ANNEX to MINUTES FOR MAY 13 MDHA EXECUTIVE MEETING: CHANGES TO MDHA REGULATIONS

METCALFE AND DISTRICT HOCKEY ASSOCIATION REGULATION 1 – TEAMS

ARTICLE 1: TEAM STAFF

- 1.1 All team staff, including any subsequent changes, must meet the eligibility of Volunteer Screening and be approved by the MDHA Executive. The team staff shall be comprised of:
 - a) Head Coach (who is a least 18 years old)

b) Assistant Coach(es)

c) Trainer

d) Manager

e) Convenor

(NB - the MDHA will pay the insurance for 6 team officials and <u>any the</u> additional <u>officials</u> will be paid by the team<u>, and oO</u>nly up to 5 (team officials ie: bench staff, listed on the official team roster) are permitted at any one time behind the bench for <u>a</u> game <u>at any one time</u>). **Commented [BG1]:** Not clear what a convenor is in this context

Commented [BG2]: New wording for clarity

1.2 All team staff shall:

a) Be in good standing with the MDHA and league(s) affiliated with the GHA, HEO, HEO	
MINOR and <u>Hockey Canadathe CHA</u> . b) Be supportive and representative of the MDHA Executive direction and philosophy of	Commented [BG3]: Update from CHA to Hockey Canada
players and families for all minor hockey programs.	Cunudu
c) Be knowledgeable and respect the Constitution, By-laws, Rules and Regulations of the MDHA, GHA, HEO, HEO MINOR and CHA.	
d) Be accountable to the MDHA. <mark>It is the responsibility of the coaching staff to be informed</mark>	
and knowledgeable on MDHA direction to progress player - team play. re) Meet the	Commented [BG4]: Repetitive with (b).
certification requirements as set out by the HEO MINOR, GHA and MDHA.	
1.3 An individual cannot be the Head Coach for the same core group of players for more than two	
(2) consecutive years. (This will enassure that players and coaching staff are able to experience different coaching philosophies and methods.).	Commented [BG5]: Typo
1.4 The MDHA Executive will appoint the Head Coach of each MDHA team.	
1.5 No member of the bench staff can be under the influence of, or actively consuming, alcohol,	
<u>cannabis or prohibited substances MDHA strictly prohibits substance or alcohol use by the</u> coaching staff while performing their duties as a member of the coaching b ench staff at a	
hockey related event. No smoking or vaping shall be permitted in any dressing room.	Commented [BG6]: Reworded to reflect not only
	should coaching staff not be consuming
	substances while performing duties they should also not be under the influence of these
ARTICLE 2: SUSPENSIONS	substances while performing duties.
2.1 Answer the state of the beau staff an algorithm may be supported by the MDUA Descident on the Used	
2.1 Any member of the team staff or player may be suspended by the MDHA President or the Head Coach for infractions of regulations, unsportsmanlike conduct, insubordination, or misconduct	
or the applicable Code of Conduct. The MDHA Executive is to be notified immediately of such	
action and the circumstances detailed. The Head Coach will be notified by the MDHA Executive of the course of action taken by the Executive. <u>GHA is to be notified of any coach-levied</u>	
suspensions.	Commented [BG7]: To reflect we now have Codes
2.2.7 the Description of the second	of Conduct.
2.2 The President may suspend or expel a team or player under the jurisdiction of the MDHA for notorious or continued foul play, or unfair, unsportsmanlike or ungentlemanly	Commented [BG8]: This is a GHA requirement
conduct, individually or collectively, on the ice or in the arena where a hockey match is being	
played, or at any meeting or gathering in the interests of the game, for negligence to pay assessment, or for any persistent infringement of the laws of the game or the Rules and	
Regulations and applicable Codes of Conduct of the MDHA, League Affiliated with or CHAGHA,	
HEO, HEO Minor and Hockey Canada	Commented [BG9]: Updated wording to include
2.3 HEO MINOR Code of Discipline game infractions may, at the discretion of the VP Discipline,	Codes of Conduct and all affiliated organizations
result in a MDHA Panel Discipline Review, if the infraction received meets these parameters:	
1. 3 rd Game Misconduct in a Playing Season.	
2. 1 st Gross Misconduct in a Playing Season	
3. 1 st Match Penalty in a Playing Season.	
2.4 Panel Discipline Hearings will be convened in a timely manner and be chaired by the Vice- President Discipline, Risk and Safety and will comprise a Panel of a minimum of 3 voting	
members of the Executive with no conflict of interest.	Commented [BG10]: Reflect new title of position
2.5 A Panel Discipline Hearings will generally proceed in this manner:	Commented [BG11]: Clarify that panel members must have no conflict of interest
I. Attendance will be at the sole discretion of the Chair.	
II. All comments, questions and responses will be addressed through the Chair.	Commented [BG12]: Typo
III. The Chair will describe the event(s) that lead to the hearing.	
IV. Each side will be allowed to state their case without interruption.	

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Witnesses must provide substantiated statements. No hearsay

evidence will be allowed.

- V. Panel members may ask clarifying or supplementary questions at the conclusion of a person's statement.
- VI. At the conclusion, all those not members of the Panel shall be excused and the Panel members will deliberate. The Chair has no vote on these panels.

2.6 The Discipline Chair will notify each side of the Panel Hearing Decision within 24 hours.

2.7 Complaints concerning an individual, team, team official, parent, or fan who engages in activity which threatens the welfare of others or makes a travesty of the game should be sent to the appropriatelevel MDHA Convenor, who will then contact the Vice_President Discipline, <u>Risk</u> and <u>Safety</u>. In sensitive and time-sensitive mattements, the complainant can send their complaint directly to the Vice

President Discipline, Risk and Safety.

2.8 Disclosure of the content of a written complaint will be provided to the defending party(ies) within 48 hours prior to the Panel Hearing taking place.

ARTICLE 3: TEAM FORMATION

- 3.1 The MDHA Executive reserves the right to decide what teams will be iced at each level of play within the home association and must meet the requirements as set out in GHA Team Allocation Chart.
- 3.2 The GHA sets down the following R&R 10.7:

Member associations with teams at multiple levels within a Corporation House League division/category (e.g. "A", "B", "C") may have no more than one player more on the lower category team(s) as the higher category team(s) in that division. (i.e. 57 players in U11=13-A + 14-B1 + 15-B2 + 15C). The Association may choose to place more players on the higher category team if deemed in the best interest of the players. No adjustments to teams will be necessary for new registrants after Nov 15.

3.3 Where possible all players will be kept at the playing level that their age dictates as per <u>Hockey</u> <u>CanadaCHA</u> guidelines. Only in exceptional circumstances will MDHA permit placement of a player to a higher team level (eg. Novice to Atom, Atom to Peewee, etc.). Such exceptional circumstances are permitted only if player numbers of the team warrants

movements, (ie. registration is low at a team level). Before any discussion takes place with the player or their family, recommendations for such consideration must be submitted by the Head Coach to the Executive.

3.4 The MDHA is responsible to balance all teams to the greatest extent possible and will follow the MDHA Team Balancing Guidelines. The GHA Board of Directors reserve the right, up to, November 30th of each playing season, to make changes to teams and the MDHA will adhere to these changes as set down by the GHA.

ARTICLE 4: HOCKEY PROGRAM

4.1 The MDHA determines the pre-season program which may include a separate conditioning camp dependent on the availability of ice and volunteers. The MDHA will as far as possible, ensure that such a program is offered to provide a conditioning period for players to gain their skating legs prior to the start of the formal tryout period. The MDHA controls both preseason and post season ice.

Commented [BG13]: New title. Minor wording changes for clarity.

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- 4.2 The formal tryout period for player selection and team formation is the start of the MDHA season. The process and schedule will be announced annually by the Executive.
- 4.3 During the player tryout and team formation stages of the season the Convenor at each level will:
 - a) Follow the Evaluation process that the MDHA has recommended and liaise with the previous Convenors and Coaches to ensure appropriate placement of the players at each level.
 - b) Provide the head coaches with their team information so that they can advise the players of their placement.
 - c) Provide tangible assessment in language that the player can understand on technical ability, skating skills, position skills, etc. if requested. Notify the MDHA Registrar of the player placements as soon as the decision is made so that player movement during tryouts can be followed up to ensure a smooth transition for players and other coach candidates.
- 4.4 Head Coaches, once appointed by the MDHA Executive, are to ensure that communication to players and Registrar required in Article 4.3 (c) is completed. A finalized team list must be provided to the Registrar to ensure that the team formation is finalized. There are additional requirements for Rep B teams (i.e. Affiliated/Designated Player Rules) for which the registrar will provide the appropriate information.
- 4.5 Once teams are formed player movement is strictly prohibited, except as approved by Competitive status for Competitive players in the case of Competitive teams and as per GHA Regulations for all other teams.

ARTICLE 5: HEAD COACHTEAM OFFICIAL RESPONSIBILITIES

5.1 All team staff responsibilities rest with the Head Coach. The Head Coach is responsible to select technically skilled assistants (The names of those selected must be submitted to their Division Convenors for approval prior to confirming the position of an assistant coach role within their teams) and create a team unit to maximize the team's progress. Should the head coach be unable to attend to the team (i.e. sickness, work conflict)

they are responsible to contact their division Convenor/Vice-President House Operations or Vice-President Competitive and confirm with them the appointment of a qualified substitute for league games and scheduled practices. (A substitute must have the certification in place to step into the role of Head Coach in their absence). Should the head coach be unable to make arrangements for a substitute the MDHA President or Vice-President House Operations is to be notified. This covers in-frequent absences only. Permanent team staff changes require approval of the Executive.

The Team Manager will work in conjunction with the Executive to assure that the team members (players and parents) receive all information directed to their team i.e. letters, fundraising etc. This person will only act in this capacity, not as a complaints committee.

All team officials are responsible for the safety and welfare of their players at ALL times during our sanctioned events; this includes on ice activities such as games and practices, off-ice activities including when players are changing in the dressing room both prior to and after on-ice activities, other team-related events being held away from the arena, such as dry land training or fundraising campaigns and team related activities while attending out of town tournaments. All team officials shall ensure that appropriate adult supervision is in place for any and all team-related events. It is stressed to every volunteer to practice the "two-deep" method of supervision by having at least 2 adults providing supervision at all times

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during any team event.

5.1.1 Out-of-Branch Tournaments

A total of four (4) team tournaments are permitted with a maximum of two (2) out ofbranch tournaments. In order to increase the number of out-of-branch tournaments a team attends, the head coach must ensure a team vote takes place. A minimum of 60% of the team families must vote in favour of increasing the number of out-of-branch tournaments in order for a team to attend more than two (2) out of-branch tournaments.

5.2 The Head Coach is responsible for the following:

a) The conduct of team players and staff on and off the ice for all games and practices. b) To ensure that the coaching staff is knowledgeable and upholds the directives of the CHA-Risk Management booklet.
 To suspend players for one game for insubordination to coaches or officials and without delay notify the MDHA President or Vice-President House Operations or Vice-President Competitive as well as Vice-President Discipline of such action and the details of the insubordination/infraction. Further he/she shall inform the player at the time of the suspension that an additional penalty may be imposed by the Executive. Abusive language, insubordination, and/or conduct detrimental to the eam are unacceptable. MDHA expects that the head coaches and their staff will strictly enforce suspensions for all such infractions and will ensure players are aware that MDHA will if warranted impose additional penalties.

- c) To ensure that all players are aligned fairly to balance the team line/player composition allowing for the most equitable amount of ice time by all players in accordance with GHA <u>Rules and Regulations</u>. <u>Refer to GHA R&R 25 Playing Rules</u>.
- d) Ensure that players are physically and mentally ready to participate. Coaches should: set goals and objectives for all game situations and practices, provide constructive criticism to the individual players and to the team units as to their past accomplishments and provide direction for advancement of the team as a unit.
- e) Set lesson plans for practices which include drills to improve/challenge player skills for all positions. Do not waste precious ice time giving instructions or talks; these belong in the dressing room. Set the parameters and ensure maximum use of ice time. Ensure that qualified on ice instructors (coaching staff) are able and available to demonstrate drill objectives to players and the team.
- f) Follow all MDHA and GHA By-Laws, and Rules and Regulations and Codes of Conduct. The GHA By-Laws and Regulations shall take precedence over those of the MDHA.
- g) Head Coaches are encouraged to affiliate players to their team and are required to ensure that all affiliated players are given the opportunity to attend no less than one (1) practice a month with their affiliated team as well as provide their division Convenors the names of all affiliated players called up for practices and/or games on a monthly basis to ensure that affiliated players are being utilized.
- h)Head Coaches are responsible to have read and understand all the various Rules & Regulations of Hockey Canada, HEO MINOR, GHA and the MDHA, and ensure all team bench staff have also read and understand.

i) To ensure all team bench staff read and understands CHA, HEO MINOR, GHA and MDHA Rules & Regulations.

5.3 The Team Manager is responsible for the following:

a) work in conjunction with the Executive to ensure that the team members (players and parents) receive all information directed to their team i.e. letters, fundraising etc.

a)b) Ensure all ice times are used and after exhausting all efforts to have another team

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use the ice contact the Ice <u>SchedulerCoordinator</u>. b)c) <u>Inform the Provide the MDHA Ice SchedulerCoordinator of any schedule</u> changes/implications that the Ice <u>SchedulerCoordinator</u> would not normally be aware of (e.g. tournaments, other off-ice events, game schedule changes)with a copy of the team schedule by the league of play

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and ensure they are given revised schedules as provided by the league. Notify the GHA Referee Assignor at least two days in advance of the changes to league scheduled games or exhibition games to ensure that officials are assigned or cancelled as necessary.

e)d) Ensure that the team sweaters are used only for games.

- d) Liaise with the MDHA Equipment Manager to ensure sponsor bars are provided to the team and follow up to ensure the bars are affixed to the player sweaters at the bottom of the sweater. Players are to provide and affix name bars to the top of the sweaters.
- e) Ensure team sponsor banners are displayed at home and away games to provide maximum exposure for the sponsor.

f) Responsible to become familiar with all the various rules and regulations of Hockey Canada, HEO MINOR, GHA and MDHA.

- g) Managers are responsible to the Head Coach to ensure all documentation on the team is complete and forwarded to the Convenor of their division in a timely manner.
- h) Managers at the start of the season shall confirm with the MDHA Registrar that all team officials, players are correct (or request changes if necessary) as per the official team roster given to them by the MDHA Registrar. As well as ensure that all goalies are listed as such.
- Responsible to obtain a key to the change room and ensure the room is locked when team is on the ice surface.

j) Managers are responsible to report to their division Convenor each occurrence of an Assistant Coach taking on the role of the Head Coach in his/her absence. k) Responsible to prepare all game sheets, and ensure they are completed fully/properly and that game results are reported to GHA as per GHA rules and regulations.

- Responsible for obtaining travel permits as required and ensure that all respective approvals are in place and accepted prior to a team's' travel.
- m) Responsible to complete the discipline databaReport all discipline infractions to GHA se on the GHA website as required by GHA rules and regulations.

5.4 The Trainer shall ensure the safety of the players and team on the ice by:

- a) Ensuring that players are equipped with CSA approved equipment, by performing regular visual inspections and physical measurements of equipment citing improper fit or deformities to players and parents.
- b) Ensuring that players who are prohibited from play due to injury be discouraged from being on the bench. If an injured player is allowed on the bench it is mandatory that they be fully equipped.
- c) Ensuring the environment is safe, ie. dressing rooms are supervised at all times by a least one team staff member, ice surface is clean, boards and glass are safe, back up goalies are warmed up in safe area to protect the spectators.
- d) Allowing the team to go on the ice only after the ice resurfacing is completed, arena staff and equipment have left the ice and a team staff member is supervising on ice activities or instruction.
- e) Ensuring that players are given appropriate warm up prior to games and practices to avoid injuries.
- f) Being familiar with the availability of emergency services medical and ambulance facilities in the vicinity of the arena, emergency phone numbers, etc. Ensure that a first aid kit with appropriate supplies is part of the team equipment and is stored near the player's bench during practices and games. (See trainer course requirements by level/league).
- g) Ensuring via the game referee that the play is stopped if a player is injured and further have the trainer attend to the player. Never allow an injured player to return to active play.
- h) Ensure that all Rules are adhered to as set out by the CHAHockey Canada, HEO MINOR, GHA and MDHA.
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 Canada
- Responsible to complete accident/incident reports and file with the <u>Vice President</u> <u>Discipline</u>, <u>Director of Risk & Safety</u>.

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5.5 The Minor Officials Role (Scorekeeper, Timekeeper):

Official Scorekeeper:

- a) Each team shall ensure that at least one volunteer is assigned the role of minor official as a scorekeeper for their respective team and has completed the Official Scorekeeper course of the HEO.
- b) Shall obtain line-up of each team and include name and number of the Captain and Alternative Captains of each team. (This information shall be supplied by the team officials in charge of the teams).
- c) Advise the referees when the same player has received his second major penalty during the same game.
- d) At the completion of the game have the official game report signed by each referee, sign it him/herself and give a copy to the Coaches without delay.
- e) Record all goals and assists as credited to the official game report.
- f) Record all penalties assessed, during the game.
- g) Be able to recognize the hand signals of the referee.

Official Timekeeper:

- a) Each team shall ensure that at least one volunteer is assigned the role of minor official as a timekeeper for their respective team and is familiar with the operation of the clock.
- b) Record the time of the start and finish of each game and all actual playing time during the game.
- c) If any dispute regarding time, he/she shall refer the matter to the referee, whose decision is final.
- d) Have a sound knowledge of the rules, especially those pertaining to responsibilities of minor officials.
- e) Understand the coincidental major penalty rule.
- f) Stop the clock only on the referee's whistle and automatically at the end of the period.

5.6 The Team Treasurer shall:

- a) Be responsible to open a team bank account at a recognized Canadian financial institution soon after the first team meeting. Depending on the team's wishes, the account can be set up requiring two(2) signatures for all withdrawals or a process can be established where there is one designated individual who will pay all team expenses from their own personal funds and the team treasurer will be responsible for verifying all expenses and reimbursing the designated payer from the team account (i.e. only the treasurer is required to authorize the withdrawal). The designated payer must be identified to the MDHA Treasurer prior to the opening of the account.
- b) Have the option to obtain a a deposit only Debit Card for the team bank account and cheques are not permitted to be written out to Cash.
- c) Be responsible for closing the team bank account before May 30th each year.
- d) Be required to ensure, along with the team manager, that all fundraising money and sponsorship money are completely spent before refunds of team fees can be given to the parents, if there is money left in the team account a the end of the season. Funds must not be kept in an open account.
- e) Be responsible for keeping the team budget as set out at the 1st parent meeting up-todate and provide each parent with an up-to-date financial report on a monthly basis.
- f) Provide their Division Convenor with their team budget for approval by Oct. 31st and an actual-to-date team budget on or before Jan 31st for review.
- g) Ensure that no more than the maximum team fee of Three Hundred Dollars (\$300.00) shall be collected from each family for their team.

- h)Discuss with parents prior to any transactions taking place any unforeseen expenses/payments that may arise outside of the approved budget.
- i) Keep the Head Coach and Team Manager informed as to the team's finances and notify the Head Coach and Team Manager immediately if there are any discrepancies pertaining to the team budget/bank account.
- j) Ensure full disclosure of all sources of revenue and expenses paid out must be provided to all parents.
- k)Answer any financial questions or concerns raised by the parents along with the team manager.

ARTICLE 6: PLAYER RESPONSIBILITIES

- 6.1 Amateur hockey is to provide a recreational outlet and teach sportsmanship, hockey skills, and team play in a safe manner. To this end players should:
 - a) Conduct themselves in a sportsmanlike manner at all times.
 - b) Show due respect for coaching staff, officials, opposing team members, property and spectators.
 - c) Endeavor to develop the skills of the sport of hockey.
 - d) Not enter the ice surface at any time without the full protective equipment for the purpose of a game or practice.
 - e) Abide by all By-Laws, Rules and Regulations as set out by the HEO MINOR, HEO, GHA and the MDHA.
 - f)-Ensure that the team sweaters that are issued to them are kept clean and looked after. Clean the sweater at the end of the season and return it to the Coach. In the case of U18/U21 players provide a deposit for the sweater, which will be returned when the sweater is returned to the Equipment Manager.
- 6.2 <u>No player shall be under the influence of, or consuming, alcohol, cannabis and/or</u> prohibited substances MDHA strictly prohibits the use of prohibited substances or alcohol-while participating as a player at any MDHA activity. Smoking/vaping shall not be permitted in the dressing rooms.

ARTICLE 7: END OF SEASON

- 7.1 Teams are to clean and return team sweaters to the Equipment Manager. Player bars are to be removed. Goalie equipment, which has been loaned by the MDHA, is to be returned.
- 7.2 Evaluations will be given to players and parents to evaluate team officials on their individual teams. The Convenors of each level will summarize the evaluations and provide feedback to the individual team officials. Head Coaches will provide to their division Convenors end of season evaluations on each player.
- 7.3 <u>Teams will f</u>-inalize all team <u>financial transactions bank accounts</u> and close <u>these-team bank</u> accounts by May 30th and submit final team budget to division Convenors for review. **Commented (BG38):**

ARTICLE 8: Portable Digital Device Policy

8.1 MDHA players are NOT permitted to have/use mobile phones in dressing rooms. It is the team officials' responsibility to monitor and control the uses of such devices and ensure adherence to HEO Rule 6.1 Portable Digital Devices Policy: "The use of any form of Camera, Video Camera, Camera Phone or other portable digital device for the use of taking photographs,

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video recordings, or audio recordings is prohibited in any recreational facility change rooms, during any HEO sanctioned event." Should a player need to use his/her phone he/she may do so outside of the dressing room area.

METCALFE AND DISTRICT HOCKEY ASSOCIATION REGULATION 2 – HOUSE LEAGUE

The GHA Rules and Regulations shall govern the House League.

METCALFE AND DISTRICT HOCKEY ASSOCIATION REGULATION 3 – U7 PROGRAM

The MDHA recognizes and promotes a U7 Level Program. The MDHA also recognizes that the U7 Level shall be run within HEO MINOR guidelines.

METCALFE AND DISTRICT HOCKEY ASSOCIATION REGULATION 4 – CONDUCT, ETHICS & CONFIDENTIALITY

MDHA Executive will commit to the MDHA Executive Code of Conduct, Ethics & Confidentiality (attached as <u>Addendum A</u>).

METCALFE AND DISTRICT HOCKEY ASSOCIATION REGULATION 5 – FAIR PLAY

The MDHA Executive will ensure that all Coaches, Trainers, Managers, Player and Parents who participate, will commit to Fair Play, by signing their respective Fair Play Pledge.

METCALFE AND DISTRICT HOCKEY ASSOCIATION REGULATION 6 - POLICE RECORDS CHECKS

The MDHA will comply with Hockey Eastern Ontario Policy 6.6 HEO POLICY FOR POLICE RECORDS CHECKS.

All MDHA Volunteers (Coaches, Assistant Coaches, U7 On-Ice Volunteers, Trainers, Managers and Executive members) must have a <u>valid</u> *Police Record Check for Service with the Vulnerable Sector* on file with the Registrar. **Valid** is defined by it being verified by Ottawa Police Services with the "Date of Completed" section filled in and is signed by the officer, who confirms that the applicant has no criminal convictions, outstanding charges, nor pardoned sex offenses have be found in the Canadian National Repository of Criminal Records as a result of a search based on the applicant's name and date of birth. Volunteers residing outside of the City of Ottawa will be required to apply for the same with the Ontario Provincial Police (OPP).

METCALFE AND DISTRICT HOCKEY ASSOCIATION REGULATION 7 – ROWAN'S LAW

The MDHA will comply with Rowan's Law, to improve concussion safety in amateur competitive sport. If you are an athlete under 26 years of age, parent of an athlete under 18, a coach, team trainer or official and your sport organization has advised that you need to follow the rules of Rowan's Law you need to:

- review any one of Ontario's official Concussion Awareness Resources before registering or serving with MDHA; and
- review the MDHA Concussion Code of Conduct provided to you; and confirm that you have reviewed both of these resources every year with MDHA

Regulations 1 through 7 were confirmed by the membership of the MDHA at its Annual General meeting, of which due notice was given, and at which a quorum was present, on the 30^{th} of May, 2022.

Secretary: Rosanna Ferguson

President: Cheryl A. Cooper