

# GLANCASTER BOMBERS



## MANUAL OF OPERATIONS

September 1, 2023

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## **Section One**

### **Governance**

*The Glancaster Bombers (Bombers) are an amalgamated Representative organization 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-Law and having been considered and approved by each Board of Directors.*

### **Bombers Board of Directors**

*AMHL President*

*GMHA President*

*Vice President of Operations*

*Vice President of Administration*

*Secretary*

*Treasurer*

*Director of Equipment*

*Director of Fundraising and Special Events*

*Director of Senior Rep Teams*

*Director of Junior Rep Teams*

*Director of Development*

*Director of Coach mentorship, Team tactics and Strategy*

### **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, 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 board of directors. The President(s) shall be a member of all committee's and provide high level communication to governing bodies of the association's minor hockey program. The President(s) will have signing authority on all staff contracts. The President(s) shall oversee the role of the Vice Presidents of Operations and Administration.*

#### *Vice President of Operations*

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

#### *Vice President of Administration*

*It shall be the responsibility of the Vice President of Administration to assist the President(s) in the discharge of their duties. The Vice President of Administration will monitor adherence by the Board to all existing policies of the Association, recommend policy to the Board regarding nomination and election of Directors of the Association, and organization and conduct of meetings, oversee the duties and responsibilities of the Administrative Directors, and carry out other duties assigned by the Board, and President(s). The Vice President of Administration will uphold and enforce the Association Code of Conduct.*

#### *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 assist and coordinate with the President(s), Vice President, and Rep Directors on the execution of operational communication and activities.*

#### *Junior and Senior Rep Directors*

*It shall be the responsibility of the Rep Directors to participate in and report the activities of all Representative hockey 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, and applicable code of conduct documents for Executive members, Coaches, Players, and Parents. The Rep Directors will sit on the competition committee and report to the Vice President of Operations*

#### *Director of Development*

*It shall be the responsibility of the Director of Development to coordinate the U8 and U9 programming. The Director of Development will oversee the administration of the Junior Bombers Development program. The Director of Development will coordinate the administration of the association Goalie development program and Player Development program. The Director of Development will sit on the competition committee and report to the Vice President of Operations.*

#### *Director of Mentorship, Team Tactics and Strategy*

*It shall be the responsibility of the Director of Mentorship, Tactics, and Strategy to coordinate the implementation of Tactical and Strategic planning with Head coaches of the association. The Director will coordinate the implementation with the association Lead Development Instructor, Lead Goalie Development Instructor, and association development partners. The Director will sit on the competition committee and report to the Vice President of Operations.*

#### *Treasurer*

*It shall be the duty of the Treasurer to receive all fees and monies, dealing with general funds and to create the overall budget for teams to follow. The Treasurer will also be responsible for initiating the set-up of team accounts with the bank.*

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

#### *Director of Equipment*

*It shall be the duty of the Director of Equipment to provide vendors and documentation for the procurement of equipment and clothing required by the association. The Director of Equipment will coordinate the distribution of these items to teams and players. The Equipment Director will maintain an accurate record of association acquired development equipment. The Equipment Director will maintain the association storage area and document assets.*

#### *Director of Special Events*

*It Shall be the duty of the Director of Special events to schedule and coordinate the events throughout the association's season of operation. The Director of Special Events will Chair the Tournament Committee and work with the assigned subcommittee. The Director of Special Events will implement association social events throughout the season of operation.*

### **PAID EMPLOYEE'S**

#### *Registrar*

*The Registrar of the association will conduct all required business outlined in the mutually agreed upon contract. The Registrar will ensure all required registration documentation is provided to governing bodies*

*and the board of directors.*

*Ice Scheduler*

*The Ice Scheduler of the association will conduct all required business outlined in the mutually agreed upon contract. The Ice scheduler will ensure the accurate scheduling of team and association on ice events.*

*Referee in Chief*

*The Referee in Chief of the association will conduct all required business outlined in the mutually agreed upon contract. The Referee in Chief will maintain a roster of Referee's and coordinate the scheduling of Referee's for association scheduled games.*

*Lead Development Instructor*

*The Lead Development Instructor of the association will conduct all required business outlined in the mutually agreed upon contract. The Lead Development Instructor will administer the skills and skating development of the players of the association.*

*Lead Junior Bombers Instructor*

*The Lead Junior Bombers Instructor of the association will conduct all required business outlined in the mutually agreed upon contract. The Lead Junior Bombers Instructor will administer and maintain the Junior Bombers Development Program for U8 and U9 players.*

*Media Relations*

*The Media Relation representative of the association will conduct all required business outlined in the mutually agreed upon contract. The Media Relations representative will endeavor to provide the most effective means of communication, in a timely and orderly fashion, to the members of the Glancaster Bombers. The Media Relations representative will maintain the operation of the Association website.*

## **Section Two**

### **CODE OF CONDUCT**

*The Glancaster Bombers Minor Hockey Association requires all members, including but not limited to, players, parents, coaches, executive, and employees to review and provide a record of acceptance of the association CODE OF CONDUCT prior to participating in any Glancaster Bombers sanctioned events. Sanctioned events include, but not limited to, games, practices, social and special events, tournaments, and areas of association operation. Acceptance of the association CODE OF CONDUCT remains active through end of season activities including but not limited to tryouts and team funded activities.*

*Strict adherence to the CODE OF CONDUCT will be enforced by the Board of Directors, and association Governing Bodies.*

### **SOCIAL MEDIA CONSENT AGREEMENT**

*The Glancaster Bombers Minor Hockey Association require members to sign consent for the disclosure of player information through participation in ways deemed appropriate which may include images, videos, audio, written and creative work, and/or name appearing online both with the Glancaster Bombers Minor Hockey Association and other hockey organizations which include but not limited to: Hockey Canada, OHF, OMHA, or other membered hockey partners. Due to the volume of exposure to recording devices and social media outlets the Association requires acceptance for players to participate. The Glancaster Bombers Minor Hockey Association is committed to protecting players and members personal information. Please Refer to the OMHA policy and procedures for Social Media usage for a full explanation of the code of conduct which identifies the standard of behavior which is expected of all OMHA members and participants.*

### **POLICY FOR ELECTRONIC DEVICES IN CHANGE 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 Glancaster 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.*

*The ability to take 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.*

*Should a member use a device in this manner, upload a photo on the Internet or a social media platform, it will constitute a violation of personal privacy and the CODE OF CONDUCT of the Association. Immediate disciplinary action will be taken by the Board of Directors.*

## **CODE OF CONDUCT AND ETHICS**

*PURPOSE: To establish and maintain standards for members of the Association and to inform members of the public using the services of the League. **NOT TO REPLACE OR CONTRADICT ASSOCIATION CODE OF CONDUCT DOCUMENT.** 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 cooperate 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 League 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.*

### **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.*

### **CO-ED LOCKER ROOM POLICY**

*In order to comply with Hockey Canada and with the Ontario Human Rights Commission, the following Co-Ed Locker room policy is in effect and mandatory within the Glancaster Bombers Minor Hockey Association.*

### **HOCKEY CANADA CO-ED DRESSING ROOM POLICY**

*The following is the policy of Hockey Canada with respect to co-ed dressing:*

*Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.*

- 1. Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.*
- 2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.*
- 3. Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, and U5-U11 aged programs.*
- 4. U5-10 aged participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.*
- 5. At U12 aged (11 years old) level and above the following conditions will apply in all co-ed team environments:*
  - Females and males will change in separate rooms*
  - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.*
  - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.*
  - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.*
  - When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.*



## **COACH'S AND TEAM OFFICIAL'S CODE**

*All team officials shall:*

- 1) *Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency*
- 2) *Recognize individual differences in athletes and always think of the athlete's long-term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.*
- 3) *Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements which no one should evade or break.*
- 4) *Make sports challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.*
- 5) *Be honest and consistent with athletes. They appreciate knowing where they stand.*
- 6) *Be prepared to interact in a positive manner with administrators, league officials and parents.*
- 7) *Be responsible people who are flexible and willing to continually learn and develop.*
- 8) *Encourage athletes to be fit all year, every year and not just for the season.*
- 9) *Follow the advice of a physician when determining when an injured player is ready to play again.*
- 10) *Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.*

## **PARENT'S CODE**

- 1) *Do not force an unwilling child to participate in sports.*
- 2) *Remember children are involved in organized sports for their enjoyment, not yours.*
- 3) *Encourage your child to always play by the rules.*
- 4) *Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.*
- 5) *Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.*
- 6) *Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.*
- 7) *Do not publicly question the official's judgment and never their honesty.*
- 8) *Support all efforts to remove verbal and physical abuse from children's sporting activities.*
- 9) *Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.*
- 10) *Set an example by supporting and respecting your child's coach. When problems arise, communicate*

*on an individual basis. Public comments are not appropriate.*

### **PLAYER'S CODE**

- 1) *Play for the "fun of it", not just to please your parents or coach.*
- 2) *Play by the rules.*
- 3) *Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.*
- 4) *Control your temper – no "mouthing off", breaking sticks, throwing gloves or other equipment.*
- 5) *Work equally hard for yourself and your team – your team's performance will benefit and so will your own.*
- 6) *Be a good sport. Cheer all good plays, whether your team's or your opponents'.*
- 7) *Treat all players as you yourself would like to be treated. Do not interfere with, bully, or take unfair advantage of any player.*
- 8) *Remember that the goals of the game are to have fun, improve your skills and feel good. Do not be a show-off, or always try to get the most points or penalties.*
- 9) *Cooperate with your coach, teammates and opponents, for without them you would not have a game.*
- 10) *Remember that you are representing yourself, your parents, your team and your Town/Sponsor at all times; to, from and at the arena.*

### **SPECTATOR'S CODE**

- 1) *Remember that children play organized sports for their own fun. They are not there to entertain you, and they are NOT miniature pro athletes.*
- 2) *Be on your best behavior. Do not use profane language or harass players, coaches, officials or other parents.*
- 3) *Applaud good plays by your own team and the visiting team.*
- 4) *Show respect for your team's opponents. Without them there would be no games.*
- 5) *Never ridicule or scold a child for making a mistake during a competition.*
- 6) *Condemn the use of violence in all forms.*
- 7) *Respect the officials' decisions.*
- 8) *Encourage players to always play according to the rules.*

## **Section Three**

### **LEVELS OF HOCKEY**

*Representative hockey teams shall be comprised of players who desire a high level of competition and are willing to make a tremendous commitment in time and finances to the operation of the team. These players agree to be evaluated through a formal tryout process and accept the assigned level. Successful candidates will be chosen to represent the Glancaster Bombers Minor Hockey Association in U8 through U18 age categories. Representative teams play locally in the Tri-County Minor Hockey League and/or Niagara District Hockey League and will enter OMHA playdowns in accordance with the OMHA schedule. The Glancaster Bombers Minor Hockey Association will endeavor to offer AA/A hockey at all represented age groups. Subsequent levels of hockey will be applied when registration is supported.*

**House League, Local League, and Select programs will continue to be operated by the AMHL and GMHA organizations**

### **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 Glancaster Bombers reserve 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 or BB/B Bombers teams prior to participating in an on-ice activity.*
- 3.5 *Respective association registration sites will remain open until the start of tryouts. New to area residents will be accepted at the discretion of the respective associations and/or as specified by the OMHA Regulations.*
- 3.6 *A potential Glancaster Bomber player must be registered and accompanied by the appropriate association fees and tryout fees, before any player can participate in any activity sponsored by the Association. Potential players will not be allowed to try out until they have registered and paid the appropriate fees.*

#### **3.7 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 Glancaster Bombers team.*

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

<i>Prior to skating</i>	<i>Team fees minus Jersey and team expenses to date</i>
<i>After skating to September 30</i>	<i>75% refund minus Jersey and team expenses to date</i>
<i>October 1 to October 31</i>	<i>50% refund minus Jersey and team expenses to date</i>
<i>After October 31</i>	<i>no refund</i>

- 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 subsection.*

*In order to qualify for a refund of registration fees for medical reasons in accordance with this subsection 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. Any costs associated with obtaining this medical documentation will be the sole responsibility of the player/family.*

*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>Team fees minus Jersey and team expenses to date</i>
<i>After skating to October 31</i>	<i>75% refund minus Jersey and team expenses to date</i>
<i>November 1 to November 30</i>	<i>50% refund minus Jersey and Team expense to date</i>
<i>After November 30</i>	<i>no refund</i>

- d) *AAA players*

*Players that have registered with their respective associations in order to be eligible to play AAA hockey are entitled to a refund of their registration fees in accordance with this subsection.*

*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 hockey in accordance with this subsection written proof that the player plays for a AAA 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 seventy five (\$75) dollars*
- f) *All registration refund requests must be presented in writing to the Glancaster Bombers Board of Directors. 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 GBMHA is 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.*

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

- *Player's name;*
- *Player's age group;*
- *Reason for the refund request:*
  - *Non-medical reason*
  - *Medical reason*
  - *AAA 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.*
- *This policy applies to all registration refund requests received after September 1, 2023.*
- *Players withdrawing from any Glanaster 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 Glanaster Bombers reserve the right to withhold a portion of the refund as payment of the rep fees owing to the rep team.*

### **3.8 Late Registration**

*Registration payments received after the final registration payment deadline will be subject to a \$50 administration fee.*

*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 15th</i>	<i>Total fee</i>
<i>October 15 – November 14</i>	<i>90 %</i>
<i>November 15 – December 14th</i>	<i>75 %</i>
<i>December 15 – January 10</i>	<i>60 %</i>

*Registrations after January 11th will be reviewed by the Registrar, directors and the appropriate conveners.*

## Section Four

### EQUIPMENT

#### 4.1 Mandatory Equipment

The following equipment is MANDATORY and must be worn by ALL PLAYERS AT ALL TIMES when engaged in activities on ice, whether practice or games.

**Coaches and Referees will:**

Enforce this section without exception. Every Team Staff and/or Executive Member is responsible for enforcing this article.

- a) OMHA and CSA approved helmet equipped with approved chin strap fastened.
- b) OMHA and CSA approved facial protection which completely covers the face.
- c) Approved BNQ neck protectors and goalie throat protectors (danglers).
- d) Coaches and on ice staff will wear CSA approved helmets at all on-ice activities with chin straps fastened.
- e) CSA approved mouthguards unless exempted by OMHA.
- f) All coaches and on ice helpers must wear a CSA approved helmet and hand protection ie; hockey gloves

#### 4.2 Required Equipment for players:

The following equipment is mandatory:

- a) Goaltenders' regulation skates.
- b) Shatterproof eyeglasses.
- c) Athletic support.
- d) Shin guards – preferably with a molded knee cap.
- e) Approved hockey gloves.
- f) "Body armor" (chest and arm protectors) for all goaltenders.
- g) Shoulder pads for all players.
- h) CSA approved elbow pads.
- i) Hockey pants with tailbone protector.

4.3 All Rep teams will wear the Glancaster Bombers colors as prescribed by the Bombers. Sweater colors for the rep teams will be navy, white and red. Helmets, gloves and pants for players MUST be NAVY BLUE in colour. Navy Blue pant shells may be used in lieu of full navy blue pants. Glue is not to be used to affix any item to the sweater.

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

4.5 Effective January 1, 2024 all Glancaster Bombers game worn jerseys will be kept free of unauthorized lettering or sponsorship logos. Violations of this policy will lead to disciplinary action.

## Section Five

### ORGANIZATION OF TEAMS

#### 5.1 Teams and Ages

- a) *The Glancaster Bombers shall operate as a Representative hockey program only. Glancaster Bombers teams for all eligible boys and girls registered in the following divisions. Ages specified are before January first (1st) of the season.*

U8 MD	Age 7 and below
U9 MD	Age 8 and below
U10	Age 9 and below
U11	Age 10 and below
U12	Age 11 and below
U13	Age 12 and below
U14	Age 13 and below
U15	Age 14 and below
U16	Age 15 and below
U18	Age 17 and below

- b) *There must be a AA team fielded at the age group before any other entries such as A or BB/B can occur.*

#### 5.2 Size of Teams

- a) *It is recommended that Glancaster Bomber teams carry a maximum of fifteen (15) skaters and two (2) goalies. Exceptions will be made in U16-18 programs.*

#### 5.3 Affiliate Players (AP)

- a) *All potential AP players that a Head Coach may be considering must be approved by the Glancaster Bombers Competition committee prior to any offers being made.*
- b) *AP Players are permitted to participate in 10 practice sessions after approval from the Competition Committee. Approval for additional sessions must be given beyond the 10 initial sessions.*
- c) *Players that were released from the tryouts will be given first consideration.*
- d) *Unless otherwise approved by the Rep Hockey Operations Committee, AP's for AA level Rep Teams should be taken from the age level A Team. AP's for A level Rep Teams should be taken from the B/C or BB Team below (should there be one) and/or LL/HL at the correct age group. In the event that an*

*BB Team is viable and approved, AP's for an BB level Team would be taken from the GMHA Local League Teams and AMHL House League Teams.*

- e) Only with the approval of the Glancaster Bombers Competition committee will exceptions be considered to allow AP's from the team at the same level (AA/A/BB) from a lower age group. And under those exceptional scenarios, only players from the team one year below will be considered (i.e. 2009 birth year player for a 2010 team). All Head Coaches at both the Rep and Local League levels are required to communicate and cooperate with one another in order to facilitate the AP Movement process.*
- f) Coaches are required to release players for AP opportunities, so long as it does not interfere with regular scheduled games, tournaments, or play-downs as well as any related travel time associated with the player's base category team.*
- g) Teams should only roster AP's who they are prepared to use in games and such players should be regularly invited to practice and play from time to time with the team to which they are rostered as AP's.*
- h) 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 Rep Teams.*
- i) All Head Coaches are encouraged to AP at least 1 Goalie as early as possible from the corresponding lower tier Rep Team (i.e. AA team AP's 1-2 Goalie(s) from A team, and so on).*
- j) Local/House League players from both AMHL and GMHA cannot be added as an AP until the LL/HL rosters are official. For BB teams, an exception will be made to allow the AP of an BB Goalie from the age group immediately below.*
- k) 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 subcommittee and communicated to Head Coaches.*
- l) 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.*
- m) If there is a conflict between a Local/House League game with a rep game or practice, the Local/House League player must attend their Local/House League game.*
- n) In addition to this Policy, all OMHA Affiliation Rules must be followed by the Coaching staff.*
- o) A deadline to add any AP's is in effect, refer to most up to date OMHA Manual of Operations.*
- p) 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.*
- q) Prior to the beginning of the play-downs the Registered Team's Head Coach shall come to an understanding with the Player and Parent/Guardian as to the availability of the Affiliated Player to the Affiliated Team and inform the Affiliated Team's Head Coach of their decision. If a conflict still exists, the situation shall be brought to the Bomber subcommittee for a final decision.*
- r) 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 or practice that the player is required.*



- s) *Existing Rep Players (A/BB) selected for AP opportunities will not be required to contribute towards additional Team Fees required by the Rep Team they are occasionally playing for.*

### **TRYOUT PROCESS**

- a) *Bombers Tryouts will follow the end of local AAA tryouts, beginning with AA (5-6 skates), A (4-6 skates), and B/C/BB (2-4 skates)*
- b) *TRYOUT PROCEDURES WILL BE COMMUNICATED VIA THE GLANCASTER BOMBERS WEBSITE PRIOR TO THE EVALUATION PHASE*
- c) *Bombers Tryouts will never exceed 6 evaluation skates without approval.*
- d) *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 prior to the first evaluation and providing 2 separate evaluation skates per Level (AA, A, BB).*
- e) *Bombers Tryout Committee will coordinate all games with participating centers.*
- f) *NO MINIMUM SKATE GUARANTEE. Players being assessed from AA on will get a minimum of 4 evaluations but there will be no minimum sessions for each level.*
- g) *Players may decide where they want to begin their evaluation process.*
- h) *House league and Local League skaters are not guaranteed 4 skates if they choose to tryout for BB exclusively.*
- i) *Not all players trying out for Bombers teams will be selected. Coaches and Evaluators reserve the right to select successful players.*
- j) *All players attending tryouts will receive a numbered tryout jersey, and unique Tryout Identification number (TIN#).*
- k) *The Bombers Tryout Committee will provide external, unbiased player evaluators to work in conjunction with the committee to select successful players with the coach (should one be announced prior to the tryout process)*
- l) *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.*
- m) *All releases shall be agreed upon by the tryout committee evaluators, external evaluators, and coach before completing the release.*
- n) *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. Persistent attempts to communicate with evaluation personnel will be considered a violation of the CODE OF CONDUCT and will result in removal from the process.*
- o) *During the tryout process all players, parents and coaches are expected to adhere to the OMHA and Glancaster Bombers Codes of Conduct as well as the City of Hamilton Zero Tolerance Policy. Any behavior in violation of a CODE OF CONDUCT will result in immediate expulsion from the tryout process.*
- p) *For any medical exemptions, players MUST present a signed doctor note to their respective coach and/or Rep Director outlining the medical injury. The Bombers Tryout Committee members will make*

decisions on how to proceed. Any associated costs with obtaining the signed note will be the responsibility of the player/family.

- q) *Underage Player Movement: After submission of a 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 the current age group to not interfere with programming.*
  - ii) *Conduct an evaluation to determine suitability of players' requests. Players possessing exceptional skill sets for their age groups will be considered for AA teams only.*
  - iii) *Acceptance of the request will be solely the responsibility of the tryout committee.*
  - iiii) *Assessments and acceptance of player movement will be binding for the scheduled season.*

## **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 request is to be submitted to the Competition Committee. The objective of such requests should be to obtain feedback regarding on-ice performance for the purpose of facilitating player improvement.*

### **5.4 OFFERS OF COMMITMENT**

- 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.*
- c) *If a player is offered a position with their chosen team and refuses that position, the player is released directly to their respective association and is not eligible to tryout for any other Bombers team at his/her age level.*

### **5.5 COACH SELECTION**

- a) *Submission of Head coaching applications will begin in DECEMBER. Full details regarding the coaching application process will be available online via the Glancaster Bombers website. Applications will be available on the Glancaster 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 Sub-Committee and applicants will be interviewed by a coach selection committee panel who will provide a ranking to the Glancaster Bombers Board of Directors and provide recommended coaches for each position available. The Glancaster Bombers Board of Directors will approve Head Coaches.*
- c) *The Head coach shall submit his/her bench staff (assistant coaches, trainer and manager) to the Glancaster Bombers Competition Committee for approval only after their team's final roster has been determined. Once approved then the coach can name their bench staff.*

## **5.6 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**

### **6.1 CONDUCT AND DISCIPLINE**

- a) *The Glancaster Bombers sanctions 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.*
- b) *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.*
- c) *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.*
- d) *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.*

### **6.2 COMPLAINT PROCEDURE**

*Grievance Committee: A Grievance Committee is formed to hear the complaints of parents and coaches alike. This committee shall deal with uncomfortable situations that occasionally arise between 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 Grievance Committee using the form available in Appendix A and email it to the Vice Presidents. By submitting the complaint in writing to the Vice Presidents (Chair of the Grievance Committee) a Grievance Committee meeting will be held to look into the grievance. The Committee could consist of the Presidents, Vice Presidents, Corresponding Rep Director, and Secretary.*

### **6.3 DISCIPLINARY COMMITTEE**

*The Disciplinary Committee will be formed to address situations of alleged non-compliance with the rules and regulations, policies, and Code of Conduct governing the Glancaster Bombers, including Hockey Canada, Ontario Hockey Federation (OHF), OMHA, and rules of other governing bodies. The Discipline Committee will be formed to address violations of the association and other applicable Codes of Conduct by a Bombers player, coach, parent and/or guardian, Member or referee.*

*The Disciplinary Committee shall:*

- a) *Consist of a minimum of three (3) Principle members: the President, who shall serve as chair, and include as members a Vice-President (or his/her delegate), the appropriate program Director and any other Bombers representative. In the event of a conflict or other circumstances, The Chair of this Committee shall be appointed by the President and approved by the Board of Directors.*
- b) *in an appropriate and timely matter, interview those involved in an alleged incident and any person(s) who have pertinent information;*
- c) *report back to the Board of Directors with recommendations for actions to resolve the issues and penalties to be levied;*

- d) *ensure that any and all appeals to the decisions of the Disciplinary Committee are made to the full Board.*
- e) *Penalties imposed by the Discipline Committee shall be in addition to penalties prescribed in either the playing rules of the Glancaster Bombers, OMHA or the Ontario Hockey Federation.*
- f) *The Disciplinary Committee will receive any reports generated by the Grievance Committee that the Board deems necessary.*

## **Section Seven**

### **7.1 RESPONSIBILITIES**

#### *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. Above listed team staff must complete all future training and certifications required by Hockey Canada, OHF, and the OMHA.*
- b) *Coaches, Trainers and Managers shall adhere to the OMHA Code of Conduct with Zero Tolerance for noncompliance.*

## **Section Eight**

### **8.1 On-Ice Officials**

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

## **Section Nine**

### **9.1 Fundraising**

*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

### 10.1 Sponsorship

- a) *No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the League. Any fundraising activities that involve the selling or consumption of alcohol must be pre-approved by the league. It is also recommended that the winner of the fundraising activity is posted on the Glancaster Bomber website.*
- b) *All approved sponsorships shall be for one (1) year duration.*
- c) *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.*
- d) *Effective January 1, 2024 no sponsorship lettering or logos will be permitted on Glancaster Bombers Game Jerseys.*
- e) *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.*
- f) *All Representative team sponsors must be identified and all monies accounted for with the Team Operating Budget (TOB) submitted to the Glancaster Bombers Finance Committee. 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.*
- g) *Glancaster 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.*
- h) *All payments (cheques) for sponsorship should be made payable to the account designated by the individual Bombers team.*

**APPENDIX A**

**COMPLAINT FORM**

**IMPORTANT!** Please print neatly

Submit appeal forms with payment attached to either:

1. By Mail to: Glancaster Bombers, Attention: Vice President,  
P.O. Box 10003, 27 Legend Court, Ancaster, Ontario L9K 1P2, or
  
2. In person delivery to: Glancaster Bombers, Attention: Vice President  
Deposit in AMHL Mail Box, Morgan Firestone Arena, Jerseyville Road,  
Ancaster, Ontario

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

Complainant First Name: \_\_\_\_\_ Division (i.e., Atom) 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):

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Date: \_\_\_\_\_(Day/Month/Year) Signature: \_\_\_\_\_

Type of Complaint submitted to be heard and Applicable fee payable on filing complaint (circle one):  
**Written complaint \$75.00\*      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 its executives, employees, coaches, trainers, referees and volunteers) for registration purposes and to administer the rules and regulations of the Bombers and OMHA (as applicable) and provide notification of any upcoming events or other activities. In order to do so, the Bombers, may, if required request proof of a player's identity, address and date of birth.

**APPENDIX B**  
**APPEAL FORM**

**IMPORTANT!** Please print neatly

Submit appeal forms with payment attached to either:

2. By Mail to: Glancaster Bombers, Attention: Vice President,  
P.O. Box 10003, 27 Legend Court, Ancaster, Ontario L9K 1P2, or
  
3. In person delivery to: Glancaster Bombers, Attention: Vice President Deposit in AMHL  
Mail Box, Morgan Firestone Arena, Jerseyville Road, Ancaster, Ontario

Appellant Surname (Player): \_\_\_\_\_

Appellant First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

\_\_\_\_\_ (Day/Month/

Year) Division (i.e., U11) 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): \_\_\_\_\_

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Date: \_\_\_\_\_ (Day/Month/Year) Signature: \_\_\_\_\_

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

**Written appeal \$75.00\***

**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 its executives, employees, coaches, trainers, referees and volunteers) for registration purposes and to administer the rules and regulations of the Bombers and OMHA (as applicable) and provide notification of any upcoming events or other activities. In order to do so, the Bombers may, if required, request proof of a player's identity, address and date of birth.