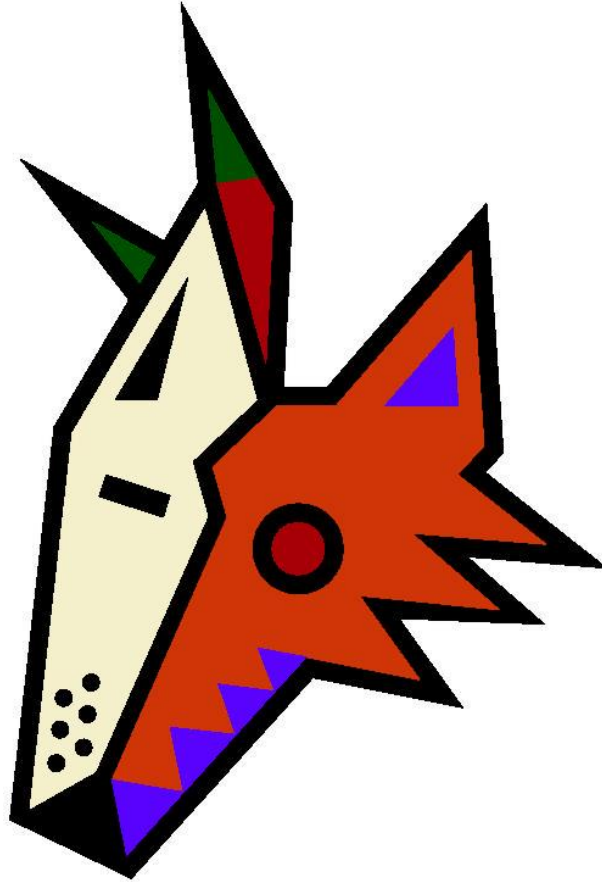


**BURFORD DISTRICT MINOR HOCKEY ASSOCIATION
RULES OF OPERATION**



**June 2005
Revised March 2007
Revised February 2013**

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Burford District Minor Hockey Association

Rules of Operation

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Section 1. GOVERNANCE

The Burford & District Minor Hockey Association (hereinafter referred to as BDMHA) is incorporated under the Corporation Act of Ontario and 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

Section 2. LIABILITY & INSURANCE

- a) The BDMHA shall carry a legal liability insurance policy in accordance with OMHA insurance coverage.
- b) The County of Brant, the BDMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.
- c) The insurance program described by the OMHA Manual of Operations shall cover all players and officials of the BDMHA.

Section 3. CONFLICT OF INTEREST

Members of the BDMHA Executive and sub committees are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit -financially or otherwise. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

Section 4. ELIGIBILITY & REGISTRATION

Eligible players must reside within the area described by OMHA Residency Rule #18.

Registration

- a) Subject to registration numbers, the following series of player groupings will be operated by the Association: Age as of December 31st

Pre-novice 7 and under

Novice 7&8

Atom 9&10

PeeWee 11&12

Bantam 13 & 14

Midget 15, 16 & 17

Juvenile 18 & 19 & 20

- b) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Executive approval. The request must be made in writing to the Executive outlining the reason for the request.
- c) Girls may register and play with BDMHA
- d) The Executive shall set the date by which the selection of players must be completed as September 30th.
- e) BDMHA shall try to ice representative teams in the Novice, Atom, Peewee, Bantam,

Midget and Juvenile divisions.

- f) As to Junior Hockey, a release shall be given to any player in BDMHA and a minor waiver shall be given to Junior OHA teams.
- g) If in the opinion of a majority of the Executive, a minimum roster must be set for a representative team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach via the Convenor before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.
- h) The minimum age for registration shall be 4 years of age by December 31 of the year the season begins, except in special circumstances, as determined by the Executive.
- i) No player above the maximum age group shall be allowed to play in a lower group, except in special cases approved by the Executive and league officials.
- j) Players must sign an OMHA registration card before participating in any game of the team's regular playing schedule. No player shall be signed after January 1st.

Section 5. BIRTH CERTIFICATES

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. All players shall produce proof of age as issued by the Registrar General of the Province of Ontario before being eligible to participate in games. In the case where a player is born outside of Ontario, an official Birth Certificate of the Province, State or Country of birth shall be accepted.

Section 6. REGISTRATION DATES

- a) The Executive shall set registration dates and fees prior to June 1 for the following hockey season. Registration procedures will be organised and co-ordinated by the Executive.
- b) Registration for Coaches, Trainers, and Managers (hereinafter referred to as Team Officials) will be held on the same dates as the player registrations. Application forms will be provided by the BDMHA Executive. All Team Officials must be approved by the Executive.
- c) Players registered in another Minor Hockey jurisdiction shall not be eligible for registration on a BDMHA representative team. The penalty shall be loss of registration without refund and immediate suspension.
- d) No player shall register after January 1st, except at the discretion of the Executive Board, by a majority vote.
- e) Late registrations will be accepted only as spaces are available on teams and upon paying the late registration fees.

Section 7. REGISTRATION FEE'S & REFUNDS

- a) The registration fee and any surcharges for each player grouping shall be established by the Executive.
- b) All players must pay the current registration fee in full and shall sign an OMHA registration card before they are allowed to practice or play with any BDMHA team. NSF cheques shall be considered as late or non-registered and will incur the late registration fee of \$ 25.00 and registrants shall also be charged bank fees for all NSF cheques.

- c) Registrations received after a date predetermined by the executive, shall be subject to a \$50 administration charge with exception to new members/players to the BDMHA. If a player, due to late registration, has missed part of the playing season- a reduced rate may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (ie: player moved to area, injuries or illness or trying out for a junior hockey club)
- d) Refunds will be granted according to the date the written application is received by the registrar and the following table.

Up to Sept 30th	90%
During month of Oct	75%
During month of Nov	50%
During month of Dec	0%
- e) Any other refunds will be granted at the discretion of the Executive.
- f) Families registering three or more players will receive a 10% discount.

Section 8. MEMBERSHIP

- a) BDMHA reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of BDMHA has been evident.
- b) By decision of the BDMHA Executive, any representative of BDMHA, any player, member, official or other may be placed under suspension or have restrictions placed upon him/her by the BDMHA Executive, pending a review of his/her actions, conduct or allegations.
- c) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the Constitution or Operating Procedures. Such action shall only result after recommendation of the Executive Committee, and a majority vote of the Executive.

Section 9. PLAYER MOVEMENT

- a) The Executive will post the number of players and goalies to be on each rep team so all players and parents know what to expect. Upon completion of tryouts, the head coach must submit the list to the rep convenor for approval.
- b) Any player is allowed to try out for a representative team of their age group.
- c) Surplus players from a representative team shall be assigned to a local league team no later than October 1st as the OMHA league deadline. At least one exhibition game shall take place prior to the declaration of a final roster.
- d) Representative teams shall have a final selection/roster by their first league game
- e) A/E team selection will begin the week after rep selections and will also be open tryouts.
- f) The Executive will post the number of players and goalies to be on each A/E team so all players and parents know what to expect. Upon completion of tryouts, the head coach must submit the list to the rep convenor for approval.
- g) Only players on an Affiliated Player (AP) list may practice with the team to which they are AP'ed. Such players may practice with that team only when asked to do so by the coach of the team and with permission of the player's home team coach.
- h) Affiliated Player lists are to be completed and rostered as per OMHA deadlines.
- i) No player on the permanent roster or in any other league not affiliated with BDMHA

may quit such league after Feb 1st and go to play house league.

- j) Failure to obey these regulations will result in suspension or dismissal from BDMHA, at the discretion of the Executive.
- k) Underage players may play one age group above, based on player ability and registration numbers in the affected divisions, at the discretion of the relevant Conveners.
- l) Players from other jurisdictions may transfer to BDMHA upon seeking a proper release from the respective organization and upon acceptance of BDMHA executive, as long as positions are available on applicable teams. No player currently registered with BDMHA shall lose playing privileges as a result of transfer.
- m) The head coach requesting a movement must provide the reasons to the executive so he may approach other conveners and coaches who will be involved in this movement.
- n) If the parents, players and BDMHA officials are satisfied with the movement it may proceed with the approval of the executive. If there is resistance to this movement they will evaluate and make the decision.
- o) A working agreement will be signed by October 1st of each year governing the signing of BDMHA players to the local Junior team. Parties to the agreement to be BDMHA Executive and the Local Junior Executive and their Coach and Manager.

Section 10. EQUIPMENT AND UNIFORMS

- a) All players are required to provide and wear full hockey equipment which will be current CSA approved and per current OMHA regulations. Directors, conveners, and coaches must advise players or parents of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.
- b) BDMHA shall endeavour to provide goalie equipment for the beginner goalies in the younger age groups (ie, Atom, Novice, Pre-Novice)
- c) BDMHA will provide a team sweater for each player.
- d) All equipment must be returned, washed and dried within two weeks of the end of the season to the Equipment Manager.
- e) BDMHA may loan equipment to registered players provided they have signed for and agreed to the terms on the equipment loan agreement.

Section 11. COMPLAINTS

- a) Twenty-Four Hour Cool Down Period is required prior to commencement of complaint procedure.
- b) Approach the parent rep in private and explain your concerns to them. If you wish to speak to the coach, make the parent rep aware of this so they can set up a meeting with the coach.
- c) The coach and the parent rep will discuss the issue in private and set up a meeting with the parents if needed to address the issue in a timely manner.
- d) If a meeting was decided upon the Parents, Head Coach, and Parent Rep should be the only persons in this meeting.
- e) If there is no resolution worked out from this meeting the parents should contact the executive.
- f) Complaints or questions regarding the operation of the Association must be

submitted, in writing, to the Executive.

g) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.

h) Upon receipt of a complaint, the President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.

i) Discussions of complaints at an Executive Meeting will not be open to the general membership and shall be kept confidential.

j) All complaints shall receive a written reply.

Section 12. CONDUCT & DISCIPLINE

a) A person under executive suspension shall not take part in any Minor Hockey activity and shall be subject to further suspension for any breach of same. Clarification: A Minor Hockey activity is an activity that is paid for by BDMHA or where BDMHA equipment issued.

b) The league Convenor or his Assistant must be notified prior to any disciplinary action being taken against any player in his division.

c) Any player of BDMHA receiving three (3) or more penalties in any game may be removed from further play in that game at the discretion of the coach. This applies for both house league and representative teams, Pre-Novice through Juvenile.

d) The player and parents should have the opportunity to be present at a meeting of the Executive and defend their position in the case of any disciplinary action for more than a three game suspension.

e) Alcohol will not be permitted at any Burford Minor Hockey activities unless required liquor permits are procured.

Section 13. GENERAL APPEALS

Any appeals must be submitted in writing to the secretary of the association. All appeals will be addressed by the executive within 48 hours from receiving the appeal.

Section 14. SELECTION OF TEAM OFFICIALS

Application for coaching positions will be advertised for the upcoming season. A Coaching Committee will be formed at the first meeting of the incoming executive.

The Coaching Committee shall:

a) set a coaching selection criteria

b) convene meetings to select coaches for the respective teams

c) make recommendations for Executive approval on the appointment of coaches for the respective teams

d) make appointments as early as possible.

All team officials must be certified in accordance with the OMHA Manual of Operations.

BDMHA will endeavour to not have a person be the head coach of a Minor Hockey team, Novice and up, for the same nucleus of children for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the

BDMHA Executive.

It is the responsibility of the head coach and the Coaches Selection Committee to appoint a Trainer for each team.

a) Trainers for teams shall hold a valid HTCP certificate, attend an OMHA Prevention Services Program, and follow the same code of conduct set out for coaches.

Trainer at large may be appointed for all pre-Novice in-house teams

Section 15. OFFICIALS

a) BDMHA shall supply timekeepers for all home games.

b) BDMHA shall arrange training clinics for timekeepers and official scorers, if required.

c) Game Officials shall be organized by the Referee-in-Chief.

d) Complaints regarding referees should be made verbally to the Referee-in-Chief and League Commissioner.

e) If the complaint cannot be resolved satisfactorily by the Referee-in-Chief and the League Commissioner, the Coach or Manager shall submit the complaint in writing within 24 hours of the game ending to the Referee-in-Chief, for presentation to the Executive.

f) The Executive shall convene a meeting within one week. The Coach, Manager, Referee-in-Chief, League Commissioner and any others deemed necessary will be notified of meeting time, date and location.

g) Complaints should be made verbally to the BDMHA Convenor following the game in question.

h) If the complaint cannot be resolved satisfactorily by the BDMHA Convenor, the complaint shall be submitted in writing to the BDMHA Convenor, for presentation to the Executive.

i) The Executive shall convene a meeting within one week. The Coach, League Commissioner and any others deemed necessary will be notified of meeting time, date and location.

j) Recommendation or decision of the Executive shall be final.

k) The Executive or Coach, upon receiving a complaint, will announce a meeting between persons involved and/or others who wish to attend. The meeting will be open to parents of teams involved.

Section 16. CLOTHING

a) The BDMHA shall not contribute any amount for the purchase of jackets for BDMHA personnel.

b) BDMHA will be responsible for the cost of purchasing the OMHA Championship Banner in the style and size consistent with those already in place within the Burford Arena.

Section 17. FUNDRAISING

- a) Association fundraising events will be set out at the beginning of the season and be first priority over all other fundraising.
- b) Any team within the BDMHA either Rep or House League, wishing to do individual fundraising must complete the fundraising form (available in the "Handouts" section) and be approved by the executive before starting.
- c) A financial budget and financial report must be prepared and presented to the executive by the coach for all fundraising events.
- d) Monies raised may not be distributed to players and or team officials
- e) It is the coaches responsibility to provide receipts and detailed records of all monies raised and spent to parents and the executive.
- f) Any equipment purchased as a result of individual team fundraising shall move up with the team and remain property of BDMHA.

Section 18. SPONSORSHIP

- a) Wineries, Brewers and Distilleries shall not sponsor any team in this Association as per OMHA guidelines.
- b) Individual team sponsorship will not be permitted
- c) All sponsorship must be directed to the BDMHA and a sponsorship package must be completed.

Section 19. GENERAL REGULATIONS

Guardians of the children are expected to stay in the arena while their children are involved in any minor hockey activity so they can be contacted immediately in the event of an emergency.

Special arrangements should be made by the guardian if he/she is unable to assume custody of the player immediately following the completion of BDMHA activities.

Team officials shall not be obligated to supervise players following BDMHA activities.

Penalties

- a) All game misconducts and match penalties shall be covered by the OMHA rule book. Where the penalty occurs in house league, the words "BDMHA Executive" shall replace "OMHA Executive" in the wording.
- b) The BDMHA Executive shall be empowered to increase the length of a suspension given out by the OMHA rules in cases where they deem necessary.

Speak Out

All bench staff and Executive of BDMHA will take the Preventions Services Speak Out clinic as per OMHA guidelines.

Team Meetings

Coaches will conduct a team meeting, with parents and players to review team discipline, coaching philosophy and extracurricular activities.

Confidentiality

BDMHA will adhere to OMHA guidelines regarding matters of confidentiality.

Return to Play

Players requiring professional medical attention for injuries must have written permission from a physician to return to play.

Training

Course Subsidization by the BDMHA for OMHA-approved courses shall be at the discretion of the Executive.

Police Record Checks

Once accepted as a volunteer with BDMHA as a coach or member of the coaching staff, you will be required to complete a police check per OMHA guidelines.

Games

No team may start a game with less than 6 players. In the event there are less than 6 players, the game shall be forfeited and so recorded. Teams must be ready to start on time as per schedule, the clock will be started when the game is scheduled to start, and must be finished by the time the next game is to start as per schedule.

Playoffs

Playoffs to follow the appropriate League playoff rules for both House/Local league and Representative teams.

Tournaments

No tournaments are to be accepted for any team unless all parents are notified of such tournaments and a vote is held to accept or reject such tournaments. Vote to be by private ballot. Majority rules. Each team shall notify their Executive, in writing, of any tournaments that they are attending.