

GEORGIAN BAY MINOR HOCKEY ASSOCIATION

RULES OF OPERATION

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SECTION 1 – GOVERNANCE AND SCOPE

1.1 Governance

The Georgian Bay Minor Hockey Association (GBMHA) is incorporated under the Canada Not-for-profit Corporations Act S.C. 2009, c.23 as Ontario Corporation Number 1001097469 and operates under the governance of its By- Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association and the Official Rule Book of Hockey Canada.

1.2 Scope

Through its various programs, GBMHA aims to provide participants from its partner organizations—Midland Minor Hockey Association and Penetang Minor Hockey Association—with access to a Representative Hockey Program. The goal is to foster a positive environment that encourages personal growth, teamwork, and the development of skills within a competitive hockey setting. By offering this environment, GBMHA seeks to promote discipline, perseverance, and sportsmanship, helping players build character and achieve their potential both on and off the ice.

1.3 Levels

- Recreational Hockey – The Local League partner organizations of Midland Minor Hockey Association and Penetang Minor Hockey Association, will provide the grass roots development base for minor hockey for Georgian Bay Minor Hockey Association.
- Representative Hockey – Representative Teams at the GBMHA level will comprise of players who desire a high level of competition and are willing to make a tremendous commitment to their personal development and the success of their team. These players will try out and the successful candidates will be chosen to represent GBMHA in the U10 through U18 age categories. All players will abide by the rules and regulations of GBMHA, the OMHA, and their governing bodies.

1.4 Philosophy

We believe in creating an enriching hockey experience where players of all backgrounds can excel. We are committed to fostering a competitive hockey environment that challenges players to reach their full potential while prioritizing respect, fair play, and continuous development. By combining a high level of competition with a focus on personal integrity and mutual respect, we strive to build strong teams, confident individuals, and a supportive hockey community.

1.5 Definitions

For the purposes of these Rules of Operations, the following Definitions apply:

- a) "AGM" means the Annual General Meeting of GBMHA.
- b) "Association" means the Georgian Bay Minor Hockey Association (GBMHA) (or such other name as the Association may in the future legally adopt).
- c) "Board" means the Board of Directors of the Association.
- d) "Director" means an individual who has been elected or appointed to the Board of Directors of the Association and who holds the offices enumerated in Bylaw 1 Article 11
- e) "HC" means Hockey Canada (formerly the Canadian Hockey Association) or such other name as they may in the future legally adopt.
- f) "HTCP" means Hockey Trainers Certification Program.
- g) "Letters Patent" mean the Letters Patent incorporating the Association, as from time to time amended by Supplementary Letters Patent.

- h) "LL" means Local League.
- i) "Members" means all classes of membership in the Association as provided for in the Association's Bylaws.
- j) "NCCP" means National Coach Certification Program.
- k) "OHF" means the Ontario Hockey Federation (or such other name as the OHF may in the future legally adopt).
- l) "OMHA" means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt).
- m) "Policies" means written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- n) "Rep" means Representative.
- o) "MMHA" means the Midland Minor Hockey Association.
- p) "PMHA" means Penetang Minor Hockey Association.

1.6 Links

- [GBMHA Bylaws](#)
- [GBMHA Website](#)
- [PMHA Website](#)
- [MMHA Website](#)

SECTION 2 – CODE OF CONDUCT AND ETHICS

2.1 Purpose

To establish and maintain standards of appropriate behavior and good character for Members of the Association. In addition to the Code of Conduct requirements governing all Hockey Canada, Ontario Hockey Federation and OMHA participants, the Association standards are comprised of, but not limited to, the following principles:

2.2 All Members

- a) This Code of Conduct identifies the standard of behavior expected of all OMHA members and participants, including players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, and employees involved in OMHA activities and events.
- b) The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants shall always conduct themselves in a manner consistent with OMHA values, including fairness, integrity, and mutual respect.
- c) During all OMHA activities and events, members shall avoid behavior that brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medicated drugs, use of alcohol by minors and use of profanity.
- d) OMHA members and participants shall adhere to OMHA operational policies and procedures, as well as rules governing OMHA events, activities, and competitions.
- e) Members and participants shall not engage in any activity or behavior that interferes with a competition, disrupts a team's preparation, or endangers others' safety.
- f) Members must refrain from disrespectful, offensive, abusive, racist, or sexist comments or behavior. Harassment or abuse will not be tolerated and will be addressed under the OMHA Harassment Policy.
- g) Failure to comply with the Code of Conduct may result in disciplinary action under the OMHA Discipline Policy, including suspension or termination of membership.
- h) Members should communicate and cooperate with sports organizations, medical practitioners, and educational institutions in the players' best interests.
- i) Members must maintain professionalism, safeguard confidential information, and avoid unauthorized disclosure.
- j) Members are responsible for maintaining their own effectiveness, resilience, and abilities.
- k) Members should avoid displaying affiliations with organizations in ways that falsely imply sponsorship or accreditation.
- l) GBMHA reserves the right to deny or revoke membership due to prior behavior deemed unbecoming or in violation of OMHA standards, following a fair hearing process.

2.3 Coaches and Team Officials

General Expectations

- Act as positive role models by demonstrating professionalism, fairness, and respect at all times.
- Prioritize the safety, well-being, and development of all players.
- Conduct yourself in a manner that reflects positively on the GBMHA, your team, and the sport of hockey.

Player Development

- Create a safe, inclusive, and enjoyable environment where all players feel supported.
- Focus on skill development, teamwork, and personal growth, while fostering a competitive spirit.

- Recognize individual differences in players and adapt your coaching to suit their needs and abilities.
- Encourage players to give their best effort and to value hard work over winning at all costs.

Interactions with Players

- Treat all players with respect and dignity, avoiding favoritism or unfair treatment.
- Establish and maintain appropriate boundaries with players, ensuring relationships remain professional.
- Provide constructive feedback in a positive and supportive manner to build confidence and skills.
- Follow the advice of medical professionals regarding player injuries and recovery.

Interactions with Others

- Treat officials, parents, opponents, and spectators with respect and professionalism.
- Be open and cooperative when communicating with parents, addressing concerns privately and respectfully.
- Foster collaboration and mutual respect with other coaches, officials, and GBMHA representatives.

Commitment to Team and Association

- Adhere to all GBMHA policies, procedures, and guidelines.
- Ensure practices and games are organized, purposeful, and conducted in a safe and positive environment.
- Take responsibility for your personal and professional development by seeking opportunities to enhance your knowledge and skills as a coach.
- Be familiar with and promote Hockey Canada/OMHA's Long-Term Player Development model.

Prohibited Behavior

- Avoid any behavior that could endanger players, tarnish the reputation of the GBMHA, or disrupt the team environment.
- Do not use abusive language, intimidation, harassment, or discrimination toward anyone involved in GBMHA activities.
- Refrain from the use of drugs, alcohol, or any other substances that could impair judgment during GBMHA events.

2.4 Parents

General Expectations

- Support your child's participation in hockey as an opportunity for personal growth, skill development, and fun.
- Conduct yourself with respect and integrity at all GBMHA games, practices, events, and online forums.
- Be a positive role model by demonstrating good sportsmanship, fairness, and respect for all participants.

Behavior at Games and Practices

- Cheer for all players on the team, not just your own child.
- Avoid coaching your child or other players from the sidelines. Respect the coach's role in leading the team.
- Never publicly dispute or criticize officials' decisions. If you have concerns, use the proper channels to address them respectfully.

- Refrain from using profanity, abusive language, or gestures toward players, coaches, officials, or other parents.

Encouragement and Support

- Encourage your child to always do their best and to play by the rules.
- Teach your child to value effort, teamwork, and good sportsmanship over winning.
- Celebrate successes and use setbacks as opportunities to teach resilience and growth.

Communication with Coaches and the Association

- Direct any concerns or questions to the coach or GBMHA representatives respectfully and privately, following the 24-hour rule after games or incidents.
- Support the coach's decisions and avoid undermining their authority in front of players.
- Participate in team or association meetings to stay informed about GBMHA policies and events.

Respect for All Participants

- Treat all players, coaches, officials, volunteers, and parents with respect and dignity.
- Avoid any behavior that could be considered bullying, harassment, or discrimination, whether in person or online.
- Support a safe, inclusive, and welcoming environment for everyone involved in GBMHA activities.

2.5 Players

General Expectations

- Represent yourself, your team, your community, and GBMHA with pride and respect both on and off the ice.
- Show respect for teammates, coaches, officials, opponents, and spectators at all times.
- Take responsibility for your actions, maintaining the highest standards of sportsmanship and personal conduct.

On-Ice Behavior

- Play by the rules of the game and respect the decisions of the officials.
- Control your temper; avoid verbal or physical altercations, including mouthing off, fighting, or unsportsmanlike conduct.
- Work equally hard for yourself and your team, knowing your effort contributes to the success and enjoyment of everyone.
- Cheer on your teammates and demonstrate respect for your opponents.

Off-Ice Behavior

- Be respectful to teammates, coaches, officials, and others outside of games and practices.
- Avoid any behavior, including online, that could reflect poorly on yourself, your team, or the GBMHA.
- Take care of and respect team facilities, equipment, and uniforms.

Commitment to Team

- Attend all practices, games, and team events unless excused by your coach.
- Give your best effort in all activities, showing commitment to your development and the team's success.
- Follow the advice of medical professionals and coaches regarding injuries and rest.
- Be a supportive teammate by encouraging and helping others succeed.

Respect for Others

- Treat all players, officials, and coaches with respect, regardless of skill level, gender, race, or background.
- Avoid bullying, harassment, or discrimination of any kind, including in-person or online.
- Celebrate diversity and contribute to an inclusive and welcoming environment.

2.6 Spectators

Respect Players, Coaches and Officials

- Cheer for all players, regardless of their team, and avoid yelling at or criticizing any child for mistakes or losses.
- Support coaches and officials by refraining from disputing their decisions or using offensive language.

Promote Good Sportsmanship and Encourage Fun and Learning

- Applaud fair play and effort from both teams.
- Avoid negative comments or behaviors that could disrupt the game or environment.
- Remember that hockey is for the players' enjoyment and development, not for the entertainment of spectators.

Zero Tolerance for Misconduct

- Abusive, aggressive, or disruptive behavior will not be tolerated and may result in removal from GBMHA events

2.7 Board Members

General Expectations

- Act in the best interests of the GBMHA, prioritizing the needs of players, volunteers, and the broader hockey community above personal or professional interests.
- Conduct oneself with integrity, honesty, and fairness in all dealings related to GBMHA activities.
- Treat all members of the association—players, parents, coaches, officials, volunteers, and other board members—with respect and dignity.

Meetings and Decision-Making

- Attend board meetings regularly, come prepared, and actively participate in discussions and decision-making processes.
- Respect the confidentiality of discussions and decisions made during board meetings unless authorized for public disclosure.
- Support the board's decisions once they are made, even if you disagreed during deliberations.

Professional Conduct

- Refrain from engaging in behavior that could harm the reputation or credibility of the GBMHA.
- Avoid conflicts of interest and disclose any potential conflicts immediately to the board.
- Act professionally in all communications, including those with members, stakeholders, and the public.
- Represent the GBMHA positively and avoid public criticism of the association, its members, or its programs.

Commitment to Policies and Governance

- Abide by the GBMHA Constitution, bylaws, policies, and procedures, as well as Hockey Canada and OMHA regulations.
- Ensure fair, consistent, and transparent enforcement of all policies and rules.
- Promote a safe, inclusive, and competitive environment for players and volunteers.

Teamwork and Collaboration

- Work collaboratively with fellow board members to achieve the goals of the GBMHA.
- Foster an environment of trust, cooperation, and mutual respect within the board and with association members.
- Support decisions that align with the strategic goals and mission of the GBMHA.

Conflict Resolution

- Address disagreements and disputes in a constructive and respectful manner.
- Avoid public criticism of other board members and resolve conflicts privately or through established processes.
- Use proper channels to communicate concerns or grievances.

2.8 Links

- [Code of Conduct – Board Members](#)
- [Code of Conduct – Coaches and Team Officials](#)
- [Code of Conduct – Parents](#)
- [Code of Conduct – Players](#)

SECTION 3 – REGISTRATION & TEAMS

3.1 Centre Point

The Association's Centre Point will be the intersection of Highway 93 and Highway 12, Midland, ON (44°43'07.6"N 79°53'51.7"W)

3.2 Eligibility

- a) All players are eligible to register with GBMHA, regardless of where they reside.
- b) Any individual or family with outstanding financial obligations to any organization under the Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), or Hockey Canada (HC) will not be eligible to register or participate in Georgian Bay Minor Hockey Association (GBMHA) programs until they have resolved their obligations and are in good standing with the respective organization.

3.3 Fielding of Teams

- a) As required by the OMHA, GBMHA will make all reasonable efforts to ice primary Representative Teams at the "MD" classification for U9 and the "A" classification for all age groups including U10, U11, U12, U13, U14, U15, U16, and U18.
- b) GBMHA will make all reasonable efforts to ice secondary Representative Teams at the "BB" or "B" classification for age groups U11, U13, U15, U16, U18, subject to the following conditions:
 - a. There is a clear and sufficient number of capable and willing participants to make up the team roster. This includes players who demonstrate the skills and commitment required for competitive play.
 - b. There is an adequate number of capable and willing bench staff to ensure the team is properly supported during games and practices.
 - c. The fielding of a team will not result in the elimination or absence of a local league team in both PMHA and MMHA.
 - d. There is a suitable league or division for the team to join, which aligns with the team's skill level and competitive goals.
 - e. There is sufficient ice time available for both practices and games to support the team.
- c) Secondary representative teams are classified as follows:
 - U11 will be at the "B" (non-contact) classification.
 - U13 will be at the "B" (non-contact) classification.
 - U15 can be at the "B" (contact) or at the "BB" (non-contact) classification.
 - U16 will be at the "BB" (non-contact) classification.
 - U18 can be at the "B" (contact) or at the "BB" (non-contact) classification.
- d) Secondary representative teams at U15 and U18 have the option of competing at the "B" (contact) or "BB" (non-contact) classifications. Secondary representative team at U16 is only available at the "BB" (non-contact) classification.
- e) Secondary representative teams at U15 and above may not have sufficient player numbers to field teams at each age group due to overlapping ages or due to players' preference to play only contact or only non-contact hockey. In such cases, the GBMHA board will review the preferences of the applicant coaches and players, along with the ages of the players interested in participating to make a determination on the fielding of teams that benefits the majority of players.
- f) Should the number of players willing to participate at the "B" (contact) classification but not the "BB" (non-contact) classification, or vice versa, result in an inadequate number of players to form a full team, then no secondary representative team will be fielded at that age group. GBMHA will not force players to participate in a classification they have indicated they are not interested in playing at.

3.4 Classification of Teams

- a) By default, all primary Representative Teams will be classified as “A”.
- b) Head coaches of primary Representative Teams may request to participate at the “AA” level based on the perceived strength of their team relative to the competition expected in their league. Such requests must be made in writing to the Director of Jr/Sr. Hockey Programming following the conclusion of player selections and prior to August 1st.
- c) Secondary Representative Teams at U11 and U13 will be classified as “B” (non-contact) and at U16 will be classified as “BB” (non-contact) and may not change their classification level.
- d) Secondary Representative Teams at U15 and U18 will be classified as “B” (contact) by default. If we are unable to field a team at these age due to a lack of players capable or interested in participating in contact hockey, then consideration will be given to changing these teams to “BB” (non-contact) and reapplying Section 3.3 (b) to determine if GBMHA should field a Secondary Representative team at that age group.

3.5 Leagues

- a) GBMHA teams will be able to participate in either the York-Simcoe Minor Hockey League (YSMHL) or the Region 5 Hockey League (R5HL)
 - a. All “AA”, “A”, “BB” and “MD” teams will participate in the YSMHL
 - b. All U11 and U13 “B” teams will participate in the R5HL (non-contact)
 - c. All U15 and U18 “B” teams will participate in the R5HL (contact)

3.6 Determination of Fees

- a) All pre-skate, player evaluation and registration fees will be determined by the Finance Committee and approved by the Board. They will be announced on the GBMHA website prior to April 1st for the coming season.
- a) Player evaluation fees will be a flat fee per player and include player evaluations for both the Primary and Secondary Representative team for their age group. For players seeking Exceptional Player Status, please see section 3.16.
- b) Team fees are determined on a team-by-team basis. Team budgets must be approved by the Finance Committee prior to April 15th for the coming season.
- c) An estimate of team fees must be made available on the GBMHA website and at player selections. These are shared with prospective players and parents for planning purposes only and are subject to change.

3.7 Registration of Players for Pre-Skates

- a) All players wishing to attend pre-skates must register for each session they plan to attend through the designated online registration process operated by GBMHA.
- b) Players must agree to all applicable consents, releases and waivers required by GBMHA, OMHA, OHF, and/or HC as part of the registration terms and conditions.
- c) Players may register for anywhere from zero to four sessions and may only attend pre-skates for the appropriate age group.
- d) Players must submit payment before attending pre-skate sessions. Payment is made per session, based on the registered selections.
- e) Players may not attend pre-skates while their team is still actively competing in games. Participation is only allowed once their team's season has concluded.
- f) Pre-skates are only open to players who played in GBMHA, MMHA or PMHA the previous season.

3.8 Registration of Players for Player Evaluations

- b) All players wishing to attend player evaluations for GBMHA Representative teams must complete the designated online registration process operated by GBMHA, through the Hockey Canada Registry.
- c) Players must agree to all applicable consents, releases and waivers required by GBMHA, OMHA, OHF, and/or HC as part of the registration terms and conditions.
- d) Players must ensure a valid birth certificate is on file with the Hockey Canada Registry for proof of age.
- e) Players must submit payment before attending player evaluation sessions.
- f) Players must indicate if they will begin the player selection process at the primary team player selections or if, at the player's discretion, they will begin the evaluation process at the secondary team player selections. Players are not required to attend the primary team player selections if they do not feel there is a reasonable opportunity to be selected.
- g) Players must be registered in their proper age group. For players seeking Exceptional Player Status, please see section 3.16.

3.9 Registration of Players for Season

- a) Once a player is notified of their selection to a GBMHA Representative team, they have 24 hours to:
 - a. complete the designated online registration process operated by GBMHA, through the Hockey Canada Registry.
 - b. agree to all applicable consents, releases and waivers required by GBMHA, OMHA, OHF, and/or HC as part of the registration terms and conditions.
 - c. complete payment of a registration fee deposit or the entire registration fee. The deposit amount and fee amount will be determined by the finance committee and posted to the GBMHA website prior to the start of player selections.
- b) Failure to complete the required steps within the specified timeframe may result in the offer being withdrawn by either the Coach or GBMHA.

3.10 Payment of Registration Fees

- a) All registration fees are due to be paid in full by **September 1**.
- b) After the deadline, players with outstanding fees will be notified and given **14 days** to pay the remaining fees. After this time, the player will be suspended by GBMHA and will no longer be eligible to participate in team events including games, practises or tournaments.
- c) If fees are still not paid in full by **October 15**, the player will be removed from their current team roster and is subject to replacement on the team at the coach's discretion.
- d) Payment of registration fees must be made through the GBMHA registration portal using the approved methods of payment listed there.
- e) To accommodate families, a scheduled payment plan option will be available through the portal, allowing for the fees to be spread out over the summer months.

3.11 Financial Assistance

- a) Players may seek third-party financial assistance for the payment of registration fees only. Evaluation and team fees are not eligible for financial assistance under this policy. Invoices for the upcoming season will be available in May, giving families ample time to organize and request financial assistance over the off-season.
- b) If a player is seeking financial assistance through a third-party, they must provide the Proof of Financial Assistance Form to the Registrar and the Treasurer via email by **September 1**.
- c) After the deadline, players who fail to provide document of approved financial assistance will be notified and given **14 days** to submit appropriate documentation. After this time, the player will be

suspended by GBMHA and will no longer be eligible to participate in team events including games, practises or tournaments.

- d) If proof of financial assistance is still not provided by **October 15**, the player will be removed from their current team roster and is subject to replacement on the team at the coach's discretion.
- e) If the financial assistance covers only part of the registration fee, the remaining balance is subject to the terms and conditions of section 3.9.

3.12 Pre-Skate Fee Refunds

- a) Pre-skate fees are non-refundable unless:
 - a. The player is not eligible to participate in the session(s) they registered for.
 - b. The player is injured or ill and unable to attend.
- b) All requests for refunds must be made to the GBMHA Registrar and the GBMHA Treasurer via email at least 48 hours prior to a pre-skate session.
- c) Players who miss a pre-skate without submitting a written refund request will not be eligible for a refund.

3.13 Player Evaluation Fee Refunds

- a) Player evaluation fees are non-refundable unless:
 - (i) The player withdraws from the evaluation process prior to the first evaluation session.
 - (ii) The player is not eligible to participate in the player evaluation(s) they registered for.
 - (iii) The player is injured or ill and unable to attend.
- b) All requests for refunds must be made to the GBMHA Registrar and GBMHA Treasurer via email at least 24 hours prior to the first evaluation session for the selected team.
- c) Players who miss any player evaluation sessions without submitting a written refund request will not be eligible for a refund.

3.14 Registration Fee Refunds

- a) All requests for refunds must be made to the GBMHA Registrar and GBMHA Treasurer via email.
- b) Refunds will be granted according to the date the refund request is received by GBMHA and the following:
 - a. Refund Prior to September 15 – 75%
 - b. Refund Prior to November 15 – 50%
 - c. No refunds after November 15
- c) Refunds specifically related to season-ending injury will have the alternative deadline:
 - a. Injury Prior to October 15 – 75%
 - b. Injury Prior to December 15 – 50%
 - c. No refunds after December 15
- d) All refunds are subject to a \$50 administration fee.

3.15 Registration Dates

- a) The Board shall schedule registration deadlines by April 1st for the following hockey season.
- b) Registration will be actively promoted by the Association through its website, via electronic mail to all current members on communication distribution lists, and via any other method approved by the Board.

3.16 Exceptional Player Status

Still in review

3.17 Registration Discounts & Rebates

The following discounts will be made available to our membership.

- a) **Third Child Discount** – Families registering three or more children will receive a 50% discount on the registration fee for the third child and any additional children. The discount applies to the lowest-priced registration fee among the children registered.

The following rebates will be made available to our membership. They are paid out as rebates at any point during the current season upon written request to the GBMHA Treasurer.

- a) **Goalie Equipment Rebate** – any rostered goalie on a U10 – U18 team will receive a \$200 rebate on the purchase of goalie equipment. Equipment must be purchased between April 1 and Dec 31 of the current season. Proof of purchase is required.
- b) **Young Referee Rebate** – any rostered U16 or U18 player who completes or has completed their level 1 referee training and officiates 5 or more games for GBMHA, MMHA or PMHA will receive a \$200 rebate on their registration fees. Proof of service is required.

3.18 Discretion of the Board

All policies relating to fee collection and compassionate relief will fall under the purview of the GBMHA Board. The Board will review and vote on each case on an individual basis, taking into account the unique circumstances presented. Any requests for relief or adjustments to fees must be submitted to the Board via the Secretary, Registrar or Treasurer for consideration, and decisions will be made based on the Board's evaluation and vote.

3.19 Links

- [GBMHA Online Registration Site](#)
- [Proof of Financial Assistance Approval Form](#)

SECTION 4 – FINANCE & FUNDRAISING

4.1 Banking

The Treasurer will be responsible for establishing and maintaining bank accounts with a chartered Canadian financial institution for the purpose of managing the association's finances. All accounts will have three designated signing authorities: the President, the Vice President, and the Treasurer. Each of these individuals will be granted access to view the accounts to ensure transparency and accountability.

The Treasurer will be solely responsible for conducting all financial transactions, including transferring funds, paying bills, collecting payments, and reimbursing expenses. This centralized control ensures consistency in financial operations while maintaining oversight through the access granted to the President and Vice President.

4.2 Finance Committee

The Finance Committee, chaired by the Treasurer, is responsible for overseeing the financial operations of the Association. The committee shall:

- Establish the financial policy for the Association and make recommendations to the Board regarding any changes;
- Establish the annual budget for the Association;
- Develop or update the payment policy, including fee amounts, due dates, and accepted payment mechanisms;
- Review team submitted budgets and ensure they meet GBMHA policies;
- Review compensation for paid positions, and make recommendations to the Board regarding any changes;
- Review referee and timekeeper fee schedules and make recommendations to the Board regarding any changes.

4.3 Fiscal Year

The fiscal year for the association will run from April 1 to March 31. This timeframe will be used for all financial reporting, budgeting, and accounting purposes to ensure consistency and alignment with operational activities.

4.4 Annual Budget

The Finance Committee will prepare an annual budget for the association by February 28 of each year. This budget will outline projected revenues and expenses for the upcoming fiscal year and will align with the association's goals and priorities. Any recommendations on fee increases must be included in this budget to allow proper planning for the coming season.

The draft budget will be presented to the GBMHA Board for review, discussion, and approval. The final budget must be approved by the Board prior to the start of the fiscal year on April 1. This process ensures proper financial planning and accountability for the association's operations.

4.5 Regular and Yearly Financial Updates

The Treasurer will provide a financial update at each GBMHA Board meeting and at the GBMHA Annual General Meeting (AGM). These updates will include up-to-date balance sheets and income statements to ensure transparency and accountability.

For board meetings, the financial update will also include Accounts Receivable and Accounts Payable summaries to provide a clear overview of the association's cash flow and outstanding obligations. Additionally,

every three months, the Treasurer will include printouts of the most recent bank statements as part of the board update to ensure accuracy and allow for thorough oversight of the association's finances.

4.6 Paid Positions & Official/Timekeeper Fees

The association recognizes the importance of certain paid positions to ensure the smooth operation of its activities. These paid positions include the Ice Scheduler, Timekeeper Assignor, Referee Assignor, Registrar, Bingo Coordinator, and Tournament Coordinator (and Tournament Directors). Additionally, the association pays fees for officials and timekeepers to officiate games.

The honorariums for these positions will be reviewed annually by the Finance Committee as part of the budget process. The Finance Committee will recommend the honorariums and fees to the Board for approval as part of the overall budget.

Honorariums will be finalized and paid out at the end of the hockey season, no later than March 31 of each fiscal year. Official and timekeeper fees will be paid out on a monthly basis.

4.7 Reimbursement of Expenses

The association requires that all expenses submitted for reimbursement must be accompanied by a valid receipt. Any non-recurring expense must receive pre-approval from the Board before it is incurred to ensure alignment with the association's budget and financial policies.

Expenses will be reimbursed on a monthly basis by the Treasurer. This policy applies to Board members, bench staff, individuals in paid positions, and volunteers. It ensures accountability and consistency in the management of association funds.

Reimbursements will only be processed if all requirements, including receipt submission and necessary approvals, have been met. This policy promotes transparency and proper financial oversight in the association's operations.

4.8 Reimbursement of Travel

Any board member or volunteer required to travel for official OHF, OMHA, or league meetings on behalf of the association will be reimbursed for their travel expenses at the current CRA mileage rate. Reimbursement requests must include documentation of the meeting attended, the total kilometers traveled, and any other relevant details.

4.9 Board and Bench Staff Honorariums

To encourage and recognize volunteerism within the organizations, the following honorariums will be established within GBMHA/MMHA/PMHA :

- Board members will receive a \$100 honorarium for serving on one or more boards
- Rostered bench staff will receive a \$100 honorarium for serving on one or more bench staffs

These honorariums are to be used as a credit toward registration fees for the **subsequent** season. Honorariums are non-transferable and valid only for the season immediately following the completion of the volunteer commitment. Paid positions are not eligible for honorariums.

Honorariums for different duties can be stacked. However, honorariums for the same duties within any of the three organizations cannot be stacked. For example, a volunteer serving on two bench staffs will receive only one \$100 bench staff honorarium or a volunteer on two boards will receive only one \$100 board member honorarium. However, a volunteer who serves as a board member and as a bench staff member is eligible to receive both the \$100 board member honorarium and the \$100 bench staff honorarium.

Honorariums can be used for registration with GBMHA, PMHA, or MMHA regardless of where the credit was earned the previous season.

4.10 Bingo Coordinator

- TO BE REVIEWED

4.11 Bingo Staff

- TO BE REVIEWED

4.12 Ordering and Procurement

All procurement within the organization exceeding \$1,000 must include the solicitation of at least three quotes from three different qualified vendors to ensure transparency and cost-effectiveness. If three vendors cannot be found, documentation explaining why this policy cannot be followed must be submitted to the Board for review.

The Board must approve all spending over \$1,000 prior to the order being placed. For orders under \$1,000 or requiring a credit card payment, a board member may pay the amount personally and be reimbursed in accordance with the organization's expense policy.

For orders exceeding \$1,000, the organization will request payment terms of "net 90" whenever possible to allow sufficient time for payment and cash flow management.

For the purpose of this policy, expenses related to specific known vendors or bodies (e.g., ice rental from local arenas, insurance fees, website fees) are excluded from the quote process, as these are considered standard agreements with designated suppliers. No quotes are required for such transactions, as the vendor or body involved is already established and known.

4.13 Sponsorship and Fundraising Committee

The Sponsorship and Fundraising Committee, chaired by the Sponsorship, Fundraising, and Community Outreach Director, is tasked with managing and enhancing the sponsorship and fundraising efforts of the Association. The committee's responsibilities include:

- Recruiting and training volunteers to perform sponsorship-related tasks for the Association;
- Actively seeking and pursuing new sponsorship and fundraising opportunities to support the Association's goals;
- Managing and overseeing existing sponsorship and fundraising initiatives to ensure their success and alignment with organizational objectives;
- Providing regular reports to the Board on public relations, sponsorship, and fundraising activities;
- Developing and recommending policies related to public relations, sponsorship, and fundraising for Board approval.

This committee plays a crucial role in fostering community partnerships and generating the financial support necessary for the continued success of the Association.

4.14 Association Sponsors & Donors

The association will actively solicit sponsors and donors for association wide events and purposes (e.g., special events, banquet, tournaments, game pucks, helmets, jerseys, etc.). The benefits will be negotiated and communicated at the time of the sponsorship request or donor offer. These benefits will be tailored to provide value to sponsors while supporting the financial needs of the teams and association.

All association sponsors will be required to sign a sponsorship agreement with GBMHA at the commencement of their sponsorship term. Association sponsors are requested to commit to a minimum term of 2 years though adjustments can be made for shorter or longer terms.

Invoices for sponsorships will be sent out in May and are due for payment by July 1. The fee for sponsorship will be set for the first two years of the agreement, but it is subject to adjustment in subsequent years.

Any invoices that remain outstanding by August 1 may result in the change or termination of the sponsorship agreement.

Sponsors may pay for their all or part of their sponsorship with in-kind donations of items or services that can be used to off-set expenses that would otherwise be incurred by the association.

4.15 Team Sponsors

The association will actively solicit sponsors for each team. The Finance Committee will set a fee for each team sponsorship, and the Fundraising and Sponsorship Committee will be responsible for establishing the specific benefits that each sponsorship package will offer.

Team sponsorships, at a minimum, will include the following benefits:

- Company name on the back of all jerseys for the team via a sponsor bar
- Company name and logo displayed on the GBMHA website
- Use of the company name in all social media and website posts regarding the team
- A sponsor copy of the team photo

All team sponsors will be required to sign a sponsorship agreement with GBMHA at the commencement of their sponsorship term. Team sponsors are obligated to commit to a minimum term of 2 years, with the option for yearly renewal thereafter.

Invoices for sponsorships will be sent out in May and are due for payment by July 1. The fee for sponsorship will be set for the first two years of the agreement, but it is subject to adjustment in subsequent years.

Any invoices that remain outstanding by August 1 may result in the change or termination of the sponsorship agreement. This policy ensures that the association maintains financial stability while honoring its commitments to sponsors.

4.16 Association Wide Fundraising

GBMHA, along with MMHA and PMHA, will facilitate one large-scale fundraiser annually to provide significant financial value to all teams within the organizations. Participation in this fundraiser is mandatory for all players and teams. The proceeds will be distributed based on each team's level of involvement and contribution to the fundraiser. All proceeds from the fundraiser will go directly to the teams to offset the team fees they may charge.

The association will manage all logistical aspects of the fundraiser, including obtaining any necessary lottery licenses or permits, managing bank accounts and financial arrangements, and ensuring compliance with all reporting requirements. The Fundraising and Sponsorship Committee will oversee the planning, execution, and administration of the fundraiser to ensure its success and equitable distribution of benefits across all teams.

4.17 Association Facilitated Fundraising

GBMHA will organize smaller association-facilitated fundraising opportunities throughout the season that teams can choose to opt into or out of. These fundraisers aim to provide teams with additional options to raise funds for their specific needs. Examples of such fundraisers include bottle drives, team banners, resale of various items such as meat or gift wrap, tag days, and other similar initiatives.

Participation in these fundraisers is entirely optional, and all proceeds generated will be allocated directly to the teams involved based on their level of participation. The association will assist with organizing logistics, securing any necessary permits, and providing support to ensure the success of these opportunities.

4.18 Non-Profit Status

GBMHA operates as a non-profit organization, not as a registered charity. This distinction means that while the association functions without the goal of generating profit, it is not eligible to issue charitable donation receipts for tax purposes under Canadian law. Sponsors and donors can receive standard invoices or receipts for their contributions, but these cannot be used for charitable tax deductions. Additionally, GBMHA is required to follow all tax regulations applicable to non-profits, including filing necessary returns and ensuring compliance with the Income Tax Act for non-profit organizations in Canada.

4.19 Working with Local Leagues

GBMHA is committed to working collaboratively with MMHA and PMHA to ensure the smooth operation of hockey programming across all levels. As part of this partnership, certain income and expense items for all players will be collected managed by GBMHA. The net proceeds or loss from these will be allocated or collected from the local league associations at the end of the year.

The following income will be centrally managed by GBMHA and allocated to PMHA and MMHA:

- Registration fees on a direct billing/per player basis;
- Sponsorships on a per team basis;
- Tournament revenue on a per tournament basis; (see Section 10: Tournaments)
- Bingo revenue on a pro-rated basis determined by number of players in each association;
- Player development revenue on a per use basis;

The following income (if applicable) will be collected directly by GBMHA, MMHA and PMHA and not centrally managed:

- Uniform, Equipment and Apparel revenue;
- Donations;
- Interest/Investments;

The following expenses will be centrally managed by GBMHA and allocated to PMHA and MMHA:

- Insurance and assessment fees on a direct billing/per player basis;
- Registration overhead on a direct billing/per player basis;
- League and team registration fees on a per team basis;
- Tournament expenses on a per tournament basis; (see Section 10: Tournaments)
- Practice and game costs including year-end tournaments on a direct usage basis;
- Shared bingo, communication, website & miscellaneous costs on a pro-rated basis determined by number of players in each association;
- Honorariums for paid positions on a pro-rated basis determined by number of players in each association;
- Player development expenses on a per use basis;

The following expenses (if applicable) will be paid directly by GBMHA, MMHA and PMHA and not centrally managed:

- Coach and bench staff certifications;
- Meeting expenses;
- Mileage expenses;
- Uniform, Equipment and Apparel expenses;
- Team supplies;

- Banquet and Award costs;

In circumstances where GBMHA, MMHA, and PMHA agree to jointly administer a program/offering that is equally available to all associations, the costs will be divided by the number of associations participating. Examples of such programs could include but is not limited to:

- Joint player development for skaters or goalies;
- Joint coach development;
- Joint pre-school or initiation programming;

GBMHA, MMHA, and PMHA may introduce additional revenue sources or expenses beyond the listed requirements to support their association and members.

4.20 Links

- Sponsorship Packages (Work in Progress)
- Sponsorship Letter (Work in Progress)
- Sponsorship Invoice (Work in Progress)

SECTION 5 – TEAM BUDGETS AND TEAM FEES

5.1 Important Timelines

- A proposed team budget for the season must be submitted to the GBMHA via the Jr./Sr. Director of Hockey Programming by **April 15**. Information contained within will be posted on the GBMHA website to provide prospective parents with an overview of the anticipated costs for the upcoming season.
- An updated team budget, signed off by a parent or guardian for each player, must be submitted to the GBMHA through the Jr./Sr. Director of Hockey Programming by **September 15**.
- An interim team financial report must be submitted to the GBMHA via the Jr./Sr. Director of Hockey Programming by **December 31** and shared with the team's parent group.
- A final team financial report must be submitted to the GBMHA through the Jr./Sr. Director of Hockey Programming by **March 1** and shared with the team's parent group.

5.2 Team Budget

As outlined above, all GBMHA teams are required to submit a proposed team budget for approval by the Finance Committee prior to player evaluations. Additionally, all GBMHA teams are required to submit an updated team budget that is signed off by a parent or guardian for each player prior to the start of the season.

Team budgets must include the following:

1. **Projected Team Revenue:**
 - Association-wide fundraiser contributions.
 - Association-facilitated fundraising efforts.
 - Team-specific fundraising activities.
 - Donations or sponsorships specific to the team.
2. **Projected Team Expenses:**
 - Tournament registration fees.
 - Costs for extra ice time and/or additional player development.
 - Video platforms, cameras, or other analytical tools.
 - Fundraising-related expenses.
 - Team supplies and equipment such as water bottles or practice jerseys.
 - Costs for special events or team parties.
3. **Equipment and Apparel Fees:**
 - List of equipment and apparel that is made mandatory by GBMHA
 - List of equipment and apparel that is made mandatory by the team
 - List of equipment and apparel that is recommended by the team but not mandatory

The budget must result in a clear and transparent calculation of the **expected team fee** that each player will be responsible for paying out of pocket. This process ensures that families have full visibility into the financial expectations for participating on the team and promotes accountability and fairness in managing team finances.

5.3 Collection of Team Fees

The collection of team fees is the responsibility of each individual team. Each team **is required** to establish a bank account with a recognized Canadian financial institution to ensure all team funds are kept separate from personal accounts.

The team manager or head coach is required to maintain detailed financial records of all incoming and outgoing transactions related to team activities (ie. a ledger or transaction history). These records must be readily available for review by the association if requested.

To support families, teams must offer parents the option to pay team fees in installments if out-of-pocket payment is required. This ensures fairness and accessibility for all players and their families.

5.4 Mandatory Pre-Season Parent Meetings

Each team must hold two parent meetings before the season begins—one immediately after player selections and another at the end of August or early September. These meetings can be held virtually or in person and may be combined with team-building activities if scheduling allows.

First Parent Meeting (May, After Player Selections)

This initial meeting sets the foundation for the season by:

- Introducing players, families, and bench staff to foster a strong team community.
- Establishing clear communication between families and team staff.
- Reviewing expectations for commitment, team rules, philosophy, and the code of conduct.
- Recruiting volunteers and additional bench staff.
- Providing a tentative schedule, including planned tournaments and playoffs.
- Presenting the proposed team budget, covering tournament costs, fundraising plans, and anticipated expenses.
- Outlining the process and timeline for collecting team fees.

Second Parent Meeting (Late August/Early September)

As teams reconvene after summer break, this meeting focuses on finalizing key details:

- Confirming tournament dates and accommodation plans (if available).
- Finalizing all fundraising efforts, including participation in the association-wide fundraiser.
- Reviewing the finalized team budget, with mandatory parent/guardian approval.
- Ensuring all bench staff and volunteers have the necessary certifications.
- Securing signed acknowledgments for:
 - **Team Budget** (signed by a parent/guardian).
 - **GBMHA Parent Code of Conduct** (signed by a parent/guardian).
 - **GBMHA Player Code of Conduct** (signed by the player).
- The team manager will collect and retain all required signatures.

These meetings ensure transparency, accountability, and a strong foundation for a successful season.

5.5 Tournament Registration Fees

Teams will begin registering for tournaments in the spring for the upcoming season. To support this process, the association will cover the upfront cost of tournament registration fees at the time of booking. Teams must reimburse the association for these fees by December 1st through fundraising efforts (team or association-wide) or by collecting team fees from parents.

At its discretion, the association may provide additional support for specific tournaments, such as Regional Silver Stick, and will communicate this assistance directly to the teams involved.

This policy ensures teams can secure tournament spots while maintaining responsible financial management.

5.6 Limits on Team Fees and Fundraising

The maximum allowable budget for a GBMHA team will be set at \$15,000 in expenses, with an out-of-pocket team fee of no more than \$750 per player. These amounts represent the upper extremes, and in most cases, team expenses and out-of-pocket fees should be significantly lower.

Fundraising initiatives are strongly encouraged to help offset the majority of team costs, reducing the financial burden on individual players and families. Teams are expected to actively pursue various fundraising opportunities throughout the season, ensuring that team expenses remain manageable and that the out-of-pocket fees for each player are kept as low as possible.

5.7 Team Fundraising

All team-specific fundraising activities must receive pre-approval from the Fundraising and Sponsorship Committee. Fundraising applications must be submitted to the committee for review to ensure they align with GBMHA policies, do not duplicate GBMHA's efforts, and do not conflict with current sponsors.

When conducting fundraising activities, the association's major sponsor(s) and the team's title sponsor must be included in all initiatives (e.g., team banners, promotional materials) at no additional cost.

Teams are not allowed to solicit sponsorships randomly. They may only approach individuals or businesses with an existing connection to the player or their family.

The proceeds of all team fundraising initiatives will go directly to the team to off-set their team expenses.

5.8 Team Apparel

All team apparel **must** be purchased through GBMHA-approved vendors and offerings. Teams are required to use the apparel options provided by the association to maintain consistency and ensure that all uniforms and apparel meet GBMHA standards.

In exceptional cases, where GBMHA does not provide a specific apparel offering, teams may request approval from GBMHA in writing to purchase alternate apparel. Written approval must be obtained prior to any purchases being made. This policy ensures that all team apparel is in line with GBMHA's overall branding and equipment guidelines.

Failure to follow this policy in regards to Team Apparel will result in a team fine of up to \$1,000 and possible additional sanctions applied to the team.

5.9 Association Assistance

GBMHA will cover the full cost of tournament registration for teams that qualify for the International Silver Stick Finals, the OMHA Championships, and the OHF Championships. This financial support ensures that our teams can compete at the highest levels without the burden of additional fees. Teams are still responsible for their own travel, accommodations, and other related expenses.

GBMHA is proud to support our players in these prestigious events and looks forward to seeing them represent our association with skill and sportsmanship.

5.10 Over-Allocation Practices and Games

For all U9 and above GBMHA, MMHA, and PMHA teams, the association covers a set number of practices and home exhibition games as part of player registration fees. Any additional practices, exhibition games, or extended playoff runs requiring extra ice time must be paid for by the team through its budget or by collecting additional fees from parents.

The allocations below represent the **maximum** number of practices and home exhibition games covered by the association. In most cases, teams will not reach this number. If a team does not use the full allocation due to scheduling conflicts, cancellations, holidays, or any other reason, there will be no refunds or credits.

	Practices Covered	Home Exhibition Games Covered	Regular Season Games Covered	Playoff Games Covered
U9 "MD" Teams	Up to 56 practices	Up to 2	All included	All included
U9 "LL" Teams	Up to 28 practices	Up to 1	All included	All included
"A" Teams	Up to 60 practices	Up to 2	All included	All included
"B" Teams	Up to 60 practices	Up to 2	All included	All included
"LL" Teams	Up to 30 practices	Up to 1	All included	All included

Any additional ice time beyond these limits must be paid for by the team.

5.11 Team Booked On-Ice and Off-Ice Training

All on-ice and off-ice training must be booked through GBMHA to ensure proper insurance coverage for players and team staff. Private ice rentals or workout sessions arranged independently by coaches will not be covered under GBMHA insurance. To support teams in their development while prioritizing player safety, GBMHA will assist with booking these activities or provide approved options to ensure compliance and coverage.

5.12 League and Association Fines

Teams are responsible for paying any league or association fines issued against them (e.g., failure to enter a suspension, forfeit fine, non-approved apparel fines) and any protest fees they incur. If a team lacks sufficient funds, the fees will be collected from players/parents. Unpaid amounts will be added to the individual player's account in the registration system for the next season.

5.13 Links

- [Team Budget/Financial Statement Template](#)
- [Evaluation Skate Handout Template](#)
- [Parent's Meeting Template](#)
- [Team Fundraising Approval Form](#)

SECTION 6 – COMMUNICATIONS

6.1 Basic Principles

Effective communication is essential to the success of our Minor Hockey Association. All communications, whether internal or external, should reflect the following core principles:

- a) **Clarity:** Messages should be clear, concise, and easy to understand, ensuring all stakeholders are informed without confusion.
- b) **Timeliness:** Information should be shared promptly to allow participants, families, and members adequate time to plan or respond.
- c) **Respect:** Communication must remain professional and courteous, fostering a positive and inclusive environment.
- d) **Transparency:** Open and honest communication is vital for building trust. Updates regarding policies, decisions, or challenges will be shared proactively whenever possible.
- e) **Consistency:** All messaging should align with the goals, policies, and values of the association, ensuring uniformity across all platforms.
- f) **Responsiveness:** Queries and concerns will be addressed in a timely manner, reflecting our commitment to our members and community.
- g) **Confidentiality:** Sensitive or personal information will be handled with the utmost care and shared only when necessary and with appropriate consent.

By adhering to these principles, the association strives to create a well-informed, engaged, and collaborative hockey community.

6.2 Public Relations and Communication Committee

The Public Relations and Communications Committee, chaired by the Secretary, is tasked with managing the Association's external public relations and communications. The committee shall:

- Develop and implement communication strategies to promote the Association's activities, events, and achievements.
- Coordinate the dissemination of information to parents, players, coaches, and the general public through various channels, including newsletters, social media, and the website.
- Foster positive relationships with local media outlets and ensure accurate and timely reporting of the Association's news and events.
- Assist in promoting and publicizing Association events, including fundraisers, tournaments, and community outreach programs.
- Ensure that the Association's messaging aligns with its values and objectives.
- Monitor the public image of the Association and respond to inquiries or concerns from the public, media, or stakeholders.
- Collaborate with the Sponsorship and Fundraising Committee to ensure proper communication and visibility for sponsors.
- Recruit and train volunteers to perform communications-related functions for the Association or work with teams on their communications.

6.3 Chain of Communication

We are committed to being responsive to our members' concerns and issues while ensuring an efficient and effective communication process. To achieve this, it is essential that the chain of communication is followed. Members should first address their concerns with their team's coach and/or manager. If further assistance is

needed, the next point of contact is the Director of Junior Hockey Programming (U10-U13) or the Director of Senior Hockey Programming (U14-U18), depending on the age group. As a final step, members may contact the President directly. Emails sent out of order will be routed to the appropriate contact to maintain the proper process.

Messages from the board and its committees will be relayed to teams via the head coach and manager. These communications will come from either the Director of Jr. Hockey Programming (U10-U13) or the Director of Sr. Hockey Programming (U14-U18). If a board member contacts the head coach or manager directly, they will cc the appropriate director to ensure transparency. In rare cases, the secretary may directly message a team's parent group but will always cc the bench staff, directors, and the president.

6.4 Board Email Addresses & Aliases

All board members and individuals in paid positions within the association will be provided with official email addresses associated with the organization. These email addresses must be used for all association-related communications to ensure professionalism, consistency, and security. Members are expected to check these accounts regularly or set up forwarding to a personal account they check frequently. All communications conducted through these accounts are considered private and confidential unless disclosure is required by Hockey Canada, OHF, OMHA, or GBMHA principles. This policy ensures that sensitive information is appropriately managed while maintaining accountability and alignment with governing body regulations.

All board members will be assigned an alias email address corresponding to the position(s) they hold within the organization. For example, president@georgianbayminorhockey.ca will function as an alias for the primary email account of the President. This alias ensures continuity, allowing members to retain a consistent and professional direct email address associated with their role, even if they transition to a different position or hold multiple roles simultaneously. This system streamlines communication and minimizes disruptions, ensuring that all messages are directed appropriately regardless of changes in board composition or responsibilities.

6.5 GBMHA Mailing List

The GBMHA will maintain a mailing list using a software program such as MailChimp to manage official communications effectively. This mailing list will allow members to subscribe or unsubscribe at their convenience, ensuring they have control over their participation. Details about how to join or manage subscriptions will be provided annually, and the association will make every effort to add new members to the mailing list. Members are encouraged to verify their subscription status regularly to ensure they remain connected to association updates.

The mailing list will be used for official communications, including important updates, announcements, deadlines, and other relevant information. In addition to the mailing list, official communications may also be posted on the GBMHA website or shared through the association's Social Media channels. Members are encouraged to follow these platforms to stay informed and ensure they don't miss critical information.

6.6 Team Contact Lists

The secretary will assist the manager and head coach in compiling and maintaining a parent/guardian email list for each team. This ensures a standardized approach to team communications and facilitates direct messaging when necessary. Unlike the GBMHA mailing list, which is open for anyone to subscribe to, team-specific lists are created directly from the parents/guardians and players associated with that team. These lists are exclusive to each team and are used solely for internal communications. At the U15, U16, and U18 levels, a player-based email list will also be maintained to ensure effective communication with both parents and players.

6.7 Bench Staff Contact List

The Secretary will maintain a confidential contact list for all bench staff, including the head coach, manager, trainer, and assistant coaches. This list will include email addresses and phone numbers to ensure that board members or paid staff can quickly reach the appropriate personnel in case of an emergency or critical communication. This information will be strictly internal and accessible only to board members and designated paid positions.

6.8 Board and Committee Contact List

All official email addresses for GBMHA board members, staff, and relevant positions will be published on the GBMHA website. This allows members to easily find and contact the appropriate individuals for any concerns, inquiries, or feedback. The contact list will be updated regularly to reflect changes in board composition or staffing, ensuring accurate and reliable communication channels.

Additionally, the names and contact details of all Board Committee members will also be posted on the GBMHA website. This promotes transparency and ensures members know who to reach out to regarding specific committee matters.

6.9 Social Media

GBMHA's social media channels will serve as an informal yet effective way to keep our membership informed and engaged. These platforms will be used to share news stories, live event updates, announcements, reminders, and highlights from our teams and programs. While social media will not replace official communications, it will provide a dynamic and interactive space for celebrating successes, fostering community spirit, and keeping members connected in real-time. Members are encouraged to follow and engage with our social media channels to stay up-to-date on the latest happenings within the association.

If a team chooses to create a social media account, the following rules must be followed:

1. **Management & Oversight** – The account must be managed and overseen by the team's manager.
2. **Approval** – The account must be approved by the secretary before being created.
3. **Submission of Handle** – The social media handle must be submitted to the secretary for record-keeping.
4. **Content Standards** – All posts must align with GBMHA standards and promote good sportsmanship and a positive team image.
5. **Prohibited Content** – The account must never be used to harass, taunt, tease, or post negative content about opponents, referees, or other officials.

6.10 Website

The GBMHA website will serve as a secondary and permanent source for official communications and news stories, ensuring that important information is always accessible to members. The website will feature an

organizational calendar with key dates such as tryouts, registration deadlines, tournaments, and meetings. It will also host articles and updates from the OMHA, OHF, and other governing bodies, providing valuable insights and updates from across the hockey community. Additionally, the site will include a variety of resources tailored for players, parents, and coaches, such as development tools, policies, and educational materials, making it a comprehensive hub for everything related to GBMHA.

6.11 Internal Team Chats

Our organization recognizes the importance of team communication and allows team chats to facilitate coordination and engagement. However, all team chats must adhere to the following guidelines:

1. Preferred Communication Platform

- We encourage teams to use the **SportsHeadz mobile app** for team communication. This app provides chat functionality, attendance tracking, and other useful features to streamline team management.

2. Monitoring and Oversight

- The Head Coach and Team Manager must monitor all team chats to ensure appropriate and respectful communication.
- Any content that violates the GBMHA Code of Conduct will not be tolerated.

3. Violations and Consequences

- If a chat contains content that violates the GBMHA Code of Conduct, the chat will be disabled immediately.
- A mandatory meeting will be held with the Director of Jr./Sr. Hockey Programming, the bench staff, and all parents before the chat is considered for reinstatement.

4. Player-Only Group Chats

- Player-only group chats must comply with OMHA guidelines regarding social media and electronic device usage.
- While coaches and team managers are not expected to police these private chats, they are required to report any known violations of the Code of Conduct to the Director of Jr./Sr. Hockey Programming.

By participating in team chats, all members agree to uphold these policies and maintain a respectful and positive communication environment.

6.12 Satisfaction Surveys

Our association is committed to continuous improvement and values feedback from players and parents. To ensure we provide the best possible experience, we will administer **two satisfaction surveys** each season:

- **Mid-Season Survey** – Conducted midway through the season to identify any concerns or areas for improvement.
- **End-of-Season Survey** – Conducted at the conclusion of the season to gather comprehensive feedback on the overall experience.

Survey Content

The surveys will cover a range of topics, including but not limited to:

1. Coaching & Development

- Effectiveness of coaching staff in skill development and team dynamics

- Communication and approachability of coaches
- Adherence to association values and Code of Conduct
- 2. **Team Environment & Player Experience**
 - Inclusiveness and team culture
 - Player enjoyment and engagement
 - Conflict resolution and sportsmanship
- 3. **Program Structure & Organization**
 - Quality and frequency of practices and games
 - Effectiveness of scheduling and communication
 - Use of facilities and resources
- 4. **Parent & Player Satisfaction**
 - Overall satisfaction with the season
 - Areas for improvement or change
 - Willingness to return for another season
- 5. **Opportunities for Direct Follow-Up**
 - Participants can request direct follow-up on specific concerns. In such cases, identifying information will be required.

Survey Administration & Confidentiality

- Each player is limited to **one survey response** (submitted by either the player or their parent/guardian).
- Survey responses will be **compiled and anonymized** before being shared with board members and coaching staff.
- If a participant requests follow-up, their identifying information will be used solely for that purpose.

Use of Survey Results

- Overall survey results will be shared with the membership to maintain transparency.
- Feedback on coaching will be considered in **future coach selection processes** to support program improvement.

By participating in these surveys, players and parents contribute to the growth and enhancement of our hockey program. We appreciate your feedback and commitment to making our association better for everyone.

6.13 Communication Oversight

The Secretary, or a delegate appointed by the Secretary, will be responsible for the oversight and management of GBMHA's social media accounts, website, and mailing list. This includes ensuring content is accurate, up-to-date, and aligns with the association's communication policies and goals. The Secretary will monitor these platforms to maintain consistency in messaging and to address any concerns related to their use. The Secretary will work with other board members and committees to gather and share relevant information while ensuring that all communications meet the standards of professionalism and respect expected by GBMHA.

6.14 Links

- [GBMHA Website](#)
- [GBMHA Mailing List](#)

- GBMHA Social Media
 - [Facebook](#)
 - [Instagram](#)

SECTION 7 – EQUIPMENT, UNIFORM AND COLOURS

Target: Mid April 2025

SECTION 8 – SCHEDULING

8.1 Basic Principles

Ice time is essential for player development and team progression. It provides players with the necessary opportunity to refine their skills, gain experience, and build confidence in a competitive setting. Additionally, it allows teams to work together and strengthen their dynamics. With its critical role in development and team growth, the scheduling of ice time must be handled thoughtfully to meet the needs of all involved. Below are the basic principles for scheduling:

- a) **Equity and Fairness:** Ice time should be allocated fairly among all teams, ensuring no team is given preferential treatment. The scheduling process should be transparent and open to all participants.
- b) **Prioritization:** Game schedules take priority over practices and other activities. Special events or tournaments should be scheduled based on availability and after the basic game and practice needs are met.
- c) **Maximizing Ice Usage:** Ice time should be fully utilized to avoid wasted slots. Efficient scheduling is key, and efforts should be made to fill all available ice time with meaningful activities, such as games and practices.
- d) **Consistency and Predictability:** The schedule should aim to be consistent, with practices and games ideally occurring at regular, predictable times each week. This helps teams and families plan effectively.
- e) **Advanced Planning:** Ice schedules should be planned and communicated well in advance to all teams and stakeholders. This allows time for adjustments, ensuring everyone is informed and can make necessary arrangements.
- f) **Travel Considerations:** When scheduling away games, consideration should be given to travel time and distances. Efforts should be made to minimize excessive travel demands, especially for younger age groups.
- g) **Flexibility and Adaptability:** While the schedule should be set in advance, flexibility is important to accommodate changes such as game reschedules, cancellations, or unforeseen events.
- h) **Embracing Modern Training Methods:** To maximize development opportunities, cross/half-ice, shared ice, overlapping practices, skills sessions, and other innovative approaches should be embraced. These strategies allow more players to be on the ice at the same time, increasing skill development opportunities by providing additional ice time for players.

8.2 Ice Scheduler

The ice scheduler is a paid position selected by the GBMHA board through an application process. The individual in this role has the final authority over all ice scheduling decisions. However, they will work closely and collaboratively with the Junior and Senior Hockey Programming Directors, as well as the coaches within the organization, to ensure that ice time is utilized effectively. The goal is to maximize development opportunities for players while providing the best possible game schedules to support team growth and success. This collaborative approach ensures that scheduling decisions align with the organization's broader objectives and the needs of all involved.

8.3 Arena Addresses

GBMHA primarily utilizes 3 arenas:

- Penetang Memorial Community Centre (PMCC) - 61 Maria St, Penetanguishene, ON L9M 2G2
- North Simcoe Sports & Recreation Centre (NSSRC) - 527 Len Self Blvd, Midland, ON L4R 5N6
- Tay Community Rink (TCR) - 560 Calvert St, Port McNicoll, ON L0K 1R0

8.4 Practice Ice Allocation

The allocation of practice ice time is designed to ensure that Rep teams receive 2 practice sessions per week, while LL teams receive 1 practice per week. Every attempt will be made for our U9 and below age groups to receive 2 practices per week.

The length of practices will vary depending on the classification of the teams with “A” teams receiving the most ice time, followed by “B” teams, then “LL” teams followed by “Modified Ice” teams.

If ice time availability permits on weekends or at Tay Community Rink, teams may also be considered for extra practice time beyond the minimum thresholds to further support player development. The scheduling will be done thoughtfully to balance the needs of all teams while optimizing available resources.

Rep teams should expect to have one morning and one evening practice per week, with one of these practices scheduled at PMCC and the other at NSSRC. This may not always be possible though and in some cases, both practices may be at the same arena.

The following are the goals for the association in a normal week without interruptions, though adjustments may be necessary based on ice availability.

	“AA”, “A” or “MD”	“BB” or “B”	“LL”
U6	N/A	N/A	50 min - 50 min
U7	N/A	N/A	50 min - 50 min
U8	N/A	N/A	50 min - 50 min
U9	60 min - 60 min	N/A	50 min - 50 min
U10 & U11	80 min - 80 min	70 min - 70 min	60 min
U12 & U13	80 min - 80 min	70 min - 70 min	60 min
U14 & U15	80 min - 80 min	70 min - 70 min	60 min
U16 & U18	80 min - 80 min	70 min - 70 min	60 min
U21	N/A	N/A	60 min

8.5 Game Ice & Game Lengths

Game ice will be scheduled at both PMCC and NSRC, with games typically taking place on weekends, although weekday games may also occur. Younger age groups will generally have earlier game times, while older age groups will play later in the day. Due to the different rink dimensions at PMCC and NSRC, older age groups are more likely to play at NSRC, which has a larger rink, while younger age groups may play more frequently at PMCC, where the rink is smaller. This scheduling approach ensures that games are appropriately matched to the needs of each age group while maximizing ice time availability.

Game lengths are determined by age group, classification, and league regulations, with each league setting its own minimum standards that must be followed. Additionally, different leagues may have common expectations or patterns used by other centers. We strive to maintain the following game lengths, which will factor into our registration fees, though occasional adjustments may be necessary.

Format: (Warmup) First Period Length-Second Period Length-Optional Flood-Third Period Length

	“AA”, “A” or “MD”	“BB” or “B”	“LL”
U7/U8	N/A	N/A	50 min – (3) 22-22
U9	60 min – (3) 10-10-15	N/A	50 min – (3) 10-10-10
U10 & U11	60 min – (3) 10-10-15	60 min – (3) 10-10-15	60 min – (3) 10-10-15
U12 & U13	70 min – (3) 10-15-15	70 min – (3) 10-15-15	60 min – (3) 10-10-15
U14 & U15	90 min – (5) 15-15-FL-15	90 min – (5) 15-15-FL-15	70 min – (3) 10-15-15
U16 & U18	100 min – (5) 15-15-FL-20	90 min – (5) 15-15-FL-15	70 min – (3) 10-15-15
U21	N/A	N/A	70 min – (3) 10-15-15

8.6 Holidays, Conflicts, and Cancellations

Practices that are canceled due to holidays, scheduling conflicts, or weather-related issues will be rescheduled whenever possible. Teams may receive a make-up practice during the week preceding or following the cancellation if available ice permits. Teams may also be required to share ice with other teams especially during weeks with holidays to ensure everyone gets adequate practice time or their practice times may be shortened.

To ensure all teams meet their practice allotments for the week, the ice scheduler may swap practices between teams without notice. These swaps will be at the sole discretion of the ice scheduler unless a team provides a valid reason beyond mere inconvenience.

When games are played in a team’s practice slot, they may not receive a make-up practice unless available ice time permits. When games are played in a different team’s practice slot (ie. Team A plays during Team B practice slot), then the two teams will swap practice slots for that week.

During playoff season, all games have precedence over practices. The ice scheduler will do their best to minimize the disruption to practice routines during this time, but this may not always be possible. In those cases, team(s) may not receive their full allocation of practice times.

8.7 Extra Ice

In cases where ice time goes unallocated, teams will have the opportunity to pick up additional ice time for practice. The cost of this extra ice time will be covered by the association unless a team goes over their practice time allocation as described in Section 5.10. This approach ensures that available ice is utilized effectively while providing teams with additional development opportunities when possible.

8.8 No Show Policy

Teams that fail to show up for their scheduled practice without notifying the ice scheduler in advance will be fined \$150 by the association. All cancellations must be communicated to the ice scheduler at least 24 hours in advance to allow for potential rescheduling or reallocation of ice time. In cases of severe weather, teams are

still required to notify the ice scheduler as early as possible, but this will not be considered a “no show” practice, and player/family safety will always take priority in these situations. This policy ensures accountability while maintaining flexibility during unforeseen circumstances.

8.9 Game Cancellations

Game cancellations due to severe weather that may impact the safety of travel to or from the game must be communicated to the ice scheduler at least 4 hours in advance. The ice scheduler will handle the cancellation on behalf of the coach to ensure proper communication with all parties involved. Coaches are not permitted to cancel games directly with other coaches; all cancellations must go through the ice scheduler to maintain consistency and avoid confusion.

8.10 Swapping or Sharing Ice

Coaches are encouraged to work collaboratively to swap or share ice whenever possible to ensure that all teams maximize their practice opportunities. Sharing ice or arranging swaps can help teams stay on the ice, even when schedules or conflicts arise. Any changes to the practice schedule must be communicated promptly to the ice scheduler to ensure the website calendar is updated accurately and the arena staff is notified of the adjustments. This cooperative approach helps optimize ice usage and ensures smooth coordination across the organization.

8.11 Working with Local Leagues

The ice scheduler will oversee all MMHA, PMHA, and GBMHA practices and games, ensuring that ice allocation between all teams is handled fairly and consistently. MMHA and PMHA teams will primarily use their local arenas—NSSRC for MMHA and PMCC for PMHA—except in unforeseen circumstances where this is not possible. GBMHA teams will utilize a mix of arenas, including NSSRC and PMCC. All teams will have access to TCR as well.

All teams, regardless of their level, will receive equal consideration and treatment in the scheduling process, with the only variation being the amount of ice time allocated, which is determined by Rep vs. LL requirements. This approach ensures a balanced and equitable distribution of ice time across all associations.

8.12 Links

- [GBMHA Calendar](#)

SECTION 9 – OFFICIALS AND TIMEKEEPERS

9.1 Referee Assignor

The **Referee Assignor** is appointed by the Board and is responsible for ensuring the effective management and operation of refereeing within the Association. This role involves overseeing referee recruitment, training, scheduling, and resolving any issues related to officiating.

Key Responsibilities:

1. **Referee Management:**
 - Ensure that qualified referees are assigned to officiate all games.
 - Recruit, train, monitor, and evaluate referees in collaboration with the OMHA supervisor of referees.
2. **Scheduling:**
 - Schedule referees for regular games and tournaments to ensure proper coverage.
3. **Rules and Regulations:**
 - Maintain up-to-date knowledge of all OMHA rules.
 - Advise coaches and Directors on rule interpretations, updates, or any rule-related issues that arise.
4. **Reporting:**
 - Prepare and report to the Board on rule changes and officiating issues at monthly meetings.
 - Prepare and report to the Treasurer a list of all completed referee assignments on a monthly basis (or as requested by the Treasurer).
5. **Transition of Duties:**
 - Assist in the transition of responsibilities to the incoming Referee Assignor to ensure continuity and smooth handover.
6. **Additional Duties:**
 - Undertake any additional responsibilities related to officiating that may arise, as needed.

The **Referee Assignor** plays a key role in ensuring the quality, consistency, and professionalism of refereeing within the Association, helping to maintain the integrity of the games.

9.2 Timekeeper Assignor

The **Timekeeper Assignor** is appointed by the Board and is responsible for overseeing the timekeeping operations for all games within the Association. This role involves ensuring qualified timekeepers are in place, addressing any related issues, and managing scheduling and training.

Key Responsibilities:

1. **Timekeeper Management:**
 - Ensure that qualified timekeepers are assigned to timekeep all games.
2. **Issue Resolution:**
 - Address and resolve any timekeeper-related complaints in a timely manner.
3. **Recruitment and Training:**
 - Recruit, train, monitor, and evaluate the performance of timekeepers.
4. **Scheduling:**

- Schedule timekeepers for regular games and tournaments, ensuring all games are covered.

5. Reporting:

- Prepare and report to the Treasurer a list of all completed timekeeper assignments on monthly basis (or as requested by the Treasurer).

6. Transition of Duties:

- Assist in the smooth transition of responsibilities to the incoming Timekeeper Assignor.

The **Timekeeper Assignor** ensures that all game timekeeping is handled efficiently and effectively, supporting the seamless operation of games across the Association.

9.3 On Ice Officials

- The Referee Assignor shall assign OMHA qualified officials for all exhibition, league, and league playoff games for both the LL and Rep Programs of GBMHA, MMHA, and PMHA. In some circumstances, on-ice officials for league playoff games may be appointed by the OMHA.
- Officials are considered to be freelance independent contractors and not employees of the Association.
- No Official may officiate in any game unless they are carded through the OMHA.
- LL and Rep Officials will be supplied as per the League requirements, and in accordance with applicable OMHA regulations.
- Game Fees for On Ice Officials shall be as per the OMHA Regulations and determined by the Budget Committee and approved by the Board of Directors prior to the start of the season.
- Where required, mileage will be paid as appropriate per OMHA regulations.
- Under no circumstances may a game be played with one (1) official.

9.4 Timekeepers

- The Timekeeper Assignor shall assign capable timekeepers for all exhibition, league, and league playoff games for the LL and Rep Programs of GBMHA, MMHA, and PMHA.
- Timekeepers are considered to be freelance independent contractors of the Association and not employees.
- Individuals interested in volunteering to be considered as Timekeepers must express their interest to the Timekeeper Assignor and must attend all necessary training in order to be considered for the list of potential Timekeeping assignments. Once selected, Timekeepers have a responsibility to show up for their assignment on time, and to attend to all necessary equipment, such as the timekeeping box. Failure to attend for assignments, being late or making repeated errors in Game sheets or scoreboard management will result in removal from the list of eligible Timekeepers.
- Game Fees for Timekeepers shall be determined by the Budget Committee and approved by the Board of Directors prior to the start of the season.
- Only paid Timekeepers are allowed in the time box during games.
- Timekeepers will be responsible for ensuring that the game sheets are signed by bench staff for both teams and will be responsible for coordinating completion of game sheets with Officials after conclusion of the game.
- Timekeepers shall ensure proper use of arena equipment and property and perform duties in a responsible manner.

9.4 Number of On-Ice Officials & Timekeepers

The number of on-ice officials and timekeepers assigned to a game is determined by age group, classification, and league regulations, with each league setting its own minimum standards that must be followed.

Additionally, different leagues may have common expectations or patterns used by other centers. We strive to

maintain the following, which will factor into our registration fees, though occasional adjustments may be necessary.

	“AA”, “A” or “MD”	“BB” or “B”	“LL”
U9	2 Officials	N/A	2 Officials
U10	2 Officials	N/A	N/A
U11	2 Officials	2 Officials	2 Officials
U12	2 Officials	N/A	N/A
U13	3 Officials	3 Officials	2 Officials
U14	3 Officials	N/A	N/A
U15	4 Officials	4 Officials	2 Officials
U16	4 Officials	4 Officials	N/A
U18	4 Officials	4 Officials	2 Officials
U21	N/A	N/A	4 Officials

	“AA”, “A” or “MD”	“BB” or “B”	“LL”
U9-U15	1 Timekeeper	N/A	1 Timekeeper
U16 & U18	2 Timekeepers	1 Timekeeper	1 Timekeeper

9.5 On-Ice Official & Timekeeper Fees

The following on-ice official rates align with league regulations and are based on the base rates outlined in the OMHA Manual of Operations. Timekeeper fees also adhere to league requirements.

FEE SCHEDULE TO BE APPROVED AS PART OF BUDGET APPROVAL

9.6 Payment of On-Ice Official & Timekeeper Fees

Each month, the Referee Assignor and Timekeeper Assignor will submit a detailed report to the Treasurer, outlining all completed assignments and related mileage and fees, along with the total amounts owed to each referee and timekeeper. The report will also include a breakdown of assignments for GBMHA, MMHA, and PMHA to ensure accurate payment distribution.

The Treasurer will process payments to officials on the same date each month (ie. 7th of each month). Due to e-transfer limits, some payments may be issued over multiple days.

GBMHA is committed to ensuring officials and timekeepers are paid promptly. Any payment inquiries should be directed to the Treasurer or the Referee/Timekeeper Assignors.

SECTION 10 – TOURNAMENTS

10.1 Tournament Coordinator

The Tournament Coordinator is a paid position selected by the GBMHA board through an application process. This individual is responsible for overseeing all aspects of tournament planning and execution, including scheduling, logistics, and communication with participating teams. While they have final authority over tournament-related decisions, the Tournament Coordinator will work closely with the Junior and Senior Hockey Programming Directors, as well as team coaches and managers, to ensure tournaments are well-organized and align with the association's goals. Their primary objective is to create enjoyable, competitive, and smoothly run tournaments that enhance the experience for players, families, and visiting teams. This collaborative approach ensures that tournaments reflect the high standards of the organization.

10.2 Tournaments

At the beginning of the year, the Tournament Coordinator will present a proposed list of tournaments, including dates, to the board for approval. Tournaments should be planned to align with town events, historical scheduling of tournaments, or weekends that typically have low ice usage. While tournaments can serve as valuable fundraising opportunities for the association, it is important to balance their frequency to ensure that sufficient ice resources remain available for regular practices and games. The proposed tournaments should be targeted to the levels of GBMHA, MMHA, and PMHA teams, ensuring a focus on creating opportunities for our players while maintaining a sustainable approach to ice usage and organizational workload.

10.3 Tournament Logistics

The logistics and execution of the tournament will be entirely under the direction of the Tournament Coordinator, who will oversee all planning and operations to ensure the event runs smoothly. The Tournament Coordinator will also solicit volunteers to assist with various responsibilities leading into the tournaments or during the tournaments.

In addition to volunteer coordination, the Tournament Coordinator will work closely with the Director of Sponsorship, Fundraising, and Community Outreach to secure sponsors and donors for the tournament. This collaborative effort will help ensure that the tournament has the necessary financial backing and support from local businesses and community members, which is essential for covering event costs and raising funds for the association.

The Tournament Coordinator and volunteers will be responsible for:

- Tournament Budget & Financial Reporting
- Team Registration & Communication
- Tournament Rules & Guidelines
- Awards & Recognition
- Fundraising & Sponsorship
- Game-Day Management
- Post-Tournament Reporting
- Event Setup & Tear Down
- Scorekeeping & Timing

10.4 Tournament Budget & Finances

All tournaments must have a detailed budget that first outlines the income, including registration fees, proposed fundraising efforts, and any additional sources of revenue. The budget should then detail the

expenses, such as ice time, referee and timekeeper fees, awards, and any other associated costs. This financial planning ensures the tournament is well-managed and that funds are allocated appropriately.

At the conclusion of each tournament, the Tournament Coordinator will compile a financial statement showing the profit or loss from the event and share it with the board for review and transparency.

10.5 Tournament Proceeds

Tournament proceeds will be allocated to the level and association that primarily worked on organizing the tournament. If the tournament is a GBMHA "A" or "BB/B" level tournament, then GBMHA will receive the proceeds. If the tournament is solely affiliated with MMHA, then MMHA will receive the proceeds. Similarly, if the tournament is solely affiliated with PMHA, then PMHA will receive the proceeds. In the case of a tournament that spans both PMHA and MMHA, the proceeds will be split evenly between the two associations. This ensures that each association is appropriately compensated for their involvement and efforts in organizing the tournament.

10.6 Our Teams Participating

When a GBMHA, MMHA, or PMHA team participates in a locally run tournament, they will receive a 50% discount on the registration fee. This discount is provided to support team participation and encourage involvement in local tournaments, making them more accessible to players and their families.

At the Tournament Coordinator's discretion, volunteer opportunities may be made available to local teams and their parents to help cover the remaining cost of the tournament. These opportunities will be communicated to the teams in advance, and it will be up to each team to decide whether or not to participate. This option allows teams to offset tournament fees through volunteer efforts while supporting the successful execution of the event.

10.7 Working with Local Leagues

The Tournament Coordinator will oversee the planning and execution of tournaments across GBMHA, MMHA, and PMHA, working collaboratively with each organization's board to ensure the successful running of these events. The Coordinator will consult with each board to discuss tournament details, goals, and logistics, ensuring alignment with the needs of the teams and associations involved. MMHA and PMHA have the option to run combined tournaments or separate events, depending on the nature of the tournament and the interests of the teams.

10.8 Links

- [Tournament Budget/Financial Report Template](#)

SECTION 11 – BANQUET AND AWARDS

Target: Late April 2025

SECTION 12 – COACH SELECTION

12.1 Basic Principles

The role of a Minor Hockey Coach requires a wide range of qualities. Coaches must fulfill multiple responsibilities and connect with various stakeholders. They should possess strong hockey knowledge, be well-organized, and demonstrate effective time and people management skills. Communication is a key skill, as coaches are expected to be skilled teachers, active listeners, and clear communicators with parents, players, and fellow team officials.

GBMHA is committed to selecting Coaches who not only excel in hockey expertise but also have the ability to inspire and connect with players, promote good sportsmanship, and serve as positive representatives of the organization.

12.2 Coach Selection Committee

GBMHA will form a Coach Selection Committee, co-chaired by the President and Vice President of the association, who will also serve as members of the committee. The committee will additionally include two GBMHA Directors—one representing MMHA and one representing PMHA.

12.3 Coach Selection Policy

The Coach Selection Committee will be responsible for maintaining this Policy and for implementing any related details necessary to manage the Coach Selection Process which shall be submitted to the GBMHA Board for approval.

The underlying goals for the GBMHA Coach Selection Policy will be to:

- a) Select the best qualified individual to be the Head Coach.
- b) Select Coaches willing to support the Hockey Canada Development Curriculum and efforts by the Association's Board to promote an integrated skill development program.
- c) Select coaches willing to enhance their skills and knowledge by pursuing self-directed and association supported coaching development opportunities.
- d) Promote non-parent Coaching Staffs (where possible) and encourage parent Head Coaches to have non-parent Coaching Staff (where possible).
- e) Make best efforts to ensure that each Team's Coaching Staff has representation from MMHA and PMHA members.

12.4 Screening Panels

The Coach Selection Committee will establish a screening panel for each coaching position consisting of five members: two committee representatives and three community members.

The two committee representatives will include one member from MMHA and one from PMHA. The three community members will be selected to ensure balanced representation. Two of these members will typically be affiliated with MMHA and PMHA, respectively, while the third will be unaffiliated with either association. Alternatively, all three community members may be unaffiliated.

For the purpose of affiliation, a community member will be considered affiliated if they have coached, served as bench staff, been a board member, or had a child in the association within the last three years. When an affiliated individual is chosen for a panel, a corresponding affiliated representative from the opposite association will be included to maintain balance.

The inclusion of unaffiliated community members ensures impartiality in the selection process. These members, who may include former coaches, players, or administrators, will provide valuable insights and contribute to a fair and objective evaluation of candidates.

12.5 Conflicts of Interest

A conflict of interest may arise in the following situations:

- A committee member or potential panel member is applying for the coaching position themselves.
- A committee member or potential panel member has a familial relationship (spouse, child/step-child, parent/step-parent, sibling, sister-in-law/brother-in-law, mother-in-law/father-in-law, grandparent, grandchild, aunt/uncle, niece/nephew, first cousin) with someone applying for the coaching position.
- A committee member or potential panel member has a familial relationship with a child in the age group who would be trying out for the team.
- A committee member or potential panel member was part of a bench staff that included the coaching applicant.
-

In the case of a committee member with a conflict of interest, they must declare a conflict of interest and remove themselves from the screening panel selection process for the role in question. A substitute committee member, qualified and approved by the Co-Chairs, will be appointed from the same association to assist with selection of the screening panel.

In the case of a prospective screen panel member with a conflict of interest, they must declare a conflict of interest and remove themselves from the screening panel for the role in question.

12.6 Coaching Selection Timetable

Subject to any necessary modifications proposed by the Coach Selection Committee and approved by the Board, the timeline for the Coach Selection Process will be as follows:

- a) Members of the Coach Selection Committee will be determined during January.
- b) Applications for Head Coach positions for all primary and secondary Representative teams will be posted and advertised throughout the GBMHA, MMHA, and PMHA organizations beginning February 1, with an application deadline of February 15.
- c) The Coach Selection Committee will compile two lists for submission to the GBMHA Board of Directors by February 21 for ratification.
 - a. A list of Qualified or Disqualified candidates for each coaching position
 - b. A list of proposed screening panels for each coaching position

- d) The Coach Selection Committee will conduct interviews with candidates from February 21 to March 7. If additional time is needed, the interview window may be extended.
- e) Following the interviews, the Coach Selection Committee will nominate candidates for final approval and ratification by the GBMHA Board.
- f) GBMHA will make every effort to announce coaching decisions by March 15 to allow adequate time for Spring Tryouts.

12.7 Selection Process

Application Submission

All applicants must complete and submit a detailed coaching application, which includes:

- Personal information (e.g., name, address, date of birth, phone number, email address)
- Position(s) they are applying for
- Status of child(ren) on the team they are applying for
- Previous coaching history and playing experience
- Responses to preliminary questions about their coaching experience, philosophy, and approach

Application Management

As applications are received, the Secretary will upload them to a secure folder accessible only by the Secretary.

Once the deadline has passed, a separate private folder will be created for each applicant accessible by the Secretary and the Coach Selection Committee. Initially, this folder will only contain the applicant's written application and any additional documentation they provided.

Background Screening

The Coach Selection Committee will then conduct a background screening on each candidate by reaching out to the OMHA, MMHA, PMHA, the references provided by the applicant, and any past associations where the applicant has coached. Information for the background screening may be sourced only from official sources, including the OMHA, MMHA, PMHA, GBMHA, the applicant's past affiliated associations, and the provided references, to ensure reliability and completeness.

Any information received during the background screening process will be uploaded to the applicant's private folder.

Applicant Disqualification

If both Co-Chairs agree that an application is not qualified to coach a team for which they have applied, then the applicant will be excluded from the interview process. This may occur if:

- The applicant has no relevant playing or coaching experience.
- The applicant's child(ren) would fall **significantly below** the skill level required to make the team.
- The applicant has an excessive number of complaints, disciplinary issues, or has previously received overwhelmingly negative parent feedback.
- The applicant has previously coached and had conflicts with the Board, failed to adhere to the organization's guidelines, or did not uphold the values and standards of the GBMHA.
- The applicant's submission is incomplete.

Board Ratification of Candidate Lists & Screening Panels

The Co-Chairs of the Coach Selection Committee will compile and forward two separate lists to the GBMHA Board of Directors: one containing the names of qualified applicants and the other listing disqualified

applicants. This will allow the Board to review the selection and ensure the integrity of the process. The Board of Directors will have the opportunity to ratify the lists and approve the candidates who will proceed to the next stage of the selection process. If the Board believes that a disqualified applicant warrants reconsideration, they may request that the individual be given an opportunity for an interview. This request will be based on the Board's review of the applicant's qualifications and any additional information that may come to light during the ratification process.

Additionally, for each available position, the Coach Selection Committee will create a screening panel to interview and assess the candidates for that position. The make-up of this panel is described in section 12.4. The Board of Directors will have the opportunity to ratify the lists of screeners prior to the commencement of the interview process. If the Board believes that a screener is not qualified or has a conflict of interest, they may request that the screener be replaced.

Interview Scheduling

The Co-Chairs of the Coach Selection Committee will schedule interviews with all qualified applicants during the designated interview period, coordinating with each applicant and the screening panel to find a suitable date and time.

Interviews will primarily be held in person, but applicants may choose a virtual interview if needed due to scheduling or logistical challenges. Regardless of format, all interviews will follow the same standardized process and be conducted by the same members of the screening panel to ensure fairness and consistency.

Before the first interview, a panel member may be replaced by another individual, subject to ratification by the Board of Directors. If no replacement is ratified, the panel will proceed with fewer than five members.

Consistent Interviewing Standards

All applicants for the same position must be interviewed by the same members of the screening panel.

All applicants for the same position must be asked the same set of interview questions to ensure consistency and fairness.

If a panel member is unable to attend an interview for any candidate, they will be removed from the screening panel for that position, and the panel will proceed with one fewer member.

Pre-Interview Scoring

Each panel member must read and review the applicant's written application before the interview. They must then digitally record and submit their score for the application, based on the application scoring matrix outlined in section 12.15. This process must be done without consultation with other members of the panel. These scores will remain confidential and cannot be accessed until all interviews have been completed.

Post-Interview Scoring

After each interview, panel members must digitally record and submit their scores based on the interview performance. This process must be done without consultation with other members of the panel. These scores will remain confidential and cannot be accessed until all interviews for all candidates have been completed. Scoring will be in accordance with the interview scoring matrix outlined in Section 12.4.

As part of the interview process, each candidate will be required to submit a relevant practice plan to the screening panel prior to their interview. This practice plan will be incorporated into the scoring process and may be referenced during the interview to assess the candidate's coaching approach and organizational skills.

Final Scoring and Deliberation

Once all interviews are completed, the committee members of the panel will retrieve application and interview scores and share them with the panel.

- If one applicant consistently scores the highest, they will be nominated by the committee.
- If no clear consensus is reached after the initial scoring, the panel will engage in a professional deliberation process. During this discussion, panel members will focus solely on confirmed and verifiable information regarding each candidate. Personal opinions or hearsay will not be considered, and all points raised must be relevant to the candidate's qualifications and fit for the role. The panel will strive to reach a unanimous decision, ensuring that all viewpoints are heard and thoroughly considered before making the final nomination. This collaborative approach aims to select the most qualified candidate while maintaining fairness and transparency throughout the process.
- If the panel is unable to reach unanimity after deliberations, a majority vote will be conducted to determine the final nominee. In this case, each panel member will cast a vote for the candidate they believe is the most suitable for the position. The committee members of the panel will be responsible for recording each vote and the corresponding nominee, ensuring that the process is transparent and accurately documented. The candidate who receives the majority of votes will be selected as the nominee.

Scoring and all related evaluation materials will be treated as private and confidential. Panel members must keep all deliberations, votes, and scores confidential throughout the selection process and afterwards. No information about the scoring, discussions, or decisions should be shared with anyone outside of the selection committee.

Panel members are expected to refer any questions from candidates regarding the process or results to the Co-Chairs, who will provide the appropriate responses. All members must uphold the integrity and confidentiality of the process at all times.

Written Application Scoring Criteria

Written Applications will be scored based on:

- Hockey playing experience
- Coaching qualifications and credentials
- Prior hockey coaching experience
- Minor hockey involvement as a board member, bench staff or official
- Complaints or disciplinary history
- Past success and achievements
- Parent feedback and coaching evaluations

Interview Scoring Criteria

Interviews will be scored based on:

- Clarity, depth, and relevance of responses to interview questions
- Understanding and adherence to GBMHA, OMHA, and HC rules and guidelines
- Level of preparation, organization, and effective communication
- Quality and relevance of the submitted draft practice plan
- Demonstrated leadership qualities and capacity to manage a team effectively
- Ability to foster a positive team environment and promote sportsmanship

Scoring Matrix and Interview Questions

The Coach Selection Committee will use a standardized scoring matrix for all candidates at all levels, which will be shared with applicants before the process begins.

A standardized set of interview questions, including scenario-based questions, will be used for all applicants. Questions may be tailored to the age group for which the applicant is applying, but consistency will be maintained for all applicants at the same level.

Candidate Nomination

The Coach Selection Committee will review all interview scores, application materials, and deliberations to determine their final nominations for each coaching position. These candidates will be put forward to the GBMHA Board of Directors for final ratification and approval. The Board will review the nominations, ensuring that all processes have been followed correctly, and will either approve the nominations or request further information or deliberation. Once the Board ratifies the nominated candidates, they will officially be appointed as coaches for the upcoming season.

If the GBMHA Board does not ratify the nominations, they will provide feedback to the Coach Selection Committee, outlining the reasons for their decision. The committee may then be asked to reconsider certain candidates, conduct additional interviews, or gather more information before resubmitting the nominations for approval. If necessary, the committee may propose alternative candidates or revise the process to address any concerns raised by the Board. The goal will be to ensure the final coaching appointments align with the best interests of the organization and the players.

Unfilled Positions

If no qualified applications are received for a team or team level, the position will remain vacant until the Board of Directors either appoints a suitable candidate or reposts the position to solicit additional applications.

12.8 Applying for Multiple Positions

Coaches may apply for no more than two positions at a time. If applying for two positions, they must interview separately for each, although they may use the same written application for both positions. This is necessary because the screening panels could be different, and the questions may vary between positions. To ensure proper scoring and evaluation, the coach must undergo separate interviews for each role.

Coaches may apply for both a primary and a secondary team within the same age group. However, they may be deemed unqualified if their child is significantly below the skill level required for the primary team.

12.9 Board Ratification

The Board will begin by ratifying the list of Qualified Candidates provided by the Coach Selection Committee. If a candidate is deemed unqualified, they may submit a written request to appear before the Board to seek a reversal of the Coach Selection Committee's recommendation.

Candidates recommended by the Coach Selection Committee must be approved by a majority vote of the GBMHA Board before they can be appointed. If the Board does not approve a recommended candidate, the candidate may submit a written request to appear before the Board to discuss the Board's decision.

If the Board does not approve a candidate, the Coach Selection Committee will reconvene to reconsider the nomination and resubmit a candidate for the Board's approval.

12.10 Coaching Terms and Conditions

- a) A satisfactory Vulnerable Sector Check (VSC) will be required for all Coaches per OHF Regulations.
- b) As a condition of being awarded a Coaching position, all Coaches will be required to enter into a Coaching Agreement, confirming their agreement to comply with the GBMHA and OMHA Code of Ethics, and willingness to follow strategic advice and direction from the GBMHA Board with respect to the overall management of team affairs, including skill and technical development issues.
- c) Day to day management of Head Coaches and Assistant Coaches will be subject to the direction of the GBMHA Coach Development Director.
- d) All Coaches and Members of Bench are considered to be appointed volunteer positions who serve at the discretion of the GBMHA Board of Directors.

- e) All Coaches and Bench Staff will be responsible for ensuring their Team's compliance with the GBMHA and OMHA Code of Ethics, as well as all Association, OMHA, OHF, and Hockey Canada policies and regulations. Responsibility for addressing any violations of applicable policies and procedures will be the responsibility of the Association's Risk Management & Conflict Resolution Committee which may result in disciplinary action, suspensions and/or removal depending on the severity of the offense.

12.11 Appointment of Bench Staff

- a) Upon the conclusion of Player Evaluations, Head Coaches will be eligible to select members of their Bench Staff, including Assistant Coaches, Trainer(s) and Team Manager.
- b) GBMHA will encourage Head Coaches to include members of their Bench Staff from MMHA and PMHA members (where possible).
- c) Prior to formalizing a Bench Staff Offer, any Bench Staff members recommended by a Head Coach will be subject to review and approval by the Coaching Selection Committee, with final ratification and approval by a majority of the GBMHA Board.

12.12 Removal of Coaches

- a) In addition to removal or suspension based on formal disciplinary grounds, Coaches and Members of Bench Staff may be removed at any time and at the sole discretion of the GBMHA Board, pursuant to a Board motion requiring two-thirds (2/3) support of eligible voting members present.
- b) Where a Coach or Team Official is subject to potential removal pursuant to a Board motion, such Coach or Team Official will be entitled to appear before the Board to discuss issues of concern and provide an explanation for their behaviour or conduct prior to such motion being held.
- c) If a Coach is removed from their position, the Coaching Selection Committee shall be authorized to appoint an interim or replacement Coach, subject to subsequent ratification by the GBMHA Board.

12.13 Resignation of Coaches

- a) Since both primary and secondary Representative Team coaches are selected simultaneously, a child of a coach selected for a secondary team will not face any bias if they attend player selections for the primary team. If the coach's child secures a spot on the primary team, the coach will have the option to step down from the secondary team role without prejudice. This will not affect their eligibility for future head coaching positions within GBMHA.
- b) If a coach resigns from their position for any reason, the Coach Selection Committee shall have the authority to appoint an interim or replacement coach, subject to subsequent ratification by the GBMHA Board. The resignation may be viewed negatively if the coach applies for a position in the future, depending on the circumstances surrounding the resignation.

12.14 Residential Restrictions of Coaches

In accordance with OMHA/OHF regulations, coaches will be subject to restrictions when moving between associations. We will abide by these regulations and will not impose any additional residential restrictions beyond those set forth by the OMHA/OHF.

12.15 Links

- [Written Coach Application](#)
- [Coach Application Scoring Matrix](#)

SECTION 13 – PLAYER SELECTION & EVALUATIONS

Target: Early April 2025

SECTION 14 – PLAYER DEVELOPMENT

Target: Early April 2025

SECTION 15 – COACH DEVELOPMENT

Target: Early April 2025

SECTION 16 – RISK MANAGEMENT AND DISCIPLINE

16.1 Introduction

- a) Membership in the GBMHA and the OMHA, as well as participation in the activities of the GBMHA/OMHA, bring many benefits and privileges. Membership also brings with it responsibilities to others, both within the organization and to the hockey community at large. First and foremost, the GBMHA was founded on the principles of respect, civility, and good sportsmanship, towards the game and for all others involved in it. This is the minimum standard of behaviour expected of all in any way associated with the GBMHA. All members and participants are also expected to fulfill certain responsibilities and obligations, including but not limited to complying with the GBMHA/OMHA Code of Conduct, Regulations, By-laws, and Policies.
- b) The GBMHA/OMHA Code of Conduct, and the Regulations, By-laws and Policies identify the standard of conduct which is expected of all members, and other persons involved in GBMHA/OMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within these Policies and Procedures.
- c) GBMHA and its partner organizations (MMHA and PMHA) and OMHA are committed to providing an environment which promotes equal opportunities, respect, good sportsmanship and which prohibits discriminatory practices.
- d) Harassment, Abuse and Bullying (“H.A.B.”) are prohibited by human rights legislation. H.A.B. can also be an offense under Canada's Criminal Code. The GBMHA and OMHA have a zero-tolerance policy regarding H.A.B.

16.2 GBMHA Risk Management & Conflict Resolution Committee

- a) The Risk Management & Conflict Resolution Committee shall consist of the Past President as Chair and shall include the Jr. Representative Hockey Director, Sr. Representative Hockey Director, and additional volunteers as needed.
- b) If there is no Past President, the President will join the Committee and act as Chair.

16.3 Head Trainer

- a) The Risk Management & Conflict Resolution Committee will solicit applications for the role of Head Trainer and select the worthiest candidate to act in this role.
- b) The responsibilities of the Head Trainer are listed in Appendix A: Non-Board Positions and further described in the OMHA Head Trainers Program: Fact Sheet.
- c) The Head Trainer is a volunteer position and there is no remuneration for this duty.
- d) The Head Trainer serves as an ex officio member of the Risk Management & Conflict Resolution Committee.

16.4 Application of Code of Conducts

- a) These Policies and Procedures are intended to deal with all matters relating to discipline for breaches or violations of the GBMHA/ OMHA Code of Conduct and/or any Association Regulations, By-laws, Policies and Procedures. They are not intended to address matters related to the Rules of Competition as set out in the OMHA Regulations and Policies.
- b) These Policies and Procedures apply to all categories of members and participants in the GBMHA/OMHA.
- c) These Policies and Procedures outline disciplinary processes for breach of the Code of Conduct, and any Association Regulations, By-laws, Policies and Procedures which may arise during the course of all GBMHA, and OMHA activities and events, including but not limited to competitions, exhibition games, tournaments, practices, training camps, meetings, social events, and travel associated with these

activities. Depending on the offense, and the Policies and Procedures set out herein, disciplinary matters shall be dealt with by the local Association or the OMHA. Within these Policies and Procedures, the words harassment and harass shall include bullying and bully and abuse and abusing.

16.5 Types of Infractions

Under these Policies and Procedures, there shall be three types of infractions, which may warrant discipline:

- a) Minor Infractions - these are infractions under the GBMHA/OMHA Code of Conduct, as well as violation of Local Association Regulations, By-laws, Policies and Procedures which are less serious than Major Infractions. These infractions and/or complaints will in most cases be dealt with at the local Association level, after which they may be appealed to the OMHA Code of Conduct Appeal Panel. These infractions may also warrant immediate corrective action by either the OMHA or the local Association.
- b) Major Infractions - these are infractions under the GBMHA/OMHA Code of Conduct which are more serious and may warrant disciplinary action as specified herein. These infractions and/or complaints are generally dealt with at the OMHA level. At the discretion of the OMHA, these infractions may be referred back to the local Association.
- c) Harassment, Abuse and Bullying ("H.A.B.") - these are serious infractions under the GBMHA/OMHA Code of Conduct, which are considered as Major Infractions except as specifically set out herein. These infractions must be reported to the OMHA for direction. These infractions and/or complaints are dealt with at the OMHA level, unless at the discretion of the OMHA President or his designate, they are referred back to the local Association.

16.6 Minor Infractions

Situations involving Minor Infractions shall include, but are not limited to the following:

- a) a single incident of disrespectful, offensive or abusive comments or behavior directed towards others, including but not limited to, peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
- b) unsportsmanlike conduct such as angry outbursts or arguing;
- c) breaches of the GBMHA By-laws, Regulations, Policies and Procedures, including refusal to adhere to directives and instructions provided by GBMHA Board Members and Team Officials in relation to GBMHA sponsored events and activities;
- d) non-compliance with the rules and regulations under which GBMHA/OMHA events are carried out;
- e) disrespectful, offensive, or abusive behaviour towards Facility staff, or failure to follow instructions provided by the County staff in relation to facilities rented by the Association; and
- f) Any other complaint or alleged infraction considered minor in nature.

16.7 Major Infractions

Situations involving Major Infractions, could include, but are not limited to the following:

- a) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
- b) repeated unsportsmanlike conduct such as angry outbursts or arguing;
- c) activities or behavior which interferes with the organization of a competition or with any player's or team's preparation for a competition;
- d) pranks, jokes or other activities which endanger the safety of others;
- e) deliberate disregard for the rules and regulations under which OMHA events are conducted;

- f) abusive use of alcohol or drugs where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- g) use of alcohol or cannabis by minors;
- h) use of illicit drugs and narcotics;
- i) use of, or condoning the use of, banned performance enhancing drugs or methods;
- j) any Harassment, Abuse or Bullying complaint;
- k) lack of reporting, activity or action of a local executive or association;
- l) Any other complaint or alleged infraction which is considered serious.

16.8 Harassment, Abuse and Bullying (“H.A.B.”)

It is the Policy of the GBMHA/OMHA that there shall be no H.A.B., or neglect, whether physical, emotional, or sexual of any participant in any programs. GBMHA/OMHA expect every parent, volunteer, and staff member to take all reasonable steps to safeguard the welfare of participants and protect them from any form of maltreatment. As set out above, any complaint of H.A.B. shall be considered a Major Infraction and shall follow the same procedure as used with a Major Infraction, as set out herein, unless otherwise determined by the OMHA, or as set out in the Criminal Code of Canada. A comprehensive definition of the types of behaviour which may constitute harassment, abuse and bullying is set out in the OMHA Code of Conduct, which all GBMHA/OMHA members are required to comply with.

16.9 General Procedure for Lodging Complaints

GBMHA and OMHA Members wishing to lodge a formal complaint, must do so in writing.

- Serious misconduct and Major infractions are reported through the Hockey Canada Safe Sport/Independent Third Party (“ITP”) Complaint process.
- Minor infractions can be reported to the GBMHA Risk Management & Conflict Resolution Committee by way of the GBMHA secretary

When a written complaint is received by the local Association, or an infraction occurs within the knowledge of the local Association, the local Association must determine if the complaint or infraction ought to be considered Minor or Major. This initial assessment shall be made by the GBMHA Risk Management & Conflict Resolution Committee. If the matter is a Minor Infraction, the matter will be dealt with at the local Association level in accordance with the Policies and Procedures set out herein, unless the local Association refers the matter to the OMHA and the OMHA agrees to the referral.

When the local Association determines that the matter is a Major Infraction the matter must be referred to the OMHA. The OMHA President or his/her designate shall then determine the appropriate course of action, which may include one or more of the following: referring the matter back to the local Association, imposing interim sanction(s), requesting an investigation and/or a Hearing, or such other action(s) as the OMHA President or his/her designate deems necessary.

If the matter is heard at the local Association level, the decision may be appealed to the OMHA Code of Conduct Appeal Panel, in accordance with the applicable OMHA Appeal Policy.

16.10 Management of Minor Infractions by Local Association

- a) Incidents considered to be Minor Infractions (and those Major Infractions specifically referred to the Local Association by the OMHA) will be dealt with by the GBMHA Risk Management & Conflict Resolution Committee, as chaired by the Past President (or designate).

- b) GBMHA Members wishing to lodge a formal complaint, must do so in writing, to the GBMHA Secretary using the GBMHA complaint form.
- c) Depending upon the nature and severity of the Complaint, the GBMHA Risk Management & Conflict Resolution Committee shall determine the most appropriate method for addressing and resolving the Complaint. Potential options for addressing and resolving a Complaint include:

- (i) **Mediation** – the GBMHA Risk Management & Conflict Resolution Committee may attempt a voluntary mediation between the parties, where both sides consent to holding a joint discussion of issues and explore mutually agreeable options for resolution. Where a Mediation results in a Complaint being resolved to the satisfaction of all parties, the agreed upon resolution will be documented in writing by the Chair of the GBMHA Risk Management & Conflict Resolution Committee (or designate) and filed with the GBMHA Secretary.
- (ii) **Investigation** – a confidential investigation may be conducted by the GBMHA Risk Management & Conflict Resolution Committee. Such an Investigation will include confidential interviews being conducted by the Chair of the GBMHA Risk Management & Conflict Resolution Committee (or designate) with the Complainant, any Responding Party(s), Witnesses, and consideration of any other relevant evidence.

Following completion of an Investigation, the Chair of the GBMHA Risk Management & Conflict Resolution Committee (or designate) will prepare a final Investigative Report for consideration by the GBMHA Risk Management & Conflict Resolution Committee, summarizing the evidence, conclusions and recommending appropriate remedial action and discipline (if any). A majority of the GBMHA Risk Management & Conflict Resolution Committee must approve of any remedial or disciplinary action recommended by the Investigative Report. Conclusions reached in the Investigative Report and a summary of any disciplinary decision will be communicated to the parties involved.

- (iii) **Formal Hearing** – where the GBMHA Risk Management & Conflict Resolution Committee deems it appropriate, the Association may refer a Complaint to a Formal Hearing before the GBMHA Risk Management & Conflict Resolution Committee. Quorum for the GBMHA Risk Management & Conflict Resolution Committee shall consist of at least three (3) Committee members.

In the event of a Formal Hearing, the Committee shall establish a date convenient to all Parties involved. In the event that a Party fails or refuses to attend a Formal Hearing without reasonable justification, the Committee may proceed with the hearing and arrive at a decision in the Party's absence.

Both the Complainant and any Responding Party(s) shall be invited to attend the hearing to provide their individual account of events related to the Complaint. The Parties will be asked to bring any relevant information or witnesses that they feel are necessary to substantiate their complaint. During the formal hearing, the Committee shall conduct separate and private interviews with each Party and relevant witnesses, allowing enough time between presentations so there is no possible contact between Witnesses. The Committee shall have exclusive authority to determine its own procedure for holding such formal hearings.

Following completion of a Formal hearing, the Discipline and Ethics Committee will prepare a Written Decision, summarizing the evidence, conclusions and imposing any remedial action or discipline considered appropriate. A summary of the decision and conclusions reached will be communicated to the Parties involved.

16.11 Sanctions for Minor Infractions

- a) Disciplinary sanctions for Minor Infractions may include any or all the following:
 - a. Verbal Reprimand;
 - b. Written Reprimand;
 - c. Verbal Apology by the individual;
 - d. Written Apology by the individual;
 - e. Suspension from the current competition and/or for a specified number of games;
 - f. Order of financial reimbursement to a maximum of \$100;
 - g. Participation in remedial training or certifications (e.g. Respect in Sport / Speak Out);
 - h. Any other sanction(s) as may be deemed appropriate in the circumstances.
- b) All sanctions and/or suspensions assessed by the local Association must be reported in writing to the OMHA Executive Director, within SEVEN (7) business days of the sanction being rendered.
- c) Where the matter has been dealt with at the local Association level, and a final decision rendered, the matter may proceed by way of a Code of Conduct Appeal in accordance with the applicable OMHA Appeal Policy.

16.12 Management of Infractions by OMHA

- a) Any member or representative of the OMHA must report a major infraction to the OMHA following the OMHA Complaint Procedures available from the OMHA Office and/or website. The specific policies, procedures, and applicable time limits relative to OMHA Code of Conduct Hearings are set out in the OMHA Code of Conduct Policy available on the OMHA website.
- b) When the OMHA President or his/her designate determines that the complaint ought to be dealt with at the Local Association level, the local Association shall provide the OMHA with their investigator's report as well as subsequent updates of the handling of said matters including any sanctions imposed. The OMHA President or his designate may on notification to the local Association take any steps it deems necessary in the circumstances before or after any sanctions imposed by the Local Association.
- c) Where it is decided by the OMHA President or his designate that the incident is to be dealt with at the Local Association level, the OMHA President or his designate will inform the Local Association and the alleged offender.
- d) If the incident is to be dealt with by the OMHA as a Major Infraction, whether by way of referral from the Local Association, or otherwise, the alleged offender shall be notified by the OMHA President or his/her designate of any procedure or interim sanction(s) including but not limited to an Investigation and/or Hearing no later than FIVE (5) business days from the date of receipt of the Complaint.
- e) The OMHA President or his/her designate, as well as the Code of Conduct Hearing Panel, may use any information available to them, including but not limited to, audit findings, reports from the local Association or outside parties or any other useful evidence, documentary or otherwise, to determine an appropriate course of action which may also involve immediate interim sanction(s) against any party or association prior to or after any investigation or Code of Conduct Hearing.
- f) Any sanction(s) imposed by the Code of Conduct Hearing Panel may be appealed to the OHF.

16.13 Sanctions for Major Infractions

- a) The OMHA Code of Conduct Hearing Panel, or the Local Association committee hearing the matter may apply the following disciplinary sanctions for Major Infractions, which may include, but are not limited to, any or all, or any combination of the following:

- a. Written Reprimand;
 - b. Written or Verbal Apology by the individual;
 - c. Suspension from certain OMHA events which may include suspension from the current game or competition or from future competitions;
 - d. Suspension from certain or all OMHA activities (e.g., competing, coaching or officiating) for a designated period of time;
 - e. Referral to counseling;
 - f. Removal of certain privileges of membership;
 - g. Any other sanction(s) as may be deemed appropriate in the circumstances.
- b) Notwithstanding the process set out herein, any member or participant of the GBMHA who is convicted of, or being investigated for, a criminal offence including, but not limited to, matters involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face an indefinite suspension from participating in any activities of the GBMHA and may face further disciplinary action in accordance with the Policies and Procedures set out herein.
 - c) Failure to comply with a sanction shall result in automatic suspension of membership in the GBMHA or in organizations affiliated with the GBMHA/OMHA, until such time as the sanction is fulfilled

16.14 Damage to Facilities and Equipment

- a) Any member of the GBMHA, coach, manager, trainer, or player who deliberately damages or defaces home or away facilities used by, or equipment of the GBMHA, shall forthwith be suspended from the GBMHA until the cost of repair of the facility or replacement of the damaged equipment has been paid in full.
- b) In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Board.

16.15 Alcohol, Drugs & Smoking

- a) The use of alcohol, cannabis or drugs at any GBMHA event by a player affiliated with the GBMHA will not be tolerated and may lead to suspension, without refund (where applicable), for the balance of the season.
- b) Any Board Member, Coach, Manager, or Trainer under the influence of alcohol, cannabis or drugs during a game or practice may be subject to disciplinary action by the Board.
- c) Smoking is prohibited inside the arena facility and any other legally designated non-smoking areas.

16.16 Team Related Disciplinary Matter

- a) All Coaches are encouraged to communicate a list of team rules to the players and their parents prior to the start of the season. Those rules are subject to the approval of the Vice President or Director Jr/Sr Hockey Programming.
- b) In the event of a Minor Infraction of a Team related nature, the Vice President or Director Jr/Sr Hockey Programming, after having reviewed the situation with the Team Coach, may delegate authority to implement disciplinary sanctions against players on that Team.
- c) If a Coach decides that circumstances warrant immediate suspension of a player (e.g. player insubordination, disciplinary problem of a violent nature, safety related issue, or drug/alcohol related incident) the Coach may implement such a suspension immediately, and thereafter report the interim disciplinary decision to the Risk Management & Conflict Resolution Committee within 24 hours of the incident for review.

- d) For a suspension that cannot be completely served in a given season the remainder of the suspension will carry into the following season. A time limit may be imposed should scheduling prolong unduly a player's suspension.

16.17 Playing in Other Leagues

- a) All players registered in the GBMHA may not participate in any other league with the exception of School teams or by affiliation.

16.18 Special Circumstances

- a) Special Circumstances arising during the season, on or off the ice that are not expressly covered under the playing rules or the GBMHA/OMHA Code of Conduct, By-laws, Policies and Procedures will be referred to the Risk Management & Conflict Resolution Committee for an Interim Ruling.
- b) In situations where the Risk Management & Conflict Resolution Committee issues an Interim Ruling, those rulings will immediately be referred to the Board for future application during the season.
- c) No team may appeal a game as a result of any decision made under the above rulings.

16.19 Legal Proceedings

In addition to applicable disciplinary action that may apply, nothing in this Code of Conduct and Discipline Policy shall limit the right of the GBMHA or its partner organizations to initiate legal proceedings, either civil or criminal, against those individuals whose actions or behaviour violate the law, threaten the safety of Association members, and/or result in damage, injury or loss to the GBMHA or its members. Where appropriate, this may include seeking applicable restraining orders to have individuals banned from those facilities and locations where the GBMHA and its affiliated organizations carry out their activities.

16.20 Social Media Policy

For the purpose 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 Ontario Minor Hockey Association Community, including local minor hockey association Directors and staff, teams, on-ice and off-ice officials, players, players' family members and supporters. The OMHA recognizes and appreciates the value of social media and the importance of social networking to all its stakeholders. The OMHA also respects the right of all teams and association personnel to express their views publicly.

The purpose of this policy is to educate the local minor hockey associations on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team, the local minor hockey association and/or the OMHA.

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 or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will 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. Everyone including Association and/or team personnel, players, corporate partners, and the media can review social media communications. You should always conduct yourself in an appropriate and professional manner.

Language – The OMHA is proud to be an open, inclusive organization. Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist, or sexist. Behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Be mindful of privacy/confidentiality – Always lean on the side of caution when sharing the personal information of players, such as full names and contact information. We encourage our associations to share photos and videos but be aware of the content being shared.

Respect – Any concerns or disputes involving a member organization and another team, referee, or the OMHA should not be dealt with online. Any references or examples of bullying, threats, drug 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.

Any retweets/shares could be considered endorsements – When sharing content created by a third party, you are endorsing that company as having a similar organizational message. Be mindful of the source you are sharing content from.

SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media that are considered violations of the OMHA Social Media Policy and may be subject to disciplinary action by the team, local minor hockey association, and/or OMHA.

Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member team, the Association or an individual.

Divulging confidential information that may include, but is not limited to the following:

- Negative or derogatory comments about teams, local minor hockey associations, and/or OMHA programs, stakeholders, players, or any member of another team.
- Any form of bullying, harassment, intimidation or threats against players or officials.
- Photographs, video, or comments promoting negative influences or criminal behavior, including but not limited to:
 - Drug use,
 - Alcohol abuse,
 - Public intoxication,
 - Hazing or Sexual exploitation, etc.
 - Online activity that contradicts the current policies of the OMHA or any of its member Associations.
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the OMHA code of conduct.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

DISCIPLINE

All violations of this Policy will be addressed through the OMHA Code of Conduct Policies and Procedures.

SUMMARY

When using social media, each member should always assume they are representing the OMHA and/or its member local minor hockey associations. All members of the OMHA should remember to use the same discretion as they do with other traditional forms of media.

16.21 Links

- [OMHA Safe Sports Complaint Process](#)
- [Independent Safe Sports Complaint Process](#)