

**GLANBROOK  
MINOR HOCKEY  
ASSOCIATION**



**BY-LAWS**

Amended May 2018

## **BY-LAW # 1**

### **REGULATIONS GOVERNING COMPETITION**

#### **(A) ELIGIBILITY**

1. Participation is open to all residents of the City of Hamilton on payment of registration fees and provision of proof of age. Participation will also be available to residents of the immediate area; subject to OMHA regulations (right of choice) provided the additional participants can be accommodated and that the Non-Resident registration percentage as set by the City of Hamilton is not exceeded.
2. Any player wishing to tryout for Rep Hockey must have their parents provide a valid drivers license to show proof of residence. Midget age players with a valid driver's license can show proof of residence for themselves. Proof of residence must be given before a player is allowed to participate in any rep tryout.
3. Any player who is unable to play, or is removed from game or practice, due to injury or serious illness and does not return to the game or practice may be requested by the GMHA, through the Division Convenor, to provide a note from a physician. This note is to clearly communicate the limitations, if any, before they are allowed to return to play. The note must be presented to the Division Convenor and have the Convenors approval before the player is allowed on the ice. If limitations exist, a new note must be obtained before the player moves on to the next level of involvement.

#### **(B) REGISTRATION**

1. Registration is limited to City of Hamilton residents only. (Except as per By-Law 1-A-1)
2. All participants must be registered on a designated GMHA registration form.
3. The Executive will determine registration days.
4. All boys and girls registered the previous year will be notified of registration dates, times and fees for the upcoming season prior to registration.
5. All new registrations must be accompanied by a birth certificate or other recognized proof of age certificates.
6. All registrations after August 1<sup>st</sup> will be assessed a \$50.00 late fee in addition to the regular registration fee.
7. Refunds on registration can be obtained from the GMHA, on proof of registration and return of any equipment belonging to the GMHA.
8. Registration refund shall be based on the number of games played up to the date of resignation. Registrations will not be accepted after November 1<sup>st</sup> of the playing season except for new residents of the area or with the approval of the GMHA Executive.
9. NSF Fees of \$25.00 will apply for any returned cheques.
10. Players must be registered in their proper age group. Transferring after registration to another age group will be subject to the Executive. The request must be made in writing to the Executive prior to try-outs/drafting. The submission must include the reason for the request.
11. Players will be suspended from playing effective October 1st of the playing year if any fees are outstanding. Fees include but are not limited to Registration Fees, Rep Fees, and Team Fees as set out by the team.

12. All GMHA members must be in good standing, in order to register for the next hockey season. See Article IV for clarification.
13. Any player wishing to attend AAA tryouts, must request and be granted a Permission to Skate form. Players must be registered to the association with payment included for the following season. If a player is fortunate enough to make the AAA team, registration fees will be returned.
14. Any players that are released from AAA tryouts must return to play hockey within the GMHA.

**(C) REFUND POLICY**

1. Players withdrawing from the GMHA prior to September 1<sup>st</sup>, will receive a full refund of any monies paid minus the \$100.00 deposit fee. Refunds after September 1<sup>st</sup> until December 31<sup>st</sup> will be calculated as follows:

$$\text{Refund} = \text{Registration Fee} \times \frac{\text{\# of weeks remaining in season (less deposit fee)}}{\text{Total \# of weeks per season}}$$

**Partial Refunds** due to injury will be calculated as follows:

$$\text{Refund} = \text{Registration Fee} \times \frac{\text{\# of weeks injured}}{\text{Total \# of weeks per season}}$$

All Injury refunds must be accompanied by a doctor's note.

**Note:** # of games per season will be determined by the Executive Board prior to the start of the season.

**(D) LIMIT - GAMES**

1. The number of games to be played each season will be decided by the GMHA Executive in association with affiliated leagues.
2. Birth dates for classification during the playing season will be determined by OMHA classifications.
3. The Association will operate all GMHA teams as so determined by the Executive.
4. All House League/Local League games will be subject to a curfew of fifty (50) minutes, unless otherwise agreed to prior to the start of the game, as per Haldimand Rule.

**(E) UNIFORMS AND EQUIPMENT**

1. The GMHA will supply a hockey jersey and socks to each player.
2. Approved equipment must be as per the requirements of the CAHA and the OMHA.
3. During games and practices, all players/volunteers must wear proper and approved protective equipment as per the CHA and the OMHA rules.
4. All jersey must include a stop sign on the back and the GMHA crest/logo on the front.
5. Teams must wear the only jersey(s) provided by GMHA at all games.

6. No additional sponsors may be added to any team jerseys.
7. No alterations may be made to any jersey without the approval of the GMHA BOD.
8. Rep and AE team equipment colours shall be Red helmet and Red pants when purchasing as a team. Parents if purchasing new equipment are encouraged but not expected to follow the above noted colours.

**(F) TRANSFER AND RELEASE OF PLAYERS**

1. The responsibility for the release of any player from the GMHA shall be vested in the Player Registrar. The Releasing of players to other associations must be approved by the President and Secretary.
2. The responsibility for the transfer of any player to or from Representative teams, Special teams or House League/Local League teams within any division shall be vested V.P. of the respective division

**(G) PLAYER DRAFTING**

1. House League/Local League teams will be drafted upon the conclusion of the selection of all GMHA representative teams.
2. After the selection of the rep teams, all House League/Local League players in each division will be invited to a trial session to be arranged by the V.P. of the respective divisions.
3. All coaches and managers will be invited to the trial session in their division, to rate players.
4. Coaches of each respective division will be invited to attend a player draft session where each coach will be presented a list of available participants to be drafted.
5. The regulations for drafting shall be determined by the V.P. of the respective division with the aid of the Division Convenor.
6. The player draft shall be conducted by means of a lottery determined by the V.P. of the respective division. Each team will draft one player in the order determined by the lottery until the last player has been drafted.
7. Brothers and sisters playing in the same division will be drafted together to enable them to play on the same team.

## **(H) TROPHIES**

The GMHA Executive must approve all major trophies before they are submitted for competition.

## **(I) PRACTICE TIME**

1. In so far as available ice time permits, it is the intent to provide each and every team within the GMHA a weekly practice of one-hour duration.
2. Practice ice time is to consist of fifty (50) minutes in ice time and ten (10) minutes in resurfacing time, unless otherwise arranged.
3. The Division Convenor, in conjunction with the Ice Convenor, will be responsible for obtaining and scheduling all practice times.
4. GMHA practice and game monies to be included in the registration fees.
5. Any team found not using their allotted practice time will be invoiced for the cost of the ice.
6. Cancellation of a practice by a Coach or team will not warrant rescheduling or make up ice. Cancellation must be done with seventy-two (72) hours notice.
7. Teams are not permitted to sell ice to any outside user groups.

## **BY-LAW # 2**

### **RESPONSIBILITIES**

#### **(A) COACHES, TRAINERS AND MANAGERS**

- 1) Each coach, trainer and manager, as an official of the Association, shall be responsible for the proper observance of the Constitution and By-Laws of the GMHA, OMHA, Local Leagues as GMHA is affiliated with.
- 2) Shall be responsible for providing a signed completed game sheet to the game timekeeper prior to the commencement of each game.
- 3) Shall ensure that all players receive equal ice time in regular season play. This applies to House League/Local League teams only.
- 4) Shall respect all referees' decisions and encourage players to do the same.
- 5) Shall be responsible for the conduct of all players during the game and upon clearing of the dressing room.
- 6) Shall cooperate fully with the Division Convenor.
- 7) Shall be responsible for assisting in fundraising activities due to close association with players and parents.
- 8) Coaches, trainers, managers or parents may NOT raise money in any way other than promotions authorized by the Executive.
- 9) Coaches, trainers, managers or others persons may NOT approach team sponsors for extra funds over and above the sponsor's fees a set by the GMHA Executive.
- 10) No team will be permitted to purchase or wear as a team jacket any jacket other than the approved GMHA Jacket regardless of how the purchase funds are obtained.
- 11) A minimum of seventy-two (72) hours notice is to be given to the Ice Convenor for changes or cancellation of ice time allotted to the representative team. Failure to do so will result in the team being responsible for ice fees.
- 12) All coaches and trainers must provide proper certificates to the GMHA by deadlines as per the OMHA guidelines August 31<sup>st</sup>.
- 13) All coaching staff including coaches, trainers, managers and any adult volunteering with the team hand in an original copy of a GMHA POLICE CHECK, done within the previous 12 months to the appropriate member by December 1<sup>st</sup> of that given year. If said report is not handed in by December 1<sup>st</sup> the GMHA member will not be allowed to participate in any team activities.
- 14) Any member who has previously handed in a police check is subject to provide a new police check at the request of the GMHA Executive. Police Checks are required every three (3) years.
- 15) Shall ensure only Rostered Players, AP Players, Coaching Staff and GMHA approved volunteers are on the ice. No player shall be allowed on the ice without a sanctioned team official present. Failure to comply may result in suspension.
- 16) Trainer shall advise parents and coaches of ill-fitting or expired equipment. Failure to repair/replace the equipment may result in the child's inability to play.

- 17) All coaches must complete the Player / Goalie Rating Forms (Appendix ##) at year end for all players on their team. Forms are to be submitted to their respective Division Convenor.
- 18) A hockey season for coaches shall be deemed from first ice practice to Closing Day.
- 19) The coach or manager must maintain team records in standard accounting practice detailing:
  - i. Monies paid from players (by player name)
  - ii. Monies disbursed
- 20) These records will be made available to team's parents or officers of the Association on request.
- 21) All coaching staff must submit a coaching application for any team within GMHA. Decisions on Head Coaching positions will be made based on these applications.
- 22) Head Coaches will attend all coaches meetings.
- 23) All coaching staff submitted by the Head Coach is subject to approval by the GMHA Executive.
- 24) See Coach's manual for more information (Appendix IV)
- 25) Coaches shall sign to acknowledge that they have read and received copies of the most recent GMHA Constitution and By-Laws. This must be done by September 30<sup>th</sup> for all coaches.

### **BY-LAW # 3**

#### **(A) CONDUCT AND DISCIPLINE**

1. Any member of the Association, coach, manager or player shall be subject to suspensions from the Association's activities if he/she deliberately contravenes, in any way, the Constitution and By-Laws of the Association.
2. Any member of the Association, coach, manager, player or official shall be subject to disciplinary and/or suspension for conduct not benefiting the intent or objectives of the GMHA.
3. Any ineligible player who willfully plays and/or any coach or manager who allows the ineligible player to participate shall be subject to disciplinary action and/or suspension.
4. Any player, coach or manager ejected from a game by a referee, shall be reported to the V.P. of the respective division within 24 hours of the incident by the Head Coach. The GMHA Executive may determine further disciplinary action.
5. All Convenors are required to report all match and major penalties to the Vice President of the respective division who will then notify the President.
6. Any coach or manager using unbecoming conduct in front of players or one who misses games/practices without assigning a suitable replacement or one who is disrespectful to any official of the Association shall be dealt with by the GMHA Executive and maybe suspended from their coaching duties.
7. Any House League/Local League coach who willfully does not play all players as reasonable equal ice time as possible in each game throughout the season shall be dealt with as follows:
  - 1<sup>st</sup> Offence – warning to be recorded by the Convenor
  - 2<sup>nd</sup> Offence – 3 game suspensions
  - 3<sup>rd</sup> Offence – 1-year suspension
8. All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Players or officials offending in this respect will be barred from further competition and will be billed for any expense incurred.
9. Any form of complaint against a member of the GMHA or player of the GMHA will follow the process below. Only written forms will be acknowledged. Email complaints will not be heard and deemed void unless prepared on the proper form.

#### **Grievance Process:**

The Grievance Process was put into place as a mechanism to deal with concerns between Coaches and Parents. The procedure allows for parents to present their concerns to their Head Coach in a structured format.

All Grievances to be presented above the coaching staff must be directed to the Secretary and President of the GMHA, who will then forward the complaint to the appropriate executive member.

Any grievances not filed with the Secretary, shall become null and void.

If any Parent has a concern that they would like addressed, the following procedures are to be followed:

- a) Approach the Parent Rep in private and explain your concerns to them. If you wish to speak to the Coach, make the Parent Rep aware of this so they can set up a meeting with the Coach. The



meeting will be set up minimum of 24 hours after the incident occurring or concern being raised with Parent Rep. This allows both parties to cool down, so that the problem can be dealt with rationally.

- b) The Coach and Parent Rep will discuss the issue in private and set up a meeting with the parents if requested to address the issue in a timely manner.
- c) Initial meeting will only be the Coach, Parent Rep and parents requesting the meeting.
- d) Grievances must be about your child. Grievances about or between parents, or made on behalf of *another* child will not be acted upon. All grievances must be reported within 7 days of the incident.
- e) Anonymous grievances will not be acted upon.
- f) If there is no resolution, the parents should then contact the Convenor for that Division and discuss the matter with them. This request is to be in writing, form is available. (APPENDIX "B") Divisional Convenors will work with parties to resolve issues and may consult their respective VP.
- g) Should the issue not be resolved at this level, the Convenor and respective VP will then bring the issue forward to the Executive at the next Board Meeting. The decision made by the Board at this time will be final.

## **(B) CODE OF CONDUCT**

- 1. All members of the GMHA must adhere to the City of Hamilton's Zero Tolerance Policy attached at the end of the Constitution.
- 2. Any member of the coaching staff, game official, or player is subject to Code of Conduct suspensions by the GMHA Executive. To some discretion the Executive has set the following guidelines:
  - 1<sup>st</sup> Offence – warning to be recorded by the Convenor
  - 2<sup>nd</sup> Offence – 3 game suspensions
  - 3<sup>rd</sup> Offence – 1-year suspension

The Zero tolerance guidelines as set by the New City of Hamilton apply here.

- 3. Any person subject to suspension by the GMHA, have the right to appeal. Written notice must be received by the GMHA one (1) week prior to the next scheduled Executive meeting so that they maybe added to the agenda.
- 4. At GMHA registration, all registrants will be given a copy of the GMHA Code of Conduct (APPENDIX E) to be read and discussed with parents and /or guardians. Prior to any participation in the first ice time, tryout or otherwise, parent(s) and the player will be required to sign a copy of the Code of Conduct to verify that the document was in fact read, discussed and understood. Signatures will be validated by an executive member of GMHA.
- 5. Any player and/or parent failing to sign the Code of Conduct Acknowledgement Form will result in the player/and or parent being ineligible to participate in GMHA activities.
- 6. Players eighteen years of age and older will not require a parent signature, but must accept personal responsibility for living up to the Code of Conduct. Parents may sign for players under the age of eight, with the understanding that their child (ren) will be provided with an explanation of the Code of Conduct and its conditions and consequences.

**(C) DISCIPLINARY AND/OR SUSPENSION POLICY**

1. All members shall conduct themselves in a civil and sportsman-like manner when questioning the decisions of the volunteers and on-ice officials. If the questions and or concerns not satisfactorily answered, they may be forwarded to the executive in the following order: Parent Rep, Head Coach, Convenor, and Vice-President for the division, and the Board.
2. A member, coaching staff or player shall not damage or deface either the facilities used by, or the equipment, of, GMHA. Anyone doing so shall be liable for the repair costs, and may be eligible for suspension and/or other rulings by the Discipline Committee. The coach shall report to the Convenor and the Arena staff any damage noted in the dressing room prior its use by the team.
3. A member, coaching staff or player shall not use alcohol or drugs at a GMHA sponsored game, or in any arena or other facility used for such function.
4. A team shall forfeit any game where one of its players or coaching staff who is ineligible because of a suspension participates on the bench or on the ice.

**Disciplinary Committee**

1. A chair shall be appointed by the president at the first executive meeting of the season.
2. The committee shall include four (4) members. This is to include two (2) members of the Board of Directors and two (2) Directors.
3. The role of the Committee is to uphold the Constitution, By-Laws and Regulations of GMHA and any other governing body with which GMHA is affiliated.
4. The Disciplinary Committee shall have the power to recommend suspensions and warnings to the Executive.
5. No member may vote if directly or indirectly involved in the issue at hand.
6. Any Member may request in writing the Discipline Committee to rule on an action that took place inside or outside the arena that falls under this area. The Committee shall review the evidence and if necessary hold a meeting with the parties involved and make a ruling.
7. It shall be responsible for ruling on all matters placed before them for consideration by the Board

**(D) APPEALS OF DISCIPLINE COMMITTEE RULINGS**

1. Members or players have the right to appeal a decision of the Discipline Committee if that action is greater than 5 games.
2. The appeal must be in writing and delivered to the President within 7 days of the written decision of the Discipline Committee. It must state how the constitution or by-law was improperly applied to the situation under appeal.
3. A fee of \$50 payable to GMHA must accompany the written appeal. The fee of \$50 payable to the GMHA and would be refundable if the appeal is upheld.
4. The board shall hold an appeal hearing within fourteen (14) days and give its final notice in writing not more than fourteen (14) days after the hearing is completed.

## **BY-LAW # 4**

### **PROTESTS - House League Only**

1. Protests will not be accepted if the grounds for protest are based on a referee's judgment.
2. Protests involving an infraction of the Rules and Regulations, as set out in the By-Laws, must be treated as follows:
  - a) The coach intending to protest must notify the Division Convenor immediately following the completion of the game in question.
  - b) The Division Convenor will, in turn, notify the Vice-President of the respective division and provide all details relevant to the protest.
  - c) The protesting Coach, in writing, must forward all protests to the Secretary of the GMHA within 48 hours of the game. A cheque payable to the GMHA in the amount of \$10.00 must be included.
  - d) The protest fee (\$10.00) shall be returned if the protest is upheld.
3. If a protest is upheld but the game involved is not to be replayed, the game is officially credited to the team winning the protest. The game is considered scoreless, for the purposes of total goal count in the event of goals being considered to determine standings. However, to guard against unwarranted penalties to players, individual statistics may remain as originally reported at the discretion of the GMHA Executive.
4. The coaches, players, convenors, officials and other parties involved in the protested game will be required to attend the disciplinary meeting when the protest is being dealt with.
5. The chairman of the Disciplinary Committee shall notify the teams or parties involved in writing of the decision within 48 hours of the hearing.

## **BY-LAW # 5**

### **REGULATIONS FOR REPRESENTATIVE TEAMS**

#### **(A) FORMATION**

1. Provision will be made each season for the formation of the GMHA representative teams in any division.
2. Selection of coaches and managers shall be made as determined by the GMHA Executive Based on completed coaching applications.
3. The Executive shall set the date by which the selection of players to the rep teams must be completed.
4. Rep teams will submit their rosters within a specified period of time from their first official try-out date to allow House League/Local League to draft their teams. The GMHA BOD will determine this date and notify the respective coaches.
5. If, in the opinion of a majority of the BOD, a minimum roster must be set to a Rep Team, as to not adversely affect the rest of the teams in the division, they will do so and inform the Coach. This affected team will not be allowed to operate below this minimum roster without approval of the majority of the BOD.
6. All coaches shall have the full authority of the GMHA to determine the teams' roster (See Coaches Manual for specifics).
7. Coaches will make those decisions using the player evaluations and their observations of the tryout process. The selected coach can arrange for assistants to help with evaluations. The assistants will have been disclosed and approved by the V.P. of OMHA for participation prior to evaluations. The coach, and approved assistants where applicable, will evaluate the players and will be responsible for selecting the team.
8. Only players signed up to try out for Rep are eligible for a position on the team. Any late registrants may play the next highest level available.
9. To provide the maximum opportunity for coaches and players during the tryout/selection process, all players wanting to be considered for the Rep Team are expected to attend and participate as per the tryout schedule.
10. To be eligible for AE, players must attend the Rep tryouts until released to AE. They then must attend AE tryouts.
11. Players released from the AE tryouts or players not wishing to attend the Rep tryouts, shall then return to their own age level grouping in Local League/House League
12. The GMHA Executive will determine whether there will be an AE team for each division based on the number of players registered to tryout for Rep. Once the minimum number criteria of required skaters (not including goalies) is met, the executive shall then consider the addition of AE Teams in the respective divisions. The minimum of skaters (not including goalies) required for the Novice, Atom and PeeWee divisions shall be 20 (twenty). For the Bantam and Midget divisions the minimum of skaters (not including goalies) required shall be 24 (twenty-four).
13. Players/Families assume responsibility for their attendance at tryout. Players wishing to be considered and cannot attend all of the tryouts, are to notify the V.P. of OMHA and the Head

Coach in advance. Coaches are under no obligation to accommodate or make allowances for players what do not attend tryouts for reasons other than a documented illness or injury.

14. All coaches will follow a mandatory release procedure, including completion of a standard player evaluation form with area to improve noted. Along with the coach, there will be one member of the Coach Selection Committee or GMHA BOD member present at all releases. Parent attendance at releases is optional in all divisions.
15. After the roster is submitted, any further movement is on a player per player basis. Player movement after the house league/Local league draft shall follow the Player Movement policy.
16. Once all teams are selected, the Head Coaches will meet with the V.P.of OMHA and the OMHA Convenor. Coaches will be provided with a copy of the current policy and procedures manual and will be asked to confirm who they propose for the rest of their coaching staff. The BOD reserves the right to request alternate coaching staff choices.

**Note:**

Players who enter into the tryouts and who choose to bypass the polices set out above will forfeit their eligibility to continue for consideration for any other REP or AE Team and will be reassigned to House/Local League for the season

**(B) PLAYER MOVEMENT**

1. During the season, house league/local league coaches are required to release any player for a rep team try-out and possible selection. Such try-outs may not interfere with regular house league scheduled games. Final date for player movement from house league shall be October 1st (except as stated in 3. below).
2. Should a rep team take any house league/local league team player on a permanent basis, a player must be dropped from the rep team roster to be placed on the house league team losing the player.
3. Should a rep team use any house league/local league player as a temporary replacement because of injury or illness of any rep player, such replacement must not interfere with regular house league scheduled games.
4. It is the responsibility of rep team managers to clear all player movement with the OMHA Convenor in conjunction with the particular house league coach or manager for each game.
5. Once the rosters are set the player is ineligible to drop down to the division he/she was eligible for and therefore must play in the division where the tryout occurred

**(C) AFFILIATED PLAYERS**

1. GMHA teams shall affiliate as per OMHA regulations with the following additions.
2. Players may play as affiliated players provided it does not interfere with any rostered teams scheduled games or practices.
3. No player will be used or assigned as an AP player without the consent of the head coach of the team to which the AP player is rostered.
4. Consent must be granted by the head coach of the rostered team each and every time the player is asked to AP with.

5. Parental consent is also necessary, unless otherwise agreed.

## **BY-LAW #6**

### **REGULATIONS FOR HOUSE LEAGUE / LOCAL LEAGUE**

#### **(A) Formation/Responsibilities**

1. All Coaches and coaching staff shall be approved by the GMHA executive based on applications submitted
2. All players and team officials shall respect all referees' decisions and encourage players to do the same.
3. Players at this time keep their team jersey and socks.
4. Coaches may add players names to jerseys, once rosters are approved

#### **(B) Tournaments**

All teams considering entering a tournament, must gain executive approval before completion of the registration.

#### **(C) House League Exhibition Games**

1. Exhibition games within a GMHA division may be arranged at the discretion of the coaches, Exhibition games between GMHA teams and teams of any other league or any other division in the GMHA require the Division Convenors permission.
2. GMHA House League/Local League teams arranging exhibition games in their allotted ice time must pay the referee and timekeeper prior to the game for all games over the allotted one (1) game per team.

#### **(D) Glanbrook Playoffs**

House League games are to be determined by the GMHA Executive

Not applicable to teams included in Local League play.

## **BY-LAW # 7**

### **RULES GOVERNING COMPETITION**

The GMHA shall operate in accordance with the CAHA rules, supplemented by the following provisions:

#### **(A) SUSPENSIONS**

As per the OMHA rules, the GMHA Executive shall have the authority to suspend or discipline any coach, manager, player, referee or other game official under its jurisdiction.

1. Head Coach shall notify Division Convenor of any suspensions immediately following the game.

#### **GMHA Suspensions**

Any player, coach or staff member, who receives repeated suspensions during the course of the season, may be assessed additional penalties equal to or above the original offense, if the Disciplinary committee deems it appropriate.



## **BY-LAW #8**

### **REGULATIONS GOVERNING THE HOCKEY DEVELOPMENT PROGRAM (INITIATION PROGRAM)**

#### **HOCKEY SCHOOL/TYKE**

1. Shall be set to a minimum of one (1) hour per week for 20 weeks
2. All participants shall wear all protective and approved equipment as set by the CAHA and OMHA Guidelines.
3. All parents shall be furnished with a complete list of equipment at the time of registration.

## **BY-LAW #9**

### **ON-ICE VOLUNTEERS**

Any on-ice volunteers must be approved by the VP of Early Development, and must submit a Police Check to GMHA prior to going on the ice.

<b>Appendix A</b>	Grievance Form
<b>Appendix B</b>	Player Rating Form
<b>Appendix C</b>	Goalie Rating Form
<b>Appendix D</b>	Rep Coaches Handbook
<b>Appendix E</b>	Code of Conduct

### **CODE OF CONDUCT..... FOR PLAYERS**

1. I will play hockey because I want to, not just because others or coaches want me to.
2. I will play by the rules of hockey, and in the spirit of the game.
3. I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
4. I will respect the safety of other players and my opponents by playing within the rules at all times.
5. I will do my best to be a true team player.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good plays/performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect. I will remember that my coaches are providing me with the opportunity to learn and play hockey.
9. Make a commitment to my team by attending practices, games, meetings, special events, and by playing to the best of my ability.

10. I will respect the Officials and their decisions at all times.

11. I will accept disciplinary action if I violate the rules or the spirit of the game.

### **CODE OF CONDUCT..... FOR PARENTS / SPECTATORS**

1. I will not force my child to participate in hockey.

2. I will remember that my child plays hockey for his or her enjoyment, not mine.

3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

4. I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game / event.

5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.

6. I will never ridicule or yell at my child for making a mistake or losing a competition.

7. I will remember that children learn best by example. I will applaud good plays / performances by both my child's team and their opponents.

8. I will never question the official's judgment or honesty in public.

9. I will support all efforts to remove verbal and physical abuse from children's hockey activities.

10. I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child.

11. I will respect the decisions of the Coaches, whether at practice, special events, or during a game.

12. I will never verbally abuse a Coach, Assistant Coach, Trainer, Manager or Official. I will remember they have difficult jobs and I will not undermine them by contradicting, interfering, or questioning their character, motivation, or judgment in public. I will not engage in or encourage gossip. I will take concerns to the proper GMHA officials.

13. I accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in GMHA activities. I will therefore do my part to protect and enhance the safety of my child and others.

14. I understand and accept that violation of this Code of Conduct may result in disciplinary action up to and including revoking of membership and all rights associated with membership.

### **CODE OF CONDUCT..... FOR COACHES / TEAM PERSONNE**

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.

2. I will teach my players to play fairly and to respect the rules, officials and opponents.

1. I will ensure that all players get equal instruction, support and playing time.

2. I will not ridicule or yell at my players for making mistakes or performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
3. I will take reasonable steps to ensure that equipment and facilities are safe and match the player's ages and abilities.
4. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
5. I will respect all participants, striving to be a competent (Coach, Trainer, etc). I recognize that I am in a position of trust and power, and I will do nothing to take advantage of or abuse it.
6. I will obtain proper training and continue to upgrade my Coaching skills.
7. I will work in cooperation with officials for the benefit of the game and refrain from public criticism of them or of other Coaches. I will forward my concerns through the proper procedures.
8. I will communicate with my players and with their parents, regularly throughout the season, so that everyone is clear about the rules and expectations, and so that we have a shared goal for the season.
9. I will emphasize the importance of the Players' and Parents' Codes, and hold my team members and their parents accountable for compliance.
10. I understand and accept that violation of this Code of Conduct may result in disciplinary action up to and including revoking of membership and all rights associated with membership.

#### **CODE OF CONDUCT..... FOR THE ORGANIZATION**

The GMHA Executive and its' designates will:

1. Do its best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background, or race.
2. Discourage any sport program from becoming primarily an entertainment for spectators.
3. Make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all members wherever GMHA activities take place, in those programs, and at the hands of GMHA members or others.
4. Make sure that age and maturity level of children is considered in program development, rule enforcement, and scheduling.
5. Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. Appropriately and thoroughly screen all those who provide service on behalf of the organization, both before, but especially after they are involved, seeking to have Coaches and Officials who are capable of promoting fair play as well as the development of good technical skills.
7. Distribute, publicize, promote, and enforce the Codes of Conduct within this organization.

### **Governance**

The GMHA operates as a member of the OMHA (Ontario Minor Hockey Association). All participants of the GMHA, including parents and spectators, at GMHA and OMHA (i.e. games in other centers) functions are subject to the policies of both the GMHA and the OMHA. The GMHA abides by the OMHA Code of Conduct, just as our teams abide by the various rules of the game of hockey as outlined and revised by the OMHA from time to time. Remember the youth of our community look up to us to set a positive example of the virtues listed below.

### **Privilege**

It is a privilege to play minor hockey, not a right. Parents' privileges do not include abuse of coaches, officials, players or any other individuals associated with minor hockey, including other spectators. The payment of fees includes the responsibility that all participants abide by the rules of the GMHA and its partner associations.

### **Respect**

The GMHA sets out our objectives, which include to promote, teach, and exhibit skills, fair play, good sportsmanship, social values and excellence. A major theme of the codes above is the issue of RESPECT. Respect for the rules of the game. Respect for the opponent. Respect for the officials and their decisions. Respect for other officials and volunteers. Respect for other parents and spectators. Respect for our children's right to play hockey for fun.

### **Unacceptable Conduct**

An individual is considered to be displaying unacceptable behavior if he/she is verbally or physically harassing and/or abusing a game participant (player, coach or official) and/or a fellow spectator. The most common example of this type of behavior would be the spectator who shouts or gestures to harass or abuse a participant or fellow spectator in a way that the participant or fellow spectator becomes aware of the intent of the activity. No abusive, discriminatory, intimidating and/or profane language or obscene/intimidating body gestures should be used by any parent/spectator toward anyone else. Parents/spectators are expected to maintain self-control at all times.

### **From the Stands**

Parents can take the fun out of hockey by continually yelling from the stands. Parents should enjoy the game and applaud the good plays. The stands are not the place from which parents should try to coach their children. Parents need to remember that they are not the coach and refrain from actions, which might undermine the coaching staff. Please do not encourage your child to play the game in a manner inconsistent with the coach's direction or plan. If you don't agree or understand something, calmly ask the coach or the team manager about it after the practice or game, better still after a 24-hour cooling down period if appropriate. It is unfair to put children in a position of having to decide who to listen to - their parents or the coach.

### **Referees**

Part of the game is the inclusion of referees to ensure that all participants follow the rules of the game. It is impossible for any referee to catch everything that goes on during such a fast paced game. Watching from the stands or the players' bench is not the same as watching and following the game on the ice. Shouting abuse at officials does not contribute to a game. During the season everyone should expect some mistakes made by players, coaches and officials during games. Young officials need time to develop their skills, just as the players and coaches require time to develop their skills.

### **Positive Reinforcement**

Parents/spectators are encouraged to cheer for their child's team and applaud the effort and good plays of the opponent. Parents serve as role models for children, who often look to adults for advice, direction and approval. As a parent, one of the most important things you can do is show good sportsmanship at all times to coaches, referees, and opponents. It is also important to use positive reinforcement. Children do make mistakes which are an important part of the learning process. No one likes to make mistakes and the best way to help children achieve goals and reduce their fear of failure is through positive reinforcement. Point out the things they do well.

## **Enforcement**

To initiate a complaint about conduct please refer to the grievance policy. You should inform the GMHA as promptly as possible and put in writing what you have observed for your records. It is important to know who said or did what, when, where, the circumstances and who else might corroborate your observations. It is the intention of the GMHA to respect everyone's privacy and maintain confidentiality if at all possible. GMHA may then form a fact finding committee to deal with parent/spectator conduct issues. This small committee is able to deal with concerns in a more expeditious and confidential manner than the whole Executive. Disciplinary action may then take place as set in the Bylaws and Rules of Operations.

## **GMHA SOCIAL NETWORKING POLICY**

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

The Glanbrook Minor Hockey Association ("GMHA") understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the GMHA and the future of GMHA players.

The GMHA holds the entire GMHA community (parents and players), including Executive 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 behaviour over SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken by the GMHA.

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

The second violation will result in an automatic five (5) game suspension and a disciplinary meeting with the Executive.

The third violation is automatic suspension until a disciplinary meeting with the Executive is arranged, with possible player (or parent) release (member not in good standing) from the association.

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

**PLEASE NOTE:** The GMHA Executive is **not** a police agency. It is unfair to expect volunteer Executive members, or other volunteers who are at minor hockey events watching their children play to act as a "policeman" during those events. It is unfair to expect volunteer Executive members to step into certain "heated" situations simply because they happen to be at that particular event. There are many other participants at any event. The responsibility of acting should not fall onto volunteers alone. It is considered the responsibility of all participants to be accountable for any inappropriate situation(s) at any minor hockey event. All participants need to take responsibility for their own behavior, and sometimes for the behavior of others, if we are to keep volunteers and officials involved in minor hockey and the sport fun, especially for the players.

It is the intent of this Code of Conduct is to clarify what the executive's expectations are for behavior as members of the GMHA. It is the expectation that every member will read and be informed of this information. This is the reasoning behind signing a sheet to verify that you have received this information. It is the expectation that the parent/guardian who signs the player up for registration will convey this information to any adults accompanying that player to any GMHA activities.