

**Caledonia and District Minor Hockey Association
“CDMHA”**



**Policy & Procedures Manual
2009 - 2010**

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Business Policies

Section 1 - CDMHA Mission Statement

CDMHA will strive to provide a safe, healthy and positive environment for our players. Within that framework, we will focus on developing the skills of our players at all levels by teaching the fundamentals of the game of hockey with an emphasis on healthy competition, good sportsmanship and team play. The mandate of our program will also include an emphasis on developing winning teams.

Section 2 - Policy Statement

CDMHA will operate and abide by the rules and regulations as set out by Hockey Canada, Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), Southern Counties, Haldimand County House League and any other league or governing body we are associated with.

In addition, we will be governed by our Constitution and the general provisions contained in this Policy and Procedures Manual. This Policy and Procedures Manual will provide a set of guidelines to assist us throughout the day-to-day operations of the hockey organization.

The Policy and Procedure Manual will also be posted on the website - www.caledoniathunder.ca

Section 3 - Registration Policy

- a) All players must be registered on a designated CDMHA registration form.
- b) CDMHA will host player registration in April for the upcoming season.
- c) The Board of Executive will have the right to set a “cap” on the number of players to register per division for the upcoming season.
- d) CDMHA members must be members in good standing, in order to register for the next hockey season.
- e) If for some reason there is an outstanding registration fee from the previous season, all outstanding monies must be paid in full in order to register your child/children for the current season.
- f) Any outstanding balance must be paid in the form of Visa, MasterCard or Money order. No cheque or post-dated cheques will be accepted.
- g) For the current season, post dated cheques dated for the 1st of each month from June to September, will be accepted. Cheques dated later than September 1st will not be accepted. CDMHA will endeavour to cash all cheques in a timely fashion however due to timing of bank deposits; there may be up to a two week lag from the date written on the cheque.
- h) There will be a \$25.00 fee for NSF cheques.
- i) Late fee of \$50.00 per family will apply for any registrations after the final registration session, except for any new registrants with CDMHA (eg: Tyke players).
- j) Registration must be paid in full by September 1st, in order for your child/children to play hockey with the CDMHA. This rule will be strictly enforced.
- k) The \$50.00 Registration Deposit Fee is non-refundable with the exception of Tyke players who will receive a full refund.
- l) Permission to Skate forms for any player to attend tryouts with our AAA affiliate or any other center will only be given to members in good standing and must be signed by the VP of Rep. or his/her delegate.

- m) All registration fees must be paid in full in order to be able to put forth a nomination for any position of the CDMHA executive for the current season.
- n) All registration fees must be paid in full in order to attend the CDMHA Annual General Meeting.
- o) Withdrawals/Refund Request

All Registration refunds request must be submitted in writing to the Treasurer.

No refunds will be given after December 31st except for illness or injury, which must be at least a minimum of 4 weeks in duration.

Any player under suspension is not eligible for a registration refund until their suspension has been served.

Players who are requested to leave CDMHA due to their conduct on or off the ice will not be eligible for a refund.

Refunds can only be obtained upon the return of any equipment belonging to CDMHA in the same condition that it was issued.

Full Withdrawal

Players withdrawing from CDMHA prior to September 1st will receive full a refund of any money paid minus \$50.00 administration fee. Refunds after September 1st until December 31st will be calculated as follows:

$$\text{Refund} = \text{Registration Fee} \times \frac{\text{\# of weeks remaining in season}}{\text{Total \# weeks per season}} \text{ less } \$50.00 \text{ administration fee}$$

Partial Refunds due to injury or illness

Partial refund request must be accompanied by a Doctor's note. The amount of refund will be calculated as follows:

$$\text{Refund} = \text{Registration Fee} \times \frac{\text{\# of weeks injured or ill}}{\text{Total \# weeks per season}}$$

Note: # weeks per season will be determined by the VP of Business Operations and Treasurer at the beginning of the season

Eg: child out for 6 weeks with a broken arm and produces a Doctor's note. The amount of refund will be calculated as follows:

$$\text{Refund} = \$350 \times (6 / 24) = \$87.50$$

- p) Any player who is injured or has a serious illness which results in missed time, regardless of whether or not they seek a partial refund, may be asked to present a Doctor's note before he or she is allowed to resume practicing or playing.

Section 4 - Coach Selection

CDMHA will strive to choose the best possible coaches for our teams by taking into account qualifications, experience, conduct and past relationship with our association. Coaches will be required to make formal application in order to be considered.

For the Local League, the VP of Local League and the applicable Division Convenor will make the coach selection for each team. Once selected, Head Coaches will meet with the VP of Local League. At that meeting the Coach will be provided with a current copy of the Policy & Procedures Manual and will be asked to confirm who they propose for the rest of their coaching staff. The Board of Directors reserves the right to request alternate coaching staff choices.

For the Rep. and AE levels, a Coach Selection Committee for each Division will be formed. This Committee(s) will be comprised of Board and Non-Board members tasked to interview, recruit if necessary, and recommend coach selection for each Representative and AE team to the Board for final approval.

The Coach Selection Committee(s) will be chaired by a member of the Board who does not have a child currently registered in CDMHA and will be elected to the Chair position by the Board. The Chair will not vote on the initial coach choice by the committee(s) unless to break a tie in selection between committee members. The Coach Selection Committee will be comprised of a minimum of three people and a maximum of five, including the Chair. It will consist of two non-board members and at least one Board member. The Board members shall not sit on any committee for any division in which they have a child registered. The Board will propose a list of non-board candidates for the Chair to contact and the Chair will be tasked to recruit two individuals from that list.

The Chair of the committee will schedule the interviews, work to resolve any committee / coach applicant conflicts prior to the interview process, lead the interview process, task the committee to select and rank the coach applicants, present the selection to the Board for approval.

The Committee members will review all applications, support the Chair as required, attend all interviews for the Division, treat coach applicants with respect and dignity in a completely unbiased manner, vote for the coach recommendation to be taken to the Board and rank the remaining coaches. Coach / child conflict will be a factor considered in their selection process.

The Board will be asked to review all applications and to consider the recommendation of the Coach Selection Committee before voting by ballot to accept or reject the recommendation made. The vote will be moderated by the President and the Secretary. The Board reserves the right to request a second interview with a coaching candidate or to request any other reasonable information in order to make an informed decision and vote on the coach selection. It is incumbent on any Board member to excuse themselves from the vote for an individual coach where there is a real or perceived conflict of interest. The decisions made by the Board of Directors are final.

Section 5 - Police Screening

In order to ensure that children playing in the CDMHA system are protected from adults with a history of inappropriate conduct, CDMHA must take action to identify such offenses that may negatively impact on children. To achieve this, one of the tools we use is that of Police Screening. OMHA policy states that Police Screening must be completed every three years.

This policy will outline the requirements of CDMHA and participating adults in this matter.

(a) Any new applications for coaching, assistant coaching, trainer, manager or Director for the CDMHA will require Police Screening. The first submission of a police screening shall not be dated any earlier than 4 months prior to the application.

(b) All carded team officials and all executive members of CDMHA shall submit a police screening report to the President, every three years for approval to participate. The President shall submit his/her form to a Vice President of Business, Rep/AE or House League Operations for approval. With justification, the President can request additional police screening of a participating individual within the three year period.

(c) The President and a Vice President of Business, Rep/AE or House League Operations, for the President's screening form, shall review all returned Police Screening forms and using this policy, shall determine an individual's suitability to participate in the organization. All information contained on these

forms shall be treated as confidential and shall not be discussed with anyone except the person named on the form.

(d) Not every criminal offence shall exclude an individual from participating in the organization. Grounds for exclusion from participation as a carded team official or executive member shall be related to convictions for crimes against children or other such convictions as may be deemed inappropriate for participation in a youth oriented association.

(e) All executive members shall have their Police Screening forms submitted, reviewed and approved by August 31 of the year of their term. All carded team officials shall have their screening forms reviewed and approved by November 15th of the hockey season.

(f) The President shall keep an annual record of names of persons who have satisfactorily completed the Police Screening process and who are approved for official participation in the Association.

(g) Any individual who is rejected for participation due to a criminal conviction may make an appeal to the executive as a whole, for re-instatement. This appeal shall be made in writing and shall contain a waiver permitting all executive members to view the Police Screening form and to discuss the convictions described therein. The individual making the appeal must be present during the portion of the executive meeting when the appeal is being discussed. The proceedings for this discussion shall be held in camera and it shall take a 70% majority vote to re-instate the individual.

(h) It is the responsibility of CDMHA to distribute as necessary, the blank screening request forms along with a signed letter from CDMHA. The OPP requires a signed letter from CDMHA verifying the person is volunteering; otherwise a fee will be imposed. The forms shall be contained in the Coaching Manual and will also be available at player registration.

(i) In the event that any executive member or carded team official fails to produce a police screening form in a timely fashion, that individual shall be removed from any official capacity with CDMHA until such time as they submit and have their police screening approved.

Section 6 – Ice Schedule Position

The Ice Scheduler is a paid position within our organization and as such he/she will be required to sign a formal Contract with C.D.H.M.A.

The Ice Scheduler's responsibilities are to manage, allocate and maintain up to date records for the ice allocation of the CDMHA.

The Ice Scheduler will report to the Board of Directors of the CDMHA

Specific duties will include:

- Notifying CDMHA of any upcoming meetings for Haldimand County ice allocations;
- Establishment of the overall ice distribution policy and guidelines for the CDMHA ice allocation in conjunction with and as agreed to by the Board of Directors of the CDMHA;
- Preparation and publishing of the monthly Ice Schedule at least two weeks in advance of the first ice time slot for the given month;
- Preparation and presentation of an Ice Scheduling Report to the Board of Directors of the CDMHA on a monthly basis;
- Communication of any changes to the Ice Schedule to the impacted parties, with a copy to the Vice President of Business Operations of the CDMHA and the applicable Convenor;
- Communication of any open ice to interested parties, with a copy to the Vice President of Operations of the CDMHA and the applicable Convenor;
- Maintaining an up to date version of the Ice Schedule on line at all times;
- Preparing and distributing invoices for additional ice in a timely manner with a copy to the Treasurer of the CDMHA

Section 7 - Sponsors

- (a) Sponsors should not benefit from their sponsorship of any team except through the advertising potential.
- (b) Sponsors who have previously sponsored a team will have the first opportunity to sponsor again the following year.
- (c) Sponsors of a team will have the first opportunity to sponsor any additional items for the players over and above team shirts.
- (d) Any member who has an outstanding sponsorship fee from a previous season will be considered not "in good standing" with CDMHA and will therefore not be eligible for any role within CDMHA.

Section 8 - Team Championships

- (a) The following list of Championship teams that shall be awarded with a banner by CDMHA. The banner must be hung in the H.C.C.C. on a permanent basis:
 - OMHA Champions and Finalists
 - Southern Counties Champions
 - Haldimand County Champions
- (b) CDMHA will provide financial assistance to any Caledonia team that qualifies for the International Silver Stick Tournament. This assistance is to take the form of \$250.00, which is to be used by the qualifying team to offset tournament registration costs.
- (c) CDMHA will cover the coaches and players busing transportation costs per trip up to a maximum of \$25.00 per person for OMHA Finals.
- (d) CDMHA will contribute 20% or up to \$75.00 (maximum) per player and rostered coaching staff for the purchase of team jackets for any championship team.

Section 9 – Loss Prevention and Risk Management

The Caledonia and District Minor Hockey Association is a non-profit organization. It is the duty of the Executive and the Board of Directors of this Association to protect our membership from unnecessary financial risks. This is achieved by using sound accounting practices as monitored by our Treasurer, President, and Vice-President of Business Operations. The duties of the Association's Treasurer with regard to accounting practices and financial auditing are stated in the Association's Constitution under article 15 (Duties of the Treasurer).

It is the intention of this policy to enhance our Associations already prudent accounting practices so there can be accountability and transparency to our membership.

The following policies must be adhered to:

- (a) Full Disclosure Principle: Any information, whether or not strictly financial, that is relevant to the business and may have a future impact, must be disclosed. All transactions must be posted, of course. But even further, this principle provides for disclosure of contingencies. For example, if your company is being sued, the lawsuit must be analyzed for expected chance of loss. This contingency must be disclosed in a footnote of the financial statements.
- (b) The use of cash for the Associations business should be very limited. It is recognized that fundraising events (such as the hockey shirt dance) and gatekeeping require the handling of cash by our volunteers and employees but these instances are generally on the revenue side and should be under constant scrutiny/supervision. Transactions should not be paid out in cash, as cheques or other traceable methods (ie. money orders, pre-authorized payment plans, etc.) are desirable. Where cash is necessary proper invoices and/or vouchers will be required as supporting documents.

(c) All members of the executive, the board of directors, and employees (referees excepted) of the association shall have on file a current police check as required by the Policies and Procedures (Section 5). As well as being clear of convictions as stated in the Section 5, all Executive members, Directors and Employees of the Association shall have no previous convictions for offences such as, but not limited to, theft and fraud. Individuals whom are rejected for their position, based on the criteria, may make an appeal as per Section 5 of the policy and procedures.

Section 10 - Loss Reporting

The following policy deals with instances where losses cannot be properly accounted for:

(a) If an Executive, Director, Volunteer, Employee, or Member of the Association experiences a loss of CDMHA property or finances, it must be immediately reported to the President, Vice-President of Business Operations, and the Association Treasurer. The President shall notify the Police that the loss has occurred and the Police will determine if an investigation is required. The President will report this loss to the Board as a whole at the next regular monthly meeting after the report. This loss, if not properly accounted for, shall be reported to the general membership, at the yearly AGM.

(b) If an Executive, Director, Volunteer, Employee, or Member of the Association experiences a loss of CDMHA property or finances, and it is determined through the police investigation to be a loss through theft the Board of Directors shall be notified of the ongoing investigation and any findings. It shall be reported to the general membership at the AGM and the findings of any investigations completed shall also be reported.

(c) If an Executive, Director, Volunteer, Employee, or Member of the Association experiences a loss of CDMHA property or finances and it is determined through the police investigation to be a loss through negligence on the member's part, that member becomes responsible to reimburse the Association the amount lost through the member's negligence. If the member refuses, they are to be treated as a, "Member not in good standing", until such time as the matter is rectified to the satisfaction of the board.

(d) If it is found through a police investigation that charges are laid against an Executive, Director, Volunteer, Employee, or Member of the Association in relation to the loss of CDMHA property or finances, that member is to be immediately suspended from the member privileges of the Association pending the outcome of the matter. While the matter is before the courts, the accused will not be allowed to conduct business for the Association, attend regular or annual meetings and vote on any matter before the Board and membership.

(e) If it is found through a police investigation that an Executive, Director, Volunteer, Employee, or Member of the Association is found guilty of an offense in relation to the loss of CDMHA property or finances they will be immediately terminated from membership.

(f) CDMHA reserves the right to pursue re-imbursement of Association property and or finances through the legal system as a civil matter at any time.

Section 11 – Equipment and Information Controls

(a) The Equipment Convenor will maintain and update an Equipment inventory list of all hockey equipment (e.g. goalie equipment, hockey jerseys, first aid kits, etc), office equipment including (e.g. faxes, microphones, heaters, computers, printers, software, keys, etc.) and any equipment that is leased (e.g. photocopier). The Inventory List will include all serial numbers, a description/picture of equipment, year equipment was purchased and/or condition of equipment.

(b) All CDMHA equipment including jerseys are the property of CDMHA and may not be changed or altered in any way without prior approval. Name banners on the back of jerseys are permitted as long as they are sewn on (not ironed on) and can be easily removed at the end of the season. Charges may apply if jerseys are not returned in satisfactory condition.

- (c) The CDMHA Equipment Inventory List will be presented to the CDMHA Board of Directors at the beginning of every season.
- (d) All CDMHA equipment loaned out for the season, to an Executive, Director, Volunteer, Employee or Member of the Association will require a CDMHA Equipment/Property Agreement to be signed and where required a deposit made before receiving such equipment.
- (e) All CDMHA hockey equipment must be returned to the Equipment Convenor by April 1st.
- (f) All CDMHA office equipment must be returned to the Equipment Convenor by April 30th.
- (g) All computers/laptops will be setup with login ids and passwords. The Equipment Convenor will maintain a list of all login ids/passwords and the VP of Business Operations will keep a copy.
- (h) All computers will be backed up monthly except for the Treasurer and Ice Scheduler's computers and they will be backed up bi-weekly. The backup copies will be stored in the locked cupboard &/or filing cabinet in the CDMHA Office.
- (i) Year-End backups (April 30th) will be stored off-site at a location that is selected by the CDMHA Board of Directors.
- (j) A hardcopy of all CDMHA Meeting Minutes and Financial Reports will be placed in a binder for that season and stored in the CDMHA Office.

Section 12 - Dispute Resolution Policy

CDMHA has adopted the OMHA Dispute Resolution Process. The step-by-step handbook can be found at www.OMHA.net under Risk Management – “Risk Management Guide.” Any Level 1 complaint that cannot be resolved by either Step 1 or Step 2 as outlined in the Guide must be submitted to the President of CDMHA on the appropriate form. The form can be found on line at www.caledoniathunder.net. Only complaints that are received in this manner will be dealt with.

Hockey Policies

Section 13 - OMHA Code of Conduct

PLEASE NOTE * The OMHA Code of Conduct is updated on an annual basis. For the most current version of the Code please refer to the current year's OMHA Manual of Operations. The following is the Code of Conduct for the 2007-2008* hockey season. The current manual can be found on line at www.OMHA.net

This Code of Conduct identifies the standard of behavior which is expected of all OMHA 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 OMHA activities and events.

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

During the course of all OMHA activities and events, members shall avoid behavior which brings OMHA 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.

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

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

Members of OMHA shall refrain from comments or behaviors which are disrespectful, humiliating, demeaning, offensive, abusive, racist or sexist. In particular, behavior which constitutes bullying, harassment, or abuse will not be tolerated, and will be dealt with under OMHA's Harassment & Abuse policy.

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

Section 14 - CDMHA Code of Conduct

CDMHA will strive to provide a safe, healthy and positive environment for our players. The conduct of all members of the organization and their fans goes to the very heart of this mission. As an organization, we will hold our executive members, coaching staff, players, parents and fans accountable for their conduct at all times. Any behavior that brings our organization into disrepute or is outside the OMHA Code of Conduct, the Haldimand County "For Sake of Sport" Policy, or is in conflict with the mission and established goals of CDMHA will not be tolerated.

A Code of Conduct Agreement will be signed annually by each player, parent and member of a Coaching staff. Parents acknowledge their agreement to follow the CDMHA Code of Conduct Agreement when they sign their child's registration form. The current versions can be found as Appendices to this Manual.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County "For Sake of Sport" Policy. Such action may result in the member losing the privileges which come with membership in CDMHA, including the opportunity to participate in CDMHA activities and events, both present and future.

Section 15 – Major Penalties

All Major penalties including but not limited to game misconducts, gross misconducts and match penalties are subject to the rules and regulations as set out in the Official rules of Hockey as published by Hockey Canada and the manual of operations of both the Ontario Hockey Federation and the OMHA, Southern Counties and Haldimand County House League rules will also apply. CDMHA reserves the right to increase any suspension levied against any member of Caledonia Minor Hockey by the governing bodies, OHF and OMHA. Any supplemental discipline will be based on the recommendation of the CDMHA's discipline committee. Managers and Coaches are reminded that it is their responsibility to report any of the major penalties listed above to their respective convenor and that they are responsible to ensure that all suspensions are served correctly.

Section 16 - Discipline Policy

At the beginning of each season, a Discipline Committee will be established. Either the President or the VP of Business Operations will chair the Discipline Committee; it will consist of either the VP of Rep/AE Operations or the V.P of LL House League Operations along with three other Board members. All matters of discipline referred to the Executive relating to the conduct of players, on and off the ice, coaches, parents or fans will be referred to the Discipline Committee and they will determine a course of action based on the specific circumstances. The course of action may include additional suspensions, enforcement of the Haldimand County "For Sake of Sport" Policy and or removal/suspension of CDMHA member privileges. All discussions involving the Discipline Committee and the Minutes of Discipline Committee meetings will be kept confidential. The Discipline Committee will also serve as the Dispute Resolution Committee in accordance with Section 12 of the Policy & Procedures Manual. The committee may also be called upon from time to time to make rulings on issues not covered in the Policy & Procedures Manual or that are subject to interpretation.

Section 17 - Development Policy

CDMHA is committed to excellence. We believe strongly that a focus on the ongoing development of our players and coaches is essential for the long term growth and success of our players, coaches and teams.

A separate and distinct sub-committee has been established within the Executive who have been provided with the mandate and the funds necessary to improve our development program. The development needs of the organization will be reviewed by the Development Committee on an annual basis and the development plan will be submitted to the Executive for approval at the beginning of each season.

At the end of each season, the Coaches are encouraged to complete a standard skill ratings form for all players. The current version of the skills rating form can be found in the Appendices to this Manual.

Section 18 - Representative and A/E Evaluation Process

(a) The selected coach will arrange for assistants to help them with the evaluations. The assistants will not have children who are trying out at that division unless they have been disclosed at the coaching interview and approved for participation prior to the evaluations. The coach and approved assistants where applicable will evaluate the players and will be responsible for selecting the team.

(b) Any player may tryout for any Rep team in their age or above. In cases where a player requests to tryout for the age level above, a letter shall be directed to the V.P of Rep/AE Operations.

(c) The minimum standards for evaluations will be:
- 2 hours evaluation at Rep for each player
- 2 hours evaluation at AE for each player
- at least one inter-squad scrimmage between 3rd and 4th on ice session, with minimum of 24 skaters and 4 goalies (where numbers allow)

(d) Players released from the Rep tryouts may then, and only then try out for the AE team. Players released from the AE tryouts or players not wishing to try out for AE shall then return to their own age level grouping in House League.

(e) All coaches will follow a mandatory release procedure, including completion of a standard player evaluation form with areas to improve noted. Along with the coach, there will be one member of the Coach Selection Committee or a Board Member present at all releases. Parent attendance at releases is optional at all divisions.

(f) The Rep / AE team coaches shall submit their roster names to the VP of Rep/AE Operations and Convenor within 48 hours of the final respective player evaluation session. The Executive Board reserves the right to stipulate the number of players a Rep or AE team may carry. After the roster is submitted, any further movement is on a player per player basis. Player movement after the house league draft shall follow the Player Reassignment Policy.

(g) Once the team is selected, Head Coaches will meet with the VP of Rep. At that meeting the Coach will be provided with a copy of the current Policy & Procedures Manual and will be asked to confirm who they propose for the rest of their coaching staff. The Board of Directors reserves the right to request alternate coaching staff choices.

(h) Applicable Rep. / AE fees, payable to CDMHA are due no later than October 15th.

(i) No player movement is allowed after the 1st Friday of December.

(j) Rules and Regulations regarding roster and AP roster deadlines are covered in the OMHA Manual of Operations. Please refer to the Manual for current deadlines for approval of team rosters.

Section 19 - House League Drafts

Purpose: To ensure equality of house league teams.

The following is the procedure to be followed for House League drafts:

- (a) A trainer and a head coach for each house league team will be selected by the House League Convenor and the VP. Only the head coach and trainer's immediate children can be reserved during the draft. Any other "special requests" for a player affiliation must be submitted in writing to VP of House League Operations and must be approved by VP of House League Operations prior to the draft. Special requests are limited to one (1) per team.
- (b) A list of all players eligible for each division draft will be furnished to each division's House League Coaches by the Convenor prior to rating of players.
- (c) Scheduled ice time for player ratings will be furnished to each division's House League coaches by the Convenor as soon as the dates are available.
- (d) The Convenor will assign a list of players to each coaching staff to contact to advise of the scheduled ice time for player evaluation.
- (e) Players shall be evaluated in two one-hour sessions. The first session shall be used to assess basic player skills and the second hour used to assess the player's game skills.
- (f) Players shall be evaluated using the Registration number as their identifier. Player's names will not be used during the rating process. Each player shall be rated once only in each skill in each session. The player's final ratings will be the sum total of all his/her individual skills ratings.
- (g) Prior to the player ratings, the Convenor will convene a meeting of all division's coaching staff to explain the draft procedure and to explain the rating system. Rating forms and rating system will be as prescribed by VP of House League Operations. All coaches must be informed of the importance of rating fairly and equitably to ensure proper rating of each player. This is the only method of ensuring equitable and competitive House League teams. The Convenor shall ensure that on-ice practice is designed to properly assess the player's skills.
- (h) Upon arrival on evaluation day, all players must check in at the registration desk. At the desk, all players shall be assigned a pinney or jersey with a unique colour to assist the evaluators and to help identify ratings for the convenor.
- (i) As the players report to the registration desk, their pinney/roster registration number shall be recorded on a rating form, which will be handed to the coaches for the player rating procedure.
- (j) One coach per team shall evaluate players. It is recommended that these coaches not be on the ice, but in a position to best observe the players, such as in the players' benches. It is advantageous for these coaches to sit together so that they may discuss players as they are observed in order to get consistent player ratings. The on-ice drills and skills shall be run by the remainder of the House League coaching staff and where desirable, assisted by that division's Rep coach(es).
- (k) All rating sheets will be submitted to the Convenor following each on-ice session.
- (l) Following completion of all players' ratings, the Convenor will sum the player's individual skills rating and derive a total average score for each player. Players that were unable to attend the evaluations shall have their ratings for each skill estimated by the Convenor and Coaches who are aware of that player's development. The Convenor will rearrange the player's list in order of skills rating. This list will itemize the player's pinney/roster number; the player's overall rating number and the player's name. The convenor will review the ratings of all players to ensure proper rating prior to assigning players to teams.

(m) Once all players are rated, the Convenor will, as soon as possible, schedule a draft meeting which must be attended by the coaching staff of all teams.

(n) A lottery will determine the order in which coaches select their players. The order in which players are selected will be highest lottery team to lowest lottery team in the first round. In the next round the order is reversed from lowest team to highest. This will alternate for each subsequent round. Goaltenders are drafted separately with the lowest team in the initial lottery drafting first, sequentially until the highest lottery team drafts their goalie last.

(o) Protected player's (Coach and Trainer's immediate children) are considered to be a coach's first pick in the round which their child is ranked by ability. example: (If using a 1 to 4 (4 being highest) scale the coach or trainers child is rated on the average to be a 3 the coach must take the protected player as their first pick at that skill level. Protected goaltenders will be placed on their immediate guardian's team.

(p) The Convenor will require the coaching staff of each team to declare in confidence any personal conflicts with players assigned to their teams. If a coach notifies that he has such a conflict, the Convenor must establish if it is a valid concern. If the concern is valid, then the Convenor will make a player move by trading players of equal rating.

(q) Any time before the 5th scheduled game, the Convenor, with approval of VP of House League Operations and President may initiate, or a coach may request VP of House League Operations to authorize the Convenor to review the need for, and if approved, conduct team equalization. Any player move conducted during team equalization must follow the League's player movement policy. All players must be on their final roster prior to the 5th scheduled game.

Section 20 – Exhibition Games

CDMHA will pay the full cost of ice, referees and timekeepers to a maximum of two home exhibition games per season.

Section 21 – Player Reassignment Policy *

Any request to have a player reassigned to another team for any reason will be handled as follows:

(a) It must be before the deadline date of the 1st Friday in December.

(b) The request must be put in writing and given to the coach of the rostered team.

(c) The coach of the player requesting the reassignment, must then give the written request to the AE/Rep convenor and V.P of Rep Hockey and VP of local league if applicable.

(d) A Rep or AE player being reassigned to the house league may be moved up to the division above where that player was playing Rep or AE. For instance, if a player was playing Peewee Rep, and wants to be reassigned to the house league, that player may be reassigned to a Bantam house league team. This will be determined by the VP Rep and the VP House League.

(e) If a Rep/AE player needs to be re-assigned for any reason, a meeting will be called between the affected convenors (eg: Rep or AE and House), the affected coaches and the VP of the divisions (House and Rep). A decision will be made which may involve the effected player being moved to either AE (for Rep) or house. Conversely, if a player is selected to play at the next higher level, a similar procedure will be followed. The final decision on player movement will be reported to the Board at the next regular board meeting.

(f) Any player may try out for a representative team for a division higher than the division the player is registered in. As long as OMHA rules permit, the player shall be permitted to play for this OMHA team if they make the team. If they do not make the team, the player shall be returned to the division in which they are registered in, according to their age.

(g) As a general rule, House League players shall not be permitted to be signed full time to the roster on a team in the next highest house league division. The Executive CDHMA may make an exception to this if a written request is forwarded to the Association prior to the House League evaluations. Such a request will only be considered if the player has played at least one year in their age appropriate division. The following process will be used when such a request is received by the Association:

- i) The player in question will attend the evaluations in the division they are registered in. If an evaluation session is not available, the best effort will be made to evaluate the player from prior experience. The evaluators will not be made aware that a request for movement has been made. Once all evaluations are complete, a calculation will be done to identify if the player in question ranks above the 5th percentile of all players (top 5%) evaluated in that division. If not, the movement will be denied. If so, further consideration will be given to moving the player up to the higher division.
- ii) The player will also be given the opportunity to attend the evaluations in the next highest division. Once all evaluations are complete, a calculation will be done to identify if the player in question ranks above the 25th percentile of all players (top 25%) evaluated in that division. If not, the movement will be denied. If so, further consideration will be given to moving that player up to the higher division.
- iii) If further consideration is warranted based on the criteria, The VP of House League Operations shall present a written report to the Executive at a meeting of the whole. The report shall include the findings as noted in points i) and ii) above as well as any other pertinent details – eg: the impact on the numbers in each division, the maturity level of player obtained through discussions with parents, former coaches, as well as any safety considerations, etc.
- iv) The Executive shall consider the report and the recommendation of the V.P of House League Operations in making its decision. It shall take a 70% majority vote of the Executive to enable a player to move up to the next highest house league division. The decision in these matters shall not prohibit a player from affiliating with a house league team in a higher division. The decision of the Board in these matters is final.
- v) Sample calculation:
 - Player is registered in Novice
 - 75 Novice players are evaluated
 - Player must rank in the top 5% of all players evaluated
 - When sorted by highest ranked players to lowest, the player would need to be ranked 4th or higher (5% of 75 = 4)
 - eg: Player ranks 5th or lower – movement is denied
 - eg: Player ranks 3rd or higher - proceed to next calculation

 - 98 Atom players are evaluated
 - Player must rank in the top 25% of all players evaluated
 - When sorted by highest ranked players to lowest, the player would need to be ranked 25th or higher (25% of 98 = 25)
 - Player ranks 27th or lower, movement denied
 - Player ranks 24th or higher, proceed to further Board review

*(Note Section 21 does not apply to movement between Jr. and Sr. Tyke divisions – this will be done based on agreement between the coach, convenor and parents)

Section 22.0 - Affiliate Player Policy

In addition to the Affiliated Player Policy as outlined in this section, the rules as set out from time to time by the OMHA and the Haldimand County House League pertaining to Affiliated Players will be adhered to.

It is the philosophy of the CDMHA that the Affiliated Player (AP) system is an essential component of our program especially at higher age levels. We also believe that any opportunity for additional development of our players is welcome. As such, AP players are free to attend any and all practices with their affiliated team as determined by the coach(s).

(a) A team may sign up to 19 players on their AP list. Players at the Rep level may affiliate with Rep teams at their next level or above. Players at the AE level may affiliate with Rep or AE teams at their level or above. House League players may affiliate with house league teams in a higher age level or for their division's Rep or AE team.

Eg. #1 - An Atom house/local league player may affiliate with Atom AE, Atom Rep, or any Peewee team

Eg. #2 - An Atom AE player may affiliate with Atom Rep, Peewee AE or Peewee Rep

Eg. #3 - An Atom Rep player may affiliate with the Peewee Rep team only

(b) Coaches must identify each AP player on an approved OMHA form as provided by the Rep Convenor, VP Rep or VP House, as applicable.

(c) Until November 1, a coach may evaluate AP players without restrictions.

(d) From November 1 to the end of the season, AP's may only be used in a game to cover the absence of a player due to illness, injury, vacation or suspension. Any special requests must be reviewed and approved by the Board. Note: under Haldimand League Local League Rules, teams in Novice and Atom divisions may only affiliate players up to a maximum of 12 skaters. For PeeWee through Midget, teams may affiliate up to a maximum of 15 skaters.

(e) An AP may not be used if there is a conflict in schedule with the player's regular carded team.

(f) No player can be signed to more than one (1) AP list.

(g) The Rep Convenor, VP Rep or VP House, as applicable must be notified in advance of the use of AP players.

(h) Coaches are responsible to obtain permission from parents and the carded team coach for the player to be signed as an AP.

Section 22.1 – Affiliate Player Responsibilities

(a) The AP must attend all games and practices with his carded team in order to play for an Affiliated team and must remain loyal to his OMHA carded team.

(b) The AP understands that playing as an AP for any team is a PRIVILEGE, not a right, and this privilege may be revoked at any time by the AP's carded coach, Affiliate coach, CDMHA Convenor, V.P Rep., VP House, the CDMHA or the OMHA.

(c) The AP understands that while playing for an Affiliate team that he must still uphold the CDMHA Player Code of Conduct.

Section 22.2 - Affiliate Coach Responsibilities

(a) The Affiliated coach must contact the coach of the player he wishes to call up, and get the coaches permission to call up any player BEFORE he calls the affiliated player.

(b) If the carded coach grants permission for the carded player to play for the affiliate team, the affiliate coach will then contact the affiliated player (or parent), division convenor and or applicable VP by phone or email.

(c) This must be done 48 hours before the intended date of play for the affiliate team.

- (d) If there are extenuating circumstances as to why the appropriate 48 hour notice can not be upheld, the affiliated coach will call the carded coach and the applicable VP of to let them know the circumstances as to why the time limit could not be upheld and request to use an AP.
- (e) The decision will be made by the applicable VP whether to grant permission to play without appropriate notice.
- (f) When requesting to use an AP, the affiliated coach must take responsibility to ask the carded coach if the AP is currently under suspension, or currently being disciplined by the carded coach, CDMHA or the OMHA.
- (g) The Affiliate coach will only call up players during regular season and playoffs, if he has a player who is injured, ill, on vacation or suspended. Any special requests must be reviewed by the Board. Note: under Haldimand League Local League Rules, teams in Novice and Atom divisions may only affiliate players up to a maximum of 12 skaters. For PeeWee through Midget, teams may affiliate up to a maximum of 15 skaters.
- (h) The Affiliated coach agrees not to call up AP's to "rest" his own players at any time throughout the season or playoffs.
- (i) Affiliated coach understands that the AP policy is a PRIVILEGE, not a right and it may be revoked at any time by the carded coach, convenor, applicable VP or CDMHA
- (j) It is the responsibility of the Affiliate coach to have the AP (or parent of AP) he wishes to play for his team, sign the AP form when he signs his AP roster sheet.

Section 22.3 – Carded Coach Responsibilities

- (a) When the Affiliate coach requests the Carded Coach's permission to have the AP play for the affiliate team, the carded coach will communicate with the Affiliate coach in a timely manner.
- (b) When the Affiliate player is requested to play for his Affiliate team by the Affiliate coach, it is the responsibility of the Carded Coach to let the Affiliated coach know if the AP is currently under suspension or being disciplined by the carded coach, Convenor, applicable VP, CDMHA or the OMHA.

Section 23 – Select Teams

Requests for the formation of Select Teams will be reviewed on a case by case basis and must be in accordance with the OMHA roster guidelines for Select Teams. CDMHA reserves the right to deny any request without prejudice. No consideration for approval will be given if the application does not come before the Board before November 1st of the given season. It should be understood that CDMHA does not financially support Select Teams. Select Teams are invited to book their ice through the CDMHA Ice Scheduler but all ice will be awarded to our Rep./AE and Local League programs before any consideration is given to Select Teams. The Select Team ice time shall not come from the CDMHA ice allotment and must be prepaid.

Section 24 – Injuries and Co-coordinating return to Play

Injuries will occur during the course of the season and especially in divisions where body contact is part of the game. The team trainer will take the lead when a decision needs to be made about removing a player from action or returning to play. It is recommended that players who are removed from games or practices due to injury or serious illness, and do not return to that game or practice, should obtain a note from a physician before they are allowed to return to play. After an extended layoff, player should be encouraged to practice before they play in a game.

Section 25 - Tournament Guidelines

- (a) It is recommended that all coaches take their team to at least one but no more than three out of town tournaments during the course of the hockey season. No team shall enter a tournament after

January 1st through the completion of their play-offs. Exceptions may be granted by the applicable VP if it is deemed appropriate and does not present a scheduling burden.

(b) Coaches cannot demand that their players attend any tournament. Tournaments are an option, which are presented to the players and parents and are not a compulsory activity. It only becomes a compulsory activity once the parent and player have paid for their share of the tournament, and stated to the coach that they intend to be present at all tournament games.

(c) If a player or parent makes a decision not to attend any tournament, nobody can place any disciplinary action on the player or the parent.

(d) Coaches will have a parent meeting very early in the season to decide how many and which tournaments they will enter. Coaches should register in the chosen tournaments early - this will avoid disappointment and scheduling conflicts.

(e) All coaches must obtain permission from the applicable VP and advise their applicable convenor, including any required documentation with the tournament application as per OMHA guidelines. The applicable VP will take into account the conduct of players, coaches, parents and fans ant prior tournaments before granting permission.

(f) Please read carefully the OMHA tournament regulations in the OMHA Manual of Operations.

(g) All coaches will notify their respective convenors and the Ice Scheduler once accepted in a tournament.

Appendix 1 – Player Code of Conduct Agreement

Player Code of Conduct Agreement

As a player registered with the CDMHA, I understand that I am representing my family, my team, my association and my community. I will therefore conduct myself at all times, both on and off the ice in a respectful and sportsmanship manner.

While playing / practicing hockey or attending any hockey related activity or function, I will follow all guidelines and established principles of CDMHA, Hockey Canada, OMHA, OHF, Haldimand County’s “For Sake of Sport” Policy and any other league or association rules as applicable.

I will treat executive members, my coaches, my fellow players, my opponents and any other team or league official with respect and dignity. I will never verbally or physically abuse an official. I will not at any time enter the ice surface or attend a hockey related function while under the influence of alcohol or any illegal substance. I will respect the H.C.C.C. property and any other arena facility at all times.

I understand that failure to comply with this Player Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County “For Sake of Sport” Policy. Such action may result in my losing the privileges which come with membership in CDMHA, including the opportunity to participate in CDMHA activities and events, both present and future.

Player’s Signature: _____

Date: _____

Version 2008-2009

Appendix 2 – Parent Code of Conduct Agreement

Parent / Guardian Code of Conduct Agreement

As the parent(s) or guardian(s) of a player(s) registered with the CDMHA, I understand that I am representing my child's team, our association and my community. I will therefore conduct myself at all times, while at the H.C.C.C. or any other hockey facility in a respectful and sportsmanship manner.

While attending a hockey game, practice or any other hockey related activity or function, I will follow all guidelines and established principles of CDMHA, Hockey Canada, OMHA, OHF, Haldimand County's "For Sake of Sport" Policy and any other league or association rules as applicable.

I will treat executive members, coaches, my child's team mates, their opponents and any other team or league official with respect and dignity. I will never verbally or physically abuse an official. I will endeavor to engage in only respectful and positive cheering for my child's own team and will refrain from loud cheering when our team is significantly ahead. I will allow the coaching staff to do their job and refrain from coaching from the stands. If I have an issue, I will follow the steps outlined in the CDMHA Dispute Resolution Policy.

I will read and understand the OMHA guidelines relating to the abusive use of alcohol while involved in a hockey related activity. I will respect the H.C.C.C. property and any other arena facility at all times.

I understand that failure to comply with this Parent / Guardian Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County "For Sake of Sport" Policy. Such action may result in my losing the privileges which come with membership in CDMHA, including the opportunity to participate in CDMHA activities and events, both present and future.

Player's Name: _____

Parent Signature: _____

Parent Signature: _____

Date: _____

Version 2008-2009

Appendix 3 – Coach Code of Conduct

Coaching Staff Code of Conduct Agreement

As a coach or other team official within the CDMHA, I understand that I am representing my team, our association and my community. I will therefore conduct myself at all times, while at the H.C.C.C. or any other hockey facility in a respectful and sportsmanship manner.

While present at a hockey game, practice or any other hockey related activity or function, I will follow all guidelines and established principles of CDMHA, Hockey Canada, OMHA, OHF, Haldimand County’s “For Sake of Sport” Policy and any other league or association rules as applicable. I will respect the H.C.C.C. property and any other arena facility at all times.

I will treat executive members, my players, our opponents and any other team or league official with respect and dignity. I will never verbally or physically abuse an official.

I will also adhere to the following:

- a) I will read, understand and follow the guidelines as outlined in the CDMHA Policy and Procedures Manual;
- b) I will attend all Coach’s meetings as required;
- c) I will ensure equal ice time for my players in House League;
- d) I will never be alone with my players;
- e) I will return all equipment and supplies provided to me by CDMHA at the end of the season;
- f) I will be responsible for the well being of all players while they are in my care;
- g) I will request the assistance of the applicable Executive member for any issues I cannot handle;
- h) I will never be under the influence of alcohol or any illegal substance while players are in my care;
- i) I will report any injuries and all major penalties immediately to the applicable VP;
- j) I will communicate with my player’s / parents on a regular basis and I will ensure a full accounting of team funds is provided with a zero balance at season end.

I understand that failure to comply with this Coaching Staff Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of CDMHA and/or The Haldimand County “For Sake of Sport” Policy. Such action may result in my losing my coaching privileges and/ or the opportunity to participate in CDMHA activities and events, both present and future.

Coach / Team Official’s Signature: _____

VP Signature: _____

Date: _____

Version 2008-2009

CDMHA Skill Rating Form - Goalie

Player Name: _____

Division: _____

Date: _____

To be completed and returned to your Division Convenor at end of season

<u>Skills</u>	<u>Circle the applicable rating:</u>			
Angles	1	2	3	4
Glove Saves	1	2	3	4
Stick Saves	1	2	3	4
Freezing Puck	1	2	3	4
Game Sense	1	2	3	4
Teamwork	1	2	3	4
Willingness to Learn	1	2	3	4
Overall Rating	1	2	3	4

Coach's Comments:

Coach's Signature: _____

Legend

- | | |
|---|--------------------|
| 1 | Improvement Needed |
| 2 | Developing |
| 3 | Good |
| 4 | Excellent |

CDMHA Skill Rating Form - Skater

Player Name: _____

Division: _____

Date: _____

To be completed and returned to your Division Convenor at end of season

Skills	Circle the applicable rating:			
Skating	1	2	3	4
Passing	1	2	3	4
Stick Handling	1	2	3	4
Shooting	1	2	3	4
Game Sense	1	2	3	4
Teamwork	1	2	3	4
Willingness to Learn	1	2	3	4
Overall Rating	1	2	3	4

Coach's Comments:

Coach's Signature: _____

Legend

- | | |
|---|--------------------|
| 1 | Improvement Needed |
| 2 | Developing |
| 3 | Good |
| 4 | Excellent |