



SGMHA Policies & Rules of Operation

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SGMHA Policies & Rules of Operation

Adopted by the South Grey Minor Hockey Executive on -----

1. GOVERNANCE

South Grey Minor Hockey operates under the governance of its Constitution and the Manual of Operations of the Ontario Minor Hockey Association.

2. CODE OF CONDUCT AND ETHICS

ALL MEMBERS CODE

To establish and maintain standards for participants including all players, parents, team officials, executives and volunteers. The standards are comprised of, but not limited to, the following principles:

1. Members must respect the rights, dignity and worth of every human being and treat everyone equally within the context of their activity.
2. Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
3. Members must communicate and cooperate with other sports organizations, non-sports organizations, medical practitioners and educational institutions in the best interest of the players.
4. Members must encourage executives, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
5. Members must never advocate the use of performance enhancing drugs or banned substances.
6. Members must be clear as to what is to be regarded as confidential information and not to divulge any such information without expressed approval of the individuals concerned.
7. Members must consistently display high personal standards both professionally and personally.
8. All reasonable steps must be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
9. Participants have a responsibility to themselves and the Association to maintain their own effectiveness, resilience and abilities.
10. Members must not display an affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that group.
11. Should a member of SGMH take legal action against SGMH the said member or spouse will be ineligible to sit on the SGMH Executive and all children of said member & spouse will be removed from the Association.
12. Members must respect the rules of the arena facility. Any team causing damage to the facility/change rooms will be responsible for cost of repairs.



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TEAM OFFICIALS CODE

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

PARENTS CODE

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



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11. Set an example by supporting and respecting your child's team officials. When problems arise, communicate on an individual basis, after the 24-hour cool-down period. Public comments are not appropriate.

PLAYERS CODE

1. Play for the fun of it, not just to please your parents or coach.
2. Play by the rules.
3. Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
4. Control your temper - no mouthing off, breaking sticks, throwing gloves or other equipment.
5. Work equally hard for yourself and your team - your team's performance will benefit and so will you.
6. Be a good sport. Cheer all good players, whether it is your teams or your opponents.
7. Treat all players, as you yourself would like to be treated. Do not interfere with, bully or take unfair advantage of any player.
8. Remember that the goals of the game are to have fun, improve your skills and feel good. Do not be a show-off or always try to get the most points or penalties.
9. Co-operate with your team officials, teammates and opponents, for without them, you do not have a game.
10. Remember, you are representing yourself, your parents, your team, your sponsor and your town at all times to and from the arena.

SPECTATORS CODE

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

3. ELIGIBILITY AND REGISTRATION

RESIDENCY

1. All players must habitually reside within the eligible boundaries of the SGMH, as on file with the OMHA, with their custodial parents or legal guardians.
2. Out of town players are permitted to play providing that they are not taking a spot of a local player.



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3. Centre point Intersection of Atemesia-Southgate Townline/Grey Highlands Rd 190 and Hwy 10: GPS Coordinates: 44.217783,-80.468074.

PLAYER IDENTIFICATION

All registrants new to SGMH must provide a photocopy of the player's birth certificate (not birth registration) and a photocopy of their parent's/guardian's Drivers License reflecting the address provided on the registration form.

Where a new registrant was born in a country other than Canada the player may provide a document from Employment and Immigration Canada, which verifies the date of the birth of the player. Registration is not considered complete and will not be accepted without the above mentioned documentation.

REGISTRATION DATES

Registration information will be posted on our website and on Social Media. There will be at least two regular registration dates. The first one will coincide with the Annual General Meeting (A.G.M). The second one will be set by the Executive and will occur on or before May 30th.

Registrations received after July 1st are considered late and are subject to a late fee, as published on the registration form. Please Note: New residents to the SGMH will be exempt from the late fee.

REGISTRATION REQUIREMENTS

1. The Executive sets all fees and installments prior to the start of each hockey season.
2. A parent or legal guardian must sign the player registration form and accompanying waiver.
3. Registration is not considered complete until the Registrar receives all cheques/e-transfers and forms, and if applicable, photocopies of birth.
4. All cheques/e-transfers are to be made payable to South Grey Minor Hockey Association, in the amounts and dates specified in the policy for the current hockey season.
5. Separate cheques/e-transfers are to be issued for Registration, Lottery fee.
6. When a cheque/ e-transfer is returned, for whatever reason, the Treasurer will contact the Registrar, who in turn contacts the parent/guardian. The parent/guardian is informed on what arrangements can be made
7. If we, SGMH, do not have enough players to put a team on the ice in a particular age category, letters of permission will be issued to the affected players, thus allowing them to register in another center. The decision to issue letters of permission is made by the Executive.



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8. Players may not be on the ice unless registered to this Association and registration fees and Lottery Tickets if required must be in order before that player steps on the ice.

9. All Team Officials must be registered on Officials OMHA roster. These are the only people allowed on the bench during any game.

10. Insurance for all players will be mandatory and such charges will be incorporated in the player registration fees.

11. Any member of South Grey Minor Hockey with monies owing to South Grey Minor Hockey or owing individual team participation fees (tournament participation, extra ice if attended, etc.) will be considered members not in good standing and will not be allowed to register until payment is made in full.

REFUNDS

Refunds of registration fees will be arranged on a pro-rated basis under one or more of the following conditions:

1. Presentation of a medical certificate.
2. Player signing with OHL, OHA or AAA club.
3. Player moving beyond the eligibility boundaries of the SGMH.
4. In the event there is no appropriate team for the player to play for.
5. Refund request before September 1st will be 100%
6. Other requests for refunds in special circumstances will be at the discretion of the Executive.
7. Request must be received in writing

4. EQUIPMENT AND UNIFORMS

APPROVED PLAYER'S EQUIPMENT

All players' equipment will be CSA approved and will follow the OMHA guidelines.

SGMH LOGO

1. The SGMH Logo is the property of the Association and may not be used by anyone without express written permission from the Executive.
2. Teams wishing to purchase merchandise with the SGMH logo, must purchase these products through the SGMH, using their official supplier(s), if applicable. If the merchandise is unavailable through the supplier, then special written permission to use the logo may be granted.



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NUMBER OF JERSEYS

1. Each team will be provided home and away jerseys.
2. All team jerseys must have the "STOP" sign sewn on the back.

SGMH EQUIPMENT

1. All equipment will be returned to the Equipment Manager clean and in good repair at the end of the playing season.
2. All jerseys are the property of the SGMH and must be returned to the SGMH cleaned at the end of each hockey season.
3. Team Officials are responsible for the equipment allotted to their team.
4. Goaltending equipment is the responsibility of the player and the parent/guardian must sign for it at the beginning of the year, excluding Tyke.
5. Game jerseys are the responsibility of the Team Officials. Game jerseys must be returned to the Team Officials after each game.
6. Players are not to wear game jerseys for any reason other than a SGMH sanctioned events and games, unless approved by the Executive prior to the event.
7. The Executive must approve all equipment, uniforms, clothing and trophies.
8. No subsidized equipment, clothing or apparel may be purchased without approval of the Executive.
9. SGMH offers goaltending equipment up to u9
10. IP players will be allowed to keep their Jerseys provided that they are donated by Tim Horton's and will be of NO cost to SGMH.

5. PLAYER MOVEMENT

UNDERAGE PLAYER MOVEMENT

Any player wishing to try out for a team above his or her age group/division is eligible to try out for the rep team only. If he or she fails to make that team he or she must return to their own age group/division. Eligibility to play on rep team above his/her age division, Said player must evaluate within the top three on the rep team above their own age division. Final approval of all underage player requests rests with the Executive who will determine whether the above exception criteria have been met, and whether or not, in all the circumstances, player movement is appropriate.

OVERAGE PLAYER POLICY

All players must register for their age appropriate category as per the OMHA Constitution, By-Laws,



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Regulations & Rules. For special circumstances please contact SGMH Director of Player/Coach Development.

TEAM SELECTION

1. The Executive reserves the right to determine the number of players for any team within our Association with respect to Rep teams, AE teams, Local League and House League teams.
2. REP team tryouts are open to any player eligible by age and residency providing the proper fee is paid.
3. The Head coach will make REP team selection with the assistance of the player selection committee. unless otherwise determined by the Executive, immediately following the last tryout. After this date, players cannot be cut from the Rep team. A list of players is to be submitted to the Executive immediately upon completion of team selection.
4. Only those players participating in REP tryouts are eligible to play. An exception to this rule may be made for:
 - a) A player moving into town after the tryout deadline.
 - b) A player returning from an AAA, OHA, or OHL team during the current season.
 - c) A player that was not able to attend the REP tryouts due to medical reasons or extenuating circumstances accompanied by a letter in advance.
5. Only those players participating in REP tryouts, and who have been cut from the REP team, will be eligible to try out for the AE team in the same age division.
6. If there are insufficient numbers to ice a team, registered players will be issued a Letter of Permission to play in another center. Those players will be required to register with the SGMH, their home center for the following season.
- 7 .Local league players will all go on the ice according to their age division they are playing in.
8. In a case where there are two (2) or more Local League teams in an age division, they shall be equally balanced.
9. In the event that non-resident players are invited to try out for the Juvenile SGMH Rep team due to insufficient numbers, no Juvenile player registered with SMHA will be cut from the team in favour of a non-resident Juvenile player.

PLAYER SELECTION

Local League Teams will be selected using the following procedures:

1. All coaches involved will rate all the players using the format provided by the Executive.
 2. All coaches involved will agree on the ratings.
 3. Coaches will provide as much information as possible on the player's ratings.
 4. Team Selection Committee will divide the teams as equally as possible.
 5. The Team Selection Committee may move players as required if the teams are not equal.
- NOTE:** Any Executive member with children involved at the local league level will be ineligible to participate in the selection of teams.
- 6 After the final team selections have been made, the Head Coach is then free to recruit the rest of his team officials, if they are to be chosen from the player's parents/legal guardians.



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7. Requests for players to play on the same Local league team will be at the discretion of the Team Selection Committee.

PLAYING OR 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 the abuse of this policy.
2. Rep Team Officials are to offer fair ice time to all players. The Executive reserves the right to rectify the abuse of this policy.
3. No players shall participate in practices of another team, unless that specific player is rostered as an affiliated player to that team on the ice.
4. If a player is used as an on ice volunteer, that player must be at least two divisions older than the age division on the ice and must wear full approved equipment as outlined in Section Four.
5. Only players registered with South Grey Minor Hockey Association may be on the ice during practices.

REP TRY-OUTS

1. Dates and times of rep tryouts will be posted on the SGMH website.
2. Rep tryout fees will be set by the Executive and all efforts will be made to ensure that the fees pay for the ice time required.
3. No refunds will be issued to those players that do not make the rep team.
4. Players are guaranteed the first two scheduled tryouts.
5. Dry land training can not occur before team selection.
6. Coaches may not pre select their team officials, positions can be offered only after the final team selection.
7. Coaches may enlist the help of other Coaches, players or individuals (subject to the helper rules and/or possess PRS) to assist with tryouts and evaluations.

AFFILIATED PLAYERS

1. Affiliation will be as per OMHA Manual of Operations - Regulation 7, and, in addition to Regulation 7.1
 - a) No player may be put on an affiliated player list without the consent of the player's parents, legal guardians and rostered coach.
 - b) No player may be used as an affiliated player without the consent of the player's parents/legal guardians and Coaches permission.
2. Affiliation will only be permitted under the following circumstances:
 - a) When a team is missing one or more players from its approved roster due to illness, injury, suspension, vacation, work or personal business.
 - b) Where a team has an unusually low number of rostered players. Please Note: The SGMH Executive will determine if a team qualifies for these criteria upon request of



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the team Coach. Hereby referred to as the “TOP UP RULE.” This rule will allow teams with low numbers of rostered players to use AP players up to the maximum roster size. The AP players are eligible to participate in regular rotation with the rostered players for every game.

3. Ice time for affiliated players will be as follows:

- a) An Affiliated player may take regular shifts as determined by Team Officials.
- b) An affiliated player may see minimal or no ice time in a game they have been called up for.
- c) All affiliated players should be invited to participate in team practices, bearing in mind that the affiliated players’ primary team responsibilities must come first.

4. Goalie Affiliated Player Rule:

- a) If there are 2 goalies rostered to a team and one of the goalies is unavailable, the affiliated goalie may be brought up, but the rostered goalie must start the game.
- b) Away tournaments: An affiliated goalie must play at least one game
- c) If there is only one goalie rostered, an affiliated goalie can be called up but the rostered goalie must start the game.

5. Any coach found in contravention or purposely misusing the Affiliated Player rule will face immediate disciplinary action, including suspension.

6. CONDUCT AND DISCIPLINE

ALCOHOL/ILLEGAL DRUGS OR IMPARMENT OF ANY SUBSTANCE

All SGMH sanctioned events, where minors are present, will be alcohol and drug free, including associated transportation/busses. Any team found to be in violation will face suspension of the coaching staff.

CODE OF CONDUCT

Any violation of the SGMH Rules of Operation, the SGMH Constitution or OMHA Code of Conduct by any member shall render such member liable to disciplinary action in accordance with the Disciplinary Policy of SGMH or the OMHA (contained in the OMHA Manual of Operations).

The Player, Parents or Guardians (collectively referred to as “Participants”) must agree to this Code of Conduct (“Code”) as a condition of membership in the South Grey Minor Hockey Association. At the start of each season each Participant must sign this code of conduct prior to beginning any team ice sessions.

GOVERNING STANDARDS CONDUCT

1. We, the participants, understand that being allowed to play hockey with SGMHA is a privilege



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- and that full compliance with the Code is required at all times.
2. I, the Player, agree to abide fully by the rules of the game applicable to the level of play in which my team participates.
 3. We, the Participants, understand that we must not publicly criticize or question Coaches, Officials, Teammates or Opponents and shall confer any concerns in a civil and respectful manner.
 4. We, the Participants, understand that the authority of an Official must be respected during any and all games, that we will abide by their decisions and will not question or confront an Official before during or after a game.
 5. We, the Participants, understand that any irresponsible or disrespectful behavior, either in our Arenas or at any facility we are a visitor, towards any Coach, Official, Player or Parent before, during or after any game or practice is inappropriate and will not be tolerated.
 6. We, the participants, understand that we must set an example , and always conduct ourselves respectfully and with courtesy towards everyone involved, knowing that the Team, the Association and ourselves will be judged by our behavior.
 7. We, the Participants, understand that abuse will not be condoned. Yelling, taunting, racial or ethnic slurs, obscene gestures or language, striking or attempt to strike (except as allowed under “Body Contact” rules of the O.M.H.A.) of Players, Officials, Coaches or Spectators will not be tolerated.
 8. I, the player, understand that I have committed to a “Team” sport and for the benefit of my teammates, Coaches and myself am expected to attend every practice and game to the best of my ability, to participate in all skill development sessions and Team functions when made available. I am to abide by all “Team” specific rules and it is my responsibility to notify my coach if I am unable to attend and I understand that repeated absence may result in discipline as determined by my coach.
 9. I, the Player, realize that winning is not everything and that having fun, improving skills, making friends and learning sportsmanship is the primary goal of S.G.M.H.A I will conduct myself with dignity and respect whether winning or losing the game. We, the Participants, understand the Code is necessary to provide a safe fun environment for the continued good of our sport and that failure to abide by this Code of Conduct will result in disciplinary actions as set out in this document

Disciplinary Actions Resulting from a Breach of the SGMH Code of Conduct

First Offense

Player: Verbal warning to the player, head coach will also provide a written notice to the South Grey Minor Hockey –OMHA Rep, or Local league Rep.

Parent or Guardian: Report of issue to Disciplinary Committee who will conduct investigation and issue a written warning.

Second Offense

Player: Written warning by head coach to the player along with an automatic one game suspension. The head coach will provide a written notice to the South Grey Minor Hockey – OMHA Rep, or Local league Rep. who will forward on a copy to SGMH Disciplinary Committee.



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Parent or Guardian: Upon report of a 2nd issue, the Disciplinary Committee will conduct an investigation and issue Second Written Warning.

Third Offense

In the case of a player, immediate suspension from all team activities until further notice. The head coach will provide a written notice to the SGMHA Disciplinary Committee who will initiate a review of the player's conduct and issue a formal written response along with details of the term of suspension.

In the case of a parent/guardian, upon receipt of a 3rd complaint, immediate suspension of rights to attend all team activities until further notice. The SGMH Disciplinary Committee will initiate a review of the parent's/guardian's conduct and issue a formal written response along with details of the term of suspension.

Fourth Offense

- In the case of a player, immediate suspension from all team activities until further notice. The head coach will provide a written notice to his South Grey Minor Hockey –OMHA Rep, or Local league Rep. who will provide a copy to the Disciplinary Committee. The D.C. will initiate a review of the player's conduct and issue a formal written response informing the player of his suspension for the remainder of the season. At the Executives discretion, the player may also permanently lose his/her right to membership in the SGMH.

- In the case of a parent/guardian, immediate suspension of rights to attend all team activities. The head coach will provide a written notice to his South Grey Minor Hockey –OMHA Rep, or Local league Rep. who will provide a copy to the SGMH Disciplinary Committee who will initiate a review of the parent's/guardian's conduct and issue a formal written response informing the parent/guardian of their suspension for the remainder of the season. At the Board's discretion, the parent/guardian and therefore the associated player may also permanently lose their right to membership in the South Grey Minor Hockey Association.

The SGMH Executive will maintain a permanent record of all breaches of the SGMH Code of Conduct and will take into account historical information when ruling on disciplinary action.

RESPECT IN SPORT

1. If a Team Official is accused of abuse or harassment, the Abuse and Harassment Committee will immediately meet to 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:

- a. Contact the OPP if necessary and follow any advice that they may offer.
- b. Inform the OMHA.
- c. Suspending the Team Official in question.
- d. Interviewing the complainant.
- e. Interviewing the parents of the team in question.

If the OPP conduct an investigation, the SGMH must suspend their activities until the matter is concluded with the OPP. The SGMH may then continue with disciplinary action if deemed necessary by the Abuse and Harassment Committee.

Criminal Reference Checks



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1. All Executive members, Team Officials, Parent Reps, and any person(s) having direct contact with the players, including extra volunteers used at practices etc. must complete and pass a Criminal Reference Check and Vulnerable Sector Check.
2. Risk Management is responsible for coordination of CRC
3. All Criminal Reference/Vulnerable Sector Checks must be filled out on or before October 31st. If not filled out, the member will be suspended from their duties until a clean Criminal Reference Check/Vulnerable Sector Check is returned by the OPP or police agency.
4. An applicant/volunteer will be asked to step down by the SGMH if convictions or any outstanding charges involve:
 - a) Any sexual assault or sexual exploitation (no time limit).
 - b) Any criminal code charges/convictions involving children (no time limit).
 - c) Any assault conviction/charge within the last 10 years.
 - d) Any theft/fraud related convictions/charges within the last 5 years.
 - e) Any convictions/charges relating to Uttering Counterfeit Currency.
 - f) Any possession or trafficking of narcotics within 5 years.
 - g) Any violent offence involving weapons within the last 10 years.
5. If Impaired Driving convictions/charges are found, a letter will be sent to the Applicant/volunteer from the SGMH advising them they are not allowed to drive children to and from games, practices or SGMH sanctioned events if
 - a) They are unlicensed.
 - b) They have had an Impaired Driving related charge/conviction in the last 5 years.
 - c) They are under suspension.
6. If an applicant/volunteer fails a Criminal Reference Check, the President will contact that person to explain what has come back. That person will be given the option to resign their position, or if they feel the Criminal Reference Check is wrong; they will be given one week to resolve the matter with the Ontario Provincial Police or police agency. A letter clearing them will be required. If a letter cannot be obtained within the week, that person will again be given the option of resigning or being removed from their position until the matter can be resolved. All of this will be done in total confidentiality and the reason will not be divulged to anyone, including the Executive.

Twenty-Four Hour Cool Down Period

1. All Members of the Association must abide by the 24-hour cool down period. When the 24 hours has passed, the Member may then initiate contact to solve the problem.
2. The member must follow the standard team rules signed at the beginning of the season.

Complaint Procedure

1. In the event of a conflict, no player or parent shall protest less than 24 hours after the initial incident.



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2. If a situation arises that can not be resolved between the coaching staff, player and/or parent, the member can opt to forward to the President of the SGMH an anonymous letter OR a signed letter.
3. If the member chooses to forward an anonymous letter, it must not include names of any identifiable individual(s). Anonymous letters naming individuals will not be dealt with. The letter must outline general concerns about a particular team. They may request that representation from the SGMH Executive attend a game or practice to witness these concerns. In the case of an anonymous letter, no written response will be given from the Executive as the complainant will be unknown. It will be at the discretion of the SGMH Executive representatives attending the game/practice as to whether any issues with the team need to be dealt with. The Executive representatives will update the Executive Committee at their next regular meeting or at any emergency meeting if required. If no action results from the attendance of Executive members at a game/practice and the complainant does not find this satisfactory, they will need to follow the signed letter complaint procedure.
4. If the member chooses to forward a signed letter to the President/Designate, it will be at the discretion of the President/Designate whether the complaint will be forwarded to the Abuse and Harassment Committee or if it will be brought forward to the Executive as a whole. This will be dependent upon the nature of the complaint. The complainant will receive a written response as to how their complaint is being dealt with. The President/Designate will make the Executive members aware that correspondence was received with regard to a specific team and that it has been forwarded to the Abuse and Harassment Committee. No further details will be given at that time.
5. If the Abuse and Harassment committee feels it is a complaint to be dealt with by their Committee, they will contact all parties involved during their investigation. The SGMH Executive will not be part of this process.
6. If the complaint is not an issue requiring a decision by the Abuse and Harassment Committee, the President/Designate will bring the written letter of complaint to the next meeting of the SGMH Executive. Each Executive member present must sign the back of the original letter entered into the minutes of that meeting. The Executive will not listen to or deal with hearsay. All parties to the complaint have the option of appearing at the Executive meeting to resolve the complaint.
7. All complaints and responses to complaints relating to any member of the SGMH must be in writing including complaints made by members of the Executive. Verbal complaints will not be dealt with.
8. All decisions of the Executive are final pending an appeal and no exceptions will be granted, unless the decision is reversed by the OMHA, HC or OHF with all associated costs at the complainant's expense.
9. All letters must be received by the Executive on or before April 15th of the current season. Letters will not be accepted after this date.
10. All response letters to complaints dealt with by the SGMH Executive will be mailed by the President/Designate.

Abuse and Harassment Complaint Procedure



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1. All complaints or concerns must be in writing.
2. All letters given directly to the President/Designate (no copies are to be kept on file except by the president or designate)
3. The President/Designate decides if the letter should be forwarded to the Abuse and Harassment Committee or if the Executive handles it.
4. If the letter goes to the Abuse and Harassment Committee, a letter is sent out by the Abuse and Harassment Committee (either hand delivered or registered mail) with the complaint letter to the person(s) being complained about asking for a detailed response within seven days. Once the response letter is received back, the Committee conducts an investigation independent of the Executive.
5. The Committee follows through with discipline (if necessary) and reports back to the Executive within 14 days of receiving the detailed response.

Appeal Procedure

1. If the person(s) being disciplined want to appeal the decision, they must write a letter to the SGMH President/Designate requesting an appeal and why they feel they should be granted an appeal (they must have new evidence or witnesses to justify the appeal) within seven (7) days after the decision.
2. The President/Designate then has seven (7) days to decide whether to grant an appeal. Appeals will not be granted on the basis that the person being disciplined doesn't like the decision; they must have a compelling reason.
3. If an appeal is granted, the Executive talks to the person appealing and examines the new evidence with the Abuse and Harassment Committee present at the next Executive meeting to decide whether or not to overturn the original decision. The disciplinary action stands until a decision is made regarding the appeal.
4. If an appeal is not granted, the appellant has the right to take the next step and go to the OMHA.
5. There is a \$100.00 fee payable to South Grey Minor Hockey to request an appeal. The fee is refunded only if the appeal is denied.

Conflict of Interest

As per the Constitution, Conflict of Interest, Section 10.10, (a), (b), (c), (d), (e) and 3.1 (d).

Confidentiality

1. As per the Constitution, Confidentiality, Section 10.12.
2. Confidentiality is an absolute must when dealing with matters pertaining to the SGMH. In Camera discussion at an Executive meeting is confidential. Motions and their outcomes are public information.

Female Player Dressing Room Policy



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1. All female players, u13 and above, will be assigned one dressing room separate from the male players when changing into their equipment. Below u13 , female players have an option of either change room.
2. Team Officials will assign two adult females to supervise the dressing room when it is being occupied by a player of their team.

Change Room Policy

1. Team Officials, Referees, Executive members and Parent Reps will never shower with players. Change rooms must be supervised at all times with at least two (2) Team Officials/Parents present in the room. In the event that this rule is not followed, the coach will be suspended.

Transportation of Athletes

All bussing contracted for SGMH teams to transport SGMH players, Team Officials and parents/legal guardians, to SGMH sanctioned events, will be alcohol free.

Injuries (Return to Participation)

1. The trainer will fill out an OMHA Case Report any time a player is removed from the ice (practice or game) due to injury. A copy of the Case Report will be forwarded to the OMHA Center Contact.
The trainer will retain the original and a copy will be sent to the SGMH GBT League/OMHA Rep.
2. The trainer will fill out an OMHA Canadian Hockey Injury Report and an OMHA Case Report any time a player is removed from the ice (practice or game) and requires medical attention due to injury.
A copy of the Injury Report and Case Report will be forwarded to the OMHA Center Contact. The trainer will retain the original and a copy will be given to the SGMH and GBT League/OMHA Rep.
3. The OMHA Center Contact will forward a copy to the Regional Executive member (REM) and the OMHA. If the injury is serious the OMHA Center Contact will inform the REM and the OMHA immediately.
4. Any player requiring medical attention by a medical professional for ANY injury requiring that player to miss any ice time practice or game must produce a doctor's note, to the trainer, to return to participate regardless of whether the injury was hockey related or not. A Copy of the doctor's note will also be given to the SGMH GBT League/OMHA Rep.

Releasing Children from Supervision

As per SGMH standard team rules.

DISCIPLINE

1. Written complaints about members will be dealt with individually by the Executive as per the complaint procedure.
2. After thorough investigation, the Executive will make a decision and inform the member, in



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writing, of that decision.

3. All written complaints, written responses, documentation pertaining to the complaint and the SGMH written response will be kept on file with the SGMH.
4. Disciplinary action may include but is not limited to the following:
 - a) A meeting with the Executive
 - b) A meeting with the Executive and complainant
 - c) A letter of apology
 - d) A short term suspension from all or some SGMH sanctioned events and activities.
 - e) A long term suspension from all or some SGMH sanctioned events and activities.
 - f) A permanent suspension from all or some SGMH sanctioned events and activities.
 - g) return SGMH equipment.
 - h) reimburse funds.
 - i) There will be zero tolerance for members who abuse the alcohol, illegal drug, and affiliation rule and abuse and harassment policies of the SGMH.

7. COACHES/MANAGERS/TRAINERS/PARENT REPS

All Team Officials must be registered on Approved Rosters. Only approved Rostered Team Officials will be allowed on the bench during any game.

RESPONSIBILITIES OF THE HEAD COACH.

1. Follow the Constitution and Rules of Operation of the SGMH.
2. Attend all SGMH scheduled Team Official's meetings.
3. REP – Select the players for the Rep teams. LOCAL LEAGUE – Evaluate and rank Local League players so that the Team Selection Committee can make an informed decision when evenly dividing the teams.
4. In conjunction with the other Team officials, be responsible for the team during all SGMH sanctioned events.
5. In conjunction with the other Team officials, plan and execute all practices and game plans.
6. Be responsible for all SGMH equipment and all SGMH coaching materials.
7. Collecting all SGMH jerseys after each game.
8. Hold a team meeting at the beginning of the season to outline the standard team rules to players and parents/legal guardians. A copy of the team's rules and a copy of the parent's signature sheet be submitted to the OMHA and Local League Contact person.
- 9.. Attend 80% of your team's games and practices, or you may be subject to suspension.
10. Other duties as required.

RESPONSIBILITIES OF THE ASSISTANT COACH

1. Follow the Constitution and Rules of Operation of the SGMH.
2. In conjunction with the other Team officials, be responsible for the team during all SGMH sanctioned events.



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3. In conjunction with the other Team officials, plan and execute all practices and game plans.
4. Assist with collection of team jerseys and equipment.
5. Helping players with equipment in the dressing room.
6. You must attend 80% of your team's games and practices, or you may be subject to suspension.
7. Other duties as required.

RESPONSIBILITIES OF THE MANAGER

1. Follow the Constitution and Rules of Operation of the SGMH.
2. In conjunction with the other Team officials, be responsible for the team during all SGMH sanctioned events.
3. REP – Provide a player list to the Registrar immediately following Rep selection.
4. Locate dressing rooms for the team each ice time.
5. Fill out game sheets, manual or electronic.
6. Collect team copies of game sheets after each game.
7. Ensure that the dressing room is locked and left tidy.
8. Maintaining a record of individual and team statistics, if required.
9. Ensure newspaper game reports are forwarded to local newspaper.
10. Managers must follow the Constitution and policies set by the Executive Committee. You must attend 80% of your team's games and practices, or you may be subject to suspension.
11. Managers must attend a game sheet training session and throughout the season be responsible for the accurate completion of game sheets for all home games.
12. Other duties as required.

RESPONSIBILITIES OF THE TRAINER

1. Follow the Constitution and Rules of Operation of the SGMH.
2. In conjunction with the other Team officials, be responsible for the team during all SGMH sanctioned events.
3. Ensuring first-aid kit is stocked and water bottles (are the responsibility of players) for each activity where they are required.
4. Collect completed medical information forms for all players and maintain a file of same. All forms must be collected by the first regular season game or the player cannot participate until the form is complete.
5. Checking all player's 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. Leading team in stretching exercises prior to ice time.
8. Attending to injured players.
9. The trainer will fill out an OMHA Case Report any time a player is removed from the ice due to injury during both practices and games. A copy of the Case Report will be forwarded to the



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OMHA Center Contact. The trainer will retain the original. If the injury is serious the OMHA Center Contact will inform the REM and the OMHA immediately.

10. The 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 during both practices or games. A copy of the Injury Report and Case Report will be forwarded to the OMHA

Center Contact. The trainer will retain the original. If the injury is serious the OMHA Center Contact will inform the REM and the OMHA immediately.

11. Any player requiring medical attention for ANY injury causing that player to miss hockey (practice or game) will need to produce a doctor's note, to the trainer, to return to practice or play.

The trainer will attach the note to the original injury Report.

12. Attend 80% of your team's games and practices, or you may be subject to suspension.

13. Other duties as required.

SELECTION OF COACHES

1. All coaching candidates must apply in writing by the application deadline, deadline to be set by the Executive each year.
2. Candidates should have experience as both a player and a coach.
3. Overall player improvement and enjoyment are more important than the won/lost record of a particular team in rating coaching ability.
4. All coaches should be certified as per OMHA guidelines
5. All candidates will be interviewed, selected and approved by the coach selection committee. At that time, they must be prepared to outline their plans for the upcoming season.
6. AE Coaching selection will take place after the Rep team for that age group has selected their team. Local League Coaching selection will take place after the AE team for that age group has selected their team.
7. All Team Officials must be approved for their positions by the Executive.
8. All Team Officials shall have their duties outlined in writing by the Executive and failure to follow those guidelines shall result in that team official being suspended.
9. The team officials must follow the Constitution and the Rules of Operation of the SGMH and decisions of the Executive in regards to the best interests of the SGMH. Failure to do so shall result in immediate suspension.
10. Any applicant that has been previously suspended by the SGMH will be dealt with on an individual basis.
11. All applicants must agree to a Criminal Record Check by the OPP or appropriate police agency as per the OMHA's Prevention Services Guideline. Failure to comply with this request or a failing result may disqualify a candidate.

8. OFFICIALS

OFF-ICE OFFICIALS



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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 not acceptable.
2. At least one off-ice official should have experience in the time box.
3. Off-Ice officials must be at least fourteen (12) years of age. One Person in the time box must knowledgeable comfortable and trained

CATEGORY REQUIREMENTS (LEVELS)

As of December 31st of the current season.

DIVISION AGE

IP Recommended age 4-6 (any player up to the age of 10, NEW to hockey, upon approval of the Executive)

u5 3-4

u7 5-6 (Any brand new hockey player may be placed in this division, upon approval.

u8 7

u9 8

u11 9-10

u13 11-12

u15 13-14

u18 15-17

u21 18-19

9. SUBSIDIZATION COURSES

1. The SGMH will pay the cost for any approved coach to attend an OMHA approved clinic up to and including the Development 1 Level. The SGMH will pay the cost for any approved coach to attend an OMHA approved coach level Refresher clinic. In order to be reimbursed, coaches will provide a receipt.
2. The SGMH will pay the cost for any approved trainer to attend an OMHA approved HTCP clinic up to and including Level 2. The SGMH will pay the cost for any approved trainer to attend an approved course to re-certify. In order to be reimbursed, trainers will provide a receipt.
3. The SGMH will pay the cost of any Member, who is required to have prevention Services Certification, to attend an OMHA approved Activity leader clinic. In order to be reimbursed, Members will provide a receipt.
4. SGMH will keep on file an updated list of all certified Team officials, to be maintained by the Registrar and forwarded to secretary for official record keeping.



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EXECUTIVE EXPENSES

1. All Executive members attending the OMHA AGM will have their receipts reimbursed to a maximum of \$25.00 per day for cost of food. Hotel expenses will be paid in advance by the SGMH.
2. Executive members will be reimbursed for approved out of pocket expenses such as long distance charges, fax paper, postage etc.

RESPECT IN SPORT

1. All Executive members, Team Officials and Volunteers are required to attend an Approved Abuse and Harassment Clinic, as soon as possible, at the beginning of the season. This clinic will be reimbursed by the SGMH as above. PRS #s must be obtained by October 31st of the current season. Or you will be removed from your position.
2. All Executive members completing this course must show proof of their PRS to the Parent Rep scheduler.

10. TEAM FUNDRAISING

1. There is no individual team fundraising permitted however in special circumstances may be considered
2. Teams wishing to do a fundraiser must fill out a fundraising proposal form and submit it to the Fundraising Chairperson – Events or the President before the fundraiser is to commence.
3. The application will be brought before the Executive at their regularly Scheduled Executive meeting for consideration and approval.
4. The team must declare what they want to do, how much it will cost, how they will pay for it, what it is for and be responsible for the cost of the fundraiser.

11. SPONSORSHIP

WINERIES, BREWERS, TOBACCO, CANNABIS

South Grey Minor Hockey Association will not accept or endorse sponsorships from any wineries, brewers or tobacco companies.

SPONSORSHIP FEE GUIDELINES

1. Sponsorship fees are to be set by the Executive each season.
2. First time sponsor pay for the cost of the sponsor bars in addition to the sponsorship fee.
3. If a sponsor changes their name at a later date, they are responsible for the cost of replacing the sponsor bars.



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4. Sponsors not submitting a cheque and their commitment to sponsoring a team prior to September 1 of the upcoming season will be eliminated from the Sponsor list and the next available Sponsor will be contacted.

ONE SPONSOR PER TEAM

1. The Association will allow only one sponsor per team, as per the sponsor bar sewn on the jersey.
2. The Association will allow sponsors for jerseys, embroidered on the sleeve of the jersey to recover costs of team jerseys and set-up fee.

12. GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITIONS ADMISSION AND SEASON PASS

1. The cost of the Season Pass is to be determined by the Executive prior to the start of the Season.
The Season Pass includes all regular season games. Exhibition games, playoff games and tournaments are not included in the cost of the Season Pass.
2. All Sponsors are issued two Season Passes that are valid for ALL games.
3. All SGMH Executive are given a Season Pass.
4. Regular Season and Playoff Game Admittance charges are not to exceed those prices as set by GBMHL or GTLL. They may, however, be lower.

PLAYOFF GAMES

All SGMH playoff games are governed by their respective leagues: OMHA, GBMHL & GTLL.

TOURNAMENTS

- All Tournaments must have a sanction permit from the OMHA. This permit must be prominently displayed at all tournaments.
- All Tournaments must follow the OMHA Tournament Regulations.
- All 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 Convenors table.
- All Tournament budgets are to be approved by the Executive.
- All SGMH Tournaments will be drug and alcohol free.
- All SGMH Local League teams are entered in the respective SGMH Local League
- Tournament free of charge.
- The Referee in Chief is required to notify the Treasurer with the amount of funds required to pay the referees at the tournament.



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- The Treasurer is required to set up the floats as required Each Executive member, collecting cash from the various stations must have the person they are collecting it from initial the sealed envelope, and then the amount, the place and the time must be recorded in the Tournament book and place the money in a secured box. At the end of the day, the Convener and the Floater will verify all envelopes are accounted for and sealed.
- After each tournament, the Treasurer is required to collect all monies received and do a breakdown of each area collected to enable that person to prepare a balance sheet of said tournament.
- Each work area is required to put their monies in an envelope and list date, area worked and money enclosed. This is to be counted with an Executive member present at the tournament, initialled by both and sealed.
- All game sheets for Local league tournaments must be forwarded to the Regional Executive Member (or his/her convenor) immediately following the tournament.
- The Tournament convenor will immediately notify the Regional Executive Member of any Match Game Suspensions or multiple Automatic Game Suspensions.

EXHIBITIONS GAMES

1. Exhibition games are arranged by the Team officials.
2. Team Officials must notify the Referee in Chief and the Arenas of the game so officials and rooms can be arranged.
- 3 Travel permits are required for all exhibition games.

LOTTERY (IF NEEDED)

- 1.Each family is responsible for the purchase of Lottery raffle tickets.
2. Amount of lottery raffle tickets or if lottery raffle tickets will be required for the current season, will be determined by Executive staff.
3. When lottery raffle tickets are required, they are a mandatory requirement and must be paid in full before on ice player participation.
4. It is the responsibility of the Parent/Guardians to sell lottery raffle tickets to recoup their costs.
5. All lottery ticket funds go towards the costs of running our association example Ice cost, equipment cost, training courses ect.