

**BARRIE COLTS AAA**

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Rules of Operation  
12<sup>th</sup> Edition

Adopted by the Barrie AAA Zone Executive  
April 18, 2009

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## **Section 1. Governance and Scope**

### **1.1 Levels**

- a) **BARRIE AAA ICEMEN INC.** is incorporated under the Business Corporation Act of Canada and operates under the governance of its By-Laws and these Rules of Operation in conjunction with the Bylaws and Manual of Operations of the Ontario Minor Hockey Association.
- b) **BARRIE AAA ICEMEN INC.**, will also be known as **BARRIE COLTS AAA** as of the 2004-2005 season. Any reference to Colts in the Rules of Operation will mean **BARRIE COLTS AAA**.

### **1.2 League:**

- a) Until otherwise decided by the Colts Executive, all Association teams will register in the Eastern AAA Hockey League, an OMHA member league.
- b) The **BARRIE COLTS AAA** will provide a program of hockey only to AAA level teams from Novice to Midget, including minor and major AAA teams, where applicable.

### **1.3 Hockey Operations and Governance:**

- a) The **Vice Chairperson of Hockey Operations** will preside over the Hockey Operations Committee which should be comprised of the following members, whose duties are listed next to their description:
- i **Technical Director (Head Coach)** - Under 17 Program; Midget Program and Midget Coach Advisor, assist with coaches selection committee, assist the Vice Chairperson of Hockey Operations in all aspects of team and coaching staff management.
  - ii **Head Mentoring Coach** - Manage and supervise the Coach Mentors, Support player development for all coaches with development programs, practice plans, and player and team management skills.
  - iii **Coaching Mentor Junior Division** - Support player development, assist Novice and Atom age coaches with development programs, practice plans, and player and team management skills.
  - iv **Coaching Mentor Intermediate Division** - Support player development, assist Pee Wee and minor bantam aged coaches with development programs, practice plans, and player and team management skills.
  - v **Coaching Mentor Senior Division** - Support player development, assist Major Bantam and Midget age coaches with development programs, practice plans, and player and team management skills. Assist Coach in developing action plan to promote players at the junior or college level.
  - vi **Coaching Mentor Goaltending** - Assist all divisions in developing development strategies and assistance for goaltenders.
  - vii **Coaching Mentors At-Large** – At the direction of the Head Mentoring Coach, Support player development for all coaches with development programs, practice plans, and player and team management skills.
  - viii **Trainer Advisor** - Assist coaches and develop trainers in the knowledge of physical and mental preparation of players including exercise, equipment, injury support, off ice conditioning, nutrition and any other aspect of enhancing the player's training and readiness.
  - ix **Manager Advisor** - Assist all managers in performing their duties including mentoring, explaining team management strategies, carding of players, fulfilling all OMHA requirements, fund raising responsibilities for travel teams, team budgeting and all administrative functions associated with the team.

b) The Hockey Operations Committee will operate in accordance with and promote all policies and procedures of the Association. This committee will also include the Ombudsman and Risk Manager.

## **Section 2. Code of Conduct and Ethics**

### **2.1 Nature of the Code**

a) This code of conduct identifies standards of behavior expected of all Association players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, advisors, team managers, trainers, administrators and employees involved in Association activities and events, both in and outside the arena.

b) Where this code of conduct conflicts with the OMHA code of conduct, the OMHA code of conduct prevails. Otherwise, it is in addition to any code of conduct required by OMHA.

### **2.2 Coaches and Team Official's Code**

a) Coaches shall wear official team attire when traveling to and at ALL home and away games. Please read the "Dress Code" section for details.

b) Coaches and Team Officials are expected to learn and abide by the OMHA Speak Out policies.

c) Each coach and team official is expected to learn all Association policies and procedures. The Association expects all to not only follow them at all times but also to instill respect for same.

d) The coach must display respect for the player and his parent. Even where conflict arises, the coach must display sensitivity to the player while balancing the interests of the team as a whole.

e) It is the policy of this Association to emphasize development of the player as an individual and as a member of a team environment. The Association frowns upon the philosophy of "winning at all costs". Player development means that a coach or his staff will not "actively recruit" players from other organizations, but will develop players within the jurisdiction of Association, the OMHA and the OHF.

### **2.3 Parents Code**

a) The parent of a player will at all times, learn and follow all Association policies and procedures.

b) The parent has a positive obligation to assist the coach and team officials in providing learning and skills development for their child. The parent must show respect for the Association and all team officials.

c) Any dispute or disagreement with a coach or team official will be handled only through the Association policies and procedures.

### **2.4 Player's Code**

a) The player will at all times show and foster respect for all other Association Members, including his teammates, coach and all coaching staff.

b) The player will abide by all team rules.

c) The player will, at all times, show respect toward and follow all of the rules and policies of the Association.

### **2.5 Spectator's Code**

- a) The spectator will not denigrate or show disrespect towards any other spectator, team official, on ice official, timekeeper, opposing player, or opposing member of a Minor Hockey Association.
- b) The spectator will, at all times, conduct him or herself with dignity and display a supportive, positive and encouraging behavior towards all players and teams on and off the ice.
- c) A spectator engaging in any kind of conduct which would constitute harassment within the meaning of the OMHA policy on Abuse and Harassment will be ejected from an arena and may be banned from all future Association games and activities.

### **2.6 All Association Members:**

- a) All players, coaching staff and parents shall maintain the highest standard of conduct at all times. Remember, at every exhibition, regular season, tournament and playoff game YOU are representing our organization as a whole as well as the City of Barrie. Set a good example on and off the ice, in dressing rooms, hotels, restaurants and other facilities. We expect the highest level of SPORTSMANSHIP from all members of this organization.
- b) The Association is committed to providing an environment in which all individuals are treated with respect. Members and participants of this Association must conduct themselves at all times in a manner consistent with the values of the Association, which are: fairness, integrity and mutual respect.
- c) During the course of all Association activities, meetings and events, (including tournaments in and outside the OMHA), members shall avoid behavior, which brings the Association or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors.
- d) Members and participants shall at all times adhere to the Association's rules and policies, to rules and regulations governing OMHA or OHF events and activities and to rules and regulations governing any competitions in which the member participates.
- e) Members and participants 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.
- f) Members shall refrain from comments or behavior, which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior, which constitutes harassment or abuse will not be tolerated, and will be dealt with under the OMHA's harassment policy.
- g) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the Constitution or Operating Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

## **Section 3. Eligibility and Registration**

### **3.1 Residency**

- a) Players who reside within the Barrie Zone are players from the following minor hockey associations:
  - i Barrie Minor Hockey Association
  - ii Elmvale Minor Hockey Association
  - iii Essa Minor Hockey Association

- iv Innisfil Minor Hockey Association
- v Oro Minor Hockey Association
- vi Stayner Minor Hockey Association
- vii Wasaga Beach Minor Hockey Association

b) The Association, in accordance with OHF regulations and directives, permits players who reside outside the Barrie Zone to play for Association teams but only if the player is provided a Waiver form from an adjacent OMHA AAA hockey center in compliance with OHF policies and procedures.

c) If a player does not fulfill the residency requirements of paragraphs a), or have the required Waiver form as required by paragraph b), then that player is not eligible to register or try out for an Association team.

### **3.2 Birth Certificates**

a) The player will, upon request, provide a birth certificate as proof of age. Failure to do so will result in refusal of registration.

### **3.3 Registration Dates**

a) The registration date will be published and provided to each player who is successful in making a team after the spring tryouts.

b) Registration will occur as soon as possible after the spring tryouts. Registration for Midget will occur immediately following Fall tryouts

### **3.4 Registration Procedures**

a) Players must be registered in their proper age group and program, unless otherwise authorized by these Rules.

b) Players trying out for Association teams must register with or obtain permission from their home center prior to tryouts. This permission is on a form supplied and must be in writing and obtained by the player from the Home Centre prior to tryouts. Out of zone players must have a Waiver on the forms supplied by the OHF. It is the sole responsibility of the player to come to a tryout with proper authorization.

c) For all teams involved in spring tryouts, upon being offered a position on the team, that player will be required to deposit an amount as determined by the incoming executive towards registration fees. If said deposit is not received within 30 days of spring registration a late payment of \$50.00 will be applied. Final registration fees will be determined by the incoming Executive and paid in full by fall registration.

d) There is a non-refundable fee of \$50.00 forming part of the deposit.

e) For players who did not attend spring tryouts and are selected for the teams, they will be required to pay the registration fee in full by September 15th.

f) If payment is not received for registration the player will not be allowed on the ice until full payment is received. This includes but not limited to registration, bingo, late payments and NSF charges.

g) Profile book and other fundraising requirements will be paid in full at the time of fall registration. If these requirements are not met the player will lose ice-time thereafter until all profile book and other fundraising requirements are received by the appropriate executive member.

h) Note, profile book and any fundraising is absolutely non-refundable.

i) If payment is returned NSF or otherwise dishonored, the player will lose ice-time thereafter, until such time as the account is paid. There will be a charge for the NSF cheque. All NSF cheques must subsequently be paid in cash.

j) If a player does not fulfill registration requirements as contained in this section, the coach of his or her team will be notified by the Executive and the player will not be eligible to play or practice until all funds required by this Section are fully paid. There are no exceptions to this rule. If the player is added to the team after registration, full registration payment is required on a pro-rata basis as set out in sub-section 3.5. The player will not be carded to the team until all money due is received by the registrar.

**3.5 Refunds and pro-rata payments:**

a) If your child does not make the team at final tryouts (in August) all registration fees paid will be refunded but not tryout fees.

b) If a player leaves the team after being carded to the Colts team, the process is as follows.

i) If the player wishes to leave, the player will notify the team coach in writing of his decision to leave. The date notice is received by the team coach in writing is the date when the player ceases to play for purposes of any refunds due.

ii) If the Association determines that the player is to leave the team for any reason and all proper OMHA zone policy is followed, the player will be deemed to cease to play for an Association team on the last day he skates with the team as determined by the team coach;

iii) If the events in either of i or ii occur, the team coach must notify the Head Coach of the Colts, with an explanation for the request of the player. The registrar will be notified and will complete all OMHA forms for deletion of the player from the team.

iv) Once all forms are complete and payment is made, in full, the Registrar will forward the documentation to the appropriate OMHA contact.

v) If payment has been made, a refund will be issued in accordance with this sub-section.

vi) As stated above, fund-raising money of any kind is non-refundable.

c) For players who left the team in accordance with b), refunds will be prorated as follows:

i) As the season is 32 weeks in length, the cost of registration will be divided by 32. Except the Midget season which is 29 weeks and 29 will be used as the divisor

ii) The player will be charged for the number of weeks played up to the date which the written notification was received by the team coach as specified in b) i.

iii) The remaining funds, if any, will be returned to the player.

d) No refunds will be made to any player who leaves a team after December 1st for any reason. In addition, no refunds will be made until all Colts equipment is returned. The responsibility for this is on the player.

**3.6 Player carding to a team during the season:**

a) The amount of registration required to register a player after September 30<sup>th</sup> in any year, will be determined in accordance with the formula set out in sub-section 3.5 c).

**3.7 Registration Budget:**

a) The registration fee shall be based upon the budget set by the Colts Executive after each annual meeting. The budget is, according to Colts bylaws, required to be on a "not for profit" basis.

## **Section 4. Equipment, Player Uniforms and Team Colours**

### **4.1 Supplied Equipment**

- a) The **BARRIE COLTS ZONE AAA** teams will play under the OHL Barrie Colts team colours.
- b) The Association supplies each divisional team with the following equipment which shall remain the property of the Association and shall be returned at any time upon request:
  - i home and away game jerseys.
  - ii home and away jersey travel bags
  - iii a sponsor banner
  - iii a supply of game pucks (number as determined by the Equipment Director)
  - iv a supply of trainers first aid equipment (amount and type as determined by the Equipment Director)
  - v a set of home and away socks for each rostered player ( socks become property of the player at the conclusion of each season)
  - vi) team jerseys will be replaced on alternating years (home - year one and away - year two) the replaced jersey will be provided to the player at the conclusion of the season.
  - vii) player jerseys may not be transported from game to game by each individual player and must be transported at all times in the supplied jersey travel bag.
- c) The player supplies all other equipment.
- d) all equipment must conform to sections 4.1, 4.2 and 4.3
- e) any player supplied equipment may have the Colts logo attached to it at the approval of the Equipment Manager

### **4.2 Players - Helmets, Gloves and Pants**

- a) The player will supply a navy blue hockey helmet and set of navy blue hockey gloves or the Colts coloured hockey gloves.
- b) The player will supply a pair of navy blue hockey pants or “slip” pant cover, which have the Barrie Colts “lightning bolt” down the side. Brands allowed are the “Warrior” and the “Garner Source for Sports” pant.
- c) All equipment supplied by the player will be CHA or CSA approved.

### **4.3 Mouth guards**

- a) The player will supply his own mouth guard, which must be worn at all times during games and practices.
- b) Mouth guards must be OMHA approved. All trainers and team officials will be supplied with the specifications for mouth guards at the commencement of the season and will supply the player and the parents with the requirements prior to the commencement of the season.

### **4.4 Numbering of Game Jerseys and Player Name Panels**

- a) Players are permitted to select a specialized number for their jersey. The costs of any specialized number jerseys will be the responsibility of the player. Subject to supplied numbers and the team rules, the player may ask for a specific available number and his or her request may be granted by the team officials. The decision of the team officials is final and not reviewable.
- b) Players last name must be placed on the players' jersey, on the back above the number, to the standard and by approval of the Equipment Manager;

The name plates are to be affixed and removed at the expense of the team and the team sweaters are returned without damage caused by the name plates at the end of the season

#### **4.5 Return of Equipment**

- a) All Association equipment will be returned to the Equipment Manager at the end of the playing season. The responsibility for this rests with the team head coach.
- b) Any equipment returned in damaged condition must be accompanied by a written explanation as to the cause of the damage. Damage caused by irresponsible or willful conduct will result in further penalties, including the requirement that the person causing the damage repair or replace the equipment at his or her own expense.
- c) Failure to return equipment is considered misappropriation of Association property and will be dealt with accordingly.

#### **4.6 Annual Equipment Fees**

- a) each player will pay an annual equipment fee.
- b) the amount of the equipment fee will be set by the Executive
- c) the equipment fee will normally be incorporated into the annual registration fee

### **Section 5. Player Tryouts and Player Movement**

#### **5.1 Tryouts**

- a) A player from outside the zone must present the waiver form prior to going on the ice in an Association event of any kind, including tryouts.
- b) A player resident within the zone must have written permission on the appropriate form issued by his Home Centre prior to attending a tryout for an Association team.
- c) There are no exceptions to a) and b). It is the player's responsibility to obtain the documents required for attendance at tryouts.
- d) Players resident within Association boundaries must try out for Association teams at the spring tryouts. The Vice Chairperson of Hockey Operations may excuse a player from spring tryouts if the player is injured or for other good cause. The player wishing to obtain permission not to tryout at spring tryouts must submit a written request to the Vice Chairperson of Hockey Operations as soon as possible, but in any case, not after spring tryouts have commenced. The decision of the Vice Chairperson may be appealed to the Executive.
- e) All players registering for teams must pay the spring tryout fees, which will be set by the Executive prior to commencement of spring tryouts, whether or not they attend spring tryouts, unless such players are added to the roster after August 30th.
- f) In addition to spring tryouts, the Association will permit those moving into the Zone following spring tryouts a tryout at the Fall camps. Those obtaining permission to miss spring tryouts will also be given a tryout at the Fall camp if they so desire. The cost to the player will be a per skate fee. Players with Waiver forms can also have an opportunity to tryout at the Fall camps with a cost to the player a per skate fee. Players from out of zone who have their Waiver form and are passing through can be made to tryout if the Coach so desires. The cost to them will also be a per skate fee. If the coach does not wish to see the out of zone player skate then they may pass through without any cost to them.
- g) As per OMHA policy, Waivers will only be issued if the player is released from the team during tryouts. Before the player may receive such a waiver, that player must have:
  - i properly registered and fees paid for the spring tryouts,
  - ii attended spring tryouts and been released by the Coach,
  - iii. has not signed or offered a card from the Barrie AAA Zone.
- h) The Coach must notify the Chairman of each release before the waiver is granted.

## **5.2 Underage Players**

- a) The Association discourages players from playing in any age except the age for which they are by birth designated under CHA and OMHA rules and regulations. However, the Association recognizes the right of the underage player to play at a higher age level, if qualified. The Association deems that the underage player must rank within the top 3 forwards or top 2 defence or top goalie to be allowed to play up an age category.
- b) If an underage player wishes to play at a higher age level, the parent must submit such request in writing to the Vice Chair, Hockey Operations prior to March 15<sup>th</sup>.
- c) Upon receipt of such request, the Vice Chair, Hockey Operations will appoint a committee to evaluate the ability of the player to play at the higher age level. Upon completion of the evaluation, the Vice Chair of Hockey Operations will either approve or deny the application and notice of such decision will be provided to the applicant's parent within 5 days of the decision. The applicant will have the right to appeal the decision of the Vice Chair of Hockey Operations to the Executive but such appeal must be in writing addressed to the Chairperson within 7 days of the decision of the Vice Chair of Hockey Operations. A copy of such appeal shall be delivered to the Vice Chair of Hockey Operations. The decision of the Executive, or the Vice Chair of Hockey Operations if no appeal is taken, is final.

## **5.3 Player Evaluation**

- a) Players trying out for Association teams will be evaluated by the coach appointed by the coach's selection committee to coach the team (Coach) and such other members, if any, as are approved from time to time by the Technical Director.
- b) The Coach will personally address any player not selected for a team if the parent, guardian or player makes a request.
- c) Regardless of a request, the Coach will personally explain his or her decision to release a player who was previously a member of an Association team but who, in the opinion of the Coach, lacks the talent to play in the upcoming season. A member of the Hockey Committee will be available to assist this process if requested by the parent, guardian, player, team head coach, or if the Technical Director so determines.
- d) Player selection is governed by the evaluation of the Coach under the supervision and guidance of the Technical Director and the Vice Chair of Hockey Operations.

## **5.4 Playing or Ice Time**

- a) Players and teams will normally receive two practice times per week. Games will be in accordance with the Eastern AAA Hockey League season schedule, which varies from season to season and from division to division.
- b) Owing to restraints on ice allocation, practices may be held in the early morning hours and will generally not begin prior to 6:00 a.m. Any ice time assigned to a Team that cannot be used, must be cancelled in writing with the Ice Scheduler at least two weeks in advance, otherwise the Team will be responsible for the cost of that ice time.
- c) The Coach's decision regarding playing time and positions will be made in the best interest of the team and is supported by the Colts Executive
- d) No player may be denied ice time without an explanation by the Coach.

## **5.5 Affiliated Players**

- a) Each coach will have an affiliated player list prepared in accordance with OMHA regulations completed and filed with the Technical Director prior to December 15th in each season. The Technical Director will forthwith provide such list to the Registrar who will forward it to the appropriate OMHA official for registration.
- b) No players may be added after December 15th except in emergency. No player may be added after January 10th.

c) No affiliated player may play for an Association team unless the player is recorded on OMHA approved affiliated player list.

d) The Executive Committee may overrule a member center's affiliated player protocol if, in consultation with the ETA OMHA Executive Member, such protocol is not in keeping with the OMHA rules of governance pertaining to the use and registration of Affiliated Players.

e) Affiliated players are to be used only in the following situations:

i) Where a registered player is injured or unable, for other cause, to play in a season, exhibition or tournament game;

ii) A registered player is under suspension for any reason;

iii) A registered player quits or ceases to be a member of the team and a player is needed to fill that player's position.

iv) Any other reason approved in advance by the Vice Chairperson of Hockey Operations or the Technical Director.

#### **5.6 Practice and Affiliated Player**

a) A coach may invite an affiliated player who is properly recorded on his affiliated player list to a team practice or practices in advance of using that player in a game situation.

#### **5.7 Protocol of Home Centre re Affiliated Player**

a) The Coach will, at all times, except as otherwise directed by the Executive Committee, respect the rules of protocol which each center of the Barrie Zone has in effect from time to time with respect to the use of the affiliated player.

#### **5.8 Steps required for use of Affiliated Players**

a) No affiliated player may be used in any game or practice unless prior to inviting him to attend such game or practice, the Coach or a member of his team staff has:

i) Obtained permission from the coach or manager of the team for whom the affiliated player is actually registered;

ii) Obtained the permission of that player's parent;

iii) Obtained a photocopy of the player's OMHA registration card;

iv) Followed the protocol of the member minor hockey association of which the affiliated player is a registered member for the use of affiliated players unless otherwise directed by the Executive Committee.

### **Section 6. Conduct and Discipline**

#### **6.1 Complaints regarding the Association**

a) Complaints or questions regarding the operation of the Association, as opposed to the operation of a specific team and its team officials, must be submitted, in writing, to the Chairperson or the Vice Chair of Administration.

b) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.

c) Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.

d) Upon receipt of a complaint, the Chairperson may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the Chairperson may call a Special Meeting of the Colts Executive to ensure prompt resolution.

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- e) Discussions of complaints of a sensitive or personal nature at Colts Executive Meetings will not be open to the general membership and shall be kept confidential.
- f) All complaints shall receive a written reply.

**6.2 Sanctions**

- a) A member who contravenes the rules of operation or the bylaws of the **BARRIE COLTS AAA** will receive written notice of such contravention and will be given an opportunity to be heard with respect to such contravention.
- b) The Executive Committee will have the sole discretion and authority to revoke membership in the Association and may only do so after a full hearing is held on the merits.

**6.3 Alcohol and Non Medical Use of Drugs**

- a) Any player who is attending an Association sanctioned event and who is found to be using alcohol or drugs for non-medical purposes will be automatically suspended until his or her conduct may be investigated by the Hockey Committee. The parent of such player will be immediately notified of such conduct and will be primarily left with the charge of such player at the time the conduct is discovered.
- b) After a full investigation, the Vice Chair of Hockey Operations will determine what if any penalty should be imposed upon such player which penalty will include the right to revoke the player's membership in the Association.

**6.4 Team Meetings (Coaching Philosophies)**

- a) The Coach will have a parent meeting, after the team is finalized and prior to the season. In this meeting the Coach will convey his coaching philosophy and team rules to the parents and players.
- b) Meetings will be had throughout the year at the discretion of the Coach.
- c) A Hockey Operations Committee Member or in their absence an Executive Member will be in attendance for all Team Meetings.

**6.5 Twenty-Four Hour Cool Down Rule**

- a) The Association requires that all emotional or angry outbursts be kept to a minimum but, at the same time that all concerns and questions are appropriately dealt with. Therefore, it is mandatory that all members operate under the "24 hour rule". This rule requires that a member wait for 24 hours as a "cooling off" period before the issue of concern is addressed. This rule applies to all members, including coaching staff, executive members and all volunteers.

**6.6 Complaint Procedure**

- a) In keeping with the 24 hour rule, any complaint, question or concern that a parent might have with the Team will be addressed first to the Team Manager, after the mandatory 24 hour cooling off period. This should be done in writing to ensure that the issue is accurately addressed.
- b) The Coach will then address the issue with the parent by convening a meeting at which the Team Manager and at least one other coaching staff will be in attendance. The parent may also request the attendance of two other people to such a meeting. If the issue is not resolved by such meeting, the parent or the Coach may bring the issue to the Technical Director for further resolution.
- c) A Hockey Operations Committee Member or in their absence an Executive Member will be in attendance for all Parent Meetings.

**6.7 Dress Code**

- a) Players and coaches shall wear official team attire when traveling to and at ALL home and away games.

## Barrie Colts AAA Rules of Operations – 12th Edition – April 18, 2009

- b) An appropriate dress code is a very important part of projecting an image for the Association. Please arrive at all games clean and properly attired. Failure to do so may result in loss of ice time and if the problem persists, possible suspension. Coaches and managers are required to enforce this dress code at all times. Infractions will be reported to the Vice Chair Hockey Operations.
- c) All coaching staff (except trainers) are required to wear appropriate attire to all games. This will include a shirt, tie, dress slacks and dress shoes. A team jacket with the player position embroidered on the front is also recommended, but not mandatory. Do not wear a jacket with another team's logo. Trainers have the option to wear a complete Barrie Colts tracksuit and comfortable runners.
- d) Novice to Peewee: The players of these teams have the two options listed below. Once an option is decided upon, the ENTIRE team must adhere to it for the balance of the season, with no exceptions.
- i Option 1: Players are required to wear the complete Barrie Colts tracksuit to all games. No jeans or ball caps are permitted unless same are Colts apparel.
- ii Option 2: Players will wear a shirt and tie or an Colts mock neck, dress slacks and dress shoes (or winter boots). No jeans, running shoes or ball caps are permitted unless they are approved Colts apparel.
- e) Bantam to Midget: Players will wear a shirt, tie, dark or gray dress slacks and dress shoes (or winter boots). No jeans, running shoes or ball caps are permitted except Colts apparel.

### **6.8 Confidentiality**

- a) All complaints, concerns and questions are to be dealt with in confidence by those charged with the responsibility of handling them. Only those members of the Association who are necessary for the resolution will be consulted and given sufficient information upon which to make a decision.
- b) All members are reminded of the conflict of interest policy incorporated into the Colts Bylaws.

### **6.9 Unsupervised Dressing Rooms**

- a) Players when in the arena or a dressing room will at all times be supervised by at least two members of the Coaching staff and/or other properly screened adult.

### **6.10 Player Dressing and Shower Room Policy – Gender**

- a) From major atom down, mixed genders may change in the same room, at the same time in the presence of two properly screened adults as set forth in OHF policies on the 10 steps.
- b) Players peewee and higher of opposite gender will be separated from the other gender while changing and showering and will be entitled to separate rooms. Such players may not change in the same room at the same time and the coach shall ensure that all are involved in pre-game and post-game activities. When separate facilities exist for both male and female participants, males and females shall make use of the separate facilities. If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan and actively manage the risk and ensure the safety of individual players when they are dressing, undressing and showering.
- c) When players are fully dressed, they may gather together in the same room for Team meetings.
- d) Only team officials of the same gender as the player may be in the vicinity of the shower. No team official may shower at the same time as a player at any time.
- e) Not less than two team officials may be present during showering or changing and should only be present to ensure that behavior policies are observed and players are properly supervised.

**6.11 Transportation of Athletes**

- a) Players are to be transported only by their parents or those authorized by the parent.
- b) Unless the parent has expressly authorized same, no member of the coaching staff may transport a player and even then, such member of the coaching staff shall be accompanied by one other adult at all times.

**6.12 Injuries (Return to Play)**

- a) If a player suffers an injury in a game or practice, which requires his removal from the game or practice without return, such player shall not be permitted to return to practice or play without the permission of the parent. The parent's permission is to be accompanied by a proper medical certificate indicating that the player is physically fit to return to play.
- b) If a player is injured during the play and the injury is not to the head, the player may return to the ice if the trainer, after consulting with the parent, deems that the return may occur in safety.
- c) Any injury to the head, which causes the player to lose consciousness or be removed from play during the game, will be immediately reported to the OMHA and such player shall be immediately referred to the appropriate medical authority to determine his status to return to play. No such player may return to play without a medical certificate authorizing him.

**6.13 Road Trips**

- a) The only road trips that are allowed for the team are trips approved by the Colts Executive and are properly within the scope of team activities.
- b) All athletes must be transported under the supervision of not less than two team officials except:
  - i) Where the athlete is in the company of his parent; or
  - ii) The parent of the child has made private arrangements to transport his or her child to or from an Association event.

**6.14 Releasing Children from Supervision**

- a) All parents have the primary duty of supervision in relation to their child especially during arrival and departure for games, practices and authorized team events. It is the obligation of the parent to provide to the coaching staff proper direction as to whom their child is to be released following such events.
- b) A member of the coaching staff may release a player only to that player's parent or a person who has the parent's authority. If the coaching staff are not made aware of the person authorized by the parent, and the parent is not in attendance, the player shall not be released to that person. The coaching staff will then telephone the person designated by the parent on the player registration form as the emergency contact person. That person will be the only person who may give direction for the release of the player. If the emergency contact cannot be contacted, then the coaching staff will continue supervision of the player until such time as the parent can be contacted and the player transferred to the parent.

**6.15 Disciplinary Action**

- a) Disciplinary action in addition to mandatory OMHA suspensions, may be handed out by the Barrie Colts AAA organization for misconduct penalties, hitting from behind penalties or any other reason as the Association deems necessary. These are suspensions from the organization and are added to the mandatory suspension period specified by the O.M.H.A.

All suspensions must be reported to the Vice Chair of Hockey Operations or the Technical Director immediately (within 24 hours). Failure to do so could result in a suspension to the team coach.

**6.16 Appeals regarding suspension:**

- a) Appeals for any additional Association suspensions imposed by this rule will be handled in the following manner:
- i Written request to the team manager requesting an appeal.
  - ii Team manager refers the request to the Technical Director (Head Coach).
  - iii Technical Director and Vice-Chairman of Hockey Operations review the appeal and report to the Chairman.
  - iv Chairman reviews the appeal. If warranted, the Chairman will appoint a three-person committee to review the incident and disciplinary action.
- b) The appointed committee shall consist of impartial members. Their recommendations are final. No further appeals will be accepted.

**Section 7. Coaches/Managers/Trainers**

**7.1 Qualifications**

- a) All coaches, assistant coaches and trainers are required to take all clinics designated by the OMHA and the OHF and will not be allowed to take charge of a team until such time as all such clinics are attended.

**7.2 Selection of Coaches and all Team Officials**

- a) All applications for coaching positions will be submitted in writing on approved application forms prior to January 31st.
- b) Not later than the February Board meeting in each year, the Vice Chairperson of Hockey Operations, will recommend to the Association's Board a Coaches Selection Committee for approval. The Board may approve the committee as recommended and has the sole power to add or delete members to this committee.
- c) The Vice Chairperson of Hockey Operations will submit all names of applicants to the Board for approval before the Coaches Selection Committee begins interviews. Once the applicants are approved for interviews, the final decision of the Coach will rest with the Selection Committee.
- d) The Coach Selection Committee shall:
- i set a coaching selection criteria
  - ii convene meetings to select coaches for the respective teams
  - iii make recommendations for Executive approval on the appointment of coaches for the respective teams
- e) Coaches will be selected wherever possible in time for the spring tryouts. If no suitable coach can be found for a team by spring tryouts, the Vice Chair of Hockey Operations may appoint a committee which will include the Technical Director to select the players for such team until such time as a coach may be found.
- f) The team manager, trainer, assistant coach and all other team officials will be appointed by the Executive. The team coach and the Coaches' Selection Committee will make recommendations to the Executive for these positions. The Executive is not bound by such recommendations.

**7.3 Responsibilities of Coaches**

- a) Coaches must obtain at their own expense all qualifications necessary to have appropriate OMHA status to coach.

b) All coaches are expected to personally attend all games and practices unless personal circumstances dictate otherwise. If a coach repeatedly misses games and practices, his position as coach will be subject to review by the Technical Director.

c) All coaches are required to follow all Association policies and procedures. Failure to do so may result in suspension or, in repeated instances, removal as coach.

#### **7.4 Selection and Responsibilities of Managers**

a) The manager will act as the main conduit of information between the coach and the parents and between the Association and all members of the team.

b) The manager will

i keep all team records, including the team budget, player information forms, health card information if the parent gives permission, player contact information, player cards, and any other documentation required for the operation of the team. All records will be returned to the Supervising Manager at the end of the season.

ii submit the team budget to the Board of the Association for approval when it is compiled by the team.

iii make all arrangements for tournament registrations

iv obtain and distribute to parents the team schedules for all practices, games and tournaments;

v ensure that sufficient parent volunteers are enlisted to provide services to the team as necessary for time keeping, fund raising, parent volunteer activities, handling all gate duties, statistical information and player activities;

vi maintain confidentiality of all records provided in accordance with this policy, except where the use of the information is required in the best interests of the players.

#### **7.5 Selection and Responsibilities of Trainers**

a) The trainer will:

i Acquire valid HTCP certification at their own expense;

ii maintain all health information pertaining to players and any particular needs of the child;

iii attend, know and abide by the policies and procedures pertaining to trainers as provided by OMHA sponsored clinics;

iv supervise the players equipment and ensure that all players have appropriate equipment as approved by the CHA and OMHA;

v support the team by being present at all games, practices, fund raising and team events.

#### **7.6 Relationship between Coaches and Teams**

a) The coach has the discretion to establish the relationship he or she is to have with the players on the teams. A minimum standard is expected as follows:

i To assess and report to the player his or her skills and areas needing improvement;

ii To encourage fair play and respect of all on ice officials;

iii To develop the individual players as well as the team;

#### **7.7 Coaches and Parents**

a) The coaches and parents must have respect for each other and make every effort to foster such respect.

b) Parents and coaches will refrain from any public criticism of each other.

c) All parents and all members of the coaching staff will be civil to each other at all times.

### **7.8 Criminal Record Checks**

- a) Criminal Record Checks must be carried out by all team staff who in their roles are in direct and regular contact with players on their respective team. Accompanying a C.R.C. must be a 2nd document titled “*Form 1 – Consent for a search for a sexual offence for which a pardon has been granted or issued*”.
- b) A request for a C.R.C. from the Police must be specific to “Barrie Colts AAA”. You may not use a C.R.C. requested by a previous employer or organization. It must be an original and not a photocopy.
- c) A C.R.C. cannot be more than 4 months old when accepted by the Barrie Colts AAA. C.R.C.’s should be dated May through August prior to the beginning of a new hockey season, or in other words after coaching announcements have been made public, tryouts have been completed, and team staff are announced.
- d) An acceptable C.R.C. shall be valid for a period of one year, but can thereafter be extended for up to 3 additional years (for a total of 4 years) by completing and submitting each new hockey season a “Disclosure Form” as provided by the Risk Management Director.
- e) All related documentation must be submitted directly to the Risk Management Director to ensure confidentiality and future security.

## **Section 8. Officials and Parent Volunteers**

### **8.1 Timekeepers**

- a) Each team will appoint a parent in charge of timekeepers. That parent will schedule other parents into a regular rotation of time keeping. All timekeepers will be trained on the operation of all arena clocks.
- b) In the alternative to paragraph a), the team may include in its budget an amount to pay a properly trained OMHA timekeeper for the season. The timekeeper may not be paid until the budget is approved.

### **8.2 Referee Category Requirement (Levels)**

- a) The Referee in Chief assigns and schedules all games. His decision is final.
- b) The Referee in Chief will ensure that the appropriate level referee and complement of referees attends each game.

### **8.3 Team Volunteers**

- a) In addition to timekeepers, each team will request that one parent be appointed to fill each of the following positions on the team:
  - i Team Parent Volunteer
  - ii Media Liaison
  - iii Fund raising.

### **8.4 Job Description of Parent Volunteers**

- a) The Team Parent Volunteer will form part of The Parents' Volunteer Committee which will operate under the direction of the Vice Chairperson of Administration and under the following terms of reference:
  - i Report to the Vice Chairperson of Administration;
  - ii Assist in the dissemination of information about the Association to the parents of all players registered for Association teams;

- iii Place orders from the Team for Colts apparel;
  - iv Act as liaison between the Team parents and the Vice Chairperson of Administration with regard to all matters of interest or concern pertaining to their team;
  - v Attend such meetings as the Vice Chairperson of Administration requires.
- b) The Media Liaison parent will perform the following duties:
- i Report to the Vice Chairperson of Administration with respect to all matters within this mandate;
  - ii Ensure that the team sponsor has a copy of the team schedule and is aware of and invited to all home and away games;
  - iii Ensure that the appropriate media is given the team statistical information including home and away game and tournament results;
  - iv Acts as media contact person for the team;
  - v Ensure that the sponsor banner is displayed at all team games, including tournaments;
  - vi Attend meetings as required by the Vice Chairperson of Administration.
- c) The Fund Raising parent volunteer will perform the following duties:
- i Ensure that all fund raising activities for the team have been pre-approved by the Executive;
  - ii Report to with the Vice Chairperson of Finance regarding budgets for fund raising activities;
  - iii Assist the parents of the team in planning, organizing and fund raising events approved by the Executive for the team;
  - iv Maintain appropriate records verifying the collection and disbursement of all money raised through approved fund raising;
  - v Provide a report and all records regarding fund raising events to the Vice Chairperson of Finance at the close of all fund raising.

## **Section 9. Subsidization**

### **9.1 Registration**

- a) The Association will consider any application for subsidy if a player is genuinely unable to meet the cost of Registration. The player and his family may be required to participate in volunteer activities as part of any subsidy.
- b) An application for subsidy will be submitted on the appropriate Association form, available from the Registrar, and will be considered only by the Chairperson, who will have the sole discretion and authority to grant or deny the subsidy in whole or in part. All applications for subsidy are strictly confidential and no information pertaining to any application will form part of the Association records, except only to record the amount of subsidies granted for any fiscal year.

### **9.2 Team officials' subsidy:**

- a) Each team may consider granting Team officials who do not have a player playing on the team for which they are carded, a subsidy in whole or in part in their fund raising budget. A majority of parents on the Team must approve such subsidy. The subsidy will be available only to defray expenses of the Team official, such as hotel accommodation and meals while at tournaments or transportation.
- b) No other subsidy is available for team officials

### **9.3 The Board of Board of Directors' subsidy and expenses.**

- a) Members of the Board will be reimbursed their appropriate Association expenses for telephone, transportation to and from OMHA events but only if such expenses are supported by receipts and are submitted to the Board Chairperson for approval. The members of the

Association are entitled to a full accounting of any expenses paid to or on behalf of a Board member and the Treasurer will have this information available on request.

## **Section 10. Team Budgeting, Finance and Fundraising**

### **10.1 Team Budgeting**

- a) Each team is permitted to raise up to \$13,500.00, to pay for the following:
  - i Tournament entry fees;
  - ii Medical and other supplies required by the trainer for consumption by the players;
  - iii Transportation to and from team events;
  - iv Equipment for players on the team;
  - v Player condition programs including off ice programs specifically designed for conditioning;
  - vi Colts apparel for use by the players or coaching staff;
  - vii Any other expense approved by the Association Executive after submission by the team of its operating budget on approved association forms.
- b) Prior to any Association funds being advanced to a team and prior to any team fund raising event, a team must submit to the Vice Chairperson of Finance a proposed team-operating budget on approved Association forms. The budget will be considered by the Executive at its first monthly meeting after submission. The Executive has the sole discretion and authority to approve the team budget. The executive may require additional insurance for certain fundraising events, this cost will be the responsibility of the team.
- c) It is the responsibility of the Executive to ensure that fund raising events as proposed by teams do not conflict with each other. The Executive may therefore require teams to combine fund raising events.
- d) Upon completion of the profile book fund raising by each team, the Association will advance to that team the sum of \$3,000.00 as its share of the parents' fund raising. Teams with more than 17 players will have their profile book monies prorated above \$3,000.00
- e) Teams will be permitted to raise a maximum of \$2500.00 from a single sponsor or a sum of multiple sponsors. This \$2500.00 maximum is permitted to be kept by the team but will form part of the \$13,500 limit that individual teams are allowed to raise for fundraising. .
- f) All sponsorships will require approval from the Executive before funds can be distributed to the team. Approval is needed for all sponsors, whether they be a single sponsorship or multiple sponsorships.
- g) It will be the decision of the team and/or sponsor on how they wish to promote the sponsorship. However, the promotion of the sponsorship will need to be approved by the Executive and all costs associated with promoting the sponsorship will be the responsibility of the team and/or sponsor.

### **10.2 Midget, Bantam and travel teams**

- a) In accordance with Association policy, Major Peewee (Travel Team) team will be allowed special fund raising to travel for a tournament. The travel team may raise more than \$13,500 for such purposes but only with approval by the Executive.
- b) Minor Midget, Midget and Bantam teams may be allowed a budget over \$13,500 in keeping with the Association's desire to advance the prospects of players of that age.
- c) The procedures set out in sub-section 10.1 will apply to all fund raising by the travel team, the Bantam team and the Midget teams.

### **10.3 Financial Reporting and Record Keeping**

- a) The Vice Chair of Finance/Registration will supervise all team bank accounts and may, in her absolute discretion, require any team or all teams to maintain a bank account of her choice, on which she has signing authority such that she may access the account without the signature of any other team official. She may also require that all bank statements be mailed by the bank to her address.
- b) All teams must keep one and only one bank account for the use of its approved budget. Such accounts will have not less than two signing authorities. No two persons of the same family can be signing authority. One signing authority must be the team manager. The other should be the coach, unless otherwise approved by the Vice Chairperson of Finance.
- c) Each team must reconcile and submit its bank statement monthly to the Vice Chairperson of Finance. Failure to do so will normally result in immediate suspension.
- d) If any team is found to have disobeyed these policies the coach, the manager and any other persons involved will be immediately suspended and appropriate investigative action will be conducted by the Executive. It is a serious matter to use Association funds for any purpose other than an authorized purpose.

### **10.4 Association Fund Raising**

- a) The Vice Chairperson of Finance will submit a budget for fund raising each year as soon after the annual meeting as possible. The purpose of such budget is to raise additional funds to subsidize the cost of the Association's services to its players.
- b) The fund raising budget will be approved by the Executive as soon as possible after submission.
- c) Each Association member will be required to participate in Association Fund Raising as directed by the Executive.

## **Section 11. Sponsorship and Fundraising Event Prohibitions:**

### **11.1 Wineries, Brewers, Tobacco**

- a) In accordance with OMHA policy, no fund raising or sponsorship may be obtained from any winery, brewery or tobacco related corporation.

### **11.2 Bingo Operations**

- a) The Association participates in Bingo operations in an effort to raise funds for its activities. All parents of all teams must volunteer their time and participate in Bingo as assigned by the Vice Chairperson of Finance.
- b) Money raised from Bingo may only be used to pay for ice time and must be kept by the Treasurer in a separate account. All policies and procedures regarding Bingo require strict compliance. The treasurer must study and keep up to date on such policies and procedures. These are regulated by local municipalities
- c) The organization may fine each team if any or all team parents do not show up for their allotted bingo.
- d) Each team has the right to fine the parent who does not show up for their shift.
- e) Families that require subsidy will be required to work bingo shifts according to their financial needs. They are scheduled in for bingos first. All other families who wish to volunteer their time will receive a \$100 discount on their registration for each bingo they work after completing their duties
- f) Two volunteers must be scheduled and show up for each bingo shift. If someone cannot make a bingo shift for whatever reason the Bingo Coordinator must be contacted immediately so they

can find a replacement for that evening. If the coordinator is unavailable then the person must call from the list of volunteers and get a replacement for that evening. If for some reason only one volunteer shows up the person who shows for their shift needs to call the coordinator and let them know that the other volunteer has not shown and a replacement will need to get to the bingo hall. The coordinator must be notified of any changes to the bingo schedule.

g) Post dated cheques will be made out in the amount of \$100 for a bingo shift if you do not show up for your shift the cheque will be cashed.

h) Before a volunteer can work a bingo shift they must be trained at the bingo hall. The hall is very strict on policy and procedures since Ontario gaming came in. They are not tolerant of no shows and will suspend or terminate bingo time slots.

## **Section 12. Games, Playoffs, Tournaments, Exhibitions**

### **12.1 Guidelines**

a) Teams are permitted to play exhibition games if ice allocation is available and the team ensures that notice is given to the advisor in charge of their division.

b) Teams must first commit to all league games before entry into tournaments. The ETA league rule only permits two games to be rescheduled due to tournament conflicts. No team will be allowed to re-schedule more than two league games and only then, if there are no other options.

c) All teams are permitted to attend up to five tournaments. Major Bantam, Minor Midget and Midget teams may attend up to six tournaments.

d) All tournaments must be approved by the Association with appropriate OMHA tournament permits issued for same where required. The team shall ensure that the Convener is aware of the tournaments in which they are registered or for which application has been made.

e) Travel team. The Association approves one team (and occasionally two) which then may travel anywhere in the world for a tournament. Such team is required immediately after spring tryouts to submit a travel tournament plan to the Technical Director who will then, with the assistance of his committee, provide support and direction to assist in formulating the final plan for approval. The plan will include a budget and such series of fund raising events as will provide sufficient funds to pay for the entire cost of the trip and the tournament. All fundraising will occur in accordance with the fundraising policy of the Association.

f) It is expected that all eligible teams will participate in the Annual BMHA Tournament

## **Section 13. Appendix**

### **13.1 Sample Team Rules**

a) Players will attend all practices. Failure to do so, without an explanation as set out below, will result in missing the first period of the next game.

b) Players who cannot, for good reason, attend practice will notify the coach by telephone, or the manager if the coach is not available, not later than the evening before the practice. The coach may excuse the player from the practice without penalty.

c) All players will at all times listen to instruction from the coach.

d) Players will arrive at games, ready to play, not later than one hour before game time. [insert other times and any leniency rules that might apply].

e) All players will dress according to the Colts Dress Code.

f) All players will abide by the player's fair play code.

g) Etc. as per coach's directives.

### 13.2 **Fair Play Codes**

#### a) COACHES

- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction and support
- I will not ridicule or yell at my players for making mistakes or for performing poorly.
- I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

#### b) LEAGUE ORGANIZERS

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

#### c) SPECTATORS

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

#### d) PLAYERS

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper -fighting and "mouthing off can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me.
- I will accept their decisions and show them respect.

e) PARENTS

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example.
- I will applaud good plays/performances by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

f) OFFICIALS

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- I will handle all conflicts firmly but with dignity.
- I accept my role as a teacher and role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

**Guidelines for Managers**

• The following guidelines are intended to assist you as a manager. Please review and make additions to this program to assist you with the management of your team. Report to Association regularly.

Responsibilities

- Establishing open lines of communication between Head Coach, VP of Hockey Operations, coaches, players and parents.
- Follow Association Parental Complaints Procedure with a 24-hour reflection period and complaints resolved at the team level through manager. If NOT resolved refer to Head Coach or VP of Hockey Operations.
- Other than discipline during a game, (missing a shift) ensure that conduct and discipline of a player is approved by the Head Coach or V P of Hockey Operations, reviewing the severity of the incident and action to be taken. A copy of your team rules should be handed out to players and parents. Please also provide a copy to the Head Coach and V P of Hockey Operations. This is done to ensure uniformity of the action within the Association.
- Follow all policies as outlined by the Barrie AAA Colts / BGC Zone AAA
- Ensure that ALL players and coaching staff conform to the Association Dress Code as outlined in the policies.
- Sportsmanlike example for the players, coaches and fans.

- Attend Managers meetings as required
- Provide Treasurer with a copy of the Team's approved budget and monthly bank reconciliation's.

### **Things to Do**

- Scheduling meetings of Season and Playoffs
- Game and Practice Schedules (Notify Players)
- Monthly Ice Reconciliation ( no later than 10th of the month)
- Contact and phone list of all players and staff
- Maintain Team Roster and Player Cards
- Maintain Team Bank Account and Finances (account MUST require minimum of two signatures to withdrawal money)
- Provide Financial Accounting of all team funds to team parents and Association no later than April 15 and on a monthly basis to Vice Chair of Finance
- Arrange for Team gate set up and submit gate revenue and reconciliation to treasurer no later than the third Sunday of the month
- Arrange Media Liaison for team
- Tournament Applications as per Coaches request
- Tournament Travel Arrangements
- Travel Permits for out of town tournaments (request from Association)
- Set up Exhibition Games as per Coaches request
- Maintain Affiliation Player Approved Roster and Player Cards
- Statistics for year book
- Player Movement Forms (if required)
- Travel and Bus Arrangements (if required)
- Team Budget – submission due no later than the first week of August for the approval of the executive at the August meeting
- Picture day arrangements
- Equipment / Sweater / etc collected and returned at the end of the season
- Bond chq for Sweaters / Banner due at time of receipt post dated to April 1

### **Prior to the Game**

- Obtain dressing room key. (Inspect for damage)
- Visiting Team completes game sheet first.
- Complete Game Sheet properly and ensure game number, proper team names, dates, player's names and numbers, captains, assistants and affiliated player, players under suspension and proper return address.

### **During The Game**

- Secure the dressing room and be available if players injured or ejected and at end of game. (Players should not be in the dressing room or hallways unattended)
- Call Person for injured player, as requested by trainer.
- In case of absentees and required assist on bench.
- Arrange clock schedule for home games.

### **After The Game**

- Obtain copy of game sheet for statistics
- Check suspension list for additions game suspension. (Refer to OMHA, Manual of Operations)
- Notify Head Coach or VP of Hockey Operations.
- Submit Game score via ETA website within 24 hours
- Referees will submit white copy of game sheet.
- Ensure visiting team receives copy of game sheet.

**Possible Delegated Positions**

- Clock Manager Gate Manager
- Equipment Manager Team Parent
- Media Manager