

YORK SIMCOE EXPRESS HOCKEY ASSOCIATION

RULES OF OPERATION

GUIDELINES FOR MEMBER

May 2014

York Simcoe Express Hockey Association

Rules of Operation

Adopted by the York Simcoe Express Hockey Association

May 2012

Table of Contents

- Section 1 - Governance and Scope
 - Levels

- Section 2 - Code of Conduct and Ethics
 - Coaches and Team Official's Code
 - Parent's Code
 - Player's Code
 - Spectator's Code

- Section 3 - Eligibility and Registration
 - Residency
 - Registration of Players
 - Registration Dates
 - Player Refunds
 - Insurance
 - Team Roster

- Section 4 - Equipment and Uniforms and Colors
 - Equipment
 - Official Colours
 - Team Apparel
 - Dress Code

- Section 5 - Player Movement
 - Underage Players
 - Playing or Ice Time

- Section 6 - Conduct and Discipline
 - Sanctions and Suspensions
 - Team Philosophies

- Section 7 - Coaches/Managers/Trainers/Players
 - Qualifications
 - Responsibilities of Coaches
 - Responsibilities of Managers
 - Responsibilities of Trainers
 - Budgets and Financial Statements
 - Selection of Coaches
 - Selection of Teams
 - Police Checks
 - Tournaments
 - Ice Time

- Section 8 - Officials
 - Timekeepers
 - Referees

- Section 9 - Subsidization
 - Financial Assistance
 - Courses

- Section 10 - Fund - Raising
 - Fund-raising
 - Association
 - Team
 - Bingo
- Section 11 - Sponsorship
- Section 12 - Insurance
 - Directors and Officers Liability

1. GOVERNANCE

- 1.1 York Simcoe Express Hockey is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.
- 1.2 The York Simcoe Express Hockey Association is a member to the Eastern Triple A League, ETA www.etahockey.com, which is the sister league to the South Central Triple A League, SCTA. Combined, these two leagues are the AAA league of the Ontario Minor Hockey Association. www.omha.net

York Simcoe fields nine teams at the following age groups:

- Novice
- Minor Atom
- Atom
- Minor Peewee
- Peewee
- Minor Bantam
- Bantam
- Minor Midget
- Midget (only age group with 2 years of eligibility)

Aside from Midget, players are eligible to play only one year at each age group. A player may play up a year, and then return the following year to compete with his or her own age group, but under no circumstances may a player play below his or her age group. The league is comprised of 13 teams:

East Division: Quinte Red Devils (Belleville)
Peterborough Petes
Central Ontario Wolves (Lindsay)
Clarington Toros
Oshawa Generals
Whitby Wildcats
Kingston Frontenacs

West Division: North Central Predators (Orillia)
Barrie Colts
York Simcoe Express
South Central Coyotes
Markham Waxers
Ajax/Pickering Raiders

NOTE: There are only 10 teams at the Novice age group as Quinte and Kingston in the east and North Central in the west do not enter the league until the Minor Atom or higher age group.

Your team will play 34 regular season games:
Two home and two away with each team in the West division
One home and one away with each team in the East division

2. CODE OF CONDUCT AND ETHICS

2.1 Coaches and Team Officials Code

- a) The board reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the York Simcoe Express Hockey Association has been evident.
- b) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the By-Laws or Rules of Operation. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.
- c) At all times, coaches are to adhere to YSEHA Policy, OMHA Policy as well as our overall governing body the OFH.**

2.2 Parent's Code

YSEHA encourages parents to review the OMHA Player Development Handbook to educate themselves on age appropriate development.

<http://www.omha.net/admin/downloads/Development/OMHA%20PLAYER%20DEVELOPMENT%20HANDBOOK%20-%20V3%20-%20JAN%202009.pdf>

York Simcoe Express Hockey Association follows the code of conduct as published in the OMHA Manual of Operations.

http://www.omha.net/admin/downloads/Manual/OMHA_ManualOperations2011_LK.pdf

2.3 Player's Code

YSEHA encourages players to review the OMHA Player Development Handbook to educate themselves on age appropriate development.

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York Simcoe Express Hockey Association follows the code of conduct as published in the OMHA Manual of Operations.

http://www.omha.net/admin/downloads/Manual/OMHA_ManualOperations2011_LK.pdf

2.4 Spectator's Code

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http://www.omha.net/admin/downloads/Manual/OMHA_ManualOperations2011_LK.pdf

3. ELIGIBILITY /INSURANCE AND REGISTRATION

3.1 Residency

- (a) All players on YSEHA teams must be registered with their Home Association as well as with the YSEHA and must have all registration fees paid prior to the first league game.

3.2 Registration of Players

- (a) Once a coach has selected his team, each player is required to sign a card committing him to the team for the season. Each player submitting a cheque to the team in the amount of \$250.00 formalizes that commitment.
- (b) For OMHA tracking purposes, every player is required to register with his or her home centre. At the time of such registration, the player must inform his or her home centre that he / she has signed a card with YSEHA. This registration is strictly for tracking purposes, but it must be done.
- (c) Registration fees are finalized each year during the month of September. Each team is responsible for collecting from the parents the total amount of the player fees. Each team can establish their own payment schedule, but all fees are due from parents no later than February 1st.
- (d) Each team will be assessed for the total owing for player assessment fees (that being the number of players at the current assessment rate).
- (e) The YSEHA Ice Scheduler will assign practice ice from mid September until mid March or until such time as ice contracts expire.

3.3 Registration Dates

The Executive shall set registration dates and fees in September for the current hockey season. Registration procedures will be organised and co-ordinated by the Registrar.

3.4 Player Refunds

- (a) Players leaving a YSEHA team prior to January 1 will be refunded at a pro-rated basis, based in a seven month period, as long as all requirements are met as per OMHA regulations and are returning to their home centres. Players leaving other than stated above will be entitled to a refund only by approval of the Executive.
- (b) Players leaving a YSEHA team after January 1 will be entitled to a refund only under extenuating circumstances to be determined by the Executive.
- (c) Players joining a YSEHA team during the season will pay a pro-rated fee which will be determined by the Executive.
- (d) Players moving out of the zone will be entitled to a pro-rated refund as determined by the Executive.
- (e) All requests for refunds must be in writing by the team manager or parent and must be supported by appropriate documentation.
- (f) The player's card must accompany the request for a refund.
- (g) Players will be asked to sign a Player Commitment Form, complete with a cheque for \$250.00 upon agreeing to sign with the team. There will be no refunds once this form has been processed and the cheque cashed

3.5 Insurance

- (a) The Town/City of Aurora / Newmarket / Bradford / East Gwillimbury, Schomberg and Georgina, the York Simcoe Express Hockey Association and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stated on all player registration forms.
- (b) The insurance program described by the OMHA Manual of Operations shall cover all players and officials of the YSEHA.

3.6 Team Roster

- a) **Each team will carry a maximum of 17 players, including 2 goaltenders. The Bantam / Midget age group team can carry a maximum of 21 players, including 2 goaltenders with approval from the YSEHA board prior to try-outs.**
- b) Each team will submit a roster to the Executive by the first Monday in **June**, except for Midget age.
- c) Players must be signed from local Associations by September 15th. An exception would be made for players of the Midget age, or players moving into the zone after that date.
- d) Use of Affiliated Players in regular season, tournament and playoff games situations will be limited to replacement of sick, injured, vacationing, suspended or otherwise absent regular roster players. It is not the intention of the Association to condone the use of Affiliated Players on a team's Roster on a regular basis.
- e) Preference will be given to players from within the Member Centres.
NOTE: It is the intention of the YSEHA to work with the Local Association to minimize the disruptions in their house league and rep team setups. They too want to set their teams and it is most difficult if there are always players pulled up to the AAA teams. Where there is intent to move players, the coach should first think of the player(s) he is affecting.

4. EQUIPMENT AND UNIFORM AND COLOURS

4.1 Equipment

- (a) All players are required to provide and wear full hockey equipment which will be current CAS approved and per current OMHA regulations. Directors, conveners, and coaches must advise players or parents of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.
- (b) Hockey pants, 2 jerseys (home and away), hockey bag, tracksuit, winter jacket, practice jersey, socks, shirt (mock or dress), hat (baseball and winter) will be provided to each player as part of their player assessment fee. **Year over year changes in clothing may happen. Any changes will be reflected in player fees**

4.2 Official Colours

The official colours of York Simcoe Express Hockey Association shall be black, red and white.

4.2 Team Apparel

All clothing and equipment bearing the York Simcoe Express Logo must be purchased through the equipment manager and approved suppliers of York Simcoe Express Hockey Association. The York Simcoe Express Hockey Logo is a registered trademark and cannot be used without written permission from the YSEHA. Helmets and gloves are to be predominantly black with no added wording or logos unless approved by YSEHA. The goal of these rules and standards is to have all YSE teams recognized as representing York Simcoe Express Hockey Association.

4.3 Dress Code

- (a) **Players**
All players Novice out to Midget, the dress code for both home and away games is black pants, black shoes, shirt and tie along with either the YSE track jacket or winter jacket. All players **can** to wear their tracksuits for tournaments, **if the head coach has approved**. Only YSE baseball caps or YSE winter toques are approved for games or tournaments.
- (b) **Team Officials**
Dress code for both home and away games as well as tournaments is black pants, black shoes, shirt and tie along with either the YSE track jacket or winter jacket.
- (c) **Trainers**
Dress code for trainers for all home / away games as well as tournament is the YSE tracksuit.

5. PLAYER MOVEMENT

5.1 Underage Players

Please refer to the OMHA Manual of Operations.

YSEHA reserves the right to either allow or disallow players at any age level from playing up a year. Each decision will be made on a case by case basis. The decision will be based on what is best both for the organization as the as the individual player.

5.2 Playing or Ice Time

Coaches are accountable to choose the players to make up their team for the season. These decisions should not be taken lightly and once a player is asked to participate on a team, the coach has an obligation to develop said player as part of hockey development in minor hockey. Game ice is the decision of the coach but the YSE policy is that fair play will be given to the players that the coach has chosen.

Fair play is defined as regular shifts throughout the game. Fair play does not mean that each player will see equal ice every game. The coach at his / her discretion may choose players for penalty kill, penalty play or may choose certain players to attempt to get the tying goal or to advance by a goal.

6. CONDUCT AND DISCIPLINE

6.1 Sanctions and Suspensions

It is the Managers responsibility to keep track of any suspensions incurred by your players / coaching staff over the course of the season. You will be provided with a current OMHA rulebook that you should become very familiar with and carry with you at all times. Suspension rulings change from year to year and it is your responsibility to be current on such matters. Always refer to the current OMHA handbook. Any questions regarding suspensions should be directed to the VP of Hockey.

Playing rules, for the most part, are under the jurisdiction of the OMHA and disciplinary action is handled by the representative of that body. In our Association, the Executive has established policies that it believes to be in the best interest of all of its members. It is made clear to everybody, players and team officials, that to participate one must agree to abide by the policies of the Association. By so agreeing, no one should be surprised at being called to account for contravening same. Following is the Disciplinary Review Structure:

- (a) The Chairperson of the Committee has the authority to call a meeting to request that the players or Team Officials, in contravention of YSEHA rules and or policies, appear before it.
- (b) A member of the Committee will act as a recording secretary to make the necessary notes as to what transpires.
- (c) The Committee is empowered to make decisions and to impose disciplinary actions as it sees fit following the hearing.
- (d) The Chairperson is at liberty to take the committee's findings to the YSEHA for additional consideration. In so doing the Committee is still empowered to hand out a suspension pending this review. The Executive review will be held and a decision will be made within seven days of being notified of the requirement for a further review. The decision will be communicated to the individuals involved immediately.

In cases where an individual feels he or she has cause to appeal a disciplinary committee decision, he or she may submit an appeal in writing to the Secretary of the Association. The Executive will review the findings of the Disciplinary Committee and hand down a decision.

6.2 Team Philosophies

The Executive has ruled that the YSEHA does not prohibit YSE players participating in events / sports outside of YSEHA. Further, no player should be made to feel by YSEHA that they are unable to participate in outside teams. YSEHA Executive will take complaints very seriously of players that have been told by coaches that if they should play outside of YSE that they will never be picked again for a team etc.

7. COACH/MANAGERS/TRAINERS

7.1 Qualifications

Please refer to the OMHA Manual of Operations.

7.2 Responsibilities of Coaches

- (a) To attend all scheduled games and practices.
- (b) To supervise and maintain good control over players and team officials at all times.
- (c) To read and agree to abide by the rules and policies of the OMHA and YSEHA as a condition of being given a team.
- (d) To treat the players that her or she has chosen for the team with respect and fairness.
- (e) To conduct him or herself in an appropriate manner both on and off the ice.

YSEHA follows the Hockey Canada module for Minor Hockey Association Coach Development. All coaches to be able to coach for YSE must sign page 9 of the attached link:

http://www.flexxcoach.com/learningcenter/resources/cc_HCA_CoachDevelopmentModel.pdf

Note: All coaches must have completed the OMHA required Coaches Certification Programs. Failure of a Coach (or any team official) to adhere to their duties and responsibilities as outlined and / or to any subsequent League directives will result in disciplinary measures, including dismissal from the team.

Note: All YSE appointed Head Coaches, if they themselves have children that are eligible to play hockey and live within the boundaries of YSE are eligible to try-out for the team of their age group. If the child wishes to play for another AAA team, they must receive the proper waivers from both YSE as well as all centres as governed by OMHA regulations. Head Coaches that live outside of YSE boundaries must have their children try-out in their respective zones.

7.3 Responsibilities of Managers

- (a) To prepare and maintain a current team list of players and officials.
- (b) To provide players and team officials with information regarding game and practice times and any changes in same.
- (c) To ensure the availability of a first-aid kit for the team.
- (d) To arrange for necessary off-ice officials (Timekeepers and Gatekeepers) for all home games.
- (e) To have game sheets available for all home games and to ensure that all game sheets are filled out accurately and completely.
- (f) To be responsible for all team / league equipment.
- (g) To assume all team / league / OMHA related administrative responsibilities, including requests for player refunds.
- (h) To be the designated liaison between the team and the YSEHA Executive.

7.4 Responsibilities of Trainers

- (a) Each team must have a duly carded OMHA Trainer on the bench at the beginning of every game.
- (b) The Trainer is responsible for the well-being of each player and should have the first-aid kit available at all games and practices.

7.5 Budgets and Financial Statements

- (a) Funds remaining at the end of the year must be disbursed back to the team members and / or parents.
- (b) Team budgets (template is attached) must be presented to the Executive for approval by **June 15th with the expectation of the Midget team. The Midget team must submit their team budget within 2 weeks of establishing the team.**
- (c) Teams must submit parents sign off on the team budget **within 1 week of initial parent meeting.**
- (d) Each team will be assessed for the total owing for player assessment fees (that being the number of players at the current assessment rate). Each team will have 4 withdrawals from their bank account on the following business days:
 - (e) July 7th (or closest business day)
 - (f) September 2nd (or closest business day)
 - (g) October 28th (or closest business day)
 - (h) January 14th (or closest business day)
- (i) All YSEHA bank accounts must have at least two (2) signatures for withdrawals, head coach cannot be a signing officer.
- (j) The Treasurer will also be a signing officer on all team accounts.
- (k) All team cheque books must be returned to the Treasurer **within 2 weeks of when the team has completed their season**
- (l) Copies of all team bank statements and cancelled cheques must be submitted to the Treasurer once in December and at year end, in addition to a receipt and disbursement report.
- (m) YSEHA reserves the right to audit any team budget.

7.6 Selection of Coaches

Coaches shall be appointed for a single season, the exception that a two (2) year card may be offered to the Major Bantam head coach to enable the coach to build a team in preparation for the Minor Midget year. This card can and will be revoked if the coach does not remain in good standing with YSEHA. Should the incumbent coach wish to be involved with the team in the next season, he or she must apply again. The Head Coaches for each team are not eligible to serve as Executive members.

YSE coaches are expected to be volunteers. Accordingly, the following guidelines apply for all YSEHA coaches:

- **YSEHA has approved that coaches are to receive a per diem each season. At any time the executive may either increase or decrease the annual amount. Executive may at times deem certain age groups / coaches to receive a different annual per diem amount.**
 - Team budgets showing a line item for coach remuneration (includes all non-parent bench staff as per team roster) will not be approved, with the exception that a budget may show a line item for reasonable coaching expenses. Such expenses are subject to approval by the Executive, and may include, but are not limited to, team clothing, food and lodging for away tournaments, and mileage. Daily per Diem per staff is maximum of \$65.00 (food only) and receipts must be provided. Mileage should be paid as per standard CRA rates. Lodging, as per hotel receipt and mileage, as per guidelines are in addition to the daily per diem.
1. All applicants for the position of Head Coach shall be reviewed by the Selection Committee. The Committee will conduct the necessary interviews to determine the best candidates.

(Incumbents may not necessarily be interviewed) and will recommend to the board for approval.

2. All applicants and approved nominees will be advised of the decision.
3. The Coaches shall submit a list of their proposed team officials to the Executive for approval.
4. A deadline for applications and a date for the selection of coaches shall be announced. All selections will be made at the end of the regular season before playoffs with the exception of Novice who will be named in January. Coaches will be announced on the ysehockey.com website 48 hours after a team has been eliminated from the playoffs (ETA or OMHA).

7.7 Selection of Teams

- (a) The YSEHA will run try-outs enough in advance of the season to allow coaches to view and select their teams.
- (b) All players are eligible to attend open try-outs upon payment of the try-out fees and must present one of the following:
 - (i) Permission to skate form from the player's home centre.
 - (ii) An OHF F1 waiver from an adjacent centre.
- (c) All coaches will notify players of their status (return or not to return) for the next try-out with the appropriate letter template provided by the YSEHA.
- (d) Coaches and Managers will provide to potential parents and players at the start of the 3rd try-out a brief outline of what the team budget may look like for the upcoming season.
- (e) Each team will submit a roster to the Executive by the first Monday in **June**, except for the Midget team.
- (f) Players can be signed up until the date as defined by the OMHA.

7.8 Police Checks

Individuals with outstanding Criminal Code convictions, (five years old or more recent) or charges pending for certain offenses will not be accepted for a direct service position with vulnerable clients, where the offenses are related to a bona fide occupational requirement or qualification. The offenses include, but are not limited to, the following:

- Physical or sexual assault.
- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14.
- Indictable criminal offenses for child abuse.
- Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.
- Outstanding convictions or charges pending for criminal driving offences, including but not limited to, impaired driving.
- Individuals with outstanding convictions, (ten years old or more recent), for provincial offences related to a *bona fide* occupational requirement or qualification may be excluded from a position of trust, depending on the circumstances.
- Applicants may be rejected as a result of other information gained during the police records 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 in writing.

However it should be pointed out that the OMHA Policies and Procedures stipulate that, any individual participating in OMHA business, activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of OMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the OMHA in accordance with this policy.

7.9 Tournaments

Each team is allowed to participate in a maximum of 4 tournaments each year, not including an "early bird or Christmas tournament". Note that OMHA's and OHF are not considered tournaments. Any team wishing to participate in more than four tournaments must submit a request in writing to both the President and VP of Hockey for approval.

7.10 Ice Time

- a) All ice time for which the YSEHA assumes responsibility will be coordinated by the Ice Scheduler.
- b) In cases where scheduled ice is not used by a team and the Ice Scheduler is not notified forty-eight hours in advance, the team will be liable for the cost of same.

8. Officials

8.1 Time Keepers

As the home team, you are responsible for providing one or two individuals to run the clock and administer the game sheet. If a parent is unavailable to time keep, teams can include in their budget \$30 per game for time keeping.

8.2 Referees

It is the responsibility of YSEHA to book referees for all of your regular season home games. It is vitally important that should you have a rescheduled home game, you may wish to contact the Ice Scheduler to confirm that referees have been booked for your rescheduled game. Should you host an exhibition game, you are to request referees through the Referee in Chief. Playoff referees will be assigned by the OMHA.

The YSEHA will appoint a Referee-in-Chief. It will be his responsibility to:

- (a) Ensure the availability of referees for all exhibition and league games.
- (b) Supervise referees.
- (c) Provide a liaison with the YSEHA Executive.
- (d) Sit on the Discipline Committee when required.

9. Subsidization

9.1 Financial Assistance

- a) There are times that families are unable to pay for their child to participate in minor hockey. In these situations, the manager should approach the President and or Treasurer to discuss at a board meeting the possibility of assisting.
- b) Parade of Champions. It is the YSEHA precedent that the association will provide \$1,000 to each team that wins the OMHA championships. However, these funds are only provided if the team has representation attending the OMHA Parade of Champions.
- c) Scholarships. On an annual basis, YSEHA will assess the financials and determine if there are scholarships that can be offered to YSEHA players who have applied for financial assistance for undergraduate programs.

9.2 Courses

On an annual basis, YSEHA will assess the financials and determine the amount of financial assistance that can be provided for volunteer development. Volunteer is defined as rostered staff and / or Executive position. Typically, the funds available per team are capped at \$1,500 per season and prior to taking any course, must be applied for in writing to the Treasurer copying the

President with an outline of the course and cost. If approved, the applicant must submit his / her receipts as proof of taking the course for reimbursement. All receipts must be provided to the treasurer within 3 months of the expense taking place. Course examples are advanced coaching, player development, etc.

10. Fund Raising

10.1 Fund - Raising

10.1.1 Association

YSEHA revenues shall be acquired through methods approved by the Executive which may include:

- a) Fees for players registrations
- b) Periodic dues for members
- c) Assessments for teams and / or members
- d) Revenues from sale of products with YSEHA trade-marks and / or symbols
- e) Revenues from fund raising events / programs
- f) Revenues from Sponsors & for Sponsorship programs – both Corporate and Private
- g) Revenues from donations / bequests
- h) Any other method approved by the Executive

10.1.2 Team Finances

- (a) Each team is responsible for raising any funds necessary to cover its expenses beyond those raised by the association.
- (b) Fundraising projects proposed by any team will be first submitted to the Executive in writing for approval.

10.2 Bingo

All revenue received, except for revenues accrued from Bingo fund raising activities which must be deposited and expended as stipulated by the Ontario Lottery and Gaming Corporation (OLGC) and the Bingo license, shall be deposited into a general fund account in the name of YSEHA and subject to the approval of the Executive, be expended for the ongoing maintenance / administration of YSEHA in pursuit of its Objects and / or Mission.

11. Sponsorship

YSEHA supports teams finding sponsors to support their team's financials. However, the manager must receive approval from the Equipment Manager prior to altering the look of the YSEHA equipment. YSEHA does not condone the use of sponsors from Wineries, Brewers, Tobacco or bars where food is not served.

12. Insurance

12.1 Directors and Officers Liability

Where an Officer, Director or Representative to the Executive, or any member of a committee appointed hereunder, performs and act:

- a) In compliance with the Constitution, Bylaws and / or Policies of YSEHA and / or
- b) To action a decision which has been adopted at any General Membership Meeting of YSEHA, and is contained in the minutes thereof and / or
- c) To action a decision by the Executive which is contained in the minutes of a meeting of the Executive

Such Officer, Director or Representative or Member shall be indemnified by the Association for any personal losses, costs, damages, and expenses accruing to said Officer, Director, Representative or Member, their heirs, executors or administrators, by reason of the performance of such acts.

For this purpose, the President and Executive shall maintain liability insurance coverage and provide bond coverage for those members handling Association funds to the extent the Executive deems appropriate and reasonable.