

# 100 Mile House Minor Hockey Association (OMHMHA) Policy Manual

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## **100 Mile House Minor Hockey Association (OMHMHA) Policy Manual**

### **Important Dates**

- May 1<sup>st</sup>: Registration and program fees set
- May 15<sup>th</sup>: Coaching applications available
- June 15<sup>th</sup>: Annual General Meeting must be held by this date
- June 15<sup>th</sup>: Rep and Development head coaches selected
- June 30<sup>th</sup>: Registration deadline
- June 30<sup>th</sup>: Sufficient player interest for Rep and Development must be shown to consider the formation of teams
- August 15<sup>th</sup>: Recreation head coaches selected
- August 31<sup>st</sup>: Minimum number of players confirmed for Rep and Development to declare teams
- August 31<sup>st</sup>: Rep player movement form deadline
- September 15<sup>th</sup>: Recreation player movement form deadline
- October 1<sup>st</sup>: Registration and program fees due
- October 1<sup>st</sup>: All players must have a current Cariboo Regional District recreation pass
- October 31<sup>st</sup>: Late registration deadline
- November 15<sup>th</sup>: Completion of mandatory team parent meetings
- December 1<sup>st</sup>: Summary report of mandatory team parent meetings filed with BC Hockey
- December 1<sup>st</sup>: Completion of required coaching clinics by Rep coaches
- December 1<sup>st</sup>: Final date for filing team affiliations (APs) for U11 Development
- December 15<sup>th</sup>: Completion of required coaching clinics by Recreation coaches
- December 15<sup>th</sup>: Final date for filing team affiliations (APs)
- January 10<sup>th</sup>: All registered players will become permanent
- February 10<sup>th</sup>: Final date to make any changes to team rosters

### **Honorary Life Members of OMHMHA**

- Ray Krueger
- Bruce Stusrud

**Introduction – Mission Statement – Policy 1.1**

OMHMHA provides our youth with the opportunity to participate and become lifelong hockey players.

We aim to provide an experience for our youth to develop emotionally, physically, socially, and technically. We strive to create a positive environment that is safe, fun, and respectful.

We support Hockey Canada’s mission statement to “lead, develop and promote positive hockey experiences.”

## **Introduction – Objectives – Policy 1.2**

It is the purpose of this manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey players and teams registered within OMHMHA.

This manual will also serve as a resource document for our members including players, coaches, parents/guardians/caregivers, volunteers, officials, and community members with interest in minor hockey and OMHMHA.

The duties and responsibilities of the elected Officers of the Association and appointed Committee members are outlined in the OMHMHA Constitution and By-Laws as well as this manual. Contradictions between this manual and OMHMHA's Constitution and By-Laws, should they exist, shall be resolved by deferring to the Constitution and By-Laws.

In addition, the objectives of OMHMHA are to emphasize that "Hockey is for the fun of it." by:

- a. Providing the players of 100 Mile House and area with a hockey program that offers maximum enjoyment through the development of individual and team skills
- b. Developing and encouraging the characteristics of sportsmanship, self-discipline, and positive self-esteem
- c. Recognizing and subscribing to the four streams of hockey:
  - i. Learn to Play and hockey U7-U9 (initiation) programs for beginners
  - ii. Recreational hockey programs for players seeking fun and fellowship
  - iii. Competitive programs, should local registration numbers support them, for players seeking to test their limits and compete for District, Provincial and even National Championships
  - iv. BC High Performance programs and The Program of Excellence which is in use across our country for systematically identifying, training, and tracking players at the Under 17, Under 18 and Under 20 levels, both male and female.

**Introduction – Revision Procedures – Policy 1.3**

This manual requires review and revisions on a regular basis as the needs of OMHMHA and its members evolve. Any section of this manual can be revised, edited or deleted at the Annual General Meeting (AGM) or any General or Executive/Board meeting by a simple majority vote of the Officers of the Association. Proposed changes must be provided prior to the vote in writing with proposed new or revised wording included. Any significant changes to this manual will be communicated to the membership by the OMHMHA website, and/or via the AGM.

The Officers of the Association will meet in February of each season, prior to the AGM, at a Policies and Procedures Review and Strategic Planning Session. This meeting addresses the organization and planning of the upcoming season as well as the review of this manual and the proposed revisions of the OMHMHA Constitution and Bylaws with the intent of presenting the proposed changes at the AGM.

## **Introduction – Transparency and Accountability – Policy 1.4**

**Recognitions clause:** The Officers of the Association are the democratically elected representatives of the members of OMHMHA and as such are expected to act in the best interest of the OMHMHA members and players.

**Duty to communicate:** Individual Officers of the Association are expected to respond to questions and inquiries from the members regarding policy in a timely manner. All OMHMHA members are encouraged to discuss policy in an open and constructive manner.

**The Association – Operating Rules – Policy 2.1**

OMHMHA will operate under the rules and regulations of Hockey Canada (HC), BC Hockey (BCH), North Central District Minor Hockey Association (NCDMHA), Okanagan Mainline Amateur Hockey Association (OMAHA), where applicable, and the OMHMHA Constitution, By-Laws, and policies as set out in this manual.

The responsibility for maintaining the spirit and intent of these rules and regulations rests with:

- The OMHMHA Officers of the Association
- Officials
- Coaches
- Parents/guardians/caregivers of all players registered with OMHMHA
- Players
- Any other volunteers of OMHMHA



## **The Association – Conduct of the Officers of the Association – Policy 2.2**

In accordance with the OMHMHA Constitution and Bylaws, the OMHMHA Officers of the Association govern OMHMHA and all activities within it. Any matter not covered in this manual remains subject to the approval of the Officers of the Association.

Officers of the Association shall not be a spouse, sibling, partner, parent, or immediate family member of another Officer of the Association. To achieve a diverse and as broad directorship representation as possible, only one parent or guardian of a player, regardless of how many children are registered with OMHMHA, may serve as an Officer of the Association at one time.

Officers of the Association may not make decisions in their lone capacity as an Officer of the Association but must bring any questions or concerns raised to the Officers of the Association for discussion. Officers of the Association are responsible for ensuring that the rules of OMHMHA are followed and as such are encouraged to answer questions of the OMHMHA membership or to provide guidance when deemed necessary.

Officers of the Association have a fiduciary duty of confidentiality to the Officers of the Association and OMHMHA members. Under no circumstances are they to discuss OMHMHA business or matters pertaining to specific members brought before the Officers of the Association for discussion with anyone other than the OMHMHA Officers of the Association. Officers of the Association found to be in breach of their fiduciary duty may be expelled by a special resolution of the members passed at a general meeting in accordance with the BC Societies Act.

Qualities necessary to be an effective, contributing Officer of the Association include honesty, integrity, respect, strong organizational and leadership skills, and the ability to work harmoniously within a group.

Officers of the Association must understand their fiduciary duty to the organization and their obligation to bring any OMHMHA business to the attention of the Officers of the Association, as well as understand the scope of their oversight and decision-making functions. Ideally, the Officers of the Association should consist of professionally diverse individuals. This will ensure that the scope within which decisions are made is large enough to accommodate the variety of experiences and viewpoints needed to facilitate adequate discussion and decision-making. It will also prevent the efforts of special interest groups from overpowering due process.

An Officer of the Association who quits partway through a season is not eligible to be nominated or re-elected for two years.

### Responsibilities:

- I. Act as trustee for the OMHMHA on behalf of its members
- II. Establish OMHMHA goals and objectives
- III. Establish, implement and maintain OMHMHA Policy
- IV. Establish, implement and maintain appropriate financial and internal control systems
- V. Authorize all programs and services to be delivered by the OMHMHA
- VI. Ensure that programs are delivered in accordance with relevant governing bodies
- VII. Be legally accountable for all aspects of OMHMHA operations
- VIII. Ensure that rules governing OMHMHA operations are followed
- IX. Select and evaluate OMHMHA coaches
- X. Implement and update long-range plans
- XI. Review performance of the Officers of the Association
- XII. All Officers of the Association are to be familiar with the Constitution, Bylaws, Policy Manual and BC Societies Act

**Codes of Conduct – Screening Policy – Policy 3.1**

OMHMHA recognizes that an effective screening policy is an important element of due diligence in the area of safety and risk management, and as required by BC Hockey, must be documented and submitted annually by OMHMHA. It is understood that failure to comply with this requirement may result in the cancellation of BC Hockey sanctioning for events hosted or operated by OMHMHA. Therefore, OMHMHA has adopted the following screening policy to ensure compliance with this requirement.

**Officers of the Association**

Officers of the Association must complete a Criminal Record Check and Respect in Sport-Activity Leader course within 30 days of their appointment.

**Bench Staff**

All coaches, on-ice helpers, team managers, and Hockey Canada Safety Persons (HCSPs) must complete appropriate screening and courses per Bench Staff – Qualifications – Policy 6.1.

**Orientation and Training** – appropriate orientation and training will be conducted in order to ensure that volunteers understand their roles within the organization.

**Supervision and Evaluation** – appropriate, relevant supervision and evaluation techniques will be implemented to ensure duties are being carried out effectively and that member feedback is documented.

**Codes of Conduct – General Conduct – Policy 3.2**

- 1.4.1 OMHMMA is committed to ensuring that all members conduct themselves in a manner consistent with the mission and objectives of OMHMMA. The minimum code of conduct for all members of OMHMMA is set out in the BC Hockey Code of Conduct.
- 1.4.2 OMHMMA has a zero-tolerance policy on drugs and alcohol. OMHMMA association members acting in an official capacity on behalf of a team as well as players at a OMHMMA sanctioned event or other event under the jurisdiction of OMHMMA, including all practices and games, are prohibited from the use of alcohol, drugs, cannabis, tobacco, tobacco products, e-cigarettes and vapors.
- 1.4.3 Obvious or persistent unacceptable conduct and/or blatant disregard of the Hockey Canada, BC Hockey, NCDMHA, and OMAHA rules and regulations, and OMHMMA Policy will result in disciplinary action.

### **Codes of Conduct – BC Hockey Sportsmanship Starts in the Stands — Policy 3.3**

Sportsmanship Starts in the Stands was developed to address the behaviors and attitudes that have become a negative influence in the game of hockey in BC. The intent of the program is to ensure that the environment at BC Hockey events and initiatives is positive for everyone. It was also developed to ensure the level of parent/guardian/caregiver expectations was consistent across the province. Materials for this program are available on the BC Hockey website.

Per BC Hockey Policy, OMHMHA will host a parent/guardian/caregiver meeting prior to November 15<sup>th</sup> of the current season. The meeting will cover the following:

- Parent Presentation (downloaded from the BC Hockey website)
- A review of key OMHMHA policies, including the OMHMHA Complaint Process
- Code of Conduct expectations

Parent/guardian/caregiver attendance at the meeting is mandatory and a Parent Meeting Agenda Form must be completed and submitted to OMHMHA Officers of the Association.

Each year Parent and Player Fair Play Code Contracts must be signed and submitted to OMHMHA Officers of the Association.

In addition, OMHMHA encourages all Coaches, Officials, League Organizers and Spectators to follow their respective BC Hockey Fair Play Codes which can be found on the OMHMHA website.

OMHMHA Officers of the Association must have signed Parent and Player Fair Play Code Contracts in their possession and file a report summary of such a meeting with BC Hockey by December 1<sup>st</sup> annually. Failure to comply with this requirement will result in the cancellation of BC Hockey sanctioning for events hosted or operated by OMHMHA.

## **Codes of Conduct – Bullying and Harassment — Policy 3.4**

OMHMHA recognizes that harassment, while at its extreme is easy to discern, has a subjective element resulting from individual interpretations of what may constitute harassment. Harassment is behavior, by one individual or group towards another, which is insulting, intimidating, humiliating, malicious, degrading or offensive. Harassment creates negative and uncomfortable feelings for the individual or group to which it is directed and can instill feelings from discomfort and embarrassment to fear for one's safety. Harassment can take many forms whether physical, verbal, sexual or emotional and most often involves a combination of these elements. A defining characteristic of harassment is that it usually takes place where one person is in a position of power over another or has the trust of the other and subsequently abuses that power. Intentions are not of consequence; it is the perception of the behavior that is most critical.

Types of behavior that constitute harassment include but are not limited to:

(for an expanded list, see BC Hockey description)

- Unwelcome jokes, innuendo or teasing with respect to a person's looks, body, attire, age, race, religion, sex or sexual orientation
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem and diminish performance
- Practical jokes which cause awkwardness or embarrassment, endanger individual safety, or negatively affect performance
- Unwanted or unnecessary physical contact including touching, patting or pinching or unwelcome flirtation, sexual advances, requests or invitations, where, in the case of minor children is defined as abuse under Child Protection Legislation
- Any form of hazing or physical assault, where, in the case of minor children is defined as abuse under Child Protection Legislation
- All of the above include verbal or written remarks and/or threats and extend to any social networking environment

It is the responsibility of all OMHMHA members to report any form of abuse or harassment through our Complaint Process (OMHMHA Policy 9.1). The OMHMHA Discipline Committee will ensure matters are treated confidentially and shall seek counsel of Child Protective Services if deemed necessary.

Examples of inappropriate use of social media:

- Personal contact or confidential information must not be posted on social media. This includes other participants of BC Hockey.
- Once something has been posted to social media, it will be recognized as a public comment
- Social media is now considered the same as all other forms of media
- Do not use words or expressions that could be interpreted as racist, sexist, or prejudicial
- Do not bully, harass or make threats against players, officials or coaches
- Do not use photographs, video or comments promoting negative influences or criminal behaviour
- Do not post inappropriate pictures. Posted pictures can be taken out of context and reproduced on other websites
- Controversial posts and pictures may negatively impact a team's ability to obtain sponsorships
- Violations of the outlined guidelines that are reported to BC Hockey will be subject to an investigation. If a violation is found to have occurred, the participant(s) will be subject to disciplinary action under BC Hockey Bylaws

## **Codes of Conduct – 3-Strike Rule – Policy 3.5**

OMHMHA has a zero tolerance for bullying and harassment, including that of social media. It is treated very seriously as we are obligated to provide a safe environment for everyone. This includes an environment free from inappropriate behavior such as shouting, verbal abuse, intimidation, swearing, threats, and physical violence. Further to this, the standards of conduct are outlined in the BC Hockey Code of Conduct and Fair Play Code. OMHMHA has a 3-Strike Rule in regards to parent/guardian/caregiver behaviours. If it is determined that a member is bullying and/or harassing another member of OMHMHA, the discipline will be as follows:

**First Strike:** a verbal warning will be given by any OMHMHA bench staff or Officer of the Association. The person providing the verbal warning will send notice of this verbal warning along with a description of the inappropriate conduct in writing to the Chair of the Discipline Committee for documentation.

**Second Strike:** a written notice will be given by the Chair of the Discipline Committee and the parent/guardian/caregiver(s) will be banned to the lobby during all sanctioned minor hockey events for a minimum of seven days, or until an investigation can be completed to determine if a longer suspension is warranted.

**Third Strike:** a written notice will be given by the Chair of the Discipline Committee and the parent/guardian/caregiver(s) will be banned from the arena for all sanctioned minor hockey events for a minimum of 14 days, or until an investigation can be completed to determine if a longer suspension is warranted.

The steps are progressive, and everyone needs to document the encounter right away to ensure the details are captured when you think the behaviour is inappropriate and requires further action. Please send your documented encounter in writing to the Chair of the Discipline Committee.

Our protocol is a tiered approach with increasing consequences unless the behavior is extreme, in which case the Discipline Committee will review and investigate to determine if more severe consequence is warranted. Other consequences may include a mandatory Respect in Sport training and/or a longer or even permanent suspension from minor hockey events.

**Governing Rules – General Guidelines – Policy 4.0**

- 4.0.1 All players will be registered as per Hockey Canada registration requirements.
- 4.0.2 No participant is allowed on the ice in any capacity until the Registrar has completed their Hockey Canada Registry (HCR) pre-registration for the current season. This included all officiating and coaching staff.
- 4.0.3 No teams shall play tournament, league, or exhibition games prior to being provided their current Hockey Canada Registry (HCR) Roster and by obtaining written approval from the OMHMHA President.
- 4.0.4 No player is permitted on the ice without a certified coach, assistant coach, or certified team manager in attendance.
- 4.0.5 All players will wear full hockey equipment as per Hockey Canada policy during practices and or games.
- 4.0.6 Games will be played in accordance with Hockey Canada, BC Hockey, NCDMHA, OMAHA and OMHMHA rules and regulations.
- 4.0.7 Formation of team rosters will be as per BC Hockey policy.
- 4.0.8 Only 19 dressed players in any age group are permitted on a game sheet and on the bench in any exhibition, tournament, or league game.
- 4.0.9 Each team will be assigned two sets of jerseys – one home and one away.
- 4.0.10 Game Sheets for NCDMHA and OMAHA administered leagues will be processed as per NCDMHA and OMAHA policy, electronically or on paper.
- 4.0.11 All overaged players must be indicated as “OA” on the game sheet after the name of each overaged player, and be brought to the attention of the Officials and opposing team management prior to each game.
- 4.0.12 A BC Hockey Goalie Relief application is required for any league, exhibition and tournament games where a replacement goalie is needed.
- 4.0.13 A BC Hockey Player Relief application is required when a team has insufficient players to attend a tournament. Player relief is not allowed for league or exhibition games.
- 4.0.13 Teams playing in NCDMHA or OMAHA League games do not require Travel Approvals. Should teams wish to play outside their league in exhibition or tournament play, they must seek written approval from the OMHMHA President and NCDMHA President prior to travel by way of Inter-district/USA Travel Permission forms.
- 4.0.14 Each team (U11-U18), prior to NCDMHA and/or OMAHA scheduling meetings in September of the current season, must provide the OMHMHA Ice Scheduler with blackout dates for the coming season for any tournaments, etc. The Ice Scheduler will make every effort to fulfill these requests, but they are not guaranteed.

**Governing Rules – Registration, Fees and Volunteer Hours – Policy 4.1**

- 4.1.1 The OMHMHA Officers of the Association, with recommendations from the Finance Committee, will set registration and program fees by May 1<sup>st</sup> of the current season, and all other fees by August 1<sup>st</sup> of the current season.
- 4.1.2 Registration must be completed by the 30<sup>th</sup> of June of the current season in order to prepare for the upcoming season, facilitate the possible formation of Rep teams and meet NCDMHA and OMAHA League requirements.
- 4.1.3 Players registering after the registration deadline will be assessed an additional late registration fee of \$100 and will be placed on a waiting list for team placement in their appropriate division. Placement will be based on roster availability in each division. Players not placed on teams for the current season due to full rosters shall be refunded as per OMHMHA policy 4.1.10. Late registration deadline is October 31<sup>st</sup> of the current season. Players registering after this deadline may qualify for a pro-rated registration fee at the discretion of the Treasurer.
- 4.1.4 All participants must complete the provided current OMHMHA registration form and if new to OMHMHA, must provide a copy of their birth certificate, BC Services Card and proof of residency as per BC Hockey Policy.
- 4.1.5 Players previously registered with another minor hockey association must complete a Move with Parent Form and provide a copy of their birth certificate, BC Services Card and proof of residency as per BC Hockey Policy. These players are exempt from late fees.
- 4.1.6 Players who have never played organized minor hockey, were First Shift Participants or play in the U7 division are exempt from late fees.
- 4.1.7 Rep and Development program fees are to be paid in full prior to October 31<sup>st</sup> of the current season.
- 4.1.8 Players applying for financial assistance (for example, Kidsport, Canadian Tire Jumpstart or A4K Funding, etc.) must advise OMHMHA at the time of registration. A list of some financial assistance options can be found on OMHMHA's website.
  - a. At the discretion of the Registrar, full registration fees may be required to be paid in advance pending the approval of the funding application. In situations where full fees have been paid and the funding is subsequently approved, the difference in the funding amount will be refunded to the participant.
- 4.1.9 All participants are required to obtain a current Cariboo Regional District (CRD) Recreation Pass and pay registration and program fees and any previous year's monies owing in full prior to October 1<sup>st</sup> of the current season. Failure to meet this deadline may result in your child(ren) being removed from the ice until such time as these requirements are met.
- 4.1.10 Refunds—for players withdrawing prior to the start of the current season, registration refunds will be issued less a \$50 administration fee. Players who step onto the ice and withdraw after the start of the current season will be issued a full refund less a \$105 administration fee (covers administration, Hockey Canada Insurance, etc.) up to October 31<sup>st</sup> of the current season. Refunds after November 1<sup>st</sup>, through to December 31<sup>st</sup> of the current season, will be issued less the \$105 administration fee and a pro-rated charge for each week of participation in hockey. **No refunds** will be issued after December 31<sup>st</sup> of the current season unless a doctor's note is provided, and fees will be pro-rated as per previous and at the discretion of the Treasurer.
- 4.1.11 Family discounts are available for caregivers registering and paying for three or more children. A \$100 per player discount will be applied only if all players are registered at the same time.
- 4.1.12 Tournament fees, as set out by the Finance Committee, must be paid in full upon registration by visiting teams attending OMHMHA tournaments. Teams withdrawing their application to attend OMHMHA tournaments 45 days or more from the tournament start date will receive a full refund less a \$100 administration fee. If a team withdraws less than 45 days before the tournament start date, no refund of their tournament fees will be issued unless a replacement team can be found in which case they will receive a full refund less a \$100 administration fee.



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- 4.1.13 Volunteer fees, as set out by the Finance Committee, are charged at the end of every season for any family that does not complete the required volunteer hours for that season. Failure to complete the required volunteer hours in subsequent years will require the volunteer fees to be paid with an additional \$100 added on. Volunteer hours per season are **per player** and will vary by team as they are based on number of games, roster size, and volunteer jobs required. Families can make a request in writing for their volunteer fees to be waived and each situation will be considered annually on a case-by-case basis.
- 4.1.14 Volunteer jobs for each team are, but not limited to:
- a. Scorekeeper
  - b. Time Clock
  - c. Penalty Box
  - d. Safety Person
  - e. Dressing Room Attendant
  - f. Security Person
  - g. Washing Jerseys
  - h. 50/50 Draws
  - i. Booking blocks of rooms at hotels for the team
- 4.1.15 Volunteer hours for Home Tournaments will be above and beyond the amount of volunteer hours required at the beginning of the season for each team.
- 4.1.16 If desired, up to 25 percent of your total volunteer hours per player can be earned by assisting with OMHMHA association-wide event coordination such as, but not limited to:
- a. First Shift Program
  - b. Photo day
  - c. Fundraisers
  - d. Hosting of BC Championships

**Governing Rules – Program Outlines – Initiation Programs – Policy 4.2**

4.2.1 U7 Division:

- a. Emphasis on fun and skill development
- b. The Cross-Ice U7 Player Pathway Program will be followed as per Hockey Canada Policy
- c. U7 may host a Fun Day in February or March of the current season
- d. Team selection will occur per OMHMHA Policy 5.2.1

4.2.2 U9 Division:

- a. Emphasis on fun and skill development
- b. The Cross-Ice U9 Player Pathway Program will be followed as per Hockey Canada Policy
- c. U9 may host a tournament in late January or February of the current season
- d. Tournaments shall be run in accordance with BC Hockey Policy
- e. All players and goaltenders should receive fair and as close to equal as possible ice time. All players play all positions – no full-time goaltenders
- f. Team selection will occur per OMHMHA Policy 5.2.2

4.2.3 The Gretzky Rule shall be in effect as per OMHMHA Policy 4.3.7(g).

4.2.4 Upon completion of the First Shift program, any players registering with OMHMHA for the balance of the season shall be evaluated and moved to their appropriate age division based on roster availability and subject to skill level.

**Governing Rules – Program Outlines – Recreational Programs – Policy 4.3**

- 4.3.1 The Recreational or House League consists of four divisions based on age as of December 31<sup>st</sup> of the current season:
- a. U11 – 9 & 10 year olds
  - b. U13 – 11 & 12 year olds
  - c. U15 – 13 & 14 year olds
  - d. U18 – 15, 16 & 17 year olds
- Note: U20 – 18-year-old players who have graduated high school and with special circumstances, may apply to the Officers of the Association to play as over-age players in U18 Rec
- 4.3.2 There will be no body checking in any Recreational division.
- 4.3.3 Teams will be formed by using the OMHMHA draft format (OMHMHA Policy 5.3) as soon as possible following the first two weeks of the season.
- 4.3.4 Recreational teams may play in NCDMHA or OMAHA approved leagues. Applications will be submitted by the OMHMHA President or designate prior to any NCDMHA or OMAHA deadlines and must be given final approval by the NCDMHA President and OMAHA President/Registrar for the current season.
- 4.3.5 Recreational teams will be provided one 60-minute full-ice (U11 & U13) or one 75-minute full-ice (U15 & U18) practice time mid-week and at least one game slot on the weekends, depending on league schedules and ice availability.
- 4.3.6 A maximum of two teams will share each practice slot. Extra individual team practices at the recreational level will be based on ice availability and may have extra fees associated with them. Fees may be assessed and are at the discretion of the OMHMHA Officers of the Association.
- 4.3.7 Game formats (minimum standard):
- a. All periods are 20 minutes in duration.
  - b. One 30-second time-out will be given per team per game.
  - c. U11 & U13 Recreational: 1 hour, 30 minutes. The first period to the 10-minute mark of the 2<sup>nd</sup> period will be running time and the remaining 10 minutes will be stop time. The 3<sup>rd</sup> period will be stop time. There will be no ice cleans. Ice allotments are dependent on which league the game is played in.
  - d. U15 & U18 Recreational: 1 hour 45 minutes. The first period to the 10-minute mark of the 2<sup>nd</sup> period will be running time, and the remaining 10 minutes will be stop time. The 3<sup>rd</sup> period will be stop time. There will be one ice clean halfway through the game. Ice allotments are dependent on which league the game is played in.
  - e. Minimum penalties will be three minutes during running time or two minutes during stop time.
  - f. If there is more than a six-goal spread at the start of the 3<sup>rd</sup> period, the official may choose to run the clock. Once the clock has reverted to run time it cannot be changed back to stop time.
  - g. The “Gretzky Rule” shall be in effect for all Recreation level OMHMHA exhibition and tournament games for U7 to U15. In order to encourage team play and provide an incentive for stronger players to play cooperatively with other players on their line, the Gretzky Rule limits each player to scoring a maximum of three goals in any game. Any player scoring three goals in a game may no longer score and must pass the puck to teammates to create future goals. When a player scores a fourth goal or subsequent goal in a game, it will be disallowed and a face-off shall occur at one of the end zone face-off circles where the disallowed goal occurred. Officials and coaches are mutually responsible for enforcing this rule.
- 4.3.8 NCDMHA and OMAHA league rules override all game format rules in this policy for league play.

**Governing Rules – Program Outlines – Rep Programs – Policy 4.4**

- 4.4.1 OMHMHA Representative or Rep teams compete in the NCDMHA, and/or if approved, the OMAHA Rep league in their appropriate Tier, and consist of divisions based on age as of December 31<sup>st</sup> of the current season:
- a. U11 Development – 9 & 10 year olds (considered Recreation level hockey – see OMHMHA Policy 4.5)
  - b. U13 Rep – 11 & 12 year olds
  - c. U15 Rep – 13 & 14 year olds
  - d. U18 Rep – 15, 16, & 17 year olds
  - e. Female Rep (U13, U15, or U18 levels)
- 4.4.2 Tiering is based on BC Hockey Policy. BC Hockey registrations of male U18, U15 & U13 players from the previous three years with OMHMHA will determine the tier. As of the 2021-2022 season, OMHMHA is Tier 4 (Less than 80 players). There is no tiering category at the Female Minor Level.
- 4.4.3 No overage players are permitted at the Rep level.
- 4.4.4 Teams may be formed in any division if sufficient player interest is demonstrated by the OMHMHA registration deadline. Sufficient player interest is defined as a minimum of 12 players of appropriate age for the division committed within a category including one goaltender. Once sufficient player interest has been established, OMHMHA may proceed with tryouts in the category. A minimum roster of 12 players including one goaltender, with an ideal roster of 16 players, at the U13, U15 and U18 Rep levels must be confirmed by August 31<sup>st</sup> of the current season for OMHMHA to declare Rep teams for the coming season. The final decision to form these teams is made by the OMHMHA Officers of the Association, and if formed, the Rep team roster size should not negatively affect the formation of Recreation teams in each division.
- 4.4.5 Players applying in writing to the OMHMHA Officers of the Association prior to tryouts to play up a division do not count toward interest within the higher division, but will be evaluated for the higher division team during tryouts, if player movement up is approved.
- 4.4.6 Prior to attending tryouts, players must be fully registered in OMHMHA (residential transfers/waivers must be approved by BC Hockey) and the tryout fee must be paid in full.
- 4.4.7 The tryout process steps will be transparent and defensible before, during and after tryouts.
- 4.4.8 All registered players applying for a tryout shall be given an equal opportunity to try out in their respective divisions.
- 4.4.9 Every reasonable effort shall be made to ensure that all players requesting a tryout receive a minimum of three tryout sessions.
- 4.4.10 Independent evaluators are formally reviewed and approved annually by the Rep Team Coordinator to assess each player. When selecting evaluators, the Rep Team Coordinator will ensure no conflict of interest exists and that they possess a high level of hockey knowledge and experience.
- 4.4.11 Evaluators are not provided with player names. Scoring is done against tryout jersey numbers, which is then provided to the Rep Team Coordinator for data entry.
- 4.4.12 Player placement decisions are made in the best interest of the team.
- 4.4.13 Player feedback focuses on supporting and improving the individual player, over the long term.
- 4.4.14 Players that are injured or have other extenuating circumstances such as a family emergency, must be available for at least one tryout to be considered for a Rep or Development team. Exceptions to this policy may be considered by the Rep Team Coordinator upon review of the player's prior two seasons, the level played, and the length of injury. Notification must be provided in writing to the Rep Team Coordinator for review.

## 100 Mile House Minor Hockey Association (OMHMHA) Policy Manual

- 4.4.15 Parent/guardian/caregiver responsibilities during tryouts – Parents/guardians/caregivers must adhere to the OMHMHA Code of Conduct as well as the following:
- a. Evaluators are not to be approached or communicated with directly about the tryouts or a player's performance.
  - b. Attend the information meeting associated with their division tryout in order to receive a tryout jersey for their player.
- 4.4.16 Exit interviews after tryouts will be held in the Lion's Den with players and parents in attendance along with two team representatives. Once complete, the player must exit through the exterior door of the meeting room and not back through the lobby.
- 4.4.17 No player, once carded to a Rep or Development team, shall be permitted to practice with a Recreational team unless written permission is granted by the OMHMHA Officers of the Association.
- 4.4.18 Rep and Development fees cover extra practice ice, extra length of games for league or exhibition games, extra officiating fees for league or exhibition games, and other miscellaneous expenses associated with Rep and Development games.
- 4.4.19 Each team must ensure at least one representative from their team attends every monthly Executive/Board meeting.
- 4.4.20 Dress pants and a collared shirt (tie optional) are mandatory for all players, coaches and bench staff for all home and out-of-town league, exhibition, and tournament games. No ball caps are permitted.
- 4.4.21 Each Rep and Development team will be provided with their own OMHMHA bank account. All accounts require two signatures. In addition, the OMHMHA Treasurer and President must be listed as signatories on the accounts. U11 Development and U13 Rep teams will start with \$1300. U15 and U18 Rep teams will start with \$1750. 100 percent of the starting balance must be the closing balance in each account by March 31<sup>st</sup> of the current season. Financial reports must be submitted to OMHMHA Treasurer by April 15<sup>th</sup> of the current season.
- 4.4.22 U13, U15, and U18 Rep teams will receive two practice ice sessions per week plus scheduled league and exhibition games on the weekends. The practice sessions will be full-ice sessions and be a minimum 1.25 hours in length and may include one early morning ice time. Two evening practice sessions will be based on ice availability. Practice ice will be provided at OMHMHA expense through the end of the OMHMHA regular season – additional ice for practice, tournaments or exhibition games after that date shall be at the team's expense.
- 4.4.23 Rep and Development teams will participate in the NCDMHA Icebreaker Tournament and OMAHA Icebreaker Tournament (if applicable) at the start of the season. The team is not responsible for ice costs and officiating should OMHMHA be hosting the tournament.

**Governing Rules – Program Outlines – U11 Development – Policy 4.5**

- 4.5.1 The mission of the U11 Development Program is to provide players excelling at the U11 Recreation level with an opportunity to further develop their skills through advanced-level practices and training. This will be supported by playing higher caliber development teams from other communities. It is encouraged to allow participation of as many interested U11-age players as possible.
- 4.5.2 A U11 Development team may be formed if the total registrations in the U11 Division are less than 15 or greater than 30 and is at the discretion of the Officers of the Association. If there are not enough players to form a stand-alone Development team, a U11 Development Program will be considered in addition to the players' usual U11 Recreational team commitment.
- 4.5.3 A U11 Development team roster will consist of a minimum of 12 players, including one goaltender, with an ideal roster of 16 players.
- 4.5.4 U11 Development teams, although still considered Recreational teams, shall work within the OMHMHA, NCDMHA and OMAHA (if applicable) Rep Program rules.
- 4.5.5 There will be no bodychecking at the U11 Development level.
- 4.4.6 U11 Development teams will be provided with two practice ice times per week: one full-ice 1-hour evening practice and one full-ice 1.25-hour practice. Ice times may be reviewed pending ice availability.
- 4.5.7 Additional Development fees will be required by any player being selected to participate on the U11 Development team or program for the season.
- 4.5.8 OMHMHA U11 Development teams shall compete in the NCDMHA U11 Development league and if approved, the OMAHA U11 Development league.
- 4.5.9 U11 Development teams will be formed by try-out evaluations after Labour Day of the current season. All U11-age players are eligible to attend tryouts.
- 4.5.10 Players will be evaluated based on three evenly weighted criteria at try-out evaluations:
  - a. Dedication and commitment
  - b. Hard work, attitude, and effort
  - c. Technical skill and game play
- 4.5.11 As per NCDMHA policy, U11 Development teams playing in league games, may Affiliate (AP) players from U11 Recreation teams in order to make travel commitments when short players. An affiliation list must be submitted to the OMHMHA Registrar by December 1<sup>st</sup> of the current season for affiliation using the HCR. Players cannot AP for tournament play or for travel outside their league(s).

**Governing Rules – Female Hockey – Policy 4.6**

- 4.6.1 OMHMHA supports female participation on integrated teams as well as the formation of female-only teams. OMHMHA will follow the BC Hockey policy allowing female players to dual roster. For example, female players of minor hockey may participate on both a minor female team and a minor integrated team.
- 4.6.2 Every effort will be made to form all-female recreational teams in each division (pending registration numbers).
- 4.6.3 All-female recreational teams will follow our Recreational Programs (OMHMHA Policy 4.3).
- 4.6.4 Female players must select their team(s) by October 1<sup>st</sup> of the current season. For those players not dual rostering, they must commit to either an all-female team or an integrated team by this date. For those players dual rostering, they must declare which of the two teams will be their primary team—the team in which they are committed to playing games for when both teams have conflicting game times—by this date.
- 4.6.5 Any female player within OMHMHA in the position to hold two full rep cards (integrated male and all-female) will declare to the Officers of the Association the priority team prior to carding on the 2<sup>nd</sup> team.

**Players – Player Movement – Policy 5.1**

- 5.1.1 OMHMHA will defer to Hockey Canada, BC Hockey and NCDMHA policies on Player movement. Player movement is the decision of the district OMHMHA resides in (NCDMHA).
- 5.1.2 In most cases, player movement up an age division will not be approved unless there is no offered team at a specific age division.
- 5.1.3 Player movement down an age division will be considered if the player meets the requirements as per BC Hockey policy on overage players.
- 5.1.4 Any request for a player wanting to move to a different age division requires the submission of a Request for Player Movement form submitted by the Parent/Guardian/Caregiver to the OMHMHA Officers of the Association by August 31<sup>st</sup> of the current season for Rep teams and September 15<sup>th</sup> of the current season for Recreational teams.
- 5.1.5 There must be a minimum of 14 players left in the outgoing team/division for any player movement to be considered.
- 5.1.6 Requests for player movement, once approved or denied, are valid for the current season only.



### Players – Team Selection – Draft Format – Policy 5.2

- 5.2.1 U7 Cross-Ice Coordinator and coaches will create equal teams for game play. It is recommended that practices be broken down into manageable groups with skill grouping where possible.
- 5.2.2 U9 to U18 Recreational teams – this policy is intended for the benefit of all players, parents/guardians/caregivers, coaches, division coordinators and the Officers of the Association to provide:
- An open process that is consistent across all age divisions.
  - An understanding of the process that will be followed in team formation.
  - A consistent format for on-ice evaluations and team formation at all age divisions.
  - To ensure fair and balanced teams.
- a. The head coach (or alternate) for each league team must be present for the team draft (only one coach per team may be present for the draft). In addition, the Division Coordinator (or alternate) will be present during the draft process.
  - b. Players are evaluated and ranked into skill levels as mutually agreed upon by the coaches within each division. (For example, a number system of 1 through 5 – 1 being the lowest skill level and 5 being the highest skill level. Half number scoring can be used as well.) OMHMHA will make every attempt to allow for a minimum of four ice evaluation sessions before the team selection process occurs.
  - c. Head coach will be allowed to select their assistant coach and team manager. Balance must be ensured.
  - d. Protected players shall be placed on the team first. Protected players are those of the head coach, assistant coach, and team manager.
  - e. Second, players are selected to match up with the rankings of the protected players. (For example, if protected players are ranked 3, 2.5, 1 – the remaining teams select a 3, 2.5, 1.)
  - f. Third, goalies are selected. Consideration shall be afforded to a team that receives a lower-skill-ranked goalie than another team. (For example, the team with the lower-skilled goalie will receive one additional strong-ranked skater over a team with a higher-skilled goalie.)
  - g. Fourth, all remaining players are now selected. Coaches shall each pick one player at a time to ensure team balancing (standard draft example: 1, 2, 3, ...; 3, 2, 1, ...).
- 5.2.3 The first month of league play will allow for an evaluation process of the teams and if there is a great gap between team competitiveness the Division Coordinator and coaches will meet to discuss and come up with a player trade in order to balance the teams as close as possible. Late registrations will be placed on the team with the lowest number of players and then the next registration will go to the next team, etc. Again, evaluations will be permitted in order to keep the competitive balance as equal as possible. If there is a disagreement between the Division Manager and the coaches regarding player trading in order to balance the teams, the Coach Coordinator will be consulted and his/her decision will be final.
- 5.2.4 Special requests must be submitted in writing to the Officers of the Association by September 15<sup>th</sup> of the current season and will be taken into consideration. Balanced teams take precedence over requests – no submission is guaranteed.

**Players – Affiliations – Policy 5.3**

5.3.1 OMHMHA players are eligible to affiliate (AP) to teams of a higher classification or division. For example, U13 recreational players can AP for a U13 Rep team or a U15 Recreational team.

Affiliation means that a player is given a part-time roster spot with the new team (higher category) and is eligible to practice and play in games or tournaments as noted below. The AP's primary team is the first or original team (lower category) that they are rostered to.

Affiliation is meant to provide development opportunities for players and address unexpected absences of regular players from a roster and should be supported by the coaches of both Rep and Recreational teams.

All affiliating teams must adhere to all Hockey Canada, BC Hockey and NCDMHA affiliation regulations including the number of games played.

- a. In order to AP a player, a discussion must take place between the parent, the player in question, and the coach making the request. Players must not be approached prior to this conversation taking place.
- b. AP's must have the approval of the lower category team they are registered to before being affiliated to a higher category team. This approval must be done in writing using the OMHMHA Affiliation form.
- c. AP's may not play for their higher category team before a written agreement is approved by both teams and is filed with OMHMHA, NCDMHA and BC Hockey.
- d. The higher category team may not use the AP prior to receiving consent of the AP's lower category team.
- e. If the lower category team and higher category team have games scheduled at the same time, the AP player must play for his/her primary team first, unless an agreement has been made with the lower category team first. This also requires written consent.
- f. If there is a disagreement between the primary team coach and the affiliated team coach for the use of the AP player, the coach coordinator will be consulted, and his/her decision will be final.
- g. Players from a lower category team may be permitted to practice with the higher category team in the interest of player development and is at the discretion of the lower category team coach and the higher category team coach.
- h. Players affiliated under this policy must attend their primary team's practices and games unless a different agreement is arranged per policies 5.3.1(e) and 5.3.1(g). Failure to comply may result in the player losing their privilege to affiliate or practice with the higher category team in the future.
- i. A fee will be associated with players affiliating.

**Bench Staff – Qualifications – Policy 6.1**

- 6.1.1 All bench staff, which includes coaches, on-ice helpers, team managers, and Hockey Canada Safety Persons (HCSPs) must complete Respect in Sport-Activity Leader course, Concussion Awareness Training Tool (CATT) course, and provide a current Criminal Record Check/Vulnerable Sector Check as soon as possible at the start of the season and before going on the ice.
- 6.1.2 All Rep level coaches must be trained or certified at the Development 1 level by December 1<sup>st</sup> of the current season. Trained status expires on August 31<sup>st</sup> of the current clinic season and coaches will have until March 31<sup>st</sup> to submit the required post-clinic coursework and relay their intent to become certified.
- 6.1.3 All Recreation level coaches are required to:
  - a. (U7 and U9) Complete HU-ONLINE Coach 1/Coach 2 clinic and Coach 1-Intro to Coach clinic by December 15<sup>th</sup> of the current season.
  - b. (U11-U18) Complete HU-ONLINE Coach 1/Coach 2 clinic and attend Coach 2-Coach Level clinic by December 15<sup>th</sup> of the current season, and achieve trained status of Coach 2-Coach Level clinic by submitting the required post-clinic documents by March 31<sup>st</sup> of the clinic season.
- 6.1.4 All head coaches of U11, U13, or U15 Rep and Recreation level teams must complete the HU-ONLINE Checking clinic by December 15<sup>th</sup> of the current season.
- 6.1.5 All HCSPs must complete the Hockey Canada Safety Person course by December 15<sup>th</sup> of the current season.

**Bench Staff – Selections – Policy 6.2**

- 6.2.1 OMHMHA will offer current coaching applications to the general membership and the public by May 15<sup>th</sup> of the current season.
- 6.2.2 Head coaches for Rep level teams will be approved by June 15<sup>th</sup> of the current season and once approved, will be given the names and contact information of the registered participants in his/her age group in order to recruit players.
- 6.2.3 Head coaches for Recreational level will be approved by August 15<sup>th</sup> of the current season.
- 6.2.4 Coaches may apply for Recreational or Rep team placing in assistant coach or head coach roles.
- 6.2.5 Coaches will be assigned to divisions and/or teams based on qualifications, experience, and other criteria as set out by the coach coordinator.
- 6.2.6 The coach coordinator should be removed from any selection process should they have a child on the team or in the division in question to avoid a conflict of interest.
- 6.2.7 The head coach, once approved, will select their own assistant coach(es) from the remaining applications submitted and with the assistance of the coach coordinator.
- 6.2.8 The head coach, once approved, will select a team manager for their team.
- 6.2.9 Should more than one coach apply for a head coach role, the coach coordinator will appoint a Hiring Committee of three to review the applications and make a recommendation to the OMHMHA Officers of the Association and the coach coordinator for final selection.

**Suspensions – Policy 7.1**

- 7.1.1 Any player receiving a one-game or two-game suspension handed out by OMHMHA, NCDMHA, OMAHA and/or BC Hockey, other than the number of games included in the suspension, shall be permitted to attend all BC Hockey practices and off-ice sanctioned activities of their teams unless otherwise stated in the suspension notification.
- 7.1.2 Players receiving a three-game suspension or greater, or three single-game suspensions in a season shall have their conduct reviewed by the OMHMHA Discipline Committee to determine whether practices will be missed. Any player receiving a suspension for 30 days or greater shall not be permitted to practice with their team unless otherwise stated in the suspension notification.
- 7.1.3 OMHMHA will follow the NCDMHA and BC Hockey minimum suspension guidelines as set out each season. OMHMHA Officers of the Association may choose to add to the BC Hockey minimum suspension guidelines at their discretion.
- 7.1.4 OMHMHA will follow all rules and guidelines of BC Hockey regarding head contact. Reducing the number of head injuries is a priority and will be strictly enforced. OMHMHA's Discipline Chair will be required to monitor and track accumulated minutes in minor and double minor penalties assessed to players under the BC Hockey minimum suspension guidelines.
- 7.1.4 Any coach may be removed from or suspended from his/her role at the discretion of the OMHMHA Officers of the Association or the coach coordinator and may appeal that decision to the Appeals Committee. Removal or suspension must be in writing. In the event that a written notification cannot be given, the member responsible for the removal or suspension must contact the chair of the Discipline Committee immediately and provide written documentation with regard to the cause within 12 hours following the suspension.

**Fundraising and Tournaments – Rep Fundraising, Donations and Sponsorship—Policy 8.1**

- 8.1.1 Fundraising, Donations and Sponsorship Policy 8.2 must be followed.
- 8.1.2 Funds for Rep teams are primarily raised to send the team to the BC Championships each season. Funds may be used to offset the players and coaches' expenses to travel to and participate in Rep hockey events as per OMHMHA Policy 8.2.6 and as follows:
  - a. Fuel or bus transportation
  - b. Hotels – based on two players per room or up to 50 percent of the room cost
- 8.1.3 \$15,000 per Rep team is the cap for all fundraising for the season. At the end of the season, 25 percent of the excess funds raised over \$15,000 must be donated back to the OMHMHA tournament fund to provide the opportunity for all teams in OMHMHA to travel. Please respect other fundraising efforts and let common sense and better judgement prevail.
- 8.1.4 All players have the right to access these funds equally and without prejudice during the course of the season.
- 8.1.5 All proceeds and expenditures must be reported in the team financial report to be submitted to the Officers of the Association by March 31<sup>st</sup> of the current season.

**Fundraising and Tournaments – Fundraising, Donations and Sponsorship – Policy 8.2**

- 8.2.1 Fundraising can be done in a manner that offers a tangible good and/or service in exchange for a monetary contribution. No blanket canvassing of the community will be allowed asking for donations.
- 8.2.2 50/50 draws, bottle drives, raffle items, auctions, plant sales, bake sales etc. are all acceptable forms of fundraising. Gaming events such as Poker tournaments, alcoholic events or casinos are not approved by OMHMHA.
- 8.2.3 All fundraising, whether by team or association must be approved by the Officers of the Association at the planning stage.
- 8.2.4 Events such as raffles, 50/50 draws, or other lottery style events must go through the OMHMHA Treasurer for appropriate gaming licensing as well as application for special event if necessary. Gaming events must follow all local and provincial guidelines. Special event sanctioning and licenses require a minimum of 10 days prior to the event for processing. Gaming reports must be turned in to the Treasurer within 15 days of the gaming license end date.
- 8.2.5 The only fundraising permitted by recreational teams/divisions is participation in 50/50 draws at their home games and gaming license activities (50/50 draws, raffle baskets, etc.) at their home tournaments. All the profits from 50/50 draws at a team's home games (excluding home tournaments) will be provided to the team.
- 8.2.6 Any funds allocated to each team/division through fundraising, donations or sponsorship may only be used for:
  - a. Tournament/playoff entry fees
  - b. Team meals/parties
  - c. Legacy items - items that will be left with OMHMHA for use by future teams
  - d. Approved minor hockey apparel
  - e. Team awards
- 8.2.7 Decision for how to spend team/division funds needs to be made in partnership between coach and manager, with the option to involve player's parents/guardians/caregivers.
- 8.2.8 OMHMHA would like to ensure consistency with respect to opportunities which may be available from team to team. As such, OMHMHA will utilize fundraising, donation and sponsorship monies collected to assist with ice rental, equipment, officials, and other related costs. When possible, the OMHMHA Board of Directors will use excess funds to provide teams/divisions with team functions or items as noted in 8.2.6 and 8.1.2 in the most fair and equitable way possible across all OMHMHA teams/divisions.
- 8.2.9 All team/division funds must be spent, or allocated in writing to the OMHMHA Officers of the Association on how it will be spent, before March 31st of the current season. All team/division funds not spent or allocated by this date will revert back to OMHMHA for association-wide use.
- 8.2.10 OMHMHA values its sponsors and strives to maintain a relationship which is both appreciative and respectful. Sponsors are vital to the success of OMHMHA, and where possible, OMHMHA teams are sponsored by businesses or private individuals.
- 8.2.11 Sponsors are solicited by the OMHMHA Sponsorship Coordinator. Every effort will be made to assign sponsors to the team of their choice, however, existing sponsors will be given first right-of-refusal on the teams they wish to sponsor in any given season. The sponsor receives:
  - a. Sponsor bar on jersey
  - b. Inclusion of sponsor name on the OMHMHA website

**Fundraising and Tournaments – Tournaments – Policy 8.3**

- 8.3.1 OMHMHA is proud to host tournaments throughout the year to give players of all ages from throughout B.C. a chance to come together. Tournaments are a fun and rewarding experience, providing players with the opportunity to bond with their team, more ice time to continually improve their skills in official games, and play against teams they wouldn't normally face during regular league play.
- 8.3.2 OMHMHA Officers of the Association will approve all home tournaments prior to August 1 of the current season.
- 8.3.3 OMHMHA Finance Committee will set the entry fee, awards budget, and breakeven threshold of the minimum number of visiting teams required to hold each home tournament prior to August 1 of the current season.
- 8.3.4 OMHMHA Officers of the Association will make a final decision at least 30 days in advance of each tournament start date on whether or not each tournament will proceed based on the breakeven threshold set by the Finance Committee and any other available budget to cover the costs if below the threshold.
- 8.3.5 OMHMHA Tournament Coordinator will:
- a. Ensure BC Hockey tournament sanctions are in place for each tournament
  - b. Maintain a record of all registered teams and collect payment
  - c. Order awards for each tournament
  - d. Provide support for the team/division hosting each tournament
- 8.3.6 To assist OMHMHA with fundraising per our fundraising policy 8.2, each team/division hosting a tournament will provide at a minimum during the tournament:
- a. 50/50 draws
  - b. 3 raffle baskets per home team
- 8.3.7 OMHMHA will cover the following tournament costs for each tournament:
- a. Ice rental cost
  - b. Tournament fee for home teams
  - c. Officials cost
  - d. Awards cost per budget allocated by the Finance Committee
- 8.3.8 All activities conducted under a B.C. gaming license (50/50 draws, raffle baskets, etc.) must follow the B.C. Licensed Charitable Gaming Rules.
- 8.3.9 All revenue from the B.C. gaming license for the tournament shall be tracked and submitted to the OMHMHA Treasurer within 7 days of the tournament end date.
- 8.3.10 25 percent of the profit from the B.C. gaming license activities (50/50 draws, raffle baskets, etc.) at each tournament will be provided to the hosting team/division. The remaining profit will be retained by OMHMHA, and upon the last tournament of the season, the OMHMHA Officers of the Association will determine if additional funds can be allocated to teams/divisions.



## 100 Mile House Minor Hockey Association (OMHMHA) Policy Manual

### Complaint Process – Policy 9.1

Any association member with a concern or complaint with another member is required to use the following process, taking into consideration the 24-hour rule and the two-deep rule.

Step one: Talk to the individual one-on-one

- a. Respectfully, express your concern/complaint
- b. Ensure mutual understanding of the concern/complaint
- c. Together, explore possible solutions
- d. Agree on a solution
- e. Putting the solution in writing is mandatory
- f. If a solution is not found go to step two

Step two: Seek assistance

- a. Contact the next association member in the hierarchy – team parent, coach, etc.
- b. Identify your concern/complaint and efforts made to resolve it
- c. Request third party assistance to review the concern/complaint with the member in question
- d. Together, all three association members explore further possible solutions
- e. Agree upon the best possible solution
- f. Putting the solution in writing is mandatory
- g. If every attempt to resolve the issue fails, go to step three

Step three: Seek further assistance

- a. Contact the next association member in the hierarchy – division/team manager, coordinator, etc.
- b. Identify your concern/complaint and efforts to resolve it
- c. Request a meeting with parties involved to review the concern/complaint
- d. Together, explore future possible solutions
- e. Agree upon the best possible solution
- f. Putting the solution in writing is mandatory
- g. If every attempt to resolve the issue fails, address your concern/complaint and efforts made to resolve it in writing to the Officers of the Association

Any complaints that couldn't be resolved per steps one, two or three must be submitted to the 1<sup>st</sup> Vice President as a formal complaint via the Complaint Intake Form and will be reviewed by the Discipline Committee.

The Discipline Committee will oversee the conduct of members of the OMHMHA. When the conduct of a member of the OMHMHA results in a formal complaint, the following will apply:

- a. OMHMHA cannot guarantee complete confidentiality.
- b. Immediate temporary suspensions may be imposed by the OMHMHA Discipline Committee.
- c. The Discipline Committee will provide the individual who is the subject of the complaint with a written description of the complaint.
- d. The individual who is the subject of the complaint will be given an opportunity to present their case at a hearing before the Discipline Committee; the hearing shall be recorded in the interests of all parties.
- e. The Discipline Committee will set a date for a hearing, which shall be agreed to by both parties, within a reasonable timeframe after the receipt of the written complaint; the individual who is the subject of the complaint must agree to a hearing date within seventy-two (72) hours of the date upon which they were notified of the complaint. Failure to do so will result in immediate suspension until the Discipline Committee Review.
- f. The Discipline Committee shall strive to provide a decision in writing within a reasonable timeframe, to both the complainant and the subject of the complaint. The documentation will be kept on file in the OMHMHA office.
- g. The Discipline Committee shall notify the Officers of the Association of results and/or the status of the process.

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**Appeal of decision:** Should the member whose conduct was the subject of the complaint, or the person making the complaint, wish to have the Discipline Committee's decision reviewed, OMHMHA Bylaws Appeals Procedure will be followed. The decision shall be final and binding on all parties but may be appealed to BC Hockey. Grounds for appeal shall include a) suspension is too long, or b) new evidence that hadn't been brought to the attention of the initial Discipline Committee is brought forward.

**Conduct of the Officers of the Association:** When the conduct of an Officer of the Association is subject to a formal complaint, they may be required to step down from the Officers of the Association at the discretion of the President, including any committee involvement, until the complaint is resolved. This will not preclude the OMHMHA President from convening an urgent meeting of the Officers of the Association, should they consider it advisable.

**Conflict of interest:** No coach, manager, player, official or Officer of the Association shall be eligible to vote with respect to any financial request, protest or suspension involving a team, league or association with which that individual is associated. In addition, they shall not be eligible to serve on any special committee investigating such matters. When a conflict of interest arises, the individual shall immediately notify the OMHMHA President and shall not participate in any discussion with respect to the issue with which they are in conflict. Such members will be asked to remove themselves from the discussion.

### Officials – Policy 10.1

- 10.1.1 Officials policies within OMHMHA are designed to ensure that all Officials are assigned to games consistent with ability. Ongoing evaluation and training will be provided to ensure an adequate level of competency to effectively officiate OMHMHA and the NCDMHA and OMAHA gameplay. OMHMHA strives to establish and maintain a cooperative relationship between officials, coaches, division managers, and the OMHMHA Officers of the Association.
- 10.1.2 The Referee-in-Chief's role is to ensure that officials, including referees and linesmen, are available as required. The Scheduler is required to give a minimum of seven days' notice of a game to the Referee-in-Chief. When given less than seven days' notice, the Referee-in-Chief cannot guarantee a full complement of officials. The Referee-in-Chief will ensure that opportunities to officiate games are offered equitably among those qualified and available. Appropriate records will be maintained.
- 10.1.3 Assigned officials are expected to arrive appropriately dressed and conduct themselves in a professional manner at all times. Officials should arrive 30 minutes prior to Recreation League games and 60 minutes prior to Representative League games. Officials unable to attend a game to which they have accepted an assignment must notify the Referee-in-Chief. Only those games actually worked will be paid for. Officials missing or late for games and not providing for an approved replacement may be subject to discipline. Officials should be on the ice at the commencement of the ice slot. While the players are in their warm-up, the officials should review the game sheet, introduce themselves to the coaching staff of each team as well as their off-ice officials, and confirm time limitations. Officials will enforce the rules of the game toward players, coaches, and fans. They will show interest and enthusiasm in the game to gain the respect of players, coaches, and fans. Officials will report all misconduct, gross, or match penalties to OMHMHA and/or BC Hockey in a manner prescribed by the Hockey Canada Rule Book. They will not use profane language while on the ice surface or in an area visible to fans, players, or coaches regardless of circumstances. Grievous issues with coaches and/or parent/guardian/caregivers must be communicated to the Referee-in-Chief so that proper follow-up may be achieved. Officials must never remove officiating equipment while on the ice. Officials are encouraged to assist younger players in understanding the rules of hockey.
- 10.1.4 Abuse of an official - OMHMHA has a zero-tolerance policy on the abuse of officials before, during or after a game. The formal complaint portion of the OMHMHA Complaint Process - Policy 9.1 must be followed to report abuse of officials. Coaches who feel that a game has been poorly officiated or who have a valid reason for reporting an official should consider the incident for 24 hours, and then submit a complaint via the formal complaint portion of the OMHMHA Complaint Process - Policy 9.1 within 48 hours to be considered for review. All complaints regarding officials should be immediately brought to the attention of the Referee-in-Chief.
- 10.1.5 Officials failing to show up for a scheduled game - If at least one official shows up, it remains the responsibility of the coaches to control their bench if they wish for the game to proceed; officials are not obligated to officiate games by themselves. If no officials show up, and immediate resolution is not possible, the game must be re-scheduled.
- 10.1.6 Officials training - The objective of providing training is to ensure that officials at all levels have an opportunity to improve their skills and develop a better understanding of the application of the rules and their effect on the psychology of the game. Officials training program will consist of formal training via the Canadian Hockey Official's Policy Manual and all required courses; ongoing training when possible where senior officials will act as trainers monitoring junior officials during games and providing advice and guidance in a positive and constructive manner; and every effort will be made to evaluate officials from time to time through formal evaluations.
- 10.1.7 Off-ice officials - All scorekeepers, timekeepers, and penalty timekeepers are considered off-ice officials. These positions are integral to the game, and as such, individuals performing these functions are expected to act in a respectful, neutral manner both on and off the ice. Duties and instructions for off-ice officials appear in the Hockey Canada Rule Book, and additional instructions for these roles are available on the OMHMHA website. Teams are responsible for providing off-ice officials for all home games and tournaments.
- 10.1.8 Officials reimbursement of travel fees - when officials officiate for OMHMHA from out of area, OMHMHA will book and pay for any required accommodations, and the officials will be reimbursed per the current season meal per diem and mileage rates as set out by the finance committee. The following will be used to determine meals provided:
- Officiating between 7 am and 9 am - breakfast per diem provided

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- Officiating between 11 am and 1 pm - lunch per diem provided
- Officiating between 5 pm and 7 pm - dinner per diem provided

**Communications and Social Media – Policy 11.1**

- 11.1.1 The OMHMHA President shall be responsible for all media releases issued by OMHMHA. All comments and any interactions with the media concerning OMHMHA should be referred to the President and/or a designated committee. Any reports about league games and/or tournaments by the team manager or coaches need to include the team sponsor.
- 11.1.2 OMHMHA and BC Hockey encourage all participants to be actively involved with social media with topics that relate to hockey in a positive manner. See OMHMHA Bullying and Harassment Policy 3.4 for examples of inappropriate use of social media.
- 11.1.3 The OMHMHA website (100mileminorhockey.com), email, and TeamSnap (for team communication and scheduling) are used as the primary source of communication with our members, with social media as a secondary source of communication.
- 11.1.4 The Officers of the Association and any other OMHMHA volunteer roles that manage communications will respond to all emails within 5 days to, at minimum, acknowledge receipt of the member communication as they look into the member's request.
- 11.1.5 All Officers of the Association and other key Executive Committee roles (for example, Coach Coordinator, Referee-in-Chief, Registrar, Equipment Manager, Tournament Coordinator, Sponsorship Coordinator, etc.) will use their OMHMHA assigned email, not personal email, to conduct OMHMHA business, and will have at least one backup person in place to check their email when they are not available.
- 11.1.6 The Officers of the Association will be made aware of all association-wide communications before they are sent out to OMHMHA members to assist with streamlining and accuracy of messaging.
- 11.1.7 A meeting room is available through the OMHMHA office to facilitate team meetings or events. Reservations are on a first-come-first-serve basis, and must be requested a minimum of 48 hours in advance. The facility charges a fee for the use of the meeting room which will be charged back to the team/group accordingly.

**Risk Management – Safety Guidelines – Policy 12.1**

- 13.1.1 All players, coaches, assistant coaches and other on-ice personnel including managers must have Hockey Canada insurance coverage. Insurance is provided to the OMHMHA members upon registration through OMHMHA to Hockey Canada. Ice sanctioned by OMHMHA is for the sole use of its members and may not be used, shared or otherwise, by anyone other than OMHMHA registered players, coaches and officials. As such, OMHMHA registered players, coaches and officials skating on privately rented ice outside of OMHMHA sanctioned ice time are not insured by OMHMHA.
- 13.1.2 All teams must maintain medical information detailing any medical conditions and contact numbers in the event a parent/guardian/caregiver is not immediately available. Team officials are reminded that this medical information is confidential and must not be released to anyone other than medical staff. This medical information should always be kept on the bench during practices and games.
- 13.1.3 Players or officials with medical conditions that, in the opinion of the coach or Officers of the Association, may compromise the safety of other OMHMHA members will be asked for written clearance from their doctor to be on the ice. The official or player will not be allowed on the ice until this clearance has been obtained.
- 13.1.4 All injuries, no matter the perceived significance, must be reported immediately to the Hockey Canada Safety Person (HCSP). Hockey Canada Injury Report forms must be completed and submitted as soon as possible. Both the Injury Report form and the Return to Play form are mandatory.
- 13.1.5 OMHMHA is not responsible for lost or damaged belongings while members are engaged in the activities of OMHMHA sanctioned events. OMHMHA recommends that members leave valuables at home and take appropriate measures to reduce the risk of theft or damage to their possessions. Safety should be the primary concern of all participants and any unsafe or suspicious behaviour should be reported to the facility staff and/or police.

## **Risk Management – Locker Room Guidelines – Policy 12.2**

13.2.1 OMHMHA follows BC Hockey Policy regarding dressing room conduct. All coaching staff, parents/guardians/caregivers, and players must be aware of the following:

**Integrated dressing room** - Players will be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two adults should be present together; which is called the “Two Deep Method”. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-ed Dressing Room Policy.

**Female dressing room** - Recommend that when using the “Two Deep Method” with female hockey teams, there shall be two female supervisors with the players where possible. If not possible, there may be one male and one female supervisor. The male supervisor would not enter the dressing room until all players are fully dressed.

**Parents/guardians/caregivers in dressing rooms** - Except for players at the younger age groups (up to and including U9 division) we discourage parents/guardians/caregivers from entering dressing rooms unless it is absolutely necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s situation warrants assistance, then we ask that parents/guardians/caregivers let the coach know beforehand that he or she will be helping the player. When parents/guardians/caregivers are in the dressing room, coaches are permitted to ask that the parents/guardians/caregivers leave before the game and/or after the game so that the coaches may address the players.

**Recording devices in dressing rooms** - Cell phones, mobile devices, and other recording or photographic devices are not permitted in the dressing rooms and will either be left at home or off and locked at all times while in the dressing rooms.