

# NIAGARA FALLS MINOR HOCKEY ASSOCIATION



## Rules and Regulations

Adopted by the NFMHA Executive

Updated MARCH 2010

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# **SECTION 1 GOVERNANCE**

The Niagara Falls Minor Hockey is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and the Manual of Operations of the Ontario Minor Hockey Association.

The Niagara Falls Minor Hockey Association is attempting to give opportunity for all participants to play in the league where the calibre of play is equal to their ability and provides a wholesome environment and an experience for personal growth and team play.

## **LEVELS**

### **1. RECREATIONAL HOCKEY – HOUSE LEAGUE**

The House League will provide the grass roots development base for minor hockey in Niagara Falls. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game, and fair play. The House League will encourage any system to ensure equal ice time for all players. All players will abide by the rules and regulations of the Association and its governing bodies.

### **2. REPRESENTATIVE HOCKEY – AAA OR A**

Representative teams will be comprised of players who desire a high level of competition and are willing to make a tremendous commitment in time and finances to the operation of the team. Competition and winning are integral parts of Rep Hockey. Player ice time during games is “EARNED” based on skill, performance, attitude, commitment, and practice attendance.

These players will try-out in the Spring (April) and the successful candidates will be chosen to represent Niagara Falls Minor Hockey in the Novice through Midget age categories. The AAA teams will play in the SCTA (South Central Triple AAA), the A teams will play in either the NDHL (Niagara District Hockey League) or Tri-County Hockey League and will enter OMHA playdowns in late January.

All players will abide by the rules and regulations of the Association and its governing bodies.

## **SECTION 2 CODE OF CONDUCT**

### CODE OF CONDUCT AND ETHICS

#### ALL MEMBERS

**PURPOSE:** To establish and maintain standards for members of the association and to inform members of the public using the services of the association. The standards are comprised of, but not limited to, the following principles:

- 1) Members must endeavor to respect the rights, dignity, and worth of every human being and endeavor to treat everyone equally within the context of their activity.
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 3) Members should communicate and cooperate with other sports organizations, non-sport organizations, medical practitioners, and educational institutions in the best interest of its' players.
- 4) Members should encourage directors, parents, players, and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 6) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- 7) Members are expected to consistently display high personal standards both professionally and personally.
- 8) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 9) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience, and abilities.

- 10) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

All team officials shall:

- 1) Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
- 2) Recognize individual differences in athletes and always think of the athlete's long-term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.
- 3) Lead by example. Teach and practice cooperation, self-discipline, respect for officials and opponents, and proper attitudes in language, dress, and deportment. Rules are mutual agreements, which no one should evade or break.
- 4) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- 5) Be honest and consistent with athletes. They appreciate knowing where they stand.
- 6) Be prepared to interact in a positive manner with administrators, league officials, and parents.
- 7) Be responsible people who are flexible and willing to continually learn and develop.
- 8) Encourage athletes to be fit all year, every year, and not just for the season.
- 9) Follow the advice of a physician when determining when an injured player is ready to play again.
- 10) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike, or mistrust and could lead to allegations of misconduct or impropriety.

## **PARENT'S CODE**

- 1) Do not force an unwilling child to participate in sports.
- 2) Remember children are involved in organized sports for their enjoyment, not yours.
- 3) Encourage your child always to play by the rules.
- 4) Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- 5) Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- 6) Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- 7) Do not publicly question the official's judgement and never their honesty.
- 8) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- 9) Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
- 10) Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not appropriate.

## **PLAYER'S CODE**

- 1) Play for the "fun of it", not just to please your parents or coach.
- 2) Play by the rules.
- 3) Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.

- 4) Control your temper: no “mouthing off”, breaking sticks, throwing gloves or other equipment.
- 5) Work equally hard for yourself and your team: your team’s performance will benefit and so will your own.
- 6) Be a good sport. Cheer all good plays, whether your team’s or your opponents’.
- 7) Treat all players, as you yourself would like to be treated. Don’t interfere, bully, or take unfair advantage of any player.
- 8) Remember that the goals of the game are to have fun, improve your skills, and feel good. Don’t be a show-off or always try to get the most points or penalties.
- 9) Cooperate with your coach, teammates, and opponents, for without them, you don’t have a game.
- 10) Remember that you are representing yourself, your parents, your team, and your Town/Sponsor at all times, to and from the arena.

### **SPECTATOR’S CODE**

- 1) Remember that children play organized sports for their own fun. They are not there to entertain you, and they are NOT miniature pro-athletes.
- 2) Be on your best behaviour. Don’t use profane language or harass players, coaches, or officials.
- 3) Applaud good plays by your own team and the visiting team.
- 4) Show respect for your team’s opponents. Without them, there would be no games.
- 5) Never ridicule or scold a child for making a mistake during a competition.
- 6) Condemn the use of violence in all forms.
- 7) Respect the officials’ decisions.
- 8) Encourage players to always play according to the rules.

## **SECTION 3 ELIGIBILITY AND REGISTRATION**

- 3.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements, including provision of proof of age as herein after proved.
- 3.2 The NFMHA reserves the right to prescribe requirements from time to time, including promulgation of the By-Law specifying grounds for refusing or withdrawing participation, disciplinary actions, and related matters.
- 3.3 PRIORITY TO REGISTER WILL BE:
- (i) Firstly, residents of the City of Niagara Falls.
  - (ii) Secondly, residents of neighbouring municipalities deemed by the OMHA to be within the zone boundaries of the City of Niagara Falls as an OMHA center.
- 3.4 All applicants must be registered on a designated registration form as decided by the NFMHA. At registration, a legal “click through” agreement is required. If applicable, an OMHA Offer of Commitment must be signed and dated by a parent or legal guardian.
- 3.5.1 First time applicants for registration must furnish proof of age (Birth Certificate or some other certified affidavit).
- 3.5.2 First time player registering with OMHA or Hockey Canada carded teams must submit their birth certificates unless born in the Province of Quebec or outside Canada.
- 3.6 Registration will remain open until the quota (if applicable) for each division is reached.  
Registration after September 1<sup>st</sup> will be at the discretion of the Board of Directors.  
New town residents will be accepted at the discretion of the association and/or as specified by OMHA Regulations.
- 3.7 A registration form must be filed with the registration committee, accompanied by the appropriate fee, before any player can participate in any activity sponsored by the NFMHA. The Board of Directors is empowered to prohibit any player from practicing or playing until the

fees are paid in full.

- 3.8.1 If a Rep, Select, or HL player terminates his participation on his own volition, after the league starts, he will receive NO REFUND
- 3.8.2 The Registration Committee will consider extenuating circumstances.
- 3.8.3 Refunds required due to player movement will be the responsibility of the Registrar and will be completed within 14 days of notification.
- 3.8.4 Refunds can be obtained upon the return of sweaters, or any other equipment belonging to the NFMHA in the same condition that it was issued.
- 3.8.5 If a player terminates his participation after the league starts, his refund, if granted, will be pro-rated based on the hours of ice scheduled and the condition of the returned equipment.
- 3.8.6 No refunds will be given after September 20<sup>th</sup> of the playing season.
- 3.9 Ages per division will be those set by the Hockey Canada.
- 3.10 Base costs will be established by the NFMHA for all levels.
- 3.11 "Final HL and Select Team Rosters" must be registered and received by the NFMHA by December 1<sup>st</sup>.
- 3.12 The NFMHA will set the date(s) for registration before May 30.
- 3.13 Registration procedures, quotas, etc. will be established by the NFMHA.

## **SECTION 4 EQUIPMENT, UNIFORMS, AND COLOURS**

- 4.1.1 The NFMHA will supply 2 sets of sweaters to all Rep teams. All Rep and Select teams will wear the team colours prescribed by the Board.
- 4.1.2 The Association's colours for sweaters will be Black with White and Red trim for all Representative teams. The alternate colour shall be White with Red and Black trim. The Dress Code for OMHA team players shall be a Black Helmet and Short Black Hockey Pants.
- 4.1.3 A Sponsor Bar will be affixed to the top back of the sweater. A name bar can be affixed by Velcro only, at the bottom of the sweater by approval of the Executive and at the team's own cost.
- 4.2 The NFMHA will supply 1 sweater and socks to all HL players, which can be kept at the end of the season.
- 4.3 All players during games and practices must wear the proper protective equipment as follows:
- (i) Approved OMHA facemasks with full-face protection and CSA approved headgear, including properly fastened chinstrap;
  - (ii) Approved skate heel guards where applicable;
  - (iii) Approved athletic support and cup or Jill;
  - (iv) Approved hockey gloves;
  - (v) Approved hockey shin pads;
  - (vi) Hockey pants, shoulder pads, and elbow pads;
  - (vii) A regulation hockey stick must be used for all league play and/or exhibition games;
  - (viii) Neck guards;
  - (ix) Mouthguards, as per OMHA regulations.
- 4.4 Goalkeepers must wear, in addition to the above equipment, a Hockey

Canada facemask and CSA approved helmet, chest pad, goalie gloves, goalie pads, neck guards, throat protector, and must use a regulation goal stick.

- 4.5 Equipment must be as per requirements of the Hockey Canada, OMHA, or any group with whom the NFMHA may be affiliated.
- 4.6 All team officials must wear CSA approved helmets, properly fastened, and approved skates with approved heel guards.
- 4.7 For any function involving an NFMHA team, e.g. tournaments, exhibition and/or league games, the sweaters and/or socks issued to each team must be worn. This will also apply to HL teams: they must wear the sweater as issued by the HL.
- 4.8 All Rep team jerseys and sweater bags must be returned to NFMHA at the end of the playing season. Any lost or damaged equipment will be the responsibility of the parent or guardian.
- 4.9 No additions or alterations to the equipment will be acceptable without the approval of the Board of Directors.
- 4.10 All Rep team players and officials are required to adhere to an NFMHA approved dress code for all games. The convenor must be advised of the chosen dress code prior to start of the season.
- 4.11 Only NFMHA logo apparel is permitted. Zone players and team officials are not permitted to wear zone logo apparel while playing on a NFMHA Rep team.

## **SECTION 5 TRY-OUT AND PLAYER MOVEMENT**

Any player wishing to play Representative hockey must attend AAA try-outs in order to be eligible to play at the Representative Level. Only players released from AAA will be eligible to play at the A level.

### ZONE PLAYERS TRY-OUT

All players on a AAA Zone team remain members of the home center organization and must have a letter of identification each year (Permission to Skate) from their home center before they are eligible to try-out for the Zone AAA team.

All players must register with the Zone Center and provide proof of eligibility prior to try-out.

The Zone Center must provide to the home center, a list of all signed players and unsuccessful players by September 15.

Any player signed by the Zone after September 15 will require the permission of the Home Center.

A player released by the Zone after September 15 will also require permission of the Home Center.

A Zone player requesting his release back to the home center must do so prior to November 1.

There will be no movement of zone players after November 1 unless it is in the best interest of the player and parent/guardian, Zone Government Committee, and the home center.

Niagara Falls Minor Hockey Association will publish try-out times for the respective teams on our website.

All final team rosters must be declared in writing with the following numbers of players at the conclusion of their last try-out:

- “AAA” teams – 15 to 19, including 2 Goaltenders (excluding Midget)
- Major Midget AAA – 15 to 20, including 2 Goaltenders
- “A” teams – 15 to 19, including 2 Goaltenders

**All coaches must declare the number of players that they will carry after their last try-out. That number must be maintained for the entire season.**

- All funds must be paid in full before any Representative player is eligible to participate with that team.
- No player may play for more than one team.

- Any player who signs an OMHA Offer of Commitment agrees to be elevated to the AAA team. If a player refuses when asked to be elevated to the AAA team, he will be sent to the House League Division comparable to the level of his ability as voted by the Executive and lose his eligibility for an OMHA team for the current season if duly voted on by the Disciplinary Committee.
- Only players whose name appears on the “Registered Players” list prepared by the Registrar may be placed on a House League team.
- When a NEW player becomes available to a team, if that player’s name does NOT appear on the “Registered Players” list, permission must be granted by the Registrar prior to that player stepping on the ice.
- Transfer of players from one team to another shall be done through the Directors convening the teams involved in such transfers. This involves the movement of players internally within the House League teams only. House League players may play as an Affiliate Player provided; (a) they have participated in AAA try-outs, (b) does not interfere with regular scheduled games or practices and must be a minimum 2-hour interval between games.
- Any player trying out whose parent/guardian is a member of the coaching staff will be evaluated to his/her ability by an independent committee.

### **UNDERAGE PLAYERS**

Any player requesting the opportunity to try-out as an underage player for a Rep Team must fill out a formal application and submit it before midnight, by February 1 of the current year to the Business Office of the Niagara Falls Minor Hockey Association. A non-refundable application fee of \$200.00 must accompany the application.

In order to qualify as an underage player, the player must possess the following:

- Must excel in skill at their birth year;
- Must be ranked in the top five in ability as a forward or defence on the team to which he or she is applying as per the Evaluation Committee Report, with exception to the position of goalie which must be ranked in the top two.

While every child has the right to try out as an underage player, if the Evaluation Committee feels in anyway that a player is at risk for injury, said player will not be permitted to try out a level up. If the player’s past two seasons at their birth year is not at the same level with the rep team in which they wish to try out for as an underage player, the Evaluation Committee has the right to decline the request.

All underage players trying out will be assessed by the Evaluation Committee. After consultation with the Head Coach, the Evaluation Committee will determine whether the player will be permitted to play for the team in which they have applied for as an underage player. The report filed by the Evaluation Committee is final.

5.1.1 The opportunity to try out as an Underage Player is applicable to AAA only. A player is not permitted to play underage at the A or House League level.

5.1.2 The Evaluation Committee will consider extenuating circumstances. Each case will be decided upon an individual basis.

5.1.3 The Evaluation Committee's decision is final.

5.2.1 All players should be encouraged to play at the level of their ability, but no player may be forced to play at a higher classification against his wishes. Any coach or manager who persuades, coerces, or compels any player to play for his team, shall:

- (i) On the first offence, receive a verbal warning;
- (ii) On the second offence, be suspended for the balance of the season.

5.2.2 All players wishing to play for any Rep team must attend all try-outs held for that team. Exceptions may be made for situations such as a conflict with "AAA" tryouts or temporary medical conditions. A doctor's note must be provided to the NFMHA business office.

5.3 HL players may play as affiliated players provided it does not interfere with regular scheduled games, practices, or playoffs and must be a minimum 2-hour interval between games.

5.4 If a Rep player leaves his team of his own volition after registration, but prior to November 1 he can only play for a HL team if an opening exists. He cannot return to the Rep level for the remainder of the season.

5.5 If a player refuses when asked to be elevated to a single A team, they will not be eligible to play in the Select program.

5.6 The position of the Niagara Falls Minor Hockey Association regarding waiver players shall be determined by the Board prior to try-outs of each upcoming season.

5.7 No coach shall be influenced to select a player for any OMHA Team

because his/her Parent/Guardian is a member of the Association.

- 5.8 In House League a player is ONLY permitted to play for one (1) team. Only in extreme circumstances may a goaltender be permitted to play on multiple teams by permission of the President of the Association. Each circumstance will be decided upon on an individual basis.

## **SECTION 6 CONDUCT AND DISCIPLINE**

- 6.1 Any Association Member, Executive Committee Member, Board Member, Committee Member, Coach, Manager, Trainer, or Player shall be subject to:
- (i) Suspension from the Association's activities if he contravenes in any way the Constitution, By-Laws, or the Regulations of the NFMHA;
  - (ii) Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the NFMHA. The NFMHA Discipline Committee will administer such action.
- 6.2.1 Any member of the NFMHA, coach, manager, trainer, or player who deliberately damages or defaces facilities used by, or equipment of the NFMHA, shall forthwith be suspended from the NFMHA until the cost of repair or replacement of the damaged equipment has been paid in full.
- 6.2.2 In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Disciplinary Committee of NFMHA.
- 6.3 Any coach, manager, official, trainer, parent, or player affiliated with NFMHA found under the influence of drugs and or alcohol in any arena will be subject to suspension without refund (where applicable) for the balance of the season.
- 6.4.1 All coaches are required to publish a list of team rules to the players and their parents prior to the start of the season. Those rules are subject to approval of the Board and will be submitted to the NFMHA Board prior to the start of the season.
- 6.4.2 Any coach who deems disciplinary action to be necessary against an individual player on his/her (coach's) team, for any reason, must institute use of Progressive Discipline, as laid out in the "NFMHA Disciplinary Form". Such forms are to be obtained from and returned to the current Coaching Convenor.
- 6.4.3 If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a violent nature or drug/alcohol nature) then suspension may be immediate, but must be brought to the Disciplinary

Committee meeting within 48 hours of the incident.

- 6.5 Any player who willfully plays, or any coach or manager who allows a player to play, who is found to be ineligible shall be subject to disciplinary action and/or suspension.
- 6.6.1 Discipline and suspension for Rep and HL players, coaches, and trainers will be governed by the Hockey Canada, OMHA, and NFMHA playing rules.
- 6.6.2 Any player, coach, trainer, or manager who is suspended by the OMHA and/or under NFMHA rules may, at the discretion of the Disciplinary Committee have his suspension reviewed by the Disciplinary Committee of the NFMHA for further action.
- 6.6.3 Prevention Services – All volunteers and team officials must adhere to all mandates as outlined in the Harassment/Abuse Speak-out module as defined by the OMHA.
- 6.6.4 Team Meetings – All representative team coaches must have a pre-season meeting with the Association Parent Liaison and the appropriate convenor present to outline the coaching philosophies to all parents. They must hand out written team rules, also outlining points on ice time, player position rotation, discipline, costs, and communication.
- 6.6.5 24-Hour Cool Down Rule – The NFMHA specifically stresses that the coaching staff clearly communicates to the parents that if there is a complaint to be lodged that the effected party wait for 24 Hours before lodging a complaint.
- 6.6.6 Complaint Procedure
  - (i) After the 24-hour cool down period, the complaining party should approach the coach involved for resolution.
  - (ii) If after (i) has been tried and no satisfaction has been received the complaining party will contact the Parent Liaison for further action.
- 6.6.7 Conflict of Interest – All Volunteers/Board members will be instructed to step down from participating in a process where a conflict of interest is perceived.
- 6.6.8 Confidentiality – Unless expressed otherwise all Executive Meetings will be classed as “In Camera”. Any Board member found guilty of breach of confidentiality will be subject to suspension and or ejection

from their position.

6.6.9 Unsupervised Dressing Rooms – All coaches and managers must maintain supervision in dressing rooms at all times. The team officials are representatives of the Association and the Two-Deep Rule is to be in effect at all times.

6.6.10 Female Players – Female players must be provided with a separate room for dressing.

6.6.11 No players and coaching staff may shower together at the same time.

6.6.12 Transportation of Athletes: No member of any coaching staff may transport any player other than their own child to any game, practice, or team function.

6.6.13 Road Trips – Team personnel and unrelated athletes will not share accommodations.  
OHF guidelines require billeting parents to have a Police Record Screening completed.

6.6.14 Any time a player is seriously injured, e.g. head injuries, an OMHA injury report and clearance by his/her physician (doctor's note) will be required before the player is allowed to return to play.

6.6.15 Releasing Children from Supervision: When a parent or guardian is more than 15 minutes late retrieving players from a practice or game, the Coach will then attempt to contact either the parent or an emergency contact to release the child to their care. If either attempt fails, the police will be called.

6.6.16 If inebriated or impaired caregivers arrive to pick up players, the police will be called.

## **SECTION 7 TEAM OFFICIALS**

- 7.1.1 It shall be the responsibility of the Team Officials of each team to attend all meetings of the Association.
- 7.1.2 Team Officials who disregard their responsibilities shall be liable to disciplinary action.  
Head Coaches are responsible for their team's affairs. Discipline in team matters will be addressed to the Head Coach.
- 7.1.3 All Coaches must have the applicable Coaching Certification. Trainers must have their OMHA trainer's card. All teams must have a certified coach and certified trainer on the bench.
- 7.2 All team officials should, where possible, seek ways of improving their abilities and credentials.
- 7.3.1 Only 5 team officials (per team) will be registered with the OMHA.
- 7.3.2 Ensure that only approved, carded team officials and players (in full hockey equipment) are on the team bench during all games.
- 7.4.1 Ensure the proper observance of the By-Law and Manual of Operations of NFMHA.
- 7.4.2 Acquaint their team members with the Hockey Canada, OMHA, and NFMHA Rules and Regulations.
- 7.4.3 Exercise control in the conduct of their players and themselves. They must endeavour at all times to prevent disorderly conduct before, during, and after any games or practices, on or off the ice, or in any arena or while taking part in NFMHA activities.
- 7.4.4 It is the responsibility of team officials to ensure that the Two-Deep Rule is in effect at all times, with the exception of "ON THE ICE ONLY" where only 1 official is necessary. Any team found in violation of this rule will result in a suspension of the Head Coach.
- 7.4.5 Provide a completed, signed game sheet to the game timekeeper prior to the commencement of the game.
- 7.4.6 Ensure that the required number of eligible players are ready for every game.

- 7.5.1 Ensure the care, keeping, and return of all NFMHA equipment used by their teams during the season.
- 7.5.2 Ensure the efficient operation and decorum of their teams throughout the season.
- 7.5.3 Ensure that carded team officials only shall be on the bench during games and practices.
- 7.5.4 Keep and maintain a record and account of the team's financial affairs. It is the team's responsibility to provide a financial statement at the end of the season to NFMHA.
- 7.5.5 Ensure that no one associated with the team approaches a sponsor for extra funds over and above the agreed sponsor's fee.
- 7.5.6 Assist and support any fundraising promotions as determined by the NFMHA.
- 7.5.7 Understand and follow the procedures for both underage player movement, affiliated player usage, and permanent player movement.
- 7.6 With cooperative communication between the HL and Rep coaches, affiliated players are encouraged to practice or play at the Rep level. HL coaches should not object to their players practicing or playing with the Rep teams when there is no conflict with their HL commitment. Rep coaches are encouraged to have HL players attend Rep practices.
  - 7.7.1 A Rep coach cannot cut his team to less than the number of players declared.
  - 7.7.2 No player will be allowed on the ice or bench without:
    - (i) being dressed in full hockey equipment;
    - (ii) having registration paid in full;
    - (iii) 1 member of the coaching staff being in attendance.
  - 7.7.3 Coaches must submit the names, addresses, and certification designations of their managers, assistant coaches, and trainers prior to the beginning of try-outs. Each coach must have a certified trainer (separate from himself/herself).
  - 7.7.4 OMHA coach's guidelines must be adhered to by all coaches.
- 7.8 All approved Team Officials must receive and sign for a copy of the

Association By-Law and Rules and Regulations.

- 7.9 Safety precautions must be taken during all games and practices, e.g. All player and penalty box doors must be closed and locked during practice and games, as well as, the doors onto the ice surface.
- 7.10 NFMHA Executive will hold coaches responsible for player conduct. As coach, you are responsible for player conduct on the ice, on the bench, and in the dressing room. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.
- 7.11 Coaches, their managers, and trainers will not smoke, swear or be under the influence of alcohol and or drugs while in the presence of their players, e.g. while on the ice, bench or dressing room. No Team Official will verbally or physically abuse any member of the Executive.

### **RESPONSIBILITIES OF TRAINERS**

It shall be their responsibility to:

- 7.12.1 Supervise the health and incidents of injury of the players on his/her team. It is recommended that all trainers receive a medical certificate for any player injured during game or practice (resulting in the loss of significant playing time) before that player returns to the team. All shall supply Director/convenor and business office with official OMHA Injury Report within 48 hours for insurance purposes. OMHA Injury Reports can be obtained through the Minor Hockey business office or the OMHA website.
- 7.12.2 Ensure that the team parent group is familiar with procedures involving the emergency action plan (EAP) for all games and practices.
- 7.12.3 Ensure that the trainer's kit is available at all games and practices.

### **COACHES AND PARENTS**

- 7.13.1 Rep and HL coaches and manager must meet with the parents after the team is finalized, throughout the season, and at the end of the season.
- 7.13.2 These meetings are used to explain:

- (i) Coaching Philosophy;
- (ii) Team Operations;
- (iii) Playing Times;
- (iv) Team Budget, including Tournaments;
- (v) Team Rules;
- (vi) Responsibilities of Coaches, Players, and Parents;
- (vii) And any other points that either group wishes to discuss.

***It is essential to keep the lines of communication open.***

## **BUDGETS AND FINANCIAL STATEMENTS**

7.14.1 Team budgets and finances will be the responsibility of each team manager. Team financial statements must reflect that all monies have been **utilized for the benefit of the players only**.

7.14.2 All bank accounts must be opened in the name of the team with a minimum 2 names. No spouses may have signing privileges.

7.14.3 The Treasurer Committee must approve every team's budget to ensure revenue and expenditures are reasonable and just.

7.14.4 All fundraising projects by individual teams must be approved by the Board.

7.15 All teams that become involved in fundraising, receive parental contributions, and/or possess a bank account must submit the following to the Treasurer and parent group:

- (i) Initial budget approval as above;
- (ii) January 1<sup>st</sup> financial statement;
- (iii) Year-end financial statement by March 1<sup>st</sup>;
- (iv) Individual financial statements, seven (7) days after completion of fundraiser(s).

7.16 Each team opening a bank account will be required to supply to the Treasurer, their Bank, Branch, Account Number, and authorized signatures before their first game.

7.17.1 A copy of the year-end financial statement will be forwarded by the team to the Treasurer of the NFMHA by March 1<sup>st</sup>.

7.17.2 Failure to comply will result in referral to the Disciplinary Committee.

- 7.18 Any debts or bills incurred by any team, team official or player in the NFMHA, unless approved in writing by the Board, must be settled by said team or individual. NFMHA will not honour these debts.
- 7.19 Any team or individual incurring debts in the name of the NFMHA without prior written approval shall be liable to prosecution and suspension from the Association.
- 7.20 Team apparel and NFMHA logo goods may be purchased solely from the NFMHA. If found in violation, immediate suspension and any other penalty so deemed by the Board will apply.

### **SELECTION OF COACHES**

- 7.21 (i) Rep, Select, and HL coaches will be recommended for selection by the Coaching Selection Committee.
- (ii) Any member of the current Board of Directors or any member of the Association nominated to run for the Board of Directors may apply for or hold a Rep, Select, or HL coaching position. Said member may not be absent from any and all duties, including meetings without the succinct permission of the current President of the Association.
- (iii) Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Coaching Selection and Evaluation Committee shall be empowered to appoint a coach, provided approval has been granted by the Board.

## **SECTION 8 OFFICIALS, REFEREES, AND TIMEKEEPERS**

It is understood that HL is the training ground for referees and administered by Referee Association.

- 8.1.1 Referees for the HL will be coordinated by the Referee-in-Chief and it is recommended that those officials should have Level 201 Certification.
- 8.1.2 No referee can be involved in a HL game unless he is carded through the OMHA.
- 8.1.3 Rep hockey referee requirements will be administered through the Referee Association as required, according to the OMHA Manual of Operations.
- 8.1.4 HL timekeepers will be assigned through the Convenor of each division.
- 8.1.5 Rep timekeepers will be the responsibility of home team.

## **SECTION 9 CLINICS**

- 9.1 NFMHA will have the responsibility to offer educational clinics each year, where possible as per the requirements of team officials mandated by the OMHA Manual of Operations.
- 9.2 All Coach, Trainer, Refresher Clinics, and all required OMHA mandated Modules for all team officials may be subsidized in part by the City of Niagara Falls and NFMHA if the following criteria has been met:
  - (i) The participant has successfully passed the course;
  - (ii) The participant has completed a full season with NFMHA.

## **SECTION 10 FUNDRAISING**

- 10.1.1 All Fundraising requests must be forwarded directly to the Fundraising Director for approval by the Board.
- 10.1.2 Requests must detail exactly where the monies are to be applied.
- 10.1.3 No Fundraising will be permitted without express written permission from the NFMHA.
- 10.1.4 Within seven days of each completed fundraiser, a detailed financial statement must be submitted to the Treasurer.
- 10.2 It will be the responsibility of the team manager to comply all requirements, licences, etc. as dictated by the Ontario Gaming Commission and the City of Niagara Falls.

## **SECTION 11 SPONSORSHIP**

- 11.1 No Breweries, Distilleries, Wineries, or Tobacco Companies will be permitted to sponsor any team in the NFMHA.
- 11.2 All approved sponsorships shall be for a minimum 1-year duration.
- 11.3 All equipment purchased or donated by a sponsor shall become the sole property of the NFMHA and subject to all rules and regulations of the NFMHA.
- 11.4 All equipment shall be of a type and standard approved by Hockey Canada and NFMHA.
- 11.5 It shall be the sole responsibility of the Sponsorship Director to obtain and allocate the necessary number of sponsors.
- 11.6 No sponsor will pay any money directly or indirectly to any team nor may said sponsor directly or indirectly provide equipment or other benefits to their team, without the expressed consent of NFMHA.
- 11.7 All monies, equipment, etc. from sponsors must be paid to the NFMHA.
- 11.8 The NFMHA will set the dollar level for sponsorships.
- 11.9 Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.
- 11.10 Members should contact the Sponsorship Director if a specific sponsor wishes to support one of their teams. The Sponsorship Director will follow-up with the sponsor.
- 11.11 Each player carded to a AAA or A Representative team is responsible for securing one (1) \$100.00 sponsorship:
  - (i) The attained sponsor's name will be affixed to their Representative hockey sweaters by velcro until the completion of the present season;
  - (ii) Sponsorship cheques must be payable to the Niagara Falls Minor Hockey Association;

- (iii) If a player is released to House League at any point during the season, payment for sponsorship will be pro-rated and paid by the replacement player.

## **SECTION 12 GAMES AND PLAYOFFS**

### **PLAYING TIMES**

- 12.1 No NFMHA team may play more than 3 games in one day.
- 12.2 Rep teams will be subject to the rules of the NFMHA for game lengths.
- 12.3 HL and Rep "A" games running over the allotted time period during regular season will have a curfew and the results will stand at that point of completion.

### **PLAYOFFS – TRAVEL**

- 12.4 Will follow the format, rules and regulations as laid down by the SCTA, NDHL, Tri-County, OMHA, and NFMHA.
- 12.5 Funds will be allocated by the Board to pay for expenses incurred by any team that advances to the OMHA, OHF, and Hockey Canada Championships. The Executive will have final approval as to the amount to be assigned per team as circumstances warrant.

### **PLAYOFFS – HOUSE LEAGUE**

- 12.6 The V.P. of House League will provide a playoff schedule based on the hours of ice available.
- 12.7 The playoff format will be subject to the approval of the Board of Directors.
- 12.8 OMHA and NFMHA rules and By-Laws will apply to all teams entering into these playoffs.

### **TOURNAMENTS AND EXHIBITIONS**

- 12.9.1 Teams intending to participate in tournaments or exhibition games must be rostered with the OMHA. All entry fees to tournaments will be the responsibility of the said team.

- 12.9.2 Rep teams shall be permitted to participate in a maximum of four (4) tournaments during the season, including Christmas Break and March Break. A proposed Tournament schedule will be submitted to the Ice Scheduler by September 1<sup>st</sup> of the upcoming season. Failure to comply may result in denied approval from the NFMHA.
- 12.9.3 No team shall be allowed to enter a tournament or participate in any exchange program or trip during the playoff schedule unless there is no conflict with the published schedules. Approval is necessary from the NFMHA Ice Scheduler.
- 12.9.4 Travel Permits are required for any team participating in an Exhibition game or Tournament. Any monies, which may be required for approval, will be the sole responsibility of the said team. Exhibition games or Tournaments may be played with other recognized Affiliated Associations.
- 12.9.5 Approval for participation in tournaments and exhibition games is granted on the understanding that such tournaments or exhibition games do not interfere with regular scheduled games or playoffs.
- 12.10.1 Special permission for overseas tournaments and exchanges must be obtained and approved by the NFMHA, upon written application.
- 12.10.2 Rep teams must submit all Exhibition and Tournament game sheets to their NFMHA Convenor. Game sheets are then forwarded to the OMHA Convenor.
- 12.11 NFMHA sponsored tournaments must include an NFMHA entry within each proposed age classification of the tournament. The NFMHA tournament will be considered in the limitation number of approved tournaments.
- 12.12.1 NFMHA sponsored tournaments shall comply with the rules and regulations of the OMHA.
- 12.12.2 Disbursement or excess monies at the conclusion of an NFMHA sponsored tournament must be used for the betterment of the NFMHA program.
- 12.13 Penalties, discipline, etc. received in exhibition games and tournaments are subject to the Rules and Regulations of the Host Center, as well as, in accordance to the Manual of Operations of the OMHA and the Rules and Regulations of the NFMHA, e.g. If a player is penalized for fighting, that penalty will be carried over into OMHA

games, as well as serving the suspension in tournament play.

12.14 No exhibition games will be permitted during the regular season without succinct approval of the President of the NFMHA.

## **SECTION 13**

### **NFMHA POLICY WITH REGARD TO POLICE RECORD SCREENINGS**

The Niagara Falls Minor Hockey Association (*NFMHA*) accepts its' significant responsibility with respect to all members and especially the hockey players (*vulnerable clients*) that participate in our hockey program.

The *NFMHA* owes a duty of care to its members, staff, and to the community. Acceptance of this duty is reflected in all organization programs, services, and activities, as well as in our Policy and Procedures.

The *NFMHA* recognizes that some of the positions in the organization are of significant trust. People applying for and undertaking positions of trust will be subject to more intensive initial and ongoing screening and supervision than individuals in placements, which are no positions of trust.

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

For Executive Members, Volunteers, and Employees in the *NFMHA*, a Police Screening will be required as one element of the screening process.

In general, individuals with past Criminal Code (C.C.) convictions, ten years old 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:

- Physical or Sexual Assault – No Time Limit
- Sexual Exploitation – No Time Limit
- Invitation to Sexual Touching – No Time Limit
- Sexual Interference – No Time Limit (Criminal offences involving Sexual Exploitation, Invitation to Sexual Touching, etc. are considered unforgivable regardless of pardon.)
- Current Prohibition or Probation/Parole Orders forbidding the individual to have contact with children that are recognized as *vulnerable clients* within the *NFMHA* – No Time Limit
- Indictable Criminal Offences for child abuse – No Time Limit

- Outstanding convictions or charges pending for Criminal Driving Offences, including, but not limited to, Impaired Driving. Specifically, the *NFMHA* is looking at two or more Criminal Driving convictions in the past three years.
- Individuals with outstanding convictions, (eight years old or more recent), for Provincial offences related to a *bona fide* occupational requirement or qualification may be excluded from a position of trust, depending on the circumstance.
- Trafficking or Conspiracy to Traffic Narcotics as defined in the Combined Drug Substances Act of Canada (CDSA). – No Time Limit
- Possession or other illegal substances convictions, with the exception of a Minor Possession conviction ten years old or more.
- Applicants may be rejected as a result of other information gained during the PRS process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she has been refused and may appeal to the Board of Directors in writing for a review of their record.
- Every Executive Member, Volunteer, and Employee **once accepted**, is obliged to inform the appropriate *NFMHA* Executive, if he or she is charged, tried or convicted of any offence under the Criminal Code or under Provincial or Federal Statutes.

### **TIME LIMITATIONS**

All persons requiring a Police Record Screening will have same returned to the *NFMHA* Executive Member responsible by hand delivery no later than July 01 at midnight of each calendar year unless otherwise determined by the Board. The PRS is valid for a five consecutive year period and all persons must obtain a new one to qualify.

NOTE – At any time should a volunteer cease to be active and in good standing, the applicant must commence at year one.