

GLANCASTER BOMBERS



MANUAL OF OPERATIONS

April 2024

INDEX

Topic	Page
Section 1 – Governance	3
Section 2 – Code of Conduct's, Ethics & Social Media and Networking Policy	5-11
Section 3 – Eligibility and Registration	12-14
Section 4 – Equipment	15
Section 5 – Organization & Tryouts	16-18
Section 6 – Conduct and Discipline	19
Section 7 – Responsibilities	20
Section 8 – On-Ice Officials	20
Section 9 – Fundraising	20
Section 10 – Sponsorship	20-21
Appendix A – Complaint Form	23
Appendix B – Appeal Form	24

Section One

Governance

The Glancaster Bombers are an amalgamation between the Ancaster Minor Hockey League (AMHL) and the Glanbrook Minor Hockey Association (GMHA). Both associations are under the Corporation Act of Ontario and operate under the governance of its General By-Law and the Manual of Operations of the Ontario Minor Hockey Association (OMHA). These rules and regulations are combined policies of AMHL and GMHA as defined in both associations' respective By-Laws and having been considered and approved by each Board of Directors.

Glancaster Bombers Executive Board

AMHL President

GMHA President

Vice President of Operations

Vice President of Administration

Secretary

Treasurer

Rep Director - Early Development

Rep Director - Coach and Player Development

Rep Director – Senior Teams

Rep Director – Junior Teams

Director of Special Events

Director of Equipment

ROLES AND RESPONSIBILITIES

AMHL/GMHA Presidents

It shall be the duty of the President(s) to preside at all meetings of this association, preserve order and decorum, enforce the Manual of Operations, Bylaws, and exercise supervision of its affairs. The President(s) shall not be entitled to vote except to determine the outcome of split votes of issues before the Bombers Executive. The President(s) shall be a member of all committee's and provide high level communication to governing bodies of the associations minor hockey program.

Vice Presidents

It shall be the responsibility of the Vice Presidents to assist the President(s) in the discharge of their duties. The Vice presidents will Chair all competition, tournament, and operational committees. The Vice presidents will oversee the execution of operational activities assigned to the Rep and Admin Directors. The Vice Presidents will Chair and review all disciplinary conduct of members of the association. The Vice Presidents will oversee the duties and responsibilities of the paid employees of this association.

Secretary

It shall be the duty of the secretary to keep a true and accurate record of all proceedings, receive communications, and conduct any association correspondence. The Secretary will schedule and attend regular meetings for the sub-committee and association. The Secretary will have signing authority on all contracts of paid employees. The secretary will assist and coordinate with the President(s), Vice Presidents, and Directors on the execution of operational communication and activities.

Rep Directors

It shall be the responsibility of the Rep Directors to participate in and report the activities of all Bombers teams. Rep Directors will be responsible for implementation of competition committee decisions. Rep directors will be active members of Competition, Tryout, and equipment committees. Rep Directors will attend meetings and report on NDHL and TCMHL business. Rep directors will provide direct lines of communication to governing bodies. Rep directors will uphold and enforce the manual of operations, Bylaws, and applicable code of conduct documents for Executive members, Coaches, Players, and Parents.

Treasurer

It shall be the duty of the Treasurer to receive all fees and monies, dealing with general funds.

It shall be the responsibility of the treasurer to provide regular updates on financial reports and status of the association. The treasurer shall provide timely compensation for paid employees of the association.

The Treasurer will keep accurate and well documented record of all financial business related to the association and provide this record on request.

Equipment Director

It shall be the duty of the Equipment Director to provide vendors and documentation for the procurement of equipment and clothing required by the association. The equipment representative will coordinate the distribution of these items to teams and players. The Equipment Director will maintain and manage the equipment of the association and the storage area provided.

Special Events Director

It shall be the duty of the Special Events Director to coordinate and manage the major events and activities of the association.

Section Two

Code of Ethics

ALL MEMBERS

PURPOSE: To establish and maintain standards for members of the association and to inform members of the public using the services of the association. The standards are comprised of, but not limited to, the following principles:

- 1) Members must endeavor to respect the rights, dignity and worth of every human being and endeavor to treat everyone equally within the context of their activity.*
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.*
- 3) Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of its players.*
- 4) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.*
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.*
- 6) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.*
- 7) Members are expected to consistently display high personal standards both professionally and personally.*
- 8) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.*
- 9) Members have a responsibility to themselves and the association to maintain their own effectiveness, resilience and abilities.*
- 10) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.*

SOCIAL MEDIA AND NETWORKING POLICY

SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, Instagram, You Tube, blogging, etc.

The AMHL and GMHA understand the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the Bombers' and the future of Bombers' players.

The Bombers holds the entire AMHL and GMHA community, including Board Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all forms of media.

Inappropriate behavior over SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken by the Bombers.

The first violation will result in a verbal warning from a team official and notification of the violation to the Bombers Disciplinary Committee.

The second violation will result in an automatic 5 Game suspension and a discipline meeting with the Bombers Disciplinary Committee.

The third violation is automatic suspension from all hockey activities until a discipline meeting with the Bombers Disciplinary Committee is arranged with possible player release from the Bombers and their respective association.

The Bombers Disciplinary Committee recognizes that perpetrator intent and victim impact may differ in each case and reserves the right to escalate the process to automatic suspension immediately.

Policy for Electronic Devices in Locker Rooms

Electronic Devices include but are not limited to – Cameras, Smart Phones and Video recorders.

The use of any form of Cameras, Smart Phones and Video recorders is prohibited in or around any recreational facility change room, during any Bombers sanctioned event.

Technology advancements have allowed Cameras, Smart Phones and Video recorders etc. to carry new functions – such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a number. These phones are very popular and widespread.

The ability to snap photos without others knowing has raised significant concerns for members within our Association. The potential exists for deviant behavior of camera-phone users photographing others undressing and showering in change rooms. Cell phones already take better pictures than most video cameras; cell phones eliminate the evidence (send it somewhere else), rather than storing it where it can be easily found; unlike video cameras, cellphones, iPods, etc. don't require disguises or excuses to be brought into such sensitive areas as change rooms, bathrooms etc.

If someone uses a device in this way and takes a photo and puts it on the Internet, it's a violation of personal privacy and will not be tolerated by the Bombers.

The Bombers Disciplinary Committee will investigate any reported violations of this policy and render disciplinary action.

HOCKEY CANADA CO-ED DRESSING ROOM POLICY

The most current and up to date Hockey Canada dressing room policy will be adhered to and enforced by team staff, and the association. Failure to adhere to the most current dressing room policy will result in disciplinary action taken by the association.

OMHA Code of Conduct

This Code for Conduct identifies the standard of behavior which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in OMHA activities and events.

OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medicinal drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to OMHA's operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

Members of OMHA shall refrain from comments or behaviors which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated and will be dealt with under OMHA's Harassment Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges which come with membership in OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

COACH'S AND TEAM OFFICIAL'S CODE OF CONDUCT

- We will remember that players are involved in hockey for fun and enjoyment.
- We will teach players to play fairly and to respect the rules, officials and opponents.
- We will treat opponents and officials with due respect both in victory and defeat and encourage athletes to act accordingly.
- We will ensure that all players get an equal opportunity for instruction and support.
- We will organize practices that emphasize the skills, strategies and system requirements of players for the level that is consistent with Hockey Canada Development guidelines while providing a positive and fun atmosphere.
- We will remember that participants need a coach they can respect. I will be generous with praise and set a good example. I will be fair and just. I will be consistent and honest.
- We will refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of my coaching duties.
- We will communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
- We will expect and push our players to reach their own potential, but do so in a way that is encouraging and constructive

** Although this code is directed toward coaching conduct, it equally applies to other members of the "Team Leadership Staff", i.e. Trainers, Assistant Coaches, Managers etc.*

PARENT'S CODE OF CONDUCT

In order to establish a safe and enjoyable environment for everyone, parents are expected to follow the association Code of Conduct. If you disagree with the team's philosophy, development or coaching techniques, approach the team Parent Rep, in a professional, proactive manner. Negative and unfounded rumors towards coaches or players create an air of discomfort for everyone. No one benefits from negative or detrimental conduct. Open and honest lines of communication should be the priority.

- *I will follow the 24 hour rule and notify the Parent Rep of any concerns.*
- *I will enjoy my child's participation in sport.*
- *I will respect my child's "identity" and let them live their own successes.*
- *I will ask my child about "highlights" rather than performance. What did you do well and what do you want to improve?*
- *I will encourage my child to participate, work hard and listen to coaches.*
- *I will encourage my child to constantly look to improve as a player and teammate.*
- *I will support the coaches and communicate any concerns directly and professionally.*
- *I will be involved for the good of the team.*
- *I will be respectful of the referees, coaches, all players, parents and spectators at the rink.*
- *I will ensure my son/daughter has the proper equipment.*
- *I will never abuse a player or coach physically or verbally either in their presence or in the presence of another player.*
- *I will never ridicule or yell at my child or any other child for making a mistake or losing a game.*
- *I will be a full time spectator with positive cheers only in victory AND defeat.*
- *I will not "coach" or shout out directions from the stands, or engage in distracting behavior of my player.*
- *I will not use profanity.*
- *I will show appreciation for the volunteer coaches who give their time to coach hockey for my child.*
- *I will remember that these athletes are only children.*

PLAYER'S CODE OF CONDUCT

I am aware that I am a representative player for the Glancaster Bombers organization.

It is a privilege to be a Glancaster Bombers player. While attending hockey activities, people will see me and know that I am representing my community and this organization.

I am playing Bombers competitive hockey because I want to.

I understand my parents are also making a commitment to me and my team so I can play.

In order to be a rep player for The Glancaster Bombers, I understand that I must:

- *Work hard at school and maintain my grades*
- *Come to the rink prepared to listen to the coach's instruction, work hard, and give 100% effort at all times.*
- *Respect my teammates. I will be courteous and supportive to all teammates. I will never criticize my teammates.*
- *Respect the coaches, referees, spectators and league officials.*
- *Respect my opponents.*
- *Maintain a positive attitude and exhibit sportsmanship.*
- *Win respectfully and lose graciously.*
- *Never use bad language or make negative racial or sexual comments at any time.*
- *Not participate in Fighting or horseplay in the dressing rooms, inside or outside of the arenas.*
- *Commit to attend all practices, games and team functions.*
- *Respect the facilities that I use, ensuring they are left in better condition than how they are found.*
- *Have as much fun as possible.*

SPECTATOR'S CODE OF CONDUCT

- Remember that participants play hockey for **their** enjoyment.
- Do not use any air horn or siren devices.
- Do not have unrealistic expectations. Remember that the players are not professionals and cannot be judged by professional standards. It's Minor Hockey.
- Respect official's decisions and encourage participants to do the same.
- Never ridicule a player for making a mistake during a game. Give positive comments that motivate and encourage a continued effort on and off the ice.
- Do not use bad language or harass players, officials, coaches or other spectators.
- Refrain from yelling directions to players, coaches, or officials.
- Prohibited from approaching team benches or time keeper areas before, during, and after games.

Cheer in a positive manner, especially for exciting plays, individual efforts or team accomplishments.

Section Three

Eligibility and Registration

- 3.1 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 herein after proved.
- 3.2 The Bombers reserves the right to prescribe requirements from time to time including promulgation of the By-Laws specifying grounds for refusing or withdrawing participation, disciplinary actions and related matters.
- 3.3 PRIORITY TO REGISTER WILL BE:**
- Firstly, residents of Ancaster and Glanbrook along with residents of neighboring municipalities deemed by the OMHA to be within the territorial boundaries for Ancaster and Glanbrook as an OMHA Centre "Right of Choice"**
- 3.4 Players/Parents must sign the OMHA Letter of Commitment (LOC) will be assigned to their respective age group for AA, A, B, or BB Bombers team prior to participating in an on-ice activity.
- 3.5 The Glancaster Bombers association registration site will remain open until the start of tryouts. New to area residents will be accepted as specified by the OMHA Regulations.

3.6 Registration Refunds

a) Non-Medical refunds

Players that withdraw from the Bombers as a result of a non-medical reason are entitled to a refund of their registration fees in accordance with this sub-section.

A refund for non-medical reasons is prorated depending on the number of months skating for a Bombers team.

The amount of the refund for respective league fees are as follows:

Prior to skating	Registration fee minus admin fee
After skating to October 31	75% refund minus admin. fee
November 1 to December 31	50% refund minus admin. fee
After December 31	no refund"

- b) Players that receive a long-term suspension due to their conduct on or off the ice are not entitled to a refund of their registration fees for any reason whether the reason is medical, non-medical or if they are a AAA player.

c) *Medical refunds*

Players that withdraw from the Bombers for medical reasons are entitled to a refund of their registration fees in accordance with this sub-section.

In order to qualify for a refund of registration fees for medical reasons in accordance with this sub-section medical documentation from a medical doctor, a dentist or a person that practices the profession of optometry, chiropractic, physiotherapy, chiropody, podiatry, osteopathy, audiology, psychology, dietetics, (a “medical practitioner”) stating that the player is unable to play hockey for medical reasons, must be submitted with the request for a registration refund.

A refund for medical reasons is prorated depending on the number of months skating. The amount of the refund is as follows:

<i>Prior to skating</i>	<i>Registration fee minus admin fee</i>
<i>After skating to October 31</i>	<i>75% refund minus admin. fee</i>
<i>November 1 to December 31</i>	<i>50% refund minus admin. fee</i>
<i>After December 31</i>	<i>no refund</i>

d) *AAA/Junior players*

In order to qualify for a refund of registration fees as a result of registering with the Bombers in order to be eligible to tryout/play AAA or Junior hockey in accordance with this sub-section written proof that the player plays for a AAA or Junior Hockey team must be submitted with the request for a registration refund.

e) *For the purposes of this Section 3.8 the administration fee is fifty (\$50) dollars*

f) *All registration refund requests must be presented in writing to the Bombers Executive board and Registrar. The Bombers registrar and one of either the President, Vice President or Treasurer must approve the refund application. The refund will be made to the credit card in which the payment was received, unless the payment was made by cheque, the Bombers are not able to credit the credit card or the refund is requested to be paid in another manner. In the latter three cases the refund will be paid by cheque or e-transfer.*

The refund request will not be considered to be received until the following information is submitted in writing:

- *Player’s name;*
- *Player’s age group;*
- *Reason for the refund request:*
 - *Non-medical reason*
 - *Medical reason*
 - *AAA/Junior Player*
- *If the refund is requested due to medical reasons, then medical documentation from a medical doctor, a dentist or a medical practitioner stating that the player is unable to play hockey for medical reasons, must be submitted with the request for a registration refund;*
- *The refund request must be received by the Bombers prior to the dates indicated above for the applicable refund (for example, if a player withdraws prior to December 1 but does not submit a registration refund request until after December 1, no refund will be issued).*

If the refund is requested because the player has registered with the AMHL or GMHA in order to be eligible to play AAA hockey, then proof that the player has signed an OHF - AAA Hockey LOC, the refund request must be submitted to the Bombers’ Registrar along with a copy of the signed AAA LOC to receive a full registration refund. No refunds will be made until the signed LOC has been received as proof.

- g) *This policy applies to all registration refund requests received after April 1st of the upcoming season..*
- h) *Players withdrawing from any Bombers team must deal directly with their respective teams Head Coach and Rep Director before any decisions can be made with respect to the refunding of any association registration fees or team fees. However, the Bombers reserve the right to withhold a portion of the refund as payment of the rep fees owing to the rep team.*

a. Late Registration

Request for late registration (i.e. after all the registration dates):

Late registration fees are prorated depending on the number of months missed from the beginning of the season.

Amount of Payment

<i>Prior to the start of Regular Season</i>	<i>Total fee</i>
<i>Prior to October 14th</i>	<i>Total fee</i>
<i>October 15 – November 14th</i>	<i>90 %</i>
<i>November 15 – December 14th</i>	<i>75 %</i>
<i>December 15 – Roster Freeze</i>	<i>60 %</i>

Section Four

Equipment

4.1 Mandatory Equipment

MANDATORY equipment must be worn by ALL PLAYERS AT ALL TIMES when engaged in activities on ice, whether practice or games. Equipment will be inspected by team staff for proper fit and condition regularly. Team staff may require players to replace damaged or improper fitting equipment.

Players may be refused participation until equipment is replaced.

*All Equipment must meet Navy colour standards prior to use in games and will be enforced by team staff. **Non Compliance will result in removal from on ice team activities.***

Coaches and Referee's shall Enforce this section without exception.

- a) Goal tenders' regulation skates (U10-18)
- b) Goal tenders' Pants (U10-18)
- c) Goal tenders' Pads
- d) Goal tenders' Gloves
- e) Goal tenders' Chest Protector
- f) Goal tenders' Neck Protector (Plastic)
- g) Shatterproof eye glasses.
- h) Approved navy Helmet with proper fitting chin strap and face shield.
- i) Approved Neck Guard.
- j) Approved Mouth Guard in good condition.
- k) Athletic support.
- l) Proper fitting skates.
- m) Shin guards
- n) Approved navy hockey gloves.
- o) Shoulder pads.
- p) Elbow pads.
- q) Approved navy Hockey pants with tailbone protector

Coaches and on ice staff will wear CSA approved helmets for all on-ice activities with chin straps fastened. They must wear hand protection and approved bombers coaching apparel.

4.2 All Rep teams will wear the Bombers colors as prescribed by the Bombers. Sweater colors for the rep teams will be navy, white, red, and grey. The letters "C" and "A" must be sewn on to each sweater. Glue is not to be used to affix any item to the sweater.

4.3 In order to standardize Team clothing (jackets, turtlenecks, wind suits, hats, etc), all purchases must be made through the Bombers authorized list supplier of uniform/clothing. Disciplinary action will be taken for those teams that do not follow these guidelines. Coaches may choose to wear shirt and ties to games but a uniform look should be the guideline.

4.4 The association will provide a third jersey option for teams wishing to purchase using team funds. This jersey option will be selected by the Bombers executive for the purpose of supporting an association activity (ie Tournament). These jerseys will be approved for use in any sanctioned game including regular season. Teams will have the ability to request custom third jersey options for approval. **Approved custom third jerseys will only be permitted in tournament game play.**

Section Five

Organization of Teams

5.1 Teams and Ages

a) *Bombers teams for all eligible boys and girls registered in the following divisions. Ages specified are before January first (1st) of the season.*

U7	6 Years old
U8	7 Years old
U9	8 Years old
U10	9 Years old
U11	10 Years old
U12	11 Years old
U13	12 Years old
U14	13 Years old
U15	14 Years old
U16	15 Years old
U18	18 Years old

b) *There must be a AA team fielded at minor and major before any other entries such as A or B/BB can occur.*

c) *A or B/BB Program*

- *There will be one A and one B/BB team per minor and major age groups.*
- *No more than 3 teams will be fielded per minor and major age group. Combined A or B/BB teams could be considered depending on tryout numbers. If this is to occur, the combined team would be required to play at the major level in their respective age group.*

5.2 Size of Teams

a) *It is recommended that Bomber teams carry a maximum of fifteen (15) skaters and two (2) goalies. Competition Committee members may advise teams to expand their roster on a case by case basis.*

5.3 Affiliate Players (AP)

- All potential AP players that a Head Coach may be considering must be approved by the Bombers Competition committee prior to any offers being made.*
- Unless otherwise approved by the Competition Committee, AP's for AA level Rep Teams should be taken from the A Team below. AP's for A level Rep Teams should be taken from the B/BB Team below (should there be one) and/or LL at the correct age group, as opposed to taking Rep players from the age group below. In the event that a B/BB Team is viable, AP's for an B/BB level Team would be taken from the GMHA Local League Teams and AMHL House League Teams*
- All Head Coaches at both the Bombers and Local League levels are required to communicate and cooperate with one another in order to facilitate the AP Movement process*
- Coaches are required to release players for AP opportunities, so long as it does not interfere with regular scheduled games, practices, tournaments, or play-downs as well as any related travel time associated with the player's base category team.*
- Teams utilizing AP's should do so for the purposes of supplementing available players only. AP's should only be used to replace absent players rostered to the team. Each player may only be affiliated with one team. Local League players from both AMHL and GMHA will be eligible to AP for Bombers Teams.*

- f) *Local/House League players from both AMHL and GMHA cannot be added as an AP until the LL/HL rosters are official.*
- g) *Local/House League players from both AMHL and GMHA will pay a fee to cover the cost for the uniform and ice sessions. The fee will be decided by the Bombers.*
- h) *Local/House League players from both AMHL and GMHA will be guaranteed at least 10 sessions (practices and/or games) with the rep team they are affiliated with.*
- i) *All Head Coaches wishing the use of affiliated players must complete an OMHA Affiliated Player form listing all players they wish to affiliate. The form must be signed by the Team Head Coach, the Affiliated Player's Registered Team Head Coach, and the Parent/Guardian. In the signing of this form the Registered Team's Head Coach has given consent for this player to play as an Affiliated Player during the regular season.*
- j) *As a courtesy, the Head Coach requesting the use of an affiliated player, should inform the player's regular coach prior to each and every game that the player is required.*

5.4 Tryout Process

- a) *Bombers Tryout process will follow the end of local AAA tryouts, beginning with AA (5-6 skates), A (4-6 skates), and B/BB (2-4 skates)*
- b) *Bombers Tryouts will never exceed 6 evaluation skates.*
- c) *Should numbers allow, the Bombers Tryout Committee will attempt to cap on ice numbers for the evaluation. This number will be considered to be under 40. This will be facilitated by dividing registered numbers up evenly alphabetically prior to the first evaluation and providing 2 separate evaluation skates per Level.*
- d) *Bombers Tryout Committee will coordinate all games with participating centers.*
- e) *Players participating in the tryout process from the ONSET will be guaranteed a minimum for 3 skates for their age group.*
- f) *Not all players trying out for Bombers teams will be selected. Coaches and Evaluators reserve the right to select successful players.*
- g) *All players attending tryouts will receive a numbered tryout jersey, and unique Tryout Identification number (TIN#).*
- h) *The Bombers Tryout Committee will provide external, unbiased player evaluators to work in conjunction with the tryout committee to select successful players with the coach (should one be announced prior to the tryout process).*
- i) *The Bombers Tryout Committee will provide external, unbiased Goalie evaluators to work in conjunction with the committee to RANK successful Goalies. These evaluations shall be completed on dedicated ice for goalie evaluations.*
- j) *All releases shall be agreed upon by the tryout committee evaluators, external evaluators, and coach before completing the release.*
- k) *Communication with Parents: At no time during the tryout process will the head coach, independent external evaluators or Bombers Tryout Committee evaluators discuss players and their performance with any parent.*
- l) *During the tryout process all players, parents and coaches are required to adhere to the OMHA and Bombers' Codes of Conduct as well as the City of Hamilton Zero Tolerance Policy. Any behavior contrary to the codes will result in immediate expulsion from the tryout process.*
- m) *For any medical exemptions, players MUST present a signed doctor note to their respective coach and/or Rep Director outlining the medical injury.*
- n) *Underage Player Movement Policy: Upon submission of a written formal evaluation request for the purpose of player movement to AA in a higher age group, the Tryout committee will undertake the following procedure.*
 - i) *Confirm suitable numbers for current age group to not interfere with programming.*
 - ii) *Conduct an evaluation to determine the suitability of players request. Players deemed to possess exceptional skill sets for their age group will be considered for AA teams only.*
 - iii) *Acceptance of the request will be solely the responsibility of the tryout committee.*
 - iv) *Assessments and acceptance of player movement will be binding for the scheduled season.*

5.5 Player Releases

- a) The TRYOUT IDENTIFICATION NUMBER (TIN #) will be the coaches only approved means of communication to evaluated players. The TIN # will identify each player without identifying their name. For example, at the U14 tryouts, a player may receive a TIN # 4507. After the tryout, and before the next tryout, the players who are selected to advance to the next tryout will be posted on the Bombers website and identified by the age group and their TIN #. TIN #'s will be randomly assigned to each player. Please keep your TIN # card private and in your possession. The TIN # system will be in effect until the last rep tryout has been completed.
- b) *If a player/parent wishes to discuss their individual evaluation they will be required to provide a written request within 24 hours of the completion of the last tryout for that age group. The objective of such requests should be to obtain feedback regarding on-ice performance for the purpose of facilitating player improvement.*

5.6 Offers of Positions

- a) *Players will be offered positions on their respective team via an OMHA Letter of Commitment.*
- b) *Players that are offered a position on a Bombers team are required to sign an OMHA Letter of Commitment within 14 days of the commencement of tryouts. If the Letter of Commitment is not signed, the head coach, at his/her discretion, may release the player from the team and offer the position to another player previously released.*

5.7 Coach Selection

- a) *Submission of Head coaching applications will begin in early February, applications will be available on the Bombers website and must be received by the applicable deadline posted each year. Applications received after the deadline will not be accepted unless there is a vacant coaching position available after the deadline has passed.*
- b) *A short list of coaching applications will be selected by the Bombers Competition Committee and applicants will be interviewed by a coach selection panel who will select a candidate .*
- c) *The Head coach shall submit his/her bench staff (assistant coaches, trainer and manager) to the Bombers VP of Operations for approval only after their team's final roster has been determined. Once approved then the coach can name their bench staff.*

5.8 Penalties/Suspensions

Bombers operate under all OMHA penalty guidelines.

Any player, coach or team official who receives a penalty with a subsequent suspension, may not play for any other team until the suspension has been served with the team in which the penalty was received.

Section Six

Conduct and Discipline

- 6.1 *The Bombers sanction the OMHA Code of Conduct and the City of Hamilton Zero-Tolerance policy and this policy supersedes all other codes of conducts listed in the Bombers Manual of Operations*
- 6.2 *Under no circumstances does the association permit the presence or consumption of alcoholic beverages or the presence of unprescribed drugs at any game, practice or any other Bomber function or where prohibited by law.*
- 6.3 *All Public Buildings in the City of Hamilton are smoke free properties. There is to be no smoking on any player's bench or in the dressing rooms.*
- 6.4 *Bombers reserve the right to discipline and/or suspend players, coaches, trainers and parents whose behavior /actions may cause harm to other members. Suspensions may be additional to the OMHA guidelines.*

6.5 *Complaint Procedure*

- a) *Disciplinary Committee: The Committee will hear the complaints of members and those brought forward outside the membership. This committee shall deal with uncomfortable situations that occasionally arise between players, parents, and coaches. In order to be as direct as possible, it is important that the system is used correctly. Anyone wishing to register a grievance should address their complaint to the Disciplinary Committee using the form available form in Appendix A and email it to either Vice President. By submitting the complaint in writing to the Vice President a Disciplinary Committee meeting will be held to look into the complaint. The Committee shall consist of the President, Non Sitting President, and both the Vice Presidents of Operations and Administration..*

6.6 *Disciplinary Committee*

- a) *The Disciplinary Committee will address complaints of alleged non-compliance with the rules and regulations governing the Bombers, including Hockey Canada, Ontario Hockey Federation (OHF), OMHA, and rules of other governing bodies. The Disciplinary Committee will address unacceptable actions and violations by a Bombers player, coach, parent and/or guardian, Member or referee.*
- b) *The Disciplinary Committee shall:*
 - i) *Review the complaint with a minimum of 3 committee members or their delegate.*
 - ii) *in an appropriate and timely matter, interview those involved in an alleged incident and any person(s) who have pertinent information;*
 - iii) *report back to the Bombers Executive Board with actions to resolve the issues and penalties to be levied;*
 - iv) *ensure that any and all appeals to the decisions of the Disciplinary Committee are made to the full Board.*
 - v) *Penalties imposed by the Discipline Committee shall be in addition to penalties prescribed in either the playing rules of the Bombers, OMHA or the Ontario Hockey Federation.*

Section Seven

Responsibilities

7.1 Team Official Responsibilities

- a) *All Head Coaches, Assistance Coaches, Trainers and Managers must have Police Checks, Speak Out, Respect in Sport and Gender Identity Training and any other required certifications and registrations completed prior to participating on the active roster.*
- b) *Coaches, Trainers and Managers shall adhere to the OMHA and Bombers Code of Conduct with ZeroTolerance for noncompliance.*

Section Eight

On-Ice Officials

- 8.1 *Officials for the Bombers games will be coordinated by the Referee-in-Chief.*
- 8.2 *No official can be involved in a Bombers game unless he/she is carded through the OMHA.*
- 8.3 *Officials are remunerated according to current OMHA and Bombers guidelines.*

Section Nine

Fundraising

- 10.1 *All money raised must be for the betterment and development of the players. All fundraising activities are optional and are not to be considered mandatory for any team or player.*

Section Ten

Sponsorship

- 11.1 *No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team. Any fundraising activities that involve the selling or consumption of alcohol must be pre-approved by the association. Any fundraising activities such as 50/50 draws, hockey pools and gambling activities must be operated in such a way that specific rules be provided to all participants. It is also recommended that the winner of the fundraising activity is posted on the Bomber team website.*
- 11.2 *All approved sponsorships shall be for one (1) year duration.*
- 11.3 *All Team Wear and equipment etc. shall be of a type and standard approved by the League. All Team Wear is to be acquired from the supplier approved by the League.*
- 11.4 *Sponsors are not permitted to be displayed on Rep team sweaters.*
- 11.5 *Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.*

- 11.6 *All team sponsors must be identified and all monies accounted for with the Team Operating Budget (TOB) submitted to the Bombers. All sponsorships received must be input into the TOB to ensure transparency of the sponsorship. The Team Treasurer or Manager shall keep track of, and deposit cheques. Logos from sponsors or sponsorship recognition may be displayed within each team's website within the Bombers website. It is the team's manager, treasurer or fundraising/sponsorship representative's responsibility to deliver the sponsorship benefits that were promised to the sponsors (i.e. sponsor plaques, sponsor banners, etc.) in calibration with the association.*
- 11.1 *Bombers teams are permitted to seek out sponsorship opportunities for their team with all funds going to support hockey related team activities such as player development, tournament fees, additional ice time and team items (ie. Team Pants, Team Bags etc.). Proceeds generated from sponsorship are not intended to and will not be permitted to pay individual rep fees or a player's financial commitment to participate on the team and 100% of the funds raised through sponsorship are to be applied as revenue to the team budget and distributed evenly to offset team expenses.*
- 11.2 *All payments (cheques) for sponsorship should be made payable to the account designated by the individual Bombers team.*

INTENTIONALLY LEFT BLANK

COMPLAINT FORM

IMPORTANT! Please print neatly

Submit appeal forms with payment attached to: GlancasterVP@gmail.com

Complainant Surname (Player): _____ Date of Birth: _____ (Day/Month/Year)

Complainant First Name: _____ Division (i.e., u12) if known: _____

Address; (Incl. #, street name, Lot & Con.): _____

City: _____ Postal Code: _____

Complaint filed by: (Please Print): _____

Contact Information: Tel. (Residential): _____ Tel (Business): _____

Email: _____ Fax (if applicable): _____

Complaint (Describe in enough detail):

Date: _____ (Day/Month/Year) Signature: _____

Type of Complaint submitted to be heard and Applicable fee payable on filing complaint (circle one):
Written complaint \$50.00* **In Person complaint \$100.00***

*The Glancaster Bombers may in its discretion waive the related fee.

PRIVACY STATEMENT: The information requested on this form is required by the Glancaster Bombers, and its executives for registration purposes and to administer the rules and regulations of the Bombers and OMHA (as applicable). In order to do so, the Bombers, may, if required request proof of a player's identity, address and date of birth.

APPEAL FORM

IMPORTANT! Please print neatly

Submit appeal forms with payment attached to: GlancasterVP@gmail.com

Appellant Surname (Player): _____ Date of Birth: _____ (Day/Month/Year)

Appellant First Name: _____ Division (i.e., U12) if known: _____

Address: (Incl. #, street name, Lot & Con.): _____ City: _____

Postal Code: _____

Appeal filed by: (Please Print): _____

Contact Information: Tel. (Residential): _____ Tel (Business): _____

Email: _____ Fax (if applicable): _____

Item of Appeal (Brief description and basis of Appeal, and relief requested): _____

Date: _____ (Day/Month/Year) Signature: _____

Type of Appeal requested to be heard and Applicable fee payable on Appeal (circle one):

Written appeal \$50.00*

In Person appeal \$100.00*

*The Glancaster Bombers may in its discretion waive the related fee.

PRIVACY STATEMENT: The information requested on this form is required by the Glancaster Bombers, and its executives for registration purposes and to administer the rules and regulations of the Bombers and OMHA (as applicable). In order to do so, the Bombers, may, if required request proof of a player's identity, address and date of birth.