

**GRAVENHURST MINOR HOCKEY  
ASSOCIATION  
MANUAL OF OPERATIONS**

**2004 – 2005 Season**

*September 2004*

# GRAVENHURST MINOR HOCKEY ASSOCIATION MANUAL OF OPERATIONS

The purpose of these rules is to enable the Gravenhurst Minor Hockey Association to operate its hockey programme in a manner consistent with its bylaws, the regulations of the governing bodies and common sense. Safety and fair play on and off the ice are critical to the success of the hockey programme.

## 1.0 CODE OF CONDUCT AND ETHICS

**1.1 Purpose:** To establish and maintain standards for participants including all players, parents, team officials, executive members and volunteers. The standards are comprised of, but not limited to, the following principles:

- 1.1.1 Participants must endeavour to respect the rights, dignity and worth of every human being and endeavour to treat everyone equally within the context of their activity.
- 1.1.2 Participants have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 1.1.3 Participants should communicate and cooperate with other sports organizations, non sports organizations, medical practitioners and educational institutions in the best interest of the players.
- 1.1.4 Participants should encourage executives, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
- 1.1.5 Participants should never advocate the use of performance enhancing drugs or banned substances.
- 1.1.6 Participants should be clear as to what is to be regarded as confidential information and not to divulge any such information without the expressed approval of the individuals concerned.
- 1.1.7 Participants are expected to consistently display high personal standards both professionally and personally.
- 1.1.8 All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 1.1.9 Participants have a responsibility to themselves and the Association to maintain their own effectiveness, resilience and abilities.
- 1.1.10 Participants should not display an affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that group.

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**1.2 COACHES AND TEAM OFFICIALS CODE**

**1.2 All team officials shall:**

- 1.2.1. Be a resource person able to assist the athlete to develop his/her potential and self-dependency.
- 1.2.2. Recognize individual differences in athletes and always think of the athletes' long-term best interests. Aim for excellence based on realistic goals. The activity undertaken should be suitable for the age and ability of the players.
- 1.2.3. Be honest and consistent with athletes.
- 1.2.4. Lead by example. Teach and practice cooperation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements, which no one should evade or break.
- 1.2.5. Make the sport challenging and fun.
- 1.2.6. Ensure that all equipment and facilities meet current safety standards.
- 1.2.7. Be prepared to interact in a positive manner with administrators, league officials and parents.
- 1.2.8. Be responsible people who are flexible and willing to continually learn and develop.
- 1.2.9. Encourage athletes to be fit all year, every year and not just for the season.
- 1.2.10. Follow the advice of a physical medical exam when determining when an injured player is ready to play again.
- 1.2.11. Set and monitor boundaries between a working relationship and friendship with players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

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**1.3 PARENTS' CODE**

- 1.3.1 Do not force an unwilling child to participate in sports.
- 1.3.2 Remember, children are involved in organized sport for their enjoyment, not yours.
- 1.3.3 Encourage your child to always play by the rules.
- 1.3.4 Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- 1.3.5 Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- 1.3.6 Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- 1.3.7 Do not publicly question the official's judgment and never question their honesty.
- 1.3.8 Support all efforts to remove verbal and physical abuse from children's activities.
- 1.3.9 Recognize the value and importance of volunteer officials. They give their time and resources to provide recreational activities for your child.
- 1.3.10 Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not appropriate.

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**1.4 PLAYERS' CODE**

- 1.4.1 Play for the fun of it, not just to please your parents or coach.
- 1.4.2 Play by the rules.
- 1.4.3 Never argue with the official's decisions. Let your captain or coach ask any necessary questions.
- 1.4.4 Control your temper – no mouthing off, breaking sticks, throwing gloves or other equipment.
- 1.4.5 Work equally hard for yourself and your team – your team's performance will benefit and so will your own.
- 1.4.6 Be a good sport. Cheer all good players, whether your team's or your opponents.
- 1.4.7 Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
- 1.4.8 Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- 1.4.9 Cooperate with your coach, teammates and opponents, for without them you do not have a game.
- 1.4.10 Remember, you are representing yourself, your parents, your team, your sponsor and your town at all times to and from the arena

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<b>1. 5 SPECTATORS CODE</b>
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- 1.5.1 Remember that children play organized sports for their own fun and enjoyment. They are not there to entertain you and they are not miniature pro athletes.
- 1.5.2 Be on your best behaviour. Don't use profane language or harass players, coaches or officials.
- 1.5.3 Applaud good plays by your team and the visiting team.
- 1.5.4 Show respect for your team's opponents. Without them there would be no game.
- 1.5.5 Never ridicule or scold a child for making a mistake during a competition.
- 1.5.6 Condemn the use of violence in all forms.
- 1.5.7 Respect the official's decisions.
- 1.5.8 Encourage players always to play according to the rules.

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**2. ELIGIBILITY AND REGISTRATION**

- 2.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age as hereafter provided.
- 2.2 The G.M.H.A. Executive reserves the right to prescribe requirements from time to time and to refuse registration for disciplinary or other reasons deemed necessary by the executive.
- 2.3 Priority to register will be: (i) Firstly, residents of the Town of Gravenhurst (ii) Secondly, residents of neighbouring municipalities deemed by the O.M.H.A. to be eligible to play for G.M.H.A. as a Centre.
- 2.4 All applicants must be registered on a designated registration form as decided by the G.M.H.A. executive. At registration, a parent or legal guardian must sign the G.M.H.A. registration form. Also, a parent or legal guardian must sign the O.M.H.A./C.A.H.A. player's card or roster sheet, as required, after the teams have been picked.
- 2.5 All first time applicants must provide proof of age (photocopy of birth certificate).
- 2.6 Players accepted on a rep team for the first time with G.M.H.A. must submit their birth certificates for approval of O.M.H.A. Special Arrangements will be made for players born outside of Canada i.e. Photo of original with affidavit.
- 2.7 Registration will remain open until September 1<sup>st</sup>. Further applications will be accepted at the discretion of the executive. New town residents may be required to fill out a residency questionnaire as required by O.M.H.A.
- 2.8 A registration form must be filed with the G.M.H.A. registrar, with the appropriate fee, before any player can participate in an activity sponsored by G.M.H.A. The executive is empowered to prohibit any player from practicing or playing until fees are paid in full.
- 2.9 Any player terminating his or her participation may apply for a refund. Refunds, if granted, will be pro-rated based on the number of hours scheduled and the condition of returned G.M.H.A. equipment minus a base fee (insurance and administration costs) determined annually by the executive.
- 2.10 No refunds will be granted after December 1<sup>st</sup> of the playing season.
- 2.11 Extenuating circumstances under 2.9 will be considered by the executive.

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2.12 Ages per division will be those set out by O.M.H.A.

<b>DIVISION</b>	<b>AGE GROUP (as at December 31)</b>
Tyke	Born in 1996 or subsequent years
Novice	Born in 1995 or subsequent years
Atom	Born in 1993 or subsequent years
Pee wee	Born in 1992 or subsequent years
Bantam	Born in 1990 or subsequent years
Midget	Born in 1987 or subsequent years
Juvenile	Born in 1984 or subsequent years

2.13 Players may tryout for and play for the next high division if:

- A) The player has exceptional skills and ability. (They must be able to make the first line as determined by committee.)
- B) There is a position available on the higher team.
- C) The lower team is not reduced to less than 11 players.
- D) **The final decision rests with the executive.**

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**3. EQUIPMENT AND UNIFORMS**

- 3.1 G.M.H.A. will supply two sets of sweaters for Rep teams. These sweaters are issued to the team managers and must remain in their custody throughout the season. Any damaged sweaters must be reported to the Equipment Manager immediately. Malicious damage will be the responsibility of the team.
- 3.2 Rep teams are expected to wear G.M.H.A. colour (Calgary Flames) socks for all games. As socks are considered consumable, G.M.H.A. will purchase socks in bulk and will sell them to the teams at cost. Teams will wear G.M.H.A. white socks for all home games. Teams will wear G.M.H.A. black socks for all away games. Teams electing to purchase only one set of socks will wear G.M.H.A. black socks for all games.
- 3.3 All rep players will wear the same coloured socks on both legs. The practice of wearing different coloured socks is not acceptable.
- 3.4 G.M.H.A. will supply one set of sweaters of HL teams. These sweaters are issued to the team managers and must remain in their custody throughout the season. Any damaged sweaters must be reported to the Equipment Manager immediately. Malicious damage will be the responsibility of the team.
- 3.5 All HL players will wear the same coloured socks on both legs. The practice of wearing different socks is not acceptable.
- 3.6 G.M.H.A. will be the arbitrator in the case of sweater colours within the house league.
- 3.7 All players must wear all prescribed safety equipment at all times while participating in hockey whether on the ice, on the players bench or in the penalty box.
- 3.8 Any player acting as an assistant for another team must dress in full equipment when on the ice.
- 3.9 Coaches and assistants must wear CSA approved helmets when on the ice for practices.
- 3.10 All equipment must be the type approved by C.A.H.A. and O.M.H.A.
- 3.11 Goaltenders equipment may be available, on a loan basis, for goaltenders playing for G.M.H.A. teams.
- 3.12 This equipment may not be used for any other purpose than G.M.H.A. sanctioned events unless express permission is given by the Equipment Manager. Note – if a goaltender attends a hockey school, and the player continues to play for G.M.H.A., this would be considered beneficial to G.M.H.A. and equipment may be loaned at the discretion of the Equipment Manager. If a goaltender is playing for another team i.e. summer hockey, equipment may be

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rented to the player at the discretion of the executive.

- 3.13 Any goaltender's equipment issued by the Equipment Manager must be signed for by the player AND his/her parent and must be returned in a condition satisfactory to the Equipment Manager.

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**4. GUIDELINES FOR REP TEAM SELECTION**

- 4.1 Rep teams (Novice through Midget) shall declare a roster of not less than 11 players on or before the first Friday in October. Teams carrying less than 11 players must have G.M.H.A. executive approval.
- 4.2 Tryout dates and times will be posted in the arena as of the first registration date.
- 4.3 No G.M.H.A. team may commence tryouts prior to the first tryout ice scheduled by G.M.H.A.
- 4.4 Rep teams must submit their complete roster to the O.M.H.A. contact no later than September 30<sup>th</sup>.
- 4.5 No player may be carded for more than one team.
- 4.6 Players may affiliate with a Rep team of equal age category or the next higher category.
- 4.7 Players may not affiliate with more than one team.
- 4.8 Affiliated players must be eligible for the team by age and residence but cannot be from a team of higher category. Example: a novice age player playing for an Atom HL team may not affiliate with a Novice Rep team.
- 4.9 Affiliated players must be on an O.M.H.A. approved affiliation roster before playing any games for that team.
- 4.10 Affiliated players may not play or practice with their affiliated team if it interferes with any games or practices of their signed team. In the case a player must have permission from the coach of their signed team before going on the ice with their affiliated team.
- 4.11 Parents must give permission for players to affiliate.
- 4.12 Affiliate players may not be used as a threat to team players due to poor performance.
- 4.13 If a Rep player leaves his team of his own volition he/she can only play for a HL team if an opening exists.
- 4.14 That player cannot return to the Rep team for the remainder of the year.
- 4.15 Any player movement after the first playoff game, may result in that player not being eligible to participate in any further playoff games.

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- 4.16 It is the intent of the Gravenhurst Minor Hockey Association that all Representative player movements be completed by November 15. However some exceptions may take place with permission of the Coach/Player committee, and if necessary the executive.
- 4.17 Any Representative player who chooses to return to House League prior to November 15<sup>th</sup> may be assigned to play, at the discretion of the Player/Coach Committee, at the age division above (i.e. Novice Rep may play Atom HL).

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**5. GUIDELINES FOR HOUSE LEAGUE TEAM SELECTION**

- 5.1 The number of teams will be based on the number of players trying out (i.e. 36 players = 3 teams of 12).
- 5.2 Team selections will be made by a team selection committee. The committee will be made up of:
- 5.2.1. the coaches for the teams being selected.
  - 5.2.2. the LL/HL/AE chairperson.
  - 5.2.3. Optional, an additional knowledgeable person appointed by G.M.H.A.
- 5.3 The on ice activities will be a joint effort of the coaches of the teams being selected.
- 5.4 After warming up, players will be put through a number of drills, these drills are intended to allow the selection committee to grade the players ability. Different drills may be required for forwards and defence.
- 5.5 Players are graded as goalie, defence D1, D2, D3, etc. (greater ability to lesser ability) and forward F1, F2, F3, etc. (greater ability to lesser ability).
- 5.6 The selection process will be as follows (example based on three teams):
- a) one or two goalies (as available) are assigned to each team
  - b) the remaining players will be assigned as follows:  

TEAM A	D1, D6, D7, D12, F1, F6, F7, F12
TEAM B	D2, D5, D8, D11, F2, F5, F8, F11
TEAM C	D3, D4, D9, D10, F4, F4, F9, F10

**The intended result is to have balanced teams.**

- 5.7 Once teams are selected, and only after teams are selected, coaches will be assigned to each team.
- 5.8 MINOR adjustments can be made at this time to allow coaches to coach their own child, children playing with other family members, etc.
- 5.9 After the first round of play and possibly at other times throughout the season, the Local League/HL/AE Chairperson will meet with the coaches to determine if further team

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adjustments are required.

- 5.10 Coaches, players and parents should keep in mind that the purpose of team adjustments is to maintain balanced teams. This ensures a healthy level of enjoyment and skills development for all players.

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**5.0 CONDUCT AND DISCIPLINE**

- 5.1 Any participant, coach, manager, trainer, player or volunteer shall be subject to:
- 5.1.1 suspension from the Association activities if he/she contravenes in any way the Constitution, bylaws or regulations of G.M.H.A.; and
  - 5.1.2 disciplinary action and/or suspension for conduct not befitting the intent or objectives of G.M.H.A.
- 5.2 Any participant, coach, manager, trainer, player or volunteer who deliberately damages or defaces facilities used by G.M.H.A. or G.M.H.A. equipment shall forthwith be suspended from the G.M.H.A. until the cost of repair or replacement of the damaged equipment has been paid in full.
- 5.3 In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the G.M.H.A. executive.
- 5.4 The use of alcohol or drugs at any G.M.H.A. function (excluding licensed events), or in any arena or in any facility used for a hockey function, by any coach, manager, trainer, official or player, will not be tolerated and may lead to suspension, without refund (where applicable), for the balance of the season.
- 5.5 All coaches are required to publish a list of team rules to the players and their parents prior to the start of league play at the beginning of the season. Those rules are subject to the approval of the G.M.H.A. executive.
- 5.6 Any coach, who deems disciplinary action necessary against an individual player on his team for any reason, may suspend the player for up to two games only.
- 5.7 If the coach deems discipline action in excess of two games to be necessary, the matter must be referred to the G.M.H.A. executive.
- 5.8 Any player who is found to be ineligible,(due to age, residence or O.M.H.A. suspensions) but still plays, shall be subject to disciplinary action or suspension.
- 5.9 Any coach or manager who allows a player to play, who is ineligible to play (because of age, resident or O.M.H.A. suspensions) shall be subject to disciplinary action or suspension.
- 5.10 Any player, coach, trainer or manager who is suspended by O.M.H.A. for any reason will have his suspension reviewed by the G.M.H.A. executive for possible further action.

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- 5.11 Any coach who fails to notify the G.M.H.A. executive (via the O.M.H.A. rep for Rep teams and the HL/LL/AE Chairperson for HL, LL, AE teams), within five days of O.M.H.A. suspensions received by any member of his team, regular player or AP players, will be subject to an automatic three game suspension plus possible further action at the discretion of the G.M.H.A. executive.
- 5.12 Any HL player, including a goalkeeper, who is assessed a major penalty for: cross checking, high sticking, hooking, slashing, boarding, fighting, charging and checking from behind shall be ejected from that game and in addition the player will receive a one game suspension.
- 5.13 Any player who is assessed a second major penalty for fighting shall receive a two game suspension in addition to any suspension by O.M.H.A.
- 5.14 Any player who is assessed a third major penalty for fighting shall be suspended for the remainder of the season. That player will be given the opportunity to present his/her case to a G.M.H.A. executive committee.
- 5.15 Any G.M.H.A. player, who takes part in any fighting before or after any game on the arena property, or in the parking lot, is automatically, indefinitely suspended subject to review by the G.M.H.A. executive.

**6.0 BODY CHECKING**

- 6.1 Body checking in the G.M.H.A. will begin for Rep teams as deemed by the O.M.H.A.
- 6.2 Body checking in the House League is prohibited.

**7.0 TEAM OFFICIALS**

- 7.1 All teams are allowed up to four team officials on the bench in any game. All four of these persons must be listed on the game sheet. For Rep, each of these team officials must be signed on a current season team official's card. For HL, each of these team officials must be signed on a current season roster sheet.
- 7.2 All teams must have at least two team officials (e.g. a coach and a trainer) on the bench for every game. The coach must have completed a NCCP coaching clinic and must record his/her registration number on the game sheet. The trainer must have a current trainer's certificate and record his registration number on the game sheet.

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**8.0 SMOKING**

8.1 Smoking is prohibited within the arena. Disregarding this rule is grounds for disciplinary action.

**9.0 OTHER SITUATIONS**

9.1 Any situations not covered by the rules will be referred to the G.M.H.A. executive for their ruling.

9.2 In situations requiring immediate decisions, the O.M.H.A. Contact/Ice Scheduler will make the decision for the Rep teams and the LL/HL/AE Chairperson will make decisions for the LL/HL/AE teams.

9.3 Decisions made in terms of section 9.2 will be reviewed at the next regular meeting of the G.M.H.A. executive.

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

**10.0 TEAM OFFICIALS**

10.1 All coaches must have a minimum of C.H.I.P. certification. New coaches will have up to December 1<sup>st</sup> of the current season to obtain their certification.

10.2 All trainers must have a minimum of Level 1 trainer's certification. New trainers will have up to the date of the last clinic of the current season to obtain their certification.

10.3 All team officials should where possible, seek ways to improve their abilities and credentials.

10.4 Only four officials per team will be registered with the O.M.H.A. from G.M.H.A. funds.

10.5 Additional officials may be registered, but that team will bear the additional financial responsibilities.

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**11.0 GUIDELINES FOR COACHES**

12.1 Coaches must support and follow the G.M.H.A. Constitution, especially Article 2.01  
Aims:

- a) To encourage and promote certain ideals in all participants: to play fairly under all circumstance, and all conditions; to give opponents a fair chance and not take unfair advantage of any opponent; to win modestly and receive defeat with a smile; to give credit to the team that wins; not to question or dispute the referee's decision.
- b) To set the cause above renown; to love the game above the prize
- c) Sport for sports sake and for the greatest number

11.2 Coaches will be appointed to teams on a yearly basis. Coaches will not coach the same team grouping for more than three (3) years in a row (i.e. a grouping may include year 1 Atom Rep, year 2 Atom Rep, year 3 Peewee Rep, year 4 Peewee Rep. )

11.3 All players get equal ice time during all regular season games. Ice time during events will be based on attendance throughout the season of both practices and games. For Rep teams, all players dressed will get reasonable ice time.

11.4 All teams will be allotted practice time, which must be used for practice and skills development.

11.5 All teams will have a coach, a manager, a trainer and a team parent. The coach and trainer must be certified. It is strongly recommended that each team have at least two certified coaches and two certified trainers. This gives the team more flexibility if a team official cannot attend a game or practice, whether it be a life emergency or suspension.

11.6 The association backs all team officials and therefore all team assistants (managers, assistant coaches and trainers) are subjected to executive approval.

11.7 All safety precautions must be taken during both games and practices (i.e. all box doors must be closed).

11.8 No players are allowed on the ice (i.e. for a practice ) unless the coach, assistant coach or trainer is on the ice.

11.9 A coach cannot cut his team to less than eight players without special permission from the G.M.H.A. executive.

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- 11.10 No one is allowed on the ice unless they are insured by G.M.H.A. For a player, coach, manager, trainer or assistant coach to be insured they must be signed on a player's card or roster to that current season. For other helpers their name must be on the G.M.H.A. insurance list.
- 11.11 The bench area is reserved for the team that is on the ice.
- 11.12 No players are allowed on the ice unless he or she is wearing full equipment. If a player is acting as an assistant or helper for another team, he or she must still wear full equipment.
- 11.13 G.M.H.A. will not be responsible for any debts incurred by the coach without prior written consent.
- 11.14 Coaches will be accountable to the executive for their actions as well as the actions of their team members including players, assistant coaches, managers and trainers.
- 11.15 Refrain from the use of sarcasm, ridicule and other demeaning devices.
- 11.16 Be consistent in management and discipline.
- 11.17 Treat all players impartially, regardless of social and family backgrounds.
- 11.18 Try to maintain conditions in the practice, which will best assist the player in the learning process.
- 11.19 Recognize each player's individuality.
- 11.20 Respect the opinions of the players although they may differ from your own.
- 11.21 Be enthusiastic about the importance and presentation of the basic skills.
- 11.22 Acknowledge in a gracious manner, any errors, oversights or misjudgements affecting the players.
- 11.23 Continue your own learning process, thus associating yourself with the players as learners.
- 11.24 Make due allowances for special circumstances in a player's environment or physical condition which may have an effect on his/her performance or attitude.
- 11.25 All team officials are expected to attend all his team's games and practices.

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**12. 0 GUIDELINES FOR TEAM MANAGERS**

12.1 Managers must support and follow the G.M.H.A. Constitution, especially Article 2.01  
Aims:

- a) To encourage and promote certain ideals in all participants: to play fairly under all circumstance, and all conditions; to give opponents a fair chance and not take unfair advantage of any opponent; to win modestly and receive defeat with a smile; to give credit to the team that wins; not to question or dispute the referee's decision.
- b) To set the cause above renown; to love the game above the prize
- c) Sport for sports sake and for the greatest number

12.2 G.M.H.A. will not be responsible for any debts incurred by the Manager without prior written consent.

12.3 Managers are accountable to the coaches for their actions. Coaches in turn will be accountable to the executive for their actions as well as the actions of other team members including managers and trainers.

12.4 The manager, along with the coach, is responsible for the conduct of the team members at practices and all games both on and off the ice.

12.5 All problems or disputes involving the team will be reported to the G.M.H.A. executive. For Rep teams, this will be done through the G.M.H.A. O.M.H.A. contact/ice scheduler. For LL/HL/AE teams, this will be done through the LL/HL/AE chairperson.

12.6 All team equipment (sweaters, other GMHA owned equipment, etc.) is under the supervision, care and responsibility of the manager.

12.7 The team manager is responsible for:

- Submitting requests for equipment to the equipment manager.
- Obtaining ice schedules from the ice scheduler or LL/HL/AE chairperson.
- Advising the coach and all players of practice and game times and locations. Sufficient notice must be given to ensure that all players may attend.
- Compiling and having on hand at games and practices, a directory of players' names, addresses, telephone, health card numbers and parents' names.
- Noting any physical problems with players (such as allergies, diabetes, etc.) and making efforts to improve his/her knowledge of first aid.
- Verifying the dressing room arrangements for away games, upon arrival at the arena
- Ensuring all equipment is available for games and practices (pucks, first aid kits, etc.)

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- Ensuring the coach is in complete charge of the session, once the players are on the ice.
- Arranging for games and tournaments. All games must receive approval before being played. For house league teams, approval shall be obtained from the LL/HL/AE chairperson. For Rep teams, the team shall receive approval from the OMHA contact, for chairperson approval.
- Ensuring, for all home games, that the dressing room arrangements have been made for the visiting team.
- Ensuring that the game report is completed by both teams before the players go on the ice.
- Ensuring that the game report is submitted to the timekeeper before the start of the game. After the game, ensure that the game report is distributed properly.
- Locking the dressing room, while the players are on the ice.
- Having player registration certificates and/or roster sheets on hand as required.
- Finalizing the statistics for the season and report to the executive.
- At the end of the season take inventory of the equipment, arrange for cleaning, repairing and return to the equipment manager.
- Ensuring during away games, that the referee is carded.

12.8 All ice time allotted by the scheduler as practice time, must be used for practices unless approved by an executive member.

12.9 If circumstances arise under which ice time cannot be used, the scheduler must be notified immediately.

12.10 Game sweaters must be worn for GMHA games. They must not be worn for practices.

12.11 Practice and game times are assigned to ensure the best use of available ice times for all teams. No team has claim to one particular time slot. Efforts will be made to maintain consistent ice times but there will be occasions where this will not be possible.

12.12 During the game, coaching, line changing is the complete responsibility of the coach. The coach will advise the manager if he/she is required on the bench and what h/she should do.

12.13 During the game, all comments regarding the progress of each player should be handled by the coach.

12.14 Any fund raising activity that a team may wish to conduct must be approved the GMHA executive. The team must apply to the Fund Raising Chairperson who will submit the team's proposal to the executive. The Fund Raising Chairperson will require progress reports.

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**13.0 GUIDELINES FOR TEAM TRAINERS**

- 13.1 Trainers must support and follow the G.M.H.A. Constitution, especially Article 2 especially Article 2.01 Aims:
- a) To encourage and promote certain ideals in all participants: to play fairly under all circumstance, and all conditions; to give opponents a fair chance and not take unfair advantage of any opponent; to win modestly and receive defeat with a smile; to give credit to the team that wins; not to question or dispute the referee's decision.
  - b) To set the cause above renown; to love the game above the prize
  - c) Sport for sports sake and for the greatest number
- 13.2 GMHA will not be responsible for any debts incurred by the trainer without prior written consent.
- 13.3 Trainers must be accountable to the coaches for their actions. Coaches will in turn be accountable to the executive for their actions as well as the actions of other team members including managers and trainers.
- 13.1 Make efforts to improve his knowledge of first aid and physical conditioning.
- 13.2 Once players are on the ice the coach is in complete charge of the session.
- 13.3 During the game, coaching, line changing is the complete responsibility of the coach.
- 13.4 During the game, all comments regarding the progress of each player should be handled by the coach.
- 13.5 Recommend warm-up routines to the coach to ensure that the players are properly warmed up before games and practices.
- 13.6 Trainer will handle and be responsible for the team first aid kits.
- 13.7 Recommend drills to the coach to ensure that the team maintains proper physical conditioning.
- 13.8 Check players for properly maintained and fitting equipment. Giving due consideration to the level of hockey being played, make recommendations to players and parents when poorly maintained or ill fitted equipment is found.
- 13.9 Identify potentially dangerous situations that may lead to injury (i.e. ice surface, boards, dressing rooms, etc.).

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- 13.10 The trainer is responsible for administering first aid for injuries at all games and practices.
- 13.11 The trainer is expected to be present at all games and practices. If he/she cannot attend a particular game or practice, they must ensure that a carded trainer is available to take their place.
- 13.12 Set a sportsmanship example for players, coaches and fans.
- 13.13 The trainer will make recommendations to the coach as to whether or not an ill or injured player goes on the ice.
- 13.14 The trainer will ensure that all medical aid injuries are reported to the executive through the OMHA contact/ice scheduler for Rep teams and the LL/HL/AE chairperson for LL/HL/AE teams.

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**14.0 GUIDELINES FOR TEAM ASSISTANT COACHES**

14.1 Assistant coaches must support and follow the G.M.H.A. Constitution, especially Article 2.01 Aims:

- a) To encourage and promote certain ideals in all participants: to play fairly under all circumstance, and all conditions; to give opponents a fair chance and not take unfair advantage of any opponent; to win modestly and receive defeat with a smile; to give credit to the team that wins; not to question or dispute the referee's decision.
- b) To set the cause above renown; to love the game above the prize
- c) Sport for sports sake and for the greatest number

14.2 GMHA will not be responsible for any debts incurred by the assistant coach without prior written consent.

14.3 Assistant coaches must be accountable to the coaches for their actions. Coaches will in turn be accountable to the executive for their actions as well as the actions of other team members including managers and trainers.

14.4 Once players are on the ice the coach is in complete charge of the session.

14.5 During the game, coaching and line changing is the complete responsibility of the coach and all comments regarding the progress of each player during the game should be handled by the coach.

14.6 The assistant coach should be fully aware of all the coach's duties and responsibilities.

14.7 The assistant coach, under the direction of the coach, assists in fulfilling these duties and responsibilities.

14.8 In the absence of the coach, the coach's duties and responsibilities fall fully on the assistant coach.

14.9 Set a sportsmanlike example for the players and the fans.

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**15.0 REGARDING PLAYERS**

- 15.1 Every player dressed for a Rep game must be played a fair and reasonable amount of time. If this is not done, the player should be released from the team and allowed to play HL. A player and his/her parents should be given the choice as to whether he/she plays less on a Rep team or moves back to the house league.
- 15.2 Every player dressed for a HL game must be given equal ice time. Blatant disregard for this rule will result in the immediate suspension of the coach. Some leeway will be given in the last two minutes of the game and in the playoffs but it is expected that all players will get ice time.
- 15.3 If a coach must choose between two players of equal ability, and one is under age, the player who is proper age should be selected.
- 15.4 A coach cannot cut his team to less than 8 players without special permission from the GMHA executive.
- 15.5 No player will be allowed on the ice or bench without:
- Being dressed in full hockey equipment
  - Having registration fees paid in full
  - A member of the coaching staff in attendance

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**16.0 SELECTION OF COACHES**

- 16.1 Applications for coaching positions on GMHA teams will be accepted by the executive upon their discretion.
- 16.2 Any coaching application received after the deadline may be accepted or rejected as a result of a more subjective rather than objective decision-making process.
- 16.3 The coaching committee will review applications, conduct background checks and interview applicants.
- 16.4 The committee will then submit a recommendation to the GMHA executive for each coaching position.
- 16.5 The executive will then accept or reject the committee's recommendations.
- 16.6 The coaching committee will consist of a minimum of three members of the GMHA Executive Committee. In the event that a conflict of interest arises regarding and executive member who indicates an interest to coach, that coaching committee member will declare a conflict of interest and remove themselves from the decision making within that particular selection. The executive committee will recommend and provide a suitable replacement for that coaching committee member. In addition, the coaching committee members will remain consistent for selection within each division. The executive committee will determine the membership of the coaching committee.
- 16.7 Notice of acceptance or rejection shall be provided in writing, with a copy being kept as a permanent part of the minutes.

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**17. OFFICIALS**

- 17.1 The OMHA Contact/ice scheduler is responsible for obtaining referees and timekeepers for GMHA games.
- 17.2 Only OMHA certified referees who have completed the NRCP clinic (as per OMHA regulations) will be allowed to referee games.
- 17.3 Referees will not be allowed to referee games beyond their level of certification (as per OMHA regulations). The only exception will be on the recommendation of the OMHA referee supervisor.
- 17.4 As the house league is the training ground for hockey players, it is also the training ground for officials as well. Please be patient and give the young referee the support that they need to grow in their knowledge and abilities.
- 17.5 All timekeepers are required to attend a timekeepers clinic.
- 17.6 The referees' pay scale for Rep games will be according to the OMHA Manual of Operations.
- 17.7 The referee pay scale for HL games will be set by the executive annually.
- 17.8 The referees' pay scale will be set by the GMHA executive annually.

**18. SUBSIDIZATION FOR COURSES**

- 18.1 GMHA will subsidize team and game officials attending OMHA clinics. The amount of the subsidy will depend on the funds available and will be set by the GMHA executive annually.
- 18.2 The timekeepers' clinic is a GMHA clinic and maybe offered at a minimal cost to the Participant.
- 18.3 All subsidies will be forwarded after the participant has completed the clinic.

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**19. FUND RAISING**

- 19.1 No GMHA teams will be allowed to operate or participate in any team fund raisers unless prior approval has been granted by the executive.
- 19.2 From time to time, GMHA may sponsor a fundraiser and it is expected that ALL teams will participate to the fullest extent.
- 19.3 The GMHA fundraiser chairperson will be responsible for the operation of all fund raising.

**20. SPONSORSHIP**

- 20.1 No breweries, distilleries, wineries or tobacco companies will be permitted to sponsor any GMHA teams.
- 20.2 All sponsorships shall be for a one-year duration.
- 20.3 All equipment purchased or donated by a sponsor shall become the sole property of the GMHA and subject to the rules and regulations of the GMHA.
- 20.4 All equipment shall be the type approved by the GMHA.
- 20.5 It shall be the responsibility of the GMHA Fund Raiser to obtain and allocate sponsors.
- 20.6 All monies, equipment, etc. donated by sponsors over and above the sponsorship fees, must be paid to the GMHA who will in turn pass the monies along to the appropriate teams and or purchase the equipment.
- 20.7 The GMHA will set the sponsorship fees annually.

**21. GAMES AND PLAYING TIMES**

- 21.1 No GMHA team may play more than 3 games in one day.
- 21.2 All teams will be subject to the rules of the OMHA for game length.
- 21.3 All games running over the allotted time period will be curfewed and the results will stand at that point of completion.

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- 21.4 It should be understood by all that one hour of scheduled ice time does not mean 60 minutes of time on the ice. The following is a quote from the ice contract between the GMHA and the Town of Gravenhurst: “total rental ice time includes ice maintenance time of 15 minutes per rental hour”.
- 21.5 Teams are expected to leave the dressing rooms in a reasonable neat condition. The following is a quote from the ice contract between the GMHA and the Town of Gravenhurst: “leave the dressing room in the same state of cleanliness that it was found”.
- 21.6 Any damage found in the dressing room will be invoiced to the team that last used that dressing room.
- 21.7 Teams do not own a time slot. Efforts will be made to schedule consistent game and practice ice times but for various reasons, i.e. league scheduling, playoff scheduling, etc. ice times will vary.
- 21.8 Practices are intended to be used to develop players’ skills without the pressures of game situations. Teams will be given practice times which must be used as practices only. In unusual circumstances, these times may be used as games but only with prior permission from the GMHA scheduler.
- 21.9 All teams must receive prior permission to play in any tournament or exhibition game.
- 21.10 House league teams will apply to the GMHA LL/HL/AE Chairperson who will, in consultation with the GMHA, OMHA Contact / ice scheduler, ensure that the opposing team and/or tournament is legal by OMHA standards.
- 21.11 Rep teams will apply to the OMHA Contact / ice scheduler who will ensure that the opposing team and/or tournament is legal by OMHA standards.
- 21.12 All GMHA teams playing games outside the OMHA area must have a travel permit from the OMHA. Travel permits will be obtained through the GMHA, OMHA contact. Please bear in mind that it takes 2-3 weeks to obtain a travel permit.
- 21.13 Approval to participate in tournaments and exhibition games is granted on the understanding that such tournaments or exhibition games do not interfere with regularly scheduled league or playoff games.
- 21.14 Rep teams must fulfill their commitment to the Muskoka/Parry Sound Minor Hockey League, as scheduled by the GMHA, OMHA contact/ice scheduler, before that team will be allowed to compete in the playoffs.
- 21.15 Registration fees will be waived for any GMHA team entering a tournament sponsored by the GMHA.

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**22. PLAYOFFS**

22.1 Rep teams will enter the OMHA playoffs during mid to late January as laid out in the OMHA playoff draw sheets.

22.2 Each playoff series is usually the best 3 of 5 games but could be best 2 of 3 or best 4 of 7 games. There is usually fourteen days allotted to each series.

22.3 For each playoff series, there must be a contract drawn up between the two centres involved, laying out when and where the games will be played. It is the responsibility of the OMHA Contact/ice scheduler to negotiate with the opposing centre and set up the contract.

**Note:** As there are other groups (figure skating, old timers, rec. hockey, etc.) it is often very difficult to schedule a 5 game playoff series within the allotted 14 days without some awkward game times. Efforts will be made to secure the best game times on both sides without having the contract arbitrated by the OMHA.

22.4 Scheduling ice around the playoffs is very difficult. With playoff contracts being drawn up every 14 days, Rep schedules will be set at the same frequency.

**Note:** As GMHA is committed to OMHA to complete the playoff games within 14 days; HL games and practices as well as Rep practice times may be used, if necessary, for Rep playoff games. House league times will be avoided if necessary.

22.5 The HL playoff format will be determined by the LL/HL/AE chairperson (with the approval of the GMHA executive) annually and be posted on the arena bulletin board at the beginning of the HL playoffs, approximately March 1<sup>st</sup>.

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**23. THE EXECUTIVE**

The GMHA executive will consist of:

1. President
2. Past President
3. Vice President
4. Secretary
5. Treasurer
6. OMHA Contact/Ice Scheduler
7. Registrar
8. Local League/House League/Additional Entry Chairperson
9. Equipment Manager
10. Public Relations Chairperson
11. Tournament Contact
12. Parent Auxiliary Rep
13. Fund Raising Chairperson

The executive will be elected annually at the annual meeting, which will be held on or before May 30<sup>th</sup>. The following is a brief outline of each executive position.

**24. PRESIDENT**

- 24.1 Should be a member of the previous executive.
- 24.2 The President will chair all meetings of the executive.
- 24.3 The President will be ex-officio member of all committees.
- 24.4 Will be a signing member of the Association.
- 24.5 Will exercise the powers of the association in the case of an emergency.
- 24.6 Have the power to suspend team officials or players subject to ratification at the next GMHA executive meeting, which will be held within 72 hours of the incident.

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**25. VICE PRESIDENT**

- 25.1 In the absence of the President or his/her inability to act, the Vice President shall have and exercise all of the powers of President.
- 25.2 Will be a signing member of the association.
- 25.3 Oversee coach, player and spectator discipline committee.

**26. SECRETARY**

- 26.1 Shall keep accurate records of all proceedings of the Association.
- 26.2 Shall notify all members of the executive of meetings and the proposed agenda of these meetings.
- 26.3 Shall be responsible for posting notice of the annual meeting.
- 26.4 Shall be to all intents and purposes the legal holder of all trophies and cups in trust of the Association.
- 26.5 To retain the official up to date copy of the constitution with the approved changes of clarifications attached and is responsible for posting these changes on the arena board.
- 26.6 To perform such other duties as necessary for the good and welfare of the Association.
- 26.7 Notify the legal authorities (Consumer and Corporate Affairs, Town of Gravenhurst) of the change of executive.

**27. TREASURER**

- 27.1 Will receive all monies paid into the Association and keep accurate of the same as well as any monies dispensed.
- 27.2 To have the books of the Association prepared for the fiscal year which ends May 31<sup>st</sup> so that they may be audited by an independent auditor if requested. A complete financial statement by the treasurer or the auditor's reports to be presented to the membership before September 30<sup>th</sup>.

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- 27.3 Will make sure that all cheques issued by the Association are co-signed by the treasurer and one other signatory.
- 27.4 To ensure that the treasurer, President and Vice President are all signatories of the Association.
- 27.5 Will be responsible for getting all expenditures of \$200.00 or more approved by the executive and so recorded in the minutes of the meeting at which approval was given.

ANY PERSON SEEKING THE TREASURER'S POSITION MUST BE BONDABLE UP TO THE AMOUNT DETERMINED BY THE EXECUTIVE.

**28. REGISTRAR**

- 28.1 Coordinate all phases of player registration with the GMHA.
- 28.2 See that all registration promotions and forms are ready before registration dates.
- 28.3 Be responsible for compiling all player lists according to the major age groups, Initiation, Novice, Atom, Peewee, Bantam, Midget, Juvenile and distributing them to the Rep coaches prior to Rep tryouts.

**29. LOCAL LEAGUE/HOUSE LEAGUE/ADDITIONAL ENTRY CHAIRPERSON**

- 29.1 Shall be responsible for all operations and organization of the house league teams and coordinate activities of coaches, managers, trainers and players in the house league.
- 29.2 Shall oversee for obtaining an up to date record of statistics from the house league and furnishing the news media or public relations committee with such information as may be required.
- 29.3 Shall be responsible for all matters concerning the level of players on house league teams and ensuring there is balance and consistency.
- 29.4 May be a member of the coaching committee.
- 29.5 Will act as the liaison between the executive committee and the Local League, House League, and AE teams.

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**30. EQUIPMENT MANAGER**

- 30.1 Submit lists of any equipment required by various coaches.
- 30.2 Be authorized to purchase equipment subject to the approval of the Executive.
- 30.3 Arrange for the handling, storage, repairing, cleaning and inventory of equipment at the end of the season.
- 30.4 Responsible for obtaining a signed receipt for equipment issued to each team.
- 30.5 Control all solicitations of sponsors for equipment.
- 30.6 Distribute first aid kits.

**31. PUBLIC RELATIONS CHAIRPERSON**

- 31.1 Publish registration dates with the news media and in the schools.
- 31.2 Publish all necessary information.
- 31.3 Coordinate publicity and handle any public relation matters that may arise for the good and welfare of the Association.

**32. TOURNAMENT CHAIRPERSON**

- 32.1 Shall keep an accurate and up to date record of all tournaments that a GMHA team participates in.
- 32.2 Shall receive all tournament literature and be responsible for informing the coaches concerned of the tournaments available to them.
- 32.3 Shall keep the scheduler informed of tournament participation to ensure that tournament play and scheduled games do not conflict.
- 32.4 Shall be responsible for all local tournaments which include:
  - Set the dates of the tournaments to be held locally and present to the GMHA executive before the hockey season begins.
  - Handle all invitations to these tournaments and evaluate all applications for tournaments.
  - Appoint individual tournament chairpersons to meet with the sponsors and run the tournaments on the day for GMHA.
  - Handle all OMHA correspondence concerning tournaments.

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- Prepare the draw for each tournament and present a copy to the various individuals concerned including arena manager, referees, participating teams and OMHA officials.

**33. PARENT AUXILIARY REP**

33.1 Shall be a member of the Parents' Auxiliary especially appointed by them to attend GMHA executive meetings as their representative on the GMHA executive.

**34. FUND RAISING CHAIRPERSON**

- 34.1 Be responsible for the raising of money through various activities that the executive deems necessary for additional sponsorship of the Association.
- 34.2 Be responsible for the operation of the gate and the payment of the referees' fees and travelling time and timekeepers.
- 34.3 Coordinate and maintain accurate and up to date records of all promotions, etc. undertaken by individual teams in order to raise money, the funds realized from such undertakings and the purpose of raising money, and is responsible for submitting these promotions, etc., to the executive for approval.
- 34.4 Will be responsible to solicit and collect all team sponsorship monies.

**35. OMHA CONTACT / ICE SCHEDULER**

- 35.1 Shall be the OMHA contact person and handle all matters pertaining to the OMHA.
- 35.2 They will be responsible for being thoroughly familiar with all of the OMHA rules and regulations. This also includes:
- Obtaining, distributing and interpreting the OMHA constitution and rulebook for the current season.
  - Registration of all teams.
  - Handling any protests pertaining to the OMHA that may arise throughout the season.
  - Attending the OMHA district meetings
  - Attending the OMHA annual meeting in Toronto. Registration fee to be paid by the GMHA plus \$50.00 travel allowance. (Nominee of the executive may replace the OMHA Contact).

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- Shall be responsible for obtaining and appointing timekeepers and referees for all GMHA games.
- Shall be responsible for scheduling of all ice time and will be the sole contact with the municipal facilities scheduler.
- Will be responsible for setting all playoff contracts.