



**ELGIN**  
**THAMES 73s**



Elgin Thames Minor Hockey

# Operating Policies and Procedures

Created – March 2025

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These provisions are policies and procedures of Elgin Thames Minor Hockey, having been considered and adopted by the duly elected and appointed Board of Directors of Elgin Thames Minor Hockey on February 1, 2025.

It is the purpose of these policies and procedures to provide consistent assistance and direction to those who are responsible for the operating needs of the Elgin Thames Minor Hockey (“ETMH” or the “association”) so as to operate the hockey programs of ETMH in a manner consistent with its mission, its bylaws, the regulations of governing bodies and common sense.

The policies, rules, and regulations of the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF) and Hockey Canada, including playing rules, are adopted and work in conjunction with these policies. Policies and procedures specific to Elgin Thames Minor Hockey are outlined within this manual. In all other cases, the Ontario Minor Hockey Association regulations will apply.

The duties and responsibilities of the elected board and appointed board members are outlined in the ETMH by-laws.

It is anticipated that the policies and procedures will be reviewed annually and adjusted where necessary to accommodate changing circumstances and the continued best interests of the association and its players. However, during the season, the responsibility of interpreting / adapting the policies will lie solely with the Board of Directors of the association.

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### 1. Logo and Colours of the Association

The teams of Elgin Thames Minor Hockey (“ETMH”) shall be known as the “73s”. The logo of the association shall be in the form below; the logo was created for and is the exclusive property of Elgin Thames Minor Hockey. The logo may not be used for any purpose without the express written consent of the board. It is the intent of ETMH to protect the use and application of the ETMH logo and property.

(a) The official colors of ETMH shall be Maine blue (a deep sky blue), navy blue and white

(b) Official Logo



(c) Game uniforms and game socks should only be worn for games.

(d) ETMH requires all players to wear:

- (i) Official ETMH jersey
- (ii) Navy hockey gloves or custom gloves approved by the association.
- (iii) Custom pant shells approved by the association.
- (iv) White helmet

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### **2. Dress Code and Team Apparel**

#### **(a) Dress Code**

- (i) Players and all bench staff shall wear only ETMH team approved apparel, as provided by a ETMH approved vendor or as approved by the President and the Equipment Manager. Shorts and jogging pants are not permitted, and clothing should be neat in appearance, free of rips, tears, or stains.
- (ii) No hats are to be worn except ETMH crested headwear. This applies to all home and away games, regular season, exhibition games, playoff games and tournaments. This dress code shall be strictly enforced by team officials and ETMH Board of Directors.

#### **(b) Team Apparel**

- (i) team apparel and merchandise including but not limited to (hats, bags, toques, track suits, winter jackets, socks, etc.) must be purchased through ETMH's approved vendor list. The approved Vendor's list for ETMH apparel will be provided to all coaching staff.
- (ii) Teams/Individuals are not permitted, without written consent of the President and the Equipment Manager, to seek and purchase from any other vendor.

#### **1st Non-Compliance Incident:**

Will result in a written warning issued to the team and a reminder of the policy in which a team executive will be required to sign off that they understand the policy and will adhere to it moving forward. In extreme cases of non-compliance, the board may determine that an interview is required with the President, 2<sup>nd</sup> Vice President, and Equipment Manager (or other designate(s)) to review the ETMH dress code and team apparel policies. This may include an immediate suspension (or other sanctions) of the Head Coach and Manager, who will serve a one (1) game suspension. When suspended, a suspended coach and manager are only to be permitted to attend games as a spectator. The team or individual will not be allowed to wear/use the non-approved apparel or merchandise for any team functions (practices or games).

#### **2nd Non-Compliance Incident:**

An interview with the President, 2<sup>nd</sup> Vice President, and Equipment Manager (or other designate(s)) will be required and may result in immediate indefinite suspension of the Head Coach and/or Manager from the team with no affiliation in a coaching, bench staff, managing or on-ice volunteer capacity permitted until the board reaches a decision on an adequate length of suspension.. The team or individual will not be allowed to wear/use the non-approved apparel or merchandise for any team functions (practices or games).

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### 3. Registration

The minimum age for registration for ETMH hockey programs is 7 (seven) years of age as of December 31 of the year in which the season begins.

A copy of each registrant's birth certificate or official proof of age shall be provided to the registrar of ETMH and/or his/her delegate at the time of initial registration with ETMH or at any time thereafter on request.

The age groups for the various divisions within ETMH are as follows, subject to OMHA policies, rules, and regulations:

First Entry Teams	Age (on December 31 <sup>st</sup> )	Second Entry Teams	Age (on December 31 <sup>st</sup> )
U9 MD1	7-8 years	U9 MD2	7-8 years
U10 A	9 years	U11 B	9-10 years
U11 A	10 years	U13 B	11-12 years
U12 A	11 years	U15 B	13-14 years
U13 A	12 years	U18 B	15-17 years
U14 A	13 years	U21B	18-20 years
U15 A	14 years		
U16 A	15 years		
U18 A	16 – 17 years		

All players must register for and play in the applicable division by age.

Registration dates and methods will be established by the board in consultation with the registrar of the association and will be published on the ETMH website, social media and in other mediums prior to the registration date(s). No registrations will be accepted outside of the approved and published dates and methods. Registration of players shall be completed by the date determined by the board, which will generally be on or before July 30 each year, with the dates for exceptions, late registration and full payment of registration and related fees determined by the board. Registration and related fees and amounts will be established for each season and published prior to registration by the Elgin Thames Minor Hockey's board. The registration fee for each player shall be calculated according to basic reasonable costing principles, with priority given to costs associated with ice time usage. Ice time allocation to specific age groups and teams will be recommended by the ETMH Board of Directors and built into registration fees and the budget. Players must pay the fees established for the age group in which they register.

Registration fees are the base fees to play hockey in a specific age group. Additional fees may include the following:

1. Tryout fees, which allow a player to try out for a specific team prior to registration.
2. Team specific fees used for additional ice (outside of ETMH allocated ice), team apparel, off-ice activities, and other team specific costs.

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Upon being selected to an ETMH team, registration fees will be due at a date determined by the board. Late registration fees may be used to encourage timely payment. The late fees will be determined annually by the board. Exceptions to the late fee may be made at the discretion of the board for extenuating circumstance's outside of a member's control.

No player will be permitted to participate in any ETMH tryouts unless the tryout fee has been paid in full. Players will not be placed on a team's official roster, nor participate in any team activities unless and until full registration and related fees and amounts are paid in full.

### **4. Refunds**

The board and/or its designate will consider refunds on an individual basis upon receiving a written request through the "Request for a Refund" form by the player and the player's parent(s)/guardian(s) to withdraw from hockey through ETMH. Upon submission of the form on the ETMH website the request will be reviewed by the ETMH Registrar and Treasurer and put forth to the board for approval at the next monthly meeting following submission.

All refunds will be issued through the Hockey Canada Registration portal to the credit card that was used for the initial registration, less any administration fees as outlined below. Refunds may take up to two weeks to be processed.

Exceptions may be granted at the discretion of the ETMH Board of Directors in the event of, for example, major injury, serious illness, moving, etc. Each request will be reviewed, and a decision rendered on a non-precedential individual basis.

Note that all refund requests granted may be subject to additional administration fees ranging from \$25-\$100 depending on the timing of the request and impact on the organization and team.

Tryout fees are refundable only if the refund is requested before the player participates in a tryout or before the tryouts for his/her division are started, whichever comes first.

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### ***5. Player movement***

ETMH adheres to all OMHA and OHF policies with respect to player movement. In January 2025, OHF and OMHA have moved away from traditional policies regarding player movement and have opened borders for U10 and above divisions to support player movement to any association of their choosing. U9 MD programming will remain residentially restricted to OMHA centres.

ETMH will support player movement and provide members access to any corresponding forms or paperwork that may be required.

### ***6. Coaches and Selection***

The association's primary objective for coach selection is to choose the best certified, qualified, and available coaches at each division and level for the benefit and development of all the players on each of the Elgin Thames Minor Hockey teams.

The board shall establish a Coaches Selection Committee to review, interview and recommend head coaches for the teams within ETMH. Recommendations shall be made to the board in writing, together with reasons for the recommendations. The board will consider the recommendations and select head coaches for the ETMH teams.

The committee shall be comprised of at nine members, from who it shall elect a chair. The chair may be appointed by the board if necessary. The Coach Coordinator Director shall be a member of the committee but shall not have voting rights. The President shall be a member of the committee with voting rights. The committee members should represent a cross section of the association and/or the community with an equal representation from the three former individual association (Aylmer Minor Hockey Association, Belmont Minor Hockey Association and Dorchester Minor Hockey Association). The board shall call for nominations for new members of the coach selection committee to replace any member who will not volunteer for the upcoming season or whose term has ended. Nominations may be made by any member of the association in the manner designated by the board. All nominations shall be submitted to Coach Coordinator Director. The Coach Coordinator Director shall present the nominations to the board for review and selection of new committee members. All members of the board who do not have a conflict of interest will be eligible to vote on the selection of new Coach Selection Committee members. Any member of the board who wishes to consider applying for a head coach position for the upcoming year must declare a conflict of interest and shall not participate in the selection of coach selection committee members for that year. Any board member who fails to declare such a conflict shall not be eligible to be selected as a head coach for any ETMH team for that year, unless otherwise unanimously approved by the board. The criteria that will be considered for the appointment of committee members shall be balanced amongst the following: at least one member shall be a non-parent with preference given to non-parent applicants, coaching/teaching experience, leadership qualities, representation of a diverse population, interview skills and experience. All members shall perform their functions objectively and in the best interest of the association and its players. Committee members will serve a term recommended to be not more than three years, with no more than half of the committee members' terms expiring in the same year. Coaching selection committee members may serve a longer term in certain circumstances,

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but this is subject to board approval. Selection of new Coach Selection Committee members will be decided by a vote in which at least 80% of the current Board of Directors vote in favor of the candidate.

The committee must ensure that coach selection does not prejudice the selection of the most suitable hockey players for each team due to bias or any other influence. Every attempt must be made by the members of the Coaches Selection Committee to identify and remove any personal bias towards or conflict of interest in respect of any applicant. Any potential bias or conflict must be declared in advance. If bias or conflict of interest exists on the part of a member of the committee in relation to an applicant, that member will not participate in the interview, deliberations or decision making of the committee in respect of the team/age group for which that applicant has applied. Should conflict of interest in respect to any applicant exist for the Coach Coordinator Director (sitting as a non-voting member of the committee), the president shall assign another non conflicted member of the executive to replace the Coach Coordinator Director for the interviews of the candidates for the specific division/level.

Applications for coaching positions will be available in December each year on the Elgin Thames Minor Hockey website. Applications must include at least three (3) references. If the applicant has volunteered with another minor sports association, a contact person for that association must be provided. Coach applicants must proactively disclose any previous or current discipline rendered in the context of coaching minor hockey by ETMH and/or any other association. The Coach Selection Committee is required to contact all provided references and review any relevant information in its considerations for head coach recommendations.

Completed applications for head coach positions must be submitted to the chair of the committee or his/her delegate. Only those who have submitted a written application will be considered for the position of head coach for a team. Head coach applications must be submitted by the deadline established by the board in the given year.

The committee shall conduct its review of the applicants for team head coaches and make its recommendations by February 15th or as soon as practicable thereafter.

The Coaches Selection Committee shall review each application. It must interview each applicant for each team. OHF and Hockey Canada guidelines should be followed where applicable. Interviews may include clarifying any information about or provided by the application, asking the applicant about previous coaching education, experience and/or history, determining the applicant's philosophy, confirming the Elgin Thames Minor Hockey's policies and practices, including the team selection process, playing time, responsibilities of the coach during the year, guidelines, and any other relevant information. In general, information or knowledge relating to the applicant's teaching/coaching ability, experience, hockey skills and knowledge, attitude, and behaviour on or off the ice while representing the team or Elgin Thames Minor Hockey will be relevant and discussed. At least three members of the Coaches Selection Committee shall sit during interviews, including at least one member selected by each preceding organization to ensure transparency and avoid bias. Where possible, the same three members should be present for all candidates' interviewing for the same position.

The following will also be considered in the selection of head coaches:

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1. The applicant's preference to coach at a specific age level
2. Any relevant past coaching education and experience, including the appropriate and required certification to coach at the preferred level and whether the applicant coached the preceding representative team in the previous year. If certification is not possessed at the time of the selection process, the applicant must provide particulars of when and where the certification will be obtained, and any selection will be contingent on certification prior to the start of tryouts.
3. Any additional information or knowledge that members of the Coaches Selection Committee may have or require regarding abilities, skill level, experience, or other concerns.
4. The applicant's ability to teach and demonstrate on and off the ice the necessary skills required for the preferred age level and level of play.
5. The completion of Respect in Sport Activity Leader or its equivalent and Gender Identity and Expression training, plus the OHF approval of a vulnerable sector check.
6. The skill level of the applicant's child (except in the case of a non-parent) and the likelihood that the child would be selected for the team on his/her own merit. Formal written evaluations of the child's ranking may be collected from knowledgeable individuals from outside the board and the coach selection committee, such as a prior coach or a coach who has evaluated the child in tryouts or observed the child during the prior season.
7. Whether the applicant is the parent of a first- or second-year player in the division in question (applies to second entry only). If two or more coaches portray similar capabilities and experience, preference will be given to an applicant who has a second-year player in that division.

After the completion of the interview process, the committee shall deliberate and, by majority vote, recommend the most suitable candidate for each team. All coach recommendations must be provided by the committee to the Elgin Thames Minor Hockey's board for approval prior to notifying any of the applicants, this recommendation should include whether a decision was unanimous or by majority. After board approval, the Coaches Selection Committee, in conjunction with the Coach Coordinator Director, will provide notification to the successful and unsuccessful applicants as soon as possible in writing or verbally after approval by the board.

All information received during the selection process and all communications within the committee and/or between the committee and the board shall be confidential to preserve the integrity of the process.

The head coach is responsible to submit a completed roster by the deadline. The deadline for submission of rosters for all teams with spring tryouts is June 1. The deadline for submission of rosters for teams with fall tryouts is 1 week after the completion of the tryout.

All head coaches may select certified and qualified assistant coaches, trainers, managers, and other team officials, subject to OMHA regulations regarding number and qualifications. All choices must be submitted to the Board of Directors, which reserves the right to accept or reasonably refuse any proposed team official with or without expressed reasons. Each bench staff must obtain appropriate certification and submit proof of certification or show proof of course registration to the executive by September 1 for all teams with spring tryouts and October 15 for all other teams, failing which that person shall be removed

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from the bench staff and/or the team shall forfeit all ice times until the certification is obtained and submitted.

All coaches are required to comply with all ETMH policies, practices, and procedures, as well as board directions. They must organize and conduct practices for the purpose of developing all players individually and as a team. Coaches are encouraged to follow Hockey Canada's guidelines, including the use of practice time for technical skill development, as prescribed in Hockey Canada's coaching manuals.

Coaches shall, without limiting the generality of the foregoing, comply with the following guidelines:

1. Attend coaches and/or association meetings as required.
2. Coach the team in all on ice activities and appoint a designate for a team activity in the coach's absence.
3. Ensure that all players and parents/guardians are made aware of the playing rules and team schedule.
4. Respect all officials' decisions and treat officials with respect.
5. Hold a meeting at the start of season with players and parents to make them aware of the coach's plans, expectations, and goals for the season. These meetings will be used to discuss the following: coaching staff and responsibilities, coaching philosophy, team rules, dress code, playing time, supervision of dressing rooms and shower policy, 24-hour cool down rule, parent complaint procedure, budget, financial obligation and financial statements, tournaments and any other points that require discussion.
6. Accept ice time allotted to the team by the association.
7. Ensure that allocated ice is used and used appropriately.
8. Organize the team's coaching/management staff. Ensure that all team documentation, including rosters, travel permits and game sheets, is properly prepared, maintained, readily available and submitted to the appropriate person when required.
9. Ensure that all rules, regulations, safety measures and policies are observed.
10. Pre-plan practices with team coaching staff.
11. Liaise with the league representative on the Board of Directors.
12. Ensure all players are properly equipped.
13. Ensure all players receive equal attention to ensure proper player development.
14. Not to speak to any player in a demeaning or demoralizing manner, remain in control on and off the ice and ensure proper conduct of players and coaching staff on/off the ice at all team functions.

Trainers shall, in addition to any other responsibilities imposed upon them:

1. Ensure that all players have completed a "Medical Information Form". These forms are to be on hand at any team related activity (games, practices, dry land, travelling, and social functions). The forms are strictly confidential and only the trainer, head coach, bench staff and the player's parent/guardian should have access to the medical history file.
2. Keep the coach informed with regards to player's condition.
3. Be aware of individual player medical needs (i.e., puffer for asthma).
4. Obtain and maintain player medical information and create an emergency action plan.

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5. Ensure receipt of a doctor's release note prior to any player returning to practice and/or game.
6. Complete, if necessary, the OHF – Hockey Canada Injury Report, attach the game sheet and provide to the Shamrock / Lambton Middlesex representative.
7. Maintain the association provided first aid kit, which should include:
  - 1 sturdy first aid kit box
  - 1 pair bandage scissors
  - 10-4"x 4" gauze pads
  - 1 bag sterile cotton tip applicators
  - 1 roll pre-wrap
  - 2 pairs rubber gloves (latex)
  - 1 pack iodine swabs
  - 1 box knuckle bands
  - 2 rolls 1½" Athletic tape
  - 1 chemical cold pack
  - 1 roll 4" stretch gauze
  - 1 box fingertip bands
  - 2-4" tensor bandages
  - 2 boxes elastic stretch strips
  - 4 zip lock plastic bags
  - 1 CPR barrier shield (only use if certified in CPR)
  - 2-40" cotton triangular bandages (slings)
  - 1 chemical cold pack
  - 1 roll 4" stretch gauze
  - 1 box fingertip bands
  - 2-4" tensor bandages
  - 2 boxes elastic stretch strips
  - 4 zip lock plastic bags
  - 1 CPR barrier shield (only use if certified in CPR)
  - Injury report forms

The team manager's responsibilities include, but are not limited to, the following:

1. To assist the coach in his/her team management responsibilities.
2. To liaise with parents as necessary.
3. To advise the Shamrock Representative and Ice Allocator of all tournaments/exhibition games.
4. To ensure the return of all equipment at the season's end.
5. To create and maintain team financial records and to provide a financial accounting to parents.
6. To ensure that dressing room and game sheet details are in order.
7. To ensure that the team sponsor(s) receive a schedule of the team games.
8. Keep team schedules current.

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### ***7. Police Record Checks***

Elgin Thames Minor Hockey requires that individuals involved on the ice or in dressing rooms with minors and who handle team or association funds, including, but not limited to, all bench staff, on-ice helpers, and members of the Board of Directors, undergo a police vulnerable sector check (VSC) as per OHF and OMHA guidelines and submit the VSC to the OHF for approval by the timelines specified below. A vulnerable sector check submitted to the OHF may continue to be acceptable for not more than three seasons immediately following the date of the original check, provided that the volunteer fully and accurately completes and submits to OHF an acceptable and accurate Criminal Offence Declaration each season.

The Board of Directors are to have their vulnerable sector check or declaration completed by August 1. Head coaches shall provide completed and acceptable checks or declarations no less than 7 days prior to the start of the association's tryouts). All other bench staff, on-ice helpers, and other specified volunteers shall provide completed and acceptable checks or declarations by August 1 or before participating in any ETMH/OMHA sanctioned activity.

The head coach of each team is responsible for ensuring that the bench staff for the team have completed and submitted acceptable vulnerable sector checks or declarations to the OHF by the date set by the board. Failure to submit the required checks or declarations by the selected date will result in the suspension of the person in question pending delivery of the check/declaration, which suspension shall be enforced by the head coach and the board.

The Coach Coordinator Director or such other board member as the President may delegate, shall be responsible for ensuring compliance with the OHF process for all record checks and declarations each season.

Persons who do not have VSC approval by the OHF will be disqualified from being part of any ELGIN THAMES MINOR HOCKEY team, staff or executive.

Every individual to whom this policy applies has a positive obligation to report any relevant criminal convictions and to provide the required checks and/or declarations.

The board shall disqualify and/or suspend a volunteer who does not receive OHF approval upon submission of a vulnerable sector check and/or declaration and/or who has been convicted of or investigated for any other offence which may reasonably compromise the safety of ETMH members and players.

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### ***8. Tryouts and Team Selection***

The Board of Directors of Elgin Thames Minor Hockey will establish ideal team sizes for all ETMH teams based on the philosophy of the association. These expectations will be communicated to head coaches prior to the commencement of the tryout process. Coaches shall comply with the team size established by ETMH.

The selected ETMH head coaches shall choose a minimum of thirteen (13) skaters for the U9MD to U13 age groups and a minimum of fifteen (15) skaters for the U14 to U21 age groups, plus a minimum of one goalie. Coaches will have the option of selecting more players as deemed necessary for their team based on registration numbers, competitiveness, and/or needs of the team. In exceptional cases a coach may apply for an alternate team size to the ETMH board. Selection of two (2) goalies will be at the discretion of the head coach.

#### **“A” level team:**

An “A” team that is comprised of the minimum number of skaters, must have no more than 5 players that are not “local” to the ETMH association. If a team has a roster size larger than the minimum, any additional players may be from outside the association.

#### **“B” level teams:**

A “B” team that is comprised of the minimum number of skaters, must have no more than 3 players that are not “local” to the ETMH association. If a team has a roster size larger than the minimum, any additional players may be from outside the association.

A “local” player is defined as a player that has a residential address within the previously established boundaries (including former right of choice areas) of each of the three associations (prior to OHF opening borders) or has played for ETMH (or representative hockey at AMHA, BMHA, or DMHA) for three consecutive seasons.

A request for any deviations from the above roster guidelines must be submitted in writing to the board prior to team selection and are subject to approval of the board. Reasons for a deviation request include, but are not limited to, a low turnout of local players to tryout, or a significant difference in caliber between a “local” and “non-local” player looking to be selected. When players of similar calibre are being considered, preference should be given to the “local” player.

All head coaches shall utilize the Affiliate Player (AP) process to the full extent (see ETMH Affiliate Player policy) during the hockey season to continue the development of players.

The board shall establish the dates and fees for tryouts in accordance with the OMHA Seasonal Calendar and prescribed tryout timelines. The ETMH ice allocator will be responsible to secure sufficient ice and the dates will be posted on the ETMH website in the association calendar. No tryouts or evaluations shall be conducted outside of the selected dates.

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All upcoming U14 aged players must attend a body checking clinic prior to attending the tryouts. U15 and above aged players new to rep hockey must also have attended a body checking clinic prior to tryouts. Completion and proof upon request are mandatory. It is strongly recommended that players looking to "AP" to a U14 and above team also attend a body checking clinic. If a player attended an outside third-party body checking clinic, proof of completion must be sent to the ETMH registrar prior to tryouts commencing. Checking clinics will be determined annually by the board and posted on ETMH's website once the checking clinic dates are announced.

Before tryouts, a list consisting of the names of players who indicated that they wish to try out for ETMH teams will be given to each team's head coach in the applicable age division. The ETMH Registrar will coordinate try out list additions in consultation with the head coach. The head coach for each r team will contact or otherwise notify all players on the tryout list of the dates and times of tryouts. No player may participate in any tryout unless the applicable tryout fee has been paid in full. The head coach is responsible for collecting late try out fees prior to tryouts (submitted in person) and remitting those fees to the association within one week of the completion of tryouts.

Head coaches may select the players who will comprise their respective teams each season, with the goal of selecting the best team possible based on the available and interested players who tryout, while balancing the development of "local" players. Head coaches are responsible for selecting off-ice and on-ice helpers and/or evaluators to help with the tryout procedure. On-ice helpers must be certified coaches or trainers or must meet the criteria for on-ice helpers set out in the ETMH policies and procedures.

Head coaches are responsible for selecting "non-conflicted" volunteers to assist in running the on-ice portion of the tryout process. On-ice helpers must be certified coaches or trainers or must meet the criteria for on-ice helpers set out in the ETMH policies and procedures. The head coach is also responsible for planning the drills and scrimmage portions of the tryouts. Independent evaluators may be selected by the ETMH Board of Directors and will work in conjunction with the head coach throughout the tryouts.

The coaches and their helpers are responsible for ensuring that all players receive equal opportunity to demonstrate their skills and suitability for a team. In addition, the coaches and their helpers shall ensure that the tryout and selection process is, and is reasonably perceived to be, fair, objective, and transparent.

Coaches may release players from tryouts for a particular team in accordance with this policy during the tryout period established by the board. Final releases are to be made by the last date of the tryout period and communicated within 24 hours of the last tryout in an appropriate manner to the player and parents/guardians.

All players who pay the prescribed tryout fee, shall be provided with the opportunity to attend a minimum number of tryout skates with the specific team before being released from that team, provided that those skates must occur in the first three tryout ice times assigned to that team, or as agreed in advance by the head coach.

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This is according to the team age level, as per the OMHA Player Pathways, as outlined in the following chart:

AGE LEVEL	MINIMUM TRYOUTS OFFERED	AGE LEVEL	MINIMUM TRYOUTS OFFERED
U9MD1	3	U9MD2	3
U10A	3	U11B	3
U11A	3	U13B	3
U12A	3	U15B	3
U13A	3	U18B	3
U14A	3	U21B	3
U15A	3		
U16A	3		
U18A	3		

If a player cannot attend a tryout skate for any reason, he/she must contact the head coach prior to the tryout that will be missed.

A player is eligible to be signed by the head coach and therefore selected to the team at the beginning of the OHF tryout period. It is the coach's discretion to let a "signed player" continue in the tryout process or ask them to sit out certain ice times to let evaluators focus on remaining players.

A coach needs to make sure that they have all committed players signed prior to releasing the remaining players from tryouts. Head coaches must take all steps to avoid coaches attempting to sign/select previously released players.

Discussions that take place amongst coaches, helpers and the board regarding tryouts and player evaluations are confidential and will not be shared with parents or others outside of the evaluation process. The head coach shall notify all players who tryout, indicating either their release from or selection to the team within 24 hours on the final day of the tryouts for the particular team. If releases are staggered, then the coach shall make every effort to notify all players who are released at a certain stage and/or who will continue with the process on the same day.

When a player is released from a tryout or team, feedback about the release shall only be sought from the head coach of the team. If requested, the coach should give reasons for the release but, in doing so, a comparison to any other specific player shall not be used.

ETMH adopts Hockey Canada's recommendation that players develop and play within their age category. However, a player may seek exceptional status to be selected by and play for a representative team in the next highest division by submitting a written request to the ETMH executive by no later than April 15 or 15 days prior to the start of tryouts, whichever is earlier.

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The following conditions shall be reviewed for a player to be considered and granted exceptional status:

1. Tryout fees (for both age categories) must be paid in full before the tryout begins.
2. The player's ability must be significantly advanced for his/her age and playing at a level consistent with the top players at least one age group above.
3. Be one of the top three (3) players in the older age group or one of the top two (2) goaltenders in the older age group by demonstrated skill level as compared to all players trying out for the team as assessed by an independent evaluator assigned by the ETMH Executive.
4. The independent evaluator will be an individual without conflict with either age category and appointed by the non-conflicted ETMH Board of Directors. This individual is to remain anonymous to the head coach and anyone outside of the board.
5. The player will be permitted two tryouts at the older age group before being released.
6. Exceptional status will not apply to U16-aged players (i.e. U16-aged players cannot be granted exceptional status to try out for a U18 team) due to the timing of U16 and U18 tryouts.

If the player tries out for but does not make the representative team for which he/she tries out based on the above criteria, he/she may try out for or be selected for the team in his/her age group. The player will be permitted one tryout at the player's own age group before being released.

### ***9. Affiliated Players***

Elgin Thames Minor Hockey's primary purposes for player affiliation (AP) are to ensure that teams have sufficient available players for fair and safe play in cases of illness, injury, or other unavailability and to assist in the development of players. An affiliated player is to complement the roster of players on a team. A player may be affiliated by entering into an approved affiliation agreement for the current season, which must also be signed by the player's parents and the coaches of the affected teams and being rostered to the team as an affiliated player. All OMHA rules and regulations regarding affiliated players apply. In addition, the following apply to affiliation within ETMH:

1. Affiliation is not intended to and shall not be used as a means by which the affiliated player can play on a regular basis with the non-assigned team. An affiliated player may play no more than 33.33% of the games of the team with which he/she is affiliated unless approved by the board. An AP player should only be used in games where a player from the original roster is unable to play. An AP should not be used if the number of players in the game now exceeds that team's original roster size.
2. In special cases where a team's original roster is less than 13 skaters, the coaching staff may decide to affiliate players to add to the roster and bring it up to at least 13. In such a case, paragraph 1 will not apply. This philosophy must be discussed with the team and parents at the start of the season. All other AP rules still apply.
3. The affiliated player's first obligation is to his/her primary assigned team. An affiliated player shall not miss a practice or any game with his/her primary team to practice or play with the team to which he/she is affiliated without express written permission obtained in advance from the coach of the player's primary team. An affiliate player may miss a practice with his/her primary team if the higher categorized team has a game and has less than the OMHA approved roster number of players available for the requested game. This will require the approval of both coaches and the applicable league representative.

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4. A coach requiring the use of an affiliated player shall first obtain the approval of the primary team's head coach and then obtain the approval of the affiliated player's parents and the affiliated player.
5. Coaches should bring affiliated players to team practices prior to any affiliated game.
6. A player may only be AP'd by one team.
7. A player may only be AP'd up one level from the level in which he/she is registered, regardless of age, and in accordance with the OMHA rules regarding affiliation.
8. For games, teams will only be allowed to bring up affiliate players rostered on their OMHA approved roster sheet. Any player participating in a game as an affiliated player must be indicated on the game sheet report and be noted by having "AP" beside his/her name. The appearance of the player's name on the official game report shall be considered participation in the game, except in the case of a substitute goaltender, in which case actual participation shall be specifically noted on the game report. (See OMHA Manual of Operations re: affiliation)
9. Any dispute among the coaches, parents and/or player regarding the application of the AP rules will be referred to the respective ETMH league representatives(s) (i.e., LMLL and/or Shamrock) and OMHA representative for review and a joint decision based on this policy and the OMHA Manual of Operations.
10. All decisions made by teams and/or the board with respect to affiliation are valid for the current hockey season only.
11. Failure to adhere to this policy may result in the offending coach being assessed a suspension by the association.

### **10. *Playing Time***

Elgin Thames Minor Hockey is committed to the principles of sportsmanship and fair play, including using reasonable efforts to ensure that players receive relatively fair and equal opportunity to contribute to the success of the team.

All coaches shall clearly explain this policy and their planned approach to playing time with players and parents at the beginning of the season. All coaches should reasonably attempt to play all players and goaltenders equitably. It is acknowledged that coaches may use reasonable discretion in allotting playing time, including in the following circumstances:

1. In the case of discipline of a player by a coach, a coach may elect not to play a player for not more than one game per occurrence. If the coach feels further discipline is required, the coach shall contact the applicable Elgin Thames Minor Hockey league representative.
2. During the final five minutes of any game, during any power play, during any shorthanded situation, and/or during any part of the final/potential final game of any playoff series, play-down series, or tournament.

### **11. *Player Injury and Return to Play***

Elgin Thames Minor Hockey, its members and its agents will undertake reasonable efforts to provide for the safety of all participants in its hockey programs. However, it assumes no responsibility for player injuries or any other liabilities whatsoever. Registration with and/or membership in ETMH constitutes an

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agreement to release the association from any liabilities associated with its operations, whether known or unknown.

Elgin Thames Minor Hockey and its bench staffs will follow the OMHA HTCP guidelines for return to play following any player or on-ice volunteer injury. In addition, Elgin Thames Minor Hockey requires that any player who is injured on the ice during any ETMH function and leaves the ice to seek medical attention must follow the following procedures:

1. Have the attending Physician complete the Hockey Canada Injury Report form. These can be found on the OMHA website and the ETMH website. All ETMH teams must carry copies of these forms in their first aid kit.
2. The injured player must have a HTCP Return to Play form completed by the attending Physician, clearing the player to return to practice and game action. These forms can be found on the OMHA website under the HTCP program, as well as on the ETMH website.
3. The above forms must be provided to the player's team trainer, with a copy to the Elgin Thames Minor Hockey's OMHA representative.
4. No player will be allowed to return to any Elgin Thames Minor Hockey related ice or training activity without first submitting this form to the team trainer and the Elgin Thames Minor Hockey's OMHA representative.

### ***12. Equipment and Safety***

It is mandatory that all players playing with or for Elgin Thames Minor Hockey wear all equipment as per Hockey Canada and the OMHA Rules of Operation at all games and practices from the time they enter the playing area until they leave the playing area at the end of the activity period. For greater certainty, all players must always have the following equipment on when participating in any Elgin Thames Minor Hockey on-ice activities, including but not limited to all games, practices, development programs or any other Elgin Thames Minor Hockey activity:

- CSA approved hockey helmet with approved full-face shield/visor and ear protection. The helmet must be fastened while on-ice with no more than two fingers under the chinstrap. No unauthorized adjustments to helmets are permitted, although the addition of CSA approved "ear flaps" for older helmets is an acceptable alteration.
- Approved Mouth Guard
- Neck Guard
- Shoulder Pads
- Elbow Pads
- Hockey Gloves
- Athletic Support/Cup
- Hockey Pants
- Shin Pads
- Skates

In addition to the mandatory equipment listed for players, goalies must also wear an approved throat protector for all games and practices.

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All equipment should be properly fitted to ensure the maximum protection provided by the equipment. No unauthorized alterations to equipment are permitted.

All hockey sticks must be free of cracks or other damage affecting the integrity of the stick. Sticks must have material at the end of the shaft to enlarge the size of the shaft enough to prevent entry into a face mask.

All coaches and on-ice assistants, including, but not limited to, trainers and on-ice helpers must wear all required and approved hockey equipment as per Hockey Canada and OMHA rules, including a properly fastened and CSA approved hockey helmet, during all activities on the ice. Volunteers under the age of 14 years must wear full equipment.

### ***13. Use of Association Equipment***

The association will arrange the purchase of equipment for the association as deemed reasonably required by the executive and/or its appointee from time to time. Equipment may include jerseys, pinnies, pucks, first aid boxes and supplies, goalie equipment and any other equipment supplied by the association.

The Equipment Manager shall manage the association's equipment. All equipment belonging to Elgin Thames Minor Hockey will be issued by the Equipment Manager at the beginning of each season and shall be returned to him/her in good order and condition at the end of the season. A team official will sign for all team equipment through the equipment manager, and the head coach shall be responsible for its care and condition until its return at the end of the season.

A team who wishes to use ETMH's training equipment shall notify the Equipment Manager and will be requested to sign a waiver before gaining access to the equipment.

Even though team jerseys are purchased by the players, the head coach shall be ultimately responsible for the care and condition of team jerseys. Care of each set of jerseys (home and away), including appropriate cleaning, may be delegated to a specified parent/guardian from the team who then assumes full responsibility for the care and condition of the team jerseys. Jerseys must be cleaned and dried as necessary during the season to prevent soiling, discolouration, mold, mildew, deterioration, etc. Game jerseys shall be worn for games only and shall not be used for practices. ETMH wants to maintain a desired look and therefore jersey care is an important part of this.

Any player or team official failing to return equipment upon request and/or in reasonable condition shall be deemed to be not in good standing until the situation is remedied to the satisfaction of Elgin Thames Minor Hockey. Any damage to Elgin Thames Minor Hockey equipment may result in a team being requested to cover the replacement cost of the damaged article.

The board may establish a nominal deposit in relation to any association equipment released to a team (i.e., Team Bond Fee). If equipment is not returned in satisfactory condition, the association may retain the deposit and charge the team for the cost of repairs.

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Anyone, including coaches and goaltenders, who wishes to use Elgin Thames Minor Hockey equipment for anything other than Elgin Thames Minor Hockey activities must request approval for such use in writing prior to use of the equipment. If approved, a fee may be levied by Elgin Thames Minor Hockey, which will be payable prior to the release of the equipment. Any damage to the equipment will be the responsibility of the user.

### ***14. Allocation of Ice Time***

ETMH will seek required ice and sign an ice contract with the corresponding municipalities and/or other facilities as needed for its on-ice programs yearly. The board and the Ice Convenor, in partnership with the Ice Allocators from AMHA, BMHA and DMHA, are responsible for identifying to the municipalities the association's ice requirements for the upcoming season within the municipality's deadlines and policies for ice allocation.

The organization and scheduling of ice time for the ETMH hockey programs is the responsibility of the Ice Convenor. League representatives will assist the Ice Convenor as needed. During OMHA playdowns and league playoffs, the Ice Convenor will schedule ice times for games with assistance from the OMHA and league representatives to ensure that the association's playoff priorities are met. Ice, including practice ice, will be given to teams that require it for playdowns and/or playoffs based on those priorities.

To the extent possible, Elgin Thames Minor Hockey will allocate ice in a reasonably fair manner. The Ice Convenor will endeavor to allocate two hours of practice, and average of one game time per seven-day period to all teams if possible. These ice times will be subject to league regular season and playdown/playoff schedules and OMHA and league recommended game lengths and start times.

The normal duration of a practice is generally considered to be 60 minutes, based on the arena clock, from the scheduled start time and will include 50 minutes of ice time for practice and 10 minutes for flooding of the ice. In allocating practice and game times, teams in the U13 division and below shall, where possible, be allocated times ending prior to 9:00 PM.

If a team cannot use its allocated ice, it is the responsibility of the team coach/manager to trade that ice with another team as soon as possible and to notify the Ice Convenor of the trade. If the ice cannot be "traded" the team coach/manager must notify the Ice Convenor no less than 7 days prior to the scheduled ice time. Each team will post a bond of \$200 at the beginning of the season. Any team that fails to properly use or arrange for an acceptable alternate use of an allocated ice time pursuant to this policy will forfeit the bond.

### ***15. Game Curfew***

Elgin Thames Minor Hockey attempts to obtain and allocate ice to comply with any game curfew rules, policies, or procedures to which it is subject. Game curfew rules are set out by Ontario Minor Hockey Association and Shamrock Hockey League. It is the home coach's responsibility to indicate on the game sheet prior to the start of the game whether the game is to be curfewed.

In general, and subject to the paragraph below, there will be no curfews for Shamrock and playdown/playoff games. All other games will be subject to curfews.

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Games must be curfewed if the ice time following the scheduled game slot is scheduled for use by a non-Elgin Thames Minor Hockey user. Where a curfew applies, games will end 10 minutes prior to the next ice slot booked to allow for a flood at the conclusion of the game. Where possible, the coaches and the referee should check the time left in the scheduled ice slot prior to the start of the 3rd period and adjust the time to be shown on the clock for the last period based on what is left in the ice slot if necessary. Coaches and referees should discuss and agree to this prior to the start of the last period.

### **16. On-Ice Officials and Timekeepers**

League representatives, through central scheduling, will notify (via website notifications) the referee association's Ice Convenor and the OMHA Rep/Referee and Timekeeper Coordinator to have referees and timekeepers scheduled for home games during the regular season and the league playoffs.

After the league scheduling meeting(s), the league central scheduler, with assistance from the OMHA Rep / Referee and Timekeeper Coordinator and Ice Convenor, must arrange for scheduled games to be posted to the ETMH website. The referee's association assignor shall have an email coded onto the ETMH website to be automatically notified of all scheduled games and changes. The OMHA Rep/Referee and Timekeeper Coordinator is responsible for notifying the referee's association assignor of any home games that are changed, cancelled and/or rescheduled.

Payment to on-ice officials will be according to the current OMHA referee fee guide. The association will pay the mileage charges of out-of-municipality referees when required. Mileage charges will be according to the current OMHA referee fee guide.

Complaints regarding on-ice officials should be sent in writing to the OMHA Rep/Referee and Timekeeper Coordinator and/or 2<sup>nd</sup> Vice President, who will forward the matter on to the referees' association and/or OMHA.

The following rules shall apply to all ETMH timekeepers, whether paid or volunteer:

1. No walking on or across the ice surface when it can be avoided.
2. Arrive 15 minutes prior to the assigned game time.
3. Be prepared! Bring a pen (no pencils or markers) and an extra piece of paper if needed to take notes and make calculations.
4. No graffiti will be tolerated in the timekeeping booth. Anyone caught doing so will be removed from the assignment list permanently.
5. Absolutely no cell phone **or other personal electronic** use is permitted inside the timekeeping booth for any purpose.
6. Do not interact with the players on the ice and in the penalty box, unless required for timekeeping purposes.
7. Absolutely NO friends/visitors shall be near the timekeeping booth during a game. Focus on the game being played is paramount.

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8. If you are sick and/or unable to make an assigned game, or if you find a replacement to take your assigned game(s) contact the OMHA Rep/Referee and Timekeeper Coordinator and notify him/her of the change(s) within 72hrs in advance of the assignment if possible.
9. The OMHA Rep/Referee and Timekeeper Coordinator will keep track of the assigned games. Honorarium payments will be made in recognition of the timekeepers' time and responsibilities. Honorariums will be approved by the ETMH Board of Directors at the start of each season.
10. Accurately run the time clock. If the time clock is not functioning properly, notify the referee and arena staff, contact the OMHA Rep/Referee and Timekeeper Coordinator.
11. Record all penalties/goals and assists accurately on the electronic game sheet as directed by the referee. Ensure that the referee is aware of the length of each game and whether a curfew is in effect, as indicated on the electronic game sheet.
12. Ensure that the electronic game sheets are completed and that no errors are indicated. Any errors should be directed to the appropriate head coach or official. At the end of the game, ensure that the referees sign the electronic game sheet. Once completed and signed, the electronic game sheet shall be uploaded.
13. Assist younger players on both teams with opening the penalty box door if required.
14. Use the garbage provided to ensure the timekeepers booth is left clean of all garbage and debris.
15. If a timekeeper fails to perform his/her responsibilities or follow the rules listed above in a professional manner, they may be dismissed from their remaining assigned games by the OMHA Rep/Referee and Timekeeper Coordinator.

### **17. Tournaments**

Elgin Thames Minor Hockey teams from U12 to U18 up shall be permitted to enter and be granted travel permits for up four (4) tournaments per season (including International Silver Stick Qualifier tournaments). Participation in the International Silver Stick tournament and the OMHA Championships tournament will be considered exceptions and in addition to the four-tournament limit, thus allowing a qualifying team to participate in up to six tournaments. U9 to U11 age groups will be permitted to enter tournaments based on the recommendations from the OMHA Pathways.

#### U7-U11 OMHA Player Pathways.

ETMH will pay the tournament entry fee for the OMHA Championships. ETMH will purchase a banner for any team who wins an OMHA Championship or is an OMHA finalist (36x30). Banner's will become ETMH property for display purposes.

Coaches are encouraged to pick tournaments early and in advance of the regular season scheduling. Coaches must provide tournament dates as soon as possible to the OMHA Rep/Referee and Timekeeper Coordinator and Ice Convenor and must be added to the team calendar on the ETMH website, to avoid scheduling conflicts. Coaches who seek to enter tournaments after league scheduling has occurred shall ensure that the tournament does not require the cancelling or re-scheduling of any of the team's league or other pre-scheduled games.

Coaches wishing to reschedule regular season games due to pre-existing tournament commitments must contact the appropriate ETMH OMHA Rep/Referee and Timekeeper Coordinator and ensure that rescheduling the games are a priority. Cancelled games must be rescheduled by the applicable date

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selected by the appropriate league each year. Failure to do so will result in a fine to the team equal to that levied to the association by the team's league. No team shall register for a tournament scheduled for playdown/playoff times unless permitted by the board pursuant to a written request made in advance.

Coaches are responsible for obtaining all necessary travel permits and documents necessary for tournament entry and for doing so in a timely manner. Travel permits are available from OMHA through the ETMH Secretary (by completing the online request form) and must be requested sufficiently (3-4 weeks) in advance of the proposed tournament to allow for the request to be processed. The team requesting the travel permit is responsible for any fee associated with it at the time of request. No travel permit will be requested by the Secretary unless and until payment is made to ETMH. ETMH assumes no responsibility for any delays or other issues caused by the failure of a team to abide by this policy.

Teams will not be permitted to play against, practice with or participate in any form with teams not insured under the OHF insurance policies or teams not sanctioned by Hockey Canada. For proposed international tournaments, teams must comply with all OMHA and/or Hockey Canada provisions.

ETMH will pay the entry fee into the International Silver Stick Tournament for any ETMH team that qualifies for that tournament.

### **18. Exhibition Games**

Regular scheduled games will not be changed to play exhibition games. Teams may use scheduled practice ice for exhibition games or may secure ice at their own cost. Exhibition games shall not to be scheduled by a team without permission from the OMHA Rep/Referee and Timekeeper Coordinator, in consultation with the Ice Convenor.

Team officials must notify the OMHA Rep/Referee and Timekeeper Coordinator of all proposed exhibition games. Teams are required to obtain travel permits for home and away exhibition games. Coaches are responsible for obtaining all necessary travel permits. Travel permits are available from OMHA through the ETMH Secretary by completing the online request form and must be requested sufficiently (at least two weeks) in advance of the proposed exhibition game to allow for the request to be processed. The team requesting the travel permit is responsible for any fee associated with it at the time of request. No travel permit will be requested by the Secretary unless and until payment is made to ETMH. ETMH assumes no responsibility for any delays or other issues caused by failure of a team to abide by this policy.

Any team scheduling and playing an exhibition game must use the electronic Game Sheet App and certified officials. If the exhibition game is against a team from outside the OMHA, a paper game sheet may be used if the electronic Game Sheet App is not available. Officials and timekeepers (if other than team parents/personnel) for home exhibition games will be scheduled by ETMH. Any costs to the association for the use of officials and/or timekeepers for an exhibition game will be the responsibility of the team. Teams must request officials and timekeepers, as the website schedule will not trigger the automatic scheduling of officials and timekeepers.

Teams may not play exhibition games with non-OHF sanctioned teams at any level.

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### ***19. Dressing Rooms***

ETMH and its members are responsible for the reasonable safety and wellbeing of all minor athletes under the Age of Majority according to Provincial and Territorial Legislation. In Ontario the Age of Majority is eighteen (18) years old.

Athletes are to be always supervised.

No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian.

When an adult presence is required in a closed room (i.e., dressing room) there shall always be at least two (2) adults present at all times.

At the U12 level and above, females shall not be permitted access to a dressing room occupied by male players and/or coaches unless all players and coaches are fully dressed. Female players at the U12 level and above shall change in a separate room alone or under the supervision of their own parent(s) or guardian(s) and may not enter the team's dressing room unless they themselves and all persons in the dressing room are fully clothed.

Cell phones, video or photography equipment should never be allowed in the shower/dressing rooms while players are undressed or changing. Where special events (i.e., team picture, championships, etc.) lend themselves to this equipment, the players must be appropriately clothed. The privacy and dignity of the players is the first priority.

The team officials and parent/guardian representatives of every team shall ensure that the dressing room doors remain closed while players and coaches are changing.

Damage to dressing rooms will not be tolerated whether on our home rinks or while visiting rinks. Any individuals or teams found guilty of such an offence will be required to make full financial restitution and will face a further disciplinary action by ETMH.

At the U10 level and up, only coaches, team officials and players are allowed into the dressing rooms and hallway of the arenas used by ETMH both for home and away games, except in the case of female dressing rooms. In special circumstances a parent and/or guardian may be allowed in the dressing room area but only with the coach's permission.

### ***20. Team Finances***

All ETMH teams must maintain complete and accurate financial records. Each team must open a bank account with a minimum of two (2) signing authority for all cheques and withdrawals. No spouses may have signed authority together. All major banking institutions offer community accounts at minimal to no monthly cost.

Teams are required to prepare an initial team budget, breaking down the expected income (sponsorship, fundraising, team fees) and expenses (tournaments, exhibition games, team parties/meals, clothing). A sample budget template will be provided to each team and can also be found on the ETMH website. The

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budget will assist in determining team fees payable by each player. A reminder that team fees should be reasonable and efforts to reduce these costs to families should be taken through team sponsorship and fundraising.

A copy of the team budget should be shared with parents at the beginning of the season and must be approved by more than 65% of parents/families to move forward. Updates on the team finances should be shared with parents throughout the season as agreed upon at the initial team meeting.

Teams are required to provide a copy of the team budget file (breakdown of income acquired and expenses incurred) to the ETMH Treasurer three (3) times per season. An initial budget by Oct 31, plus 2 in season updates – due January 15 and again at the conclusion of the season (no later than April 1) to ensure revenue and expenditures are reasonable and just. A zero balance must be achieved by seasons end. Where the Team bank account is not at a zero balance at end of season, the Team may issue a refund back to the parents/players in the form of a gift card or cheque.

ETMH maintains a Sponsorship “Do Not Call List” of businesses and groups who support the ETMH Organization. Individual teams are not to contact these parties to seek additional sponsorship dollars for their individual teams. At no time should the Association be competing with individual teams for sponsorship dollars.

Should any team parent or member of the executive feel that there is a need for the team to produce a financial statement or further details other than those outlined above, they must forward such a request to the ETMH President and Treasurer in the form of a letter outlining the reason for said request. This request will be reviewed and if deemed appropriate, the team in question will be required to supply any budgets, financial statements or other relevant documentation to the President and Treasurer as requested.

The team must settle any costs, debts or bills incurred by the team. The ETMH will not honor or be responsible for team funds or costs. Any team or individual who does or attempts to incur any debts or obligations in the name of the ETMH without prior approval of the executive shall be personally responsible for the debt and/or obligation and may be subject to disciplinary action up to and including possible suspension from the association.

### ***21. Volunteers, Remuneration for Volunteers and High School Hours***

As a community based not for profit organization, ETMH depends on volunteers for its organization and operations. It is expected that members will freely volunteer their time to the association as needed. Teams may be required to supply volunteers at the request of ETMH for fundraising events.

Elgin Thames Minor Hockey is a not-for-profit organization. Its Board of Directors and personnel shall serve the organization without compensation, other than approved honorariums. Executive members are also entitled to be reimbursed for actual expenses incurred to perform their duties, such as mileage to attend OMHA or Shamrock league meetings or as approved by the board. The ice allocator is exempt from paying registration fees for his/her child (max. one) in the season in which he/she serves as ice allocator. This does not exempt them from team fees or equipment fees.

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Bench staff volunteers are entitled to reimbursement for the cost of one approved and successfully completed course attended per year to obtain certification for the purpose of a rostered bench role with ETMH. Only currently rostered bench staff are entitled to reimbursement. Registered and approved on-ice volunteers may be reimbursed for the cost to take the Respect in Sport – Activity Leader course. Any other person who will use the certification for the benefit of ETMH during the current season may submit a request for reimbursement to the executive in writing review and decision.

A reimbursement process will be developed and publicized by the Treasurer each year. Receipts are required before reimbursement will be provided.

Timekeepers shall be comprised of student volunteers who are current members of the association. The board may approve an honorarium for such volunteers to acknowledge the time commitment required by these positions. No off-ice officials are employees of ETMH.

On-ice volunteers must be registered members or registered players of Elgin Thames Minor Hockey, approved by the executive and listed on the ETMH on-ice volunteer list. A maximum of three (3) on-ice volunteers are permitted for each team. The team with which the volunteer helps shall pay any OMHA insurance premium fee for the volunteer if the person is not a registered player or rostered bench staff with ETMH. Payment of the premium fee must be made to ETMH before the volunteer is permitted on the ice, failing which the volunteer may not participate and/or the team will forfeit its ice times until payment is made. The team's head coach is responsible for the actions of any on-ice volunteer.

Team officials shall utilize sound judgment when selecting any person, including a high school student or registered ETMH player, to be an on-ice helper. On-ice helpers must aid the team and team officials, recognizing that the team and its development and support are primary, while allowing the volunteer to gain knowledge and experience in a teaching/helping role. This shall not be used as an opportunity for volunteers to get extra ice time. They may only be demonstrators/helpers during practices and are not to partake in any scrimmages as a player would. Players that volunteer must, at minimum, have a birth year that is three years greater than the oldest birth year with which they are volunteering (i.e., a player born in 2012 could assist with players born in 2015, but not players born in 2014). Exceptions may be made at the written request and approval from the executive.

Any on and off ice training must be led by certified coaches, trainers or other certified personal. All participants must wear appropriate safety equipment. All on-ice volunteers must comply with OMHA and Hockey Canada equipment requirements, be added to the third-party provider roster, and have an OHF approved vulnerable sector check. Any players that volunteer must wear full equipment unless they are 14 years of age or older and take an instructional role, in which case they will be required to wear the same equipment that all bench staff are required to wear. On-ice Helpers who are not registered team officials or registered ETMH players and who are 14 years of age or older are required to complete the Respect in Sport and Gender Identity and Expression programs (if their age qualifies them) and a police vulnerable sector check, if 18 or older (approved by OHF).

Elgin Thames Minor Hockey may provide volunteer opportunities for students attending high school to earn community involvement hours. All coaches, approved ETMH board members are permitted by the Elgin Thames Minor Hockey to sign off on high school volunteer hours if a high school student was asked to and did volunteer with the association. Only hours that were supervised by the coach, approved ETMH

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board member, or their designate, may be signed off on. Unsupervised volunteer hours may be submitted to and approved by the board in advance of the volunteer work being done. No person may sign off on his/her own child's volunteer hours.

### **22. Code of Conduct**

The Elgin Thames Minor Hockey encourages an environment in which all individuals are treated with respect. Members and players of the Elgin Thames Minor Hockey shall conduct themselves at all times in a manner consistent with the values of the Elgin Thames Minor Hockey, which include fairness, integrity, and mutual respect for all.

Members of the ETMH, including players, bench staff and parents, represent both their local community and Elgin Thames Minor Hockey. All members of the ETMH are expected to conduct themselves in such a manner as to respect all individuals and property with whom/which they come into contact during the season. ETMH reserves the right to reject membership in such cases where a previous record of behavior unbecoming a member of the ETMH has been evident and/or to suspend or revoke membership where behaviour violates the Code of Conduct.

During all Elgin Thames Minor Hockey and/or related activities, members shall avoid behaviour which brings the Elgin Thames Minor Hockey and/or the sport of hockey into disrepute, including, but not limited to, abusive use of alcohol, use of non-medical drugs, use of alcohol by minors, and comments or behaviours that are disrespectful, profane, offensive, abusive, racist, or sexist. Behaviour that constitutes harassment, bullying or abuse will not be tolerated.

Elgin Thames Minor Hockey adopts the OMHA Code of Conduct and related policies and procedures, including the OMHA's policy and procedures regarding harassment, bullying and abuse. The Code of Conduct and related policies and procedures shall be the standard of behaviour, which is expected of all Elgin Thames Minor Hockey members, including all players, coaches, trainers, bench staff, team managers, officials, volunteers, directors, officers, committee members, administrators, spectators, parents and guardians, and anyone else involved in any Elgin Thames Minor Hockey or related activities and events.

Everyone is expected act in a respectful manner to all, and to refrain from any acts of harassment, bullying or abuse. If any harassment, bullying, or abuse is witnessed by anyone involved with any ETMH activity, there is a duty to report it to team bench staff and/or a member of the Elgin Thames Minor Hockey's Board of Directors and/or OMHA and/or authorities as the case may be. Any situation required to be reported to OMHA and/or authorities must be reported.

Anyone who is witnessed participating in harassment, bullying or abuse will be removed from any ETMH activity immediately. The situation will then be reviewed/investigated by the ETMH board or its designate. If it is determined that the person did engage in harassment, bullying or abuse, then the executive shall determine appropriate discipline, which may include suspension from all ETMH activities. There shall be no refund of any fees or other payment in the event of a disciplinary measure, including suspension.

All Elgin Thames Minor Hockey members and players shall also adhere to the Elgin Thames Minor Hockey's bylaws, policies and procedures, the rules governing Elgin Thames Minor Hockey activities, the OMHA

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Manual of Operations and/or to the rules and regulations governing any facilities at which and any competitions in which the member participates. Members of Elgin Thames Minor Hockey shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Any damage caused by a ETMH team, including its players, bench staff, parents/guardians or anyone affiliated with it, to any public or private property shall be the responsibility of the team, which shall pay any costs associated with that damage. Elgin Thames Minor Hockey will accept no responsibility for such damage and may consider additional discipline in addition to any such damage.

The principles of fair play and respect in sport are deemed to apply to and shall be adopted by every member, parent/guardian, player, and bench staff of ETMH by virtue of registration with ETMH. Fairness, integrity, and respect are the basic principles of fair play through which the spirit of competition is enhanced through honest rivalry, courteous relations between participants and respectful acceptance of the results. Fair play involves the following commitments:

### Code of Conduct for Players

As a player, I will:

- Always make a commitment to my team by attending all practices, games, meetings, special events, and by playing to the best of my ability.
- Always respect my coaches. I will remember that my coaches are providing me with the opportunity to learn and play the game of hockey.
- Respect the safety of other players by playing the game within the rules at all times.
- Always respect the officials and their decisions.
- Accept disciplinary action respectfully if I violate the rules or spirit of the game.

### Code of Conduct for Parents/Spectators:

As the parent/guardian of a player, or as a spectator, I will

- Enroll my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport.
- Recognize that at a hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants.
- Respect the decisions of the coaches, whether at practice, special events, or during a game.
- Conduct myself in adult manner by attending games, practices, special; events, and by being positive and always encouraging to all players.
- Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal, or physical violence.
- Never verbally abuse a coach, assistant coach, manager, trainer or official. I will remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper association officials.
- Accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in association activities. I will therefore do my part to protect and enhance the safety of my child and others.

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- Understand and accept that violation of this Code may result in disciplinary action of some kind up to an including revoking of membership and all rights associated with membership.

### Code of Conduct for Coaches and Team Personnel:

I understand that as a coach, assistant coach, manager, trainer, or other volunteer with a team, I am in a position of trust and authority. I will:

- Be reasonable when scheduling games and practices, remembering that players have other interest and obligations.
- Teach players to play fairly and to respect the rules and all participants, including their teammates, officials, and their opponents.
- Remember that players play to have fun and must be encouraged to have confidence in themselves.
- Remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- Respect all participants, striving to be a responsible member of the bench staff. I recognize that I am in a position of trust and power, and I will do nothing to take advantage of or abuse it.
- I will do my best to be a competent member of the bench staff, well prepared and adequately skilled. I will obtain proper training and will attempt to upgrade and improve my skills.
- Fulfill my obligation and responsibility toward the team and the Association, as established by Elgin Thames Minor Hockey, to the best of my abilities.
- Direct comments at an individual's performance and not at the individual.
- Not ridicule or yell at players for making mistakes or for performing poorly.
- Take reasonable steps to see that equipment and facilities are safe and appropriate to my players.
- I will cooperate with the Officials and refrain from public criticism of them. I will respect the Officials and their responsibilities to administer the rules of the game. I will respect the fact that the Official may have a different point of view and I will put my concerns in writing and will send them to the proper individual.
- Learn the definitions and signs of harassment and abuse, and the process for responding to allegations or disclosures, and comply with Elgin Thames Minor Hockey's policies, working to prevent physical, emotional/verbal, and sexual harassment and abuse.
- Communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations, and so that we have a shared goal for the season.
- Emphasize the importance of the players' and parents' Codes and hold my team members and their parents accountable for compliance.
- Recognize and accept that violations of the Code of Conduct may result in disciplinary measures being taken against me up to an including revoking of membership and all rights associated with membership.

### **23. Alcohol and Drugs**

Alcohol and drugs are strictly forbidden from all Elgin Thames Minor Hockey team activities, including tryouts, training, practices, games, and any transportation to or from such activities. No member may be

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under the influence of alcohol and/or drugs during any team activity. Any Elgin Thames Minor Hockey member, including, but not limited to, any player, bench staff, parent/guardian or other volunteer who is present at any team activity under the influence or seemingly under the influence of alcohol and/or drugs and/or with alcohol or drugs in his/her possession, will immediately be removed from the activity, asked to leave the facility and the proper authorities may be contacted. The matter shall be reported to the team's bench staff, the ETMH OMHA Rep/Referee and Timekeeper Coordinator and the board. The team bench staff and the Elgin Thames Minor Hockey's Discipline Committee will review/investigate to determine whether there should be discipline.

Any involvement of alcohol or drugs during a ETMH team activity will be reviewed by the Discipline Committee, which shall report to the board and make a recommendation regarding discipline. If discipline is considered, the person has a right to be heard by the Discipline Committee. Discipline may include suspension from ETMH activities.

### ***24. Communication, Website, and social media***

ETMH's primary method of communicating information will be its internet website. Information may also be communicated through its social media accounts, mass email to email addresses provided by its members and/or publication in the local newspapers

Coaches and their designates may be granted access to the ETMH website for the purpose of maintaining team pages. All postings to the website must be respectful and consistent with the policies and procedures of ETMH. The board may cause any posting to be removed if it is or could reasonably be perceived to be in conflict with the policies and procedures and/or those of Hockey Canada, OHF and/or OMHA, in which case the coach or designate may also have website access suspended.

Team pages may be used to report team news and events and may feature the logos of team sponsors. The sponsors and their logos must comply with all applicable policies. Teams may post details of fundraising events on the team page provided that such events comply with the policies and procedures.

Elgin Thames Minor Hockey recognizes and appreciates the value of social media and social networking, including internet media, websites, and/or online social networks and/or communities, including but not limited to, Facebook, Twitter, Instagram, Snapchat, YouTube, blogs, chat groups and forums and any other social media network that allows users to communicate online. Elgin Thames Minor Hockey also respects the right of all teams and association personnel and members to express their views freely in public. However, social media and networking can present concerns, including inappropriate unsupervised conduct which may be detrimental to the welfare of persons who are involved with Elgin Thames Minor Hockey and/or which may breach the applicable Code of Conduct and/or related policies. Social media comments are "on the record" and are instantly published and available to the public and media. Everyone using social media communications should conduct themselves in an appropriate and professional manner at all times.

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The following guidelines apply:

1. Refrain from inappropriate comments, including any comments or on-line behaviour that may constitute harassment, bullying and/or abuse. Inappropriate comments include those that may bring a person, team and/or the association into disrepute.
2. Refrain from divulging confidential and/or personal information about a person, team, or the association. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Do not discuss injury information about any player. Only divulge information that is considered public.
3. Do not post details of a person's identity and/or his/her image online without the authorization of the person and/or his/her parent/guardian.
4. Each person shall be solely responsible for his/her own comments, and ETMH bears no responsibility or liability for any individual's social media postings.

The following are examples of social media and networking conduct considered to be in violation of this policy and may be subject to disciplinary action by the team and/or the association:

- a. Any posting deemed to be publicly critical of the association, team officials, players, parents, officials, other teams and/or which are detrimental to the welfare of any of the foregoing.
- b. Any posting of confidential information, including but not limited to, the following:
  - Player injuries
  - Player movement
  - Game strategies
  - Any other matter of a sensitive nature to a member of a team, association, or an individual
- c. Negative or derogatory comments about any team, Elgin Thames Minor Hockey, volunteers, staff, programs, players, or members.
- d. Any form of bullying, harassment, or threats against person associated with minor hockey, including team officials, players and/or officials.
- e. Photographs, video, or comments promoting negative or criminal behaviour, including, but not limited to:
  - Drug use
  - Racism
  - Alcohol abuse
  - Public intoxication
  - Hazing
  - Physical abuse
  - Sexual abuse or exploitation
- f. Online activity that contradicts the current policies of Elgin Thames Minor Hockey or any of the associations or organizations of which it is a member.
- g. Online activity that is meant to alarm and/or cause harm to other individuals and/or to misrepresent fact or truth.

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### **25. Arena Conduct**

Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after on-ice activities.

Dressing rooms will generally be available no more than 30 minutes prior to a scheduled ice time according to specific facility rules. Dressing rooms are allocated and posted by arena staff. Equipment, etc. shall not be left unattended in public areas before a dressing room is available.

Team officials and players are responsible for the condition of the dressing room(s) allocated. Tape, paper, garbage, debris, liquids, or other refuse of any kind shall be cleaned up and not left in the dressing room in any arena. Teams will be held accountable for any damage, or charges to repair damages incurred by the team.

All players must be ready to go on the ice at the start of the scheduled ice time. Players should stay in their dressing room until the ice is available. No player or team personnel shall step onto the ice until the ice resurfacers are completely off the ice and the resurfacers door has been closed. No players shall be on the ice without at least one sanctioned team official present.

Safety precautions must be taken during all games and practices, including ensuring that all penalty box, bench, and other doors are securely closed. When the end of the ice time is reached or indicated by arena staff, all on-ice activities must stop, all pucks and equipment must be gathered immediately, and all team personnel shall leave the ice surface.

It is the responsibility of each team to review the arena policies for the individual facilities.

### **26. Ethical Business Conduct**

Elgin Thames Minor Hockey makes every effort to conduct business ethically and without conflict of interest. ETMH expects its members and volunteers to prioritize the best interests of the association and to use common sense, individual conscience, and a commitment to full compliance with applicable laws in conducting the business of the association.

Without limiting the generality of the foregoing, no member or volunteer shall financially benefit, directly or indirectly, from his/her position with Elgin Thames Minor Hockey or act in conflict with the interests of the association. Any potential or actual conflict of interest must be disclosed in advance, and any member or volunteer with a conflict should not participate in any decision making that may reasonably be interpreted as creating or furthering a conflict of interest.

The Board of Directors and other members, employees/contractors and volunteers and their immediate family members may not ask for or accept payments, services, or other things of value from anyone who is doing business or seeking to do business with Elgin Thames Minor Hockey. We recognize that suppliers and business partners may wish to provide small gifts, or to pay for meals or entertainment, etc. Where

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possible, members should seek benefit for the entire association (such as discounts, rebates, etc.) over individual benefit.

Members, employees, or volunteers may not do business or seek to do business with a party on behalf of ETMH unless the Elgin Thames Minor Hockey's Board of Directors has approved the dealings in advance. A party which does business with or seeks to do business with Elgin Thames Minor Hockey shall not have a member, employee, or volunteer of the association as a director, officer, owner, employee, or consultant of that party, unless approved by the board in advance.

Members, employees, or volunteers may not serve as directors, officers, and/or employees of any Minor Hockey Association that is a competitor of ETMH. Any such service must be disclosed to the executive of ETMH, which may take any actions necessary to protect ETMH against any real or reasonably perceived conflict of interest.

Board members, employees or volunteers and their immediate family members may not use any confidential information received from or through their association with ETMH for personal benefit, nor may confidential information be disclosed to persons outside of the Elgin Thames Minor Hockey and its Board of Directors without express advance permission from the board.

All members, employees and volunteers shall act in an ethical manner on behalf of ETMH and shall avoid acting in a way that will or could damage Elgin Thames Minor Hockey's reputation.

In particular:

Members, employees, or volunteers may not drink alcohol while conducting association business. The board must approve any exceptions to this policy. Members, employees, and volunteers may not gamble, or possess, use, or distribute controlled substances or illegal drugs while conducting Elgin Thames Minor Hockey business.

Members, employees, and volunteers shall be honest and truthful. During their employ or tenure, members shall not steal, lie, falsify documents, or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.

All Elgin Thames Minor Hockey accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict compliance to all applicable laws, as well as Elgin Thames Minor Hockey's by-laws, policies, and procedures. All assets, liabilities, revenues, and expenses must be recorded in the regular books of Elgin Thames Minor Hockey, which books shall be maintained by the Treasurer.

### ***27. Purchasing/Honorariums***

The Elgin Thames Minor Hockey Board of Directors shall approve all purchases from ETMH funds, by or on behalf of ETMH. Any approved purchases shall be made by a board member and/or a person designated by the board. All purchases shall be confirmed by receipts, which shall be submitted to the Treasurer for review and reimbursement. All major purchases totalling \$1000 or more shall be brought before the board for approval prior to purchasing, with at least two competitive quotes presented for consideration.

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A detailed budget must be presented to the Board of Directors for all ETMH events. This includes tournaments hosted by ETMH, fundraising events, and any other event financially supported by the association.

While maintaining good financial stewardship, Elgin Thames Minor Hockey encourages the purchase of goods and services from local businesses and/or businesses that have provided financial or other support to the association in current or past years. All purchases should be in accordance with the ethical business practices policy.

The Board of Directors is responsible for the confirming of individuals or groups to assist in the operations of the association as reasonably required. In general, ETMH will not employ any individual in an employer/employee relationship. Honorariums may be issues for services provided to ETMH by individual(s). All honorariums must be approved by the board.

### ***28. Insurance***

The insurance program described by the OMHA Manual of Operations will generally cover all registered players and officials of ETMH during official ETMH on-ice (and related) activities.

OMHA Insurance covers all registered ETMH players and rostered bench staff (Head Coach, Assistant Coaches, Trainer, and Manager roles). Insurance for additional on-ice volunteers who assist with practices will be invoiced to each team at the current rates charged to ETMH. On-ice volunteers is limited to a maximum of three (3) per team.

ETMH shall purchase and renew yearly liability, director and officers, property (for association equipment, jerseys, etc.) and such other insurance as may be reasonable in addition to the OMHA insurance program. The Second Vice President, in conjunction with the Treasurer, shall be responsible for obtaining this insurance.

ETMH does not permit parent/child games using association purchased ice. The OMHA insurance program does not cover injuries and/or claims arising from parent/child games.

Any teams traveling outside the OMHA jurisdiction will require a travel permit for insurance purposes and, if applicable it is the responsibility of the individual team to pay the fees associated with the travel permit.

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### ***29. Sponsorship***

Financial sponsorships provide a benefit to Elgin Thames Minor Hockey by offsetting costs associated with providing hockey programs. Financial sponsorships have a positive effect on registration numbers as they assist in lowering the overall cost for all players in the association.

Sponsorship of the association is permitted on an annual basis and sponsors will be provided with community exposure through displays of the sponsor's logo on the ETMH website, social media and arena banners located at the front entrance of home games.

All inquiries regarding sponsorship should be forwarded to the First Vice President.

All sponsors must complete the approved sponsorship form and pay the appropriate sponsorship fee as determined for each season by the board.

Official sponsors of Elgin Thames Minor Hockey shall not be approached for additional sponsorship or financial support by any team official, parent or person associated with an individual ETMH team without express permission of the board.

Sponsorships must comply with the Elgin Thames Minor Hockey's policies, including the policy regarding ethical business practices.

### ***30. Fundraising***

Fundraising for and by the association is important to balance the cost of the association's operations with reasonable registration and related fees charged to its players.

A fundraising committee shall be formed each year, under the supervision of the First Vice President, with the goal of developing, promoting, and executing fundraising initiatives for the association.

The Board of Directors will identify fundraising events that will require a lottery or similar licence and will make any necessary licence applications for that purpose.

Teams shall not engage in individual or team fundraising efforts that conflict with fundraising efforts or events by the association, nor shall any team operate a lottery, raffle or other fundraising event that requires a lottery licence. All team specific fundraising must be approved by the First Vice President prior to any commitments being made.

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### **31. Discipline**

Elgin Thames Minor Hockey is committed to fair and safe play. It takes very seriously any behaviors which detract from the safe enjoyment of the game of hockey, and which affect the reputation of the association or the game of hockey.

Generally, the rules, regulations and policies of Hockey Canada, the Ontario Hockey Federation, OMHA (including the OMHA's Code of Conduct) and the league of which ETMH is a member, dictate the penalties and sanctions which may be levied against a player, team official or other minor hockey participant for conduct on or off the ice. ETMH adopts and abides by those rules, regulations, and policies in addition to the policies set out herein. All Hockey Canada, OHF, OMHA and/or league penalties and sanctions shall be considered to be minimum penalties.

For on-ice penalties, the Ontario Minor Hockey Association regulations apply in relation to any protests and/or appeals. Suspensions of less than five games which are issued in accordance with the playing rules and included explicitly or implicitly in the referee's report are not subject to appeal. Suspensions of five games or more maybe appealed according to the Ontario Minor Hockey Association regulations. Any individual or team who wishes to pursue a protest or appeal must notify the ETMH's OMHA Rep/Referee and Timekeeper Coordinator in writing and must obtain the approval of the executive before doing so. If approved, the individual or team will be responsible for any costs associated with the protest or appeal.

The head coach of a team is responsible for reasonable discipline at the team level. The head coach may impose reasonable disciplinary sanctions against players or team officials on a team if warranted due to inappropriate behavior detrimental to individuals, the team, the association and/or the sport of hockey and/or violations of these policies up to and including suspension of not more than one game. If a suspension is considered, the head coach shall notify the board through the OMHA Rep/Referee and Timekeeper Coordinator, and any such suspension shall be approved by the executive before it takes effect. Any team level discipline decision may be appealed to the Discipline Committee in writing within 3 days of the discipline decision.

If deemed necessary by the board, the association may consider and impose additional discipline for on-ice or off-ice behavior by any of its members or other minor hockey participants in violation of Hockey Canada rules, OMHA policies, procedures, rules, and regulations and/or ETMH's policies and procedures. Any discipline imposed by ETMH shall be in addition to any Hockey Canada, OHF, OMHA and/or league penalty or suspension.

The Board of Directors may establish a Discipline Committee whose members shall be appointed by the President. The Discipline Committee shall consist of the Second Vice-President, who shall sit as its chair, and at least two other members of the board. This committee shall be informed of all disciplinary issues, including player and team official suspensions, throughout the year.

The Discipline Committee shall review serious disciplinary matters, and complaints to ETMH in accordance with the complaint policy, involving ETMH members, including players, team officials, volunteers, parents and guardians and spectators and other minor hockey participants. If the matter or complaint does not engage OMHA disciplinary or review processes, which will take precedence, reviews at the association level will generally consist of the following:

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1. The committee shall conduct an initial review of the documentation and/or information submitted in relation to the matter or complaint in issue within 5 days of receipt.
2. The subject of the matter or complaint shall be provided with the material details of it and shall be given the opportunity to respond to the committee in writing and/or in person.
3. The committee may seek additional information from witnesses or others with knowledge of the matters in issues.
4. The committee shall deliberate and decide if the matter or complaint is founded or unfounded.
5. If unfounded, the decision shall be communicated to the executive and the parties within 14 days of the receipt of the matter or complaint.
6. If founded, the decision and its reasons therefore shall be communicated to the board in writing together with any disciplinary recommendation(s) within 14 days of the receipt of the matter or complaint. The decision of the board regarding the disciplinary recommendations must be communicated to the parties in writing by the President within 5 days of the receipt of the committee's decision.

In any situation in which a team official or player or other member is reasonably believed by the Discipline Committee to constitute a risk of harm to themselves or others, the Discipline Committee may request, in writing, that the board immediately suspend such person until the investigation, hearing and/or any appeals are complete.

Discipline will be reasonable in relation to the conduct that is the subject of the disciplinary matter or complaint and may include verbal warnings or apologies, written reprimands or apologies, suspension from ETMH activities, including practices, games, tournaments and any other ETMH activities and revocation of membership.

Subject to the provisions herein, suspensions may be considered for serious offences which include, but are not limited to, the following or similar infractions:

- abuse of a player on the team or any opposing team
- abuse of a team official on one's own team or an opposing team
- abuse of a game official
- abuse of any member of the executive
- disregard of Elgin Thames Minor Hockey's Bylaws and Policies
- engaging in any activity which may constitute a risk of harm to any person during the course of hockey related activities through ETMH.
- any form of disrespectful conduct
- being under the influence of or in possession of alcohol or drugs, or smoking or vaping, while involved in any ETMH activity, including any practice or game.
- any major infraction of the Code of Conduct

If a team official is suspended under any circumstances, the board may name another team official to take the place of the suspended team official during the period of suspension. When a player is suspended, no refunds will be provided notwithstanding the refund policy.

Any person who receives a suspension or greater discipline pursuant to this policy may request reconsideration of the discipline decision. Any reconsideration must be requested in writing with supporting reasons to the executive within 3 days of notification of the suspension. The board shall hear

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such reconsideration in writing or in-person within fourteen days of the appeal being received, or as soon as reasonably possible thereafter. If an in-person hearing is held, the person requesting reconsideration may be present at the hearing. During the period in which such reconsideration is pending, any suspension or other discipline will remain in effect.

Any appeals will be conducted by an independent appeals committee made up of three non-board members. This committee should be established at the beginning of the year by the board with additional members that are available should one have a conflict.

The appeals committee will not re-open the matter in order to review all of the original material presented with the intent of producing a new decision. The committee will only reconsider a decision if presented with new relevant evidence that was not and could not have been available at the time that the original decision was made, if there were irregularities or errors in the proceedings of the original hearing that may have caused an unreasonable decision, or if they determine the discipline as a result of the original hearing could be considered unreasonably severe. On reconsideration, the committee may confirm the original decision of the board or provide a revised recommendation of the disciplinary measures ordered, at which point the board would once again vote on the recommendation of the appeals committee.

### ***32. Complaints***

The hockey environment can be quite emotional in both a positive and negative sense. As a spectator or person involved with minor hockey, it is common for individuals to pass judgment and opinion on the situation at hand, the people involved and/or the hockey program. These judgments and opinions may or may not be accurate. When these views evolve into a dispute, it is highly advisable to address the matter at the earliest opportunity and informally, if possible.

This policy identifies the procedure to follow when conflict arises in the environment of the ETMH hockey program. It is based on the principle that most interpersonal disputes can be resolved by the participants with mutual respect and cooperation.

This policy applies to all members and any individuals engaged in activities with ETMH, including spectators ("minor hockey participants"). Conflict between ETMH teams/players/minor hockey participants and teams/players/minor hockey participants from other minor hockey centers and/or officials and/or other non-ETMH parties shall be reported to the OMHA Rep/Referee and Timekeeper Coordinator, who will address such matters in accordance with league and/or OMHA rules and regulations. Such matters may not be reported directly to the league or OMHA. The board will take whatever local actions are necessary to address the issues within the relevant policies and procedures.

In all cases, except those where the immediate safety and/or well-being of a member, participant or ETMH asset is at risk, persons with a complaint ("complainant") are encouraged to immediately capture the facts, and their thoughts on the matter, and to allow 24 hours after the incident before discussing their concerns with others. If the complainant, after waiting 24 hours, still has an issue or concern that needs to be addressed, they may proceed to the conflict resolution process, which is as follows:

Step One - The complainant should attempt to communicate respectfully and/or meet with the person about whom they have a potential complaint.

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Step Two - If the communication or meeting does not resolve the potential complaint, the matter should be presented to the head coach of the team or their designate. Within 3 days of receiving the verbal complaint, the team designate, acting in the role of mediator, will arrange an informal meeting between the complainant and the respondent to promote dialogue and facilitate a resolution of the complaint. At the discretion of the team designate, the OMHA Rep/Referee and Timekeeper Coordinator may be called upon to assist in resolving the matter.

Step Three - If the complaint is not resolved through the mediation described in Step Two, the complainant may submit a formal, written complaint to the board, who will refer the complaint to the Second Vice President and the discipline committee for review in accordance with the process set out in the discipline policy. The purpose of the discipline committee is to attempt to address concerns and resolve disputes involving ETMH and its members in a timely way and only after the foregoing informal measures have failed. The complainant must state in the written complaint whether the complainant wishes to appear before the discipline committee.

If the complaint relates to any member of the discipline committee in any capacity, then that committee member shall be in conflict of interest and shall not serve on the committee for that grievance. The President shall appoint a replacement committee member.

If the decision on the complaint is appealed to the board, any non-conflicted member of the board shall be entitled to vote.

### ***33. Conflict of Interest***

A conflict of interest is any situation in which a person's personal (including relational, financial, business etc.) interest may reasonably influence the person's ability to make a decision in accordance with the person's duty to act in the best interest of ETMH. In order to avoid compromising the integrity of the decision-making process, any board or committee member with a real or reasonably perceived conflict of interest or bias must declare it, and that person must remove themselves from the relevant decision-making process.

If there is a question about whether a conflict of interest exists or might be reasonably perceived in relation to a committee or board member involved in any decision-making process, the board shall be notified of the question, and the question shall be reviewed and decided by the board. The board will then notify the member of its decision.

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### ***34. Meeting Attendance***

Association members are welcome to attend any regular Board of Directors meeting as observers, but, subject to the paragraph below, may not participate in matters being discussed. Any confidential matters shall be discussed in-camera in any meeting attended by an association member, who will not be permitted to observe the in-camera session. Association members who wish to attend a meeting must submit a request in writing at least seven days prior to the meeting they want to attend.

Association members who wish to make a presentation to the board on a matter must submit a request and particulars of the proposed presentation in writing at least seven days prior to the meeting they want to attend.

Meeting minutes will be made available upon written request, only after the minutes have been approved by the ETMH Board of Directors. The ETMH Board of Directors reserves the right to redact the minutes to protect personal or confidential information.

### ***35. Privacy and Confidentiality***

Information, including personal information, collected by ETMH will only be used for the administration and operation of the association and its hockey programs. Such information will only be shared in accordance with those purposes with Hockey Canada, OHF, OMHA and/or the leagues as required.

It is recognized that proper decision making in the best interests of ETMH requires full and frank disclosure, discussion, and robust debate amongst decision makers, particularly at the committee and board levels. Accordingly, such disclosures and discussions and any individual votes made in relation to a decision shall be and remain confidential within and not be disclosed outside the committee or board except as required to be reported by a committee to the board or as required by law. Only the final decisions and such other determinations as agreed upon by the board may be disclosed publicly.

## **Elgin Thames Minor Hockey Operating Policies**

Revised: February 2025

### ***36. Policies and Procedures Committee***

The Board of Directors may appoint a policies and procedures committee consisting of board members and other members chosen from the membership of the association. This committee should meet each year prior to the AGM to review and make recommendations in respect of the bylaws and policies and procedures of Elgin Thames Minor Hockey.

Any association member wishing to suggest an amendment to the policies and procedures shall submit such proposed amendment in writing to the policies and procedures committee. The committee shall review such a request and shall invite the person proposing such amendment to speak in favour of it at a meeting of the committee. The committee shall forward then forward the proposed amendment to the board, together with a report (whether verbal or written) indicating whether the committee supports such amendment. The board shall consider such a proposed amendment at its next regularly scheduled meeting.

An association member may also bring a motion seeking to amend the policies and procedures at the AGM by following the procedure for the bringing of motions. If properly brought, such motion shall be heard at the next AGM of the association. The amendment shall be made if passed by a majority vote at the AGM. Policies or amendments thereto passed by the membership at an AGM may be further amended only by a majority vote at an AGM.

All proposed and recommended amendments to the policies and procedures will be posted on the Elgin Thames Minor Hockey website for 30 days prior to being officially enacted.

The board may create or amend any policy of the association, except those referred to in paragraph 3 above, by a vote in which at least 80% of the current board vote in favour at any regularly scheduled meeting of the board following the 30-day posting of the proposed policy addition or amendment.

The committee shall ensure that the updated policies and procedures are posted on the association's website. The Secretary, on behalf of the committee, shall be responsible for the publication of a policy manual for the association, which shall be posted on the association's website.