
- * Appeal Procedure
- * Conflict of Interest
- * Confidentiality
- * Unsupervised Dressing Rooms
- * Female Player Dressing Room Policy
- * Shower Room Policy
- * Transportation of Athletes
- * Injuries (Return to Play)
- * Releasing Children from Supervision
- * Discipline

Section 7 - Coaches/Managers/Trainers

- * Qualifications
- * Responsibilities of Head Coaches
- * Responsibilities of Assistant Coaches
- * Responsibilities of Managers
- * Responsibilities of Trainers
- * Responsibilities of Parent Rep's
- * Selection of Coaches

Section 8 - Officials

- * Off-ice Officials

Section 9 - Subsidization

- * Courses
- * Executive Expenses
- * PRS

Section 10 - Games, Playoffs, Tournaments, Exhibitions

- * Admission and Season's Pass
- * Playoff Games
- * Tournaments
- * Exhibition Games

Section 11 - Photos

SECTION ONE - GOVERNANCE

SouthWest Minor Hockey Association (SWMHA) operates under the governance of its Constitution and the Manual of Operations of the Ontario Minor Hockey Association and Ontario Women's Hockey Association.

SECTION TWO - CODE OF CONDUCT AND ETHICS

ALL MEMBERS CODE

To establish and maintain standards for participants including all players, parents, team officials, executives and volunteers. The standards are comprised of, but not limited to, the following principles:

1. Members must endeavour to respect the rights, dignity and worth of every human being and endeavour to treat everyone equally within the context of their activity.
2. Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
3. Members should communicate and cooperate with other sports organizations, non-sports organizations, medical practitioners and educational institutions in the best interest of the players.
4. Members should encourage executives, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
5. Members should never advocate the use of performance enhancing drugs or banned substances.
6. Members should be clear as to what is to be regarded as confidential information and not to divulge any such information without expressed approval of the individuals concerned.
7. Members are expected to consistently display high personal standards both professionally and personally.
8. All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
9. Participants have a responsibility to themselves and the Association to maintain their own effectiveness, resilience and abilities.
10. Members should not display an affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that group.

TEAM OFFICIALS CODE

1. Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
2. Recognize individual differences in athletes and always think of the athlete's long-term best interests. Aim for excellence based on realistic goals. The activity undertaken should be suitable for the age and ability of the players.
3. Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements that no one should evade or break.
4. Make sport challenging and fun. Skills and techniques **need not** be learned painfully. Ensure that all equipment and facilities meet current safety standards.

5. Be honest and consistent with athletes. They appreciate knowing where they stand.
6. Be prepared to interact in a positive manner with administrators, league officials, on-ice & off-ice officials and parents.
7. Be responsible people who are flexible and willing to continually learn and develop.
8. Follow the advice of a physician when determining when an injured player is ready to play again.
9. Set and monitor the boundaries between a working relationship and friendship with players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations or misconduct or impropriety.
10. Conduct of the team on and off the ice is the responsibility of the Team Officials.

PARENTS CODE

1. Do not force an unwilling child to participate in sports.
2. Remember, children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the officials' judgment and never their honesty.
8. Support all efforts to remove verbal and physical abuse from the children's sporting activities.
9. Recognize the value and importance of volunteer team officials. They give their time and resources to provide recreational activities for your child.
10. Set an example by supporting and respecting your child's team officials. When problems arise, communicate on an individual basis. Public comments are not appropriate.

PLAYERS CODE

1. Play for the fun of it, not just to please your parents or coach.
2. Play by the rules.
3. Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
4. Control your temper - no mouthing off, breaking sticks, throwing gloves or other equipment.
5. Work equally hard for you and your team – both your team's performance and your own will benefit.
6. Be a good sport. Cheer all good players, whether it's your teams or your opponents.

7. Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
8. Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
9. Cooperate with your team officials, team-mates and opponents, for without them, you do not have a game.
10. Remember, you are representing yourself, your parents, your team, your sponsor and your town at all times to and from the arena.

SPECTATORS CODE

1. Remember that children play organized sports for their own fun and enjoyment. They are not there to entertain you and they are NOT miniature pro athletes.
2. Be on your best behaviour. Don't use profane language or harass players, team officials or on-ice and off-ice officials.
3. Applaud good plays by your own team and the visiting team.
4. Show respect for your team's opponents. Without them, there would be no game.
5. Never ridicule or scold a child for making a mistake during a competition.
6. Condemn the use of violence in all forms.
7. Respect the officials' decisions.
8. Encourage players always to play according to the rules.

SECTION THREE - ELIGIBILITY AND REGISTRATION

RESIDENCY

1. All players must reside habitually within the eligible boundaries of the SWMHA, as on file with the OMHA, with their custodial parents or legal guardians in order to play representative hockey in the SWMHA.

REGISTRATION DATES

There will be one registration date as set by the Executive annually but not later than April 30th. Registrations received after the regular registration date are considered late and are subject to late fees as the registration fees set out each season by the executive. Please Note: New players to SWMHA will be exempted from the late fee.

REGISTRATION REQUIREMENTS

1. Registration fees are set by the Executive prior to the start of each hockey season.
2. A parent or legal guardian must sign the player registration form and accompanying waiver.
3. Registration is not considered complete until the Registrar/Treasurer receives payment in full as per agreed terms on the registration form, along with birth certificates if applicable.

4. All cheques are to be made payable to Southwest Minor Hockey Association (SWMHA), in the amounts and dates specified for the current hockey season.

5. When a cheque is returned, for whatever reason, the Treasurer or SWMHA designate will contact the parent/guardian. The parent/guardian is informed that:

- a) The returned cheque must be replaced immediately, and before the player(s) step on the ice, with a certified cheque, cash or money order. Payment by credit card or debit also accepted
- b) The parent/guardian is responsible for applicable bank and administrative charges (\$20.00 NSF fee)
- c) The player will no longer be able to participate in any SWMHA sanctioned event until payment is complete.

6. The Treasurer will also contact the player(s) coach and inform them that until further notice, the player will no longer be able to participate in any SWMHA sanctioned event. The Treasurer will not disclose the reason. Discretion may be used for alternative replacement arrangements.

7. Any member of SWMHA with monies owing to SWMHA will be considered members not in good standing and will not be allowed to register until payment is made in full.

REFUNDS

Refunds of registration fees will be arranged on a pro-rated basis (as stated in Bylaws Section 6.5) up to and including December 1st under one or more of the following conditions:

- a. Presentation of a medical certificate
- b. Player signing with OHL, OHA or AAA club
- c. Player moving beyond the eligibility boundaries of the SWMHA
- d. in the event there is no appropriate team for the player to play for
- e. Other requests for refunds in special circumstances will be at the discretion of the Executive.

SECTION FOUR - EQUIPMENT AND UNIFORMS

SWMHA COLOURS

Official SWMHA colours are that of the Tampa Bay Lightning.

SWMHA LOGO

1. The SWMHA Logo is the property of the Association and may not be used by anyone without express written permission from the Executive.
2. Teams wishing to purchase merchandise with the SWMHA logo, must purchase these products through the SWMHA using their official supplier(s), if applicable. If the merchandise is unavailable through the supplier, then special written permission to use the logo may be granted.

APPROVED PLAYER'S EQUIPMENT

1. All players' equipment will be CSA approved and will follow the OMHA and/or OWHA applicable guidelines.

MOUTHGUARDS

1. It is mandatory for all players to be equipped with proper fitting mouth guards, as per OMHA guidelines when participating in any SWMHA sanctioned event such as games and practices.

SWMHA EQUIPMENT

1. All equipment supplied by SWMHA will be returned to the Equipment Manager/designate of in good repair at the end of the playing season.

2. All sweaters are the property of the SWMHA and must be returned to the Equipment Manager/Designate at the end of each hockey season.
3. Team Officials are responsible for the equipment allotted to their team.
4. Goaltending equipment supplied by SWMHA is the responsibility of the player and the parent/guardian must sign for it at the beginning of the year.
5. Game sweaters are the responsibility of the Team Officials. Game sweaters must be returned to the Team Officials after each game. Players are not to wear game sweaters for any reason other than an SWMHA sanctioned events and games, unless approved by the Executive prior to the event.
6. The Executive must approve all equipment, uniforms, jackets and trophies.
7. No subsidized equipment, clothing or apparel may be purchased without approval of the Executive.
8. SWMHA offers goaltending equipment for all levels of play as required.

SECTION FIVE - PLAYER MOVEMENT

UNDERAGE PLAYERS

1. Players are encouraged and expected to play in their appropriate age division. Exceptions to this rule will be considered on a case by case basis by the Executive with respect to the best interests of the child involved.

TEAM SELECTION

1. The Executive reserves the right to determine the number of players for any team within our Association.
2. REP team tryouts are open to any player eligible by age and residency.
3. The coach of the team will make REP team selection, as soon as reasonably possible following the 3rd tryout. A list of players is to be filed with the Executive immediately upon completion of team selection. Child must attend a minimum of 2 tryouts to make the rep team.
4. Only those players participating in rep tryouts will be signed to REP CHA Player Registration Certificates. An exception to this rule may be made for a player moving into the SWMHA area after the tryout deadline. In the event of an ill timed injury or illness (accompanied by a doctor's note) the Executive may allow the coach to roster a player at a later date.
5. In a case where there is a single entry team in an age division the Executive will make the final determination whether the team is of sufficient calibre to play REP hockey.
6. If there are insufficient numbers to ice a team, registered players will be issued a Letter of Permission to play in another center. Those players will be required to register with their home center the following season.
7. In a case where there are two (2) or more Local League teams in an age division, they shall be equally balanced. The teams will be selected using the following procedures:
 - a. All coaches involved will rate all the players using the format provided by the Executive
 - b. All coaches involved will agree on the ratings
 - c. Coaches will provide as much information as possible on the player's ratings

- d. Members of the Executive will divide the teams as equally as possible
- e. The Executive will move no more than 2 players at a time if the teams are not equal.

NOTE: Any Executive member with children involved at the local league level will be ineligible to participate in the process of that particular age division.

8. After the final team selections have been made, the appointed Head (and Assistant) Coach(es) is (are) then free to recommend the rest of the team officials, if those positions are recruited from the player's parents/legal guardians.

PLAYING OR ICE TIME

- 1. Local League Team Officials are to ensure that **fairly equal** ice time is given to all players. The Executive reserves the right to rectify any abuse of this policy.
- 2. Rep Team Officials are to offer **fair** ice time to all players. The Executive reserves the right to rectify any abuse of this policy.
- 3. No players shall participate in practices of another team, unless that specific player is rostered as an affiliated player to that team on the ice.
- 4. All on ice volunteers must be approved by the Executive must be at least two years older than the age division on the ice and must wear full approved equipment if they are registered with SWMHA as outlined in Section Four.

REP TRY-OUTS

- 1. Dates and times of rep tryouts for the current year will be advertised on the SWMHA website, no less than 2 weeks prior to the start of tryouts. An attempt will also be made to contact all appropriately aged players, by phone or email prior to the start of tryouts.
- 2. Rep coaches can cut players after the second team tryout. The coach will also inform players and parents that the team roster will be named as soon as reasonably possible the day following the 3rd tryout.
- 3. Rep tryout fees will be set by the Executive and all efforts will be made to ensure that the fees pay for the ice time required.
- 4. No refunds will be issued to those players that do not make the rep team.

AFFILIATED PLAYERS

Female development or affiliated female players will be as per the OWHA Handbook. The term affiliated below refers to both OMHA and OWHA players:

- 1. Affiliation will be as per OMHA Manual of Operations - Rule 7.0. And, in addition to Rule 7.3.
 - a) No player may be put on an affiliated player list without the consent of the player's parents or legal guardians.
 - b) No player may be used as an affiliated player without the consent of the player's parents or legal guardians.
 - c) When a conflict exists with an affiliated player's rostered team's schedule, consultation will be held with the rostered player's coach who must give his permission for the player to play.

d) Affiliated player's ice time is at the discretion of the coach.

SECTION SIX - CONDUCT AND DISCIPLINE

ALCOHOL/ILLEGAL DRUGS

1. All SWMHA -sanctioned events, where minors are present, will be alcohol and drug free, including associated transportation, with the exception of 'special-occasion' licensed events.

CODE OF CONDUCT

1. Any violation of the SWMHA Rules of Operation or the SWMHA Constitution or the OMHA/OWHA Codes of Conduct, by any member shall render such member liable to disciplinary action in accordance with the Disciplinary Policy of OMHA (contained in the OMHA Manual of Operations)

Respect In Sport / SPEAKOUT

1. If a Team Official is accused of abuse or harassment, the Executive will immediately meet to discuss the details. Based on the information provided, they will make recommendations as to the required course of action. This can include but is not limited to:

- a. Contact the OPP/Chatham Kent Police if necessary and follow any advice that they may offer
- b. Inform the OMHA, OWHA as appropriate
- c. Suspend the Team Official in question
- d. Interview the complainant
- e. Interview the parents of the team in question.

If the OPP/Chatham Kent Police conducts an investigation, SWMHA must suspend their activities until the matter is concluded with the OPP/Chatham Kent Police. SWMHA may then continue with disciplinary action if deemed necessary by the Abuse and Harassment Committee.

TEAM MEETINGS - PHILOSOPHIES

1. Each team will abide by and forward a copy of a standard team rules form to each family. The standard team rules will be established by the Executive and be relevant to each age division. Team Officials may offer written advice to the Executive regarding the content of their standard team rules.

2. Team officials will hold a team meeting at the start of the season to go over the standard team rules and outline what they want to accomplish during the year, with an Executive member present.

CRIMINAL REFERENCE CHECKS

1. All Team Officials and any person(s) having direct contact with the players, including extra volunteers used at practices etc. must complete and pass a Criminal Reference Check.

2. The Executive Committee will co-ordinate Criminal Reference Checks.

3. All Criminal Reference Checks must be filled out through the Executive Committee. If not filled out, the member will be suspended from their duties until a clean Criminal Reference Check is returned by the OPP/Chatham Kent Police.

4. An applicant/volunteer will be asked to step down by the SWMHA if convictions or any outstanding charges involve:

a) any sexual assault

b) any criminal code charges/convictions involving children

c) any assault conviction/charge within the last 10 years

d) any theft/fraud related convictions/charges within the last 5 years

e) any convictions/charges relating to Uttering Counterfeit Currency

6. If Impaired Driving convictions/charges are found, a letter will be sent to the applicant/volunteer from the SWMHA advising them they are not allowed to drive children to and from games, practices or SWMHA sanctioned events.

7. If an applicant/volunteer fails a Criminal Reference Check, a Member of the Executive Committee will contact that person to explain what has come back. That person will be given the option to resign their position, or if they feel the Criminal Reference Check is wrong, they will be given one week to resolve the matter with the OPP/Chatham Kent Police. A letter clearing them will be required. If a letter cannot be obtained within the week, that person will again be given the option of resigning or being removed from their position until the matter can be resolved. All of this will be done in total confidentiality and the reason will not be divulged to anyone, outside of the Executive.

TWENTY-FOUR HOUR COOL DOWN PERIOD

1. All Members of the Association must abide by the 24-hour cool down period. When the 24 hours has passed, the Member may then initiate contact to solve the problem.

2. The member must follow the standard team rules that were established by the team officials at the start of the season.

COMPLAINT PROCEDURE

1. All members of the SWMHA with a complaint or problem must follow the complaint procedure as outlined in the standard team rules. If a satisfactory result is not obtained by following this procedure, the Member may approach the Executive, in writing, to obtain a result satisfactory to both sides.

2. The signed, written complaint is to be forwarded to the President/Designate. The President/Designate will then forward the written complaint to the appropriate party for their response, in writing.

3. All parties to the complaint have the option of appearing at the next scheduled Executive Meeting to resolve their complaint.

4. All complaints and responses to complaints relating to any member of the SWMHA must be in writing including members of the Executive. Each Executive member must sign the back of the original letter entered into the minutes of that meeting. The Executive will not listen to or deal with hearsay.

5. All decisions of the Executive are final, no exceptions will be granted, unless the decision is reversed by the OMHA, CHA or OHF at the complainant's expense.

6. All letters must be received by the Executive on or before April 15th of the current season. Letters will not be accepted after this date.

APPEAL PROCEDURE

1. If the person(s) being disciplined wants to appeal the decision, they must write a letter to the SWMHA President/Designate requesting an appeal and why they feel they should be granted an appeal (they must have new evidence or witnesses to justify the appeal) within seven (7) days after the decision.

2. The President/Designate then has seven (7) days to decide whether to grant an appeal. Appeals will not be granted on the basis that the person being disciplined doesn't like the decision; they must have a compelling reason.

3. If an appeal is granted, the Executive talks to the person appealing and examines the new evidence with the Executive Committee at the next Executive meeting to decide whether or not to overturn the original decision. The disciplinary action stands until a decision is made regarding the appeal.

4. If an appeal is not granted, the appellant has the right to take the next step and go to the OMHA.

5. There is a \$100.00 fee payable to Southwest Minor Hockey to request an appeal. The fee is refunded only if the appeal is denied.

HARASSMENT AND ABUSE POLICY

POLICY STATEMENT

Southwest Minor Hockey Association (SWMHA) is committed to providing a sport and work environment, which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

APPLICATION & SCOPE

This policy applies to all categories of members in SWMHA, as well as to all individuals participating in activities, or employed by, SWMHA including but not limited to, players, officers, convenors, committee members, team managers, trainers, administrators and employees.

This policy applies to harassment, which may occur during the course of all SWMHA business, activities and events, including, but not limited to, competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

DEFINITION OF HARASSMENT

Harassment is defined as conduct that is insulting, intimidating, humiliating, offensive or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:

- a) Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- b) Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance
- c) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance
- d) Unwanted or unnecessary physical contact including touching, patting or pinching
- e) Any form of hazing
- f) Any form of physical assault or abuse
- g) Any sexual offense
- h) Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment

Abuse and Neglect of Minors

When any person in authority has a reasonable belief that in the course of SWMHA business, activities or events a minor is being abused or neglected, he or she shall report this belief to Ontario child protection authorities or Police and shall advise the Executive Committee of having made this report.

SWMHA shall take no further action until such time as the authorities and/or police have concluded their investigation.

The matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

CONFIDENTIALITY

SWMHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, SWMHA will do so. This shall not preclude publication of the final outcome of any matter, where a sanction imposed under this policy includes publication.

HARASSMENT AND ABUSE POLICY

For convenience, this policy uses the term "Complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "Respondent" refers to the person against whom a complaint is made.

COMPLAINT

A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of SWMHA and this policy.

If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the matter should be reported to an official of SWMHA. For the purposes of this policy, an "official" may be a member of the SWMHA Executive Committee, a Convenor, the Executive Director, or the Chairperson of any SWMHA Standing Committee.

Once an incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the report of the report of the incident, advising the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assisting in an informal resolution of the complaint, where this is appropriate.

If the official considers that he or she is unable to act in this capacity, the complaint shall be referred to another SWMHA official.

If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to SWMHA.

INVESTIGATION HEARING

An official who receives a formal written complaint shall advise the President of SWMHA, who shall appoint a three person Committee and shall appoint one of these persons to serve as the Chairperson of the Committee, to conduct an investigation hearing of the complaint. For serious matters, the committee may include an investigator who is experienced in harassment matters and investigation techniques, and may be an outside professional.

The committee shall govern the hearing by such procedures as it may decide, provided that:

- a) A summary of the relevant facts;
- b) A determination as to whether the acts complained of constitute harassment as defended in this policy;
- c) Disciplinary action to be taken, if the acts constitute harassment; and
- d) Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment.

SANCTIONS

When directing appropriate disciplinary sanction, the Panel shall consider factors such as:

- a) The nature and severity of the harassment
- b) Whether the harassment involved any physical contact
- c) Whether the harassment was an isolated incident or part of an ongoing pattern
- d) The nature of the relationship between the complainant and harasser
- e) The age of the complainant
- f) Whether the harasser had been involved in previous harassment incidents
- g) Whether the harasser admitted responsibility and expressed a willingness to change
- h) Whether the harasser retaliated against the complainant

In directing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- a) Verbal apology
- b) Written apology
- c) Letter of reprimand from SWMHA
- d) A fine or levy
- e) referral to counselling

- f) removal of certain privileges of membership or employment
- g) Temporary suspension with or without pay
- h) Termination of employment or contract
- i) Suspension of membership\expulsion from membership
- j) Publication of the details of the sanction
- k) Any other sanction which the Panel may deem appropriate
- l) Expulsion from membership

Failure to comply with a sanction as determined by the committee shall result in automatic suspension of membership in SWMHA until such time as the sanction of fulfilled.

Notwithstanding the procedures set out in this policy, any individual participating in SWMHA business, activities or events who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of SWMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action of SWMHA in accordance with this policy.

CONFLICT OF INTEREST

1. As per the By Law, Conflict of Interest, Section 9.02 10, (a), (b), (c), (d), and (e).

CONFIDENTIALITY

1. As per the By Law, Confidentiality, Section 9.02 12.
2. Confidentiality is an absolute must when dealing with matters pertaining to the SWMHA. Discussion at the Executive meeting is confidential, the decisions are public information.

UNSUPERVISED DRESSING ROOMS

1. Dressing rooms must be supervised at all times with at least **two (2)** Team Officials present.

FEMALE PLAYER DRESSING ROOM POLICY

HOCKEY CANADA CO-ED DRESSING ROOM POLICY

The following is the policy of Hockey Canada with respect to co-ed dressing:

Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

1. Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.

2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.

3. Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

4. At the Pee-Wee (11 years old) level and above the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms

- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.

- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.

- The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities. It is the belief of Hockey Canada that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

SHOWER ROOM POLICY

1. Team Officials, Referees, Executive members and Parent Reps will never shower with players. The following exception applies: Player who is refereeing will be permitted to shower in the referee's room.

2. Shower rooms must be supervised at all times with at least two (2) Team Officials present. .

INJURIES (RETURN TO PLAY)

1. The trainer will fill out an OMHA or OWHA Case Report any time a player is removed from the ice due to injury. A copy of the Case Report will be forwarded to the OMHA/OWHA Center Contact. The trainer will retain the original.

2. The trainer will fill out an OMHA/OWHA Canadian Hockey Injury Report and an OMHA/OWHA Case Report any time a player is removed from the ice and requires medical attention due to injury. A copy of the Injury Report and Case Report will be forwarded to the OMHA/OWHA Center Contact. The trainer will retain the original.

3. The OMHA/OWHA Center Contact will forward a copy to the Regional Executive member (REM) and the OMHA. If the injury is serious the OMHA/OWHA Center Contact will inform the REM and the OMHA/OWHA immediately.

4. Any player requiring medical attention due to an injury will need to produce a doctor's note, to the trainer, to return to play.

RELEASING CHILDREN FROM SUPERVISION

1. As per SWMHA standard team rules.

DISCIPLINE

1. Written complaints about members will be dealt with individually by the Executive as per the complaint procedure.

2. After thorough investigation, the Executive will make a decision and inform the member, in writing, of that decision.

3. All written complaints, written responses, documentation pertaining to the complaint and the SWMHA's written response will be kept on file with the SWMHA.

4. Disciplinary action may include but is not limited to the following:

- a meeting with the Executive
- a meeting with the Executive and complainant
- a letter of apology
- a short term suspension from all or some SWMHA sanctioned events and activities.
- a long term suspension from all or some SWMHA sanctioned events and activities.
- a permanent suspension from all or some SWMHA sanctioned events and activities.
- return SWMHA equipment.
- reimburse funds.

5. There will be zero tolerance for members who abuse the alcohol, illegal drug, and affiliation rule and abuse and harassment policies of the SWMHA.

SECTION SEVEN - COACHES/MANAGERS/TRAINERS/PARENT REPS

1. All Team Officials must be registered on CHA Team Officials Registration Certificates and Approved Rosters. Only approved Team Officials will be allowed on the bench during any game.

QUALIFICATIONS – as per the current OMHA/OWHA Manual of Operations, Section Regulations, Sub Section Team Officials.

RESPONSIBILITIES OF THE HEAD COACH

1. Follow the By Laws and Rules of Operation of the SWMHA.

2. Attend all SWMHA scheduled Team Official's meetings.

3. REP – Select the players for the Rep teams. LOCAL LEAGUE – Evaluate and rank Local League players so that the Executive can make an informed decision when evenly dividing the teams.

4. In conjunction with the other Team officials, be responsible for the team during all SWMHA sanctioned events.
5. In conjunction with the other Team officials, plan and execute all practices and game plans.
6. Be responsible for all SWMHA equipment and all SWMHA coaching materials
7. Collecting all SWMHA sweaters after each game.
8. Hold a team meeting at the beginning of the season to outline the standard team rules to players and parents/legal guardians.
9. Attend 80% of your team's games and practices.
10. Other duties as required.

RESPONSIBILITIES OF THE ASSISTANT COACH

1. Follow the By laws and Rules of Operation of the SWMHA
2. In conjunction with the other Team officials, be responsible for the team during all SWMHA sanctioned events.
3. In conjunction with the other Team officials, plan and execute all practices and game plans.
4. Assist with collection of team sweaters and equipment
5. Helping players with equipment in the dressing room
6. You must attend 80% of your team's games and practices.
7. Other duties as required.

RESPONSIBILITIES OF THE MANAGER

1. Follow the By Laws and Rules of Operation of the SWMHA
2. In conjunction with the other Team officials, be responsible for the team during all SWMHA sanctioned events.
3. REP – Provide a player list to the Registrar immediately following Rep selection
4. Locate dressing rooms for the team each ice time
5. Fill out game sheets
6. Collect team copies of game sheets after each game
7. Ensure that the dressing room is locked and left tidy
8. Maintaining a record of individual and team statistics, if required
9. Ensure newspaper game reports are forwarded to local newspaper

10. You must attend 80% of your team's games and practices.

11. Other duties as required

RESPONSIBILITIES OF THE TRAINER

1. Follow the By Laws and Rules of Operation of the SWMHA

2. In conjunction with the other Team officials, be responsible for the team during all SWMHA sanctioned events.

3. Ensuring first-aid kit is stocked and water bottles are available for each activity where they are required

4. Complete medical information forms for all players and maintain a file of same

5. Checking all player's equipment prior to games and practices

6. Make necessary repairs and adjustments. If beyond the scope of the trainer, inform the parent/legal guardian of what is required.

7. Leading team in stretching exercises prior to ice time

8. Attending to injured players

9. The trainer will fill out an OMHA/OWHA Case Report any time a player is removed from the ice due to injury. A copy of the Case Report will be forwarded to the OMHA /OWHACenter Contact. The trainer will retain the original. If the injury is serious the OMHA /OWHACenter Contact will inform the REM and the OMHA /OWHA immediately.

10. The trainer will fill out an OMHA Canadian Hockey Injury Report and an OMHA Case Report any time a player is removed from the ice and requires medical attention due to injury. A copy of the Injury Report and Case Report will be forwarded to the OMHA Center Contact. The trainer will retain the original. If the injury is serious the OMHA Center Contact will inform the REM and the OMHA immediately.

11. Any player requiring medical attention due to an injury will need to produce a doctor's note, to the trainer, to return to play. The trainer will attach the note to the original injury Report.

12. Attend 80% of your team's games and practices.

13. Other duties as required.

RESPONSIBILITIES OF THE PARENT REP

1. Follow the By laws and Rules of Operation of the SWMHA

2. Attend all scheduled SWMHA Parent Rep meetings

3. Informing all players and/or parents/legal guardians of games and practices as well as passing on information from the Team Officials and the Executive.

4. Keep accurate records of all fundraising initiatives the team is approved to do. A fundraising report and all monies must be forwarded to the Treasurer immediately following the completion of any fundraiser.

5. Submit a timely request for the team's money to the Executive when the funds are required stating the reason for requesting the funds. This request must also be signed by the Manager of the team

6. Be the liaison between parents with complaints or comments, and the coaching staff.
7. Other duties as required.

SELECTION OF COACHES

1. All coaching candidates must apply in writing by the application deadline established.
2. Candidates ideally should have experience as both a player and a coach.
3. Overall player improvement and enjoyment are more important than the won/lost record of a particular team in rating coaching ability.
4. All coaches must be certified, or be able and willing to become certified, as per the current OMHA/OWHA Manual of Operations, Section Regulations, Sub Section Team Officials.
5. All candidates may be interviewed and selected by the Coaching Selection Committee. At that time they must be prepared to outline their plans for the upcoming season.
7. All Team Officials must be approved for their positions by the Coaching Selection Committee.
8. All Team Officials shall have their duties outlined in writing by the Executive and failure to follow those guidelines shall result in that team official being suspended.
9. The team officials must follow the By Laws and the Rules of Operation of the SWMHA and decisions of the SWMHA Executive in regards to the best interests of the SWMHA. Failure to do so shall result in immediate suspension.
10. Any applicant that has been previously suspended by the SWMHA will be dealt with on an individual basis.
11. All applicants must agree to a Criminal Record Check by the OPP/Chatham Kent Police as per the OMHA's Prevention Services Guideline. Failure to comply with this request or a failing result may disqualify a candidate.

SECTION EIGHT - OFFICIALS

OFF-ICE OFFICIALS

1. Off-Ice officials must conduct themselves accordingly. Off-Ice officials must be unbiased at all times while performing their duties in the time box. Cheering for their team while in the time box is not acceptable.
2. At least one off-ice official should have experience in the time box.

SECTION NINE - SUBSIDIZATION

COURSES

1. SWMHA will pay the cost for any approved coach to attend an OMHA approved NCCP clinic up to and including the NCCP Developmental 2. SWMHA will pay the cost for any approved coach to attend an OMHA approved NCCP coach level Refresher clinic. In order to be reimbursed, coaches will provide a receipt and a photocopy of their NCCP certification.

2. SWMHA will pay the cost for any approved trainer to attend an OMHA approved HTCP clinic up to and including Level 2. SWMHA will pay the cost for any approved trainer to attend an approved course to re-certify their Level 2. In order to be reimbursed, trainers will provide a receipt and a photocopy of their HTCP certification.

3. SWMHA will pay the cost of any Member, who is required to have prevention Services Certification (RIS), to attend and OMHA approved PRS (RIS) clinic. In order to be reimbursed, Members will provide a receipt and a photocopy of their PRS certification.

4. SWMHA will keep on file an updated list of all certified Team officials and will encourage head coaches to choose from that list following the selection of the teams.

EXECUTIVE EXPENSES

1. All Executive members attending the OMHA/OWHA AGM will have their receipts reimbursed to a maximum of \$25.00 per day for cost of food. Hotel expenses will be paid in advance by the SWMHA

SECTION TEN - GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITIONS

ADMISSION AND SEASON PASS

1. The cost of the Season Pass is to be determined by the Executives of the SWMHA prior to the start of the Season according to their policies currently in place.

2. All SWMHA Executives are given a Season Family Pass to both arenas. These are for use in the current regular season only. Playoff games are not covered by a Season pass.

3. All approved team officials are given a Season Pass from the leagues that we participate in as per their policies currently in effect.

4. Regular Season and Playoff Game Admittance charges are not to exceed those prices as set by the leagues that we participate in

5. Referees may be paid from the gate fees collected at the respective arenas.

6. The collection of Gate Fees at the Bothwell Area Sports Centre Arena and the Glencoe Arena is the responsibility of the staff member hired by the executive of SWMHA and the revenues derived there from are for the sole use of the association.

PLAYOFF GAMES

1. All SWMHA playoff games are governed by their respective leagues and the OMHA/OWHA.
TOURNAMENTS

1. All Tournaments must have a sanction permit from the OMHA/OWHA. This permit must be prominently displayed at all tournaments.

2. All Tournaments must follow the OMHA/OWHA Tournament Regulations.

3. All Tournament rules in addition to the OMHA/OWHA Tournament Regulations must be provided to each team registered as well as being posted in and around the Convenors table.

4. All Tournament budgets are to be approved by the Executive.

5. All Tournaments will be alcohol free.

6. Each team in the SWMHA may be provided with a tournament fund, **the amount to be established annually by the Executive**. This fund will only be used for tournament entry fees and if necessary, tournament travel permits. Any unused monies will remain in the SWMHA general operating account.

EXHIBITION GAMES

1. Exhibition games are arranged by the Team officials.
2. Team Officials must notify the Referee in Chief of the game so officials can be arranged.

SECTION ELEVEN - PICTURES

1. SWMHA will organize team and individual photograph sessions.
2. The Secretary or designate contacts photographers in August or early September to compare pricing and arrange a photo night.
3. When the Secretary or designate has decided on the date, a large dressing room should be booked for the pictures to be taken in.
4. The Secretary or designate completes a schedule and notifies the Parent Reps for each team of their photograph time.
5. Players should come to the arena dressed at least 15 minutes prior to their time. All players should be ready to go if we are ahead of schedule.
6. The Secretary or designate should have already given the Parent Reps order forms from the photographer. These need to be completed in advance of having the picture taken. The player hands this to the photographer immediately prior to having their picture taken along with a cheque or cash for the photographer.
7. The Secretary or designate is responsible for distributing the photos to the Parent Reps of each team.
8. If a re-take is required, parents are responsible for the cost unless there is a problem with the picture. The Secretary or designate must be notified if a re-take is required and a night will be arranged.
9. Refrain from asking the photographer to take additional shots as this puts everyone behind.

SOUTHWEST MINOR HOCKEY ASSOCIATION