

# Almaguin Minor Hockey Association

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## *Rules of Operation*

*2009/2010*

*The purpose of these rules is to promote, encourage and supervise hockey for all youths in the Almaguin Area.*

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*Safety and fair play, on and off the ice, are critical to the success of the hockey program.*

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## **CODE OF CONDUCT AND ETHICS**

### **ALL MEMBERS OF THE BOARD:**

**PURPOSE:** To establish and maintain standards for members of the association and to inform members of the public using the services of the association. The standards are comprised of, but not limited from the following principles;

- 1) Members must endeavor to respect the rights, dignity and worth of every human being and endeavor to treat everyone equally within the context of their activity.
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 3) Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of its players.
- 4) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 6) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- 7) Members are expected to consistently display high personal standards both professionally and personally.
- 8) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 9) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience and abilities.
- 10) Members should not display affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.
- 11) Board members may not be affiliated in an organizational (ie; member of another board) role of any other Hockey Association while sitting on or being elected to the AMHA board.
- 12) Always respect the “24 hour rule” – see section - when approaching parents, players or team officials and do not act in the “heat of the moment”. Any failure to do this leading to inappropriate behavior in front of parents or children will result in an immediate suspension from the board position. This may be appealed by the individual and reviewed by the disciplinary committee

## COACHES AND TEAM OFFICIALS

All Team Officials shall;

- 1) Always respect the “24 hour rule” – see section - when approaching parents, players or AMHA board members and do not act in the “heat of the moment”. Any failure to do this leading to inappropriate behavior in front of parents or children will result in an immediate suspension of the position. This may be appealed by the individual and reviewed by the disciplinary committee.
- 2) Recognize individual differences in athletes and always think of the athlete’s long term interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players
- 3) Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements, which no one should evade or break.
- 4) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- 5) Under no circumstances must a coach or member of the coaching staff be under the influence of alcohol or drugs. This holds true for tournaments and away games.
- 6) Be honest and consistent with athletes. They appreciate knowing where they stand.
- 7) Be prepared to interact in a positive manner with administrators, league officials and parents.
- 8) Be responsible people who are flexible and willing to continually learn and develop.
- 10) Encourage athletes to be fit all year, every year and not just for the season.
- 11) Follow the advice of a physician when determining when an injured player is ready to play again.
- 12) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.
- 13) Be respectful, listen and hear when dealing with complaints from parents or players. Keep in mind they may have a more limited understanding and they have a large emotional commitment involved. Be sure you allow them the opportunity to air their concerns.
- 14) If coaching your own child you must be sure to never give opportunity to allow a culture where favoritism of that child is allowed or perceived. As a coach you must leave your relationship to that child”. Any undue allowances for that player are strongly discouraged.

15) No coach/assistant coach/trainer or Manager shall be on the bench of any team unless properly carded. I.e.: An acting head coach of a team must have a coaching certificate and have attended the proper training and clinical sessions.

## **PARENTS CODE**

- 1) Do not force an unwilling child to participate in sports.
- 2) Remember children are involved in organized sports for their enjoyment, not yours.
- 3) Encourage your child always to play by the rules
- 4) Teach your child that honest efforts is more important than victory so that the result of each game is accepted without undue disappointment.
- 5) Turn defeat to victory by helping your child works toward skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- 6) Parents will not present at games or practices under the influence of alcohol or drugs. This is true for tournaments and away games.
- 7) Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team. NEVER cheer when a player is hurt on the ice.
- 8) Do not publicly question the officials' judgment and never their honesty.
- 9) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- 10) Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child. Do not confuse your child by disagreeing with a coach's request of them.
- 11) Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not appropriate.
- 12) Always respect the "24 hour rule" – see section - when approaching parents, players or AMHA board members and do not act in the "heat of the moment". Any failure to do this leading to inappropriate behavior in front of other parents or children will result in immediate expulsion from our arenas. This may be appealed by the individual and brought before the disciplinary committee.

## **PLAYER'S CODE**

- 1) Play for the 'fun of it', not just to please our parents or coach.
- 2) Play by the rules
- 3) Never argue with the official's decision. Let your captain or coach ask any necessary questions.
- 4) Control your temper 'No MOUTHING OFF', breaking sticks, throwing gloves or other equipment. There is Zero tolerance of any profane language directed at Coaching staff or officials.
- 5) Work equally hard for yourself and your team, your team's performance will benefit and so will your own.
- 6) Be a good sport. Cheer all good plays, whether our teams or your opponents.
- 7) Treat all players as you yourself would like to be treated. Don't interfere with, engage in bullying or take unfair advantage of any player.
- 8) Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- 9) Co-operate with your coach, teammates and opponents, for without them, you don't have a game.
- 10) Remember that you are representing yourself your parents, your team and AMHA at all times, to and from the arena.
- 11) Players may not drive any other player to a practice or game unless an adult is present in the car with them. They may drive themselves alone.

## **SPECTATORS CODE**

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

## REFEREE CODE OF CONDUCT

- 1) I will do my best to be a good sport at all times. I will never condone, permit, defend or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
- 2) I will enforce the rules of the game and officiate with integrity at all times.
- 3) I will communicate with players and team officials honestly, generously, and fairly.
- 4) I will address and/or report any on-ice safety issues that might endanger the participants.
- 5) I will work to improve my skills as required.
- 6) I will act as a responsible person in all capacities both on and off the ice
- 7) I will be respectful of the responsibility bestowed upon me
- 8) I will respect all authority my position requires
- 9) I will not make any verbal comments or physical gestures about or toward anyone that could be considered offensive, derogatory or abusive
- 10) I will not engage in any action that might be considered to be verbally or physically abusive or outside the grounds of fair play initiatives incited by Hockey Canada.

## COACHING STAFF AND TEAM OFFICIALS

The following requirements are applicable to both House League and Representative team Coaches and Team Officials.

All coaching staff will be required to fill out a coaching application to be submitted to the AMHA Executive member responsible. The selection of coaches is the responsibility of the Executive.

Coaches are responsible for the conduct on and off the ice of the team they have been assigned. This includes behavior and conduct of your team at all times at OMHA sanctioned tournaments and exhibition games and includes conduct and behavior at the rink and away from the rink during the time period of the tournament. Coaches are urged to make this clear to parents and request a signed agreement (sample copy attached) from players and parents regarding this understanding. Coaches may request players and parents to leave any game our tournament if behavior is not acceptable. As a head coach, you, your staff and team represent the AMHA and it's reputation, therefore you are expected to do the best job possible to maintain good standing in our community and leagues we belong to.

Managers are responsible, during a game, for the conduct of any player not on the ice. This includes injured, suspended players as well as players leaving the ice. Managers should assess the situation and make a decision regarding where the player will be for the remainder of the game if expelled from a game for unacceptable conduct on the ice.

Coaching staff and teams will also abide by the code of conduct of the OMHA. Coaches are to make sure the team receives the highest quality of training possible for the level of the age group they are coaching. If the league feels that this is not being achieved, the league has the right to terminate the coach's position and fill it with someone capable of doing the job.

Coaches should try and deal with any internal problems on their own team before involving the Executive. If not possible Coaches should approach the Director of Coaches or VP of Travel.

The selection of the rest of the coaching staff is the job of the Head Coach. This, unless in obvious situations should be left until the team has been selected.

The coaching staff will be instructed to be the first in the dressing room and the last to leave. Two staff will be present at all times.

Coaches will be required to attend a monthly Coach/Manager meeting and are encouraged to have the manager attend as well.

Coaches will not publicly post stats for games. This is to discourage any focus on individual play and encourage fair team play.

All team officials (Rep and House league) will have the OMHA required courses before becoming involved with the team. This includes PRS for all, Coaching Certificates and Trainer Certificates.

## **TEAM COMPOSITION**

House league team numbers will vary, depending on registration totals each year.

Representative teams will be required to roster no less than twelve skaters and one or two goalies, for each game played. If necessary, A.P. players should be used. A.P. players should be used as often as possible to give them some experience and help make the league stronger.

Representative Tryouts: Interested players must attend tryout session as scheduled.

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

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

The responsibility of choosing the team is that of the Head Coach, with encouragement to use the assistance of others. Coaches are encouraged to secure help from impartial evaluators at the time of tryouts. Ultimately the decision rests with the Head Coach. Player movement including the A.P. players is also the responsibility of the same. Coaches will be encouraged to pick the players who will give them the strongest team.

## **ICE TIME**

At the house league level, ice time shall be equal to all participants.

At the rep level, ice time is and will be a subjective evaluation issue based on the decision of coaching staff.

The Executive shall expect the coaching staff to have a meeting before the season begins to explain their philosophy regarding ice time and other issues regarding the team's operation.

## **HARASSMENT AND ABUSE**

The OMHA Harassment and Abuse Committee does not consider ice time an issue. All H & A complaints will be documented on the proper forms and sent to Ben Craig, Director, Prevention Services, OMHA.

If there is any perceived conflict of interest in H & A issues, any Executive members involved will be instructed to step down.

## **SUSPENSIONS**

Coaches will be instructed to get approval from the Executive before initiation a suspension to any player. The suspension shall be in writing and shall outline the reason, effective date, and length of the suspension. This notice shall be delivered in person by the coach or Executive member. An appeal may be made to the Disciplinary committee to be reviewed. The suspension will stand until such time.



The Coaching Director has the authority to suspend any coach if complaints are made regarding their conduct and disregard of the above noted code of conduct. A coach may be suspended due to such complaints and has the right to appeal in writing and explain their actions. This will be reviewed by the disciplinary committee and the Coaching Director and Board members will stand behind the ruling made at that time. The suspension will stand until such time.

A parent or spectator may be banned from our local arenas if the above noted code of conduct is not adhered to. This will be handed out by the appropriate board official. The member has the right to appeal this suspension in writing to the Disciplinary committee to be reviewed. The suspension will stand until such time. There is a zero tolerance policy regarding failure to follow the code of conduct listed.

## **24 HOUR RULE**

Parents or Guardians shall wait 24 hours before lodging a complaint to the coaching staff or Executive. Complaints should be directed to the head coach (unless that person has put another procedure for this in place,) or house league convener, then if not able to be settled amicably, to the AMHA Executive representative appropriate for the case.

Coaches and Board members are also required to wait the 24 hour period before addressing potentially heated emotional situations. This includes speaking to parents, players, conveners or board members, after that time period complaints should be directed through the proper channels.

## **COMPLAINTS PROCEEDURES**

Each Rep Team Coach will establish and communicate a procedure for handling parent/player complaints to their team at the beginning of the year. (ie: 24 hour cool down, request to meet made to Manager, meeting with coach, or coaching staff as necessary) If the situation is not resolved satisfactorily the Parent requests, through the manager, to speak with the VP of Travel Teams for the situation to be reviewed. If this fails to be satisfactory a complaint may be lodged through the Director of travel teams to the Disciplinary committee at which time the situation will be assessed and reviewed.

Each House League Convener will make members of that group aware of the procedure for filing complaints as follows: mandatory 24 hour cool down period, complaint filed (serious complaints in writing) to House League convener who will assess and handle the situation, if possible. If further assessment is necessary the House League Convener will approach the Vice President of House League or Coach Coordinator, or Referee in Chief for recommendations depending on the situation. If suspensions are given appeals to these suspensions may be made in writing to the Disciplinary committee either through the Convener, Coach Coordinator or VP of House League.

## **ON-ICE TEAM OFFICIALS**

Any person not insured by the AMHA will not be allowed on the ice or bench during games or practices. To be insured you must be on a roster within OMHA. This requires proper certification of each individual. All on ice coaching staff are required to wear helmets. Referees are assigned by the referee director and that person should be notified of all changes and is the only person to contact the referee in chief. It is recommended that each team review their schedules and contact the scheduler to report any anomalies.

## **OFF- ICE TEAM OFFICIALS**

Rep team gate people and timekeepers are the coaching staffs responsibility unless specified by the AMHA OMHA or the arena management. House league timekeepers are the responsibility of the home team coaching staff unless specified by the arena management. Time keepers for rep games should be qualified people that have experience necessary to do the job properly. AMHA encourages parents and family members of players to learn to time keep and do so for the regular season. AMHA will pay for rep team timekeepers during play downs as family members are not permitted for these games.

## **EQUIPMENT**

All sweaters are the property of the AMHA and will be given to the coaches of each team at the beginning of the season and collected at the end of each season. All sweaters will be the responsibility of the coaching staff of each team. Sweaters are to be washed and hung on hangers when turned back in to the equipment director at the end of the season. Teams are required to collect game sweaters after every game. Sweaters should not be the responsibility of the player.

Sweaters that are missing or damaged other than normal wear and tear will be at the expense of the person responsible.

Goalie equipment (pads, gloves and upper body) will be supplied by the AMHA to any goaltenders that do not have equipment for under Pee Wee level and for House League. Equipment taken will be registered and signed for with deposit by the individual that will be using it. The coaching staff will be responsible for collecting all equipment at the end of the season. Each goaltender is responsible for the care necessary to keep equipment in good condition Any equipment that was neglected or misused by the person signing out the equipment is their responsibility and will be billed accordingly.

## **TOURNAMENTS**

Any team looking at running a tournament must work closely with the league Tournament Convener. All Paperwork must be submitted and other tasks completed at the request of the Tournament Director. All house league teams looking to play in tournaments must be sure every player is on an approved roster before committing to the tournament.

## **SCHEDULING**

Coaches are required to fulfill all schedule obligations set up by the AMHA scheduling director. If the schedule cannot be met, it is the responsibility of the coaching staff of the team to contact the scheduling director. DO NOT contact arena managers or the other centers coaches or managers, unless authorized by the scheduling director.

## **EXHIBITION GAMES AND ICE TIMES**

Rep teams having exhibition games will have to pay for referees and if using more than allotted ice times (2 hours a week) have to pay for that extra time. Extra ice time is only to be booked through the scheduling director.

Extra practice time may be purchased by individual teams but must be booked and confirmed by the scheduling director.

## **OMHA REP**

No Coach or member is allowed to contact any OMHA Rep or the OMHA Head Office. To do this you have to go through the AMHA President or the Leagues OMHA Convener.

## **CASH BOXES**

The manager is responsible for picking up and returning the cash box to the AMHA treasurer as required by the AMHA Executive. The person responsible for the cash box will pay the time

keepers and the Refs if necessary. It is also their responsibility to account for and complete the appropriate paperwork after each game. The Cash box deposits are to be made to the treasurer every month at Coach Manager Meetings.

## **REGISTRATION**

The registration fee will be set annually by the Executive. All boundaries, as defined by the Muskoka-Parry Sound League and the OMHA will be adhered to.

Early Bird Registration will be in effect until May 30<sup>th</sup> of each year with a discounted rate. As of June 1 of any year the rate will return to the normal non discounted rate. Registration may take place at Banquets, by Mail or as of 2010 online. Payment is due September 1<sup>st</sup> of the playing year. All cheques must be post dated for this date and no other. No player shall be allowed on the ice until all registration forms and payment have been completed.

Registration is open at all times with rate remaining the same until December 1 of that year at which time the rate will be prorated dependant on the date.

## **FUNDRAISING REQUIREMENTS**

Each player registering will be obligated to follow fundraising requirements of that year. For example, each registering player may be required to purchase raffle tickets upon registration which can be sold in the fall to recoup the monies spent. There is no opting out of this process.

## **REFUNDS**

Hockey players that receive injuries while playing hockey and cannot play the remainder of the season will receive a rebate of a fair amount, to be determined by the AMHA executive. The same rule should apply even if this injury occurs as a result of a non-hockey event.

If a player quits, a decision will be made by the AMHA executive as to whether or not a refund will be given. Any other circumstances will have to be reviewed by the Executive.

## **PICTURES**

The coaching staff of each team will be responsible for communicating regarding pictures. This will be done in conjunction with Banquets and Pictures director.

## **BANQUETS**

The banquet date is set by the Banquet director of the AMHA. Each coach is responsible for notifying all families that are on their team regarding the date and time of the banquet as well as sharing what is required of them.