

KENT MINOR HOCKEY



Kent Minor Hockey Association

Rules of Operation

(Revised June 2025)

PREFACE

The purpose of these rules is to enable Kent Minor Hockey Association to operate its hockey program in a manner consistent with its mission, its bylaws, the regulations of the governing bodies and common sense.

Safety and fair play, on and off the ice, are critical to the success of the hockey program.

AUTHORITY

The rules and regulations are policies of the Kent Minor Hockey Association, as defined in the Bylaws and having been considered and approved by the Board of Directors on July 26, 2011

The Manual of Operations of the Ontario Minor Hockey Association, including playing rules are adopted and form part of these rules.

This manual covers most frequently used rules regarding coaches, players, parents in the Kent Minor Hockey Association.

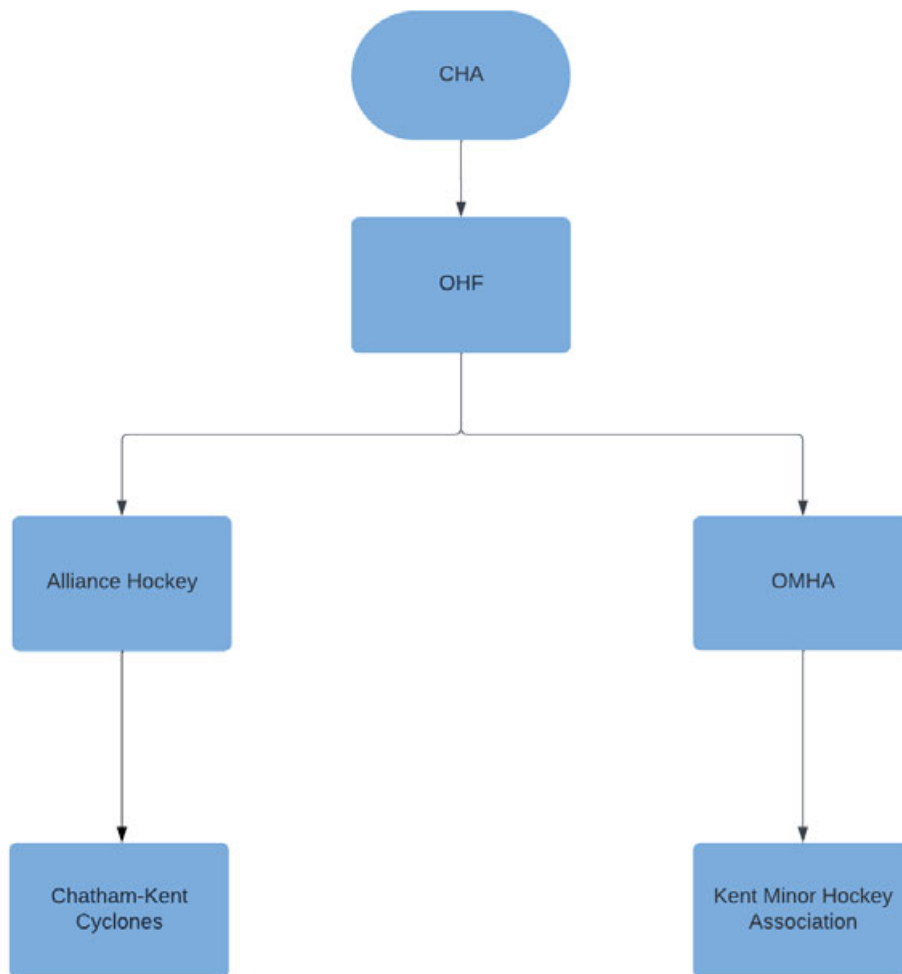
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GOVERNANCE

The Kent Minor Hockey Association is governed by the rules set out by the following governing bodies, the Ontarian Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), and the Canadian Hockey Association (CHA). The following chart explains the hierarchy of this process.



It is Kent Minor Hockey Associations responsibility to ensure that the rules of governance are followed as they apply to our organization.

Parents, players and volunteer staff must also be aware that from time to time the rules of operations will change to meet the ever-changing demographics and socially accepted norms of today's needs.

CONFIDENTIALITY POLICY STATEMENT

The confidentiality statement of the Kent Minor Hockey Association is written in accordance with the Ontario Human Rights Code (1990) which prohibits the

discrimination of all persons on several protected grounds: race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, and disability.

Members of the Kent Minor Hockey Association have the right to have their private information kept confidential, including information related to their sex/assigned sex, gender identity and transition.

Kent Minor Hockey Association members can only disclose private information about a player:

Disclosure of Private Information

- at a player's request
- with the consent of the player
- for the purpose for which the private information was collected

Requesting and obtaining consent to collect, record, keep, and or disclose private information must be conducted in a safe and confidential setting. A player has the right to deny a request for disclosure without fear of discrimination. Players have the right not to include their parents in any such disclosure.

Conditions for the Collection of Private Information:

Private information should only be collected when reasonably justified based on:

- relevancy to a specific situation
- with the consent of the player
- ability to ensure a safe, respectful, inclusive and equitable environment for players.

Record Keeping and Access to Private Information

Refers to the written documentation of collected private information. Should be completed by designated staff in strict confidentiality. Such records should be stored in a secure location.

Conditions of keeping records and their access must meet the same conditions as listed in the Collection of such information.

All voluntary disclosures of private information by players should be treated with the same level of privacy and confidentiality as requested disclosures.

Members of the Kent Minor Hockey Association have the responsibility to disclose incidents of ***Child Abuse and in Emergency Situations*** do not require the consent of the effected player.

The above Policy follows the guidelines established by the Ontario Human Rights Tribunal,
Ontario Hockey Federation and the OMHA which were activated
on February 1, 2024 (See Appendix)

DRESSING ROOM POLICY

Kent Minor Hockey Association believes that all participants have a right to access inclusive and equitable dressing spaces.

Kent Minor Hockey Association must attempt to provide a safe and respectful environment for all our participants.

Coaches and Staff will be required to ensure Dressing Room Requirements are enforced and utilized. Failure to enforce the Dressing Room Policy will result in disciplinary action which can be in the Kent Minor Hockey Association's Code of Conduct, under the Rules of Operation.

With the support of the Ontario Hockey Federation, the Kent Minor Hockey association will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of all players. All players will have access to dressing room facilities that must appropriately meet their individual needs, which may or may not include accommodations with respect to identity and gender expression.

All requests for dressing room accommodation will be taken seriously and will be assessed on an individual and confidential basis in order to address the specific needs and requirements of all players. The Kent Minor Hockey Association will work collaboratively with and advocate for players to identify the most appropriate access to dressing rooms, including any interim and long-term accommodation solutions, so as to reflect both individual players needs and the potential structural limitations of facilities.

Dressing Room Requirements|

- When any person/player under the age of 19 years is in a team dressing room(s) before, during and after a game or practice a minimum of two credited team officials,

who have been properly screened, shall be present in the dressing room or immediately outside the dressing room with the door ajar. Refer to OHF Information Bulletin Two
Deep Dressing Room Policy)

- To ensure the safety of all participants no type of violent conduct of any kind (including locker room boxing) bullying, or hazing is permitted. It is the coach's responsibility that this type of behavior does not take place. Maltreatment in violation of this section shall cause a complaint to be submitted to Hockey Canada's Independent Third Party.
- No videos, still photos, or voice recordings of any kind may be taken in the dressing room. Cell phones are only permitted to be used in a dressing room for the purpose of controlling music played in the dressing room.
- Coaching staff will ensure that all requests for dressing room accommodation will be taken seriously in order to meet the specific needs and requirements of the player making the request. The player has a right to utilize a dressing room they consider safe, inclusive and reflective of their gender identity, gender expression and transition status.
- The coaches and team staff will instruct players regarding the Minimum Attire Policy when arriving at the arena and how to utilize appropriate private space to change.
- Minimum Attire shall be considered as clothing or a base layer that covers the pelvic region (ideally coverage would be from the waist to the upper thigh but, at a minimum there needs to be coverage of the buttocks and genitalia) and the chest area of the player. Ideally Minimum Attire above the waist should include clothing or a base layer covering most of the body between the neck and the waistline, it must, at a minimum, include clothing that covers most of the upper torso, such as a sports bra.
- Showers are an extension of the Dressing Room and players must utilize Minimum Attire to access the showers (walking to and from). Minimum Attire is not required in the shower itself unless there is an accommodation request.

The above requirements can be located under the OHF, HC, and the OMHA Dressing Room Policies effective February 1, 2024. **(OMHA Dressing Room Policy Approved December 20, 2023)**

REGISTRATION

- The Kent Minor Hockey Association Board of Directors will set the registration fee annually.

- The Treasurer is empowered to waive or modify registration fees for a player where circumstances warrant special consideration. The Executive Committee must review all such waivers.
- Only those players on waivers who sign a AAA card in another center which is part of Hockey Canada or who has tried out for a team which is disbanded will be eligible for a full refund minus an administration fee and insurance cost to be determined at the discretion of the Board.
- Completed registration shall consist of clearance on residency rule, proof of age, properly completed roster sheet and payment of the registration fee. All registration documents will remain in the possession of the Registrar who will make them available from time to time to other officials, but who will always maintain custody. Parents are required to sign a Hockey Canada (Personal information), Kent Minor Hockey (Code of Conduct) and a Hockey Canada (Rules and Regulations) Waiver forms at the time of registration.
- Team officials may not allow a non-registered person to be on the ice with a team. If uncertain, check with the registrar. Failure to comply will result in immediate coach suspension by the Convenor.
- Residents of the City of Chatham/ Tilbury registering to play in the house/ The local league shall be given priority and others may be brought in to fill out a team roster or division. Non-resident players may be ineligible to participate in tournaments or as selected and affiliated players under OMHA rules.
- A request for a refund of a portion of the registration fee for a person who ceases to play Kent Minor Hockey prior to the end of the calendar year due to **medical reasons or relocation** may be submitted in writing to the treasure. The treasure may only consider an application submitted for a player who ceases to play **after** December 31st on instruction from the Board.
- Satisfactory proof of age will be submitted with registration of a player who did not play in the previous year.

REGISTRATION WITH MORE THAN K.M.H.A

- No player is allowed to play on any other team outside the Kent Minor Hockey Association when registered within the Kent Minor Hockey Association, with the

exception of the Ontario Secondary School Association and Ontario Women's Hockey Association. Suspension by neither organization will be recognized by each organization.

- No player will be allowed on the ice without having their registration paid in full by November 30th. Members/players on any Travel team shall also have paid in full any incidental charges including team assessments prior to returning to the ice in either game situations or practices by this date.

REFUND POLICY

- Before the season begins on September 30th - full refund less administration & Insurance.
- After 1 month of season- full refund less administration, insurance and 1-month fees.
- After 2 months of season- full refund less administration, insurance and 2 months fees.
- **After 3 months of season- NO REFUND.**
(See WEBSITE FORMS)

FUNDRAISING

- All fund-raising events by individual teams must have the approval of the Ways and Means Director/Co-Ordinator. The permit must be filled out, approved and filed with the Kent Minor Hockey Association Board, prior to the fund-raising event taking place. A financial statement for each event must be submitted within 30 days of holding or substantially completing the event.
- Under no circumstances will a fund-raising event be approved if it conflicts with Kent Minor Hockey Association run events. Kent Minor Hockey Association carries out many fundraising events and teams are cautioned not to make commitments until their event has been duly authorized.
- All fund-raising projects within K.M.H.A. must be approved by the Board. A request must be in writing and presented to a Board member seven (7) days prior to the monthly meeting of the Board.
- Approval of fund-raising projects will be subject, but not restricted to the following:
 - Priority given projects involving Divisions/Groups.
 - Number of projects for the same time.
 - Number of teams involved in the project.
 - The type of project involved.

- All proper information provided.
 - All K.M.H.A. policies followed.
- Once approved by the Board, the project will be forwarded to the Ways and Means Co-Ordinator
 In the case of a project that requires a city license / permit the requesting party(s) to provide all the necessary information to complete the application for the license/ permit. The application can be obtained from the Ways and Means Chairperson. If the proper information is not provided the Ways and Means the Chairperson will not initiate the application form.
 - All fund-raising projects will require the initiation of a separate bank account, from all others, in the name of the fund-raising project and K.M.H.A. This bank account shall have two (2) separate persons as signing authority. All receipts and expenditures are to be made via this account. It shall be closed at the end of the fund-raising project. In the case of a licensed project this is a requirement for the license. **All licenses are to be signed by the treasure of K.M.H.A.**
 - All fund-raising projects approved by the Board will require a Chairperson/Coordinator. This person will be responsible for the administration and financial portion of the fundraiser. This person will be responsible for all reporting duties.
 - A financial report, on each approved fund-raising project, must be submitted to the Board within 30 Days of the last date of the fund-raising project. All proceeds from the approved fund-raising projects are subject to distribution by the Board. Distribution will result from the financial report, request submitted by the fund-raising project Chairperson / coordinator, team needs, the number of teams involved, the proposed use of the funds raised and the Boards discretion.
 - Team funds will consist of team assessments, bingos shares, fundraising proceeds, parent assessments or contributions and donations. Any monies received into or extended out of team funds must be an approved budget item or the item must be approved by the Board.
 - Any equipment, sweaters, clothing, or similar items purchased out of team funds become the property of K.M.H.A. to be used at the discretion of the Board, by the team of the next higher division the following year. (i.e. - U12 to U13). It is to be recognized as a general policy of K.M.H.A. that the funds raised by teams shall be used to offset the expenses of running teams and not for acquiring equipment, which is considered the responsibility of K.M.H.A. All team funds remaining at the end of the season shall be paid to K.M.H.A. by April 15 of each year, to be given, at the discretion of the Board, as team funds to the team of the next higher

division the following year. All team funds at all times are to be considered joint property of the team and K.M.H.A.

FUNDRAISING GUIDELINES

Philosophy:

All teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team as a whole. When raising funds, members are also representing the KMHA and are encouraged to project a positive image of KMHA. All fundraising activities must adhere to the guidelines set forth.

Guidelines:

1. Direct public support can be requested for the purpose of fundraising.
2. Team budgets must be approved by KMHA prior to any fundraising.
3. Teams can raise funds to offset 60% of their approved budget. Any additional revenue must be approved by KMHA.
4. All fundraising activities must be discussed and approved by the majority at a team parent meeting.
5. All fundraising activities must receive prior approval by KMHA Ways and Means Co-Ordinator.
6. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review.
7. Fundraising activities may be subject to insurance approvals.

Permitted Activities:

Teams may raise funds for the following purposes:

1. Tournament registration fees.
2. Team apparel, equipment and bags.
3. Coaching and training supplies.
4. Travel expenses for recognized coaching staff that are not a parent of a player on the team.
5. Team meals.
6. Costs for year-end banquets, trophies, and awards.
7. Additional ice time for practices, exhibition games and skill development.
8. Referee fees (exhibition games)
9. Miscellaneous team expenses (office supplies, etc.)

Other Fundraising Activities:

Teams wishing to raise funds for anything not listed in the Permitted Activities section, must receive permission from the Ways and Means Co-Ordinator and the VP of Travel or VP of House League.

Prohibited Activities:

The following activities are prohibited:

1. Teams are not permitted to raise funds through bingo activities or raffles without a license.
2. Breweries, cannabis, wineries and distilleries shall not sponsor any team.
3. Establishments that have adult entertainment as their primary business are not to sponsor any team.
4. Alcoholic beverages are not permitted as prizes.
5. Monies raised through fundraising cannot be dispersed to parents.

Approvals and Reporting:

1. All requests for fundraising must be submitted to the Ways and Means Co-Ordinator on the prescribed form at least 14 days prior to the event.
2. A full accounting of each fundraising event is required to be submitted to the Ways and Means Co-Ordinator on the prescribed form within 30 days of holding or substantially completing the event.

KMHA Sponsors:

1. KMHA actively raises funds as an Association. As a result, several establishments have sponsored the Association as a whole. Teams are not to approach establishments that have sponsored the Association. A full list of KMHA sponsors can be found on the KMHA website.

KMHA Events:

1. All KMHA members are encouraged to participate in KMHA fundraising events. Teams are encouraged not to make commitments in conflict with such KMHA fundraising events.

Reviews

1. All fundraising activities are subject to review by KMHA.
2. KMHA may review team fundraising activities at the request of team parents.

Property of KMHA:

1. All monies raised through fundraising are the property of KMHA.
2. KMHA Executive has the right to disperse monies raised through fundraising.

Extended Funds:

1. Teams are not permitted to carry over funds to the next season.

Liability:

KMHA will not be held liable for any violation of this policy.

Penalty:

1. Any team or member who violates the Fundraising Guidelines may be subject to penalties at the discretion of the Ways and Means Co-Ordinator and the VP of Travel/House League Operations.
2. Fundraising activities may be revoked or suspended at any time at the discretion of the Ways and Means Co-Ordinator and or the KMHA Executive Board.

Fundraising Financial Report, Fundraising Request (See *Website Forms*)

SPONSORSHIP

- Even though their name and logo will appear only on specific team uniforms, it is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants. Sponsors represent the second largest contributing groups to the Kent Minor Hockey Association budget. Therefore, it is very important that all Kent Minor Hockey Association members have an opportunity to do so effectively and sincerely show their appreciation to the sponsors wherever possible. Representative teams are encouraged to display sponsor boards for individual groups/organizations that financially sponsor teams and their activities.
- Official sponsors of the Kent Minor Hockey Association are not to be approached by any team official, parent or person associated with a team.

- No breweries, cannabis, distilleries, wineries or tobacco companies will be allowed to sponsor any team in the Kent Minor Hockey Association.
- All equipment purchased or donated by a sponsor shall become the sole property of the Kent Minor Hockey Association and are subject to all rules and regulations of the Kent Minor Hockey Association.
- Sponsorship will be granted under the stipulation that it is solely financial sponsorship and does not apply or afford the sponsor further involvement with the team.

VIDEO REVIEW POLICY

Kent Minor Hockey Association will not be reviewing any videos in relation to player suspensions or changing of any on-ice or non-calls by officials.

OMHA does have a Video Review Policy that can be found in the OMHA Manual of Operations, under Policy and Procedures.

www.omha.net/manualofoperations

Kent Minor Hockey is committed to ensuring the safety of participants of all ages and skill levels. With the increasing availability of video provided by rink-based programs and parents. Video recording and camera video recording devices are not allowed on team benches during games.

The Executive Board of KMHA will utilize the Live Barn video when necessary to determine any Code of Conduct violations during games or practices. This includes all Kent Minor Hockey Association members, including athletes, coaches, parents, directors, volunteers, staff, chaperones, and any other person involved in Kent Minor Hockey Association activities.

RETURN TO PLAY INJURY MANAGEMENT POLICY

Guiding Principles:

The safety of our children is of the utmost importance in determining what action should be taken concerning any injury report.

Team Staff must determine the best practice in providing their players with an environment that reduces the chance of injury, whether in practices or game situations. Learning to respect officials, coaches and all players is the key objective for our children.

Kent Minor Hockey Association follows the guidelines set out by the Ontario Minor Hockey Association and Hockey Canada regarding safe management of injuries and protocols for the safe return to play.

Policy:

Each team is required to have a certified trainer. Unless arrangements are made prior to a game, no team is allowed to play without a trainer present.

Players that are injured during a game or practice that seek medical attention from a physician are not allowed back on the ice for a practice or a game except with a physician's note indicating that it is safe for the player to return. Players that do not seek medical attention are not allowed back on the ice unless approved by the team trainer. Parents can also sign a waiver if the trainer is not truly satisfied regarding the status of the injury. The above clearance note from the player's physician can also include a note from a chiropractor, nurse practitioner or physiotherapist.

In either case the trainer is responsible to complete Hockey Canada's Injury report and submit the same to the OMHA Representative for KMHA. The injury report will be submitted to the Ontario Minor Hockey Association. The injury report must be completed within 24 hours and turned over to KMHA's Head Trainer.

Concussions and Head Injury Impact Injuries:

A concussion is a medical diagnosis. It is an injury to the brain that can alter the brain's function. It is generally temporary but can include headaches, concentration issues, memory balance and coordination problems.

Concussions can result from a direct hit to the head or indirectly through the whole-body collisions. Not all head or body impacts or collisions will result in a concussion.

The Trainer should be educated to recognize Head Impact Events/Injuries.

To be proactive to this type of injury all trainers shall, prior to the start of the season, inspect all helmets to ensure they meet the Canadian Standards Association (CSA) certification. Helmets must be checked for the CSA sticker,

Helmets with a break or crack shall be replaced prior to the player being allowed on the ice.

NOTE: Helmets should never be painted as it may weaken its structure. Any alterations such as drilling extra holes, removing side straps, clamps or chin cups will void the CSA certification.

The focus of this policy is to remove those children from playing should there be any concerns.

The following steps will help assess the extent of the player's injury:

If the child has a significant enough injury to cause symptoms or raise concern for a concussion they must be seen by a medical doctor.

- Players diagnosed with concussion should rest until they are symptom free. Players should rest an additional seven (7) days before restarting any activity.

Only after a player is symptom free for at least eight (8) days can they follow Hockey Canada's "Return to Play" program outlined below.

No activity-rest until symptom free for eight (8) days
Light aerobic exercise
Sport specific exercise
Non-contact training drills
Full contact practice
RETURN TO PLAY

There should be at least a minimum of twenty-four (24) hours between each stage involved. Should a symptom recur, the player should return to the rest stage. Clearance by a medical doctor, including written documentation is required before full contact.

(See Appendix re Helmet Policy and Hockey Canada Injury Reports)

VULNERABLE SECTOR CHECKS

- The Kent Minor Hockey Association owes a duty of care to its clients, to staff, and to the community. Acceptance of this duty will be reflected in all Association programs, services, and activities, as well as in its policies and procedures.
- Kent Minor Hockey Association recognizes that some of the positions in the Association are of significant trust. People applying for and understanding positions of trust will be subject to more intense and ongoing screening and supervision than individuals in placements, which are not positions of trust.
- Kent Minor Hockey Association recognizes the trust placed in all members of our organization and as such requires each volunteer, staff member, Executive Board member, and any off-ice official to complete the Vulnerable Sector Check Process. Local billets are also subject to this policy.
- Kent Minor Hockey will not discriminate against any person based on these grounds (age, race, sex, marital status, etc.) unless there is a **bonafide** reason related essentially and explicitly to the position being applied for and will do so with due consideration for need to accommodate applicants where possible.
- A Vulnerable Sector Check (Police Record Check) will be required from all Team Officials, including but not limited to head coaches, assistant coaches, trainers, managers, coaches at large, team volunteers, on-ice officials, skill coaches, on-ice helpers (Den Parents-lower age groups), third party instructors on or off ice, dressing room supervisors, and all persons in an authoritative positions, All such persons must have this

Vulnerable Sector Check Process completed and approved by the Ontario Hockey Federation prior to any on or off-ice function.

- Individuals with past *Criminal Code* convictions, **ten years or more recent**, or charges pending for certain offenses **will not be accepted** for a direct service position with vulnerable clients. The participant is eligible to apply for a hearing after this time frame. These offenses include, but are not limited to the following:
 - Individuals with past convictions or charges pending for any violent offense, whether it involved weapons.
 - Assault with a weapon
 - Aggravated assault
 - Assault bodily harm
 - Any current prohibition orders forbidding the individual from having contact with children under the age of 14 years.
 - Robbery
 - Any indictable criminal code offenses related to impaired driving and or care and control and or drive over 80 milligrams.
- Individuals with past *Criminal Code* convictions, charges pending or pardons for the following offenses **will not** be considered for a direct service position. These offenses will deem the individual ineligible to participate in any capacity
 - Indictable criminal offenses for child abuse.
 - Sexual exploitation
 - Sexual assault.
 - Sexual Interference.
 - Invitation to sexual touching.
 - Sexual intercourse
 - Any indecent act and or exposure
 - Any making, distributing, possessing or sale of child pornography
 - Any indictable criminal offence for child abuse
 - Luring a child
 - Voyeurism
 - Any offense for trafficking, importing and possession for the purpose of trafficking of any drugs and or narcotics
 - Any production of a substance under the Controlled Drug and Substances Act
 - Any other indictable criminal code offences such as murder, manslaughter, incest, abduction, extortion, perjury, bribery, explosive substance offences, arson, counterfeiting and conspiracy charges.

- Applicants may be rejected because of other information gained during the police records process or through the screening process as a whole or as a consequence of other factors.
- It should be noted that every volunteer once accepted, is obliged to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offense under the Criminal Code or under other provincial or federal statutes, if that offense is relative to a position of trust held by the individual.
- Once accepted as a volunteer with Kent Minor Hockey Association you must complete the Vulnerable Sector Check Process through the OHF every year.
- The Vulnerable Sector Check (Police Check) is valid for the process for three years.
- The OHF process includes the following steps:
 - Year 1. - submit a VSC that has been completed in the six months prior to submission and an OHF Screening Declaration Form
 - Year 2. - submit an OHF Screening Declaration Form
 - Year 3. - submit an OHF Screening Declaration Form
 - Year 4 - Repeat the process
- VSC can be obtained from the local Police Service. All other documents can be located on the Ontario Hockey Federation website at ohf.on.ca/risk-management/ohf-vulnerable-sector-checks (see website forms)

BREAKAWAY HOCKEY

- Breakaway Hockey is an Introduction to Organized Hockey Programming.
- Breakaway Hockey is a non-competitive learn to skate and beginner hockey program for our youngest players who have never played organized hockey.
- Breakaway Hockey is designed to introduce our children and their families to the sport of hockey in a fun and friendly environment. It is an opportunity for kids who have never registered for minor hockey to try hockey for a season without the commitment of KMHA's full hockey program.
- The focus for this program is on-ice sessions to have fun and teach basic skating and fundamental hockey skills. It is a non-competitive program in which everyone is encouraged to try activities that teach skills involved in hockey.

- Breakaway hockey includes 8 on-ice sessions in the fall, beginning in late October. The on-ice sessions are once a week on the same day each week and same time to make it convenient for parents to schedule. We will continue 8 more additional on-ice sessions beginning the first week of January. Ice sessions are generally one hour in length.
- The program is open to players, ages 6 to 10 who have never registered for organized hockey before. Younger players may be accepted into the program, depending on registration numbers. The cost is \$99 and includes a welcome event, 16 one-hour ice sessions, expert instruction from experienced KMHA coaches and players and a Kent Cobra jersey and matching socks.
- Players will need a CSA approved helmet with a full face mask, neck guard, hockey gloves, shoulder pads, elbow pads, hockey pants, shin pads, jock (jock for boys) and or a Jill (for girls) garter belt and or Jock/Jill shorts with Velcro for socks and a hockey stick (tape). A hockey bag is recommended for transporting the equipment.
- There will be no hockey games during the first 15 on-ice sessions. The program is designed to develop skills and have fun. The last session of the program is usually dedicated to a low-key hockey game. The players are divided into groups, they will line up for face offs and create a game-like feeling for them. It's about having fun and learning at the same time.
- Players are only allowed to join the program once, in the hopes they become interested enough in playing the game with our organized hockey programs, this would allow a greater number of youths to take advantage of the program.
- At least one parent must have taken the RIS (Respect in Sport) program. The program can be found on the KMHA Website.
- Learning **Skills** and having **FUN** is the main goal of the program.
- The \$99.00 registration fee will be deducted from the child's initial fee upon registering for the KMHA hockey program the following year.

EQUIPMENT

- It is mandatory that all players under the Kent Minor Hockey Association wear all the required approved hockey equipment per "CHA" (Hockey Canada) rulebook, at games and practices or any other on-ice activity until they leave the playing area at the end of activity period. Failure to

comply may result in the suspension of the player and team Officials by the Convenor.

- **Coaches & Assistants must wear Protective headwear during activities on the ice. In accordance with O.M.H.A. Rules. (MANDATORY)**
- Players who accept equipment from Kent Minor Hockey Association must return it upon request. Any player or Team Official failing to return Equipment upon request shall be suspended until it is returned to Kent Minor Hockey Association, and deemed by the Equipment Manager to be in satisfactory condition. (A deposit fee will be set each year by KMHA for all equipment borrowed.)
- Deliberate misuse of any Kent Minor Hockey Association equipment causing damage will result in a fine to the guilty person equal to the replacement cost of the damaged article.
- Goaltenders may rent goalie equipment from Kent Minor Hockey Association for a nominal fee and deposits, with postdated cheques. The Equipment Manager, with the Kent Minor Hockey Association Board approval, will set terms and conditions and amounts of deposits, and rental fees, from time to time. If equipment is not returned, the Association will cash the deposit cheque and retain the funds.
- Goaltenders that make use of Kent Minor Hockey Association equipment for anything other than Kent Minor Hockey Association activities will be required to pay an additional rental fee. Failure to pay the fee will result in the immediate repossession of the equipment.
- No team or individual may use the Kent Minor Hockey Association name and/or logo without written permission from the KMHA Executive Board.
- The Kent Minor Hockey Association logo is the only logo to appear on any team uniform, hockey bag, wearing apparel or any other item utilized by hockey players wearing apparel, or for the storage/carrying their equipment. The KMHA Board's, prior to use, must approve any other logo or crest.
- All KMHA teams, including House /Local and Travel are to be considered part of the Cobra System. No other team name shall be used in conjunction with any program under the KMHA umbrella.
- The KMHA Board will set all travel team colors. Section 27.0
- The KMHA Board will set all teams wearing apparel each year for all travel, house/ local league and select teams.
- All players are required wearing APPROVED MOUTHGUARDS as set out in the OMHA MOUTHGUARD POLICY **(See Appendix)**
- All players are required to wear CSA APPROVED HELMETS WITH EARPIECE COVERS ATTACHED as set out in the OMHA HELMET POLICY. **(See Appendix)**
- All Kent Minor Hockey teams must purchase, use and obtain apparel from an approved dealer, which KMHA has an accepted contractual

agreement. Such contractual agreements shall run for a period of not more than three years.

- Apparel shall include, but not be limited to, jerseys, socks, t-shirts, hoodies, tracksuits, jackets, coats, hats and toques.

HOUSE LEAGUE/LOCAL LEAGUE OPERATIONS

- All hockey games shall operate under the Canadian Hockey Association playing rules, Ontario Minor Hockey Association and Kent Minor Hockey Association rules, with the following additions and enhancements.
 - Only carded team officials to instructors with Kent Minor Hockey Association and the Ontario Minor Hockey Association who are approved by the board and registered on the insurance list at the Kent Minor Hockey Association office, will be allowed to participate in or at Kent Minor Hockey Association league functions, including practice. Any person used in an instructional capacity must first be reported to the Convener, so that they can be presented at a board meeting for approval, if the names are placed on the insurance list. On-ice volunteers must also complete a Vulnerable Sector Check and complete the OHF Screening Declaration Form.
(See Appendix)
 - No player may play for more than one Kent Minor Hockey team except for such periods as may be deemed necessary by the Director of Education and Development and reported to the Board. School teams are not included in the application of this rule. No player will be permitted to sign more than **one CHA player registration card with all associations under the CHA branch organization.**
 - House/ League/Local teams shall carry a minimum of 16 players at the discretion of the House League/Local League Directors, and approval of the Kent Minor Hockey Association Executive Board.
 - All division Convenors in House league/Local League will ask goaltenders during evaluation periods, if there were one or two goalies on their team last year.
Where possible the Convenor will try to get a goalie that played on a team with two goalies last year in Kent Minor Hockey Association on a team with one goalie this year.

- Permission to play representative hockey procedure is outlined under Representative Hockey Operations Rules in this manual.
- It is the responsibility of the Head Coach to ensure that all player movement to or from the Rep team is properly registered through the proper channels.
- Coaches and Managers will advise players and parents as well as the Convenors when deleting or adding players to Rep teams.
- All age levels from U7, U9 and U11 shall be required to adhere/follow the Ontario Minor Hockey Associations "Player Pathway System". This system is designed to develop and enhance skill levels at the younger ages. (See OMHA- OHF Player Pathways Directive)
- Age Levels U12 to U 21 - for these divisions, no special change of player regulation will apply if each player gets as reasonable share of ice as possible (i.e., as equal as possible) the duty remains with every team official to ensure that each player gets a reasonable share of the ice time. Failure to do so may result in a suspension by the Convenor.
- A team failing to ice a complete team (no fewer than eight players) within ten minutes after the scheduled start time, shall forfeit the game. The score shall be recorded as 2-0.
- "House League/ Local League Players" may be called up to play in the division directly above them. Goalies can be AP'd within their division; Select and Tri-County goalies can only be AP'd if no other goalie is available.
- It is the responsibility of each team official to provide timekeepers and scorers for each House League game. The home team will be responsible for providing and arranging the timekeepers and scorers for the game if the Kent Minor Hockey Associations is unable to provide this activity
- Kent Minor Hockey Association will provide referees for each House League/Local League and Representative game when requested by the respective Director. Kent Minor Hockey Association will cover the cost during the preseason and playoffs for House League/ Local League. All House/Local league exhibition games are to be paid for by the house/local league teams.
- All Kent Minor Hockey Association house league teams may apply for funding support for an amount determined by the Kent Minor

Hockey Association Board each year. The Kent Minor Hockey Association's Board will allocate funds in accordance with the availability of funds.

HOUSE LEAGUE - LOCAL LEAGUE PLAY

- Two-minute stop time will be used in U7 and a minimum of 3–10-minute periods constitutes a game. If time permits, the 3rd period will vary depending on the time left in the hour.
- Curfew will be in place subject to Divisional Convenor.
- Players must be rated/evaluated at least once before team formation.
- A U7 player assessed a Minor Penalty will serve the penalty in duration. If it cannot be completed during the player's own shift, the player will stay in the penalty box until the player's next shift, and then will finish serving the penalty. In order to give the full advantage to the non-offending team, the above rule is waived for the last six minutes (with three lines) or four minutes (with two lines) of the third period and penalty will be served straight through. The coach has the authority to decide which player will wait until the penalty expires before going on the ice.
- Any player in any division who is assessed three Minor Penalties in a game will be rejected and the third penalty will be served by a player on the ice. In the case of a goaltender receiving three Minor Penalties, there will be no ejection unless the team has another goalkeeper dressed. The offending goaltender, if not ejected, will not be eligible to play in the team's next game.
- Any player assessed a Major Penalty will also be assessed a Game Misconduct. Penalty. If a goaltender receives a Major Penalty, unless automatically ejected under CHA or OMHA rules or ejected and replaced by another goaltender, the goalie will not be eligible to participate in the team's next game.
- Match penalties: Rules and Procedures, prescribed by the governing body, are in the OMHA rulebook.
- Any abuse of the referees during or after a game will be dealt with in accordance with the playing rules.
- No player will be moved within House/Local league after the equalization deadline currently November 1, of each year.

- There will be no House/Local league player changes or trades among teams without the consent of the Divisional Convenor. The Kent Minor Hockey Association Board will be informed by the Convenor of any such change or trade.
- All Team Officials shall maintain and meet the minimum qualifications as outlined in the Ontario Minor Hockey Association Manual of Operations (Appendix -Regulations)
- Every U7 player must have an opportunity to play net before selecting two goalies. The back-up goalie must play another position in the game when not in goal.

EXHIBITION GAMES AND TOURNAMENTS: (Travel & House/ Local League Coaches)

- Any team wishing to play exhibition games must complete the "Travel Permit" form and present it to the appropriate Division Convenor at least thirty days in advance prior to the playing date to be considered for approval. In the case of tournaments, a minimum of thirty days is required for approval. Should a situation arise after the deadlines, approval may be given at the discretion of the VP of House or Local League.
- Travel permits are available from the Divisional Convenors, and or the Kent Minor Hockey's OMHA representative and are also included in the coach's handbook.
- Regular scheduled games should not be changed to play exhibition or tournament games for any reason whatsoever. (A fine of \$250.00 will be levied by league officials for all games changed after their original booking.)
- Any team playing an exhibition game must use an official iPad generated game sheet and certified officials.
- A copy of the game sheet must be downloaded to KMHA's Game Sheet Inc.
- House/Local league teams may not play exhibition or enter tournaments with non- affiliated teams at any level. Team officials who fail to adhere strictly to this rule may be subject to suspension by their respective Convenor.

- House/Local league teams are encouraged to participate in tournaments to a Maximum of two per each hockey season. The Kent Minor Hockey Association Board must make any additional request.
- It is expected that Kent Minor Hockey Association teams will participate in Kent Minor Hockey Association tournaments. The tournament director will set out tournament entry fees.
- House League teams must have the parent or guardian sign a permission form for each player who participates in any tournament where body checking will be permitted. The form must be signed before the tournament and must be of the format approved by the secretary. (House /League checking for *website forms*).

TEAM OFFICIALS' RESPONSIBILITIES

- Team officials must be approved by the Board and registered as a Head Coach. Two Assistant Coaches, Trainer and Manager, Kent Minor Hockey Association will pay to register these five carded officials for each team.
- No individual will be approved as a team official or practice coach unless they have completed and been approved by the OHF Vulnerable Sector Check Process.
- All team officials will work to ensure that players receive fair ice time.
- Team officials will become familiar with the Divisional Convenor responsibilities and provide all necessary cooperation.
- All team officials are expected to actively assist Kent Minor Hockey Association in various fund-raising endeavors.
- Ensure proper conduct of players and fellow Team Officials on and off the ice.
- Deliver a financial statement including all sources of funds and all disbursements to the Convener on or before March 31st.
- When a player requires *medical attention from other than the team trainer*, a doctor's release is required before the player may return to practice or play.
- Travel permits must be given to the Division Convener.

Additional Rules for Head Coaches

- Provide the names of assistant coaches and trainers for board approval
- Attend coaches' meetings as required.
- All coaches must have accreditation as stated in **OMHA Team Qualification Requirements (OMHA manual of Operations)**

- Appoint a designate in the coach's absence.
- Ensure that all players and parents are made aware of the playing rules.
- Show respect for all referees' decisions.
- Hold a meeting at the start of season with players and parents to make them aware of the coach's plans and aims for the season, explanation of Ontario Minor Hockey Association Roster sheets, reason for budget, size of budget, fundraising and other matters that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
- Accept ice time allotted with no exception.
- Ensure the allotted ice is not wasted. Trade with fellow coaches or be billed by Kent Minor Hockey Association for dead ice not used.
- Ensure that all team personnel are informed of practice.
- Ensure that all equipment and facilities are available
- Ensure that all team documentation is properly prepared, maintained and readily available when required.
- Complete appropriate evaluations and reports as required.
- Submit a financial statement at year-end, to the Divisional Convenor.
- Ensure that all regulations, safety measures and policies are observed.
- Ensure that all staff, volunteers and any person on-ice have OHF Vulnerable Sector approval.

Away Games

- Procure a dressing room for your team.
- Direct all team personnel to the dressing room.
- Properly complete an electronic game sheet on the iPad.
- Always maintain control of conduct of all team personnel.
- Always Have roster sheets available.
- Have all travel permits available as required.

Home Games

- Prepare an electronic game sheet on the iPads, ensure that it is properly filled out.
- Ensure that the visiting team has the electronic game sheet/ iPad 15 minutes prior to game time.
- Always have a roster sheet available.
- Download iPad game sheets results.
- Ensure timekeepers and electronic game sheet personnel are available at game time.

Assistant Coaches

- Assistant coaches must be at least 16 years of age, and at least 4 years older than the players they are coaching,
- Any Kent rostered player used as a practice coach must wear full equipment, unless the player has proper accreditation as stated in the OMHA Manual of Operations - Requirements for Coaching.

Trainers

- Trainers are to be certified and carded and are to conform to HTCP rules and procedures only.
- Inform coach of condition of players.
- Keep up-to-date records on players Health Card and emergency contact information.
- Keep records of player's needs (i.e. Aerosol for asthma, Health Card # etc.)
- Trainers must immediately file an accident report (*Appendix*) with the Kent Minor Hockey Board on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games.
- A copy of the game sheet must accompany the injury report when requested.
- When a player requires medical attention, a doctor's release is required before the player may return to practice or play.

Managers

- Will assist other Team Officials with off-ice activities including collecting of monies, booking tournaments and other team arrangements.

House/Local League Divisional Convenors

- Liaise between V.P. of House League and V.P. of Local League their respective divisions.
- Exercise supervision of their respective Divisions.
- Ensure that all Ontario Minor Hockey Association House League and Local League roster sheets are signed and forwarded to Kent OMHA Rep.
- Oversee and monitor ratings to ensure a balanced formation of teams in each division.

- Ensure that the ice scheduler provides sufficient ice time required for games and practices.
- Supply information and written material as required to coaches for distribution.
- Monitor all player movement and coordinate movement of players between House League, Local League and Representative.
- Monitor tournaments including where played, team rosters, team conduct and incidents.
- Provide reports to VP of House and Local League regarding major penalties, suspensions and incidents.
- Uphold and adhere to OMHA and Association standards and rules.
- Assist in and promote various Association functions, fundraising, awards and registration issues
- Inform coaches of rules, schedules and upcoming events.
- Set up a schedule.
- Supply schedule to the ice scheduler.
- Convey information and written material received from KMHA Board to Team Officials to be relayed to players and parents.
- Supply electronic iPads (game sheets) for each team in their respective Divisions.
- Issue written notices of suspensions and Respond to Appeals and Protests in accordance with the rules.
- Ensure that proper permission is obtained for exhibition games.
- Maintain and post accurate league standings.
- Keep House League and Local League Vice Presidents informed on a regular basis, especially of a major problem or if information that needs to be discussed at Board Level. Keep accurate records on division coaches as further background for future coaching assignments.
- Be responsible for allocating sweaters.
- At games, ensure access to goalie equipment needed or conflict of color of sweaters
- Act as a mediator among coaches, parents, and players within the division.
- Coordinate with Ice Scheduler all requests for scheduled game changes.

Referees & Officials

- The KMRA Board will appoint the Referee Liaison to the KMHA Executive Board.
- The position will be held by one person with jurisdiction over House, Local League and Representative hockey respectively. Hockey Canada, Ontario Hockey Federation Association and Ontario Minor Hockey Association impose certain conditions and restrictions on Referees, which will take precedence over those imposed by Kent Minor Hockey Association.

- Guidelines for the Referees and Officials Committee, in addition to those in KMHA Bylaw 12.10(b).
- Assist in the recruitment of new officials.
Arrange training of officials- obtains facilities for it. (i.e., ice and classroom).
- Ensure a **Referee Education program** is available to all officials.
- Ensure that all officials have copies of all Rules and Regulations
- Interact with Conveners and assignors regarding schedules.
- Shall appoint the required number of properly qualified officials for all games.
- Work with the referee association assignor to ensure the required number of properly qualified officials for all games.
- Work with OMHA Supervisors to assist in evaluating and rating officials on an ongoing basis.
- Referees will be supplied with a copy of the OMHA Manual of Operations.
- Referees shall be fully conversant with the current Hockey Canada, Ontario Hockey Federation and the OMHA Rules, Regulations and Procedures and strictly enforce them in all instances.
- All written reports of misconduct by referees must be delivered to the Referee in Chief or Referee Liaison who will thoroughly investigate them and report to the referees and officials committee, who are accountable to the board.
- Referees shall not start any game until the game sheet is signed by all team officials on the respective benches and is in the hands of the timekeeper. No penalties will be assessed under OMHA Rules and Regulations in all house league games.
- Work with the referee association assignor to ensure the required number of properly qualified officials for all games.
- Ensure a contract between KMHA and the Referee Association is completed prior to each season.

PROTEST RULE

- Notice of any protest, if occurring during a game, must be given verbally to the Convener immediately after the game in person or by phone.
- Any protest must be in writing, signed by a Team Official and delivered to the Convenor or designated backup person, within 48 hours of scheduled start time of the game being protested. The protest must be accompanied by a deposit equal to the fifty-dollar (\$50.00) fee for an un-sustained protest. **(Cheques made out to "Kent Minor Hockey Association".)** The Convenor may choose to involve the VP of House or Local League for assistance.
- The Convenor will deliver a copy of the protest to the Head Coach or any Team Official on the opposing team within 36 hours of receiving it.

- Any defense by the opposing team must be in writing, signed by a Team Official and delivered accompanied by a \$ 30.00, defense fee to the Convenor, or designated backup person, within 36 hours of receipt of the protest.
- In protests involving interpretation of rules by the referee, the Convenor will also deliver a copy of the protest to the Referee in Chief, within the same time frame, as in # 3 above, and any response must be delivered as in # 4 above. The Referee in Chief may choose to exercise the same appeal rights as outlined for any member of the Kent Minor Hockey Association to facilitate a fair adjudication of the protest. A decision will be delivered to the protesting team and the opposing team within 36 hours of receipt of the last of the writings referred to in #'s 2, 4, and 5 above
- Any appeal of the decision must be in writing, signed by a Team Official and delivered to the House League or Local League Operations Committee within 36 hours of receipt of the decision. The VP of House or Local League Operations Will follow the same procedures in #'s 3, 4, 5 and 6 above. If the Convenor chose to involve the VP of House or Local League at the initial stage, then there will be no appeal except to the Board.
- Any appeal of the House or League Operations Committee decision must be in writing, signed by a Team Official and delivered to the Divisional Vice- President of Kent Minor Hockey Association within 36 hours of receipt of the decision.
- The Vice-President of Operations may Chair an Arbitration Board. One Director selected by the protesting team and one Director selected by the opposing team or may decide to refer the appeal directly to the Board. The Vice President will follow the procedure in # 3, 4 and 5 above, and deliver the Committee's written decision to the protesting team and the opposing team upon being satisfied the protest has received a full and fair hearing. Any appeal to the Board must be In writing, signed by a Team Official and delivered to the President within 36 hours of the decision.
- The Board will determine how it can best deal with the appeal.
- These rules do not apply to tournament play, where ad hoc tournament committees have full authority over all games played under their jurisdiction.
- In the event a protest may affect playoff positioning, then any protest must be delivered directly to the House / League Operations Committee within three hours of the end time of game being protested. Convenor will notify a Team Official of the opposing team, allow two

hours for a response and use its best efforts to render a fair decision before the next playoff game. There will be no opportunity for appeal.

- The House or Local League Operations Committee will be made up of the Vice President of House or Local League, KMHA - OMHA Representative and the Director of Development and Education.

OTHER APPEALS

- Convenors have authority over the Team Officials and players in their respective divisions including the right to issue suspensions. The Convenor may choose to involve the VP of House League/Local leagues before issuing suspensions. Written notice including the reason for the suspension must be delivered to any suspended person. The suspension will be served immediately unless an appeal is underway, in accordance with the following.
- Any appeal by a member of Kent Minor Hockey Association of any Convenor decision other than a protest decision must be made in writing, signed by a Team Official and delivered to the VP of House/Local Leagues within 36 hours of receipt of notice of the suspension. If the Convenor chose to involve the VP of House League/ Local League before issuing the suspension, then the appeal will be directed to the Board. The VP of House League/ Local League will deliver a copy of the appeal to the Convenor within 24 hours of receipt.
- Any response by the Convenor to the appeal must be in writing, signed by the Convenor and delivered to the VP of House League/ Local League within 24 hours.
- The House or League/ Local League Operations Committee will have authority to seek assistance from any member of Kent Minor Hockey Association to facilitate a fair adjudication of the appeal. A written decision will be delivered to the appellant and the Convenor within 36 hours of receipt of the last of the writings referred to in # 1, # 2 and # 3 above.
- Any appeal of the VP of House or League/ Local League decision to the Board must be in writing, signed by Team Official and delivered to the President or Vice-Presidents of Kent Minor Hockey Association within 36 hours of receipt.
- The Vice-Presidents will follow the procedure outlined for the protest in dealing with the appeal.

OTHER SUSPENSIONS

Suspensions issued in accordance with the playing rules and included explicitly or implicitly in the Referee's report are not subject to appeal; they are subject only to protest. In addition, Match Penalty suspensions are subject to the Ontario Minor Hockey Association Rules.

- Kent Minor Hockey Association is committed to fair play and safe play, and takes very serious offenses, which detract from normal enjoyment of the recreational hockey program. Convenors are instructed to impose the following additional suspensions, which are subject to appeal but which will be served nonetheless during the appeal process.
- A player who is assessed a Major penalty may be assessed an additional game in the second instance and five games in the third instance. A player assessed a fourth Major penalty in a season will be barred from further participation until the Board has held a hearing and approved the player to return to League Play.
- A player who is assessed an Aggressor penalty shall be assessed a further suspension of one game in the first instance, two games in the second instance, four games in the third instance and eight games in the fourth instance.
- In U15 and below, a person who is assessed a Misconduct penalty within 10 minutes of the end of the playing time of the game shall be assessed a further suspension of one game. In U16 and above a person who is assessed a Misconduct penalty and who serves less than 10 minutes of it before the game is ended, including by curfew. Shall be assessed a further suspension of one game.
- A suspension incurred during a House League/ Local League game must be served in the House League before the player can resume playing. This also includes not participating in an affiliated Team Game. (Rep "A" "B" "MD" or select)
- A person who is deemed by the Convenor to have abused any other person during or after a game may be assessed a suspension of up to three games. The Convenor will first determine what penalties the referee assessed if any. In the second instance of abuse committed after a game a person will be barred from further participation indefinitely until the Board has held a hearing and approved the players return to league play.
- Any Team Official who is ejected from a game for any offense shall be suspended from the next game his/her team plays regardless of when the ejection took place.
- Any abuse of facilities or use of sticks anywhere in the arena other than on the ice surface may result in the suspension of any person involved by the Convenor. All Team Officials, Convenors and Directors must discourage this practice. Team Officials are responsible for the conduct of all team personnel.
- Policy regarding players eligible for two teams by affiliation. If such a player receives a suspension with either his registered team or his affiliated team the player will serve the suspension with their registered team and will not be allowed to play for the affiliated team until the suspension has been served in full.

- Suspended persons must be listed on the game sheet and suspension number (e.g. game 1 of 2) noted.
- Any player in U9 and above and any Team Official serving a suspension must be present at the respective game being served and sign the game sheet if applicable.
- The Convenor must report all suspensions of Team Officials to the VP of House/Local League.
- Successful appeals must also be reported to the same Committee, who will remove the suspension from record.

SELECT TEAM RULES

- The following rules, policies and procedures are to be applied to all Kent Minor Hockey Association Select Teams.
- Kent Minor Hockey Association Select teams will operate under "Representative Hockey" rules and regulations as outlined by the Ontario Minor Hockey Association and as modified and/ or strengthened by Kent Minor Hockey Association.
- Select roster sheets are required as soon as possible after the team is selected.
- All players signed to a Select Roster must meet all player eligibility rules. (e.g. age, residence)
- Select roster sheets can be modified at any time up to January 1st to allow for registration and OMHA approval prior to the January 10th deadline.
- Select rosters must be approved by the OMHA prior to the players playing in a game or tournament (OMHA rule). (OMHA Operations Manual available at www.omha.net).
- In the event a select team wishes to make a change to their roster, additional roster sheets will be available. Teams should note that a charge of \$10.00 would be applied for each roster sheet following the initial sheet. (KMHA Policy).
- No player is eligible to participate on a Select team until all House League team roster sheets have been completed and approved by the OMHA REM

SELECT TEAM CONFLICTS

- Players signed to a select roster must, in the event of a game conflict, play for their House League/ Local League team first. Failure to do so will result in the following. **(OMHA RULE)**.

- The Select Coach **WILL** be suspended.
- The player involved **WILL** be suspended.
- In addition, the selected coach and the player **MAY**, upon review, be permanently removed from the select roster. **(KMHA Rule.)**
- A player signed to a Select roster, in the event of a house league practice conflict, may with the permission of their Coach, practice with or plan for the Select Team and miss their practice.
- House League/ Local League coaches **MAY NOT** unduly withhold this permission.
- If a House League/ Local League coach wishes to make the Select player go to the HOUSE LEAGUE/ LOCAL LEAGUE practice rather than the Select Practice or game, their reasons for doing so **MUST** be conveyed to the DIVISIONAL HOUSE/LOCAL LEAGUE CONVENOR and the DIVISIONAL VICE PRESIDENT prior to the time period in question.
- The House League/Local League Convenor and the Divisional Vice President may, by consensus, overrule the HOUSE/LOCAL LEAGUE COACH and allow the player to participate with the select program.
- If the House League/ Local League Convenor and the Divisional Vice President cannot reach a consensus, the matter will be discussed with the President of KMHA whose decision shall be final. **(Kent policy:** The rationale is that the higher caliber player will learn more by practicing or playing at a higher caliber of play. This in turn, will benefit the House League/ Local League team.)
- In the event of a House League/ Local League game and select game being played on the same day, the following rules apply:
 - If a house/ local league game is played **after** a select game, the House League/ Local League Coach may withhold permission for the player to participate in the select game. The decision is solely the House League / Local League coaches to make, and he is answerable to the player and his parents.
 - IT IS THE RESPONSIBILITY OF THE SELECT COACH TO CHECK FOR POTENTIAL CONFLICTS AND RECEIVE THE APPROPRIATE APPROVALS.
 - Where the player also has a responsibility, the final responsibility lies with the Select Coach. **(KMHA Policy).**
 - If a house league/ local league game is being played **BEFORE** a select game, the house league/local league coach may not withhold permission for the player to participate in the select game. **(KMHA Policy).**

- In the event of the house league/ local league team and the select team being involved in tournaments on the **SAME DAY**, the player **MUST** play for the house league/ local league team. If the house league/ local league coach (and the player's parents) agree to allow the player to also play select, arrangements must be made to allow for travel time between arenas and in the event, games are running late at either tournament. IF THE PLAYER MISSES A HOUSE LEAGUE/ LOCAL LEAGUE TOURNAMENT GAME DUE TO TRAVEL TIME, SELECT GAMES RUNNING LATE OR ANY OTHER REASON PERTAINING TO HIS INVOLVEMENT WITH THE SELECT TEAM, THE SUSPENSIONS WILL BE APPLIED, PENDING AN INVESTIGATION.

SUSPENSION RULE

- Suspensions incurred in House League/ Local League must be served before a player can be allowed to participate in an affiliation team game. ("A", "B", "MD" or select).
- Suspensions incurred while playing with their affiliated team must be served with their House League/ Local League team before they are allowed to play for their affiliated team. Conveners may impose an additional suspension.

COSTS

- All costs incurred by the Select Teams are the responsibility of the Respective Teams.
- This includes, but is not limited to ice, referees, timekeepers, jerseys, tournament fees and additional roster sheets.
- All teams will have a team manager; however, the fiscal responsibility remains with the head coach.
- Kent Minor Hockey Association has several jersey's, which the select teams may use, and return to the league at the end of the season.
- As the select teams are added as an enhancement to KMHA programs, the select teams will be responsible for the higher cost paid by the Association for ice time, regardless of the actual ice cost utilized. Unless provisions are approved by the KMHA Board.

TRAVEL PERMITS

- All select and house league teams are required to file a travel permit when participating in any on-ice activity except for ice allocated by the Divisional Convenor
- This will include any ice made available to the select team by the Divisional House League/ Local League Convenor or ice offered to the select team from the travel system. **There are No Exceptions.** Permits are not required if ice is used for practice purposes.
- Teams will not be permitted to play against, practice with or participate in any form or controlled scrimmage or tournaments with teams **Not Insured** under the **OHF** insurance policies.
- In short, if a select or house/local league team is on the ice, the **DIVISIONAL CONVENOR** must know where. (**OMHA Rule**).

GAMES & TOURNAMENTS

- **OMHA** recommendations are to limit select teams to two (2) exhibition games per month and three tournaments for a season.
- Kent endorses this recommendation; however additional exhibition games or tournaments may be approved by the Convenor after consultation with the VP of House or Local Leagues.

REPRESENTATIVE - TRAVEL HOCKEY OPERATIONS

- The colors of the Association shall be the White, Black, Blue and Yellow
- Rep. players are required to wear black helmets, black pants, and black gloves.

Representative/Travel Coach Selection:

- To maximize the development of players by exposing them to various coaching styles and skills, Kent Minor Hockey Association prefers to see rotation of Head Coaching roles over time. A person who has served as a Rep team Head Coach for two consecutive years may not be eligible to serve the same group of players as a Team Official in the following year unless recommended by the Coach Selection Committee and approved by the Executive Board. That person is encouraged to serve another team in a Team Official capacity in their ineligible year.
- It is the intent of the Kent Minor Hockey Association that all representative player movement be completed by June 15th. However,

some exceptions may take place with permission of the Technical Development Committee, and if necessary, the Board.

- A representative team coach may select a player from a House League/ Local League or lower tier team (Select) but must offer in exchange a replacement player from the Rep Team prior to Nov 1st. (what is referred to as the "one for one rule" applies.) This will be done through the VP of Travel and its Director. If a Rep Team is unable to honor the one-for-one rule, then it must use the AP rule or play with a reduced roster, pending the approval of the Executive Board of Directors.
- A Rep Team coach may bring a player out to a game or practice if it does not interfere with the player's House League/ Local League or Select teams' game or practice.

Team Evaluations/Tryouts and Composition:

- All "A", "B", "MD" and "Select" teams should carry at least seventeen players (15 + 2 goalies) unless granted an exception by the KMHA Board of Directors in consultation with the VP of Travel Hockey Operations.
- No representative team shall carry less than 17 players without the consent of the Executive Board.
- When using more than one dressing room, all coaches are to ensure that returning players and new players are not divided into separate dressing rooms. The players should be mixed.
- Players should not be unnecessarily separated into two groups on the ice. (Returning players and new players).
- If a head coach has an injured player that will not be on the ice during tryouts and has made the team, the coaching staff must inform all players and parents of this fact. Either verbally or in writing.
- No player shall wear a Cobra rep sweater or Select house sweater during tryouts. This practice gives the illusion of an unfair selection process. (Everyone should have the same chance of making the team).

PLAYER- INITIATED MOVEMENT PRIOR TO NOV. 1st.

- Any Rep player who chooses to leave the Rep team to return to House League/ Local League prior to Nov.1st may be assigned to play, at the discretion of the VP of House or Local League and the appropriate Convenor at the age division above (e.g.U11 may play for U12 House League; U10 may play U11.)
- Unless deemed appropriate by the VP of House League/ Local League Operations. - The VP of Travel Hockey Operations and the appropriate Convenor for the Division or in the absence of these three Directors,

unanimous agreement unless deemed appropriate by the Board. sit out the rest of the season.

- It is extremely important that each player's movement is registered through the appropriate channels. Failure to do so will result in a *one* game suspension for each incident by the offending coach. A note will be placed in the coach's file for future reference that may lead to *removal* of the offending coach.

AFFILIATED PLAYERS

Establishing an Affiliated Players (AP) list. The following procedures must be followed when a coach/manager wishes to establish an AP list:

- The coach/manager must complete the proper Ontario Minor Hockey Association Player Affiliation form that is available from the VP of Travel and or the Director of Travel.
- The AP list must be completed and returned to the above listed Directors a minimum of 24 hours before using a player on the list in a game.
- The final roster must be given to the VP of Travel no later than Dec.1 fully completed.
- The VP of Travel will fax the copy to the Ontario Minor Hockey Association office and the local Executive member. The AP list will then be returned to the appropriate team.
- Note: A minimum of five players must be listed. A maximum of nineteen players may be listed. All players listed are to be notified. All players to be added to the AP list must be registered with the Kent Minor Hockey Association. Any exceptions must be granted permission by the Vice President of Travel.
- Players on an AP list is to be used in the following situation
 - When a regular player is ill.
 - When a regular play is injured.
 - When a regular player is missing for personal reasons.
 - When a regular player is serving a league suspension.
 - Under special circumstances with prior approval of the VP of Travel.
- Any house league/ local league player used to replace a Rep Player for any of the Board approved acceptable reasons may only play a maximum of two games and be returned to House League. The player may not be brought back to the Rep Team again unless no other House League player wishes to play Rep Hockey, and is deemed capable by the House League Coach, VP of Travel and the Director of Travel. Once an eligible AP list player is playing in a tournament, the two game limitation is waived for the duration of

that tournament, however, games played will be counted against eligibility for future play with the team.

- **Using** players on the AP list. Coaches who wish to use AP listed players must.

Follow these procedures:

- Create a list of possible players.
- Contact the House League/ Local League Coach and obtain agreement the player can be called.
- Contact the player's parents and obtain their permission.
- Ask the player to play.
- Both coaches are to inform their respective Conveners of the use of the AP within 12 hours before the game.
- Failure to adhere to the procedure may result in the Rep Coach being assessed a suspension by the VP of Travel. A note will be placed in the coach's file for future reference that may lead to the removal of the offending coach.
- Parents and Players must be asked before the player's name is put on the Roster.

Allowing affiliated players to play:

- Kent Minor Hockey Association fully supports the proper use of the AP list.
- Coaches are asked to regularly communicate with each other to facilitate the procedure.
- Coaches are asked to release players to the team that AP'd them if it does not interfere with games or practices of the player's own team.
- When no conflict exists with games or practices of the player's own team, the affiliated player must be released to the affiliated teams.
- The coach of the affiliated player is not to impose any other conditions or use threats of any form to prevent players from playing up. Violation of this rule may result in the player's coach being assessed a suspension by the coach's Convener.
- Any dispute among the coaches regarding the application of the AP rules will be referred to the VP of Travel, VP of House and or the VP of Local League for a joint decision.
- A house league/local league player who has been moved to a higher category by Kent Minor Hockey Association is not available for the AP list of the higher division Rep team, (e.g., a house league U9 player who has been moved to U10 is only eligible for the AP list of the U9 Team, not U10)

PLAY DOWN ENTRY FEE

- If any Rep team goes to the Ontario Minor Hockey Association finals and semi-finals requests help financially, they will be granted a sum determined each year by the Board of Directors, provided the funds are available in the opinion of the Treasure.

EXCEPTIONAL PLAYER MOVEMENT POLICY

All players shall play in their respective age groups to ensure that Kent Minor Hockey Association is competitive at all levels. The Board may only consider a request for upward movement, if the player has been deemed by the VP of Travel, the Director of Travel and the Director of Development and Education to possess Exceptional Talent.

Kent Minor Hockey Association will continue to promote and encourage hockey excellence while maintaining a high degree of player development. To accomplish this, KMHA will allow players of exceptional ability from a lower age division to try out and play for teams in the next age division providing they meet certain criteria.

This player will be ranked as one of the top 2 defensemen, top 3 forwards, or top #1 goalie, for the team wishing to require the player(s) for upward movement. No player U9, as of Dec.31 will be allowed to move up under this policy.

Movement of players shall be allowed throughout the "A" Cobra system. In any upward movement of KMHA players, whether House, Local League or Travel the parents of the said player must approve the intended upward move.

The player may seek exceptional player status to play for a representative in the next highest division. KMHA will consider such a request and may exercise its discretion to grant exceptional status for one season only based on the player's ability.

KMHA will also consider the overall impact of any movement on the teams involved and the association.

The request for a player to participate in the Exceptional Player Process must be made in writing by the Head Coach of the next higher age division. The request and a \$100 fee must be submitted to the VP of Travel or the Director of Travel two(2) weeks prior to the beginning of tryouts. The \$100 fee is on top of the KMHA regular tryout fee. The Head Coach of the team inviting the player and the VP or Director of Travel must complete the Exceptional Player Agreement document.

During the tryout, the player must continue to attend the tryouts in progress for their regular age division as well as the higher age division team.

This rating will be determined by a minimum of a three-member evaluation committee consisting of the Head Coach of the team the player would be advancing to, the Director of Player Development, the VP or Director of Travel and or any other appropriate qualified person the VP of Travel determines.

The evaluation will consist of a minimum of two (2) practices, if possible and one (1) game. Should holding games not be possible due to scheduling issues a third or fourth practice may be substituted. The evaluation must be completed in accordance with the Exceptional Player Agreement and coordinated by the VP of Travel. Upon completion, the VP of Travel will schedule a meeting between the Head Coaches of both teams to discuss the results of the evaluation.
(see Appendix for Application)

BOARD OF DIRECTORS

- Any proposed affiliation of the Kent Minor Hockey Association with any other league or tournament must be approved by the Board.
- Members of coaching staff who are also members of the Board of Directors or its committees are expected to take care to avoid any appearance of using the influence of such membership to the detriment of the Association or its mission. (See **Appendix Ethical Business Conduct Policy**)
- No member of the Board of Directors of KMHA or any of its committees shall be barred from any coaching staff position solely by reason of such membership, except that a member of the coaching staff shall not have a direct conflict with the Division or League they oversee. An example of this conflict would be : VP of House League, VP of Local League or the VP of Travel coaching a team under their jurisdiction. Convenors in the House League shall not coach a team in the Division they oversee. This conflict issue regarding the VP positions as well as the Convenors shall come into effect March 31, 2026.
- Any important motions (major policy changes e.g. registration refund) to be made will require a Notice of Motion to be issued at the meeting with a vote to take place at the next meeting or delivered by mail, hand, email, or fax, within seven days before the meeting at which the vote is to take place.

CODE OF CONDUCT

Introduction:

- This Code of Conduct identifies the standard of behavior, which is expected of all Kent Minor Hockey Association members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and any other person involved in Kent Minor Hockey Association activities.
- Kent Minor Hockey Association members are committed to providing a sports environment in which all individuals are treated with respect. Members of the Kent Minor Hockey Association should always conduct themselves in a fair and responsible manner. Members shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist or sexist. Inappropriate behavior, which constitutes harassment or abuse, will not be tolerated by the Kent Minor Hockey Association.
- During all Kent Minor Hockey Association activities and events, members shall avoid behavior, which brings Kent Minor Hockey Association or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs. Behavior must always show respect for the game of hockey, the rules, the officials, and the opposition and for teammates and fellow staff/coaches.
- Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.
- Members of the Kent Minor Hockey Association shall not engage in any activity or behavior which endangers the safety of others.
- Members shall always adhere to OMHA and KMHA policies and procedures, to rules and regulations governing all events and activities in which members participate.
- Members shall not engage in any activity or behavior which interferes with a competition or with a player or team's preparation for a competition, or which endangers the safety of others.

Application:

- This policy is intended to deal with matters relating to discipline for breaches or violations of the KMHA Code of conduct.
- These Policies and Procedures apply to all categories of members and participants of the KMHA,
- This Policy and Procedures outline discipline for breaches of the Code of Conduct including maltreatment, harassment, bullying and misconduct that may arise at any OMHA and KMHA activity.

- Depending on the type of offense and the Policies herein, intake, investigation and discipline shall be dealt with by the KMHA Executive Board or by way of Hockey Canada Safe Sport/Independent Third Party ("ITP") complaint process
- These Policies and Procedures shall not prevent KMHA from taking immediate action in response to behavior that is considered serious or major in nature. This type of behavior shall be reported immediately to the Ontario Minor Hockey Risk Management Officer for direction.

TYPES OF INFRACTIONS:

- Under this Policy and Procedures, infractions which may warrant discipline include, but is not limited to:

SERIOUS MISCONDUCT:

- these are infractions which involve incidents of serious code violations including sexual assault, maltreatment, harassment and bullying. Hockey Canada has engaged ITP to oversee these complaints which must be submitted through the Hockey Canada Safe Sport/Independent Third Party (ITP) process. If KMHA is to receive such a complaint the Director of Risk Management for KMHA will assist the complainant in processing this allegation.

Examples:

- Sexual maltreatment or sexual misconduct of any kind including threat of sexual misconduct.
- An abuse of power.
- Major incidents of violence outside of gameplay
- Racism or other discriminatory conduct
- Coach threatening violence against a player
- A series of incidents of bullying or harassment (see definition of H&A)
- Fraud against Hockey Canada, Ontario Minor Hockey and the KMHA Association.
- Conduct which constitutes child abuse with respect to the Criminal Code.
- The ITP will be responsible for the administration of complaints of Serious Misconduct which will include accepting, screening and determining the procedure that will be followed with respect to each complaint,

- Complaints over which ITP does not assume jurisdiction shall be returned to the OMHA and or KMHA for review.
- Anyone who suspects on reasonable grounds that a minor may have suffered from any form of child abuse, in addition to reporting to ITP, has a legal obligation to immediately report their suspicion to the Ontario Child Protection and or the Police.

Definition of Harassment and Abuse and Bullying:

- Harassment is defined as conduct, which is insulting, intimidating, humiliating, offensive or physically harmful. Types of behavior which constitute harassment include, but are not limited to:

Harassment:

- Unwelcomed jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation.
- Condescending, patronizing, threatening or punishing actions which undermine self-esteem or diminish performance.
- Practical; jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance.
- Unwanted or unnecessary physical contact including touching, patting or pinching.
- Any form of hazing.
- Any form of physical assault or abuse.
- Any sexual offense.
- Behaviors such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

Abuse:

- Child abuse is any form of physical, emotional and or sexual maltreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and or breach of trust. There are several forms of abuse such as emotional, physical, sexual and neglect.

Bullying:

- Bullying describes behaviors that are similar to harassment but occur between child and youth that are not addressed under Human Rights Laws. Bullying is intentionally hurting someone to

insult, humiliate, degrade or exclude them. There are several specific categories of Bullying as set out below:

- Physical - hitting, kicking, spitting on, damaging or stealing property.
- Verbal- name calling, hurtful teasing, humiliating or threatening someone and degrading behavior.
- Relational- trying to cut off victims from social connection by convincing peers to exclude or reject a certain person. This can happen in person, on the phone and or through the computer.
- Reactive- engaging in bullying as well as provoking bullies to attack by taunting them.
- Cyber- involves the use of information and communication technologies such as email, cell phones and text messaging, camera phones, instant messaging, social networking sites such as Facebook and Twitter, defamatory personal websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others, threaten, harass, embarrass, social exclude or damage reputations and friendships.

MAJOR OFFENSES:

- These infractions under the Code of Conduct which are more serious and may warrant disciplinary action, these do not include Serious Conduct infractions as sexual assault, maltreatment, harassment and bullying.
- **Examples:**
 - Repeated unsportsmanlike conduct such as angry outbursts or arguing
 - Activities or behavior which endangers the safety of others
 - Abusive use of alcohol and or drugs
 - Failure to enforce the "two deep rule"
 - Any act of assaulting another player
 - Any physical mistreatment of another member
 - Emotional mistreatment of any player
 - Pranks, jokes or other activities which endanger the safety of others or that result in property damage
 - Deliberate disregard for the rules and regulations under which KMHA events are conducted
 - Use of, or condoning the use of, banned performance enhancing drugs

Sanctions:

- Any sanction that would apply to a Minor Offense
- Referral to counseling

- Removal of privileges of membership
 - Temporary suspension
 - Expulsion of membership
 - Payment of a fine if the offense caused property damage to a facility or someone's personal property. Fine equal to the replacement costs to said property
 - Other sanctions as may be considered appropriate to the offense
- Alleged complaints of a Major Offense shall be dealt with immediately by the Director of Risk Management.
 - The Director of Risk Management shall conduct a fact-finding investigation within 10 days of receiving the complaint with the assistance of the Vice President of House/Local or Travel and the Divisional Convenor. (Risk Management Committee)

MINOR OFFENCES:

- These issues will be dealt with by the person having authority over the situation and the individual involved. This person may include, but not be limited to an executive member, coach, assistant coach, team manager or other designated person.
- Procedures for dealing with minor infractions shall be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, provided that the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. The Director of Risk Management may also assist in resolving this issue.

Examples:

- Inappropriate jokes
- Unacceptable behavior such as profanity
- Any incident which would be considered non-serious
- Allowing unregistered players on assigned "ice time"
- Unacceptable behavior towards an Official-using profanity
- Unwelcoming or patronizing comments
- Interfering and disrupting the Coaching Staff's ability to organize and prepare for team activities.
- Unsportsmanlike conduct such as angry outbursts or arguing
- Being absent from a team activity which attendance is expected or required without notifying the proper team official.

Sanctions:

- Verbal reprimand
- Written reprimand given to the offending person
- Verbal and or written apology to the affected person
- Suspension for a period from all team activities (repeated minor offenses)

RULES OF CONDUCT

For Spectators

- SHALL NOT use abusive language.
- SHALL NOT assault or threaten any other person in or around the facility.
- SHALL NOT enter upon the ice surface or team bench
- SHALL NOT abuse or deride hockey/skating officials or instructors.
- SHALL NOT throw articles onto the ice surface or at anyone in or outside the arena.
- SHALL NOT commit any written or cyber bullying offenses. These offenses are defined as harmful actions that are communicated via written or electronic media and are intended to embarrass, harm, or slander any individual. Offenses may include criticizing a person's skill level or abilities, blaming someone for mistakes, repeated insults, threat of physical or emotional harm.
- These Policies and Regulations of the Kent Minor Hockey Association provide that anyone in Breach of this Code of Conduct shall immediately be removed from the facility and be subject to further disciplinary action as set out in the Policy and Procedures.

For the Organization:

- The KMHA Board and it designates will:
 - Do our best to see that all children are given the same chance to participate, regardless of gender, ability, ethnic background or race
 - Discourage any sport program from becoming primarily an entertainment for spectators.
 - 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

KMHA activities take place, in those programs, and at the hands of KMHA members or others.

- Make sure that the age and maturity level of children is considered in program development, rule enforcement and scheduling.
- Remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- Appropriate and thorough screening on 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 can promote fair play as well as the development of good technical skills.
- Distribute, publicize, promote and enforce the Code of Conduct within this organization.

For Players:

- As a player, I will:
 - Always make a commitment to my team by attending all practices, games, meetings, special events and by playing to the best of my ability.
 - Always respect my coaches. I will remember that my coaches are providing me with the opportunity to learn and play the game of hockey.
 - Respect the safety of other players by always playing the game within the rules.
 - Always respect the officials and their decisions
 - Accept disciplinary action if I violate the rules or spirit of the game.

For Parents:

- As a parent of a player or as a spectator I will:
 - Enroll my child for the pure enjoyment of the game and the opportunity to learn the skills of the sport
 - Recognized at the hockey rink, my child's development is in the hands of volunteers who are giving their time and energy for the sake of all participants.

- Respect the decisions of the coaches, whether at practice, special events, or during a game.
- Conduct myself in an adult manner by attending games, practices, special events, and by being positive and always encouraging to all players.
- Encourage my child to play by the rules and to resolve conflicts without resorting to hostility, profanity, verbal or physical violence.
- Never verbally abuse a coach, assistant coach, manager, trainer, or official. I will remember that they have a difficult job and 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 my concerns to the proper KMHA officials.
- Accept that I remain responsible, as a parent, for the safety of my child while he/she is participating in KMHA activities. I will therefore do my part to protect and enhance the safety of my child and others.
- Understand and accept that violation of this Code may result in disciplinary action of some kind up to and including revoking of membership and all the rights associated with membership.

For Coaches and Team Personnel:

- I understand that as a coach (or assistant, manager, trainer, team parent, etc.) I am in a position of trust and authority, and I will:
 - Be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
 - Teach players to play fairly and to respect the rules, officials and their opponents.
 - Remember that players play to have fun and must be encouraged to have confidence in them.
 - Remember that participants need a coach they can respect. I will be generous with praise and set a good example.
 - Respect all participants, striving to be a responsible coach and team personnel member. I recognize that I am in a position of authority, trust and power and I will do nothing to take advantage of or abuse such power.
 - I will do my best to be competent in my position, well prepared and adequately skilled. I will obtain the proper/required training and will attempt to upgrade and improve my skills.

- Fulfill my obligation and responsibility toward the team and the Association as established by KMHA to the best of my abilities.
- Direct comments at an individual's performance and NOT at the individual.
- Not ridicule or yell at players for making mistakes for performing poorly
- Take reasonable steps to see that equipment and facilities are safe and appropriate to my players.
- Cooperate with officials and refrain from public criticism of them or of other coaches. I will put my concerns in writing and will send them to the proper individual.
- Learn the definitions and signs of harassment and abuse, and the process for responding to allegations or disclosures, and comply with KMHA safety guidelines, working to prevent physical, emotional, verbal and sexual harassment and abuse.
- 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.
- Emphasize the importance of the Parents and Players Codes and hold my team members and parents accountable for compliance.
- Recognize and accept that violations of the Code of Conduct may result in disciplinary measures being taken against me up to and including revoking of membership and all rights associated with membership.

For Officials:

- As a KMHA Official, I will:
 - Recognize that my position is one of a teacher and a role model for fair play, especially where young children are concerned. I will strive to honor that role and not to abuse my position in any way.
 - Strive to see that every player has a reasonable opportunity to perform to the best of their ability, within the limits of the rules.
 - Work in cooperation with coaches for the benefit of the game and will be open to discussion, constructive criticism and will respect and consider different points of view.
 - Take all reasonable measures to avoid or put an end to any situation that threatens the safety of players, team, team officials and spectators.
 - Seek to maintain a healthy atmosphere and environment for competition.

- Not permit players to be intimidated by words or actions. I will not tolerate unacceptable conduct towards myself, other officials, players, team personnel or spectators.
- Strive to be consistent and objective in making calls regardless of the personal feelings I may have towards a player or team.
- Strive to handle all conflicts firmly and with dignity.
- Obtain proper training and continually upgrade my officiating skills.

DISCIPLINE AND COMPLAINT POLICY PROCESS

Policy Statement:

- The Kent Minor Hockey Association is committed to providing an environment in which all individuals are treated with respect and dignity. Everyone has the right to participate in a professional atmosphere which promotes equal opportunities and prohibits discriminatory practices and harassment. Kent Minor Hockey Association will foster/ promote and encourage the sport of hockey where all people receive the same opportunities.

References:

- Ontario Minor Hockey Association
- Ontario Hockey Federation Speak Out Program Criminal Code of Canada
- Ontario Human Rights Code Canadian Human Rights Code

Purpose:

- The purpose and intent of this policy is to prevent discrimination and harassment within the Kent Minor Hockey Association on the grounds of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, and record of offenses, family status, and handicap, political or religious affiliations.
- To alert and educate all members, including parents, players, officials and staff of the Kent Minor Hockey Association to the fact that harassment is an offense under the law.
- To set up the types of behavior that shall be considered offensive.
- To establish a mechanism for receiving the Code of Conduct Complaints and to provide a procedure by which the Kent Minor Hockey Association shall deal with such complaints.

Focus:

- The focus of this policy will be upon the responsibility of the Kent Minor Hockey Association to take investigative and disciplinary action whenever there is an allegation regarding a breach of the Code of Conduct. KMHA staff must document all breaches regarding the Code of Conduct. The documentation process will enable staff to discipline members in a progressive approach. Discipline is meant to change behavior, teach other members what is considered improper, and it re-enforces the ability of KMHA provides fair/safe and equal treatment for everyone.

Responsibilities:

- The Kent Minor Hockey Association Executive Membership will be responsible for:
 - Investigating every formal or informal Code of Conduct complaint.
 - Enforcing disciplinary action and measures when an allegation or breach of the Code of Conduct is found.
 - Doing all within its power to support and assist any member of the Kent Minor Hockey Association who complains of any Serious Code Complaint.
 - Provide advice and support to persons that are subjected to harassment and report such allegations to the OMHA "ITP" complaint process.
 - Regularly review the policies of this procedure to ensure they constantly meet the objectives of the intent of this policy.
 - Maintaining records as required by this policy.
 - Making all members of the Kent Minor Hockey Association aware of the existence of the procedures available under this policy.
 - Appointing a Director of Risk Management and a Risk Management Committee responsible for auditing, investigating and enforcing this policy.
 - Act as an Appeal Board to any investigation
 - Provide a system in which the 10 steps to a screening process are implemented.
 - Job Design
 - Job Descriptions
 - Application Forms and Process
 - Recruitment

- Interviews
- Reference Checks
- Police Record Checks
- Orientation and Training
- Supervision/ Evaluation
- Participant Follow-Up
- Adopt a Code of Conduct for all members and provide confidentiality to participants in this process. A separate form must be signed by all players and parents/guardians regarding acceptance of the Code of Conduct.
- Ensure Police Record Checks are completed every three (3) years on all volunteer positions within Kent Minor Hockey. The Registrar will be responsible for ensuring such checks are completed prior to submitting Team Rosters to the OMHA for approval.

Obligation to Report:

- It is the policy of the Kent Minor Hockey Association that all situations involving Serious Misconduct Infractions be reported to the Director of Risk Management and subsequently that all reported incidents be reported/turned over to Ontario Minor Hockey Associations "ITP" program. (OHF Policy)
- The Director of Risk Management will endeavor to take immediate action to sanction such a person responsible for the breach to protect other members of KMHA.

Complaint Investigation Process:

- All complaints, either formal or informal, shall be reported to the Director of Risk Management.
- Any member receiving the complaint shall complete the Code of Conduct Complainant's Information Report (Schedule A) and the Receiving Disclosure Information Report (Schedule B)
- Schedule A and B shall be forwarded to the Director of Risk Management.
- All complaints shall be investigated by the Director of Risk Management as soon as possible. The Director of Risk Management will be responsible if sanctions are appropriate at the initial stage.
- The Director of Risk Management, with the assistance of the VP of House /Local or Travel League, and the Convenor of the appropriate Division. (Risk Management Committee) will meet, interview and take

the necessary investigative steps as soon as possible to substantiate the type of complaint, Serious, Major or Minor.

- The Director of Risk Management will ensure Serious complaints are immediately forwarded to the OMHA "ITP".
- The Director of Risk Management shall have the authority to resolve Minor Offences
- The Risk Management Committee will have the authority to
 - rule the complaint has no merit
 - rule that the complaint is outside the jurisdiction of KMHA' Code of Conduct
 - continue or rescind the previously imposed sanction
 - endorse additional or new sanctions.
- The Director of Risk Management will advise, in writing, both the offender and the complainant regarding the decision of the Risk Management Committee within 10 days of receiving the initial complaint.
- **An Appeal Process** is available to both the offender and the complainant.
- The Appeal Process must be initiated within seven (7) days after receiving the Risk Management Committee's decision regarding the resolution to the original complaint.

Appeal Policy:

- This policy applies to all categories of members in the Kent Minor Hockey Association including but not limited to players, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees.
- An individual that wishes to appeal a decision of the Risk Management Committee shall have seven days from the date on which they received notice of the decision to submit written notice of their intention to appeal, along with detailed reasons for the appeal, to the President of the Kent Minor Hockey Association.
- Any party wishing to initiate an appeal beyond the seven-day period must provide a written request stating the reasons for the exception to the seven-day requirement. The decision to allow or not to allow an appeal outside the seven-day period shall be at the sole discretion of the President.
- An appeal may be heard only if there are sufficient grounds for such an appeal.

Grounds for the appeal would include:

- Deciding for which it did not have authority or jurisdiction as set out in the KMHA's governing documents.
- Failing to follow procedures as laid out in the bylaws or approved policies of the KMHA.
- Deciding, which was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the decision maker is unable to consider other views.
- Exercising its discretion for an improper use.
- Deciding which was grossly unreasonable.
- The President of Kent Minor Hockey shall determine if the respondent has based the appeal on such grounds as listed above. If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons.
- If the President is satisfied that there are sufficient grounds for appeal, within 14 days of having received the original notice to appeal he/she shall appoint an Appeal Committee. The Appeal Committee shall be composed of three individuals including the Director of Development and Education, the OMHA Rep and one other KMHA Executive Board member that is satisfactory to the appellant.

Procedure for Appeal:

- The Committee shall govern the appeal by such procedures as it deems appropriate, provided that:
 - The appeal hearing shall be held within 14 days of the Committee's appointment.
 - The Appellant, respondent and affected parties shall be given seven (7) days written notice of the date, time and place of the hearing.
 - Decisions shall be by majority vote, where the Chairperson also carries a vote.
 - Copies of any written documents which any of the parties would like the panel to consider shall be provided to the panel, and to all other parties, at least five (5) days in advance of the hearing.
 - A representative or advisor including legal counsel may accompany any party.
 - The Panel may direct that any other individual participates in the appeal
 - Unless otherwise agreed to by the parties, there shall be no communication between Committee members and the parties except in the presence of or by copy to, the other parties.

Appeal Decision:

- Within seven days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision the Committee shall have no greater authority than that of the original decision maker. The Panel may decide:
 - To void or confirm the decision being appealed
 - To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original decision maker for reasons which include, but not limited to, lack of a clear procedure, lack of time or lack of neutrality
 - To refer the matter back to the initial decision maker for a new decision
 - A copy of the decision shall be provided to each of the parties including the President

Parties unsatisfied with the Appeal decision also have the right to appeal to the OMHA.

Documentary Appeal:

- Any party to the appeal may request the Appeal Committee conduct the appeal by way of documentary evidence. The Panel may seek agreement from the other parties to proceed in this fashion. If the agreement is not forthcoming, the Appeal Committee shall proceed with an in person hearing.
- If any party believes the Appeal Committee has made an error such as those described above in Grounds for Appeal, they may make an application to appeal such a decision to the Dispute Resolution Committee of the Ontario Minor Hockey Association. For all other matters, the decision of the Kent Minor Hockey Association Appeal Panel shall be final.

COMMUNICATION AND NETWORK

- The President of the Kent Minor Hockey Association Executive Board will act as media spokesperson in the event a complaint goes public. The President will, prior to any media release confer, with the Executive Board of Directors and seek input and direction regarding any such release.

SOCIAL MEDIA POLICY

INTRODUCTION:

For the purposes of this Social Media Policy, the policy will encompass public communications through all social media platforms that allow users to communicate online.

The policy will be applicable to all members of the Kent Minor Hockey Association, including directors, staff, teams, on ice officials, players, players family members and supporters. Kent Minor Hockey Association recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. Kent Minor Hockey Association also respects the rights of all teams and personnel to express their views publicly. The purpose of this policy is to educate our association on the risks of social media and to ensure all teams and personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, Kent Minor Hockey and the Ontario Minor Hockey Association.

DEFINITION OF SOCIAL MEDIA:

The term “social media” is a digital technology that facilitates the sharing of text and multimedia through virtual applications, networks, and communities. This includes any media used for web-based, digital, or social interactions. Social media features user generated content and personalized profiles that lend themselves to engagement via likes, shares, comments, and personalized profiles that lend themselves and discussion. When used inappropriately or for questionable motivations, social media interactions can be harmful and cause substantial harm to users personally, those associated with them (family and friends) and the League.

Examples of social media covered by this policy include, but are not limited to:

Social network sites: Facebook- Instagram- LinkedIn- Snapchat

Micro blogging sites: Twitter- Threads-Tumblr-Reddit

Online video, photo sharing communities: TikTok- You Tube- Flickr- Vimeo

Digital content which can be shared: Screenshots of text messages-WhatsApp

Website Encyclopaedias: Wikipedia

Online user Review Forums: TripAdvisor- Yelp

Personal or Corporate Blogs

SOCIAL MEDIA GUIDELINES:

Anyone who participates in social media is held to the same standards as all other forms of media including radio, television and print. Comments and remarks of an

inappropriate nature which are detrimental to a team, to KMHA, or any individual will not be tolerated and be subject to disciplinary action.

It should be recognized that social media is on the record and can be instantly published and available to the public and media. Remember “DELETE DOES NOT MEAN DELETE”.

Everyone, including the Association and or team personnel, players, corporate partners and the media can review social media communications.

Social media communications shall be appropriate and professional at all times.

No team, staff, players, or supporters will use social media as representing the Kent Minor Hockey Association.

LANGUAGE:

The Kent Minor Hockey Association is proud to be an open, inclusive organization. Members of the Kent Minor Hockey Association shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse or bullying will not be tolerated and will face charges under the Kent Minor Hockey or the Ontario Minor Hockey Associations Code of Conduct.

PRIVACY AND CONFIDENTIALITY:

Members are advised to use caution when sharing the personal information of players, such as full names and contact information. Kent Minor Hockey Association encourages to share photos and videos, but be aware of the content being shared. Only divulge information that is considered public and only post photos with the consent of the participants. Do not discuss information regarding injuries or medical information about any player. Do not post, or shoot videos and photos taken inside any dressing room.

RESPECT:

Any concerns or disputes involving a member organization and another team, referee, or OMHA should not be dealt with online. Any references or examples of bullying, threats, drug or alcohol abuse, exploitation, and harassment will not be tolerated. Negative and derogatory comments involving any team, association, league, staff, volunteers, programs, stakeholders, players or any OMHA member are considered violations.

RETWEETS:

Retweets/shares can be considered endorsements when created by a third party. The retweet establishes you as endorsing the original tweet and agreeing with the message.

SOCIAL MEDIA VIOLATIONS:

The following are examples of conduct through social media that are considered violations of the Kent Minor Hockey Association social media policy and may be subject to disciplinary action by the team, Kent Minor Hockey and or the Ontario Minor Hockey Association Code of Conduct.

Any statement deemed to be publicly critical of KMHA officials, or detrimental to the welfare of a team member, the Association or any individual is not acceptable. Divulging confidential information that may include, but is not limited to the following:

Any form of bullying, harassment, intimidation or threats against players or officials.

Negative or derogatory comments about teams, KMHA and or OMHA programs, stakeholders, players or any member of another team.

Photographs, video or comments promoting negative influences or criminal behaviour, including drug and alcohol abuse, public intoxication, hazing, sexual exploitation, any online activity that contradicts the current policies of Kent Minor Hockey Association or the Ontario Minor Hockey Association or any of its member associations, any racist or sexist comments and any online activity that is meant to alarm other individuals or to misrepresent fact or truth.

DISCIPLINE:

All violations of this policy will be addressed by the Kent Minor Hockey Associations and or the Ontario Minor Hockey Association's Code of Conduct.

Anyone that becomes aware of any breach of this policy by any person associated with Kent Minor Hockey Association is advised to contact the Director of Risk Management or the President of the Kent Minor Hockey Association.

SUMMARY:

When using social media each member should assume at all times that they are representing the Kent Minor Hockey Association and use the same discretion as they would when dealing with any traditional forms of media.

APPENDIX

- 1. Schedule "A"**
- 2. Schedule "B"**
- 3. Member Acknowledgement Form**
- 4. Ethical Business Conduct Policy**

- 5. House League Tournament Checking Form
- 6. Helmet Policy
- 7. Water Bottle Policy
- 8. Team Official/Volunteering Season Form OHF
- 9. Dressing Room Policy
- 10. Mouth Guard Policy

Kent Minor Hockey Association

SCHEDULE 'A' - Complainant's Information

Complainants name:

Address:

Phone number:

Date of occurrence:

Location of offense:

Team:

Parents/Guardians name:

Brief description of events:

Accused person's name:

List any/all possible witnesses and include addresses if known.

1.

2.

3.

4.

5.

Any injuries as a result of this offense?

☐

Y
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s

☐

N
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If yes, describe injuries:

Player Signature:

Parent/Guardian Signature:

Kent Minor Hockey Association
SCHEDULE 'B' - Person Receiving Complaint

Date of interview:

Name of person conducting interview:

Position with Kent Minor Hockey Association:

Youth's name:

Describe what facts youth provided:

Describe your observations of youth:

Does the alleged offense require Child Protection Services and/Police involvement: ☐ Yes
 ☐ No

Member Acknowledgement Form

I (print name)_____ acknowledge that I have received a copy of the Kent Minor Hockey Association Code of Conduct, which identifies the standard of behavior, which is expected of all Kent Minor Hockey Association members.

I understand the Code of Conduct includes all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators, and employees involved in Kent Minor Hockey and OMHA activities and events.

I understand that failure to comply with this Code of Conduct and the Constitution of Kent Minor Hockey Association may result in loss of membership and privileges which come with membership in the OMHA including the opportunity to participate in OMHA and Kent Minor Hockey Association activities and events both present and future.

Signature: _____

Date: _____

Ethical Business Conduct Policy for KMHA

- KMHA has always conducted business ethically and without conflict of interest. We expect the same from our employees and volunteers. Our ethical business conduct policy reinforces that commitment.
- Our policy does not list every do and don't. We expect our employees and volunteers to use common sense, individual conscience and a commitment to 100% compliance with the law in applying the policy to particular situations. Here are some examples:

Conflict of Interest

- We expect that our employees and volunteers will not benefit from their position within KMHA that could hurt the Association. For example: Board members, employees and volunteers and their immediate family members may not ask for and may not accept payments, services or other things of value from anyone who is doing business or seeking to do business with KMHA. We recognize that the practice of many of our suppliers and business partners is to provide small gifts, or to pay for meals or entertainment for our board members. This is not prohibited as long as our board members, employees or volunteers use common sense and follow certain guidelines:
 - Board members, employees or volunteers may never accept cash.
 - Board members, employees or volunteers may never accept anything offered in exchange for something from KMHA.
 - Board members, employees or volunteers may not accept a gift that is more than a nominal value (generally gifts less than \$100.00 in value)

- Board members, employees or volunteers may not accept excessive meals or entertainment.
- Exception to these guidelines requires the approval of the Board of Directors. No exceptions ever will be made to guidelines 1 and 2.
- Board members, employees or volunteers may not do business or seek to do business with the company, unless the KMHA Board of Executive has approved. This includes serving as a director, officer, owner, employee or Consultant of a company that does business with or seeks to do business with KMHA.
- Board members, employees or volunteers may not serve as directors, officers, and employees to any Minor Hockey Association that is a competitor of KMHA.
- A board member, employee or volunteer whose immediate family member serves as a director, officer, employee or consultant of; a company that does business with KMHA., a company that seeks to do business with KMHA, or a company or minor hockey association that is a competitor of KMHA, must disclose that information to the Board of Directors and must comply with any actions KMHA decides are necessary to protect against the conflict of interest.
- Board members, employees or volunteers and their immediate family members may not use any confidential information received from KMHA for their personal benefit. It also includes disclosing KMHA confidential information to persons outside the KMHA and its Executive Board without written permission from the KMHA Board.

Ethical Business Conduct:

- We expect our board members, employees and volunteers to act in an ethical manner. We do not attempt to control the private lives of our members, employees or volunteers. But we do expect our members, employees and volunteers to avoid acting in a way that could damage KMHA's reputation.
- Our board members, employees or volunteers may not drink alcohol while conducting KMHA business. Exceptions to this policy must be approved by the KMHA Board of Executive. Also, our members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting KMHA business.
- We expect our board members, employees and volunteers to be honest and truthful. During the course of their employment or tenure, members shall not steal, lie, falsify documents or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.

- We expect our members, employees and volunteers to work only for KMHA during their tenure and to use KMHA property only for KMHA business. Except for incidental activities or use, members, employees or volunteers may not.
- Conduct personal business with KMHA property.
- Use KMHA property for a non- KMHA related purpose; or loan or dispose of KMHA property, unless approved by the KMHA Board of Directors.
- All KMHA accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict accuracy and completeness. All assets, liabilities, revenues and expenses must be recorded in the regular books of KMHA.

Definitions

- **KMHA:** Kent Minor Hockey Association.
- **Members:** Any employee, board of director or volunteer of KMHA.
- **Immediate family member:** Any board member, employee or volunteer's spouse, parent. child, brother or sister.
- **OMHA-** Ontario Minor Hockey Association.
- **OHF-** Ontario Hockey Federation.

Adopted by the Board of Directors July 26, 2011

Internal Player Release

The _____ hereby releases (Name of Team)

_____ to now
participate in (Name of Player)

one of the following team tryouts.

☐

A

☐

B

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Hou
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Leag
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Dates: _____

Coaches Signature:

Dated: _____

Receiving Coach:

(All coaches are to receive this player card from the player who has been released from the above travel team tryout, before being allowed to participate in any other tryouts under the KMHA banner.)

**Kent Minor Hockey Association
House League Tournament Checking Form**

I, _____ as the
parent/guardian for (Parent/Guardian Name)

_____ authorize he/she
to participate (Player's Name)

in a house league checking tournament.

Parent Signature: _____

Date: _____

**CANADIAN HOCKEY
ASSOCIATION
CANADIENNE DE HOCKEY
CHA Helmet Earpiece Policy**

Bulletin No: 02121

TO: Branch Executive Directors Branch

Referees-In-Chief (02116) FILE: i02-21.doc

INFO: Officers Branch Presidents Council Directors Life
Members HOC Council Members (02122)

DATE: December 7, 2001

FROM: Todd Jackson, Manager- Safety and Risk Management
Maurice Roy, CHA Referee-in-Chief

SUBJECT: PROTECTIVE EQUIPMENT- REMOVAL OF EAR GUARDS
FROM HOCKEY HELMETS

(NOTE: This is a re-re/ease of bulletin 02110 with revised date to be enforced)

It has become apparent that in the 2000- 2001 season, many players, especially at the Junior and Senior level, but also in other levels of hockey, were modifying their helmets by removing the earpieces. Since 1984, the CSA has required that helmets have no ear openings bigger than 38 mm (1.5 inches), or if they do, that an earpiece exists to provide additional protection.

Players, coaches, officials, administrators and parents are reminded that Canadian Hockey playing rule 24 (b)- Protective Equipment- states that "While on the ice, all players, including goaltenders, shall wear a CSA approved hockey helmet, to which a CSA approved facial protector must be securely attached and not altered in any way. Any alteration to a CSA approved helmet or facial protector automatically destroys the certification." Removal of earpieces is considered an alteration of the CSA approved helmet.

Coaches and safety people / trainers are instructed to ensure that their players do not remove earpieces or alter their helmets in any fashion. If the earpieces have been removed, they must be replaced or the helmet cannot be used. Not only does the removal of earpieces cause a safety concern but also insurance coverage could be at risk if the equipment has been altered and an injury sustained as a result.

Officials should watch for infractions in pre-game warm-ups, and if it is clear that a player is playing with an altered helmet, advise the coach and player that if the player appears in the game with the earpieces removed from a helmet that came from the factory with such earpieces, they will be penalized for use of illegal equipment, without exception or warning as per Rule 24 (e) which reads as follows:

(e) If the Referee's attention is drawn to the possibility that a facial protector or helmet may not be certified (GSA approved), or if the Referee observes that a facial protector or helmet may not be certified, and should that piece of equipment in effect turn out not to be certified, the Referee shall assess a Minor penalty and at the same time order that illegal piece of equipment removed from the game.

(Note 1): The Referee is empowered to make the call without his attention being drawn by an opposing player or team official, through the Captain.

If there is some question as to whether the helmet has been altered, the Referee shall report the infraction on the official game report to the President.

Please note that it is expected that coaches and safety people / trainers will look after ensuring their players are using helmets that comply with the above CHA standards. For the officials, this is not an optional or judgment call, and the onus to ensure players comply with the rules in this area fall on the coaches.

Executive Directors are asked to forward this safety concern to coaches, trainers, safety people and administrators within the Branch to give this message the widest circulation possible.

By September 1, 2002, all leagues should have received this info and ensure their teams have complied. Full enforcement of this rule will start as of this date.

If there are any questions or concerns related to this bulletin, please do not hesitate to contact Norm Dueck, CHA Manager of Officiating at (403) 777-4587 or Todd Jackson Manager of S
Safety and Risk Management at (613) 562-5677 extension 2323.

Sincerely,

Maurice Roy
CHA, Referee-In-Chief
Manager, Safety and Risk Management

CHA Water Bottle Policy

:

02/05

TO:

Officer
Council Representatives Branch
Presidents Branch Executive
Directors Members

FILE: i02-05.doc

FROM: Todd Jackson, Manager -Safety and Risk

Management SUBJECT: Sharing of Water Bottles

Over the past year there has been concern shown over the potential health risks related to the sharing of water bottles by players, officials, coaches and other participants. The Canadian Hockey Safety Program recommends the following protocol as it relates to the use of water bottles:

"Good team hygiene includes ensuring all players and staff have their own water bottles to prevent the transmission of viruses and bacteria. Bottles should be labeled and washed after each practice or game."

It is further recommended that officials avoid the practice of drinking from the goaltenders water bottle. If officials require water during a game, we suggest they have their own water bottle at the penalty bench.

Good hygienic practices will help to maintain a healthy team atmosphere and ultimately assist in keeping all participants healthy throughout the season.

If you have any questions please feel free to contact me at 613-562-5677 extension 2323.

Manager, Safety and Risk Management



DRESSING ROOM POLICY

Policy Name: ONTARIO DRESSING ROOM POLICY		Date of Approval: 2023-12-20	Activation Date: 2024-02-01
Approved by: Ontario Human Rights Tribunal Hockey Canada Ontario Members	Linking To: <ul style="list-style-type: none"> • Ontario Dressing Room Policy Implementation Guide • Member Dressing Room Supervision Policy 3.Ontario Confidentiality Statement 		Replacing Previous Versions Dressing Room Policy 2022-09-24 Dressing Room Policy 2016-09-07

	<ul style="list-style-type: none"> • Ontario Confidentiality Statement Implementation Guide • Member Prohibitive Use of Digital Devices Policy • Hockey Canada Gender Expression/Gender Identity Policy 	
<p>Review Cycle: Ontario Members Meeting at Hockey Canada Winter Congress.</p>		

• PURPOSE

- The Hockey Canada Members of Ontario firmly believe all participants (athletes, officials, coaches, team staff, etc.) have a right to access safe, inclusive, and equitable dressing spaces. In this regard, all participants have the right to utilize the Dressing Room or appropriate and equivalent Dressing Environment based on their gender identity, religious beliefs, body image concerns and/or other reasons related to their individual needs.
- The Hockey Canada Members of Ontario believe in balancing the safety, privacy, modesty and wishes of our participants without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This Policy attempts to meet these goals while providing a safe and respectful environment for participants.

• DEFINITIONS

- Refer to the Ontario Confidentiality Statement for definitions of terms utilized throughout this document.
- **Dressing Rooms:** officially designated spaces for changing in and out of gear. Mostly, these are men's and women's, multi-stall spaces and occasionally can be all-gender, multi-stall spaces.
- **Dressing Environments:** spaces beyond dressing rooms (in close proximity to them) that can be temporarily repurposed to provide a space for a small number of participants to change in and out of their gear (e.g., official's room, multi-purpose room, meeting rooms, single-unit washrooms).
- **Minimum Attire:** this is clothing or a base layer that covers the pelvic region (ideally coverage would be from waist to upper thigh but, at a minimum there needs to be coverage of the buttocks and genitalia) and the chest area of the participant. Ideally Minimum Attire above the waist should include clothing or a base layer covering most of the body between the neck and the waistline, it must, at a minimum, include clothing that covers most of the upper torso, such as a sports bra."
- **Member:** not-for-profit Ontario corporation incorporated under The Corporations Act, R.S.O. 1990 c.38 that has responsibility to administer

hockey within a defined portion of the Province of Ontario (Hockey Eastern Ontario, Hockey Northwestern Ontario, Ontario Hockey Federation).

- **Policy:** means this Dressing Room Policy.

- **APPLICABLE POLICIES OR LAWS**

- Rule of Two
 - To best ensure safety for all participants, all minor hockey programs sanctioned in Hockey Canada programming are to comply with their Hockey Canada Member Dressing Room Supervision Policy.
- Prohibition on Violent Activities in Dressing Rooms
 - To ensure the safety of all participants in the Dressing Room, no type of violent conduct of any kind (including locker room boxing) bullying, or hazing is permitted. It is the responsibility of coaches and team staff to ensure that no such violent behaviour is taking place in Dressing Rooms or Dressing Environments. Should anyone experience maltreatment in violation of this section of the Policy, a complaint may be submitted to Hockey Canada's Independent Third Party.
- Prohibition on Recording in Dressing Rooms or Dressing Environments
 - To respect the privacy of participants, no videos, still photos, or voice recordings of any kind may be taken using any device with recording capabilities in a Dressing Room or Dressing Environment. Cell phones are only permitted to be used in a Dressing Room or Dressing Environment for the purposes of controlling music played in those spaces. Please refer to the Hockey Canada Member Prohibitive Use of Digital Devices Policy for full requirements.
- Ontario Human Rights Code - 1990 (the Code)
 - Under the *Code*, organizations and their personnel are liable for any discrimination and harassment based on gender identity and gender expression, or any other prohibited ground under the *Code*. Hockey associations must deal with complaints, take steps to prevent problems, and provide a safe and welcoming environment for trans people and all other persons protected under the *Code*.

- **PROMOTING SAFE, INCLUSIVE, AND EQUITABLE PARTICIPATION**

- This policy is written in accordance with the *Code*, which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability.
- This policy is written in accordance with the Hockey Canada Dressing Room Policy, which is focused on minimizing the requirement of any youth

individual from having to choose to request an accommodation for their personal reasons.

- All players have the right to participate fully within the Hockey Canada programming in accordance with its Hockey Canada, Member and Minor Hockey Association by-laws, regulations, and policies. To do so, the Minor Hockey Association, with support from the Hockey Canada Member, is responsible for working proactively to ensure all Dressing Room and Dressing Environment spaces and procedures are safe, inclusive, and equitable by anticipating and removing all barriers to participation. This includes anticipating and removing barriers for players protected under one or more of the aforementioned grounds.
- All players, upon request, have the right to utilize their self-identified name(s) and pronouns, regardless of their sex/assigned sex, their status of transition, or their legal name and gender markers on identification documents. Minor Hockey Associations will make every effort to utilize and refer to a player by their self-identified name(s) and pronouns on documents and in daily conversation. Intentionally misgendering or inappropriately referring to a player by their given name(s), or their self identified name(s) and pronouns without prior consent (e.g., if a player is not 'out' to family members, the team, other players, staff and volunteers of the Minor Hockey Association, etc.) is harmful and a form of discrimination.
- All players will have access to Dressing Room facilities that most appropriately meet their individual needs, which may or may not include accommodations with respect to gender identity and gender expression.
- All requests for Dressing Room accommodations will be taken seriously and will be assessed on an individual and confidential basis, in order to address the specific needs and requirements of all players.
- With the support of the Hockey Canada Member, the Minor Hockey Association will work collaboratively with and advocate for players to identify the most appropriate access to Dressing Rooms, including any interim and long-term accommodation solutions, so as to reflect both individual players' needs and the potential structural limitations of facilities.
- A player has the right to utilize the Dressing Room or appropriate and equivalent changing area that the player considers to be most safe, inclusive, and reflective of their gender identity and gender expression, and transition status.

• **DRESSING ROOM REQUIREMENTS**

- Minimum Attire Requirements
 - All participants are to use Minimum Attire for use of the Dressing Room or in Dressing Environments where more than one participant is present and the solutions for implementation will be determined by the Team.

- It is the responsibility of all coaches and team staff to instruct players regarding the Minimum Attire and ensure that players have methods including but not limited to:
 - arriving at the rink wearing Minimum Attire;
 - utilizing an appropriate private space to change to Minimum Attire (e.g. private restroom stalls, empty dressing room etc.); or
 - using a towel to cover up while changing into Minimum Attire.
- Team Talks
 - Coaches and team staff will only engage in pre and post-game talks when all athletes that are at the facility and eligible to be in the Dressing Room are present.
- Use of Showers
 - Showers are an extension of the Dressing Room or Dressing Environment and players must utilize Minimum Attire to access the showers (i.e. walking to and from). Minimum Attire is not required in the shower itself unless the Team has an accommodation request in which case the Team must utilize the options with the Ontario Dressing Room Policy Implementation Guidelines.
 - A best practice solution for teams is for players to change into swimwear for showering. Changing into the swimwear would be done based on the Minimum Attire requirements in section 5.1.1.
- Officials Dressing Rooms
 - Given that Dressing Room spaces for officials and officiating teams are often shared by officials of a wide variety of ages and genders and may be used by different sports at the same time, safety and privacy are of the utmost importance. To create a safe and welcoming environment for everyone who uses an officials Dressing Room space, the minimum attire rule and shower recommendations described should be applied. Any situations that require support should be directed to the Minor Hockey Association. If a Minor Hockey Association does not have a solution, they are to contact their Member.
- **SEEKING DRESSING ROOM ACCOMMODATION**
 - If a player requires additional support to meet their individual needs over and above proactive efforts to remove barriers to inclusive participation, the player has the right to seek accommodations from the Minor Hockey Association. The Minor Hockey Association, once receiving the accommodation request in writing, either directly from the player or from the player's parent(s)/guardian(s), is required to meet and work collaboratively with a player to

find an appropriate and equivalent option. This may include utilizing a pre-existing Dressing Room or an appropriate and equivalent changing area if required if the facility has limited number of Dressing Rooms.

- As each player is different, the Minor Hockey Association must assess and manage all accommodation requests on an individual basis. The Minor Hockey Association must provide safe and confidential opportunities to meet with any player(s) who wants to discuss their individual needs and potential accommodations.
- Minor Hockey Associations that do not have a solution are to contact their Member for support and guidance.

• **CONFIDENTIALITY AND PRIVACY**

- All players have the right to privacy. The Minor Hockey Association, with support from the Hockey Canada Ontario Member, is responsible for ensuring that a player's private information, including, but not limited to, their sex/assigned sex and/or gender identity, remains confidential. The Minor Hockey Association is expected to exercise due diligence with respect to issues of confidentiality and privacy. Disclosure of private information, including to parent(s)/guardian(s), can only take place upon the player's request and/or with the player's consent.

• **COMPLAINTS**

- It is the responsibility of the Minor Hockey Association to have a complaint process for addressing player grievances. The player has the right to have an individual of their choice (e.g., parent/guardian, other family member, mentor, friend, etc.) assist and support them within this process.
- Unfounded concerns about safety are also sometimes used to attempt to justify discriminatory treatment relating to gender identity and gender expression. Complaints claiming that the inclusion of trans players in dressing rooms that accord with their gender identity or gender expression poses a safety threat or puts themselves or other players at risk are based on false and biased assumptions. In such cases, the bias of the complaint must be addressed and the player's right to access facilities that accord with their gender identity and gender expression must not be impeded based on this bias. Ultimately, the Minor Hockey Association must not exclude players in response to complaints based on presumed risk.

Mouth Guard Policy

The Ontario Minor Hockey Association implemented a Mouth Guard policy making the use of mouth guards mandatory for all OMHA Registered Players. Effective January 1, 2002 all OMHA players must wear a mouth guard for all OMHA sanctioned events.

It should be noted that the other OHF Minor Member teams (Alliance, GTHL, NOHA) players will not be required to wear mouth guards in OMHA tournaments or Exhibition Games unless it is a policy of the respective team's organization or member partner.

OMHA adopted the mandatory use of intra-oral mouth guard protection by each player participating in an OMHA game or practice.

Mouth guards will be mandatory during all games and practices while conducting any on-ice activity.

Inter-Oral Mouthguard Specifications:

An inter-oral mouth guard will:

- **Be of any colour**
- **Not be clear or translucent in colour**
- **Be of one piece construction**
- **Be easily sized by the player**
- **Be of even thickness from the front to the back of the device**
- **Engage the biting surface of all the teeth of upper and lower jaw**
- **Maintain alignment of upper and lower jaw in a neutral position**
- **Be able to be attached externally to the face mask or shield**
- **In the case of non-contact play will provide not less than one millimeter of shock absorbent thickness between the upper and lower jaw and in the case of contact play not less than 2 millimeters of shock absorbent thickness between the jaws**



HOCKEY CANADA INJURY REPORT



See reverse for mailing address.

Forms must be filled out in full or form will be returned. This form must be completed for each case where an injury is sustained by a player, spectator or any other person at a sanctioned hockey activity.

CLAIMS MUST BE PRESENTED WITHIN 90 DAYS OF THE INJURY DATE.

DATE OF INJURY: ____/____/____
Mo. Day Yr.

INJURED PARTICIPANT: ☐ Player ☐ Team Official ☐ Game Official ☐ Spectator

Name: _____ Birthdate: ____/____/____ Gender: ☐ M ☐ F
Mo. Day Yr.

Address: _____

City / Town: _____ Province: _____ Postal Code: _____ Phone: (____) _____

Parent / Guardian: _____ Email Address: _____

AGE DIVISION

☐ Under-7 ☐ Under-9 ☐ Under-11 ☐ Under-13 ☐ Adult Rec
☐ Under-15 ☐ Under-18 ☐ Under-21 ☐ Junior ☐ Senior

CATEGORY

☐ AAA ☐ A ☐ BB ☐ CC ☐ DD ☐ House ☐ Minor Junior
☐ AA ☐ B ☐ C ☐ D ☐ E ☐ Major Junior ☐ Other _____

BODY PART INJURED

Arm:		Leg:		Head:		Trunk:		Back:	
Left	Right	Left	Right	Left	Right	Left	Right	Left	Right
<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Shin	<input type="checkbox"/> Shin	<input type="checkbox"/> Eye Area	<input type="checkbox"/> Face	<input type="checkbox"/> Abdomen	<input type="checkbox"/> Neck	<input type="checkbox"/> Neck	<input type="checkbox"/> Neck
<input type="checkbox"/> Upper arm	<input type="checkbox"/> Upper arm	<input type="checkbox"/> Knee	<input type="checkbox"/> Knee	<input type="checkbox"/> Face	<input type="checkbox"/> Chest	<input type="checkbox"/> Chest	<input type="checkbox"/> Lower	<input type="checkbox"/> Lower	<input type="checkbox"/> Lower
<input type="checkbox"/> Collarbone	<input type="checkbox"/> Collarbone	<input type="checkbox"/> Toe	<input type="checkbox"/> Toe	<input type="checkbox"/> Throat	<input type="checkbox"/> Ribs	<input type="checkbox"/> Ribs	<input type="checkbox"/> Upper	<input type="checkbox"/> Upper	<input type="checkbox"/> Upper
<input type="checkbox"/> Elbow	<input type="checkbox"/> Elbow	<input type="checkbox"/> Thigh	<input type="checkbox"/> Thigh	<input type="checkbox"/> Skull	<input type="checkbox"/> Pelvis:	<input type="checkbox"/> Pelvis:	<input type="checkbox"/> Groin	<input type="checkbox"/> Groin	<input type="checkbox"/> Groin
<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Hand/Finger	<input type="checkbox"/> Foot	<input type="checkbox"/> Foot	<input type="checkbox"/> Dental	<input type="checkbox"/> Hip	<input type="checkbox"/> Hip	<input type="checkbox"/> Groin	<input type="checkbox"/> Groin	<input type="checkbox"/> Groin
<input type="checkbox"/> Forearm/Wrist	<input type="checkbox"/> Forearm/Wrist			<input type="checkbox"/> Other:					

NATURE OF CONDITION

☐ Concussion ☐ Laceration ☐ Fracture
☐ Sprain ☐ Strain ☐ Contusion
☐ Dislocation ☐ Separation ☐ Internal Organ Injury

ON-SITE CARE

☐ On-Site Care Only ☐ Refused Care

Sent to Hospital by: ☐ Ambulance ☐ Car

INJURY CONDITIONS

Name of arena/location: _____

☐ Exhibition/Regular Season ☐ Period #2
☐ Playoffs/Tournament ☐ Period #3
☐ Practice ☐ Overtime: _____
☐ Try-outs ☐ Dry Land Training
☐ Other ☐ Gradual Onset
☐ Warm-up ☐ Other Sport
☐ Period #1 ☐ Other: _____

CAUSE OF INJURY

☐ Hit by Puck
☐ Collision with Boards
☐ Non-Contact Injury
☐ Hit by Stick
☐ Collision on Open Ice
☐ Collision with Opponent
☐ Fall on Ice
☐ Checked from Behind
☐ Collision with Net
☐ Fight
☐ Blindsiding

Was the injured player in the correct league and level for their age group?
☐ Yes ☐ No

Was this a sanctioned Hockey Canada activity?
☐ Yes ☐ No

LOCATION

☐ Defensive Zone ☐ Offensive Zone ☐ Neutral Zone
☐ Behind the Net ☐ 3 ft. from Boards ☐ Spectator Area
☐ Parking Lot ☐ Dressing Room ☐ Bench
☐ Other: _____

WEARING WHEN INJURED

☐ Full Face Mask
☐ Helmet/No Face Shield
☐ No Helmet/No Face Shield
☐ Intra-Oral Mouth Guard
☐ Half Face Shield/Visor
☐ Throat Protector
☐ Short Gloves
☐ Long Gloves

ADDITIONAL INFORMATION

Has the player sustained this injury before? ☐ Yes ☐ No
If "Yes" how long ago? _____
Was a penalty called as a result of the incident? ☐ Yes ☐ No
Estimated absence from hockey?
☐ 1 week ☐ 1-3 weeks ☐ 3+ weeks

DESCRIBE HOW INCIDENT HAPPENED

(Attached additional page if necessary)

I hereby authorize any Health Care Facility, Physician, Dentist or other person who has attended or examined me/my child, to furnish Hockey Canada any and all information with respect to any illness or injury, medical history, consultation, prescriptions or treatment and copies of all dental, hospital, and medical records. A photo static/electronic copy of this authorization shall be considered as effective and valid as the original.

Signed: _____
(Parent/Guardian if under 18 years of age)
Date: _____

TEAM INFORMATION

(To be completed by a Team Official)

Association: _____

Team Name: _____

Team Official (Print): _____

Team Official Position: _____

Signature: _____

Date: _____

HEALTH INSURANCE INFORMATION

THIS MUST BE FILLED OUT IN FULL OR FORM PROCESSING WILL BE DELAYED

Occupation: ☐ Employed Full-time ☐ Employed Part-time
☐ Unemployed ☐ Full-Time Student

Employer (If minor, list parent's employer): _____

1. Do you have provincial health coverage? ☐ Yes ☐ No Province: _____

2. Do you have other insurance? ☐ Yes ☐ No

(IF "YES", PLEASE SUBMIT CLAIM TO YOUR PRIMARY HEALTH INSURER.)

3. Has a claim been submitted? ☐ Yes ☐ No

(IF "YES", PLEASE FORWARD PRIMARY INSURER EXPLANATIONS OF BENEFITS.)

Make Claim Payable To: ☐ Injured Person ☐ Parent ☐ Team ☐ Other: _____

MEMBER APPROVAL



HOCKEY CANADA INJURY REPORT



Participant's name: _____

PHYSICIAN'S STATEMENT

Physician: _____ Address: _____ Tel: (____) _____

Name of Hospital / Clinic: _____ Address: _____

Nature of Injury: _____ Date of First Attendance: _____

Claimant will be totally disabled:
From: _____ To: _____

Is the injury permanent and irrecoverable? ☐ No ☐ Yes

Prognosis for recovery: _____

Give the details of injury (degree): _____

Did any disease or previous injury contribute to the current injury?
☐ No ☐ Yes (describe): _____

Was the claimant hospitalized? ☐ No ☐ Yes
(give hospital name, address and date admitted): _____

Names and addresses of other physicians or surgeons, if any, who attended claimant:

I certify that the above information is correct and to the best of my knowledge,
Signed: _____ Date: _____

DENTIST STATEMENT

Limits of coverage: \$1,250 per tooth, \$3,000 per accident. Treatment must be completed within 52 weeks of accident. (Effective September 1st, 2018)

UNIQUE NO. SPEC. PATIENT'S OFFICIAL ACCOUNT NO.

Patient	Dentist	I hereby assign my benefits payable from this claim directly to the named dentist and authorize payment directly to him / her
Last name _____ Given name _____	_____	
Address _____	_____	
City / Town _____ Province _____ Postal Code _____	Phone No _____	

For dentist use only - for additional information, diagnosis, procedures or special consideration.

DUPLICATE FORM ☐

I understand that the fees listed in this claim may not be covered by or may exceed my plan benefits. I understand that I am financially responsible to my dentist for the entire treatment. I acknowledge that the total fee of \$_____ is accurate and has been charged to me for the services rendered.
I authorize release of the information contained in this claim form to my insuring company/plan administrator.

SIGNATURE OF (PATIENT/GUARDIAN) _____ OFFICE VERIFICATION _____

DATE OF SERVICE MO. / DAY / YR.	PROCEDURE	INITIAL TOOTH CODE	TOOTH SURFACE	DENTIST'S FEE	LAB CHARGE	TOTAL CHARGE
This is an accurate statement of services performed and the total fee due and payable & oe. NOTE: All benefits subject to insurer payor status, provisions of the policy, Hockey Canada sanctioned events.					TOTAL FEE SUBMITTED	

Mail completed form to: **ONTARIO MINOR HOCKEY ASSOCIATION**
25 BRODIE DRIVE, UNIT 3
RICHMOND HILL, ON
L4B 3K7
OMHA.NET
OMHA@OMHA.NET