



# **BARRIE COLTS AAA ZONE HOCKEY ASSOCIATION**

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## **POLICY MANUAL 33<sup>RD</sup> EDITION**

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**ADOPTED BY THE BARRIE AAA ZONE EXECUTIVE**

November 16, 2022



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## **MISSION STATEMENT**

The objects of Barrie AAA Zone Inc. are as follows:

- (a) to promote, foster and encourage the development of AAA hockey among those accredited Ontario Minor Hockey Association (“OMHA”) member associations that the OMHA designates as being in the Barrie AAA Zone by establishing policies by which AAA hockey will be operated in the Barrie Zone which, for the purposes hereof, shall mean the geographic zone established by the OMHA as amended from time to time for the playing of AAA hockey;
- (b) to facilitate communication, goodwill, and co-operation to play AAA hockey;
- (c) to encourage volunteers to participate as coaches, managers, trainers, parents and generally promoters of AAA hockey within the Barrie Zone;
- (d) to ensure that the rules and regulations of the OMHA and the OHF are observed and that all team officials, players and parents abide by the governing Policies and Bylaws for the Barrie Zone;
- (e) to promote better knowledge about safe and acceptable practices in athletics and minor hockey for coaches, players and the community at large;
- (f) to promote interest in health and physical fitness;
- (g) to provide opportunities and training for leadership, self-development, and good sportsmanship;

The place within Canada where the head office of the Corporation is to be situated is the City of Barrie in the Province of Ontario.

The Corporation is to carry on its operations without pecuniary gain to its members and any profits or other accretions to the Corporation are to be used in promoting its objects.

## 1. Governance and Scope

### 1.1. Levels:

- a) **BARRIE AAA ZONE HOCKEY INC** is incorporated under the Business Corporation Act of Canada and operates under the governance of its By-Laws and these Rules of Operation in conjunction with the Bylaws and Manual of Operations of the Ontario Minor Hockey Association.
- b) **BARRIE AAA ZONE HOCKEY INC** will also be known as Barrie Colts AAA. Any reference to Colts in the Rules of Operation will mean Barrie Colts AAA.

### 1.2. League:

- a) All Association teams will register in the Eastern AAA Hockey League, an OMHA member league.
- b) The Barrie Colts AAA will provide a program of hockey to AAA level teams from U10 to U18, including minor and major AAA teams, where applicable.

### 1.3. Hockey Operations and Governance:

- a) The **Vice Chairperson of Hockey Operations** will preside over the Hockey Operations Committee which should be comprised of the following members, whose duties are listed next to their description:
  - i) **Head Coach** - Under 17 Program; Midget Program and Midget Coach Advisor, assist with coaches selection committee, assist the Vice Chairperson of Hockey Operations in all aspects of team and coaching staff management.
  - ii) **Development Director** - responsible for our hockey development program both on and off ice. The role includes management of development ice, instructional and support staff selection and contracts. Director of Development will also provide practice and seasonal planning support for coaches.
  - iii) **Manager Advisor** - Assist all managers in performing their duties including mentoring, explaining team management strategies, carding of players, fulfilling all OMHA requirements, fund raising responsibilities for travel teams, team budgeting and all administrative functions associated with the team. This role is usually fulfilled by a member or members of the Barrie AAA ZONE Board.
- b) The Hockey Operations Committee will operate in accordance with and promote all policies and procedures of the Association. This committee will also include the Risk Management Director.

## **2. Code of Conduct and Ethics**

### **2.1. Nature of the Code**

- a) This code of conduct identifies standards of behavior expected of all Association players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, advisors, team managers, trainers, administrators, and employees involved in Association activities and events, both in and outside the arena.
- b) Where this code of conduct conflicts with the OMHA code of conduct, the OMHA code of conduct prevails. Otherwise, it is in addition to any code of conduct required by OMHA.

### **2.2. Coaches and Team Official's Code**

- a) Coaches shall wear official team attire when traveling to and at ALL home and away games. Please read the "Dress Code" section for details.
- b) Coaches and Team Officials are expected to learn and abide by the OMHA Speak Out policies.
- c) Each coach and team official is expected to learn all Association policies and procedures. The Association expects all to not only follow them but also to instill respect for same.
- d) The coach must display respect for the player and his parent. Even where conflict arises, the coach must display sensitivity to the player while balancing the interests of the team.
- e) It is the policy of this Association to emphasize development of the player as an individual and as a member of a team environment. The Association frowns upon the philosophy of "winning at all costs". Player development means that a coach or his staff will not "actively recruit" players from other organizations, but will develop players within the jurisdiction of Association, the OMHA and the OHF.

### **2.3. Parents Code**

- a) The parent of a player will learn and follow all Association policies and procedures.
- b) The parent has a positive obligation to assist the coach and team officials in providing learning and skills development for their child. The parent must show respect for the Association and all team officials.
- c) Any dispute or disagreement with a coach or team official will be handled only through the Association policies and procedures.

### **2.4. Player's Code**

- a) The player will show and foster respect for all other Association Members, including his teammates, coach and all coaching staff.
- b) The player will abide by all team rules.



- c) The player will show respect toward and follow all of the rules and policies of the Association.

## **2.5. Spectator's Code**

- a) The spectator will not denigrate or show disrespect towards any other spectator, team official, on ice official, timekeeper, opposing player, or opposing member of a Minor Hockey Association.
- b) The spectator will conduct him or her with dignity and display a supportive, positive and encouraging behavior towards all players and teams on and off the ice.
- c) A spectator engaging in any kind of conduct which would constitute harassment within the meaning of the OMHA policy on Abuse and Harassment will be ejected from an arena and may be banned from all future Association games and activities.

## **2.6. All Association Members:**

- a) All players, coaching staff and parents shall maintain the highest standard of conduct. Remember, at every exhibition, regular season, tournament, and playoff game YOU are representing our organization. Set a good example on and off the ice, in dressing rooms, hotels, restaurants, and other facilities. We expect the highest level of SPORTSMANSHIP from all members of this organization.
- b) The Association is committed to providing an environment in which all individuals are treated with respect. Members and participants of this Association must conduct themselves in a manner consistent with the values of the Association, which are: fairness, integrity and mutual respect.
- c) During all Association activities, meetings, and events, (including tournaments in and outside the OMHA), members shall avoid behavior, which brings the Association or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors.
- d) Members and participants shall adhere to the Association's rules and policies, to rules and regulations governing OMHA or OHF events and activities and to rules and regulations governing any competitions in which the member participates.
- e) Members and participants shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- f) Members shall refrain from comments or behavior, which are disrespectful, offensive, abusive, racist or sexist. Behavior, which constitutes harassment or abuse will not be tolerated, and will be dealt with under the OMHA's harassment policy.
- g) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the Bylaws or Rules of Operation. Such

action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

## **2.7. Conflict of Interest**

- a) All work that is undertaken for the Barrie AAA ZONE must be carried out solely in the best interest of the Barrie AAA ZONE, and in a manner that is free from a conflict of interest or even the appearance of a conflict of interest. “Conflict of Interest” is a situation where any member of the Executive, Team coaches, managers, trainers and assistant coaches has a competing professional or personal interest with the organization.
- b) This policy applies to any member of the Barrie AAA ZONE, including any member of the Executive, Team coaches, managers, trainers and assistant coaches.
- c) ***Duty to Disclose:*** In connection with any actual, possible or perceived conflict of interest with the Barrie AAA ZONE, any member of the Executive, Team coaches, managers, trainers and assistant coaches must disclose the existence of any financial interest and be given the opportunity to disclose all material facts to the Executive.
- d) ***Disclosure of nonfinancial interests:*** Any member of the Executive, Team coaches, managers, trainers and assistant coaches should also be mindful of any nonfinancial conflicts of interest and specifically address them as individual interests arise. Nonfinancial interests are expected, and shall not be reviewed unless an Executive member (including the affected member) requests that the interest be reviewed under the Conflict of Interest Policy. Where any potential or perceived conflict arises at any meeting in which any member of the Executive, Team coaches, managers, trainers and assistant coaches is involved, they should be mindful of best practices in disclosing and abstaining from any voting or decision-making around that issue.
- e) ***Recusal of Self:*** Any member of the Executive, Team coaches, managers, trainers and assistant coaches may recuse himself or herself at any time from involvement in any decision or discussion in which they believe he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- f) No member of the Executive, Team coaches, managers, trainers and assistant coaches shall use their role within the Barrie AAA ZONE to influence other or promote a business or product for personal gain.
- g) Any member of the Barrie AAA ZONE, including any member of the Executive, Team coaches, managers, trainers and assistant coaches must be mindful of their role with the Barrie AAA ZONE and use caution with commentary related the Barrie AAA ZONE, our partners and sponsors. This includes all verbal/written comments

and posts on ANY social media platform (ie. Twitter, Instagram, TikTok, Facebook, etc.).

- h) ***Determining Whether a Conflict of Interest Exists:*** After disclosure of the potential conflict of interest, all material facts will be disclosed and reviewed, including discussion with the interested person. Upon request by an Executive member, the material facts of a nonfinancial interest will be reviewed, including discussion with the interested party. Then the potentially conflicted Member shall leave the meeting while the determination of a conflict of interest is discussed and voted upon. The remaining meeting members shall decide if a conflict of interest exists. If it is determined that no conflict exists, the Member may re-join the meeting and carry on. If there is a conflict, the Member shall not return to the meeting until the discussion/decision has been rendered.
- i) There will be zero tolerance and any instance could result in suspensions, loss of honourarium, and/or termination from the Barrie AAA ZONE.

### **3. Eligibility and Registration**

#### **3.1. Residency**

- a) Players who reside within the Barrie Zone are players from the following minor hockey associations:
  - i) Barrie Minor Hockey Association
  - ii) Beeton Minor Hockey Association
  - iii) Essa Minor Hockey Association
  - iv) Innisfil Minor Hockey Association
  - v) Stayner Minor Hockey Association
  - vi) New Tecumseth Minor Hockey Association
- b) The Association, in accordance with OHF regulations and directives, permits players who reside outside the Barrie Zone to play for Association teams but only if the player is in compliance with OHF policies and procedures.
- c) If a player does not fulfill the residency requirements of paragraphs a), or being compliance with the OHF/OMHA player movement regulations as required by paragraph b), then that player is not eligible to register or try out for an Association team.

#### **3.2. Birth Certificates**

- a) The player will, upon request, provide a birth certificate as proof of age. Failure to do so will result in refusal of registration.

### **3.3. Registration Dates**

- a) The registration date will be published and provided to each player who is successful in making a team after the tryouts.
- b) Registration will occur as soon as possible after completion of tryouts.

### **3.4. Registration Procedures**

- a) Players must be registered in their proper age group and program, unless otherwise authorized by these Rules.
- b) Players trying out for Association teams must register with or obtain permission from their home center prior to tryouts. This permission is on a Permission to Skate (PTS) form, supplied and must be in writing and obtained by the player from the Home Centre prior to tryouts. Out of zone players must have a Waiver on the forms supplied by the OMHA (for U10-13 player or players transferring from outside of OMHA). It is the sole responsibility of the player to come to a tryout with proper authorization.
- c) For all teams involved in tryouts, upon being offered a position on the team, that player will be required to adhere to the registration payment schedule as determined by the Executive – see Registration Payment Schedule For All Divisions. If the payment schedule is not followed and any payment is made late or returned for insufficient funds, a late payment fee of \$50.00 will be applied. Final registration fees will be determined by the Executive and paid in full by the date determined by the Executive.
- d) For players who did not attend tryouts and are selected for the team, they will be required to pay the registration fee as per (c) above.
- e) If payment is not received for registration the player will not be allowed on the ice until full payment is received. This includes but not limited to registration, late payments, and NSF charges.
- f) If payment is returned NSF or otherwise dishonored, the player will lose ice-time thereafter, until the account is paid. There will be a charge for the NSF cheque. All NSF cheques must subsequently be paid in cash.
- g) If a player does not fulfill registration requirements as contained in this section, the coach of his or her team will be notified by the Executive and the player will not be eligible to play or practice until all funds required by this Section are fully paid. There are no exceptions to this rule. If the player is added to the team after registration, full registration payment is required on a pro-rata basis as set out in sub-section 3.5.

### **3.5. Refunds and pro-rata payments:**

- a) If a player leaves the team after being carded to the team, the process is as follows.

- i) If the player wishes to leave, the player will notify the team coach in writing of his decision to leave. The date notice is received, by the team coach in writing is the date when the player ceases to play for purposes of any refunds due.
  - ii) If the Association determines that the player is to leave the team for any reason and all proper OMHA zone policy is followed, the player will be deemed to cease to play for an Association team on the last day he skates with the team as determined by the team coach;
  - iii) If the events in either of i or ii occur, the team coach must notify the Vice Chair Hockey Operations with an explanation for the request of the player. The Registrar will be notified and will complete all OMHA forms for deletion of the player from the team.
  - iv) Once all forms are complete and payment is made, in full, the Registrar will forward the documentation to the appropriate OMHA contact.
  - v) If payment has been made, a refund will be issued in accordance with this sub-section.
  - vi) Fund-raising money of any kind is non-refundable.
- b) For players who leave the team in accordance with a), refunds will be prorated based on a ratio of the number of scheduled league games played and those remaining.
    - i) the player will be charged for the number of games played up to the date which the player last played.
    - ii) the remaining funds, if any, will be returned to the player.
  - c) No refunds will be made to any player who leaves a team after December 1<sup>st</sup> for any reason. In addition, no refunds will be made until all Barrie AAA ZONE equipment is returned. The responsibility for this is on the player.
  - d) An injured player will only be refunded on a prorated basis, if they are unable to play or practice for the rest of the season and their name is removed from the Team Roster so an additional player may be added

**3.6. Player carding to a team during the season:**

- a) The amount of registration required to register a player after September 30th in any year, will be determined in accordance with the formula set out in sub-section 3.5 b).

**3.7. Registration Budget:**

- a) The registration fee shall be based upon the budget set by the Barrie AAA Zone Hockey Inc. Executive prior to Tryouts and will be approved at the AGM. The budget will be in accordance with the Barrie AAA Zone Hockey Inc. Bylaws, required to be on a "not for profit" basis.

## **4. Equipment, Player Uniforms and Team Colours**

### **4.1. Equipment, Player Uniforms and Team Colors**

- a) The Barrie Colts Zone AAA teams will play under the OHL Barrie Colts team colours.
- b) all equipment must conform to sections 4.1, 4.2 and 4.3

### **4.2. Players**

- a) The player will purchase their own home and away jersey, home and away socks, hockey pant or shell with the Colts stripe, Association jacket(see below) and hockey bags:

- i) ***Association Jacket:***

- U10 to U12: Bauer Flex Jacket- Light Weight (with or without optional Bauer fleece or bubble interest).

- U13 to U18: Landmark Insulated Soft Shell

- b) Player will supply their own navy blue hockey helmet and set of navy blue hockey gloves or the Colts coloured hockey gloves.
  - c) All equipment supplied by the player will be CHA or CSA approved.

### **4.3. Mouth guards**

- a) The player will supply his own mouth guard, which must be worn during games and practices.
- b) Mouth guards must be OMHA approved.

### **4.4. Numbering of Game Jerseys and Player Name Panels**

- a) Players are able to select any number, subject to availability. Returning AAA players have first right to a number worn in the season immediately prior to the current season
- b) Numbers: 60, 70 and 80 will be excluded from player selection and are allotted as they AP jersey numbers.
- c) The Player's last name must be placed on their jerseys, on the back above the number and will be sublimated (not affixed with a name panel).

### **4.5. Return of Equipment**

- a) All Association equipment, including equipment purchased with team funds (team budgeted), ie. trainer kits, team iPads, etc. will be returned to the Equipment Director at the end of the playing season. The responsibility for this rests with the team head coach.
- b) Any equipment returned in damaged condition must be accompanied by a written explanation as to the cause of the damage. Damage caused by irresponsible or

willful conduct will result in further penalties, including the requirement that the person causing the damage repair or replace the equipment at his or her own expense.

- c) Failure to return equipment is considered misappropriation of Association property and will be dealt with accordingly.

## **5. Player Tryouts and Player Movement**

### **5.1. Tryouts**

#### **a) Permission to Skate Form (PTS)**

- i) The Ontario Minor Hockey Association (OMHA) requires that every player trying out for a AAA team provide the AAA Zone/Centre with a Permission to Skate (PTS) Form from their Home Centre prior to stepping on the ice.
- ii) There are no exceptions to i). It is the player's responsibility to obtain the documents required for attendance at tryouts.
- iii) Failure to provide a Permission to Skate (PTS) Form will result in an incomplete try-out registration and the player will not be permitted to skate. A refund will not be issued in this circumstance.

#### **b) U10 to U13 Players**

- i) Barrie AAA 'In Zone' players that wish to tryout for a AAA team MUST attend from the first tryout.
- ii) Barrie AAA 'In Zone' includes Barrie, Beeton, Essa, Innisfil, Stayner and New Tecumseth (TNT).
- iii) For 'Out of Zone' players, a Waiver/Form1 email from the players respective AAA Zone or AAA Home Centre MUST be presented prior to stepping on the ice as per OMHA Policy. If the player's AAA Zone is not adjacent to the Barrie AAA ZONE, then the player will be responsible for obtaining a Waiver/Form1 from all AAA Zones per the OHF player movement policy and procedures.
- iv) A player requesting a Waiver/Form1 from Barrie AAA ZONE must attend the first tryout.

#### **c) U14 to U16 Players**

- i) U14, U15 and U16 may tryout at any AAA Zone within the OMHA without the need for a Waiver/Form1 from their home AAA Zone or AAA Home Centre per OMHA player movement policy.
- ii) If a player from outside of the OMHA intends to tryout for Barrie AAA ZONE, the player will be responsible for obtaining the required Waiver/Form1 from all AAA Zones per the OHF player movement policy and procedures.

**d) U18 Players:**

- i) U18 Players may tryout for any AAA Zone (or Junior Team) without the need for a Waiver/Form1 from their home AAA Zone or AAA Home Centre.

**e) Tryout Fees:**

- i) All players registering for teams must pay the tryout fee, which will be set by the Executive prior to commencement of tryouts.
- ii) Players who sign a card with the Barrie AAA Zone team will need to make up any difference in tryout fees.
- iii) Tryout fees are non-refundable after the first tryout has begun. If payment was made PRIOR to the first tryout and a refund is requested, a refund will be issued, less our \$5.00 administration fee.

- f) **Player Injury / Unable to Attend Tryouts:** The Vice Chairperson of Hockey Operations may excuse a player from tryouts if the player is injured or for other good cause. The player wishing to obtain permission not to tryout at tryouts must submit a written request to the Vice Chairperson of Hockey Operations as soon as possible, but in any case, not after tryouts have commenced. The decision of the Vice Chairperson may be appealed to the Executive.

**g) Waiver/Form1 from Barrie AAA ZONE (U10 to U13 Only):**

- i) As per OMHA policy, a Waiver/Form1 will only be issued if the player is released from the team during tryouts. Before the player may receive such a Waiver/Form1, that player must have:
  - 5.1.g.i.1.1. properly registered and fees paid for the spring tryouts,
  - 5.1.g.i.1.2. attended tryouts and been released by the Coach,
  - 5.1.g.i.1.3. has not signed or offered a card from the Barrie AAA Zone.
- ii) Players from out of zone who have their Waiver/Form1 and are passing through can be made to tryout if the Coach so desires. The cost to them will also be a per skate fee. If the coach does not wish to see the out of zone player then they may pass through without any cost to them a Waiver/Form1 will be issued.

**5.2. Underage Players**

- a) The Association discourages players from playing in any age except the age for which they are by birth designated under OHF and OMHA rules and regulations. However, the Association recognizes the right of the underage player to play at a higher age level, if qualified. The Association deems that the underage player must rank within the top 3 forwards or top 2 defense or top goalie to be allowed to play up an age category.



- b) A player who does not meet the criteria in a) above will automatically return to their age appropriate division for a tryout and evaluation.
- c) The Vice Chair, Hockey Operations will appoint a committee to evaluate the ability of the player to play at the higher age level. Upon completion of the evaluation, the Vice Chair of Hockey Operations will either approve or deny the application and notice of such decision will be provided to the applicant's parent within 5 days of the decision. The applicant will have the right to appeal the decision of the Vice Chair of Hockey Operations to the Executive, but such appeal must be in writing addressed to the Chairperson within 7 days of the decision of the Vice Chair of Hockey Operations. A copy of such appeal shall be delivered to the Vice Chair of Hockey Operations. The decision of the Executive, or the Vice Chair of Hockey Operations if no appeal is taken, is final.

### **5.3. Player Evaluation**

- a) Players trying out for Association teams will be evaluated by the coach appointed by the coach's selection committee to coach the team (Coach) and such other members, if any, as are approved from time to time by the Head Coach.
- b) The Coach will personally address any player not selected for a team if the parent, guardian, or player makes a request.
- c) Regardless of a request, the Coach will personally explain his or her decision to release a player who was previously a member of an Association team but who, in the opinion of the Coach, lacks the talent to play in the upcoming season. A member of the Hockey Committee will be available to assist this process if requested by the parent, guardian, player, team head coach, or if the Head Coach so determines.
- d) Player selection is governed by the evaluation of the Coach under the supervision and guidance of the Head Coach and the Vice Chair of Hockey Operations.
- e) Player evaluations will be an ongoing procedure.

### **5.4. Playing or Ice Time**

- a) Players and teams will normally receive two practice times per week. Games will be in accordance with the Eastern AAA Hockey League season schedule, which varies from season to season and from division to division.
- b) Owing to restraints on ice allocation, practices may be held in the early morning hours and will generally not begin prior to 6:00 a.m. Any ice time assigned to a Team that cannot be used, must be cancelled in writing with the Ice Scheduler, otherwise the Team will be responsible for the cost of that ice time.
- c) The Coach's decision regarding playing time and positions will be made in the best interest of the team. U10 and U11 players should play in all position as per the Hockey Canada Development guidelines.
- d) No player may be denied ice time without an explanation by the Coach.

### **5.5. Affiliated Players**

- a) Each coach will have an affiliated player list prepared in accordance with OMHA regulations.
- b) Coaches shall submit their affiliated player list and associated paperwork no later than January 3<sup>rd</sup> for processing. No player may be added to the official OMHA affiliated player roster for a team after January 5<sup>th</sup>.
- c) No affiliated player may play for an Association team unless the player is recorded on OMHA approved affiliated player list.
- d) The Executive Committee may overrule a member center's affiliated player protocol if, in consultation with the ETA OMHA Executive Member, such protocol is not in keeping with the OMHA rules of governance pertaining to the use and registration of Affiliated Players.
- e) Affiliated players are to be used only in the following situations:
  - i) Where a registered player is injured or unable, for other cause, to play in a season, exhibition or tournament game;
  - ii) A registered player is under suspension for any reason;
  - iii) A registered player quits or ceases to be a member of the team and a player is needed to fill that player's position.
  - iv) Any other reason approved in advance by the Vice Chairperson of Hockey Operations.

### **5.6. Practice and Affiliated Player**

- a) A coach may invite an affiliated player who is properly recorded on his affiliated player list to a team practice or practices in advance of using that player in a game situation.

### **5.7. Protocol of Home Centre re Affiliated Player**

- a) The Coach will, except as otherwise directed by the Executive Committee, respect the rules of protocol which each center of the Barrie Zone has in effect from time to time with respect to the use of the affiliated player.

### **5.8. Steps required for use of Affiliated Players**

- a) No affiliated player may be used in any game or practice unless prior to inviting him to attend such game or practice, the Coach or a member of his team staff has:
  - i) Obtained permission from the coach or manager of the team for whom the affiliated player is registered;
  - ii) Obtained the permission of that player's parent;
  - iii) Obtained a photocopy of the player's OMHA registration card;

- iv) Followed the protocol of the member minor hockey association of which the affiliated player is a registered member for the use of affiliated players unless otherwise directed by the Executive Committee.

## **6. Conduct and Discipline**

### **6.1. Complaints regarding the Association**

- a) Complaints or questions regarding the operation of the Association, as opposed to the operation of a specific team and its team officials, must be submitted, in writing, to the Chairperson and the Risk Management Director.
- b) If the complaint is deemed to be an infraction of the Rules within the meaning of the OMHA Code of Conduct, then the OMHA Rules regarding Dispute Resolution will apply. (see <http://www.omha.net/page/show/885513-risk-management>)
- c) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- d) Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- e) Upon receipt of a complaint, the Chairperson may appoint a Fact-Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the Chairperson may call a Special Meeting of the Executive to ensure prompt resolution.
- f) Discussions of complaints of a sensitive or personal nature at Executive Meetings will not be open to the general membership and shall be kept confidential.
- g) All complaints shall receive a written reply.

### **6.2. Sanctions**

- a) A member who contravenes the rules of operation or the bylaws of the Barrie Colts AAA will receive written notice of such contravention and will be given an opportunity to be heard with respect to such contravention.
- b) The Executive Committee will have the sole discretion and authority to revoke membership in the Association and may only do so after a full hearing is held on the merits.

### **6.3. Alcohol, Marijuana and Non-Medical Use of Drugs**

- a) Any member of the Association who is attending an Association sanctioned event and who is found to be abusing alcohol, smoking marijuana or abusing drugs for non-medical purposes will be immediately removed from participation in the event and considered a member not in good standing until his or her conduct is reviewed by the Hockey Committee.

- b) After a full investigation, the Vice Chair of Hockey Operations will determine what if any penalty should be imposed upon such player which penalty will include the right to revoke the player's membership in the Association.

#### **6.4. Cellular Phones and/or Mobile Recording Devices**

- a) Electronic devices are key to supporting an effective learning environment. However the said electronic device has one sole purpose. In this specific situation the purpose is to enhance the teaching of hockey specific skills or deliver materials that are a resource in teaching athletes who are visual as well as hand on practical learners.
- b) Pursuant to the policies and procedures we must adhere to as written by Hockey Canada and the OMHA with respect to bullying and cyber bullying and the City by-laws, cellular/mobile phones and/or any other electronic recording device which are not being used by the team staff as outlined in 6.4(a) above are NOT permitted to be used in the change room.
- c) Players are not permitted to use their cellular/mobile phones and/or any other electronic recording devices in the change room.
- d) A member who contravenes this policy:
  - i) will automatically be a member in not good standing until a hearing is conducted
  - ii) will receive a written notice of such contravention and will be given an opportunity to be heard with respect to such contravention. However, depending on the nature of the infraction, the Risk Management Director may be required to involve the OMHA as required by their policies and procedures.
  - iii) For infractions which are investigated by the Association, the Executive Committee will have the sole discretion and authority to impose a penalty or revoke membership in the Association and may only do so after a full hearing is held on the merits.

#### **6.5. Team Meetings**

- a) The Coach will have a parent meeting, after the team is finalized and prior to the season. In this meeting the Coach will convey his coaching philosophy and team rules to the parents and players.
- b) Meetings will be held throughout the year at the discretion of the Coach.
- c) A Hockey Operations Committee Member or in their absence an Executive Member should be in attendance for all Team Meetings.

#### **6.6. Twenty-Four Hour Cool Down Rule**

- a) The Association requires that all emotional or angry outbursts be kept to a minimum but, at the same time that all concerns and questions are appropriately

dealt with. Therefore, it is mandatory that all members operate under the “24-hour rule”. This rule requires that a member wait for 24 hours as a “cooling off” period before the issue of concern is addressed. This rule applies to all members, including coaching staff, executive and all volunteers.

#### **6.7. Complaint or Infraction Procedure – other than regarding the Association**

- a) In keeping with the 24-hour rule, any complaint, question or concern that a parent might have with the Team will be addressed first to the Team Manager, after the mandatory 24 hour cooling off period. This should be done in writing to ensure that the issue is accurately addressed.
- b) The Coach will then address the issue with the parent by convening a meeting at which the Team Manager and at least one other coaching staff will be in attendance. The parent may also request the attendance of two other people to such a meeting. If the issue is not resolved by such meeting, the parent or the Coach may bring the issue to the Risk Management Director for further resolution.
- c) The OMHA policy with respect to major and minor infractions will apply at all times. (See <http://www.omha.net/page/show/885513-risk-management> )

#### **6.8. Dress Code**

- a) Players and coaches shall wear official team attire when traveling to and at ALL home and away games.
- b) An appropriate dress code is a very important part of projecting an image for the Association. Please arrive at all games clean and properly attired. Failure to do so may result in loss of ice time and if the problem persists, possible suspension. Coaches and managers are required to enforce this dress code at all times. Infractions will be reported to the Vice Chair Hockey Operations.
- c) ***Association Jacket:***
  - i) U10 to U12: Bauer Flex Jacket- Light Weight (with or without optional Bauer fleece or bubble interest).
  - ii) U13 to U18: Landmark Insulated Soft Shell
- d) All coaching staff (except trainers) are required to wear appropriate attire to all games. This will include a shirt, tie, dress slacks and dress shoes. the Association jacket (team specific) with the Barrie Colts logo will be mandatory. Jacket’s with another team’s logo is not permitted. Trainers have the option to wear a complete Barrie Colts tracksuit and comfortable runners.
- e) ***Players are required to wear to all games:***
  - i) ***U10 to U12:*** The players of these teams will wear a mock neck/dress shirt and tie, dress slacks and dress shoes (winter boots). No jeans, running shoes or ball caps are permitted unless they are approved Colts apparel.

- ii) **U13 to U18:** Players will wear a shirt and tie, dress slacks and dress shoes (no winter boots). No jeans, running shoes or ball caps are permitted except Colts apparel.
- f) Teams who wish to purchase track suits, warm-up clothing or hoodies must order the approved BARRIE COLTS AAA apparel available that year by the Association.
- g) **ANY ITEMS outside the mandatory items listed above and available Association approved apparel, whether it be a different style t-shirt, shorts, or toques etc, MUST be approved by the Director of Equipment BEFORE being ordered, WORN or USED by any AAA Team. Teams MUST have approval to use the Colts logo or Colts name; you MUST have written approval to place your order. Failure to receive approval will result in the team funds being replaced at the cost of the member placing the order. Game socks and Game Jerseys are to worn for games only and not for practices.**

#### **6.9. Confidentiality**

- a) All complaints, concerns and questions are to be dealt with in confidence by those charged with the responsibility of handling them. Only those members of the Association who are necessary for the resolution will be consulted and given sufficient information upon which to make a decision.
- b) All members are reminded of the conflict of interest policy incorporated into the Colts Bylaws

#### **6.10. Unsupervised Dressing Rooms**

- a) Players when in the arena or a dressing room will at all times be supervised by at least two members of the Coaching staff and/or other properly screened adult.

#### **6.11. Player Dressing and Shower Room Policy – Gender**

- a) From U11, down, mixed genders may change in the same room, at the same time in the presence of two properly screened adults as set forth in OHF policies.
- b) Players U12 and higher of opposite gender will be separated from the other gender while changing and showering and will be entitled to separate rooms. Such players may not change in the same room at the same time and the coach shall ensure that all are involved in pre-game and post-game activities. When separate facilities exist for both male and female participants, males and females shall make use of the separate facilities. If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan and actively manage the risk and ensure the safety of individual players when they are dressing, undressing and showering.
- c) When players are fully dressed, they may gather together in the same room for Team meetings.

- d) Only team officials of the same gender as the player may be in the vicinity of the shower. No team official may shower at the same time as a player at any time.
- e) Not less than two team officials may be present during showering or changing and should only be present to ensure that behavior policies are observed and players are properly supervised.

**6.12. Transportation of Athletes**

- a) Players are to be transported only by their parents or those authorized by the parent.
- b) Unless the parent has expressly authorized same, no member of the coaching staff may transport a player and even then, such member of the coaching staff shall be accompanied by one other adult at all times.

**6.13. Injuries (Return to Play)**

- a) If a player suffers an injury in a game or practice, which requires his removal from the game or practice without return, such player shall not be permitted to return to practice or play without the permission of the parent. The parent's permission is to be accompanied by a proper medical certificate indicating that the player is physically fit to return to play.
- b) If a player is injured during the play and the injury is not to the head, the player may return to the ice if the trainer, after consulting with the parent, deems that the return may occur in safety.
- c) Any injury to the head, which causes the player to lose consciousness or be removed from play during the game, will be immediately reported to the OMHA and such player shall be immediately referred to the appropriate medical authority to determine his status to return to play. No such player may return to play without a medical certificate authorizing him.

**6.14. Road Trips**

- a) The only road trips that are allowed for the team are trips approved by the Barrie AAA ZONE Executive and are properly within the scope of team activities.
- b) All athletes must be transported under the supervision of not less than two team officials except:
  - i) Where the athlete is in the company of his parent; or
  - ii) The parent of the child has made private arrangements to transport his or her child to or from an Association event.

**6.15. Releasing Children from Supervision**

- a) All parents have the primary duty of supervision in relation to their child especially during arrival and departure for games, practices and authorized team events. It is the obligation of the parent to provide to the coaching staff proper direction as to whom their child is to be released following such events.

- b) A member of the coaching staff may release a player only to that player's parent or a person who has the parent's authority. If the coaching staff are not made aware of the person authorized by the parent, and the parent is not in attendance, the player shall not be released to that person. The coaching staff will then telephone the person designated by the parent on the player registration form as the emergency contact person. That person will be the only person who may give direction for the release of the player. If the emergency contact cannot be contacted, then the coaching staff will continue supervision of the player until such time as the parent can be contacted and the player transferred to the parent.

**6.16. Disciplinary Action**

- a) Disciplinary action in addition to mandatory OMHA suspensions, may be handed out by the Barrie Colts AAA organization for misconduct penalties, hitting from behind penalties or any other reason as the Association deems necessary. These are suspensions from the organization and are added to the mandatory suspension period specified by the O.M.H.A.
- b) All suspensions must be reported to the Vice Chair of Hockey Operations or Designated Person immediately (within 24 hours). Failure to do so could result in a suspension to the team coach.

**6.17. Appeals regarding suspension:**

- a) Appeals for any additional Association suspensions imposed by this rule will be handled in the following manner:
  - i) Written request to the team manager requesting an appeal.
  - ii) Team manager refers the request to the Vice Chair of Hockey Operations.
  - iii) Vice-Chairman of Hockey Operations reviews the appeal and reports to the Chairman.
  - iv) Chairman reviews the appeal. If warranted, the Chairman will appoint a three-person committee to review the incident and disciplinary action.
- b) The appointed committee shall consist of impartial members. Their recommendations are final. No further appeals will be accepted.

**7. Coaches/Managers/Trainers/On-Ice Volunteers**

**7.1. Qualifications**

- a) All coaches, assistant coaches and trainers are required to take all clinics designated by the OMHA and the OHF and will not be allowed to take charge of a team until all such clinics are attended.

**7.2. Selection of Coaches and all Team Officials**

- a) All applications for coaching positions will be submitted in writing on approved application forms prior to January 31st.



- b) Not later than the February Board meeting in each year, the Vice Chairperson of Hockey Operations, will recommend to the Association's Board a Coaches Selection Committee for approval. The Board may approve the committee as recommended and has the sole power to add or delete members to this committee.
- c) The Vice Chairperson of Hockey Operations will submit all names of applicants to the Board for approval before the Coaches Selection Committee begins interviews. Once the applicants are approved for interviews, the final decision of the Coach will rest with the Selection Committee.
- d) The Coach Selection Committee shall:
  - i) set a coaching selection criteria
  - ii) convene meetings to select coaches for the respective teams
  - iii) make recommendations for Executive approval on the appointment of coaches for the respective teams
- e) Coaches will be selected wherever possible in time for the tryouts. If no suitable coach can be found for a team by tryouts, the Vice Chair of Hockey Operations may appoint a committee which will select players for such team until a coach may be found.
- f) The head coach may put forward a recommendation team staff (assistant coach, trainer and manager) for approval by the Executive. The Coaches' Selection Committee may also put forward names for a team's assistant coach in order to mentor new coaches in the Barrie Colts AAA organization. The Executive is not bound by such recommendations in either circumstance.

### **7.3. Responsibilities of Coaches**

- a) Coaches must obtain all qualifications necessary to have appropriate OMHA status to coach. The cost of these qualification courses will be covered by the Association upon successful completion.
- b) Coaches require HP1 Certification for teams at U14 and above, to assist in obtaining this certification the Association will refund the cost of this course as follows (proof of the expense to be provided to Vice Chair of Hockey Operations and the Vice Chair Finance):
  - i) 25% of the cost refunded after attending the training course
  - ii) another 25% of the cost refunded after passing the training course and online requirements
  - iii) another 25% of the cost refunded upon successful completion of the Field Evaluation
  - iv) final 25% of the cost refunded for Coaching in the next season

- c) All coaches are expected to personally attend all games and practices unless personal circumstances dictate otherwise. If a coach repeatedly misses games and practices, his position as coach will be subject to review.
- d) All coaches are required to follow all Association policies and procedures. Failure to do so may result in suspension or, in repeated instances, removal as coach.
- e) Head coaches must adhere to their personal Agreement between them and the Barrie AAA ZONE.

#### **7.4. Selection and Responsibilities of Managers**

- a) The manager will act as the main conduit of information between the coach and the parents and between the Association and all members of the team.
- b) The manager will:
  - i) keep all team records, including the team budget, player information forms, player contact information, player cards, and any other documentation required for the operation of the team;
  - ii) submit the team budget to the Executive for approval when it is compiled by the team;
  - iii) make all arrangements for tournament registrations;
  - iv) obtain and distribute to parents the team schedules for all practices, games and tournaments;
  - v) ensure that sufficient parent volunteers are enlisted to provide services to the team as necessary for time keeping, fund raising, parent volunteer activities, statistical information and player activities;
    - 7.4.b.v.1. if you don't have sufficient volunteers, you will be responsible for the duties outlined below for the parent volunteer positions of Media Liaison and Fund Raising.
  - vi) maintain confidentiality of all records provided in accordance with this policy, except where the use of the information is required in the best interests of the players; and
  - vii) all other duties as outlined in the Appendix attached here to as "Guidelines for Team Managers"

#### **7.5. Selection and Responsibilities of Trainers**

- a) The trainer will:
  - i) Acquire valid HTCP certification, the Association will cover the cost for any Rostered Trainer.
  - ii) maintain all health information pertaining to each player and member of the team staff and any particular needs of the player or team staff. Following review, each record is to be placed in a sealed envelope with only the player

name, date of review/completion and the team name on the envelope and must be available at all practices, games and team events;

- iii) maintain an Emergency Action Plan (EAP) for all arenas which form part of the ETA (league games). Ensure that an EAP is completed prior to any game played at new arena (ie. exhibition games, tournaments or playdowns) and ensure that team volunteers are aware of their roles as part of the EAP.
- iv) attend, know and abide by the policies and procedures pertaining to trainers as provided by OMHA sponsored clinics;
- v) attend all mandatory trainer meetings;
- vi) supervise the players equipment and ensure that all players have appropriate equipment as approved by the CHA and OMHA; and
- vii) support the team by being present at all games, practices, fund raising and team events.

#### **7.6. Relationship between Coaches and Teams**

- a) The coach has the discretion to establish the relationship he or she is to have with the players on the teams. A minimum standard is expected as follows:
  - i) To assess and report to the player his or her skills and areas needing improvement;
  - ii) To encourage fair play and respect of all on ice officials;
  - iii) To develop the individual players as well as the team;

#### **7.7. Coaches and Parents**

- a) The coaches and parents must have respect for each other and make every effort to foster such respect.
- b) Parents and coaches will refrain from any public criticism of each other.
- c) All parents and all members of the coaching staff will be civil to each other at all times.

#### **7.8. On-Ice Volunteers**

- a) All On Ice Volunteers must be 18 years or older.
- b) As an exception, with Board approval, a player registered with the Barrie AAA ZONE would be permitted to volunteer as an On-Ice Helper under the following circumstances:
  - i) The player must be a minimum of 2 years older than the team they are assisting;
  - ii) The parent approves and provides the Vice Chair of Admin with an executed Parental Permission to Volunteer Form.

### **7.9. Criminal Record Check (CRC) / Vulnerable Sector Form 1 Screening**

- a) Criminal Record Checks must be carried out by all team staff and on-ice volunteers who in their roles are in direct and regular contact with players on their respective team.
- b) A request for a CRC or Vulnerable Sector Screening from the Police must be specific to “Barrie Colts AAA”. You may not use a CRC / Vulnerable Sector Screening requested by a previous employer or organization. It must be an original and not a photocopy.
- c) A CRC / Vulnerable Sector Screening cannot be more than 4 months old when accepted by the Barrie Colts AAA.
- d) An acceptable CRC / Vulnerable Sector Screening shall be valid for a period of one year, but can thereafter be extended for up to 2 additional years (for a total of 3 years) by completing and submitting each new hockey season a “Disclosure Form” as provided by the Risk Management Director.
- e) All related documentation must be submitted directly to the Risk Management Director to ensure confidentiality and future security.

## **8. Officials and Parent Volunteers**

### **8.1. Timekeepers**

- a) Each team will appoint a person to be in charge of timekeepers. All timekeepers will be trained on the operation of all arena clocks.
- b) In the alternative to paragraph a), the team may include in its budget an amount to pay a properly trained OMHA timekeeper for the season. The timekeeper may not be paid until the budget is approved.

### **8.2. Referee Category Requirement**

- a) The Referee in Chief assigns and schedules all games. His decision is final.
- b) The Referee in Chief will ensure that the appropriate level referee and complement of referees attends each game.

### **8.3. Team Volunteers**

- a) In addition to timekeepers, each team will request that one parent be appointed to fill each of the following positions on the team (if appropriate):
  - i) Team Parent Volunteer
  - ii) Media Liaison
  - iii) Fund raising.

**b) Job Description of Parent Volunteers**

- i) ***The Media Liaison Volunteer*** will perform the following duties:
- Report to the Vice Chairperson of Administration with respect to all matters within this mandate;
  - Ensure that the team sponsor has a copy of the team schedule and is aware of and invited to all home and away games;
  - Ensure that the appropriate media is given the team statistical information including home and away game and tournament results;
  - Acts as media contact person for the team;
  - Attend meetings as required by the Vice Chairperson of Administration.
- ii) ***The Fund Raising Parent Volunteer*** will perform the following duties:
- Ensure that all fund raising activities for the team have been pre-approved by the Executive;
  - Report to with the Vice Chairperson of Finance regarding budgets for fund raising activities;
  - Assist the parents of the team in planning, organizing and fund raising events approved by the Executive for the team;
  - Maintain appropriate records verifying the collection and disbursement of all money raised through approved fund raising;
  - Provide a report and all records regarding fund raising events to the Vice Chairperson of Finance at the close of all fund raising.

**9. Subsidization**

**9.1. Registration**

- a) The Association will consider any application for subsidy if a player is genuinely unable to meet the cost of Registration. The player and his family may be required to participate in volunteer activities as part of any subsidy.
- b) An application for subsidy will be submitted on the appropriate Association form, available from the Chairperson, and will be considered only by the Chairperson and Vice Chair of Finance, who will have the sole discretion and authority to grant or deny the subsidy in whole or in part. All applications for subsidy are strictly confidential and no information pertaining to any application will form part of the Association records, except only to record the amount of subsidies granted for any fiscal year.

### **9.2. Team officials' subsidy:**

- a) Team budgets may cover non-parent rostered staff expenses for mileage at the posted OMHA rate each season. Mileage is based on all officials in one car and its expected non-parent rostered staff follow this practice and only one payout for mileage will apply. In exceptional circumstances a second mileage allowance may be paid with approval of the Vice Chair of Finance and/or Treasurer.
- b) Mileage will only be reimbursed for away games and tournaments. A mileage chart is available from the Vice Chair of Finance. In addition, other occasional travel related expenses such as 407 ETR charges may be expensed with a supporting bill or receipt as approved by the Vice Chair of Finance.
- c) A Head Coach who lives outside the boundaries of our Zone may be allowed mileage expenses to home games and practices, this must be approved by the Team and the Executive. A detailed mileage log must be submitted to the Executive to support this expense
- d) Hotel expenses will also be covered; non-parent rostered staff are expected to share accommodations. Meals while away for more than 24 hours may be expensed with a receipt or at a flat rate of \$70.00 per day(\$20 breakfast, \$25 lunch, and \$35 dinner), alcoholic beverages exempt.

### **9.3. The Board of Board of Directors' subsidy and expenses.**

- a) Members of the Board will be reimbursed their appropriate Association expenses for telephone, transportation to and from OMHA, ETA events but only if such expenses are supported by receipts and are submitted to the Executive for approval. The members of the Barrie Association are entitled to a full accounting of any expenses paid to or on behalf of a Board member and the Treasurer will have this information available on request.

### **9.4. Playoff Subsidies**

- a) The Association will pay the entry fees of all teams who advance to the OMHA Finals or beyond. Any additional expenses beyond the basic entry fee will be covered by the individual team
- b) A team hosting an OMHA Championship in Barrie will have their entry fee and the OMHA fee paid for by the Association effective for the 2018-19 season.

## **10. Team Budgeting, Finance and Fundraising**

All Team funds are restricted to the use of the team, players and team staff only, no team fundraising is to be used for the benefit of the parents. Any funds left at the season end will become the property of the Association. If parents contributed to a Team “startup” fund only the limit of this amount may be returned to the parents.

**10.1. Team Budgeting – U10 to U11**

- a) Each team is permitted to raise up to \$25,000.00, to pay for the following:
  - i) Tournament entry fees;
  - ii) Medical and other supplies required by the trainer for consumption by the players;
  - iii) Transportation to and from team events;
  - iv) Equipment for players on the team;
  - v) Player condition programs including off ice programs specifically designed for conditioning;
  - vi) Colts apparel for use by the players or coaching staff;
  - vii) Non-parent expenses would be a consideration for a budget increase, but at the discretion and approval of the Association Executive; and
  - viii) Any other expense approved by the Association Executive after submission by the team of its operating budget on approved association forms.

**10.2. Team Budgeting – U12 to U14**

- a) Each team is permitted to raise up to \$35,000.00, to pay for the following:
  - i) Tournament entry fees;
  - ii) Medical and other supplies required by the trainer for consumption by the players;
  - iii) Transportation to and from team events;
  - iv) Equipment for players on the team;
  - v) Player condition programs including off ice programs specifically designed for conditioning;
  - vi) Colts apparel for use by the players or coaching staff;
  - vii) Non-parent expenses would be a consideration for a budget increase, but at the discretion and approval of the Association Executive; and
  - viii) Any other expense approved by the Association Executive after submission by the team of its operating budget on approved association forms.

**10.3. Team Budgeting – U15 to U18**

- a) Each team is permitted to raise up to \$50,000.00, to pay for the following:
  - i) Tournament entry fees;
  - ii) Medical and other supplies required by the trainer for consumption by the players;

- iii) Transportation to and from team events;
- iv) Equipment for players on the team;
- v) Player condition programs including off ice programs specifically designed for conditioning;
- vi) Colts apparel for use by the players or coaching staff;
- vii) Non-parent expenses; and
- viii) Any other expense approved by the Association Executive after submission by the team of its operating budget on approved association forms.

**10.4. Submitting Team Budgets**

- a) All proposed team budgets must be submitted to the Vice Chair of Finance as soon as practicable following tryouts and in no case later than the first Friday in May. This proposed team budget must be approved by each parent on the team.
- b) Prior to any Association funds being advanced to a team and prior to any team fund raising event, a team must submit to the Vice Chairperson of Finance a proposed team-operating budget on approved Association forms (template available on our website). The budget will be considered by the Executive at its first monthly meeting after submission. The Executive has the sole discretion and authority to approve the team budget. The executive may require additional insurance for certain fundraising events, this cost will be the responsibility of the team.
- c) It is the responsibility of the Executive to ensure that fund raising events as proposed by teams do not conflict with each other. The Executive may therefore require teams to combine fund raising events.

**10.5. Non-Parent Expenses**

- a) Teams with non-parent coaching staff or trainer may exceed the limits outlined above in sections 10.1 to 10.3 only after consultation and approval by the Vice Chair of Finance and Treasurer.

**10.6. Supplementary Budgets**

- a) A team planning a major travel tournament (ie Quebec U13 Tournament), must submit and have approved any supplementary funding to cover these special events. Any approved amounts will become part of the Team Budget. This request must be accompanied by a parent approval form signed by all team members.

**10.7. Sponsors**

- a) Teams will be permitted to raise a maximum of \$2500.00 from a single sponsor. Multiple sponsors may be allowed subject to Executive approval. This sponsor maximum is permitted to be kept by the team but will form part of the limit that individual teams are allowed to raise for fundraising.



- b) All sponsorships will require approval from the Executive before funds can be distributed to the team. Approval is needed for all sponsors, whether they be a single sponsorship or multiple sponsorships.
- c) It will be the decision of the team and/or sponsor on how they wish to promote the sponsorship. However, the promotion of the sponsorship will need to be approved by the Executive and all costs associated with promoting the sponsorship will be the responsibility of the team and/or sponsor.

#### **10.8. Financial Reporting and Record Keeping**

- a) The Vice Chair of Finance will supervise all team bank accounts and may, in their absolute discretion, require any team or all teams to maintain a bank account of their choice, on which he/she has signing authority such that he/she may access the account without the signature of any other team official.
- b) All teams must keep one and only one bank account for the use of its approved budget. Such accounts will have not less than two signing authorities. No two persons of the same family can be signing authority. One signing authority should be the team manager. The other should be the coach, unless otherwise approved by the Vice Chairperson of Finance.
- c) Each team must reconcile and submit its bank statement monthly to the Treasurer and each member of the team by the first Friday of the following month. Failure to do so will normally result in immediate suspension.
- d) If any team is found to have disobeyed these policies the coach, the manager and any other persons involved, will be immediately suspended and appropriate investigative action will be conducted by the Executive. It is a serious matter to use Association funds for any purpose other than an authorized purpose.

#### **11.Sponsorship and Fundraising Event Prohibitions:**

- 11.1. All proposed sponsorship and fundraising events must approved by the Executive.

#### **11.2. Wineries, Brewers, Tobacco**

- a) In accordance with OMHA policy, no fund raising or sponsorship may be obtained from any winery, brewery or tobacco related corporation.

#### **12.Games, Playoffs, Tournaments, Exhibitions**

##### **12.1. Guidelines**

- a) Teams are permitted to play exhibition games if ice allocation is available and the team ensures that notice is given to the Ice Scheduler.

- b) Teams will not be scheduled to be on ice for any practices, games or tournaments between December 24th and January 1st (dates may vary from year to year depending on the day of the week that Christmas falls on). The only exception will be the U15 and U16 teams who are permitted to participate in the Marlies tournament.
- c) Teams must first commit to all league games before entry into tournaments. The ETA league rule only permits two games to be rescheduled due to tournament conflicts. No team will be allowed to re-schedule more than two league games and only then, if there are no other options.
- d) Commencing in the 2019-20 season, teams will only be permitted to attend up to 4 tournaments with a maximum of one (1) cross-border tournament.

**12.2. Approval**

- a) All tournaments must be approved by the Association with appropriate OMHA tournament permits issued for same where required. The team shall ensure that the Vice Chair of Hockey Operations is aware of the tournaments in which they are registered or for which application has been made.

### **13.Appendix**

- 13.1. Sample Team Rules**
- 13.2. Complaint Policy and Procedure**
- 13.3. Ice Scheduling Policy**
- 13.4. Concussion Management Program / Return to Play Policy**
- 13.5. Registration Payment Schedule For All Divisions**
- 13.6. Honorariums**
- 13.7. Guidelines for Team Managers**



### **Sample Team Rules (Simplified)**

1. Players will attend all practices. Failure to do so, without an explanation as set out below, will result in missing the first period of the next game.
2. Players who cannot, for good reason, attend practice will notify the coach or the manager if the coach is not available, not later than the evening before the practice. The coach may excuse the player from the practice without penalty.
3. All players will at all times listen to instruction from the coach.
4. Players will arrive at games, ready to play, not later than one hour before game time.
5. All players will dress according to the Barrie AAA Dress Code and Equipment/Apparel Policy.
6. If a player sustains an injury (on ice or off), inform the trainer immediately as to the nature of the injury and estimated time of recovery.
7. If a player suffers a concussion, (or suspected concussion), the player will follow the Barrie AAA Concussions Management policy.
8. All players will abide by the player's fair play code.
9. No Cellphones or any other recording device will be allowed in the change room at any time.
10. Parents will abide by the 24 hour rule and complaint policy outlined in the Policy Manual
11. Use e-mail or any other form of social media to air their complaint(s) about any member of the team, coaching staff or Association will not be tolerated.
12. Other items as per coach's directives.
13. Fair Play Codes:
  - a) Coaches, Parents, Players and other Officials are expected to abide by the OMHA Fair Play codes at all times.



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### **Complaint Policy and Procedure**

1. Complaint Committee shall be comprised of the following people:
  - a. Committee Chair: Director of Risk Management
  - b. Committee Members:
    - i. AAA Chair
    - ii. Vice Chair, Hockey Operations
    - iii. Vice Chair, Administration
    - iv. Vice Chair, Finance
2. All written complaints shall be directed to the Committee Chair.
3. Once reviewed by the Committee Chair, the complaint shall be forwarded to all Committee members.
4. The Committee Chair will determine if a formal investigation is warranted and if so, form a Review Panel that shall consist of the Committee Chair and at least one other of the Committee Members. Obvious conflicts of interest shall be avoided when forming the Review Panel.
5. Any member of the Association Executive or Team Official shall be informed of any complaint brought against them and shall be informed of any review that is undertaken by the Committee.
6. Any review shall be conducted in a timely manner and the review report shall be distributed to all Committee members.
7. Final draft of the review report shall be distributed to Complainant and Complainee.
8. Throughout this process, OMHA Risk Management Policy will be followed and OMHA policy will take precedent



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### **Ice Scheduling Policy**

1. Teams will submit to the ice scheduler any days that need to be blocked off so as not to cause a conflict with games and/or practices (Dryland training, time-off, coaches work schedules, etc.)
2. When submitting tournament dates please indicate to the ice scheduler the dates in which you do not want ice.
3. After the scheduling meeting the schedules will be proofed and any necessary changes will be made. Except for weather cancellations any other game changes must have at least 2 weeks' notice and a valid reason to receive approval. In order to avoid any last minute schedule changes please review your entire schedule before the end of August. All requests for changes must go through the Ice Scheduler.
4. You will be given your practice schedule for October by the end of August. Schedules for November to January will go out by mid-September
5. When you receive your practice schedule, it is non-negotiable.
6. Teams are not to purchase their own ice, they must go through the ice scheduler. All ice contracts must be through Barrie AAA Zone. This is required for insurance purposes.
7. Teams are responsible for their conduct in arenas and are responsible for any damaged caused
8. Additional dressing rooms need to be requested, and an additional fee may be charged to the team from the City.
9. Ice will be divided up amongst all 9 teams throughout the season so as to achieve an equal balance (or as close to equal as possible) by the end of the season
10. The goal is to have 2 practices per week, but may be more or less depending on ice availability. Development sessions are considered a practice time for that week.
11. Early morning practices will be divided between the teams from Novice to Minor Bantam with the older teams receiving less throughout the year.
12. You have the option of trading practice ice with other teams – If you choose to do this you need to let the ice scheduler know once the change has been made so arenas can be notified.
13. If you choose to return ice the ice scheduler will try to find another user. You must give 30 days' notice.
14. If the ice scheduler cannot find another user the ice will be returned to the City/Town
15. Note: Innisfil will try to resell the ice if they cannot then your team will pay for that ice. Barrie can be returned with 30 days' notice, if you return inside the 30 day window and there are no other users for the ice your team will pay for that ice.
16. If you return ice this does not mean you will get more ice. The ice returned will still go towards your yearly allocation. Review your entire schedule when it comes out so there are no conflicts.
17. Since the entire season's ice will be allocated in August if there are any games that need rescheduled due to weather this may result in schedules being changed where the ice scheduler sees fit.



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18. From February until the end of the season, the schedule will go out a week (or 2) at a time as the play-off contracts are completed.
19. When cancelling a game due to inclement weather you must contact the ice scheduler. The ice scheduler then contacts the other Centre's scheduler. Managers who call other managers to cancel will find that the game is really not cancelled. If in turn a team is cancelling when coming to Barrie, the ice scheduler will get the call from the opposing teams ice scheduler and in turn contact your manager and cancel the referees.
20. When rescheduling games they will be done as soon as possible after the cancellation, anywhere open on your calendar.
21. If a game has been cancelled in Barrie, please consider your time slot a practice. The ice scheduler will only be in contact with the manager of each team.



Appendix

## **Concussion Management Program**

### **Return to Play Policy**

#### **PLAYER INJURY / CONCUSSION / RETURN TO PLAY:**

##### **1. Any Injury**

- a. If a player suffers an injury in a game or practice, which requires his removal from the game or practice without return, such player shall not be permitted to return without the parent's permission, along proper medical clearance. Note: if the player is injured during play and it is not a head injury, the player may return to the ice after consultation with the trainer and parent approval is given.
- b. Further, any injury to a player during a game or practice must be reported to the OMHA. The coach, trainer or team manager must complete an Injury Report. It should be completed in consultation with the player's parent and any medical professional the player consults. The original report must be submitted to the OMHA and a copy of the report must also be submitted to Risk Management and the Vice Chair of Hockey Operations. It is very important that this injury report form be submitted for insurance purposes should a claim be made at a later date.

##### **2. Concussion (including suspected)** – A concussion management procedure is in place and must be adhered to. To facilitate this Policy and ensure timely follow up care, all cases MUST be reported to the Vice Chair of Hockey Operations immediately, along with Risk Management. The Vice Chair of Hockey Operations will ensure the player is "fast tracked" through the process as per below.

- a. Barrie AAA Zone Hockey has implemented a concussion management program. The Association has partnered with local primary care sport medicine physicians and clinicians at Barrie Sports Medicine and Rehabilitation Centre to deliver managed concussion care for all our players. Our collective mandate is to improve general awareness of the RTP process, while ensuring we safely guide players back to play.
- b. Players are "recommended" to participate in functional and objective Baseline Testing. Functional Testing includes balance, reaction time, strength, memory, concentration, visual tracking, processing speed, and provides doctors and clinicians with an indication of how your brain works when healthy. In the event of a concussion, athletes are re-tested and compared to their baseline results in order to make a proper diagnosis as well as safe return to play decisions. Without a Baseline, concussion management becomes a symptom-based process which is not objective. Having objective data provides a higher level of efficiency, precision and safety. We are committed to ensuring all players receive proper treatment and have implemented the following process regarding the Return to Play policy for players suspected of suffering a brain injury(concussion).





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- c. All players U10 to U18, suspected of suffering a brain injury during warm-up, practice, or game shall be withdrawn from that activity and assessed by the team Trainer using a Sport Concussion Recognition Tool. If symptoms indicate a possible brain injury, that player will sit out the remainder of the activity and be referred to one of our approved healthcare professionals for proper diagnosis and follow-up treatment. Any player diagnosed as having suffered a brain injury (concussion), will be required to follow a managed 10 step Return to Play process that follows medically accepted guidelines before resuming play/team activities. This includes a treadmill test and final exertion test along with a physician's note clearing them before returning to game play.
- d. Players must schedule an appointment with a Sports Medicine and Rehabilitation clinician 24 - 48 hours after a suspected concussion. Athletes will be assessed, and have their baselines results compared in order to make a proper diagnosis. Athlete education and 360 communication ensures a safe return to play. Players must follow the managed 10 step Return to Play protocol at Sports Medicine, and have a physician's note clearing them to play prior to participating in contact practice. Players who do not follow the 10 step RTP will not be permitted to play, regardless if they have a physician's note.
- e. Players are required to consult a clinician at Sports Medicine, at 480 Huronia Road, Unit 104, Barrie in order to plan the Return to Play process. For more information, contact Concussion Program Director, Clinic Manager and Sport Physiotherapist Denyse Beaumont at 705.734.3340, or by email at [dbeaumont@sportsmedicine.on.ca](mailto:dbeaumont@sportsmedicine.on.ca)
- f. Sports Medicine provides:
  - i. Direct access to our clinical team within 24 - 48 hours of a possible concussion.
  - ii. Supervised 10 step Return to Learn and Play process to ensure athletes are progressed and monitored step by step toward a safe and full recovery prior to returning to game play.
  - iii. Work with a physician to provide education, treatment and coordinate 360-degree communication with the parent, player, coach and teacher.
  - iv. Access to our in-house Sport Medicine physician team.
  - v. Specialty services for treatment and care.
  - vi. Rapid access to a Physician Specialist network when required – visual, neuro, etc.
  - vii. Rapid access to our orthopedic physicians.
- g. The Barrie AAA Zone Hockey has continued our relationship with these sport medicine physicians located at Sports Medicine.

Dr. Katherine Nanos

Dr. Rob Gabor



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- h. A player **MUST** supply a 'Cleared-To-Play' written note along with a RTP clearance **PRIOR** to returning to **game** play/contact practice/dry land activities. These notes are to be given to the team's Trainer and sent in to Tom Dart to be retained on file.



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### **Registration Payment Schedule For All Divisions**

#### **U10 to U18**

1. The tryout fee will be paid in full upon signing a letter of commitment.
2. Registration fees are processed through HCR and can be paid in full upon signing the letter of commitment or in 5 equal installments:  
For U10, U11, U12, U13 and U18 teams (or those teams with fall try-outs):
  - 1/5<sup>th</sup> of the registration amount due September 30.
  - 1/5<sup>th</sup> of the registration amount due October 30.
  - 1/5<sup>th</sup> of the registration amount due November 30.
  - 1/5<sup>th</sup> of the registration amount due December 30.
  - 1/5<sup>th</sup> of the registration amount due January 30.For U14, U15 and U16 teams (or those teams with spring try-outs):
  - 1/5<sup>th</sup> of the registration amount due May 30.
  - 1/5<sup>th</sup> of the registration amount due June 30.
  - 1/5<sup>th</sup> of the registration amount due July 30.
  - 1/5<sup>th</sup> of the registration amount due August 30.
  - 1/5<sup>th</sup> of the registration amount due September 30.
3. Any player in any division signed at the end of tryouts of the current hockey season will adhere to the schedule above and catch up based on the date signed on the letter of commitment. E.g. if signed in October, the player is required to pay full tryout fee and 2/5<sup>th</sup> of the registration amount at signing.
4. For those players signed after October 31<sup>st</sup>, registration will be prorated based on the remaining number of regular season games.



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### Honourariums

1. To be administered and paid out by the Barrie Colts AAA Zone Hockey Association, and may also be reviewed or revoked by the Executive at any time.
2. **Non-Parent Coaching Staff**
  - a. This amount is in addition to any expenses paid to non-parent rostered staff for travel, hotels, meals etc. from individual team budgets.
  - b. **Head Coaches** will receive \$5000 per season.
  - c. **Assistant Coaches:**
    - i. Maximum of two Assistant Coaches per team eligible.
    - ii. From U10 to U12 will receive \$1200 per season.
    - iii. From U13 to U18 will receive \$2000 per season.
    - iv. The honorarium for one Assistant Coach per team, may be adjusted in exceptional circumstances. To qualify for exceptional circumstances, the head coach must make a written recommendation with respect to an adjustment to the Vice Chair of Hockey Operations with such supporting evidence as the Vice Chair may require. If the Vice Chair accepts the recommendation, he or she will bring it to the Executive Committee for consideration at its next regular meeting. The Executive Committee has final non appealable authority to decide whether the recommendation is accepted. If accepted, it will be implemented with the next payment following the Executive Committee's decision and payments will be pro-rated accordingly.
  - d. Trainers:
    - i. From U10 to U13 will receive \$1200 per season.
    - ii. From U14 to U18 a qualified trainer/athletic therapist will be paid at rate agreed to by the Barrie AAA ZONE and the trainer and confirmed in a written agreement executed by the trainer and Barrie AAA ZONE chairman.
  - e. **Managers:**
    - i. Managers will receive \$1800 from U14 to U18
  - f. Payment of all honorariums will be made in three equal instalments on September 30th, December 10th and April 1st.
  - g. A T4A tax receipt issued by the Association for these payments.
3. **Parent Rostered Staff**
  - a. Parent Coaches will receive \$1200, per season, as a credit towards the registration. A T4A will be issued by the Association for the reduction in registration.



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- b. If an Assistant Trainer is required for U14 to U18 teams where a Mind to Muscle qualified trainer is already rostered, the assistant trainer will receive \$500 to cover miscellaneous expenses to a maximum of one payment per team.
- c. Parent Managers will receive \$500 to cover miscellaneous expenses

#### **4. Board Members:**

- a. Chairman will receive \$11,000 per season/term
- b. Vice Chair of Hockey Operations will receive \$7,500 per season/team
- c. Vice Chair Administration will receive \$7,500 per season/term
- d. Vice Chair Finance will receive \$7,500 per season/term
- e. Treasurer-Administrator / Yearbook will receive \$5,000 per season/term
- f. Risk Management Director will receive \$2,500 per season/term
- g. Rostering Administrator will receive \$4,000 per season/term
- h. Equipment/Apparel Administrator will receive \$2,500 per season/term
- i. Development Director will receive \$2,500 per season/term
- j. Board honourariums will be as follows:
  - May to July- Payment in July
  - August to October- Payment in October
  - November to January – Payment January
  - January to April- Payment in April
- k. A T4A tax receipt issued by the Association for these payments.

#### **5. Association Staff:**

- a. Ice Scheduler will receive \$7,500 per season
- b. Payment will be made in three equal instalments on September 30th, December 10th and April 1st.
- c. A T4A tax receipt issued by the Association for these payments.

**Note:** It is the individual's responsibility to claim any income earned. The association will issue a T4A for any monies more than \$500 per CRA.

#### **Adjustments:**

The honorarium may be adjusted on an individual or team basis, subject to qualifications, experience or other factors as required. The Executive has final authority to decide whether the recommendation is accepted. If accepted, it will be implemented with the next payment following the Executive's decision and payments will be pro-rated accordingly.



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### Guidelines for Team Managers

The following guidelines are intended to assist you as the manager of your team.

#### **1. Key Responsibilities**

- 1.1. Your role is to establish and maintain open lines of communication between Head Coach, players and parents and the Association. Listed below are some of the responsibilities you have as team manager.
- 1.2. Follow Association's Parental Complaints Procedure with the 24-hour reflection period with the first step being a written complaint. Dependent on the issue, you should contact the Director of Administration, Manager Mentor or Risk Management for any questions or concerns you may have.
- 1.3. **Important:** all written complaints that are sent to you or the coach **MUST** be forwarded to the Director of Risk Management.
- 1.4. If the issue is **NOT** resolved after following our Association's Complaints Procedure, contact our Director of Risk Management.
- 1.5. A copy of your team rules must be handed out to players and parents, preferably by the first practice. Confirm with your coach that the team rules have been reviewed and approved by the Vice Chair Hockey Operations and Risk Management Director for the current season. *In most cases the head coach will have done this prior to the appointment of a manager.*
- 1.6. Know your team policy on cell phone and electronic devices. No electronic devices with recording capabilities are permitted in change rooms – zero tolerance.
- 1.7. Follow all policies as outlined by the Barrie AAA Zone and OMHA. Ensure you understand your duty of care.
- 1.8. Ensure **ALL** players and coaching staff conform to the Association Dress Code as outlined in the policies.
- 1.9. You provide a sportsmanlike example for the players, coaches, parents and fans.
- 1.10. Attend all manager's meetings as required.
- 1.11. Provide a team list with full contact information to the VP of Administration as soon as possible after the completion of tryouts (template form available on the Barrie AAA ZONE website). Note: this is separate from the roster information required by the Rostering Administrator.
- 1.12. Keep all team records, including the team budget, player information forms, player contact information, player cards, and any other documentation required for the operation of the team.



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- 1.13. Assist the Trainer if ensuring they receive a medical health form for all players and team staff. These records, once reviewed by the Trainer are to be sealed in individual envelopes and maintained by the Trainer.
- 1.14. Provide the Vice Chair Finance and Treasurer a copy of your team budget for approval as soon as possible following completion of the tryouts. This must be approved by each parent on the team.
- 1.15. Email monthly bank reconciliations to the Treasurer and each member of your team by the 1<sup>st</sup> Friday of the following month.
- 1.16. Ensure that all team staff, players and parents review and sign the Fair Play Code (forms available on the Barrie AAA ZONE website).
- 1.17. Ensure that all team staff, players and parents review and sign the Media Release Form (forms available on the Barrie AAA ZONE website).
- 1.18. Update and maintain your Barrie AAA Zone website with your teams' player info and team schedule (league and playoff games are maintained by the AAA Ice Scheduler). The manager only needs to update the tournament schedule and team events.
- 1.19. Ensure that sufficient parent volunteers are enlisted to provide services to the team as necessary for time keeping, fund raising, parent volunteer activities, statistical information and player activities;

## 2. Things to do

- 2.1. As soon as possible, advise the Associations Ice Scheduler of dates that need to be blocked off i.e. dates your team is away in tournaments etc. *In most cases the head coach will have done this prior to the appointment of a manager.*
- 2.2. As required, the Associations Ice Scheduler, coach or team manager, **must** attend the season's scheduling meeting with the Eastern AAA Hockey League (the date is determined seasonally). **Only 1 person may attend per team.**
- 2.3. Arrange for a timekeeper for all home games (see website for contact details for Association approved timekeeper).
- 2.4. Notify team of game and practice schedules as soon as they become available and post on your team's website.
- 2.5. Canvass your team parents for volunteers for a Media Liaison person, fundraising committee (should have at least half plus one on this committee for a majority rules on voting for fundraising ideas and ways the team would like to spend their funds), photographer, stats person for all games, team parent to help organize team meals and team parties/gifts for year end.



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- 2.6. Process tournament applications as per Coaches request. *In most cases the head coach will have done this prior to the appointment of a manager.*
- 2.7. Book tournaments and arrange hotel accommodation's (please ensure you follow the tournaments rules as many tournaments have mandatory accommodations)
- 2.8. Complete and submit your travel permits to the Chairman via email at least 2-3 weeks in advance.
- 2.9. Complete and submit to Risk Management a travel/medical insurance coverage report 2 weeks prior to any team related travel outside of the Province of Ontario (template form available on the Barrie AAA ZONE website). Ensure that all team staff, parents and players understand that they should have appropriate travel/medical insurance.
- 2.10. Set up exhibition games as requested by Coaches, (travel permits are required). You will need to arrange for refs with the AAA Ice Scheduler.
- 2.11. Print and keep a copy of your Roster, AP list and the Barrie AAA Zone Rules of Operations with you along with the OMHA Manual of Operations with you for all games.
- 2.12. Keep statistics – please note that stats can be pulled from the data compiled by Gamesheet Inc. from the electronic game sheets, however, this does not include stats from exhibition or tournament games and does not include goalie and +/- stats. Confirm with your coach prior to the season commencing that stats are to be maintained if outside of the basic information that can be obtained from the Gamesheet Inc. website.
- 2.13. Assist team staff with the completion of all paperwork i.e. on ice helper's information along with their insurance, police check, Rown's Law documents, etc. as per Risk Management requirements (see below).
- 2.14. Adhere to the deadline associated with requests for information and/or photos for the yearbook. First information requests are generally mid-February and must be completed prior playdowns commencing. Date specific deadlines will be determined season to season in consultation with the yearbook supplier and will be communicated to team managers and coaches.
- 2.15. **Affiliated Player (AP) Roster:**
  - a) Assist the coach as requested with the documentation required by the Rostering Administrator. Please note the following:
    - i) AP forms will not be accepted for processing if any line is missing. All player, coach and parent signatures must be on them as well as player address and date accepted – failure to provide a properly filled out form will result in the form being returned and the coach not being able to use the player until it's submitted correctly.





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- ii) AP forms being scanned and emailed must be scanned as individual documents and not as a group – each player must be its own attachment.
  - iii) Coaches can only AP a player a year younger AAA or same age but AA or A etc. A player can only AP to 1 team so the parent and player must decide if our AAA team is the one they choose to AP with
  - iv) Once a player is added to the AP roster, they cannot be removed, hence you must be selective as to who you AP. Once signed and rostered as an AP they can no longer AP to another team. Only 19 AP players are allowed and you cannot switch any at deadline (be sure who you want because it can't be changed after the fact). No swapping out for new ones.
- b) The first list of Aps must be to the Rostering Administrator by September 30<sup>th</sup> and should consist of 3 forwards, 2 defense and 1 goalie.
  - c) All AP forms must be completed and submitted to the Rostering Administrator not later than January 5<sup>th</sup> of the current season.

### **2.16. Equipment:**

- a) Ensure you have read and understand section 4 of the Policy Manual (Equipment, Player Uniforms and Team Colours).
- b) If there is something the team would like to purchase outside of our mandatory items, the team, must make a written request for approval to the Equipment Administrator, the Chairman and Vice Chair of Hockey Operations prior to placing their order. If an order is placed without prior approval, the person that placed the order will be required to replace the team funds.
- c) End of season - Return of Equipment: a complete set of team AP jerseys and sock is to be returned and in good condition immediately after the season ends. Please understand that AP jerseys not properly laundered or lost at the end of the season will be done professionally at the expense of the team.

### **2.17. Team Staff (Criminal Record Checks / Disclosure Forms):**

- a) All persons having any contact with the players must have an original criminal record check on file with Barrie Colts AAA. Under OHF Regs and Barrie AAA policy, criminal record checks are only valid for a period not exceeding three (3) years.
- b) A Disclosure Form must be signed each year confirming that the record check we have on file is still in good standing (or any addition charges are disclosed).

### **2.18. Prior to Game**

- a) Obtain dressing room key (inspect room for cleanliness/damage).



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- b) **Game sheet:** Prepare or review the game sheet. Complete the game sheet properly and ensure game number, exact team names, date, and rink. All players information must be included players name, number, Captains, Assistants. AP's must also include. **Do not forget to add any player/coach suspensions (example Robert Smith - 1 of 3).**

- i) **Electronic Game Sheets** – All regular season ETA games will be processed electronically using Gamesheet Inc. and an iPad provided by the Association. Managers are still encouraged to retain 6 paper games should there be any issues. Should it be necessary to record an ETA game (regular season or playoff) on paper, please ensure that Risk Management is notified immediately.

**Home Games** – the home team is responsible for providing the time keeper with a game ready game sheet. This means that the rosters for both teams have been loaded, captains assigned, AP players added (if necessary), service of suspensions is noted (if necessary) and signatures from team staff for both teams. Everything that was done on a paper game sheet must be done on the electronic game sheet. Following the game the time keeper will deliver the iPad to the referees who will add any notes and sign the sheet. Thereafter the game sheet is locked and uploaded by the timekeeper. The iPad is then returned to the home team.

The Association timekeeper has an iPad as a back-up in case there is an issue with the team iPad.

**Away Games:** – Games – you will receive their iPad for review and updating, if necessary. Again, ensure that suspensions are noted, if any.

Managers are still encouraged to retain 3-6 paper games should there be any issues. ***Should it be necessary to record an ETA game (regular season or playoff) on paper, please ensure that the Vice Chair of Administration is notified immediately.***

- ii) **Paper Game Sheets** - Please follow the procedure below for paper game sheets – **Please ensure rosters are printed clearly and are complete with full names and jersey numbers:**

Paper game sheets must be submitted to the Vice Chair of Administration as soon as possible and at the latest by 9 AM on the Tuesday following the event.

**Home Games** – the original white copy of the game sheet must be submitted. No copies will be accepted. Game sheet(s) can be dropped off during regular business hours at the office of Barriston Law located at 151 Ferris Lane, Suite



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202, Barrie. If delivery is an issue, please contact Hannah Lankin as soon as possible to make alternative arrangements.

**Away Games** – the pink, green or yellow copy of the game sheet must be submitted to the Vice Chair of Administration. You can either provide me with a hard copy of the game sheet as outlined above or you can submit it by e-mail as a PDF document (please ensure the scanned copy is the complete 8.5x14 sheet and that it is legible). It is preferred that the game sheets are submitted as PDF document, however, submission of the game sheet by photo (jpeg document) will be accepted. It must show the complete 8.5x14 sheet and be legible. If it cannot be read, the hard copy of the game sheet will be requested.

As noted above, please submit the game sheet(s) by the first Tuesday following the event. A report must be prepared and submitted to our ETA convenor as soon as possible following the exhibition game or tournament (especially if there were any suspensions or suspensions which will be served following the exhibition game or tournament in regular league games). We acknowledge that our hockey volunteers lead busy lives outside of hockey so the last thing we want to do is bug you for missing game sheets. Your assistance in adhering to his time line is greatly appreciated. Game sheets can be dropped off at any time during regular business hours at the office of Barriston Law located at 151 Ferris Lane, Suite 202, Barrie. You do not need to worry about placing game sheets in envelopes or putting a name on same – the receptionist is well aware that all hockey stuff is for us.

- c) **Exhibition Games** - Please follow the paper game sheet procedure above for any game played outside of a regular ETA regular season game or playdown. If the Gamesheet Inc. App on the iPad is not being used to record the game, the Vice Chair of Administration will follow up with you and/or the head coach for game sheet.
- d) **Tournaments** – It is the responsibility of the Manager and/or Coach to ensure that the Vice Chair of Administration receives a copy of all gamesheets from a Tournament by the first Tuesday following Tournament.
  - i) If electronic gamesheets are used, please obtain PDF copies and email them to the Vice Chair of Administration. The Barrie AAA ZONE will NOT have access to those gamesheets like we do for regular ETA league games.
  - ii) Please follow the paper game sheet procedure above for tournament games where paper gamesheets are used.
- e) **Payment of Referees (Home Games Only):** Pay your refs before the game (they appreciate exact change). Refs will wish to read your completed game sheet at the



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time of payment. A seasonal referee fee schedule will be provided by the Vice Chair of Finance or Treasurer.

- f) Work with your team trainer to ensure that the Emergency Action Plan (EAP) has been completed and team volunteers are aware of their roles. Trainer must arrange before your season begins for a 'call person' for an injured player (call person is signaled to call 911).

Link: [http://assets.ngin.com/attachments/document/0043/7571/7 -  
Emergency Action Plan.pdf](http://assets.ngin.com/attachments/document/0043/7571/7 - Emergency Action Plan.pdf)

### **2.19. During the Game**

- a) Managers should not be 'on the bench' unless assistant Coaches/Coach or an at large coach are not available.
- b) Ensure to lock the dressing room door as the team leaves to play and be available if players are injured or ejected or at the end of a game. (suggested either you or your team trainer keep the key). Players are not permitted in the dressing room unattended or with only one adult, ensure the two deep rule is obeyed at **ALL** times).

### **2.20. After the Game**

- a) Get iPad (home games) and ensure game has been uploaded. If a paper game sheet (see above). Check for suspensions and refer to the OMHA, Manual of Operations.
- b) *Player Suspensions / Major Penalties:***
  - i) Part of the role of risk management is to monitor player suspensions and penalties. You and/or the head coach maybe asked to comment on player penalties/suspensions or participate in a player and parent meeting, if necessary.
  - ii) Please ensure that all Gross Misconduct (GM) suspensions are reported on the ETA website. This suspension report is to be used by ALL ETA teams for GM suspensions ONLY. This form MUST be completed within 24 hours of your game.  
Link: [http://etahockey.com/Forms/1001/Submit\\_Game\\_Suspensions/](http://etahockey.com/Forms/1001/Submit_Game_Suspensions/)
  - iii) A copy of the report should also be forward to the Chairman, VP of Hockey Operations, Risk Management and Vice Chair Administration (this may change with the evolution of electronic game sheet reporting).
  - iv) You may be contacted by the ETA Convenor for further details with respect to any penalty or suspension issues reported either on the electronic gamesheet or by the online reporting above. Any direct communication with the ETA



## Appendix

Convenor should also be communicated to the Chairman, VP of Hockey Operations, Risk Management and Vice Chair Administration.

### **3. Player Injury / Return to Play:**

#### **3.1. *Any Injury***

- a) If a player suffers an injury in a game or practice, which requires his removal from the game or practice without return, such player shall not be permitted to return without the parent's permission, along proper medical clearance. Note: if the player is injured during play and it is not a head injury, the player may return to the ice after consultation with the trainer and parent approval is given.
- b) Further, any injury to a player during a game or practice must be reported to the OMHA. You and/or your trainer must complete an Injury Report. It should be completed in consultation with the player's parent and any medical professional the player consults. The original report must be submitted to the OMHA and a copy of the report must also be submitted to Risk Management. It is very important that this injury report form be submitted for insurance purposes should a claim be made at a later date.

Link:

[http://assets.ngin.com/attachments/document/0043/7579/Hockey\\_Canada\\_Injury\\_Report\\_Form.pdf](http://assets.ngin.com/attachments/document/0043/7579/Hockey_Canada_Injury_Report_Form.pdf)

#### **3.2. Concussion (including suspected)**

- a) A concussion management procedure is in place and must be adhered to.
- b) Barrie AAA Zone Hockey has implemented a concussion management program. The Association has partnered with local primary care sport medicine physicians and clinicians at Barrie Sports Medicine and Rehabilitation Centre to deliver managed concussion care for all our players. Our collective mandate is to improve general awareness of the RTP process, while ensuring we safely guide players back to play. See the Appendix 4 for details: Concussion Management Program / Return to Play Policy

### **4. Resources:**

- 4.1. Barrie AAA document templates can be found on our website under the Team Resources Tab
- 4.2. There are also several excellent record keeping resources available on the OMHA team manager resource page. Link: <http://www.omha.net/page/show/2851679-resources>