

***CONSTITUTION
OF THE
ORLEANS MINOR HOCKEY
ASSOCIATION***

Revised April 2014

Article 1 – Glossary of Terms:

- a) **O.M.H.A.** - *Orleans Minor Hockey Association*
- b) **G.H.A.** - *Gloucester Hockey Association*
- c) **O.D.M.H.L.** - *Ottawa District Minor Hockey League*
- d) **O.D.M.H.A.** - *Ottawa District Minor Hockey Association*
- e) **O.D.H.A.** - *Ottawa District Hockey Association*
- f) **H.C.** - *Hockey Canada*
- g) **Executive** - The duly elected members of the O.M.H.A. representing: President, Vice President, Past President, Treasurer, Secretary, and Directors.
- h) **Directors** -The elected members of the O.M.H.A. who assist in the general operation of the O.M.H.A. and who are each responsible for the direction of their respective division. The Board shall consist of a Director of Hockey Novice and Atom; Director of Pee wee and Bantam; Director of Midget and Juvenile; Director of Competitive Hockey; Director of Risk and Safety and Director of Coach Development and Mentoring.
- i) **Board** - *The elected executive and directors.*
- j) **Orleans** - *Orleans as defined by the City of Ottawa and encompassing the boundaries of the K1C Postal Code*
- k) **Fiscal year** - *May 1st to April 30th*
- l) **Player** - A male/female child or youth member of an O.M.H.A. hockey team.
Note: any documentation herein should be gender neutral.

Article 2 – Name and Identification:

- a) This association shall be known as the Orleans Minor Hockey Association hereafter referred to as the O.M.H.A.
- b) The O.M.H.A. shall have jurisdiction to govern and administer minor hockey within Orleans as set forth by the G.H.A.
- c) As per the Gloucester/Orleans Rep B Integration agreement (Est. 2010), The O.M.H.A shall have jurisdiction to govern and administer all GO Blues Minor Rep B teams.

Article 3 – Affiliation :

- a) The O.M.H.A. by virtue of its affiliation with the GHA and the Ottawa District Hockey Association and the Ottawa District Minor Hockey Association is a member of Hockey Canada, the governing body of amateur hockey in Canada. The O.M.H.A. shall abide by the Constitution, Rules and Regulations of the O.D.M.H.A., the O.D.H.A., and Hockey Canada.
- b) The O.M.H.A. holds one voting position on the board of the G.H.A. This position is generally filled by the President or Vice President of the O.M.H.A., or designated O.M.H.A. Board member. This position is entitled to two votes.

Article 4 – Aims and Objectives:

To foster, encourage and improve all aspects of organized minor hockey in Orleans by:

- a) Organizing and financing minor hockey through registration fees, sponsors, grants, Atom Tournament, etc.
- b) Teaching basic fundamentals of hockey skill development as defined by Hockey Canada.
- c) Teaching basic fundamentals of hockey coaching as promoted by Hockey Canada and the OMHA Coach Mentoring Program.
- d) Providing enjoyment, recreation and competition through organized programs and activities within designated levels, which give due consideration to the individual's capabilities.
- e) Teaching fair play and sportsmanship.
- f) Exercising general supervision and direction over players, teams, officials and members of the O.M.H.A. executive.

Article 5 – Membership:

- a) Membership in the O.M.H.A. is open to all residents of Orleans as designated by the G.H.A. within the City of Ottawa.
- b) A member shall be defined as any parent or guardian of a registered O.M.H.A. player, member of the board, team official or any person taking an approved and active part in the affairs and/or operation of the O.M.H.A. during the fiscal year.
- c) Residents living beyond the geographic boundaries of Orleans may be members of the O.M.H.A. and serve in a coaching, executive or other official capacity provided such is approved by the Board of Directors here after defined.
- d) No player from outside the geographic boundaries of Orleans may play hockey for Orleans unless such has been approved in accordance with Rules and regulations of the G.H.A.
- e) Members shall at all times abide by the Constitution, By-law Rules, Duties and Regulations of the O.M.H.A.

Article 6– The Executive and Directors:

- a) The business and affairs of the O.M.H.A. shall be conducted by the executive, who shall act in accordance with this constitution, By-laws, and Rules and Regulations.
- b) The executive of the O.M.H.A. shall consist of:
 - i) The President
 - ii) The Vice President
 - iii) The Secretary
 - iv) The Treasurer
 - v) The Immediate Past President
 - vi) The Director of Competitive Hockey
 - vii) The Director of Hockey for Novice and Atom Divisions
 - viii) The Director of Hockey for Peewee and Bantam Divisions
 - ix) The Director of Hockey for Midget and Juvenile Divisions
 - x) Director of Mentorship/Training.
 - xi) The Director of Risk and Safety
- c) The O.M.H.A. executive shall be elected at the Annual General Meeting, by the members of the Association. Each elected position shall be for a period of two years. In order to preserve the continuity, enhance the efficiency and general operation of the O.M.H.A.

- i) The President and Secretary and the Directors for: Competitive Hockey, Director of Hockey for Novice and Atom Divisions and the Director of Risk and Safety shall be elected every odd year.
 - ii) The Vice President, Treasurer, Director for Peewee and Bantam; Director for Midget and Juvenile Divisions and Director of Mentorship/Training shall be elected every even year.
- (1) Note: To be eligible for President of the O.M.H.A. the candidate must be a member in good standing of the current Executive, or have previous experience on the O.M.H.A. Executive.
- d) Should one of the elected positions become vacant during the term, the remaining executive shall appoint a replacement at the earliest opportunity to occupy the position until the next Annual General Meeting.
 - e) The executive at their first meeting shall appoint the following non-voting positions:
 - i) The Registrar
 - ii) Co-Registrar
 - iii) IP Convenor
 - iv) Coordinator of Ice Scheduling
 - v) Equipment Manager
 - vi) The GHA Bantam and Atom Convenors
 - vii) The Coordinator of the O.M.H.A. Atom Tournament
 - viii) Other positions which from time to time as deemed necessary by the executive.

Note: To be elected as an Executive member or as a Director for the OMHA board, the member has to be in good standing.

A member in Good Standing is someone who is not in financial arrears to the OMHA, or is not serving under suspension or on probation, or other severe matters as determined by the Executive.

Note: The above appointments can be voting positions at the discretion of the executive with a 2/3 (67%) majority vote.

Article 7 – Meetings:

- a) The annual general meeting of the O.M.H.A. shall be held not later than April 30th each year. Its purpose shall be to review the activities of the past year, to carry out elections, and to consider amendments to the O.M.H.A. constitution for the purpose of improving the operation of the O.M.H.A. for the coming year.

- b) The agenda for the Annual General Meeting must include the following items:
- 1) Call to Order
 - 2) Adoption of Minutes from previous AGM
 - 3) Business Arising from Minutes
 - 4) Proposed Constitutional Amendments
 - 5) Executive Reports: Written reports are to be submitted to the President and brief verbal reports may be presented to the membership.
 - President
 - Vice President
 - Director Hockey Initiation Program/Novice
 - Director Atom/Peewee
 - Director Bantam/Midget/Juvenile
 - Director of Competitive Hockey
 - Treasurer
 - Any other reports as required and deemed necessary by the President
 - 6) Presentation by candidates for Executive Positions
 - 7) Elections
 - 8) New Business and introduction of the new O.M.H.A. executive board.
 - 9) President's Remarks
 - 10) Adjournment
- c) The Annual General Meeting shall be open to all residents of Orleans and members of the O.M.H.A.
- d) There shall be allowed one vote per registered player, to a maximum of two votes per household/family unit on any constitutional amendments and elections as part of the Annual General Meeting.
- i) The Board of Directors of the current season
 - ii) Registered hockey players of the current season who are 18 years or older
 - iii) One parent, or guardian, for each registered hockey player of the current season
 - iv) Registered Team Officials from the current season who are not parents of guardians of a registered player.
 - v) No one member shall have more than one vote for each item requiring a vote
- e) Members must be physically present at the meeting to exercise their right to vote. No proxy voting shall be permitted.
- f) Meetings of the executive and the Annual General Meeting shall be chaired by the President or in his absence by the Vice President. The chair shall vote on matters only in case of a tie or on matters relating to rules and regulations.

- g) The Executive shall meet on a regular basis at the call of the President, under the following rules of procedure:
- i) A quorum shall consist of 50%+1 board members present.
 - ii) A monthly meeting shall be held throughout the fiscal year.
 - iii) Notice of meetings and a call for agenda items will be provided verbally or in writing, at the discretion of the secretary.
 - iv) Emergency meetings may be called at any time providing a quorum exists.
 - v) If the President fails to call a Special Meeting of the Board within 48 hours after having been requested to do so by two or more members of the executive, a meeting may be called and chaired by an executive member. Such a meeting, subject to the rule of quorum, shall be legal and constitutional.
 - vi) General meetings may be called by the President when necessary to deal with incidents of importance affecting the Bylaws and/or the operation of the O.M.H.A. Constitution.

- h) Coordination of elections at the AGM:
 - i) For the purpose of the annual elections held at the AGM, an independent non-voting person, not currently on the Board or running for office, shall be appointed by the executive, to manage the election proceedings, including the acceptance of nominations, supervision of the elections, counting and reporting the ballot results and reporting any irregularities observed. An independent scrutinizer must also be present for the counting of the ballots.
 - ii) The method of voting on issues other than elections at the Annual General Meeting shall be at the discretion of the President: it may be by voice, by show of hands or by secret ballot. Where, however, a division by voice or show of hands is challenged by members at the Annual General Meeting, voting shall be done by secret ballot to be issued to the members on the basis of one vote for each registered person present, to a maximum of two votes per household/family unit.
- i) Voting at all meetings:
 - i) The Executive members shall each be entitled to one vote at Annual General Meetings, Special General Meetings and Executive Meetings
- j) Rules governing conduct of all meetings:
 - i) All OMHA Annual General Meetings, Special General Meetings and Executive Meetings shall be governed by Robert's Rules of Order where not consistent with the existing Constitution and By-Laws. The responsibility for the interpretation of the rules rests with the OMHA secretary.

Article 8 – Amendments to the O.M.H.A Constitution:

- a) The Constitution of the O.M.H.A. shall not be amended except at an Annual General Meeting. Notice of an amendment proposal to the Constitution shall be given in writing to the Secretary at least thirty days prior to the Annual General Meeting.
- b) To be adopted, all proposed amendments to the Constitution shall require two-thirds majority of all those members present and voting at the Annual General Meeting. Sub amendments which do not change the intent of the original amendment shall be entertained and voted upon.

Article 9 – By-Laws, Rules, Duties and Regulations:

- a) The O.M.H.A. may at the Annual General Meeting, by a two-thirds majority of those members present and voting, establish By-Laws governing the conduct of meetings, voting, elections, duties of the executive and without being limited by the foregoing, By-Laws concerning such constitutional matters as properly fall within the jurisdiction of the O.M.H.A.
- b) The O.M.H.A. Executive may at any of its meetings, by a quorum, establish, amend or repeal By-Laws, Rules, Duties and Regulations governing the Board and, without being limited by the foregoing, and other such matters as properly fall within the jurisdiction of the executive.
- c) The O.M.H.A. Board may at any of its meetings, by a quorum, establish, amend or repeal, Rules, Duties and regulations regarding the operation of the O.M.H.A.

Article 10 – Finances:

O.M.H.A. funds shall be obtained through registration fees, sponsorships, or any other funds that may become available to minor hockey associations. All monies shall be treated in accordance with O.M.H.A. By-Laws.

- a) Financial period of the O.M.H.A.
 - i) The fiscal period of the Association will be for a period covering the annual hockey season and will allow for the timely reporting of its results to the members of the Association. The fiscal period will be from May 1 to April 30.
- b) Preparation of the annual budget:
 - i) At its first meeting after the Annual General meeting, the Executive Committee will adopt a budget providing for the revenues and expenses of the Association for the upcoming fiscal year, consistent with By-Law 3e vi).
- c) Management of the budget:
 - i) The Treasurer will ensure that all expenditures of the O.M.H.A. are within the authorized budget.
 - ii) Any expenditure in excess of the itemized budget so adopted must be approved on a temporary basis jointly by the Treasurer and President who, in turn, must report the matter to the next meeting of the Executive Committee.
 - iii) A comprehensive financial review of the OMHA shall be carried out every four years following the spring 2003 Annual General Meeting, namely in the years, 2007/2011/2015/2019.

- d) Auditor:
 - i) Following the 2003 Annual General meeting and annually thereafter, the Executive will nominate an independent accountant to review at the direction of the Executive, the financial accounts of the O.M.H.A., subject to approval by the membership at the next Annual General Meeting.
 - ii) The independent auditor must hold a professional accounting designation that is recognized in the Province of Ontario and who is experienced with accounting and auditing practices for non-profit associations.

- e) Certification of Auditor reports:
 - i) The auditor shall state explicitly whether, in the opinion of the latter, the financial statements referred to therein present fairly, in conformity with generally accepted accounting principles, the financial position of the OMHA and the results of its operations for the period under review, and, wherever possible, make recommendations for improved procedures for the next year.

- f) Special reviews and studies:
 - i) The Executive, at any time, may request special performance studies and reviews by qualified individuals, agencies and/or committees to assess the economy, efficiency and effectiveness of specific programs and activities.

- g) Conflict of interest:
 - i) No member of the OMHA, nor a representative, nor a relative of a member of the Board may act as an auditor of the OMHA

- h) Any proposed expenditures beyond GHA ,ODMA,ODMHA and Hockey Canada fees (ice time, referee and insurances fees) in excess of \$5,000 is subjected to a competitive bid process that details the elements of the services required and a minimum of three suitable proposal. No proposals will be considered or valid if there is any conflict of interest by a member of the OMHA Board.

Article 11 – Family Registration Plan:

A family registration plan shall exist. The purpose of this plan is to aid families with registration costs. The plan shall be implemented through By-Law 11 of the OMHA

Article 12 – O.M.H.A Crest & Logo :

- a. The O.M.H.A. crest is the officially adopted crest of the O.M.H.A. and is a registered Trade Mark having been registered as such with Consumer and Corporate Affairs Canada. Use of this crest is exclusive to the O.M.H.A. in all endeavours including wares and merchandising. Use of this crest by any agency or business other than the O.M.H.A. is not permitted except with prior authorization in writing by the O.M.H.A. executive. The terms of such use shall be for a specific instance and duration. An automatic renewal of the Trade Mark crest is in place.

Application Filing Date: 26 March 1984

Application Number: 519153

Registration Date: 22 November 1985

Registration Number: TMA 308575

b. **Description**

- i) The crest is described as a red maple leaf with a white trim. The word “ORLEANS” in capital letters, is printed across the lower portion, centred, and curving downwards at each end, in royal blue on a white background and boxed with royal blue trim. The upper portion shows two hockey sticks, centred and crossed with the blades facing outwards; they are coloured white with the tops tipped in blue. A puck, shown in relief, lies off the heel of each hockey stick, coloured blue on top with white on the bottom. The letters “OMHA” and “AHMO”, in capital letters and coloured white, are displayed respectfully, to the left and right, at the intersection of the sticks.
- ii) The crest is displayed as such on the shoulders of both our blue team sweaters and our white home team conflict sweaters.
- iii) The OMHA logo is a roadrunner wearing a helmet and hockey gloves, carrying a hockey stick, and in front of a maple leaf with the word “Rush” on it.
- iv) The logo is displayed as such on the front of both our blue team sweaters and our white home team conflict sweaters.

Article 13 – (AGM, April 25, 2001)

O.M.H.A. Colours

- a) House League Teams
- i) The O.M.H.A. Home sweater colour is white (similar in colour to the NHL team New York Rangers) with royal blue and red trim. The bottom

of the sweater has a blue-red-blue band as does each arm, between the shoulder and elbow area. The O.M.H.A. crest is displayed on the shoulders of the sweater; the O.M.H.A. logo is displayed on the front of the sweater; player and sponsor names are displayed on back of the sweater.

- ii) The O.M.H.A. Away sweater colour is royal blue (similar in colour to the NHL team New York Rangers) with white and red trim. The bottom of the sweater has a white-red-white band as does each arm, between the shoulder and elbow area. The O.M.H.A. crest is displayed on the shoulders of the sweater; the O.M.H.A. logo is displayed on the front of the sweater; player and sponsor names are displayed on back of the sweater.
- iii) Hockey socks are royal blue, red and white, and can have the OMHA logo on the front
- iv) Short pants Black in colour.
- v) Helmet and gloves should be Black

Notwithstanding the foregoing, all O.M.H.A. House League teams are required to abide by the minimum standards as set out in clause (i).

No other type jerseys (i.e. third jerseys), in whole or in part, other than the ones described in Article 13 Clause a) i) shall be permitted to be worn during any exhibition, tournament, regular season and playoff games.

House League teams shall not wear official OMHA game jerseys as defined in Article 13 clause a) i) during team practices.

Article 14 – The Orleans Atom Hockey Tournament:

By direction of and in cooperation with the G.H.A. the O.M.H.A. will host an Atom Hockey Tournament each year. The operation of the Atom Hockey Tournament shall fall under the guidance of the Director of Atom and Peewee, the Treasurer, and the Coordinator of the Atom Tournament All funding of the tournament will be borne by the O.M.H.A.

Article 15 – Discipline:

- a) The O.M.H.A. Board of Directors shall have the power to discipline, suspend or expel a member of the Board, team official or player for:
 - i) flagrant misconduct
 - ii) intoxication or drugs (use or sales)
 - iii) unsportsmanlike or ungentlemanly conduct
 - iv) harassment

- v) other actions deemed to be sufficiently severe on the ice or in any rink where a hockey match is being played or at any meeting/gathering in the interest of the game, for negligence to pay assessments, or persistent infringements of the OMHA, ODMHA, ODHA and Hockey Canada.

 - b) If in the opinion of any one member of:
 - i) The OMHA Executive
 - ii) The Board of Directors
 - iii) Team official

 - c) A player, at a game or practice, who:
 - i) appears to be under the influence of alcohol or drugs (use or sale)
 - ii) shows flagrant misconduct or harassment
 - iii) makes a public display of anger
 - iv) displays other actions deemed sufficiently severe will NOT be permitted on the ice. The player will immediately be suspended from playing hockey by the team official. The team official will contact the parent/guardian of the player and request they pick up their child. If distance prevents the pickup of the player then the player shall be removed from the arena and be restricted to an area/place of accommodation in the custody of a team official and/or parent. The parent/guardian to be informed of the discipline problem by the team official. The OMHA Executive will determine what action, if any, should be taken. A complete report is to be submitted by the team official to the OMHA President and Director of the player's hockey division.
- (OMHA Constitution Article 16 (AGM 1995))

BY-LAWS OF THE O.M.H.A.

These By-Laws are established under the authority of Article 10 of the O.M.H.A. constitution.

By-Law 1 – Powers and Duties of the Executive:

- a) The executive shall have full and ultimate operational control of the affairs of the O.M.H.A. and shall have the power to amend, within the terms of the Constitution, By-Laws, Rules, Duties and Regulations regarding the operation of the O.M.H.A.
- b) The executive shall meet at the call of the President regarding any matter within its jurisdiction. Rules of quorum and voting shall apply.
- c) Unless granted a leave of absence by the Executive, any member of the Executive who is absent from two regularly scheduled consecutive meetings without just cause and without informing the President or the Secretary will have the post declared vacant.
- d) Any O.M.H.A. executive (elected) who holds a coaching position in any competitive league or participates in activities with interests conflicting with those of the O.M.H.A. may be expelled and his office declared vacant by a majority vote by all the executive.
- e) Should a vacancy occur in the executive, an appointment may be made by the executive to fill the position. This requires a majority vote of all the executive.
- f) The executive may reprimand, suspend or expel any non elected member, team official, player, parent or guardian under the jurisdiction of the O.M.H.A. for any conduct, individual or collective, that in the opinion of the executive is either:
 - i) Contrary to the rules and regulations of the O.M.H.A. or the principles they stand for.
 - ii) Contrary to the good sportsmanship or responsible citizenship.
 - iii) Detrimental to the interests of, or is a discredit to, O.M.H.A. and its members
 - iv) A serious or continuing infraction of the playing rules,
 - v) Constitutions, By-Laws, Duties, Rules and Regulations of the O.M.H.A., G.H.A., O.D.M.H.A., O.D.H.A. and H.C.
- g) The executive may readmit, by resolution and majority vote of all of its members, any non elected member, team official, player, parent or guardian, under its jurisdiction, previously suspended or expelled by the O.M.H.A.

- h) Any non-elected member, team official, player, parent or guardian affected by a decision of the OMHA may file an appeal with the President by way of email or registered mail. The President shall call a meeting of the Executive at the earliest opportunity to hear the appeal. The appellant will be notified of the time and location of the meeting by email which is date/time stamped not less than 48 hours before the appeal hearing. The determination of an appeal will be by a majority vote of all the Executive and the results of the appeal will be communicated to the appellant by email or registered mail within 96 hours of the appeal decision.
- i) The executive shall resolve all issues arising from emergencies not provided for in the Constitution, By-Laws, Duties, Rules and Regulations.
- j) Each year the executive shall solicit applications for positions for coach, assistant coach, manager, and request such applications on a prescribed form by June 30th for the competitive levels and August ** for the house league levels.
- k) Non elected non voting members shall be appointed by the executive to assist in the operation of the O.M.H.A. Confirmation of appointments will be by a majority vote of all of the executives. These members shall be deemed Convenors for each respective division of minor hockey.
- l) The executive shall call upon appointed Directors to assist in the operation of the O.M.H.A. Together they shall be known as the Board.
- m) The executive shall determine all or any fees deemed necessary in the operation of the association business.
- n) The executive shall conduct annual registrations for players in accordance with the Constitution of the O.M.H.A., G.H.A. and O.D.H.A.
- o) No elected member of the executive shall act as coach or team official of any team sponsored by the O.M.H.A., unless authorized, on an individual basis by the executive committee on a majority vote.
- p) The Executive may replace any elected member, except the President, who cannot serve in his or her function, for a period exceeding 60 days, for any reason (ie. illness, family matters, or suspension). The replacement may be any member of the Association who is in good standing. The replacement must be agreed upon by the Executive by a majority vote. The replacement shall assume all duties and functions of the elected member until such time as the elected member can return to full duty.
- q) Any person who is under suspension, or on probation, for a serious non-game related infraction that carries over into the 30 day period prior to the AGM, is ineligible to apply for a vacant position in the upcoming AGM elections.

- r) All OMHA Executives will sign the OMHA Executive Code of Conduct, Ethics and Confidentiality.
- s) By a two-thirds majority, to remove from office any member of the Board of Directors, who, by being remiss neglectful of duty or by conduct has tended to impair his usefulness as a member of the board, shall be deemed to have forfeited his position.
- t) Any member of the OMHA Executive who is guilty of breaking the “OMHA Executive Code of Conduct” and is subsequently removed, or who is removed from the Board as per Bylaw 1-S, shall be prohibited from running for any elected position on the OMHA Executive for a period of 4 years.
- u) Under no circumstances shall a member of the OMHA Executive be the spouse, or a family member of any other member of the OMHA Executive. For clarity, an OMHA Executive’s spouse or a family member may be an Association volunteer, subject to meeting the requirements as outlined herein.

By-Law 2 – Powers and Duties of the Board:

- a. The Board shall meet at least once a month to determine, discuss, coordinate and vote on administrative business and operational matters that affect the ongoing functioning of the O.M.H.A. such as:
 - i) The Board will raise and direct all committees.
 - ii) The Board will ensure the supervision and discipline of team officials, players, parents or guardians.
 - iii) The Board will recognize and determine all logistical needs of the O.M.H.A.
 - iv) Board members, Executive members or delegated representatives of the Board attending meetings of the GHA., ODMHA, ODHA, and CHA on behalf of the OMHA shall communicate, in a timely fashion, all relevant information to the OMHA Board..
- b. Upon being elected at the OMHA’s Annual General Meeting (AGM) to an Executive position on the OMHA Board, newly elected Board members must **agree to** complete and sign the OMHA Executive Code of Conduct, Ethics and Confidentiality. **All** Board members must sign the OMHA Executive Code of Conduct, Ethics and Confidentiality at the Board’s first meeting after the AGM.
- c. Persons appointed or elected to a position on the OMHA Board during the year (i.e. prior to or after the AGM) to fill Board vacancies when and as required, must sign the OMHA Executive Code of Conduct, Ethics and Confidentiality prior to attending their first OMHA Board meeting.

By-Law 3 – Duties of the Executive and Directors:

a) *The President.*

- i) The President of the O.M.H.A. shall have the overall responsibility for all matters regarding the O.M.H.A.
- ii) He shall preside at all executive and general meetings.
- iii) He shall not vote except to cast the deciding vote.
- iv) He shall be an ex-officio member of all committees.
- v) He shall exercise the authority of the Association in cases of emergency, subject to ratification by the executive within, within a reasonable period of time.
- vi) He shall be the official spokesperson for the O.M.H.A.
- vii) He shall be one of the two executive members with financial signing authority (the other being the Treasurer).
- viii) He shall sit as a member of the Board of Directors of the G.H.A.

b) *The Vice President*

- i) The Vice President shall sit as a member of the Board of Directors of the G.H.A.
- ii) He shall be an ex-officio member of all O.M.H.A. committees.
- iii) He shall assist the President in his duties.
- iv) He shall assume the duties of the President in his absence at which time he shall have all the rights and powers of the President. When acting as President he shall not vote except to cast a deciding vote.

c) *The Immediate Past President*

- i) The Immediate Past President shall attend all meetings and act in an advisory capacity with the right to vote.
- ii) He may perform the duties of the President in his absence if the Vice President is also absent. When acting as President, he shall have all the rights and powers of the President and shall not vote except to cast a deciding vote.

d) *The Secretary*

The Secretary shall:

- i) Issue notices of all meetings at the request of the President.
- ii) Take and maintain records of proceedings and meeting and see to the publication and distribution of these minutes.
- iii) In consultation with the President, prepare agendas for meetings.
- iv) Prepare correspondence for the President, relating to matters concerning the O.M.H.A.
- v) Serve as a voting member of the Executive.

e) *The Treasurer*

The Treasurer shall:

- i) Receive all monies payable to the O.M.H.A. and deposit same in the bank account of the O.M.H.A. marked "For deposit only to the credit of O.M.H.A."
- ii) Be one of two executives members of the O.M.H.A. with financial signing authority (the other being the President). See to the banking and investing of O.M.H.A. funds as per the direction of the Executive.
- iii) Keep an accurate record of the finances of the O.M.H.A.
- iv) Issue checks in respect to invoices approved by the Executive.
- v) Publish financial statement monthly and present a final report at the Annual General Meeting (AGM) which will include budget forecasts for the new year.
- vi) Serve as a voting member of the Executive.

f) ***The Directors of Hockey***

The Director of Hockey for Novice and Atom divisions, the Director of Hockey for Peewee and Bantam divisions and the Director of Hockey for Midget and Juvenile divisions:

- i) They Shall be responsible to the President for the operation of hockey within their jurisdiction.
- ii) They shall hold regular meetings with their convenors, coaches and managers.
- iii) They shall be ex-officio members of all O.M.H.A. committees.
- iv) They shall be responsible for the well being, overall conduct and discipline of convenors, coaches, officials, players and parents or guardians of their respective divisions.
- v) They shall ensure that a high level of sportsmanship, fair play and skill development is fostered.
- vi) They shall ensure that all their convenors, coaches and officials are made aware of, abide by and operate in the spirit of, the O.M.H.A. Constitution, By-Laws, Rules, Duties and Regulations.
- vii) They shall present potential officials (convenors, coaches, trainers and managers) to the O.M.H.A. Executive for consideration.
- viii) They may perform the duties of the President or Vice President in their absence or if requested.

g) ***The Director of Competitive Hockey***

The Director of Competitive Hockey:

- i) Shall be responsible to the President for overseeing the competitive area of tryouts, the ongoing daily operation and all other matters concerning competitive hockey in the O.M.H.A.
- ii) Shall represent the O.M.H.A. for information purposes, at the O.D.M.H.L. meetings and shall be ex-officio members of all O.M.H.A. committees.

- iii) Shall be responsible for the well being, overall conduct and discipline of coaches, officials, players and parents or guardians at the “B” Competitive level.
- iv) Shall ensure that a high level of sportsmanship, fair play and skill development is fostered and shall ensure that all their convenors, coaches and official are made aware of, abide by and operate in the spirit of, the O.M.H.A. Constitution, By-Laws, Rules, Duties and Regulations.
- v) May perform duties of the President or Vice President in their absence or if requested.

h) ***The Registrar***

- i) The Registrar shall be appointed by the O.M.H.A. Executive at its first meeting.
- ii) The Registrar shall be responsible to the Executive for the registration of all boys and girls who live in Orleans (Gloucester) and wish to play hockey in the O.M.H.A.
- iii) The Registrar shall maintain records and collect fees which shall be given to the Treasurer.
- iv) The Registrar shall sit as member of the Board of the O.M.H.A.

i) ***Coordinator of Ice Scheduling***

- i) The Coordinator of Ice Scheduling shall be appointed by the O.M.H.A. Executive at its first meeting.
- ii) The member shall be responsible to the Executive for the procurement and distribution of all ice for the O.M.H.A.
- iii) The Coordinator of Ice Scheduling shall maintain records and collect fees which shall be given to the Treasurer.
- iv) The Coordinator of Ice Scheduling shall sit as a non-voting member of the Board of the O.M.H.A.

j) ***Equipment Manager***

- i) The Equipment Manager shall be appointed by the O.M.H.A. Executive at its first meeting. The term of office is for one year and shall commence in the spring after all equipment has been returned and inventoried.
- ii) The Equipment Manager shall be responsible to the Executive for the procurement, storage, state of repair, distribution and collection of all O.M.H.A. equipment.
- iii) The Equipment Manager shall maintain records, carry out inventories and collect fees which shall be given to the Treasurer.
- iv) The Equipment Manager shall sit as a non-voting member of the Board of the O.M.H.A.

By-Law 4 – The Convenors:

a) The G.H.A. Atom Convenor

The G.H.A. Atom convenor shall be appointed by the O.M.H.A. Executive at its first meeting. He shall be responsible to the Executive for his conduct in as much as he represents the O.M.H.A. at the G.H.A. level. He shall be responsible to the G.H.A. in carrying out his duties. He shall sit as a member of the G.H.A. Board of Directors and of the Board of the O.M.H.A.

b) The Convenor for the Atom/Hockey School Tournament

The Convenor for the Atom division shall be appointed by the O.M.H.A. Executive at their first meeting. This member shall assist the Director of Atom and the Coordinator of the Atom Hockey Tournament with the organization and operation of the Atom tournament, the details of which are listed in the R.D.&R section.

c) The Division Convenors

The Division Convenors shall be appointed by the O.M.H.A. Executive at their first meeting:

- 1) The Hockey Initiation Program Convenor
- 2) The Novice Convenor
- 3) The Atom Convenor
- 4) The PeeWee Convenor
- 5) The Bantam Convenor
- 6) The Midget/Juvenile Convenor

The Division Convenor shall be responsible to the Director of hockey of his division for all matters of organization, operation and conduct within their division, on an ongoing basis throughout the playing year including evaluations.

By-Law 5 – Team Officials:

- a) Each team shall have a coach, assistant coach, manager and trainer.
- b) A volunteer accepting an appointment as a Team Official shall be listed as a member of the O.M.H.A. and shall abide by the O.M.H.A. Constitution, By-Laws, Rules, Duties, and Regulations.
- c) Appointments of all Team Officials shall be approved by the O.M.H.A. Executive.
- d) Team Officials shall be familiar with all the rules and regulations of the O.M.H.A., G.H.A., O.D.M.H.A, O.D.H.A. and Hockey Canada, and particularly the playing rules as published.

- e) No Team Official may be associated to/with more than one O.M.H.A. team without written approval of the O.M.H.A. Executive.

By-Law 6 – Affiliation:

- a) No O.M.H.A. team or player shall become affiliated with any other hockey team, association or organization, etc., nor will any player participate as a member of any other team in any game or schedule unless approved by the O.M.H.A. Executive.

By-Law 7 – Orleans Atom/Hockey School Tournament:

Under the sanction of the G.H.A., the O.M.H.A. will hold an Atom Hockey Tournament each year. Under the following guidelines the tournament shall:

- a. Be a house league tournament for all levels.
- b. Be held in November each year.
- c. Be self supporting in that costs will be born by monies raised through registration fees, sponsors, etc..
- d. Have all ice time supplied by the G.H.A.
- e. By G.H.A. directive, automatically invite all atom house league teams of G.H.A. area associations.

By-Law 9 – Finances:

- a. All monies raised by the O.M.H.A. shall be passed to the Treasurer.
- b. All monies of the O.M.H.A. shall be held in an approved financial institution to the credit of the O.M.H.A.
- c. Withdrawals of monies from this account shall be made by the Treasurer and/or the President.
- d. The Atom Hockey Tournament may maintain a separate account, under the direction of the Treasurer, during the time they are in operation;

By-Law 10 – Registration:

- a. The registration date, fees and method shall be determined by the O.M.H.A. Executive.
- b. The rules for registration shall follow those set out in the G.H.A. constitution rules and regulations and may compliment but shall not conflict them.
- c. When registering for the first time, a parent or guardian must be present to sign the registration form, proof of age must be presented and proof of residency is required.

- d. Louise may have information regarding the on-line registration system. Registrants will be placed in divisions in accordance with age as of December 31.
- e. Refunds may be granted in accordance with schedules set by the Board. The receipt must be returned by the parents when a refund is requested from the O.M.H.A. A request for refund must be made in writing to the Registrar.
- f. In accordance with Zone and District Rules and regulations, no resident of Orleans (Gloucester) may be registered with any other hockey team, league, association or organization in or outside the City of Ottawa, except in the school that he is attending unless otherwise authorized.
- g. Any youth wishing to play for G.H.A. Gloucester Rangers teams must first register with the O.M.H.A. The O.M.H.A. receipt will be the official proof of registration for the try-outs with the Gloucester Rangers.

By-Law 11 – Family Registration Plan:

- a. As per Article 12 of the O.M.H.A. Constitution, a Family Registration Plan shall exist in order to aid families and encourage increased participation in hockey in Orleans.
- b. The plan allows for a family discount on registration fees and MAY benefit those families with more than two children to register.
- c. This plan is for use by the OMHA. However it may be extended to include the Gloucester Cumberland Ringette Association.
- d. The O.M.H.A. shall not be bound by any joint implementation of the plan and continuation shall be subject to annual review by the O.M.H.A. Executive.
- e. The Executive of both associations shall meet annually to discuss continuation, implementation, and fee structure of the plan.

May need some revising to include partnership with Gloucester Centre at the competitive level.

By-Law 12 – Player Transfers:

- a. Any request for transfer in or out of the O.M.H.A. must be approved by the O.M.H.A. Executive. Transfers may be permitted only if there is a demonstrated need and only if the needs of the O.M.H.A. are met first. All transfers are subject to the rules of the G.H.A., the O.D.H.A. and the C.A.H.A.

By-Law 13 – Movement of Players:

- a. Any movement of players after the teams are selected must be approved by the O.M.H.A. Executive.
- b. Players may be moved up or down in levels during the playing year according to the G.H.A. rules (# 3g and 5f,h,I,j,n,o) and O.M.H.A. rules (# 11d,e,f,g,h). Movement of “B” competitive players must also be in accordance with O.D.M.H.L. rules.
- c. Coaches who perceive a need to move a player onto or off their roster after teams are formed (after evaluation), shall submit his reasons in writing to the divisional convenor.
- d. Any movement of players up to the Rangers after playing the year has started, shall be approved by the O.M.H.A. Executive and must be preceded by a written request from the Rangers Executive. Upon receipt of the request, the players in question and his parents will be approached to find out if there is any interest before further action is taken.
- e. Movement of house league players up or down shall be handled by the divisional convenors concerned as per the above stated rules.
- f. Any movement involving competitive players shall be handled by the “B” competitive convenor who shall coordinate the matter through the decision director or Ranger Executive as the case may be.

By-Law 14 – O.M.H.A Equipment:

- a. The O.M.H.A. shall purchase and maintain equipment such as sweaters and goalie equipment, etc. for the use of O.M.H.A. members according to the structure and schedules set out by the Executive and according to the rules as set out in R.D.&R. 7 of the O.M.H.A.

By-Law 15 – Fundraising:

- a. Fund Raising in general shall be for the benefit of all O.M.H.A. and not for individual teams.
- c. Registration fees and O.M.H.A. fund raising provide for:
 - i) Team sweaters
 - ii) Goalie equipment
 - iii) All league and play-off games
 - iv) Pre-season try out ice
 - v) Twenty half ice practices
 - vi) Other hockey related initiatives
- d. Team fund raising shall be permitted. The methods of procuring, uses of and total amounts allowed shall fall within the rules and regulations of the O.M.H.A. and the G.H.A. Include policy with regard to sponsor bars.
- e. Team Officials and parents engaged in team fund raising activities shall not employ the services of professional fund raisers.
- f. Team fund raising activities are restricted to Team Officials, player and parents of players.

By-Law 16 – Committees:

- a. Standing committees shall be as follows:
 - i) The Nominating Committee
 - ii) The Discipline Committee
 - iii) The Appeals Committee
 - iv) The Coaches Selection Committees (House League and Competitive)
- b. Special Committees may be authorized as required by the O.M.H.A. Executive

By-Law 17 – The Nominating Committee:

- a. The Nominating Committee shall consist of the O.M.H.A. President and at least one other member of the Executive. Their responsibilities shall commence after being elected at the Annual General Meeting (AGM) and shall end after the elections the following year.
- b. The purpose of the Nominating Committee is to provide nominees to fill vacancies that may occur within the executive and to provide a state of nominations for the next Annual General Meeting thus ensuing at least one candidate for each elected position. **Any person who wishes to be elected to an executive position must declare their intentions in writing to the secretary at least 30 days prior to the**

AGM. Any person seeking a position on the OMHA executive, may be nominated or declare his/her candidacy for a single position only, candidate must be present at time of vote. The Nominating Committee shall prepare a list of nominees for each position and present it to the members of the O.M.H.A. at the Annual General Meeting.

- c. The Nominating Committee shall notify all ineligible nominees of their ineligibility should they submit their name for a vacant position on the Executive. **The committee will review each application and review on a case by case basis to assess eligibility.**

By-Law 18 – The Discipline Committee:

- a. The Discipline Committee shall be comprised of four (4) members:
 - i) The Vice President;
 - ii) The Director with divisional responsibility; and
 - iii) Any two (2) members of the OMHA Executive or Board of Directors, not being in a conflict of interest with the subject matter or individual.
- b. The Vice President shall act as Committee Chairman.
- c. The Discipline Committee shall have the power to hear and rule on all discipline matters involving O.M.H.A. members, including; players, team officials, members of the Board, parents and volunteers.
- d. Prior to participating in any OMHA Association D&A or R&S hearing/matter as a panel member, all OMHA Executive must have read the ODMHA's hearing guidelines.
- e. The Discipline Committee shall be comprised of four (4) members, with the chair not voting, except in the event of a tie vote. In extraordinary circumstances or the last minute inability of a committee member to attend the scheduled disciplinary hearing, the hearing may proceed, provided that no fewer than three members are present
- f. This committee shall maintain minutes and records of all meetings.

By-Law 19 – The Appeals Committee:

- a. The Appeals Committee shall consist of a quorum of the O.M.H.A. Executive.

- b.** All requests for Appeals involving activities of members of the O.M.H.A. shall be heard by this committee at the earliest opportunity, at a regular or special meeting of the O.M.H.A. Executive.
- c.** All Appeals must be in writing and may be submitted to any member of the O.M.H.A. Executive. All submitted appeals must be accompanied by a cheque for \$150.00, payable to the OMHA, to cover the appeal fee. If the appellant is successful in their appeal the cheque will be returned un-cashed.
- d.** All determinations of this committee shall be final and binding as they apply to the O.M.H.A. Constitution, rules and regulations, including those of the GHA, ODMHA, ODHA and Hockey Canada.
- e.** This Committee shall maintain minutes of all meetings and prepare a written response to all appeals.

By-Law 20 – Coaches selection committee:

- a.** Selection committee mandate
 - i) The mandate of the Coaches Selection Committees (House League and Competitive) is to recommend to the OMHA Executive the selection of next season’s coaches for both the House League and competitive teams by reviewing all applications received, considering all information sources, assessing selection criteria, conducting candidate interviews, if required, and conveying results in order of rank to the OMHA for approval by specific dates to be determined annually by the Executive.
- b.** Selection committee membership.
 - i) The House League Coaches Selection Committee will be chaired by the Vice-President. The members of the Committee will be comprised of the Director - Initiation/Novice, Director - Atom/Peewee and Director - Bantam/Midget.
 - ii) the Competitive Coaches Selection Committee will be chaired by the Vice-President. The members of the Committee will be the Director - Competitive, a suitable GHA representative (such as the Vice-President Competitive) and a qualified person (such as a previous coach or official) selected by the Executive

- c.** Conflict of interest
The members of the Coaches Selection Committees are subject to the approval of the OMHA Executive. Members of the Committees should:
- i) not have a direct relationship with the applicants; and
 - ii) declare themselves in conflict of interest if they hold opinions or have had past experiences with the applicant which make it impossible for them to maintain objectivity regarding that applicant or would give any obvious appearance of bias in their consideration of that applicant; and
 - iii) not be an applicant
- d.** Where a Committee member is deemed to be in a conflict situation, an alternate member will be sought by the Executive

- e. The Coaches Selection Committees shall identify specific criteria annually upon which their selections will be based (see Policy Document - OMHA Policy and Procedures Manual, proposing the list of selection criteria from which to choose).
 - i) Review of prior years coaching evaluations;
 - ii) Years of coaching experience in all sports;
 - iii) Past coaching history in hockey;
 - iv) Coaching certification and level obtained;
 - v) Coaching clinics attended;
 - vi) Coaching ability (teaching skills, listening skills, and technical knowledge, and organizational skills);
 - vii) Communication skills with parents, players, and other team officials;
 - viii) Disciplinary record;
 - ix) Ability to positively represent the OMHA, including participation in OMHA activities directed toward the promotion of minor hockey;
 - x) Input obtained by committee members from other members of the Association;
 - xi) Desires and expectations of each candidate;
 - xii) Ability of the candidate coach's child to play at the level applied for;
 - xiii) Familiar with the Constitution, By-Laws, Rules and Regulations of the OMHA;
 - xiv) Appropriate security check and References upon request.

RULES DUTIES AND REGULATIONS OF THE ORLEANS MINOR HOCKEY ASSOCIATION

These Rules, Duties and Regulations are established under the authority of Article 10 of the O.M.H.A. Constitution.

R.D & R. 1 – Amendments:

- a. The O.M.H.A. Board may at any of their meetings, establish, amend, revise or repeat the Rules, Duties, and Regulations (R.D.&R.), by a majority vote when a quorum is present, a quorum being six members with at least 4 being members of the Executive.

R.D & R. 2 – Ice Allocation:

- a. Unless otherwise directed, each O.M.H.A. team shall be provide with a combination of half ice and full ice practices totalling 10)

- hours during the year. The cost of which are included in the registration fees.
- b. All ice for league and play-off games is included in the registration fees.
 - c. Teams shall be required to pay in advance for extra ice purchased from the O.M.H.A. Monies must be forwarded to the Treasurer. Any team in default of payment will see its ice hours cancelled until payment is made.

R.D & R. 3 –: Coordinator of Ice Scheduling

- a. The Coordinator of Ice Scheduling shall:
 - a. Attend all GHA ice allocation meetings and coordinate same with the assistance of the Orleans Recreation Association member in order to procure the maximum number and best possible ice hours available for use by the O.M.H.A. for both preseason and regular season.
 - b. Work in close cooperation with G.H.A. Ice Manager and any other agencies possible, to obtain necessary practice ice for the O.M.H.A. teams.
 - c. Distribute practice ice time to O.M.H.A. teams on a fair and equitable basis over the course of the year, in the amounts set out in R.D.&R. 2, taking into consideration the times for different age groups.
 - d. Offer for sale to O.M.H.A. coaches, on a first come basis over the course of the year, any available ice times procured for such purpose. The cost per hour shall be set annually by the Executive.
 - e. Prepare invoices for all purchased ice, which shall be given to the Treasurer for payment.
 - f. Prepare billing for all ice hours sold to O.M.H.A. teams and others which shall be given to the team managers for payment to the Treasurer.
 - vii) Direct all payments and invoices to the O.M.H.A. Treasurer.
 - viii) Prepare and maintain records and accounts of all ice obtained, allocated, purchased and sold.
 - ix) Present a monthly report at each meeting and prepare a year end statement for the O.M.H.A. President for the Annual General Meeting.

R.D & R. 4 – The Registrar:

- a. The Registrar shall:

- i) be responsible for preparation, organization and administration of player registration on the date(S) and in the manner decided upon by the O.M.H.A. Board.
- ii) Prepare and maintain records for individual player registrations and team listings. These records shall include full names of players, birth date, address, postal code, telephone number, birth certificate number, O.H.I.P. number, , last team played for, a signed liability release form and
- iii) Prepare player lists by division for distribution to the convenors and the G.H.A. registrar and shall make adjustments to these lists on an ongoing basis whenever necessary.
- iv) Ensure that all registrations are in accordance with the O.D.M.H.A., G.H.A. and O.M.H.A. requirements and that the required documentation is presented at the time of registration.
- v) Inform the Board as to any irregularities with regard to a registered player such as residency status, suspended or expelled status, releases and or transfers not in order, etc.
- vi) Collect registration fees at the rates established by O.M.H.A. Executive, issue receipts and turn over all monies to the Treasurer.
- vii) Should a player decide to quit, return only those fees as set out in the schedule annually by the Executive.

R.D & R. 5 – The Equipment Room:

- a. The equipment room is located in the Bob MacQuarrie Recreational Complex and shall be maintained and operated by the Director of Equipment Management of the OMHA.
- b. All equipment shall be on inventory, a copy of which shall be on hand with the City of Ottawa for insurance purposes.
- c. All inventoried equipment is insured under the city’s policy while it is being held in the equipment room.
- d. The Director of equipment Management and the President only, shall a key to the equipment room.
- e. All O.M.H.A. equipment not in use shall be stored in the equipment room.

R.D & R. 6 – Equipment Manager:

- a. The Equipment Manager shall:
 - i) Be responsible for all O.M.H.A. equipment.
 - ii) Hold a key to maintain and operate the equipment room.

- iii) Maintain records and inventory lists of all O.M.H.A. equipment
 - iv) Carry out an inventory check at the end of each playing year after all equipment has been returned.
 - v) Be responsible for repairs and maintenance of all equipment in his care.
- b.** The Equipment Manager shall instruct those signing out equipment in the following:
- i) The proper care and maintenance of such equipment.
 - ii) That the equipment should be returned as soon as possible if it is in need of repairs.
 - iii) That the equipment is to be used only for authorized and supervised O.M.H.A. activities.
 - iv) That it may be taken away if used for other purposes or if abused.
 - v) That once it is signed out, the equipment is solely the responsibility of the adult member of the O.M.H.A. who signed for it and that he will be held legally responsible for any loss of or damage to it.
 - vi) That he shall pay a deposit fee as set by the O.M.H.A. Executive, a schedule of which shall be found in the minutes of executive meetings. The deposit fee is returnable but may be applied against any loss or damage of O.M.H.A. equipment.
 - vii) That he shall pay a user fee as set by the O.M.H.A. Executive, a schedule of which shall be found in the minutes of executive meetings. The user fee is for rental and is not returnable.
 - viii) That the matter shall be pursued legally if, any equipment that is unreasonably damaged or not returned at the end of the playing year, is not paid for in full by the adult member who signed for same.
 - ix) That all equipment must be returned immediately following the end of the playing year.
 - x) That no O.M.H.A. equipment shall be loaned or rented to third parties.
 - xi) That he does understand and shall agree to the above terms and instructions and shall sign an authorized and official form stating so.
- c.** The Equipment Manager shall:
- i) Place a non removable identification number on each piece of O.M.H.A. equipment.

- ii) Collect fees, keep records of each such transactions and turn over all monies to the Treasurer.
- iii) Charge a late fee (amount set by the O.M.H.A. Executive) should the equipment not be returned to the association on the scheduled return date at season's end.
- iv) Prepare lists of old equipment and present this to the Executive for decision on disposal.
- v) Prepare lists of needed equipment and, at the direction of the Executive, solicit tenders from dealers.
- vi) Upon approval from the Executive, purchase new equipment, whether for replacement or to add to inventory. A purchase order form shall be used for such a transaction.
- vii) Arrange with Convenors, Team Officials, parents or guardians etc., times, dates, and procedures for signing equipment in or out.
- viii) Arrange, at his convenience, with parents or guardians of registered O.M.H.A. players to sign out equipment for summer use according to the current fee schedule set by the O.M.H.A. Executive and found in the minutes of Executive meetings.
- ix) Report all items of O.M.H.A. equipment which is lost, damaged or stolen, to the O.M.H.A. Executive immediately.

R.D & R 7 – O.M.H.A Equipment:

- a.** All equipment owned by the O.M.H.A. shall be for the use of O.M.H.A. registered players and O.M.H.A. members only.
- b.** All equipment belonging to the O.M.H.A., shall be labelled or otherwise identified and listed on the inventory.
- c.** All equipment belonging to the O.M.H.A., when not in use, shall be stored in the equipment room in the Orleans Complex.
- d.** Equipment in storage shall be the responsibility of the Director of Equipment Management. Equipment on issue shall be the responsibility of the adult person who signs the equipment out.
- e.** Only adult members of the O.M.H.A. may sign for O.M.H.A. equipment.
- f.** O.M.H.A. equipment shall be used only in supervised practices, games or other activities as approved by the O.M.H.A. Executive.
- g.** For the winter season, equipment shall be signed out after tryouts, although temporary issues may be signed out for goalies for tryout purpose subject to the current fee schedules.
- h.** All equipment shall be returned immediately after the end of the winter playing season when inventory shall be done.

- h.** For the summer season, equipment may be signed out only after completion of the annual inventory check and in accordance with the regulations and fee schedule set out by the O.M.H.A. Executive. Does this still exist?
- i.** All equipment signed out for the summer season shall be returned before the start of the winter playing season, on a date determined by the Executive and found in the minutes of O.M.H.A. Executive meetings.

R.D & R 8 – GHA Association Convenor:

- a.** The duties and responsibilities of the G.H.A. Atom Convenor shall be listed in the G.H.A. Constitution, By-Laws, Rules, Duties and Regulations, however, for O.M.H.A. information purposes, he(she) shall:
 - i) Attend discipline hearing regarding matters concerning the Atom Division of the G.G.A.
 - ii) Attend as many G.H.A. Atom games as possible or as necessary.
 - iii) Work in close cooperation with area convenors to ensure that the G.H.A. Constitution, Rules and Regulations are understood and abided by.
- b.** His (her) authority shall complement but not supersede the authority of game officials.

R.D & R. 9 – The Director of Competitive Hockey

- a.** The Director of Competitive Hockey shall:
 - i) Be responsible to the O.M.H.A. President for all aspects of ongoing hockey operation involving O.M.H.A. teams in the competitive divisions of the O.D.M.H.L.
 - ii) Attend O.D.M.H.L. meetings for information purposes of the O.M.H.A.
 - iii) Attend O.D.M.H.L., G.H.A. and O.M.H.A. discipline hearings on matters involving any O.M.H.A. “B” competitive player, official, parent or guardian as required.
 - iv) Provide the President and team officials with registration cards, schedules, bulletins and any other information pertaining to the O.D.M.H.L. or O.M.H.A. teams playing in the O.D.M.H.L.
 - v) Advise the Treasurer and ensure payment of all fees to the O.D.M.H.L. on behalf of the O.M.H.A.

- vi) Coordinate with the O.M.H.A. and G.H.A. Ice Directors to provide the necessary ice for O.M.H.A. teams to play their O.D.M.H.L. league games.
 - vii) Be familiar with the O.M.H.A., G.H.A. O.D.M.H.L., O.D.M.H.A. and Hockey Canada constitutions, By-Laws, Rules, Duties and Regulations, and ensure that they are followed by players, team officials and parents or guardians.
 - viii) Discuss principles and policies with O.M.H.A. team officials when he feels it necessary and must at all times be accorded that right by O.M.H.A. team officials.
 - ix) .
 - x) Contact those players trying out for the Ranger teams and encourage them to attend the O.M.H.A. evaluations so that then can be rated in case they don't make a Ranger team.
 - xi) Ensure that all players returning from Ranger tryouts are given as fair a chance as possible starting at the "B" competitive level (Refer to R.D.&R. 30,o.).
 - xii) Maintain liaison with all parties (Ranger Executive, Ranger coaches, O.M.H.A. Executive, O.M.H.A. coaches, parents, etc.,) concerning any player movements between the O.M.H.A. "B" competitive teams and the Ranger teams.) The Director shall ensure any movements are done correctly, willingly, and smoothly.
 - xiii) Observe as many games as possible involving O.M.H.A. competitive teams and provide a general supervision to O.M.H.A. team officials in any or all matters concerning playing rules, conduct, discipline, etc.
- b.** The Director of Competitive Hockey authority shall complement but in no way supersede game officials.

R.D & R 10 – Division Convenors:

- a.** The Division Convenor shall:
 - i) Be responsible to the Director of Hockey of his division for all matters concerning teams under his jurisdiction.
 - ii) Assist in organizing, coordinate, supervise and preside over the tryouts for his division (as per R.D.&R. 30)
 - iii) Provide each tryout official with a schedule for the tryout times and places which he will get from the Director of Ice Management, and a list of all players trying out which he will get from the Registrar.
 - iv) With the aid of his assistants, conduct the tryouts following the prescribed formula and methods as set out

- by the O.M.H.A. Executive; separating players into teams and levels.
- v) Encourage the movement of players up or down in order to help in properly assessing their capabilities.
 - vi) Ensure players returning from Ranger tryouts are first tried out at the “B” competitive level before moving down to and/or through the house league levels. This implies that a player who tries out for the Rangers and was cut, is not automatically guaranteed a spot at the Rep “B” level.
 - vii) Obtain from each coach, prior to the first league game, a list of all players on that team, which he shall forward to the Registrar.
 - viii) Serve as a member of the O.M.H.A. Discipline Committee for his division and also on a rotating basis, on the G.H.A. Discipline Committee.
 - ix) Be responsible for ensuring that the Rules, Duties and Regulations are followed by players and team officials.
 - x) Discuss principles and policies with O.M.H.A. team officials when they feel it is necessary and must at all times be accord this right by O.M.H.A. team officials.
 - xi) Report to the G.H.A. Convenor and the O.M.H.A. Director of Hockey of his division, in writing, any misconduct on the part of game or minor officials as well as team officials, player, parents or guardians or other fans or arena staff.
 - xii) Be familiar with Constitution, By-Laws, Rules, Duties and Regulations etc. of the O.M.H.A. and the G.H.A.
- b.** Once teams are established, no players may be moved from one team to another without the approval of the Director of Hockey until the fourth league game, after which, any movement up or down requires the approval of the G.H.A. Division Convenor, the Director of Hockey and the O.M.H.A. Executive.
 - c.** If a player move is recommended and a player is to be moved up to a team in accordance with the rules, the Division Convenor shall identify the most suitable team for the player and with approval of the player and his/her parents, he shall be placed at that level.
 - d.** If a player move is recommended and a player is to be moved up to a team in accordance with the rules, the Division Convenor shall identify the most suitable player, selected by observing the teams in action, checking game statistics, records and consulting with coaching staff. If the player concerned and his parents or guardians give their approval, the player will be added to the team. If the player, his parents or guardians do not want to move up, this process will be repeated until one player agrees to move up.

- e. Coaches shall be encouraged to play exhibition games with other teams of the same level within the G.H.A. so as to determine if the team is in the right level of hockey.
- f. No player shall participate in the tryouts or hockey program unless he has paid his registration fees.
- g. No player shall participate in the tryouts or hockey program unless properly attired as prescribed by the C.A.H.A.
- h. His (her) authority shall compliment but not supersede the authority of game officials.
- i. The Hockey Initiation Program Convenor shall be responsible for organizing and supervising the Initiation Program as set out by the O.M.H.A. Executive.

R.D.& R. 11 – The Discipline Committee:

- a. The Discipline Committee shall:
 - i) Meet at the request of any member of the O.M.H.A. to review any/all matters of discipline in their jurisdiction.
 - ii) Record the minutes of all meetings and maintain these until they are recorded at the next O.M.H.A. Executive meeting.
 - iii) May, if necessary, award decisions complementing those of higher committees, (G.H.A., O.D.M.H.L., O.D.M.H.A., C.A.H.A.) but may not supersede those decisions by awarding less severe punishments.
- b. The recommendations and decisions of the committee shall be effective immediately. The individual(s) involved will be notified of the recommendations and or decisions within 48 hours of the meeting and the determination will be recorded at the next O.M.H.A. Executive meeting.
- c. The individual(s) have the right to appeal decisions to the O.M.H.A. Executive. Any appeals shall be in writing. The appeal shall be heard at a regular or special O.M.H.A. Executive meeting.
- d. In cases of flagrant misconduct, intoxication, drugs (use or sale of), public displays of anger, or other actions deemed to be sufficiently severe, any one elected member of the O.M.H.A. Executive shall have the right to take such action as they deem necessary. Such action shall not supersede the authority of the game officials but may compliment it by taking more severe action. Such action shall be reported immediately to the O.M.H.A. President who shall ask the Discipline Committee to pursue the matter at the earliest possible opportunity.
- e. All matters of discipline resulting from other areas, leagues, organizations or associations that involve an O.M.H.A. player,

team official, parent or guardian shall also be reviewed by the Discipline Committee.

R.D & R. 12 – Player Affiliation:

- a. Once a player is placed on a team in the O.M.H.A., his first obligation is to that team. If a player's participation on a school team or other sport activity should affect his involvement in the O.M.H.A., he may be removed from his team on the recommendation of the convenor and approval of the O.M.H.A. Executive. Any fees paid by him/her shall be returned according to the schedule for rebates set by the O.M.H.A. Executive and found in the minutes of the Executive meetings. (See R.D.&R 27k.)
- b. The O.D.M.H.A. Player Affiliation rule must always be followed.

R.D. & R 13 – Divisions and Levels of Hockey:

- a. The O.M.H.A. shall provide an opportunity for those players registered, to participate in the hockey school programs when available, or in a division of hockey as prescribed by the G.H.A. and according to his age as of December 31.

R.D & R. 14 – Playing Rules:

- a. The Playing Rules of the C.A.H.A., O.D.M.H.A., G.H.A. and O.D.M.H.L. shall apply to all O.M.H.A. teams.

R.D. & R. 16 – Travel Permits:

- a. A travel permit must be completed and signed by the O.M.H.A. President, District Chairman or Branch Chairman as the case may be, for all teams travelling out of area for exhibition games, tournaments or practices (out of branch (ODMHA) or out of Province or any travel to the province of Quebec requires a permit).

R.D. & R. 17 – Orleans Atom Tournament:

- a. By G.H.A. directive, all G.H.A. Atom teams shall be automatically invited and will be guaranteed a place, should they accept the invitation, before the application closing date as specified by the O.M.H.A. Tournament Committee.
- b. This tournament is sanctioned by the G.H.A. and will be held each year in November.

- c. All funding of the tournament will be born by the O.M.H.A.
- d. Ice time will be provided by the G.H.A.
- e. Rules of conduct and competition shall be decided by the Tournament Committee.
- f. The tournament will be self sustaining and run by a committee of volunteers under the direction of the Tournament Convenor.

R.D. & R. 18 – Atom Tournament Committee:

- a. The Tournament Chair shall be approved by the O.M.H.A. Executive.
- b. The Tournament Chair, at the earliest opportunity, shall meet with the O.M.H.A Atom Coaches, who, unless other volunteers can be identified, shall sit as members of the Orleans Atom Tournament Committee, in order to set up a program of duties and responsibilities.
- c. The Tournament Chair shall represent the Committee at the Board meetings and shall seek approval for all plans and requirements of the committee.
- d. The Committee shall name officers to fill various positions, at least two of which shall be Secretary and Treasurer.
- e. The Committee shall maintain records and accounts and shall prepare financial statements to be presented at Board meetings.
- f. The Committee is authorized to open a bank account in the name of the “Orleans Atom Tournament”, into which all monies collected shall be placed. The Committee is authorized to set fees, collect fees and raise funds through advertising, sponsors, grants, etc., and shall ensure as far as possible that the tournament is self-supporting.
- g. The Committee is authorized to spend money for such things as are deemed necessary to run the tournament such as:
 - i) purchase of ice
 - ii) payment of referees
 - iii) purchase of trophies, medals or other prizes etc.
- h. All spending shall be pre-approved by the Tournament Committee, with oversight by the O.M.H.A. Executive.
- i. The tournament may endeavour to make a profit, any of which shall be turned over to the O.M.H.A. Treasurer. Any losses incurred by the tournament shall be born by the O.M.H.A.
- j. At the conclusion of the tournament, the bank account shall be closed, the books shall be finalized and the financial statement prepared and presented to the O.M.H.A. Executive for approval.

R.D. & R. 21 – Team Sponsorships:

- a. Under the terms of the O.M.H.A. Constitution, Team Sponsors shall be actively sought, for purpose of helping to offset individual teams expenses during the year. Sponsorship shall be accepted from all businesses, groups and
- b. establishments, whether in or out of the Orleans area, however, player canvassing is to be restricted to the old boundaries City of Gloucester only.
- c. The team must seek approval from the O.M.H.A. Executive for all team sponsorships and or fund raising activity.
- d. All team fund raising is strictly voluntary and no parent or player should feel obligated to participate in fund raising activity or contribute financial support to the team beyond the MAXIMIUM CONTRIBUTION GUIDELINE found in paragraph “e” below.
- e. Maximum Contribution Guideline (per hockey season):
 - Novice and Atom - \$200.00
 - Peewee - \$300.00
 - Bantam, Midget and Juvenile - \$400.00
 - Rep B (all levels) - \$600.00
- f. Fundraising and sponsorship efforts for House league teams will be limited a maximum of twice the total of the Maximum Contribution limits for a team multiplied by the number of players on the team that year. Fundraising activities are optional and the efforts are to be equally shared by all members of the team.

For Example :

Level	Maximum Contribution	Number of Playres	Total Fundraising	Total Revenues including Contirbution
Novice and Atom	\$ 200	16	\$ 6,400	\$ 9,600
Peewee	\$ 300	15	\$ 9,000	\$ 13,500
Bantam, Midget and Juvenile	\$ 400	17	\$ 13,600	\$ 20,400

- g. Funds raised by the House League teams whether though parental contribution, fundraising or sponsorship will by spent as a minimum of 75% on hockey operations, including but not limited to ice time rental, referees, team equipment, etc. Team apparel, year end gifts to players or coaches are not considered a part of hockey operations.

The foregoing guidelines should be read in conjunction with Article 4, By-Law 15 and R.D.&R. 31 and 32 of the O.M.H.A. Constitution

R.D. & R. 22 – The Coach:

- a. The Coach shall:
- i) Be appointed to a team by the O.M.H.A. Executive after recommendation by the Coaches Selection Committee.
 - ii) Recommended to the Coaches Selection Committee his other team officials for final approval by the Director of Hockey.
 - iii) Be qualified at “Coach” level (for House League Coaches) and at the “Intermediate” level (for Competitive Coaches). Volunteers who do not have these qualifications may be appointed to coaching positions if there is a need and if they sign a waiver stating that they will attend the appropriate coaching clinic during the playing year provided one is available.
 - iv) Attend all coaches meetings or send another of his teams officials so that his team is represented and kept informed on the business of the O.M.H.A.
 - v) Start the season prepared with a planned program to include exhibition games, tournaments extra practices, a financial program, scope of skill and game training, etc. The program should be in line with the division and level of play.
 - vi) Meet with parents at the earliest opportunity before the league starts, to discuss his program and to assure their approval. In the event of parent dissent, an appeal may be lodged with the Director of Hockey for that Division. The logic of the plan for the level of play versus the parents arguments shall be weighed and the final decision if necessary shall rest the O.M.H.A.
 - vii) Attempt to buy extra ice, according to the O.M.H.A. guidelines and G.H.A. rules, for use as exhibition games or practices versus games.
 - viii) Sign for the coach’s kit and game sweaters according to the fees and schedules as set by the Executive and found in the minutes of their meetings. The sweaters shall be kept in his/her possession and not the players. They shall be handed out for each game and collected after the game. They shall be worn only during games and not during practices or other activities unless otherwise approved by the Executive. The coaches kit contains pucks, and pylons and is for the coaches use during practices and games.
 - ix) Attempt to the best of his/her ability, to teach the individual skills necessary to play the game and raise each players skill to an acceptable level over the course of the season.

- b. It is mandatory that all coaches attend the O.M.H.A. Coaches Clinics and the O.M.H.A. Coaches Meeting.
- c. A coach is encouraged to enter as many tournaments as is allowed under the O.M.H.A. Guidelines and G.H.A. rules.
- d. The coach carries the name of the O.M.H.A. and it is his/her responsibility to set an example, to see that officials, players and parents act responsibly and show good citizenship and sportsmanship at all times whenever representing the O.M.H.A. during any team function.
- f. The coach shall:
 - i) Always remember that s/he is dealing with children and his example should be a solid standard of leadership, whether on the bench, the ice or in the dressing room.
 - ii) Encourage respect for discipline but a coach should also be understanding.
 - iii) Be fair to one and all.
 - iv) Never swear.
 - v) Have control over his temper at all times and never intentionally demean a player in any way.
 - vi) Offer encouragement as well as constructive criticism
 - vii) Not criticize the referees.
 - viii) Give all players fair ice time in practices and in games.
 - ix) Show up early for team activities and be fully prepared.
 - x) Demand that the players give promptness, attention and effort.

The Assistant Coach

- a. The assistant coach shall:
 - i) Be recommended by the Coach to the Coaches Selection Committee and approved by the Director of Hockey.
 - ii) Assist the Coach in all aspects of handling the team and, in the absence of the coach, be responsible for the team, its activities and be subject to all the rules and duties governing the coach.
 - iii) Endeavour to attend the appropriate coaches and trainers courses.

The Manager

- a. The Manager shall:
 - i) Be recommended by the Coach to the Coaches Selection Committee and be approved by the Directory of Hockey.
 - ii) Collect funds from parents which shall be kept in a team bank account opened for that purpose.
 - iii) Maintain records and accounts, prepare reports and publications for the benefit of the parents and for the

- coach to present at coaches meetings and be responsible for submitting 3 budgets according to the schedule as per R.D.&R. #31.
- iv) Be responsible for obtaining all travel permits and documents as required, from the necessary association.
 - v) Obtain a key to the dressing room, monitor the condition of the room and report any damage to the arena staff.
 - vi) Ensure the game sheets are filled out for each game.
 - vi) Ensure the proper officials and referees are on hand for each exhibition game and ensure payment for their services.
 - viii) Provide the Minor Officials for each game as required.
- b Under the direction of the Coach, be responsible for all team activities off the ice, i.e. player administration, team budget, meetings, finances, tournaments, ice times and for controlling the team sweaters.
- c. The Manager shall maintain records of:
- i) Signed medical liability release forms for all players
 - ii) A copy of the C.A.H.A. insurance coverage.
 - iii) Insurance claim forms
 - iv) Copies of the team list
 - vii) Copies of game sheets from all games played
 - viii) Full information sheets on players and families in case of emergency
 - ix) An official O.M.H.A., G.H.A. team list
 - x) Copies of all travel permits
- d. When a player is injured to the extent that he or she requires medical treatment, and in the absence of a parent or guardian, see that such treatment is obtained without delay. The parents or guardians of the injured player should be notified immediately and if necessary, be provided with a C.A.H.A. insurance claim form. (The completed form should be returned to the manager within 30 days for forwarding).

The Trainer

- a. The Trainer shall:
- i) Be recommended by the coach to the Coach Selection Committee and be appointed by the Director of Hockey.
 - ii) Be an officially qualified trainer according to the C.A.H.A. rules and shall be on the bench during each game where carded teams are concerned.
 - iii) Be required to take the trainers course. Papers are awarded for successfully completing the course and these or

equivalent qualifications are needed for recognition by the O.D.M.H.L.

- iv) Administer first aid when necessary.

R.D. & R. 23 – Minor Officials:

- a. Minor Officials are:
 - i) Volunteers who are needed each game to assume the duties of timekeeper, scorekeeper and penalty box attendant. These volunteers shall come from the parents. While carrying out these functions they shall be known as Minor Game Officials. They shall carry out their duties in a fair and unbiased manner and shall be accorded the same respect as the referees.

Timekeeper

- b. The Timekeeper shall:
 - i) Also perform the duties of the scorekeeper and the penalty box attendant in the event those positions are not filled.
 - ii) Be able to recognize the hand signals of the referee and linesmen.
 - iii) Keep the time served by each penalized player and upon request, inform the player as to the unfinished time in his penalty.
 - v) If a player leaves the penalty bench before his time has expired, note the time and notify the referee, who will stop the play as soon as possible.
 - vi) Record the time of the start and finish of each game and actual playing time during the game.
 - vii) Signal to the referee, at the end of each period, each overtime period and the end of the game.
 - viii) Where dispute arises regarding time, refer the matter to the referee for a decision.
 - ix) Stop the clock only on the referees whistle and automatically at the end of the period.
 - ix) Have knowledge of the rules and his/her duties.
 - x) Understand the coincidental, major, misconduct and delayed penalty situations and the order in which penalized players return to the ice.
 - xi) Sign the game sheet at the end of each game.

The Scorekeeper

- c. The Scorekeeper shall:

- i) Perform the duties of the timekeeper and the penalty box attendant in the event those positions are not filled.
- ii) Obtain a complete and signed game sheet from the team officials and ensure it is filled out correctly.
- iii) Enter on the game sheet a correct record of the goals scored, by whom and to whom assists, if any are to be credited.
- iv) Record all penalties assessed, stating the names and numbers of penalized players, the duration of each penalty, the infraction, and the time the penalty was assessed.
- v) Record the numbers of the players on the ice when the goaltender is assessed a penalty so that the referee can ensure he has a correct player to serve the penalty for the goaltender.
- vi) Advise the referee by noting the numbers of the players involved in incidents and give them to the referee only if he request them.
- vii) Have a sound knowledge of the rules and be able to recognize the referees hand signals.
- viii) At the end of the game, ensure the game-sheet is completed, signed by the scorekeeper, himself and the referees and distribute copies as required to the referee, the coaches and the home team manger for delivery to the league office.

The Penalty Box Attendant

- d. The Penalty Box Attendant shall:
 - i) Ensure the penalty bench is free of spectators. Should there be any trouble, the matter should be reported to the referees.
 - ii) Be responsible for opening the door when the penalty time expires to avoid players returning early.

R.D.&R. 24-General Rules of Operation, Conduct and Discipline

- a. All players shall play a regular shift (as per G.H.A. R&R #26.3).
- b. Players are not allowed on the ice until the rink staff have left and closed the doors.
- a. No player or team official is permitted on the ice during a practice or game without a complete required set of C.S.A. approved equipment as sectioned by the C.A.H.A. This includes leaving helmet strapped on until completely stepping off the ice surface.

- b.** During a game, players on the bench must keep their equipment on at all times.
- c.** Referees shall not allow a player to continue if he is found to be wearing faulty or non C.S.A. approved equipment and a penalty may be assessed.
- d.** A player will not be covered by the C.A.H.A. insurance program if injured and found not to be wearing C.S.A. approved equipment.
- g.** Helmets that are painted are illegal and dangerous and will not be allowed.
- g.** Players who are unable to control their temper on or off the ice shall be given special attention by team officials. In problem cases, the convenor should be notified.
- h.** Team officials have the authority to hand out suspensions, penalties, etc., not to exceed one game. In problem cases, the Director of hockey shall be notified, and more appropriate measures may be considered.
- i.** No photos shall be taken unless photographer is behind the glass at ice level or in the stands.
- j.** Scurrilous, obscene or profane language or gestures shall NOT be used at any time by the players, team officials or any member of the O.M.H.A.
- k.** In accordance with the O.M.H.A. Constitution, Article #5 e., and By-Law #1 f., any member whether an official, player parent or other member may be prohibited from participating in O.M.H.A. functions through suspensions by the O.M.H.A. Executive if such action is deemed necessary and in the best interest of all concerned.
- l.** It is a coach's responsibility to know the playing rules and therefore, if a player receives a penalty during a game that calls for a suspension and or a hearing, the coach is responsible for sitting the player out and contacting the convenor and or other necessary authorities for further action. Failure of the coach to do this could result in a further suspension for the player, the coach or the team and unnecessary loss of points in league, play-off or tournament standings.
- m.** Players are expected, by virtue of their membership, to attend all team functions, practices and games, at times specified by the coach, unless otherwise excused by prior arrangement with the coach.
- n.** If in the opinion of any one team official, convenor, or member of the Executive, a player at a game or practice, appears to be under the influence of alcohol or drugs, the player will not be allowed to participate.

- o.** Team officials will contact his/her parents or guardians and request that they pick up their son or daughter. The player shall immediately be suspended by the team official from playing with the team until such time as the O.M.H.A. discipline committee has considered what action should be taken in the interest of all concerned. A complete written report is to be submitted by the team official to the convenor.

R.D. & R. 25 – Parents and Fans:

- a.** Parents are expected to have their children at the rink on time and when requested by the coach. Remember that you are here by desire and selection. Not participating not only takes away from your child's training and performance but will also hurt the team's performance.
- b.** Parents should continuously support their child's performance through words of encouragement and participate in a positive fashion. Parents should attend the games to cheer the team and not just their own child. Demeaning, threatening, fowl mouthed or derogatory remarks have no place in the stands. This sets a very poor example for the children. Episodes of this nature should be brought to the individual's attention by the responsible team officials. If it proves to be ongoing or extreme, the matter should be referred to the convenor for further consideration.
- c.** Parents must agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and as supported by the G.H.A and the O.M.H.A. Parents must also agree to abide by the Constitution, By-laws, Rules, Regulations and decisions as set by the O.M.H.A. and the G.H.A (see R.D.&R 11, d, e).

R.D. & R. 26 – Registration:

- a.** The following rules for registration shall complement but not conflict with those of the G.H.A.
- b.** Players shall not be registered after noon of the 31st day of December. Players may be registered up to noon of the 5th day of February and only where the player concerned has moved into this area after noon of the 31st of December. The registration must be accompanied with a proof of release if the player has moved here from outside the G.H.A. area.
- c.** Grandfather clause: Under G.H.A. R.&R. 15C): a duly registered player who, after the commencement of the playing schedule, moves out of the District 9 or from one designated area to another, shall have the right to complete the season and playoffs with his team, provided he does not register with another team or

area. Alternately, he shall be entitled to immediate release if he does so desire.

- d.** Out of area transfers within District 9 may be permitted only if there is a demonstrated need and only if the needs of the O.M.H.A. are met first. Final approval lies with the O.M.H.A. Executive.
- e.** A minimum of 14 skaters and a maximum of 19 players per team, plus one or two goaltenders for house league teams. Rep B teams have minimum 15 skaters and a maximum of 19 players per team, plus two goaltenders for Rep B teams, shall be registered prior to the first game in the regular schedule. Exception to the above number must be approved by the Executive.
- f.** Players will be distributed evenly throughout their division regardless of levels, subsequent to Rule 5 above, so that each team will end up with the same quantity of players.
- g.** The fees for registration shall be set annually by the O.M.H.A. Executive and may include a family plan, the details of which are found in R.D.&R. 28.
- h.** Early registration may be held, in advance of the regular registration date decided upon by the O.M.H.A. Executive for the upcoming season. Discounts may be offered at that time according to the fees set by the O.M.H.A. Executive for the upcoming season and found in the minutes of their meetings.
- i.** Late registration may be accepted in accordance with R.D.&R. 27b., that is, registrations after the registration date held by the O.M.H.A. Additional late fees may be added to the regular registration fees at that time according to fees as set by the O.M.H.A. Executive for that year and found in the minutes of their meetings.
- j.** Residency status shall be checked vigorously by the O.M.H.A. Registrar, using city tax roles or any other documents possible, to weed out and release non-eligible players. Some people new to the area may not know the border lines, while others may register fraudulently. Other hockey organizations do not permit unauthorized out of district players to play in our district, neither does the G.H.A. permit unauthorized out of area players to play in our area (Orleans). It should also be noted that if found to be in violation, players, teams and coaches could be suspended for the year and all points earned by that team could be lost, etc.
- k.** Refunds of registration fees (upon written request to the Registrar) for players who decide to quit the O.M.H.A. for whatever reason, after having paid their registration, may be given according to the following formula:
 - i) before try-outs – full refund
 - ii) on or before October 15th – 2/3 refund
 - iii) on or before December 1st – 1/3 refund

- iv) after December 1st – no refund
- l.** Parents or guardians shall be made fully aware at the time of registration what it is the registration fees pay for. They shall be informed that coaches and managers are expected to plan for extra activities such as tournaments, practices, exhibition games and social activities which the parents are expected to pay for (see coaches duties for details).

R.D.&R. 27-Family Registration Plan:

- a.** The purpose of the family registration plan is to aid families with registration costs. It may benefit those families with more than two children depending on where they play (hockey school rates are less than regular house league rates) .
- b.** As each association may have different registration fees, the family plan fee structure should be based on a percentage discount on each registrants fees.
- d.** Family rates are not transferable with any out of area transfers or to the Gloucester Ranger Association. When registration fees are transferred, only those monies paid per player shall be transferred. The amount transferred. The amount transferred shall take into account the amount of ice time the individual has spent playing in the O.M.H.A. during the current playing year (late transfers). The monies transferred shall be subject to the same formula as R.D.&R. 27 #11 even though it is not a refund.
- e.** Payment of the family plan fee as set out in a schedule shall be collected at hockey registration.
- f.** At the time of payment, one copy of a receipt will be provided marked “FAMILY PLAN” and indicating the names of those being registered and for which sport and level. Upon presentation of the receipt, the children named on the receipt will be registered upon payment of the appropriate family plan fee.

R.D. & R. 28 – Coaches Selection:

- a.** Applicants to fill coaching positions in the upcoming year will be requested, on an ongoing basis, starting at the end of the current playing year.
- c.** All applications shall be in writing, on a form approved by the O.M.H.A. Executive, and shall include, amongst other information, qualifications and a resume of previous volunteer experience.
- d.** Competitive coaches will be selected in June and house league will be appointed after the tryouts in September. Notwithstanding the above, the Executive reserves the right to accept or reject any or all applicants and extend the above date as it sees fit.

- e. A Coaches Selection Committee, appointed by the Executive, shall be convened to conduct interviews and consider applicants.

R.D. & R. 29 – Team Selection Process:

- a. The structure of the team selection process (evaluation) shall be approved by the O.M.H.A. Executive and a copy of the on ice drills kept in O.M.H.A. records for use each consecutive year.

The purpose of the selection process is to separate the players into different levels, according to their age and ability, which will play at the correct and various levels of a division (age group).

- b. All players shall be evaluated for their own benefit including those trying out for the Ranger teams.
- c. The evaluations shall be conducted by the Convenors with supervision and coordination by the Director of Hockey.
- d. Each division shall be evaluated separately by a standardized method approved by the O.M.H.A. Executive for children at that age level.
- e. The division convenor shall coordinate and supervise all phases of evaluation in his division including the competitive level. He shall obtain the ice times and registration lists and shall seek volunteers to call parents, check registrations at the door, hand out number vests, run the dressing rooms and run the actual ice drills. He shall be responsible for ensuring that each player is made aware of his next ice session evaluation. He shall report immediately to the Director of Hockey for his division for all problems which may arise during evaluations and which may require individual or special attention. He shall supervise and arbitrate on matters of individual selection and forming of teams. Once the teams are made to his satisfaction at the end of the tryouts, no further changes shall be made on team lists by anyone, as per the rules, except by the convenor. He shall return lists of teams and their levels to the Registrar as soon as possible. He shall maintain accurate records of each session, with results reported to the Director of hockey of his division for review by the evaluation committee.
- f. The grading of a player's talent to decide at which level he or she will play shall be carried out by an evaluation committee for each division. The committee should be made up of well qualified people and shall be approved by the O.M.H.A. Executive. By virtue of the Constitution, Executive members are members of the Committee. The Director of Hockey, the Division Convenor and the competitive coach may be part of the assessment team. The other assessors should not include anyone who has applied for a

house league official position nor should it include anyone with a child trying out in that division. Their purpose and responsibility is to see that all players receive a fair and accurate evaluation.

- g.** The O.M.H.A. may at its discretion form one, one or more “B” competitive teams in each division of hockey.
- h.** The number of levels in a division, by G.H.A. rules, are decided by the total number of teams available in the G.H.A. for that division. Four to seven teams are needed for one level, eight to eleven for two at least twelve for three levels.
- i.** G.H.A. will inform the OMHA executive with the number of teams required per level based on the number of children registered at a particular level. The 25-50-25 rule will apply for Novice, Atom and PeeWee with a 50-50 split for Bantam and Midget.
- j.** If convenors believe that the formula in “j” above will not be appropriate for the talent available, the matter may be referred, through the Directors of Hockey, to the Board of the G.H.A. who will convene a committee to arbitrate the matter.
- l.** Evaluation session will be done in numerical order and not by name.
- m.** After the first session, the players will be regrouped closer to ability from the results of the first evaluations.
- n.** No team roster shall be finalized until all Ranger team cuts are finalized.
- o.** At the end of each session, the committee shall meet to discuss the evaluations.
- p.** With the aid of the evaluation committee, conduct the tryouts following the prescribed formula and methods as set out below by the O.M.H.A. Executive;

 - i). Ensure that all players have been notified of their tryout schedule.
 - ii). The evaluation committee will evaluate all players by way of controlled scrimmages and/or drills designed for the appropriate level to assist in the rating of all players.
 - iii) The players will be measured using a rating system for each drill and exhibition game. All totals will be added together to give each player a total score.
 - iv) The director with the aid of his or her assistants will separate all the children into appropriate levels and provide all statistical information to the coaches.
 - v) **For the Bantam and Midget Divisions, coaches will select their own teams by way of a draft. It should be noted that when a coach selects their team at the initial draft their A and B coaches will each select two players less than their final roster. Tentative player allocations for Novice, Atom and PeeWee teams will be carried out by the Division Director and Convenor followed by balancing games.**

- vi) Coaches will be allowed to protect only one player other than their own son provided that player is deemed appropriate to play at the same level as the coach's son and the balance of the division is still respected.
- vii) All A coaches will evaluate the B balancing games and each A coach will select two players from those balancing games to complete their roster
- viii) All A coaches will evaluate the B balancing games and each A coach will select two players from those balancing games to complete their roster.
- ix) All B coaches will evaluate the C balancing games and each B coach will select the required number of players from C to ensure a full team roster.
- x.) Internal balancing games will take place at this point to ensure that all levels and teams are balanced within the O.M.H.A.
- xi) The director with the aid of his or her assistants will move any player to another team and or level to ensure that each child is playing at the appropriate level and that all teams are balanced equally.
- xii) Encourage the movement of players up or down in order to help in properly assessing their capabilities.

R.D. & R 30 – Budget:

- a. Each team under the jurisdiction of the O.M.H.A. must submit their budget using the form provided by the O.M.H.A. and according to the following schedule:
 - i) Initial budget: by November 1st
 - ii) Interim budget: by January 1st. This budget must be acknowledged and bear the signature of all parents or guardians involved.
 - iii) Final budget signed by all parents: by April 15th.
 - iv) Failure to produce a final budget at season's end will prevent the issue of the equipment deposit refund.

Failure to comply with the above regulation will result in the suspension of team activities.

R.D. & R. 31 – Ice Hour Guidelines:

- a. The following table provides the minimum number of ice hours recommended for teams according to their level.

Novice - Minimum of 10 full ice sheets and/or 20 half for practice (may include preseason ice).

Atom - Minimum of 10 full ice sheets and/or 20 half for practice (may include preseason ice).

PeeWee - Minimum of 10 full ice sheets and/or 20 half for practice (may include preseason ice).

Bantam - Minimum of 8 full ice sheets and/or 16 half for practice (may include preseason ice).

Midget - Minimum of 5 full ice sheets and/or 10 half for practice (may include preseason ice).

Juvenile - Minimum of 2 full ice sheets for practice.

League game numbers are as GHA prescribes.

For accounting purposes, each league, exhibition or balancing game count for 1 hour of ice. For practices, each hour on the ice, whether full ice or half ice, is considered as 1 hour of ice time.

b. Tournaments

- i) A team should be allowed to participate in a maximum of five tournaments including two out-of-town. For the purpose of this guideline, out-of-town means outside of 100 km radius or any location in the Province of Quebec (as set out by the O.D.M.H.A. guidelines). For the purpose of ice hours, each tournament entered would count for only 2 ice hours. A team may make application to the Executive to participate in more tournaments provided such applications are made in writing and include the signatures of all team parents in favour and opposed.

c. Play-offs

- i) In counting ice hours, the play-offs will be considered as being only 2 hours of ice time.

d. Exceeding Ice Hour Guidelines

- i) A team may make application to the Executive to exceed the ice hour guideline maximum provided that the application is made in writing and sign by all team parents in favour and opposed.

e. Operating with fewer Ice Hours than Guidelines Minimums

- i) This is a team decision but it is not a recommended practice. The minimum hour guidelines are provided to indicate the minimum number of hours to maintain a good developmental hockey program. If a team plans to operate under the minimum number of hours indicated, this information should be provided to the Director of Hockey in writing signed by all team parents.

f. APPLICATION OF ICE HOUR GUIDELINED EXAMPLE:

i) Provided in the registration are: 10 hours of practice ice per team (which may be used as 20 half ice practices or 10 full ice practices or any combination), 18 league games, 2 or 3 balancing games and 2 play-off hours. This accounts for 30 to 40 of the ice hours permitted under the guidelines. The balance of the hours come from extra ice purchased for practices or exhibition games and from tournaments.

ii) If a team made up 30 of its hours from the registration provided ice, and had available 95 hours under the guidelines it would be able to use an additional 65 hours of ice. This could be made up as follows:

5 tournaments	10 hours
10 exhibition games	10 hours
45 practices	45 hours
Total	65 hours

iii) If a team decided on 60 hours with 40 hours being made up of ice provided for under registration, the following might be done.

2 tournaments	4 hours
10 exhibition games	10 hours
6 practices	6 hours
Total	20 hours