



DUNDAS MINOR HOCKEY ASSOCIATION

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Dundas Minor Hockey Association Rules of Operation

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1.0 Rules of Operation & Mission Statement

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.

Amendments: The Rules of Operation must be reviewed annually and may be amended by a simple majority vote of a quorum of the DMHA Executive at Board Meetings.

Notice of Motion: Amendments can be proposed at any time by any member in good standing by completing and submitting the Notice of Motion forms to the Executive.

DMHA “Mission Statement”

The DMHA is an organized group of parent volunteers committed to the development of skills and knowledge of the sport of hockey for Dundas youth for their personal development*, sportsmanship and enjoyment (*Personal development is defined as physical and emotional self-confidence)

2.0 DMHA Philosophy

It is recognized that team sports like hockey, by their very nature, often create competitive environments. Healthy competition and trying to win, is a fun and exciting element of our game. However, the DMHA has adopted a clear distinction between the **process** of trying to win (which is the goal of the game) and winning itself (the outcome of the game). Too many youth coaches and parents at all levels of play, from rep to house league, often confuse the two. It is the process that is important, not the outcome. Rep hockey, house league hockey, or any game for that matter, will cease to be fun for kids if the outcome of the game is all that matters. It’s ALL about DEVELOPMENT; it’s all about team.

3.0 Value Statements

- 3.1 The Values that guide the DMHA and all its hockey programs, which are reflected in this Policy Manual are: Safety, Respect, Discipline, Commitment and Development.
- 3.2 The DMHA values people as the most important resource in our organization.
- 3.3 The DMHA values treating people with civility, mutual trust and integrity.
- 3.4 The DMHA values people working together in a team environment to accomplish team goals.
- 3.5 The DMHA shall cooperate with the city of Hamilton’s Parks and Recreation Department and maintain a partnership.

4.0 Affiliation

- 4.1 The Dundas Minor Hockey Association shall be a member of the OMHA, and through the OMHA, shall be a member of the OHF and HOCKEY CANADA.
- 4.2 The Rep program is affiliated with the Tri-County League.
- 4.3 The House League Interlock teams are affiliated with the Hamilton Wentworth Interlock League
- 4.4 The DMHA shall be affiliated with the Dundas Junior “C’s. This will be reviewed on a yearly basis.
- 4.5 The DMHA’s “AAA” zone affiliation shall be with the Hamilton Junior Bulldogs.

5.0 Sponsorship and Team Photographs

- 5.1 The Sponsorship Director shall arrange for sponsorships for each team.
- 5.2 Under no circumstance may any other member of the DMHA or any other person approach a sponsor for financial assistance either directly or indirectly.
- 5.3 The sponsor shall be notified of the name of the team, the league and the arena where they will be playing and be provided with a copy of the team schedule.
- 5.4 Sponsorship of a team does not entitle a representative of the sponsor to any official capacity with the team.

5.5 Sponsors shall be given a team picture in the form of a plaque or equivalent in appreciation for their sponsorship. This should be done before Championship day.

5.6 Media personnel from the Representative teams who are responsible for weekly articles must mention the Sponsors name and follow the DMHA guidelines for said articles.

5.7 Tenders are sent out to photographers for team pictures to ensure the DMHA is providing the most cost-effective solutions. This cost is the responsibility of the members however they will be used in the creation of the yearbook which is a cost included in the annual registration fee.

5.8 Photographs shall be taken of all teams. All coaches shall cooperate fully in the arranging for his/her team to be prepared at the given time to have photographs taken.

5.9 Absenteeism from team photographs is an individual responsibility. The DMHA or the photographer shall not incur any additional costs in digitizing players into the original team picture. The individual is responsible for those costs and cannot presume to proceed with this without team approval.

5.10 No nicknames shall be used in any league publication.

6.0 Eligibility and Registration

6.1 Each player's hockey in the DMHA is funded in 4 ways.

- Fundraising
- Association Sponsors
- Registration Fees
- Rep Fees (surcharge)

6.2 Registration fees go towards paying the following:

- OMHA membership fees and liability insurance
- Coach's clinics, police checks, Referee Clinics
- Printing of Newsletters and handbooks, advertising
- Administration costs
- Management costs (Lawyers Fees, office equipment, Accounting fees)
- Equipment costs: Jerseys, socks, Goalie Equipment, pucks, pylons etc..
- Referee costs
- Ice costs

6.3 Registration Fees are established by the Budget Committee and approved by the Executive Board by taking into account all of the above noted expenses combined with expected revenues from Sponsorship and fundraising. The outgoing Executive does this at the end of the season for the upcoming season.

6.4 Registration:

On-Line registration is the only method of registration because of the OMHA requirement for electronic submission of rosters. Members can visit www.dmha.ca to register on-line once the executive

determines the opening date until close (approx. May 30th) Registration is not complete until payment in full is received. **Note: All players who sign to a rep team must register electronically prior to the league deadline (i.e. May 31) and submit payment in full. This is a condition of your signing to a team.**

6.5 Registration Forms

Registration forms will not be made available since on line registration is the only method used.

6.6 Return Registration

Registrations will be declined and or returned unless accompanied will full payment of fees or if an unpaid outstanding balance exists from the previous season. Registrations will also be returned to individuals who have failed to return league equipment. This includes rep jerseys.

6.7 New Member Registration

By OMHA rule all new members registering with the DMHA must provide a copy of their birth certificate with their registration.

6.8 Pre Registration

Registrations received before pre registration closes will receive the pre registration rate established by the Executive for that season. Registrations received after that date will not receive the pre registration rate regardless of circumstance. See the DMHA website for details. Registering late is counter-productive to the pre planning activities, which need to take place during the off season. Members are encouraged to register on time.

6.9 Late Registration

A late fee of \$100 will be imposed in the fall as deemed necessary by the DMHA.

6.10 Right of Choice

Residents living in what is termed the gray area (Greenville) are eligible to register with the DMHA and play Rep hockey. However once members sign a rep card in Dundas they are bound by the OMHA Right of Choice rule and cannot play rep in any other center unless residentially they move to another city or town.

6.11 Registration Refunds:

If for any reason a member decides to terminate his membership, a Registration Refund can be obtained from the DMHA web site at www.dmha.ca, filled out and submitted to the DMHA for processing. A \$50 administrative fee will apply and refunds will be prorated based on the following timeline, based on the date that the completed, signed Request for Registration Refund Form is received by the DMHA:

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 – NO REFUNDS

Any request for refunds submitted after this time, no matter the date of actual withdrawal or play stoppage, will not be processed.

The refund will be made by cheque.

6.11.1 Rep Fees are non refundable.

6.11.2 Registration Refunds due to Medical Reasons:

Players that withdraw from the DMHA for medical reasons are entitled to a refund of their registration fees in accordance with the timeline below, based on the date that the completed, signed Request for registration Refund Form is received by the DMHA:

Prior to Season Start - Registration fee minus \$50 admin fee

Season Start - October 31 - 75% refund minus \$50 admin fee

November 1 to November 30 - 50% refund minus \$50 admin fee

After November 30 - No refund

In order to qualify for a refund of registration fees for medical reasons in accordance with this section medical documentation from a medical doctor or a dentist stating that the player is unable to play hockey for medical reasons must be submitted with the request for a registration refund. A refund for medical reasons is prorated depending on the number of months skating for a DMHA house league or rep team.

6.12 NSF Cheques

If cheques are returned to the league during the registration process as No Sufficient Funds (NSF) the member will be deemed as unregistered and will be placed on a waiting list. A \$20 administrative fee plus the appropriate bank charge will be attached and the payee may be asked to submit payment in cash only.

6.13 Team Carding

- a) All Rep Players must sign a OMHA team roster once approved roster is received from OMHA.
- b) All house league teams will be required to submit a DMHA team roster complete with player and all team staff information/certification for the purpose of electronic filing with the OMHA.
- c) Teams not filing a team roster by November 31st will result in games being forfeited until a roster is received.
- d) ROSTERS MUST INCLUDE ALL COACHING CERTIFICATION NUMBERS OR THEY WILL BE RETURNED.
- e) Once a player has been carded or placed on a team list they cannot play for any other team and cannot be released from any team without the approval of the appropriate Convener and League Vice President.

7.0 General League Policies

7.1 Selection of Coaches

- a) All DMHA coaching applications will be forwarded to either the House League Vice President or the Rep Vice President whichever is applicable.
- b) Both the House League Committee and the Rep Committee will meet independently to consider all coaching applications and bring recommendations and reasons for such recommendations to the DMHA Executive body.
- c) Copies of all applications will be given to the DMHA Secretary prior to this meeting.

- d) The DMHA Executive will, by majority vote, either accept or reject the House League and Rep coaching recommendations.
- e) All applicants must be notified of the Executive decisions.
- f) Any coach who feels that his/her application has not been given fair consideration will, upon request, be given the opportunity to state his/her case to the DMHA Executive body. All such requests must be made to the DMHA Secretary, in writing, within seven (7) days after receiving notification of the decision. The DMHA Executive body will be authorized to either reconsider or uphold the original decision.

7.2 Assigning Coaches - REP

It will be the responsibility of the out-going Executive to advertise, consider and appoint DMHA Rep coaches for the upcoming season.

7.3 Player Acknowledgement of Rules of Operation

Prior to the first game of the season, all players in the divisions of Atom and higher are to sign an acknowledgement that they have read and had explained to them by their coach, the Player's Code of Conduct for the DMHA. This must be handed into the Divisional VP prior to the first game of the season.

7.4 DMHA Team Finances

- a) All DMHA Rep, Select and House League teams that become involved in fundraising or parental contributions must open a bank account with a minimum of two (2) names with signing authority. No spouse may have signing authority.
- b) Each team will be required to supply the Divisional VP, League President and the League Treasurer with notification of the bank account branch, account number and authorized signatures on request.
- c) Each team will be required to supply regular budgets/financial statements to each team parent and to the Divisional VP and / or League President and League Treasurer on request.
- d) Divisional VPs must ensure that each team submits an initial budget to them prior to the first game or, in the case of House League teams immediately upon starting any fundraising activities, to ensure the proposed budget is fair and reasonable. Once approved by the Divisional VP, each team parent must be supplied with a copy of the budget.
- e) Each team will be required to supply the Divisional VP and each team parent with a year-end financial statement before the season's end to ensure revenue and expenditures are reasonable and just. The Divisional VP will be required to submit the year-end financial statement to the League Treasurer for final review.
- f) While coaches may have input into team budget designs, coaches can not solely override decisions of the team's budget committee.
- g) All unused funds must be disbursed prior to season's end or divided equally amongst team parents.
- h) Under no circumstances will team funds be allowed to carry over to next season.

7.5 Fundraising by Teams

- a) All DMHA teams, which involved themselves in team fundraising projections, will be limited to those having prior approval of the VP of their division. In addition, any fundraising activities conducted at the rink during games or practices other than their own, will require prior approval

of the Special Events Director. The Special Events Director has the right to refuse or limit the activities during our team events.

- b) Proper licenses for lotteries or draws, etc. must be obtained from the City through either the Special Events Coordinator or the President.
- c) Teams are permitted to fund-raise to cover tournament costs or other team costs incurred during the season. They also have the option to cover these costs out of pocket.
- d) **Teams are not permitted to approach existing league sponsors for further financial support.**

7.6 Certification Requirements - House league

7.6.1 Coaching Requirements for Head Coaches and Assistant Coaches:

- a) All Coaches in Pre-Novice, Novice and Atom Divisions must have all of:
 - CHIP Certification
 - Prevention Services Certification
 - Police Check
- b) All Coaches in Peewee, Bantam, Midget and Juvenile Divisions must have all of:
 - Coach Stream Certification
 - Prevention Services Certification
 - Police Check

7.6.2 Trainers Requirements:

- a) All Trainers must have all of:
 - Trainers Certification
 - Prevention Services Certification
 - Police Check

7.6.3 Reimbursement of Certifications

All coaches and trainers rostered to Dundas teams will receive reimbursement of their certification training costs as follows:

- That the DMHA reimburse all coaches currently rostered to a DMHA team for 100 % of each of their CHIP, Coach Stream and Development 1 Coach Level certification costs
- That the DMHA reimburse all trainers currently rostered to a DMHA team for 100 % of their Trainer's Clinic costs
- That the DMHA reimburse members, not currently rostered to a DMHA team for 50% of each of their CHIP, Coach Stream and Development 1 Coach Level certification costs. Should that person join a team as a rostered coach within the next one year, the remaining 50% of their costs will be reimbursed.
- That the DMHA reimburse members, not currently rostered to a DMHA team for 50% of their Trainer's Clinic costs. Should that person join a team as a rostered coach within the next one year, the remaining 50% of their costs will be reimbursed.
- That the DMHA reimburse members for 100% of the costs of Prevention Services Clinic- up (Speak-Out) and Police checks if the members are rostered bench staff, conveners or executive members.

7.6.4 On-Ice Volunteers

“On-Ice Volunteers” are individuals assisting with the Initiation Program implementation, on-ice (parent-family) helpers, demonstrators, specialty (i.e. goaltender) coaches.

- a) On-Ice Volunteers must be at least two years older than the division age limit with which they are volunteering and a minimum age of 9 years
- b) A volunteer who meets the minimum age requirement for CHIP certification (i.e. 14 years and above) is eligible to wear the same equipment as an On Ice Team officials (i.e, CSA certified helmet, skates, gloves, etc.)
- c) A volunteer below the minimum age requirement for CHIP certification (i.e, below 14years) would be required to wear full player equipment.
- d) Names of On-Ice Volunteers must be forwarded to the DMHA office for recordation purposes.
- e) Adult on ice volunteers (ie 18 years of age or older) will require PRS and a Police Check.

7.7 Police Checks

- a) Dundas Minor Hockey Association accepts its significant responsibilities to its vulnerable clients.
- b) This association owes a duty of care to its clients, to staff, and to the community. Acceptance of this duty will be reflected in all association programs, services and activities, as well as in its policies and procedures.
- c) Dundas Minor Hockey Association recognizes that some of the positions in the association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements, which are not positions of trust.
- d) Dundas Minor Hockey Association will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc) unless there is a bona fide reason related. Essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.
- e) For certain positions in the association, a Police Record Check will be required as one element of the screening process.
- f) **Individuals with past Criminal Code convictions, ten years or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients.** These offences include, but are not limited to the following:
 - I. Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving
 - II. Individuals with past convictions or charges pending for drug offences under the CDSA or its predecessor.
 - III. Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.
- g) **Individuals with past Criminal Code convictions, charges pending or pardons for the following offences will not be considered for a direct service position.**
 - I. Physical or Sexual Assault
 - II. Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
 - III. Indictable criminal offences for child abuse
 - IV. Sexual Exploitation
 - V. Sexual Interference
 - VI. Invitation to Sexual Touching

- h) **Applications for positions within the DMHA may be rejected as a result of other information gained during the police records check process or through the screening process as a whole, or as a consequence of other factors.**
- i) It should be noted that every volunteer once accepted is obliged to inform the appropriate Association Executive if he/she charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.
- j) Once accepted as a volunteer with the Dundas Minor Hockey Association as a coach or coaching staff that person will be required to complete a police record check every four years as per Hockey Canada.
- k) The Dundas Minor Hockey Association will accept a completed Police Record Check by an applicant providing it is four months or more recent.

7.7.1 Obtaining Police Checks:

- a) The “Request for Vulnerable Sector Screening” form on the DMHA web site must be completed.
- b) Contact the DMHA office and make arrangements to obtain a letter confirming your volunteer status in the DMHA.
- c) Proceed to the King William St. Police Station to submit your application and letter along with payment.
- d) At present (2009), upon completion of search, police checks will be mailed. (Please confirm with Police Services).
- e) Upon receipt of clearance submit to the DMHA office via the DMHA mail slot at J.L. Grightmire arena for review and recordation. **Only once recorded will the process be deemed complete and the individual be cleared to volunteer in the DMHA.**
- f) All Police Checks, once recorded, will be mailed back to the individual.

7.8 Prevention Services Certification (Abuse and Harassment)

- a) Issues that are sensitive in nature will be handled with strict confidentiality however these issues must be submitted in writing to the President of the DMHA and signed. Unsigned letters will be regarded as a perpetration or hoax and will be discarded.
- b) If the issue is an issue of abuse and harassment the DMHA President will convene a Special Sub Committee to investigate the allegations. The sub-committee is responsible for reporting the outcome of the investigation and their recommendation to the Executive Board of Directors.

7.9 Medical Information, Injuries and Reports

- a) The responsibilities for Trainers are outlined in their HCTP trainer’s manual and the OMHA rules of Operation manual.
- b) Injury reports and case reports must be filled out by the trainer and submitted to the OMHA.
- c) All players returning to teams after injury must provide a doctor’s note to provide medical clearance before participating in any game or practice.

7.10 Eligibility to Play on DMHA Ice

For liability reasons players not registered with Dundas Minor Hockey are not permitted on Dundas ice (no exceptions). Failure to comply may result in suspension of the Head Coach as deemed appropriate by the applicable Divisional VP or committee.

8.0 Team Staff

- a) Each team operating in the DMHA, as a minimum, shall have a team staff consisting of a Coach, Trainer, Manager and Parent Rep. All Bench Staff are required to have the appropriate OMHA certifications, Prevention Services and Police Checks.
- b) All team staff must be aware of the rules. Team Staff including all coaches, trainers, managers and parent reps are held to a higher standard in their adherence to the Rules of Operation than parents. While team staff are volunteers and their time is greatly appreciated, the positions come with a level of responsibility and accountability. **All team staff including all coaches, trainers, managers and parent reps must sign an acknowledgement upon appointment to the position, before the first team event that they attend, indicating that they understand their responsibility to know the rules and to adhere to the rules.**
- c) All team staff, including all coaches, trainers, managers and parent reps must make every reasonable effort to consistently enforce rules as per the Rules of Operation.
- d) Divisional Vice-Presidents must ensure that a review of the Rules of Operation occurs with all coaches prior to the start of the season. Divisional Vice-Presidents must provide extra support to the association's newer coaches and any team official experiencing a challenging situation.

8.1 Head Coach

Job Description:

Oversee and be responsible for all aspects of the day-to-day operation of the assigned Hockey Team, ensuring that the objectives of the Association as stated in the Rules of Operation, Bylaws and Constitution of the Dundas Minor Hockey Association and the Manual of Operations of the Ontario Minor Hockey Association are met. Be a spokesperson for the team and represent the team at all meetings and functions.

- a) All coaches will review and comply with the requirements of the Dundas Minor Hockey Association Constitution, Bylaws, and Rules of Operation as well as the Ontario Minor Hockey Association's Manual of Operations. Special attention should be given to the Harassment and Abuse Policy in the Ontario Minor Hockey Association Manual of Operations.
- b) This position requires a Level of Certification as stated in the Ontario Minor Hockey Association Manual of Operations.
- c) The position will ultimately report to the applicable Divisional VP. This reporting may go via the age division convenor and applicable director.
- d) The performance of all coaches will be reviewed and evaluated at the end of each season.

- e) Interested applicants for **Head Coaching Positions in Representative Hockey** will be required to apply prior to **March 1st** of each year, completing a Coaching Application Form and providing the Association the names of three Personal References as well as attending an interview.
- f) This position will require unsupervised and possible physical contact with the athletes and may require the transportation of athletes. Eligible applicants will require to pass a **Police Record Check**.

8.1.1 Job Part - Coach as a Leader:

- a) Seasonal Goals and Objectives - establish seasonal goals and objectives for the team.
- b) Be a role model for your players in reference to appropriate behavior towards officials, other coaches and other players.
- c) Develop leadership abilities in your athletes (e.g. encourage athletes to lead drills in practice, mentoring).
- d) Meet with parents of athletes at least 3 times per year, and at the preseason meeting outline philosophies, ice time, fair play, playing time and other important aspects of your plan.
- e) Demonstrate a sincere effort in helping each athlete to maximize his or her potential

8.1.2 Job Part - Coach as a Teacher:

- a) Teach the necessary hockey skills for the age group as outlined in the NCCP Coaching Course.
- b) Develop a seasonal plan.
- c) Teach skills using the proper sequences and progressions.
- d) Teach skills using understandable language.
- e) Recognize that athletes differ in learning and readiness to learn, and that learning requires the acquisition of skills and attitudes. This requires patience and perseverance of the coach and player before the required behaviors will be consistently demonstrated in game play.
- f) Teach more than just hockey skills.

8.1.3 Job Part - Coach as Organizer:

- a) Plan effective practices (seasonal plan should include practice plan).
- b) Select support staff that meets the Association standard and approval and will provide maximum benefit to you and players.
- c) Seek the assistance of the parents of the players in running the activities of your program (e.g. team or parent liaison).

8.1.4 Job Part - Communication

- a) Hold regular parent and player meetings (minimum of 3)
- b) File an end of season report by April 1st.

8.1.5 Job Part - Risk Management

- a) Review safety action plan for team with trainer.
- b) Ensure that all ice and dressing room activities have adult supervision.
- c) Report any arena deficiencies to Association Executive.
- d) Review player equipment on a regular basis for defects and advise parents accordingly.
- e) Monitor rehabilitation of injured athletes and ensure medical clearance to return to play.
- f) Report any player abuse to Executive.
- g) Maintain communication with Executive, to ensure that Association can assist in the resolution of difficulties at an early stage, and improve overall hockey program on an ongoing basis.

8.1.6 Job Part - Conflict Manager

- a) Strengthen relationships and build teamwork
- b) Encourage open communication and cooperative problem solving
- a) Quickly resolve disagreements and increase team unity
- b) Deal with real issues and concentrate on win-win resolution
- c) Make allies and defuse anger
- d) Air all sides of an issue in a positive, supportive environment
- e) Be orderly, calm and focused

8.2 Manager

Job Description:

Oversee and responsible for all aspects of the day-to-day operation of the assigned Parent Team, ensuring that the objectives of the Association as stated in the Rules of Operation, Bylaws and Constitution of the Dundas Minor Hockey Association and the Manual of Operations of the Ontario Minor Hockey Association are met. Be a spokesperson for the team and represent the team at all meetings and functions.

8.2.1 Manager's Code

- a) Adhere to the objectives, policies and decisions of the DMHA and its Constitution and By-Laws
- b) Make a personal commitment to fulfill your responsibilities as a Manager in a professional manner to the best of your abilities.
- c) Make a personal commitment to be informed on sound administrative principles in conjunction with your coach.
- d) At the direction of the coach, discuss and work out the proposed management of the team, division of duties and consult with parents prior to your final decisions on any travel or team plans.
- e) Assist the coach in communicating the team's rules for parents and players and what is expected from all.
- f) Develop a budget at the beginning of the season that reflects the program outlined by the coach and present it to the players and parents.
- g) Ensure the players and parents are informed of all team activities with as much lead time as possible to minimize conflict with other obligations.
- h) Ensure that practices, tournaments and exhibition games are arranged according to directions given by the coach and input from the parent team.
- i) Support the coach in both on ice and off ice pursuits, especially discipline and philosophy.
- j) Adhere to the same rules as the rest of the team
- k) Serve as a liaison between coach and parents.

8.2.2 Manager's Responsibilities

- a) The manager is responsible for the administration of the team and will take direction from the coach and Convener.
- b) The manager is responsible for ensuring all players and coaching staffs are listed on team rosters. If the team is without a manager this responsibility falls to the Head Coach. Rosters must be submitted to the league Convener by:
 - Rep Team- prior to October 18th
 - House League Prior to November 15th

- c) Once team registration lists/forms have been submitted, no player may be added or released from the team roster without prior approval of the convener and program Vice President.
- d) The Manager will have available at all times; all approved HOCKEY CANADA cards and Official OMHA Approved Team Roster. This should be maintained in a team binder.
- e) The Manager will assist the coach and trainer to ensure that players only participate in on-ice activities with C.S.A. approved equipment and in full equipment in accordance with the DMHA, OMHA and HC regulations.
- f) The Managers will assist the Coach to ensure that certified referees are assigned through the Dundas Referees Association for all exhibition games.
- g) The Manager will compile and distribute a name, address and phone number list of all players and coaching staff to all team members/parents.
- h) The Manager will assist the Coach as required in the distribution of team sweaters and any hockey equipment and will ensure they are returned at the end of the season in good condition. The Manger will be expected to provide a \$250 deposit to the Equipment Manager for said team sweaters. See Section 13: Equipment Policy (Rep)
- i) The Manager will ensure all sponsor bars, patches and player name bars if required are placed on team sweaters in an appropriate place, as determined by the DMHA Equipment Manger and will ensure they are stitched in a manner that will not damage the sweater.
- j) Parent/Coach information sessions, This parent meeting is to be arranged as early as possible in the season to advise parents of the Coach's program, Codes of Behavior, tentative tournament schedule, fund-raising activities, dress code for players and volunteers required for the season etc. The session is to provide parents with an overview of what to expect both program wise and financially over the season and to welcome their input and participation.
- k) The Manager or his/her designate is responsible for completing all game sheets prior to all games, ensuring that the Coaches and Trainer's certificate numbers are on the game sheet and after each game has been played, obtained the signed copy of the game sheet from the referee.
- l) In the case of Rep teams, the manager is responsible for obtaining a signed Referee's slip and depositing it in the DMHA mail slot. This is confirmation and validation of the referee's attendance and is required for invoicing purposes.
- m) The Manager or designate will arrange all fund-raising activities and team activities in conjunction with coaches parents and players.
- n) The Manager at the discretion of the coach will make necessary arrangements for any exhibition games, tournaments and any team activity during the season.
- o) The Manager will assist the coach and his coaching staff in any other related duties to ensure the team is well organized and managed.

8.3 Assistant Coach

Job Description:

Support the Head Coach in overseeing all aspects of the day-to-day operation of the assigned Hockey Team. In the absence of the Head Coach the assistant Coach shall assume his responsibilities. The assistant coach has a shared responsibility for the safety and development of players.

8.3.1 Assistant Coach Responsibilities

- a) Support the objectives of the Head Coach and actively participate in the on ice instruction.
- b) Familiarizing themselves with all the job parts listed in Section 7.1 for the Head Coach and provide support accordingly.

- c) Assist in ensuring the objectives of the Association as stated in the Rules of Operation, Bylaws and Constitution of the Dundas Minor Hockey Association and the Manual of Operations of the Ontario Minor Hockey Association are met.
- d) Teach the necessary hockey skills for the age group as outlined in the NCCP Coaching Course.
- e) Understand and assist in executing the seasonal plan.
- f) Teach skills using the proper sequences and progressions.
- g) Teach skills using understandable language.
- h) Recognize that athletes differ in learning and readiness to learn, and that learning requires the acquisition of skills and attitudes. This requires patience and perseverance of the coach and player before the required behaviors will be consistently demonstrated in game play.
- i) Teach more than just hockey skills.

8.4 Trainer

Job Description

The Trainer's primary responsibility is to ensure that safety is the first priority at all times during all hockey related activities, both on and off the ice. Trainers must play a leadership role in enhancing the safety of players and all others involved in minor hockey.

8.4.1 Trainer's Code

- a) The Trainer should adhere to the objectives and policies of the Hockey Trainer's Certification Program and the DMHA and its Constitution and By-Laws and decisions.
- b) The Trainer should not condone, encourage, engage in or defend unsportsmanlike conduct or practices.
- c) The Trainer should strive to achieve the highest level of competence and education as possible.
- d) The Trainer should use only those techniques and practices, which they are qualified and authorized to administer.
- e) The Trainer should never intentionally mislead or lie about their qualifications, education or professional affiliations.
- f) The Trainer should recognize that personal problems and conflicts might occur which may interfere with their effectiveness. Accordingly, they should refrain from undertaking any activity in which their personal problems are likely to lead to inadequate performance or harm to an athlete or colleague.
- g) The Trainer must not practice or permit discrimination on the basis of race, sex or age, religion or national origin.
- h) The Trainer should abide by the recognized format of the H. T. C. P. and not vary from that format.

8.4.2 Trainer's Responsibilities

- a) The Trainer shall maintain all medical information/records on each of the players and will establish an E.A.P (Emergency Action Plan) in case of an emergency.
- b) The Trainer will ensure that the required accident/injury report are completed and is responsible for certifying that injured players only return to play with the appropriate signed medical authorization.
- c) The Trainer will monitor physical conditioning to ensure it is consistent with the level of play and ensure that players are physically prepared to function at their age level for the level of play (IE. Small or physically undersized players should be watched for injuries and conditioning problems.
- d) The Trainer will check for properly maintained and fitting equipment.

- e) The Trainer will identify and report potentially dangerous situations that may lead to injury (I.e. Ice surface, boards, dressing rooms.)
- f) The Trainer must establish open communication between players, coaches and parents.
- g) The Trainer must strive for as much workable knowledge in the field of Athletic training as possible.
- h) The Trainer should promote healthy living standards.
- i) The Trainer should set a sportsman like example for players, coaches and fans
- j) The Trainer must never leave an injured player alone.
- k) Injury reports and case reports must be filled out by the trainer and submitted to the OMHA. All players returning to teams after injury must provide a doctor's note to provide medical clearance before participating in any game or practice.

8.5 Parent Rep

8.5.1 The Parent Rep must be elected by majority vote of the parents on the team. The Parent Rep may not be nominated or appointed by the coaching staff.

8.5.2 The parent Rep shall act as a liaison between the Head Coach and the parents and between the league and the parents.

8.5.3 All concerns from parents regarding team issues should be directed to the Parent Rep in a mature and respectful manner.

8.5.4 Parents with questions or concerns must wait 24 hours following a game or practice before contacting the Parent Rep. This cool down period allows one to gain perspective and to prepare their approach in a respectful mature manner. Failure to wait the 24 hours will result in an automatic parental 5 game suspension.

8.5.5 The Parent Rep must maintain a neutral position on all issues at all times to effectively manage the conflict resolution process. In most cases clarification or explanation is all that is required.

8.5.6 The Parent Rep shall assist the team manager in distributing and collecting league/team information such as medical forms, tournament schedules, etc.

8.5.7 All Parent Reps must sign an acknowledgement that they have received and read the OMHA Risk Management Manual before the team's first game of the season. This manual must be provided to the parent rep by the DMHA.

9.0 Codes of Conduct

The Dundas Minor Hockey Association will follow all aspects of the OHF and OMHA Codes of Conduct including Harassment and Abuse definitions, policies and procedures. The DMHA Code of Conduct, identifies the standard of behaviour which is expected of all DMHA members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers,

Directors, officers, committee members, convenors, team managers, trainers, administrators and Employees involved in any and all DMHA activities and events.

9.1 DMHA Code of Conduct

- a) The Dundas Minor Hockey Association is committed to providing an environment in which all individuals are treated with courtesy and respect. Members and participants of the DMHA shall conduct themselves at all times in a manner consistent with the values of the DMHA, which include fairness, integrity and mutual respect.
- b) During the course of all DMHA activities and events, 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.
- c) DMHA members and participants shall at all times adhere to the DMHA's operational policies and procedures, rules and regulations governing all DMHA events and activities and rules and regulations governing any competitions in which any member of the DMHA participates.
- d) Members and participants of the DMHA 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.
- e) Members of the DMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the OMHA's Harassment and Abuse Policy.
- f) All members, including players, are cautioned in their use of social media, including but not limited to email, facebook, twitter, and chat lines, to discuss any DMHA related event. Emails should not be sent en mass to large groups of members to express discontent, nor should parties be blind-copied on any matter. Email should only be used in a limited, responsible and mature manner. Any threats of physical harm made via social media will be taken seriously including reporting to the appropriate authorities. CYBER-BULLYING WILL NOT BE TOLERATED.
- g) 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.

9.2 Executive Board of Directors - Code of Conduct

- a) We will adhere to all rules and regulations as put forth by the HOCKEY CANADA, OHF, OMHA and as identified in the DMHA Constitution, By-Laws and Rules of Operation.
- b) We will follow accepted rules of order when conducting Board of Director business.
- c) We will maintain confidentiality of all business discussed at Board of Director/committee meetings unless/until there is agreement to publish/release the results of such discussions.

- d) We will show fiscal responsibility in conducting the affairs of the association.
- e) We will set aside personal issues and focus on our role within the Board to provide the best amateur hockey program possible for all members of DMHA.
- f) We will comply with the DMHA Conflict of Interest policy.
- g) We will 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.
- h) We will coordinate and support programs that train and educate players, coaches, parents, officials and volunteers.
- i) We will work to provide programs that encompass fairness to all participants and promote fair play and sportsmanship.
- j) We will respect game officials, coaching staff, players, parents and volunteers in a manner that promotes fairness, integrity and mutual respect.
- k) We will not tolerate abusive comments, gestures or inappropriate behavior directed toward game officials, coaching staff, players, parents, competitors, volunteers or elected officials of this association.
- l) We will demonstrate behavior conducive to being role models to the youth and families in our sport at all DMHA events, board of director meetings and committee meetings.
- m) We will respect, support and encourage each other to do the best job possible in our individual tasks and collectively as the Board of Directors.
- n) We will be responsible in our use of all social media, ensuring that it contain only appropriate content expressed in a mature and accountable manner, and not showing disrespect to others.

9.3 Coaches - Code of Conduct

- a) I will ensure all members of the coaching staff follow and enforce codes of conduct including rules and regulations as put forth by the HOCKEY CANADA, OHF, OMHA and DMHA.
- b) I will treat all participants in a manner that promotes fairness, integrity and mutual respect.
- c) I will set an example for all players and be a role model for participants on and off the ice.
- d) I will ensure all safety regulations are enforced to protect the health and welfare of all participants.
- e) I will verify with the Trainer that all players are healthy and physically fit prior to allowing them on the ice.

- f) I will remember that children are involved in hockey for the fun and enjoyment of the game. Players must learn how to win or lose with dignity and respect for all participants.
- g) I will promote teamwork and encourage all players to have confidence in themselves through effective coaching techniques and positive reinforcement. Must remember that all players need and deserve their fair share of ice time to improve and develop hockey skills.
- h) I must be reasonable when scheduling extra games or practices, remembering that players have other interests and obligations.
- i) I will teach participants to play fair and respect the rules of the game, opponents and officials.
- j) I will strive to ensure that all players get equal instruction, guidance and support.
- k) I must ensure that no player is subjected to harassment or abuse as a result of a poor performance or mistakes made during a practice or game.
- l) I will obtain the necessary training and certification to upgrade and improve coaching skills and knowledge.
- m) I will work in cooperation with Dundas Minor Hockey Association members and executive to provide a fun and safe environment that is free of harassment or abuse.
- n) I will be responsible in my use of all social media, ensuring that it contain only appropriate content expressed in a mature and accountable manner, and not showing disrespect to others.
- o) I will employ respectful communication and appropriate, mature behaviour in all form of interactions with players, officials and parents, including but not limited to: in person, email, and written word.
- p) I will not attend any games or practices under the influence of alcohol or drugs including smelling of alcohol or drugs.

9.4 Players - Code of Conduct

- a) I am participating in hockey because I want to, not because others including parents or coaches want me to play.
- b) I will play by the rules of hockey and in the spirit of the game.
- c) I will represent the DMHA and my community in a responsible manner.
- d) I will respect my teammates, opponents, game officials and spectators.
- e) I will do my best to be a true team player.

- f) I will remember that winning is not everything. Having fun, improving skills, making friends and doing my best are also important.
- g) I will remember that coaches and officials are there to help me. I will accept their decisions and always show them respect.
- h) I will be responsible in my use of all social media, ensuring that it contain only appropriate content expressed in a mature and accountable manner, and not showing disrespect to others.

9.5 Parents - Code of Conduct

- a) I will support the DMHA in their efforts to provide a safe and fun environment for children to play organized hockey.
- b) I will let all participants play for the fun of the game and not spoil the fun of any child.
- c) I will encourage my child to play by the rules and to enjoy the game.
- d) I will respect all players, coaches, opponents, game officials and spectators.
- e) I will support the DMHA in their enforcement of a zero tolerance policy towards situations of harassment or abuse directed against game officials, players, coaches or spectators. I understand that this policy applies to my actions and behaviors.
- f) I will recognize that every member of the DMHA is a volunteer. I will help and encourage all volunteers whenever possible to allow them to work to the best of their ability.
- g) I will recognize and applaud good play by my child as well as members of both teams.
- h) I will not embarrass my child by yelling at players, coaches, game officials or spectators. I understand that my child will benefit when I show a positive attitude towards the game and all of its participants
- i) I will be responsible in my use of all social media, ensuring that it contain only appropriate content expressed in a mature and accountable manner, and not showing disrespect to others.

9.6 Violation of Code of Conduct

- a) Should any person have concern of a violation of the Code of Conduct by any other association member including but not limited to a player, coach, manager, trainer, official, referee, parent or guardian, and they may seek to file a complaint with the DMHA Executive by signed, dated, written correspondence.
- b) If it is deemed by the President and / or Executive Vice-President and, where appropriate, the applicable Division Vice President that the matter could be dealt with through the Team Communication Protocol as outlined in section 10.6, all attempts must be made to do so prior to

the matter going to the Discipline Committee unless a conscious decision has been made to bypass this as per section 9.6 d).

- c) If, after investigation by the President and / or Executive Vice-President and, where appropriate, the applicable Division Vice President it is deemed that the matter has not or cannot be resolved through the communication protocols a referral of the matter to the Discipline and Quality Assurance (DQA) Committee should proceed forthwith.
- d) If it is deemed by the President and/or Executive Vice-President that the incident is of a severe enough nature that it warrants direct review by the Discipline and Quality Assurance (DQA) Committee, a referral of the matter to the DQA Committee should proceed forthwith. Such incidents requiring direct referral may include but not be limited to any actions subject to criminal charges, violations of the OMHA Risk Management Harassment and Abuse Policy, violations of the Zero Tolerance Policy of the City of Hamilton or other Risk Management policies governing facilities in which an incident occurs, and any significant incidents in violation of the DMHA Code of Conduct including actions which threaten the health and well-being of another person.
- e) As per section 11.9 of the OMHA Risk Management Policy, the President, with agreement by the 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, until the matter is heard before the Discipline Committee. This may include but not be limited to suspension from volunteer positions including executive duties, coaching, bench staff or parent rep, suspension from attending DMHA meetings and suspension from all DMHA activities. Should the President or Vice-President both not be immediately available, the decision may be made in consultation with a Divisional Vice President. Documentation of the event and reasoning for the decision must be maintained. Confidentiality of such minutes will be maintained under the direction of the Executive.
- f) In the event that an alleged offence is so serious as to possibly jeopardize the safety of others, the DMHA Executive may immediately suspend the alleged offender from all DMHA activities, pending an investigation of the complaint.
- g) All matters referred to the Discipline and Quality Assurance Committee will be managed according to subsection 9.7 Discipline and Quality Assurance Committee Process and be subject to Sanctions as per subsection 9.8

9.6.1 Types of Infractions

- Three types of infractions may warrant discipline. These are:
 - Technical Infractions – violations of Regulations and Rules of Competition of the OMHA, which shall result in automatic sanctions as specified by the OMHA. The DMHA may add to such sanctions when further discipline is felt to be warranted.
 - Minor Infractions – these are infractions under the DMHA Code of Conduct which are not severe but which may warrant immediate corrective actions. Examples of minor infractions include:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others including but not limited to peers, opponents, players, coaches, parents, officials, managers, trainers, administrators, spectators and sponsors
- Unsportsmanlike conduct such as angry outbursts or arguing
- Non-compliance with the rules and regulations under which DMHA events are carried out.
- Major Infractions – these are infractions of the OMHA Code of Conduct, which are more severe and may warrant disciplinary action. Examples of major infractions include:
 - Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behaviour directed towards others, including but not limited to, peers, opponents, players, coaches, parents, officials, managers, trainers, administrators, spectators and sponsors
 - Repeated unsportsmanlike conduct such as angry outbursts or arguing
 - Pranks, jokes or other activities which endanger the safety of others
 - Deliberate disregard for the rules and regulations under which DMHA events are conducted
 - Inappropriate use of alcohol where inappropriate level of consumption impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely
 - Any use of alcohol by minors
 - Use of illicit drugs or narcotics
 - Use of, or condoning the use of, banned performance enhancing drugs or methods

9.7 Discipline and Quality Assurance Committee (DQA)

Matters coming before the Discipline and Quality Assurance Committee must be deemed by the President or Executive Vice President to be of such a serious nature so as to constitute a direct referral to this committee absent a preliminary investigation by the President or Executive Vice President, or, to be a situation which could not be reasonably resolved through other channels of communication or resolution.

- a) All meetings of the DQA Committee will be in camera.

- b) Minutes of all DQA Committee meetings will be maintained. Confidentiality of such minutes will be maintained under the direction of the Executive.
- c) All members of the DQA Committee will be required to sign a Confidentiality Agreement regarding all matters that may come before this board.
- d) A quorum will be represented by three committee members, not including the President or Vice-President.
- e) Recommendations of the DQA Committee will be made by consensus. **The President and Vice-President's agreement is not necessary for consensus.** If consensus cannot be reached, the matter will be referred to the OMHA.
- f) Membership of the Discipline and Quality Assurance Committee should include:
 - Chair – The DMHA Executive Vice President or President shall chair DQA Committee meetings. If neither the President nor Executive Vice-President are able to chair due to unavailability, conflict of interest or requirement to present evidence, another member of the Discipline Committee shall chair. **The president and vice president's agreement is not necessary for consensus.**
 - Up to (3) three community members not currently a member of the DMHA, as appointed by the Chair
 - Up to (3) three DMHA members, as appointed by the Chair

A minimum of 3 committee members, in addition to the President and/or Vice-President are required to be present at a hearing.

- g) The Discipline and Quality Assurance Committee will:
 - 1) Demonstrate a commitment to fairness and impartiality where, within reason, equal opportunity is given to all parties to present evidence.
 - 2) Investigate serious situations of alleged unacceptable actions by a player, coach, manager, trainer, official, parent and /or guardian, referee or any other member felt to be in violation of:
 - the DMHA Code of Conduct
 - the OMHA Harassment and Abuse Policy
 - the Zero Tolerance Policy of the City of Hamilton
 - any other policies applicable to the players and members of the association at the time of incident
 - any actions subject to criminal charges.
 - 3) Investigate incidents through any means necessary and reasonable but not limited to interviewing all parties to the complaint, witnesses and any other third party who may reasonably be thought to have evidence of value to the investigation.
 - 4) Recommend to the DMHA Executive within ten (10) days of the hearing date, any actions to resolve the issues and penalties to be levied such that the Executive will endorse such recommendations forthwith.

- 5) Maintain accurate records of the review and recommendations of actions for all incidents brought before the committee.
 - 6) Annually submit to the Finance Committee a report of expenditures by the committee for the next fiscal year of the Association.
 - 7) Recommend policy amendments to the Executive regarding disciplinary matters.
- h) When a matter is referred to the Discipline and Quality Assurance Committee:
- 1) All reasonable attempts will be made to schedule the date of the meeting of the DQA Committee no later than twenty one (21) days from the date of receipt of the complaint. This time frame should allow for appropriate investigation and attempts at resolution through other channels of communication or steps at resolution, followed by scheduling of the meeting.
 - 2) All DQA Committee Members will be notified by the chair when a matter is required to come before the Committee. Those members attending the meeting will be provided with copies of the written letter of complaint and any other documentation regarding the incident. This may include but not be limited to written evidence submitted by witnesses, a report by the appropriate executive member of the investigation of the incident and all attempts at resolution through other communication channels.
 - 3) The Complainant and the Respondent shall be given notice of the date, time and place of the meeting and a copy of the letter of complaint by courier or registered mail. Where necessary, notification may be served in person.
 - 4) The Complainant and the Respondent may each bring up to two (2) witnesses to give evidence. Application for additional witnesses may be made in writing within two (2) days subsequent to the date of receipt of notification of the hearing. It will be the responsibility of the Complainant and Respondent to notify their witnesses and provide their witnesses with the information needed regarding the matter.
 - 5) The Complainant and the Respondent must notify the DQA Committee of names of witnesses within two (2) days of receipt of notice of the hearing. Failure to do so will result in waiving of the right to have witnesses.
 - 6) At the DQA Committee Meeting, evidence from each party will be given separately and without observation by others presenting evidence. Evidence must be given in a concise and timely fashion. All parties must remain in a designated area until dismissed by the Committee, should further evidence be required. The Complainant will first be given opportunity to add any additional, pertinent information to their written complaint. This will be followed by presentation of evidence by witnesses for the Complainant. The Respondent will then be given the opportunity to provide evidence to their case, followed by evidence from witnesses for the Respondent. The Committee reserves the right to ask any person giving evidence to rejoin the hearing for further questioning.

- 7) During the hearing, the Committee Members will be allowed to ask questions of all parties providing evidence, including questions stemming from evidence given by other parties.
- 8) Evidence by Complainant, Respondent and witnesses may be given in person or may be submitted in writing; however written evidence must be certified by a notary public.
- 9) All parties involved in a hearing before the Discipline and Quality Assurance Committee (i.e. complainant, respondent, witnesses) are expected to maintain fully confidentiality of the events of the proceeding. Any parties failing to do so will be subject to disciplinary action.
- 10) After all parties have given evidence the hearing will be adjourned and the Committee will deliberate as to recommendations for submission to the DMHA Executive regarding any disciplinary actions, as per subsection 9.8.
- 11) Recommendations by the Discipline and Quality Assurance Committee must be submitted to the Executive within 10 days.

9.8 Sanctions for Violation of Codes of Conduct

- a) As per Section 11.8 of the OMHA Risk Management Policy, the DMHA may discipline, sanction and / or suspend any team player, team official, local executive member or employee for contravention of the OMHA Code of Conduct.
- b) Sanctions may also be imposed on any player, coach, manager, trainer, official, parent and /or guardian, referee or any other member felt to be in violation of the DMHA Code of Conduct; the OMHA Harassment and Abuse Policy; the Zero Tolerance Policy of the City of Hamilton; any other policies applicable to the players and members of the association at the time of incident; and any actions subject to criminal charges.
- c) Suspensions may be concurrent and / or consecutive to any imposed by the OMHA.
- d) All sanctions and / or suspensions assessed by the DMHA must be reported to their OMHA Regional Executive Member and the OMHA Executive Director.
- e) All sanctions and / or suspensions assessed by the DMHA will be sent to the individual in writing by courier or registered mail, signed by the President.
- f) In directing disciplinary sanctions, the following options may be considered, singly or in combination depending on the nature and severity of the issue:
 - Verbal Apology
 - Written Apology
 - Letter of Reprimand from the DMHA
 - Requirement for Counseling
 - Removal of Certain Privileges of Membership
 - Temporary Suspension of Duties
 - Suspension of Membership

- Expulsion of Directorship
 - Any Other Sanction(s) deemed appropriate.
- g) The following disciplinary sanctions may be applied, singly or in combination, for minor infractions:
- Verbal reprimand
 - Written reprimand
 - Verbal apology by the individual
 - Written apology by the individual
 - Suspension from the current competition and / or for a specified number of games
 - Other sanctions as may be considered appropriate for the offence
- h) The following disciplinary sanctions may be applied, singly or in combination, for major infractions:
- Written reprimand to be placed in the individual's file
 - Written apology by the individual
 - Suspension from the current competition and / or for a specified number of games
 - Suspension from certain DMHA activities (eg. competing, coaching, volunteering in other capacities) for a designated period of time
 - Suspension from all DMHA activities for a designated period of time
 - In the event of very serious infractions, expulsion from the DMHA
 - Other sanctions as may be considered appropriate for the offence
- i) In applying sanctions, regard should be given to the following mitigating or aggravating circumstances:
- The nature and severity of the event
 - The number of repeated occurrences of the behaviour
 - The individual's acknowledgement of responsibility
 - The individual's extent of remorse
 - The age, maturity and experience of the individual
 - The individual's prospects for rehabilitation
 - Precedent set by sanctions applied in prior matters by the DMHA (reference may be made to confidential records kept by the DMHA and the Discipline Committee and Quality Assurance Committee)
- j) Recommendations to the Executive by the Discipline and Quality Assurance Committee may not be returned to the Discipline Committee. Appeal of recommendations made by the Discipline and Quality Assurance Committee may only be made to the OMHA.
- k) Notwithstanding the procedures set out in this policy, any member or participant of the DMHA who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the DMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the DMHA in accordance with this policy.

10 .0 Communication Channels

The DMHA relies on several communication medias: web site, newsletters, notice boards, e-mail, and local newspapers.

10.1 DHMA Website

The primary reason for maintaining the DMHA web site is to foster communication with the members of the DMHA. All requests for additions and /or changes to the web site are to be directed to the Administrator. The DHMA will assign and develop content providers for the website. All content providers must have a valid Police Check on file with the DMHA. Each content provider will be limited as to the level of authority they have to publish items on the web. The Administrator has the task to maintain, update and develop the web site for league purposes.

10.1.1 Content

The content policy seeks to enhance the DMHA's mission by clarifying responsibilities of authors and encouraging accurate, useful and attractive presentations of information. Content posted to the official web site will be consistent with the aims of the organization and its affiliated groups and will be subject to approval by the Board of Directors. Content provided for posting to the web shall be in a suitable electronic format. Content published to the DMHA web site must follow the DMHA Web Site Style Guide. To ensure that all content is formatted in a style consistent with the design of the web site, content published to the web site may be reformatted at the discretion of the web site Administrator.

10.1.2 Rep Team Web Pages

- a) The primary reason for providing Rep team web pages is to be foster communication within the team and with the rest of the DMHA membership.
- b) Teams may publish calendars, schedules, maps, and tournament information as documents and post news articles relevant to the team.
- c) As per the sponsorship policy, the team's sponsor is to be used in all team articles.
- d) Team photographs must be submitted to the DMHA Office for review. Upon approval, the Administrator will post the approved photographs on the League picture gallery. No photographs or other graphic images of any kind are to be posted to the rep team web page without prior approval.
- e) No extra sponsor information is to be posted to the rep team web page except for the main team sponsor as assigned by the DMHA Sponsorship Director. Other team sponsors (where appropriate) may be mentioned in a team articles only.
- f) Non-compliance to this policy will result in the removal of the unapproved content and termination of the team manager's access to the team web pages.
- g) Rep team web pages will be regularly reviewed to ensure no unsuitable material gets posted.
- h) The DMHA reserves the right to remove the rep team web pages publishing features if they are abused in any way.

10.1.3 Links

Requests for adding links to other web sites on the official DMHA web site shall be subject to approval by the Executive Board of Directors. All links must have some direct relevance to the DMHA or its members. The DMHA reserves the right to reject any link it deems inappropriate. By including a link on the site, it in no way infers an endorsement of that web site or a verification of the information on that page.

10.2 Email

Email communication may be used by the DMHA to distribute general league information to members. On occasion, email may be used to reach specific members regarding issues involving that specific member. **It is the members' responsibility to notify the DMHA of the current email address at which they can be contacted.**

10.3 DMHA Newsletters

The DMHA may publish a regular newsletter, which will contain articles developed by the board and or members, which are news worthy and informative. Newsletters will be made available on the website and on the Notice Board.

10.4 Notice Boards

Posting of information to the Notice Board will be the responsibility of the Public Relation Director and the Administrator of the organization. Content must be approved.

10.5 Unofficial Publications

Individuals found publishing unauthorized information will be subject to disciplinary action including possible expulsion from the DMHA.

10.6 Communication Protocol – Teams

- a) A communication protocol exists, which extends from Executive to conveners to coaches to parents. All concerns or issues regarding teams shall follow the protocol listed below.
 - 1) Parent Rep
 - 2) Coach/Manager
 - 3) Division Convenor
 - 4) League Director
 - 5) League Vice President/League Committee
 - 6) Executive/Board of Directors
- b) Any team issue or concern brought forward to the Executive Committee and has not gone through this protocol will be redirected to do so. The first contact should be the Parent Rep.
- c) In the event of an incident for which a resolution is agreed upon, it is expected that the coaching staff will ensure this occurs within seven (7) calendar days.

- d) When an issue or concern has remained unattended to, it is then deemed appropriate to contact the next level of responsibility in a respectful and constructive manner.
- e) Should the issue reach the VP of the League then if necessary the League committee may be convened to address the situation. Any issue reaching the League Committee level must be reported to the Executive at the next Executive meeting.
- f) The League Committee has the authority to impose disciplinary action and in extreme cases can recommend the issue be directed to the DMHA Executive.

10.7 Communication Protocol – General

- a) General League issues and concerns that fall outside of 10.7 will be submitted to the DMHA for consideration in writing with signature via the DMHA mail box at J.L. Grightmire Arena or received at POBox 65526, Dundas ON L9H 6Y6.
- b) The DMHA recognizes that email communication is efficient and may be used to address general league issues or concerns. Email communication should at all times be directed to the DMHA office only. However any member of the executive committee or the league administrator may deem the email communication to be insufficient and at that time the issue or concern will be required to be put in writing with signature via the DMHA mail box at J.L. Grightmire Arena or received at PO Box 65526, Dundas ON, L9H 6Y6 for review and discussion.
- c) Issues or concerns received and deemed to be of a serious nature by the executive committee will follow the procedure outlined in 10.8.

10.8 Process for Handling of Official Correspondence ie Complaints

- a) All correspondence submitted to the DMHA for consideration in writing with signature via the DMHA mail box at J.L. Grightmire Arena or received at P.O. Box 65526, Dundas ON L9H 6Y6 will be dealt with using the following protocol:
 - Correspondence received without signature:
Destroyed
 - Correspondence submitted with signature:
It is to be understood that any letter submitted to the DMHA with signature for consideration will not be considered confidential. It is imperative that should an investigation be necessary all avenues be explored to assist in determining a successful outcome.

Step One: All letters submitted will first be scrutinized for authenticity of complaint. Investigation must be carried out by an objective third party. No individual will be asked to investigate any situation in which they are first a parent. As a parent one may be called upon for information to substantiate or negate claims and therefore deems that person unacceptable as an investigating resource. The VP of the division will appoint upon approval of the executive the investigator of the complaint. No member who is closely tied to the complaint ie child plays on the team where the complaint was lodged shall be an investigator.

Step Two: Should the complaint be deemed unworthy, the executive will be advised by the investigator, the complainant advised and the matter will not be put on record.

Step Three: Should the complaint be deemed of merit based on discussion of the objective party and the complainant, the Discipline Committee will be called upon to investigate the allegations of all parties

Step Four: Upon completion of the investigation the Discipline Committee will make recommendations to the executive based on their findings as to course of action. The executive will approve any and all discipline action including but not limited to verbal and written warnings and suspensions.

- b) Due to the impact of allegations upon volunteers those individuals found to have lodged a complaint without merit or cause will themselves be subject to recommendations to the executive for disciplinary action.

10.9 Complaints, Hearings, Appeals

Any delegation wishing to appear before the Board of directors should refer to the DMHA By-Law #1 and follow the Rules for Delegations.

- a) The DMHA will strictly adhere to all rules as defined by the OMHA and any such additional rules the DMHA deems necessary for the purpose of safe play. In the event of a person(s) wishing to lodge a complaint the communication protocol must be strictly adhered to (see 10.7).
- b) Members have a right to Appeal Executive decisions with respect to disciplinary action if that action is greater than a five game suspension. (ie. Three game suspensions cannot be appealed).
- c) Any member wishing to lodge an appeal must submit their request in writing along with a certified check for \$100. The fee may be returned in full if the complaint is viewed by the Appeals Committee in favour of the appellant.
- d) Any member wishing to submit an appeal, which is accompanied by legal action, must submit their appeal in writing along with a check for \$1500. The fee may be returned in full if the complaint is viewed by the by the Special Sub Committee in favour of the appellant.
- e) Recommendations to the Executive by the Discipline and Quality Assurance Committee may not be returned to the Discipline Committee. Appeal of recommendations made by the Discipline and Quality Assurance Committee may only be made to the OMHA.

11.0 Ice Allocation Policies

- a) The Ice Manager is responsible for maintaining and upholding the policies of the DMHA. The goal is 100% ice utilization. The following rules were designed to support this initiative.
- b) The DMHA shall not incur any additional ice costs due to poor management.

- c) Where possible each team will be scheduled for a game and a practice each week but this is subject to ice availability and budget restrictions.
- d) The DMHA, through the assigned Ice Manager, reserves the right to cancel a game or practice at any time in order to accommodate league priorities.
- e) Coaches/Managers must ensure that the Ice Manager is notified 14 working days prior to the cancellation of scheduled ice time after March 1st. Prior to March 1st no ice can be returned. Coaches must utilize their ice.
- f) Any team found not using their allotted ice time will be invoiced for the ice cost. Should a team not pay their invoice, an ice time during playoffs will be forfeited.
- g) The DMHA and conversely any team are not permitted to sell ice to any outside user groups. All ice transactions will be carried out through the assigned Ice Manager.
- h) Rep teams are limited to 3 requests each in a normal operating year to reschedule league games to accommodate tournaments and or other needs.
- i) Cancellation of a practice by a Coach or team will not warrant rescheduling or make up ice. Team are required to and encouraged to switch ice times with other teams to deal with conflicts. Teams will be billed for any ice not used.
- j) Teams switching ice to accommodate their schedules must notify the Ice Manager of the change. The DMHA will not assume any responsibility if conflicts arise as the result of this.
- k) Any Ice returned to the Ice Manager from Schedule G will be offered in the following manner: Dundas House League, Rep teams, then Jr. "C", Senior "A", and perhaps Dundas Cyclones. Select teams are not eligible to purchase any ice from Schedule G.

12.0 Dressing Room Policy

It is the policy of the DMHA that Dressing Rooms be supervised when players are present:

The sport organization is responsible for the reasonable safety and well being of all minor athletes under the age of majority according to provincial and territorial legislation. Here in Ontario the age of majority is 18 years old. Athletes are to be supervised at all times.

- a) No minor aged player shall be left alone in a room with only one adult who is not the player's parent or guardian.
- b) When an adult presence is required in a closed room (i.e. dressing room) there shall always be at least two adults present at all times.

- c) Parents of Tyke and Novice players may assist with equipment but must have players ready at least fifteen (15) minutes before game time and must leave the room as soon as the child is ready in order for the coaches to have their pre-game talk with the team.
- d) Parents of players in the Atom Division and above are not permitted in the dressing room. If a player requires the assistance of a parent, this must be discussed with the Head Coach prior to the start of the season or as soon as the need arises, with a written statement signed by both parties to the agreed upon arrangements.
- e) In the Atom Division and above, if need be, one parent may be allowed in the dressing room before games to tie skates, but should then leave.
- f) The DMHA is committed to the equal participation of male and female players at all levels of play and in view of this goal, implement policies to ensure the protection and safety of all players.
- g) The DMHA allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels provided the participants in the co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt all of which must be in good condition without holes/tears.
- h) At the Pee Wee level and above, the male and female participants shall make use of separate facilities if these facilities exist. If they do not, teams shall address the issue by having players dress, undress and shower in shifts.
- i) At the Pee Wee level and above, in instances of teams with coed players both genders shall not come together in one dressing room, fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
- j) The lesser represented gender shall depart the dressing room to return to their designated dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
- k) It is the responsibility of the coaching staff to ensure the safety of the players as well as to ensure all players are involved in both the pre-game and post-game activities.
- l) If these options for gender separate dressing rooms are unavailable, not possible or unmanageable, then individual team shall be free to relax these rules/guidelines to address the needs of all participants if the entire team agrees with the alternate plan.
- m) 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 lend themselves to this equipment, the players must be appropriately clothed. The privacy and dignity of the players is the first priority.

- n) The team officials and parent/guardian representatives of every team shall ensure that the dressing rooms door remains closed while players and coaches are changing.
- o) Damage to dressing rooms not be tolerated whether on our home rink 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 the DMHA for conduct unfitting of the DMHA.

13.0 Equipment Policy

- a) It shall be compulsory for all players of the DMHA to wear approved protective equipment as outlined by the OMHA Manual of Operations.
- b) BNQ approved throat protectors and mouth guards are compulsory and must be worn at all times when on the ice. (Practices and games) If found in violation, the Coach and player shall face discipline.
- c) All equipment purchased including Rep jerseys shall remain the PROPERTY OF THE DMHA.
- d) House League goal tending equipment shall be provided to all age groups up to and including Peewee. A \$100 deposit dated for April 1 will be provided to the Equipment Manager prior to handing out the equipment.
- e) All House League teams shall be provided with one (1) sweater and one (1) pair of socks per player.
- f) Player's surname or family name may be added to team sweaters only under the following conditions:
 - 1) Player's names may not be added to any sweater before the House League balancing date and the last date of November 15TH for player movement within representative teams.
 - 2) Player's surname or family name (only) may only be added to the back **bottom** of the sweater.
 - 3) The size of the lettering cannot be larger than three (3) inches. **(NO NICKNAMES)**
 - 4) House League may add names by one of the following processes: screening, embroidery, hot stamping or a sewn on name patch.
 - 5) Representative team sweaters may only have names added by a name patch that is sewn onto the back of the sweater. The sewing must be a large stitch that will not damage the sweater when removed.
- g) The DMHA shall provide all Representative teams with two (2) sweaters and two (2) pairs of socks. These sweaters will be used for 2 years with one set being given to players each year.

- h) The Rep Coach or Manager shall sign and leave a deposit for the sweaters and ensure their safekeeping during the season either by assigning this as a task to a parent team member or implementing the use of garment bags.
- i) Coaches and or Managers will be required to leave a \$250 deposit with the Equipment Manager and are responsible for returning all equipment in good condition. If the jerseys are not returned complete- by no later than April 1st of each season- the \$250 deposit check will not be returned. The Equipment Manager must approve any extension past the April 1st date.
- j) If there are individual jerseys missing or badly damaged- BEYOND NORMAL WEAR AND TEAR – ALL REPLACEMENT/REPAIR COSTS WILL BE INVOICED TO THE INDIVIDUAL PLAYER/FAMILY.
- k) NO PLAYER WILL BE ALLOWED TO REGISTER TO PLAY IN THE DMHA FOR THE NEXT SEASON IF THEY HAVE NOT RETURNED EQUIPMENT OR REP JERSEYS, OR HAVE NOT PAID REPAIR/REPLACEMENT COSTS. Once their account has been settled they will be able to register for the following season.
- l) Game sweaters and stockings may only be worn during games, i.e., they are **NOT** to be worn during practices or out in public.
- m) The cost of the player’s names being added to the team sweaters shall be the sole responsibility of the individual teams. No additional cost shall be borne by the DMHA.

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

14.1 City of Hamilton Zero Tolerance Policy Statement

The City of Hamilton's recreational properties and facilities, including but not limited to, arenas, recreation centers, outdoor pools and parks sports pitches, exist to provide residents with opportunities to participate in sport and other recreational activities in a safe and positive environment. Prominent among residents making use of the recreational properties and facilities are the children of Hamilton. The City will ensure the most supportive climate possible for Hamilton Children, so that they can enjoy their sport, and learn about competition, teamwork, sportsmanship, and fair play.

As with many Ontario communities, Hamilton's minor sport system is managed and operated by volunteers. These community-minded citizens contribute in many ways to the success of minor sport in Hamilton. It is the City's responsibility that they, too, have the ability to work in a safe and positive environment.

It is critical, then, for the City, through its Department of Culture and Recreation, to do all things necessary to ensure that prevented measures are in place so that incidents of violent or inappropriate behaviour do not occur in its recreational properties and facilities.

Included in this commitment is an understanding that organizations using City recreational properties and facilities must take PRIMARY responsibility for the behavior of all associated with them: players, officials, and spectators.

14.2 Statements of Principle

1. Participation by children in sport is an important element in the human development process.
2. To ensure maximum enjoyment and benefits from participation in sport, the maintenance of a safe and positive environment is essential.
3. The rules of each of the games exist to protect the players. Referees/officials are charged to ensure the fair and even application of the rules, and to ensure safety of the players.
4. The City must put measures in place to ensure the safety of referees/officials, as well as organizers of minor sport, who are for the most part volunteers.
5. Violent or abusive behaviors, such as verbal threats and insults, attempts to intimidate as well as physical assault have no place in the City's recreational properties and facilities.
6. Promotion of spectator "positive cheering" will assist in the reduction of violent behaviors in City recreational properties and facilities.
7. Our volunteers are charged with the education of our youth on the ideals of sportsmanship, fair play and appropriate behavior.

14.3 Goals of the Policy

1. To reduce or eliminate violence from City recreational properties and facilities, inclusive of outdoor sports pitches.
2. To promote positive cheering behaviors among spectators and fans.
3. To increase the level of understanding among spectators and fans of the importance of creating a positive and supportive environment for children's sport.

14.4 Definition of Violence

The focus of this Policy is on the behavior of non-players, except for those situations in which a player engages in a violent act outside the area of play. For the purposes of this Policy, violence includes, but is not limited to, the following behaviors:

- Loud verbal assaults
- Threats and attempts to intimidate
- Throwing of articles in a deliberate or aggressive manner
- Aggressive approaches to another individual
- Physical striking of another individual
- Attempts to goad or incite violence in others
- Vandalism to building or property
- Racial or ethnic slurs
- Illegal consumption of alcohol or drugs

14.5 The Consequences of Violation of the Zero Tolerance Policy

1. Individuals who engage in any of the above behaviors will be subject to immediate ejection from the property or facility and a mandatory suspension from all City recreational properties and facilities for a period of time not less than two months. Two months is a minimum period only, and may be extended by the City's Director of Culture and Recreation (the Director).
2. Those individuals who are identified and suspended in accordance with this Policy shall further be prohibited from holding any positions within the City's affiliated sport community for a period of two years.
3. Incidents may be reported to the City of Hamilton Police Service. Criminal charges may follow.
4. There will be no reconsideration by the City with respect to the length of a suspension or prohibition. Where new information is available, a suspended individual may request reconsideration of the facts on which the suspension is based. Such request must be addressed to the Director, who will consider the new information and make his or her decision. ALL SUCH DECISIONS OF THE DIRECTOR ARE FINAL. Those individuals desiring reconsideration must include with their request payment of a non-refundable(unsuccesful) administration fee in the amount of \$250.00. In the event that the applicant is successful, we will refund the administration fee.
5. Where vandalism has been perpetrated, not only will the individuals responsible be subject to suspension as outlined above, but will be required to reimburse the City for the cost of repair, together with an additional administration charge of 100% of such cost.

14.6 Implementation of the City of Hamilton Zero Tolerance Policy

The policy will take effect for the New City of Hamilton on September 1, 2001.

(In accordance with the Occupiers Liability Act, the Workers Health and Safety Act, and the Trespass to Property Act.)

To this end the DMHA has put the following procedures in place:

- a) All Team Officials are responsible to report any altercation. Team Officials will use the Team Discipline Report to outline the details of any altercation and submit the report directly to the Executive Committee.
- b) The Executive Committee will act responsibly and forward any reported acts of violence or verbal abusive behavior to the City's Director of Culture and Recreation.
- c) It should be noted that there will be no reconsideration by the City of Hamilton with respect to the length of a suspension or prohibition. For further details see the City of Hamilton website: Community Services Parks Division.
- d) All DMHA Rep players, families, coaches, team support and management must familiarize themselves with these policies as set out in the DMHA Rules of Operation at www.dmha.ca

- e) Ignorance of the existence and content of these documents and subsequent behavior that is in contravention of them:
 - I. will not be tolerated
 - II. cannot and will not be entertained as a viable excuse if behavior contrary to these policies requires disciplinary action by the DMHA
 - III. All players will be asked to acknowledge receipt of this document and by so doing accept the rules stated herein.

15.0 Junior House League

15.1 General

- I. House League consists of all divisions from the Initiation Program up to and including PeeWee.
- II. The rosters of all Novice through PeeWee league teams must include a maximum of 15 age appropriate skaters and 1 (2 where deemed necessary) age appropriate goaltenders still providing fair ice to all players. Any deviation from the maximum requirement must be approved by the DMHA Executive and will only be considered on the recommendation of the Hockey Development Committee.
- III. The Initiation Program is managed and organized by the Vice President of Hockey Development. The Program is divided into two groups: 4 & 5 years and 6 year olds.
- IV. Junior House League consists of Novice, Atom and Peewee and is managed and organized by the Vice President of Junior house League.
- V. All the divisions encourage good sportsmanship with the intention of the player having a positive hockey experience. DMHA House League hockey is non-contact with the exception of Juvenile division.
- VI. Each team shall consist of a coach, assistant coach, trainer, manager . A parent rep may be appointed as deemed necessary (See Section 15.7) The convener will supply each person with a job description at the beginning of the season. See Section 8 for job descriptions.

15.1.1 Initiation Program – Ages 4 – 6 years

The primary focus of the Initiation Program is player development. Therefore this program is set-up and coordinated by the VP of Hockey Development. Players learn some basic skills and non-competitive games are encouraged. Coaches work as a team to develop each player.

15.1.2 Novice – Ages 7 and 8 years

- I. Novice is the first level of the formal game process. Focus is on organized game structure such as positions, off sides and referees.
- II. Coaches will draft their teams under the supervision of the convener of that division following the ratings that were assigned during the evaluation period. It is the job of the convener to ensure that all teams are as fair as possible. The convener will bring the proposed teams to the H.L. committee for approval.
- III. There will be three 10-minute periods. There will be buzzed line changes every 2 minutes. If after the first month of games it is agreed by the convener and the coaches that all of the teams are ready to change on the fly, the 2 minute buzzer will cease, with the approval of the VP of Junior House League.

- IV. If necessary the clock will run during the last period to ensure that the game ends on the hour. It is the job of the home team manager or convener, if present, to determine this. Coaches should be informed first before the clock is run.
- V. After January, Novice teams may be deemed ready to change on the fly.

15.1.3 Atom Division

- I. The age groups of this division is as follows:
 - Atom – 9 and 10 years old
- II. The goal of this division is continued development of skills and learning game situations. Some players at the atom level may begin to favor certain positions and request to play them more often. The coach may grant this request as long as other players are not denied the right to play that position as a result of the decision.
- III. Coaches will draft their teams under the supervision of the convener of that division following the ratings that were assigned during the evaluation period. It is the job of the convener to ensure that all teams are as fair as possible. The convener will bring the proposed teams to the Junior House League Committee for approval.

15.2 Selection of Junior House League Teams

- I. Selection of Junior House League will begin within the first two weeks in October.
- II. Initial contact is made by the coaches to inform the player of their first ice time. The registration list is divided alphabetically into equal parts amongst the coaches to call for preliminary evaluation.
- III. At the preliminary evaluation the players are grouped into equal numbers based on ability. This will determine the practice groups during Evaluation month.
- IV. During the evaluation period there will be two grading games where the assistant coaches will be on the bench and the head coaches will observe the game in order to rate each player. A number between 1 and 4 (1 being best, 4 being worst) will be assigned to each player based on their ability. This rating will be used for draft purposes. All coaches must agree on a players rating before it is submitted.
- V. All special requests must be submitted in writing and given to the respective conveners prior to the draft. All requests will be considered where appropriate but there are no guarantees.
- VI. Where there is one girl drafted to a team, there must be two if the number of girls registered will allow.
- VII. The coaches will contact their teams once all teams have been set.

15.3 Junior House League Goaltender Policy

- I. As the owner and manager of goalie equipment, the DMHA reserves the right to specify how this equipment is to be used.
- II. One set of DMHA equipment will be issued to each HL team for divisions up to and including Pee Wee.
- III. If a player is willing to make the commitment as a goaltender for the season - regardless of whether or not he/she has his or her own equipment - the DMHA shall consider him/her a dedicated goaltender.
- IV. Where a team has more than 1 dedicated goalie - to a maximum of 2 - the options when not playing in goal are:
 1. Sit as a backup (using their own personal equipment)

2. Play out as a skater

3. Sit out the game.

- V. Dedicated goaltenders are encouraged in all house league divisions.
- VI. When a team has more than one dedicated goalie, coaches will be given the responsibility of ensuring that fair play is adhered to with respect to playing time.
- VII. Novice division is not expected to have dedicated goalies.

15.4 Junior House League Draft Procedure

- I. There shall be grading games and drills during the first 2 weeks of October during which the head coaches of that division will rate the players with an unbiased rating.
- II. The DMHA reserves the right to utilize an independent grader i.e. VP Hockey Development.
- III. Each player will be rated at his or her division level. Minor players will be rated 1 through 4 and Major players will be rated 1 through 4.
- IV. The draft is to take place with all coaches present along with the convenor of the division and the VP of Junior House league or a designate.
- V. The coaches must agree upon all ratings before the draft may begin. If agreement cannot be reached the V.P. of Junior House league will make the final decision as to the rating.
- VI. An agreement must be reached among the coaches how to handle the drafting of their own children before the draft can begin.
- VII. Coaches will take a number out of a hat to determine the draft order.
- VIII. The first round is for major players. The goal will be to have an equal number of minor and major players if at all possible.
- IX. The draft will begin with major aged players rated a 1, then 2, etc.
- X. After the first round is complete, the teams will be assessed for parity. Adjustments can be made at this time.
- XI. The second round will be completed as the first only for the minor aged players.
- XII. The second round will begin where the first round left off in the draft order with the minor aged players rated a 4, then 3, etc.
- XIII. After the second round is complete, the teams will be assessed for parity. Adjustments can be made at this time.
- XIV. Once the teams are selected, the grades will be added together. The team with the highest total will get first pick of a goalie. The team with the second highest total will get second pick of a goalie, and so forth.
- XV. A coach's meeting will be held on or about November 5 to determine if any balancing of teams is needed. No further movement of players will be allowed after November 15.

15.5 Player Movement and Team Balancing

- I. Every player shall register and play in his/her age category. The Vice President of Hockey Development may move players where the need arises (i.e. accommodation of new registrants).
- II. In the case of player replacement for a single game or an extended period, there are NO LATERAL replacements, even for goalies. A player from the level immediately below must be called to replace a missing player.
- III. All requests for AP players must go through the convenor.
- IV. The VP Junior House League reserves the right to pursue player movement to balance teams. Having balanced teams is important; it ensures that the games stay competitive.

- V. Players cannot refuse to move to a new team to facilitate balancing. It is a condition of your registration that you agree to move to another team if directed by the Association. Failure to move will cause a forfeiture of fees paid and the player will be ineligible to play for the balance of the season.
- VI. A meeting with the coaches, convener and VP Junior House League should be held just prior to the player movement deadline to ensure the teams are balanced.
- VII. Final dates for player movement will be November 15th.
- VIII. Players wishing to transfer from one program to another (HL to Rep or Rep to HL) must complete the Request Form found on the website, submit it to the VP Junior House League and must do so before the drop-dead date established by the league.
- IX. Such requests will not be entertained once the player's house league division has drafted their teams.

15.6 Junior House League Team Meetings

- I. This is the responsibility of the coaching staff but should be encouraged to occur as early in the season as possible. In this introductory meeting the assistant coach, manager, trainer and parent rep should be identified.
- II. The expectations of rotating volunteers in the timekeeper and scorekeeper positions should be communicated and any team activities, which may be of interest to the group, should be discussed up front.
- III. A second meeting with parents halfway through the season to discuss playoffs or other problems is also highly encouraged.
- IV. It is recommended that Team Staff begin the season with a letter outlining for the parents and players the expectations in regards to attendance at practices and games. Also included should be any plans for outside DMHA tournaments being planned and any other extra-curricular activities. The VP Junior House League must approve this letter before it is distributed to families.
- V. Each coach is responsible for preparing a list of eligible and capable major aged players to be used in the division above for call up purposes.
- VI. Fair Ice for ALL players must be followed at all cost.

15.7 Junior House League Teams' Parent Representative

- I. The coaching staff will find one parent on the team who is willing to act as the liaison between the parents and the coaching staff and as a contact person for the convener and the VP Junior House League. This parent will, in turn, relay information from the Executive VP and the Convener to the team and players.
- II. Should a dispute arise, the parent rep can expect to be the first person contacted. All concerns and issues regarding teams shall follow the protocol listed below.
 - Parent Rep
 - Coach/Manager
 - Convener
 - League Director
 - VP
 - HL Committee

- III. The parent rep will work with the coaches to help to resolve the issue and will inform the parties if a resolution is not found then the issue will be deferred to the convener. Parents should be made aware of the line of progression in resolving their issues.

See Section 10.0 regarding the communication protocol for dealing with issues and concerns.

15.8 Scheduling and Game Times:

- I. Assigned by the ice scheduler, each team will receive ice time for one shared game time and one shared practice time per week. Due to the needs of other user groups, the DMHA reserves the right to make changes to the seasonal schedule as necessary. Game schedules and times are decided by the DMHA. One hour of ice is equal to 50 minutes and a 10-minute flood.

15.9 Time Keepers and Score Keepers

- I. It is the responsibility of each team to provide one person for the scorekeeper box to do the clock and game sheet for each game. Parents and/or friends of the home team fill these positions. This responsibility should be rotated amongst the parents through the season.
- II. A schedule for this at the beginning of the season is to be distributed to the families on the team. The game will not proceed until two people man the box.
- III. In some pre-arranged situations, high school students may work the clock and the game sheet to count towards their community service requirement
- IV. The game sheet must be given to the on-ice officials before the game to check for proper procedure and after the game for official signatures.
- V. Both scorekeeper and timekeeper are under the jurisdiction of the on-ice officials and must not object or become otherwise involved.
- VI. The scorekeeper and timekeeper must remain officially neutral and focused on the game in order to do their job properly.

15.10 Officiating

- I. All divisions are officiated by the Dundas Referees Association (DRA)
- II. No game can proceed without two certified referees. This is an OMHA rule. If the hosting center fails to provide referees, the game is forfeited and the visiting team is entitled to use the ice as a practice.
- III. The Referee in Chief shall supply the convener of each division with a call sheet listing the referees and their phone numbers. The convener will forward a copy of this list to each team manager.
- IV. It is the responsibility of the team manager to call the absent referee if he/she does not show up 15 minutes prior to the game.
- V. The convener is responsible for making sure the on-ice officials have a copy of the league schedule and any hockey changes that may occur during the course of the season.
- VI. Additionally, the referees are responsible for making sure the assigned officials show up and are performing their duties competently.
- VII. On-ice officials must be at least 2 years older than the players they are officiating
- VIII. Each center belonging to the Interlock league is responsible for scheduling and compensating of their own referees.

- IX. The 2-minute warm-up at the beginning of the game begins when the officials come onto the ice. They then check the game sheet to ensure that coaches and trainers are properly certified.

15.11 Junior House League Call Up Policy

- I. Call-ups for scheduled games can be made to the division below **ONLY** if the team in need has less than 10 skaters.
- II. Call-ups can be made **ONLY** to fill the roster to 10 skaters.
- III. A list of appropriate players from the division below will be provided to each coach in each division.
- IV. Please note that players can only AP to one team i.e. one house league team **or** one rep team.
- V. The call up shall be made with as much notice as possible.
- VI. The convenor of the division or a designate must be notified of the request **FIRST**, and then the player's coach, then a call can be made to the player and parents.
- VII. Any violation will result in a 1 game suspension for the coach and/or player.
- VIII. Convenors must monitor what players are being utilized and how often.
- IX. No player is to be called up on a continual basis. The privilege should be rotated among the list.
- X. All call up players must first meet their obligation to their rostered house league team in terms of both practices and games.
- XI. Call-ups will only be allowed in regular season play.
- XII. Coaches will be required to submit a list of potential players to be called up. Convenors will then cross reference with rep AP list to ensure there are no duplications.

15.12 Curfew Games

- I. Each house league timeslot is 1 hour, which includes 50 minutes of ice and a flood.
- II. Once the hour is up, any DMHA official or arena staff will have the timekeeper sound the buzzer and curfew any game.

15.13 Practices

- I. The coach and assistant coach will conduct team practices. The practice ice is shared between two teams
- II. All on ice helpers must have the appropriate level of OMHA certification and names forwarded to the DMHA.
- III. The convener will hand out practice schedules, once teams have been selected.
- IV. At least one member of the coaching staff must be present and on the ice during practice times.
- V. No player is allowed to leave the ice during a practice without permission.
- VI. All equipment must be worn to practice, the same as in a game. Mouth guards and neck guards are mandatory at games and practices.
- VII. For liability reasons players not registered with Dundas Minor Hockey are not permitted on Dundas ice (no exceptions). Failure to comply may result in suspension of head coach as deemed appropriate by the Discipline committee. Also:
 - a. No Rep player is allowed to practice with any other teams unless they are an affiliated player (AP) No exceptions.
 - b. No triple AAA player is allowed on DMHA ice. No Exceptions.
 - c. House league players that are practicing with Rep teams must be AP players only.

- d. Instructional assistants must be pre approved.

15.14 Junior House League Exhibition Games

- I. All ice costs and referee costs and arrangements are the responsibility of the teams involved in the exhibition game
- II. Since ice time is at a premium and is extremely costly, exhibition games usually occur during practice time.
- III. The ice must be booked and properly accredited officials must be present for insurance reasons.
- IV. An OMHA game sheet must also be filled out and checked by the on-ice officials.
- V. The VP Junior House League must be notified of all Exhibition games.
- VI. A travel permit is required to travel to any other center outside of Dundas. Referees will not officiate a game where there is no travel permit available. This can be obtained from the League Administrator through the VP of Junior or Senior House League.

15.15 Tournaments for Junior House League Teams

- I. Junior House League teams are only allowed to play exhibition games or in tournaments if it does not interfere with scheduled house league games.
- II. Rostered teams approved by the OMHA are welcome to participate in tournaments at the House league level.
- III. Based on OMHA rules teams may pick up a limited number of extra players only if they are from the division below and only if they are listed on their OMHA AP list.
- IV. Coaching staff must make parents aware that this is an additional cost and is not covered by DMHA registration
- V. The VP of Junior House League and the Conveners should be made aware as soon as possible of the intentions of any team to play in tournaments outside of league play.
- VI. If a travel permit is required from the tournament-hosting center this can be obtained from the League Administrator through the VP of Junior House League.

15.16 Team Budgets/Financing

- I. Teams are permitted to fund-raise to cover tournament costs or other team costs incurred during the season. They also have the option to cover these costs out of pocket. Teams are not permitted to approach existing league sponsors for further financial support.
- II. Fundraising and bank accounts: Note: A Coach's spouse/girlfriend/family member cannot handle Team funds. There must be (2) two people co-signing for banking and security reasons, the treasurer and the manager.
- III. The balance in all team accounts at the end of the season must be zero. Any remaining funds must be dispersed equally amongst the contributing families.

15.17 Discipline and Suspensions

The Junior House League Committee is in full support of the hockey code of conduct in place by the OMHA and DMHA and will take any disciplinary action required to uphold the code.

- I. The Vice President Junior House League and/ or the House League Director have the authority to impose progressive discipline including suspensions to those coaches and or players who violate the OMHA and DMHA code of conduct.
- II. The officials handling the game assess suspensions but players can be assessed further by the DMHA if deemed necessary.
- III. No deviation whatsoever from the game sheet is permitted as per OMHA rules. All suspensions must be carried out.
- IV. On-ice officials MUST be treated with respect and their calls obeyed. If a player or coach has an objection to a call, it must be filed through proper channels and must not result in abuse of the officials.
- V. The OMHA game sheet must reflect all suspended players and coaches and list the number of games served on the suspension and the total number of games for which the player/coach is suspended.
- VI. Any player/coach who becomes a discipline problem will be reported to the DMHA directly. Progressive discipline will be fairly and equally applied.
- VII. All suspensions must be served at one level, the one at which they occurred, i.e., if a coach is suspended for 3 games, all 3 games must be served in the one level. If a coach is volunteering for more than one level, he/she may not be on the bench until the suspension is served at its proper level.

15.18 Discipline - Dressing Room

- I. This is the responsibility of the coaching staff to maintain order in the dressing room for the safety of the players.
- II. Horseplay in the dressing room is prohibited, as is dispute resolution that involves physical conflict or intimidation. See DMHA Code of Conduct and City of Hamilton's Zero Tolerance Policy.
- III. Two (2) members of the coaching staff should always be present in the dressing room to ensure player safety.

15.19 Discipline - On ice

- I. Unsportsmanlike conduct or intent to injure will not be accepted under any circumstances
- II. The DMHA reserves the right to add disciplinary measures to the on-ice officials' assessment of a situation.
- III. Major penalties will be noted by the DMHA and Interlock as the case may be and considered in assessment of any future discipline problems should they occur.
- IV. A player who receives 4 or more penalties regardless of the type of penalty will be removed from the game, and given a league suspension for one game by the vice president of house league. If this occurs to the same player again during the same season, the player will receive a two game suspension. A third offence will result in a meeting with the DMHA discipline committee for evaluation.

15.20 Special Situations

The J.H.L. Committee realizes that during the season situations will arise and must be dealt with. Our policy is that they must be placed in writing, signed and forwarded to the H.L Convener for consideration. The J. H.L. committee will meet and prepare a written response within a week if possible. The J.H.L. Committee reserves the right to seek guidance from the D.M.H.A. executive where they deem it necessary.

15.21 Junior House League Playoff Format

- I. The first phase of the playoff will be a round robin format with no overtime.
- II. Round robin games will be **10 – 10 – 10 minute stop time periods**. This is to ensure all teams play the same amount of minutes per game.
- III. 2 points will be awarded to the winning team, 0 points to the losing team and 1 point to each team in the event of a tie.
- IV. The Home team is the team listed on the left of the schedule.
- V. A 2 minute warm up will be allowed at the start of each game. This also applies to semi-final and championship games.
- VI. Teams will shake hands immediately after the warm up.
- VII. Each team will be allowed one 30 second time out per playoff game. This also applies to semi-final and championship games. **NOTE: NO TIME OUTS WILL BE PERMITTED DURING ANY OVERTIME.**
- VIII. Total points at the end of the round robin will determine the standings and the four teams that will advance to the semi-finals.
- IX. If there is a tie for standings, they will be determined in the following order:
 1. Result from head to head match-up,
 2. Net goals (goals for minus goals against),
 3. Goals against
 4. Goals for,
 5. Coin toss.
- X. Semi-final games will be played in a 1.0 hour time slot with **10 – 10 – 10 minute stop time periods**.
 - 2ND (Home) vs. 3RD (Visitor)
 - 1ST (Home) vs. 4TH (Visitor)
- XI. A 5 minute sudden death run time overtime will occur in the event of a tie after regulation play. If the Referee calls a penalty, the clock will stop and a penalty shot will be awarded to the player the infraction was committed against. This will be a normal penalty shot with no other players chasing the shooter. Changing of lines/players is prohibited for a penalty shot by either team. If the player scores the game is over. If the player fails to score a face off will be held in the defending team's zone. **NOTE: NO TIME OUTS WILL BE PERMITTED DURING ANY OVERTIME.**
- XII. If a tie still exists the following sudden death tie-breaker format will be followed:
 1. One minute of 3 on 3 with a goalie,
 2. One minute of 2 on 2 with a goalie,
 3. One minute of 1 on 1 with a goalie,
 4. One minute of 1 on 1 without a goalie, this will continue until a goal is scored.
Note: To make the final phase (1 on 1 without a goalie) of this tie-breaker format a little more challenging a player must score from within the offensive blue line.

- XIII. If it becomes necessary to utilize this tie-breaker format each coach shall provide the referee a list of players being used for each phase of the tie-breaker. Please ensure you use the Overtime Line-Up Form that will be provided by the Convener.
- XIV. The Referee shall give this list to the time keeper to monitor which players are on the ice as all players on the bench **MUST** be used before a player can go on a second time. Failure to follow this rule will result in a penalty shot being awarded to the other team. **It is the head coach's responsibility to have a list of players ready in advance should it be necessary to utilize this tie-breaker method.**
- XV. Regular hockey rules (icing, off side, penalties) will apply to this tie-breaker format.
- XVI. The clock shall run during each stage except for penalties in which case the clock will stop and a penalty shot will be awarded to the player the infraction was committed against. This will be a normal penalty shot with no other players chasing the shooter. If the player scores the game is over. If the player fails to score a face off will be held in the defending team's zone.
- XVII. Goalies must be utilized as noted above, i.e. no pulling the goalie in the first 3 phases of the tie-breaker format.
- XVIII. Team Coaches/Managers are to ensure time keeper, score keeper are in place and the clock is set up before the players are on the ice (2:00 minutes on the clock for a warm up and the clock starts once the players step onto the ice). The coaches should also be on the bench before the warm up ends and ensure players are ready to begin each game on time so that should overtime be needed we have enough time. The Convener has the authority to remove the 30 second time out per game privilege of any team if they are not ready to start a game or in any way delay the progress of any game

15.22 Protests

- I. Protests within the DHMA In-house divisions must be submitted in writing to the convener the same day as the game was played. If the convener feels that he/she needs additional support or advice in dealing with the situation, they may take the matter to the Director or V.P. of Junior House League. Where possible the protest will be resolved by the next game.
- II. The protestor must not have contact with the Committee unless invited to do so.
- III. Regulations of both the DMHA and Interlock apply however regulations and rulings of the DHMA will take precedence.

15.23 THREE on THREE Fun Tournaments

- I. Three on Three tournaments will be determined and scheduled by the Vice President of House League as appropriate. The J.H.L. Committee is responsible for organizing these events and may ask the VP of Special Events for help.
- II. All teams are asked to be at the arena at least 20 minutes before the start of the first game. Although no game sheet is done it is important that everyone is organized and ready to start. As one game finishes the next two teams will have to be ready to go on the ice.
- III. Penalties will be recorded and penalty shots will be awarded at the time of the penalty
- IV. Win = 2 points, Tie = 1 point, Loss = 0 points
- V. There are no off sides, no face-offs. When a goal is scored the 2nd ref will drop the puck at centre ice.
- VI. The referees will monitor improper line changes, and penalties will be assessed for too many men on the ice.
- VII. When the puck is frozen, another will be dropped in the closest face off circle.

- VIII. The clock will run for 10 minutes each game (not stop time).
- IX. The top 4 teams will play in finals, this will be determined by most points, then goals for minus goals against (net goals), finally head to head (providing they played each other). If there is still a tie, unfortunately it will have to be a coin toss.
 - 1st vs. 4th
 - 2nd vs. 3rd
- X. The final game will run for the duration of the time we have left of the 2 hours. If these games end in a tie, it will be the first team that scored that is considered the winner. The time of goals will be recorded and each coach will be notified upon first goal scored.

15.24 Junior House League Championship Day

- I. The date will be determined at the beginning of the season by the DMHA executive. This day consists of collaboration between the executive and the House League Committee to celebrate the end of the hockey season and to award and recognize the efforts.
- II. Trophies are presented, as are yearbooks and snacks for all League members.
- III. This day marks the official end of the season for the levels of Junior House League.
- IV. All Finalists on Championship Day will compete in the City of Hamilton Championship.

16.0 Senior House League

16.1 General

- VII. Senior House League consists of all divisions from the Bantam up to and including Juvenile
- VIII. The rosters of all Bantam through Midget house league teams must include a maximum of 15 age appropriate skaters and 1 (2 where deemed necessary) age appropriate goaltenders still providing fair ice to all players. Any deviation from the maximum requirement must be approved by the DMHA Executive and will only be considered on the recommendation of the Hockey Development Committee.
- IX. Due to the nature of Midget and Juvenile hockey, rosters will be set in concert with the house league committee and standing coaches.
- X. Senior House League consists of Bantam, Midget and Juvenile and is managed and organized by the Vice President of Senior house League.
- XI. All the divisions encourage good sportsmanship with the intention of the player having a positive hockey experience. DMHA hockey is non-contact with the exception of Juvenile division
- XII. Each team shall consist of a coach, assistant coach, trainer, manager. A parent rep may be assigned. as deemed necessary (See Section 16.7) The convener will supply each person with a job description at the beginning of the season. See Section 8 for job descriptions.

16.1.1 Bantam and Midget Divisions

- I. The age groups of these division are as follows:
 - Bantam – 13 and 14 years old
 - Midgit – 15, 16 and 17 years old
- II. The goal of these divisions is continued development of skills and learning game situations.

- III. Coaches will draft their teams under the supervision of the convener of that division following the ratings that were assigned during the evaluation period. It is the job of the convener to ensure that all teams are as fair as possible. The convener will bring the proposed teams to the Senior House League committee for approval.

16.1.2 Interlock House League

- I. The DMHA will participate in the Hamilton Wentworth Interlock in divisions where the number of teams fielded is less than 5.
- II. Juvenile age division will always participate in Interlock and is contact.
- III. All Participants in the Interlock House league division shall first and foremost operate under the policies and rules of the DMHA/OMHA and the rules and policies established by the Hamilton – Wentworth Interlock.
- IV. The DMHA is a member of the Hamilton Wentworth Interlock League and is bound by the rules and regulations governing established therein. The following Rules of Operation for Interlock have been establish by the DMHA however for more up to date details concerning Interlock contact the Vice President of Senior House League”
 - a. The DMHA VP of Senior House League and or the appointed convener is an active member of the Interlock Board as well and must attend Interlock meetings. At this point, the position does not carry voting rights within the Interlock Board.
 - b. Conveners and the VP of Senior House League are expected to look at the whole picture, not just at the local teams' interests. That way, there will not be conflicts between the two branches that govern the Senior House League players, i.e., DMHA and Interlock.
 - c. Conveners should attend as many home games as possible in order to mediate disputes and report discipline problems to the DMHA and Interlock. In addition, the Convener collects the White copy and the Green copy of the OMHA game sheet and puts it in the DMHA mailbox. The VP of Senior House League or the convener will then fax these completed game sheets to Interlock in order to keep track of both standings and problems.
 - d. All coaches and trainers shall be certified by the OMHA, with a valid certification number put on each game sheet. In addition, all bench personnel must take the Speak Out course offered by the OMHA and have a police check performed. Any bench staff not meeting these qualifications by the required date will not be allowed on the bench.

16.2 Selection of House League Teams

- I. Selection of Senior House League will begin within the first two weeks in October.
- II. Initial contact is made by the coaches to inform the player of their first ice time. The registration list is divided alphabetically into equal parts amongst the coaches to call for preliminary evaluation.
- III. At the preliminary evaluation the players are grouped into equal numbers based on ability. This will determine the practice groups during Evaluation month.
- IV. During the evaluation period there will be two grading games where the assistant coaches will be on the bench and the head coaches will observe the game in order to rate each player. A number between 1 and 5 (1 being best, 5 being worst) will be assigned to each player based on their ability. This rating will be used for draft purposes. All coaches must agree on a players rating before it is submitted.
- V. All special requests must be submitted in writing and given to the respective conveners prior to the draft. All requests will be considered where appropriate but there are no guarantees.

- VI. Where there is one girl drafted to a team, there must be two if the number of girls registered will allow.
- VII. The coaches will contact their teams once all teams have been set.

16.3 House League Goaltender Policy

- I. As the owner and manager of goalie equipment, the DMHA reserves the right to specify how this equipment is to be used.
- II. If a player is willing to make the commitment as a goaltender for the season - regardless of whether or not he/she has his or her own equipment - the DMHA shall consider him/her a dedicated goaltender.
- III. Where a team has more than 1 dedicated goalie - to a maximum of 2 - the options when not playing in goal are:
 - 1. Sit as a backup (using their own personal equipment)
 - 2. Play out as a skater
 - 3. Sit out the game.
- IV. Dedicated goaltenders are encouraged in all Senior House League divisions.
- V. When a team has more than one dedicated goalie, coaches will be given the responsibility of ensuring that fair play is adhered to with respect to playing time.

16.4 Senior House League Draft Procedure

- I. There shall be grading games and drills during the first 2 weeks of October during which the head coaches of that division will rate the players with an unbiased rating.
- II. The DMHA reserves the right to utilize an independent grader i.e. VP Hockey Development.
- III. Each player will be rated at his or her division level. Minor players will be rated 1 through 5 and Major players will be rated 1 through 5.
- IV. The draft is to take place with all coaches present along with the convenor of the division and the VP of Senior House league or a designate.
- V. The coaches must agree upon all ratings before the draft may begin. If agreement cannot be reached the V.P. House league will make the final decision as to the rating.
- VI. An agreement must be reached among the coaches how to handle the drafting of their own children before the draft can begin.
- VII. Coaches will take a number out of a hat to determine the draft order.
- VIII. The first round is for major players. The goal will be to have an equal number of minor and major players if at all possible.
- IX. The draft will begin with major aged players rated a 1, then 2, etc.
- X. After the first round is complete, the teams will be assessed for parity. Adjustments can be made at this time.
- XI. The second round will be completed as the first only for the minor aged players.
- XII. The second round will begin where the first round left off in the draft order with the minor aged players rated a 5, then 4, etc.
- XIII. After the second round is complete, the teams will be assessed for parity. Adjustments can be made at this time.
- XIV. Once the teams are selected, the grades will be added together. The team with the highest total will get first pick of a goalie. The team with the second highest total will get second pick of a goalie, and so forth.

- XV. A coach's meeting will be held on or about November 5 to determine if any balancing of teams is needed. No further movement of players will be allowed after November 15.

16.5 Player Movement and Team Balancing

- I. Every player shall register and play in his/her age category. The Vice President of Hockey Development may move players where the need arises (i.e. accommodation of new registrants).
- II. In the case of player replacement for a single game or an extended period, there are NO LATERAL replacements, even for goalies. A player from the level immediately below must be called to replace a missing player.
- III. All requests for AP players must go through the convener.
- IV. The VP of Senior House League reserves the right to pursue player movement to balance teams. Having balanced teams is important; it ensures that the games stay competitive.
- V. Players cannot refuse to move to a new team to facilitate balancing. It is a condition of your registration that you agree to move to another team if directed by the Association. Failure to move will cause a forfeiture of fees paid and the player will be ineligible to play for the balance of the season.
- VI. A meeting with the coaches, convener and VP SHL should be held just prior to the player movement deadline to ensure the teams are balanced.
- VII. Final dates for player movement will be November 15th.
- VIII. Players wishing to transfer from one program to another (HL to Rep or Rep to HL) must complete the Request Form found on the website, submit it to the VP SHL and must do so before the drop-dead date established by the league.
- IX. Such requests will not be entertained once the player's house league division has drafted their teams.

16.6 Senior House League Team Meetings

- I. This is the responsibility of the coaching staff but should be encouraged to occur as early in the season as possible. In this introductory meeting the assistant coach, manager, trainer and parent rep should be identified.
- II. The expectations of rotating volunteers in the timekeeper and scorekeeper positions should be communicated and any team activities, which may be of interest to the group, should be discussed up front.
- III. A second meeting with parents halfway through the season to discuss playoffs or other problems is also highly encouraged.
- IV. It is recommended that Team Staff begin the season with a letter outlining for the parents and players the expectations in regards to attendance at practices and games. Also included should be any plans for outside DMHA tournaments being planned and any other extra-curricular activities. The VP Senior House League must approve this letter before it is distributed to families.
- V. Each coach is responsible for preparing a list of eligible and capable major aged players to be used in the division above for call up purposes.
- VI. Fair Ice for ALL players must be followed at all cost.

16.7 Senior House League Teams' Parent Representative

- I. The coaching staff will find one parent on the team who is willing to act as the liaison between the parents and the coaching staff and as a contact person for the convener and the VP. This parent will, in turn, relay information from the Executive VP and the Convener to the team and players.
- II. Should a dispute arise, the parent rep can expect to be the first person contacted. All concerns and issues regarding teams shall follow the protocol listed below.
 - Parent Rep
 - Coach/Manager
 - Convener
 - League Director
 - VP
 - HL Committee
- III. The parent rep will work with the coaches to help to resolve the issue and will inform the parties if a resolution is not found then the issue will be deferred to the convener. Parents should be made aware of the line of progression in resolving their issues.

See Section 10.0 regarding the communication protocol for dealing with issues and concerns.

16.8 Scheduling and Game Times:

- I. Assigned by the ice scheduler, each team will receive ice time for one shared game time and one shared practice time per week. Due to the needs of other user groups, the DMHA reserves the right to make changes to the seasonal schedule as necessary. Game schedules and times are decided by the DMHA. One hour of ice is equal to 50 minutes and a 10-minute flood.
- II. Game schedules and times are worked out by the DMHA for in house teams and by the Hamilton-Wentworth Interlock league for Interlock teams based on assignable ice from the DMHA and the other participating centers.
- III. The early Interlock season games will be scheduled and played within Dundas in order to properly assess and balance the teams.

16.9 Time Keepers and Score Keepers

- I. It is the responsibility of each team to provide one person for the scorekeeper box to do the clock and game sheet for each game. Parents and/or friends of the home team fill these positions. This responsibility should be rotated amongst the parents through the season.
- II. A schedule for this at the beginning of the season is to be distributed to the families on the team. The game will not proceed until two people man the box.
- III. In some pre-arranged situations, high school students may work the clock and the game sheet to count towards their community service requirement
- IV. The game sheet must be given to the on-ice officials before the game to check for proper procedure and after the game for official signatures.
- V. Both scorekeeper and timekeeper are under the jurisdiction of the on-ice officials and must not object or become otherwise involved.
- VI. The scorekeeper and timekeeper must remain officially neutral and focused on the game in order to do their job properly.

16.10 Officiating

- I. All divisions are officiated by the Dundas Referees Association (DRA)
- II. No game can proceed without two certified referees. This is an OMHA rule. If the hosting center fails to provide referees, the game is forfeited and the visiting team is entitled to use the ice as a practice.
- III. The Referee in Chief shall supply the convener of each division with a call sheet listing the referees and their phone numbers. The convener will forward a copy of this list to each team manager.
- IV. It is the responsibility of the team manager to call the absent referee if he/she does not show up 15 minutes prior to the game.
- V. The convener is responsible for making sure the on-ice officials have a copy of the league schedule and any hockey changes that may occur during the course of the season.
- VI. Additionally, the referees are responsible for making sure the assigned officials show up and are performing their duties competently.
- VII. On-ice officials must be at least 2 years older than the players they are officiating
- VIII. Each center belonging to the Interlock league is responsible for scheduling and compensating of their own referees.
- IX. The 2-minute warm-up at the beginning of the game begins when the officials come onto the ice. They then check the game sheet to ensure that coaches and trainers are properly certified.

16.11 House League Call Up Policy

- I. Call-ups for scheduled games can be made to the division below **ONLY** if the team in need has less than 10 skaters.
- II. Call-ups can be made **ONLY** to fill the roster to 10 skaters.
- III. A list of appropriate players from the division below will be provided to each coach in each division.
- IV. Please note that players can only AP to one team i.e. one house league team **or** one rep team.
- V. The call up shall be made with as much notice as possible.
- VI. The convener of the division or a designate must be notified of the request **FIRST**, and then the player's coach, then a call can be made to the player and parents.
- VII. Any violation will result in a 1 game suspension for the coach and/or player.
- VIII. Convenors must monitor what players are being utilized and how often.
- IX. No player is to be called up on a continual basis. The privilege should be rotated among the list.
- X. All call up players must first meet their obligation to their rostered house league team in terms of both practices and games.
- XI. Call-ups of skaters will only be allowed during regular season play.
- XII. Call-ups of goalies may occur in both regular season and play-off season, only in the event of the unavoidable absence of the team's rostered goalie(s), with approval by the division convener or VP Senior House League.
- XIII. Coaches will be required to submit a list of potential players to be called up. Convenors will then cross reference with rep AP list to ensure there are no duplications.

16.12 Curfew Games

- I. Each house league timeslot is 1 hour, which includes 50 minutes of ice and a flood.
- II. Once the hour is up, any DMHA official or arena staff will have the timekeeper sound the buzzer and curfew any game.

16.13 Practices

- I. The coach and assistant coach will conduct team practices. The practice ice is shared between two teams
- II. All on ice helpers must have the appropriate level of OMHA certification and names forwarded to the DMHA.
- III. The convener will hand out practice schedules, once teams have been selected.
- IV. At least one member of the coaching staff must be present and on the ice during practice times.
- V. No player is allowed to leave the ice during a practice without permission.
- VI. All equipment must be worn to practice, the same as in a game. Mouth guards and neck guards are mandatory at games and practices.
- VII. For liability reasons players not registered with Dundas Minor Hockey are not permitted on Dundas ice (no exceptions). Failure to comply may result in suspension of head coach as deemed appropriate by the Discipline committee. Also:
 - a. No Rep player is allowed to practice with any other teams unless they are an affiliated player (AP) No exceptions.
 - b. No triple AAA player is allowed on DMHA ice. No Exceptions.
 - c. House league players that are practicing with Rep teams must be AP players only.
 - d. Instructional assistants must be pre approved.

16.14 Senior House League Exhibition Games

- I. All ice costs and referee costs and arrangements are the responsibility of the teams involved in the exhibition game
- II. Since ice time is at a premium and is extremely costly, exhibition games usually occur during practice time.
- III. The ice must be booked and properly accredited officials must be present for insurance reasons.
- IV. An OMHA game sheet must also be filled out and checked by the on-ice officials.
- V. The VP Senior house League must be notified of all Exhibition games.
- VI. A travel permit is required to travel to any other center outside of Dundas. Referees will not officiate a game where there is no travel permit available. This can be obtained from the League Administrator through the VP of Senior House League.

16.15 Tournaments for House League Teams

- I. House League teams are only allowed to play exhibition games or in tournaments if it does not interfere with scheduled house league games.
- II. Rostered teams approved by the OMHA are welcome to participate in tournaments at the House league level.
- III. Based on OMHA rules teams may pick up a limited number of extra players only if they are from the division below and only if they are listed on their OMHA AP list.

- IV. Coaching staff must make parents aware that this is an additional cost and is not covered by DMHA registration
- V. The VP of Senior House League and the Conveners should be made aware as soon as possible of the intentions of any team to play in tournaments outside of league play.
- VI. If a travel permit is required from the tournament-hosting center this can be obtained from the League Administrator through the VP of Senior House League.

16.16 Team Budgets/Financing

- I. Teams are permitted to fund-raise to cover tournament costs or other team costs incurred during the season. They also have the option to cover these costs out of pocket. Teams are not permitted to approach existing league sponsors for further financial support.
- II. Fundraising and bank accounts: Note: A Coach's spouse/girlfriend/family member cannot handle Team funds. There must be (2) two people co-signing for banking and security reasons, the treasurer and the manager.
- III. The balance in all team accounts at the end of the season must be zero. Any remaining funds must be dispersed equally amongst the contributing families.

16.17 Discipline and Suspensions

The Senior House League Committee is in full support of the hockey code of conduct in place by the OMHA and DMHA and will take any disciplinary action required to uphold the code.

- I. The Vice President SHL and or the House League Director have the authority to impose progressive discipline including suspensions to those coaches and or players who violate the OMHA and DMHA code of conduct.
- II. The officials handling the game assess suspensions but players can be assessed further by the DMHA if deemed necessary.
- III. No deviation whatsoever from the game sheet is permitted as per OMHA rules. All suspensions must be carried out.
- IV. On-ice officials MUST be treated with respect and their calls obeyed. If a player or coach has an objection to a call, it must be filed through proper channels and must not result in abuse of the officials.
- V. The OMHA game sheet must reflect all suspended players and coaches and list the number of games served on the suspension and the total number of games for which the player/coach is suspended.
- VI. Any player/coach who becomes a discipline problem will be reported to the DMHA directly. Progressive discipline will be fairly and equally applied.
- VII. All suspensions must be served at one level, the one at which they occurred, i.e., if a coach is suspended for 3 games, all 3 games must be served in the one level. If a coach is volunteering for more than one level, he/she may not be on the bench until the suspension is served at its proper level.

16.18 Discipline - Dressing Room

- I. This is the responsibility of the coaching staff to maintain order in the dressing room for the safety of the players.

- II. Horseplay in the dressing room is prohibited, as is dispute resolution that involves physical conflict or intimidation. See DMHA Code of Conduct and City of Hamilton's Zero Tolerance Policy.
- III. Two (2) members of the coaching staff should always be present in the dressing room to ensure player safety.

16.19 Discipline - On ice

- I. Unsportsmanlike conduct or intent to injure will not be accepted under any circumstances
- II. The DMHA reserves the right to add disciplinary measures to the on-ice officials' assessment of a situation.
- III. Major penalties will be noted by the DMHA and Interlock as the case may be and considered in assessment of any future discipline problems should they occur.
- IV. A player who receives 4 or more penalties regardless of the type of penalty will be removed from the game, and given a league suspension for one game by the vice president of house league. If this occurs to the same player again during the same season, the player will receive a two game suspension. A third offence will result in a meeting with the DMHA discipline committee for evaluation.

16.20 Special Situations

The S.H.L. Committee realizes that during the season situations will arise and must be dealt with. Our policy is that they must be placed in writing, signed and forwarded to the H.L Convener for consideration. The H.L. committee will meet and prepare a written response within a week if possible. The H.L. Committee reserves the right to seek guidance from the D.M.H.A. executive where they deem it necessary.

16.21 Playoffs

- I. Playoffs games will be held in the usual time slots awarding the winning team with 2 points, and teams that tie will be awarded 1 point each.
- II. Total points at the end of the round robin will determine the standings going into the semi finals.
- III. If there is a tie for standings, they will be decided by:
 - Results from Head to Head match
 - Net Goals (Goals for minus Goals against)
 - Goals For
 - Goals Against
 - Coin Toss
- IV. The 4 teams with the highest number of points after the round robin in each division will advance to the Semi finals.
- V. A list of players being used for any overtime that may be needed must be given to the timekeeper prior to the game beginning.
- VI. Semi final games will be played in 1 ½ hour time slot and will be
 - 1st place (home) vs 4th place
 - 2nd place (home) vs 3rd place
- VII. If there is a tie at the end of regulation play, it will be settled as follows:

- 1 minute of 3 on 3 with a goalie
 - If not yet settled: 1 minute of 2 on 2 with a goalie
 - If not yet settled: 1 minute of 1 on 1 with a goalie
 - If not yet settled: 1 minute of 1 on 1 without a goalie
 - If not yet settled: one on one, one-minute increments until goal is scored.
- VIII. The clock shall run during each stage.
- IX. During the tiebreaker, all players on the bench must be used before a player can go on a second time.
- X. The final game will be played on Super Saturday (Championship Day in Dundas) as predetermined by the Executive.
- XI. A 5-minute run time overtime will occur in the event of a tie after regulation play. If a tie still exists, the above process for tied semi-finals will be followed.
- XII. Coaches are asked to make sure players are ready to begin each game on time so that time on the wall will accommodate the overtime periods. Referees should also be ready to start.
- XIII. Shaking of hands shall take place before the game.
- XIV. A 2-minute warm up only will be allowed with the time running on the clock.
- XV. Each team will be allowed 1 - 30 second time out per game.
- XVI. No time outs will be permitted during any overtime.

16.21.1 Interlock Playoffs

- I. The playoffs for Interlock divisions consist of a double knockout round robin which eventually leads to 2 teams facing off for the finals.
- II. The Interlock league uses regular season standings to determine the opponents in the playoffs and sets up the game times and arenas.
- III. All periods during the playoffs are stop time and are 10 minutes in length
- IV. The Hamilton Wentworth Interlock league establishes playoff rules.
- V. The conveners will review the playoff rules with all coaches to ensure a complete and thorough understanding is achieved.
- VI. Call-ups must come from the league below and must be on the OMHA approved team's AP list. No exceptions.

16.22 Protests

- I. Protests within the DHMA In-house divisions must be submitted in writing to the convener the same day as the game was played. If the convener feels that he/she needs additional support or advice in dealing with the situation, they may take the matter to the Director or V.P. of Senior House League. Where possible the protest will be resolved by the next game.
- II. Protests within the Interlock League play must be filed within 24 hours of the game and sent to the Interlock Committee, where the validity of the protest is evaluated.
- III. The protestor must not have contact with the Committee unless invited to do so.
- IV. Regulations of both the DMHA and Interlock apply however regulations and rulings of the DHMA will take precedence.

16.23 THREE on THREE Fun Tournaments

- I. Three on Three tournaments will be determined and scheduled by the Vice President of House League as appropriate. The S.H.L. Committee is responsible for organizing these events and may ask the VP of Special Events for help.
- II. All teams are asked to be at the arena at least 20 minutes before the start of the first game. Although no game sheet is done it is important that everyone is organized and ready to start. As one game finishes the next two teams will have to be ready to go on the ice.
- III. Penalties will be recorded and penalty shots will be awarded at the time of the penalty
- IV. Win = 2 points, Tie = 1 point, Loss = 0 points
- V. There are no off sides, no face-offs. When a goal is scored the 2nd ref will drop the puck at centre ice.
- VI. The referees will monitor improper line changes, and penalties will be assessed for too many men on the ice.
- VII. When the puck is frozen, another will be dropped in the closest face off circle.
- VIII. The clock will run for 10 minutes each game (not stop time).
- IX. The top 4 teams will play in finals, this will be determined by most points, then goals for minus goals against (net goals), finally head to head (providing they played each other). If there is still a tie, unfortunately it will have to be a coin toss.
 - 1st vs. 4th
 - 2nd vs. 3rd
- X. The final game will run for the duration of the time we have left of the 2 hours. If these games end in a tie, it will be the first team that scored that is considered the winner. The time of goals will be recorded and each coach will be notified upon first goal scored.

16.24 House League Championship Day

- I. The date will be determined at the beginning of the season by the DMHA executive. This day consists of collaboration between the executive and the House League Committee to celebrate the end of the hockey season and to award and recognize the efforts.
- II. The Interlock has its own playoff format. Divisions participating in Interlock are not permitted to participate in the City of Hamilton Championship.
- III. Trophies are presented, as are yearbooks and snacks for all League members.
- IV. This day marks the official end of the season for the levels of House League with the exception of those teams participating in the Interlock play downs.
- V. All Finalists on Championship Day will compete in the City of Hamilton Championship.

17.0 Representative League

17.1 General

- I. DMHA Representative teams (also referred to as “Rep”) are those teams which participate in the Tri-county League. These teams are classified as “A” teams and “AE” teams and play competitive hockey against other OMHA centers classified as equivalent.
- II. Attendance is essential to personal skill development and the development of team continuity.
- III. Full attendance is expected. Everyone must try to give 100% time commitment throughout the season. If a player must miss a game or practice due to illness, vacation or important commitment, the Manager and Head Coach must be notified as soon as possible.
- IV. Discipline and respect are first and foremost in providing an effective learning environment.
- V. Players must arrive 40 minutes prior to game time and 30 minutes prior to practice time, unless otherwise stipulated by the head coach.
- VI. Should a player anticipate that they are going to arrive later than the aforementioned times, they are expected to notify the head coach and manager as soon as possible.
- VII. Dressing Room Policy will be followed as per Section 12.0 including:
 - a. Parents of Tyke and Novice players may assist with equipment but must have players ready at least fifteen (15) minutes before game time and must leave the room as soon as the child is ready in order for the coaches to have their pre-game talk with the team.
 - b. Parents of players in the Atom Division and above are not permitted in the dressing room. If a player requires the assistance of a parent, this must be discussed with the Head Coach prior to the start of the season or as soon as the need arises, with a written statement signed by both parties as to the agreed upon arrangements.
 - c. In the Atom Division and above, if need be one parent may be allowed in the dressing room before games to tie skates but then should leave.
- VIII. All teams have 30 minutes post game time before being required to exit the dressing room. Teams are asked to exit the dressing room at the end of the 30 minutes including showers. Dundas teams or out of town teams arriving are NOT to enter a dressing room until the previous team has completed undressing and has exited. All players must change in the same dressing room with the exception of female players
- IX. Players are not to wear Rep sweaters for practice. Players may come to practice in equipment but for games players are asked to put their equipment on in the dressing room.
- X. Proper socks are to be worn at games. (ie. NOT two different socks.)
- XI. No player or coach shall step on the ice without his helmet on or shall remove his helmet before stepping off the ice.
- XII. No player shall step on the ice without full equipment as per HOCKEY CANADA requirements. Mouth guards and neck guards are mandatory for all games and practices.
- XIII. Instructional assistants must be pre approved by the VP Rep.
- XIV. Players are not to wear Rep jerseys to school or anywhere else other than games. Special events are an exception.
- XV. The coaching staff will make decisions on where players will play, in the best interest of the team. Players may be required to play any position on the ice (except goal) at any time during games and practices. Players may be required to play in any line combination, as the coaching staff deems appropriate to the team’s development and success.
- XVI. Parents with questions or concerns regarding a game or practice must direct their concerns to the Parent Rep. The Parent Rep acting as a neutral party will present the concerns to the Head

- Coach and attempt to bring the situation to resolution. In most cases clarification or explanations is all that is required.
- XVII. Parents with questions or concerns must wait 24 hours following a game or practice before contacting the Parent Rep. This cool down period allows one to gain perspective and to prepare their approach in a respective mature manner. Failure to do so may result in a parental 5 game suspension.
- XVIII. Should a parental concern not be addressed to their satisfaction via the parent rep, further steps of the communication protocol may be followed. Please refer to Section 10.0 Communication Channels for a detailed outline of those steps.
- XIX. Positive reinforcement of a player's effort, as an individual and as part of the team is strongly encouraged. Parents are expected to be familiar with the DMHA Codes of Conduct.
- XX. To promote team spirit all parents are asked to sit across from team benches rather than behind any team bench. This distracts the players and takes their focus off the game and the coaching staff.
- XXI. **Tri-County and OMHA play downs will coincide with school March break.** Teams work all season to have success in these playoffs. The level of commitment increases during this time as should that of the players and parents.

17.2 OMHA , Tri-County League and City of Hamilton Expectations of the DMHA

- I. All members and participants must follow the OMHA and DMHA Codes of Conduct . No team official is to contact the Ontario Minor Hockey Association (OMHA) Secretary-Manager, Tri-County , OMHA Convenors or OMHA Executive members. All transactions must be carried out through the DMHA Rep Vice President or if he/she is not available, the appropriate Rep League Director.
- II. Only eligible carded team players and officials will be allowed on the bench. Team players that are injured and not playing must wear full equipment and be listed on the game sheet if they are on the bench.
- III. Rostered team officials must have their certification up to date by October 31st of the current season as per the OMHA.
- IV. Police checks and Prevention Services # (i.e. Speak Out Clinic) are required for all bench staff. See Section 8.
- V. Managers are the only contact for the DMHA's Ice Manager. The Head coach is the back up for the Manager.
- VI. Parents contribute a great deal to the success of the team. ALL parents are expected to contribute in the off-ice activities to support the team. By doing so, this will allow the coaching staff to direct 100% of their energies to the players.
- VII. In accordance with other hockey associations within the City of Hamilton all rep teams should make all attempts to carry a minimum of 15 skaters and two goalies.
- VIII. Ice time is valuable and should not be wasted. Coaches and Managers need to familiarize themselves with the DMHA's Ice Allocation Policy - Section 11.
- IX. If only one referee shows up, the game MUST NOT be played. This is a liability issue.

17.3 Player Eligibility

17.3.1 Resident Players

- I. According to the residency rules set forth by the OMHA and OHF, a resident player is defined as one who is residing in Dundas, or given permission by the OMHA to play for Dundas.
- II. A resident player must be preregistered with the DMHA for the upcoming season to be eligible to receive a Passport, Permission to Skate or try-out for a DMHA Rep team. Should the player make a AAA or AA team, a refund shall be given less an administration fee upon proof of the players acceptance with said team.
- III. Players who did not play on a Dundas team in the past year or who moved to Dundas from another center must have their parents fill out a Residency Form. This form must be submitted to the OMHA along with their player card to achieve approval.
- IV. Only eligible players who appear on an approved OMHA roster can participate in any league tournaments or exhibition games.
- V. The parents/guardians of players under 18 and players 18 years or older, must remain members in good standing with no outstanding league fees or payments for the player to be eligible for play.

17.3.2 Non-Resident Player (NRP) Policy

- I. The DMHA follows the OMHA rules for Non-Resident Players.
- II. The maximum number of Non-Resident Players is three (3) per eligible team.
- III. Once a team has rostered an NRP then no replacement NRP will be permitted.

17.4 Affiliated Players

- I. Teams are required to AP in the following manner:
 - Tyke- N/A
 - Novice -HL only
 - Minor Atom - AE age specific of HL
 - Atom- Minor Atom or AE age specific
 - Atom AE -HL only
 - Minor Peewee- Atom, Peewee AE age specific.
 - Peewee- Minor Peewee, Peewee AE age specific
 - Peewee AE- HI
 - Minor Bantam- Peewee, Bantam AE age specific,
 - Bantam- Minor Bantam
 - Bantam AE- HL
 - Minor Midget- Bantam, Midget AE age specific
 - Midget- Minor Midget, Midget AE
 - Midget AE- Minor Midget or House league with checking clinic
- II. In the case of choosing AP players from House league, first consideration will be given to those who have attended Rep tryouts demonstrating their interest in Rep hockey.
- III. Being signed to an approved AP list validates that players and parents are aware of the potential for player movement should the need present itself.
- IV. AP participation must not interfere with the player's games/practices with the team to which they are rostered (Rep or HL) and must not contravene any game suspension which players may

- be serving. The head coach of any Affiliated Player used, must be contacted in advance of the player be utilized as a call up.
- V. A player’s first priority is the team to which he is carded to in his/her home center. If a player chooses to play as an AP (including with a club of a higher level ex. AA or AAA) instead of participating in a practice or game with the team to they are registered, and the head coach was not notified in advance the player will be given a 1 game suspension.
 - VI. Players can only AP to one team (i.e. A house league player cannot AP to the A team, the AE team and another HL team all at the same time – ONE TEAM ONLY)
 - VII. The extent to which AP players are used is at the discretion of the Head Coach. Signing an AP list does not guarantee that players will be called.
 - VIII. The AP list must be signed by the Head Coach, the player and parents before being submitted to the VP of Rep for approval. The VP of Rep must approve all AP lists before forwarding it to the Administrator for electronic filing with the OMHA.
 - IX. **Rep teams are expected to declare their Affiliated Players as early in the season as possible. The deadline is Nov. 1 to make any additions to AP lists.** Revised AP lists can be re- submitted up to January 10th. Once approved by the OMHA the Administrator will forward these lists to the respective VP’s of House League.
 - X. AP players are not allowed to participate in any games or practices without approval of the DMHA and the OMHA. No Rep player is allowed to practice with any other teams unless they are an affiliated player (AP).
 - XI. No triple AAA player is allowed on DMHA ice.

17.5 Representative Teams’ Game Length

| <u>Division</u> | <u>Game Length</u> | <u>Ice time (Hrs)</u> | <u># of Officials</u> |
|-----------------|--------------------|-----------------------|-----------------------|
| Tyke | 10 /10 /10 | 1 | 2 |
| Novice | 10 /10 /10 | 1 | 2 |
| Minor Atom | 10 /10 /15 | 1.5 | 2 |
| Atom | 10 /10 /15 | 1.5 | 2 |
| Minor Peewee | 10 /15 /15 | 1.5 | 2/3 |
| Peewee | 10 /15 /15 | 1.5 | 3 |
| Minor Bantam | 10 /15 /15 | 1.5 | 3 |
| Bantam | 10 /15 /15 | 1.5 | 3 |
| Minor Midget | 15 /15 /15 | 2 | 3 |
| Midget | 15 /15 /15 | 2 | 3 |

17.6 Officiating

- I. Please refer to the OMHA Manual of Operations for all rules pertaining to on-ice officials.

17.7 Representative Team Try-Out Process

- I. Official Rep try out dates shall be established by the Vice President of Rep and the Ice Manager and announced in the league newsletters, web site, mass e-mails .
- II. All eligible players must attend tryouts in their respective age group before attending tryouts in any other age group.

- III. No tryouts can take place prior to the dates established by the Rep Committee. Team officials can schedule ice time prior to the registration and tryouts for the purpose of conditioning. The team official arranging the ice time is responsible for all costs incurred.
- IV. A series of sessions will be scheduled for each age division. It is essential that all players receive a fair and honest assessment of their abilities and that the utmost care and consideration be given to avoid damaging the self esteem or confidence of the player. Coaches are encouraged to use the Player Evaluation Form to provide a fair assessment.
- V. Players who are released from the team must be given an opportunity for feedback including clear and concise reasons for his release. This feedback should be given by the VP Rep.
- VI. Any Rep teams short players on their roster at the completion of tryouts, will have the opportunity to solicit players from house league. Coaches will review the list of registered HL players and inform the VP of Rep, the VP of Player Development, and the respective HL VP, as to their intention to contact potential players. Players cut from DMHA Rep tryouts that have returned to HL, should be considered if teams are short. Any request to offer a spot to a player who played DMHA Rep Hockey in the previous season, but did not attend tryouts for this season, must be approved by the rep committee.
- VII. Should a DMHA player skate at a team's tryout and receive an Offer of Commitment, if the player declines the Offer of Commitment the player will not be eligible to skate on a Select team or AP to any Rep team.

17.8 DMHA Underage Policy

In accordance with OMHA Regulations - the following conditions apply to all DMHA players wishing to tryout in a division above their proper age group:

- I. The DMHA will only consider a request for under age player movement to a division above, if a player has been deemed – *by demonstrated ability at rep tryouts* – to possess EXCEPTIONAL TALENT. Exceptional talent is defined as: *rated as the: top goalie, top 2 defencemen or top 3 forwards.*
- II. Under age players are eligible to try-out for the *1st entry team ONLY in all divisions(i.e. not an Additional Entry team).*
- III. A letter of intent to try out for the upper age team must be received by the DMHA VP Rep by April 1.
- IV. ALL under age players must ALSO tryout in their age appropriate division. Set tryout fees will apply for both divisions.
- V. A head coach's recommendation for under age player movement to a division above must be approved by the VP of Rep Hockey and, if available, the VP of Player Development.
- VI. Any coach deviating from this policy will be dismissed.
- VII. Being rostered to a team in a higher division on any given year does NOT give a player the implied right to remain with that team the following season. All players wishing to try-out for a team in a higher division must follow the current under age policy on a year to year basis.

17.9 Dress Code

- I. All rep players Tyke to Midget/Juvenile are required to follow the DMHA rep dress code. The dress code is determined by the DMHA and is provided in order to foster league pride and cohesiveness not only between players and teams but the DMHA itself as these players represent the league in other communities.

- II. It is the expectation of the DMHA that all rep coaches will respect and enforce this dress code amongst their players with the following consequences to the player should he/she not adhere:
 - First offence – verbal warning
 - Second offence – one game suspension
 - Third offence – game suspensions until such time as there is compliance.
- III. Should a coach representing a team from Dundas not enforce the DMHA dress code and the consequences for non-compliance there will be the following consequences to said coach:
 - First offence – verbal warning
 - Second offence – one game suspension
 - Third offence – possible suspension from league coaching duties for remainder of season.
- IV. Jackets: All players are to wear an **approved** navy jacket with a “Blues Note” (Approved DMHA logo) only on left breast of jacket. Should the player number be desired it must be on the right breast or sleeve and “Dundas” on the back. The approved jacket may be a navy nylon track jacket or a navy jacket of heavier thickness. All players must wear the Nylon Track Jacket, a previously purchased rep jacket or their OMHA Championship Jacket to all games. No other jacket will be considered “approved rep attire”. Please note that currently Nine-O, as a league sponsor, is to be the only provider of the approved jackets.
- V. Pants: Black/navy blue dress pants **ONLY** are to be worn by all rep players – **NO JEANS**. Players have the option of purchasing the matching nylon track pants as an alternative to the dress pants. No other pants will be considered. Please note that currently Nine-O, as a league sponsor, is to be the only provider of the Nylon Track pants.
- VI. Other approved rep attire for purchase by players/teams are: , Baseball caps and toques to have “Dundas” or “Blues” or a “Blues Note” and player number only. The only colors to be used are the Dundas blue, gold and white. Teams which purchase unapproved garments may not wear them when they are representing the DMHA to games, tournaments etc.
- VII. Coaches of Teams who purchase garments without league approval may be subject to sanctions by the DMHA's discipline committee as approved by the DMHA executive.

17.10 Tournaments

Tri-County rules regarding tournaments can change from year to year. Teams must follow DMHA, OMHA and Tri-County Rules regarding tournaments.

The current Tri-County rules regarding tournaments are:

- I. All Rep teams will be limited to two tournaments during the season. This does not include any pre-season tournaments (up to the first weekend of league play) or tournaments during Christmas break.
- II. Teams are not permitted to enter tournaments during OMHA or Tri-County playoffs.
- III. Teams which win a Silver Stick tournament may go to the Championship tournament. This does not count against the total.
- IV. Tournaments should be applied to well in advance to ensure acceptance. Tournament listings are available on the OMHA web site.
- V. Tyke Select teams are only allowed a maximum of 2 tournaments in total with the first tournament not occurring before Dec. 1st.

17.11 Rep Fees

- I. The budget committee recalculates Rep fees every season to reflect the cost of Rep hockey. This fee covers the cost of jerseys, socks, administration, referees etc and is based on an average of 3 ice times per week.
- II. Rep Fees are due in full by September 15th with payment by cash or cheque made out to the DMHA. Any player that does not submit their rep fees in full by September 15th of the current season will have all DMHA rep hockey activities withdrawn by the DMHA until said fees are paid in full.
- III. No Travel permits will be issued to teams with any outstanding Rep fees to be paid.
- IV. Participants not in compliance will not be permitted to participate in games or practices.
- V. In the event of a season ending injury, refund of basic league registration fees will follow league policy. Rep fees will also be refunded on a pro-rated basis. Request for Refund forms available on the website. Rep fees will be adjusted to represent team fees based on 15 & 2 as necessary.

17.12 Team Budget and Finances

- I. All DMHA Rep teams must prepare a budget and present it to the parents of the team at the beginning of the season, mid-season and at the end of season. A copy of these budgets must be forwarded to the Rep Committee.
- II. A team bank account must be opened prior to the start of the season. There must be (2) two people co-signing for banking and security reasons, the treasurer and the manager.
- III. A coach's spouse, partner or family member cannot handle team funds. The balance in all team accounts at the end of the season must be zero. Any remaining funds must be dispersed equally amongst the contributing families.

17.12.1 Additional team fees

- I. Additional Rep Team Fees above basic registration and Rep fees are not DMHA fees and as such are the responsibility of each individual team.
- II. A maximum of \$300.00 (over and above basic registration and set rep fees) may be collected from each player in support of their team's financial needs. All other team funds must be derived from fundraising or additional sponsorship. No team is to approach existing DMHA sponsors for additional funds without the approval of the DMHA.
- III. All players are expected to contribute to their team's additional financial needs in accordance with their approved team budget.
- IV. At the discretion of each individual team, any player that does not submit their additional team fees in the timeline set out by their team, may have additional team activities such as tournaments, extra ice, team functions etc. withdrawn until said fees are paid in full.

17.13 Team Rules - Expectations of Players, Parents and Coaches

17.13.1 Expectations of Players:

- I. Players are expected to follow those rules listed in Section 17.1 General Rules for Representative League

- II. Players are expected to be familiar with the Players' Code of Conduct (Section 9.0) and conduct themselves accordingly.
- III. All players are expected to sign acknowledgement of the aforementioned policies prior to the start of the season.

17.13.2 Expectations of Parents:

- I. Parents are expected to follow those rules listed in Section 17.1 General Rules for Representative League
- II. Parents are expected to be familiar with Section 9.0: Codes of Conduct including the Parents' Code of Conduct.
- III. All parents of Rep players must sign an acknowledgement of the Rules of Operation before the first game of the season.
- IV. Parents are expected to follow the Communication Protocol as per Section 10 of the Rules of Operation.
- V. Parents with questions or concerns regarding a game or practice must direct their concerns to the Parent Rep. The Parent Rep acting as a neutral party will present the concerns to the Head Coach and attempt to bring the situation to resolution. In most cases clarification or explanations is all that is required.
- VI. Parents with questions or concerns must wait 24 hours following a game or practice before contacting the Parent Rep. This cool down period allows one to gain perspective and to prepare their approach in a respective mature manner. Failure to do so will result in an automatic parental 5 game suspension.
To promote team spirit parents are asked to sit across from team benches rather than behind any team bench. This distracts the players and takes their focus off the game and the coaching staff.

17.13.3 Expectations of Coaches in Representative Hockey

- I. Coaches are expected to follow those rules listed in Section 17.1 General Rules for Representative League
- II. Coaches are expected to be familiar with Section 9.0: Codes of Conduct including the Coaches' Code of Conduct.
- III. All Rep Coaches must sign an acknowledgement of the Rules of Operation before the first game of the season.
- IV. Coaches are expected to follow the Communication Protocol as per Section 10 of the Rules of Operation.
- V. Ice time will be as fair as possible. No one can control playing time in competitive hockey but players that follow instructions, follow the rules, and work hard should be on the ice regularly.
- VI. Coaches must inform parents of all rules and expectations prior to the start of the season.

17.14 Discipline

- I. At the discretion of the Head Coach, if any of the players are late on game night or fail to contact the manager or head coach of their schedule conflict the following will occur.
 - a. First incident will be noted and the player will be informed.
 - b. Second incident the player will sit the first period
 - c. Third incident, whether at home or away the player will not dress and will sit out the game.

- II. This progressive discipline will not be applied provided the player or their parent/guardian notified the head coach and manager of the reason for lateness.
- III. No player is allowed to leave the ice during a practice without permission.
- IV. No swearing or abusive language will be tolerated.
- V. No use of alcohol or drugs will be tolerated at any time.
- VI. At the discretion of the head coach the following progressive discipline may be applied to correct inappropriate behavior.
 - a. A player being disruptive, engaging in horseplay, not listening etc will be asked to stop and instructed to listen.
 - b. A second incident during the same game/practice will result in a withdrawal from the current activity for a period deemed necessary by the head coach. This time out is required to allow the player to reflect on his behavior.
 - c. A third incident will result in a dismissal from the practice/game. In addition a meeting with the player's parent(s)/guardians and the Coach will take place in order to review and document what has happened. This meeting should discuss what the teams and the league's expectations are regarding future behavior. This must happen before the next game.
- VII. Parents are not to approach the team bench during a game for any reason except in cases of a player health emergency. This is in accordance with the OMHA Code of Conduct.
- VIII. Additional individual "team rules/discipline" are acceptable to the DMHA but MUST be approved by the DMHA prior to circulating to the team and in so doing ensure:
 - a. Fairness, progressive sanctions, and consistent application
 - b. Alignment with existing DMHA rules and policies.

17.15 Representative League Playoffs

- I. Teams compete in the OMHA play downs, which through a series of competitions selects the best team from within the Tri-County league to represent the league in the OMHA playoffs.
- II. Contracts are drawn up between Ice Managers of competing centers for a best of 5 series (or as agreed upon by each center) with the team reaching 6 points first moving forward.
- III. The remaining teams, i.e those who were beat out of the OMHA playdowns, enter a round robin playoff format to determine the Tri-County Champions.

17.15.1 Gate Fees during Play-Offs

- I. At certain levels of playoff advancement, gate fees are required. It will be the responsibility of the VP Rep to notify the rep team manager if their team is to collect the gate fee for home playoff games. Appropriate signs, envelopes and a float will be distributed to the manager for this purpose. It will then be the responsibility of each team to manage the gate and ensure all monies are delivered to the DMHA Treasurer after every game.

17.16 Rep Banquet

The VP of Rep will organize and schedule the Rep Banquet for the spring once all teams have completed their playoff games. Teams gather for a rewards and recognition session as well as share successes and lessons learned. Refreshments will be provided by the DMHA.

17.17 Player Movement

17.17.1 General

- I. "A" Rep teams must roster 15 skaters and 2 goalies before an AE team will be considered in any division.
- II. Both A and AE teams are expected to roster full squads of 15 skaters and 2 goalies as tryout numbers permit. Minimum team compliments of 12 & 1 (with goalie relief being applied for) in age divisions of PeeWee and below, and 13 & 1 (with goalie relief being applied for) in age divisions of Bantam and above will apply for both A and AE teams.
- III. Teams with numbers less than these at the end of tryouts will fold. Where the need exists, player movement can be initiated at the request of the Vice President of Rep or the Head Coach of the higher level team. Skill, ability and maturity gained over the summer could be reasons why coaches request a player be moved. Injured players, players who quit or players wishing to return to House League are other reasons why player movement is required.
- IV. Players that are requested to move in support of this policy must do so or they will be returned to House League.
- V. Players added to a Rep roster after tryouts must pay the set tryout fees.
- VI. Player movement can only be considered between the A and AE level and between the AE team and House League level prior to **October 1st**. This coincides with House League's draft.
- VII. **Players eligible for a short AE team** (i.e. Team is at Less than 15 and 2 subsequent to tryouts) – Without obligation on the part of the DMHA, if player did not attend Rep tryouts and the player did not play DMHA Rep hockey in the immediate past season, they may be considered. The movement must be completed in advance of Oct. 1st. – No Select.
- VIII. **Players who quit the A or AE team** will return to House League and forfeit any affiliated player privileges. Players must submit a Return to House League form to the VP of Rep through their Head Coach. The VP of Rep will facilitate the move with the VP of House League, as room in House League permits. Players wishing to pursue this option must first discuss the issue with the Head Coach. The head coach will contact the VP of Rep to discuss who will in turn coordinate the move with the VP of HL for the respective division. The VP of Player Development may be contacted for assistance.
- IX. Upon receipt of a request to Return to House League/ Refund the VP of Rep will arrange a meeting with Head Coaches involved and with the player and parents involved to discuss the necessary steps
- X. Player movement after October 1st is not possible. Players who quit Rep after October 1st cannot return to House league without approval by the DMHA executive
- XI. Rep Fees for players who quit after Oct. 1st are nonrefundable. Refund of basic league registration fees will follow league policy. Request for Refund forms are available on the website.
- XII. Rep teams short on their roster will be required to complete their season using affiliated players.
- XIII. **Players moving into the Dundas area after the conclusion of Rep tryouts** will not have spots held for them nor will they be accommodated in term of team selection. They may however be considered, without obligation on the part of the DMHA, as an addition to a short A or AE roster.

17.17.2 Affiliated Player Movement

- I. Teams are expected to declare their affiliated players by the end of tryouts. Being signed to an approved AP list validates that the player and parents are aware of the potential for player movement should the need present itself - AE to A and A to AE. As well, player movement from HL to AE and AE to HL can occur.
- II. Coaches wishing to pursue this option must discuss the issue with the VP of Rep. The VP of Rep may consult the VP of Player Development on this issue. The VP of Rep will coordinate the move, if deemed appropriate, with the VP of HL for the respective division.
- III. If and when player movement is requested by the Head Coach of the higher level team he must justify his request to the VP Rep / Rep Director and the VP of Hockey Development before any meetings are arranged.
- IV. Depending on the particular player movement, cooperation between the Head Coaches of the A and AE teams as well as the AE Head Coach and the VP of House League, is essential to ensure the transition is as quick and smooth as possible.

17.17.3 Player Movement- If A Player Quits or Sustains a Season Ending Injury - Before Oct.1st:

- I. The “A” team can request player movement from the AE team to maintain 15 & 2.
- II. The AE team is permitted to consider, without obligation on the part of the DMHA, signing any available HL player (other than players that have quit and requested a return to HL). The DMHA will post available positions. ALL players cut at spring tryouts will be given the opportunity to be re-evaluated on ice.
- III. The DMHA reserves the right for Rep teams to adequately assess/evaluate any potential player’s ability to be added to a short roster with both skill level and the safety of the player being considered. There is no implied right for any DMHA player to be automatically added to a Rep team roster that may be short of the targeted 15 and 2 compliment.

17.18 Ice Time

- I. Representative hockey by its very nature is a competitive environment with a greater emphasis on winning.
- II. The DMHA’s philosophy of “process” as opposed to “results” in all instances must be considered when it comes to issues of ice time. Development is a key component of any hockey program and must remain a priority at all times.
- III. The DMHA’s expectation of all its Rep teams, with respect to ice time, is “Fair vs. Equal”. In Rep hockey fair ice time does not mean equal ice time in all situations.

17.20 Ice Allocation

- I. Ice is an expensive, heavily sought after commodity in the City of Hamilton. Ice time must never be wasted and ice must not sit empty.
- II. Please refer to section 11.0 for the DMHA Ice Allocation Policy

18.0 Select Program

18.1 Terms of Reference for Select Programs

- a) The primary purpose of the DMHA Select program is to enhance the hockey experience for a House League player.
- b) Under no circumstances can any Select hockey interfere with the House League schedule, games, practices, 3 on 3 Tournaments, or City Wide Championships.
- c) The program will be managed by VP of Rep. He will appoint a convenor as required.

18.2 Select Team Consideration

- a) Select hockey is not an alternative to Rep hockey but a supplementary program in a division where the capacity of the Rep system has been exceeded. As such, both Rep teams (Major and Minor) would need to be fully rostered (15 + 2) after the rep tryout process as per the DMHA rules of Operation.
- b) No Select team would be considered in a division where goalie relief was exercised; meaning a request for a special exemption made to the OMHA to use an out of center goalie.
- c) Each team will be subject to approval from the DMHA Executive pending recommendation for Coach Selection Committee.

18.3 Select Tryout Process

- a) The VP of Rep following the try-outs for the Major/Minor/AE teams will determine if there are sufficient players to field a competitive AE team. Failing which, the VP of Rep, with the approval of the Executive, will authorize the formation of a select team in that division if there is sufficient interest.
- b) The VP of Rep, following the formation of an AE team, will determine if there is sufficient interest in a select team within a division. The VP of Rep, with the approval of the Executive, will authorize the formation of a select team in that division.
- c) The DMHA will administer and manage the tryout process as it does with rep hockey.
- d) There will be three hours dedicated and paid for by the DMHA. Fees will be collected and directed to the general funds.
- e) Players that have tried out for the rep divisions and were cut from both teams will be able to continue to try out for the select teams should they wish without further fees.
- f) Players only attending select tryouts will pay the administration fee and applicable tryout fee.
- g) Fees will vary each year based on ice cost, but will be posted prior to tryouts.
- i) Select tryouts will be held after rep tryouts under the assumption that all requirements will be met (i.e. rep teams fully rostered etc).

18.4 Select Team Finances

Team finances are solely the responsibility of the Select team. The DMHA requires that each Select team has the following in place:

- a) Treasurer – the Treasurer must not be related to a team manager, coach or trainer. A police check is compulsory and must be submitted to the DMHA

- b) Financial log and statements that must be available to all members of the team and submitted to the DMHA Executive at season end.
- c) Team budget – approved by all parents involved in the Select program. The Select team will be responsible for all additional fees including, but not necessarily exclusive to, tournament fees, goalie equipment, permits and other potential activity fees.
- d) Select teams can seek sponsorship but not from an existing DMHA sponsor. This sponsor must be approved by the DMHA and not be in violation of OMHA guidelines.
- e) A Select fee (to be set yearly at budget time by the DMHA Executive) is to be paid to the DMHA. The Select fee will cover the costs of sweaters, socks, referees, and practice ice
- f) Teams may collect a player fee of no more than \$250.00.
- g) Select teams are restricted from entering tournaments during the playoffs.
- h) Select teams must submit their list of three tournaments to the executive for approval.
- i) Failure to comply will result in folding of the team.

18.5 Select Team Player Eligibility

Select hockey is an option that will be available for DMHA House League players; however, Select hockey is a residency restrictive program as defined by OMHA rules. Members are referred to the OMHA Manual of Operations for complete information. In general:

- a) All players must reside in the immediate Dundas catchment area.
- b) Any appeals to the policy regarding residency must be made by the family to the OMHA directly, following the OMHA guidelines.
- c) No spaces will be left open for players wishing to appeal once tryouts start.
- d) Any player that has a current unresolved appeal will not be permitted to tryout.
- e) Any release must be in the hands of the DMHA office a minimum of one week prior to the first tryout
- f) Any player who lives in the grey area as defined by OMHA and has previously played competitive hockey and has successfully been selected to a select team will be required to sign a right of choice declaration.
- g) All eligible players must be in good standing with the DMHA.

18.6 Select Team Player Selection

- a) A Select team can roster up to 17 skaters + 2 goalies, to a maximum of 19 players.
- b) The selection of the Select team will be made by a committee comprising the Head Coach, VP of Rep and VP of Hockey Development. The VP of rep is authorized to increase the size of the Selection Committee to include additional independent evaluators;
- c) Players who successfully roster to a Rep team and subsequently quit the team to return to House League will not be eligible for Select.
- d) There will be no out of age players
- e) There will be no affiliated players (or call ups) under any circumstances.

8.7 Select Team Coaching Selection

Persons wishing to apply for a coaching position must apply in writing, using the current Coaching Application for Representative Teams, to the DMHA and be approved by the Executive Committee. The following will be considered:

- a) All coaches applying for competitive teams will be interviewed by the coaching selection committee, and successful candidates will be forwarded to the DMHA executive for approval
- b) All applicants must meet the qualification requirements as established by the OMHA and have documentation to support these credentials at the time of interview
- c) A police check is mandatory and must be submitted by a candidate to the DMHA.
- d) Other team staff will not be selected until tryouts are complete.

18.8 Select Team Formation

- a) The Regional Director of the OMHA must approve the team.
- b) Rostered Select team applications must be made to the OMHA by the 10th of January
- c) Select teams will not be approved after February 15th

18.9 Select Team Playing Allowances

- a) Based on OMHA regulations Select teams are able to play a maximum of:
 - 2 Exhibition games per month
 - 3 Tournaments per season
- b) Travel permits must be applied for from the DMHA for all exhibition games and tournaments outside the two Dundas arenas from the VP of House league or designate. Travel permits may be subject to approval by the OMHA and a fee is applicable as determined by the OMHA for any play outside the OMHA. Travel permits are available at www.omha.net.
- c) No Select team may play outside of the OMHA without applying for, and receiving, permission from the OMHA Regional Director.

18.10 Dress Code

- a). All Select are required to follow the DMHA rep dress code. The dress code is determined by the DMHA and is provided in order to foster league pride and cohesiveness not only between players and teams but the DMHA itself as these players represent the league in other communities.
- b) It is the expectation of the DMHA that all select coaches will respect and enforce this dress code amongst their players with the following consequences to the player should he/she not adhere:
 - First offence – verbal warning
 - Second offence – one game suspension
 - Third offence – game suspensions until such time as there is compliance.
- c). Should a coach representing a team from Dundas not enforce the DMHA dress code and the consequences for non-compliance there will be the following consequences to said coach:
 - First offence – verbal warning
 - Second offence – one game suspension

- Third offence – possible suspension from league coaching duties for remainder of season.

d). Jackets: All players are to wear an **approved** navy jacket with Dundas Selects only on left breast of jacket. Should the player number be desired it must be on the right breast or sleeve and “Dundas” on the back. The approved jacket may be a navy nylon track jacket or a navy jacket of heavier thickness. All players must wear the Nylon Track Jacket. No other jacket will be considered “approved select attire”. Please note that currently Nine-O Sports, as a preferred supplier, is to be the only provider of the approved jackets.

e). Pants: Black/navy blue dress pants ONLY are to be worn by all select players – NO JEANS. Players have the option of purchasing the matching nylon track pants as an alternative to the dress pants. No other pants will be considered. Please note that currently Nine-O, as a preferred supplier, is to be the only provider of the Nylon Track pants.

f) Other approved rep attire for purchase by players/teams are: , Baseball caps and toques to have “Dundas Selects” and player number only. The only colors to be used are the Dundas blue, gold and white. Teams which purchase unapproved garments may not wear them when they are representing the DMHA to games, tournaments etc.

g) Coaches of Teams who purchase garments without league approval may be subject to sanctions by the DMHA's discipline committee as approved by the DMHA executive.

18.11 Select Team Playing Rules and Regulations

- a) Select teams will follow all playing rules as dictated by the OMHA.
- b) Suspensions will follow OMHA guidelines, even if they are handed out during Alliance crossover.
- c) Failure of notification of a suspension by the team to the VP of Rep will result in an automatic suspension of the head coach
- d) Uniforms process will be administered by the DMHA and the design of the uniform will reflect the current affiliation the DMHA.
- e) VP of Rep will be informed of and will attend initial select team parent meetings.
- g) A copy of the game sheet must be submitted to the DMHA after each official game which will be forwarded to the VP of Rep.

18.12 Select Team Policies

Select teams will follow all applicable policies associated with Representative Hockey teams. These include but are not limited to:

- The formation of team staff i.e. Head coach, Trainer, Manager, Treasurer, Parent Representative
- Communication Protocol
- Dressing Room Policies
- Discipline
- Codes of Conduct
- Residency Rules

19.0 Hockey Development

- a) The Dundas Minor Hockey Association embraces the philosophy that Hockey Development should be a mandate of the association, in the name of skill development and sport.
- b) Hockey Development should be made available to every player and coach within the DMHA.
- c) Ongoing development of coaches must also be a priority of the association.
- d) Coaching Selection within the DMHA should give preference to those coaches with a commitment to lifelong learning and ongoing development as a coach.

20.0 Awards and Recognition

- I. The DMHA honors the on ice achievements of teams participating in Tournaments, Championships and Tri-County /OMHA play downs by displaying team photographs and or awards in the league trophy case or on the wall of fame
- II. The DMHA reserves the right to limit those articles on the wall of fame which do not meet the following criteria:
 - a. Must be a Tri-County finalist of champion.
 - b. Must be as a minimum be an OMHA semi finalist
 - c. Must be the House League Champion
 - d. Must be the Interlock Champion
- III. The DMHA, through the Public Relations Director, will arrange for the creation and installation of a league banner for teams who meet criteria a) and b).
- IV. Banners won in tournament play also qualify for display in the arena but must be coordinated through the Public Relations Director.
- V. The DMHA reserves the right to limit those articles in the Trophy case which do not meet the following criteria: - must be a tournament finalist or champion.
- VI. Any other form of recognition of achievement, which does not meet the above criteria, must be submitted to DMHA Executive Board of Directors for consideration and approval.

21.0 Appendix A – List of DMHA Forms

The following is a list of DMHA forms available from the league. For other forms see the OMHA website.

- Acknowledgement of DMHA Rules of Operation
 - Team Staff
 - Parent Rep
 - Team Players
 - Executive Members
- Coaching Application Form
- Compassionate Fund Application Form
- Confidentiality Agreements
 - Executive Members
 - Team Staff
 - Discipline Committee Members
 - Convenors and Committee Members
- Letter of Intent / Program Evaluation Form
- Nomination Forms
 - Executive Positions
 - Honorary Memberships
- Police Screening Template
- Player Evaluation Sheet
- Player Medical Information Sheet
- Registration Form
- Request for Refund of Rep Pre-Try-Out Fees
- Request for Refund of Registration Fees
- Request to Return to House League
- Sponsorship Form
- Travel Permit