



# Dundas Minor Hockey Association

## Rules of Operation



Updated May 12th, 2025



## **Table of Contents:**

- 1) Rules of Operation
- 2) Registration & Eligibility
- 3) League Policies
- 4) Codes of Conduct, Dressing Room Policy & City of Hamilton Zero Tolerance Policy
- 5) Communication
  
- 6) Equipment Policy
- 7) Sponsorship
- 8) House League Hockey
- 9) 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
- OMHA membership fees and liability insurance

**Registration:**

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

**Late Registration**

- Late registration may be accepted up until December 31<sup>st</sup>, 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 the 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, to the OHF using the [OHF Centralized Screening Process](#). 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.
- 

### **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.

### **Overall Expectations**

- Conduct yourself in a manner that reflects positively on the DMHA and the sport of hockey.
- Follow all rules and regulations of DMHA and any affiliated events or organizations.
- Avoid behaviour that could bring the DMHA or hockey into disrepute, including inappropriate use of alcohol, illegal drugs, or alcohol consumption by minors.
- Refrain from actions that interfere with events, competitions, or the safety and well-being of others.
- Do not engage in any form of harassment, discrimination, or abuse. All complaints will be handled according to OMHA’s Harassment and Abuse Policy.
- Use social media responsibly. Any threats, cyberbullying, or inappropriate online behaviour will result in disciplinary action and may be reported to authorities.

### **Board of Directors – Code of Conduct**

Members of the DMHA Board of Directors are expected to lead by example and uphold the highest standards of professionalism and integrity.



## **Responsibilities**

- Comply with all governing rules from Hockey Canada, OHF, OMHA, and DMHA By-Laws.
- Maintain confidentiality of Board discussions unless agreed otherwise.
- Prioritize the interests of the Association over personal concerns.
- Act fiscally responsible in managing DMHA affairs.
- Foster open, respectful dialogue in decision-making processes.
- Promote fairness, integrity, and sportsmanship in all DMHA programs.
- Treat all individuals—officials, players, parents, coaches, and fellow board members—with respect.

## **Coaches and Volunteers – Code of Conduct**

Coaches and volunteers play a vital role in shaping the DMHA experience. They are expected to provide a safe, supportive, and respectful environment.

### **Expectations**

- Comply with all governing rules from Hockey Canada, OHF, OMHA, and DMHA.
- Treat all participants with fairness, respect, and integrity.
- Be role models on and off the ice.
- Ensure the health, safety, and well-being of players.
- Encourage fun, personal growth, teamwork, and sportsmanship.
- Ensure equal playing time for all players
- Promote positive coaching techniques and constructive feedback.
- Prevent and report harassment, bullying, or abuse of any kind.  
Use respectful communication in all interactions (verbal, written, digital).
- Never participate in practices or games under the influence of alcohol, drugs, or any impairing substance.
- Use social media responsibly, avoiding inappropriate or disrespectful content.

## **Players – Code of Conduct**

DMHA players are expected to demonstrate respect, commitment, and sportsmanship at all times.

### **Expectations**

- Play by the rules and honour the spirit of the game.
- Represent yourself, your team, and the DMHA with respect.
- Respect teammates, opponents, officials, and spectators.
- Focus on fun, skill development, and personal growth over winning.



- Accept coaching and officiating decisions with maturity.
- Use social media responsibly and respectfully.

## **Parents – Code of Conduct**

Parents play a key role in supporting their children's hockey experience. DMHA expects parents to foster a positive and respectful environment.

### **Expectations**

- Support a safe, inclusive, and enjoyable environment for all players.
- Allow children to enjoy the game and learn through experience.
- Encourage respect for rules, opponents, and officials.
- Model respectful behaviour toward all participants and spectators.
- Abide by the DMHA and City of Hamilton zero-tolerance policy on harassment or abuse.
- Support volunteers and DMHA staff with encouragement and understanding.
- Applaud positive play—regardless of team.
- Maintain a positive attitude and refrain from negative or disruptive behaviour.
- Use social media responsibly, posting only respectful, constructive content.

## **Dressing Room Policy**

- All members must also follow the [OHA Dressing Room Policy](#)
- All families will receive an email prior to the season outlining the Parent and Player Codes of Conduct and Dressing Room Policy, emphasizing expectations and our zero-tolerance stance on bullying, harassment, discrimination, and violence.
- Convenors will deliver a Code of Conduct and Dressing Room Policy briefing to their teams at the beginning of the season, and collect all [Player Agreement Letters](#) to confirm their understanding and agreement.
- Rule of Two: A minimum of two adults must be present in the dressing room at all times to ensure player safety.
- Prohibited Activities:
  - Violent Conduct: No hazing, bullying, locker room boxing, or any form of maltreatment.
  - Recording Devices: Use of phones or any devices for photos, video, or audio recordings in dressing rooms is strictly prohibited.
  - Digital Devices: Phones may only be used for music with permission and must otherwise remain stored.





- Foul Language: The use of inappropriate, offensive, or foul language is strictly prohibited at all times, including on the ice, in the dressing room, on the bench, and during team events. Respectful communication is expected from all participants.

### **Three Strikes Policy**

Any player receiving three suspensions (on-ice or off-ice) in a season will be barred from all DMHA activities for the remainder of the season, with no refund. The Board must be notified of such cases. Appeals will only be considered if a suspension is overturned by majority Board vote.

### **Violation of the Code of Conduct**

Failure to adhere to this Code may lead to disciplinary measures, including suspension or removal from DMHA activities, in accordance with OMHA's Discipline Policy. Any individual may report a suspected violation in writing to any DMHA Board Member, or centrally to our [dmhainfo@gmail.com](mailto:dmhainfo@gmail.com) address.

### **Review Process**

- The President or relevant Convenor will review the concern and present it at the next board meeting.
- The individual involved will be given the opportunity to explain their actions.
- The Board will determine appropriate disciplinary action by majority vote.
- All decisions and discussions will be documented and kept confidential.

### **Immediate Action**

The President or relevant Convenor may take immediate disciplinary action in urgent situations involving harassment or safety risks. These actions must be communicated and ratified by the Board at the next meeting.

### **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.

### **DMHA 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 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) 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 Pee wee (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

## **7) 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.

## **8) 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' in order to create more equitable teams throughout the season.

### **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 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.
- For U15 & U18 House League, Convenors have the option to pay up to 2 timekeepers and scorekeepers, \$20 each, for each game. This cost will be covered by the association.



## **Call Up Policy**

- 
- Call-ups for scheduled league games can be made within the same division, or the division below, in the event that the team in need has less than 10 skaters (not including a goalie).
- Head coaches & convenors shall collaborate to call-up similarly-skilled players for games wherever possible, with the requesting convenor having final approval.
- Call-ups will only be allowed in regular season play.
- Parent consent is required for all call-ups under the age of 18.”
- 

## **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

### **3 Goal Policy**

- To promote teamwork and fair play, a maximum of 3 goals can be recorded by any player during a regular season game. Should a player score more than 3 goals, they will not count on the scoreboard, or be recorded on the game sheet
- This rule does not apply for U18 house league
- This rule does not apply for house league playoff games
- This rule does not apply to the number of assists a player can record in a game

### **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.

#### 9) **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. This does not apply to U18, where a separate U16 team may be created if there are sufficient numbers of players, coaches, and trainers to create a team. The creation of a U16 Select team must be ratified by the DMHA executive
- Each Select team will have a maximum of 19 players, but may dress only 17 for each game. U18 Select teams may roster up to 25 players.
- 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 are expected to make tryouts to be considered for the Select team. The Head Coach will have final discretion regarding accommodations should unforeseen events result in a player missing tryouts
- The selection of the Select team will be made by the Head Coach, who may consult other individuals involved in the tryout process, including house league Coaches, Assistance Coaches, on-ice volunteers or the Director of Development & Select Hockey. The Director of Development & Select Hockey is authorized to appoint independent evaluator(s), at the request and discretion of the Head Coach. In the event of disagreement, the Head Coach decision will be considered final.



### **Select Head Coaches**

- Head coach applicants must apply online, or submit a formal application via email to the Director of Development & Select Hockey.
- If more than 1 application applies, interviews will be conducted including the President, Director of Development & Select, and relevant Convenor. If a board member has a conflict of interest, another board member will be appointed by the executive
- Once the Select team is chosen, the Head Coach will appoint their Assistant Coach(es), Trainer(s), and Manager, who will be ratified by the President & Director of Development & Select

### **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 Manager. Select programming cannot interfere with regular house league programming, except for the participation in one (1) 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 are determined by the OMHA for any play outside the OMHA.

### **Select Team Fees**

- Select Team Fees will be calculated annually by the DMHA Treasurer, President, and Director of Development & Select Hockey
- Fees will cover only scheduled ice time, referees, entry fees for two (2) tournaments (up to \$1400 per tournament), a uniform fee, and will be collected and administered by the DMHA





- Jerseys will be provided by DMHA, and will be collected at the end of each season by the team manager. Socks will be purchased annually as part of the team fee.
- Individual teams may undertake additional fundraising which will be the responsibility of the Head Coach and team Manager.