

# **SOUTH MUSKOKA MINOR HOCKEY ASSOCIATION**

## **MANUAL OF OPERATIONS**



Amended May 2018

Amended May 2021

# SECTION 1 PHILOSOPHY AND DEFINITIONS

## 1.1 PHILOSOPHY

As set out in the South Muskoka Minor Hockey Association (SMMHA) Constitution, every attempt will be made to provide the opportunity for all participants to play at a level of **play** that is equal to their ability, in a wholesome environment in order to encourage a player's personal growth through individual skill development and team play. It is hoped that through the various programs offered and the SMMHA Fair Play policy that whether participating in Local League or Representative teams that all players will develop their skills to their maximum potential.

### 1.1.1 FAIR PLAY POLICY

Local League:

All Players shall be provided equal game ice opportunity through equal shift opportunities at all times throughout the entirety of the regular season, any tournament or play-off. For clarity, this also includes special team (power play, penalty kill and goalie out) situations. Goalies shall receive equal starts and/or equal splits of games.

This requirement does not apply when, in the opinion of the Head Coach, a player must be disciplined (uncommunicated absences, tardiness, behaviour). Any significant change in ice time must be communicated by the coaching staff to the player and the player's guardians with reasons for the change. In addition, no player shall be benched based on skill or ability.

REP and AE:

All Players shall be provided equal game ice opportunity through equal game shift opportunities at all times throughout the entirety of the regular season. For clarity, this also includes special team (power play, penalty kill and goalie out) situations. Player and team development should be the top priority over individual game results during the regular season. Goalies shall receive equal starts and/or equal splits of games during the regular season. Coaches may choose to play their goalies in the sequence they desire, alternating games is not mandatory; however, the goal should be to have goalies play an equal number of games over the course of the regular season, and not more than two games in a row.

This requirement does not apply when, in the opinion of the Head Coach, a player must be disciplined (uncommunicated absences, tardiness, behaviour, or lack of effort), or during games of importance (i.e. playoff elimination games; tournament playoff games). In tournaments goalies should also play an equal number of games. If entering the finals on an odd number of games the coach can use their discretion to go with either goalie. Goalies shall receive no less than one start during each playoff series. Any significant change in ice time must be communicated by the coaching staff to the player and the player's guardians with reasons for the change.

### 1.1.2 LEVEL OF PLAY

All players shall be encouraged to play at the level of their ability. However, no player shall be forced to play at a higher classification against his/her wishes. Any coach, manager, or other official who persuades, coerces or compels any player to play for his team shall on the first offence receive a verbal warning, and on a second offence be suspended for the balance of the season.

## 1.2 DEFINITIONS

- a) "AGM" means the Annual General Meeting of its members.
- b) "Board" means the Board of Directors of SMMHA.
- c) "Bracebridge" means the Town of Bracebridge proper and its boundaries, both municipal and as defined by the OMHA in its manual of operations.
- d) "Gravenhurst" means the town of Gravenhurst proper and its boundaries, both municipal and as defined by the OMHA in its manual of operations.
- e) "By-laws" means this general by-law as from time to time amended and supplemented by other by-laws.
- f) "SMMHA" means SOUTH MUSKOKA MINOR HOCKEY ASSOCIATION.
- g) "HC" means Hockey Canada.
- h) "LL" means Local League
- i) "OMHA" means Ontario Minor Hockey Association.
- j) "Meetings of Members" includes annual meetings and Special Meeting of Members.
- k) "Member" means a member of SMMHA holding a class of membership; Board of Directors; Team Official; Player; Parent/Guardian; Life Member; SMMHA Referee.
- l) "MPS-HL" means Muskoka Parry Sound Hockey League
- m) "MPS-LL" means Muskoka Parry Sound Local League
- n) "Rep" means Representative "BB" level of hockey
- o) "RIS" means Respect in Sport course. There are two versions offered, 'Activity Leader' for all Team Official, Game Officials and Board Members. The 'Parent' version is required for all player participation as laid out herein.
- p) "ONCA" Ontario Not-for-Profit Corporations Act
- q) Words importing the singular number include the plural and vice versa; words importing the masculine gender include the feminine and neuter genders; and words importing persons include individuals, corporations, partnerships, trusts and unincorporated organizations.

## SECTION 2 EXPECTATIONS

### 2.1 CODE OF CONDUCT OF MEMBERS, PARTICIPANTS AND SPECTATORS

**As Outlined by OMHA:** This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association ("OMHA") members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in OMHA activities and events. The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect. During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. OMHA members and participants shall at all times adhere to the OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA. Members and participants of the OMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others. Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated. Failure to comply with this Code of Conduct may result in disciplinary action, in accordance with the OMHA Code of Conduct Policies & Procedures, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its' Member Association activities and events, both present and future.

## 2.2 CODE OF ETHICS

All members will be bound by the OMHA Code of Ethics, OHF, HC and ONCA. The OMHA Code of Ethics will remain the minimum standard applied by the SMMHA. However, the SMMHA reserves the right to impose more stringent guidelines than those noted in the OMHA Code of Ethics. For a complete OMHA Code of Ethics visit the OMHA Website at <https://www.omha.net/page/show/885511-code-of-conduct>

### 2.2.1 TEAM OFFICIALS CODE OF ETHICS

- A. Endeavour to respect the rights, dignity and worth of every person and endeavour to treat all equally within the context of their activity.
- B. Lead by example by practicing the following:
- C. Teach and practice cooperation, self-discipline and respect for officials and opponents. Interact in a positive manner with administrators, league officials and parents.
- D. Encourage and promote certain ideals in all participants: to play fairly under all circumstance, and all conditions; to give opponents a fair chance and not take unfair advantage of any opponent.
- E. Promote players to win modestly and receive defeat with a smile; to give credit to the team that wins; not to question or dispute the referee's decision.
- F. Teach and practice proper attitudes in language, dress and behaviour.
- G. Recognize the individual differences in athletes, with consideration for the best long-term interest of the players. Aim for excellence based upon realistic goals.
- H. Assist the players in developing their individual potential. Always consider that the planned activity be suitable for the age and ability of the player(s).
- I. Make the sport of hockey both challenging and fun. Encourage players to be fit all year and not just during the season.
- J. Be honest and consistent with players. They appreciate knowing where they stand.
- K. Ensure that players use equipment that meets current safety standards.
- L. Be responsible, flexible and willing to continually learn and develop.
- M. Follow the advice of the attending physician when determining when an injured player is ready to play again.
- N. Set and monitor boundaries between a working relationship and friendship with their players, realizing that certain situations or friendly actions could be misinterpreted, not only by players, but by others.
- O. Follow and abide by the OMHA Code of Conduct Policy as set out in the OMHA rule Book.

### 2.2.2 PLAYERS CODE OF ETHICS

- A. Be a good sport. Cheer all good plays, whether your team's or your opponents.
- B. Play by the rules, and in the spirit of the game.
- C. Play for the enjoyment of the game, not just to please your parents or your coach.
- D. Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of any player.
- E. Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
- F. Control your temper. No "mouthing off", breaking sticks, throwing gloves or other equipment.
- G. Cooperate with your Team Officials, Game Officials, teammates and opponents, for without them you would not have a game.
- H. Remember that the goal of the game is not simply to win, but to have fun and improve your skills.
- I. I will remember that Team Officials and Game Officials are there to help me. I will accept their

decisions and show them respect

J. Remember that you are representing yourself, your parents, your team, your sponsor and your town.

In all SMMHA events you attend, conduct yourself accordingly.

K. Follow and abide by the OMHA Code of Conduct Policy as set out in the OMHA Rule Book

### **2.2.3 PARENTS' CODE OF ETHICS**

A. Do not force an unwilling child to participate in sport. Remember that children should be involved in organized sports for their own enjoyment, and not their parents. Remember that they are NOT pro athletes.

B. Encourage your child to always play by the rules.

C. Teach your child that honest effort is more important than victory, so that the result of each game can be accepted without undue disappointment.

D. Turn defeat into a 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.

E. Remember that children learn best by example. Applaud good plays by your team, and by members of the opposing team.

F. Never publicly question an official's judgement.

G. Support all efforts to remove verbal and physical abuse from children's sporting activities. Do not use profane language; harass players, Team or Game Officials. Condemn the use of violence in all forms.

H. Recognize the value and importance of the volunteers. They give of their time and resources to provide recreational activities for your child.

I. Set an example by supporting and respecting your child's Coach. If problems arise, communicate on an individual basis with the Coach. Public comments are not appropriate.

J. Encourage players, Team Officials, Game Officials and spectators to obey the rules and spirit of the sport, and to treat each other in a courteous manner.

K. Refrain from coaching your player while on the ice with their team (practice and games). Allow the Team Officials to instruct the team and your player as it pertains to the team and the team goals.

L. Follow and abide by the OMHA Code of Conduct Policy

## **2.3 CONDUCT & DISCIPLINE**

Incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to, peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors will not be tolerated.

### **2.3.1 DISCIPLINE**

**2.3.1.1** Any SMMHA member, officer, director, coach, manager, trainer, player or spectator shall be subject to suspension from SMMHA activities if he/she contravenes in any way the Constitution, By-Laws or regulation of SMMHA.

**2.3.1.2** Any SMMHA member, officer, director, coach, manager, trainer, player or spectator shall be subject to disciplinary action and/or suspension for conduct not befitting the intent or objectives of SMMHA. This includes but is not limited to inappropriate communication via electronic means. Such action will be administered by the Discipline and Ethics Committee.

**2.3.1.3** Any SMMHA member, coach, manager, trainer, player or spectator who deliberately damages or defaces SMMHA equipment or facilities used by SMMHA shall be suspended from SMMHA until the cost of repair or replacement of damages has been paid in full. In addition, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Discipline and Ethics Committee.

2.3.1.4 The use of alcohol or drugs at any SMMHA sponsored function, or in any arena, or bus, or other facility used for such function, by any coach, manager, official, trainer or player of SMMHA will not be tolerated and may lead to suspension for the balance of the season. This does not apply to special events where an appropriate liquor license has been obtained.

2.3.1.5 All coaches shall publish a list of team rules for the players and their parents prior to the start of the season. Those rules should follow the spirit and intent of this Manual and are subject to Board review and approval upon request.

2.3.1.6 Any coach who deems disciplinary action against an individual player to be necessary may suspend the player for two consecutive games only. If the coach deems disciplinary action in excess of two games necessary, the matter must be referred to the Discipline and Ethics Committee. All internal team player suspensions must be reported to the Discipline and Ethics Committee to track player discipline issues and future issues management.

2.3.1.7 Any player who willfully plays, or any coach, manager or trainer who allows a player to play, who is found to be ineligible, shall be subject to disciplinary action and/or suspension.

2.3.1.8 Discipline and suspension for Rep, Select, and Local league players, coaches, trainers and managers will be governed by the HOCKEY CANADA, OMHA, SMMHA, MPS-HL and MPS -LL rules and regulations. The SMMHA Board and/or the Discipline and Ethics Committee reserves the right to review any discipline or conduct and reserves the right to impose additional penalties.

2.3.1.9 Any player, coach, trainer or manager who is suspended by the SMMHA may request to have the suspension reviewed by the Discipline and Ethics Committee.

2.3.1.10 Documentation of Discipline issues - It is SMMHA board policy that team staff will be responsible to complete an Incident Report Form in order to document any event that requires disciplinary action whether it be a player or parent. These completed forms should be forward to the OMHA Director or Local League Director within 24 hours. Upon receipt of three incident report forms naming the same individual the Board will consider the appropriate disciplinary action. The Board reserves the right to intervene at any time.

2.3.1.11 Music played at all SMMHA sponsored events shall be appropriate as determined by the Board of Directors.

2.3.1.12 In the event a member refuses to meet with and/or abide by the decisions of the Discipline and Ethics Committee, the Board reserves the right to remove any players related to that member from the Association.

2.3.1.13 In the event there is a minor fraction with a team official, parent/guardian or player it shall be brought to the attention of the Discipline and Ethics committee and will remain within SMMHA Board to proceed as necessary. In the event of major infractions, harassing, abuse or bullying the incident will be brought to OMHA in accordance to OMHA code of conduct policy.

## 2.3.2 Social Media Policy

The following are examples of conduct through social media that are considered violations of the OMHA Social Media Policy (**including but not exclusive to Facebook, Instagram, Twitter, Snapchat, WhatsApp App, email, text messages**), and may be subject to disciplinary action by the team, local minor hockey association, and/or OMHA. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member team, the Association or an individual.

Divulging confidential information that may include, but is not limited to the following: i. Negative or derogatory comments about teams, local minor hockey associations, and/or OMHA programs, stakeholders, players or any member of another team. ii. Any form of bullying, harassment, intimidation or threats against players, on ice officials. Team officials, Board members, and parents/guardians iii. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: a. Drug use, b. Alcohol abuse, c. Public intoxication, d. Hazing, e. Sexual exploitation, etc. f. Online activity that contradicts the current policies of the OMHA or any of its member Associations. iv. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the OMHA code of conduct. v. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Discipline: All violations of this Policy will be addressed through the OMHA Code of Conduct Policies and Procedures.

When using social media, each member should assume at all times they are representing the OMHA and SMMHA. All members of the OMHA should remember to use the same discretion as they do with other traditional forms of media.

## 2.4 SUSPENSIONS

Forwarding of the game sheets and reporting of suspensions to the Local League Director, or the OHMA Representative or his delegate shall be the responsibility of the team manager, and shall be done within twenty- four hours of the conclusion of the game.

For any suspension that cannot be completely served in a given season, the remainder of the suspension will be carried into the following season. A time limit may be imposed should scheduling unduly prolong a player's suspension.

For OMHA Suspensions please refer to the OMHA Manual of Operations - <http://www.omha.net/manualofoperations>. SMMHA suspensions will be added to OMHA mandated suspensions.

For MPS and Local League Suspension Information please visit:  
[http://mpshl.ca/Pages/1023/Manual\\_of\\_Operations/](http://mpshl.ca/Pages/1023/Manual_of_Operations/) and  
[https://mpshl.ca/Leagues/1013/MPS\\_Local\\_League](https://mpshl.ca/Leagues/1013/MPS_Local_League)

## 2.5 PLAYING IN OTHER LEAGUES

All players registered in the SMMHA must notify their coaches if they are registered with another team or organization. For those who do not may be subject to disciplinary action.

## 2.6 SPECIAL SITUATIONS

Conduct Situations arising during the season that are not covered under the rules of this Manual of Operations shall be referred to the Discipline and Ethics Committee.

Operation Situations arising during the season that are not covered under the rules of this Manual of Operations shall be referred to the Board of Directors for a motion and ruling to be recognized for the remainder of the season. This temporary ruling shall be introduced at the AGM as a new motion to be voted on for adoption to the SMMHA Manual of Operations.

## 2.7 DISCIPLINE AND ETHICS

See Discipline and Ethics Committee 12.2

# SECTION 3 ELIGIBILITY & REGISTRATION

## 3.1 PARTICIPATION

Participation is open to all entitled persons as per OMHA Regulations, upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age. However, SMMHA reserves the right to restrict membership of individuals who have or continue to contravene SMMHA, OMHA or MPS rules and regulations, operating always in the best interest of SMMHA.

### 3.1.1 Respect in Sport

All participants must have at least one parent or guardian complete the required 'Respect in Sport - Parent' Course as required from OMHA, HC and SMMHA. This is a one-time course, does not expire and is mandatory for participation in any minor hockey level. The RIS-parent course is the financial responsibility of the participating family, and must be completed online.

### 3.1.2 Disciplinary Action

The SMMHA Board reserves the right to impose disciplinary actions on a member and/or refuse or withdraw any individual's participation as dictated by the By-Laws or Manual of Operations of SMMHA, OMHA, OHF, HC, MPS-HL & MPS-LL or ONCA

OMHA MANUAL OF OPS - <http://www.omha.net/manualofoperations>

OHF - <http://www.ohf.on.ca/ohf-admin/rule-book>

### 3.1.3 Non-registered Players

Non-registered players are *not* allowed to be on the ice for practice or games

## 3.2 REGISTRATION

Registration of all players shall occur in accordance with the following procedures:

A. Registration dates and fees for the upcoming season will be set by the SMMHA Board no later than May 30<sup>th</sup> of any given year.

B. All players must be registered online on the Association's website. Any player whose registration fees are paid in full prior to yearly Board approved Early Registration dates shall be assessed the Early Registration Fee. Any player whose registration fees are paid in full after the established early registration date shall be assessed the Normal Registration Fee.

C. First time player registrants must provide proof of age (i.e., copy of birth certificate).

D. Registration will remain open until November 1st. Registrations after this date will only be accepted if openings on an applicable team exist and/or at the discretion of the Board.

E. New registering players who have moved into the community will be accepted at the discretion of the Board and/or in accordance with OMHA Regulations.

F. All applicants must be registered and all fees paid in full, before they may participate in any SMMHA sponsored activity. The SMMHA Board may prohibit any player from participating in any SMMHA activity until all fees are paid in full.

G. All fees, including any early registration discounts are to be established by the Board following the Annual Budget Meetings and detailed Addendum B.

H. Registration dates, including any early registration dates will be detailed in Addendum A.

## 3.3 VOLUNTEER CREDITS

### (Credits towards registration fees for Volunteer hours)

Volunteer credits can be earned as a reimbursement against registration fees but cannot exceed the dollar value as outlined in Addendum C. Each volunteer role is equal to one volunteer credit; after a family unit has two volunteer roles, additional roles must be approved by the Board. The value of the volunteer credits will be outlined as per Addendum C. Team Staff or Board positions are required to be held for the complete season in order to earn and keep the designated volunteer credits. Team Staff or Board positions who have not completed the required qualifications will not receive their volunteer credits until the required qualifications are met (Qualifications must be met by the date as listed in Addendum C). Required qualification could be, but are not limited to, team member qualifications, RIS - activity leader, Rostered to a team, valid VSS and/or declaration meeting the OHF requirements. [OHF - Screening Policy](#). Credits towards registration fees will be issued to SMMHA members and non parent rostered



or board volunteers (Advise by March 1<sup>st</sup> of each season if preferred a payout by e-transfer or alternate method, otherwise credits will be applied to the appropriate Hockey Canada account).

### 3.4 FUNDRAISING

SMMHA Members will have opportunities for fundraising on behalf of themselves and SMMHA throughout each year in order to apply credits towards player registration fees. Fundraising opportunities will be provided to all members as they become available. Credits towards registration fees will be issued to SMMHA members to a maximum of the yearly fees paid minus any volunteer credits earned on dates as published by SMMHA in **Addendum C**.

### 3.5 REFUND POLICY

**Refunds will be given when the SMMHA board is notified in writing that a player will no longer be participating and will be based on the following guidelines:**

- A. First time players of any age bracket will receive a full refund less a ~~\$50~~ prorated mandatory administration fee if they decide not to continue play any time before October 1st.
- B. A returning player who leaves to play a higher level of hockey ie. AAA, junior, will receive a prorated refund. Tryout fees are not refundable.
- C. Any returning player who decides not to play BEFORE the first scheduled ice time for their age group, will receive a full refund.
- D. Notwithstanding the above, any player who quits after first scheduled ice time and by October 30th, and receive a 50% refund.
- E. Players who quit after October 30th, but before November 30th, will receive a 30% refund.
- F. Players who quit after November 30th, but before December 31st, will receive a 15% refund.
- G. After January 1st, there will be no refunds
- H. **THAT** if a player experiences a season ending injury, a refund shall be granted in accordance with the SMMHA refund policy or if a medical doctor's note is provided within two weeks of injury. The refund will be prorated based on the remainder of season (refer to season definition). Addendum B

**3.5.1** For the purposes of calculating refunds, the fee will be the sum of registration fees, Rep fees, and any other league fees during regular season. Team tournament fees and tryout fees are not to be included in this refund.

**3.5.2** Refunds required due to player movement will be the responsibility of the Board and shall be completed within 30 days of notification. Refunds required due to a player leaving the SMMHA because the parent is relocating outside of the geographical area will be paid on a pro rata basis within 30 days of moving.

**3.5.3** Refunds can be obtained only upon the return of any equipment belonging to SMMHA. All outstanding balances with SMMHA must also be brought up to date.

## SECTION 4 PROGRAMS OFFERED

Divisions within each of the levels SMMHA offers will be set up in accordance with the age categories stipulated in the HC Guidelines, OMHA regulations or by the MPS-LL Constitution.

### 4.1 INITIATION (U5 & U7), U8 HOUSE LEAGUE PROGRAM

SMMHA offers an Initiation Program as a starting point for all new to hockey players, regardless of age, and is geared

toward any 4 - 7 year old player.

#### **4.1.1 PUCKS**

The Initiation Program (IP) or U8 Local League (U8 LL) in SMMHA will utilize the Blue (4oz) pucks.

#### **4.1.2 ICE TIME**

Whenever possible, the minimum ice time allocated to U7/ U8 LL will be two hours per week and one hour per week for U5. As with all SMMHA teams allowances will be made for holidays and other community events that supersede SMMHA ice times. Please check [www.southmuskokaminorhockey.com](http://www.southmuskokaminorhockey.com) for updated schedules.

#### **4.1.3 PLAYER MOVEMENT FOR IP AND U8 HOUSE LEAGUE**

Player movement cannot be adjusted without the consent of the Local League Director or their designate and OMHA. All player movement must also follow the OMHA and HC Guidelines – [www.omha.net](http://www.omha.net)

## **4.2 LOCAL LEAGUE TEAMS - MUSKOKA PARRY SOUND LOCAL LEAGUE**

Local League will provide a recreational base for minor hockey. SMMHA Local League teams will be encouraged to adopt any system necessary to ensure equal ice time for all players.

#### **4.2.1 LOCAL LEAGUE PARTICIPATION**

SMMHA Players will participate by playing other SMMHA LL teams, and other associations LL Teams in the same level who are also participating within the Muskoka Parry Sound Local League (MPS-LL). The SMMHA Local League teams and players are obligated to abide by the rules and regulations set by the MPS-LL Constitution, SMMHA and its governing bodies.

#### **4.2.2 LOCAL LEAGUE TEAM SELECTION**

Local League teams will be chosen by draft as soon as possible in the beginning of each season. Teams may be subject to re-balancing at the discretion of the Board in conjunction with the Local League Director, Player Development Director or their designates. Players, parents and coaches must abide by the Board's decision. Player movement cannot be adjusted without the consent of the Local League Director or their designates. Player movement must follow the dates set out in **Addendum A**. See 4.7 for Team Composition. See 4.8 Player Movement.

#### **4.2.3 LOCAL LEAGUE REGULAR GAME TIMES**

Local League teams follow the game times and rules set out by the MPS - LL rules and regulations.  
[www.mpsl.ca](http://www.mpsl.ca)

#### **4.2.4 LOCAL LEAGUE PLAYOFFS**

Local League teams follow the playoff rules set out by the MPS - LL rules and regulations.  
[www.mpsl.ca](http://www.mpsl.ca)

#### **4.2.5 LOCAL LEAGUE TOURNAMENTS**

Local League teams shall be allowed to participate in tournaments provided they follow and abide by OMHA regulations and MPS-LL requirements. Tournaments must be scheduled to not adversely affect the operation of the Local League system and must be approved by the SMMHA Local League Director, SMMHA OMHA Director, MPS OMHA Regional Director and the MPS-LL Committee. Tournaments are the financial responsibility of the team and **NOT** of SMMHA. Application to participate in any tournament must be made on the appropriate form and approved by the SMMHA OMHA Director. LL teams might participate in a home tournament. These tournaments are the direct responsibility and jurisdiction of the SMMHA Local League Director and Tournament Director. SMMHA will pay for ice, kitchen and hall rental for all home OMHA sanctioned tournaments.

#### **4.2.6 LOCAL LEAGUE EXHIBITION GAMES**

Local League teams may participate in Exhibition Games provided they follow and abide by OMHA regulations and MPS-LL requirements. Exhibition games must be approved by the SMMHA Local League Director, SMMHA OMHA

Director, and MPS OMHA Regional Director as well must meet the ice requirements through the Ice Scheduler. Additional costs are the responsibility of the team and **NOT** of SMMHA (ie/ ref cost are the responsibility of the team). Exhibition games must be scheduled to not adversely affect the operation of the Local League system. Exhibition games must be the team's responsibility to book ice through the SMMHA Ice Scheduler and referees through the OMHA Ref Scheduler.

#### 4.2.7 AFFILIATED LOCAL LEAGUE PLAYERS

Local League players who are selected as an affiliate player (AP) may accept or decline the offer to affiliate with another team as long as they follow the OMHA regulations for affiliated players. If a conflict arises an affiliate player must follow the proper procedures in accordance with OMHA, HC and SMMHA. The player's decision does not adversely affect his standing with either team. Also see 4.7 Player Movement.

#### 4.2.8 INCLEMENT WEATHER GAME CANCELLATION GUIDELINES

Any team wishing to cancel/reschedule a game due to inclement weather must have approval from the SMMHA Local League Director. According to OMHA and MPS - LL guidelines, unless the OPP have closed the road or issued advisories not to use roads, both Centres must agree to cancel the game. In the event that a coach/manager/team do not show up for a scheduled game without game cancellation approval from the OMHA representative, that team will be suspended from further play until the team has paid all fines resulting from this transgression. In the event that the Local League Director is not available, the team may contact the President or Vice-President for a ruling.

[https://mpshl.ca/Leagues/1000/MPS\\_Rep\\_League](https://mpshl.ca/Leagues/1000/MPS_Rep_League) or [https://mpshl.ca/Leagues/1013/MPS\\_Local\\_League](https://mpshl.ca/Leagues/1013/MPS_Local_League)

### 4.3 SELECT TEAMS

Select teams will comprise of Local League players who desire a higher level of competition. Per OMHA Guidelines, a player must be within the designated SMMHA zone to try out for, or be rostered to a Select team. Select players will be selected from all teams within SMMHA Local League with players that meet the appropriate age division as laid out by OMHA Manual of Ops - <http://www.omha.net/manualofoperations>.

#### 4.3.1 SELECT TEAM PARTICIPATION

Players and their parents must understand that by joining a Select Team they have committed to a heavier schedule and additional fees. Local League players are **NOT** permitted to skip Local League events to participate in Select events on the same day without following the regulations set out by OMHA, SMMHA and MPS-LL. Players who abuse this will not be allowed to participate for the Select Team. Additional costs are the responsibility of the team and participating players **NOT** of SMMHA. See 4.7 for Team Composition.

#### 4.3.2 SELECT TEAM TRYOUTS

Tryout sessions in accordance with the schedule will occur for those players interested in participating on a Select team. Team will follow the guidelines set out by SMMHA, OMHA and its governing bodies.

#### 4.3.3 SELECT TOURNAMENTS

Select teams shall be allowed to participate in tournaments provided they follow and abide by OMHA regulations and MPS-LL requirements. Tournaments must be scheduled to not adversely affect the operation of the Local League system and must be approved by the SMMHA Local League Director, SMMHA OMHA Director, MPS OMHA Regional Director and the MPS-LL Committee. Tournaments are the financial responsibility of the team and **NOT** of SMMHA. Application to participate in any tournament must be made on the appropriate form and approved by the SMMHA OMHA Director. LL teams might participate in a home tournament. These tournaments are the direct responsibility and jurisdiction of the SMMHA Local League Director and Tournament Director. SMMHA will pay for ice, kitchen and hall rental for all home OMHA sanctioned tournaments.

#### 4.3.4 SELECT EXHIBITION GAMES

Select teams may participate in Exhibition Games provided they follow and abide by OMHA regulations and MPS-LL requirements. Exhibition games must be approved by the SMMHA Local League Director, SMMHA OMHA Director, and MPS OMHA Regional Director as well must meet the ice requirements through the Ice Scheduler. Additional costs are the responsibility of the team and **NOT** of SMMHA (ie/ ref cost are the responsibility of the team). Exhibition

games must be scheduled to not adversely affect the operation of the Local League system. Exhibition games must be the team's responsibility to book ice through the SMMHA Ice Scheduler and referees through the OMHA Ref Scheduler.

## **4.4 REPRESENTATIVE TEAMS - MUSKOKA PARRY SOUND HOCKEY LEAGUE**

### **MUSKOKA PARRY SOUND HOCKEY LEAGUE- REPRESENTATIVE & ADDITIONAL ENTRY TEAMS**

Representative “Rep” teams will be composed of players who desire the highest level of competition SMMHA offers. Players and Parents must fully accept the additional time and increased financial commitments associated with participation on a SMMHA Representative Team.

AE teams at each level will be discussed, voted and approved or declined by the SMMHA Board each season before AE Coach Selections. Viable Additional Entry “AE” teams will be composed of players who desire a higher level of competition than the Local League within SMMHA, but have been released from the Rep team after rep team tryouts. Players and Parents must fully accept the additional time and increased financial commitments associated with participation on a SMMHA AE Team.

#### **4.4.1 REP & AE TEAM PARTICIPATION**

The SMMHA Rep and AE teams are obligated to play locally in the Muskoka-Parry Sound League, as well as honour their team's commitment to the OMHA playdowns, which normally begin in late January. The SMMHA Rep teams and players are obligated to abide by the rules and regulations set by the MPS, SMMHA and its governing bodies. See 4.7 for Team Composition. See 4.8 Player Movement.

#### **4.4.2 REP TRYOUTS**

Per OMHA Guidelines, a player must be within the designated SMMHA zone to try out for, or be rostered to, a Representative team. Interested players must attend tryout sessions as scheduled, with successful candidates being chosen to represent South Muskoka in OMHA categories from U9 to U18. In applicable MPS and OMHA categories, where numbers permit. See 4.6 for full tryout details.

#### **4.5.2 AE TRYOUTS**

If the SMMHA Board's decision permits an AE team, interested players that have been released from the first entry team at each level will be permitted to try out for the AE team. Per OMHA Guidelines, a player must be within the designated SMMHA zone to try out for, or be rostered to, an AE team. Players will not be required to obtain another tryout card to tryout for an AE level team, however in order to tryout for an AE team players must have attended Rep tryout sessions as scheduled until they are released by the Head Coach in that level. Successful candidates will be chosen to represent South Muskoka in MPS and OMHA categories where numbers permit. No player shall have the option of choosing to play for an AE team if they have been selected to play on the Representative team. If players are released from an AE team, the player shall move to a Local League team. See 4.6 for full tryout details.

#### **4.4.3 REP & AE REGULAR GAME TIMES**

Rep and AE teams will follow the game times and rules set out by the MPS and OMHA rules and regulations. [Muskoka Parry Sound Hockey League Website](#) & [Ontario Minor Hockey Association Website](#)

#### **4.4.4 REP & AE PLAYDOWNS**

Rep and AE teams follow the playdown rules set out by the MPS and OMHA. [Muskoka/ Parry Sound Hockey League Website](#) & [Ontario Minor Hockey Association Website](#)

#### **4.4.5 REP & AE TOURNAMENTS**

Rep and AE teams will be allowed to play in tournaments following MPS and OMHA guidelines. All tournaments are the financial responsibility of the Team and participating players **NOT** SMMHA. Tournaments must be scheduled to not adversely affect the operation of the Rep schedule and must be approved by the SMMHA OMHA Director and MPS OMHA Regional Director. Application to participate in any tournament must be made on the appropriate form and approved by the SMMHA OMHA Representative. Rep teams shall each participate in a home tournament. These tournaments are the direct responsibility and jurisdiction of the SMMHA Tournament Director. The SMMHA will pay for kitchen, hall and ice rental for all home OMHA sanctioned tournaments.

#### 4.4.6 REP & AE EXHIBITION GAMES

Rep and AE teams may participate in Exhibition Games provided they follow and abide by MPS and OMHA regulations. Exhibition games must be approved by the SMMHA OMHA Director, and MPS OMHA Regional Director as well must meet the ice requirements through the Ice Scheduler. Additional costs are the responsibility of the team and **NOT** of SMMHA (ie: ref costs are the responsibility of the team). Exhibition games must be scheduled to not adversely affect the operation of the Local League system. Exhibition games must be the team's responsibility to book ice through the SMMHA Ice Scheduler and referees through the OMHA Ref Scheduler.

#### 4.4.7 AFFILIATED AE PLAYERS

Players not chosen for the first entry team may be selected as an affiliate player (AP). The player may accept or decline the offer to affiliate and in either case, should be considered for the second entry team without prejudice. AE affiliate players may participate with the affiliated team as long as it follows the OMHA regulations for affiliated players. If a Conflict arises an affiliated player must follow the proper procedures in accordance with OMHA, HC and SMMHA. The player's decision does not adversely affect his standing with either team. Also see 4.8 Player Movement.

If an AE team does not have a full roster once tryouts are completed and all those who completed the try out process have either accepted or declined a position on the team then additional players or affiliated players may be selected from Local League and the tryout fee will be payable.

Any exceptions to Rep and AE qualifications for affiliated players must be brought to the SMMHA Board through the Vice President for review.

#### 4.4.8 INCLEMENT WEATHER GAME CANCELLATION GUIDELINES

Any team wishing to cancel/reschedule a game due to inclement weather must have approval from the SMMHA OMHA Director. According to OMHA guidelines, unless the OPP have closed the road or issued advisories not to use roads, both Centres must agree to cancel the game. In the event that a coach/manager/team does not show up for a scheduled game without game cancellation approval from the OMHA representative, that team will be suspended from further play until the team has paid all fines resulting from this transgression. In the event that the SMMHA OMHA Director is not available, the team may contact the President or Vice-President for a ruling.

## 4.5 TRYOUTS

#### 4.5.1 TRYOUT POSTING

SMMHA shall post tryout times and contacts on the SMMHA website and send out email notifications about the schedule no less than 3 weeks prior to the first SMMHA tryout date.

#### 4.5.2 PARTICIPANTS

Players must be registered with SMMHA for the current season before being allowed to participate in any tryouts. All players trying out for Rep., AE, or Select will be subject to a tryout fee as set out in Addendum B. This fee grants players three scheduled tryout ice times. Upon the registration of a new player moving into residence of SMMHA, the player shall be granted a tryout period of ten calendar days in the designated classification, up until January 10 of the current season. Such registration is subject to the rules and regulations of the HOCKEY CANADA, the OMHA and SMMHA. In order to have AE tryouts a minimum of 30 tryout cards must be issued prior to the Rep team tryouts. The

SMMHA board has discretion to allow/disallow the creation of any AE or second entry team based on the current registration and any other mitigating factors (ie. Coaching, ice time, etc.).

#### 4.5.2.1 REP TRYOUTS

Per OMHA Guidelines, a player must be within the designated SMMHA zone to try out for, or be rostered to, a Representative team. Interested players must attend tryout sessions as scheduled, with successful candidates being chosen to represent South Muskoka in OMHA categories from U9 to U18. In applicable MPS and OMHA categories, where numbers permit.

#### 4.5.2.2 AE TRYOUTS

If the SMMHA Board's decision permits an AE team, interested players that have been released from the first entry team at each level will be permitted to try out for the AE team. Per OMHA Guidelines, a player must be within the designated SMMHA zone to try out for, or be rostered to, an AE team. Players will not be required to obtain another tryout card to tryout for an AE level team, however in order to tryout for an AE team players must have attended Rep tryout sessions as scheduled until they are released by the Head Coach in that level. Successful candidates will be chosen to represent South Muskoka in MPS and OMHA categories where numbers permit. No player shall have the option of choosing to play for an AE team if they have been selected to play on the Representative team. If players are released from an AE team, the player shall move to a Local League team.

#### 4.5.3 TRYOUT PROCESS

**4.5.3.1** Any coaching staff that has a player trying out that is a family member has a conflict of interest. The Player Development Director along with the SMMHA board will scrutinize the final team selections and the team's selection process.

**4.5.3.2** Each coach may be required to submit to the SMMHA Board at the request of the SMMHA Player Development Director their reasons in writing for drafting the last 3 places on their team and the last 3 releases.

**4.5.3.3** Selected players must be submitted to the SMMHA OMHA Director (or his/her designate) for Rostering as per Addendum A.

**4.5.3.4** It is a requirement that each head coach have a minimum of 3 non-partisan (with hockey knowledge approved by the Player Development Director to be assessors and make up the Player Selection Committee) to assist the coach in determining the team roster. This is especially important as it relates to the assessment of the suitability of a player related to the coach. Further, this process is important as the documentation will provide a framework for a response in the event there is a challenge concerning the final cuts.

**4.5.3.5** The Player Development Director will scrutinize the final team selections and the team's selection process.

**4.5.3.6** A player shall be eligible to try-out for and, if qualified by ability, may register and play for a Representative team in the next higher division of his home centre or his home centre zone.

OMHA centres and zones are not allowed to override this Regulation (OMHA 3.6 a-b) Example: A Minor aged U13 player would be eligible to try-out and sign with the Major U13, Minor U15 or Major U15 team.

**4.5.3.7** Players must tryout for their own age division before they tryout at a higher level. It is understood that tryouts may be concurrent. A second tryout fee is required for the tryout at the higher age.

**4.5.3.8** To be qualified as a player to move up an age division the player must be ranked in the top forward or top defence or top goalie in talent and skill of the older age group i.e. If the top 5 players are required on the ice at the same time, this player must be skilled enough to fulfil this role. Ranking is done by the **Player Selection Committee** for that team. Nonetheless, for underage players all roster decisions must be approved by the Board of Directors and be assessed by an outside OMHA assessor.

**4.5.3.9** As an exception to the guidelines noted above Goalies must be ranked 1 in the older age group to move up an age division

**4.5.3.10** In the event of a dispute which cannot be resolved by the Player Development Director, the SMMHA will agree to refer to the OMHA Regional Director of Development and/or Coach Mentors to assess independently the player's skills and talent. The decision of this Appeal will be final and the SMMHA and the Player will agree to abide by this final decision.

**4.5.3.11** Select and AE players are subject to an additional fee when participating in dual league schedules and practices. This fee is determined from year to year by the Board of Directors

**4.5.3.12** A player must attend the tryout for the representative team in order to be eligible for selection to the AE team.

**4.5.3.13** U18 Tryouts have special guidelines due to the fact that U18 in the SMMHA comprises three age groups; 15, 16, and 17 year olds. The SMMHA has a commitment to provide a Major U18 team for the MPS Hockey League. In the event there are enough players, a second entry team will also be rostered. Fifteen year old players are not required to attend the Major U18 tryouts, yet are still eligible for the second entry U18 team. A 15 year old player will be offered the opportunity to try out for the Major U18 Selection Committee if they decide to do so. All 16 and 17 year old U18 players must attend the Major U18 tryout in order to be eligible for either the Major U18 or AE U18 team. The Major U18 coach will select the players for their roster, and the players remaining will try out for the second entry U18 team. A 16-year-old chosen for the Major U18 team is obligated to play for that team. If a 17-year-old player is released from the Major U18 team and would be a selection for a second entry team then a U18 AE level team will be created.

**4.5.3.14** If any player who sustains an injury before tryouts must obtain a doctor's note for the coach, and a tryout card to show interest in the rep team.

**4.5.3.15** Should there be an abundance of players registered for the first tryout for a specific division the tryout session will be divided into two tryout sessions. The maximum number on ice for the tryout will be 40 players.

**4.5.3.16** If you have more than 6 goalies tryout for a specific division have a goalie evaluation separate to the tryout.

**4.6.3.17** If the parent and player approach the Rep Head Coach and ask to be released from the rep team to tryout for the AE prior to the first tryout the Rep Head Coach can make the choice to release that player to the AE tryouts.

**4.6.3.18** The top 5 players as identified by Head Coach and evaluators may be exempt from the 2nd tryout skate after the first tryout.

**4.6.3.19** During tryouts SMMHA board may appoint up to two independent evaluators and a minimum 3 independent evaluators will be provided by the head coach.

## 4.6 TEAM COMPOSITION

All SMMHA teams will follow SMMHA, OMHA, OHF, and HC guidelines for selecting bench staff and players for a team. In addition:

**4.6.1** All Rep and AE teams (U9, U11, U13, U15 and U18), shall declare rosters of no less than 14 players including a goalie and no more than **19** players. Specifically, U15 and U18 must take a minimum 15 skaters and 2 goalies if available at tryouts. U9, U11 and U13 must take a minimum 13 skaters and 2 goalies if available at tryouts. Any proposed alterations are subject to board approval. In OMHA categories U15 AND U18 and above Goaltenders must be selected and rostered as goalies and **will not** be permitted to play any other position but goalie. These numbers do not include affiliated players.

**4.6.2** All teams shall allow players playing time as dictated by the SMMHA Guidelines for Coaches. Failure to comply can result in suspension or dismissal of Team Officials.

**4.6.3** All coaches must submit their list of bench staff (Asst coaches, trainer and manager), to the SMMHA Board through the Player Development Director for review prior to announcing these positions to ensure they are qualified and then it can be announced to their team once the team is picked. The SMMHA Board reserves the right to deny a bench staff position based on previous written reviews or documented coaching restrictions.

## 4.7 PLAYER MOVEMENT

Player movement cannot be adjusted without the consent of the players' Coach(s), the SMMHA OMHA Director, Player Development Director and in the case of Local League the SMMHA Local League Director. Permission will be granted only when the Player Development Director, SMMHA OMHA Director and/or SMMHA Local League Director have agreed and the SMMHA Board has given final approval. Player movement must follow the guidelines set out by

SMMHA, OMHA, OHF and HC. Player movement must follow the dates set out by Addendum A and OMHA Manual of Ops. For IP and U8 LocalLeague see 4.1.4.

**4.7.1** Once rosters have been set, no player movement shall take place until reviewed by the Player Development Committee

**4.7.2** If a Rep or AE team player leaves his team of his own volition after completion of rosters that player can only play for a Local League team where an opening exists and if it complies with MPS - LL committee. That player cannot return to the Rep team or any AE team in any capacity for the balance of the season.

**4.7.3** In the event that a player wishes to leave the SMMHA to play a higher level of hockey, the transfer of records will take place once it is determined that there is no outstanding debt with the SMMHA.

**4.7.4** No player may play for more than one team except as permitted by the OMHA Rules.

**4.7.5** No upward player movement may take place unless the move is agreed to in writing by the player(s) involved and their parents/guardians, and said movement is approved by the Player Development Director, SMMHA OMHA Director and/or Local League Director(s) plus has met final approval by the SMMHA board.

**4.7.6** Any permanent player movement between Local League teams, AE League teams and Rep teams shall be frozen as per OMHA and SMMHA deadline as in Addendum A and OMHA Manual of Operations.

**4.7.7** All player affiliation must be in accordance with OMHA regulations. Affiliated players may not play or practice with their affiliated team if it interferes with any games or practices of their signed team. In this case a player must have permission from the coach of their signed team before going on the ice with their affiliated team. If there is not a scheduling conflict the roster coach must provide a valid reason to the SMMHA Board for denying the affiliated player permission to play.

**4.7.8** Affiliated Players to a Representative Team must be selected from those that purchased a try out card and tried out for that Representative Team.

If an AE team does not have a full roster once tryouts are completed and all those who completed the try out process have either accepted or declined a position on the team then additional players or affiliated players may be selected from Local League and the tryout fee will be payable.

Any exceptions to Rep and AE qualifications for affiliated players must be brought to the SMMHA Board through the Vice President for review.

## **SECTION 5 EQUIPMENT & UNIFORMS**

### **5.1 EQUIPMENT REQUIREMENT**

Equipment must be as per requirements of the HOCKEY CANADA, OHF, OMHA or any group with whom SMMHA may be affiliated.

#### **5.1.1 BASIC PLAYER EQUIPMENT**

All players must wear the proper protective equipment during all games and practices, as set out by OMHA/HOCKEY CANADA Regulations, as follows:

- A. Approved CSA approved helmets with full face mask and properly fastened chin strap.
- B. Approved hockey pants, shoulder, elbow and shin pads, support cup and hockey gloves.
- C. BNQ approved neck guard.
- D. Approved mouth guard. Tethered or dentist formed in accordance with OMHA policy.



E. Regulation hockey stick.

### 5.1.2 GOALIE EQUIPMENT

Goalkeepers must wear, in addition to the above applicable equipment, a CSA approved goalie helmet with CSA “Goalie approved” cage, chest pad, blocker and trapper, goalie pads and helmet attached throat protector.

### 5.1.3 OFFICIALS

All Team Officials and Game Officials must wear CSA approved helmets, including a properly fastened chin strap. Goaltender skates will not be permitted to be worn by Referees.

### 5.1.4 WATER BOTTLES

Water bottles may be considered personal equipment and may not be supplied by SMMHA or the Team.

### 5.1.5 EQUIPMENT RENTAL

SMMHA reserves the right to loan equipment as needed to any registered SMMHA member approved by the Board. The length of time and purpose must also be approved by the Board. Loaned equipment may have to be accompanied by a VISA swipe or cash equivalent DEPOSIT equal to the fair market value of the equipment and to a maximum of \$2000.00. Equipment must be returned in good condition or repair and/or replacement will be charged against DEPOSIT and penalties shall be applied and all monies must be paid prior to registration for the subsequent year. Any rentals are at the discretion of the Equipment Director.

## 5.2 UNIFORMS

### 5.2.1 INITIATION & U8 HOUSE LEAGUE JERSEYS AND SOCKS

SMMHA supplies Jerseys and Hockey Socks to all Initiation and U8 Local League Players through the application of the Tim Horton’s TimBits Sponsorship Program. All Tim Bit Jerseys are the responsibility of the player and their family and they must ensure proper care and cleaning of the uniform. At the end of the season the Jersey and Socks will become the property of the player.

### 5.2.2 U11 LOCAL LEAGUE JERSEYS AND SOCKS

SMMHA supplies Jerseys and Hockey Socks to all U11 Local League Players through the application of the McDonalds AtoMc Sponsorship Program. All AtoMc Jerseys are the responsibility of the player and their family and they must ensure proper care and cleaning of the uniform. At the end of the season the Jersey and Socks will become the property of the player.

### 5.2.3 REP, AE, & LL TEAMS JERSEYS

Each player will be required to purchase two (Home and Away) SMMHA team jerseys. All teams will wear the colours prescribed by the Board. It will be the responsibility of the player to ensure the proper care and cleaning of each jersey. Managers for each team will provide the SMMHA equipment Director with a list of player numbers no later than 2 weeks after team play has started. At the end of each season jersey’s will remain the property of the player.

### 5.2.4 REP, AE, & LL TEAMS SOCKS

Hockey Socks are a mandatory requirement for all players. Players will be provided with one set of socks to be worn for all games. Socks may be subject to a cost by SMMHA see Addendum B. At the end of the season these socks will become the property of the player. The practice of wearing two different socks is not acceptable. Additional sets of socks can be purchased through the Team Manager and the Equipment Director.

### 5.2.5 DRESS CODE

The **Dress code** for All Rep, AE, Select and Local League Team Bench Staff and Players will be decided at the beginning of the season by the team and must be followed for all SMMHA scheduled team events.

### 5.2.6 PLAYER NAME PLATES

Players names can be added as per the Equipment Director's direction. This is a Team expense and will **not** be paid for by SMMHA.

## 5.3 GOALIE EQUIPMENT

**5.3.1** All goalies or one parent of each goalie, utilizing SMMHA goalie equipment shall enter into a signed contract before receiving any equipment.

**5.3.2** As in 5.1.5 - SMMHA reserves the right to loan equipment as needed to any registered SMMHA member approved by the Board. The length of time and purpose must also be approved by the Board. Loaned equipment may have to be accompanied by a VISA swipe or cash equivalent DEPOSIT equal to the fair market value of the equipment and to a maximum of \$2000.00. Equipment must be returned in good condition or repair and/or replacement will be charged against DEPOSIT and penalties shall be applied and all monies must be paid prior to registration for the subsequent year. Any rentals are at the discretion of the Equipment Director.

## 5.4 ON-ICE AND TEAM EQUIPMENT

**5.4.1** It is the responsibility of the team for all borrowed Equipment (ie: Trainers Kits, First Aid kits, Ipads, Pucks, Training Tool, or anything supplies to the team by SMMHA or the Equipment Director)

**5.4.2** Failure to return any borrowed equipment or equipment returned in poor condition may be subject to a team fine.

## SECTION 6 SMMHA BOARD POLICIES

### 6.1 SMMHA PURCHASING POLICY

**6.1.1** All purchases over \$200.00 need SMMHA Board approval that are not a current budget line item.

**6.1.2** Purchases over \$500 require three written quotes.

**6.1.3** Quotes for Associations Purchases are first to be sought from our Association Sponsors then, where applicable, sourced from area businesses in South Muskoka whenever possible. An allowance of 10% (variance) over out of area quotes will be given to support our community.

**6.1.4** Use of the purchasing committee is a must to make a selection of over \$500.

### 6.2 PICTURES AND BANNERS

**6.2.1** Only OMHA Champion Pictures are to be hung in the arena for display.

**6.2.2** Dimensions of the team picture not to exceed 30" x 22" including frame.

**6.2.3** Team picture shall only include the season the team competed in, the name of the team, the division the team competed in (U15,U18 etc.) all names of players and Team Officials and only the accomplishments that distinguished the team to being All Ontario Champions or Finalists (e.g. Muskoka Parry Sound Champions, All Ontario U15 BB Finalists.)

**6.2.4** No individual photos.

**6.2.5** The picture must be presented to the SMMHA OMHA Director for submission to the Board who are the only ones who can approve any pictures or banners to be hung in the Arena.

**6.2.6** The Board will subsidize up to \$150 towards the cost of the picture.

**6.2.7** All OMHA Championship and OMHA Finalists banners will be the responsibility of the Board.

**6.2.8** All pictures and banners already displayed in the Arena from September 2004 back will be grandfathered and not subject to Section 6.2 of the SMMHA Manual of Operations.

## SECTION 7 TEAM OFFICIALS AND VOLUNTEERS

### 7.1 TEAM OFFICIALS AND VOLUNTEER QUALIFICATIONS

All Coaches, Managers and Trainers must meet the requirements in accordance with OMHA, OHF and SMMHA. [OMHA Team Official Requirements](#) and [OHF Screening Policy](#) As per OMHA only five Team Officials per team will be registered with the OMHA from SMMHA funds. Additional officials may be registered but that team will bear all the additional financial responsibilities.

### 7.2 TEAM OFFICIALS RESPONSIBILITIES

All bench staff must support and follow the SMMHA Constitution, SMMHA Manual of Ops, and all Manuals of SMMHA's Governing bodies.

**7.2.1** Coaches are responsible for the discipline of all his or her players on the ice surface and in the dressing rooms at all times. Teams need to follow the [OHF Dressing Room Policy](#).

**7.2.2** All Rostered Team Officials should, where possible, seek to improve their abilities and credentials. SMMHA will reimburse all Bench Staff registered to a team for courses taken before or during the season they are rostered. Travel is always be at the expense of the attendee.

**7.2.3** An acceptable VSS is required for all Team Officials before they can be rostered with HC. Follow [OHF Screening Policy](#). A valid VSS document MUST be submitted to the Vice President by Sept. 1st. and/or first scheduled ice time; whichever comes first (Addendum C), failure to do so will result in removal from the bench and on ice for practice until the document has been received and approved. Additional team officials must have their VSS within 20 days of agreeing to be on bench staff, but no later than Oct 1.

**7.2.4** All Team Officials and Volunteers are required to complete the Respect in Sport (RIS) - Activity Leader online course through the OMHA website. Upon completion, those individuals who become successfully rostered to a team, the cost for the RIS course will be reimbursed. (This is not to be confused with the Respect in Sport - Parent course)

**7.2.5** All teams must have a qualified Trainer with a current Trainers card. If you are unable to use your rostered trainer(s) it is the team's responsibility to arrange a replacement through our at large trainers list, a currently rostered trainer of another team or pre arranging to share the trainer from the other team. If this occurs at a tournament or

playoff game it is your responsibility to obtain a copy of the at large roster or the trainers team roster as proof upon officials request.

**7.2.6** To ensure that no player takes the ice without a SMMHA approved Coach, Assistant Coach, Trainer or Game Official on the ice.

**7.2.7** All coaches and managers should meet with the parents of their players before the team is finalized, throughout the season and at the end of the season, in promoting open lines of communication. These meetings should be used to explain coaching philosophy, team operations, playing times, team budgets (including tournaments), team rules, responsibilities of coaches, players and parents.

**7.2.8** Parents or their designates, are ultimately responsible for their players while they are at the arena and need to remain on site or name another parent to be responsible for their child.

### **7.2.9 ADDITIONAL RESPONSIBILITIES OF COACHES**

**7.2.9.1** Guarantee to the SMMHA Executive that all scheduled ice times, regardless of time or date, be attended by the Coach, their staff and/or SMMHA qualified designates along with the team. Ensure the ice time is run in accordance with SMMHA Board policy or its governing bodies.

**7.2.9.2** All teams will be allotted practice time, which must be used for practice and skills development.

**7.2.9.3** All safety precautions must be taken during both games and practices (i.e. all box doors must be closed).

**7.2.9.4** The bench area is reserved for the team that is on the ice.

**7.2.9.5** No players are allowed on the ice unless he or she is wearing full equipment.

**7.2.9.6** SMMHA will not be responsible for any debts incurred by the coach without prior written consent.

**7.2.9.7** Coaches will be accountable to the executive for their actions as well as the actions of their team members including players, assistant coaches, managers and trainers.

**7.2.9.8** Be consistent in management and discipline.

**7.2.9.9** Recognize each player's individuality.

**7.2.9.10** All team officials are expected to attend all team functions

**7.2.9.11** Be responsible for the care, keeping and return of all SMMHA equipment used by their teams during the season.

**7.2.9.12** Understand and follow the procedures for player movement as outlined in the OMHA Manual SMMHA Manual of Ops and SMMHA's Governing Bodies.

**7.2.9.13** To attend coaches meeting or as called by the Player Development Director or SMMHA OHMA Director.

**7.2.9.14** Select a Manager, Trainer then Assistant Coach(es) and/or Assistant Trainer(s) reviewing the selection with the Player Development Director and SMMHA OMHA Rep. Additional responsibilities for Coaches, Manager or Trainers are outlined in Addendum D.

## **7.3 TEAM BUDGETS & FINANCIAL STATEMENTS**

**7.3.1** All Teams must submit a Team Budget and Financial Statement to the SMMHA Fundraising Director and the SMMHA Treasurer prior to SMMHA's Fiscal Year End April 30th. This will be the responsibility of each team manager. See Addendum A for submission dates.

**7.3.2** Each Manager is required to collect all team fees (ie. Tournament) and all SMMHA rep fees prior to the submission date stated in Addendum A

**7.3.3** If the team decides to open a bank account it must be opened in the name of the team with a minimum of two names required for signing. Two spouses may not have signing authority.

**7.3.4** All fund raising projects by individual teams must be approved by the Board through the ~~Team~~ Sponsorship Director.

**7.3.5** Any debts or bills incurred by any team, bench staff or player in SMMHA, unless approved in writing by the Board, must be settled by said team or individual. SMMHA will NOT honour these debts. Any team or individual incurring debts in the name of SMMHA without prior written approval shall be liable for suspension from SMMHA.

## 7.4 HEAD COACH SELECTION

**7.4.1** Head Coach online application form will be posted in SMMHA media a minimum of 2 weeks prior to the start of Rep Team interviews, Additional Entry Team interviews and Local League, IP and U8 House League Selection.

**7.4.2** All Coaches will be selected by the Coach Selection Committee. Composition of Coach Selection Committee noted in Section 12.1 with final approval of the SMMHA Board.

**7.4.3** Coach Selection Committee members must be in attendance at every interview for a specific division in order to be eligible to vote on the coach for that division.

**7.4.4** Any member of the Coach Selection Committee who has a conflict of interest due to a player in that age division, family member applying for a Coaching position or a similar situation will excuse themselves from participating in all coaching interviews for that division and/ or team.

**7.4.5** All head coaching applications will be considered by the Board. Suitable candidates will be invited to an interview by the Coach Selection Committee for Rep, AE & Select with final approval by the SMMHA Board. LL, IP & U8 House League will be an appointment by the Coach Selection Committee and may involve interviews if necessary with Final Approval by the SMMHA Board.

**7.4.2** All head coaching applications will be selected by the board. Upon acceptance all coaches must complete a satisfactory Vulnerable Section Screening through the OPP meeting [OHF Screen Policy](#) and possess or obtain immediately the [OMHA Team Official Requirements](#).

**7.4.3** Head Coaches cannot be on the SMMHA Executive Board.

## 7.5 COURSE REIMBURSEMENT

**7.5.1** To encourage team officials to obtain the highest levels possible, the SMMHA will subsidize 100% of registration costs for D1 Coaching Certificates, Coach 1 & 2, Trainers Certification, and Recertification Courses.

**7.5.2** SMMHA will also provide a minimum of one coaches clinic per season which can be used for points to go towards coach certification renewal.

**7.5.3** In the event that a team official wishes to take an accreditation not named above, they may make an application to the SMMHA Board of Directors.

**7.5.4** In order to qualify for the refund, the team official must be rostered to a team in the season the course is completed and meet the requirements outlined by [OMHA Team Official Requirements](#) and [OHF Screen Policy](#). Any outstanding fees for the official or their child's hockey membership will be deducted from this reimbursement. Reimbursement will also be given to those individuals who reside on the SMMHA board when the RIS - Activity Leader course has been completed and they have met the requirements of the [OHF Screen Policy](#).

**7.5.5** The Coach or Trainer will make known to the Player Development Director that they are taking the course, and

then register and pay for the course. Upon the presentation of the certificate showing completion of the course, and the rostering of that individual to a SMMHA team, the team official will be reimbursed for the full cost of that course.

**7.5.6** Any travel or incidental costs incurred in the completion of the course are the responsibility of the individual and will not be covered by SMMHA.

## **SECTION 8 GAME OFFICIALS**

### **8.1 REFEREES & LINESMEN**

**8.1.1** It is understood that the Local League is the training ground for game officials and administered by SMMHA.

**8.1.2** Officials for the Local League will be coordinated by the Referee in Chief and it is recommended that those officials shall have Level 201 certification.

**8.1.3** No official can be involved in a Local League game unless he/she is carded through the OMHA.

**8.1.4** SMMHA will be responsible for reimbursing Referee officials' initial course(s).

**8.1.5** Referees and Linesmen will be paid in accordance with OMHA, MPS and MPS - LL guidelines.

### **8.2 TIMEKEEPERS (Game Clock and Game Sheet)**

**8.2.1** All Timekeepers must be trained and qualified at one of the SMMHA hosted Training sessions.

**8.2.2** All individuals who wish to be on the qualified list must be qualified by a member of the SMMHA Board.

**8.2.3** Qualified Timekeepers will be supplied by the SMMHA Game Clock and Time Sheet Scheduler for all Scheduled SMMHA Games. If someone does not show up for their duty the Team Manager of their Designate will provide a backup for the game. The Timekeeper who does not show forfeits their volunteer credits, payment and may be removed from the official timekeeper roster.

**8.2.4** Timekeepers for all Team Scheduled Exhibition Games will be the responsibility of the team, not the SMMHA Game Clock and Time Sheet Scheduler and will not receive volunteer credits. If the team pays timekeepers for the exhibition game that is the responsibility of the team to pay, not SMMHA.

**8.2.5** When qualified timekeepers are required to be paid the fee structure can be found in Addendum B.

## **SECTION 9 FUNDRAISING**

### **9.1 APPROVAL**

No SMMHA teams or Members will be allowed to operate or participate in any fundraising unless prior approval has been granted by the Director of Sponsorship and the SMMHA Director of Fundraising. All fundraising will be managed and followed by the SMMHA Fundraising Director and monitored by the SMMHA Treasurer.

### **9.1 SMMHA TEAM FUNDRAISING**

**9.1.1** SMMHA Team fundraising requirements see 7.3.

**9.1.2** All teams or tournament organizers who wish to hold 50/50 draws, or any such game of chance must first apply to the SMMHA Board in writing through the Director of Sponsorship.

**9.1.3** All SMMHA teams will be allowed to keep 100% of all fundraising up to the amount the team and their families have paid out. All funds may be used for purchasing additional ice time, tournament fees, team parties, rep fees or any team or SMMHA related expenses. Any team not conforming to this criterion will lose their right to

fundraise.

## 9.2 SMMHA PLAYER FUNDRAISING

**9.2.1** SMMHA Player fundraising requirement see Addendum C for current season Fundraising Opportunities.

**9.2.2** All SMMHA Player Fundraising along with received team Fundraising must not exceed the cost paid out by the members of SMMHA Hockey.

## SECTION 10 SPONSORSHIPS

### 10.1 TEAM SPONSORSHIP REQUIREMENTS:

**10.1.1** The soliciting, allocating and coordinating of any sponsorship of SMMHA teams, tournaments, events or individuals, is the direct responsibility of the SMMHA Team Sponsorship Director.

**10.1.2** All approved team sponsorships shall be for a one season duration with first right of refusal in upcoming year.

**10.1.3** No sponsor will pay any money directly or indirectly to any team or other benefits to their team, without the approval of the Board. Any monies, equipment, etc., provided by sponsors, must be paid to SMMHA. **10.1.4** SMMHA Board will set the dollar amount for team and tournament sponsorship based on the recommendations of the Director of Sponsorship and the Tournament Director at the budget meeting. See Addendum B

**10.1.5** Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.

**10.1.6** No breweries, distilleries, wineries or tobacco companies will be permitted to sponsor any SMMHA team.

### 10.2 EQUIPMENT DONATIONS AND REQUIREMENTS:

**10.2.1** Any and all equipment purchased or donated by a sponsor shall become the sole property of SMMHA and subject to all rules and regulations of SMMHA.

**10.2.2** All equipment shall be of a type and standard approved by SMMHA.

**10.2.3** No sponsor will pay any money directly or indirectly provide equipment or other benefits to their team, without the approval of the Board.

**10.2.4** No breweries, distilleries, wineries or tobacco companies will be permitted to sponsor any SMMHA team.

## SECTION 11 BOARD OF DIRECTORS - ELIGIBILITY & DUTIES

The following is a brief summation of the responsibilities and duties of each of the individual officers and directors of SMMHA. Each officer and director is encouraged to maintain detailed notes and records during their term in order to assist in the continuity and smooth operation of the Association. Under no circumstance shall 2 members of the same family be on the board at the same time without approval from the SMMHA Board. Each member of the Board of Directors is required to comply with the [OHF Screening Policy](#) which requires an acceptable VSS, as well as complete the mandatory Respect in Sport - Activity Leader course. Complete Board Position duties and descriptions are in Addendum E.

### 11.1 President

**ELIGIBILITY** Persons nominated for this position must have served on the present Board for at least one year or for two years on past Boards of SMMHA.

Key Duties (full list in Addendum E):

- Preside at all meetings of the Board and the Association, with the usual duties and privileges (including Election of officers and AGM).
- Lead in the continuing development of SMMHA philosophy, and assist in the continuing development of coaching and hockey skills for the Association
- Ensure that each officer and director elected to the executive are informed of their duties and perform the same
- Ensure that the Constitution and the Operations manual are reviewed by the Board on an annual basis (prior to the AGM) and updated where applicable
- Use background/knowledge in a position as an arbitrator or problem solver for the Association
- Act as a representative of SMMHA to OMHA or other recognized governing body
- Be a co-signer for payment of all Association bank accounts
- Work with Treasurer and Third party to ensure accounts are balanced monthly and are assessed yearly preventing any risk
- Act as chair of the Discipline and Ethics Committee
- Member of Ice Committee and Awards Committee

**11.1.2 PAST PRESIDENT ELIGIBILITY** The immediate Past President can remain on the Board in an advisory capacity only for a period of not more than one year.

**DUTIES:** Be available to the President directly and the Board indirectly as a knowledge resource for immediate and future guidance. Perform such duties as assigned by the President.

## 11.2 Vice President

**ELIGIBILITY:** All persons nominated for the position of Vice President must have served on the Board for one of the previous two years.

Key Duties (full list in Addendum E):

- Perform the duties of the President in the event of illness or absence
- Attend all board meetings
- Act as chair of the Awards Committee, which shall include the following:
  - Plan and execute the events of the Annual Awards Banquet
  - Look after and maintain all trophies, awards and cabinets at all locations
  - Act as Privacy Commissioner for the Association which includes providing and collecting VSS forms from all Board members, Volunteers and Team Officials.
  - Maintain an ongoing record of VSS, and Team Officials Evaluations
  - Review SMMHA insurance policy on an annual basis to ensure adequate coverage (with secretary)
  - Act as signing officer for Lottery License and ensure applications are submitted when required and oversee all lotteries.
- Member of Manual of Operations, Coach Selection Committees

## 11.3 Secretary

**ELIGIBILITY:** Although not essential, it is preferable for all nominated persons to possess or have access to computer skills.

Key Duties (full list in Addendum E):

- Upon ratification by the Board, a copy of the minutes is to be posted on the SMMHA website.



- Update the SMMHA website with the preferred contact information of each Board member and Team Contact.
- Responsible for SMMHA correspondence through webpage “feedback” and mail in office
- Perform duties as outlined by OMHA policies.
- Attend all SMMHA Board and Committee meetings and record the minutes of these meetings
- Maintain hard copies of SMMHA MOP/Bylaws, also 6 years of SMMHA Board meetings.
- Shall notify all members of the executive of meetings and the proposed agenda of these meetings
- Act as co-signer for payment of all Association accounts
- Act as webmaster.
- Provide detailed list to OMHA rep of duties/expectations for managers regarding Website responsibilities, to be included in the Managers Packages handed out at the beginning of the season
- Review SMMHA insurance policy on an annual basis to ensure adequate coverage (with VP)
- Act as chair of the SMMHA Manual of Ops Committee
- Member of Discipline and Ethics Committee

## 11.4 Treasurer

ELIGIBILITY: Although not essential, it is preferable that all nominated persons have a strong and experienced background in the accounting or banking field. The successful candidate shall be bondable in the appropriate amount at the expense of the Association should this be deemed necessary.

Key Duties (full list in Addendum E):

- Pay all accounts by Association cheque for which proper invoices have been received
- Keep an accurate record of all monies received and disbursed and all accounts payable and receivable by acceptable accounting practices and in proper books of account
- Work in conjunction with the Registrar to ensure all registration and fundraising fees are paid in full and address any outstanding balances - Present a full financial statement at the AGM, including any report verification as set out in Section 8 of the General By-law
- Prepare Annual budget, in accordance with information gathered at the annual budget meeting and report variances to the Board on a monthly basis
- Final annual return with government of Ontario as well as Tax Returns
- Collect all cash deposits in the safe from the Gates and deposit to SMMHA account
- ensure gate floats are topped up if/when needed, and track all income and Ref expenses from Gates
- Work in conjunction with Referee in Chief to pay the LL referees on regular bi-weekly basis
- Member of Manual of Operations, Ice, Purchasing, Fundraising, Awards, and Golf Tournament Committees

## 11.5 Director of Public Relations & Marketing

ELIGIBILITY: All nominees must realize the effort involved and possess good organization skills, computer & financial literacy.

Key Duties (full list in Addendum E):

- Be responsible for research, suggest and coordinating major fundraisers available for members to participate in.
- Monitor all finances with all fundraisers and work with the treasurer to monitor members' finances.
- Be responsible for the raising of money through various activities that the executive deems necessary or approves for the Association.

- Maintain social media platforms filtered by SMMHA secretary.
- Head the Player recognition program
- Head up the Volunteer Recognition Program (with Volunteer coordinator)
- Manage communication between SMMHA and outside parties, pertaining social media platforms, press releases, internal and external marketing and local media; in coordination with the president and secretary
- Responsible for all approving all internal and external Bears marketing/sponsorship material
- Schedule events for Bailey (SMMHA Mascot), to attend
- Research, order and sell SMMHA Bears Swag Orders; as approved by purchasing committee.
- Review and Approve all team fundraising submissions on an individual bases.
- Act as chair of Fundraising Committee (overseeing events such as the SMMHA Golf Tournament).

## 11.6 Local League Director(s)

ELIGIBILITY: All nominees must be interested in developing a fun participatory hockey environment.

Key Duties (full list in **Addendum E**):

- Act as liaison for the SMMHA in all MPS Local League matters.
- Choose and supervise the activities of the Local League Divisional convenors
- Chair the LL Head Coach Selection Committee and the LL player draft.
- Assemble lists of team officials and provide this list to OMHA Director for rostering.
- Ensure that only qualified, rostered individuals are acting and participating as Team Officials.
- Assemble and oversee a Local League Committee representing each of the Local League divisions. Each member of this committee is to attend as many games in their respective divisions as possible, to assist the Local League Director and report any problems or concerns directly to the LL Director.
- Ensure that all Local League teams have an acting and informed manager, and communicates regularly with the LL Committee.
- Work with the OMHA Director to organize a detailed list of duties/expectations for managers regarding Local League Teams to be included in the Managers Packages handed out at the beginning of the season. Host a managers meeting.
  - Act as a member of the Discipline and Ethics (if Local League issue), Ice, and Awards committees.

## 11.7 Equipment Director

ELIGIBILITY: All nominees must realize the effort involved and be willing to assume the responsibility of this position.

Key Duties (full list in **Addendum E**):

- Recommend to the Board all reasonable purchasing, maintenance, disbursement and disposal of all equipment for all SMMHA teams.
- Be responsible for supervising the return of all equipment from the teams at the end of the season.
- Provide combinations/ keys to Team Officials for all necessary storage rooms and team equipment lockers in Bracebridge and Gravenhurst and ensure keys are returned at the end of the season
- Keep an accurate and current inventory of all equipment
- Submit a budget to the Treasurer prior to the budget meeting
- Be available to assist all teams with equipment needs, especially during team tryouts
- Distribute first aid kits to all teams and keep an inventory of supplies on hand.
- Provide information to all trainers in SMMHA from Manual of Ops on Trainer duties and protocol
- Provide all managers and coaches with a declaration list of all equipment on loan to each team and have each time official sign for the equipment

→ Act as Chair of the Purchasing Committee

## 11.8 Tournament Director

ELIGIBILITY: All nominees must realize the effort involved and be willing to assume the responsibility of this position.

Key Duties (full list in **Addendum E**):

- Plan and organize all Association tournaments (Rep, AE, Select and Local League) as per the tournament committee.
- Apply to OMHA for sanction permits to hold tournaments as designated by SMMHA for the upcoming season within that fiscal year
- Invite and accept teams for tournament play, providing appropriate information to participating teams in advance of tournament
- Ensure all Rep Tournament information is up on Website for team entry and applications
- Receive entry fees from participation teams and forward to Treasurer
- Ensure that SMMHA and OMHA tournament formats are followed, as per the OMHA tournament guidelines, that all games commence promptly and that schedule is followed.
- Provide financial statements for all tournaments to the Board, and submit a budget to the Treasurer prior to the budget meeting.
- Reconcile all tournaments with OMHA head office and forward all documents and game sheets to the OMHA Regional Rep. as Required.
- Work with the ice scheduler to ensure adequate ice for tournament play and to ensure that scheduled games do not conflict.
- Chair of Tournament Committee and Golf Tournament Committee

## 11.9 OFF-ICE OFFICIALS AND VOLUNTEER COORDINATOR

ELIGIBILITY: All nominees must understand the duties of the position, and be willing to accept the responsibility. Good organization skills and good interpersonal skills will be an asset.

Key Duties (full list in **Addendum E**):

- Create a roster of time clock and game sheet qualified individuals.
- Report to the Treasurer the hours worked so payment may be processed.
- Schedule all time clock / game sheet coverage for scheduled rep tryout exhibition games, regular season games for local league and rep/ae and all play-off games.
- Work with the Secretary to ensure all events are posted on Website, and emails sent out to SMMHA members.
- Provide detailed list to OMHA rep of duties/expectations for managers regarding communicating to their teams about, gate responsibilities, time clock / game sheet responsibilities etc. to be included in the Managers Packages handed out at the beginning of the season.
- Member of Golf Tournament Committee

## 11.10 SMMHA's OMHA Director

ELIGIBILITY: Although not essential, it is preferable for all nominees to have previous experience with hockey organizations and SMMHA's governing bodies.

Key Duties (full list in **Addendum E**):

- Act as liaison for SMMHA in all MPS & OMHA related matters.
- Provide all SMMHA Teams with OMHA approved electronic rosters and AP players to their teams along with any relevant forms.
- Meet with Rep, AE and Tyke U8 Select Managers and review their OMHA and MPS requirements and duties for the upcoming season. (score reporting during regular season, MPS and OMHA playdowns. Penalty minutes each month during the season up to the end of the MPS playdowns. Team duties. Tournament responsibilities both Home and away. Website and newspaper or radio updates monthly. Their duties are to hand in home game copies and visiting team copies. Among a few other items not covered here).
- Assist the Local League Director in meeting with all LL managers.
- Forward any relevant information to executive members of SMMHA regarding any MPS and OMHA Policies and Procedures.
- Help promote cooperation and fair competition amongst all teams within the MPS league.
- Be the first contact person for OMHA playdowns and negotiate contracts for teams along with the Ice Scheduler.
- Select a division and provide game schedule for MPS playdowns along with the Ice Scheduler.
- Roster all coaches, bench staff and players to their respective teams in both Rep and HL.
- Forward all electronic rosters for approval to OMHA.
- Provide Travel Permits for teams to participate in tournaments during the season.
- Provide and keep copies of permission to skate forms for all players within the SMMHA zone.
- Keep a copy of all OMHA team rosters and AP list for future reference.
- Keep a copy of monthly penalty minutes as required by the MPS and attend meetings and a written reports if required
- Be responsible for rostering all players and teams and distributing team roster copies to the coaches and managers. including Local League managers so that they can update their team pages as well
- Work with treasurer to set up and coordinate registration dates and costs for budget.
- Attend and represent the SMMHA at all OMHA meetings
- Member of Coach Selection, Discipline and Ethics, Ice, and Awards Committees

## 11.11 Ice Scheduler

ELIGIBILITY: All nominees must realize the effort involved and be willing to assume the responsibility of this position. Although not essential, it is beneficial for nominees to have experience in using a computer, for computerized scheduling programming experience.

Key Duties (full list in **Addendum E**):

- Maintain open lines of communication with the IP, Tyke U8 HL, Select, Rep and AE to ensure a smooth running season.
- Divide ice as set out by SMMHA Guidelines and Budget.
- In booking ice time, consideration is to be given to holidays, tournaments and other user groups, as well as avoiding conflicts between Local League and Select League times in the same age group
- Coordinate with the Tournament, OMHA and Local League Directors to establish schedules for games and practices.
- Work with the Ref in Chief, coaches and Player Development in booking clinics and development ice times.
- Attend all MPS and MPS Local League scheduling meetings.
- Arrange all OMHA playoff ice time and schedules with SMMHA's OMHA Director through communication with Association manages and opposing town OMHA Reps.

- Arrange all MPS and MPS - LL playoff ice time and schedules through communication with MPS, SMMHA's OMHA Director, MPS -LL and SMMHA's LL Director as well other associations contacts.
- Act as a liaison between team managers and local OMHA Referee Coordinate for referee assignment for all scheduled games, game changes.
- Act as Chairperson of the Ice committee
- Member of Tournament and Local League Committees

## 11.12 Player Development Director

ELIGIBILITY: All nominees must realize the effort involved and be willing to assume the responsibility of this position.

Key Duties (full list in **Addendum E**):

- Monitor player selection, player movement and player development
- Set up and supervise the Initiation/ U8 Local League Programs, including interviewing and selecting coaches
- Player Development shall set-up and run coaching clinics and player clinics during the season where scheduling permits, for the purposes of upgrading our coaching, player development skills and player safety initiatives
- Run mandatory coach meetings as deemed necessary that occur both pre-season and during season
- Organize tryouts and Monitor player selection at all levels.
- Schedule two clinics each season for the purpose of recertifying coaches
- Work with Local League Coordinator to set up and supervise the IP, U8 LocalLeague, & LL including interviewing, selecting coaches and player draft.
- Provide a budget proposal to the Treasurer prior to the budget meeting, for anticipated costs for the season
- Chair the Coach Selection Committees; coordinate and schedule interviews
- Member of Disciple and Ethics, ice and Tournament committees

## 11.13 Sponsorship Director

ELIGIBILITY: All nominees should be organized and customer service oriented. Sales Experience may be an Asset.

Key Duties (full list in **Addendum E**):

- Work with the Treasurer and Equipment Director in respect to establishing sponsorship fees for SMMHA Rep teams, AE teams, Select teams, Local League teams, ~~Fyke~~ U8 House League teams and IP and assist in collecting set fees.
- Work with the Equipment Manager in obtaining sponsorship/ donations for purchase of necessary equipment.
- Be responsible for establishing and maintaining a strong liaison between SMMHA and its team sponsors and act as a spokesperson for the Team Sponsors to the SMMHA board.
- Confirm team sponsors for the upcoming season no later than August 1, in order to provide adequate time for the equipment Manager to purchase/amend team jerseys.
- Be responsible for updating current sponsors with team lists, schedules and current standings on a regular basis
- Provide budget for season, with suggested fees per division etc. to be approved at annual budget meeting
- Organize Sponsor Photo opportunities and puck drops
- Plan and Organize Team and Player Photo day(s). Tender the Position for Association Photographer.
- Maintain and solicit the sales of the arena advertising.
- Member of Golf Tournament Committee

## 11.14 Registrar

ELIGIBILITY: All nominees must realize the effort involved and be willing to assume the responsibility of this position. While not essential, it is preferred that candidates for the position have administrative skills.

Key Duties (full list in **Addendum E**):

- Work with the treasurer to ensure all registration fees are paid
- Build online registration payment information and post on website
- Arrange for a variety of registration dates, times
- HRC training and maintain records as required in HRC
- Communicate with OMHA rep

## 11.15 Referee in Chief

ELIGIBILITY: All nominees must be a rostered OMHA official with their home centre noted as the SMMHA. Selection made by the SMMHA Referees.

Key Duties (full list in **Addendum E**):

- Act as a liaison between the SMMHA officials and the SMMHA Board.
- Report to the Treasurer the Local League officials games completed.
- Disburse and Account for the Local League Referee payment provided by the Treasurer to the LL Game Officials.
- Any other duties as directed by the President
- Member of the Discipline and Ethics Committee.

## SECTION 12 COMMITTEES

All Committees will report back for final approval and be held accountable by the SMMHA Board.

### 12.1 COACH SELECTION & EVALUATION COMMITTEES

All SMMHA coaches will be selected by a Coach Selection Committee. The committees will consist of current Board members but may include up to one person knowledgeable in hockey from the public if deemed necessary by the current SMMHA Board. The current Board will decide on the composition of the committee bi-annually. Coach Selection Committee members must be in attendance at every interview for a specific division in order to be eligible to vote on the coach for that division. Rep, AE and Select coaches will be selected in an interview process. Local League, IP and Tyke LL will be chosen through a selection committee which may or may not include coach interviews.

#### PROCEDURE

- Ensure that there is at least one written application for each position of OMHA Rep Team Coach.
- Ensure that the applications posting for Head Coach are posted and promoted on the SMMHA Website and through social media on or before the date in Addendum A of each year. Minimum 2 weeks prior to selection.
- Ensure that no conflict of interest for committee members exists with respect to either the respective division/teams or the coach being interviewed.
- Ensure that coaches are selected and announced on or before date in Addendum A each year or at the discretion of the committee.

#### 12.1.1 REP, AE & SELECT COACH SELECTION COMMITTEE MEMBERS

Chair -Player Development

*(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote, If Player Development Director is disqualified the President will step in as Chair)*

Members

- VP - Share information with past Coach Evaluations
- OMHA Rep
- Secretary
- Any other board members who are chosen by the Director of Player Development to attend a minimum of three to a maximum of five with preference of five board members to a minimum of three.
- If deemed necessary by the current SMMHA Board up to 3 non-board members can be appointed to the selection committee. The presence of a non- board member must be approved by the SMMHA Executive (President, Vice President, Treasurer and Secretary)

## 12.2 DISCIPLINE & ETHICS COMMITTEE

### 14.2.1 DISCIPLINE & ETHICS COMMITTEE MEMBERS

Chair - President

*(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).*

Members

- SMMHA OMHA Director
- Player Development
- Local League Director(s) if Local League issue
- Referee in Chief
- Secretary
- The board may deem it necessary to include other board members for a meeting - Ensure that no conflict of interest for committee members exists with respect to the situation or player being reviewed.

## 12.3 ICE COMMITTEE

Committee to be selected annually at the first meeting after the AGM.

### 14.3.1 ICE COMMITTEE MEMBERS

Chair - Ice Scheduler

*(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).*

Members

- President
- Treasurer
- Player Development
- OMHA Representative
- Local League Director(s)

## 12.4 PURCHASING COMMITTEE

Committee to be selected annually at the first meeting after the AGM.

### 14.4.1 PURCHASING COMMITTEE MEMBERS

Chair - Equipment Director

*(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).*

- Members
- Treasurer
  - Any other board members who chooses to attend and commit.

## **12.5 FUNDRAISING & EVENTS COMMITTEE**

Committee to be selected annually at the first meeting after the AGM.

### **12.5.1 FUNDRAISING & EVENTS COMMITTEE MEMBERS**

Chair - Fundraising Director

(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).

- Members
- Treasurer
  - Any other board members who chooses to attend and commit.
  - All Event/ Fundraising Staff Members
- (The committee may choose to add non board members to this committee to a max of 3)

### **12.5.2 GOLF TOURNAMENT COMMITTEE MEMBERS**

Chair - Tournament Director

(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).

- Members
- Treasurer
  - Sponsorship Director
  - Fundraising Director
  - Volunteer Director
  - Any other board members who chooses to attend and commit.
  - The committee may choose to add non board members to this committee to a max of 3

## **12.6 TOURNAMENT COMMITTEE(S)**

Committee to be selected annually at the first meeting after the AGM.

### **12.6.1 TOURNAMENT COMMITTEE MEMBERS**

Chair - Tournament Director

(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).

- Members
- Player Development
  - Ice Scheduler
  - Any other board members who chooses to attend and commit.

### **12.6.2 INDIVIDUAL TOURNAMENT COMMITTEE MEMBERS**

Chair - Tournament Director

Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote.

- Members
- Any other board members who chooses to attend and commit.
  - Home Team Managers or their designates
  - The Committee may choose to add a max of 2 other team representatives



## 12.7 LOCAL LEAGUE COMMITTEE

Committee to be selected annually before the new Season starts.

### 14.7.1 LOCAL LEAGUE COMMITTEE MEMBERS

Chair - Local League Director(s)

(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).

Members

- Ice Scheduler
- IP Coordinator
- U8 LL Coordinator (if numbers warrant Tyke LL)
- 2 U7 LL to U15 LL Coordinators (Shared as they see fit), U18 LL Coordinator
- Any other board members who chooses to attend and commit

## 12.8 AWARDS COMMITTEE

Committee to be selected annually at the first meeting after the AGM. Committee will review the Awards and Association Giveaways. Nominations for Player and Specialty Awards shall be posted for a minimum of 2 weeks prior to Selection Date.

### 12.8.1 AWARDS COMMITTEE MEMBERS

Chair - VP

(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).

Members

- Treasurer
- SMMHA OMHA Director
- Local League Director (s)
- President
- any other board members or coordinators who chooses to attend and commit.

## 12.9 MANUAL OF OPS COMMITTEE

Committee to be selected annually at the first meeting after the AGM. Committee will review and suggest changes to be made to the SMMHA Manual of Operations and the SMMHA Constitution **to be presented at the AGM**. All changes to the Manual of Operations should be finalized and posted by July 1 of each year.

### 12.9.1 MANUAL OF OPS COMMITTEE MEMBERS

Chair - Secretary

(Shall have no vote, in the matter of a tie vote; the Chair shall cast the deciding vote).

Members

- President
- Vice President
- Treasurer
- Any other board members or coordinators who chooses to attend and commit.

## SECTION 13 ADDITIONAL NOTES

### 13.1 EXPLANATORY NOTE

This manual has been drafted by the Board Executive and approved at a meeting of members, it is intended that this manual be used on a continual basis by all members and Board members, to ensure the smooth operation of SMMHA. Please note that this manual is intended to be a living document and updated as further information and/or updates become available in the form of links to our governing bodies and addendums. If a decision needs to be made where a ruling does not exist any motion can be added to Addendum F between meetings of members. Any additions to Addendum F of this Manual must be made by majority vote of the presiding Board. This Manual can be reviewed, along with the Constitution, for updates and changes at any meeting of members where the intention is posted to the agenda made public 21 days prior to the meeting. Review must be presented at minimum once a year. It shall be the responsibility of the presiding Secretary to ensure that all changes to the Manual are consolidated and the document is posted to the Association's website.

Please note that for all that HC, OHF, OMHA, MPSHL, MPS-LL or ONCA manuals and guidelines are based on information at the time of this manual's update & by either of these organizations will supersede any quoted manual or guideline within the SMMHA Manual of Operations. Links to both of these organizations can be found throughout this document.

