

2023

# Erie North Shore Minor Hockey Association Policies and Procedures

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## Policy Manual Administration

**Effective Date:** August 10, 2021

**Date Revised:** n/a

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### **References:**

*ENSMHA Bylaws*

### **Purpose:**

The Erie North Shore Minor Hockey Association (ENSMHA) Policy and Procedure Manual outlines the policies and procedures that promote a positive hockey environment and operational efficiencies. These policies apply to ENSMHA and provide a framework for consistent and appropriate decision-making on many issues that can impact our members. These policies and procedures will be consistent with, and help us to accomplish our mission, maintain accountability, and clarify how we do business. All policies and procedures will also comply with all applicable legislation governing ENSMHA through Hockey Canada(HC), Ontario Hockey Federation (OHF), Ontario Minor Hockey Association (OMHA), and any other body under which we operate, including periodical amendments to relevant governmental legislation for our jurisdiction.

### **Policy Statements:**

Unless otherwise indicated, the policies and procedures contained in this manual will apply to all members, volunteers and any other individuals performing work on behalf of the ENSMHA.

If there is a conflict between these policies and any HC, OHF, or OMHA policy, rule, or regulation, the ENSMHA, HC, OHF, or OMHA policy, rule, or regulation that is most restrictive shall prevail.

These policies will be interpreted broadly in a manner that respects and promotes the objectives of the ENSMHA as set out in the Bylaws.

### **Procedure:**

All members have a responsibility to familiarize themselves with the content of the policies and procedures in this manual and to conduct themselves accordingly.

The Board of Directors has the responsibility to communicate with members about the application of the policies and procedures to ensure compliance and to take action if problems arise.

All members will have access to the Policy and Procedure Manual in order to review and understand organizational practices. All policies and procedures will be:

- Presented in a common and consistent format;
- Formally approved by the Board of Directors
- Located electronically on the association website; and
- Kept current and reviewed regularly.

The Board of ENSMHA shall propose, approve and enact policies and procedures that coincide with perceived need of the Association. Approval must be done through majority vote of the Board at any regularly scheduled board meeting.

Members may submit a request in writing regarding any requested amendments to existing policies for review at the next scheduled board meeting, however the board retains the right to either uphold the existing policy or to enact the requested change, whether in part or in full, by way of majority vote. Requests may be submitted to the Vice President Administration for presentation.

Policies will be reviewed every 2 years by an elected ad-hoc committee comprised of current board members.

## Privacy

**Effective Date:** August 10, 2021

**Date Revised:** n/a

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### References:

*Hockey Canada*

*Ontario Minor Hockey Association*

*Personal Information Protection and Electronic Documents Act (PIPEDA)*

### Purpose:

This Policy describes the way that ENSMHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association [CSA] principles identified in the federal Personal Information Protection and Electronic Documents Act [PIPEDA]. ENSMHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

### Policy Statements:

ENSMHA's privacy policy guides us in the collection, use and disclosure of personal information. Details that are particular to an individual – such as date of birth, personal address, telephone number, email addresses, medical and health records– are considered “personal information”. ENSMHA will only collect information that is necessary to conduct hockey programming. Specifically:

1. Player / volunteer name, address and date of birth are collected to determine that the player's geographical division of play and level of play information are consistent with Hockey Canada and OMHA regulations.
2. Historical information concerning past teams played for is collected in order to determine team placement as well as determining if transfer regulations apply.
3. Information as to a player's parent/guardian name, address, telephone numbers and email addresses are collected in order to facilitate emergency contact information as well as to ensure compliance with Hockey Canada and OMHA residency regulations.

### Procedure:

ENSMHA shall not indiscriminately collect information. The amount and type of information we collect shall be limited to that which is required to fulfill our intended purposes. ENSMHA safeguards the integrity of your information by means appropriate to its sensitivity. Data is collected in electronic format only and is safeguarded through the use of secure access using assigned ID's and passwords.

You have the right to request access to the personal information about you and your player held by us, to review it and, if applicable, to correct it. Data pertaining to players and volunteers is not disclosed for public use.

#### MBSPORTSWEB WEBSITE PRIVACY POLICY (UPDATED: MAY 15, 2018)

This website is powered by the MBSportsWeb platform whose full privacy policy is available [here](#). A summary of that privacy policy is as follows. MBSportsWeb does not collect, use, or distribute personal information other than what is required in order to provide support to associations and to issue invoices. Each association who uses the MBSportsWeb platform may collect personal information and should have their own privacy policies, however, MBSportsWeb does not use this information for any purpose.

#### OTHER THIRD-PARTY PRIVACY POLICIES (UPDATED: MAY 15, 2018)

##### CLICKY WEB ANALYTICS

This site use Clicky Web Analytics to log and analyze the traffic to the web site. You may review Clicky's privacy policy [here](#). We log "personal data" to Clicky as follows, for the stated legitimate purposes. A "Unique ID" tracking cookie to identify unique visitors, your IP address for security and fraud prevention, and your username (when logged in) to help us to analyze visitor behavior and assist with customer service needs. We are using a feature within Clicky's service so that visitors to this site located in the European Economic Area are automatically exempted from any personally identifiable information being tracked by their service.

## Board Member Attendance

Effective Date: August 10, 2021

Date Revised: n/a

Page 1 of 1

### References:

### Purpose:

The ENSMHA board of directors developed this written policy to set a clear shared expectation for meeting attendance.

### Policy Statements:

All Board members and committee members are expected to attend all Board meetings and all meetings of the committees to which they are members. It is recognized that directors and committee members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. It is incumbent upon Board members and non-board members of committees to advise the President or the Chair of a committee when they are unable to attend a meeting.

If a Board member or non-board member of a committee misses at least 50% of Board or committee meetings within the last twelve months, or 3 consecutive scheduled meetings in a row, without informing the president or committee chair with an acceptable reason, the Board member or non-board committee member's position is considered vacated, unless the Board advises otherwise.

### Procedure:

In order to make the board more accountable internally and also to the membership served, the following transparency measures shall be implemented;

1. Minutes will include attendance of Board members and whether there was an excused or accepted absence.
2. Repeatedly absent board members will be noted in the minutes.
3. Board attendance may be reported when board members stand for re-election (e.g. Person X attended 95% of scheduled meetings last year).
4. If there is an attendance issue the Association President shall address the issue with the Board member. If the Board member's difficulties are resolvable, then the Association President shall attempt to resolve them. If not, the Board member may be asked to resign.
5. When resignation is called for and refused, the matter shall be presented at the next scheduled Board meeting and the Board member in question will be entitled to speak to this item and have it voted upon. Proof of initial conversations with the Board member will be included in the minutes.
6. The decision to remove a member by the Board is final and requires a two-thirds majority.

## Email Voting (Board Members)

Effective Date: November 9, 2021

Date Revised: n/a

Page 1 of 1

### References:

*Hockey Canada*

*Ontario Minor Hockey Association*

*ENSMHA Bylaws*

### Purpose:

On occasion, the Board of ENSMHA may conduct business via email. As such, ENSMHA has adopted this policy to ensure that our board members are provided with guidelines for voting on issues via email communications. This policy is not intended to supersede any previously established procedures or guidelines for board meetings and votes conducted in-person.

### Policy Statements:

The following is a list of items that may be voted on by the board of ENSMHA:

- i. Amendments to board policies.
- ii. Approvals to move a board meeting (e.g. due to a lack of members available).
- iii. Agreements to suspend operations (e.g. during emergency situations).
- iv. Approval of Coaching staff
- v. Any other circumstance which the board, at its discretion, may deem necessary.

### Procedure:

Board members are required to:

- i. Proof-read their emails before sending them to ensure the accuracy of all content sent in email messages. Where a discrepancy occurs, inaccurate voting results may occur.
- ii. Ensure that emails containing votes are sent only to the intended recipients.
- iii. Avoid sending messages to third parties not on the board to ensure confidentiality.
- iv. Board members must vote via email within 2 days of the call for the vote and must ensure that all emails contain the word VOTE in capital letters in the subject line to distinguish them from regular email correspondence.
- v. Members of the Board who do not respond within 2 days will be counted as an abstained vote.
- vi. 50% plus 1 is the minimum number of votes that must be received for action by the board.
- vii. When the voting period of 2 days has closed, a confirmation email will be sent out informing all board members. The subject line of the email will indicate in capital letters VOTING IS CLOSED.
- viii. If there is insufficient voting to either pass or deny the motion, it can be raised at the next scheduled board meeting.
- ix. Passage, denial or inaction on a particular motion voted on via email may affect the board's ability to address the issue at future board meetings.
- x. The results of all email votes will be recorded in the Online Correspondence section of the board's next scheduled regular meeting minutes.



## Board Member Director Roles and Responsibilities

Effective Date: August 10, 2021

Date Revised: April 12, 2023

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### References:

Ontario Minor Hockey Association

ENSMHA Bylaws

### Purpose:

To outline expectation of duties within Erie North Shore Minor Hockey Association board of directors. All duties shall establish the mission, goals, and policies of the association. Setting the roles and expectations for each board member will ensure the long term stability and strength of the association.

### Policy Statements:

This policy is meant to serve as a guideline and the existing Board shall have the authority to change, adjust, or reassign any duties as they see fit to agree on in order to ensure the highest skill set level in dealing with the day to day operations of the association.

Executive Member roles and responsibilities are found within the Association bylaws.

The ENSMHA shall have three primary legal duties during their term; the Duty of Care (take care of the association by ensuring prudent use of all assets, including facility, people, and good will), the Duty of Loyalty (ensure that activities and transactions are advancing the mission; recognize and disclose conflicts of interest; and make decisions in the best interest of the association, *not in the best interest of the individual board member*, and the Duty of Compliance (ensure that the association complies with applicable laws, follows its own bylaws, and adheres to its stated purposes/mission.

### Procedure:

Every Member of the Board, both Executive and Director, is expected to:

- i. Know the association mission, policies, programs, and needs
- ii. Read and understand the association's financial statements
- iii. Serve as active advocates of the association
- iv. Fully engage in the operations of the Association
- v. Prepare for, attend, and conscientiously participate in board meetings

Roles and Responsibilities of Board Member Directors:

### Registrar

The Registrar shall:

- i. oversee the registration of all hockey players and coaching staff and compile updated players lists and rosters;
- ii. confer with the treasurer in a timely and organized manner to produce lists of players in good standing;

- iii. compile registration lists in each age group and report the numbers at the monthly meetings;
- iv. ensure that the registration procedure of the association is adhered to and shall be the primary board member approved to accept registrations on behalf of the association;
- v. any registration discrepancies/issues shall be presented only to the registrar, who in turn will present these discrepancies/issues to the appropriate divisional lead (i.e. Vice President – Travel or Vice President – Local League) as necessary;
- vi. assist in the transition of duties to the incoming Registrar
- vii. such further and other matters as may be ancillary to the duties as set out above.

**Ice Scheduler (Travel and LL)**

The Ice Scheduler shall:

- i. manage the Ice Scheduling for their respective divisions;
- ii. ensure a balanced ice schedule between the Harrow Arena and Kingsville Arena that maintains throughout the season as available;
- iii. assist in the transition of duties to the incoming Ice Scheduler;
- iv. such further and other matters as may be ancillary to the duties as set out above.

**Director of Communications**

The Director of Communications shall:

- i. be responsible for the content of the Association website and all other Social Media platforms utilized;
- ii. ensure that changes in any content are posted in a timely manner;
- iii. seek board approval for any communication that involves process or protocol of ENSMHA
- iv. seek to enhance the social media presence of the Association through innovative promotional ideas;
- v. monitor all social media outlets for any disparaging remarks or reviews and deal with as appropriate;
- vi. post any changes to the existing By-Laws or Policies;
- vii. schedule and oversee Picture Day for the Association;
- viii. assist in the transition of duties to the incoming Director of Communications;
- ix. such further and other matters as may be ancillary to the duties as set out above.

**Directors of Sponsorship/Fundraising**

The Directors of Sponsorship/Fundraising shall:

- i. solicit and manage all jersey sponsorships;
- ii. report and log all team fundraising after board approval;
- iii. manage all application processes related to sponsorship;
- iv. source and order banners, awards, trophies, etc.;
- v. source new methods of fundraising for the Association;
- vi. maintain a good working relationship with existing sponsors;
- vii. assist in the transition of duties to the incoming Director of Sponsorship/Fundraising;
- viii. such further and other matters as may be ancillary to the duties as set out above.

**Director of Risk Management and Compliance**

The Director of Risk Management and Compliance shall:

- i. ensure all Board Members, Directors, Coaches and Staff have current Police clearances; maintain a confidential directory of submitted clearances from current board members and provide copies of coach/volunteer submissions to the registrar for upload into the appropriate Hockey Canada Registry file;
- ii. act as a liaison between coaches/members and the Board as it relates to player/member indiscretions and/or disciplinary measures; update the disciplinary committee of any complaints and schedule meetings with the committee as needed;
- iii. run a Risk Assessment on the association and update yearly or as necessary;
- iv. assist in the transition of duties to the incoming Director of Risk Management and Compliance;
- v. such further and other matters as may be ancillary to the duties as set out above.

#### **Equipment Manager**

The Equipment Manager shall:

- i. be responsible for all equipment, apparel and uniforms for the LL Divisions in both the Harrow arena and Kingsville Arena;
- ii. communication within each Division concerning equipment needs to ensure efficient and smart purchasing practices are followed;
- iii. ensure all invoices from suppliers are forwarded to the Treasurer;
- iv. create and maintain an equipment inventory for both arenas;
- v. assist in the transition of duties to the incoming Equipment Manager;
- vi. such further and other matters as may be ancillary to the duties as set out above.

#### **Director of Business Affairs Travel/Local League**

The Director of Business Affairs Travel/Local League shall:

- i. assist the Vice President of Travel/Local League;
- ii. act as a tournament liaison;
- iii. attend/back up Vice President of Travel/Local League with Bluewater/ECLL meetings;
- iv. assist in the transition of duties to the incoming Director of Travel/Local League Affairs;
- v. such further and other matters as may be ancillary to the duties as set out above.

#### **Lead Trainer**

The Lead Trainer shall:

- i. promote safety through the Association
- ii. Demonstrate the values of the HTCP
- iii. mentor Team Trainers
- iv. liaise with the Regional Trainer for OMHA
- v. assist in the identification of training needs for the Association
- vi. assist in the identification of potential staff for OMHA Program of Excellence
- vii. assist in the transition of duties to the incoming Equipment Manager;
- viii. such further and other matters as may be ancillary to the duties as set out above.

### **Directors of Coach/Player Development Travel/Local League**

The Directors of Coach and Player Development Travel/Local League shall:

- i. liaise with their corresponding VP in running development programs to ensure the highest quality of training for the Association bench staff and program participants;
- ii. be the primary contact for coach certification oversight and training;
- iii. present new methods and ideas to the Board to ensure the greatest level of hockey within the Association;
- iv. assist in the identification of development needs for the Association
- v. assist in the transition of duties to the incoming Director of Coach/Player Development;
- vi. such further and other matters as may be ancillary to the duties set out above.

### **Director of Association Development**

The Director of Association Development shall:

- i. assist the Vice President – Administration;
- ii. act as program liaison for existing programming;
- iii. assess and support the assessment of association needs;
- iv. design, implement and evaluate new association programs that facilitate the development and continuous growth of the association as a whole;
- v. assist in the transition of duties to the incoming Director of Association Development;
- vi. such further and other matters as may be ancillary to the duties as set out above.

## Confidentiality

**Effective Date:** August 10, 2021

**Date Revised:** n/a

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### **References:**

*Personal Information Protection and Electronic Documents Act (PIPEDA)*

*Privacy Act*

### **Purpose:**

It is the policy of ENSMHA to limit the disclosure of confidential information that could be detrimental to the best interests of the Association and its members. The directives as defined within this policy are intended to enhance public confidence in the integrity of ENSMHA and its members, volunteers, delegates, players, and third party service providers.

### **Policy Statements:**

Erie North Shore Minor Hockey Association (ENSMHA) is a non-profit organization which handles sensitive member information on a regular basis. In accordance with the Privacy Act and PIPEDA, ENSMHA requires all volunteer board members, coaching staff, and volunteers to handle sensitive personal member information in a confidential and appropriate manner. It is understood that volunteer board members, coaching staff, and volunteers of ENSMHA will become aware of confidential information regarding our members through the course of their service and agree that if confidential information is not effectively protected, the operations of ENSMHA may be threatened, and the well-being and privacy of our members may suffer irreparably.

Volunteer board members, coaching staff, and volunteers of ENSMHA are required to keep all confidential information and relevant knowledge regarding the operation of ENSMHA, and our members confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of ENSMHA, and the well-being and privacy of our members.

### **Procedure:**

All volunteer members of the Board of Directors, coaching staff, and volunteers will be required to sign a confidentiality agreement which shall be securely kept on file with other pertinent documentation pertaining to ENSMHA.

It is understood that Board members circulate information electronically as needed including, but not limited to, meeting minutes and financial documents. Where electronic information is received which falls under the confidential classification as outlined in the confidentiality agreement, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for ENSMHA.

It is considered best practice to insert in any email communication a release statement as follows:

*Confidentiality statement: This email transmission may contain confidential or legally privileged information that is intended only for the individual named in the email address. If you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution, or reliance upon the contents of this email is strictly prohibited. If you are not the intended recipient, please notify the sender immediately by return email and delete this message and any attachments from your system.*

Issues that pertain to a breach, or suspected breach will be dealt with by following the Complaint Resolution Process policy.

## **Confidentiality Agreement - Volunteer Board Members**

### **Purpose**

Erie North Shore Minor Hockey Association (ENSMHA) is a non-profit organization which handles sensitive member information on a regular basis. In accordance with the Privacy Act and PIPEDA, ENSMHA requires all volunteer board members to handle sensitive personal member information in a confidential and appropriate manner. It is understood that volunteer board members of ENSMHA will become aware of confidential information regarding our members through the course of their service. Volunteer board members agree that if confidential information is not effectively protected, the operations of ENSMHA may be threatened, and the well-being and privacy of our members may suffer irreparably.

Volunteer board members of ENSMHA are required to keep all confidential information and relevant knowledge regarding the operation of ENSMHA, and our members confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of ENSMHA, and the well-being and privacy of our members.

### **Confidentiality Agreement (Volunteer Board Members)**

The following is classed as confidential information.

Confidential Information:

- Member lists;
- Member medical information;
- Member personal information;
- Information gathered during member interviews (i.e. as held by the disciplinary committee);
- Board of Director personal information;
- Human resource planning, policies or procedures;
- Unreleased financial information, status and statements;
- Any information, or documentation labelled "Confidential" by ENSMHA, or listed as such by separate memorandum, or e-mail that informs of confidential status;

Any information relating to the ENSMHA that is freely in the public domain may not be considered "Confidential". In the event that a volunteer board member can prove that information was possessed before it was received from ENSMHA, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

**Nondisclosure:**

In serving on the Board of Directors of ENSMHA, volunteer board members shall not divulge, disclose, provide or disseminate Confidential Information to any third party, including family members, at any time, unless ENSMHA gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for ENSMHA.

**Organizational Property:**

Upon the end of a volunteer board members term of service, volunteer board members shall promptly return (without duplicating or summarizing), any and all material pertaining to ENSMHA business, members, parents of members or staff in their possession including, but not limited to: all member information, physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

**Legal:**

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

**Acknowledgment and Agreement / Statement of Confidentiality**

I acknowledge that I have read and understand the Confidentiality Agreement of Erie North Shore Minor Hockey Association. I agree to adhere to this agreement in its entirety and will endeavor to ensure that coaching staff/volunteers working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may be removed from my position until such a time that the Disciplinary Committee reviews the infraction as per the Disciplinary Measures and Complaint Resolution policies upheld by ENSMHA.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

**Confidentiality Agreement – Coaches and Volunteers**

**Purpose**

Erie North Shore Minor Hockey Association (ENSMHA) is a non-profit organization which handles sensitive member information on a regular basis. In accordance with the Privacy Act and PIPEDA, ENSMHA requires all Coaching Staff and Volunteers to handle sensitive personal member information in a confidential and appropriate manner. It is understood that Coaching staff/volunteers of ENSMHA will become aware of confidential information regarding our members through the course of their service. Coaching

Staff/Volunteers agree that if confidential information is not effectively protected, the operations of ENSMHA may be threatened, and the well-being and privacy of our members may suffer irreparably.

Coaching Staff/Volunteers of ENSMHA are required to keep all confidential information and relevant knowledge regarding the operation of ENSMHA, and our members confidential both during and after their term. These practices have been adopted as they have been deemed essential to the protection of ENSMHA, and the well-being and privacy of our members.

### **Confidentiality Agreement**

The following is classed as confidential information.

Confidential Information:

- Member lists;
- Member medical information;
- Member personal information;
- Information gathered during member interviews (i.e. as held by the disciplinary committee);
- Any information, or documentation labelled "Confidential" by ENSMHA, or listed as such by separate memorandum, or e-mail that informs of confidential status;

Any information relating to the ENSMHA that is freely in the public domain may not be considered "Confidential". In the event that a Coaching Staff/Volunteer can prove that information was possessed before it was received from ENSMHA, or that information was gained from an unrelated third party, said information will not be classified as "Confidential".

Nondisclosure:

Coaching Staff/Volunteers shall not divulge, disclose, provide or disseminate Confidential Information to any third party, including family members, at any time, unless ENSMHA gives written authorization. Furthermore, Confidential Information shall not be used for any purpose other than its reasonable use in the normal performance of duties for ENSMHA.

Organizational Property:

Upon the end of a season, Coaching Staff/Volunteers shall promptly return (without duplicating or summarizing), any and all material pertaining to ENSMHA business, members, parents of members or staff in their possession including, but not limited to: all member information, physical property, documents, keys, electronic information storage media, manuals, letters, notes and reports.

Legal:

This agreement will not supersede any legal obligation to disseminate information when required to do so in a court of law.

### **Acknowledgment and Agreement / Statement of Confidentiality**

I acknowledge that I have read and understand the Confidentiality Agreement of Erie North Shore Minor Hockey Association. I agree to adhere to this agreement in its entirety and will endeavor to ensure that coaching staff/volunteers working under my direction adhere to this Policy. I understand that if I violate the rules set forth in the Agreement, I may be removed from my position until such a time that the Disciplinary



Committee reviews the infraction as per the Disciplinary Measures and Complaint Resolution policies upheld by ENSMHA.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_

## Criminal Record Checks/Vulnerable Sector

Effective Date: August 10, 2021

Date Revised: n/a

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### References:

*OMHA Criminal Record Check Policy*

### Purpose:

To outline the process of requesting, storing, and use of Criminal Record Checks/Vulnerable Sector (CRC/VS) of all Erie North Shore Minor Hockey Association (ENSMHA) members as required.

### Policy Statements:

ENSMHA will abide by the Ontario Minor Hockey Association's (OMHA) posted policy regarding Criminal Record Checks. These checks are mandatory to participate in the association.

Any member who is asked to provide a CRC/VS must present it prior to season start in order to participate in on-ice activities.

### Procedure:

The Director of Risk Management and Compliance (DRMC) for ENSMHA will provide all current Board members, coaches, volunteers, and any other persons who may be deemed to require such a check, a letter to obtain a Criminal Record Check/Vulnerable Sector.

The DRMC shall keep record of all received CRC/VS in a secure location and shall maintain the privacy and confidentiality of those documents.

The DRMC shall maintain a checklist of all current board members/volunteers/coaches who may need an updated request sent and delegate the request letter as necessary.

The DRMC shall provide the Registrar with a copy of any CRC/VS for any member with an account in the Hockey Canada Registry (HCR 3.0) (i.e. Volunteers/coaches) to be uploaded and stored in HCR 3.0 file.

## On-Ice Volunteers

Effective Date: August 10, 2021

Date Revised: n/a

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### References:

OMHA

### Purpose:

To outline the scope of liability and protocols surrounding on-ice volunteers who are not coaching staff.

### Policy Statements:

All on ice volunteers that are not part of the coaching staff or contracted as part of on-ice conditioning programs are required to be registered through ENSMHA with OMHA for insurance purposes.

All on-ice volunteers do not require official coaching certifications, but must be under the supervision of a certified coach. In addition, they are required to complete the Respect in Sport – Activity Leaders course as mandated by Hockey Canada, Gender Identity course, and provide an up to date CRC/VS to the Director of Risk Management/Compliance.

All volunteers must wear appropriate mandatory equipment requirements when on-ice – these may be determined by the arena. Volunteers under the age of 14 must wear full hockey equipment.

All volunteers must be at least two (2) years older than the age they are supporting.

Volunteers are not authorized to support ENSMHA events in the absence of official coaching staff unless a licensed contractor approved to support an authorized ENSMHA activity is leading the session on ice.

### Procedure:

Head Coaches must provide the names and contact details to the Vice President Local League or Vice President Travel (as appropriate) for Board approval. Volunteers will be required to create a profile within the HCR 3.0 system for registration purposes. For insurance purposes, they will be added to the Volunteer Roster, unless already a player or coach within the organization.

## Player and Team Official Registration

Effective Date: August 10, 2021

Date Revised: n/a

Page 1 of 1

### References:

*ENSMHA Bylaws*

*Hockey Canada*

### Purpose:

To outline the process for Registration and address instances where accounts are in arrears.

### Policy Statements:

Recommendations for registration process and fees shall be considered by the Board through feedback from all Board members, but specifically from the Registrar and the Treasurer.

### Procedure:

The Board will set registration fees and administration fees for refunds based on the projections and recommendations set forth by the Treasurer in the Spring of each year for the subsequent season.

Upon Board approval, the registration fee for each age group and details for payment of said fees will be posted on the association website.

Registration will take place exclusively online. All players, coaches and volunteers will be required to register.

Registration set up in HCR 3.0 will be managed by the Registrar and shall include all applicable waivers and relevant questions.

Late or NSF payments may be subject to a monetary fee being added to a member's registration. Players with outstanding fees, either to the ENSMHA or a team on which a player was previously registered may not be able to participate in on-ice activities until such a time that the account has been settled.

Registration fees for ENSMHA, or "base" fees will specifically exclude team budget items – these budgets are set by the respective coaches and are based on Travel/Rep fees, tournament entry fees, swag, etc. Every coach should endeavor to create a team budget that is attainable and fair to the members.

All players need to have one parent or guardian complete the Respect in Sport course mandated by Hockey Canada before they can be rostered to a team or participate in on-ice activities.

## Complaint Resolution Process

Effective Date: August 10, 2021

Date Revised: n/a

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### References:

*OMHA Code of Conduct Policies and Procedures*

*ENSMHA Bylaws*

### Purpose:

To outline the process when dealing with any matters relating to discipline for breaches or violations of the OMHA Code of Conduct and/or its Policies and Procedures; to outline the process and method of delivery of this process through ENSMHA.

### Policy Statements:

Any person, player, team, or combination thereof, feeling aggrieved by a decision or conduct of any member, the Executive, or the Board, or a Team Official may submit a Complaint Form for consideration.

ENSMHA will follow the guidelines given by the Ontario Minor Hockey Association (OMHA) within their *Code of Conduct Policies and Procedures* document in dealing with conflict resolution. Under this document, it is understood that any complaint received at the association level and deemed to be classified as “Major” infraction or a harassment, abuse or bullying infraction will be forwarded to the OMHA for review.

ENSMHA will follow the “24-hour cooling off” rule – any member submitting a complaint must wait 24 hours after an incident to submit a claim. Immediate contact will not be acknowledged unless the complaint is seen to involve a direct threat to a member’s safety and time is considered of the essence.

### Procedure:

All incidents are to be reported to the **Director of Risk Management and Compliance (DRMC)**, using the OMHA Complaint Form which is available on the association website as well as contained within this policy.

The DRMC will present the document within 3 days of receipt to the Disciplinary Committee for review.

Where the complaint involves a member of the travel/representative level of ENSMHA, the committee shall consist of the Association President, Vice President Travel, the Director of Risk Management and Compliance, and one other appointed designate. The committee members shall keep private and confidential the name and personal information of the subject of the complaint.

Where the complaint involves a member of the local league level of ENSMHA, the committee shall consist of the Association President, Vice President Local League, the Director of Risk Management and Compliance, and one other appointed designate. The committee members shall keep private and confidential the name and personal information of the subject of the complaint.

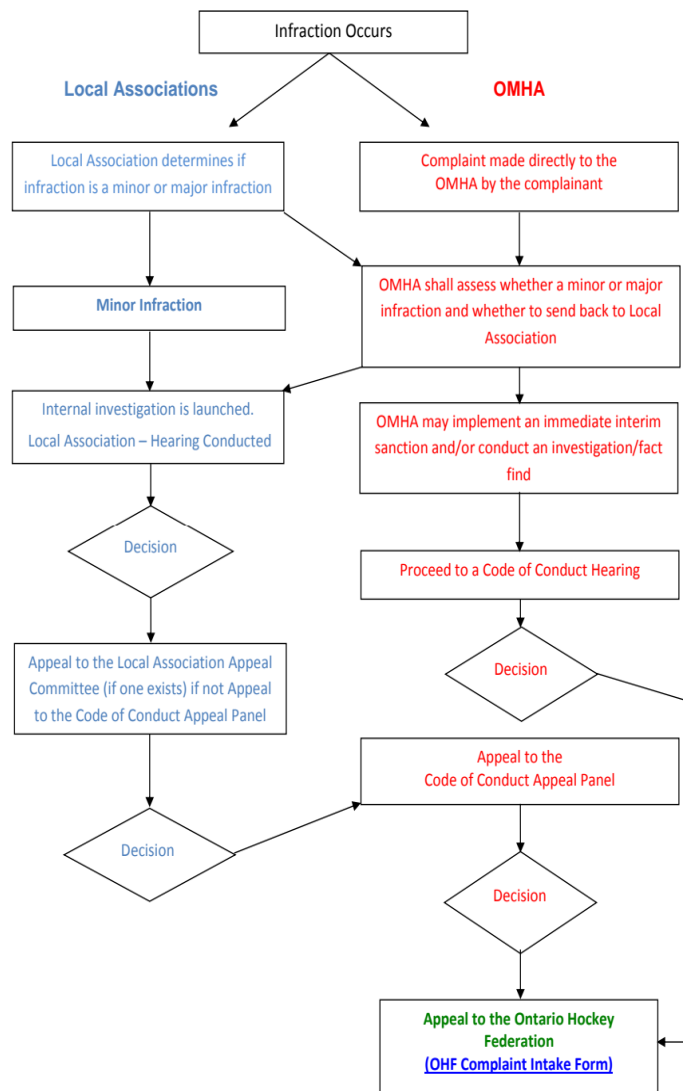
Where the complaint involves a member who is a direct relation of a Disciplinary Committee member, or is a Disciplinary Committee member or designate, a conflict of interest shall be declared and an alternate member will be chosen by the Board of Directors.

The committee will review the complaint and provide, in writing, any measures taken to resolve the matter to the subject of the complaint with 5 days of receiving the Complaint Form.

The subject of the complaint may file an appeal upon receiving the resolution decision from the DRMC. Appeals will be forwarded and reviewed by the OMHA Code of Conduct Appeal Panel on their timeline.

The DRMC will provide an update to the Board of Directors of the complaint at the next scheduled Board Meeting which shall include the infraction and the resolution for Risk Management purposes, however for privacy purposes may not contain the name or personal information of the subject of the complaint.

**OMHA DISPUTE RESOLUTION PROCESS**



**ONTARIO MINOR HOCKEY ASSOCIATION  
COMPLAINT FORM**



**Please note the following:**

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
- Definitions are provided in Appendix A.
- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity.
- The OMHA cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint. By completing the form, you agree that the OMHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed in accordance with the Code of Conduct Policies and Procedures.
- Fax or email completed form to **905-780-0344** or [omha@omha.net](mailto:omha@omha.net)

**Please complete the following:**

1. **Person making the complaint:**                       Player    Parent    Volunteer    Official    Employee

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	

2. **Person on whose behalf the complaint is made:** (to be completed if different from above)

First Name		Last Name	
Birth Date (day / month / year)			

3. **Name of person(s) against whom you are complaining:**

First Name		Last Name	
Title/Role		Name of Association	
First Name		Last Name	
Title/Role		Name of Association	

4. **When did the incident(s) occur? (date):** \_\_\_\_\_

**ONTARIO MINOR HOCKEY ASSOCIATION  
COMPLAINT FORM**



5. Please check the ground(s) that best describes your complaint:

A.  Harassment (refer to Appendix A)

---

Type of behaviour:

<input type="checkbox"/> Conduct	<input type="checkbox"/> Gestures	<input type="checkbox"/> Comments
----------------------------------	-----------------------------------	-----------------------------------

Based on:

<input type="checkbox"/> Race	<input type="checkbox"/> Ethnicity	<input type="checkbox"/> Disability	<input type="checkbox"/> Colour
<input type="checkbox"/> Religion	<input type="checkbox"/> Age	<input type="checkbox"/> Sexual orientation	<input type="checkbox"/> Sex
<input type="checkbox"/> Marital status	<input type="checkbox"/> Family status	<input type="checkbox"/> Pardoned conviction	

B.  Abuse (refer to Appendix A)

---

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Emotional	<input type="checkbox"/> Sexual	<input type="checkbox"/> Neglect
-----------------------------------	------------------------------------	---------------------------------	----------------------------------

Please note: If this matter has been reported to the Police or Child Protective Authorities, the OMHA may through its fact finding process determine that a suspension of the alleged offender is warranted, until such time as the Police and/or Authorities have concluded their investigation, after which a final determination will be made.

C.  Bullying (refer to Appendix A)

---

Type of behaviour:

<input type="checkbox"/> Physical	<input type="checkbox"/> Verbal	<input type="checkbox"/> Relational	<input type="checkbox"/> Reactive
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D.  Misconduct (refer to Appendix A)

---

Please note: Complaints of misconduct will generally be directed to the Local Association for formal or informal resolution according to that organization's constitution or policies.



**ONTARIO MINOR HOCKEY ASSOCIATION  
COMPLAINT FORM**



**6. Particulars:** Provide a summary of the incidents you are complaining about. Your summary must answer the following questions. Section 6 is to be no longer than 2 pages. You may attach any additional documents as necessary.

1. Date incident(s) happened
2. Where did the incident(s) happen?
3. Who was involved (Name and title/role)?
4. What happened?
5. How were you treated differently from others (if at all)?
6. How do the incident(s) relate to the ground(s) you selected?
7. Remedy/Resolutions you are seeking

---

Day/Month/Year Signature of Complainant

## **Injury Reports**

**Effective Date: September 14, 2021**

**Date Revised: n/a**

**Page 1 of 4**

### **References:**

*Hockey Canada*

### **Purpose:**

To define the protocol in handling an injury sustained by a player, spectator, or any other person at a sanctioned hockey activity where an injury occurs when such person requires medical assistance or is required to leave the on-ice environment.

### **Policy Statements:**

ENSMHA shall abide by the procedures set out by Hockey Canada where such an injury occurs.

A Hockey Canada injury report must be completed for each case where an injury is sustained.

### **Procedure:**

The report will be submitted to the Director of Risk Management/Compliance as soon as possible. Forms can be accessed online through the association website for direct submission or given to the Lead Trainer.

Injury forms must be submitted to ENSMHA within 90 days of the injury occurrence. A copy of the form will be kept on file with ENSMHA.

At any time that a player leaves the ice for a medical reason, other than the flu or common cold like reasons, the HCTP Return to Play form must accompany the return to play of the player.

A Return to Play program may be developed by the Head Trainer if warranted and should remain on file with the Director of Risk Management/Compliance.



# HOCKEY CANADA INJURY REPORT



See reverse for mailing address.

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE.

DATE OF INJURY: \_\_\_/\_\_\_/\_\_\_  
Mo. Day Yr.

INJURED PARTICIPANT:  Player  Team Official  Game Official  Spectator

Name: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ Gender:  M  F  
Mo. Day Yr.

Address: \_\_\_\_\_

City / Town: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Parent / Guardian: \_\_\_\_\_ Email Address: \_\_\_\_\_

## AGE DIVISION

Under-7  Under-9  Under-11  Under-13  Adult Rec  
 Under-15  Under-18  Under-21  Junior  Senior

## CATEGORY

AAA  AA  BB  CC  DD  House  Minor Junior  
 AA  B  C  D  E  Major Junior  Other \_\_\_\_\_

## BODY PART INJURED

Arm:		Leg:		Head:		Trunk:		Back:	
Left	Right	Left	Right						
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shin	<input type="checkbox"/> Shin	<input type="checkbox"/> Eye Area	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Neck			
<input type="checkbox"/> Upper arm	<input type="checkbox"/> Upper arm	<input type="checkbox"/> Knee	<input type="checkbox"/> Knee	<input type="checkbox"/> Face	<input type="checkbox"/> Chest	<input type="checkbox"/> Lower			
<input type="checkbox"/> Collarbone	<input type="checkbox"/> Collarbone	<input type="checkbox"/> Toe	<input type="checkbox"/> Toe	<input type="checkbox"/> Throat	<input type="checkbox"/> Ribs	<input type="checkbox"/> Upper			
<input type="checkbox"/> Elbow	<input type="checkbox"/> Elbow	<input type="checkbox"/> Thigh	<input type="checkbox"/> Thigh	<input type="checkbox"/> Skull	Pelvis:				
<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Foot	<input type="checkbox"/> Foot	<input type="checkbox"/> Dental	<input type="checkbox"/> Hip	<input type="checkbox"/> Groin			
<input type="checkbox"/> Forearm/Wrist	<input type="checkbox"/> Forearm/Wrist			Other: _____					

## NATURE OF CONDITION

Concussion  Laceration  Fracture  
 Sprain  Strain  Contusion  
 Dislocation  Separation  Internal Organ Injury

## ON-SITE CARE

On-Site Care Only  Refused Care

Sent to Hospital by:  Ambulance  Car

## INJURY CONDITIONS

Name of arena/location: \_\_\_\_\_

Exhibition/Regular Season  Period #2  
 Playoffs/Tournament  Period #3  
 Practice  Overtime: \_\_\_\_\_  
 Try-outs  Dry Land Training  
 Other  Gradual Onset  
 Warm-up  Other Sport  
 Period #1  Other: \_\_\_\_\_

## CAUSE OF INJURY

Hit by Puck  
 Collision with Boards  
 Non-Contact Injury  
 Hit by Stick  
 Collision on Open Ice  
 Collision with Opponent  
 Fall on Ice  
 Checked from Behind  
 Collision with Net  
 Fight  
 Blindsiding

Was the injured player in the correct league and level for their age group?  Yes  No

Was this a sanctioned Hockey Canada activity?  Yes  No

## LOCATION

Defensive Zone  Offensive Zone  Neutral Zone  
 Behind the Net  3 ft. from Boards  Spectator Area  
 Parking Lot  Dressing Room  Bench  
Other: \_\_\_\_\_

## WEARING WHEN INJURED

Full Face Mask  
 Helmet/No Face Shield  
 No Helmet/No Face Shield  
 Intra-Oral Mouth Guard  
 Half Face Shield/Visor  
 Throat Protector  
 Short Gloves  
 Long Gloves

## ADDITIONAL INFORMATION

Has the player sustained this injury before?  Yes  No  
If "Yes" how long ago? \_\_\_\_\_  
Was a penalty called as a result of the incident?  Yes  No  
Estimated absence from hockey?  
 1 week  1-3 weeks  3+ weeks

## DESCRIBE HOW INCIDENT HAPPENED

(Attached additional page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: \_\_\_\_\_  
(Parent/Guardian if under 18 years of age)  
Date: \_\_\_\_\_

## TEAM INFORMATION

(To be completed by a Team Official)

Association: \_\_\_\_\_

Team Name: \_\_\_\_\_

Team Official (Print): \_\_\_\_\_

Team Official Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## HEALTH INSURANCE INFORMATION

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

Occupation:  Employed Full-time  Employed Part-time  
 Unemployed  Full-Time Student

Employer (If minor, list parent's employer): \_\_\_\_\_

1. Do you have provincial health coverage?  Yes  No Province: \_\_\_\_\_

2. Do you have other insurance?  Yes  No  
(IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)

3. Has a claim been submitted?  Yes  No  
(IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)

Make Claim Payable To:  Injured Person  Parent  Team  Other: \_\_\_\_\_

## MEMBER APPROVAL



# HOCKEY CANADA INJURY REPORT



Participant's name: \_\_\_\_\_

## PHYSICIAN'S STATEMENT

Physician: \_\_\_\_\_ Address: \_\_\_\_\_ Tel: (\_\_\_\_) \_\_\_\_\_

Name of Hospital / Clinic: \_\_\_\_\_ Address: \_\_\_\_\_

Nature of Injury: \_\_\_\_\_ Date of First Attendance: \_\_\_\_\_

Claimant will be totally disabled:  
From: \_\_\_\_\_ To: \_\_\_\_\_

Is the injury permanent and irrecoverable?  No  Yes

Give the details of injury (degree): \_\_\_\_\_ Prognosis for recovery: \_\_\_\_\_

Did any disease or previous injury contribute to the current injury?  
 No  Yes (describe): \_\_\_\_\_

Was the claimant hospitalized?  No  Yes  
(give hospital name, address and date admitted): \_\_\_\_\_

Names and addresses of other physicians or surgeons, if any, who attended claimant:  
\_\_\_\_\_

I certify that the above information is correct and to the best of my knowledge,  
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$3,000 per accident. Treatment must be completed within 52 weeks of accident. (Effective September 1st, 2018)

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO. \_\_\_\_\_

<b>Patient</b> _____ Last name                      Given name _____ Address _____ City / Town                      Province                      Postal Code	<b>Dentist</b> _____ _____ Phone No _____	I hereby assign my benefits payable from this claim directly to the named dentist and authorize payment directly to him / her _____ SIGNATURE OF SUBSCRIBER
---	--	---

For dentist use only - for additional information, diagnosis, procedures or special consideration.  
 \_\_\_\_\_

DUPLICATE FORM

I understand that the fees listed in this claim may not be covered by or may exceed my plan benefits. I understand that I am financially responsible to my dentist for the entire treatment. I acknowledge that the total fee of \$\_\_\_\_\_ is accurate and has been charged to me for the services rendered. I authorize release of the information contained in this claim form to my insuring company/plan administrator.

\_\_\_\_\_  
SIGNATURE OF (PATIENT/GUARDIAN)

\_\_\_\_\_  
OFFICE VERIFICATION

DATE OF SERVICE MO. / DAY / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE

This is an accurate statement of services performed and the total fee due and payable & oe. TOTAL FEE SUBMITTED \_\_\_\_\_

NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.

Mail completed form to: **ONTARIO MINOR HOCKEY ASSOCIATION**  
 25 BRODIE DRIVE, UNIT 3 [OMHA.NET](http://OMHA.NET)  
 RICHMOND HILL, ON [OMHA@OMHA.NET](mailto:OMHA@OMHA.NET)  
 L4B 3K7



**HOCKEY TRAINERS CERTIFICATION PROGRAM RETURN TO PLAY**

\_\_\_\_\_  
Name of Player

is able to return to play following injuries sustained on

\_\_\_\_\_  
Date

Considerations /restrictions with respect to return to play:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of Medical Authority

\_\_\_\_\_  
Type of Medical Authority

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

***This information is strictly confidential and will only be used to assist in the player's safe return to play. All records will be returned to the player.***

***NOTE: The HTCP recommends that this be completed by a physician, chiropractor, physiotherapist or nurse practitioner for muscular or skeletal injuries (excluding fractures). Fractures as well as all neurological injuries including spinal injuries and concussions must be signed off by a physician.***

***Disclaimer: Personal information used, disclosed, secured or retained will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act.***

## Rowan's Law and Concussion Code of Conduct

Effective Date: September 14, 2021

Date Revised: n/a

Page 1 of 4

### References:

*Rowan's Law (Concussion Safety), 2018, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19*  
*Hockey Canada*  
*Ontario Minor Hockey Association*  
*Ontario Hockey Federation*  
*Coaches Association of Ontario*

### Purpose:

The goal of *Rowan's Law (Concussion Safety), 2018*, is to protect amateur competitive athletes by reducing their risk of getting a concussion. It focuses on improving concussion safety and awareness.

### Policy Statements:

#### REQUIREMENTS FOR REGISTRANTS AND ORGANIZATIONS:

1. All Registrants registering July 1, 2019 or after must have completed the review information and acknowledgement prior to registration/participation.
2. All Team Officials currently registered will be required to complete the review of information and acknowledgement prior to August 30, 2019.
3. All Registrants registered prior to July 1, 2019 must complete the review of information and acknowledgement prior to participation in the first game.

#### REQUIREMENTS FOR SPORT ORGANIZATIONS

The OMHA is a leader in concussion management and prevention. Rowan's Law makes it mandatory for sports organizations to:

1. ensure that athletes under 26 years of age, parents of athletes under 18, coaches, team trainers and officials confirm every year that they have reviewed Ontario's Concussion Awareness Resources
2. establish a Concussion Code of Conduct that sets out rules of behaviour to support concussion prevention
3. establish a Removal-from-Sport and Return-to-Sport protocol

On July 1st, 2019 and January 1st, 2022, new rules come into effect through *Rowan's Law* to improve concussion safety in amateur competitive sport.

If you are a coach, you will need to:

- ✓ Review any one of the official concussion awareness resources before registering or serving with ENSMHA.
- ✓ Review the ENSMHA Concussion Code of Conduct
- ✓ Confirm that you have reviewed both of these resources every year through your registration waivers in HCR 3.0

- ✓ Know and help implement the Removal AND Return-to-Play protocols found in ENSMHA's policies.

**Procedure:**

1. Review the Concussion Awareness Resources regularly.

Rowan's Law requires that all coaches and team trainers review the government-approved Concussion Awareness Resources every year before serving in a sport organization or at a school. These resources include important information about:

- ✓ The nature of concussions
- ✓ Common signs and symptoms
- ✓ Steps to take if an athlete is suspected of having a concussion
- ✓ Protocols for removing an athlete from sport and helping them return.

2. Take advantage of free online training.

The Ontario Government Concussion Awareness Resource E-Module can be accessed [HERE](#).

3. Be familiar with ENSMHA's Concussion Code of Conduct.

Rowan's Law requires all coaches and team trainers to review their sport organization's Concussion Code of Conduct each year before the start of the season. ENSMHA will follow the Acknowledgement form as set out by the Ontario Hockey Federation (OHF). This form includes the OHF Concussion Code of Conduct which ENSMHA will adopt and follow.

The code sets out expectations and rules of behaviour to minimize concussions while playing sport. This means that as a coach or team trainer, you acknowledge the seriousness of concussions, commit to the health and safety of all athletes, and create an environment where everyone is encouraged to speak up if an athlete experiences any symptoms after an impact.

4. Know the Removal and Return-to-Play protocols.

Coaches also play an important role in following the Removal-from-Sport protocol, when an athlete is suspected of having sustained a concussion, and the Return-to-Sport protocol, to ensure their safe return following a suspected or sustained concussion. Your role includes supporting an athlete as they progress through the steps outlined in the Return-to-Sport protocol.



# ONTARIO HOCKEY FEDERATION

400 Sheldon Drive, Unit 9, Cambridge, Ontario N1T 2H9  
T: 226 533.9070 F: 519 620.7476  
www.ohf.on.ca

Proud Branch Of



## Ontario Hockey Federation Rowan's Law Acknowledgement Form

The Ontario Government has enacted *Rowan's Law (Concussion Safety)*, 2018, S.O. 2018, c. 1 ("Act"). Ontario Regulation 161/19, the Act requires all sport organizations as defined in the Regulation ("Sports Organization"), which includes the Ontario Hockey Federation ("OHF"), to have a Concussion Code of Conduct. This Concussion Code of Conduct must require participants, as set out in the Act, to review the Ontario Government's issued Concussion Awareness Resources on an annual basis. A participant is subject to a Concussion Code of Conduct for each Sports Organization a participant registers with.

Applicable age appropriate Concussion Awareness Resources are located at [www.ontario.ca/concussions](http://www.ontario.ca/concussions). The OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources must be reviewed before you can register/participate in the OHF.

- [10 and Under Concussion Awareness Resource](#)
- [11-14 Concussion Awareness Resource](#)
- [15 and Over Concussion Awareness Resource](#)

If you would like to have a record of your review of the concussion awareness resources, you can complete this form and keep it as a receipt to remind you of the date on which you reviewed it.

### Acknowledgement of Review

I, \_\_\_\_\_ (first name) \_\_\_\_\_ (last name) \_\_\_\_\_ (birth date yyyy/mm/dd of athlete, Team Official or On-Ice Officials name) confirm that I have reviewed the OHF Concussion Code of Conduct (Appendix A) and the appropriate Concussion Awareness Resources and commit to operating within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***If the participant above is under the age of the 18, then the parent of that participant must also sign the Acknowledgement set out below.***

I, \_\_\_\_\_ (print name of parent if above signatory is under 18) confirm that I have reviewed the OHF Concussion Code of Conduct and the appropriate Concussion Awareness Resources and commit that the signatory above and I will operate within the parameters of the OHF Concussion Code of Conduct under the role which I have registered with the OHF.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Disclaimer: In order to register/participate in the OHF this signed form must be submitted to the Minor Hockey Association that you are registering with.***

OHF Members







## APPENDIX A

### *OHF Concussion Code of Conduct*

**I will help prevent concussions by my commitment to:**

- Wearing the proper equipment for my sport and wearing it correctly;
- Respecting the rules of my sport or activity; and
- My commitment to fair play and respect for all\* (respecting other athletes, coaches, team trainers and officials).

**I will care for my and others health and safety by taking concussions seriously, and I understand that:**

- A concussion is a brain injury that can have both short- and long-term effects;
- A blow to the head, face or neck, or a blow to the body that causes the brain to move around inside the skull may cause a concussion; and
- A person doesn't need to lose consciousness to have had a concussion.

**I will commit to:**

- report any possible concussion received during participation in the OHF to a designated person;
- recognizing a concussion or possible concussion and the reporting to a designated person when an individual suspects that another individual may have sustained a concussion;
- sharing any pertinent information regarding incidents of a removal from sport with the Player's school and other sport organization with which the player has registered;
- sharing any pertinent information regarding incidents of a concussion that have occurred outside of participation in the OHF to a designated person with your/individual's Team;
- Complete Injury Report Forms in a timely manner and ensure they are submitted to the Member;
- Give commitment to providing opportunities before and after each training, practice and competition to enable participants to discuss potential issues related to concussions; and
- Maintain an open dialogue with all athletes and participants (and parents/guardians in cases of minors) about their health and any signs and symptoms of concussion they may experience.

**I will commit to respect the OHF Removal and Return to Play Protocol by:**

- Understanding that if I have a suspected concussion, I will be removed from sport and that I will not be able to return to training, practice or competition until I undergo a medical assessment by a medical doctor or nurse practitioner and have been medically cleared to return to training, practice or competition;
- Understanding I will have to be medically cleared by a medical doctor or nurse practitioner before returning to training, practice or competition;
- Respect the roles and responsibilities of all coaches and health care professionals in Return to Play protocol; and
- Respond appropriately with Return to Play protocols if a participant is experiencing concussion related symptoms or if you suspect any participant has sustained a concussion.

## Tryouts

Effective Date: September 14, 2021

Date Revised: January 17, 2023

Page 1 of 2

### References:

*Ontario Minor Hockey Association*

*ENSMHA Bylaws*

### Purpose:

To determine the process for tryouts within ENSMHA for Representative/Travel teams.

### Policy Statements:

ENSMHA tryouts for any Travel/Rep team shall follow the timelines and protocols as determined by OMHA policy guidelines.

Tryouts will be subject to a non-refundable fee as set by the Board in advance of tryouts each year.

Any person attending tryouts must be registered with ENSMHA or have obtained the proper releases from their home association.

### Procedure:

The tryout times, dates and fees shall be posted on the association website.

Evaluators are determined by the Head Coach of the respective teams. Each applicant will be evaluated objectively. When possible, goalies will be evaluated by a certified goalie instructor.

All applicants are entitled to receive 2 ice times. No applicants are guaranteed to play in an exhibition game during tryouts. Late registrants will be granted one ice time.

Coaches will apprise the applicants as to their advancement in the process.

Should a written request be made to evaluate a new player moving into the area after tryouts, the Board will consider each case individually. New players shall not replace an existing rostered player who has signed an Offer of Commitment.

It is expected that all players wishing to play for an OMHA team must attend and fully participate in all tryouts held for that team. Any player unable to attend tryouts due to injury, illness or any other reason, must contact the head coach prior to the tryout. If the coach is satisfied, the player may be excused from the tryout, but will not be eligible for a refund of the tryout fee.

### Injuries sustained or sickness during Rep Tryouts - (i.e. Short Term Injury)

All injuries that occur during Rep tryouts should be reported and recorded using Hockey Canada's Medical report form. It is a player's responsibility to ensure that injuries sustained as a result of the tryout are reported.

The player should seek medical attention and a Doctor's note may need to be provided to the Director Risk Management indicating the nature of the injury, as well as that player's ability to continue on the ice. Where the player cannot continue on the ice as per doctor's instructions, a second will be required that clearly specifies that the player is able to resume upon their return.

If the player is ill or injured prior to completing tryouts the player may be added to the team at the coach's discretion. The designated coach of the Representative team will take note of all evaluations completed up to the point of injury.

If the player is unable to return to the team the coach may be required to add a player who was cut from tryouts if one is available.

#### Injuries Sustained during Rep Tryouts (i.e. Long Term Injury)

All players who are deemed to have a long-term injury whom the coach wishes to add to his team must have a meeting with the Vice President – Travel and one other designate from the Board. At this meeting the player and coach must outline a return to play plan with supporting documentation from doctors and specialists. Coaches must show a plan for players return and demonstrate benefits to both player and team. All decisions and outcomes that derive from this meeting are final and are not eligible for appeal.

## Exceptional Status Players

Effective Date: September 14, 2021

Date Revised: January 17, 2023

Page 1 of 1

### References:

#### Purpose:

It is understood that it is the intention of ENSMHA to provide the best level of hockey for any players within the association. From time to time, it is recognized that there may be players within the association who are exceeding in their age level and may have the capacity and skills to play and have an impact at a higher level. This policy shall outline the process and considerations for such a player.

#### Policy Statements:

Exceptional status will only be granted following the policies and procedures set forth by Hockey Canada and OMHA. Players who are under the Pathway to Potential may have different considerations to align with Hockey Canada's vision and plan.

It must be understood that ENSMHA will contemplate any advancement with an appreciation for the fairness of players within the proper age category who are also competing for a spot at this upper age group.

Players who return to the Association after attending AAA tryouts will not be eligible to apply for exceptional status except at the discretion of the Vice President – Travel.

#### Procedure:

In order to proceed with an evaluation and for the player to successfully be granted the opportunity at a higher level, the following criteria must be met:

1. The player must be deemed the top player in their age group in their position
2. The player must be deemed to be within the top 3 players for the upper age group in their position
3. The player must possess the physical and social maturity to be a part of the older age group and be well-rounded in all aspects of their game and development
4. The player will be subject to a monetary fee for external evaluation by the Vice President – Travel/Rep Hockey and/or their designate(s) in determining exceptional status; this fee will not be refunded if the player is deemed incapable of attaining exceptional status. The fee shall be determined by the Board.

All decisions are final and are not appealable.

## Code of Conduct

Effective Date: September 14, 2021

Date Revised: n/a

Page 1 of 4

### References:

*Hockey Canada Code of Conduct*

*Ontario Minor Hockey Association Code of Conduct*

*ENSMHA Bylaws*

### Purpose:

Erie North Shore Minor Hockey Association (ENSMHA) dedicates itself to the advancement of minor hockey for all individuals by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment. As such, ENSMHA will follow the mandates set out by Hockey Canada, OMHA, and our own in house regulations regarding Code of Conduct.

### Policy Statements:

Hockey Canada Code of Conduct states the following:

Hockey Canada endeavors to make hockey enjoyable and safe for all players, coaches, officials, volunteers and parents through its code of contact.

1. Strive to enhance the safety of all hockey participants at all times.
2. Always err on the side of caution and never practice any behaviour that may ultimately harm a participant or worsen an injury.
3. Never intentionally mislead or lie about your qualifications, education or professional affiliations.
4. Strive to achieve the highest level of competence and continue to educate yourself to update and improve your skills.
5. Strive to promote the values of Fair Play, integrity and friendship in hockey, and never condone, encourage, engage in or defend unsportsmanlike conduct, including the use of performance enhancing substances.
6. Always put the player's best interest first and ensure that all players are treated with respect and integrity; free from any form of physical and/or emotional maltreatment.
7. Never practice, condone, defend or permit discrimination on the basis of race, colour, sex, sexual orientation, age, religion or ethnic origin.
8. Respect all participant information as confidential. Such information shall not be disclosed to any person without the consent of the participant and their parents or guardians, except where required by law or in the event of an emergency.

OMHA Code of Conduct states the following:

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association ("OMHA") members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers and administrators involved in OMHA activities and events.

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.

During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to the 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 the OMHA.

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. Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its' Member Association activities and events, both present and future.

OMHA Code of Conduct Policies and Procedures Manual can be found [HERE](#).

ENSMHA has adopted a Code of Conduct that all team officials, players and parents/guardians are expected to follow. The purpose of this Code of Conduct is to maintain a fun, pleasurable experience for all who attend any function related to ENSMHA.

A violation of the Code of Conduct may lead to disciplinary action against the team official, player or parent/guardian; thus it is recommended that members familiarize themselves with the Code of Conduct and the possible disciplinary actions.

The ENSMHA Code of Conduct places an emphasis on respect: Respect the game; Respect the rules; Respect the opponents; Respect the Coaches, Officials, Parents, Executives, Players, Arena Staff, Volunteers and their decisions; Respect the facility; Maintain self-control at all times.

The following are guidelines that are expected to be followed:

#### PLAYER CODE OF CONDUCT

I will:

- ✓ Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, OMHA, ENSMHA and my team.
- ✓ Respect the rules of the game, opponents, officials and their decisions.
- ✓ Maintain self-control at all times.
- ✓ Attend as many games and practices as reasonably possible.
- ✓ Be present before games and practices in a timely manner.
- ✓ Notify the coach/manager ahead of time if I will be absent.
- ✓ Respect the facilities, either home or away, in which I'm privileged to play.
- ✓ Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- ✓ Refrain from using foul language towards teammates, coaches, officials or opponents.

- ✓ Show respect for the decisions, judgment and authority of the officials and timekeepers.
- ✓ Show respect for the feelings and abilities of the players on the other team.
- ✓ Accept the capabilities of other players.
- ✓ **Accept defeat gracefully...love the game above the prize.**

#### PARENT CODE OF CONDUCT

I will:

- ✓ Support my child with positive encouragement.
- ✓ Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, OMHA, ENSMHA and my child's team.
- ✓ Maintain self-control at all times.
- ✓ Encourage my child to attend as many games and practices as reasonably possible in a timely manner. Notify the coach/manager ahead of time of absences.
- ✓ Respect the facilities, either home or away, in which my child is privileged to play.
- ✓ Show respect for the decisions, judgment and authority of the officials and timekeepers.
- ✓ Show respect for the feelings and accept the capabilities of my child, my child's teammates and players on the other team.
- ✓ Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my child and the Association.
- ✓ Avoid confusing my child by coaching from the stands.
- ✓ Gain an understanding of the ENSMHA 24-hour rule to deal with team complaints and adhere to it.
- ✓ Refrain from expressing my opinion of the coaches or players in front of my own child.
- ✓ Refrain from using foul language towards other parents, coaches, officials or opponents.
- ✓ Refrain from yelling at or threatening referees, opposing players or coaches before, during, or after games or practices.
- ✓ Refrain from demonstrating frustration or anger after a loss or poor performance.
- ✓ Not physically abuse any other person.
- ✓ Refrain from approaching the bench during a game situation unless summoned by a coach.
- ✓ **Accept defeat gracefully...love the game above the prize.**

#### TEAM OFFICIAL CODE OF CONDUCT

I will:

- ✓ Respect and adhere to the ideals, policies, and rules determined by Hockey Canada, OMHA, ENSMHA and my team.
- ✓ Act as a leader of my team and act in a highly professional manner at all hockey related activities.
- ✓ Be responsible for my behaviour and the behaviour of my team.
- ✓ Respect the rules of the game, opponents, officials and their decisions.
- ✓ Maintain self-control at all times.
- ✓ Show respect to the players and parents of my team.
- ✓ Respect the facilities, either home or away, in which my team plays.
- ✓ Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.
- ✓ Refrain from using foul language towards my players, other coaches, officials or opponents.
- ✓ Show respect for the decisions, judgment and authority of the officials and timekeepers.
- ✓ Show respect for the feelings and abilities of the players on the other team.

- ✓ Accept the capabilities of all players.
- ✓ Follow the 2-Deep rule in the dressing room and when interacting with players.
- ✓ Respect the 24-hour rule in dealing with parents'/players post game.
- ✓ Adhere to the Confidentiality Agreement that I have signed.
- ✓ **Accept defeat gracefully...love the game above the prize.**

**Procedure:**

The President, as per the Bylaws, section 10.2 (a), has the authority to suspend any member (e.g. parent), team, player, team official or referee for various actions until a review by the Board and/or referral to a Discipline Committee.

The President, at their discretion, may decide to not suspend the member (e.g. parent), team, player, team official or referee for any inappropriate behaviour, but instead may refer the incident directly to the board and/or Discipline Committee to investigate the matter.

It is important for all officials to understand that there are potential serious consequences for themselves, the players and/or the Association for violating the rules, regulations and/or policies of ENSMHA and/or its governing bodies.

The Referee in Chief will not tolerate any abuse from players, parents or coaches. The violation of any rule, regulation or policy of ENSMHA and/or its governing bodies may lead to disciplinary action by ENSMHA and/or its governing bodies.

It is the responsibility of the Officials to familiarize themselves with the rules and regulations as well as taking the appropriate clinics for the season.

If a player, who is also an official, is suspended from their team as a player, they are sustained from officiating during the duration of the suspension.

**All complaints must follow the disciplinary procedures as outlined in the Complaint Resolution Process policy.**



## Disciplinary Measures

Effective Date: September 14, 2021

Date Revised: n/a

Page 1 of 3

### References:

#### Purpose:

It is understood that it is the intention of ENSMHA to provide the best level of hockey for any players within the association in a safe and dignified manner. Occasionally, disciplinary measures may be enforced to ensure this vision.

#### Policy Statements:

This policy will outline disciplinary measures but should not be considered an exhaustive list and, depending on the severity of the offense, ENSMHA retains to the right to change the measures to more accurately deal with each individual situation.

#### Procedure:

##### PLAYER DISCIPLINE

The following must be followed to promote good sportsmanship, a positive team environment, and a positive image of ENSMHHA:

Minor Transgressions by Players - Team officials are responsible for dealing with situations such as disrespectful conduct to coaches, officials or other players, horseplay, refusing to participate, repeatedly being absent for games or practices without a legitimate excuse, lateness, making a mess in a dressing room, swearing or other minor transgressions.

##### Suggested discipline:

1. First Offence - warnings or missing a shift.
2. Second Offence - sitting for a period.
3. Third Offence - sitting for a game.

Major Transgressions by Players - Team officials must consult with the Director of Risk Management and Compliance (DRMC) on the appropriate disciplinary action to be used for the following types of conduct: fighting before or after a game off the ice (e.g. lobby or parking lot of an arena), insubordination, harassment and other major transgressions. If the situation merits an investigation the DRMC must advise the Vice President Travel, or Vice President Local League, and will also initiate the necessary action (e.g. refer the matter to the Discipline Committee).

##### Suggested discipline:

1. First Offence - minimum one game/maximum three game suspension.
2. Second Offence - minimum three game/maximum five game suspension.

3. Third Offence - minimum five game/maximum season suspension.

Serious Transgressions by Players - A team official must notify the President, or in their absence the Vice President Administration, within 24 hours of any of the following types of conduct by a player in relation to any Association event (e.g. game, practice, tournament attended at by the team, etc.): use of drugs and/or alcohol, theft, vandalism and/or damage done to any property, and other serious and/or illegal transgressions (e.g. player arrested by police for fighting after a game). The President, or in their absence the Vice-President Administration, must provide direction and/or initiate the appropriate action (e.g. suspend the player and refer the matter to the Discipline Committee).

Suggested discipline:

1. First Offence – minimum two-week suspension.
2. Second Offence – minimum one-month suspension.
3. Third Offence – suspension for the remainder of the season.

It is important that the team officials, the DRMC, and/or the President (depending on the circumstances) involve the parent(s) of the child in the disciplinary process. In particular relating to minor and major transgressions, the parent(s) should be involved in the process (e.g. consulted) as the parent(s) may be able to assist in resolving the issue prior to it becoming a larger problem.

#### PARENT DISCIPLINE

Parents play an important role in promoting a positive environment for all participants in hockey; thus ENSMHA will not tolerate poor conduct by the parents of the Association.

Parents are responsible for their own conduct and the conduct of their children (as spectators) at all Association related events (e.g. games, practices, tournaments attended at by the team, etc.). Parents and their children (spectators) must not exhibit any disorderly, abusive, harassing, or disrespectful conduct before, during or after any Association related event.

Parents and/or spectators may be ejected from a game by an on-ice official for any behaviour deemed inappropriate by an on-ice official. Parents and spectators ejected from a game by an on-ice official are expected to immediately and without further incident depart from the area as directed by the on-ice official.

If a parent or a child of the parent (spectator) is ejected from a game, a team official must notify the DRMC within 24 hours of such an occurrence. The DRMC may initiate action to investigate the matter and take the appropriate disciplinary action (e.g. refer the matter to the Discipline Committee).

The following is the suggested action and discipline for a parent who displays any of the above-noted behaviours or is ejected from a game:

1. First Offense - Warning letter from the President.
2. Second Offense - ENSMHA Discipline Committee review and prohibited from attending any game for a minimum of one game/maximum of one month.
3. Third Offence - ENSMHA Discipline Committee review and prohibited from attending any game for a minimum of one month/maximum of one (1) year.

The Association will maintain a record of offences relating to parents. First offences will be erased from the parent record after one calendar year at the request of the individual. Second offences will be erased from the parent record after two calendar years at the request of the individual. Third offences will be erased from the parent record after three calendar years at the request of the individual.

#### TEAM OFFICIALS DISCIPLINE

Team officials, as representatives of ENSMHA and the leaders of their teams, are required to act in a highly professional manner before, during and after all hockey related activities (e.g. games, practices, etc.).

Team officials are responsible for both their own behaviour and the behaviour of their team. All team officials must behave in a professional manner at all times before, during and after Association events. Additionally, team officials are responsible for supervising and controlling the conduct of their team before, during and after each event (e.g. vandalism to a dressing room, a brawl during a game, fighting in a lobby or parking lot, etc.).

Team officials who breach the terms of the ENSMHA Code of Conduct or fail to behave professionally and/or to control the conduct of their players may be reprimanded as follows:

1. First Offence - ENSMHA Discipline Committee review and suspended for a minimum one game/maximum three games.
2. Second Offence - ENSMHA Discipline Committee review and suspended for a minimum of three games/maximum seven games.
3. Third Offence - ENSMHA Discipline Committee review and suspended for a minimum seven games/maximum the remainder of the season.

## Dressing Rooms and Inclusivity

Effective Date: September 14, 2021

Date Revised: n/a

Page 1 of 3

### References:

*OHF Guidelines*

*Ontario Human Rights Code*

*OMHA Guidelines*

### Purpose:

ENSMHA is committed to providing a safe, respectful, and fully inclusive environment for players, parents/guardians, staff, and volunteers. With the support of the Ontario Hockey Federation, ENSMHA will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players.

### Policy Statements:

This policy is written in accordance with Ontario's Human Rights Code (1990) (the Code), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability. Under the Code, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the Code. Hockey associations must deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the Code.

All players will have access to dressing room facilities that most appropriately meet their individual needs, which may or may not include accommodations with respect to gender identity and gender expression. All requests for dressing room accommodations will be taken seriously and will be assessed on an individual and confidential basis in order to address the specific needs and requirements of all players. With the support of the Ontario Hockey Federation, ENSMHA will work collaboratively with and advocate for players to identify the most appropriate access to dressing rooms, including any interim and long term accommodation solutions, so as to reflect both individual players' needs and the potential structural limitations of facilities.

### Procedure:

#### RIGHTS AND RESPONSIBILITIES OF PLAYERS

All players have the right to:

- ✓ be a respected and equal registered participant of ENSMHA;
- ✓ have access to safe, inclusive, and equitable dressing room spaces and procedures that proactively anticipate and remove barriers to participation;

- ✓ define and express their gender identity without fear of discrimination, harassment, or penalization within ENSMHA;
- ✓ request the use of, and be referred to by, their self-identified name(s) and pronouns within all documentation and by ENSMHA;
- ✓ with the support of Ontario Hockey Federation, have ENSMHA advocate on their behalf with respect to individual needs and requirements with respect to the protected grounds within the Human Rights Code;
- ✓ utilize a change room or agreed upon equivalent changing area that meets their individual needs, including their gender identity and gender expression;
- ✓ have all personal information kept confidential and disclosed only at the player's request and/or with the player's consent;
- ✓ and be protected from discrimination and reprisal in response to a request to access change rooms based on gender identity and gender expression or a related accommodation request.

All players are responsible for:

- ✓ treating all staff, volunteers, parents/guardians of players, and other players of ENSMHA with respect;
- ✓ asking for assistance and support to the best of their ability from ENSMHA when experiencing discrimination (e.g., differential treatment/difficulty accessing dressing rooms and other gender segregated areas based on lived gender identity) or when requiring related accommodation; and
- ✓ in the event that they request an accommodation, working collaboratively with ENSMHA to find appropriate and equivalent dressing areas when faced with building limitations.

#### RIGHTS AND RESPONSIBILITIES OF ENSMHA

All staff, volunteers, and parents/guardians of players of the ENSMHA have the right to:

- ✓ be respected and equally treated under the Human Rights Code and within ENSMHA;
- ✓ be protected from discrimination, harassment and reprisal, and be accommodated for individual needs, based on their gender identity, gender expression or other prohibited ground of discrimination;
- ✓ be protected from discrimination, harassment and reprisal stemming from an association with another individual because of that person's gender identity, gender expression or other prohibited ground of discrimination.

ENSMHA, with support from the Ontario Hockey Federation, are responsible for:

- ✓ treating all staff, volunteers, parents/guardians of players, and other players of ENSMHA with respect;
- ✓ working proactively to ensure safe, inclusive, and equitable dressing room and other gender-segregated spaces and procedures for all players by anticipating and removing barriers to participation;
- ✓ providing safe and confidential opportunities for players to discuss and seek compliance with their human rights, including accommodations for their individual needs;
- ✓ ensuring that a player's individual needs and requirements are met, including the use of their self-identified name(s) and pronouns within all documentation and by ENSMHA;
- ✓ advocating for a player's rights, including individual accommodation needs and requirements with respect to the protected grounds within the Code;
- ✓ ensuring that all players are able to utilize the dressing room that is in accord with their gender identity and gender expression, and/or that meets any accommodation needs they may have;

- ✓ when requested by a player, working collaboratively with them to find an appropriate and equivalent changing area that meets their individual needs, including their gender identity and gender expression; and
- ✓ ensuring that a player's personal information, including their sex/assigned sex and/or gender identity, is kept confidential and disclosed only at the player's request and/or with the player's consent.

## COMPLAINTS

ENSMHA must ensure that dressing rooms and appropriate and equivalent changing areas are safe, inclusive, and equitable environments for all players. In particular, trans players must be provided with safe environments, free from discrimination, harassment and violence relating to gender identity and gender expression.

It is the responsibility of ENSMHA to have a complaint process for addressing player grievances. The player has the right to have an individual of their choice (e.g., parent/guardian, other family member, mentor, friend, etc.) assist and support them within this process.

Unfounded concerns about safety are also sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. Complaints claiming that the inclusion of trans players in dressing rooms that accord with their gender identity or gender expression poses a safety threat or puts themselves or other players at risk are based on false and biased assumptions. In such cases, the bias of the complaint must be addressed and the player's right to access facilities that accord with their gender identity and gender expression must not be impeded based on this bias. Ultimately, ENSMHA must not exclude trans players in response to complaints based on presumed risk.

**Complaints should be addressed by utilizing the guidelines as outlined in the Complaints Resolution Policy and the form required can be found on the association website under the Risk Management tab.**

## Dressing Room Supervision – “Two-Deep” Rule

Effective Date: September 14, 2021

Date Revised: n/a

Page 1 of 2

### References:

*Hockey Canada*

*OMHA Guidelines*

### Purpose:

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

### Policy Statements:

It is the Policy of HC/HEO that there shall be no bullying, harassment or abuse permitted whether physical, emotional or sexual of any participants in any of the HC/HEO Programs. HC/HEO expects every parent, coach, volunteer and staff member to safeguard the welfare of all participants and to protect them from any form of violence.

### Procedure:

Dressing Room Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

#### Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

#### Road Trips

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

#### Physical Contact

Team personnel should avoid touching a player. Use the “Two Deep Method” (two personnel, or two players) supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

#### Isolated Spaces

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

### Sport and Training Facilities

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

### Parents in Locker Rooms

Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that they will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in their discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

### Co-Ed Dressing Room Policy

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:

- a. Male players will not undress to less than a minimum of shorts while females are present.
- b. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.

2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).

3. When separate facilities do not exist for both male and female participants:

- a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
- b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

It is the responsibility of the team to ensure that these guidelines are followed.

Smart Phones and Other Mobile Recording Devices Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

**Any complaints of misconduct must be filed with ENSMHA using the guidelines provided in the Complaints Resolution Policy and the form can be found on the association website.**



## Coach Certification Reimbursement

Effective Date: January 17, 2023

Date Revised: n/a

Page 1 of 1

### References:

Hockey Canada

Ontario Minor Hockey Association

### Purpose:

It is essential for coaching staff to have the proper certification to be behind the bench. These are regulations created by Hockey Canada and the Ontario Hockey Federation to ensure that all coaches are trained under uniform guidelines. This policy will outline the reimbursement protocol for ENSMHA.

### Policy Statements:

ENSMHA recognizes the time and dedication that volunteer coaching staff commits to the organization and to its participants. To that end, ENSMHA will only reimburse certification costs to the level of certification required for the division that the participant will be rostered to.

### Procedure:

Each participant will register themselves for the appropriate clinic(s) as required by Hockey Canada, and/or OMHA Policies and Procedures. This includes remitting any registration fees as described in the registration process.

*\*Note: ENSMHA only reimburses clinic registration fees; other costs such as meals and travel are not eligible for reimbursement.*

Once a participant has attended the clinic, email a request for reimbursement to the appropriate level (i.e. Vice President - Travel for those coaching travel/representative teams or Vice President – Local League for those coaching local league teams) and attach all receipts associated to the clinic(s) attended to it.

The appropriate VP will submit the approved expenses to the Treasurer for processing once the participant's status has been verified. A cheque refunding your clinic fees will be issued by the Treasurer and delivered to the participant.

Requests for reimbursement must be submitted by March 31 to the appropriate VP to ensure that year end procedures can be met by the Treasurer. Reimbursement for training/courses/expenses from a previous season will not be processed.

## Travel/Representative Team Budgets

Effective Date: January 17, 2023

Date Revised: n/a

Page 1 of 2

### References:

*Hockey Canada*

*Ontario Minor Hockey Association*

### Purpose:

To ensure fair and consistent methods across the Association and create accountability to the members for all funds collected on the team's behalf. To ensure that team fees are kept to a minimum and that bench staff are mindful of the total cost being incurred by the parents/guardians/players.

### Policy Statements:

The budget and finances of a team are the responsibility of the team officials. Team accounts are assigned by the Treasurer and must be utilized as directed. Use of an outside financial institution is prohibited.

Teams must submit their proposed budget to the board no later than December 31, which shall include the budget and financial position of the team members, to the Board for review.

All teams must use a budget tracking sheet which will be provided to the team Manager by the Treasurer.

Fundraising is encouraged to mitigate the amount of team fees charged to the players, however the purpose of fundraising is not to allow additional expenses to be added to the budget.

The parents/guardians of the team members are to be presented with the proposed budget and team fees as well as actual detailed results at the end of the season.

ENSMHA is responsible for setting policy regarding team budgets and providing direction and feedback to the bench staff regarding application of the policy. For clarity, ENSMHA does not manage the financial activity of the team beyond any review performed by the Treasurer, and any issues or discrepancies, financial or legal, that may occur are not the responsibility of ENSMHA.

### Procedure:

The team manager is responsible for the tracking and controlling of team funds, summarizing the actual results versus what was budgeted, and presenting the summary to the parents/guardians for their review on a regular basis, and/or as requested.

### Budget Format

All Initial Team Budgets and Actual Budget Summaries must be prepared using the provided budget tracking sheet. The line items in the budget and summaries must be in sufficient detail to properly describe the nature of the income or expenses included. Supporting schedules providing further detail of the transactions or activity related to an item should be included where necessary.

### Key Dates and Deliverables

- i. Initial Budget approved by Parents no later than 30 days after team selection.
- ii. Actual vs Budget Summary provided to Parents no later than January 31st.
- iii. Final Actual vs Budget Summary provided to Parents no later than March 31st, or within 1 month of last ice time, whichever comes first.
- iv. Final budget settlement to the Treasurer and parents, and bank account drawn down to a minimum balance (ex. \$10.00) to allow for the account to stay open for the following season.

### Best Practices

- i. Communicate budget status to parents regularly and often
- ii. Obtain parent approval prior to incurring significant unbudgeted expenditures
- iii. Record transaction activity as it occurs and retain supporting documentation
- iv. Ensure cash-based transactions are accompanied by receipts or a sign-off list
- v. Ensure bank reconciliations are performed monthly
- vi. Follow up and escalate issues with delinquent fees early
- vii. Document each parents acknowledged receipt of Initial Budget, Interim Summary Reports and the Final Summary.



Team Budget  
Template.xlsx

DOUBLE CLICK THE ICON TO ACCESS THE BUDGET SHEET

## Reimbursement of Non-Parent Coaches

Effective Date: March 21, 2023

Date Revised: n/a

Page 1 of 2

### References:

*Hockey Canada*

*Ontario Minor Hockey Association*

### Purpose:

As an addendum to the Travel/Representative Team Budget Policy, this policy is meant to outline the reimbursement structure for non-parent/guardian coaches at the travel or representative level. The recruitment and retention of non-parent coaches is a top priority of ENSMHA and this policy serves to reflect that goal and further set out the expectations of travel/representative teams.

### Policy Statements:

ENSMHA recognizes the time and dedication that volunteer coaching staff commits to the organization and to its participants. To that end, ENSMHA will only reimburse non-parent coaching costs to the levels outlined within this policy.

For reference, reimbursement can only occur for non-parent coaching staff – if there is a parent or family member involved at any staff level, they are not eligible for any reimbursement of any costs associated with this policy.

Reimbursement of costs cannot exceed 3 tournaments within the regular season. These tournaments must not be within reasonable driving distance of the home centre and must constitute overnight stays.

All travel/representative teams are expected to include these costs in their team fees. Fundraising may be done to cover these costs; please consult the fundraising policy to remain within that policy's parameters.

Non-parent coaches are expected to share accommodations and travel arrangements where possible in order to not cause undue expense to the team members. Where this is not possible, expenses will only allow for 50% reimbursement.

Accommodations will be covered for a maximum of 2 nights with double occupancy (2 rooms for 3 or 4 non-parent coaches or 1 room for 2 non-parent coaches) booked at the same hotel and rate of the team members, per tournament. Additional rooms or nights are at the coaching staff's expense. Team fees will cover a maximum of 2 rooms total per tournament.

Mileage is not covered. Gas will be reimbursed in the amount of \$500.00 per season for one vehicle only. Use of additional vehicles by the coaching staff will not be covered. Where the coaching staff chooses to ride with a parent/member of the team, gas will not be reimbursed. It is the responsibility of the head coach to determine the division of these funds within their staff.

**Procedure:**

Parents/team members are to be informed of the costs for non-parent coaches at the first team meeting held to outline team fees and the season plans. The team budget should be presented at this meeting and the costs should clearly align with what is stated in this policy.

Coaches seeking reimbursement for their expenses under the guidelines of this policy must submit receipts to the team manager. Receipts must be submitted by March 31<sup>st</sup> – no consideration of reimbursement will be given after that time. Receipts must include a date and time of the event. US expenses will be paid out in Canadian dollars using the exchange rate at the time the expense was incurred.

The gas stipend outlined in this policy is to be given at the start of the season along with any team fees dedicated to pay for tournament registrations that the coaching staff may have paid ahead the season start date to ensure a spot is reserved. This/these payments are to be clearly outlined in the team budget sheet supplied by the Treasurer.

Reservations concerning this policy's guidelines, as it may pertain to the individual team costs, on the part of any parent of a team member/team member should be clearly articulated at the initial team meeting in which these costs are announced. Once the season starts and the team member is engaged in play, it will be assumed that the guidelines have been accepted and the reimbursement amount as set forth in the team budget is to be paid.

## Fundraising and Sponsorships

Effective Date: March 21, 2023

Date Revised: n/a

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### References:

*Hockey Canada*

*Ontario Minor Hockey Association*

*ENSMHA Bylaws*

### Purpose:

Recognizing that participation in minor hockey may present extra costs, and to ease the financial burden for our members, teams will be permitted to fundraise and obtain sponsorships under the guidelines set forth in this policy.

### Policy Statements:

When raising funds and/or soliciting sponsorships, members are reminded that they are representing ENSMHA and must project a positive image of ENSMHA at all times.

For clarity, fundraising will include such activities as chocolate bar sales, use of the FlipGive app, or similar apps, raffles, etc. Sponsorships include the solicitation of any business in exchange for advertising recognition such as use of their logo on team clothing or storage items, team banners, etc.

Fundraising and the gaining of sponsorships is optional and is not required by the team to cover their expenses, however, where the team wishes to make use of these options no member of the team shall be excluded from the activity the funds are used for based on the amount contributed. Do not assume that all members have the same access to resources.

No team member (player, coaching staff, or parent/guardian included) can provide goods or services where they profit individually or as a business owner without clearly divulging that conflict to the team. In such a case the team must agree by a 90% vote outcome (excluding the conflicted member) to proceed with their provision.

Refunds to the players/parents/guardians are never to exceed the amount of cash contributed to the team by the named individuals. For clarity, there is to be absolutely no fundraising or sponsorship attainment for individual gain.

No team shall be involved in a fundraiser which involves the sale or consumption of alcohol, tobacco products, marijuana or other substances.

Teams may plan, budget and fundraise/collect sponsorships only for the following purposes:

- Tournament team registration fees
- Reimbursement of non-parent coaches (please refer to the Reimbursement of Non Parent Coaches Policy)
- Additional ice time/training
- Team articles such as jackets, shirts, ties, etc.

- Costs for end of the year banquet and trophies/awards
- Team swag as selected by the coaching staff
- Travel expenses
- Other such team costs approved in advance by ENSMHA

No sponsorships may be accepted where the sponsor has requested placement on an ENSMHA sanctioned jersey.

All teams must refrain from approaching those businesses and organizations which already provide a sponsorship through the Association as a whole. Please contact a member of the Board to obtain a do-not-contact list for the current season.

**Excessive fundraising is strongly discouraged. The amount of funds obtained by a team through fundraising and sponsorships should never exceed the original budget and ENSMHA reserves the right to interject and seize any excessive funds held within the team bank account, and to reallocate those funds to the Association as a whole.**

**Procedure:**

All fundraising activity and sponsorship attainment is to be documented, collected, disbursed and recorded on the budget sheet provided by the Treasurer. This information is to be provided to all team members upon request.

Team Banner requirements:

1. All teams must include their jersey sponsor on their banner at the top of the banner with a high quality format of their logo.
2. All banners must include the CURRENT Association logo – this logo must not be altered in any way. Please reference the Use of Association Logo Policy.
3. No banner may include the logo of any brewery, distillery, winery or tobacco company as per OMHA policy, even where the brewery, distillery, winery may exist as part of a restaurant.
4. Banners must be free standing and not placed in any area which is deemed a safety hazard per the health and safety rules of the establishment it is being displayed in. Where teams are asked to move their banner to meet these criteria, they must do so immediately, and respectfully.

Any refunds provided to members of the team at the end of the season must be documented on the budget sheet provided by the Treasurer as individual line items per refund given.

## Use of Association Logo

Effective Date: March 21, 2023

Date Revised: n/a

Page 1 of 2

### References:

*Hockey Canada*

*Ontario Minor Hockey Association*

*ENSMHA Bylaws*

### Purpose:

To set out the parameters by which the ENSMHA logo shall be utilized.

### Policy Statements:

The following logo is the approved logo, in its entirety, for use by teams, tournaments, Association members and approved suppliers. No other variations are considered acceptable without the express permission of the ENSMHA Board of Directors. This includes the Erie North Shore Minor Hockey Association name, acronym "ENSMHA", or any other reference to the Association.



ENSMHA has certain assets which belong to the Association and exist for the collective benefit of our membership. The ENSMHA Board of Directors mandate is to protect our Association assets and ensure that they are not exploited for purposes which are not to the benefit of our membership.

Among these assets are our logos and trademarks. ENSMHA may occasionally permit membership teams to use our logos or trademarks for specific applications (e.g. equipment, apparel, fundraising activities).

Also as part of its mandate, ENSMHA can periodically request tenders from companies interested in supplying uniforms, equipment, apparel or services to our Association. Our objective is to use our financial resources and volume purchase capability to ensure that our membership receives good value in terms of quality and reliability at a reasonable cost.

ENSMHA has certain obligations to our supplier agreements. The approved ENSMHA supplier may not use our logos and trademarks or have product produced without Board approval. Further, this requirement for Board approval in advance applies to the use of any non-accredited product or service provider whether or not such use involves ENSMHA logos or trademarks, or facilities provided by the Association (e.g. ice rented by the ENSMHA).



The Board has historically looked favorably on member requests to use our logos and/or trademarks. We have also occasionally approved non-accredited suppliers if existing suppliers could not provide the product or service specified. In either instance, ENSMHA requires that you submit a written request to the Board so that we can track how Association assets are being used and can honour the spirit of our supplier agreements.

We are confident that our members will understand the benefits of the above. However, to be clear: **any future use of Association logos or trademarks, or the purchase of goods or services from non-accredited suppliers without the prior consent of the Board of Directors will result in sanctions including team financial penalties and/or the suspension of team officials.**

## **Procedure:**

### **Logo Guidelines:**

ENSMHA logo(s) shall not be redrawn, recreated or reproduced in any colour other than those provided; additional words may not be added to the logo(s); the logo(s) should never be manipulated, stretched, distorted or cropped.

### **Player Clothing Guidelines:**

#### 1. Track Suits

- a) the predominant colour for track suits is to be navy blue
- b) pants and jackets may be accented with white and/or yellow
- c) the ENSMHA logo must be prominently displayed on the left breast of the jacket
- d) all sponsor logos must be less prominent than the ENSMHA Logo

#### 2. Jackets

- a) the colour for leather, wool or Melton jackets is to be navy blue
- b) the predominant colour for all other jackets and windbreakers is to be navy blue accented with white and/or yellow
- c) fleece liners must be navy blue
- d) the ENSMHA logo must be prominently displayed on the left breast of the jacket
- e) all sponsor logos must be less prominent than the ENSMHA Logo

#### 3. Shirts

- a) the predominant colour for dress or golf shirts is navy blue, white, or yellow
- b) the ENSMHA logo must be prominently displayed on the left breast of the shirt
- c) all sponsor logos must be less prominent than the ENSMHA Logo

#### 4. T & Sweatshirts

- a) T-Shirts, hoodies & sweatshirts may be navy blue, white, or yellow
- b) the ENSMHA logo must be prominently displayed on the front

#### 5. Headwear

- a) the colour for headwear is to be navy blue, white, or yellow, or any combination thereof
- b) the ENSMHA logo must be prominently displayed on the front

All teams must receive approval from ENSMHA before purchasing any apparel for their respective team. Requests for approval may be submitted to the Equipment Director via email.

## Referee in Chief

Effective Date: April 13, 2023

Date Revised: n/a

Page 1 of 2

### References:

*Hockey Canada*

*Ontario Minor Hockey Association*

### Purpose:

To establish the guidelines under which a Referee in Chief (RIC) is chosen for the Association.

### Policy Statements:

The Referee in Chief is detached position reporting directly to the ENSMHA Executive board.

The Referee-in-Chief (RIC) will assume all responsibilities for developing qualified referees for ENSMHA using the OHF/OMHA Hockey training programs and guidelines.

The RIC will be responsible for, and have oversight of, our Association's referee program, including, but not limited to, recruitment, development, communication, evaluations, and game assignments. They will ensure that development opportunities are provided to all registered referees, no matter their level or experience.

The RIC will be selected by the Executive of the ENSMHA Board of Directors on a yearly basis.

### General Duties and Responsibilities:

- i. Shall ensure that all games under the jurisdiction of the Associations are officiated by competent, responsible individuals who conduct themselves in accordance with the official rules of the game and the policies and procedures of the Associations.
- ii. May or may not be a referee or game official but must have full comprehensive understanding of the rules and regulations pertaining to game officials.
- iii. Assign or ensure a responsible substitute is delegated to assign appropriate officials for all league, play-off, and exhibition games under the jurisdiction of the Association (i.e., Local League and Representative League)
- iv. Assigns and schedules officials for Association's tournaments in coordination with the Tournament Directors.
- v. Use of approved Officials scheduling tools from Association/league.
- vi. Responsible of the approval of all official's payroll.
- vii. Responsible to coordinate with OMHA Referee-In-Chief for assignment of OMHA representative games.
- viii. Attend & participate in annual OMHA RIC meetings by the Area Coordinator/designate and dispense relevant information to ENSMHA referees.
- ix. Work cooperatively to support and evaluate all ENSMHA referees, make recommendations for certifications and level-up clinics and selection of qualified officials for designated OMHA/OHF Championships.
- x. Work collaboratively with other area RIC's to support and assist with game and tournament assignments.

- xi. Advisor for the Association on all matters pertaining to rules & regulations.
- xii. Responsible for the recruiting and development of young officials into the system to ensure the program remains vibrant and that the Association's officiating needs are met.
- xiii. Ensure personal qualifications, certifications and all educational courses are kept up to date as per OMHA/OHF guidelines.
- xiv. Supervises and mitigates any referee disputes and disciplinary issues.
- xv. Recommend and organize Referee Clinics as required and/or by the Association.
- xvi. Attend monthly Association meetings, as necessary.
- xvii. Report any relevant health or workplace (arena) issues/hazards to the Board and Township staff immediately.
- xviii. Assist in coordinating training programs for all referees.
- xix. Shall be responsible to review the schedule of game fees to the Association in accordance with the rules & regulations governing the Officials for approval.
- xx. Coordinate Officials meetings and report back to Association board if need be.
- xxi. Carry out other duties as assigned by the Association Board.

**Procedure:**

Once the Executive Board has been finalized at the Annual General Meeting of the Association, the Executive board shall select a Referee in Chief and present this candidate to the Association board for vote of approval.

The Executive Board may choose, in their proposal, to allow the proposed RIC voting rights within the Board.