

GENERAL REGULATIONS, GUIDELINES & POLICIES (2018)



Port Stanley Minor Hockey Association

General Regulations, Guidelines and Policies

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PORT STANLEY AND DISTRICT MINOR HOCKEY ASSOCIATION

1 GOVERNANCE

1.1 PORT STANLEY AND DISTRICT MINOR HOCKEY ASSOCIATION (PSMHA) operates under the governance of its Constitution and the Manual of Operations of the Ontario Minor Hockey Association.

2 CODE OF CONDUCT

2.1 PLAYERS

I will play hockey because I want to, not because my parents, friends, siblings, coaches, or others want me to.

I will play by the rules of the league and in the spirit of the game.

I will control my temper--fighting, “: mouthing off” or throwing/breaking equipment can spoil the fun for everyone.

I will respect my opponents

I will do my best to be a true team player.

I will support my teammates, attend games and practices, and arrive on time.

I will remember that winning isn't everything-that having fun, improving my skills, making friends and doing my best are the most important.

I will acknowledge all good plays/performances-those of my team and those of my opponents.

I will remember that coaches and officials are there to help me.

I will accept their decisions and show them respect.

2.2 PARENTS

I will not force my child to participate in hockey and I will remember that my child plays hockey for his/her own enjoyment, not mine.

I will remember that the league is a community-based league operated by volunteers for the benefit of the children of our community.

I will respect the democratic process of the league.

I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

I will teach my child that doing one's best is more important than winning, so that he/she will never feel defeated by the outcome of a game.

I will never ridicule or yell at my child for making a mistake or losing a game.

I will remember that children learn best by example.

I will applaud good plays/performances by both my child's team and their opponents.

I will never question the official's judgment or honesty in public, if I disagree with a referee's call; I will not approach the referee after a game, but discuss it with a league executive after the "24 hour cool down" period.

I will support all efforts to remove verbal and physical abuse from children's hockey games. I will respect and show appreciation for the volunteer coaches, scorekeepers, referees and other League officials.

I will set an example by supporting my child's coaching staff.

When issues arise, I will communicate with them after a "24 hour cool down" period; on an individual basis through the team's parent rep.

Public comments are not appropriate and will not be tolerated.

2.3 SPECTATORS

I will remember that players participate in hockey for their enjoyment. They are not playing to entertain me.

I will not have unrealistic expectations.

I will remember that players are not professionals and cannot be judged by professional standards.

I will respect the official's decisions and encourage others to do the same.

I will never ridicule a player for making a mistake.

I will give positive comments that motivate and encourage continued effort.

I will show respect for my teams' opponents, because without them, there would be no game.

I will not use bad language, nor will I harass players, coaches, officials, or other spectators.

2.4 COACHES AND LEAGUE OFFICIALS

I will be responsible for scheduling games and practices, remembering that players and parents have other interests and obligations.

I will teach my players to play fairly and respect the rules, officials, and opponents.

I will ensure that all players get equal instruction, support, and playing time.

I will not ridicule or yell at players for performing poorly.

I will remember that players play to have fun and must be encouraged to have confidence in themselves.

I will make sure that the player's equipment and the league facilities are safe and match the player's age and abilities.

I will remember that players need a coach they can respect.

I will be generous with praise and set a good example.

I will obtain proper training and continue to upgrade my coaching skills.

I will work in cooperation with league executives for the benefit of PSMHA and its members.

3 ELIGIBILITY AND REGISTRATION

3.1 RESIDENCY

All players must reside habitually within the eligible boundaries of the PSMHA (see Appendix A), as on file with the OMHA, with their custodial parents or legal guardians in order to play representative hockey in the PSMHA.

There are no residency restrictions on Local League or Initiation players. Anyone can play here.

3.2 REGISTRATION DATES

1. Registration will open April 1st and close on June 30th.
2. All inbound players registering before the final deadline will be guaranteed a spot on a team.
3. All out of bound players registering before the final deadline will be guaranteed a spot on a team.
4. Any player registering after the final deadline will be accommodated where numbers permit under the discretion of the PSMHA board.
5. Registrations received after the final deadline (June 30th) are considered late and subject to a \$100 late fee in addition to the registration fee set out each season by the executive. *(Please note: Players who have never played organized hockey, or whose primary address changes to include the PSMHA restricted boundary maybe exempted from a late fee at the discretion of the PSMHA Board.)*

3.3.1 REGISTRATION REQUIREMENTS

1. Registration fees for the upcoming year are set by the executive prior to the Annual General Meeting in April.
2. Parents of players must read and agree to waiver form (Appendix B).
3. Any player shall not be permitted to participate until Respect in Sport for Parents online registration has been completed and verified by the Registrar.
4. Registration is not considered complete until the Registrar/Treasurer receives payment IN FULL as per the agreed terms outlined on the registration form, along with birth certificate if applicable. THE FULL COST OF REGISTRATION IS DUE BEFORE A PLAYER CAN GO ON THE ICE.
5. Payment Schedule;
 - a. Paid in full at any time prior to Sept 1
 - b. 4 payment plan dates (May 31, June 30, July 31, Aug. 31).
 - i. These payments can be made via e-transfer (to treasurer@psmha.com)
 - ii. check (to PSMHA), or
 - iii. credit card (by contacting the Registrar)

Cash is NOT accepted for the payment of any PSMHA fees

6. When a cheque is returned, for whatever reason, the Treasurer or PSMHA designate will contact the parent/guardian. The parent/guardian will be informed that:
 - a. The returned cheque must be replaced immediately, and before the player(s) step on the ice, with a certified cheque, cash or money order.
 - b. The parent/guardian is responsible for the applicable bank charges plus administrative charge of \$50.
 - c. The player will no longer be able to participate in any PSMHA sanctioned events until payment is complete.
7. The Registrar/Treasurer will also contact the player(s) coach and inform them that until further notice, the player will no longer be able to participate in any PSMHA sanctioned event. They will not disclose the reason

8. Any member of PSMHA with monies owing to PSMHA will not be considered members in good standing and will not be allowed to register for the upcoming season, or receive Permission to Skate forms or NRP Passports, until payment of owed fees is made in full.
9. Registration fee assistance information is posted on our website.
10. At registration in bound player's intentions to try out for representative hockey needs to be made known. If a player has no intention of playing rep hockey in Port Stanley, they will be ineligible to play rep for another centre.

3.4 REFUNDS

1. Refunds of registration will be arranged on a pro-rated basis up to and including October 31st. The notice of player withdrawal, and request for refund, must be made in writing and submitted/received by the one of the PSMHA President, Vice President, or Secretary.
2. An administration fee will be assessed per member/player withdrawal. This fee is to be deducted from the eligible refund.
3. Refunds will be granted from the earlier of
 - a) The date that a written request for a refund is received by the Association, or
 - b) The date that a player's injury or medical condition prohibits a player from playing. (A Doctor's letter will be required).
4. Any requests arising as a result of an injury that prohibits a player from continuing must be submitted within 30 days of the date of the injury. (a Doctors Letter is required)
5. Non- attendance to Games and Practice, telephone or other verbal communication is not considered an official notice of withdrawal.
6. NO refunds will be given for games lost due to vacation, suspension, normal illness, etc.
7. NO refunds will be returned for injuries occurring after October 31 of the current season. Other circumstances will be reviewed/considered at the Board of Directors discretion.
8. Refunds of Registration will be calculated as follows;
Prior to September 1st is 100% less the administration fee (\$50).
Prior to October 1st is 75% less the administration fee (\$50).
Prior to November 1st is 50% less the administration fee (\$50).
There will be no refunds issued after October 31
9. A paid registration fee shall be fully refunded in the event that PSMHA is unable to provide a team or provide a suitable program alternative for that player. No administration fee will be applied in this scenario.
10. *INITIATION PROGRAM REFUNDS*
 - i. Prior to October 1st is 100% less the administration fee (\$50).
 - ii. Prior to November 1st is 75% less the administration fee (\$50).
 - iii. Prior to December 1st is 50% less the administration fee (\$50).
 - iv. There will be no refunds issued after November 30th

4 EQUIPMENT AND UNIFORMS

4.1 PSMHA COLOURS

The official colours of the PSMHA are black, red and white.

4.2 PSMHA LOGO

1. The PSMHA logo is the property of the PSMHA and may not be used by anyone

without express permission from the executive.

2. Teams wishing to purchase merchandise with the PSMHA logo, must purchase these products through the PSMHA using their official supplier, if applicable. If the merchandise is unavailable through the supplier, then special permission to use the logo may be granted-at the board's discretion.

4.3 EQUIPMENT

1. All players' equipment must be CSA approved and will follow the OMHA guidelines. (See Appendix C).
2. It is mandatory for all players to be equipped with a proper fitting mouth guard as per the OMHA guidelines when participating in any PSMHA sanctioned events such as games and practices.
3. It is recommended that each player has his or her own water bottle that they bring to practices and games – that is well marked with his or her name. Sharing of water bottles is one of the easiest ways for a team to spread germs and illnesses among themselves and; therefore, should be avoided for health reasons.
4. All equipment supplied by PSMHA must be returned to the Equipment Manager in good repair
5. All jerseys are the property of the PSMHA and must be returned to the coach at the end of each game. Jerseys are not to be taken home by players. The Team officials are responsible for the jerseys. Players are not to wear game jerseys for any reason other than PSMHA events and games, unless prior approval given by the PSMHA executive prior to the event.
6. Team officials are responsible for the equipment allotted to their team.
7. PSMHA will supply full protective goal equipment in Tyke, Novice and Atom Local League. Other goaltenders may apply for financial assistance if required.
8. Goaltending equipment supplied by the PSMHA is the responsibility of the player and parent/guardian, and they must sign for it at the beginning of the year. The equipment must be returned immediately in good repair at the conclusion of the season.

SECTION 5 PLAYER MOVEMENT

5.1 UNDERAGE PLAYERS

Players are encouraged and expected to play in their appropriate age division. Exceptions to this rule will be considered on a case by case basis by the Executive with respect to the best interest of the child involved.

A player may apply in writing to the executive for permission to play one age division higher if they are independently evaluated and deemed exceptional and in the top three of the team they are trying out for. At the board's discretion, exceptions may be warranted in certain times depending on number and distribution of players across divisions.

5.2 TEAM SELECTION- TRYOUTS

To be eligible for tryouts under the registration tab fill out the online tryout registration form before June 30th

Please sign in at the registration table at the first tryout. All paperwork and payment of registration in full must be confirmed at this time.

Cost of tryouts will be published on the website in advance of the tryouts. Tryout payments can be made via e-transfer or check. Cash is NOT an accepted form of payment within PSMHA. You cannot go onto the ice unless payment is received.

Coaches can start to release players after the second skate.

Upcoming tryout dates will be published on the website.

There will be as many REP teams in PSMHA as the Board determines viable for any year.

The following guidelines are to be adhered to for the selection of all PSMHA Teams.

Rep Try outs:

1. Three try out skates are to occur in late August/early September as ice availability allows.
2. All players trying out MUST be present for all three tryouts skates.
3. A try out fee will apply.
4. If a player cannot attend all three skates, notification and explanation must be made to the PSMHA Vice President of Rep Hockey or Board Alternate prior to, or immediately after, the missed skate. The VP of rep hockey or Alternate must discuss the situation with the Board immediately.
5. If there are insufficient numbers to field a REP team at registration or after two try out skates the VP Rep Hockey and the President may suspend the tryouts.
6. In order for a tryout to be considered attended, the player must stay for the duration of the tryout unless permission to leave is given by the Head Coach of the team holding the tryout.
7. A player declining an offer of a roster spot on a rep team shall require executive approval to AP to a representative team for that season.
8. If there are insufficient numbers to ice a rep team, registered players will be offered a position on a Local League team, if requested by the parent registered players will be issued a Letter of Permission to play in another center for the current season by contacting the President or VP of Representative Hockey. Those players will be required to register with their home center (PSMHA) in the following season.

Local League Assignment:

1. Coaches will conduct a confidential draft to select their teams.
2. Teams will be equal in size, plus or minus 1 player.

5.3 ICE TIME

1. Local league team officials are to ensure that equal ice time is given to all players. The Executive reserves the right to rectify any abuse of this policy.
2. REP team officials are to offer fair share of ice time to all players to ensure total team development. The Executive reserves the right to rectify any abuse of this policy.
3. All on ice volunteers must be approved by the Executive and must be at least 2 years older than the age division on the ice and must wear full approved equipment if they are registered with PSMHA as outlined in section 4.

5.4 AFFILIATED PLAYERS (AP)

1. Affiliation will be as per OMHA Manual of Operations – Rule 7.0. And in addition to Rule 7.3.
 - a. AP stands for Affiliate Player. This is a player who is rostered to one team but is allowed to play for a second team within PSMHA.
 - b. Teams will be strongly encouraged to offer AP spots up to their maximum roster size; 15 for Novice and Atom, 17 for Peewee and Bantam and 20 for Midget. There are no limits for AP's to Juvenile.
 - c. This gives players the opportunity to develop at a faster rate and challenge players who are excelling at their age level and/or allow more teams with smaller rosters.
 - d. No player may be on an AP list without the consent of the player's parents or legal guardians. The AP form (on the website must be completed and submitted to the registrar before they can play as an affiliate player.
 - e. No player may be used as an AP player without the consent of the player's parents or legal guardians.
 - f. When a conflict exists with an affiliated player's rostered team's schedule, their number one commitment is to their rostered team and must play with their division first.
 - g. PSMHA expects a good working relationship between affiliated teams. The Association is in favor of and encourages movement between affiliated teams, i.e. players moving up to replace sick, injured, or absent players, or as a developmental opportunity for players who are excelling at their regular level. Affiliated players are not guaranteed any game time.
 - h. Players can only be an AP player for one team in addition to their rostered team. Rep players can only AP to Rep teams. LL players can AP to a LL team or (if inbounds) to a rep team.
 - i. AP player's are eligible to attend any practices they can, but game time is at the discretion of the coach.
 - j. All AP players must pay a \$50 AP fee in addition to regular registration. Payable by October 1st, or before they participate as an A/P.
 - k. Inbound players are to be given preferred consideration for AP positions.

6 CONDUCT AND DISCIPLINE

6.1 RESPECT IN SPORT (RIS)/ SPEAK OUT

1. All team officials and on ice volunteers must have completed the RIS training for team officials.
2. If a team official is accused of abuse or harassment, the executive will immediately discuss the details. Based on the information provided, they will make

recommendations as to the required course of action. This can include but is not limited to:

- Interview the complainant
- Interview the parents of the team in question.
- Suspend the Team official in question
- Inform the OMHA, OHF as appropriate
- Contact the OPP

3. If the OPP conducts an investigation, PSMHA must suspend their investigation until the matter is concluded with the OPP. PSMHA may then continue with disciplinary action if deemed necessary-

6.2 DRESSING ROOM CELLPHONE/CAMERA POLICIES

1. For the Safety, Security, and Privacy of our players, coaches and other members, all devices equipped with a camera, video or still, are prohibited from use in all dressing rooms being occupied by PSMHA players. This includes, but is not limited to, cell phones, ipods/mp3 players, hand held gaming systems, or PDA's. MP3 players may be used (at coach's discretion) for appropriate music in the dressing room provided it does not have a self-contained camera. Coaches may carry cell phones in the dressing room provided the devices remain holstered or in pocket. Coaches must leave the dressing room to use their device. Furthermore, **ALL** electronic devices are banned from the ice surface.

6.3 SOCIAL NETWORKING POLICY

1. SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to Facebook, Twitter, Instagram, You Tube, blogging, etc.
2. The Port Stanley Minor Hockey Association understands the importance of SOCIAL NETWORKING and recognizes its place in the public domain. It is also aware of the potential for misuse and inappropriate unsupervised conduct which may be detrimental to the welfare of PSMHA, and the future of PSMHA players.
3. The PSMHA holds the entire PSMHA community, including Executive Members, Managers, Coaches, Trainers, Players, Parents, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all forms of media including television, radio and print.
4. Inappropriate behavior exhibited through SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken by the PSMHA.

6.4 VIOLATIONS:

Any Person who violates the dressing room/cellphone/camera policies and/or the social networking policies will be disciplined by the PSMHA Executive Board;

- a. 1st Offence: Written warning

- b. 2nd Offence: Suspended/Banned for 7 days from any PSMHA hockey function, including but not limited to, home & away games, tournaments, and practices.
- c. 3rd Offence: Suspended/Banned for 30 days from any PSMHA hockey function, including but not limited to, home & away games, tournaments, and practices.
- d. 4th Offence: Suspended Indefinitely from All PSMHA hockey functions, including but not limited to, home & away games, tournaments, and practices, pending a review by PSMHA Disciplinary Committee.

6.5 TEAM MEETINGS

Team officials will hold a team meeting at the start of the season to go over the standard team rules and outline what they want to accomplish during the year.

6.6 CRIMINAL REFERENCE CHECKS

All team officials and any person having direct contact with the players, including extra volunteers used at practices must complete and pass a Criminal Reference Check with the Elgin OPP or St Thomas Police Department (depending on residence). The Reference check must be submitted to the President. If not submitted, the member will be suspended from their duties. Police checks are required every 3 years with an Offence Declaration, signed in subsequent years.

6.7 DISCIPLINE POLICY

- 2. Any Person who Verbally accosts/assaults a coach or any bench staff, an on or off ice official, executive member, arena staff, or spectator will be disciplined by the PSMHA Executive Board;
 - a. 1st Offence: Suspended/Banned for 7 days from any PSMHA hockey function, including but not limited to, home & away games, tournaments, and practices.
 - b. 2nd Offence: Suspended/Banned for 30 days from any PSMHA hockey function, including but not limited to, home & away games, tournaments, and practices.
 - c. 3rd Offence: Suspended Indefinitely from All PSMHA hockey functions, including but not limited to, home & away games, tournaments, and practices, pending a review by PSMHA Disciplinary Committee.

Any Person who Physically accosts/assaults a coach or any bench staff, an on or off ice official, executive member, arena staff, or spectator will be immediately suspended/banned Indefinitely From All PSMHA hockey functions, pending a review by PSMHA disciplinary Committee. Police Investigation resulting in Criminal Charges may also be pursued.

6.8 DISCIPLINE GUIDE

It should be noted that the best discipline can be achieved through positive reinforcement. This below guide should be used only when positive avenues have been exhausted.

OFFENSE LEVELS

Level 1 Offence:

Horseplay, Refusing to participate, Lateness or unexcused absence, Messing up the dressing room, Swearing, Other minor misbehavior

Level 2 Offence:

Fighting (off ice, practices, dressing rooms), insubordination to Coaching Staff, Harassment of Arena Staff or others, Hindering others from participating, Other major misbehavior

Level 3 Offence:

Drugs/Alcohol: Any player while at a PSMHA sponsored event if found with drugs and/or alcohol on his/her possession or is under the influence of a drug or alcohol

Theft: Any player proven to have engaged in thievery at a PSMHA sponsored activity or venue.

Vandalism or other illegal misbehavior: Any player proven to have engaged in vandalism or other illegal misbehavior at a PSMHA sponsored activity or venue

See Appendix D for Level Offence Disciplinary Guidelines

6.9 PLAYER SUSPENSIONS

1. A player may be suspended for infractions incurred during, prior to, or after any game or practice for disrespect or abuse to any Executive member, PSMHA member, parent, player, official, or arena staff. A player may be suspended for unsuitable conduct on or off the ice, stealing property belonging to others, for destroying or mishandling property belonging to others. All suspensions will be handled by the President and must be reported to the executive. All suspensions may be subject to appeal.

Recreation players shall comply with the following suspensions for major penalties: A major penalty is any 5 minute penalty.

3 rd major penalty	3 games or 10 days
4 th major penalty	suspended indefinitely until investigation by the Board
2 nd check from behind	warning letter
3 rd check from behind	3 games or 10 days
4 th check from behind	suspended indefinitely until investigation by the Board

6.10 TWENTY-FOUR HOUR COOL DOWN PERIOD and COMPLAINTS

1. All members of the association must abide by the 24-hour cool down period rule. When 24 hours has passed, the member may then initiate contact to solve the problem.
2. All member of PSMHA with a complaint or problem must follow the complaint procedure as outlined in the standard team rules
 - a. Observe the 24hr cool down period
 - b. Speak to team manager/parent rep
 - c. Speak to the coach together with the Parent Rep
3. If a satisfactory result is not obtained by following the procedure, the member may approach the executive, in writing. The executive will then review the complaint.
4. The signed written complaint is to be forwarded to the President. The President will then forward the written complaint to the executive members.
5. All parties involved have the option of appearing at the next scheduled Executive meeting to present their complaint.

6. All responses will be made in writing. Each executive member must sign the back of the original letter entered into the minutes of that meeting. The executive will not deal with hearsay.
7. All decisions of the PSMHA executive are final, no exceptions will be granted, unless the decision is reversed by the OMHA, OHF, or Hockey Canada by appeal at the complainant's expense.
8. All letters of complaint must be received by the Executive no later than 14 days following the incident. Letters will not be accepted after this period.

7.0 COACHES AND BENCH STAFF

7.1 SELECTION OF COACHES

1. All coaching candidates must apply in writing or online by the application deadline July 1st.
2. Candidates ideally should have experience as both a player and a coach
3. Overall player improvement and enjoyment are more important than the win/loss record of a particular team in rating a coach's ability
4. All coaches must be certified, or be able and willing to become certified, as per the current OMHA Manual of Operations.
5. All candidates may be interviewed and selected by the Coaching Selection Committee. This committee must consist of no less than 5 individuals in order to break any indecision. These interviewers will be selected by the executive.
6. Any applicant previously suspended by the PSMHA will be dealt with on an individual basis.
7. All applicants must agree to a criminal record check by the Elgin OPP or St Thomas Police Department. Failure to comply with this request or a failing result may disqualify a candidate.

7.2 QUALIFICATIONS

1. All team officials must be registered on OMHA approved rosters. Only approved team officials will be allowed on the bench during any game. All team officials must have the appropriate certifications as per the current OMHA Manual of operations. There is a maximum of 5 rostered team officials permitted per team.

7.3 RESPONSIBILITY OF THE HEAD COACH

1. Follow the rules and regulations of the PSMHA
2. Attend all PSMHA scheduled team official meetings
3. Select assistant coaches, trainer(s), manager and parent rep. All team officials must have a valid appropriate OMHA qualification, and Police Check submitted prior to the start of the season
4. In conjunction with the other Team officials, be responsible for the team during all PSMHA sanctioned events
5. In conjunction with the other Team officials, plan and execute all practices and game plans
6. Be responsible for all PSMHA equipment and coaching materials
7. Collect all PSMHA jerseys after each game
8. Hold a team meeting at the beginning of the season and outline the standard team rules to parents/legal guardians

9. Attend your team's games and practices or ensure a suitable replacement is available in your absence.
10. Notify the ice convener if allocated ice time is not going to be used. You must provide to the ice scheduler no less than 2 weeks' notice about changes to ice time scheduled or risk penalization by the executive. If ice time assigned to your team goes un-used then your team may be required to make restitution to PSMHA for the lost ice time.
11. Other duties as required and identified by PSMHA.

7.4 RESPONSIBILITY OF THE ASSISTANT COACH

1. Follow the rules and regulation of the PSMHA
2. In conjunction with the other Team officials, be responsible for the team during all PSMHA sanctioned events
3. In conjunction with the other Team officials, plan and execute all practices and game plans
4. Assist with the collections of team jerseys and equipment.
5. Helping players with equipment in the dressing room
6. Attend your teams games and practices
7. Other duties as required and identified by PSMHA

7.5 RESPONSIBILITIES OF THE MANAGER

1. Follow the rules and regulation of the PSMHA
2. In conjunction with the other Team officials, be responsible for the team during all PSMHA sanctioned events
3. REP teams –provide a player list to Registrar immediately following REP selection
4. Locate dressing rooms for the team at each ice time and away venue.
5. Fill out game sheets and ensure it is properly signed by bench staff for the game and suspended players are properly indicated.
6. Collect the team copy of the game sheet after each game
7. Ensure the dressing room is locked during the game and left tidy following the game.
8. Maintain a record of individual and team statistics, if required
9. Ensure newspaper game reports are forwarded to the local newspaper if required.
10. Attend your team's games.
11. May forward to local newspapers game reports.
12. Other duties as required and identified by PSMHA.

7.6 RESPONSIBILITIES OF THE TRAINER

1. Follow the rules and regulation of the PSMHA
2. In conjunction with the other Team officials, be responsible for the team during all PSMHA sanctioned events
3. Ensure first-aid kit is stocked and water bottles are clean and available for each activity where they are required
4. Complete and keep a record of medical information forms for all players
5. Check all players equipment prior to games and practices
6. Make necessary repairs and adjustments. If beyond the scope of the trainer, inform the parent/legal guardian of what is required.
7. Lead team warm-up and stretching exercises prior to ice time
8. Attend to injured players.

9. Fill out OMHA Case Report any time a player is removed from the ice due to injury. A copy of the case report will be forwarded to Association Head Trainer. The team trainer will retain the original. If the injury is serious the Association Head Trainer will inform the Regional Executive member (REM) and the OMHA immediately.
10. Fill out an OMHA Canadian Hockey Injury Report and an OMHA Case Report any time a player is removed from the ice due to injury and requires medical attention due to injury. A copy of the injury report and case report will be forwarded to the Association Head Trainer. The team trainer will retain the original. If the injury is serious the Association Head Trainer will inform the REM and the OMHA immediately
11. Any player requiring medical attention due to an injury will need to produce a doctor's note, to the trainer, to return to play. The trainer will forward attach the note to the Association Head Trainer.
12. Attend your team's games and a trainer must be present for all practices.
13. Other duties as required and identified by PSMHA.

7.7 INJURIES (RETURN TO PLAY)

1. The team trainer will fill out an OMHA Case Report any time a player is removed from the ice due to injury. A copy of the case report will be forwarded to the PSMHA Head Trainer. The team trainer will retain the original copy.
2. The team trainer will fill out an OMHA Canadian Hockey Injury Report and an OMHA Case report any time a player is removed from the ice and requires medical attention due to injury. A copy of the Injury and Case report will be forwarded to the PSMHA Head Trainer. The team trainer will retain the original OMHA Case Report and give the original Injury Report to the player's parent(s) to be taken to the doctor/dentist.
3. Any player requiring medical attention due to an injury must produce a doctor's note, to the trainer to return to play.

7.8 RESPONSIBILITY OF THE PARENT REP

1. Follow the rules and regulation of the PSMHA
2. Attend all scheduled PSMHA Parent Rep meetings
3. Inform all players and or parents/legal guardians of games and practices as well as passing on information from the Team officials to the Executive
4. Keep accurate records of all fundraising activities the team is approved to do. A fundraising report must be forwarded to the executive immediately following the completion of any fundraiser.
5. Be the liaison between parents with complaints or comments, and the coaching staff
6. Other duties as required and identified by PSMHA

7.9 SUPERVISION –CHANGE ROOMS

1. Parents of children in Atom and below MUST remain in attendance during games/practices, or ensure that a designated adult is available in case of injury or any item requiring adult attention. Please be aware that even though coaches are usually willing to assist players in getting into their equipment, it is ultimately the parent's responsibility-
2. Dressing rooms must be supervised at all times with at least 2 Team officials present.
3. PSMHA works with our arena staff and the Municipality to ensure that appropriate changing facilities are available to both genders.
4. Hockey Canada and PSMHA allow co-ed dressing rooms to exist at Initiation Program

(IP), Novice and Atom levels providing participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a t-shirt.

5. At the Peewee levels and above (11 years old) the following conditions will apply to co-ed team:
 - a. Female and males will change in separate rooms
 - b. Both genders shall congregate in one dressing room fully dressed to participate in game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated by the coaching staff
 - c. The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated by the coaching staff
 - d. The gender in the majority shall not begin changing (helmet, gloves, skates excepted) prior to the departure of the lesser represented gender.
 - e. When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities. It is the belief of Hockey Canada that these provisions adequately address the issues of team unity/camaraderie and provide for the modesty/privacy of all participants.
6. Team official, referees, executive members and parents reps will never shower with players. Shower rooms will be supervised at all times with at least 2 team officials of the appropriate gender.

7.10 REIMBURSEMENTS FOR TEAM OFFICIALS

1. PSMHA will pay the cost of any **approved** coach to attend an OMHA approved NCCP coaching clinic or recertification clinic. In order to be reimbursed, coaches must provide a receipt and a copy of their certification.
2. PSMHA will pay the cost of any **approved** trainer to attend an OMHA approved HTCP clinic or recertification clinic. In order to be reimbursed, trainers must provide a receipt and a photocopy of their certification
3. PSMHA will pay the cost of any **approved** team official, who is required to have prevention services certification (RIS) to attend an OMHA approved PRS (RIS) clinic. In order to be reimbursed, members must provide a receipt and a copy of their certification
4. PSMHA will keep on file an updated list of all certified Team officials and will encourage head coaches to choose from that list following the selection of the teams.
5. PSMHA will pay for any police check expenses if submitted within six weeks of the expense being incurred.

8 OFFICIALS

8.1 CONDUCT

1. Off ice officials must conduct themselves accordingly. Off ice officials must be unbiased at all times while performing their duties in the time box. Cheering for their team while in the time box is unacceptable.
2. At least one off ice official should have experience in the time box.
3. Time keeper and Gate keeper will be paid as per the attached pay schedule Appendix D. All officials will be paid twice a month. Time sheets submitted on the 1st and 16th (of the month paid by cheque on the 8th and the 23rd).

9 EXECUTIVE EXPENSES

9.1 CONFERENCES

1. All executive members attending the OMHA AGM will be reimbursed for appropriate expenses. These include;
 - a. Hotel expenses, upon submission of receipt.
 - b. Registration costs, upon submission of receipt
 - c. Reimbursements for non-provided meals with submission of receipt (no alcohol will be reimbursed with PSMHA funds). Unreasonable charges can be refused upon submission to the board.
 - d. Mileage at \$.38/km if over 100km from participants home (paid from home to destination, google map printout indicating distance will serve as receipt)

9.2 PRESIDENT CELL PHONE

1. With submission of a copy of the invoice, the President may be reimbursed for PSMHA related phone (or text) expenses.

9.3 ADMISSION AND SEASON PASSES

1. All approved team officials and PSMHA Executives are given a home game season pass.
2. Regular season and playoff games admission charges are not to exceed those prices as set by the Lambton Middlesex Local League or Shamrock Hockey League
3. Referees fees are to be paid from the gate fees collected.
4. The collection of the gate fees are the responsibility of the Director of Game Day Operations hired by the executive of the PSMHA and the revenues are for the sole use of the association. Attendance records and collected monies are to be submitted to the Treasurer and reported to the executive at their monthly meetings.

10 EXHIBITION, PLAYOFF GAMES AND TOURNAMENTS

10.1 PLAYOFF GAMES

1. All PSMHA playoff games are governed by their respective leagues and the OMHA

10.2 PSMHA TOURNAMENTS

1. All tournaments must have a sanction permit from the OMHA (see OMHA website for listings).
2. All tournaments must follow the OMHA tournament regulations
3. All PSMHA tournament rules in addition to the OMHA tournament regulations must be provided to each team registered as well as being posted in and around the conveners table.
4. All PSMHA tournaments budgets are to be approved by the executive
5. No PSMHA tournament will be approved to serve alcohol
6. Coaches may request PSMHA to advance funds to cover the costs of tournament registration fees prior to October 1st. This is to allow coaches to have their teams registered in tournaments before the final team selections or fundraising has been completed. These funds are to be replaced in full, no later than November 1st. Failure to repay funds by the deadline will result in suspension of the Head Coach.

7. Each PSMHA team may be provided with a tournament fund as determined by the executive. The amount is to be established annually by the executive. This fund can ONLY be used towards entry fees to tournament and if necessary, tournament travel permits. Any unused monies will remain in the PSMHA general operating account.
8. The coach must fill out the tournament approval form from the website and submit to the president for approval.

10.3 EXHIBITION GAMES

1. Exhibition games are to be arranged by the Team Officials
2. Team Officials must notify the Director of Game Day Operation at least 7 days in advance, so game officials can be arranged.
3. Gate receipts for exhibition games will be the same as determined for regular home games.
4. Teams are allowed a maximum of 2 home exhibition games. Any games above that need to be approved by the PSMHA Board.
5. All exhibition games need to be played by Feb 1st. No exhibition games will be allowed after Feb 1st.
6. Coaches must fill out the exhibition game request form on the website and submit to the president at least 7 days in advance for OMHA approval.

11 MISCELLANEOUS

11.1 PICTURES

1. PSMHA will organize team and individual photograph sessions for each team.

11.2 ALCOHOL AND DRUGS

1. The use of alcoholic beverages or drugs by team officials while supervising or by players prior to or during PSMHA related activities is prohibited. Suspension shall be levied for any violations of this rule.

11.3 SMOKING AND SWEARING

1. Smoking is prohibited within the Port Stanley Arena and all other arenas in Ontario. Municipal fines and PSMHA suspensions shall be levied for failure to observe this law.
2. Swearing is prohibited in the dressing room and on the players' bench. Suspension shall be levied for repeated failure to observe this rule

11.4 TRANSPORTATION POLICY

1. Teams reaching OMHA Semi-Finals, Zone Finals, and OMHA Finals may apply for funds to help cover group expenses for Travel or other expenses incurred up to a maximum of \$500 per team. These funds will be dispersed at the discretion of the Executive based on the travel distance. Applications must be submitted by March 31 of the current season. A receipt/summary of all expenses incurred must be submitted in order to qualify for the assistance.

11.5 CHAMPIONSHIP POLICY

1. A banner will be purchased by the PSMHA and will be displayed in the arena when a team is an O.M.H.A. champion or finalist.

11.6 RELEASE POLICY

1. It is the intent of PSMHA to keep all players who exercised their Right of Choice to play in PSMHA. In the event a player wishes to revoke his/her Right of Choice OMHA rules shall apply.

11.7 PRIVACY POLICY

1. PSMHA will adhere to the Privacy Policy of Hockey Canada, in the way it collects, uses, retains, safeguards, discloses and disposes of personal information of prospective members and others including players, coaches, trainers, managers, referees, and volunteers. PSMHA will strive to meet or exceed federal and provincial legislative requirements. For more information on this policy, please view the Hockey Canada website

11.8 CODE OF ETHICS

1. The PSMHA will adhere to the OMHA Code of Conduct, and the Canadian Professional Coaches Association Coaching Code of Ethics Principles and Ethical Standards, as set out by Hockey Canada and the OMHA in the Speak Out!, Respect In Sports (RIS), and Prevention Services Program (PRS) qualifications. Where this condition is deliberately abused, the member will immediately refer the matter to the Disciplinary Committee for investigation

11.9 COMMUNICATIONS FROM PSMHA

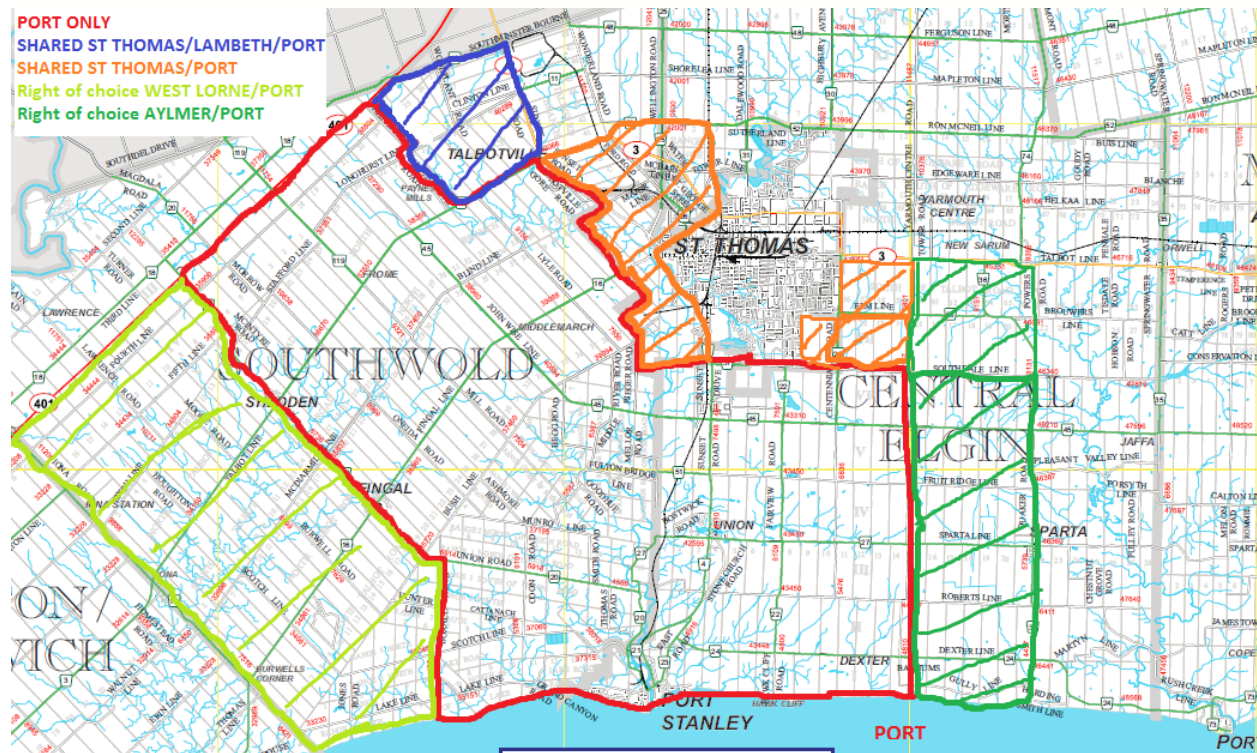
1. By registering and providing your email address, you are agreeing to allow your email address to be used by PSMHA for the communication of PSMHA related information.

11.10 PSMHA WEBSITE

1. The PSMHA Website will have the most up to date information on it. Parents are encouraged to check the website on a regular basis to ensure they are aware of upcoming events, team schedules and general information.
2. Teams will be permitted to maintain their own website within the PSMHA website during the hockey season subject to the following conditions;
 - a. No Postings that could be viewed as derogatory will be permitted (players, other centers, other teams, referees, league or local official, board members)
 - b. Postings that violate this policy will be removed and the webmaster will cancel the team ability to make future posts.

APPENDIX

APPENDIX A



MINOR HOCKEY BOUNDARY AGREEMENT

Below are excerpts from the Boundary Agreement that began in 2000-2001 Hockey Season which was signed by St. Thomas Minor Hockey, Port Stanley Minor Hockey, Belmont Minor Hockey, and Lambeth Minor Hockey Associations.

Please note that residents living within the **restricted** boundaries of any centre will not qualify for a release to play rep in another centre as per OMHA rules and regulations (exception only for the AAA Elgin-Middlesex Chiefs). Those residents in a shared area **may** be released (if previously registered as a Representative Player) to play in another centre, however, a release must be requested from the Home Centre for consideration and approval. Note that this applies for all:

Representative and Additional Entry (AE) hockey players. Only local league players can play in any centre regardless of boundaries. If there is any question whether an address is in restricted boundaries, please ask the executive from one of the centres to confirm **prior to registration**.

Those residences which fall outside of any restricted or shared boundaries can utilize the “Right of Choice” regulation (3.4) as outlined in the OMHA handbook. Please refer to www.omha.net to review the terms and conditions of this regulation.

Please see the maps for reference points (posted at the arena). Executive members have access to the complete agreement and can assist with any further questions/concerns.

Excerpts from Boundary Agreement as applicable to Port Stanley Minor Hockey area

Schedule 1 - Restricted to St. Thomas Minor Hockey Association:

The boundaries restricted to St. Thomas Minor hockey Association will include:

All lands that lie within the published boundary of the City of St. Thomas with the exception of:
Properties whose driveways enter the east side of Sunset Road (Hwy 4), from the South to the North City Boundary along Sunset Road, and Properties within the City Boundary to the West of Sunset Road from the South to the North City Boundary along Sunset Road.

*The City Boundary of St. Thomas is defined as that area beginning in the Southwest, at Sunset Dr. and Southdale Line, and Going East along Southdale Line to the City Boundary at the Southwest corner of Block 9,

Concession 7 (West of Centennial Road), and

Going North along the City Boundary to Elm Street, and

Going West along Elm Street to Elmwood Ave., and

Going North along Elmwood Ave. to Paul St., and

Going East along Paul St. To Bailey St., and

Going North along Bailey St. To Lawton St., and

Going East along Lawton St. to Coulter Ave., and

Going North along Coulter Ave. to the end of Coulter Ave., and

Going East to Centennial Ave., and

Going North along Centennial Ave. to Ron McNeil Line (Rd. 52), and

Going West along Ron McNeil Line to the City Boundary east of Dalewood Dr. (Rd. 31), and

Going South along this City Boundary to a line that extends east of Edgeware Rd., (Rd. 29), and

Going West along Edgeware Rd. to the City Boundary north of Waterworks Park, and

Going South along this City Boundary to Kettle Creek, and

*Going along Kettle Creek in (ultimately) a South and West direction to Sunset Drive (Hwy 4) and South along Sunset Drive to Southdale Line.

* denotes where further wording changes were made in 2006 to clarify specific boundary points as agreed to by Port Stanley Minor Hockey and St. Thomas Minor Hockey Associations

Schedule 2 - Restricted to Port Stanley Minor Hockey Association:

The boundaries restricted to Port Stanley Minor Hockey Association will include:

An area beginning at Port Stanley, and

Going West along Lake Erie to Boxall Road, and

Going North along Boxall Road to Union Rd. (Rd. 20), and

Going Northwest along Union Rd. to Hwy 401, and

Going East along Hwy 401 to Parsons Road, and

Going South along Parsons/Paynes Mills Rds. to Talbot Line (Hwy 3), and

Going East on Talbot Line to the westerly limit to Talbotville, and excluding Block 40 S.N.B.T.R.

and Going South along the west side of Block 40 to the northwesterly limit of the St. Thomas Minor Hockey Restricted boundary (near Gore Rd.), and

Going West and South along the St. Thomas Minor Hockey Restricted boundary to Southdale Line, and Going East along Southdale Line to Yarmouth Centre Rd., and

Going South along Yarmouth Centre Rd. to Lake Erie, and Going West along Lake Erie to and

including Port Stanley

NOTE: Properties whose driveways enter any and all boundary lines are included in the defined boundary

Schedule 4 – Defined Area to be Shared by Port Stanley Minor Hockey Association and St Thomas Minor Hockey Association:

There will be two (2) boundaries of areas to be shared by Port Stanley and St. Thomas Minor Hockey Associations, and they will include:

Area 1

An area to the North and West of the St. Thomas Minor Hockey Restricted boundary, beginning at Towerline Rd. and following North along the west side of the east line of the L&PS Railway tracks to Ron McNeil Line/Talbot Line (Rd 52/Hwy 3), and Going West along Ron McNeil Line/Talbot Line (Rd 52/Hwy 3) to the west side of Block 40 .N.B.T.R., and Going South along the west side of Block 40 S.N.B.T.R. to the northwesterly limit of the St. Thomas Minor Hockey Restricted boundary at Wellington Rd., and Sunset Rd. (Hwy 4), and *Going West and South along the west limit of the City of St. Thomas boundary to Southdale Line at Regier Rd. , and Going East along Southdale Line to Sunset Drive (Hwy 4), and Going North along Sunset Drive to the south most point of the north boundary of the St. Thomas Minor Hockey Restricted boundary, and Going Northeast along the boundary of the St. Thomas Minor Hockey Restricted boundary to the west side of the east line of the L&PS Railway tracks

Area 2

An area to the east of the St. Thomas Minor Hockey Restricted boundary, beginning at the south section of Talbot Line (Hwy 3) on the east side of the St. Thomas Minor Hockey Restricted boundary and going East on Talbot Line to Yarmouth Centre Rd., and Going South along Yarmouth Centre Rd. to Southdale Line, and Going West along Southdale Line to the City of St. Thomas limit and St. Thomas Minor Hockey Restricted boundary, and Going North along the St. Thomas Minor Hockey Restricted boundary to Talbot Line (Hwy 3) * denotes where further wording changes were made in 2006 to clarify specific boundary points as agreed to by Port Stanley Minor Hockey and St. Thomas Minor Hockey Associations

Schedule 5 – Defined Area to be Shared by Port Stanley Minor Hockey Association and St Thomas Minor Hockey and Lambeth Minor Hockey Associations:

The boundary of the area to be shared by Port Stanley, St. Thomas, and Lambeth Minor Hockey Associations includes:

An area beginning at the north end of Block 40 S.N.B.T.R. at Colonel Talbot Rd. (Hwy 4) and going North along Colonel Talbot Rd to Road 18 (London City/Old Middlesex Line), and Going West along Road 18/Southminster Bourne to east of the east side of Parson Road, and Going South along east of the east side of Parson Road/Paynes Mill Road to North of the north side of Talbot Line (Hwy 3), and Going East along north of the north side of Talbot Line to Colonel Talbot Rd.

Schedule 7 – Registration:

It is hereby agreed that each Centre shall, as part of their registration process commencing with the 2000-2001 hockey season, ensure players (and their parent(s) or guardian(s)) resident in any Shared Boundary are aware that registering with the Centre in which registration is occurring shall result in such player selecting this Centre as their Home Centre and that they shall remain a member of that Home Centre until this Home Centre grants a full and final

Release in accordance with CHA and OMHA Regulations. The OMHA Declaration of Right of Choice form will accomplish this.

It is hereby similarly agreed that players being permitted to continue to register with a specific Home Centre due to the Grandfathering agreement shall be informed that failing to register with the Grandfathered Home Centre will result in loss of the grandfathering status. For the purpose of first-time registrants, or registrants who have never participated as part of a Representative or Additional Entry team, it is understood and agreed that a Home Centre is not selected until a player registers as a player, including as an Affiliate player, for a Representative or Additional Entry team in that Centre.

APPENDIX B

By registering with **Port Stanley Minor Hockey**, you agree to the following conditions of registration. This "Legal Click-through Agreement" is part of the on-line registration process. As of 2001, legislation was passed throughout Canada that made a 'Click-through Agreement' on the Internet as legal as a signature.

PSMHA Waiver

I, the applicant, certify the information on the on line registration form to be true and consent to the Player participating in the hockey program of the PORT STANLEY and DISTRICT MINOR HOCKEY ASSOCIATION (hereafter will be noted as PSMHA). I further agree to abide by and be subject to the constitution, by-laws, regulations, rules, and decisions of the PSMHA, the OMHA and HOCKEY CANADA. I am aware that copies of these rules and regulations are available from the PSMHA upon request.

1. I, the applicant, understand that hockey is a vigorous and physically demanding game in which injuries may occur. I hereby apply for registration of the player in the programs of the PSMHA, agreeing to accept the reasonable risk inherent in the game of hockey including the risk of serious personal injury. The applicant, for himself, herself, themselves, their next of kin, executors, administrators assigns, hereby irrevocably releases the PSMHA, its officers, directors, coaches, assistant coaches, trainers, managers, referees, officials, servants, agents, and employees from all manner of claims or causes by actions in any way related to personal injury or property damage sustained by the registered player and/or the applicant in the course of participating in, viewing, or traveling to or from any of the games or programs sanctioned by the PSMHA.
2. I, the applicant, agree to abide by the following conditions of membership as set out by the PSMHA:
 - a. The PSMHA reserves the right to refuse any person admission into the PSMHA.
 - b. The PSMHA adheres to the age classification system approved by Hockey Canada. The formations of the PSMHA teams are based on this classification together with the player selection system.
 - c. New registrants must provide the PSMHA with a true copy of their birth certificate at the time of registration.
 - d. Players will, at all times, on and off the ice, conduct themselves in a sportsmanlike manner, according to the PSMHA Code of Conduct. Infractions of the rules may result in the imposition of severe penalties, including suspension from further play.
 - e. All sweaters and goalie equipment issued by the PSMHA are the property of the PSMHA.
 - f. All players in the PSMHA must wear a CSA approved type helmet, which fastens under the chin, together with a CSA approved facemask. They must wear protective devices such as athletic supports with cups, shin guards, hockey gloves, neck/throat protectors, shoulder pads, elbow pads, kidney protectors, hockey pants, mouth guard etc. In addition, goaltenders must wear an approved type of facemask, as well as an approved head and throat protector. -Players must wear a CSA helmet and Facemask while he/she is on the ice or on the bench.

- g. The responsibility for the transportation of players to and from the games or practices rests with the parents, under the direction of the team coach or manager.
3. I, the applicant, acknowledge that a parent or guardian of the Player registered with PSMHA must complete the "**Respect in Sport for Parents**" education as a condition of the hockey player's participation with **OMHA** teams next season (effective **Aug. 31st, 2014**). Failure on my behalf to complete the mandatory program will affect my Player's eligibility to participate in any PSMHA activities.
 4. I certify that I have read, understood, and declare my agreement with the foregoing declaration.

APPENDIX C

EQUIPMENT

There are many places in the area to purchase new and used hockey equipment. Be sure the equipment fits the player properly. Have the player try on all equipment.

Proper fitting equipment is one of the keys to preventing injuries. Check equipment on a regular basis and repair/replace broken pieces.

Required Player & Goalie Equipment

Player Equipment	Goalie Equipment
Helmet	Helmet
Neck guard	Neck guard
Shoulder pads	Shoulder pads
Elbow pads	Elbow pads
Gloves	Glove
Jock strap/Jill strap	Blocker
Pants	Jock strap/ Jill strap
Shin pads	Pants
Socks	Goalie pads
Skates	Socks
Stick	Skates
Jersey	Stick
Mouthguard	Jersey
	Mouthguard

APPENDIX D

Discipline for Players

OFFENSE LEVEL	NO. OF OFFENSES	DISCIPLINE'''	ASSIGNED BY	REPORTED TO WHOM
Level 1	1	1 period	Coach	Parent
	2	2 periods	Coach	Parent
	3	1 game	Coach	Parent + Division Director
	4	1 game	Coach	Parent + Division + Discipline
Level 2''	1	Dismissal current ice + next 3 ice times	Coach (current) + President (additional)	Parent + Division Director + Discipline Committee
	2	Dismissal current ice weeks	Coach (current) + President	Parent + Division + Discipline
	3	Dismissal current ice weeks	Coach (current) + President	Parent + Division + Discipline
	4	Dismissal current ice remainder of season	Coach (current) + President	Parent + Division + Discipline
Level 3''	1	Dismissal current ice + 2 weeks	Coach (current) + President (additional)	Parent + Division Director + Discipline Committee
	2	Dismissal current ice remainder of season	Coach (current) + President	Parent + Division Discipline Committee

* For second level offenses that were committed against another individual, before reinstatement the player must offer a personal apology.

** For third level offences that involve theft, property damage or other cost to a victim, the player must offer a personal apology and where requested reimburse the victim before reinstatement.

The discipline committee must advise the President for discipline that differs from the guidelines.

Note: Each offence shall be dealt with on an individual basis and, if necessary, suspensions will be carried over from one season to the next.