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# **LaSalle Minor Hockey Association Manual of Operations**

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## 1. GOVERNANCE

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LaSalle Minor Hockey Association is incorporated under the Ontario Corporations Act and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the rules of Operations of the Ontario Minor Hockey Association.



## **2. CODE OF CONDUCT AND ETHICS**

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### **CODE OF CONDUCT (REVISED 2004/01/07)**

This Code of Conduct identifies the standard of behaviour which is expected of all OMHA/LMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers, administrators and employees involved in OMHA activities and events. Membership in the LMHA is a Privilege, not a Right.

The LMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the LMHA shall conduct themselves at all times in a manner consistent with the values of the LMHA/OMHA which includes fairness, integrity and mutual respect.

During the course of all LMHA/OMHA activities and events, member shall refrain from behavior which brings the LMHA/OMHA or the sport of hockey into disrepute, including but not limited to:

- i) the use of profanity or abusive, demeaning and inappropriate language;
- ii) the abusive use of alcohol;
- iii) the use of non-medically prescribed drugs;
- iv) the use of alcohol or non-medically prescribed drugs by minors;
- v) illegal, violent or unsafe acts.

LMHA members and all participants shall at all times adhere to the LMHA/OMHA operational policies and procedures, to rules and regulations governing LMHA/OMHA events and activities and to rules and regulations governing any competitions in which the member participates on behalf of the LMHA/OMHA.

Members and participants of the LMHA shall not engage in any activity or behaviour which interferes with a competition or which endangers the safety of others.

Members of the LMHA shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with under the LMHA/OMHA Harassment policy.





Failure to comply with the LMHA/OMHA code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the LMHA/OMHA. Such action may result in the member losing the privileges which come with membership in the OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

## **VOLUNTEER CONDUCT GUIDELINES**

- a) Avoid all one on one contact with players. Always be accompanied by another adult.
- b) Refrain from giving rides to your players unless it is an emergency situation, and you have a letter of consent from their parent.
- c) Limit touching to the back area between the shoulders and the lower back. Avoid all contact with the face mask area of the helmet
- d) Having players take part in games or practices while injured is a form of abuse. Always insist on a doctor's note before returning them to your active roster.
- e) Excessive punishment drills are also considered a form of abuse.
- f) Avoid abusive and demeaning language when singling out players who have made a mistake during a game or practice.
- g) Off colour jokes, ethnic slurs and sexual orientation comments are NOT acceptable.
- h) It is your responsibility as a coach, manager or trainer to prevent hazing and physical abuse between players on your team.
- i) When making out of town trips it is advisable, whenever possible, to have a t least one parent for every five players.
- j) Use of non-medically prescribed drugs or alcohol by LMHA volunteers while performing their duties is NOT permitted. If you feel that one of your players or team officials has a substance abuse issue, please contact the LMHA Vice-President.
- k) The use of cellular phones or personal digital assistants is prohibited in all LMHA team and Officials' dressing rooms. (added 2004/07/07)



- l) The LaSalle Minor Hockey Association reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the LaSalle Minor Hockey Association has been evident.
- m) Membership may be revoked at any time to an individual who has been deemed by the Board 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 Board.

### **PARENT'S CODE**

- a) I will not force my child to participate in hockey.
- b) I will remember that my child plays hockey for his or her enjoyment not mine.
- c) I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence
- d) 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.
- e) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- f) I will never ridicule or yell at my child for making a mistake or losing a game.
- g) I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.
- h) I will never question the official's judgement or honesty in public.
- i) I will support all efforts to remove verbal and physical abuse from children's hockey games
- j) I will respect and show appreciation for the volunteer coaches who give their time to coach hockey to my child.

### **PLAYERS' CODE**

- a) I will play hockey because I want to, not just because others or coaches want me to.
- b) I will play by the rules of hockey and in the spirit of the game.
- c) I will control my temper – fighting and "mouthing off" can spoil the game for everyone.
- d) I will respect my opponents.
- e) I will do my best to be a true team player.
- f) I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important



- g) I will acknowledge all good plays / performances – those of my team and my opponents.
- h) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

### **SPECTATOR'S CODE**

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

### **COACH'S CODE**

- a) I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- b) I will teach my players to play fairly and to respect the rules, officials and opponents.
- c) I will ensure that all players get equal instruction, support and fair playing time.
- d) 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.
- e) I will make sure that equipment and facilities are safe and match the players' ages and abilities
- f) I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- g) I will obtain training and continue to upgrade my coaching skills.
- h) I will work in cooperation with officials for the benefit of the game.



## **OFFICIAL'S CODE**

- a) 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.
- b) I will avoid or put an end to any situation that threatens the safety of the players.
- c) I will maintain a healthy atmosphere and environment for competition.
- d) I will not permit the intimidation of any player wither by word or by action.  
I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
- e) I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- f) I will handle all conflicts firmly but with dignity.
- g) I accept my role as a teacher and role model for fair play, especially with young participants.
- h) I will be open to discussion and contact with the players before and after the game.
- i) I will remain open to constructive criticism and show respect and consideration for different points of view.
- j) I will obtain proper training and continue to upgrade my officiating skills.
- k) I will work in cooperation with coaches for the benefit of the game.

## **LEAGUE ADMINISTRATOR'S CODE**

- a) 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.
- b) I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- c) I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- d) I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- e) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- f) I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- g) 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.



### 3. ELIGIBILITY – REGISTRATION – PLAYER MOVEMENT – PLAYER ASSIGNMENT

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#### ELIGIBILITY

- a) LMHA players must reside within the area described by OMHA Residency Rules and Regulations and are governed by **OMHA Player Eligibility Regulation 3**.
- b) The Board shall set the date by which the selection of players must be completed.
- c) If in the opinion of a majority of the Board, a minimum roster must be set for a Representative team so as to adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach via the 1<sup>st</sup> VP before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board.
- d) Any player wishing to try out for a team above his/her proper age group is eligible to try out for the first entry team only. If he/she fails to make that team, he/she must return to his/her proper age grouping.

#### REGISTRATION OF PLAYERS

- a) All players must be registered with the LMHA in order to participate.
- b) The rules and regulations of Hockey Canada, OHF, OMHA, and LMHA shall apply to all league games and suspensions.
- c) Players will be classified as:
  - i) Tyke Player – one who participates in the Initiation Program as conducted by the LMHA and certified by the OMHA
  - ii) House League Player – one who plays exclusively in the LMHA House League.
  - iii) Travel Team Player – one who is carded and actively playing on a Travel or Rep team.



- iv) Affiliated Player – as defined by the OMHA Manual of Operations. No player can appear on an Affiliated Player list without parental consent, as per the OMHA regulations.
- d) **Subject to registration numbers, the following series of player groupings will be operated by the Association:**
  - Age as of December 31<sup>st</sup>

Tyke	6 and under
Novice	7 & 8
Atom	9 & 10
PeeWee	11 & 12
Bantam	13 & 14
Midget	15 & 16 & 17
Juvenile	18 & 19 & 20
- e) The registration fee for each player grouping shall be based upon the budget set each year by the Board of Directors.
- f) Players must be registered in their proper age group and level of competition (Rep, AE, House League). Transferring after registration from one level to another will be subject to Board approval. The request must be made in writing to the Board outlining the reason for the request.

## **BIRTH CERTIFICATES**

Satisfactory proof of birth will be submitted with every initial registration of players. Players must be registered and fees paid in full before participating in any game, practice or try-out.

## **REGISTRATION DATES**

The Board shall set registration dates and fees in April for the following hockey season. Registration procedures will be organized and coordinated by the Director of Registration.



## REGISTRATION FEES AND REFUNDS

- a) Registrations received after a date predetermined by the Board, shall be subject to a yearly reviewed administration charge, with the exception of first year Tykes that register prior to October 1. If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill, or had been trying out for a Junior Hockey Club).
- b) Refunds will be granted according to the date the written application is received by the Registrar and the following table:

Up to September 30	-	90%
During the month of October	-	75%
During the month of November	-	50%
During the month of December	-	0%
- c) No late charges will be refunded.
- d) As per the LMHA By-law, the annual registration fees for House League player membership and Travel Team player membership shall be reviewed and set annually by the Board of Directors;
- e) The method of registration and payment for registration fees shall be determined by the Board of Directors.
- f) Families with (3) children registered to play hockey in the same season shall be entitled to a \$100.00 discount for the third child. An additional discount of 50% of the registration fee for the fourth or subsequent child shall be applicable upon manual application from the registrant to the Board of Directors (50% of the lowest aged child's registration). (revised March 3, 2004)

## REGISTRATION: WAIVER OF LIABILITY (FROM THE REGISTRATION WEBSITE)

Waiver of Liability for LaSalle Minor Hockey Association and all of its directors, organizers and members:

I hereby indemnify and save harmless LaSalle Minor Hockey Association, hereby knows as LaSalle) and including all of its directors, members, non-member players and affiliated associations from and against any and all claims by any person or



persons arising out of any act or neglect in respect of anything associated with any hockey sport that is in any way affiliated with LaSalle. This includes but is not limited to any injuries sustained before during and after any hockey sport.

This waiver of liability will include travel time, before and after any related hockey sport and will again indemnify and save harmless LaSalle, regardless of any negligence of LaSalle.

I hereby agree to the above conditions and agree not to bring any legal action against LaSalle for any reason whatsoever.

Agreement to Participate in the Programs of LaSalle Minor Hockey Association<sup>4</sup>

### **CONDUCT:**

I/My participating child hereby agree to abide by and support the current OMHA/LMHA Code of Conduct as per the following Articles from the LMHA Bylaws:

- 7.1.1 This Code for Conduct identifies the standard of behaviour which is expected of all OMHA/LMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, offices, committee members, conveyors, team managers, trainers, administrators and employees involved in OMHA activities and events. Membership in the LMHA is a Privilege, not a Right.
- 7.1.2 The LMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the LMHA shall conduct themselves at all times in a manner consistent with the values of the LMHA/OMHA which include fairness integrity and mutual respect.
- 7.1.3 During the course of the LMHA/OMHA activities and events, members shall refrain from behaviour which brings the LMHA/OMHA or the sport of hockey into disrepute. Including but not limited to:
  - i) the use of profanity or abusing, demeaning and inappropriate language;
  - ii) the abusive use of alcohol;
  - iii) the use on non-medically prescribed drugs;
  - iv) the use of alcohol or non-medically prescribed drugs by minors; illegal, violent of unsafe acts.
- 7.1.4 LMHA members and all participants shall at all times adhere to the LMHA/OMHA operational policies and procedures, to rules and regulations governing LMHA/OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the LMHA/OMHA.





- 7.1.5 Members and participants of the LMHA/OMHA shall not engage in any activity or behavior which interferes with a competition or which endangers the safety of others.
- 7.1.6 Members of the LMHA/OMHA shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with under the LMHA/OMHA Harassment Policy.
- 7.1.7 Failure to comply with the LMHA/OMHA Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the LMHA/OMHA. Such action may result in the member losing the privileges which come with membership in the OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

I SIGNIFY MY AGREEMENT TO THE ABOVE

## **PLAYER MOVEMENT AND TEAM SELECTION**

### **REP/HOUSE LEAGUE PLAYER MOVEMENT**

- a) Player movement requires Director/Parental/Player/Coach consultation as well as final approval by both the Vice-Presidents of the LMHA.
- b) All efforts will be made not to move players once they have been placed on a particular team, unless it is deemed to be in the best interest of the player, the team and/or the division. Rep player movement is governed by the regulations as set out in the OMHA Manual of Operations and all pertinent dates and deadlines apply.
- c) If mutual agreement between the parents, player, coaches and Divisional Directors cannot be made, then the case will be presented to the LMHA Board, and the outcome will be determined by a decision of the LMHA Board after careful review of all facts and in keeping with the principles of fairness and player development.



## **EXCEPTIONAL PLAYER POLICY**

### **TRAVEL TRY-OUTS TEAM SELECTION**

- a) Try-outs will start in the Spring as designated by the Board of Directions (with the exception of Midget Major-September). Every Head Coach will have three hours of ice to select his/her team. A schedule of the tryouts is to be posted on the LaSalle Sabres website. Extra ice time for try-outs may be provided after application by a team to the Travel Director outlining the reasons for the request.
- b) Each Head Coach will be supplied with a list of all eligible players for try-outs for the particular Rep Team, by the Director of Registration. Players will be contacted by LMHA via the LMHA website to advice of dates, times and costs. Team selection shall be completed by August 1<sup>st</sup> with the exception of Midget Major.
- c) It is strongly suggested that no releases occur until after the 2<sup>nd</sup> try-out. It is recommended that coaches meet with each player individually when you release him or her. (No Posting of Lists).
- d) All LMHA travel teams are required to select a minimum of 15 skaters and two (2) goaltenders for their team. It is also encourages that each Coach selects a number of Affiliated Players to assist in the case of injury, suspension, or vacations. AP's also provide a good development opportunity. If the above team numbers cannot be met from the age group by August 1<sup>st</sup>, the Team will need approval from the Travel Director and the LMHA Board to participate with fewer players than the minimum.

### **HOUSE LEAGUE EVALATIONS – TEAM SELECTION**

The Directors of each division, the Vice-Presidents and Director Mission and Ethics will determine at the start of each year the format for the player draft. The placement of players will be determined by the use of the coach evaluation process completed at the conclusion of the previous season.

#### **House League Coaches Selection**

- a) A Head Coach of a house league team will be allowed to request one assistant coach and one trainer. Wherever possible the Divisional Director will attempt to accommodate these requests, when it does not interfere with the operation of the division and the goal of parity amongst teams.
- b) Head Coaches can select their coaching staff ONLY AFTER the entire team assignment/draft is complete.



- c) All team officials must be submitted to the Coaches Selection Committee and to the Board for final approval.
- d) The Sponsor of a House League team may request a particular Head Coach, once that coach is selected and approved. Wherever possible accommodation of the Sponsor request will be made when it does not interfere with the operation of the division and the goal of parity amongst teams.
- e) Parents will be allowed to make request for their children to be on a certain team. These requests will be noted beside the child's name during the draft process allowing all coaches to be aware of the request. Parents must be advised that there can be NO guarantee that these requests will be honoured as the draft order must take precedent.
- f) House League players will be selected for house league teams upon completion of the draft, at the beginning of each season. The Division Director shall Chair the draft meeting and mediate on matters of conflict. Division Directors will use the year-end evaluations to determine the make-up of the teams.
- g) Each draft round will disclose/reveal to the Directors, "X" number of the ranked players, beginning with the top ranked players, where "X" equals the number of teams in the division plus two.
- h) Following the draft order, the Director will select one player per round.
- i) Once the last player in that round has picked, the Division Director will replenish the draft list for the subsequent round with the same number of players as were drafted in the first round, with the next ranked players.
- j) A coach must by default have his/her own child placed on their team when that players appears in any given round.
- k) If a coach has a child of a requested sponsor/assistant coach/trainer present in the pool for any given round, he/she must by default have that player placed on their team.
- l) The draft will continue in this fashion until all players have been drafted to a team.
- m) Upon completion of the draft, the composite score for each team, (sum of players' ranking numbers) shall be tallied by the Divisional Director.
- n) Goaltenders shall be assigned to team by the Divisional Director using the on-ice goaltender evaluations for the current season, in an attempt to maintain balance amongst the teams.



- o) All teams should have comparable composite scores. The Divisional Director shall have the authority to move players between teams if this becomes necessary to achieve better balance and parity amongst the teams.
- p) The decision of the Divisional director or a perceived imbalance in the teams may be appealed by a coach or any association member, in writing, and directed to the Chair of the Coaches Selection Committee.
- q) No player shall be assigned permanently to any team until teams have been equalized by the Division Director. This shall be done by November 1st of each year.
- r) Any coach who feels that his division has not been properly balanced may submit a written appeal to his/her Divisional Director within 48 hours of the equalization.
- s) Appeals will be dealt with at a meeting of coaches called by the Divisional Director.
- t) No House League player except Affiliated Travel team players, will be moved after November 1st unless deemed necessary by the Divisional Director with Board approval.

## **AFFILIATED PLAYERS**

- a) The use of affiliated players applies in the following situations: the absence of a player because of sickness, injury, suspension or other approved situation as per the OMHA Guidelines.
- b) An AP can be any individual as outlined in the respective OMHA regulation.
- c) When using an affiliated player in a game, the letters "AP" must be placed beside their name on the game sheet as per OMHA regulations.



- d) The OMHA AP list must have the Parent's approval along with the Coach of the players' rostered regular team. If an AP is to be used for a game, the Divisional Director and the Coach of the team that the player is rostered to must first be contacted. All OMHA Regulations in the Manual of Operations apply.
- e) The AP list must be handed in to the Travel Director by October 1, with a final AP list being required by January 10 or OMHA approval.



## 4. EQUIPMENT – UNIFORM – COLOURS

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### EQUIPMENT (APPROVED PLAYING EQUIPMENT)

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, convenors and coaches/trainers must advise players or parents of players improper fitting or illegal equipment. Any player not suitable outfitted will not be allowed on the ice.
- b) Hockey gloves, pants and helmets worn by LMHA Rep. Team players will be blue.
- c) Each player must have and wear the following properly fitted equipment:
  - i) Helmet with a chin strap and faceguard all bearing CSA approval;
  - ii) Athletic supporter;
  - iii) Shin pads;
  - iv) Elbow pads and shoulder pads;
  - v) Hockey pants;
  - vi) Suitably fitted hockey skates;
  - vii) A hockey stick cut to the proper length;
  - viii) BNQ neck protector;
  - ix) Mouth guard as per OMHA specifications
- d) All coaches, managers, trainers or volunteers must wear an approved CSA helmet while on the ice.
- e) The Head Coach and Trainer shall be responsible for seeing that their players are properly equipped.
- f) The LMHA requires all travel players to wear Board approved pants / pant shells and all travel players to wear Board approved navy blue CSA approved helmets, navy blue gloves, jerseys and socks as part of their team uniform. As in 4.1 (a), any player not suitably outfitted will not be allowed on the ice.

### MOUTH GUARDS

#### Intra-oral Mouthguard Policy (excerpted from OMHA):

The mandatory use of a mouthguard product for each player participating in an Ontario Minor Hockey Association game or practice shall at all times while engaged in play or practices, practice drills or scrimmages on the ice surface wear



an intra-oral mouth guard that conforms to the specifications set out by the Association as approved as suitable for use by the teams' trainer.

### **Intra-oral Mouthguard Specifications:**

An Intra-oral Mouthguard will:

- Be of any colour;
- Not be clear or translucent in colour;
- Be of one-piece (1) construction;
- Be easily sized by the participant or the participant's parents;
- Be of an even thickness from the front to the back of the device;
- Engage the biting surface of all of the teeth of the upper jaw and the lower jaw;
- Maintain alignment of the upper and lower jaw in a neutral position;
- Be able to be attached externally to the face mask or shield, or be form fitted or custom fitted to the teeth, and
- In the case of non-contact play will provide not less than one (1) millimeter of shock absorbent thickness between the teeth of the upper and lower jaw of a player, and
- In the case of contact play will provide not less than two (2) millimeters of shock absorbent thickness between the teeth of the upper and lower jaw of a player.

### **What the Standard Means**

#### **Be of any colour:**

The mouthguard may be of any colour, this is not an issue for the OMHA.

#### **Not be clear or translucent in colour:**

An intra-oral mouthguard must be easily seen when the mouth of a player is opened.

This is essential in order that on-ice officials can enforce the policy and for emergency medical services personnel to be able to rapidly determine if an injured player has a mouthguard in place.

#### **Be of one-piece (1) construction:**

The finished product must be a single object. Acceptable intra-oral mouthguards may be constructed of laminated materials, however, the materials used in the construction of a mouthguard will not de-laminate or separate while in normal use.

#### **Be easily sized by the participant or the participant's parents:**



The instructions provided by a manufacturer or supplier of intra-oral mouthguards will provide players/parents with easily understandable instructions on how to size and fit a mouthguard of a player.

**Be of an even thickness from the front to the back of the device:**

The thickness of the mouthguard between the upper and lower teeth shall be consistent from the back to the front of the device.

**Engage the biting surface of all teeth of the upper jaw and the lower jaw:**

An approved mouthguard will come into contact with the biting surface of all of the teeth of both the upper and lower jaw when the mouthguard is properly inserted into the mouth. When fitting a mouthguard, special attention needs to be taken to ensure that the biting surface of all teeth from the front to the rear most teeth are in contact with the biting surface of the mouthguard.

**Maintain alignment of the upper and lower jaw in neutral position:**

A mouthguard will, when fitted, hold the lower jaw in a natural or neutral position in relation to the upper jaw for the individual player. An approved mouthguard will not cause the lower jaw to be forced either forward or backward from its normal position.

**Be able to be attached externally to the facemask or shield, or be form fitted or custom fitted to the teeth:**

If an approved mouthguard has not been custom fitted by a dentist, denturist, or dental hygienist, the mouthguard must have a means by which it can be attached to the cage or visor that is attached to the players' helmet. Mouthguards that are custom fitted by a dentist, denturist, or dental hygienist do not require an external attachment or lanyard to connect them to the facemask or shield.

**In the case of non-contact play will provide not less than one (1) millimeter of shock absorbent thickness between the teeth of the upper and lower jaw of a player.**

**In the case of contact play will provide not less than two (2) millimeters of shock absorbent thickness between the teeth of the upper and lower jaw of a player:**

A mouthguard is considered to be compliant with the OMHA standard when there is respectively one (1) or two (2) millimeters of thickness remaining between the teeth of the upper and lower jaw. Any mouthguard where the thickness respectively is less than one (1) or two (2) millimeters of thickness between the teeth of the upper and lower jaw is no longer compliant with the standard. Also, any mouthguard that has been chewed through or has cracks or breaks in its surface is no longer compliant and must be replaced.





## **TEAM JERSEYS**

### **REPRESENTATIVE AND AE JERSEYS**

- a) All Travel/Rep teams will be supplied with 20 home and away uniforms including one pair of home socks and one pair of away socks for each player on the roster.
- b) It is the responsibility of the Team to collect the team sweaters from either the Director of Travel or Equipment Director at the beginning of the season.
- c) It is the responsibility of the LMHA to sew the Sponsor Bars, Names and the C's & A's on both sets of team jerseys. Parent(s) volunteer are not to perform this task.
- d) Jersey Care (Appendix C)

### **HOUSE LEAGUE JERSEYS**

- a) The LMHA will provide each player a Jersey and one pair of socks. House League players will be allowed to keep this jersey and socks at the end of the season.
- b) Players/parents may alter this Jersey to fit the player better if required, providing that there is not any modification to the Logo, the number, the sponsor area or the Stop Sign.

### **RETURN OF EQUIPMENT**

It is the responsibility of the Head Coach to return all LMHA property at the end of the season. This may include but is not limited to all LMHA goalie equipment, sticks, trainer's kits, teaching aids, videos, books, manuals and jerseys, if applicable. Failure to return LMHA property may result in fines or sanctions against the individuals or teams involved.



## **ASSOCIATION OFFICIAL OCLOURS (LOGO AND COLOURS)**

- a) The Logo of the LMHA shall be as indicated:



- b) The digital representation of the logo shall be maintained by the Director of Public Relations in a standard high quality format, suitable for use in graphic design applications. There shall be NO ALTERATION to this logo in any manner whatsoever, for any purpose whatsoever, by any member or non-member of the LMHA, without the approval, or expressed written permission of the Board of Directors of the LMHA. The colour chart for pantone, CMYK and RGB representations of the blue and gold, will be maintained by the Director of Public Relations and may be available for approved purposes to LMHA members upon written request.
- c) Any electronic, digital, photocopy, facsimile or any other reproduction of this logo without the expressed written permission of a member of the Board of the LMHA, is strictly prohibited. Furthermore, the LMHA Logo shall only be utilized for approved purposes in the promotion and operation of the LMHA.
- d) Individual Coaches, Teams, or Managers wishing to utilize the Logo for approved purposes, shall apply via email to the Director of Public Relations to ensure that the standard current approved logo is approved. This logo shall not be distributed to any third party outside of the LMHA, again except for approved purposes, and only upon written approval of a member of the Board of Directors.
- e) An LMHA Member failing to comply with these guidelines may face disciplinary action. Non-members of the Association may face any legal action that applies and any have further business with the LMHA terminated.



## **TEAM APPAREL – LMHA DRESS CODE**

The LMHA recognizes the privilege of being a member of this great Association. Teams and individuals may wish to wear garments adorned with the LMHA Logo and colours to demonstrate their membership. While the Board appreciates individual and team respective creativities, the concept of “standard” garments demonstrating unity for the entire association, supersedes any individual’s preferences. Therefore, LMHA policy dictates that Members shall only purchase/wear apparel/garments that have been approved by the LMHA Board of directors. The LMHA Board, under the guidance of the Policy and Discipline Committee, will undertake it to continually review the garments available and provide members with suitable, practice and affordable choices to represent the LMHA proudly.

Failure to comply with the LMHA Apparel/Garment Policy, and production or solicitation of unapproved garments, may result in disciplinary action being brought against the individual or team in violation of this policy. Furthermore, unapproved use of the LMHA logo is also a violation of LMHA Policy and may also result in disciplinary action.

The LMHA Dress Code is provided in [Appendix C](#)



## **5. CONDUCT AND DISCIPLINE**

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### **SPEAK OUT / RESPECT IN SPORT**

The LMHA supports and abides by the OMHA Speak Out Policy / Respect in Sport Program as mandated by the OHF and the OMHA. All LMHA members and volunteers must complete either or both programs depending on their member status. At least one parent or guardian of each player registered in minor hockey in the OMHA will be required to complete the Respect in Sport – Parent Program as a condition of participation. Team Officials, On-ice officials and On-ice volunteers will be required to complete the online Respect in Sport – Activity Leader Program or in-class Speak Out! Certification. The OHF and OMHA Speak Out Policy and Respect In Sport Program is available from the OMHA Website at <http://omha.net/page/show/88515-education>.

### **TWENTY-FOUR HOUR “COOLING OFF” RULE**

As part of the Dispute Resolution Policy of the OMHA and the LMHA, it is strongly recommended that any member wishing to formally complain about any issue, shall allow a 24 hour “cooling off” period prior to initiating a complaint. If after such time, the complainant feels the issue is still justified, then they may proceed by following the Dispute Resolution Guidelines as outlined by the OMHA.

### **OMHA/LMHA DISPUTE RESOLUTION PROCESS**

The OMHA Dispute Resolution Process guides the handling of all complaints related to harassment, abuse and code of conduct issues.

The OMHA is committed to creating a healthy, fair and efficient environment for resolving conflict. The goal of the OMHA Dispute Resolution Process is to design a process for resolving disputes that is straightforward and easy to follow. Under the Dispute resolution Process, all complaints are required to be handled in a timely and efficient manner. In more complex cases where additional time is required, the parties will be notified of the status of the matter, including the reasons for any delay.



SCORE© principles of the OMHA Dispute Resolution Process are:

Simplicity and Speed	Easy to follow and timely
Co-operation and Consistency	Working together in uniformity
Organizational Transparency	Process that is known and accessible
Respect	Everyone is treated with dignity and discretion
Equity	Process that is known, fair and equal to all

These guiding principles will help to ensure that barriers to conflict resolution are eliminated. Members are directed to follow the OMHA Dispute Resolution Process as outlined in Appendix F. All teams should have a team designate (parent liaison) to assist in the resolution process by facilitating the meeting between the Complainant and the Respondent.

## **DISPUTE RESOLUTION COMMITTEE**

As outlined in the Dispute Resolution Process, a Committee shall be formed to deal with issues as they may occur.

## **DISCIPLINE (REVISED 2004/10/07)**

- a) In keeping with the principles of Good sportsmanship, fair play and respect for all Rules & Regulations as well as the officials who administer them, the Board of Directors shall hold all members of the LMHA (as defined in the LMHA By-law) responsible and accountable at all times for their conduct and behaviour while representing or affiliated with any team of the LMHA or attending any LMHA sanctioned event. This includes, but is not limited to games or practices which occur in the Town of LaSalle or in other municipalities.
- b) The LMHA Board of Directors reserves the right to investigate, discipline, suspend, dismiss or expel where it deems necessary any member, who by their conduct or behaviour during a sanctioned event either on or off the ice, brings the reputation of the LMHA into disrepute. (revised 2004/10/07)
- c) The LMHA Board of Directors may suspend, expel or dismiss any team, team member, team official, parent or guardian for refusing to accept and / or failing to abide by the LMHA Code of Conduct. (revised 2004/01/07?)
- d) Any team official or player, who is assessed a suspension during any game by a referee SHALL immediately following the game, cause the appropriate



Divisional Director to be notified verbally of the details surrounding the suspension and provide a written report if requested.

- e) Violations of the LMHA Code of Conduct by any member of the LMHA, may result in the immediate and / or indefinite suspension or expulsion of the member and member's family (including the player) from the LMHA. (revised 2004/01/07).
- f) Any member of the LMHA who is suspended indefinitely, dismissed or expelled from the Association SHALL, if / when seeking reinstatement, make application in writing for such reinstatement to the LMHA Board of Directors citing reasons why that member(s) should be reinstated. (revised 2004/01/07)
- g) The Board of Directors may direct any member who has been suspended, dismissed or expelled to seek such assistance or counseling which the Board feels is necessary to prevent or minimize any future risks to its members. (revised 2004/01/07)
- h) Any player who is suspended indefinitely or expelled from the LMHA will not be allowed to register for the following / upcoming hockey season until reinstated by the LMHA Board of Directors.
- i) Any player or team official suspended by the LMHA shall not take part in any sanctioned games which includes but is not limited to exhibition, league, playoff, playdown or tournament games until the suspension has been served or is lifted by the LMHA.
- j) Any player who participates in any of the above mentioned sanctioned events while under suspension from the LMHA may have the suspension extended up the remainder of the season.
- k) At the discretion of the LMHA Board, any player or team official who is assessed a game misconduct penalty by a referee or game official shall at minimum be required to meet with the appropriate Director of that division to discuss their conduct or behaviour. This meeting shall be followed up with a written letter of reprimand which shall remain on the player / team official's file.
- l) Should a suspension occur near the end of the season, the suspension may carry over to the following season. Should this occur and the suspended player or game official not return to the LMHA, the suspension will be deemed to have been served. If, however, the layer or team official returns to the



LMHA after an absence, the original suspension will be reviewed by the Executive Board of Directors who will render a decision on the status of the suspension.

- m) Any member of the LMHA who commits an illegal or violent act or threatens to do the same while participating in the LMHA sanctioned event shall be immediately suspended from all LMHA sanctioned events pending an investigation by the Policy and Discipline Committee.
- n) Any player suspended by the LMHA shall not be entitled to any monetary refund or credit for time lost during the suspension.
- o) A written record of all disciplinary actions taken against any player, coach, volunteer or other member of the LMHA shall be kept in a confidential personnel file. These records will remain on file for as long as the player, coach, volunteer or other member is affiliated with the LMHA and thereafter for a period of seven (7) years. These personnel files may be referenced by the Board of Directors where subsequent issues arise requiring subsequent discipline. The purpose of this clause is to ensure a policy of fair and progressive discipline.

## **SUSPENSIONS, DISMISSALS, EXPULSIONS**

Any member of the LMHA alleged to have committed any of the following violations MAY at the discretion of the Divisional Director or Chairperson of the Policy & Discipline Committee, be suspended immediately pending any investigation.

- a) Breach of LMHA By-law, Code of Conduct, Policies or Procedures.
- b) Breach of Confidentiality.
- c) Physical, emotional, or sexual abuse of players or other volunteers.
- d) Libel or slander towards any players, volunteers or LMHA Board Members.
- e) Embellishments or lies about previous record of relevant civil / criminal convictions or current relevant pending charges.
- f) Misrepresentation of credentials, qualifications or references.
- g) Gross misconduct or insubordination.



- h) Being under the influence of alcohol or non-medically prescribed drugs while performing a volunteer assignment.
- i) Falsification of records.
- j) Illegal, violent or unsafe acts.
- k) Abuse or mistreatment of players, coaching staff members, referees or volunteers.

### **ABUSE AND HARRASSMENT POLICY**

Members are referred to the OMHA Version 3 Code of Conduct. The Codes of Conduct contains valuable information for parents, players and coaches in understanding Abuse, Harassment and Bullying. In addition, members are encouraged to visit the Hockey Canada Risk Management page for additional information on safety education.

### **POSITIONS OF TRUST IN THE LMHA**

- i) Board Members
- ii) Coaches – Head Coaches and Assistants
- iii) Trainers
- iv) Managers
- v) On-ice helpers
- vi) Skills Development Volunteers (outside LMHA)
- vii) On-ice/off-ice officials.

### **SCREENING PROCEDURE**

Proper staff screening is critical to the success and safety of our program and the people who take part in it. Board members, coaches and all other volunteers must be carefully selected and screened.

- a) The current screening procedure will be made known to all candidates before they apply for any volunteer position in LMHA.
- b) Positions of trust that require a police records check, a volunteer application and a PRS certification are:
  - i) Head Coaches, Assistant Coaches, Trainers, Managers
  - ii) On-ice helpers
  - iii) Board Members
  - iv) Skills Development Volunteers





- c) Police Record Checks will be acceptable for a three year period, with a **Criminal Offence Declaration** (available on the LMHA Website under Documents) being completed, signed and submitted to the Secretary or the President, in year 2 and year 3 of continuous service as a volunteer.
- d) To be acceptable, police record searches must be dated no earlier than 3 months before assuming a position with LMHA.
- e) All other persons not requiring a police records search will complete and return the approved LMHA volunteer application.
- f) LMHA may request a police records search at any given time from a person holding a position of trust (e.g. paid power skating instructor).
- g) Acceptance or rejection of an application for a position of trust in LMHA, will be based on the demands and requirement of that position. These requirements may include specific skills and competencies and may include traits of character and temperament.
- h) Individuals with criminal convictions or outstanding charges pending for CERTAIN offenses as determined by the Board of Directors, will NOT be accepted for a position of trust in the LMHA, as outlined in the Police Record Check Policy.
- i) The LMHA will reimburse LMHA team officials, Board member and volunteers for the cost of obtaining a PRC.

## **POLICE RECORD CHECK POLICY**

**LaSalle Minor Hockey Association** accepts its significant responsibilities to its hockey players (vulnerable clients). This Association owes a duty of care to its players, to staff, and to the community. Acceptance of this duty will be reflected in all Association programs, services and activities, as well as in its policies and procedures.

**LaSalle Minor Hockey Association** recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements that are not positions of trust.

**LaSalle Minor Hockey Association** will not exclude any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will



do so with due consideration for the need to accommodate applicants where possible.

For certain positions in the Association, a Police Record check will be required as one element of the screening process. The Police Record Check (PRC) will consist of queries by local law enforcement officials on databases, which include, but are not limited to:

1. The Canadian Police Information Center (C.P.I.C.);
2. The National Sex Offender Registry;
3. The Provincial Sex Offender Registry;
4. Local Police records check;
5. Ministry of Transportation P.A.R.I.S. System

Individuals with past *Criminal Code* convictions, may not be accepted for a direct service position with vulnerable clients. These offences include, but are not limited to the following

- Individuals with past convictions or charges pending for drug offenses
- Individuals with past convictions or charges ending for any violent offenses, whether or not, it involved weapons
- Individuals with past convictions or charges pending for **Criminal Driving offences**, including but not limited to Impaired Operation of a motor vehicle, vessel, etc. Specifically, the Association will not consider an individual with two or more criminal driving offences within the last **5** years for a position of trust within the organization.
- Individuals with past Criminal Code convictions, charges pending or pardons for the following offenses **will not** be considered for a direct service position
  - Physical or Sexual Assault
  - Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
  - Indictable criminal offenses for child abuse
  - Sexual exploitation
  - Sexual interference
  - Invitation to sexual touching

**Applicants may be rejected as a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors.**

It should be noted that every volunteer once accepted, is obligated to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that **offence** is relative to a position of trust held by the individual.



Once accepted as a volunteer with the LaSalle Minor Hockey Association as a volunteer, you will be required to complete a Police Record Check every three (3) years providing that the individual remains a volunteer with the LMHA continuously for those 3 years. If there is a break or hiatus in the volunteer status, the individual will be required to undergo and submit a new PRC.

The LaSalle Minor Hockey Association will accept a completed Police record Check by an applicant providing it is within three months or more recent.

**Individuals who have a police record check that is greater than 3 months but less than 1 year, MAY not have to undergo a new PRC, providing that the PRC was obtained for another local minor sports association and the member was active as a volunteer with that particular sport association for the season immediately preceding the LMHA season applied for; and that they complete and sign the Criminal offence Declaration and the LMHA Volunteer Application may be coordinated between Presidents or Boards of the respective association and the LMHA.**

#### **COMPLAINTS AND APPEALS (REVISED 2003/01/08)**

- a) Any concerns or conflicts which arise must be discussed with the appropriate Director of the division where an issue has arisen. The Director may direct that the concern, issue or complaint be put in writing but in most cases, oral communication should be sufficient.
- b) Complaints of a more serious nature must be filed in writing and directed to the 1<sup>st</sup> Vice-President who is the Chairperson of the Policy & Dispute Resolution Committee. All complaints upon receipt will be reviewed by the Chairperson of the Policy & Dispute Resolution committee who will either refer the complaint back to the Director for resolution or may cause an investigation to be launched.
- c) All complaints whether formal or informal and subsequent resolutions will be presented to the LMHA Board of Directors where the nature of the complaint is relatively minor in nature and is not an allegation for which a suspension or dismissal could result.
- d) The Chairperson of the Policy & Dispute Resolution committee may attempt to resolve a complaint informally in cases where the nature of the complaint is relatively minor in nature and is not an allegation for which a suspension or dismissal could result.



- e) In cases of serious allegations, the Chairperson shall refer the complaint to the Policy & Dispute Resolution committee who shall conduct an investigation then report their findings and make recommendations to the Board of Directors with respect to discipline if any.
- f) Should the Chairperson of the Policy & Dispute Resolution committee declare a conflict of Interest or is in a position of perceived conflict of interest, he/she shall appoint another member of the Policy & Dispute resolution committee to act as a Chairperson for that specific complaint / investigation.
- g) Any member of the Policy & Dispute Resolution committee who declares a conflict of Interest or is in position of perceived Conflict of Interest shall absent themselves from any proceedings. The Chairperson of the Policy & Dispute Resolution committee reserves the right to appoint members of the Board of Directors to act as replacement members of the Policy & Dispute Resolution committee is deemed necessary.
- h) All decision rendered by the LMHA Board of Directors shall be subject to the Right of Appeal by any team, player or person who is the subject of a decision, disciplinary or otherwise.
- i) This appeal shall be in writing within seven (7) days of receiving the initial decision and is to be directed to the President of the LMHA. Any decision on the appeal to the LMHA will be considered final and binding in any and all circumstances to all parties.
- j) These guidelines have been put into place not only to protect the youth of this association but also to protect the volunteers. Remember, your conduct not only reflects upon yourself but on every member of the LMHA.

## **CONFLICT OF INTEREST**

Members of the LMHA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit financially or otherwise. Member shall not vote in such instances. The Board will make a ruling where the question of a conflict of interest arises.

## **DRESSING ROOM POLICY**

- a) The Coaching Staff must have control of their Players at the arena and in the dressing rooms.



- b) Coaches must remember the **‘two deep rule’** at all times! If you are not in the room, it is required that you or your Staff is able to hear and or see what is going on in the room at all times.
- c) The Coaching Staff is responsible for all actions, as well as the safety and deportment of the players at an arena or any team function from the time the first player arrives until the last player has departed. All incidents must be reported to the Travel Director immediately.
- d) The Coaching Staff are ultimately responsible for any damage or costs incurred by the Association as a result of the conduct of any LaSalle Rep Team players.
- e) Always keep a record of the player's / parent's and Coach's actions if necessary.

## **FEMALE PLAYER DRESSING ROOM POLICY**

Males are not permitted in the female dressing room at any time.

## **INJURIES (RETURN TO PLAY)**

- a) All hockey-related injuries must be reported to the Travel Director within 48 hours accompanied with Hockey Canada Injury Report. (This is if the player leaves the game/practice or is unable to play after the incident).
- b) Important points to remember:
  - i. If a player misses a game/practice or part of a game or practice due to injury and/or seeks medical attention a doctor's note is required before that player goes on the ice again. (When in doubt, sit them out!)
  - ii. The Travel Director must be made aware when the player is cleared to return to play.

## **ROAD TRIPS**

Some teams like to do things together such as hockey games, pizza and/or movie night or maybe a Christmas party. It is advisable to get a volunteer or select someone to handle this. This builds up team spirit and gets all of the players and families together on a social note that does not have the pressures that some of the teams experience at the rink.



## 6. TEAM OFFICIALS

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### SELECTION OF TEAM OFFICIALS

- a) Applications for coaching positions will be available on the LMHA website. AA and AE coaching applications will differ slightly from the House League and Volunteer applications. House League Coaches will be selected after the Travel Teams are formed. This should be accomplished as early in the summer as possible to allow for planning for the season.
- b) The Hockey Development and Coaches Selection Committee will be convened in April/May to review the applications for the AA Team Head Coaches. Immediately following the AA Coach selections, a short list of candidates for the AE teams Head Coach positions will be created.
- c) The Hockey Development and Coaches selection Committee shall:
  - i. set a coaching selection criteria
  - ii. convene meetings to select coaches for the respective teams
  - iii. make recommendations for Board approval on the appointment of coaches for the respective teams.
- d) All LMHA team officials must be certified in accordance with the OMHA Manual of Operations.
- e) Once the Head Coach is selected, he/she is then responsible for the selection of the players for their respective AA and AE teams. Coaches are reminded that there are 17 spots on each team and "pre-selection" of teams or preferential pre-tryout skates are not acceptable practices. While coaches may be interested in selecting certain individuals for their staffs, it is highly recommended that Head Coaches ensure that the children of prospective staff members first qualify for the team at the tryout prior to announcing a coaching staff member selection. Head Coaches are encouraged to use non team affiliated assistants during the tryout process wherever possible. Coaches must also remember that all assistants used during the trout process either on or off the ice, must have the appropriate clearances to be in a position of trust (ie. Valid PRC and PRS as a minimum standard).
- f) After team selection is complete, the Head Coach may select his/her staff and submit these individual's names to the Travel Director for approval of the Board of Directors.



- g) Once the AA teams and staff are selected, the AE Head Coaches will be selected by the HDCS Committee and submitted to the Board for approval. The same process shall occur for AE Team selection and staff selection.
- h) Upon completion of the AA, AE team and staff selection, the HDCS Committee shall review the applications for House League Head Coach positions. They shall then make their recommendations for the Board for these individuals to be approved. House League coaching staff shall be selected and shall be oversee and facilitated by the respective divisional directors, and approved by the Board.

## **TEAM COMPOSITION**

Team composition shall be governed by the regulations of the OMHA as outlined in **Regulation 4** of the OMHA Manual of Operations.

## **TEAM OFFICIALS – GAME/RESPONISBILITIES**

Team officials shall be certified and governed by the regulations as outlined in **Regulation 6** in the OMHA Manual of Operations.

## **TYKES OFFICIALS**

The junior Division Director shall oversee the Initiation Program (IP), or Tykes. The Tykes Manager shall be responsible for the administration of the program. The Tykes Manager and junior Division Director will ensure that there are adequate instructors in each hour of the program that are certified at the Canadian Hockey Initiation Program. In addition, on-ice helpers may be used to facilitate the mandate of the program. These individuals shall have a valid PRC and PRS certification as the minimum requirements to participate as a volunteer.

## **ON-ICE VOLUNTEERS (HELPERS)**

All on-ice helpers must have a minimum of a valid PRC and PRS (Speak Out) to be allowed on the ice or in the dressing room in a position of trust with the LMHA. The LMHA will submit a volunteer insurance form with the names of these individuals, including a maximum of 2 volunteers per team. Additional volunteers may be requested but the OMHA insurance premium will not be the responsibility of the LMHA. No other individual, parents included, are allowed behind the bench, or on the ice unless they have the minimum certification. Failure to comply with this policy will be deemed a severe act of misconduct and will be met with immediate disciplinary action against the individual and against the coaching staff of the offending team.



OMHA Guidelines for equipment to be worn by individuals assisting as a volunteer in on-ice activities are as follows:

- A volunteer who meets the minimum age requirement for Initiation Program (i.e. 14 years and above), would be eligible to wear the same equipment as an On-Ice Team officials. (i.e. CSA certified helmet, skates, gloves, etc.)
- A volunteer below the minimum age requirement for Initiation Program (i.e. below 14 years), would be required to wear full player equipment.

**NOTE:**

On-Ice Volunteers must be at least two years older than the division age limit they are associated with. (Minimum age, 9 years old).





## **7. TEAM RESPONSIBILITIES**

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### **COACHING STAFF**

### **TEAM MEETINGS (PHILOSOPHIES)**

### **BUDGET AND FINANCIAL STATEMENTS**

- a) You are supplied with an approved LMHA Budget and Financial Reporting program in Excel format. This program is to be used and not changed as your reporting format to the LMHA. All programs and forms are available on the LMHA website in the documents section and shall be given to the Team Manager.
- b) A Budget for the year must be submitted prior to your first parents meeting. Monthly statements of your current financial status also must be sent to the Travel Director by the 7<sup>th</sup> day of every month. At any time, the Travel Director can request a copy of your detailed financial statements for review. These must be promptly supplied. Your final statements must be submitted at the conclusion of the season. There must be a zero balance in the team account at the end of the season.
- c) Performance bonds will not be returned until financial statements are completed and submitted to the Travel Directors.
- d) The Team spending limit for the annual budget is. \$30,000 (revised 10/05/16). This is a total amount that you are allowed to raise through fundraising efforts or spend for the season. If your team raises or needs to spend more than this cap, you will need Board approval. For any sponsor or personal donations of clothing or equipment to your team, you will also need to get Board approval. Keep this in mind when setting your budget.
- e) Notes to Manager:
  - i. Set-up your Team Bank Account at the Windsor Family Credit Union on Malden Road. Open the Account under the name of your Team's Age Group (99 Sabres).
  - ii. Your team is responsible for all costs associated with running a competitive team. At your parents meeting discuss details of what your expenditures are going to be as per the LMHA Budget sheet.
  - iii. You must also discuss revenue for the team. Generally a team will participate in fund-raising activities to bring revenue into the team. See fundraising below.
  - iv. Collect startup fee from each player at the discretion of the head coach to have money for immediate expenditures such as early tournaments.



- v. End of year Refunds from team account to players can only be in the form of Gifts and/or Gift Certificates. No fundraised monies can be returned to the parents. Only cash refunds of the same or lesser amount that was deposited in cash or check by the parent can be returned to the parent. All shortfalls in team accounts must be made up before the end of the year. Any shortfall of team finances are the responsibility of the Head Coach.
- vi. After all monies have been returned to the parents, close your bank account.
- vii. You must send a copy of your final accounts to the Travel Director.
- viii. Affiliated players do not participate as a full team member and should not be included in any meetings or budgetary activities. AP's should not pay the same amount as a full time player.

## **FINANCIAL GUIDELINES**

- a) Each team must have a Manager whose responsibilities will include collection, disbursement and handling of all team funds.
- b) COACHING STAFF (NOR THEIR SPOUSE) ARE NOT TO HANDLE THIS FUNCTION!
- c) It is required that each team opens a separate bank account to conduct the affairs of the team. The separate account will provide a good record of transactions and dates, etc. Personal accounts are never to be used to conduct the affairs of the team.
- d) This account must require two signatures for any cheque or withdrawals from the account.
- e) The account must be set up in such a manner as to provide the Team Manager with a monthly bank statement and returned cancelled cheques. Cash transactions should be limited to such items as: Referee payments, practice ice time and miscellaneous team supplies.
- f) All transactions should be substantiated with receipts. Team accounts are subject to audit by the Travel Director.
- g) Financial reports are required to be submitted to the Travel Director as per the schedule detailed in financial reporting. The report must detail money collected and distributed and money owing to the team as well as money payable by the team. These reports are to be signed by the Head Coach and Manager and a copy is to be provided to the team's parents twice per year.



- h) The Head Coach may, within reason, authorize disbursement of team funds, if the expenses relate to the direct operation of the hockey program (e.g. tournament fees, OMHA fees, cost of game officials and cost of ice). It is required that any other disbursements for the team account be made only on the knowledge and approval of the majority of the parents on the team.
- i) Over the course of the year the team will collect funds from the players on behalf of LMHA, in the form of Travel Fees. The funds are to be deposited into the team account and paid to the LMHA via one cheque to cover the full team. This policy ensures that all funds are deposited on a timely basis and provides easier accounting of funds for the team and LMHA.

End of year refunds from team account to players can only be in the form of gifts and/or gift certificates. No fundraised monies can be returned to the parents. Only cash refunds of the same or lesser amount that was deposited in cash or check by the parent can be returned to the parent. All short-falls in team accounts must be made up before the end of the year. Any short-fall of team finances are the responsibility of the Head Coach.

## **FUNDRAISING**

### **SPONSORSHIP**

- a) Wineries, Breweries, Tobacco are not permitted for sponsorships
- b) One sponsorship per team on back of jersey

### **TRAVEL TEAM**

All fundraising is to be approved by the LMHA Board of Directors. A list of proposed events should be provided to the Board by July 31<sup>st</sup>. No event can start before the Board first approves it. Any fundraising information must be accompanied by an LMHA approved Fundraising Form with your team's name and age group clearly identified as the recipient of the funds; and which manner/allocation the funds will be designated. All fundraising money is property of the team it was donated to and cannot be returned to the parents in any form. Any fundraising proposals can be forwarded to the Board at any time during the season.



## COACHES

- a) Team officials are accountable to the Board for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the LMHA and OMHA.
- c) The Trainer of the team is responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to Play" to the respective VP and to the OMHA.
- d) Game Sheets
  - i. You are responsible for completing a game sheet for all of your home games.
  - ii. These sheets are provided at the Managers meeting at the beginning of the season. You will need approximately 15 for regular season, 15 or playoffs and possible a few for exhibition games.
  - iii. A game sheet is needed for every game that you host, exhibition games included. If you run out during the season, please call the Travel Director for extras. Do not show up at a home game without a game sheet.
  - iv. Prior to the game ensure that the home and visitor player information is completed on the form. The game information (Bluewater game number, etc.) must be the information from the league season schedule provided to you at the league meeting.

Note: To make it easier completing the player information you can print out your team list on clear Avery labels and apply these to the game sheets. You will need 4 labels for each copy in the game sheet.

- e) Make sure that your information is accurate and that you use your official team name. Coaches must sign the sheet.
- f) You must give the game sheet to the opposing team before each game for them to list their team on the "visitor" side of the game sheet. Check to see that they have signed the game sheet verifying their information is correct.
- g) After the game, the referee will take the game sheet from the scorekeeper and sign it. It is our responsibility to get the game sheet back and provide a copy to the visiting team. Put both white and green copies in the drop box.



- h) All game results are to be emailed to the Travel Director within two days of the game. All suspension and/or incidents, for both players and coaches, must be reported after the game to the Travel Director by phone and email. Please keep records of all incidents on and off the ice. All Coaches/Managers are to supply copies of away game sheets upon request.

**MANAGER RESPONSIBILITIES** see LMHA website under documents section

**TRAINER RESPONSIBILITIES** see OMHA guidelines

**PARENTS** see Parent Code of Conduct on the LMHA website.



## 8. GAME OFFICIALS

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### DIRECTORS

A director is a person appointed by the Board to assist and manage coaches as well as administering and enforcing the rules, regulations, policies and procedures as established by the LMHA. Directors will also have the following responsibilities:

- a) Assist, manage and oversee the coaches in their respective divisions;
- b) Settle disputes at ice level;
- c) Address inappropriate behaviour or conduct by players, coaches, volunteers, parents and fans;
- d) Discipline players and coaching staff members when necessary while applying the principles of fair and progressive discipline;
- e) Maintain statistical records on team and player performance;
- f) Listen to and consider carefully all complaints laid before him/her by the parents of players;
- g) Respond to and satisfy the needs of coaches and players to the fullest extent possible;
- h) Be decisive but fair and impartial in all his/her decisions;
- i) To instruct coaches/trainers on the use and processing of OMHA injury report forms;
- j) To collect all injury reports and forward them to the LMHA Travel Convenor in a timely fashion who will in turn forward them to the OMHA

### GAME OFFICIALS

**TIME KEEPERS AND GAME OFFICIALS:** The cost of game officials for your home games and home Play down games will be covered by LMHA (paid on game day by Gates) with respect to exhibition games; the team must cover the cost for the game officials (see OMHA Hand Book under Game Officials Guidelines Section).



## 9. SUBSIDIZATION

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### TRAINING / CERTIFICATION FEES

- a) Any Coach, Trainer, Manager or other volunteer of the LMHA required to receive certification training as mandated by the LMHA, OMHA or other hockey governing body shall have the cost of such training / certification paid in full by the LMHA. All training and certification MUST be approved by the Technical Skills Director and endorsed by the LMHA Board of Directors. Proof of Registration and successful completion for the said certificate will be required and all records will be kept by the Technical Skills Director. (adopted 2003/01/08)
  
- b) Any coach who has obtained an Intermediate Level coaching certificate while coaching with the LMHA and is currently coaching with or has applied to coach with the LMHA, will be eligible to receive one half (50%) repayment for the cost of the certification immediately, and the remaining one half (50%) in subsequent years of coaching or applying to coach in the LMHA. Repayment may be denied if all attempts are not made by the applicant to coach in any available positions within the LMHA. Proof of Registration and successful completion for the said certificate will be required and the Technical Skills Director will keep all records. (adopted 2003/01/08 – revised 2004/07/07)



**OMHA TEAM OFFICIAL QUALIFICATION REQUIREMENTS 2016-2016**

OMHA MANUAL OF OPERATIONS | APPENDIX A - REGULATIONS

**Team Official Qualification Requirements  
2015-2016**

- All qualifications listed are the **MINIMUM REQUIREMENT**
- All Team Officials (Coach, Trainer, & Manager) require Respect in Sport (RiS)-Activity Leader or Speak Out!
- All qualifications must be registered with the OMHA.

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH	TRAINER
INITIATION TYKE	All	Coach 1-Intro to Coach Trained <sup>1</sup>	Coach 1-Intro to Coach Trained <sup>1</sup>	HTCP Level 1
NOVICE MINOR ATOM ATOM	All	Coach 2-Coach Level Trained <sup>2</sup>	Coach 2-Coach Level Trained <sup>2</sup>	HTCP Level 1
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET   JUVENILE	House League (HL) Local League (LL) Minor Development (MD) Rostered Select (RS)	Coach 2-Coach Level Trained <sup>2</sup>	Coach 2-Coach Level Trained <sup>2</sup>	HTCP Level 1
MINOR PEEWEE PEEWEE MINOR BANTAM BANTAM MINOR MIDGET MIDGET   JUVENILE	BB-D	Development 1 Trained <sup>3</sup>	Development 1 Trained <sup>3</sup>	HTCP Level 1
MINOR PEEWEE PEEWEE JUVENILE	AAA/AA/A	Development 1 Certified <sup>4</sup>	Development 1 Trained <sup>3</sup>	HTCP Level 1
MINOR BANTAM BANTAM MINOR MIDGET MIDGET	AA/A	Development 1 Certified <sup>4</sup>	Development 1 Trained <sup>3</sup>	HTCP Level 1
MINOR BANTAM BANTAM MINOR MIDGET MIDGET	AAA	High Performance 1 Certified <sup>5</sup>	Development 1 Trained <sup>3</sup>	HTCP Level 1

**COACHING QUALIFICATION LEGEND:**

1. Coaches of House League/Local League/ Minor Development / Rostered Select in divisions below Novice (Initiation & Tyke) **must** hold Coach 1-Intro to Coach qualification - No other qualifications are accepted
2. Coach 2-Coach Level 'Trained' or higher: Coach 2-Coach Level 'Trained' or 'Certified'; Development 1 'Trained' or 'Certified'; High Performance 1 & 2 'Trained' or 'Certified'
3. Development 1 'Trained' or higher: Development 1 'Trained' or 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
4. Development 1 'Certified' or higher: Development 1 'Certified' or; High Performance 1 & 2 'Trained' or 'Certified'
5. High Performance 1 'Certified' or higher: High Performance 1 & 2 'Certified'

**ADDITIONAL NOTES – HOUSE LEAGUE:**

- Assistant Coaches at House League require Respect in Sport (RiS)-Activity Leader or Speak Out! only, however, they would require the appropriate qualification listed in chart above for participation with teams from outside their House League (i.e. exhibition and/or tournament play).
- In addition, if the Head Coach were not available to start a House League game, an appropriately qualified NCCP Coach would be required to act as the Head Coach.





## **CRIMINAL RECORD CHECK (CRC) / VULNERABLE SECTOR SCREENING (VSS)**

### **FROM ONTARIO HOCKEY FEDERATION (OHF) HANDBOOK 2015-2016**

**SEE:** [http://ohf.on.ca/sites/default/files/2015%20Handbook\\_web.pdf](http://ohf.on.ca/sites/default/files/2015%20Handbook_web.pdf).

## **ONTARIO HOCKEY FEDERATION SCREENING POLICY**

- 1.1 The OHF will conduct the following 10-step screening process for OHF Personnel and recommends that each Member Partner and their members follow the same 10-step screening process within their respective jurisdiction. Steps 1.9 and 1.10.2 of the 10-step screening process are mandatory for all organizations within the jurisdiction of the OHF.
- 1.2 **Volunteers and Staff** who do not meet the requirements or abide by the requirements of the screening process may not be accepted, may be disciplined or may be dismissed.
- 1.3 **Position Design**
  - 1.3.1 Clearly identify, define and control the design of positions. Each position has a set of conditions and level of risk. Determine screening standards based on position design.
- 1.4 **Position Description**
  - 1.4.1 Develop and maintain descriptions that define responsibilities, expectations and levels of supervision for each staff and volunteer position.
- 1.5 **Application Form**
  - 1.5.1 Prepare and make available appropriate forms for staff and volunteers and if the position requires other screening measure (medical exam, driver's record, police record check) the application form will so indicate.
- 1.6 **Formal Recruitment Process**
  - 1.6.1 Post all staff and volunteer positions and indicate that screening is a part of the application process.
- 1.7 **Conduct Interviews**
  - 1.7.1 Conduct interviews for staff to ensure candidates meet the position requirements and fit in with the organization level of risk is determined to require interview, will be conducted under the supervision of the President and Executive Director.
- 1.8 **Reference Check**
  - 1.8.1 Implement a standard reference check questionnaire and follow through with candidate's list of references.



## 1.9 Criminal Record Check (CRC) / Vulnerable Sector Screening (VSS)

1.9.1 The following individuals who are associated with the OHF, Member Partners, hockey leagues, hockey clubs and Minor/Female Hockey Associations must adhere to the OHF Screening Policy:

- Members of the Boards of Directors;
- Full time staff, part time staff, interns and volunteers;
- Team officials (including but not limited to head coaches, assistant coaches, trainers and managers);
- On-ice officials; and
- Anyone else who through their duties on behalf of the OHF, a Member Partner, a hockey Club or Minor/Female Hockey Association, may work with children.

1.9.1.1 The OHF requires that a person identified in 1.9.1 submit a Criminal Record Check and a Vulnerable Sector Screen that has been completed in the six (6) months prior to submission. On-ice Officials over the age of 18 years will be required to provide a Criminal Record Check. On-ice Officials over the age of 18 years will be required to provide a Vulnerable Sector Screening Check. All On-ice Officials must adhere to this Policy. Every three (3) years following the initial check, a person identified in 1.9.1 need to complete a Criminal Records Check/Vulnerable Sector Screening. (Example: Year one CRC/VSS, year two Criminal Offence Declaration Form (CODF), year three CODF and year four CRC/VSS).

1.9.1.2 Any check submitted that is older than six (6) months must be accompanied by a Criminal Offence Declaration Form (CODF) or a notarized sworn document may also be used as an alternative to the Criminal Offence Declaration Form and a receipt from the local police station indicating that the process has been initiated for an updated check.

1.9.1.3 All staff members and volunteers with the organization MUST complete a "Criminal Offence Declaration Form". Recommended completion is as follows:

- Full time staff – during the appraisal process
- Part time staff/students/interns – at start of term and every year after
- High Performance Team Staff (where applicable) – at start of term and every year after as identified in 1.9.1.1 and 1.9.1.2.
- On-ice officials – at the time of their clinic as identified in 1.9.1.1 and 1.9.1.2



- 1.9.1.4 Any person identified in 1.9.1 that has been away from the organization for more than one year is required to complete the Criminal Record Check and Vulnerable Sector Screening upon their return.
- 1.9.1.5 Previous offences that may exclude a person's application for a position within the OHF include, but are not limited to, offences against persons, offences involving property or offences related to substance abuse.
- 1.9.1.6 It is recommended that Billets used with the OHF be properly screened by the Member Partner or his other association, club or league and in addition, complete a Criminal Record Check and Vulnerable Sector Screening.



## 10. GAMES, PLAYOFFS, TOURNAMENT GUIDELINES

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### GAMES

- a) All players must abide by the rules of the OMHA and LMHA
- b) All players must wear the proper equipment as designated in the rules.
- c) The coach has the right to refuse to play any player without proper equipment.
- d) All players must address game officials with respect.
- e) Any player who finds it necessary to miss a game or practice **MUST** notify a member of their team coaching staff. Failure to do so may result in a one game suspension. Subsequent violations may result in further suspensions.
- f) Any player that leaves or is removed from any game(s) or practice(s) due to injury or serious illness and does not return to that game or practice, **MUST** obtain a note from an appropriate medical Physician clearing that player for return to play or practice. The team Trainer shall, when in doubt regarding the seriousness of the players' injury or illness, direct the parents of the player to seek medical attention for the player and obtain written documentation from an appropriate medical physician which must be produced before permitting the player to play or practice. (adopted 2003/01/08)
- g) Any player abusing a referee may be given a suspension.
- h) Equipment supplied to any player by the LMHA will be the responsibility of that player.
- i) Players must return all equipment provided by the LMHA at the end of the season.
- j) Any player using skates, sticks or other objects as weapons will be a suspended immediately and shall appear before the LMHA Policy & Dispute Resolution committee for a hearing.
- k) Players are responsible for their actions while on the ice and in the dressing rooms.
- l) Any player provoking a fight will automatically be given a suspension and may be required to appear before the LMHA Policy and Dispute Resolution Committee.



- m) Any player being suspended may be asked to appear before the Policy & Dispute Resolution Committee or the Board of Directors before resuming play.

**FAILURE TO COMPLY WITH THE ABOVE RULES MAY RESULT IN DISCIPLINARY ACTION FROM THE BOARD.**

### **HOUSE LEAGUE PLAYING OR ICE TIME**

- a) Any player wishing to change teams must have the approval of:
- the coaches of both teams concerned
  - the Director of the division
  - his/her parents or guardian.
- b) Any player significantly more skilled than others in his/her division may be moved up to the next higher division with the unanimous agreement of his/her coach, Director and parents or guardians.
- c) If the Director and coaches of a division are in agreement that a given player should be advanced to the next division, and the player does not wish to move, a meeting of the Board will determine if the player should be permitted to continue in his/her original division.
- d) Players who move to a travel team and later return to house league will not necessarily be placed on the house league team for which they previously played.
- e) Teams shall consist of no more than nineteen (19) active players, allocated as follows on a game to game basis:

**PLAYER ROTATION CHART**

TOTAL PLAYERS	CENTRE	FORWARD	DEFENCE	GOALTENDER
19	3	7	7	2
18	3	7	6	2
17	3	6	6	2
16	3	6	6	1
15	3	6	5	1
14	3	6	4	1
13	2	6	4	1
10	ROTATE	5	4	1
9	ROTATE	5	3	1

- f) If there is fewer than 9 players the game could be forfeited. Failure to follow the above allocations could also result in a forfeit. (revised 2001/12/17)
- g) Each team must designate a Captain and two alternate Captains on the game sheet.
- h) Coaches or their representatives must be present while each game or practice is in progress.
- i) An official OMHA game sheet must be given to the official scorekeeper before each game. The official scorekeeper must be notified immediately of any changes to this game sheet.
- j) A player who arrives late for a game will be ineligible to play if his/her name does not appear on the game sheet.

House League games will be played as follows:

**Novice**

- Novice three stopped-time periods (10-10-15). Regular hockey rules apply. Teams must change ends each period.
- All players must have equal ice time. Failure to do so could result in stoppage and/or forfeit of a game. **(see Game Rotation Chart above)**
- A House League team may play exhibition games. If travelling to another centre, they must obtain a travel permit from the VP of Travel.
  - These do not interfere with the regular game schedule;
  - A House League Team may not participate in more than 3 tournaments in one season. (added 2004/10/06)



## **HOUSE LEAGUE TEAMS RULES AND REGULATIONS**

### **RE: PLAYOFFS**

#### **LMHA House League Round-Robin Playoffs:**

#### **LMHA Tie Breaking Rules**

#### **Excerpted from 2011 OHF Championship Guidelines**

##### **TIES**

Ties in round-robin games will remain a tie with each team earning one point. In the event of a tie at the end of the round-robin series, for any position, the following procedure will be used to break the tie:

##### **15.1 Two (2) Teams tied in Round Robin Series**

If two teams are tied at the conclusion of a round robin series then the following procedure will be used to determine the final ranking before the semi-final and final games are played. (Adopted from Hockey Canada November 22, 2001)

A1 The winner of the round-robin game between the two tied teams gains the higher position.

A2 The team with the most wins in the round robin gains the higher position.

A3 If the two (2) teams are still tied after A1 and A2 have been applied, then the team with the best goal average gains the higher position. The goal average of a team is to be determined in the following manner:

- Total number of goals for divided by the total number of goals (for and against).
- **Note:** The higher percentage (1.0 being the highest attainable) gains the higher position.

A4 If the two (2) teams are still tied after A1, A2 and A3 have been applied, the team with the least number of minutes in penalties throughout all of the round-robin games gains the higher position.

A5 If the two (2) teams are still tied after A1, A2, A3 and A4 have been applied, then the team that scored the first goal in the game between the two (2) tied teams gains the higher position.



The OHF Board of Directors decided that the following time allotments would be regulated for OHF championship tie breakers only:

- Game Misconducts are worth ten (10) minutes
- Misconducts are worth ten (10) minutes
- Match Penalties are worth fifteen (15) minutes
- Gross Misconducts, are worth fifteen (15) minutes

A6 If the two (2) teams are still tied after A1, A2, A3, A4 and A5 have been applied, then a single coin toss will determined which team gains the higher position.

### 15.2 Three (3) Teams or more Tied in Round Robin Series

**NOTE:** The three-team tiebreaker is used to determine the seeding of the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> teams. If any step in the tiebreaker only seeds one team, that team assumes that position. The three-team tiebreaker will continue to determine the seeding of the two remaining teams. At no time will teams using this formula go back to the two-team tiebreaker.

B1 If three (3) teams or more are tied, the point record established in the games AMONG THE TIED TEAMS ONLY will be used as the first tie breaking formula in deciding which team(s) shall advance.

B2 The team(s) with the most wins would gain the highest position.

B3 If the teams are still tied after B2 has been applied, then the team with the best goal average gains the highest position. The goal average of a team is to be determined in the following manner:

- Total number of goals for divided by the total number of goals (for and against).
- **Note:** ALL round robin games are included. Example:
  - For = 10 goals
  - Against = 4 goals
  - Percentage:  $10/10+4=.714$

**Note:** The higher percentage (1.0 being the highest attainable) gains the higher position. The exercise of B3 establishes the team or teams with the highest position(s) by percentage. These teams will advance. If there are still teams tied, they go to the next stop. The do not go back to the Two-Team Tiebreaker.

EXAMPLE:

- 1) Team A - .714 = 1 seed – Advances  
Team B - .500 = 3 seed – Does not advance  
Team C - .650 = 2 seed – Advances





- 2) Team A - .714 = 1 seed – Advances  
Team B - .500 = Still tied with Team C (go to next step B3)  
Team C - .500 = Still tied with Team B (go to next step B3)
- 3) Team A = .650 = Still tied with Team B (go to next step B3)  
Team B = .650 = Still tied with Team A (got to next step B3)  
Team C = .500 = Does not advance

B4 If teams are still tied after B1, B2 and B3, the team with the fewest goals against (all round robin games played) will gain the highest position.

B5 If teams are still tied after B1, B2, B3 and B4 the team with the most goals for (all round robin games played) will gain the highest position.

B6 If teams are still tied after B1, B2, B3, B4 and B5 have been applied, the team to qualify would be the team that received the least number of penalty minutes through all round-robin games.

The OHF Board of Directors decided that the following time allotments would be regulated for OHF championship tie breakers only:

- Game Misconducts are worth ten (10) minutes
- Misconducts are worth ten (10) minutes
- Match penalties are worth fifteen (15) minutes
- Gross misconducts are worth fifteen (15) minutes

B7 If the teams are still tied after B1, B2, B3, B4, B5 and B6 have been applied, a coin toss shall determine the winner. In a three-team coin toss, the odd team gains the highest position.

### **LMHA Playoff Rules:**

All House League playoffs – no time-outs and no overtime. Play to curfew.

### **DAY OF CHAMPS**

#### **Championship Games (Rank 1 and 2 of Round Robin)**

NOTE: (Rank 3 onward) games (other than Midget) 10/10/15 or to curfew – not time outs and no overtime if there is a tie.

Normal house league guidelines regarding rotation of players will apply.

- a) Novice/Atom/PeeWee/Bantam – 10/10/15 stop time
- b) Midget – 15/15/20 stop time



The team with the higher number of points or tie-breaker advance will be the home team.

**Championship Games only:**

The team with the higher number of points or tie-breakers advance will be the home team.

Each team will be allowed one 30-second timeout, (Championship Game Only)

Normal house league guidelines regarding rotation of players will apply.

In the championship game only if the game is tied at the end of regulation, there will be a sudden victory 5 minute overtime period to decide the winner.

If the game is still tied at the end of the overtime period, a 5-man shoot-out will take place. Coaches will provide the jersey number and the name of the 5 players for the potential shoot-out to the Divisional Director, prior to the start of the game. Both team's shooters will start simultaneously on the referee's signal.

If the game is still tied at the end of the 5 man shoot-out, then a sudden victory rotating shoot-out will take place with the coaches sequentially using the remaining players on their bench until all players have shot once. Only then may the coaches start over with the original 5 players involved in the initial shoot-out.

**TRAVEL (RESPRESENTATIVE) TEAM RULES AND REGULATIONS**

**PLAYER OR ICE TIME**

- a) Travel teams may card nineteen (19) active and nineteen (19) affiliated players.
- b) All players on a travel team should be utilized fairly.
- c) All travel teams should strive to have no less than fifteen (15) active players dressed for any league or exhibition game.
- d) Travel rep teams shall consist of a minimum of 15 skaters and 1 goaltender. An attempt should be made to roster 2 goaltenders.
- e) No Travel Team player except Affiliated Travel Team players, will be oved after January 10<sup>th</sup> unless deemed necessary by the Travel Director with Board approval and that player may be accommodated in House League. (revised 200/01/07)



- f) The Travel Director and/or Assistant Travel Director may recommend to the Board of Directors in writing that a Travel / Rep team may be folded/disbanded due to any one of the following conditions:
  - i) that the minimum requirement for each divisional category has not been met;
  - ii) that a suitable, qualified and experienced coaching staff member has not shown an interest in taking responsibility for a travel rep team;
  - iii) a lack of interest from players in a particular division;
  - iv) the Board deems that the minimum requirement of players will not be maintained throughout the course of the season;
  - v) that no team shall solely rely on Affiliated players to meet the requirement – the team must consist of active players;
  - vi) for violation of any rules, regulations, policies pertaining to Travel (Rep) teams within the jurisdiction of the OMHA, the OHF and/or the CHA;
  - vii) that no coach or coaching staff member, may cut any player trying out if the minimum number player requirement is present or below, unless explanations are submitted in writing to the Travel Director and/or Assistant Travel Director providing specific reasons for releasing the player(s). The Board will have the final decision in allowing the player to be released from the team.
- g) Travel players must try out for the team in their respective age divisions. An exceptional player may receive permission to try out for a team one category above their own if that player's parents request the tryout in writing to a member of the Board at least 72 hours before the try out. Such player must attend 3 of the first try outs held by the higher division team. A decision will be made after the 5<sup>th</sup> try out or 3 weeks from the 1<sup>st</sup> try out, whichever comes first. The decision as to whether a player meets the criteria will be judged by an independent representative selected by the president of LMHA. An Administrative fee of \$75.00 will apply and must be paid prior to any tryout taking place as well as any further costs incurred by LMHA. In order to make the higher category team, that player must be so exceptional that he/she would be considered the best goalie, the best defenseman or best forward. This rule will not be applied if the lower category team has been folded.  
(revised 2001/12/17)
- h) Any player who wishes to resign from a Travel Team will play in the next higher House League division or be placed on a House League team from which an Affiliated Travel team player has been used to replace him/her.
- i) A player resigning from a Travel Team will not be allowed to return to the House league if he/she is under suspension from the Board and/or the OMHA.



- j) In the event of injury or sickness and at the discretion of the Board, an Affiliated Travel team player will be allowed to play both House League and Travel with the House League coach having final veto powers.
- k) The Travel Team coach shall notify the appropriate Travel Director and appropriate coach before he utilizes any player(s) to participate with his team (revised 12/17/01)
- l) Active Travel Team players will not be allowed to play in the House League.
- m) No Travel Team coach shall approach any player for the purpose of tryouts or exhibition games other than those in his own division.
- n) The Travel Teams may play exhibition games providing:
  - i) It does not interfere with their regular schedule. (NOTE: Unless permission is obtained from the Travel Director).
  - ii) That no player is penalized in any way for not participating in these exhibition games. (revised 2001/12/17)
- o) Under no circumstances will anyone other than the President or the LMHA representative to the OMHA have direct contact with the OMHA unless permitted by the President.
- p) No LMHA Travel Team shall commit themselves to play in more than five (5) tournaments or special trips without obtaining prior Board authorization.
- q) No LMHA Travel Team will leave a player at home because of financial inability to participate on the part of the individual.
- r) No coach or manager will commit players and/or parents to additional financial commitment (exclusive of ice time) without 100% approval of all parents concerned.
- s) The Head Coach and Team Manager will submit a signed annual financial statement no later than June 1<sup>st</sup>. The Board may at any time request a written statement with regards to the financial transactions of any team.
- t) All Travel Team Coaches should have previous coaching experiences and references along with appropriate level certifications which must be obtained no later than October 31<sup>st</sup> of each season.



- u) Applications for Travel Team coaches must state coaching experience, principles and theory.
- v) Each Travel Team Head Coach must submit his Manager's, Trainer's and Assistant Coaches volunteer applications to the Board for approval by a date designated by the Board and not later than their team's first league game.
- w) Travel Teams must be a Parent / Coaching staff meeting before the first league game.
- x) No games or tournaments are to be played out of Ontario without LMHA and OMHA approval. Any fees will be allocated to the team involved.
- y) All Travel Teams must adhere to all LMHA and OMHA rules, regulations, policies and procedures.
- z) Individual Travel Teams are responsible for fines levied by the OMHA and /or the Bluewater League for any deficiencies in scheduling.
- aa) The LMHA will be represented by the following Travel (Rep) teams:
  - i) Novice
  - ii) Atom Minor
  - iii) Atom Major
  - iv) Peewee Minor
  - v) Peewee Major
  - vi) Bantam Minor
  - vii) Bantam Major
  - viii) Midget Minor
  - ix) Midget Major
- bb) The Travel Director and/or the Assistant Travel Director must notify the Board that a report is being submitted concerning the folding/disbanding of a Travel/Rep team no earlier than the second tryout of that particular team.
- cc) Once the Bluewater League has adopted the schedule for the season, no individual will have the right to submit an application to try to establish a Travel/Rep team that has been officially folded.
- dd) Any player that participated on the folded Travel (Rep) team shall have the opportunity to be brought to a standing committee and given the opportunity to try out for another centre as designated by the OMHA or the next division up in LMHA.



- ee) Each Travel team's proposed fundraising efforts must be approved by the Board prior to execution. Use of LMHA's logo and name must be approved by the Board prior to use. Failure to obtain Board approval for fundraising efforts may result in disciplinary action.
- ff) Each Travel Team that advances beyond the Bluewater League during the OMHA Playdowns shall receive upon written application to the Board, financial Assistance not to exceed \$500.00 per series.
- gg) Each Travel Team shall post a performance bond as determined by the LMHA Board of Directors (\$400.00), over and above any other fees no later than November 1<sup>st</sup> of each year. The purpose of this bond will be to ensure the safe and timely return of all LMHA equipment loaned to each Travel Team including but not limited to jerseys, first aid kits, goalie equipment, hockey development manuals, etc. Any unnecessary expenses incurred by a specific Travel Team including but not limited to fines, damage, etc. may be paid for by LMHA Board of Directors using all or a portion of that specific Travel Team's bond money. (adopted November 2001)
- hh) Should a Travel Team decide to not use their assigned LMHA ice time, the Head Coach of his designate must notify the Travel Director and the Director of Scheduling, a minimum of 48 hours prior to said ice time. Failure to do so may result in the unrecovered ice costs being deducted from the team's performance bond.

## TOURNAMENTS

- a) Any games **or tournaments** outside of Ontario require permission in writing from LMHA and OMHA. A travel permit must be submitted by the VP of Travel to the OMHA and approved.
- b) This required paperwork will be processed at that time, and must be submitted 2 weeks in advance of the event being applied for.
- c) If a team is attending a tournament that is NOT sanctioned by the OMHA, additional time is required for this approval. Any last minute tournament will be given its proper attention.
- d) **TEAM CONDUCT:** Since all Rep teams represent the LMHA, the Sponsor, and the Town of LaSalle, all players, parents and team officials should conduct themselves in a manner, appropriate and respectful of those that they represent and at all times uphold the Code of Conduct abide by the principles of good citizenship.



- e) Tournaments are listed on the Web at [www.omha.net](http://www.omha.net). This site is updated frequently at the start of the season so keep checking back for new additions. There are other web sites from out of town associations that list tournaments. Some links are available on the OMHA web site. Others you will need to find on your own.
- f) Make sure that you apply for tournaments at you won level.
- g) If you are travelling outside the OMHA district, you will need a travel permit to be sanctioned by the OMHA.
- h) You will be required to send the permit to the tournament convenor for verification that you have permission to travel to their tournament. You will find a travel permit form on the LMHA coaches tab.

## **EXHIBITION GAMES**

All team will have one game and one practice supplied by LaSalle Minor Hockey. Full ice for team practices will be provided beginning in September. Travel teams will be allocated approximately 4 hours of practice time per month. Any change in practice times assigned must be reported to the Travel Convenor. Practice and game ice allocation after January 15<sup>th</sup> will be subject to changed based on availability due to scheduling of Play Downs and playoffs. Practice hours are to be used exclusively for practices. The Travel Director must approve any games played on practice ice. All LMHA unused practice or game ice will be charged to your team's Performance Bond. If you are not going to use the ice, find an LMHA team that will be able to use it. Repeat offends of unused ice will have their LMHA practice ice suspended for the remainder of the season.

## **GAME OFFICIALS**

The cost of game officials for your home games and home Play Down games will be covered by LMHA with respect to exhibition games. The team must cover the cost for the game officials (see OMHA Hand Book under Game Officials Guidelines Section).

At the beginning of the season, it is customary to play exhibition games to get your team into game condition. Exhibition games are also played at the end of the season when there is still ice time available.

Arrange exhibition games at least seven (7) days in advance with the request for Referees made through the VP of travel. LMHA will need at least a week to arrange the Referees/Game Officials with the Referee Assigner. (A Travel Permit for non-OMHA games is required).





No Exhibition games are be played between House League or lower division Rep Teams.

### **SUMMER CONDITIONING**

All summer ice time or dry land training is under the auspices of LMHA must be approved by the **VP of Travel** or the **Assistant Travel Director**. All summer conditioning must be **optional** for the players. LMHA does not encourage any coach to have regular practice throughout the summer.\

### **EXTRA ICE**

- a) If your team wants extra ice for practice or exhibition games, then you should decide as early as possible as there is an extreme lack of ice in the area.
- b) LMHA provides each team with an allotment of practice times and does not cover any additional ice times. The team pays for the cost for any additional ice time.
- c) All exhibition games require referees.
- d) You will be required to pay the referees cash before the game.

### **TEAM ACTIVITES – OFF ICE**

Some teams like to do things together such as hockey games, pizza and/or movie night or maybe a Christmas party. It is advisable to get a volunteer or elect someone to handle this. This builds up team spirit and gets all of the players and families together on a social note that does not have the pressures that some of the teams experience at the rink.





## 11. INSURANCE

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The Town of LaSalle, the LMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stated on all player registration forms.

The insurance program described the OHMA Manual of Operations and shall cover all players and official of the LMHA.

### **DIRECTORS AND OFFICES LIABILITY (From the LMHA by-laws section 10.11)**

#### **Indemnification of Directors**

Every member of the Board of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- a) All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any good faith act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office.
- b) All other costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof, except such costs, or charges or expenses as are occasioned by his or her own willful neglect or default; provided that, no Board Member of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him or her in his or her capacity as a Board Member, he or she has achieved complete or substantial success as a defendant;
- c) The Association may purchase and maintain such insurance for the benefit of its Board Member as the Board may from time to time determine.



## **12. CONFIDENTIALITY AND PRIVACY**

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### **CONFIDENTIALITY AND RECORD KEEPING**

#### **RECEIVING INFORMATION**

Only two people who are appointed by the Board of Directors, will review the police clearances.

#### **SHARING THE INFORMATION**

Confidential information may be shared by the Board, only after received written permission from the individual in question.

#### **USING THE INFORMATION**

Information will be used to determine if an applicant is suitable for a specific position in LMHA.

#### **KEEPING THE INFORMATION**

All confidential information will be kept in a secure manner as can be reasonably expected.

#### **DESTROYING THE INFORMATION**

All relevant information will be maintained for at least two (2) years after the person has left the LMHA.

### **PRIVACY POLICY**

The LMHA Privacy Policy is posted in its entirety on the LMHA website ([www.lasallesabres.com](http://www.lasallesabres.com)). Below is an excerpt on the background of this Policy.

The Ontario Minor Hockey Association ("OMHA") is one of the governing bodies for amateur hockey programs in the province of Ontario. In co-operation with Ontario Hockey Federation ("OHF") and Hockey Canada, the OMHA governs Hockey throughout its jurisdiction via their respective member associations/organizations. LaSalle Minor Hockey Association ("LMHA") is a member association of the OMHA. LMHA is a community organization consisting of adult volunteers, whose primary purpose is the administration of minor hockey activities for the youth of the Town of LaSalle.



OMHA/LMHA hockey programming involves governing amateur hockey leagues, teams and games including training of coaches, trainers and referees, determining player's eligibility for specific divisions and establishing appropriate rules and regulations for competition within the OMHA/LMHA.

To maintain the current programs, information is collected by the OMHA and LMHA for the purposes of certifying team officials and referees; registering players; determining if transfer regulations may apply; monitoring scouting; gauging the success of certain programs in order to improve upon them; facilitating emergency contact; providing education opportunities and/or career opportunities; researching and facilitating electronic updates/contacts; maintaining a membership list of the LMHA for the purpose of determining membership status and voting eligibility.

We recognize and appreciate that coaches and managers will often distribute team lists to the players and parent to facilitate communication and allow efficient means of managing the team. The information on those lists includes personal information of the players and parents and therefore falls under the jurisdiction of the Privacy Policy.

It is very important that this information and these lists are treated in a way that complies with the LMHA and OMHA Privacy Policies. The following are suggestions to help teams, players, parents, managers and coaches comply with the Privacy Policy.

1. The information on team lists that are distributed is for the purpose of communication amongst team members and their families only.
2. The information is not to be distributed to any other party outside of the team, whether in printed format or by electronic transmission, for their use. If personal information is required to be submitted to a third party, for example, a printing company, then the appropriate documentation must be signed by the third party acknowledging that they will protect this personal information appropriately and NOT distribute it further to an additional party. A copy of the required documentation may be obtained from the LMHA website and should be turned in to the applicable **Divisional Director's** once completed.
3. Lists that are outdated, or contain information that is no longer used, must be destroyed in an appropriate manner to render the information useless or illegible. Paper documents should be shredded and electronic information erased appropriately. This should occur for all personal information that each team member may have, at the end of each season. Paper documents may be handed back in to the Team Manager for proper disposal if so desired. There is a paper shredder located in the LMHA office if required to dispose of this information properly.
4. Documents or electronic information should be stored in an appropriate manner; so as to decrease the chance that unauthorized individuals might have access to this personal information. Lists should be stored in a secure



- and private location in the home/office. If this information is stored electronically, some attempt should be made to keep it secure from unauthorized access (i.e. password protection). An example of a breach of this might be a teenage sibling or babysitter using the team list to contact someone by email for social reasons and not for communication directly related to the team (obtaining email addresses inappropriately and without permission for business not related to the team).
5. It is strongly recommended that the BCC (blind carbon copy) field be used for all intra-team communication in order to hide the email addresses of the individuals in a team email. If an email is forwarded to someone outside of the team, great care needs to be taken to ensure that all personal information has been deleted from the email (this includes email addresses).
  6. It is the Coach's/Manager's and Division Director's responsibility to inform the parents of the importance of protecting this information. This memo and the LMHA Privacy Policy will be posted on the LMHA website.

Federal Privacy Legislation as well as our own LMHA Privacy Policy, is very clear on how personal information is to be collected, stored, distributed and destroyed. There are some serious penalties and fines associated with NOT conforming to the Policy.



## 13. APPENDICES

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### APPENDIX A – LMHA Rep Jersey Care

The Head Coach of each travel team will be given **20** home jerseys and **20** away jerseys (**40 in total**) at the commencement of each hockey season. It is the Head Coach's responsibility to ensure that these maintenance procedures are followed.

Once your team received their travel hockey jerseys, the following maintenance policy will be in effect:

1. All jerseys are to be **air dried** after use (games) to eliminate mould from forming on the fabric. The jerseys are to be hung and stored in their own ventilated **GARMENT BAG** separately from other hockey equipment.
2. All jerseys are to be washed in **COLD WATER** with **NO BLEACH** added. The jerseys are then to be **LINE DRIED** only and **not placed in the dryer**. All jerseys are to be hung on **PLASTIC HANGERS** at all times including after washing. (This will eliminate rust from metal hangers absorbing into the material, which deteriorates the jerseys)
3. The jerseys **MAY NOT BE ALTERED** in any way. If a player notices any damage to the jersey (i.e. a rip, tear or seam coming undone) they are to notify the Team Manager immediately who shall in turn notify the LMHA Equipment Director or 1<sup>st</sup> Vice President ASAP. Arrangements will then be made to have the jersey professionally repaired by the seamstress or clothier approved by the LMHA Board of Directors.
4. Team Officials are encouraged to select their Team Captains and Associates ASAP so that the seamstress or clothier approved by the LMHA Board of Directors may sew the proper letters on the jerseys.
5. Each jersey will have affixed the LMHA approved "LaSalle Sabres" logo on the front chest and a large contrasting number on the back. A red "**S.T.O.P**" (Safety Towards Other Players) patch will be located on the rear of the jersey below the neck and above the number which will be clearly discernible. Each sleeve will contain a smaller contrasting number and the Canadian Flag will appear on at least one of the shoulders.
6. A sponsor bar and name bar will also appear on the rear of the jersey in a manner prescribed by the LMHA Board of Directors.
7. At the end of the hockey season, the Manager / Head Coach shall be responsible to return to the LMHA Equipment Director, **ALL** property of the LMHA including Travel Jerseys and Equipment assigned to that respective team. The equipment and Travel Jerseys shall be returned as determined by the Equipment Director. No name bars, sponsor bars, etc. are to be removed from any jersey, returned in an altered state or damaged from improper care, shall be repaired or replaced and the cost of the repair / replacement will be billed to those team officials.



## APPENDIX B – LMHA DRESS CODE

The LMHA Board recognizes the privilege of being a member of this great Association. As such teams and individuals may wish to wear garment adorned with the LMHA logo and colours to demonstrate their membership. While the Board appreciates individual and team respective creativities, the concept of “standard” garments demonstrating unity for the entire association, supersedes any individual’s preferences. Therefore, LMHA policy dictates that members shall only purchase/wear apparel/garments that have been approved by the LMHA Board of Directors. The LMHA Board, under the guidance of the Policy and Discipline committee and the Equipment Director, will undertake it to continually review the garments available and provide members with suitable, practical and affordable choices to represent the LMHA and the Town of LaSalle proudly and with a positive image.

Therefore, before purchasing apparel, the team must first receive approval from the LMHA Board / Equipment Director. The following Dress Code shall be adhered to for all members/players and Coach Staff for the LMHA:

### Track Suits

- The predominant colour for track suits is to be dark blue
- Pants and jackets may be accented with yellow (gold) or white
- The LMHA logo must be prominently displayed on the front panel of the jacket
- All sponsor logos must be less prominent than the LMHA logo.

### Jackets

- The predominant colour for all jackets and windbreakers is to be dark blue
- Fleece liners may be black, dark blue, grey, white or yellow (gold)
- The LMHA logo must be prominently displayed on the front left panel of the jacket and on fleece jackets (3 in 1 jackets). Circle Logo A, B or C – see attached sheet
- All sponsor logos must be less prominent than the LMHA logo

### Shirts

- The predominant color for gold shirts and button down shirts is dark blue, black, yellow or white
- Denim shirts are allowed
- The LMHA logo must be prominently displayed on the front left side of the shirt
- All sponsor logos must be less prominent than the LMHA logo



## T & Sweatshirts

- T-shirts and sweatshirts may be of any colour.

## Headwear

- The colour for headwear is to be dark blue, white, yellow (gold) or any combination thereof
- The Sabres circle log or script logo must be prominently displayed on the front

## Supplemental Embroidery

- The “LASALLE SABRES” will be allowed as a supplemental logo on team/player apparel. The word “Sabres” is to be in Script PT Parsek, and be yellow (gold) in colour. The word “LASALLE” is to be in Bank gothic text to accompany the word “Sabres” as outlined on the attached page demonstrating the 3 Script Logos, A, B and C. this can be Blue or White depending on the background fabric. Script logos may be placed on the upper back of the garment.
- The player/parent/coach name may be embroidered on the right sleeve of the garment. Script or block text is acceptable in Yellow (gold).
- The player’s number may be embroidered on the upper back or the right sleeve of the garment as per the guidelines on file with the embroiderer for size and style.
- A sponsor name or logo may be embroidered on the left sleeve of the garment.
- The right panel of a jacket is to be reserved to display any team championships or accomplishment (ie. OMHA Champs/Finalists).
- Guidelines with respect to Logos, numbers, etc. for additional equipment (bags, pants, pant shells, etc) will be on file at Perani’s and with the embroiderer.

## LaSalle Sabres Logo

The LMHA logo is a Trademark. There is presently only one location licensed/approved to embroider the logo. Teams are not permitted to produce the logo in any manner without prior approval of the LMHA Board / Equipment Director. Any embroidery must be handled through Perani’s Hockey World, LaSalle Sport Zone or the LMHA Equipment Director. Exceptions may be granted upon application and approval by the Board. In return, Perani’s and Sport Zone have agreed to stock certain LMHA garments and apparel.





**Contravention of this policy may result in disciplinary action against members/coaching staff/players and/or legal action against retailer/embroiders for unapproved reproduction of the trademark/logo.**

The standards for size, colours and locations for each embroidered entity are on file with the embroiderer. These are not to be altered without Board approval. No additional embroidery is allowed on the garments without Board approval. The Equipment Director has the authority to approve minor alterations/additions at his/her discretion.

### **Pre-Approved Apparel**

Detailed product information is available from the Equipment Director. Please note that these garments and equipment are pre-approved and do not require approval for purchase.

**All teams must receive approval from the LMHA Equipment Director before purchasing any apparel/garments.**

**Contravention of this policy may result in disciplinary action against members/coaching staff/players and/or legal action against retailer/embroiders for unapproved reproduction of the trademark/logo.**







Headwear	Front	circle logo A script logo A or B script logo B puff	
	Back	player name player number sponsor	script or block script or block
Jackets	left front panel	circle logo A or B	
	right front panel	reserved for team champs	
	right sleeve	canadian flag player/coach/parent name player number player position	gold script or block script or block script or block
	left sleeve	sponsor	
	upper back	script logo A or B player number canadian flag large twill SABRES	
Dress/casual Shirts	left front	circle logo A or B script logo A or B	
	collar	script or block "Sabres"	yellow, blue or white
	sleeves/back	team discretion	
Hockey Pants	left front	circle logo A, B, C	
Track pants	left front	circle logo A, B, C script logo A or B	
	R Side or front	player name/number	gold script
Hockey Bag	Front	twill circle logo script logo C	
	Right Side	player name and number	gold block
	left side/top	sponsors	
Garment Bag	Front	script logo c player last name	large block white



## APPENDIX C – OHF SPEAK OUT POLICY HANDBOOK

See: <http://assets.ngin.com/attachments/document/0043/6244/ohfspeakout2011.pdf>

Under the OMHA website Risk Management tab (<http://www.omha.net>):



# SPEAK OUT

**PROMOTING POSITIVE  
BEHAVIOUR IN HOCKEY**



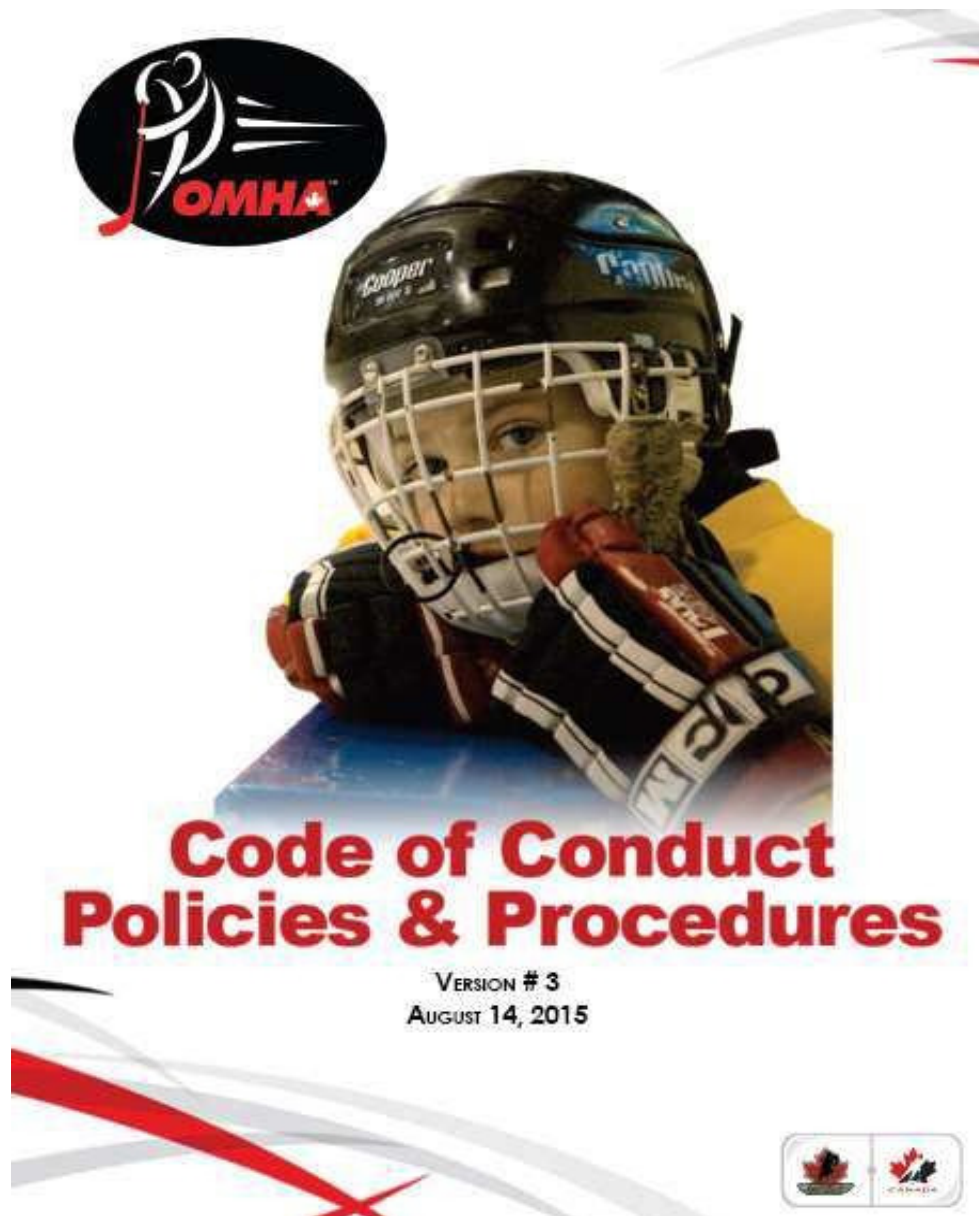


## APPENDIX D – OMHA CODE OF CONDUCT POLICIES & PROCEDURES

VERSION #3 AUGUST 14, 2015

See: <http://www.omha.net/page/show/885513-risk-management>

Under the OMHA website Risk Management tab (<http://www.omha.net>):





## **OMHA CODE OF CONDUCT**

(updated from OMHA website – slight wording changes – many chart and policy changes)

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association (“OMHA”) members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, offices, committee members, convenors, team managers, trainers and administrators involved in OMHA activities.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behaviour which bring the OMHA or the sport of hockey into dispute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. OMHA member and participants shall at all times adhere to the OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.

Members and participants of the OMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team’s preparation for a competition, or which endangers the safety of others.

Members of the OMHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, in accordance with the OMHA Code of Conduct Policies & Procedures, including but not limited to, the loss or suspension of certain or all privileges connected with the respecting Member Association in the OMHA including the opportunity to participate in the OMHA and its’ Member Association activities and events, both present and future.

## **RESPECT THE GAME**

Hockey Canada’s “Shared Respect Initiative” asks you to consider your role in showing respect for the game, and for the people who make this the great game that it is.

Take this simple test and see how you rate.

Check off the statements that apply to you.



- ☐ The safety of the participants in the game is more important than the final score
- ☐ I value the contribution of the coach in developing the players' talents, even though I may not always agree with their methods
- ☐ I understand that officials do not make the hockey rules, they only apply them
- ☐ I understand that children learn from adults, and my behavior reflects what I want children to learn
- ☐ I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants
- ☐ I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process
- ☐ I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them
- ☐ I understand that the biggest reason for players and officials quitting the game is abuse.

How did you rate? If you checked off 0-2, step back and check your motives for being involved in the game; 3-4 on your way; 5-6 almost there; 7-8 outstanding.

When players, coaches and parents and officials recognize the value of each person's contribution to the game, the game is better for everyone.

When respect is shared, we all win!



## APPENDIX E – OMHA CODE OF CONDUCT APPEAL APPLICATION FORM

See: [http://assets.ngin.com/attachments/document/0043/6242/OMHA\\_CCPP\\_Appeal\\_Application\\_Form.pdf](http://assets.ngin.com/attachments/document/0043/6242/OMHA_CCPP_Appeal_Application_Form.pdf)

Under the OMHA website Risk Management tab (<http://www.omha.net>):



### Ontario Minor Hockey Association

25 Brodie Drive, Unit 3, Richmond Hill, Ontario L4B 3K7

Tel: 905-780-OMHA (6642) Fax: 905-780-0344

[www.omha.net](http://www.omha.net) Email: [omha@omha.net](mailto:omha@omha.net)

### CODE OF CONDUCT APPEAL APPLICATION FORM

#### 1. Name of person making application for appeal (APPELLANT):

Last Name:		First Name:	
Address (incl. Lot & Con.):			
City:		Postal Code:	
Home Phone:	Cell:	Work Phone:	Fax:
Email Address:			

#### 2. Name of association or person whose decision is being appealed (RESPONDENT):

Name:
Additional Name (if applicable):

#### 3. Pursuant to OMHA Code of Conduct Policies and Procedures 10.4 Grounds for a Code of Conduct Appeal: A final decision of the local Association cannot be appealed to the Code of Conduct Appeal Panel without sufficient grounds for the appeal which include:

- ☐ a) Making a decision for which it did not have authority or jurisdiction as set out in the OMHA Code of Conduct Procedures.
- ☐ b) Failure to follow procedures as set out herein.
- ☐ c) Making a decision which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision-maker is unable to consider other views.
- ☐ d) Exercising its discretion for an improper purpose
- ☐ e) Making a decision which was grossly unreasonable.

#### 4. Facts Supporting this Application - The following information MUST be included with this application form.

As an attachment to this Application, please include concisely and in NUMBERED PARAGRAPHS: (1) the grounds for Appeal (including how the Appeal qualifies under section 10.4 a), b), c), d) and/or e) of the OMHA Code of Conduct Policies and Procedures; (2) the supporting facts; (3) copies of all documentation available from the local Association Appeal (if applicable); and; (4) clearly state the desired outcome of the requested Appeal.

Item of Appeal (Brief description - this description does not preclude the requirement to submit the facts supporting this Application as noted above in Section 4.):

Type of Appeal (Please circle one.)	
Written \$100.00 <input type="checkbox"/>	Personal \$200.00 <input type="checkbox"/>

Appeal filed by: (Please Print)

Signature:

Date:

Privacy Statement: The personal information collected on this form and on any documents collected by the OMHA with respect to this Appeal and any related proceeding will be used for the sole purpose of administering this Appeal or any related proceedings, in accordance with the Rules, Regulations and By-laws of the OMHA. Any such documents containing personal information will, upon written request, be returned to the party submitting them when no longer required for the above-noted purposes.

Member of:



OMHA-CCPP-080113-V1



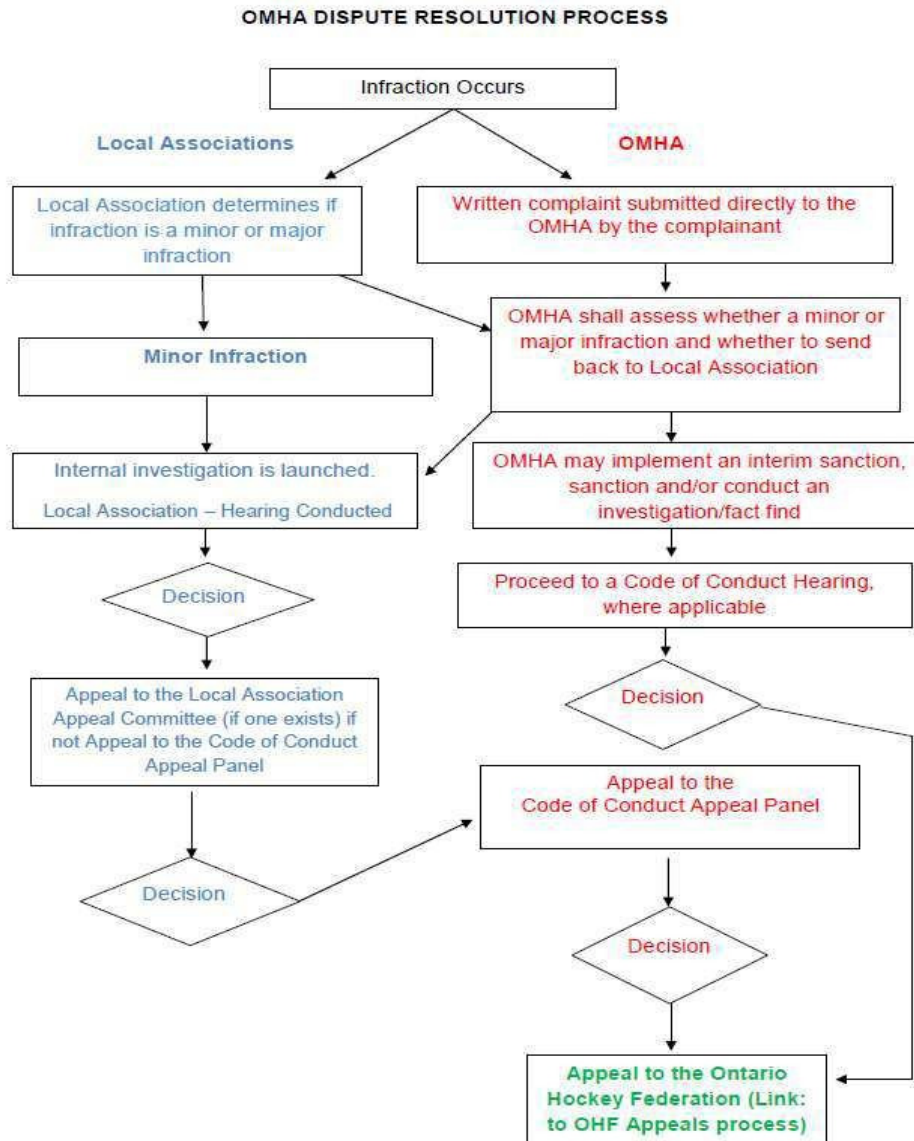


## APPENDIX F – OMHA DISPUTE RESOLUTION PROCESS FLOWCHART

See:

[http://assets.ngin.com/attachments/document/0043/6239/Dispute\\_Resolution\\_Flow\\_Chart.pdf](http://assets.ngin.com/attachments/document/0043/6239/Dispute_Resolution_Flow_Chart.pdf)

Under the OMHA website Risk Management tab(<http://www.omha.net>):





## **TIPS ON HOW TO MANAGE CONFLICT**

Conflict is unavoidable but it is not always a negative thing. In many ways conflict promotes change for the better.

People who have difficult managing conflict are often unable to separate emotion from rational thought. Here are some helpful tips for managing conflict:

1. Talk about the conflict with the other person.
2. Do not confront conflict when you are feeling upset. Wait 24 hours to think and reflect about the situation before you decide what action you are going to take.
3. Do not express feelings in any angry or offensive manner.
4. Use "I" statements when discussing the conflict with the other person. For example, "I was feeling frustrated when ...."
5. Listen carefully to each other and clarify what has been said to ensure that both of you understand the issue.
6. Be careful not to make assumptions.
7. Avoid taking the conflict personally. Focus on the issue, not on the person.
8. Focus on common elements. For example, "We both agree that we want our children to enjoy hockey ..."
9. Use the common elements to generate options for resolution. For example, "Do you have any suggestions on how we can resolve this issue?"
10. A genuine apology can lead to resolution!





## QUESTIONS AND ANSWERS

- Q. How can I be assured that my complaint will be handled in a timely manner?
- A. The process is designed to be straightforward and timely. Timelines have been established at each level in the process. If timelines cannot be met, you will be given reasons for the delay and an additional time period will be given.
- Q. How can I be sure that my complaint will be handled fairly?
- A. The Dispute Resolution Process is designed to be easily accessible and transparent. The process allows you to participate at each level in the process and ensures that everyone is treated equally. If required, unbiased assistance is available whereby the issues will not be prejudged in favour of one side or the other.
- Q. We are a small local association with limited resources. How do we recruit people for Dispute Resolution Committee?
- A. Ensuring fairness and equity, the membership of the Dispute Resolution Committee (DR) is flexible. In addition to an Executive Member sitting on the DR Committee, the local association is encouraged to have a roster of various members from the local association and community to ensure the same three people are not reviewing and resolving all complaints. This is a great opportunity for local associations to involve either senior hockey players, community committees from the local churches, senior centres and community policing services.
- Q. Where do we get a copy of the complaint form?
- A. Complaint forms can be obtained from your team designate or on-line at [www.omha.net](http://www.omha.net) under "Risk Management".
- Q. When is a formal investigation required?
- A. If the complaint is considered an issue of harassment and abuse, the local association is responsible for conducting an investigation.
- Q. How does the local association conduct an investigation?
- A. A step-by-step guide "On How to Conduct an Investigation" is available on-line at [www.omha.net](http://www.omha.net) under "Risk Management". You may contact the OMHA for a roster of trained investigators in your area.
- Q. What happens if I don't go through the proper process?
- A. Should you skip any level in the Dispute Resolution Process, you will be redirected back to the proper level in the process as set out in this handbook.



## **FACILITATING A ROUND TABLE DISCUSSION**

Round table discussions are a constructive forum for resolving conflicts. Discussion between the Complainant and the Respondent promotes equality, connection and inclusion. It is an opportunity to hear the different perspectives of those closest to the conflict and allows parties to work together to achieve a reasonable and mutually satisfactory resolution.

### **Here are some guidelines on how to facilitate a round table discussion:**

1. Establish a mutually convenient time and place to meet.
2. Identify the purpose of the meeting and describe how the process will work.
3. The meeting facilitator creates guidelines on how the meeting will be conducted and behavioral expectation. For example, the Complainant and the Respondent must show respect when the other is speaking.
4. The Complainant and the Respondent are given an opportunity to share their side of the conflict, issues and views.
5. After both sides have had an opportunity to present the issues, the person facilitating the meeting identifies the common elements and explores the Complainant's and Respondent's needs and interests.
6. As a group, brain storm solutions that address each issue.
7. Identify which options are reasonable, and develop an action plan.
8. Put the agreement in writing and ensure that the Complainant and Respondent are satisfied with the outcome.



## APPENDIX G – OMHA MANUAL OF OPERATIONS MINIMUM SUSPENSION CHART

See: OMHA website (<http://www.omha.net>) at: <http://www.omha.net/manualofoperations>

### Suspension List

#### **2015-2016 OMHA Minimum Suspension List**

The following are minimum suspensions that shall be imposed for infractions, which occur in all OMHA exhibition, league, and play-off games, during the current playing season for Minor Hockey. Note that these suspensions are over and above any imposed by Hockey Canada rules.

#### **Notice re: Clarifications**

These are minimum suspensions. Additional suspensions will be imposed wherever conditions and circumstance warrant.

It is the responsibility of each team manager and / or coach to ensure their players serve their appropriate suspensions. When in doubt as to the relevant suspension, contact the association office. If unable to contact the Association office, sit player(s) in question out until clarification can be obtained. These suspensions are in addition to game incurred.

Match Penalty reports will be forwarded to the appropriate OMHA Regional Director for review and suspension assessment.

**M = Misconduct**

**GM = Game  
Misconduct**

**MP = Match Penalty**

**GRM = Gross  
Misconduct**

#### **Misconducts & Game Misconducts**

		<b>H.C. Rule</b>	<b>Suspension</b>
M10	Throwing Stick Over Boards	9.8 (d)	0 Games
M11	Refusing to Surrender Stick for Measurement	3.3 (f)	0 Games
M12	Player Interference/Distracton During Penalty Shot	4.9 (f)	0 Games
M13	Goalkeeper Violation/Infraction During Penalty Shot	4.9 (f)	0 Games
M14	Equipment/Facemask Worn Incorrectly	3.6 (d, f)	0 Games
M20	Disputing Call of Official	9.2 (a)	0 Games
M21	Harassment of Official/Unsportsmanlike Conduct	9.2 (b)	0 Games
M22	Inciting	9.2 (e)	0 Games
M23	Entering Referee's Crease	9.2 (g)	0 Games
M34	Failure to go to the Player's Bench or Neutral Area	6.7 (f)	0 Games
M35	Failure to go directly to Penalty Bench	9.2 (d)	0 Games
GM20	Disputing Call of Official	9.2 (a)	3 Games
GM21	Disputing Call with Official: Verbal Abuse of a Game Official	9.2 (b)	3 Games
GM26	Second Misconduct – Same Game	4.5 (c)	1 Game
GM28	Interference from the Bench	7.3 (c, d)	2 Games
GM30	Fighting		
	1 <sup>st</sup> Offense	6.7	2 Games
	2 <sup>nd</sup> Offense	6.7	4 Games
	3 <sup>rd</sup> Offense	6.7	8 games
	4 <sup>th</sup> Offense	6.7	Indefinite*
GM31	2 <sup>nd</sup> Fight, Same stoppage of play (3 <sup>rd</sup> , 4 <sup>th</sup> , etc...)	6.7 (h)	3 Games
GM32	Player(s) 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> Player into Fight	6.7 (h)	3 Games
GM33*	Leaving the Players bench or Penalty Box	9.5 (a, b, c)	4 Games
GM33*	Coach whose player is penalized under GM33 and/or GM34	9.5 (a, b, c)	4 Games

**210**

*Suspension List*

GM34	Leaving the Penalty Box to start a fight	9.5 (a)	5 Games
GM35	Coach whose player is not identified as the first to leave the players' or penalty bench during an altercation	9.5 (i)	2 Games
GM36	Instigator of a Fight (Minor + Game Misconduct)	6.7 (b)	
	1 <sup>st</sup> Offense	6.7 (b)	1 Game
	2 <sup>nd</sup> Offense	6.7 (b)	3 Games
	3 <sup>rd</sup> Offense	6.7 (b)	4 Games
GM37	Aggressor of a Fight (Minor + Game Misconduct)	6.7 (b)	
	1 <sup>st</sup> Offense	6.7 (b)	1 Game
	2 <sup>nd</sup> Offense	6.7 (b)	3 Games
	3 <sup>rd</sup> Offense	6.7 (b)	4 Games
GM39	Hair Pulling, Grab Face Mask/Helmet/Chin Strap (Major + Game Misconduct)	6.1 (d)	2 Games
GM40	Elbowing/Kneeing (Major + Game Misconduct)	6.6	2 Games
GM50	Checking from Behind (Minor + Game Misconduct)	6.4 (a)	1 Game
GM51	Checking from Behind (Major + Game Misconduct)	6.4 (a)	3 Games
GM53	High Sticking (Major + Game Misconduct)	8.3 (a, b)	2 Games
GM54	Cross Checking (Major + Game Misconduct)	8.2 (a, b, c, d)	2 Games
GM55	Slashing (Major + Game Misconduct)	8.4 (a, b)	2 Games
GE56	Game Ejections	4.6	0 Games
GM57	Boarding (Major + Game Misconduct)	6.2	2 Games
GM58	Body Checking (Major + Game Misconduct)	6.2	2 Games
GM59	Charging (Major + Game Misconduct)	6.3	2 Games
GM64	Verbal Abuse/Gestures/Taunting of or by any Team Official or Player	9.2(a, b)	3 Games
GM68	Kick Shot (with injury Major + Game Misconduct)	9.4	2 Games
GM71	Head Contact (Major + Game Misconduct)	6.5 (b, d)	
	1 <sup>st</sup> Offense	6.5 (b, d)	3 Games
	2 <sup>nd</sup> Offense	6.5 (b, d)	4 Games
	3 <sup>rd</sup> Offense	6.5 (b, d)	6 games
GM73	Tripping (Major + Game Misconduct)	7.4 (a, b)	2 Games
GM74	Interference (Major + Game Misconduct)	7.3 (a, b, e)	2 Games
GM75	Holding (Major + Game Misconduct)	7.1 (a, b)	2 Games
GM76	Hooking (Major + Game Misconduct)	7.2 (a, b)	2 Games
GM77	Roughing (Major + Game Misconduct)	6.7 (k, i)	2 Games
GM78	Goaltender Drop Kick Puck (with injury – Major + Game Misconduct)	4.11 (f)	2 Games
GM79	Refusing to Start Play (Coach – Major + Game Misconduct)	10.14 (a)	Indefinite*
GM80	Team Official Interference/Distracton during Penalty Shot	4.9 (f)	1 Game
GM81	Leaving the Bench without Clearance from the Referee (Assessed to coach if altercation results in penalties at end of game)	9.5 (i)	2 Games
GM99	Any other GM not listed in regular time, in overtime, or at the conclusion of the game and prior to the player or team official entering their dressing room	4.6(c)	1 Game





## Suspension List

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### Gross Misconducts

GRM60	Travesty of the Game	4.7	3 Games
GRM61	Obscene Gesture	4.7	3 Games
GRM62	Removing Helmet and/or chinstrap	3.6 (c)	3 Games
GRM63	Discriminatory Slur	9.2 (f)	7 Games
GRM66	Head Butt – Team Official (Double Minor + Gross Misconduct)	6.1 (b)	3 Games
GRM67	Butt End – Team Official (Double Minor + Gross Misconduct)	8.1	3 Games
GRM68	Spearing – Team Official (Double Minor + Gross Misconduct)	8.5	3 Games
GRM69	Goaltender Refusing to remove mask for Identification	3.5 (d)	3 Games
GRM99	Any other GRM not listed in regular time, in overtime, or at the conclusion of the game and prior to the player or team official entering their dressing room	4.7(c)	3 Games

### Match Penalties

MP24	Threatening an Official	9.6 (a)
MP25	Physical Abuse of an Official	9.6 (b, c)
MP29	Spitting	9.7
MP38	Fighting – Ring or Tape on Hand(s)	6.7 (e)
MP40	Attempt to Injure	6.1
MP41	Deliberate Injury	6.1
MP42	Butt Ending	8.1
MP43	Grabbing Face Mask / Helmet / Chin Strap	6.1 (d)
MP44	Hair Pulling	6.1 (d)
MP45	Kicking	6.1 (c)
MP46	Spearing	8.5
MP47	Head Butting	6.1 (b)
MP48	Kneeing	6.6
MP52	Checking from Behind	6.4
MP57	Boarding	6.2
MP58	Body Checking	6.2
MP59	Charging	6.3
MP71	Head Contact	
	1 <sup>st</sup> Offense	6.5 (d, e)
	2 <sup>nd</sup> Offense	6.5 (d, e)
MP99	Any other MP not listed in regular time, in overtime, or at the conclusion of the game and prior to the player or team official entering their dressing room	4.6(c)

\* GM33 – Coaches' penalty will be noted on the front and back of the game sheet of the Officials' copy only. Penalty to coach is automatic as a result of player receiving GM33, coach not to be ejected as a result of this penalty being assessed

Suspension List**Pre or Post Game Altercations**

PG102	Any player involved where Major and Game Misconducts are assessed	2 Games
	Coach of team whose players are so penalized	Indefinite*
	Any team involved in a pre or post game brawl	Indefinite*

**Accumulation Sanctions**

AS83	Any player receiving 2 Majors in the same season for any infractions under rule 6.2, 6.3, 6.4, 6.5, 6.6, 7.4, 8.2 and/or 8.4.	2 Games
AS84	Any player receiving 3 majors in the same season for any infractions under rule 6.2, 6.3, 6.4, 6.5, 6.6, 7.4, 8.2 and/or 8.4	4 Games
AS85	Any player receiving 4 majors in the same season for any infractions under rule 6.2, 6.3, 6.4, 6.5, 6.6, 7.4, 8.2 and/or 8.4	Indefinite*
AS86	A player accumulating 2 Match Penalties under 6.1, 6.2, 6.3 in the same season	OMHA Minimum Suspension plus 2 Games
AS87	A player accumulating 2 Match Penalties under 6.4, 6.5 in the same season	OMHA Minimum Suspension plus 4 Games
AS88	A player accumulating 3 Match Penalties under 6.1, 6.2, 6.3, 6.4, 6.5 and/or 9.6 in the same season	Indefinite*
AS96	Any player who receives 2 Game or Gross Misconducts under rule 9.2 in the same season	4 Games
AS97	Any player who receives 3 Game or Gross Misconducts under rule 9.2 in the same season	Indefinite*

**Team Officials Accumulation Sanctions**

		<b>Suspension</b>
AS103	Any team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infractions	1 Game
AS104	For a 2 <sup>nd</sup> violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infractions	3 Games
AS105	For a 3 <sup>rd</sup> violation of a team receiving a combination equaling 3 major penalties in the same game from a major penalty, match penalty or fighting infractions	Indefinite*
AS 106	Any coach who receives 2 Game or Gross Misconducts under rule 9.2 in the same season	4 games
AS 107	Any coach who receives 3 Game or Gross Misconducts under rule 9.2 in the same season	Indefinite*

\*All Indefinite Suspensions are pending subject to a hearing



## APPENDIX H – OMHA COMPLAINT FORM

See: OMHA website (<http://www.omha.net>) at:

[http://assets.nqin.com/attachments/document/0043/6241/Complaint\\_Form\\_OMHA.pdf](http://assets.nqin.com/attachments/document/0043/6241/Complaint_Form_OMHA.pdf)

### ONTARIO MINOR HOCKEY ASSOCIATION COMPLAINT FORM



**Please note the following:**

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
- Definitions are provided in Appendix A.
- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity.
- The OMHA cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint. By completing the form, you agree that the OMHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed in accordance with the Code of Conduct Policies and Procedures.
- Fax or email completed form to 905-780-0344 or [omha@omha.net](mailto:omha@omha.net)

**Please complete the following:**

1. Person making the complaint: ☐ Player ☐ Parent ☐ Volunteer ☐ Official ☐ Employee

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

2. Person on whose behalf the complaint is made: (to be completed if different from above)

First Name		Last Name	
Birth Date (day / month / year)			

3. Name of person(s) against whom you are complaining:

First Name		Last Name	
Title/Role		Name of Association	
First Name		Last Name	
Title/Role		Name of Association	

4. When did the incident(s) occur? (date):





## ONTARIO MINOR HOCKEY ASSOCIATION COMPLAINT FORM



5. Please check the ground(s) that best describes your complaint:

A. ☐ Harassment (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
----------------------------------	-----------------------------------	-----------------------------------

Based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability	<input type="checkbox"/> Colour
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Sex
<input type="checkbox"/> Marital status	<input type="checkbox"/> Family status	<input type="checkbox"/> Pardoned conviction	

B. ☐ Abuse (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
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Please note:

If this matter has been reported to the Police or Child Protection Authorities, the OMHA may through its fact finding process determine that a suspension of the alleged offender is warranted, until such time as the Police and/or Authorities have concluded their investigation, after which a final determination will be made.

C. ☐ Bullying (refer to Appendix A)

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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D. ☐ Misconduct (refer to Appendix A)

Please note:

Complaints of misconduct will generally be directed to the Local Association for formal or informal resolution according to that organization's constitution or policies.





ONTARIO MINOR HOCKEY ASSOCIATION  
COMPLAINT FORM



6. **Particulars:** Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than 2 pages. You may attach any additional documents as necessary.

1. Date incident(s) happened.
2. Where did the incident(s) happen?
3. Who was involved (Name and title/role)?
4. What happened?
5. How were you treated differently from others (if at all)?
6. How do the incident(s) relate to the ground(s) you selected?
7. Remedy/Resolutions you are seeking

Day/Month/Year

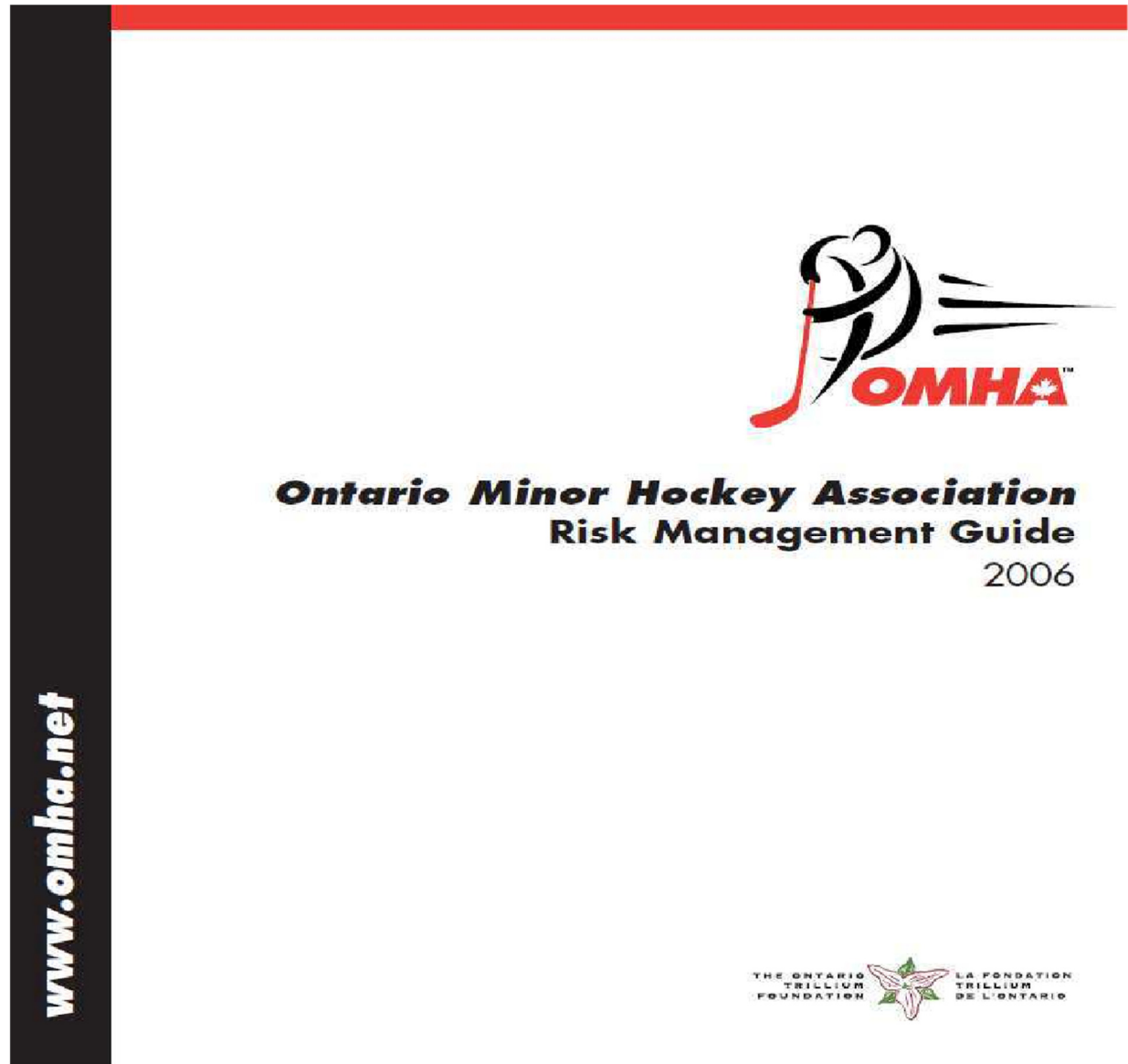
Signature of Complainant



## APPENDIX I – OMHA RISK MANAGEMENT GUIDE

See: document at OMHA website (<http://www.omha.net>) at:

[http://assets.ngin.com/attachments/document/0043/6243/risk\\_management\\_guide.pdf](http://assets.ngin.com/attachments/document/0043/6243/risk_management_guide.pdf)





## APPENDIX J – HOCKEY CANADA HAZING AWARENESS POLICY

See: document at OMHA website (<http://www.omha.net>) at:

[http://assets.ngin.com/attachments/document/0062/4358/hazing\\_Awareness.pdf](http://assets.ngin.com/attachments/document/0062/4358/hazing_Awareness.pdf)



### HOCKEY CANADA INFORMATION BULLETIN D'INFORMATION

Bulletin No.:

To / Destinataires : HC Directors  
Branch Presidents  
Branch Executive Directors  
Council Chairs  
RIC's  
Life Patrons  
Hockey Canada Staff

Date: September 12, 2014

File / Dossier:

From / Expéditeur : Todd Jackson – Senior Manager, Insurance and Membership Services

SUBJECT / OBJET : IMPORTANT MESSAGE REGARDING HAZING

As we move into the 2014-2015 hockey season Hockey Canada would like to take this opportunity to emphasize the current regulation that exists with respect to hazing. Hockey Canada takes hazing very seriously and urges all team staff and those involved with teams across Canada to implement strict policies against hazing regardless of the level of hockey you are involved with.

The Hockey Canada policy currently defines hazing as *“an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”*. Regulation O4 reads as follows:

A player, team official, executive member, team, club, association, or any other Hockey Canada Registered Participant found, by an investigative process, to have condoned, initiated or, to the detriment of another, participated in hazing actions or behaviours shall be subject to discipline up to and including expulsion from Hockey Canada registered programs.



Discipline must relate to the degree of severity of the incident(s).

- a) Any party failing to cooperate with the fact finding process may be subject to suspension as determined by the Branch.
- b) All discipline decisions related to hazing must be approved by the Branch.
- c) All hazing matters involving Hockey Canada High Performance programs will be dealt with by the Hockey Canada Board of Directors.

Hockey Canada urges all those involved to educate and create awareness around the negative consequences of hazing and to help create a positive environment for all Hockey Canada registered participants in the 14-15 season.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Jackson".

Todd Jackson  
Senior Manager, Insurance and Membership Services  
Hockey Canada