



KAWARTHA LAKES MINOR HOCKEY ASSOCIATION

Rules of Operations

Most Recent Revision Approved by KLMHA Board
on



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1. GOVERNANCE AND SCOPE

- 1.1 **Governance:** The Kawartha Lakes Minor Hockey Association (KLMHA) operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association and the Official Rule Book of Hockey Canada.
- 1.2 **Scope:** Through the various programs established by the Association, KLMHA is attempting to provide an opportunity for all participants of its partner organizations Lindsay Minor Hockey and Kawartha Minor Hockey, to have a competitive Representative Hockey Program to affiliate to, representing all territorial boundaries within KLMHA, while fostering a wholesome environment and an experience for personal growth in team play.

a) Levels:

- i) Recreational Hockey – Local League: The Local League partner organizations of Lindsay Minor Hockey (LMHA) and Kawartha Minor Hockey (KMHA) will provide the grass roots development base for minor hockey in the association. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game, and fair play. The LL partners will encourage any system to ensure equal ice time for all players. The LL teams will play in the TCHL. All players will abide by the rules and regulations of their hometown Association and its governing bodies.
- ii) Representative Hockey – Lakeshore Hockey League: Representative Teams at the KLMHA level will be comprised of players who desire a high level of competition and are willing to make a tremendous commitment to their personal development and the success of their team. These players will try out and the successful candidates will be chosen to represent the association in the Novice through Juvenile age categories. The Rep team will play locally in the LHL and will enter OMHA playdowns in January. All players will abide by the rules and regulations of KLMHA, their home Associations, the OMHA their governing bodies.

b) Philosophy:

- i) Local League: The philosophy of LMHA and KMHA is based upon a recreational hockey theme. The Local League Associations will endeavor to provide recreational hockey with an emphasis on skill development and fair play. To that end, the Association will provide programs in which each participant may maximize their potential as an athlete and a human being. The development of highly skilled hockey players is not the priority or goal of the recreation based program. It is hoped that through the various programs offered, players will develop, who by choice, can progress to the more competitive teams.
 - ii) Representative Hockey: The KLMHA Representative Teams will be comprised of players, coaches, and parents who desire a high level of competition, and are willing to make a tremendous commitment. High levels of competition are an integral part of Representative Hockey. Player ice time during games is “EARNED” based on skill, performance, attitude, commitment, and practice attendance. Coaches will strive to combine team progress with individual player development.
- c) For the purposes of these Manual of Operations, the following Definitions apply:
- i) “AGM” means the Annual General Meeting of KLMHA
 - ii) "Association" means Kawartha Lakes Minor Hockey Association (KLMHA) (or such other name as the Association may in the future legally adopt)
 - iii) "Board" means the Board of Directors of the Association
 - iv) "Corporations Act" means the Corporations Act R.S.O. 1990, Chapter 38, and any statute amending or enacted in substitution therefore, from time to time
 - v) "Director" means an individual who has been elected or appointed to the Board of Directors of the Association and who holds the offices enumerated in Bylaw 1 Article 11
 - vi) "HC" means Hockey Canada (formerly the Canadian Hockey Association) or such other name as they may in the future legally adopt
 - vii) “HTCP” means Hockey Trainers Certification Program
 - viii) “Individual Members” means the Local League Members of LMHA and KMHA
 - ix) “Initiation Programme (IP)” means to provide a safe and positive experience to make youngsters, ages 4 to 7, first contact with hockey memorable.
 - x) "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent;
 - xi) “LL” means Local League.

- xii) "Members" means all classes of membership in the Association as provided for in the Associations Bylaws.
- xiii) "Member in Good Standing" means any member as defined in By-law 1 Section 5 with no monies owed and no disciplinary action currently taken against them.
- xiv) "NCCP" means National Coach Certification Program
- xv) "KMHA" means Kawartha Minor Hockey Association
- xvi) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt);
- xvii) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- xviii) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- xix) "Registered Player" means a player registered with KLMHA, paid up to date, and playing with KLMHA, one of its partner organizations, or a AAA affiliate according to the OMHA guidelines.
- xx) "Rep" means Representative.
- xxi) "LMHA" means Lindsay Minor Hockey Association
- xxii) "TCHL" means the Three County Hockey League (or such other name as the TCHL may in the future legally adopt).
- xxiii) "LHL" means the Lakeshore Hockey League (or such other name as the LHL may in the future legally adopt).

2. CODE OF CONDUCT AND ETHICS

Purpose: To establish and maintain standards of appropriate behavior and good character for Members of the Association. In addition to the Code of Conduct requirements governing all Hockey Canada, Ontario Hockey Federation and OMHA participants, the Association standards are comprised of, but not limited to, the following principles:

2.1 All Members

- a) This Code for Conduct identifies the standard of behaviour which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, and employees involved in OMHA activities and events.
- b) The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.
- c) During the course of all OMHA activities and events, members shall avoid behaviour which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medicated drugs, use of alcohol by minors and use of profanity.
- d) OMHA members and all participants shall at all times adhere to OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.
- e) Members and participants of the OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
- f) Members of the OMHA shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with under the OMHA Harassment policy.

- g) Failure to comply with the OMHA Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the OMHA. Such action may result in the member losing privileges which come with the membership in the OMHA, including the opportunity to participate in OMHA activities and events, both present and future.
- h) Should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners, and educational institutions in the best interest of the players.
- i) Are expected to consistently display high personal standards both professionally and personally and should be clear as to what is to be regarded as confidential information and not divulge any such information without the expressed approval of the individuals concerned.
- j) Have a responsibility to themselves and the Association to maintain their own effectiveness, resilience, and abilities.
- k) Should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.
- l) KLMHA reserves the right to reject membership in such cases where a previous record of behaviour, unbecoming a member of the KLMHA, has been evident.
- m) Membership may be revoked at any time to an individual who has been deemed by the Board to be in contravention of the Constitution or Operating Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Board.

2.2 Coaches and Team Officials Code

- a) 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, which no one should evade or break.
- b) Recognize individual differences in athletes and always think of the athlete's long term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.
- c) Be a resource person able to assist the athlete to develop his/her athletic potential and self dependency.
- d) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- e) Be honest and consistent with athletes. They appreciate knowing where they stand.
- f) Be prepared to interact in a positive manner with administrators, league officials, and parents.
- g) Be responsible people who are flexible and willing to continually learn and develop.
- h) Encourage athletes to be fit all year, every year, and not just for the season.
- i) Follow the advice of a physician when determining when an injured player is ready to play again.
- j) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but by others motivated by jealousy, dislike, or mistrust and could lead to allegations of misconduct or impropriety.
- k) Be respectful of other Coaches, their players, and their ability to compete within their designated age group with regards to player selection and affiliated player use.

2.3 Parents Code

- a) Do not force an unwilling child to participate in sports.
- b) Remember children are involved in organized sports for their enjoyment, not yours.

- c) Encourage your child always to play by the rules.
- d) Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- e) Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- f) Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- g) Do not publicly dispute the officials' judgement and never question their honesty.
- h) Support all efforts to remove verbal and physical abuse from children's sporting activities.
- i) Recognize the value and importance of Volunteer Coaches and Board Members. They give their time and resources to provide recreational activities for your child.
- j) Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not appropriate. It is encouraged to wait 24 hours before communicating with the Coaching Staff, Board Members, OR YOUR CHILD.

2.4 Players Code

- a) Play for the "fun of it", not just to please your parents or coach.
- b) Remember that you are representing yourself, your parents, your team, your Town and your Sponsor at all times, to and from the arena.
- c) Play by the rules.
- d) Never argue with the officials' decisions. Your Coach through the Captain or Assistant Captain will ask any necessary questions.
- e) Control your temper – no "mouthing off", breaking sticks, and throwing gloves or other equipment.
- f) Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- g) Be a good sport. Cheer all good plays, whether your team's or your opponents.
- h) Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- i) Remember that the goals of the game are to have fun, improve your skills and feel good.
- j) Never bully, harass or discriminate against your teammates, or opposing players.
- k) Co-operate with and respect your Coaches, teammates, and opponents, for without them, you do not have a game.

2.5 Spectators Code

- a) Remember that children play organized sports for their own fun. They are not there to entertain you, and they are NOT miniature pro athletes.
- b) Be on your best behaviour. Don't use profane language or harass players, coaches, or officials.
- c) Applaud good plays by your own team and the visiting team.
- d) Show respect for your team's opponents. Without them there would be no games.
- e) Never ridicule or scold a child for making a mistake during a competition.
- f) Condemn the use of violence in all forms.
- g) Respect the officials' decisions.

- h) Encourage players always to play according to the rules.

3. ELIGIBILITY, REGISTRATION, AND INSURANCE

3.0 Boundaries

(a) **Centre Point:**

Reaboro Post Office, 35 Peace Rd, Reaboro ON K0L 2X0., Kawartha Lakes

(b) **Hard Boundaries:**

West Boundary Description:

- Intersection of ElmTree Road and Cambray Road South, Follow Elm Tree Road south to the intersection of Elm Tree Road and Boulder Street
- Intersection of Elm Tree Road and Boulder Street south crossing O'Reilly Lane to Lake Scugog
- Lake Scugog heading southeast to north of and excluding Songbird Crescent to McGill Drive

North Boundary Description:

- Intersection of Killarney Bay Road and Cambray Road East to Highway 35
- North on Hwy 35 to Naylor Road
- East on Naylor Rd. extended to Sturgeon Lake
- Follow Sturgeon Lake to Heights Road
- South of Cedar Glen Road to Log House Road
- East on Log House Road through undeveloped land to the intersection of King's Wharf Road and Centre Line Road
- East on King's Wharf Road extended to Pigeon Lake

East Boundary Description:

- King's Wharf Road Extended to Pigeon Lake
- Follow Pigeon Lake southwest to Fee's Landing, then head southeast across to the intersection of Peace Road and Emily Park Road
- Continue southeast to the intersection of MTO HWY 7 and Orange Corners Road
- Continue southeast to Cottingham Road approximately 2.5 km's east from the intersection of Orange Corners Road and Cottingham Road
- Head Directly south to Hayes Line

South Boundary Description:

- Hayes Line approximately 2.5 km's east from the intersection of Orange Corners Road and Hayes Line
- West along Hayes Line to Ski Hill Road
- Intersection on Hayes Line & Ski Hill Road west through undeveloped land to Old Mill Road approximately 1 Km north of Pigeon Creek Road
- North on Old Mill Road to the intersection of Old Mill Road and Mount Horeb Road
- Mount Horeb Road west through undeveloped land to River Road
- River Road west to McGill Road approximately 500m West of River Road, head north through undeveloped land then head northwest to Lake Scugog

• (c) **Shared Areas:**

Shared with Mariposa Minor Hockey West:

West: Bordered by Opmar Road, Sandbar Road to View Lake, Dead directly South

South: View Lake

East:

- Lake Scugog heading northwest

- Crossing O'Reilly Lane heading north
- To the intersection of Elm Tree Road and Boulder Street
- Elm Tree Road north to the intersection of Elm Tree and Cambray Road

North: Bordered by Cambray Road, Elmtree Road west to Opmar Road

Shared with Sturgeon Minor Hockey North East:

West: Bordered by Heights Road

South: Bordered by Four Points Road, Kawartha Lakes 7 and Log House Road

East: Bordered by Cedar Glen Road

North: Bordered by Sturgeon Lake

Shared with Sturgeon Minor Hockey North West:

West: Intersection of Cambray Road and Killarney Bay Road south to McClaren's Creek

South: Intersection of McClaren's Creek and Highway 35 East of Sturgeon Lake to Naylor Road extended to the lakeshore

East: Sturgeon Lake from Naylor Road to McClaren's Creek

North: Intersection of Killarney Bay Road and Cambray Road east to Highway 35.

- North of Highway 35 to Naylor Road
- East to Naylor Road extended to Sturgeon Lake

Shared with Ennismore Minor Hockey East:

West: Pigeon Lake

- Follow Pigeon Lake southwest to Fee's Landing, then head southeast across to the intersection of Peace Road and EmilyPark Road
- Continue southeast to the intersection of MTO HWY 7 and Orange Corners Road
- Continue southeast to Cottingham Road approximately 2.5 km's east from the intersection of Orange Corners Road and Cottingham Road
- Head directly south to Hayes Line

South: Bordered by Hayes Line

East: Bordered by Cedar Glen Road

North: Pigeon Lake to approximately 200m east of the intersection of Yankee Line and Boundary road

Shared with Manvers Minor Hockey South:

West:

- Lake Scugog
- Follow Pigeon Lake southwest to Fee's Landing
- Head southeast across to the intersection of Peace Road and Emily Park Road
- Continue Southeast to the intersection of MTO HWY 7 and Orange Corners Road
- Continue southeast to Cottingham Road approximately 2.5 km's east from the intersection of Orange Corners Road and Cottingham Road
- Head directly south to Hayes Line

South:

- Lake Scugog head directly east in line with Fleetwood Road through undeveloped land
- East on Fleetwood Road to Old Mill Road

East:

- Intersection of Fleetwood Rd and Old Mill Road
- Follow Old Mill Road North
- Intersection of Old Mill Road and Mount Horeb Road

North:

- Lake Scugog head southeast through undeveloped land,
- Then head south through undeveloped land to McGill Road approximately 500m west of River Road

3.1 Eligibility

- a) KLMHA resident players must reside within the area described per section 3.0.
- b) Priority will be given for players, within the boundaries described in 3.0.
- c) It shall be the exclusive right of KLMHA to refuse or revoke registration upon a player or parent's persistent abuse or misuse of his/her player or team privileges.
- d) Online registration must be completed in full, accompanied by payment of all applicable fees, before any player can participate in any activity sponsored by the KLMHA. The KLMHA Board of Directors is empowered to prohibit any player from practicing or playing until the fees are paid in full.

3.2 Registration of Players

- a) Subject to sufficient player registration numbers, KLMHA will make all reasonable efforts to ice Representative and/or Select Teams at the following levels:

<u>Division</u>	<u>Age as of December 31st</u>
Minor Novice	7
Novice	8
Atom (Minor and Major)	9 & 10
Pee Wee (Minor and Major)	11 & 12
Bantam (Minor and Major)	13 & 14
Minor Midget	15
Major Midget	16 & 17
Juvenile	18, 19, + 20

- b) All players must be registered using the designated online registration process operated by KLMHA, through the Hockey Canada Registry. At registration a parent or legal guardian must agree to all applicable consents, releases and waivers required by as part of the registration terms and conditions.
- c) Players must be registered in their proper age group and program.
- d) Depending on available player numbers, the KLMHA Board reserves the right to cancel teams or divisions where numbers do not support a viable hockey experience, and/or determine player numbers on teams in order to balance players between teams. If in the opinion of a majority of the Board, a minimum roster must be set for a KLMHA team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected Coach before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Board.
- e) Final "Team Rosters" must be received by KLMHA and registered with the League prior to the deadline established by the OMHA or League. Players may be added or removed until the deadline established by the OMHA and the Leagues.

3.3 Birth Certificates

- a) Satisfactory proof of birth will be submitted with every initial registration of players. Players must be registered and fees paid in full before participating in any game, practice or try-out.

3.4 Registration Dates

- a) The Board shall schedule registration dates and fees in March for the following hockey season.

- b) Registration will be actively promoted by the Association through its website, via electronic mail to all current members on communication distribution lists, and via advertisements in local newspapers.

3.5 Permission to Skate and NRP Passports

- a) Players seeking NRP Passports for AA opportunities or Permission to Skate forms for AAA opportunities must contact the KLMHA OMHA Director, and complete an on-line request form, providing all necessary information. Players found to be falsifying their residency for player movement purposes will be reported to the OMHA and Hockey Canada for disciplinary purposes, and all future membership privileges will be revoked.

3.6 Registration Fee and Refunds

- a) Player Registration Fees will be determined annually at the discretion of the Board having regard to Association operational costs and any anticipated increases.
- b) Registrations received after a date predetermined by the Board shall be subject to an administration/late fee, as set out in the Registration fees. A reduced Registration fee may only be allowed if late registration is justified and approved by LMHA Board of Directors.
- c) Any player requesting a refund from KLMHA due to medical, relocation or any other reason must submit a completed Request for Refund form to the Registrar. This must then be approved by the Board of Directors.
- d) Refunds will be granted according to the date the written application is received by the Treasurer and the following table: (season commences Sept 1st)

i) Before September	- 100% (less at \$50 administration fee)
ii) September 1 to October 1	- 75% (less a \$50 administration fee)
iii) October 2 to November 1	- 50% (less a \$50 administration fee)
iv) After November 1 th	- 0%

No administration fee or rep/team fees will be refunded.

An additional charge of \$50 will apply to an NSF cheques or transactions.
- e) A refund can only be obtained upon the return of any equipment belonging to the KLMHA in the same condition that it was issued.

3.7 Insurance

- a) KLMHA, LMHA, KMHA, and the City Of Kawartha Lakes, as well as their agents, undertake no responsibility for player or participant injuries or any other liabilities whatsoever. This shall be stated on all player registration terms and conditions.
- b) The insurance program described by the OMHA Manual of Operations shall cover all players, participants and officials of KLMHA.

4. EQUIPMENT, UNIFORM, AND COLOURS

4.1 Equipment

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current HC, OMHA, or any group to whom the KLMHA may be affiliated. Any player not suitably outfitted will not be allowed on the ice for any game or practice. The following would be defined as a minimum required but not limited to:
 - i) Approved OMHA facemasks with full-face protection, an approved mouth guard, and C.S.A. approved headgear including properly fastened chinstrap.
 - ii) Approved skates.
 - iii) Approved athletic support and cup or "jill".
 - iv) Approved hockey gloves.
 - v) Approved hockey shin pads.
 - vi) Hockey pants, shoulder pads, and elbow pads.
 - vii) Regulation hockey stick
 - viii) Approved Neck guard.
- b) Goalkeepers must wear, in addition to the above equipment, a HC facemask and C.S.A. approved helmet, chest pad, goalie gloves, goalie pads, neck guard, throat protector, and must use a regulation goalie stick.
- c) KLMHA will not be liable for any equipment loaned to any members.
- d) All equipment shall be of appropriate size to properly fit and protect the player they are to be worn by. It is the responsibility of parents and guardians to ensure that all players are wearing sanctioned equipment in good repair.
- e) Team officials or assistants must wear CSA approved helmets, properly fastened, and approved skates, during all practices, as per the OMHA rules.

4.2 Uniform

- a) Players will be responsible for purchasing two (2) sets of game sweaters, one pair of game hockey socks, as part of the KLMHA uniform.
- b) Game sweaters are not to be worn in practices or at any non-Association-approved functions without the permission of the board. It is suggested that the socks provided be used only for games.

5. COACHING SELECTION

5.1 Basic Principles

The qualities that should be sought of a Minor Hockey Coach are quite diverse. Individuals who choose to coach must be several things to several people. They must be knowledgeable about hockey, well-organized and good managers of both time and people. They are also expected to be good teachers, good listeners, and must communicate well with Parents, Players, and other team officials. KLMHA will strive to appoint Coaches who not only have superior hockey skills, but equally important, Coaches who can relate to and inspire our players, teach good sportsmanship, and who are positive ambassadors for the organization as a whole.

5.2 Coaching Selection Committee

KLMHA will establish a Coaching Selection Committee to be co-chaired by the Director of Rep Hockey Operations for both LMHA and KMHA. Additional members of the Coaching Selection Committee will include the Supervisor of Coaches/Head Coach of both LMHA and KMHA. Additional Committee members can be added (or substitutes) as necessary at the discretion of the Board. The Committee will be comprised of an equal number of representatives from both Local Associations.

5.3 Coaching Selection Timetable

Subject to any necessary modification authorized by the Coaching Selection Committee, applicable dates for the Coaching Selection Process will be as follows:

- Members of the Coaching Selection Committee will be determined during the month of December.
- Applications for Head Coach positions will be posted and advertised throughout the LMHA, KMHA and KLMHA organizations beginning January 1, with an application deadline of January 15.
- The Coaching Selection Committee may conduct screening interviews with candidates.
- The Coaching Selection Committee will select final candidates to be referred to the KLMHA Board for final approval and ratification following the conclusion of interviews.
- KLMHA will attempt to make final decisions and announce Coaching decisions by February 15 to allow sufficient time for Spring Tryouts.
- The dates and timelines set out above are estimates only, which may be modified as necessary by the Coaching Selection Committee and the Board, depending on the circumstances.

5.4 Coaching Selection Policy

The Coaching Selection Committee will be responsible for maintaining this Policy and for implementing any related details necessary to manage the Coaching Selection Process which shall be submitted to the KLMHA Board for approval.

The underlying goals for the KLMHA Coaching Selection Policy will be to:

- (a) Promote non-parent Coaching Staffs (where possible)
- (b) Encourage parent Head Coaches to have non parent Coaching Staff
- (c) Select the best qualified individual to be the Head Coach
- (d) Encourage Coaches to develop and improve their credentials through Coaching development opportunities
- (e) Select Coaches willing to support the Hockey Canada Development Curriculum and efforts by the KLMHA Board to promote an integrated skill development program
- (f) Make best efforts to ensure that each Team's Coaching Staff has balanced representation from both LMHA and KMHA members
- (g) Ensure that players are exposed to a wide variety of Coaches over the course of their playing career, as each Coach has a unique philosophy and method of instruction.

5.5 Selection Process

Coaching positions will be awarded using a point based interview and selection process, with the position being awarded to the candidate with the highest combined score.

Members of the Coaching Selection Committee will conduct the interviews with the assistance of an OMHA Coach Evaluator, who will assist with the interview and assessment of candidates.

In the event that two or more candidates achieve the same score, the position will be awarded at the discretion of the Coaching Selection Committee, using a majority secret ballot vote.

Selection criteria may include (without limitation) the following: (i) interview, (ii) draft practice plan (iii) prior parent feedback, (iv) hockey experience/coaching credentials, (v) previous coaching evaluations, (vi) prior complaints or disciplinary action, and (vii) prior minor hockey involvement.

The Coaching Selection Committee will select candidates who will then be recommended to the KLMHA Board for ratification and approval.

5.6 Conflicts of Interest

Where a member of the Coaching Selection Committee or the Board is applying for a Coaching position or otherwise has a family relationship with a potential candidate, they shall be required to declare a conflict of interest and remove themselves from that part of the selection process considering candidates for the role being applied for, a substitute Committee person will be selected from the same Association by the Director of Rep Hockey Operations for either LMHA and KMHA Association to assist with the evaluation of the role in question.

5.7 Board Ratification

Candidates recommended by the Coaching Selection Committee must first be ratified by a majority of the KLMHA Board as a condition of being appointed.

In situations where a candidate is recommended by the Coaching Selection Committee, but where the KLMHA Board chooses not to approve and ratify the candidate, the candidate may request to appear before the Board for the purposes of discussing the Board's decision.

5.8 Coaching Terms and Conditions

A satisfactory Vulnerable Sector Screen (VSS) will be required for all Coaches and Bench Staff as per OMHA Regulations.

As a condition of being awarded a Coaching position, all Coaches will be required to enter into a Coaching Agreement, confirming their agreement to comply with the KLMHA and OMHA Code of Ethics, and willingness to follow strategic advice and direction from the KLMHA Board with respect to the overall management of team affairs, including skill and technical development issues.

Day to day management of Head Coaches and Bench Staff will be subject to the direction of the KLMHA Head Coach and Skill Development Director.

All Coaches and Members of Bench are considered to be appointed volunteer positions who serve at the discretion of the KLMHA Board of Directors.

All Coaches and Bench Staff will be responsible for ensuring their Team's compliance with the KLMHA and OMHA Code of Ethics, as well as all Association, OMHA, OHF, and Hockey Canada policies and regulations. Responsibility for addressing any violations of applicable policies and procedures will be the responsibility of the Association's Risk Management Director, as Chair of the Ethics and Disciplinary Committee, which may result in disciplinary action, suspensions and/or removal depending on the severity of the offence.

5.9 Appointment of Bench Staff

Upon the conclusion of Player Tryouts, Head Coaches will be eligible to select members of their Bench Staff, including Assistant Coaches, Trainer(s) and Team Manager.

Potential members of Bench Staff are not be included in the Tryout Process, so as to avoid any perception of favouritism.

KLMHA will encourage Head Coaches to include members of their Bench Staff from both KMHA and LMHA where possible.

Prior to formalizing a Bench Staff Offer, any Bench Staff members recommended by a Head Coach will be subject to review and approval by the Coaching Selection Committee, with final ratification and approval by a majority of the KLMHA Board.

5.10 Removal of Coaches

In addition to removal or suspension on the basis of formal disciplinary grounds, Coaches and Members of Bench Staff may be removed at any time and at the sole discretion of the KLMHA Board, pursuant to a Board motion requiring two-thirds (2/3) support of eligible voting members present.

Where a Coach or Team Official is subject to potential removal pursuant to a Board motion, such Coach or Team Official will be entitled to appear before the Board to discuss issues of concern and provide an explanation for their behaviour or conduct prior to such motion being held.

In the event that a Coach is removed from their position, the Coaching Selection Committee shall be authorized to appoint an interim Coach, subject to subsequent ratification by the KLMHA Board.

6. TEAM FEES, FUNDRAISING AND BUDGETS

6.1 Application

This Policy shall apply to all Representative and/or Select Teams operated by the Kawartha Lakes Minor Hockey Association (KLMHA).

KLMHA Teams that choose to levy additional Team Fees, or engage in Team fundraising activities shall do so in accordance with the terms and conditions of this Policy.

6.2 Association Fundraising

From time to time the KLMHA may sponsor a fundraiser and it is expected that all Teams will participate in those fundraisers. Fundraising activities on the part of the Association shall be the responsibility of the KLMHA Fundraising Director. Any fundraising activities initiated for the benefit of the Association shall be at the discretion of the KLMHA Board of Directors.

(a) Association Sponsors

Sponsors for the Association shall be solicited and awarded by the KLMHA Board, and this responsibility will be managed by the KLMHA Fundraising Directors. No persons other than the Board of Directors shall have the right to deal directly with a Corporate sponsor.

6.3 Team Fees and Fundraising

KLMHA Teams may levy Team Fees in addition to the KLMHA Registration Fee and may also engage in Team specific fundraising and sponsorship activities in accordance with the following guidelines.

(a) Purpose of Team Fees and Fundraising:

The stated purpose of Team Fees and Team Fundraising is to assist KLMHA Teams in paying for the following:

- i Game costs – such as Referees, Timekeepers and IPads
- ii Equipment & Uniforms
- iii Extra Ice time – beyond Association allocated practice times
- iv Extra Development costs – beyond Association provided development clinics
- v Tournaments and Travel expense
- vi Team Social Events
- vii Any other cost or expense approved by the KLMHA Board

Teams have the right to exclude players/parents that have not participated in team fundraising or paid Team Fees from any activity not paid for by Association registration fees.

(b) Prohibition on Conflicts of Interest and/or Personal Gain:

KLMHA is a registered not for profit organization. In allowing its Teams to levy additional Team Fees and engage in Team fundraising activities, no member of the Team's coaching staff or extended families shall benefit from any personal gain or profit from products or services purchased by the Team in connection with its fundraising activities.

(c) Maximum Limit on Team Fees

The limit on Team Fees that a KLMHA may require an individual Player to contribute shall be \$500 per season, unless a higher amount is approved by all families on the Team, and approved by the KLMHA Board.

Players selected for an opportunity to play on a KLMHA Team shall be responsible for paying the applicable Team Fee as a condition of remaining on the Team.

(d) Maximum Limit on Team Budgets

In addition to Team Fees, KLMHA Teams may supplement their Team Budget through fundraising activities and seeking Team sponsors. The annual limit on Team Budgets inclusive of Fees and revenue from all sources shall be \$20,000. Teams wishing to exceed this budgetary limit for special circumstances must seek the prior approval of the KLMHA Treasurer and the Board.

(e) Team Fundraising and Special Events

Any Team that proposes holding a special event for fundraising purposes must first prepare a brief written summary setting out the details of the proposed event, which shall be submitted to the KLMHA Fundraising Directors for review. No Team specific fundraising event may be held without prior approval of the KLMHA Board of Directors, so as not to create a conflict with any Association related fundraising taking place

Teams engaging in fundraising activities do so at their own risk. Teams will be solely responsible for the purchase, sale and payment for any fundraising related events or goods purchased/sold. The Association accepts no responsibility whatsoever for any lack of payment or financial loss, which will remain the sole responsibility of the Team.

Parents who choose not to participate in fund raising events shall be allowed the option of paying their share by donation.

Team specific fundraising events that potentially conflict with broader Association related fundraising initiatives of benefit to the entire KLMHA community will not be permitted.

(f) Team Sponsors

KLMHA Teams may seek Team sponsorships to assist with Team related expenses. Teams have the discretion to establish a fee for the sponsorship of Team Home and Away Sweaters. KLMHA Teams may seek additional Team sponsors at additional or lesser values and choose to recognize such sponsors in other ways. Any sponsorship monies gathered by KLMHA Teams will remain with the Teams, and Teams are encouraged to recognize and show appreciation for their sponsors in some way (e.g. a team banner at games).

Teams should not approach KLMHA Corporate sponsors for additional Team specific sponsorships.

Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement or the right to influence operational decisions associated with the Team.

Any team sponsor in the KLMHA must follow the OMHA Sponsor Regulations.

Any questionable sponsorship language or slogans on KLMHA player sweaters or Team wear will be subject to review and approval by the KLMHA Board.

(g) Team Budgets

Team Officials, including specifically the Head Coach and Team Manager will be responsible for managing and overseeing any Team Fee and fundraising related activities. This shall include a requirement that all Teams prepare and manage expenditures using a Team Budget. The Team Budget for the year should be fully discussed and disclosed to parents on the Team and the board at the beginning of the season, with monthly updates throughout the year. Parents on the Team are entitled to know how Team money is being spent, and Team parents are entitled to disclosure of the Team Budget upon request.

Team Managers are required to submit their proposed Team budget to the KLMHA Treasurer at the beginning of the season. Team budgets must be reviewed and approved by the KLMHA Treasurer prior to any funds being spent.

Any equipment, ice time, tournaments, clothing or fundraising items purchased by a Team shall be the responsibility of the Team for payment. KLMHA accepts no responsibility for a Team's non-payment of Team related costs and expenses.

(h) Banking Arrangements

Where a Team chooses to engage in fundraising activities, Team Officials will be responsible for ensuring financial transparency and accountability. In order to achieve this, Team Officials must establish a separate bank account at a financial institution directed by the Association. Such account shall be registered in the team name (in trust), with the Head Coach and Team Manager being co-signatories for the account.

Team Officials shall provide the KLMHA Treasurer with copies of a year-end account statements setting out all deposits and withdrawals, with an explanation for any monies spent. Parents on the Team shall be entitled to review Team budgets and expenses throughout the season upon request. Team budgets and accounts will be subject to audit and review by the KLMHA Board at any time.

At the conclusion of each hockey season, all Team bank accounts must be closed and any unused funds up to the players contribution be returned to the player. Any funds exceeding a players contribution to the team fees must be remitted to the KLMHA for the benefit of the entire Association.

(i) Clothing and Merchandise Purchases

Teams involved in the purchase of clothing, apparel and equipment are required to place all orders and purchases through the KLMHA Fundraising Committee and the Equipment Directors responsible for that

Committee, in order to ensure the acceptable quality and consistency of products purchased and to safeguard the authorized use of KLMHA trademarks, logos and team colours. Only KLMHA approved products and vendors may be used by KLMHA for Team related purchases.

Use of the KLMHA name or related logos on any clothing, equipment, material or merchandise being generated by Teams or their sponsors shall require the express prior consent of the KLMHA Board.

7. TRYOUTS AND PLAYER MOVEMENT

7.1 Basic Principles

All players are encouraged to play at the level of their ability but no player will be forced to play at a higher Division against their wishes.

The Board will determine available Rep teams and categories each year, having regard to available player numbers and the competitive ability of available players. Icing competitive and viable A level Representative teams will be the priority of KLMHA, before alternative Rep teams at any other level are considered.

All players participating must try out for either the Major or Minor A team classification first and if not selected, will be eligible as a secondary option, to try out for a Minor or Major AE, or combined AE team, should the Board determine that additional teams are warranted.

The availability of AE Teams will be at the discretion of the Board, and subject to a consideration of available player numbers to make such a team viable.

Players attending KLMHA Tryouts for A level teams and who are subsequently cut from the process will be eligible for any subsequent AE, Select or Alternative Player (AP) opportunities that might later arise.

7.2 Tryout Committee of the Board

KLMHA will establish a Tryout Committee to be co-chaired by the Director of Rep Hockey Operations for both LMHA and KMHA. Additional members of the Tryout Committee will include the Technical Director/Head Coach of both LMHA and KMHA, as well as any additional Committee Members as authorized by the Board. The Tryout Committee shall at all times be comprised of an equal number of members from LMHA and KMHA.

The Tryout Committee will be responsible for appointing an Evaluation Panel to conduct objective player evaluations that will be used for the purposes of validating player selection.

The Tryout Committee shall be responsible for determining the format and ice-time for Tryouts, and for establishing a reasonable Tryout fee. The Tryout format and associated fees recommended by the Committee will be subject to approval by the Board. Applicable fees will be determined by the Tryout Committee in a manner to ensure coverage of applicable ice time and third party support costs required for the purposes of conducting Tryouts.

To help ensure that Tryouts are fair and objective for all players, the Tryout Committee will be responsible for retaining appropriate on ice support to help conduct the Tryout Process to avoid any potential conflict of interest between players and evaluators.

The Tryout Committee will be responsible for ensuring that all relevant details about the Tryout process, including related fees, ice schedules and conditions are adequately communicated to LMHA and KLMHA families well prior to Tryouts taking place.

Coaches of Rep Teams will be responsible for following the instructions of the Tryout Committee and the terms of this Policy.

7.3 Player Eligibility

All Players attending and /or participating at any Tryout for a potential spot on a KLMHA Rep Team must have one of the following prior to stepping on the ice:

- a) Completion of KLMHA Tryout registration, including completion of any necessary Tryout forms, and payment of all applicable Tryout fees.
- b) A current Kawartha Lakes address within the recognized OMHA boundaries of KLMHA as listed in the HCR system accessible by the Association's Administrator.
- c) A Non-Resident Player Form (NRP) that has been authorized by their home Centre. Midget level players may also have an "Authorization to Move Form" to attend if their home Centre is not forming a Midget A team or where they have been cut from their home Centre or any other OMHA approved movement.
- d) Players planning on moving within the recognized boundaries of Kawartha Lakes must have a "Residency Transfer Form" filled out and submitted to the OMHA prior to attending a Tryout or at a minimum, documentation that they have purchased a residence in our boundaries. A successful OMHA change of residency (which is the responsibility of the player) must be finalized as a condition of any offer on a KLMHA Rep team.

7.4 Tryout Attendance

All Players wishing to play for any Rep Team will be expected to attend all Tryouts held for that team until released by the team Coach. Exceptions may be at the discretion of the Head Coach and/or the Tryout Committee of the Board.

Players that do not attend the A tryouts will not be eligible to tryout or roster with any applicable AE team, subject to any exceptions determined by the Board.

Any player that could not attend the Rep Tryouts due to an acceptable reason may be given the opportunity to make the team by trying out and being evaluated by the Coach and Tryout Committee, where the following exceptions apply:

- a) The player is an incumbent Rep player but could not attend due to injury, family commitment or any other reason that will be forwarded to the Tryout Committee and Coach prior the Tryouts commencing.
- b) The player played Rep hockey in a different center and recently moved into KLMHA territory; or
- c) The player was cut from a Junior, AAA or AA team and resides within KLMHA territory.

7.5 Underage Players

Any player that is underage and wants to tryout for the older representative team can do so in accordance with OMHA regulations. In order to be eligible, the player must be considered top THREE in skill with the older team, where "top 3" is considered to be a truly exceptional player. Any player requesting the opportunity to tryout as an underage player for a Rep Team must concurrently tryout in his/her own age group, unless other arrangements have been made between affected coaches. Both the Head Coach and a majority of Evaluation Panel members must all concur that the player is top six in skill. Where the player is considered to be top 3, they may be eligible to play up to the higher age level unless:

- The Team at the player's own age level does not have a minimum number of KLMHA players to be viable;
- A major team cannot form under the OMHA requirements;
- Players on the higher level team who are comparable in skill would be cut from the Rep team in order to accommodate the younger player;
- The Head Coach and Members of the Evaluation Panel have concerns about the player's size and potential safety issues created by contact situations.

No player has a right to play up to a team at a higher age level. The KLMHA Board reserves the right to make all final decisions on all player movements.

7.6 Rep Player Selection and Offers of Commitment

Players participating in Rep tryouts will be eligible for a minimum of 2 Tryout skates.

Head Coaches will have overall responsibility for evaluating players and selecting a proposed team roster, having regard to the skill, game sense, teamwork and coach-ability demonstrated by the players during the Tryout.

Head Coaches are not to make any final player decisions without first reviewing and having their selections assessed and validated by the Evaluation Panel and the Tryout Committee.

Upon having their player recommendations validated and approved by the Evaluation Panel and the Tryout Committee, Head Coaches will then be authorized to communicate offer to eligible players. Head Coaches will be required to provide selected players with OMHA Offer of Commitment Letters, which players shall sign and return within 2 weeks of the Offer of Commitment being extended, as a condition of maintaining a spot on the team.

All players that have been awarded roster spots on a Rep team will have to register and pay all applicable KLMHA fees by May 31.

All NRP players must be given a Letter of Commitment within 14 days of the commencement of the tryouts as per OMHA regulations or they will have to get special consent from their home Center.

7.7 Team Sizes

The Tryout Committee of the Board will instruct Head Coaches as to the number of available players they are able to select for a particular team. The number of players established by the Committee will have regard to the overall number of registered players available, the level of interest in Rep hockey opportunities, and the skill level of the player Tryout pool.

"A" Level Rep teams at the Novice through to Juvenile levels shall take a minimum of 15 skaters and 2 goalies. Any deviation to from the number of players recommended by the Committee must be approved by the KLMHA Board.

7.8 Tryout Process:

(a) Evaluation Panel

The Tryout Committee of the Board shall appoint an Evaluation Panel comprised of 3 independent evaluators from both Associations, possessing significant hockey experience. These evaluators may be coaches from the local Associations (current or retired), current or former board members, member volunteers, or professional hockey instructors whose role will be to help assess players participating in the Tryout Process in an objective manner.

Members of the Evaluation Panel shall not have any conflict of interest with specific players being evaluated. Panel members shall observe the Tryout Process and evaluate players using the system and forms provided for in the Hockey Canada Development Guide for Player Evaluation and Selection. The results of these evaluations shall be

kept confidential. Throughout the Tryout Process, the Evaluation Panel will meet and consult with the Coach for the purposes of providing advice, guidance and recommendations regarding player selection.

(b) On Ice Activities

To help ensure that Tryouts are fair and objective for all players, the Tryout Committee will be responsible for retaining appropriate on ice support to help conduct the Tryout Process to avoid any potential conflict of interest between players and evaluators.

Any on-ice assistants utilized during Tryouts must be non-parents without any potential conflict of interest to players trying out for a particular team. Head Coaches will only be permitted to offer non parent bench staff positions until the Tryout Process has been concluded.

Head Coaches will have the option of participating on-ice during the Tryout process and/or evaluating players from the stands. If Head Coaches wish to see a certain focus to the Tryout process, they can provide sample practice plans to the on-ice staff in advance.

Players registering for tryouts will be issued a personal "Tryout Number". Following the second Tryout Skate, players invited to continue in the Tryout Process will have their anonymous Tryout Number listed on the KLMHA website. It will be the responsibility of players and their families to confirm whether a player has been invited back using this process. The Association has decided to use an anonymous Tryout Number for communication purposes to help better manage the selection process, out of respect for players and their privacy.

Following each Tryout Skate, members of the Evaluation Committee will provide their player evaluation forms to the Head Coach for review. These forms are to remain strictly confidential and will be destroyed following the Tryout process. While players not selected for a Rep Team may wish to later discuss opportunities for improvement with Head Coaches, selection decisions will not be subject to review or appeal, and specific evaluation scores will not be disclosed.

Tryouts cannot be conducted on private ice. Unofficial tryouts of any kind with only selected invitations are not permitted and may disqualify players from potential selection and also result in the removal of Head Coaches, where this rule is broken. All tryouts must have a certified trainer present.

(c) Miscellaneous

Where the Coaches selections are not reasonably consistent with the opinion of the Evaluation Panel, any disagreement will be resolved by the Tryout Committee of the Board.

If an additional player moves into KLMHA residency and is eligible to roster to a Rep team, he or she will be granted a maximum of three skates with team and evaluated as per the tryout evaluation process. New players moving into territory may not dislodge a previously selected player but can be added to the Roster, should their tryout be successful.

7.9 Affiliated Players (AP)

KLMHA fully supports the proper use of AP movement in order to maximize development opportunities for players and to help ensure that an adequate number of players are available for all teams.

All potential AP players that a Head Coach may be considering must be discussed with the Evaluation Committee prior to any offers being made. Should any additional AP's be considered mid-season, the Head Coach must first seek approval for such requests from the Rep Hockey Operations Committee.

All Head Coaches at both the Rep and Local League levels are required to communicate and cooperate with one another in order to facilitate the AP Movement process, and subject to those considerations set out below, Coaches are required to release players for AP opportunities, so long as it does not interfere with regular scheduled games, practices, tournaments, or play-downs as well as any related travel time associated with the player's base category team.

Teams should only roster AP's who they are prepared to use in games and such players should be regularly invited to practice and play from time to time with the team to which they are rostered as AP's. Teams utilizing AP's should do so for the purposes of supplementing available players only. AP's should not be used to displace regular players rostered to the team.

Each player may only be affiliated with one team. Local League players from both LMHA and KMHA will be eligible to AP for KLMHA Rep Teams if residentially compliant.

In addition to this Policy, all OMHA Affiliation Rules must be followed by the Coaching staff.

All Head Coaches wishing the use of affiliated players must complete an OMHA Affiliated Player form listing all players they wish to affiliate. The form must be signed by the Team Head Coach, the Affiliated Player's Registered Team Head Coach, and the Parent/Guardian. In the signing of this form the Registered Team's Head Coach has given consent for this player to play as an Affiliated Player during the regular season.

Prior to the beginning of the play-downs the Registered Team's Head Coach shall come to an understanding with the Player and Parent/Guardian as to the availability of the Affiliated Player to the Affiliated Team and inform the Affiliated Team's Head Coach of their decision. If a conflict still exists the situation shall be brought to the Board for a final decision.

As a courtesy, the Head Coach requesting the use of an affiliated player, should inform the player's regular coach prior to each and every game that the player is required.

Players selected for AP opportunities may be required to contribute towards additional Team Fees required by the Rep Team they are occasionally playing for.

7.10 Representative Team Fees

Being offered a position on a KLMHA Rep Team is a privilege and not a right. Playing on a Rep team involves a higher level of competitive commitment, which often involves additional ice time and training expectations, which generally carry additional cost. Regulations governing Team specific fees, fundraising and sponsorships shall be enacted by the KLMHA Board.

Failure to pay applicable Fees will result in the player being de-rostered from the Rep team and returned to Local League.

7.11 Player Movement

Subsequent to final player selection and the filing of Rep team rosters with the OMHA, any requests for permanent player movement requires consultation with and approval by the Rep Hockey Operations Committee of the Board.

Any possibility of player movement will be subject to applicable OMHA and Hockey Canada deadlines governing roster changes.

If a Rep player terminates their participation in a Rep Team on their own volition, after the league starts, and wishes to move back to Local League, they must first have the approval of the VP's of Rep and Local League Hockey. Despite the wishes of a player, the ability to move mid-season to Local League may not be possible due to player number restrictions, roster deadlines, and number of games played requirements.

7.12 Goaltender Considerations

In order to properly assess goaltenders, the Tryout Committee will retain an independent goalie evaluator with significant goaltending expertise, in order to objectively assess goaltenders and make recommendations to Head Coaches and the Evaluation Committee.

All Rep teams shall take 2 Goalies if available. Realizing that no 2 goalies will be of the same strength. Playing time for goalies during the regular season will be allocated in the following manner:

- 40% of games started for each goalie with the other 20% being at the Coach's discretion (40/40/20).
- Both goalies must be used in some capacity in the playoffs as well.
- All goalies need to be developed.

Playing time during playoffs will be at the Coach's discretion.

Underage goalies: In the event an underage goalie wishes to tryout for the age group above, they will need to be evaluated as the **Number 1 goalie** out of all of the goalies trying out (unless there are only 2 in total). Any decision to select an underage goalie, the situation must first be discussed and approved by the Evaluation Panel and Tryout Committee to ensure it is not detrimental to the team below.

7.13 Communication with Parents

At no time during the Tryout process will the Head Coach, independent evaluators or any on ice assistants discuss players and their performance with any parent.

All roster spot announcements will only be made after discussion and approval by the Evaluation Panel and Tryout Committee. Any questions regarding registration or eligibility should be directed to the KLMHA Administrator for assistance.

8. CODE OF CONDUCT AND DISCIPLINE POLICY

8.1 Introduction

- a) Membership in the Kawartha Lakes Minor Hockey Association (KLMHA) and the Ontario Minor Hockey Association (OMHA), as well as participation in the activities of the KLMHA/OMHA, bring many benefits and privileges. Membership also brings with it responsibilities to others, both within the organization and to the hockey community at large. First and foremost, the KLMHA was founded on the principles of respect, civility and good sportsmanship, towards the game and for all others involved in it. This is the minimum standard of behavior expected of all in any way associated with the KLMHA. All members and participants are also expected to fulfill certain responsibilities and obligations, including but not limited to complying with the KLMHA/OMHA Code of Conduct, Regulations, By-laws and Policies.
- b) The KLMHA/OMHA Code of Conduct, and the Regulations, By-laws and Policies identify the standard of conduct which is expected of all members, and other persons involved in KLMHA/OMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within these Policies and Procedures.
- c) Both KLMHA and its partner organizations (LMHA and KMHA) and OMHA are committed to providing an environment which promotes equal opportunities, respect, good sportsmanship and which prohibits discriminatory practices.
- d) Harassment, Abuse and Bullying ("H.A.B.") are prohibited by human rights legislation. H.A.B. can also be an offense under Canada's Criminal Code. The KLMHA and OMHA have a zero tolerance policy in regard to H.A.B.

8.2 KLMHA Discipline & Ethics Committee

- a) The following KLMHA Board Members shall form the Discipline & Ethics Committee:
- i) Risk Management Director & Head Trainer as Chair
 - ii) KLMHA President
 - iii) KLMHA VP of Rep Hockey
 - v) KLMHA OMHA Contact
 - vi) KLMHA Referee in Chief
 - vii) KLMHA Secretary

8.3 Application

- a) These Policies and Procedures are intended to deal with all matters relating to discipline for breaches or violations of the KLMHA/ OMHA Code of Conduct and/or any Association Regulations, By-laws, Policies and Procedures. They are not intended to address matters related to the Rules of Competition as set out in the OMHA Regulations and Policies.
- b) These Policies and Procedures apply to all categories of members and participants in the KLMHA/OMHA.
- c) These Policies and Procedures outline disciplinary processes for breach of the Code of Conduct, and any Association Regulations, By-laws, Policies and Procedures which may arise during the course of all KLMHA, LMHA, KMHA or OMHA activities and events, including but not limited to competitions, exhibition games, tournaments, practices, training camps, meetings, social events, and travel associated with these activities.

Depending on the offence, and the Policies and Procedures set out herein, disciplinary matters shall be dealt with by the local Association or the OMHA.

- d) Within these Policies and Procedures, the words harassment and harass shall include bullying and bully and abuse and abusing.

8.4 Types of Infractions

Under these Policies and Procedures, there shall be three types of infractions, which may warrant discipline:

a) Minor Infractions - these are infractions under the KLMHA/OMHA Code of Conduct, as well as violation of Local Association Regulations, By-laws, Policies and Procedures which are less serious than Major Infractions. These infractions and/or complaints will in most cases be dealt with at the local Association level, after which they may be appealed to the OMHA Code of Conduct Appeal Panel. These infractions may also warrant immediate corrective action by either the OMHA or the local Association.

b) Major Infractions - these are infractions under the KLMHA/OMHA Code of Conduct which are more serious and may warrant disciplinary action as specified herein. These infractions and/or complaints are generally dealt with at the OMHA level. At the discretion of the OMHA, these infractions may be referred back to the local Association.

c) Harassment, Abuse and Bullying ("H.A.B.") - these are serious infractions under the KLMHA/OMHA Code of Conduct, which are considered as Major Infractions except as specifically set out herein. These infractions must be reported to the OMHA for direction. These infractions and/or complaints are dealt with at the OMHA level, unless at the discretion of the OMHA President or his designate, they are referred back to the local Association.

8.5 Minor Infractions

Situations involving Minor Infractions shall include, but are not limited to the following:

- a) a single incident of disrespectful, offensive or abusive comments or behavior directed towards others, including but not limited to, peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
- b) unsportsmanlike conduct such as angry outbursts or arguing;
- c) breaches of the KLMHA By-laws, Regulations, Policies and Procedures, including refusal to adhere to directives and instructions provided by KLMHA Board Members and Team Officials in relation to KLMHA sponsored events and activities;
- d) non-compliance with the rules and regulations under which KLMHA/OMHA events are carried out;
- e) disrespectful, offensive or abusive behaviour towards Kawartha Lakes staff, or failure to follow instructions provided by Township staff in relation to facilities rented by the Association; and
- e) any other complaint or alleged infraction considered minor in nature.

8.6 Major Infractions

Situations involving Major Infractions, could include, but are not limited to the following:

- a) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
- b) repeated unsportsmanlike conduct such as angry outbursts or arguing;

- c) activities or behavior which interferes with the organization of a competition or with any player's or team's preparation for a competition;
- d) pranks, jokes or other activities which endanger the safety of others;
- e) deliberate disregard for the rules and regulations under which OMHA events are conducted;
- f) abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- g) any use of alcohol by minors;
- h) use of illicit drugs and narcotics;
- i) use of, or condoning the use of, banned performance enhancing drugs or methods;
- j) any Harassment, Abuse or Bullying complaint;
- k) lack of reporting, activity or action of a local executive or association;
- l) any other complaint or alleged infraction which is considered serious.

8.7 Harassment, Abuse and Bullying ("H.A.B.")

It is the Policy of the KLMHA/OMHA that there shall be no H.A.B., or neglect, whether physical, emotional or sexual of any participant in any programs. KLMHA/OMHA expect every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of participants and protect them from any form of maltreatment. As set out above, any complaint of H.A.B. shall be considered a Major Infraction and shall follow the same procedure as used with a Major Infraction, as set out herein, unless otherwise determined by the OMHA, or as set out in the Criminal Code of Canada. A comprehensive definition of the types of behaviour which may constitute harassment, abuse and bullying is set out in the OMHA Code of Conduct, which all KLMHA/OMHA members are required to comply with.

8.8 General Procedure for Lodging Complaints

KLMHA/LMHA/KMHA/OMHA Members wishing to lodge a formal complaint, must do so in writing, using the OMHA Complaint Form. Once completed, this should be forwarded to the attention of the KLMHA Risk Management Director and Head Trainer for consideration.

When a written complaint is received by the local Association, or an infraction occurs within the knowledge of the local Association, the local Association must determine if the complaint or infraction ought to be considered Minor or Major. This initial assessment shall be made by the KLMHA Risk Management Director and Head Trainer. If the matter is a Minor Infraction, the matter will be dealt with at the local Association level in accordance with the Policies and Procedures set out herein, unless the local Association refers the matter to the OMHA and the OMHA agrees to the referral.

When the local Association determines that the matter is a Major Infraction the matter must be referred to the OMHA. The OMHA President or his/her designate shall then determine the appropriate course of action, which may include one or more of the following: referring the matter back to the local Association, imposing interim sanction(s), requesting an investigation and/or a Hearing, or such other action(s) as the OMHA President or his/her designate deems necessary.

If the matter is heard at the local Association level, the decision may be appealed to the OMHA Code of Conduct Appeal Panel, in accordance with the applicable OMHA Appeal Policy.

8.9 Management of Minor Infractions by the Local Association

- a) Incidents considered to be Minor Infractions (and those Major Infractions specifically referred to the Local Association by the OMHA) will be dealt with by the KLMHA Discipline and Ethics Committee, as chaired by the KLMHA Risk Management Director and Head Trainer (or designate).
- b) KLMHA Members wishing to lodge a formal complaint, must do so in writing, using the OMHA Complaint Form.
- c) Depending upon the nature and severity of the Complaint, the KLMHA Risk Management Director and Head Trainer (or designate) shall determine the most appropriate method for addressing and resolving the Complaint. Potential options for addressing and resolving a Complaint include:
- (i) **Mediation** – the KLMHA Risk Management Director and Head Trainer (or designate) may attempt a voluntary mediation between the parties, where both sides consent to holding a joint discussion of issues and explore mutually agreeable options for resolution. Where a Mediation results in a Complaint being resolved to the satisfaction of all parties, the agreed upon resolution will be documented in writing by the KLMHA Risk Management Director and Head Trainer (or designate) and filed with the KLMHA Discipline and Ethics Committee;
 - (ii) **Investigation** – a confidential investigation may be conducted by the KLMHA Risk Management Director and Head Trainer (or designate). Such an Investigation will include confidential interviews being conducted by the KLMHA Risk Management Director and Head Trainer (or designate) with the Complainant, any Responding Party(s), Witnesses, and consideration of any other relevant evidence.

Following completion of an Investigation, the KLMHA Risk Management Director and Head Trainer (or designate) will prepare a final Investigative Report for consideration by the KLMHA Discipline and Ethics Committee, summarizing the evidence, conclusions and recommending appropriate remedial action and discipline (if any). A majority of the KLMHA Discipline and Ethics Committee must approve of any remedial or disciplinary action recommended by the Investigative Report. Conclusions reached in the Investigative Report and a summary of any disciplinary decision will be communicated to the parties involved.

- (iii) **Formal Hearing** – where the KLMHA Risk Management Director and Head Trainer deems it appropriate, the Association may refer a Complaint to a Formal Hearing before the KLMHA Discipline and Ethics Committee, chaired by the KLMHA Risk Management Director and Head Trainer (or designate). Quorum for the Discipline and Ethics Committee shall consist of at least three (3) Committee members.

In the event of a Formal Hearing, the Committee shall establish a date convenient to all Parties involved. In the event that a Party fails or refuses to attend a Formal Hearing without reasonable justification, the Committee may proceed with the hearing and arrive at a decision in the Party's absence.

Both the Complainant and any Responding Party(s) shall be invited to attend the hearing to provide their individual account of events related to the Complaint. The Parties will be asked to bring any relevant information or witnesses that they feel are necessary to substantiate their complaint. During the formal hearing, the Committee shall conduct separate and private interviews with each Party and relevant witnesses, allowing enough time between presentations so there is no possible contact between Witnesses. The Committee shall have exclusive authority to determine its own procedure for holding such formal hearings.

Following completion of a Formal hearing, the Discipline and Ethics Committee will prepare a Written Decision, summarizing the evidence, conclusions and imposing any remedial action or discipline considered appropriate. A summary of the decision and conclusions reached will be communicated to the Parties involved.

8.10 Sanctions for Minor Infractions

Disciplinary sanctions for Minor Infractions may include any or all of the following:

- i. Verbal Reprimand;
 - ii. Written Reprimand;
 - iii. Verbal Apology by the individual;
 - iv. Written Apology by the individual;
 - v. Termination of service and/or membership with any team, the minor hockey association or the OMHA; - Suspension from the current competition and/or for a specified number of games;
 - vi. Order of financial reimbursement;
 - vii. Participation in remedial training or certifications (e.g. Respect in Sport / Speak Out);
 - viii. Any other sanction(s) as may be deemed appropriate in the circumstances.
- e) All sanctions and/or suspensions assessed by the local Association must be reported in writing to the OMHA Executive Director, within SEVEN (7) business days of the sanction being rendered.
- f) Where the matter has been dealt with at the local Association level, and a final decision rendered, the matter may proceed by way of a Code of Conduct Appeal in accordance with the applicable OMHA Appeal Policy.

8.11 Management of Major Infractions by the OMHA

- a) Any member or representative of the OMHA must report a major infraction to the OMHA using the OMHA Complaint Form available from the OMHA Office and/or website. The specific policies, procedures and applicable time limits relative to OMHA Code of Conduct Hearings are set out in the OMHA Code of Conduct Policy available on the OMHA website.
- b) When the OMHA President or his/her designate determines that the complaint ought to be dealt with at the Local Association level, the local Association shall provide the OMHA with their investigator's report as well as subsequent updates of the handling of said matters including any sanctions imposed. The OMHA President or his designate may on notification to the local Association take any steps it deems necessary in the circumstances before or after any sanctions imposed by the Local Association.
- c) Where it is decided by the OMHA President or his designate that the incident is to be dealt with at the Local Association level, the OMHA President or his designate will inform the Local Association and the alleged offender.
- d) If the incident is to be dealt with by the OMHA as a Major Infraction, whether by way of referral from the Local Association, or otherwise, the alleged offender shall be notified by the OMHA President or his/her designate of any procedure or interim sanction(s) including but not limited to an Investigation and/or Hearing no later than FIVE (5) business days from the date of receipt of the Complaint.
- e) The OMHA President or his/her designate, as well as the Code of Conduct Hearing Panel, may use any information available to them, including but not limited to, audit findings, reports from the local Association or outside parties or any other useful evidence, documentary or otherwise, to determine an appropriate course of action which may also involve immediate interim sanction(s) against any party or association prior to or after any investigation or Code of Conduct Hearing.
- f) Any sanction(s) imposed by the Code of Conduct Hearing Panel may be appealed to the OHF.

8.12 Sanctions for Major Infractions

The OMHA Code of Conduct Hearing Panel, or the Local Association committee hearing the matter may apply the following disciplinary sanctions for Major Infractions, which may include, but are not limited to, any or all, or any combination of the following:

- i) Written Reprimand;
- ii) Written or Verbal Apology by the individual;
- ii) Suspension from certain OMHA events which may include suspension from the current game or competition or from future competitions;
- iii) Suspension from certain or all OMHA activities (e.g., competing, coaching or officiating) for a designated period of time;
- v) Referral to counseling; vii) Removal of certain privileges of membership; viii) Any other sanction(s) as may be deemed appropriate in the circumstances.

Notwithstanding the process set out herein, any member or participant of the KLMHA/LMHA/KMHA/OMHA who is convicted of, or being investigated for, a criminal offence including, but not limited to, matters involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face an indefinite suspension from participating in any activities of the KLMHA/OMHA and may face further disciplinary action in accordance with the Policies and Procedures set out herein.

Failure to comply with a sanction shall result in automatic suspension of membership in the KLMHA/OMHA or in organizations affiliated with the KLMHA/OMHA, until such time as the sanction is fulfilled.

8.13 Damage to Facilities and Equipment

- a) Any member of the KLMHA, coach, manager, trainer, or player who deliberately damages or defaces home or away facilities used by, or equipment of the KLMHA, shall forthwith be suspended from the KLMHA until the cost of repair of the facility or replacement of the damaged equipment has been paid in full.
- b) In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Board.

8.14 Alcohol, Drugs & Smoking

- a) The use of alcohol or drugs at any game or practice by a player affiliated with the KLMHA will not be tolerated and may lead to suspension, without refund (where applicable), for the balance of the season.
- b) Any Board Member, Coach, Manager, or Trainer under the influence of alcohol or drugs during a game or practice may be subject to disciplinary action by the Board.
- c) Smoking is prohibited inside the arena facility and any other legally designated non-smoking areas.

8.15 Team Related Disciplinary Matters

- a) All Coaches are encouraged to communicate a list of team rules to the players and their parents prior to the start of the season. Those rules are subject to the approval of the 1st or 2nd Vice President.
- b) In the event of a Minor Infraction of a Team related nature, the Risk Management Director, after having reviewed the situation with the Team Coach, may delegate authority to implement disciplinary sanctions against players on that Team.
- c) If a Coach decides that circumstances warrant immediate suspension of a player (e.g. player insubordination, disciplinary problem of a violent nature, safety related issue, or drug/alcohol related incident) the Coach may implement such a suspension immediately, and thereafter report the interim disciplinary decision to the Discipline and Ethics Committee within 24 hours of the incident for review.

d) For a suspension that cannot be completely served in a given season the remainder of the suspension will carry into the following season. A time limit may be imposed should scheduling prolong unduly a player's suspension.

8.16 Body Checking

a) Body Checking for KLMHA teams will be as per the OHF and OMHA League rules.

8.17 Playing in Other Leagues

a) All players registered in the KLMHA may not participate in any other league with the exception of High School or by affiliation.

8.18 Special Circumstances

a) Special Circumstances arising during the season, on or off the ice that are not expressly covered under the playing rules or the KLMHA/LMHA/KMHA/OMHA Code of Conduct, By-laws, Policies and Procedures will be referred to the Discipline and Ethics Committee for an Interim Ruling.

b) In situations where the Discipline and Ethics Committee issues an Interim Ruling, those rulings will immediately be referred to the Board for future application during the season.

c) No team may appeal a game as a result of any decision made under the above rulings.

8.19 Legal Proceedings

In addition to applicable disciplinary action that may apply, nothing in this Code of Conduct and Discipline Policy shall limit the right of the KLMHA or its partner organizations to initiate legal proceedings, either civil or criminal, against those individuals whose actions or behaviour violate the law, threaten the safety of Association members, and/or result in damage, injury or loss to the KLMHA or its members. Where appropriate, this may include seeking applicable restraining orders to have individuals banned from those facilities and locations where the KLMHA and its affiliated organizations carry out their activities.

9. OFFICIALS

9.1 On Ice Officials

a) All on ice officials are the responsibility of the Referee(s) in Chief. The Referee(s) in Chief shall assign

OMHA qualified officials for all exhibition, league, and league playdown games for both the LL and Rep Programs of KLMHA, LMHA and KMHA. On ice officials for OMHA playdown games shall be appointed by the OMHA.

- b) Officials are considered to be freelance independent contractors and not employees of the Association.
- c) No Official may officiate in any game unless they are carded through the OMHA.
- d) LL and Rep Officials will be supplied as per the League requirements, and in accordance with applicable OMHA regulations.
- e) Game Fees for On Ice Officials shall be as per the OMHA Regulations.
- f) Where required during playdowns, mileage will be paid as appropriate per OMHA regulations.
- g) Under no circumstances may a game be played with one (1) official.

9.2 Timekeepers

- a) Timekeepers are the responsibility of the Administrator/Ice Scheduler and shall assign all exhibition, league, league playdown, and OMHA playdown games.
- b) Timekeepers are considered to be freelance independent contractors of the Association and not employees.
- c) Individuals interested in volunteering to be considered as Timekeepers must express their interest to the Administrator/Ice Scheduler, and must attend all necessary training in order to be considered for the list of potential Timekeeping assignments. Once selected, Timekeepers have a responsibility to show up for their assignment on time, and to attend to all necessary equipment, such as the timekeeping box. Failure to attend for assignments, being late or making repeated errors in Gamesheets will result in removal from the list of eligible Timekeepers.
- d) The Board during the budget review shall set Game Fees for Timekeepers.
- e) Only paid Timekeepers are allowed in the time box during all games.
- f) Timekeepers will be responsible for ensuring that the Gamesheets are signed by bench staff for both teams, and will be responsible for coordinating completion of Gamesheets with Officials after conclusion of the Game.
- g) Timekeepers shall ensure proper use of arena equipment and property and perform duties in a responsible manner.

10. REIMBURSEMENT

10.1 Required Courses

KLMHA will provide reimbursement for rostered Coaches, Trainers and Bench Staff for any courses or required certification credentials deemed necessary for the current season. This includes any coaching certification credential considered necessary to be rostered on the Team they are coaching, trainer's course, respect in sport fees, as well as the cost of any background checks required by OMHA policy.

10.2 Supporting Documentation

Coaches or volunteers seeking reimbursement will be required to provide documentation and receipts capable of supporting that the required certification was received.

10.3 Successful Completion

Reimbursement will be provided after the participant has successfully completed the course, and only to the extent a participant remains an actively engaged volunteer, rostered to a team.

11. GAMES, PLAYDOWNS, TOURNAMENTS, EXHIBITION GAMES

11.1 Games

- a) All teams and games will be subject to the rules of the OMHA and/or applicable Leagues.
- b) Game times and game lengths to be determined by the OMHA, Leagues, and/or ice time availability.
- c) The Team Coach and Manager will be required to attend and schedule the regular season league games at the scheduling meeting, following instructions provided by the KLMHA Ice Scheduler.

11.2 Playdowns

- a) Rep Division playdowns will follow the format and rules & regulations as laid down by the League and OMHA.

11.3 Tournaments

- a) Rep teams must provide the VP of Rep Hockey and the Administrator/Ice Scheduler with a list of all tournaments they have entered.
- b) Each Team is responsible for coordinator with the Administrator/Ice Scheduler to ensure that all OMHA travel permits and approvals are in place for tournaments.
- c) It is strongly recommended that teams select all tournaments they plan to attend prior to their League scheduling dates, as conflicting dates may not be rescheduled.
- d) It will be the Teams' duty to ensure that they have not scheduled too many tournaments so as to be unable to schedule the required League games. League games will take priority.

11.4 Exhibition Games

- a) Rep teams must notify the VP of Rep Hockey and the KLMHA Administrator/Ice Scheduler of any exhibition games with enough prior notice to allow scheduling of referees and timekeepers, and to obtain any necessary approval from the OMHA.
- b) No exhibition game should conflict with any scheduled League games.
- c) All teams will be responsible for covering all costs associated with exhibition games.

12. TOURNAMENTS

12.1 KLMHA Tournaments

- a) KLMHA sponsored tournaments shall comply with the rules and regulations of the OMHA.
- b) The KLMHA Tournament Director(s) must have applicable Tournament rules and regulations submitted to the Board for approval.
- c) Tournament budgets must be submitted to the Board for approval.
- d) Financial statements must be submitted to the Board within 30 days of ending the tournament.
- e) All Rep Teams must participate in KLMHA Tournaments where applicable, unless approval is received from the Board. KLMHA Parents and families will be required to volunteer to help support administration of the Tournament, and such duties and responsibilities will be assigned to each Team Manager by the KLMHA Tournament Director(s).

- f) The KLMHA Board will determine applicable Tournament Registration Fees, including the amount of any Registration Fee or Fundraising Levy required of Home KLMHA Teams.
- g) During the course of Tournaments, any administrative rulings issued by the Tournament Director(s) shall be considered final and binding.