

ORILLIA MINOR HOCKEY ASSOCIATION

RULES FOR OPERATION



Purpose

**The purpose of these rules is to enable
the Orillia Minor Hockey Association
to operate its hockey program
in a manner consistent with its objects,
its bylaws, the regulations
of governing bodies
and common sense.**

**Safety and fair play,
on and off the ice,
are critical to the success
of the hockey program.**

AUTHORITY

These rules and regulations are policies of Orillia Minor Hockey Association, as defined in the Bylaws and having been considered by the Board of Directors on February 22, 2005.

The Regulations of the Ontario Minor Hockey Association, including playing rules, are adopted and form part of these rules.

“This book covers the most frequently used rules regarding coaches, players, parents” in the Orillia Minor Hockey Association.

GOVERNING OF RULES FOR OPERATION

It is anticipated that the Rules of Operation will be reviewed annually by the membership and adjusted to accommodate changing circumstances. However, during the season, the responsibility of interpreting/adapting the Rules for Operation will lie solely with the Board of Directors of the Association.

CODE OF CONDUCT

This Code for Conduct identifies the standard of behaviour which is expected of all Association members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in Association activities and events.

Orillia Minor Hockey is committed to providing an environment in which all individuals are treated with respect. Members and participants of Orillia Minor Hockey shall conduct themselves at all times in a manner consistent with the values of the Orillia Minor Hockey Association, which include fairness, integrity and mutual respect.

During the course of all Association activities and events, members shall avoid behaviour, which brings the Orillia Minor Hockey Association or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

Association members and participants shall at all times adhere to Orillia Minor Hockey Association and Ontario Minor Hockey Association's operational policies and procedures, to rules and regulations governing Association events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of Orillia Minor Hockey Association.

Members and participants of Orillia Minor Hockey shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of Orillia Minor Hockey shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated, and will be dealt with under the Ontario Minor Hockey Association Harassment and Abuse Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the Ontario Minor Hockey Association. Such action may result in the member losing the privileges, which come with membership in the Orillia Minor Hockey Association, including the opportunity to participate in Association activities and events, both present and future.

Code of Conduct for the Organization

The Orillia Minor Hockey Board and its designates will:

- Do our best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background, or race
- Discourage any sport program from becoming primarily an entertainment for spectators.
- Make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all members wherever Association activities take place, in those programs, and at the hands of Association members or others.
- Make sure that age and maturity level of children is considered in program development, rule enforcement, and scheduling.

- Remember that play is done for its own sake and make sure that winning is kept in proper perspective
- Appropriately and thoroughly screen all those who provide service on behalf of the organization, both before, but especially after they are involved, seeking to have Coaches and Officials who are capable of promoting fair play as well as the development of good technical skills
- Distribute, publicize, promote, and enforce the Codes of Conduct within this organization.

Code of Conduct for Players

As a player, I will

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

Code of Conduct for Parents/Spectators

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

- Enroll my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport;
- Recognize that at a hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants;
- Respect the decisions of the Coaches, whether at practice, special events, or during a game;
- Conduct myself in adult manner by attending games, practices, special events, and by being positive and encouraging to all players at all times;
- Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence;
- Never verbally abuse a Coach, Assistant, Manager, Trainer, or Official. I will remember that they have difficult jobs and will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper Association officials;
- Accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in Association activities. I will therefore do my part to protect and enhance the safety of my child and others;
- Understand and accept that violation of this Code may result in disciplinary action of some kind up to and including revoking of membership and all rights associated with membership;

Code of Conduct for Coaches and Team Personnel

I understand that as a Coach (or Assistant, manager, trainer, team parent, etc.); I am in a position of trust and authority. I will:

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

Code of Conduct for Officials

As an Orillia Minor Hockey Association Official, I will

- Recognize that my position is one of a teacher and role model for fair play, especially where young children are concerned. I will strive to honor that role and not to abuse my position in any way;
- Strive to see that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules;
- Work in cooperation with Coaches for the benefit of the game, and will be open to discussion, constructive criticism, and will respect and consider different points of view;
- Take all reasonable measures to avoid or put an end to any situation that threatens the safety of players, team, team Officials, or spectators;
- Seek to maintain a healthy atmosphere and environment for competition;
- Not permit players to be intimidated by word or action. I will not tolerate unacceptable conduct toward myself, other Officials, players, team personnel, or spectators;
- Strive to be consistent and objective in making my calls, regardless of the personal feelings I may have toward a player or team;
- Strive to handle all conflicts firmly and with dignity;

Obtain proper training and continually upgrade my officiating skills.

1) **BOARD OF DIRECTORS**

1. The Board must approve affiliations of any Board Members with other Leagues or Associations.
2. Members of coaching staff who are also members of the Board of Directors or its committees are expected to take care to avoid any appearance of using the influence of such membership to the detriment of the Association or its mission. (See **Appendix A: Ethical Business Conduct Policy**)
3. The Board shall appoint individuals or committees as deemed necessary throughout the year to help in areas of the Association not limited to Fundraising and Public Relations. These individuals/committees as needed will attend Board Meetings but will not have a vote.
4. The Board of Directors is responsible for the hiring of employees for the Association.
5. Board Meeting will be held once per month and when deemed necessary by the Board twice per month. Meetings may also be called at the discretion of the President or as a result of a request by a member of the Board.
6. Shall follow an Agenda as outlined below
 - Call to order
 - Declaration of Conflict of Interest
 - Deputations (must be pre-arranged)
 - Approval of Minutes
 - Business Arising from Minutes
 - New Business
 - Correspondence
 - Reports
 - Inquiries
 - Announcement
 - Adjournment

Association members are welcome to attend any Board of Directors Meeting as observers, but may not participate in matters being discussed. Those members who want to give a deputation to the Board must submit it in writing seven days prior to the meeting they want to attend.

2) **Life Members**

Life members may be appointed by the Board for exceptional dedication and contribution of time and effort to the development and furtherance of minor hockey in Orillia.

3) COMMITTEES

The following committees will meet throughout the year as deemed necessary.

- a) **Dispute Resolution Committee:** A committee put in place by the Orillia Minor Hockey Association (three members of the board) who review and evaluate complaints that are raised by the complainant. The members of this committee shall be determined at the beginning of each hockey season. Two members shall remain constant. The area of responsibility will determine the third member of the committee. (E.g. house league issue will be Director of House league) Should any member be unable to sit on the committee due to circumstances beyond their control the President may appoint an alternate board member.
For more information on the Dispute Resolution Process or forms for this process please visit the website at www.orilliahockey.com

- b) **Trophy and Awards Committee**
Shall consist of the Director of House League the Director of Rep and one individual appointed by the Board of Directors by the President.
Responsible for all Orillia Minor Hockey trophies and awards under the direction of the Board of Directors.

4) REGISTRATION

1. The Orillia Minor Hockey Association Board of Directors will set the fees annually.

2. All players shall register at the appointed time and location and must be properly registered before participating in any Association activity. Any player failing to comply with this rule shall not be permitted to participate.

3. All new registrants must submit satisfactory proof of age. Birth Certificates must be the Registrar General's Certificate of the Province of Birth.

4. The Administrative Assistant in consultation with the Secretary/Treasurer is empowered to modify the payment of registration fees for a player where circumstances warrant special consideration.

5. Any player who signs an AAA card or who has tried out for a team which is disbanded will be eligible for a full refund minus an administration fee and insurance cost to be determined at the discretion of the Board.

6. Completed registration shall consist of clearance on residency rule, proof of age, properly completed roster sheet and payment of the registration fee. All registration documents will remain in the possession of the Administrative Assistant who will make them available from time to time to other officials, but who will maintain custody at all times.

7. Team officials may not allow a non-registered person to be on the ice with a team. (If uncertain, check with the Administrative Assistant.) Failure to comply will result in immediate coach suspension by the applicable Director.
8. Non-resident players are eligible to participate in house league tournaments with their rostered team but ineligible to participate in representative or select tournaments or A/P to a representative team as per Ontario Minor Hockey Association rules.
9. A request for a refund or a portion of the registration fee minus an administration fee and insurance cost for a person who ceases to play Orillia Minor Hockey prior to the end of the calendar year due to **medical reasons or relocation** may be submitted in writing to the Administrative Assistant. The Administrative Assistant may only consider an application submitted for a player who ceases to play **after** December 31st on instruction from the board.
10. **Refund Policy:**
 - Serious Injury
 - A Serious health problem
 - Family moving to another community
 - A program cancellation
 - Ineligibility

5) **EQUIPMENT**

1. It is mandatory that all players under the Orillia Minor Hockey Association wear all the required approved hockey equipment per Hockey Canada and OMHA rules, at games and practices until they leave the playing area at the end of activity period. Failure to comply may result in suspension of the player and team Officials by the Association. The Association will be responsible for arranging the purchase of equipment as deemed required by the Board of Directors or its Appointee.
2. **Coaches & Assistants must wear Protective headwear during activities on the ice. In accordance with O.M.H.A. Regulations. (MANDATORY)**
3. Any player or Team Official failing to return equipment upon request shall be deemed to be not in good standing until it is returned to OrilliaMHA and deemed by the Board of Directors to be in satisfactory condition.
4. Deliberate misuse of any Orillia Minor Hockey Association equipment causing damage, will result in a fine to the guilty person equal to the replacement cost of the damaged article.
5. The Board of Directors will set terms and conditions and amounts of deposits, and rental fees for goaltender equipment. If equipment is not returned, the Association will cash the deposit cheque and retain the funds.

The cost of repairs to the user will be at the discretion of the Board should it be found that the damage was due to neglect.

6. Goaltenders, which make use of Orillia Minor Hockey Association equipment for anything other than Orillia Minor Hockey Association activities, will be required to pay an additional rental fee. Failure to pay the fee will result in the immediate repossession of the equipment.
7. Coaches are responsible for the sweaters and they must not be given out to players. Failure to abide by this policy could result in disciplinary action by the Board of Directors.

6) FUNDRAISING

1. All fund-raising events by individual teams must have approval of the Board of Directors. The request must be made in writing and approved by the Orillia Minor Hockey Association board, prior to the fund raising event-taking place.
2. Under no circumstances will a fund-raising event be approved if it conflicts with Orillia Minor Hockey Association run events and or sponsors. Orillia Minor Hockey Association carries out many fund raising events and teams are cautioned not to make commitments until their event has been duly authorized.

7) SPONSORSHIP

1. All Sponsors must complete the approved sponsorship form and pay the appropriate sponsorship fee as determined year to year by the Board of Directors.
2. Even though their name and logo will appear only on one team's uniforms, it is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants. Sponsors represent the second largest contributing groups to the Orillia Minor Hockey Association budget.
3. Therefore it is very important that all Orillia Minor Hockey Association members who have an opportunity to do so effectively and sincerely show their appreciation to the sponsors wherever possible.
4. Managers of Representative Teams shall ensure that all game results, including the sponsor's name are promptly reported to the daily paper. The Convener should hand House League game results in weekly to the Orillia Minor Hockey Office for submission.

- 5. Official sponsors of the Orillia Minor Hockey Association are not to be approached by any team official, parent or person associated with a team.**

8) TECHNICAL DEVELOPMENT

1. All players are encouraged to play in their respective age groups to ensure that Orillia Minor Hockey Association is competitive at all levels.
2. No member of the Board of Directors of Orillia Minor Hockey Association or any of its committees shall be barred from any coaching staff position solely by reason of such membership, except that the Director of Rep may not hold a head coach position in the Rep Division unless approved by the Board under extenuating circumstances. (e.g. through the coaching application process – applicant was denied and/or for an interim period until another coach is found).

9) HOUSE LEAGUE

a) Objectives

Primary objectives of House League Hockey are enjoyment of the game by all concerned and development of player skills. The Rules of Operations specifies procedures which the Association feels are necessary to promote these objectives. They will ensure fair and equitable competition while abiding by standards which will meet insurance conditions designed to protect everyone involved with Orillia Minor Hockey. It is strongly recommended that each Coach hold a pre-season meeting with players and parents. This meeting provides an opportunity for the Coach to introduce him or herself, his/her approach to the game and to establish how any problems are to be handled. Balancing of Teams will take place under the direction of the Director of House League and should be completed no later than the end of October.

House League Operating Procedures

1. All house league hockey shall operate under Hockey Canada playing rules, Ontario Minor Hockey Association and Orillia Minor Hockey Association rules, with the following additions and enhancements.
2. Only carded team officials, instructors or those volunteers with Orillia Minor Hockey Association who are registered and on the insurance list at the Orillia Minor Hockey Association office, will be allowed to participate in on ice activities, or be on the player bench. Any person used in an instructional capacity or are not carded officials must first be approved by the Board of Directors and their name(s) placed on the insurance list.

3. House league teams shall carry a maximum of 16 players at the discretion of the House League Directors, and approval of the Orillia Minor Hockey Association Board of Directors.

b) Conveners

Conveners are to ensure games are started on time. Monitor games for fair ice time. Prepare game sheet summary and distribute copies. Observe coach's conduct and referee performance, if necessary; submit a written report to the Director of House League. **UNDER NO CIRCUMSTANCE WILL THE CONVENOR INTERFERE WITH THE REFEREE'S CONDUCT OF A GAME.**

c) Minimum Players

If a team cannot dress 6 players by game time they will default the game and the game will be recorded as a 1-0 victory for the opposing team. The ice time will be used for a practice controlled by the coaches. No referees will be involved. If neither team can dress the minimum number of required players the game will be declared a 1-1 draw. The remaining ice time will be used for a practice. On the discretion of the Director of House League a team may dress 2 goalies provided they are given fair ice in the goaltending position.

d) Movement of Players

A player with ability so significantly in advance of his own age group that the age group equality is threatened may be moved to the next older age group on authority of the Director of House League. A player with ability significantly below this age group, or a player whose size may present a threat to his well being may be placed in the next youngest age group on the authority of the Director of House League. All player movement of this type must be completed by the end of October. All players moved under the provisions of this section will revert to their original age group prior to commencement of the next season. In the event of a divisional program not being offered players may be placed in other divisions at the discretion of the Director of House League.

e) Coaches /Managers Conduct

Coaches will endeavour to provide fair ice time to players. Double shifting will not be allowed. Continual non-observance of House League objectives will lead to the suspension of the Coach. Attendance of a House League Team at a tournament without completion and approval of a Travel Permit will result in suspension of the offending Coach.

Regularly scheduled house league games take precedence over any tournament or exhibition games.

Team Officials including Coaches must not approach sponsors for financial assistance.

Players not wearing approved full equipment will not be allowed on the ice. Coaches have authority to suspend a player from their team in consultation

with the Director of House League for continued profanity, abuse of referees, team officials, or their teammates.

Coaches may penalize players for habitual lateness or missing practices by not allowing ice time during the first half period of a subsequent game.

Potential House League Coaches must complete a Coaching application and Criminal Reference Check to be eligible for a position with Orillia Minor Hockey.

10)

DIVISIONS

a) Myte Division – IP Program

This program is designed for first year hockey player's 4/5/6 years of age. The primary objective of the Myte Program is to teach skills, which will enable participants to move into the Tyke Program and play with some level of confidence and proficiency.

The first half of the program will be dedicated to skating alone, initially with out sticks, later with sticks, then with sticks and pucks.

3 on 3 program to be played for the last two ice times of the program prior to final game.

“Scrimmages” may take place at the end of the season depending on the progression of the group(s) as a whole.

Certificates will be awarded to graduates. Three levels of achievement will be accomplished prior to graduation.

Full hockey gear is required for participants.

Instructors of the program must wear approved CSA helmets.

b) Tyke Division:

1) Let Them Play 3 on 3 Rules

- Maximum 14 players per team.
- Players to wear full equipment.
- Icing will not be called.
- Offside will not be called.
- There is no stoppage of play after a goal has been scored.
The scoring team must retreat to their end giving the opposition sufficient time to take control of the puck.
- Whenever the goaltender freezes the puck – attacking team must retreat to their end, giving the goaltender time to play the puck.
- Coaches will be responsible for officiating the flow of the game.
- 3 on 3 program to end by December 30th of each year.
- Coaches should encourage players to try the goaltender position.

Tyke (Full Ice)

- Icing, off sides and penalties to be called at the commencement of full ice.
- 3-10 minute stop time periods with two-minute buzzer.
- Players may be played in any position during game.
- There is no body checking or full slap shots.
- In order to encourage fair play, coaches must change their entire line at the buzzer with the exception of the goalie.
- Tyke penalties to be served on the player bench without the team being shorthanded.

- Coaches to be allowed on ice for the first four (4) games of Tyke Full Ice.

c) Novice Division:

- All penalties, icings and off sides will be called from the beginning of the season.
- 3-10 minute stop time periods with two-minute buzzer.
- Players may be played in any position during game.
- There is no body checking of full slap shots.
- To ensure all players have fair ice time, the coach is required to change his or her entire line except the goaltender at the buzzer.

d) Atom Division:

- There is no body checking or full slap shots.
- All games to be 3-10 minute stop periods.
- No “free ice”.

e) Pee wee/ Bantam/ Midget/ Juvenile: three 10 minute stop time periods for Pee wee Division – no buzzer

- 2 –10 / 1-15 minute stop time periods for Bantam, Midget, Juvenile – no buzzer
- last 2 minutes of each game “free ice” – team may ice a special line-up, which supercedes “equal ice time” requirements.

Orillia Minor Hockey Association will cover the cost during the season and playoffs for House League Referee and Timekeepers. All house league exhibition games are to be paid for by the house league teams.

11) HOUSE LEAGUE PLAY

- 1) There is no body checking allowed in House League Play.
- 2) Players must be rated at least once before team formation.
- 3) Any player in any division who is assessed three Minor Penalties in a game will be ejected and the third penalty will be served by a player off the ice. In the case of a goaltender receiving three Minor Penalties, there will be no ejection unless the team has another goaltender dressed. The penalties will be reviewed by the Director of House League and the Convener for possible additional suspensions.
- 4) All Match penalties and game misconducts will be reported to the OMHA Delegate and Regional Executive Member for review.
- 5) Any abuse of the referees during or after a game will be dealt with in accordance with the playing rules.

- 6) **Tyke, Head Coaches must have CHIP certification prior to starting the season with the team, or must obtain certification at the earliest available clinic. Novice and Atom Head Coaches must have Chip or Rec Stream 1 prior to starting the season with the team or must obtain certification at the earliest available clinic(s). Pee wee and above coaches must have Rec Stream 1 or higher.**
- 7) Any player who receives a fighting major will have the penalty reviewed by the Director of House League and the Convener for possible additional suspensions.
- 8) Each player to receive as reasonable a share of ice as possible. The duty remains with every team official to ensure that each player gets a reasonable share of ice time. Failure to do so may result in a suspension by the Director of House League.
- 9) Mercy rule in effect, scoreboard to reflect no more than a five goal differential.

12) REPRESENTATIVE HOCKEY OPERATIONS

The colours of the Association shall be the Teal, Grey and Black. Rep players are encouraged to wear black helmets, black pants, and mainly black gloves.

1) Players attending tryouts outside their own center -

- a. All players who wish to try out for an AAA team must complete an OHF tryout permission form signed by the OMHA Delegate prior to attending tryouts.
- b. Each player is required by the OHF regulations to present this form to the General Manager and or Head Coach of the team for which the player is trying out.

2) Team Composition

1. All “A” and “A/E” teams should carry at least 15 players (13 + 2 goalies) unless granted an exception by the Orillia Minor Hockey board of directors in consultation with the Director of Representative.
2. The final selection of the players in the Representative Division is the responsibility of the Coach of the team and his/her decision is final.
3. A player may not be cut from a Rep Team after **Oct. 15th**. However some exceptions may take place with permission of the Board. Prior to deleting a rostered player the head coach must notify the Director of Rep.
4. Where there is a second team (A/E) the make up of such team (i.e. minor/major split is the discretion of the team coach and should be based on player ability and skill level.

5. It is expected that during regular season that every player will be given the opportunity to play in a majority of games.

3) Tryouts

The Coach shall conduct tryouts with such assistance as he/she deems necessary provided all insurance requirements are completed. The Coach shall be responsible for:

1. establishing a criteria and procedure for player selection
2. establishing a procedure for informing those players who were and were not selected for the team
3. discussing the criteria and procedures listed above with the Director of Rep before the tryouts are held
4. providing the OMHA Delegate with a list of all players they wish to “card” as soon as possible.
5. the Board will levy a “tryout” fee for all Representative Teams, to be retained by the Board of Directors to be disbursed equally to the Teams for team purposes.
6. Coaches are responsible for seeing that the proper registration papers are returned to the next level coach or director (i.e. A/E or House League).
7. Coaches of “A” Teams are to communicate to those players they cut when the “A/E” Tryouts take place and encourage that player to participate in those tryouts.

4) Coaches Selection

In order to maximize the development of players by exposing them to various coaching styles and skills, Orillia Minor Hockey Association prefers to see rotation of Head Coaching roles over time. A person who has served as a Rep team Head Coach for two consecutive years will not be eligible to serve the same group of players as a Head Coach in the following year unless recommended by the Director of Representative and approved by the Board of Directors. That person is encouraged to serve another team in a Team Official capacity in their ineligible year.

5) Player Movement

- a) It is extremely important that each player movement is registered through the appropriate channels. Failure to do so will result in a ***one*** game suspension for each incident by the offending coach. A note will be placed in the coach’s file for future reference that may lead to ***removal*** of the offending coach.
- b) The Coach of an older aged Rep team may sign such under-aged player(s) subject to the consent of the player, the player’s parents, the Director of Rep and on approval of the Board of Directors. The coach of the younger team affected must be notified of such decision by the Director of Rep.
- c) Under no circumstances shall a player or parent approach a member of an older division team’s management for the purpose of having his or her son or daughter play on such team. Such incidents could be referred to the Member Discipline Committee.
- d) Any Rep player who chooses to leave the Rep team to return to House League prior to Nov. 1st may be assigned to play, at the discretion of the Director of

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House League at the age division above (i.e. Atom would play Peewee House League)

- e) If a player quits Rep Hockey after November 1st, he cannot move into House League without approval of the Board of Directors.
- f) If a player chooses to no longer play Rep hockey prior to November 1st he/she may be assigned to a House League team with the following restrictions –
 - a “cooling out” period of one week will be invoked between notification and assignment to a House League team.

6) Team Financial Support OMHA Finals:

Any Rep team going to the Ontario Minor Hockey Association finals who requests help financially, will be granted a sum determined each year by the Board of Directors, provided the funds are available in the opinion of the Secretary/Treasurer.

13) AFFILIATED PLAYERS (Rep & House League)

- a) Reasons to use AP listed players:
 - Players on an AP list are to be used in the following situations:
 - i) When a regular player is ill.
 - ii) When a regular play is injured.
 - iii) When a regular player is missing for personal reasons.
 - iv) When a regular player is serving a league suspension.
 - v) Under special circumstances with prior approval by the Director of Representative
- b) Any rep or house league player used to replace a player for any of the Board approved acceptable reasons may only play a maximum of five games. The five game rule does not apply to Tournament or Exhibition Games. Any Affiliated player who plays more than five games (regular or playoff) with a Team must pay the appropriate fees set by the Board.
- c) **Using** players on the AP list. Coaches who wish to use AP listed players must **FOLLOW THESE PROCEDURES**
 - If A/Ping a House League Player, the Rep Coach must contact the House League Coach to obtain agreement that player can be called. If a Rep game conflicts with a house league game the Rep Coach must consult with the Director of House League to obtain permission.
 - If A/Ping a Rep player contact the Head Coach of the Rep Team.
 - Contact the player’s parents and obtain their permission.
 - At the earliest opportunity, Rep Coach/Manager to advise hockey office that player has been used.
 - Failure to adhere to the procedure may result in the coach being assessed a suspension by the appropriate Director.

d) Allowing Affiliated Players to Play:

Orillia Minor Hockey Association fully supports the proper use of the AP list.

Coaches are asked to regularly communicate with each other to facilitate the process.

Coaches are asked to release players to the team that AP'd them if it does not interfere with games or practices of the player's own team.

When no conflict exists with games, practices or injuries/suspensions of the player's own team, the affiliated player must be released to the affiliated teams.

The coach of the affiliated player is not to impose any other conditions or use threats of any form to prevent players from playing.

Violation of this rule may result in the player's coach being assessed a suspension by the appropriate Director.

Any dispute among the coaches regarding the application of the AP rules will be referred to the appropriate Director for a decision.

**14) EXHIBITION GAMES AND TOURNAMENTS
(Representative & House League Coaches)**

1. Travel permits are available from the hockey office. Completed Travel Permits are to be handed into the hockey office or faxed to OMHA Delegate.
2. Teams will not be permitted to play against, practice with or participate in any form or controlled scrimmage with teams **Not Insured** under the **OHF** insurance policies.
3. Regular scheduled games should not be changed in order to play exhibition or tournament games without the permission of the Director of House League.
4. Any team playing an exhibition game must use an official game sheet and certified officials.
5. A copy of the game sheet must be forwarded to the OMHA Delegate.
6. House league teams may not play exhibition or enter tournaments with non-sanctioned teams at any level. Team officials who fail to adhere strictly to this rule may be subject to suspension by the House League Director.
7. House league teams are encouraged to participate in tournaments to a maximum of three per each hockey season. Unless approved by the Board.

8. House league teams must not enter Tournaments where body checking is permitted unless permitted by the Director of House League.

15) TEAM OFFICIALS RESPONSIBILITIES (House League and Representative)

Team officials include individuals approved by the board and registered as Head Coach, Trainer, Manager, Assistant Coach, 2nd Assistant Coach or 2nd Assistant Trainer. Orillia Minor Hockey Association will pay to register these five-carded officials for each team. No individual will be approved as a team official or a practice coach unless the Orillia Minor Hockey Association board has made a recommendation.

- a) All Head Coaches must complete a Coaching Application and Police Check. Assistant Coaches, Trainers and Managers must have a Police Check.
- b) A police check needs to be done every year.
- c) The police check will be kept on file for that 1-year period, and then a new one will have to be completed after that date.
- d) The Police Check shall be in the possession of the Orillia Minor Hockey Association screening person.
- e) The screening person will have the right to approve or disapprove coaching staff based on the parameters given.
- f) The screening person may ask all questions necessary to make the proper decision.
- g) A coach has the right to appeal this decision within 10 days.
- h) The Team Officials of all Orillia minor Hockey teams shall assume the responsibility for the conduct of their players and other team officials both on and off the ice.
- i) All teams and officials are warned relative to unbecoming conduct and causing damage to arena in which they play. Teams or officials negligent in this respect may be required to pay damages and/or be suspended from the Association resulting from such misconduct.
- j) The bylaws and rules are to be strictly adhered to by all team officials. Each team official will be supplied with a copy of the Bylaws and Rules for Operation.
- k) Team officials will become familiar with the appropriate Director responsibilities and provide all necessary cooperation.

- l) All team officials are expected to support Orillia Minor Hockey Association in various fundraising endeavours
- m) Each Representative and House League team is responsible to deliver a financial statement including all sources of funds and all disbursements to the Board of Directors twice yearly, providing copies to all team members and coaching staff.
- n) When a player requires medical attention other than of the team trainer, the team trainer must complete the appropriate injury report as per Ontario Minor Hockey Association rules. A copy of this report is to be filed in the Orillia Minor Hockey office by the trainer. A doctor's release is required before the player may return to practice or play. A copy of the doctor's release must be given to the Orillia Minor Hockey Office.

16 a) **POLICE BACKGROUND POLICY**

Representative

All head coaches must complete a Police Check and it shall be submitted to the Association by September 1st. The Association will submit the checks to the local OPP detachment immediately upon receipt. All assistant coaches, trainers and managers once identified, shall submit a Police Check to the Association within 7 days. The Association will submit the checks to the local OPP detachment immediately upon receipt.

House League

All coaches, assistant coaches, trainers and managers, once identified, shall submit a police check to the association within 7 days. The association will submit the checks to the local OPP detachment immediately upon receipt.

17) **ADDITIONAL RULES FOR TEAM OFFICIALS** **(Representative and House League)**

A) Head Coaches

1. Attend coaches meetings as required.
2. All coaches must have accreditation as stated in *Appendix "F"*.
3. Appoint a designate in the coach's absence.
4. Ensure that all players and parents are made aware of the playing rules.
5. Show respect for all referees decisions.
6. Hold a meeting at the start of season with players and parents in order to make them aware of the coach's plans and aims for the season, explanation of Ontario Minor Hockey Association Roster sheets, reason for budget, size of budget, fund-raising and other matters, that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
7. Accept ice time allotted with no exception.

8. Ensure the allotted ice is not wasted. **Trade with fellow coaches or be billed by Orillia Minor Hockey for dead ice not used. Ice Scheduler to be notified.**
9. Ensure that all team personnel are informed of practices.
10. Ensure that all equipment and facilities are available.
11. Ensure that all team documentation is properly prepared, maintained and readily available when required.
12. Complete appropriate evaluations and reports as required.
13. Ensure that all regulations, safety measures and policies are observed.
Home games:
 - Prepared a game sheet; ensure that it is properly filled out.
 - Ensure that visiting team has the game sheet **15 minutes prior to game time.**
 - Have roster sheet available at all times.
 - Ensure that OMHA Delegate receives a copy of game sheets with suspensions.

B) Assistant Coaches

Assistant coaches must be at least 16 years of age, and at least 4 years older than the players they are coaching, (e.g., Midget can coach up to Pee wee, cannot coach Bantam.)

Any Orillia Minor Hockey player used, as a practice coach must wear full equipment, unless player has proper accreditation as stated in (*Appendix "F"*).

C) Trainers

1. Trainers must have successfully completed a HTCP Level 1 or higher course and must be at least two years older than the division they are training for.
2. Inform coach of condition of players.
3. Keep up-to-date records on players and emergency contact information.
4. Keep records of players needs (i.e. Aerosol for asthma, Allergies etc.)
5. Trainers must immediately file an accident report with Ontario Minor Hockey Association a copy of this report should be filed with the Orillia Minor Hockey on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games. Incident Reports will be given out at the beginning of the season or available in the hockey office.
6. A copy of the game sheet must accompany the injury report.
7. When a player requires Medical attention, a Doctors release is required before the player may return to practice or play.

D) Managers

1. Managers of Rep Teams shall ensure that all game results, including the sponsor's name are promptly reported to the daily paper.
2. Will assist other Team Officials with off-ice activities including booking tournaments and other team arrangements.

18) SELECT TEAM RULES

1. The following rules, policies and procedures are to be applied to Orillia Minor Hockey Association Select Teams.
2. Orillia Minor Hockey Association Select teams will operate under “Representative Hockey” rules and regulations as outlined by the Ontario Minor Hockey Association and as modified and/ or strengthened by Orillia Minor Hockey Association.
3. Select roster sheets are required as soon as possible after the team is selected. All players signed to a Select Roster must meet all player eligibility rules. Select roster sheets must be submitted to the OMHA Delegate by Dec 1st.
4. Select rosters must be approved by the Ontario Minor Hockey Association prior to the players playing in a game or tournament (**see OMHA Regulations**).
5. **No player is eligible to participate on a select team until all House League team roster sheets have been completed and approved by the OMHA Delegate.**
6. Players signed to a select roster must, in the event of a game conflict, play for their House League team first. Failure to do so will result in the following. (**OMHA Regulation**).
 - The Select Coach **WILL** be suspended.
 - The player involved **WILL** be suspended.
7. **Ontario Minor Hockey Association** recommendations are to limit select teams to two exhibition games per month and three tournaments for a season.
8. Player signed to a select roster, in the event of a house league practice conflict, may with the permission of their House League Coach practice with or plays for the Select Team and misses their house league practice.
9. House League coaches **MAY NOT** unduly withhold this permission.
10. If a House League coach wishes to make the Select player go to the House League practice rather than the Select Practice or game, his reasons for doing so **MUST** be conveyed to the Director of House League prior to the time period in question.
11. The House League Director may, overrule the House League Coach and allow the player to participate with the select program. The House League Director’s decision shall be final. **The rational is that the higher caliber player will learn more by practicing or playing at a higher caliber of play. This in turn will benefit the player and his/her house league team.**

12. As the select teams are added as an enhancement to Orillia Minor Hockey programs, all players are required to pay a supplemental fee in addition to their base registration as determined by the Board of Directors.

19) INDIVIDUALS NOT APPROVED:
INDIVIDUALS WOULD NOT BE APPROVED FOR A POSITION IN
ORILLIA MINOR HOCKEY ASSOCIATION ON THE
FOLLOWING.

Individuals with outstanding Criminal Code convictions or charges pending will not be accepted based on, but not limited to the following offences. Orillia Minor Hockey Association accepts its significant responsibilities to its vulnerable clients.

This Association owes a duty of care to its clients, to staff, and to the community. Acceptance of this duty will be reflected in all Association programs, services and activities, as well as its Rules for Operation.

Orillia Minor Hockey Association recognizes that some of the positions in the Association are of significant trust. People applying for and understanding positions of trust will be subject to more intense and ongoing screening and supervision than individuals in placements, which are not positions of trust.

Orillia Minor Hockey will not discriminate against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a *bona fide* reason related essentially and explicitly to the position being applied for, and will do so with due consideration for need to accommodate applicants where possible.

For certain positions in the Association, a Police Record Check will be required as one element of the screening process.

Individuals with past *Criminal Code* convictions, five years or more recent, or charges pending for certain offences will not be accepted for a direct service position with vulnerable clients. These offences include, but are not limited to the following:

Five years or more recent –

- Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
- Individuals with past convictions or charges pending for drug offenses under the CDSA or its predecessor.
- Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.

Individuals with past *Criminal Code* convictions, charges pending or pardons for the following offenses will not be considered for a direct service position.

- Sexual Assault.

- Current prohibitions or probation orders forbidding the individuals to have contact with children under the age of 14.
- Indictable criminal offenses for child abuse.
- Sexual exploitation.
- Sexual Interference.
- Invitation to sexual touching.
- Any offense relating to the possession or distribution of child pornography.

Applicants may be rejected as a result of other information gained during the police records process or through the screening process as a whole or as a consequence of other factors.

It should be noted that every volunteer once accepted, is obliged to inform the appropriate Association Director **if he or she is charged, tried or convicted** of any offence under the Criminal Code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

Once accepted as a volunteer with Orillia Minor Hockey Association as a coach or coaching staff you will be required to complete a police check every year.

20) PROTEST/APPEALS/SUSPENSIONS

a) Protest

Protest Rule – see Ontario Minor Hockey Association Regulations section 14.0.

b) Appeals

Appeals – see Ontario Minor Hockey Association Regulations section 15.0

c) Other Suspensions

Suspensions issued in accordance with the playing rules and included explicitly or implicitly in the Referee's report of five games or less are not subject to appeal. Suspensions of five games or more maybe appealed according to section 15.0 of the Ontario Minor Hockey Association Regulations.

Orillia Minor Hockey Association is committed to fair play and safe play, and takes very seriously offences, which detract from normal enjoyment of the recreational hockey program. The Board of Directors may impose additional suspensions as determined by the Player/Team or Association Discipline Committee.

A suspension incurred during a House League game must be served in the House League before the player can resume playing. This also includes not participating in an affiliated Team Game as an A/P player.

Any abuse of facilities or use of sticks anywhere in the arena other than on the ice surface may result in the suspension of any person involved, by the Convener. All Team Officials, Conveners and Directors must discourage this practice. Team Officials are responsible for the conduct of all team personnel.

Policy regarding players eligible for two teams by affiliation. If such a player receives a suspension with either his registered team or his affiliated team the

player will serve the suspension with the team he is registered with, and will not be allowed to play for any team until the suspension has been served in full. Player would not be able to officiate or coach during the suspension.

Suspended person must be listed on the game sheet and suspension number (e.g. game 1 of 2) noted.

21) ABUSE & HARASSMENT POLICY

The Orillia Minor Hockey Association is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices.

Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

The policy applies to all categories of members in the Orillia Minor Hockey Association, as well as to all individuals participating in activities of or employed by the Orillia Minor Hockey Association, including but not limited to, players, officers, convenors, committee members, team managers, trainers, administrators and employees.

The policy applies to harassment, which may occur during the course of all Orillia Minor Hockey Association business, activities and events, including but not limited to competitions, team practices, training camps, exhibitions, meetings and travel associated with these activities.

For more information about the Abuse and Harassment Policy visit the website at www.orilliahockey.com

22) DISCIPLINE POLICY Re: Abuse & Harassment Policy **See Ontario Minor Hockey Association - Regulations**

23) APPEAL POLICY

Directive

The Orillia Minor Hockey Association Appeals Committee is structured to review and render decisions on appeals submitted by Orillia Minor Hockey Association members in regards to decisions made by the Board of Directors of Orillia Minor Hockey or sub Committees of the stated Board. Term of Appeal Committee Members to be reviewed annually by the Board of Directors.

Members appealing such decisions must be aware that the Orillia Minor Hockey Association Appeals Committee is not empowered to re-open a matter in order to view all of the original material presented with the intent of producing a new decision. The Appeals Committee will only review a decision or hear an appeal under one or more of the following conditions:

a) New relevant evidence that was not available to those persons who made the decision that is being appealed.

- b) An appeal maybe filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision.
- c) An appeal maybe filed on the grounds that the decision of the original hearing was too severe.
- d) An appeal maybe filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner.
- e) A written request for an appeal hearing based on one or any of the above criteria must be submitted to the hockey office within 48 hours of the original decision and be accompanied by a hearing fee as determined year to year by the Orillia Minor Hockey Board of Directors.
- f) Only those Appeals filed from May 1st to April 30th of the current hockey season will be heard.

Each officially convened Orillia Minor Hockey Association Appeals Committee will, for the purpose of the hearing, have a triad as its official participants. They will be the appellant (ie. parent, player) the designated spokesperson for the Board or Committee whose decision is being appealed; and the members of the Appeals Committee. All other persons who are present will not be deemed to have official standing and may speak only with the permission of the Chairperson.

At each hearing, the Chairperson will endeavour to have business conducted in the following sequence:

Call to Order

Introduction of Committee Members

Introduction of Designated Spokespersons

Appellant's presentation

Presentation on behalf of the Board or Committee who's decision is being appealed.

Committee members questions to the presenters.

Rebuttal opportunities for the presenters, followed by summary statements.

Adjournment, followed by the private discussions required for the Committee members to render a decision. The Appeals Committee has full authority to make decisions based on the case before them.

When the appeals Committee's decision is to uphold the appeal, than one-half of the appeal fee will be returned. If the Committee's decision is to reject the appeal, then Orillia Minor Hockey Association will retain the full appeal fee. The decision of the Appeal Committee shall be in writing.

The appeals committee may hear legitimate complaints about the actions of board members. The complaint must be specified in writing outlining the reasons. The Appeals Committee will determine whether the complaint will be heard.

All members must follow the proper process as set out in the Rules for Operations. No member will be permitted to circumvent the process by going directly to the Appeals Committee.

Decisions of the Orillia Minor Hockey Association Appeals Committee may be appealed to Ontario Minor Hockey Association.

APPENDIX “A”

Ethical Business Conduct Policy for Orillia Minor Hockey

Orillia Minor Hockey Association always has conducted business ethically and without conflict of interest. We expect the same from our employees and volunteers. Our ethical business conduct policy reinforces that commitment.

Our policy does not list every do and don't. We expect our employees and volunteers to use common sense, individual conscience and a commitment to 100% compliance with the law in applying the policy to particular situations. Here are some examples:

Conflict of Interest

We expect that our employees and volunteers will not benefit from their position within Orillia Minor Hockey that could hurt the Association. For example:

- Board members, employees and volunteers and their immediate family members may not ask for and may not accept payments, services or other things of value from anyone who is doing business or seeking to do business with Orillia Minor Hockey. We recognize that the practice of many of our suppliers and business partners is to provide small gifts, or to pay for meals or entertainment for our board members. This is not prohibited as long as our board members, employees or volunteers use common sense and follow certain guidelines:
 1. Board members, employees or volunteers may never accept cash.
 2. Board members, employees or volunteers may never accept anything offered in exchange for something from Orillia Minor Hockey.
 3. Board members, employees or volunteers may not accept a gift that is more than a nominal value (generally gifts less than \$100.00 in value)
 4. Board members, employees or volunteers may not accept excessive meals or entertainment.

Exception to these guidelines requires the approval of the Board of Directors. No exceptions ever will be made to guidelines 1 and 2.

- Board members, employees or volunteers may not do business or seek to do business with the company, unless Orillia Minor Hockey Board of Directors have approved. This includes serving as a director, officer, owner, employee or consultant of a company that does business with or seeks to do business with Orillia Minor Hockey.
-

- Board members, employees or volunteers may not serve as directors, officers, and employees to any Minor Hockey Association that is a competitor of Orillia Minor Hockey.

must disclose that information to the Board of Directors and must comply with any actions Orillia Minor Hockey decides are necessary to protect against the conflict of interest.

- Board members, employees or volunteers and their immediate family members may not use and confidential information received from Orillia Minor Hockey for their personal benefit. It also includes disclosing Association confidential information to persons outside the Association and its Board of Directors without written permission from the Orillia Minor Hockey Board.

Ethical Business Conduct:

We expect our board members, employees and volunteers to act in an ethical manner. We do not attempt to control the private lives of our members, employees or volunteers. But we do expect our members, employees and volunteers to avoid acting in a way that could damage Orillia Minor Hockey's reputation.

- Our board members, employees or volunteers may not drink alcohol while conducting Association business. The Board of Directors must approve exceptions to this policy. Also, our members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting Orillia Minor Hockey business.
- We expect our board members, employees and volunteers to be honest and truthful. During the course of their employ or tenure, members shall not steal, lie, falsify documents or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.
- All Orillia Minor Hockey accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict accuracy and completeness. All assets, liabilities, revenues and expenses must be recorded in the regular books of the Association.

24) DEFINITIONS

Association – Orillia Minor Hockey Association.

Members - Any employee, board of director or volunteer of Orillia Minor Hockey.

Immediate family member – Any board member, employee or volunteer’s spouse, parent. Child, brother or sister.

OMHA – Ontario Minor Hockey Association.

OHF – Ontario Hockey Federation.

Board – Orillia Minor Hockey Board of Directors

APPENDIX - AWARDS

This section of the Rules for Operation is for information only. The contents may be updated by the Board of Directors without ratification of the membership.

Awards

Awards are presented annual at the Annual Banquet or Annual General Meeting to individuals nominated in writing and approved by the Board.

Nominations must be made in writing and either mailed to the Orillia Minor Hockey Association or delivered to the hockey office. Date to be determined year-to-year by the Board and posted for the membership to review.

Cameron Long Award

This plaque may be awarded annually to the team official best exemplifying the qualities of dedication, commitment and leadership.

Michael Thompson Memorial Award

Each year Orillia Minor Hockey Association recognizes a young person who contributes to the well being and advancement of hockey in Orillia. This person is one who assists hockey on his own free time and exhibits the following qualities:

“The player who best exemplifies the qualities of dedication, co-operation, desire, enthusiasm, sportsmanship, academic proficiency and community involvement.”

William Troian Memorial Award

Presented annually to the Tyke House League Player who has shown the greatest degree of improvement over the season and displays enthusiasm and dedication.

Ken McNabb Award

Presented by the City of Orillia – annually to the top defensive player at any level of organized hockey in Orillia.

The “Doc” McKinnon Trophy

Presented by the City of Orillia annually to the most valuable player involved at any level of organized hockey in Orillia.

Recognition of Achievement

The Board may recognize, through a contribution towards the cost of trophies of up to \$ 15 per player, those teams who win the championship of their zone, or the York Simcoe League or are OMHA champions or finalist.

Banners

According to regulations determined by the City of Orillia Parks and Recreation Department only those teams that win an Ontario Championship will be entitled to hang a banner in the Arenas.

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