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## RULES OF OPERATION

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### **SECTION ONE - GOVERNANCE**

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

### **SECTION TWO - ELIGIBILITY AND REGISTRATION**

#### ***RESIDENCY***

1. All players must habitually reside within the eligible boundaries of the CMH, as on file with the OMHA, with their custodial parents or legal guardian(s).
2. Out of town players are permitted to play local league only (unless released by their home center), providing that they are not taking a spot of a local player.

#### ***PLAYER IDENTIFICATION***

1. All registrants new to CMH must provide a photocopy of the player's birth certificate (not birth registration) and a photocopy of their parent's/guardian's Drivers License reflecting the address provided on the registration form.
2. Where a new registrant was born in a country other than Canada the player may provide a document from Employment and Immigration Canada which verifies the date of the birth of the player.
3. Registration is not considered complete and will not be accepted without the above mentioned documentation.

#### ***REGISTRATION DATES***

1. There will be at least two regular registration dates that will be set by the Executive.
2. Registrations received after the date set by the executive are considered late and are subject to a late fee, as published on CMH's website. Please Note: New players to CMH will be exempt from the late fee.

#### ***REGISTRATION REQUIREMENTS***

1. Registration fees are set by the Executive prior to the start of each hockey season.
2. All registration will be electronically through the Hockey Canada website.
3. Registration is not considered complete until the Registrar receives all cheques, credit card payments and required documentation eg; photocopies of birth certificate and parent's/guardian's drivers license.
4. All cheques are to be made payable to Clearview Minor Hockey, in the amounts and dates specified in the policy for the current hockey season.
5. Separate cheques are to be issued for Registration (includes mandatory insurance fee), Bond Hour and if applicable, Rep Player fees and *Rep Try out fees*.
6. Cheque amounts and dates payable are set by the Executive and indicated on the current registration information page of the website.
7. The registration fee may be paid in two instalments, with a minimum of 50% of the total fee covered by the first instalment. The instalment dates will be determined by the Executive and indicated on the current registration information page of the website.
8. Bond hours shall be set by the Executive at the November Executive Meeting (based on the projected number of families and number of hours of service required overall).
9. The Rep Try-out fee and/or the Rep Player Fee if determined by the executive is paid prior to tryouts and must be received by the Registrar no later than prior to the player stepping on the ice.

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10. Any player eligible by age and residency may try out for a Rep team. Players not trying out will be assigned to local league teams.
11. A player will pay a Rep try-out fee for each age division.
12. When a cheque is returned, for whatever reason, the Treasurer will contact the Registrar, who in turn contacts the issuer of the cheque. The issuer is informed that:
  - a) The returned cheque must be replaced immediately, and before the player(s) step on the ice, with a certified cheque, cash or money order.
  - b) The issuer of the cheque is responsible for applicable bank and administrative charges.
  - c) The player will no longer be able to participate in any CMH sanctioned event until payment is complete.
13. The Registrar will also contact the player(s) coach and inform them that until further notice, the player will no longer be able to participate in any CMH sanctioned event.
14. The Registrar will not disclose the reason. Discretion may be used for alternative replacement arrangements.
15. Should you require subsidy, you must apply to the YMCA Jumpstart Program first or any of the funding organizations as listed on the CMH website. Any further request for subsidy may be submitted in writing to the President. The Registrar, Treasurer and President will then meet with the applicant to determine the validity of the request. The request is then submitted to the rest of the Executive for voting, maintaining confidentiality of the applicant. The Registrar will then notify the applicant of the result of the petition for subsidy.
16. If we, CMH, do not have enough players to put a team on the ice in a particular age category, letters of permission will be issued to the affected players, thus allowing them to register in their next nearest center for Rep or any center for Local League. The decision to issue letters of permission is made by the Executive.
17. Players may not be on the ice unless registered to this Association and registration fees and bond cheques, rep tryout/rep fees must be in order before that player steps on the ice.
18. All Team Officials must be registered on Official OMHA roster. These are the only people allowed on the bench during any game.
19. Insurance for all players is mandatory and such charges will be incorporated in the player registration fees.
20. Any member of Clearview Minor Hockey with monies owing to Clearview Minor Hockey or owing individual team participation fees (tournament participation, extra ice if attended, etc.) will be considered members not in good standing and will not be allowed to register until payment is made in full.
21. Any member transferring from another association with monies owing to that association including team participation fees (tournament participation, extra ice if attended, etc) will be considered members not in good standing and will not be allowed to register with CMH until financials are cleared up with the other association.

### **REFUNDS**

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

1. Presentation of a medical certificate.
2. Player signing with OHL, OHA or AAA club. Player moving beyond the eligibility boundaries of the CMH.
3. In the event there is no appropriate team for the player to play for.
4. Anyone wishing to quit and requesting a refund must submit a letter to the Registrar of Clearview Minor Hockey stating reasons, last time playing and amount of any bond hours worked.

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Each request will be individually considered by the executive as a whole. A letter may be written to explain the refund along with the bond cheque to the parents. **Refunds will be issued in the manner in which they were paid.** Please allow 3 weeks for processing from times of notification.

1. A minimum administration fee of \$25 per player will be deducted from all refunds to cover insurance and miscellaneous expenses incurred with registration costs.
2. There will be full refunds for all players, prior to Oct 13<sup>th</sup>, minus \$25 administration fee
3. Between Oct 14<sup>th</sup> and Dec 1st, 50% of the 1st installment will be refunded, minus \$25 administration fee
4. After Dec 2<sup>nd</sup>, there will be no refunds of the first installment.
5. For those that have paid in full (for the season), the above will apply and include the funds paid for the 2nd installment.

**\*\*Exception:** \$100 fundraiser fee is non-refundable.

NOTE: should the Province of Ontario order another shut down of play due to COVID-19, 100% of all funds will be refunded, except \$100 fundraiser fee (non-refundable).

After Nov 1<sup>st</sup>, there will be no refunds under normal circumstances. Please notify the CMH Executive in writing after this time if you require a refund.

## SECTION THREE - EQUIPMENT AND UNIFORMS

### **CMH COLOURS**

All CMH teams will wear approved colours. The uniforms are currently the colours of the Vancouver Canucks jerseys with the current CMH logo and socks selected by the Executive.

### **APPROVED PLAYER'S EQUIPMENT**

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

### **CMH LOGO**

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

### **MOUTHGUARDS & NECKGUARDS**

1. It is mandatory for all players to be equipped with proper fitting mouth guards and neck guards, as per OMHA guidelines, when participating in any CMH sanctioned events such as games and practices.

### **NUMBER OF JERSEYS**

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

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### **CMH EQUIPMENT**

1. All equipment will be returned to the Equipment Manager clean and in good repair at the end of the playing season.
2. All jerseys are the property of the CMH and must be returned to the CMH cleaned at the end of each hockey season.
3. Team Officials are responsible for the equipment allotted to their team.
4. CMH Goal tending equipment is the responsibility of the player and the parent/guardian must sign for it at the beginning of the year.
5. CMH Goal tending equipment is to be returned at the end of each year in good repair.
6. Game jerseys are the responsibility of the Team Officials. Game jerseys must be returned to the Team Officials after each game. Players are not to wear game jerseys for any reason other than a CMH sanctioned events and games, unless approved by the Executive prior to the event.
7. The Executive must approve all equipment, uniforms, clothing and trophies.
8. No subsidized equipment, clothing or apparel may be purchased without approval of the Executive. CMH offers goaltending equipment up to and including the Atom Rep level.

## **SECTION FOUR - PLAYER MOVEMENT**

### **UNDERAGE PLAYERS**

1. All players age 6 yrs and over may move up one age division into Local League or Rep provided that they are not taking the spot of a player in that age group.
2. Consideration will be given to the players of that age group first.
3. The final decision lies with the CMH Executive.

### ***CMH Player Movement Policy***

As per OMHA Regulation:

3.6 a) Centres must establish criteria that players would be required to meet in order to play on a higher division team”.

3.6 b) “A players shall be eligible to try out for and, if qualified by ability, may register and play for a Representative team in the next higher division of his Home Centre or Home Centre Zone. OMHA Centres and Zones cannot prevent underage players from attending tryouts in the higher division”.

### **CMH Criteria**

An underage player may be permitted to move up one age division into Local League or Rep programs provided they are not taking the spot of a player in that age group.

Any underage player shall be evaluated before they can be registered with the higher age group. Consideration will always be given to the players of the higher age group first.

The Executive, at its discretion, always takes player safety into consideration, may choose to allow underage players in a higher division to better balance player numbers or shortages between such divisions.

However, notwithstanding the preceding:

- a. CMH does not support or promote the fast tracking of players upwards between age divisions;

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b. The Executive will only consider fast tracking under exceptional circumstances, and not on a routine basis;

- a. Size alone does not determine if a player has the capabilities to succeed in a higher division;
- b. The player must clearly exhibit maturity beyond that of their peers;
- c. The player's skill level must be at a stage where they exceed the minimum requirements for the next age division;
- d. It is expected that upon evaluation in their own division, the player should easily be a top-echelon player, if not placed directly on the top;

### ***Request for Movement***

Applications must be received a minimum of 14 days prior to the tryouts (for Rep) or Player Selection (for Local League) and must include the following supporting documents:

- a. Player Resume that includes:
  - i) List of teams and category
  - ii) List of additional programs or clinics attended.
- b. Previous coach's endorsement detailing:
  - i) Skills assessment (both acquired and lacking)
  - ii) Summary of player development through past season
  - iii) Team systems and situational awareness
- c. Coach Liaison report detailing:
  - i) Player maturity and conduct
  - ii) Rapport with other players
  - iii) Any discipline issues
  - iv) Level of parental involvement

### ***Process***

Three (3) independent evaluators (selected by the executive) will evaluate all players trying out in a division, with underage players also trying out and rank top 5.

- a. Players will be assessed and must reach the criteria laid out including skating, shooting, passing, situational awareness, game play, and coachability.
- b. Underage players must be assessed as one of the top 5 players selected in the division they are trying out for
- c. In the event of a tie, the older player will be given the position on the team.
- d. Players must try out for the team in their proper division as well as the division above to ensure a position in the proper division if in the event they are unsuccessful in the older age group.
- e. Once Evaluations have been completed, the Head Coach Director will review and contact all underage players' family.
- f. The decision of the evaluations will be final.

### ***TEAM SELECTION***

1. The Executive reserves the right to determine the number of players for any team within our Association with respect to Rep teams, AE teams, Local League and House League teams.
2. REP team tryouts are open to any player eligible by age and residency providing the proper fee is paid.
3. The coach of the team in collaboration with the Rep Selection Committee will make REP team selection unless otherwise determined by the Executive, immediately following the last tryout.
4. Any member of the Selection Committee with children trying out will not be involved in the selections of their child's team.
5. A list of players is to be submitted to the Executive immediately upon completion of team selection.

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6. Only those players participating in REP tryouts are eligible to play. An exception to this rule may be made for:
  - a) A player moving into town after the tryout deadline.
  - b) A player returning from an AAA, OHA, or OHL team during the current season.
  - c) A player that was not able to attend the REP tryouts due to medical reasons or extenuating circumstances accompanied by a letter in advance.
7. Only those players participating in REP tryouts, and who have been cut from the REP team, will be eligible to try out for the AE team in the same age division. In a case where there is a single entry team in an age division, the Executive may request that the player be looked at by the GBTLL. The decision of the GBTLL will be binding and be made by November 15th.
8. If there are insufficient numbers to ice a team, registered players will be issued a Letter of Permission to play in another center. Those players will be required to register with the CMH, their home center for the following season.
9. Local league players will all go on the ice according to their age division they are playing in.
10. In a case where there are two (2) or more Local League teams in an age division, they shall be equally balanced.
11. In the event that non-resident players are invited to try out for Juvenile CMH Rep team due to insufficient numbers, no Juvenile player registered with CMH will be cut from the team in favour of a non-resident Juvenile player.
12. All Rep Teams Must select TWO (2) Goalies if try out numbers warrant.

### **PLAYER SELECTION POLICY**

Local League Teams will be selected using the following procedures:

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

### **PLAYING OR ICE TIME POLICY**

1. Local League Team Officials are to ensure that equal ice time is given to all players. The Executive reserves the right to rectify the abuse of this policy.
2. Rep Team Officials are to offer fair ice time to all players. The Executive reserves the right to rectify the abuse of this policy.
3. No players shall participate in practices of another team, unless that specific player is rostered as an affiliated player to that team on the ice. Exceptions to this rule are:
  - a) If a player needs a practice to complete return to play - Can only be approved on an individual basis by **the Head Trainer**.
  - b) If a team requires a goalie for a practice - This is to be approved by the **Head Coach** of the team that the goalie is rostered to.
4. If a player is used as an on ice volunteer, that player must be at least two divisions older than the age division on the ice and must wear full approved equipment as outlined in Section Four.



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5. Only players registered with Clearview Minor Hockey Association may be on the ice during practices.

### ***EQUAL AND FAIR ICE TIME POLICY***

CMH values player development over individual game results. We want our players to look back at their time spent with CMH with fond memories. Players play for fun and they would rather get equal and fair ice time on a losing team than sit on the bench of a winning one.

It is impossible for all players to receive the exact same number of shifts or minutes of play time in a single game. Many times the shift length depends on whistles or what end the puck is in.

Equal Ice Time means that, on average, all players in the same general position will be on the ice the same amount of time.

Fair Ice Time recognizes that game situations present opportunities for coaches to ice specific lines; for example, power play or penalty kill. Fair Ice Time means that over a season coaches will afford all players the opportunity to play in these situations.

**As a coach**, you have the responsibility to encourage players to be the best they can be, and provide equal opportunities for them to develop self-esteem and sport skills. When you play your talented athletes more often, you make other players feel less important and deny them the chance to improve their skills.

*Additional guidance for Representative Coaches is provided in the Rep Ice Time Guidelines.*

**As a parent**, you have the responsibility to understand the challenges of equal and fair ice time and speak up if you feel it is abused. Give our coaches some latitude and consider your position over at least 3 games. Please don't bring your stopwatch to the game.

This Policy assumes that all players are eligible to play in every game. Any review of player ice time, formal or informal, should average playing time over two or three games and must take into account penalties, injuries, suspensions and absences.

### ***REP ICE TIME POLICY***

#### **Regular Season**

Although results of the Georgian Bay season determine play-down seeding, CMH views the regular season as an exhibition season. Player and team development should be the top priority over individual game results during the season.

Equal and fair ice time will be in effect during the regular season. It is acceptable for coaches to shorten the bench sometimes to give players the experience of being competitive as a team, but **ALL** players should have equal exposure to all those situations during the regular season. It is expected that everything will balance out over the course of 2 or 3 games during the regular season.

In addition:

- no player should be benched based on skill or ability.
- a player being disciplined can be benched for up to two shifts but not an entire period. The player and parent should be told why they were benched.
- Equal start times for goalies.
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### **OHMA Playoffs, Georgian Playoffs and Tournaments**

The association recognizes that during playoffs and tournaments, the Rep program is expected to be more results oriented, and that coaches will have more latitude in making ice time decisions with a goal of making the team achieve more successful results on the scoreboard. Even with this in mind, the principles of player development and fostering a sense of teamwork and contribution to the team's success should still be the guiding principle.

Guidelines for changing ice time:

- Shortening the bench during the last 5 minutes of the game.
- Making use of 'special teams' during key penalty kills, power plays or overtime situations.
- Structuring line rotation so that players get a regular shift, but the frequency of that regular shift may not be the same for all players.
- No player should be benched for an entire period based on skill or ability.
- A player being disciplined can be benched for up to two shifts but not an entire period. The player and parent should be told why they were benched.
- Goalies played at least 1/3 of the time. For example:
  - Once every 3rd game.
  - If a series is tied 2-2, the stronger goalie might play the 5th game.

### ***REP TRY-OUTS***

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

### ***AFFILIATED PLAYERS POLICY***

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

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numbers of rostered players to use AP players up to the maximum roster size. The AP players are eligible to participate in regular rotation with the rostered players for every game.

3. Ice time for affiliated players will be as follows:
  - a) An Affiliated player may take regular shifts as determined by Team Officials.
  - b) An affiliated player may see minimal or no ice time in a game they have been called up for.
  - c) All affiliated players should be invited to participate in team practices, bearing in mind that the affiliated players' primary team responsibilities must come first.
4. Goalie Affiliated Player Rule: If there are 2 goalies rostered to a team and one of the goalies is unavailable, the affiliated goalie may be brought up, but the rostered goalie must start the game.
  - a) Away tournaments: An affiliated goalie must play at least one game.
  - b) If there is only one goalie rostered, an affiliated goalie can be called up but the rostered goalie must start the game.
5. Any coach found in contravention or purposely misusing the Affiliated Player rule will face immediate disciplinary action, including suspension.

## SECTION SIX - CONDUCT AND DISCIPLINE

### ***ALCOHOL/ILLEGAL DRUGS***

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

### ***CODE OF CONDUCT***

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

The Player, Parents or Guardians (collectively referred to as "Participants") must agree to this Code of Conduct ("Code") as a condition of membership in the Clearview Minor Hockey organization (CMH.).

At the start of each season each Participant must sign this code of conduct prior to beginning any team ice sessions.

### **Governing Standards of Conduct**

1. We the participants, understand that being allowed to play hockey with **CMH** is a privilege and that full compliance with the Code is required at all times.
2. I the Player, agree to abide fully by the rules of the game applicable to the level of play in which my team participates.
3. We the Participants, understand that we must not publicly criticize or question Coaches, Officials, Teammates or Opponents and shall confer any concerns in a civil and respectful manner.
4. We the Participants, understand that the authority of an Official must be respected during any and all games, that we will abide by their decisions and will not question or confront an Official before during or after a game.
5. We, the Participants, understand that any irresponsible or disrespectful behaviour, either in our Arena or at any facility we are a visitor, towards any Coach, Official, Player or Parent before, during or after any game or practice is inappropriate and will not be tolerated.
6. We, the participants, understand that we must set an example, and always conduct ourselves respectfully and with courtesy towards everyone involved, knowing that the Team, the Association and ourselves will be judged by our behaviour.

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7. We the Participants understand that a abuse will not be condoned. Yelling, taunting, racial or ethnic slurs, obscene gestures or language, striking or attempt to strike (except as allowed under "Body Contact" rules of the OMHA) of Players, Officials, Coaches or Spectators will not be tolerated.
8. I the player understand that I have committed to a "Team" sport and for the benefit of my teammates, Coaches and myself am expected to attend every practice and game to the best of my ability, to participate in all skill development sessions and Team functions when made available. I am to abide by all "Team" specific rules and it is my responsibility to notify my coach if I am unable to attend and I understand that repeated absence may result in discipline as determined by my coach.
9. I the Player, realize that winning is not everything and that having fun, improving skills, making friends and learning sportsmanship is the primary goal of CMH. I will conduct myself with dignity and respect whether winning or losing the game.
10. We the Participants, understand the Code is necessary to provide a safe fun environment for the continued good of our sport and that failure to abide by this Code of Conduct will result in disciplinary actions as set out in this document.

### ***Disciplinary Actions Resulting from a Breach of the CMH Code of Conduct***

**Note: The Disciplinary Committee has the power to discipline, sanction and/or suspend any team, player, guardian, official or executive member for contravention of the Code of Conduct of CMH or Abuse and Harassment.**

#### **First Offense**

**Player:** At minimum will be a verbal warning to the player, head coach will also provide a written notice to the Clearview Minor Hockey –OMHA Rep, or Local league Rep & Head Coach Director.

**Parent or Guardian:** Report of issue to Disciplinary Committee who will conduct investigation and issue a written warning and/or suspension as deemed necessary.

#### **Second Offense**

**Player:** Written warning by head coach to the player along with an automatic one game suspension. The head coach will provide a written notice to the Clearview Minor Hockey –OMHA Rep, or Local league Rep & Head Coach Director who will forward on a copy to CMH Disciplinary Committee.

**Parent or Guardian:** Upon report of a 2nd issue, the Disciplinary Committee will conduct an investigation and issue second written warning and/or suspension as deemed necessary.

#### **Third Offense**

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

#### **Fourth Offense**

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

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& Head Coach Director, who will provide a copy to the CMH Disciplinary Committee who will initiate a review of the parent's/guardian's conduct and issue a formal written response informing the parent/guardian of their suspension for the remainder of the season. At the Board's discretion, the parent/guardian and therefore the associated player may also permanently lose their right to membership in Clearview Minor Hockey Association.

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

### **SPEAKOUT/Respect in Sport**

If a Team Official is accused of abuse or harassment, or breach of the Code of Conduct, the Abuse and Harassment Committee will immediately meet to discuss the details. Based on the information provided, they will make recommendations as to the required course of action. This can include but is not limited to:

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

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

### **TEAM FINES**

If any team receives a fine from GBMHL or GBTLL (THE TEAM) is responsible for the fine.

### **TEAM MEETINGS - PHILOSOPHIES**

Team officials will hold a team meeting prior to the start of the season and prior to start of playoffs/playdowns to go over the standard team rules and outline what they want to accomplish during the year. The presences of an Executive member is mandatory.

### **CRIMINAL REFERENCE CHECKS**

1. All Executive members, Team Officials, Parent Volunteers, and any person(s) having direct contact with the players, including extra volunteers used at practices etc. must complete and pass a Criminal Reference Check and Vulnerable Sector Check.
2. The Privacy Officer will co-ordinate all Criminal Reference and Vulnerable Sector Checks.
3. All Criminal Reference/Vulnerable Sector Checks must be filled out on or before October 31st. If not filled out, the member will be suspended from their duties until a clean Criminal Reference Check/Vulnerable Sector Check is returned by the OPP.
4. An applicant/volunteer will be asked to step down by the CMH if convictions or any outstanding charges involve:
  - i) Any sexual assault or sexual exploitation (no time limit).
  - ii) Any criminal code charges/convictions involving children (no time limit).
  - iii) Any assault conviction/charge within the last 10 years.
  - iv) Any theft/fraud related convictions/charges within the last 5 years.
  - v) Any convictions/charges relating to Uttering Counterfeit Currency.
  - vi) Any possession or trafficking of narcotics within 5 years.
  - vii) Any violent offence involving weapons within the last 10 years.
5. If Impaired Driving convictions/charges are found, a letter will be sent to the Applicant/volunteer from the CMH advising them they are not allowed to drive children to and from games, practices or CMH sanctioned events if:

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- i) They are unlicensed.
- ii) They have had an Impaired Driving related charge/conviction in the last 5 years.
- iii) They are under suspension.

If an applicant/volunteer fails a Criminal Reference Check, the Privacy Officer will contact that person to explain what has come back. That person will be given the option to resign their position, or if they feel the Criminal Reference Check is wrong; they will be given one week to resolve the matter with the Ontario Provincial Police. A letter clearing them will be required. If a letter cannot be obtained within the week, that person will again be given the option of resigning or being removed from their position until the matter can be resolved. All of this will be done in total confidentiality and the reason will not be divulged to anyone, including the Executive.

### **TWENTY-FOUR HOUR COOL DOWN PERIOD**

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

### ***Complaint Procedure***

1. In the event of a conflict, no player or parent shall protest less than 24 hours after the initial incident.
2. If a situation arises that can not be resolved between the coaching staff, player and/or parent, the member can opt to forward to the President of the CMH an anonymous letter OR a signed letter.
3. If the member chooses to forward an anonymous letter it must not include names of any identifiable individual(s). Anonymous letters naming individuals will not be dealt with. The letter must outline general concerns about a particular team. They may request that representation from the CMH Executive attend a game or practice to witness these concerns.
4. In the case of an anonymous letter no written response will be given from the Executive as the complainant will be unknown. It will be at the discretion of the CMH Executive representatives attending the game/practice as to whether any issues with the team need to be dealt with. The Executive representatives will update the Executive Committee at their next regular meeting or at any emergency meeting if required. If no action results from the attendance of Executive members at a game/practice and the complainant does not find this satisfactory they will need to follow the signed letter complaint procedure.
5. If the member chooses to forward a signed letter to the President/Designate it will be at the discretion of the President/Designate whether the complaint will be forwarded to the Abuse and Harassment Committee or if it will be brought forward to the Executive as a whole. This will be dependent upon the nature of the complaint. The complainant will receive a written response as to how their complaint is being dealt with.
6. The President/Designate will make the Executive members aware that correspondence was received with regard to a specific team and that it has been forwarded to the Abuse and Harassment Committee. No further details will be given at that time.
7. If the Abuse and Harassment committee feels it is a complaint to be dealt with by their Committee they will contact all parties involved during their investigation. The CMH Executive will not be part of this process.
8. If the complaint is not an issue requiring a decision by the Abuse and Harassment Committee the President/Designate will bring the written letter of complaint to the next meeting of the CMH Executive.
9. Each Committee member present must sign the back of the original letter entered into the minutes of that meeting.
10. The Executive will not listen to or deal with hearsay.

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11. All parties to the complaint have the option of appearing at the Executive meeting to resolve the complaint.
12. All decisions of the Executive are final pending an appeal and no exceptions will be granted, unless the decision is reversed by the OMHA, CHA or OHF with all associated costs at the complainant's expense.
13. All letters must be received by the Executive on or before April 15th of the current season.
14. Letters will not be accepted after this date.
15. All response letters to complaints dealt with by the CMH Executive will be mailed by the President/Designate.

### ***Abuse and Harassment Complaint Procedure***

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

### ***Appeal Procedure***

1. If the person(s) being disciplined want to appeal the decision, they must write a letter to the CMH President/Designate requesting an appeal and why they feel they should be granted an appeal (they must have new evidence or witnesses to justify the appeal) within seven (7) days after the decision.
2. The President/Designate then has seven (7) days to decide whether to grant an appeal. Appeals will not be granted on the basis that the person being disciplined doesn't like the decision; they must have a compelling reason.
3. If an appeal is granted, the Executive talks to the person appealing and examines the new evidence with the Abuse and Harassment Committee present at the next Executive meeting to decide whether or not to overturn the original decision.
4. The disciplinary action stands until a decision is made regarding the appeal.
5. If an appeal is not granted, the appellant has the right to take the next step and go to the OMHA.
6. There is a \$200.00 fee payable to Clearview Minor Hockey to request an appeal. The fee is refunded only if the appeal is denied.

### ***Conflict of Interest***

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

### ***Confidentiality***

As per the Constitution, Confidentiality, Section 10.12.

Confidentiality is an absolute must when dealing with matters pertaining to the CMH. Discussion at an Executive meeting is confidential. Motions and their outcomes are public information.

## RULES OF OPERATION

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### ***Female Player Dressing Room Policy***

1. All female players, Pee Wee and above, will be assigned one dressing room separate from the male players when changing into their equipment.
2. Below Pee Wee, female players have an option of either change room, providing co-ed players either arrive in full equipment or wear a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
3. Team Officials will assign two adult females to supervise the dressing room when it is being occupied by a player of their team.
4. Team officials will inform female players that the dressing room may be shared with female referees.
5. Female referees will be advised where the separate dressing room is located upon arrival. They will also be informed that the dressing room may be shared with female players.

### ***Change Room Policy (2 Deep)***

1. Team Officials, Referees, Executive members and Parent Volunteers will never shower or use the facilities with players present.
2. Change rooms must be supervised at all times with at least two (2) Team Officials/Parents with PRS, RIS or Speak Out. Respect in Sport – Parent does not qualify a person to supervise a dressing room. Refer to OMHA Manual of Operations for further details
3. In the event that this rule is not followed, the coach will be suspended.

### ***Transportation of Athletes***

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

### ***Injuries (Return to Participation)***

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



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### **SECTION SEVEN - COACHES/MANAGERS/TRAINERS/PARENT VOLUNTEERS**

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

#### ***RESPONSIBILITIES OF THE HEAD COACH***

1. The Head Coach will receive 100% of their bond hours.
2. Follow the Constitution and Rules of Operation of the CMH.
3. Attend all CMH scheduled Team Official's meetings.
4. REP – In collaboration with the Rep Selection committee, select the players for the Rep teams.  
LOCAL LEAGUE – Evaluate and rank Local League players so that the Team Selection Committee can make an informed decision when evenly dividing the teams.
5. In conjunction with the other Team officials, be responsible for the team during all CMH sanctioned events.
6. In conjunction with the other Team officials, plan and execute all practices and game plans.
7. Be responsible for ensuring game sheets are completed correctly and signed by each official on the bench
8. Be responsible for Bench staff and their actions/behaviour
9. Be responsible for all CMH equipment and all CMH coaching materials.
10. Collecting all CMH jerseys after each game.
11. Hold a team meeting at the beginning of the season to outline the standard team rules to players and parents/legal guardians.
12. Other duties as required.

#### ***RESPONSIBILITIES OF THE ASSISTANT COACH***

1. The Assistant Coach will receive 100% of their bond hours.
2. Follow the Constitution and Rules of Operation of the CMH.
3. In conjunction with the other Team officials, be responsible for the team during all CMH sanctioned events.
4. In conjunction with the other Team officials, plan and execute all practices and game plans.
5. Assist with collection of team jerseys and equipment.
6. Helping players with equipment in the dressing room.
7. Step in as Head Coach in the event he/she is absent and assume Head Coach responsibilities
8. Other duties as required.

#### ***RESPONSIBILITIES OF TEAM MANAGER***

1. The Team manager will receive 100% of their bond hours.
2. Follow the Constitution and Rules of Operation of the CMH.
3. In conjunction with the other Team officials, be responsible for the team during all CMH sanctioned events.
4. REP – Provide a player list to the Registrar immediately following Rep selection.
5. Locate dressing rooms for the team each ice time.
6. Fill out game sheets.
7. Ensure that the dressing room is locked and left tidy.
8. Maintaining a record of individual and team statistics, if required.
9. Updates to Team Web page.
10. Ensure newspaper game reports are forwarded to local newspaper.
11. Managers must follow the Constitution and policies set by the Executive Committee.
12. Managers must attend a game sheet training session and throughout the season be responsible for the accurate completion of game sheets for all home games.
13. Attend all scheduled CMH Manager's meetings.

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14. Informing all players and/or parents/legal guardians of games and practices as well as passing on information from the Team Officials and the Executive.
15. Other duties as required.

### ***RESPONSIBILITIES OF THE TRAINER***

1. The Trainer will receive 100% of their bond hours.
2. Follow the Constitution and Rules of Operation of the CMH.
3. In conjunction with the other Team officials, be responsible for the team during all CMH sanctioned events.
4. Ensuring first-aid kit is stocked and water bottles are available for each activity where they are required.
5. Collect completed medical information forms for all players and maintain a file of same. All forms must be collected by the first regular season game or the player cannot participate until the form is complete.
6. Checking all player's equipment prior to games and practices.
7. Make necessary repairs and adjustments. If beyond the scope of the trainer, inform the parent/legal guardian of what is required.
8. Leading team in stretching exercises prior to ice time.
9. Attending to injured players.
10. The trainer will fill out an OMHA Hockey Injury Report and an OMHA Case Report anytime a player is removed from the ice due to injury during both practices and games. A copy of the Case Report will be forwarded to the OMHA Center Contact & Head Trainer.
11. The trainer will retain the original. If the injury is serious the OMHA Center Contact or Head Trainer will inform the REM and the OMHA immediately.
12. Any player requiring medical attention for ANY injury causing that player to miss hockey (practice or game) will need to produce a doctor's note, to the trainer, to return to practice or play.
13. Follow the Return to Play procedures as outlined by OMHA
14. The trainer will attach the note to the original injury Report.

### ***SELECTION OF COACHES***

1. All coaching candidates must apply in writing by the application deadline, deadline to be set by the Executive each year.
2. Candidates should have experience as both a player and a coach.
3. Overall player improvement and enjoyment are more important than the win/lost record of a particular team in rating coaching ability.
4. A coaches must carry the minimum certification as outlined by OMHA.
5. All candidates will be interviewed, selected and approved by the CMH Coaching Selection Committee Executive. At that time they must be prepared to outline their plans for the upcoming season.
6. In the event of AE teams, coaching selection will take place after the Rep team for that age group has selected their team.
7. Local League Coaching selection will take place after the AE team for that age group has been selected.
8. All Team Officials must be approved for their positions by the Executive.
9. All Team Officials shall have their duties outlined in writing by the Executive and failure to follow those guidelines shall result in that team official being suspended.
10. The team officials must follow the Constitution and the Rules of Operation of the CMH and decisions of the Executive in regards to the best interests of the CMH. Failure to do so shall result in immediate suspension.
11. Any applicant that has been previously suspended by the CMH will be dealt with on an individual basis.

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12. All applicants must agree to a Criminal Record Check and Vulnerable Sector Screening by the OPP as per the OMHA's Prevention Services Guideline. Failure to comply with this request or a failing result may disqualify a candidate.

## SECTION EIGHT – OFFICIALS OFF-ICE OFFICIALS

1. Off-Ice officials must conduct themselves accordingly. Off-Ice officials must be unbiased at all times while performing their duties in the time box. Cheering for their team while in the time box is not acceptable.
2. At least one off-ice official should have experience in the time box.
3. Off-Ice officials must be at least fourteen (14) years of age. One Person in the time box must be at least eighteen (18).

### **CATEGORY REQUIREMENTS (LEVELS)**

As of December 31<sup>st</sup> of the current season.

### **DIVISION AGE**

IP Junior Recommended age 3-4

U7 5-6 yrs -(any player up to the age of 10, NEW to hockey, upon approval of the Executive)

U8 7 yrs

U9 - 8 yrs

U11 – 9-10 yrs

U13 – 11-12 yrs

U15 – 13-14 yrs

U18 – 15-17 yrs

U21 – 18-20 yrs

## SECTION NINE – SUBSIDIZATION COURSES

1. The CMH will pay the cost for any approved coach to attend an OMHA approved clinic up to and including the Development 2 Level. The CMH will pay the cost for any approved coach to attend an OMHA approved coach level Refresher clinic. In order to be reimbursed, coaches will provide a receipt. Payment will be reimbursed over 3 years at 50%, 25%, 25%
2. The CMH will pay the cost for any approved trainer to attend an OMHA approved HTCP clinic up to and including Level 2. The CMH will pay the cost for any approved trainer to attend an approved course to re-certify their Level 2. In order to be reimbursed, trainers will provide a receipt.
3. The CMH will pay the cost of any Member, who is required to have prevention Services (Respect in Sport) Certification, to attend an OMHA approved course. In order to be reimbursed, Members will provide a receipt.
4. CMH will keep on file an updated list of all certified Team officials, to be maintained by the Registrar and forwarded to secretary for official record keeping.
5. New Referee Clinic costs will be reimbursed after completion of the season. If the referee is not offered 10 games within the current season, a refund will be granted.

### **EXECUTIVE EXPENSES**

1. All Executive members attending the OMHA AGM will have their receipts reimbursed to a maximum of \$25.00 per day for cost of food. Hotel expenses will be paid in advance by the CMH.
2. Executive members attending meetings out of the home center, required by their position on the Executive will receive \$.42 per km mileage reimbursement.
3. Executive members will be reimbursed for out of pocket expenses such as long distance charges, fax paper, postage etc.

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### **PRS, RESPECT IN SPORT**

1. All Executive members, Team Officials and Parent Volunteers are required to attend an Approved Abuse and Harassment Clinic, as soon as possible, at the beginning of the season. This clinic will be reimbursed by the CMH as above. Respect in Sport must be obtained by October 31st of the current season or removal from the position will occur.
2. All Executive members completing this course must provide proof of their Respect in Sport to the Privacy Officer

## **SECTION TEN - FUNDRAISING**

### **TEAM**

1. Team fundraising is not permitted by CMH unless there are extenuating circumstances.
2. Teams wishing to do a fundraiser must fill out a fundraising application form and submit it to the Fundraising Director or the President before the fundraiser is to commence.
3. The application will be brought before the Executive at their regularly Scheduled Executive meeting for consideration and approval.
4. The team must declare what they want to do, how much it will cost, how they will pay for it, what it is for and be responsible for the cost of the fundraiser.
5. All fundraising expenses, income, etc must be tracked and reported to CMH executive
6. Any surplus funds must be returned to CMH

## **SECTION ELEVEN – SPONSORSHIP WINERIES, BREWERS, TOBACCO, CANNIBIS**

Clearview Minor Hockey will not accept or endorse sponsorships from any wineries, brewers, and tobacco or cannabis companies.

### **SPONSORSHIP FEE GUIDELINES**

1. Sponsorship fees are to be set by the Executive each season.
2. Sponsors not submitting a cheque and their commitment to sponsoring a team prior to October 31 of the upcoming season will be eliminated from the Sponsor list and the next available Sponsor will be contacted.

### **ONE SPONSOR PER TEAM**

1. The Association will allow only one sponsor per team, as per the sponsor bar attached to the jersey.
2. If there is a request for a 2<sup>nd</sup> sponsor for the same team, it needs to be negotiated with the respective sponsors
3. The Association will allow sponsors for jerseys, embossed on the sleeve of the jersey to recover costs of team jerseys and set-up fee.

## **SECTION TWELVE - GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITIONS**

### **ADMISSION AND SEASON PASS**

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

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GBMHL or GBTLL. They may, however, be lower.

### **PLAYOFF GAMES**

All CMH playoff games are governed by their respective leagues. OMHA, GBMHL & GBTLL.

### **TOURNAMENTS**

1. All Tournaments must have a sanction permit from the OMHA. This permit must be prominently displayed at all tournaments.
2. All Tournaments must follow the OMHA Tournament Regulations.
3. All Tournament rules in addition to the OMHA Tournament Regulations must be provided to each team registered as well as being posted in and around the Convenors table.
4. All Tournament budgets are to be approved by the Executive.
5. All CMH Tournaments will be alcohol and cannabis free.
6. All CMH Local League teams are entered in the respective CMH Local League Tournament free of charge. Should the Tournament Director be unable to provide a home tournament for a CMH team, that team(s) will receive funds equal to CMH tournament fees to participate in another tournament. Local League teams will be allowed to opt out of the home tournament. No extra funds will be provided for doing so.
7. Each team will be provided with a tournament fund, if funds are available. The amount will be decided by the Executive at the beginning of each season. This fund will only be used for tournament entry fees and if necessary, tournament travel permits. Any unused monies will remain in the CMH general operating account.
8. The Referee in Chief is required to notify the Treasurer with the amount of funds required to pay the referees at the tournament.
9. The Treasurer is required to set up the floats for the door, the kitchen, fundraising, and any other areas a float is required. A list of each float should be included.
10. Each Executive member, collecting cash from the various stations must have the person they are collecting it from initial the sealed envelope, and the amount, the place and the time must be recorded in the Tournament book and place the money in a secured box. At the end of the day, the Convener and the Treasurer will verify all envelopes are accounted for and sealed.
11. After each tournament, the Treasurer is required to collect all monies received and do a breakdown of each area collected to enable that person to prepare a balance sheet of said tournament. Each work area is required to put their monies in an envelope and list date, area worked and money enclosed. This is to be counted with an Executive member present at the tournament, initialled by both and sealed.
12. All game sheets for Local league tournaments must be forwarded to the Regional Executive Member (or his/her convener) immediately following the tournament. All game sheets for Rep tournaments must be forwarded to the Regional Executive member immediately following the completion of each tournament division.
13. The Tournament convener will immediately notify the Regional Executive Member of any Match Game Suspensions or multiple Automatic Game Suspensions.

### **EXHIBITIONS GAMES**

1. Exhibition games are not permitted during Regular Season, playoffs or playdowns
2. Exhibition games are arranged by the Team officials and respective league convenors.
3. All exhibition games are to be approved by the Executive
4. OMHA permits are required for all exhibition games
5. The convenors must obtain a date from the scheduler notify the Referee in Chief and the Arena of the game so officials and rooms can be arranged.
6. The Referee in Chief will arrange for the officials to cover the game.

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### **BOND HOURS**

1. Each family registered with CMH must complete all bond hours that is set by the Executive at the November Executive meeting. Bond hours are based on the projected number of families and projected number of hours of volunteer service required.
2. Bond hours are not transferable. If you would like to complete bond hours for another family, hours must be designated to that player prior to or on the day the hours are being served.
3. You must be 16 years of age to do bond hours excluding cooking and handling of money.
4. If you sign up for bond hours and don't show for your shift, or if you are asked to leave by an Executive member or Tournament Convenor while doing your bond hours due to inappropriate behaviour, the number of hours in your shift will be added on to your remaining bond hours required.

## Miscellaneous

### **PICTURES**

1. The CMH provides to each player, a team photograph and one individual photograph, provided the player attends the photo session.
2. The Vice President contacts photographers in August or early September to compare pricing and arrange a photo night.
3. When the Vice President has decided on the date, a large dressing room should be booked for the pictures to be taken in.
4. The Vice President completes a schedule and notifies the Parent Volunteers for each team of their photograph time.
5. Players should come to the arena dressed except for skates at least 15 minutes prior to their time. All players should be ready to go if we are ahead of schedule.
6. The Vice President should have already given the Parent Volunteers order forms from the photographer. These need to be completed in advance of having the picture taken. The player hands this to the photographer immediately prior to having their picture taken.
7. The Vice President is responsible for distributing the photos to the Parent Volunteers of each team.
8. If a re-take is required, parents are to contact the Photography Company
9. Refrain from asking the photographer to take additional shots as this puts everyone behind.

### **FORMS**

The forms available from CMH Executive Members, CMH Website and the OMHA Website are as follows:

1. Coaching Application
3. Application for a Tournament Sanction Permit
4. Letter - Local League Tournament - Acceptance, rules, entry form, team roster Team Official list.
5. Local League Tournament Game Schedule
6. Local League Tournament Rules
7. Letter - Local League Tournament - Tournament full
11. Team Jersey Acknowledgement Form
12. Equipment Check List
13. Player Registration Form
14. Registration Information Sheet
15. Letter of Permission Form
16. Subsidy Application
17. Team Fundraising Application
18. Team Fundraising Report
19. Declaration of Right of Choice

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20. Residential Questionnaire
21. Play down Agreement
22. OMHA Playdown Game Report
23. Injury Report
24. Hockey Injury Claim Form
25. OMHA Classification Appeal Form
26. OMHA Travel Permit
27. Georgian Bay Playoff Agreement
28. Notice of Reschedule
29. Tryout Form
30. Coaching Staff Information Sheet
31. Criminal Reference Check Release Form
32. Standard team rules

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Ann Flynn – President      Jen Martin – Secretary