



Dundas Minor Hockey Association

Rules of Operation



Updated June 12th 2023



Table of Contents:

- 1) Rules of Operation
- 2) Registration & Eligibility
- 3) League Policies
- 4) Codes of Conduct & City of Hamilton Zero Tolerance Policy
- 5) Communication
- 6) Dressing Room Policy
- 7) Equipment Policy
- 8) Sponsorship
- 9) House League Hockey
- 10) Select Hockey



1) Rules of Operation

- Purpose: The Rules of Operation relate to the organization and management of the league and the teams within the Dundas Minor Hockey Association (“DMHA” or “Association”).
- Amendments: The Rules of Operation must be reviewed annually and may be amended by a simple majority vote of a quorum of the DMHA Board of Directors.
- Notice of Motion: Amendments can be proposed at any time by any DMHA member in good standing by completing and submitting the Notice of Motion forms to the President or Administrator.

2) Player Registration & Eligibility

Each player’s hockey in the DMHA is funded in 3 ways.

- Registration Fees
- Fundraising by the DMHA and individual teams
- Community Sponsorship of DMHA

Registration fees go towards paying the following:

- Ice costs
- Referee costs
- Equipment costs: Jerseys, socks, Goalie Equipment, pucks, pylons etc..
- Coach’s clinics, police checks, referee clinics
- Administration, marketing and other management costs
- DMHA membership fees and liability insurance

Registration:

- All DMHA players will be registered online to ensure compliance with DMHA requirement for electronic submission of rosters.
- DMHA will maintain online registration through www.dmha.ca
- Registration is not complete until payment in full is received.

Late Registration

- Late registration may be accepted up until December 31st, subject to availability and at the discretion of the Convenor.
- Pro-rated registration fees will be determined by the Treasurer & Administrator.



Registration Refunds:

- Members wishing to terminate their membership must notify Administrator as soon as possible.
- A \$50 administrative fee will apply and refunds will be prorated based on the following timeline, based on the date that the refund was requested:
 - Prior to Season Start – full refund less \$50 admin fee
 - October 1-October 15 - 75% less \$50 admin fee
 - October 15-November 15 - 50% less \$50 admin fee
 - After November 15 – Any request for refunds submitted after this time will not be processed.
- The administrative fee will be reviewed and established annually by the President and Treasurer, prior to the beginning of the registration period

Eligibility

- For liability reasons, players not registered with DMHA are not permitted to participate in DMHA programming, including practices, games or other on-ice events (no exceptions).
- Failure to comply may result in discipline measures, including up to suspension of the Head Coach as deemed appropriate by the applicable Convenor.

3) League Policies

Selection of Coaches

- All DMHA Head Coach, Assistant Coach and Trainer applications will reviewed by either the relevant Convenor, in consultation with the Director of Development & Select Hockey
- Director of Development & Select Hockey will make recommendations to the DMHA Board for the selection of all coaches
- The DMHA Board will, by majority vote, either accept or reject coaching recommendations

Certification Requirements

- DMHA requires all Head Coaches, Assistant Coaches, and Trainers to satisfy [OMHA Team Official Requirements](#)
- All coaches and trainers rostered to DMHA teams will receive reimbursement of their certification training costs
- Receipts must be submitted the Treasurer for timely reimbursement



On-Ice Volunteers

- “On-Ice Volunteers” are individuals assisting with programming, including, on-ice (parent- family) helpers, demonstrators, specialty (i.e. goaltender) coaches, etc.
- On-Ice Volunteers must be at least 18 years of age, have completed the OMHA Respect in Sport course
- Name and contact information of On-Ice Volunteers must be maintained by Convenors.

Police Checks

- All volunteer coaches, on ice volunteers and other volunteers must submit a police records check, including ‘vulnerable sector screening’, every 3 years to the Administrator, using the [Hamilton Police Background Check](#)
- Individuals with past Criminal Code convictions, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. This includes, but is not limited to, the following offences:
 - Physical or Sexual Assault
 - Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
 - Indictable criminal offences for child abuse
 - Sexual Exploitation
 - Sexual Interference
 - Invitation to Sexual Touching
- All DMHA staff or volunteers are obliged to inform the Convenor if he/she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes.
- DMHA will accept a Police Record Check providing it has been completed in the previous six months.

Medical Information, Injuries and Reports

- Responsibilities for Trainers are outlined in the [Hockey Canada Trainers](#) (HCTP) manual and the [OMHA Rules of Operation manual](#).
- Player injury reports and case reports must be filled out by the team trainer and submitted to the DMHA Convenor. The DMHA Convenor is responsible for submitting injury reports and case reports to the OMHA.
- All players returning from injury must provide a doctor’s note to provide medical clearance before participating in any game or practice



Team Staff

- Each DMHA team, as a minimum, shall be led by a Head Coach, Trainer, as well as a parent representative (“Bench Staff”).
- Bench Staff are responsible for creating a positive and safe environment for all players on their team.
- Bench Staff, as well as parent reps, must make every reasonable effort to consistently enforce DMHA Rules of Operation. They will demonstrate and be held to the highest standard of adherence to the DMHA Rules of Operation and OMHA Respect in Sport guidelines. .
- Bench staff are volunteers, whose time and effort are greatly appreciated by the Association.

4) Codes of Conduct

- The Dundas Minor Hockey Association will follow all Ontario Hockey Federation (OHF) and [OMHA Codes of Conduct](#) including Harassment and Abuse definitions, policies and procedures.
- The DMHA Code of Conduct, below, identifies the standard of behaviour which is expected of all DMHA members, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, administrators and employees involved in any and all DMHA activities and events.

DMHA Code of Conduct

- The Dundas Minor Hockey Association is committed to providing an environment in which all individuals are treated with courtesy and respect.
- DMHA players, members and volunteers shall conduct themselves at all times in a manner consistent with the values of the DMHA: fairness, integrity, sportsmanship, and mutual respect.
- Across DMHA activities and events, players and members shall avoid behaviour which brings the DMHA or the sport of hockey into disrepute, including but not limited to inappropriate use of alcohol, use of non-medical drugs and use of alcohol by minors.
- DMHA players and members shall at all times adhere to the rules and regulations governing any events, competitions and activities in which they participate, including those run by DMHA and other hockey associations.
- DMHA players and members shall not engage in any activity or behaviour which interferes with an event or competition, or with any player or team’s preparation for a competition, or which endangers the safety of others.



- DMHA players and members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. Harassment or abuse of any individual will not be tolerated and will be dealt with under the OMHA's Harassment and Abuse Policy.
- All players and members are cautioned in their use of social media when discussing any DMHA-related event. Email should be used in a limited, responsible and mature manner, with no parties blind copied on any correspondence. Threats of physical, emotional or psychological harm made via social media will not be tolerated and can result in suspension from DMHA and will be reported to the appropriate authorities. CYBER-BULLYING WILL NOT BE TOLERATED.
- Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the OMHA. Such action may result in the member losing all privileges, which come with membership in the DMHA, including the opportunity to participate in DMHA activities and events, both present and future. Where appropriate, DMHA may report breaches of the Code of Conduct to the appropriate authorities.

DMHA Board of Directors - Code of Conduct

- The DMHA Board of Directors will adhere to all rules and regulations as put forth by the Hockey Canada (HC) , Ontario Hockey Federation (OHF), OMHA and as identified in the DMHA By-Laws and Rules of Operation. This includes, but is not limited to:
 - Following accepted rules of order when conducting Board of Director business.
 - Maintaining confidentiality of all business discussed at Board of Director/committee meetings unless/until there is agreement to publish/release the results of such discussions.
 - Show fiscal responsibility in conducting the affairs of the Association.
 - Set aside personal issues and focus on our role within the Board to provide the best amateur hockey program possible for all DMHA players and members.
 - Comply with the DMHA Conflict of Interest policy.
 - Conduct Association business in an environment that encourages open discussion and consideration of all opinions on matters to be decided by the Board of Directors.
 - Coordinate and support programs that train and educate players, coaches, parents, officials and volunteers.
 - Provide programs that encompass fairness to all participants and promote fair play and sportsmanship.



- Respect game officials, coaches, players, parents and volunteers in a manner that promotes fairness, integrity and mutual respect.
- Not tolerate abusive comments, gestures or inappropriate behavior directed toward game officials, coaches, players, parents, competitors, volunteers or elected officials of this Association.
- Be role models to the players and families at all DMHA competitions, events, Board of Director meetings and committee meetings.
- Respect, support and encourage fellow Board Directors to do the best job possible in our individual tasks and collectively as the Board of Directors.
- Be responsible in our use of all social media, ensuring that it promotes the DMHA's interest, contains appropriate content expressed in a mature, respectful and accountable manner.

Coaches and Volunteers - Code of Conduct

- Head Coaches, Assistant Coaches, and Trainers will follow and enforce rules and regulations as put forth by Hockey Canada, OHF, OMHA and DMHA By-Laws and Rules of Operations. This includes, but is not limited to:
 - Treat all participants in a manner that promotes fairness, integrity and mutual respect.
 - Set an example for all players and be a role model for participants on and off the ice.
 - Ensure all safety regulations are enforced to protect the health and welfare of all participants.
 - Verify that all players are healthy and physically fit prior to allowing them on the ice.
 - Remember that children are involved in hockey for the fun and enjoyment of the game. Help players to learn how to win and lose with dignity and respect for all participants.
 - Promote teamwork and encourage all players to have confidence in themselves through effective coaching techniques and positive reinforcement.
 - Remember that all players need and deserve their fair share of ice time to improve and develop hockey skills.
 - Teach participants to play fair and respect the rules of the game, opponents and officials.
 - Strive to ensure that all players get equal instruction, guidance and support.
 - Ensure that no player is subjected to harassment or abuse for any reason, including poor performance or mistakes made during a practice or game.



- Obtain the necessary training and certification and look for opportunities to upgrade and improve coaching skills and knowledge.
- Work in cooperation with DMHA players, members and Board Directors to provide a fun and safe environment that is free of harassment or abuse.
- Be responsible in my use of all social media, ensuring that it contains only appropriate content expressed in a mature, respectful and accountable manner.
- Employ respectful communication and appropriate, mature behaviour in all forms of interactions with players, officials and parents, including but not limited to: in person, email, and written word.
- Not attend any games or practices under the influence of alcohol, drugs or other substance that inhibits proper judgement.

Players - Code of Conduct

- All players participating in DMHA events, competitions and other activities will follow rules and regulations as put forth by Hockey Canada, OHF, OMHA, and DMHA. This includes, but is not limited to:
 - Participate in hockey because of a genuine interest in the sport, not because others (e.g., friends, parents or coaches) want me to play.
 - Play by the rules of hockey and in the spirit of the game.
 - Represent the DMHA and my community in a responsible manner.
 - Respect my teammates, opponents, game officials and spectators.
 - Remember that winning is not everything. Having fun, improving skills, making friends and doing my best are important parts of playing hockey.
 - Remember that coaches and officials are there to help me. I will accept their decisions and always show them respect.
 - Be responsible in using all social media, ensuring that it contain only appropriate content expressed in a mature, respectful and accountable manner.

Parents - Code of Conduct

- All DMHA parents will follow rules and regulations as put forth by Hockey Canada, OHF, OMHA, and DMHA. This includes, but is not limited to:
 - Supporting DMHA efforts to provide a safe and fun environment for players participating in organized hockey.
 - Create space for players to focus on having fun and enjoy the game.
 - Encourage players to obey and respect the rules.
 - Respect all players, coaches, opponents, game officials and spectators.
 - Support DMHA in enforcing a zero tolerance policy with respect to harassment or abuse directed against game officials, players, coaches,



volunteers or spectators. Understand that this policy applies to personal actions and behaviours.

- Providing support and encouragement to all DMHA volunteers whenever possible to allow them to work to the best of their ability, recognizing that the DMHA is run by volunteers.
- Recognize and applaud good play by one's child as well as players of both teams.
- Demonstrate a positive attitude towards the game and all of its participants, including refraining from yelling at players, coaches, game officials or spectators.
- Be responsible in my use of all social media, ensuring that it contain only appropriate content expressed in a mature, respectful and accountable manner.

Violation of Code of Conduct

- Any individual having concern of a violation of the Code of Conduct may file a complaint with a member of the DMHA Board of Directors by way of a signed, dated, written correspondence.
- All written concerns of a violation of the Code of Conduct will be reviewed by the President and/or Vice President and be discussed as an agenda item at the subsequent meeting of the DMHA Board. Disciplinary action will be decided upon by a majority vote of the DMHA Board. Documentation of the event and reasoning for the decision must be maintained. Confidentiality of such minutes will be maintained under the direction of the Administrator. Individuals accused of having violated the Code of Conduct, will be given the necessary time to explain their actions at a meeting of the DMHA Board.
- The DMHA President and/or Vice President may take immediate, informal, corrective and appropriate disciplinary action in response to behaviour that in their view constitutes harassment or jeopardizes the safety of others. This may include but not be limited to player and volunteer suspension from attending DMHA meetings and/or all DMHA activities. Disciplinary action taken by the President and/or Vice President must be communicated to the Board of Directors, and be ratified by majority vote at the next scheduled meeting of the Board of Directors.
-



City of Hamilton Zero Tolerance Policy for Violence in Recreational Properties and Facilities

- All DMHA players, members, volunteers and spectators must follow the [City of Hamilton's Zero Tolerance Policy. Any violation of the City of Hamilton's Zero Tolerance Policy will be considered to be a violation of the DMHA Code of Conduct.](#)

5) Communication

The DMHA relies on several communication media, including: DMHA website, e-mail, and social media.

DHMA Website & Social Media Platforms

- The primary reason for maintaining the DMHA website and social media platforms is to foster communication with DMHA members.
- All requests for additions, changes or posting to the website/social media are to be directed to the Public Relations Director and Administrator for consideration and approval.
- The Public Relations Director may develop content, or assign others to develop content, for the DMHA website/social media platform.
- All individuals developing website/social media content must submit a valid Police Check to the DMHA Public Relations Director and Administrator.
- The Public Relations Director, with the support of the Administrator, is responsible for maintaining, updating and developing the website/social media platform(s) to satisfy for DMHA operational and communication requirements.

Email

- Email communication may be used by the DMHA to distribute general league information to players and members.
- On occasion, email may be used to reach specific members regarding issues involving that specific player or member.
- It is the Administrator's responsibility to collect and maintain a list of player and members current email addresses at which they can be contacted. Players and members must make best effort to notify the DMHA of any changes to their email address.
- Convenors may receive email addresses of current players and members in their age category for the purpose of email communication.



6) **Dressing Room Policy**

- All players, coaches, members, volunteers, and officials will abide by the [Ontario Hockey Federation Dressing Room Policy](#). Any violation of the Dressing Room Policy will be considered to be a violation of the DMHA Code of Conduct.

7) **Equipment Policy**

- DMHA players will wear OMHA approved equipment while participating in all hockey games and practices.
- Goaltending equipment shall be provided to all age groups up to and including Peewee (Under 13, or U13).
- All House League teams shall be provided with one (1) sweater and one (1) pair of socks per player.
- Player's surname or family name may be added to team sweaters, to be organized by the respective Convenor

8) **Sponsorship**

- The Sponsorship Director shall be the sole contact person for inquiries, discussions and contracts related to sponsoring individual team(s), age categories, or the entire Association.
- No DMHA member, or any other person, may solicit financial assistance, either directly or indirectly, from a potential sponsor.
- Sponsorship of a team(s) or the Association may not be contingent on the sponsor having any official capacity with the team.
- Sponsorship contracts less than \$2,500 must be presented to the President for approval. Sponsorship contracts over \$2,500 must be presented to the DMHA Board of Directors by the Sponsorship Director and ratified by a majority vote.
- Sponsors may be given a recognition of appreciation, as deemed appropriate by the Sponsorship Director (e.g., logos on jerseys, team picture, placement on pop-up banner, website logo, etc.)
- In cases where Sponsorship Director position is unfilled, the President may designate another Board member to perform this role.



9) House League Hockey

- House League consists of all divisions from Under 7 (Initiation Program) to Under 18).
- All divisions will encourage good sportsmanship with the intention of the player having a positive hockey experience.
- DMHA House League hockey is non-contact.
- Each team shall consist of a Head Coach, Assistant Coach, and Trainer (“Coaches”). A parent representative (“parent rep”) may be appointed as deemed necessary.
- Coaches will do their best to follow [Hockey Canada Player Development](#) recommendations for each age group.

Selection of Teams

- Each DMHA season will begin with a series of skill development and evaluation sessions, as determined by the respective Convenor.
- Coaches and other volunteer selectors appointed by the Convenor will make every effort to create fair and balanced teams
- Teams should be rebalanced, with players ‘traded’ after 5 weeks of house league play in order to create more equitable teams.

Goaltender Policy

- As the owner and manager of goalie equipment, the DMHA Equipment Manager reserves the right to specify how this equipment is to be used.
- One set of DMHA goalie equipment will be issued to each house league team for divisions up to and including U13 if needed. Players in the U15 and U18 divisions are expected to purchase and maintain their own goalie equipment for permanent goalies.
- Coaches in U13 divisions and below will encourage all players to play goalie, to to develop skills and provide opportunities for everyone.

Scheduling and Game Times:

- As assigned by the DMHA Ice Scheduler, each team will receive ice time for one shared game time and one shared practice time per week. Each game and practice shall be no less than one hour.
- Due to the needs of other user groups, the DMHA reserves the right to make changes to the seasonal schedule as necessary.
- One hour of ice is composed of 50 minutes of on-ice play and a 10-minute flood.



Time Keepers and Score Keepers

- It is the responsibility of the Head Coach of the scheduled home team to designate an individual to provide one person for the scorekeeper box to manage the game clock and game sheet.
- Head Coaches of both teams must complete a game sheet prior to the start of each game, and provide it to the on-ice officials before the game and after the game for official signatures.

Call Up Policy

- Call-ups for scheduled games can be made to the division below ONLY in the event that the team in need has less than 9 skaters (not including a goalie).
- The division Convenor, or a designate must be notified and approve the call up as well as the player's Head Coach. Parent consent is required for all call-ups for players under the age of 18.
- Convenors must monitor and keep a record of players that have been called up.
- No player may be called up more than three times in a season.
- Call-ups will only be allowed in regular season play.

Practices

- The Head Coaches and Assistant Coaches are responsible for organizing and leading team practices.
- Each division Convenor may approve additional non-Coach volunteers to provide on-ice assistance to Coaches during practices. All on-ice volunteers must have the appropriate level of OMHA certification, which will be received and recorded by the division Convenor..
- At least one certified Coach and one certified Trainer must be present during DMHA practices times and games.

House League and Select Exhibition Games

- House League teams are allowed to play exhibition games if it does not interfere with scheduled DMHA games.
- The Convenor (House League) or Director of Development & Select Hockey (Select) will approve additional exhibition games for teams in their division, with the input and agreement of the Head Coaches
- Ice for any exhibition game must be booked with the Ice Scheduler and properly accredited officials must be present for insurance reasons.
- An OMHA game sheet must be filled out and checked by the on-ice officials.
- A travel permit is required to travel to any other center outside of Dundas, this can be obtained from the Administrator.



House League and Select Tournaments

- House League and select teams are allowed to play in tournaments if it does not interfere with scheduled house league games.
- The Convenor (House League) or Director of Development & Select Hockey (Select) will approve tournament participation for teams in their division, with the input and agreement of the Head Coaches
- Rostered teams approved by the OMHA are welcome to participate in tournaments at the House League and Select level.
- Coaches must make parents aware of any additional cost not covered by DMHA registration or sponsorship.
- If a travel permit is required from the tournament-hosting center this can be obtained from the Administrator.

Playoff Format

- Convenors and head coaches will collaborate to determine the best playoff structure for each age division, depending on the number of teams and available ice time.
- Every team must qualify for the playoffs, although rankings may be used to determine seedings for the playoff schedule.
- Every effort must be made to ensure an equal number of games for each team during the playoffs, including a consolation playoff for losing teams.
- A 5 minute, 3v3, sudden death run time overtime will occur in the event of a tie after regulation play.
- If a tie still exists following the overtime period, there will be a sudden-death shootout. Each player may only shoot once before shooting again.

3v3 Tournament

- Each year, ideally the weekend before the winter holiday break, DMHA will deliver a 3v3 tournament for each division age group. The date will be determined at the beginning of the season by the DMHA Board of Directors.
- The Director of Special Events will be responsible for organizing and scheduling the 3v3 tournament, with the assistance of the Convenors, President and Ice Scheduler.
- All participating players, coaches and teams will abide by DMHA [3v3 Tournament Rules](#)



Champ Day

- Each year, ideally the weekend before March break, DMHA will deliver Champ Day for each division age group. The date will be determined at the beginning of the season by the DMHA Board of Directors.
- The Director of Special Events will be responsible for organizing and scheduling Champ Day, with the assistance of the Convenors, President and Ice Scheduler.
- Champ Day will celebrate the end of the hockey season and to award and recognize the efforts of all players, Coaches and volunteers.
- Director of Special Events will arrange for medals to be presented, along with snacks and swag for all players.
- This day will include the final championship and consolation playoff games for each division.

10) **Select Hockey**

- The primary purpose of the DMHA Select program is to provide more competitive hockey to house league players, while keeping the emphasis on development and having fun
- Select teams will be managed and supported by the Director of Development & Select Hockey
- Only one Select team will be formed for each division age group. Each Select team will have no more than 17 players.
- The Director of Development & Select Hockey will identify and appoint a Head Coach, Assistant Coach(es), and Trainer for each division team.
- Tryouts for Select will open to all registered DMHA players, and will consist of at least two hours of practice led by the Head Coach. A tryout fee will be administered, as calculated by the Treasurer
- Players invited to join the Select team will be determined by the Select Head Coach, Assistant Coach(es), and Director of Development & Select Hockey.

Select Team Games and Practices

- Based on OMHA regulations Select teams may play a maximum of:
 - 3 Exhibition games per month
 - 3 Tournaments per season
- Select teams will be provided with one hour of ice time per week, with options to purchase extra ice time throughout the season. Ice time can be used for practices and/or exhibition games, at the discretion of the Head Coach and in consultation with the Director of Development & Select Hockey. The Director of



Development & Select Hockey will coordinate and book time with the Ice Scheduler.

- Select programming cannot interfere with regular house league programming, except for the participation in **one** weekend tournament per year, which must be communicated to the division Convenor at least one month in advance.
 - The division Convenor and House League Coaches must develop alternative programming for non-Select players that weekend (e.g., 3v3 tournament, skills competition, exhibition games, etc.). Select players will not be included in this alternative programming.
 - Select tournaments and exhibition games may not be booked during house league playoffs, Champ Day, or 3v3 Tournament.
- Travel permits must be applied for from the DMHA for all exhibition games and tournaments from the Administrator. Travel permits may be subject to approval by the OMHA. All applicable fees determined by the OMHA for any play outside the OMHA.

Select Team Finances

- Select team finances are the responsibility of the respective Select team Manager.
- Team budgets, including expected expenses and team fees, will be created by each Select team Manager, and approved by the Treasurer and Director of Development & Select Hockey
- Each Select team will be responsible for all associated costs, including ice time, tournament fees, apparel, permits, and other related fees.
- Managers will collect a player fee, to be deposited to the Select team bank account.
- Each select team will have a designated bank account, opened and administered by the Treasurer. All bank accounts must have a minimum of two (2) names with signing authority, including the Select Team Manager and either the Head Coach, Assistant Coach, or Parent Rep
- All expenses require two signatories.
- All unused funds must be disbursed prior to season's end or divided and returned equally amongst team parents.
- The Team bank account will be closed at the end of the season. Team funds will not be allowed to carry over to next season.
- Select teams can seek sponsorship to offset costs, in coordination with the Director of Sponsorships, but not from an existing DMHA sponsor.