

Point Edward Minor Athletic Association

Rules of Operation

Adopted by the Point Edward Minor Athletic Association
Board of Directors
At the Annual General Meeting
_____, 2020.

The purpose of these rules is to enable Point Edward Minor Athletic Association to operate its athletics and recreation programs in a manner consistent with its mission, its bylaws, the regulations of governing bodies, and accepted practices.

FIRST REVISION: May 8th, 2019
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SECTION 1 GOVERNANCE and MISSION

1.1 Governance

Point Edward Minor Athletic Association is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number 1 and Rules of Operation in conjunction with the Manual of Operations of the governing bodies, currently Ontario Minor Hockey (OMHA) and Hockey Canada.

For the purposes of this document, Point Edward Minor Athletic Association will be referred to as PEMAA.

1.2 Mission

Point Edward Minor Athletic Association aims to develop and promote positive experiences for all members of the hockey and soccer communities, e.g. players, coaches, parents, referees, executives, volunteers, sponsors and community members. Point Edward Minor Athletic Association values teamwork, the healthy personal development and wellness of the players and families as the highest priorities of the athletic experience.

1.3 Core Values

Respect, Dignity, Honesty, Integrity and Sportsmanship

SECTION 2 ELIGIBILITY and REGISTRATION

2.1 Residency

- a) First priority for acceptance of registration to PEMAA will be for players who are residing or whose parent(s) or guardian(s) reside within the boundaries of the Village of Point Edward.
- b) Second priority for acceptance of registration to PEMAA will be for players who are residing beyond the boundaries of the Village of Point Edward but whose parent(s)/guardian(s) own residential, commercial or industrial property within the Village of Point Edward. In the case of multiple owners of the same property you within the Village of Point Edward, proper documentation would be required and the Board would make decisions on eligibility on a case-by-case basis.
- c) Third priority for acceptance of registration to PEMAA will be for players who are residing beyond the boundaries of the Village of Point Edward and have been active players in PEMAA. Priority will be given to those individuals with the most years of involvement as a player in PEMAA. If a player chose to leave PEMAA they would for their years of involvement credits. Years of involvement credits would only be maintained by those PEMAA players who were required to leave the program because players under 2.1(a) and 2.1(b) completely fill the roster for the team at their age level. This opportunity will only be offered if all of the players noted in 2.1(a) and 2.1(b) who wish to become members of the team at their age level have been accommodated and there are still some further vacant playing positions on the team at that age level.

- d) Fourth priority for acceptance of registration to PEMAA will be for players who are residing beyond the boundaries of the Village of Point Edward and do not meet the criteria of 2.1(b) or 2.1(c). This opportunity will only be offered if all of the players noted in 2.1(a), 2.1(b) and 2.1(c) who wish to become members of the team at their age level have been accommodated and there are still some further vacant playing positions on the team at that age level.

2.2 Registration of Players

- a) Subject to registration numbers, the following player groupings will be operated by the PEMAA:

Division	Age as of December 31 st
Pre-School	4
Initiation	5 and 6
Minor Novice	7
Novice	8
Atom	9 and 10
PeeWee	11 and 12
Bantam	13 and 14
Midget	15, 16 and 17

Age groups are subject to change by governing bodies.

- b) The registration fee for each player division shall be established by the Board of Directors and made public at the AGM prior to the hockey season.
- c) The Board of Directors shall set the date by which the proposed rosters of players must be completed and publicized.
- d) Each PEMAA team will ideally consist of 15 players and 2 goalies if there are sufficient registrations.
- e) If in the opinion of a majority of the Board of Directors, a minimum or maximum roster must be set for any team they will do so and inform the affected Coach. The affected team will not be allowed to operate below this minimum roster or above this maximum roster without approval of the Board of Directors.
- f) Players must complete and sign a PEMAA/OMHA registration form before participating in any practice or game of the team's exhibition or regular playing schedule
- g) Players must be registered in their appropriate age group, unless given special consideration by the Board of Directors.

2.3 Registration Procedure

- a) Three evenings of registration will be offered. A copy of each child's birth certificate is required for all registrations. Proof of residence/ownership in Point Edward must be provided by those to whom it applies.

On evenings 1 and 2, registrations will be accepted from the following individuals:

- i) Point Edward residents or
- ii) Children whose parent(s)/guardian(s) own residential property, commercial or industrial property in the Village of Point Edward (as of June 1)

On evening 3, registrations will be accepted from the following individuals:

- iii) Non-residents who are returning players from the previous season of PEMAA
- iv) Non-resident players who did not play with PEMAA in the previous season, wishing to register for any remaining positions.

b) After evenings 1 and 2, returning non-resident players will be ranked according to years of involvement in past years of play in PEMAA. In the event of a tie, a draw will be made to place the player on the designated team.

c) If a player is intending to try out for a travel team in a Minor Hockey Association other than PEMAA, that player must still register with PEMAA through the registration process in Point Edward. If the player is successful in being chosen for a travel team in a Minor Hockey Association other than PEMAA, their registration fee will be reimbursed in full by PEMAA.

d) If a player who has registered and been accepted through the PEMAA registration process misses the first two assigned dates for their PEMAA team without notification to the Hockey Convenor, they risk forfeiting their position on the team. The player may be placed on the top of the waiting list for the designated team.

2.4 Respect in Sport Course

Each PEMAA player must have at least one parent/guardian complete the Respect in Sport Course as per OMHA requirement.

2.5 Birth Certificates

Satisfactory proof of birth must be submitted with every player's initial registration.

2.6 Registration Timing

a) The Board of Directors shall set registration dates and fees by the end of the previous hockey season for the following hockey season. Registration procedures will be organized and co-ordinated by the Registration Coordinator.

b) Players must register and pay their registration fee in full before participating in any game or practice.

2.7 Late Registration Fee and Refunds

a) Registrations received after a date predetermined by the Board of Directors, may be subject to administration charge.

b) If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee

shall only be allowed if the lateness in registration is justified, e.g. player just moved to area, had been injured or ill, etc.

- c) Late registration for any player qualifying under Section 2.7 (b) will be assessed according to the date the original application was received by PEMAA, based on the following table:

During the month of	September	90 %
During the month of	October	75 %
During the month of	November	50 %
During the month of	December	50 %

- d) Refunds for any player withdrawing from PEMAA will be granted according to the date the written application is received by PEMAA and the following table:

Player trying out for Travel Team in another Minor Hockey System (see Section 2.3 c)		100%
Up to	September 30	90%
During the month of	October	75 %
During the month of	November	50 %
During the month of	December	25 %
As of	January 1	0%

No late registration charges will be refunded.

- e) Registrants who have demonstrated an inability to pay the full registration fee may request financial accommodations in writing to the Registration Coordinator. Due to confidentiality sensitivity, only the President and the Registration Coordinator shall make the decisions to grant or deny these requests.

2.8 Insurance

PEMAA is responsible to ensure that the insurance program prescribed by the OMHA and Hockey Canada Manuals of Operations covers all players and bench staff of the PEMAA.

SECTION 3 - EQUIPMENT, UNIFORM AND COLOURS

3.1 Equipment

- a) All players are required to wear full hockey equipment which will be current CSA approved and per current governing bodies regulations. Directors, conveners, and bench staff must advise players or parents/guardians of players' improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice for either games or practices.
- b) Goalies will be supplied with chest protectors, gloves, blocker, and leg pads up until and including Major Novice at no charge or at an annually reviewed fee to be determined by the Board of Directors.

3.2 Uniform Colours

- a) The official colours of the PEMAA shall be decided by the Board of Directors.
- b) Game uniforms shall be worn for games only.
- c) Game uniforms shall remain in the possession of the team officials.
- d) No permanent lettering or signage will be created on any PEMAA owned jersey by the player or their family. Any person doing so will be required to compensate the PEMAA.

SECTION 4 – ALLOCATION of PLAYERS to TEAMS

4.1 Team Information

The Coaches Information Package will be provided by the PEMAA Board of Directors and coordinated by the PEMAA Hockey Convenor. It will include:

- a) A list of all registered players at a specific age level
- b) Ice times provided for practices and games
- c) Maximum or minimum number of players and goalies that may be rostered for each team. Typically, each PEMAA team will optimally consist of 15 players and 2 goalies if there are sufficient registrations. This will be influenced by the number of players registered at each level. The PEMAA Board will make the final decisions relating to numbers. Extenuating circumstances may require that some changes to these maximum or minimum roster numbers be made by the Board.
- d) Phone numbers and e-mail addresses of the President and Hockey Convenor in case anyone has any questions
- e) Phone number and e-mail addresses of the Ice Time Coordinator and other specific contacts in regards to exhibition games, referees, gate keeper, etc.
- f) Phone number and e-mail address of the equipment manager in case equipment (such as pucks, pylons, jerseys, etc.) is needed
- i) Instructions on how to use the PEMAA web site for posting team information

4.2 Affiliated Player (AP) Procedure

- a) Any teams looking to affiliate players will follow the PEMAA, LMLL and OMHA Affiliated Player Guidelines.

4.3 Playing or Ice Time

Playing or ice time is to be as fair as possible.

SECTION 5 - DISCIPLINE, CODE OF CONDUCT AND ETHICS

5.1 Grievance Process

The grievance resolution process is designed to seek a fair and consensus resolution to problems between parties in the shortest period of time. A special effort should be made to closely follow the guidelines established in Section 5.1 of the ROO which emphasizes good communication at all levels. The Grievance Coordinator shall be a Director on PEMAA and should choose two other individuals (one PEMAA Director and one community member with no current involvement with PEMAA) to join them on the Grievance Panel comprised of three panelists. The role of the panel would be to implement Section 5.1 of the ROO.

- a) Any PEMAA member in good standing who feels they have a complaint should discuss the issue with the other party and seek resolution. This is to ensure both parties have communicated on the issue, and to minimize the number of issues being presented to the Grievance Coordinator.
- b) If the problem cannot be resolved at Step 5.1(a), the issue should be discussed with the Grievance Coordinator. The Grievance Coordinator will make his/her best effort to contact, discuss and resolve the issue with both parties in a timely fashion.
- c) If the problem cannot be resolved at Step 5.1(b), the issue should be submitted in writing to the Grievance Coordinator. The Grievance Coordinator will review the issue, seek additional information as necessary, and issue a written resolution to both parties in a timely fashion.
- d) Should either party wish to dispute the Grievance Coordinator's resolution, a written appeal may be made to the PEMAA Board of Directors, explaining why the resolution is being challenged.
- e) The written appeal must be forwarded to the Grievance Coordinator within 2 weeks of the written resolution issued at Step 5.1(c).
- f) The Grievance Coordinator will copy the Board of Directors and the other party on the appeal.
- g) The PEMAA Board of Directors will review the complaint, written resolution and reasons for appeal, and issue a finding of either rejecting the appeal or amending the Grievance Coordinator's resolution.
- h) The decision of the PEMAA Board of Directors will be communicated to all concerned parties, and is final.

5.2 PEMAA – Code of Conduct

- a) PEMAA members shall avoid behaviour that brings PEMAA or the sport being played into disrepute.
- b) PEMAA will follow governing bodies as set out in the Code of Conduct guidelines.
- c) PEMAA Social Media Code of Conduct rules shall apply to all internet/electronic media, i.e. Facebook, Twitter, email, texting, blogs, etc.

5.3 OMHA – Code of Conduct

- a) This Code of Conduct identifies the standards of behaviour which are expected of all OMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, Directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in OMHA activities and events.
- b) OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA, which include fairness, integrity and mutual respect.
- c) During the course of all OMHA activities and events, members shall avoid behaviour, which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical use of drugs and use of alcohol by minors.
- d) OMHA members and participants shall at all times adhere to OMHA operational policies and procedures, rules and regulations governing any competitions in which the member participates on behalf of OMHA.

- e) Members and participants of OMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition or which endangers the safety of others.
- f) Members of OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA Harassment Policy.

5.4 Coaches, Trainers, Managers – Code of Conduct

- a) I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- b) I will teach my players to play fairly and to respect the rules, officials, and opponents.
- c) I will ensure that all players get equal instruction and support.
- d) I will not ridicule my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- e) I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- f) I will remember that participants need a Coach they can respect. I will be generous with praise and set a good example.
- g) I will obtain proper training and continue to upgrade my coaching skills.
- h) I will work in cooperation with officials for the benefit of the game.
- i) I will complete the required Police Record Check
- j) I will demonstrate and encourage respect relating to all aspects of our team.
- k) I will ensure that gender diversity is respected by all players and staff.

5.5 Parents – Code of Conduct

- a) I will not force my child to participate in hockey.
- b) I will remember that my child plays hockey for his or her enjoyment, not for mine.
- c) I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- d) I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- e) I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.

- f) I will never ridicule my child for making a mistake or losing a game.
- g) I will remember that children learn best by example. I will applaud good plays and performances by both my child's team and their opponents.
- h) I will never question the officials' judgment or honesty in public or online.
- i) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- j) I will respect and show appreciation for the volunteer Coaches who give their time to coach hockey for my child.
- k) I will not enter the dressing room before or after any of my child's games unless invited by the team officials. Exceptions may be made up to and including Atom for assistance in tying players skates.
- l) I will demonstrate and encourage respect relating to all aspects of our team.

5.6 Players – Code of Conduct

- a) I will play hockey because I want to, not just because others or Coaches want me to.
- b) I will play by the rules of hockey, and in the spirit of the game.
- c) I will control my temper. Fighting and verbal outbursts can spoil the activity for everybody.
- d) I will respect my opponents.
- e) I will do my best to be a true team player.
- f) I will remember that winning isn't everything. Having fun, improving skills, making friends and doing my best are also important.
- g) I will acknowledge all good plays and performances, those of my team and of my opponent.
- h) I will remember that Coaches and Officials are there to help me. I will accept their decisions and show them respect.
- i) I will demonstrate and encourage respect relating to all aspects of our team.

5.7 Spectators – Code of Conduct

- a) I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- b) I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- c) I will respect the officials' decisions and I will encourage participants to the same.
- d) I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continue effort.
- e) I will show respect for my teams' opponents.
- f) I will not use offensive language, nor will I harass players, coaches, officials or other spectators.

5.8 Board of Directors and Coordinators – Code of Conduct

- a) I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- b) I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- c) I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- d) I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.

- e) I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- f) I will make sure that Coaches and Officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.
- g) I will complete the required Police Record Check
- h) I will demonstrate and encourage respect relating to all aspects of our team.
- i) I will ensure that gender diversity is respected by all players and staff.

5.9 Impact of Breaking Code of Conduct

The Grievance Process outlined in Section 5.1 of this ROO should be utilized.

- a) An individual membership or a specific role within the PEMAA may be revoked at any time if an individual has been deemed by the Board of Directors to be in contravention of the By-Law or Rules of Operation. Such action shall only result after a fair hearing through the Grievance Process (ROO Section 5.1), recommendation of the Board of Directors, and a majority vote of the Board of Directors.
- b) The PEMAA reserves the right to reject membership in any cases where a previous record of behaviour unbecoming a member of Point Edward Minor Athletic Association has been evident.
- c) A Coach may suspend one of his players a maximum of three one-game suspensions before a Board of Directors meeting must be held to address the issue. Whenever a player has been suspended, the Coach shall notify the player, the parents and the Hockey Coordinator in writing immediately. The Board of Directors shall meet to address the issue when any player has been suspended by their Coach.
- d) Team officials or players who are under the influence of alcohol or narcotics are not allowed to participate in any PEMAA hockey program. Offenders will be subject to suspension is determined by the PEMAA Hockey Coordinator and Board of Directors.

5.10 Conflict of Interest

- a) Members of the PEMAA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit – financially or otherwise. Members with a conflict of interest shall not vote in such instances. The Board of Directors will make a ruling where the question of a conflict of interest arises. All conflict of interests will be recorded in the minutes.

SECTION 6 - COACHES/MANAGERS/TRAINERS/COORDINATORS

6.1 Qualifications

All PEMAA team Coaches, Assistant Coaches and Trainers must be certified in accordance with the Governing Body.

6.2 Selection of Hockey Convenor

a) Recruitment of Hockey Convenor

1. The Application deadline for Hockey Convenor will be established and publicized at time of registration.
2. Applicants will submit a written application to the PEMAA President
3. PEMAA will promote and encourage applicants through their website prior to registration as well as at the time of registration.

b) Procedure to Recommend a Hockey Convener

i) At the PEMAA Board meeting immediately following registration, applications for Hockey Convener will be evaluated. A date and time will be selected to conduct interviews with all applicants.

Success Criteria could include:

- Organizational abilities
- Successful coaching experience
- References
- Development Committee Experience
- PEMAA Board Experience
- Coaching philosophy
- Alignment with PEMAA Mission

c) Appointment of Hockey Convener

- The candidate to be recommended shall be appointed with PEMAA Board Approval
- The President will notify the successful candidate of the Board's final decision along with the candidates who were not selected.

6.3 Selection of Coaches

The following process will be used for inviting applications, selecting and evaluating Head Coaches.

a) Invite Applications

- i) Applications for coaching positions will be advertised for the upcoming season.
- ii) Applications for coaching positions for the following season will be made available no later than March 1.

b) Appoint a Selection Committee

- i) The Selection Committee will be led by the PEMAA Hockey Convenor
- ii) The Hockey Convener will be responsible for nominating a Selection Committee to the Board of Directors. The Selection Committee nomination should be made at the March Board meeting.

- iii) The Selection Committee will consist of:
 - Hockey Convener
 - President of PEMAA
 - 1 community member, with past associations or experience in coaching
 - iv) The Board of Directors will approve or propose amendments to the nominations for Selection Committee.
- c) Review the Applications
 - i) Coaching applicants will be encouraged to apply by the player registration dates
 - ii) Applications received after the Annual General Meeting will be considered at the discretion of the Selection Committee.
 - iii) Although applicants can designate their preferred team, applicants will be considered for all available PEMAA head coaching positions.
 - iv) The applicants for Head Coach positions, based on a specific application form, will be reviewed considering the following criteria:
 - Coaching qualifications
 - Years of coaching experience
 - Significant feedback received from previous coaching positions (may include player, parent, other coaches' input, as deemed appropriate and relevant by the Selection Committee)
 - Coaching philosophy as appropriate for the team being requested,
 - Alignment with PEMAA Mission
- d) Conduct Interviews
 - i) Where there is more than one candidate for a Head Coach position, the Selection Committee may conduct interviews of all available candidates.
 - ii) Where there is only one candidate for a coaching position, the Selection Committee will decide whether an interview is needed or not but completed applications are required from all applicants to provide valuable information for the Hockey Convener .
 - iii) Interviews will be conducted by the full Selection Committee. Where this is not possible or practical, interviews will not be conducted with less than 2 Selection Committee members participating.
- e) Finalize Selections
 - i) The Selection Committee will make their recommendations for Head Coach positions at the Board meeting immediately following the AGM
 - ii) The Board will review and approve or propose changes to the recommendations.
- f) Notify Applicants
 - i) The PEMAA Coach Selection Coordinator will notify the applicants of the Board's decision
 - ii) Applicants who have been accepted as Head Coach of one of their preferred choices will be notified first.
 - iii) Applicants who are being offered a coaching position, other than one of their preferred choices, will be contacted next.
 - iv) Applicants who have not been selected for a coaching position will be contacted last.
 - v) All applicants will be informed as soon as possible, after the decisions are made.

- g) Establish Bench Team
Head coaches that have been selected will be encouraged to develop a possible bench team to be presented to PEMAA for approval. Once approved, the bench team should ensure that their qualifications (e.g. clinics, registrations, etc.) are up-to-date or scheduled for immediate updating
- h) Conduct Initial Coaches Meeting
 - i) Prior to the start of the regular season, a Head Coaches' meeting will be conducted. The meeting will cover equipment, scheduling, and any other relevant information as needed for the upcoming season.
 - ii) The meeting will be scheduled and lead by the Hockey Convener
- i) Coach Communication
 - i) The Hockey Convener will ensure that there is ongoing communication with Head Coaches throughout the season.

6.4 Police Record Checks

a) The Point Edward Minor Athletic Association accepts significant responsibility with respect to all members, volunteers and especially hockey players that participate in the Association's programs. The Association owes a duty of care to its members, volunteers, and to the community recognizing that some of the positions within the organization are of significant trust.

The Point Edward Minor Athletic Association, (PEMAA) including all Executive, Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers must complete and submit an Application form and a satisfactory Police Record Check or demonstrated commitment to secure a satisfactory Police Record Check in the immediate future.

No applicant will be approved as a Team Official or a Practice Coach unless the Coaches Selection Committee or the PEMAA Hockey Convener has made a recommendation.

b) Approvals for Executive and Bench Staff are subject to the individual obtaining a Police Record Check satisfactory to the Point Edward Minor Athletic Association Risk Management Coordinator in accordance with the following guidelines:

- i. All applications for consideration must include a satisfactory Police Record Check or demonstrated commitment to secure a satisfactory Police Record Check.
- ii. All Executive representatives chosen at the Annual General Meeting are to obtain Police Record Check within 60 days of appointment.
- iii. All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain a Police Record Check from their local Police Detachment.
- iv. All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain and submit to PEMAA a satisfactory Police Record Check or demonstrated commitment to secure a satisfactory Police Record Check before they are allowed on the bench as part of any Bench Staff.
- v. All information obtained through a Police Record Check is strictly confidential. Reports of satisfactory Police Record Checks will be maintained in a safe and secure place accessible by only the PEMAA President and Risk Management Coordinator.

- vi. It will be the responsibility of the PEMAA President and Risk Management Coordinator to evaluate unsatisfactory Police Record Checks.
- vii. Police Record Check will not be considered valid if dated more than 4 years ago, as per OMHA guidelines.

c) Individuals with outstanding Criminal Code Convictions or charges pending, for certain offences will not be accepted by PEMAA as an Executive Member or as any part of a “Bench Staff.” These offences include, but are not limited to, the following:

- i. Physical or sexual assault
- ii. Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- iii. Outstanding convictions or charges pending deemed violent, whether or not it involved weapons
- iv. Indictable criminal offenses for child abuse
- v. Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving. Criminal driving offences will be evaluated for the previous 3 years by the President or Risk Management Coordinator.
- vi. Intent to traffic or trafficking in illegal substances
- vii. Individuals may be excluded from a position with PEMAA as a result of other information gained during the Police Record Check process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she is being refused and may appeal to the Board of Directors, Risk Management Coordinator in writing for a review.

d) Every Executive, Coach, Assistant Coach, Trainer, Assistant Trainer, and Manager is obliged to inform the appropriate Association contact if he or she is charged, tried or convicted of any offence under the Criminal Code or under other provincial or federal statutes.

6.5 Responsibilities of Coaches/Assistant Coaches

6.5.1 General

- a) Attend coach’s meetings as required or ensure another team official is in attendance.
- b) Attend and assist during league scheduling meeting. Collect schedules, create a master copy and distribute to appropriate parties
- c) Arrange to have a qualified person in the Coach’s absence when necessary, as per approved roster with Hockey Canada.
- d) Ensure that all players and parents are made aware of the playing rules.
- e) Show respect for all referee’s decisions.
- f) Hold a meeting at the start of season with players and parents in order to make them aware of Coach’s plans and aims for the season, explanation of Ontario Minor Hockey Association Roster sheets, fundraising and other matters that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
- g) Respect the ice time allotted with no exception.
- h) Ensure the allotted ice time is not wasted. Trade with fellow Coaches if appropriate.
- i) Ensure that all team personnel are informed of practice.
- j) Ensure that all equipment and facilities are available.
- k) Ensure that all team documentation is properly prepared, maintained and readily available when required.

- l) Complete appropriate evaluations and reports as required.
- m) Ensure that all regulations, safety measures and policies are observed.
- n) Arrive at least 30 minutes prior to the game and obtain the dressing room before any players enter. Parents are responsible for any players who arrive at the arena prior to 30 minutes before any game.
- o) Assign two members of the Coaching staff, Trainer or Manager to monitor the team dressing room before and after practices and games, both home and away.

6.5.2 Away games: (Outside of Point Edward)

- a) Procure a dressing room for your team.
- b) Direct all team personnel to the dressing room.
- c) Properly complete an electronic game sheet.
- d) Ensure that all team personnel observe the appropriate Rules of Conduct at all times.
- e) Have roster sheets available at all times.
- f) Ensure that Hockey Convenor receives an electronic copy of all game sheets.

6.5.3 Home games:

- a) Prepare an electronic game sheet; ensure that it is properly filled out.
- b) Ensure that visiting team has the game sheet 15 minutes prior to game time.
- c) Have roster sheet available at all times.
- d) Ensure that Hockey Convenor receives an electronic copy of all game sheets.

6.5.4 Assistant Coaches:

- a) Assistant Coaches must be at least 14 years of age, and at least 2 years older than the players they are coaching, e.g. Midget aged individual may coach up to PeeWee but cannot coach Bantam.
- b) Any PEMAA player under the age of 16 participating as a practice Coach must wear full equipment.

6.5.5 On-Ice Helpers:

- a) Any PEMAA player under the age of 16 participating as an On-Ice Helper must wear appropriate equipment.
- b) On-Ice Helpers must be at least 14 years of age, and at least 2 years older than the players they are helping.

6.6 Responsibilities of Trainers

- a) Trainers are to be certified, carded and are to conform to Hockey Trainer Certification Program (HTCP) rules and procedures only.
- b) Inform Coach of changes in physical and mental health of players.
- c) Keep up-to-date records on players Health Card and emergency contact information.
- d) Keep records of player needs, e.g. aerosol for asthma.
- e) Trainers must immediately file an accident report to Hockey Coordinator, on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games under concussion protocol.

- f) Ensure that a copy of the game sheet accompanies the injury report.
- g) Monitor that when a player requires medical attention, a doctor's release is required before the player may return to practice or play.

6.7 Responsibilities of Managers

Managers will assist other team officials with off ice activities including collecting money, booking tournaments and other team arrangements.

6.8 Responsibilities of Parent Representatives/Manager

If a Coach decides they will not designate a manager position on their team, then the Parent Representative will act as both Manager and Parent Representative. In this case refer to the above, Section 6.6, Responsibilities of Manager for roles.

The roles of the Parent Representative:

- a) Forward emails received from PEMAA Board Representative.
- b) Pick up and distribute merchandise, pictures and any fundraising items.
- c) Distribute team jerseys prior to each game (in dressing room) and collect team jerseys after each game. Wash jerseys when needed.

6.9 Responsibilities of All Team Officials

- a) Team Officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the PEMAA, and Governing Body. The Head Coach of the team is responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to Play" to the Hockey Coordinator and to the Governing Body.
- c) No PEMAA team shall participate in any practice or game (tournament, league or exhibition) where the opposing team is not a registered member of the Ontario Minor Hockey Association without permission from the Governing Body.
- d) Permission must be obtained by Governing Body prior to participating against out-of-country teams.
- e) All teams shall inform their Hockey Coordinator of their acceptance in a hockey tournament.
- f) No player shall be allowed on the ice unless accompanied by a Coach, Trainer or Manager

6.10 Responsibilities of Hockey Convenor

Act as key coordinator of hockey operations of PEMAA, including:

- a) Coordinate the process for selecting and evaluating candidates for head coaches and team officials (see Section 6.3 for details)
- b) Represent PEMAA at Lambton Middlesex Local League meetings
- c) Oversee the first round of playoffs and complete second round scheduling with other Lambton/Middlesex Local League
- d) Monitor and advise coaches throughout the season

- e) Conduct Coaches' meetings when required
- f) Ensure that all documentation is properly prepared, monitored and readily available when required by coaches
- g) Ensure that all regulations and policies are observed.
- h) Make recommendations on the number of teams in each division and the number of players per team
- i) Ensure approvals and travel permits for each team attending at turn a meant are available to team officials.
- j) Ensure timekeepers are trained and available for every PEMAA game.

6.11 Coordinator Roles

From time to time, coordinators may be selected from the Board of Directors or other interested individuals for specific roles. These coordinators may wish to form committees of interested individuals to assist them. Coordinators are expected to maintain records that would be of assistance to individuals fulfilling their roles in the future. Examples might include Grievance Coordinator, Purchasing and Equipment Coordinator, Registration Coordinator, Ice Time and Referee Coordinator, Website Coordinator, and Risk Management Coordinator.

SECTION 7 - TIMEKEEPERS

7.1 Timekeepers

- a) It is the responsibility of each PEMAA team to supply the appropriate number of timekeepers and penalty box personnel.
- b) Responsibilities of Timekeepers
 - i) Must commit to training on operation of the clock and awareness on completion of the electronic game sheet app
 - ii) Develop an awareness of all penalty signals and abbreviations
 - iii) Provide necessary information for governing bodies requiring suspensions for reaching penalty thresholds
 - iii) Report any discrepancies to the Hockey Convenor within a week after receiving the timekeeper bi-seasonal schedule. Any changes needed after a week's time has elapsed are the responsibility of the timekeeper.
 - iv) If a timekeeper finds a replacement for their game, please e-mail or call this change to the Hockey Convenor
 - v) Expect payment the week before Christmas and at the end of the playoffs season.

SECTION 8 - CONCUSSION PROTOCOL

8.1 Concussion Protocol

Point Edward Minor Athletic Association is dedicated to the safety of our current and future athletes. We bring the concussion issue into focus which allows players to continue enjoying the sport they love while also ensuring their safety. PEMAA encourages evidence-based concussion care for our athletes, families and Coaches from appropriate professional service providers.

8.2 Suspected Concussion

If a concussion is suspected, whether occurring as a part of Point Edward Minor Athletic Association or otherwise, the athlete is to be withdrawn immediately from all practices and games and not permitted to return until cleared by one of the player’s family physician or qualified medical officials.

All players with a suspected concussion should be encouraged to either attend the nearest emergency department and/or to make an appointment with your family physician or qualified medical officials as soon as possible to receive a proper diagnosis and help speed the Return-to-Play process.

SECTION 9 – FINANCIAL SUPPORT

9.1 Courses

The following courses indicated and required by the Governing Body will be covered for all approved bench staff at the percentage listed below based on the submission of an invoice or approval by the Board of Directors.

Coaches	100%
Trainers	100%
Referee Clinic (for currently Registered PEMAA players)	75%

9.2 Remuneration

Reimbursements for travel, accommodations, meals and other expenses incurred while serving for PEMAA business must be approved by the Board of Directors.

9.3 Police Record Checks

Any cost incurred relating to police record checks will be reimbursed by PEMAA.

9.4 Tournament Fees

Annually, the Board of Directors will consider allocating an equal amount of funds to each team for the purpose of defraying part of the cost of entering tournaments. Allocated funds not used by the teams for tournaments may not be used by the teams for other purposes.

9.5 All Star Game

Annually, the Board of Directors will consider allocating to each individual selected to participate in an All-Star game an equal amount of funds for the purpose of defraying, or fully covering, the costs of jerseys for all PEMAA players selected to their league’s All-Star game.

SECTION 10 - FUNDRAISING

10.1 Association

- a) All fundraising activities must be sanctioned through the Board of Directors by written request.
- b) Special permission for any fundraising to offset costs of a specific activity for a specific team must be requested in written format to the Board of Directors. The Board of Directors will evaluate each request and their decision will be binding.
- c) The fundraising requirement for players may be incorporated into the registration fees.

SECTION 11 - VOLUNTEERING

11.1 Volunteers

Point Edward Minor Athletic Association is a volunteer driven organization. Without the commitment and hard work of our volunteers, our Association would not exist. Although we do not require volunteer cheques at registration like many other minor sports associations, the personal rewards for volunteering are immeasurable.

There are countless ways to get involved and the following are a few examples:
Coach, Bench Staff, Trainers, On-ice Helpers, Managers, Parent Representatives, various Coordinators, etc.

If you have interest in a volunteer position, please e-mail pointedwardhockey@hotmail.com

SECTION 12 – SPONSORSHIP

12.1 Show Appreciation to Soccer Sponsors

It is important to remember that all soccer sponsors are making a direct contribution to the PEMAA. Therefore, it is very important that all PEMAA members who have an opportunity to do so effectively and sincerely show their appreciation to the sponsors.

12.2 Avoid Soliciting From Sponsors

Official sponsors of the PEMAA are not to be approached by any Team Official, parent or any person associated with a team to request further sponsorship.

12.3 Annual Review

Sponsorship dollar guidelines and number of sponsorships per team will be reviewed annually by PEMAA Directors.

12.4 No Display of Alcohol Sponsorship

No team will display, or allow to be displayed, any advertising of a brewery, distillery, or winery in relation to a team.

12.5 Governing Body Rules

Refer to Governing Bodies (OMHA, LMLL) for Rules on Sponsorship.

SECTION 13 - GAMES

13.1 Games

- a) Each PEMAA team is financially supported for two exhibition games (one home and one away). Each game must be cleared through the Hockey Convenor before confirmation can be given to the incoming team. Exhibition games must not conflict with league games. They will be played at the discretion of the Coach as long as the proper contacts are made, (i.e. referees, gatekeepers, Ice Time Coordinator). Any exhibition games in excess of two, need Board of Directors approval.
- b) Cross-ice initiative age groups may receive special Board approval to allow them to participate in games with other centres.
- c) Any team playing an exhibition game must use the proper game sheet and Qualified Officials.
- d) A copy of the game sheet must be forwarded to the Hockey Coordinator.
- e) PEMAA teams are strongly encouraged to participate in OMHA tournaments.
- f) Lengths of games must be in accordance to Governing Bodies Rules.

13.2 Playoffs

All teams will play in scheduled playoff series.

13.3 Tournaments

- a) Each team is responsible for entering tournaments in which they would like to participate with approval from the Board. Entry fee(s) are the responsibility of the team entering the tournament. (See item 10.1(b))
- b) A similar level of funding will be provided to each PEMAA team to be used to offset tournament registration fees (See item 9.4)
- c) There will be no outside soliciting/fundraising for tournaments without Board approval.

- d) PEMAA team colours will be worn.
- e) Immediately upon acceptance in a tournament, team bench staff must provide notice to the Hockey Convenor and Ice Time Coordinator to allow for appropriate ice time rescheduling.

SECTION 14 - COMMUNICATIONS

14.1 Website

Ensure website is frequently updated and the following items are added to current contents:

- a) Rules of Operations (ROO) and PEMAA By-Laws
- b) Basic rules and age categories
- c) Clearly outlined requirements and expectations for players and parents
- d) Board Minutes
- e) Volunteer Opportunities
- f) An opportunity for feedback from PEMAA Members
- g) Frequently asked questions

14.2 Game Sheet App

Appropriate training and equipment will be offered to each team's bench staff at the start of the season to ensure effectiveness.

14.3 Minor Hockey News Board

Maintain a current, informative and appealing display at all times on a PEMAA News Board located in the arena lobby.