

## **Oxbow Minor Hockey Executive 2016/2017**

<b>POSITION</b>	<b>INCUMBENT</b>	<b>TERM ENDS</b>
President:	Melissa Byers	<b>2018</b> Elected to position for 2 years at Annual Meeting
Vice-President:	Cheryl Harrison	<b>2018</b> Elected to position for 1 year at Exec. Meeting
Secretary:	Anita Mathison	<b>2017</b> Elected to position for 1 year at Exec. Meeting
Treasurer:	Lian Heiser	<b>2017</b> Elected to position for 1 year at Exec. Meeting
Director:	Denise Allum	<b>2018</b>
Director:	Neil Snell	<b>2018</b>
Director:	Daylene Hansen	<b>2017</b>
Director:	Kelly Schulhauser	<b>2017</b>
Director:	Jen Buchanan	<b>2018</b>
Director:	Patrick Sinclair	<b>2017</b>

**Equipment Managers** – Anita Mathison, Cam Hansen

**Referee In Chief** –

**Fund Raising & Sponsorship Coordinators** – Anita Mathison, Daylene Hansen

**Gate Collection Coordinators** – Anita Mathison & Lian Heiser

**Webmaster** – Ian Scott

**Team Coordinators (may or may not be executive)**

-Any and/or all board members

### **2016/2017 Registration Fees**

#### **Fees per player will be:**

- Initiation & Novice - \$170 per player + Rink Fees
- Atom & Pee Wee - \$180 per player + Rink Fees
- Bantam & Midget - \$190 per player + Rink Fees

#### **Fees include the following:**

- Saskatchewan Minor Hockey Registration Fees
- Pictures (Team Photo)
- Year End Banquet Pass for 1 Child + 1 Adult
- Season Pass for 1 Adult; Additional passes will cost \$25 per pass

# **OXBOW MINOR HOCKEY ASSOCIATION** **CONSTITUTION**

## **1. NAME**

The name of the association is the Oxbow Minor Hockey Association. The abbreviated title is OMHA.

## **2. OBJECTIVES**

- a) To provide hockey for all children to age eighteen.
- b) To foster and improve the game of hockey among all participants.
- c) To foster and promote sportsmanship, citizenship and leadership.

## **3. EXECUTIVE COMMITTEE**

- a) An Executive member or his/her spouse must not be an employee of the OMHA.
- b) Only one member of an immediate family or family unit shall sit as an executive member and/or director of OMHA at any given time.
- c) Each Executive position will be a two (2) year term on a rotation basis. No more than 50% of Executive positions will run for re-election each year.
- d) The President will be elected by the membership at the Annual Meeting in April. Nominees must have served on the Executive during the prior year.
- e) The Executive will elect a Vice President, Secretary, and Treasurer from the Executive members and then appoint a Referee-in-Chief and Equipment Manager after the annual general meeting.
- f) The President will serve one 2-year term with a maximum of 2 consecutive terms. All other Executive positions will be elected for one year terms.
- g) The Executive will have authorization to appoint vacant positions as necessary.
- h) The Executive members will establish and maintain OMHA policies and procedures.
- i) The voting Executive members of OMHA will include:
  - i.** President
  - ii.** Vice President
  - iii.** Secretary
  - iv.** Treasurer
  - v.** Up to six additional directors (may also serve as team coordinators)
- j) The non-voting members of OMHA will include:
  - i.** Past President
  - ii.** Recreation Director (if applicable)

## **4. DUTIES OF THE EXECUTIVE POSITIONS**

- a) President
  - i.** preside at all meetings of the OMHA or its Executive.
  - ii.** give notice of special meetings.

- iii.** perform such duties as normally pertain to the office of the President and will generally oversee the business of OMHA.
  - iv.** be an ex-officio member of all committees.
  - v.** work with the Recreation Director (if applicable) and/or ice coordinator to schedule ice time and to assign open ice equally among all teams.
  - vi.** ensure that OMHA is represented at all league meetings by at least two representatives.
  - vii.** ensure that the schedule of OMHA games is followed.
  - viii.** ensure there are sufficient and suitable coaches and assistant coaches.
  - ix.** ensure all teams are registered with their leagues prior to the deadline date.
  - x.** assign committee chairman and members to special projects.
  - xi.** arrange, along with the Recreation Director (if applicable) and team managers, registrations for teams entering Provincial Play-offs.
- b) Vice President
- i.** assist the President at all meetings.
  - ii.** assume the duties of the President in his absence.
  - iii.** assume the President's duties upon his resignation.
- c) Secretary
- i.** post date, time and location of all meetings on the rink bulletin board 7 days prior to the meeting or alternatively advertise such meetings in the local newspaper.
  - ii.** record minutes for all general meetings and Executive meetings.
  - iii.** distribute minutes of meetings and all other literature as required to all Executive members.
  - iv.** post minutes of general meetings on the rink bulletin board and/or association web site.
  - v.** post OMHA policies and procedures and make available upon request.
  - vi.** install and date changes made to OMHA policy and procedures within one month of the change.
  - vii.** maintain OMHA files and records and file all SHA required documentation.
- d) Treasurer
- i.** receive all funds of OMHA and issue receipts
  - ii.** deposit and disburse such funds in the manner prescribed by the Executive members.
  - iii.** be responsible for maintaining acceptable financial records.
  - iv.** deposit all monies in a bank of the Executive's choice.
  - v.** prepare a statement of receipts and payments for information at each meeting.
  - vi.** submit the financial records for annual independent audit upon request by the Executive.
  - vii.** be responsible for collection of OMHA gate admissions from team managers.
  - viii.** provide a current financial statement at the annual meeting.
  - ix.** pay all team officials as per instructions from Referee-in-Chief
  - x.** OHMA signing authority for all bank accounts rests with the President, Secretary, and Treasurer.
  - xi.** OMHA requires at least two signatures on all monies paid out from any two of the President, Vice President, Secretary and Treasurer.

- e) Directors (maximum of 10 including Executive Offices)
  - i. management of equipment
  - ii. sponsorship
  - iii. fund raising
  - iv. team coordination
  - v. special project committees
- f) Recreation Director (if applicable)
  - i. post all rink schedules.
  - ii. act as advisor to OMHA coaches and Executive members.
  - iii. be the representative of the Town of Oxbow and the liaison between the Town of Oxbow and OMHA.
- g) Past President
  - i. act in an advisory capacity to the current Executive.
  - ii. serve on committees if appointed.

## **5. ANNUAL GENERAL MEETING**

- a) There will be an annual general meeting held in Oxbow the first Wednesday of April.
- b) The business at the annual meeting will include:
  - i. Reading of minutes of the previous membership meeting
  - ii. President's address
  - iii. Correspondence
  - iv. Treasurer's report
  - v. Election of executive members
  - vi. New business
  - vii. Amendments to the constitution
  - viii. Adjournment
- c) Executive members, other than the Recreation Director (if Applicable) and Past President, will be elected by secret ballot if more than the six (6) rotating members are nominated for the executive committee. If six or less rotating members are nominated, those members shall be elected by acclamation.
- d) Voting privileges at the annual meeting will be limited to all parents of duly registered children, appointed coaches, managers and Executive members. There will be one vote per family unit limited to Oxbow players, non-home centre players, released Oxbow players and released non-home centre players.

## **6. ANNUAL REGISTRATION MEETING**

- a) There will be an annual registration meeting held the 1<sup>st</sup> Wednesday of September in Oxbow.
- b) The business at the annual registration meeting will include:
  - i. Reading of minutes of the previous membership meeting
  - ii. President's address
  - iii. Correspondence
  - iv. Treasurer's report
  - v. New business

- vi. Amendments to the constitution
  - vii. Executive announcement of player divisions for upcoming season
  - viii. Player and team registration
  - ix. Adjournment
- c) Voting privileges at the annual registration meeting will be limited to all parents of duly registered children or parents who are in the process of registering children, appointed coaches, managers and Executive members. There is one vote per family unit.

## **7. EXECUTIVE MEETINGS**

- a) There will be an Executive pre-registration meeting held the last Wednesday of August in Oxbow.
- b) The business at the Executive pre-registration meeting will include:
- i. Reading of minutes of the previous Executive meeting
  - ii. President's address
  - iii. Correspondence
  - iv. Treasurer's report
  - v. Review potential players and announce offered age and class divisions
  - vi. Elect head coach and managers for offered age and class divisions
  - vii. Set annual registration fees
  - viii. New Business
  - ix. Adjournment
- c) Voting privileges at Executive meetings will be limited to Executive members only. The President will vote only in the case of a tie.
- d) The Executive members will meet quarterly during the hockey season with special meetings as required.
- e) All meetings will be held with at least 7 days notification to all Executive members.
- f) All Executive meetings must have at least 70% of the voting members present.
- g) Delegates/delegations must be added to the agenda of Executive meetings at least 48 hours before the meeting.
- h) All discussions at Executive meetings are confidential.

## **8. AMENDMENTS TO THE CONSTITUTION**

- a) Notices of proposed amendments to the constitution will be sent to the secretary 14 days prior to the annual meeting.
- b) The constitution will only be amended, repealed or altered at the annual meetings by a two-thirds majority vote with at least 50% of the membership in attendance at the annual registration meeting.

## **9. GOVERNANCE**

Oxbow Minor Hockey Association meetings will be conducted using Robert's Rules of Order.

**OXBOW MINOR HOCKEY ASSOCIATION**  
**POLICIES AND PROCEDURES**

**1. EXPECTATIONS**

- .01 All OMHA members will be provided with one copy of OMHA Constitution, Policy and Procedures each year.
- .02 All Executive members, coaches and managers will be familiar with the constitution, policies and procedures.
- .03 With the exception of those policy and procedures specifically mentioned and covered herein, the SHA rules and regulations will prevail.
- .04 Any actions of a team regarding fund raising, communications, etc. that may or will contravene policy must be presented to and be approved by the Executive before proceeding.
- .05 OMHA and associated teams will purchase locally whenever practical.
- .06 It is understood that minor hockey is for the equal participation of all registrants.

**2. SCHEDULING AND CANCELLATION OF GAMES**

- .01 League game scheduling: every effort will be made to schedule league games around regular scheduled practices.
- .02 League games cannot be canceled for tournaments or exhibition games.
- .03 Every effort will be made to post ice schedules one week in advance.
- .04 All out of town ice scheduling must have prior approval by OMHA.
- .05 Justified home game cancellations must be reported to the ice coordinator.
- .06 Each team will be responsible for the advertisement of games.
- .07 All players registered with OMHA will be considered an OMHA player. Non-centre players will be considered as OMHA property.

**3. REGISTRATION**

- .01 Registration fee rates and deadlines will be set by the Executive.
- .02 The SHA Insurance fee is not refundable. The season refund will be prorated on a six month basis. Registration minus the gate pass would be divided by 6 and prorated for the refund.
- .03 SHA and league registrations will be paid by OMHA from player registration fees.
- .04 All players must be registered prior to participation in try-outs or camps.
- .05 Each player must be properly registered with fees paid before being allowed on the ice.
- .06 Registrations received after registration night must include a late penalty of \$30.00 and the letters of intent for AA tryouts will be considered a commitment to register once tryouts are over, depending on results. No late fee is applicable.
- .07 Registrations received after November 15<sup>th</sup> will not be accepted by OMHA unless approved by the OMHA Executive.
- .08 Registration cheques may be post-dated up to October 31<sup>st</sup>.
- .09 Other Minor Hockey Associations have until one week prior to the League Meeting to register with OMHA before late fees will apply.
- .10 Registration fees from players of other communities will stay with the OMHA team if the team is registered in Oxbow. If Oxbow players are registered with another Minor Hockey Association, we will not request any money that might be left over. If the team is registered with OMHA, OMHA will pay referee fees for regular season games.

#### **4. ADMISSIONS**

- .01 Game admission fees and season ticket rates will be set by the Executive.
- .02 Each team will be responsible for admission collections as per OMHA guidelines.

#### **5. REFEREE-IN-CHIEF**

- .01 will be elected by the OMHA Executive.
- .02 will assist team managers in appointing referees for all games unless otherwise provided by the SHA and League rules.
- .03 will be responsible for forwarding referees' pay sheets to the Treasurer as set out by the Executive.
- .04 will arrange referee clinics for local referees
- .05 will promote, encourage and aid in the development of new referees and linesmen.
- .06 will receive questions or complaints regarding officials and will attempt to resolve same.

#### **6. EQUIPMENT**

- .01 All equipment must be purchased on the advice of the equipment manager.
- .02 All unusable equipment will be disposed of by the equipment manager on approval of the Executive.
- .03 Each team will be provided with a locker that is stocked as per equipment guidelines.
- .04 All Oxbow Minor Hockey players will be expected to wear home and away jerseys provided by OMHA for all games.

#### **7. TOURNAMENTS**

- .01 Rules will be governed by CHA and SHA regulations.
- .02 Each team will be allowed an allotted time to host a tournament.
- .03 The tournament chairperson will be responsible for advertising, securing the sanction, scheduling games, notifying the referee-in-chief, collecting entrance fees, providing minor officials, gate admission, and submitting all game sheets to SHA.
- .04 OMHA will pay up to a maximum of \$700.00 for away tournaments. Teams that do not host a tournament will be eligible for away tournament fee up to \$250.00.
- .05 Home tournament fees will be set by OMHA Executive.

#### **8. FUND RAISING**

- .01 50/50 tickets may be sold at all home games for the OMHA benefit.
- .02 All other fund-raising must be approved by the Executive.
- .03 Teams will not solicit donations unless approved by OMHA.

#### **9. AWARDS**

- .01 Awards of recognition may be made for special occasions.
- .02 Team pictures will be provided by OMHA and, if chosen, displayed in the rink lobby.

## 10. COACHES

- .01 **FAIR PLAY POLICIES:** It is in the best interest of player development and for the betterment of minor hockey that every player registered in the OMHA receives a fair share of ice time. Coaches are responsible to ensure that each player receives a fair share of ice time during games and practices. Coaches may deviate from this guideline for the following reasons:
- a) discipline
  - b) playoffs and carded teams
  - c) lack of commitment to games and practices.
- .02 a) All coaches/managers must be familiar with the OMHA “Buddy System.” (See Officiating)  
b) Harassment of game officials by coaches or managers will not be tolerated and will be dealt with by the OMHA.  
c) OMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No OMHA coach is permitted to directly address concerns with junior officials at any time.
- .03 The appointment and dismissal of coaches will be made by the OMHA Executive. If more than one person is volunteering for the same position (coach, manager, etc.) the team will vote by secret ballot to fill the position.
- .04 The OMHA will advertise the need for coaches in the local newspaper.
- .05 All team staff members and board members will be required to complete and submit a criminal record check and may be required to complete and submit an application form/screening tool (coach philosophy document, interview) to the OMHA. See CHA toolkit.
- .06 Head Coaches will select assistant coaches and media correspondents after teams have been formed.
- .07 Coaches and managers must comply with SHA, CHA and OMHA rules and regulations.
- .08 Coaches’ actions and their instructions to players must be tempered toward good conduct and the welfare of the players. Coaches are responsible for the conduct of their players and themselves on and off the ice and will display gentlemanly conduct, good sportsmanship and good manners at all times.
- .09 Coaches will not allow head-shaving or horseplay by players.
- .10 The coach is responsible for ensuring that every player is dressed in CSA approved equipment while on the ice.
- .11 Coaches must ensure that players keep their dressing rooms clean and un-abused. An adult must be present in the dressing room with players at all times.
- .12 Coaches must ensure that game sheets are completed properly and mailed or faxed to the league statistician promptly.
- .13 Coaches and/or managers are responsible for obtaining timekeepers and goal judges.
- .14 Coaches and managers will attend clinics sponsored by OMHA.
- .15 It is the coaches’ responsibility to ensure that no profane language is used.
- .16 Coaches must schedule league and play-off games during allotted times.
- .17 The coach or manager must complete and acknowledge the appropriate equipment forms and be responsible for distributing OMHA equipment and collecting and returning that equipment after the completion of the last game for the season.
- .18 Coaches or managers do not have the authority to charge any equipment or related items to OMHA unless approved by the equipment manager.
- .19 Concerns or questions must be discussed first with the division coordinator.
- .20 Disciplines of coaches will be dealt with by the OMHA on an individual case basis.
- .21 OMHA will cover clinic expenses for non parent coaches selected by OMHA.
- .22 OMHA will provide the link to the on-line rule/casebook for SHA to coaches, managers and parents.



## **11. DRESSING ROOMS / ARENA**

- .01 An adult must be present in the dressing room with the team at all times.
- .02 NO SMOKING is allowed anywhere in the arena.
- .03 No puck shooting in dressing rooms, hallways, or waiting area.
- .04 No spitting on walls or floors.
- .05 Garbage cans are provided. Please use them appropriately.
- .06 Make sure all sink and shower taps have been turned off and all toilets and urinals are flushing properly before leaving the dressing room.
- .07 Leave dressing rooms clean and un-abused.
- .08 When finished using the dressing room, check that all garbage is disposed of, leave the key on the bench by the door, turn off the lights, and lock the door. (Rink staff will pick up the keys and check the condition of these rooms the next morning.)
- .09 Scorekeeping/Sound booth:
  - a) An adult must be present in the sound booth at any time that the sound booth is occupied.
  - b) No smoking in the sound booth.
  - c) Do not tamper with equipment in any way.
  - d) Make sure all sound equipment is turned off after use.
  - e) Turn off heater and lights before leaving.
  - f) Lock the door when finished using the sound booth.
- .10 Ice surface:
  - a) Players are responsible for removing all pucks and debris from the ice surface before leaving.
  - b) Players are responsible for moving both nets for flooding.
  - c) Absolutely NO ONE allowed on the ice surface during flooding nor until the ice has set.

## **12. PLAYERS**

- .01 Players will notify the team coach or manager in advance if they are unable to attend games or practices.
- .02 All players must be fully equipped while on the ice with CSA approved equipment.
- .03 Players are responsible for OMHA equipment assigned to them.
- .04 Players are responsible for keeping their dressing rooms clean and un-abused.
- .05 Teams who abuse or damage arena facilities will be liable and disciplined by OMHA.
- .06 Harassment of game officials by players will not be tolerated and will be dealt with by OMHA.
- .07 Players will comply with their coaches' rules as approved by OMHA. Failure to adhere to the rules may constitute removal from the team.
- .08 A player's first commitment will be to his/her regular team.
- .09 The following affiliations must be adhered to as designated by a fair draft procedure and approved by the appropriate OMHA coordinator:
  - o Midget will AP from Bantam
  - o Bantam will AP from Pee Wee
  - o Pee Wee will AP from Atom
  - o Atom will AP from Novice
  - o Novice will AP from Initiation
- .10 Any request to AP a player must be approved by the head coach of the player's regular team. A coach has the right to refuse a request to affiliate any of his/her players before a game or a practice of his/her team. It is the right of every player to play in a higher division of hockey when offered within OMHA. If players abuse the AP process to the detriment of their regular team, there may be penalties levied at the Board's discretion which may include but are not limited to fines, player suspensions, etc.

- .11 If there is a surplus of players at the goalie position for a team the following selection method will be used:
  - a) Residency not seniority will be the first priority.
  - b) Tryouts for the team will be employed with the assistance of an impartial selector if the coach requests one.
- .12 Players trying out for a higher-level team must register with OMHA on the registration date in order to maintain their eligibility to be on an OMHA team in the event that the tryout is unsuccessful.
- .13 Goalies will be selected on the recommendation of the coaches involved.
- .14 Two goalies will be selected per team and will be rotated as equally as possible.
- .15 The OMHA Executive must receive a letter from a player/parents stating an intention to discontinue participation in the OMHA.
- .16 OMHA will rebate a player's registration fee up to January 1<sup>st</sup> only. The rebate will be prorated to the date that the coach was notified of the player's intention to quit the team (SHA insurance exempt).
- .17 Rebates will not be granted to any player after January 1<sup>st</sup> for any reason other than injury or change of center. Any rebates will be prorated
- .18 Players traveling to an away game must be accompanied by a parent or guardian or a team official.

### **13. PLAYER RELEASES FROM OMHA**

- .01 The OMHA Executive will approve and grant player releases under OMHA and SHA guidelines. Any two of the President, Vice President, Secretary and/or Treasurer may sign releases within specified guidelines. All release requests must be submitted in writing prior to September 1.
- .02 A request for a release outside of these guidelines must be made in writing and submitted to OMHA prior to September 1. The executive will review, vote on and grant the release only for a valid reason (i.e., personal hardship). Voting will be subject to quorum as detailed in paragraph 7, subsection (f) of the Constitution.
- .03 **Release Guidelines for "Initiation", "Novice" and "Atom" Age Groups.**
  - a) Player releases will only be granted where there is no team available in the home centre
- .04 **Release Guidelines for "Pee Wee", "Bantam" and "Midget" Age Groups.**
  - a) Player releases will be granted for any player qualifying for a Tier 1 "AA" competitive team.
  - b) Players will not be released to a larger centre's "A" team if there is a team of that age level in the home centre.
  - c) Players intending to try out for a Tier 1 "AA" or an "A" team are required to provide the division coordinator or the OMHA Executive a letter of intent to tryout for another team no later than September 1 of each year.
  - d) Written confirmation of acceptance to Tier 1 "AA" or to "A" team must be provided and release will be provided by October 15.
  - e) A release form needs to be requested each and every year played away; approval guidelines apply annually.
- .05 **Release Guidelines for Female Player – All Age Groups**
  - o Player releases will be granted for female players to play on an all-girl's team, where OMHA cannot provide a girl's team to play on. Above guidelines will be followed otherwise
- .06 **Changes to Player Release Policy must be ratified by the general membership at the general meeting in April or at a special general meeting of the membership subject to the voting restrictions as outlined in paragraph 6 (Amendments to The Constitution) of the constitution. As well, all proposed changes must be submitted to the Secretary at least 14 days prior to any general meeting.**

#### **14. DIVIDING TEAMS OF SAME CATEGORY**

- .01 When OMHA divides its players in any one division into two or more teams of the same category, the first priority will be to make the teams equally competitive.
- .02 The following procedure will be used:
  - a) OMHA will select coaches to divide the teams. The executive may use a neutral coach at their discretion.
  - b) Head coaches can select a maximum of 1 assistant coach prior to splitting teams.
  - c) The head coaches will meet together and divide teams by utilizing a draft procedure with a non-parent board member present.
  - d) Additional assistant Coaches, Managers, and any other team officials are to be determined once the teams are finalized.
  - e) This process is intended to provide as fair and unbiased procedure to create equally competitive teams.
  - f) The teams selected from this meeting can be scrimmaged by the coaches to be evaluated for even split by board members and/or a neutral coach.
  - g) Coaches and board members will not announce teams until all player movements are final.
- .03 There will be no tiering in any division for regular season play.

#### **15. EXHIBITION TEAMS**

- .01 Exhibition team are defined as any carded Provincial or tournament team.
- .02 Coordinators will have parents' meeting before December 1<sup>st</sup> to discuss tournament teams and provincial playoffs.
- .03 All parents will fill out an OMHA provided form stating **YES** or **NO** to whether their child is interested in trying out for such a team. No player will be granted permission to play with another team for any reason should they vote **NO** or abstain from voting.
- .04 If there is interest in a team, coaches must apply before December 1<sup>st</sup>.
- .05 The coach will:
  - a) select a manager and an assistant coach.
  - b) explain to parents how he intends to select players and state if he intends to select players from outside the center of Oxbow.
  - c) ensure that regular team games and practices have priority over exhibition teams (exception will be provincial games as per SHA guidelines).
  - d) select a minimum of eight (8) players from OMHA for Novice and Atom. All other age groups will follow as per "AA" guidelines set out by SHA.
  - e) follow OMHA policy and procedure.
  - f) ensure that such teams (with the exception of Provincials) will pay for all expenses.

#### **16. DISCIPLINARY ACTIONS**

- .01 The SHA and leagues will deal with all violations of SHA or CHA rules of play.
- .02 The Executive will determine any disciplinary action deemed necessary for violation of OMHA policies and procedures.
- .03 Executive members have the authority to request OMHA coaches, players or fans to leave the rink for abusive behavior.
- .04 Teams are responsible for any fines and money owed.

## 17. COORDINATORS

- .01 Two non-parent Executive members will serve in each division as coordinators.
- .02 The coordinators' duties include:
  - a) informing their division of OMHA and SHA guidelines.
  - b) chairing meetings upon the request of teams or OMHA.
  - c) being involved with the dividing of teams.
  - d) dealing with concerns or complaints in their division.
  - e) procure their division's roster for the next hockey season
- .03 Complaints:
  - a) It will be recognized that team complaints should first be dealt with internally.
  - b) Unresolved complaints may be forwarded to the division coordinators in writing.
  - c) The coordinators will then decide whether the complaint is valid.
    - i) If invalid, the complaint will not be pursued any further.
    - ii) If valid, the complaint will then be investigated and dealt with promptly and appropriately by the coordinators, ensuring that all sides have been heard.
  - d) Team concerns should be dealt with at a neutral time agreed upon by the parties involved. During games or practices is not favorable.
  - e) Unresolved complaints at this stage will then be forwarded to Executive for review.

## 18. OFFICIATING

- .01 OMHA will decide the rate of pay for referees, linesmen and evaluations. For the current season, rates of pay are as follows:
  - a) All senior referees = \$75.00 per game
  - b) Initiation – one person = \$25.00 per game
  - c) Novice – two person = \$25.00 per game each
  - d) Atom – two person = \$40 per game each, 3 person = \$40/\$30/\$30
  - e) Pee Wee – two person = \$40.00 per game each, 3 person = \$40/\$30/\$30
  - f) Bantam and Midget – three person = \$75/\$75/\$50
- .02 OMHA referees will be reimbursed for travel costs at \$0.50 per km based on total distance traveled from their home to the arena (round trip).
- .03 All OMHA games will be distributed to ensure equal chance for equal pay to OMHA officials.
- .04 Officials will be scheduled for all OMHA games two weeks in advance where possible.
- .05 OMHA will supply a minimum of three officiating sweaters for officials that will be located in the referee storage locker. OMHA will reimburse every OMHA official who completes the SHA officials clinic the amounts required for the clinic registration fee, membership fee and a rule/casebook after the official has officiated in at least 2 games in Oxbow. Payment will be made when the official receives his or her officiating pay cheque.
- .06 All OMHA game officials will practice ZERO TOLERANCE. Any fan, team official or player, at the discretion of the referee, will be ejected from the game for unacceptable or offensive behavior.
- .07 Appointment of Officials:
  - a) A senior official is an adult referee selected by OMHA.
  - b) A referee must be at least two years older than players in the division he/she referees.
  - c) Linesmen must be at least one year older than the players in the division he/she referees. For the midget division only, linesmen may be the same age as the players in that division.
  - d) A player or team official's immediate family is not permitted to referee any games which they are rostered.

- .08 OMHA officials will participate in evaluation programs when requested. The OMHA “Buddy System” will be used to develop and evaluate all OMHA officials under the direction of the referee-in-chief.
- .09 OMHA coaches/managers must address concerns about junior officials with a senior official of the Buddy System assigned to that division. No OMHA coach is permitted to directly address concerns with junior officials at any time.
- .10 Any referee or official who is not on the ice 5 minutes before game time will be given a written warning (1<sup>st</sup> offence) then penalized one game.
- .11 Any OMHA officials not wearing proper equipment will be penalized one-half of his/her pay for the game.
- .12 All OMHA officials must be at least 10 years old as of December 31<sup>st</sup> of the season that they are to officiate.

## **19. PARENTS**

- .01 All OMHA parents will be familiar with OMHA Constitution, Policy and Procedures.
- .02 Parent responsibilities:
  1. To act in a proper and respectful manner during games and toward players, team personnel, officials and executive members.
  2. To assist in any OMHA fund raising when required.
  3. To perform duties such as time keeping, announcing, gate collections, goal judging, pot of gold ticket selling and other duties when requested by team personnel.
- .03 Parent concerns:
  - a) Team concerns should be dealt with internally first. It is not favorable to deal with any concern during game or practice times. Concerns should be dealt with at a neutral time agreed upon by those involved.
  - b) Should the concern be unresolved, parents must obtain further assistance from the division coordinators.
  - c) Issues and concerns should be raised and dealt with promptly.

## **20. SOCIAL MEDIA AND NETWORKING**

- .01 Encompasses public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as ‘BBM’ or ‘texting’.
- .02 Applies to all members of OMHA including Directors, teams, players, player’s family members, officials, coaches, managers, trainers.
- .03 Social media comments and remarks are on the record and can be instantly published and available to the public and media. All social media communications related to OHMA members or events should be conducted in an appropriate and professional manner.
- .04 Social media and networking violations are as follows and violations will be subject to disciplinary action by OMHA. Discipline will be at the discretion of the OMHA executive.
  - a) Comments or remarks deemed to be publicly critical of OMHA officials or detrimental to the welfare of an OMHA team, the OMHA or an individual.
  - b) Divulging confidential information that may include, but is not limited to the following:
    - a. Player injuries;
    - b. Trades or other player movement;
    - c. Game strategies; or
    - d. Any other matter of a sensitive nature to an OMHA team, the OMHA or an individual.

- c) Negative or derogatory comments about any of the OMHA teams, OMHA, OMHA coaches/managers, OMHA players or officials.
- d) Any form of bullying, harassment, intimidation or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behaviour, including but not limited to:
  - a. Drug use;
  - b. Alcohol abuse;
  - c. Public intoxication;
  - d. Hazing;
  - e. Sexual exploitation, etc.
- f) Online activity that contradicts the current policies of the OMHA.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the OMHA policies on these matters.
- h) Online activity that is meant to harm other individuals or to misrepresent fact or truth.

**OXBOW MINOR HOCKEY ASSOCIATION**  
**COLLECTION GUIDELINES**

1. Each team must appoint a person responsible for setting up a collection schedule for all league, exhibition, and play-off games.
2. Each team will be given a \$200.00 float at the beginning of the season which will be returned to the treasurer no later than April 1<sup>st</sup> of the then current season. After each event, the cash proceeds must be counted, documented, and initialed by two separate individuals before forwarding the proceeds (net of float) to the treasurer for deposit. Standardized forms will be provided by the treasurer to account for all proceeds.
3. Collectors for each game must set up the collection booth at least 30 minutes prior to game time and must continue to collect until completion of the first period. For playoff games collection will continue until the end of the second period.
4. The season gate pass paid for during Minor Hockey registration covers League games only. Individual season gate passes which are also valid for all regular league games only are available to anyone for \$25.00. A list of season gate pass holders will be printed and kept in the collection box. Admission must be collected for exhibition games, league play-offs and Provincial pay-offs.
5. Only three team officials are exempt from paying admission. This applies to the home team as well as to the visiting team.
6. Admission for all minor hockey games **other than Provincial Playoffs** is as follows:

**Initiation – Atoms**

**Adults ..... \$5.00**  
**Students 12-17..... \$2.00**  
**Children 11 & Under.... Free**

**Pee Wee - Midget**

**Adults..... \$5.00**  
**Students 12-17..... \$2.00**  
**Children 11 & Under.... Free**

7. Admission for **Provincial Playoff** games is as follows:

**Adults .....\$5.00**  
**Students 12-17..... \$3.00**  
**Children 11 & Under ..... Free**

8. **Tournament Daily Admission:**

**Initiation – Atoms**

**Adults ..... \$5.00**  
**Students 12-17..... \$2.00**  
**Children 11 & Under.... Free**

**Pee Wee - Midget**

**Adults..... \$5.00**  
**Students 12-17..... \$2.00**  
**Children 11 & Under.... Free**

If you have any questions please contact the OMHA collection coordinator.

**OXBOW MINOR HOCKEY ASSOCIATION  
EQUIPMENT GUIDELINES**

Each team will be provided with a lockable locker that is equipped with the following:

20	home sweaters	1	set of goalie pads (novice & atom only)
20	away sweaters	1	goalie blocker (novice & atom only)
2	sweater bags	1	goalie glove (novice & atom only)
1	chest protector (novice & atom only)	1	clip board
1	first aid kit		
2	captain letters (“C”)	6	assistant letters (“A”)
1	goalie stick per team (Beginner to Atom only)		
2	tagged sets of keys which include locker key, equipment room key		

**SWEATERS**

1. OMHA sweaters are not to be worn for practices under any circumstances.
2. Team sweaters are the responsibility of each team’s equipment manager under the direction of the General Equipment Manager.
3. Use provided sweater bags for storage when traveling to out of town games.
4. Sweaters are not to be kept by players. Players, however, may take their sweaters home to have name tags sewn on if they wish. Do not glue name tags to sweaters.
5. Team sweaters are not to be traded to other teams without the approval of the equipment manager.

**KEYS**

1. Head coaches are responsible for all keys. A \$10 key deposit from each team will be required at the beginning of each season and refunded at the end of season when all keys are returned.
2. The head coach of each team is responsible for collecting keys from team and assistant at the end of the season and returning them to the equipment manager.
3. Keys (with tags) must be returned and signed off by March 30<sup>th</sup>.

**OTHER EQUIPMENT**

1. Keep equipment clean and in good repair.
2. Report the need for any equipment repair as soon as possible.
3. Return clipboards to locker after each use.
4. Keep equipment room and dressing rooms tidy and un-abused.
5. Keep locker and equipment door locked at all times.
6. Keep first aid kits fully stocked. See the equipment manager for supplies.



## **OXBOW MINOR HOCKEY ASSOCIATION GAME DAY DUTIES**

### **Admission Collector**

- a) must be a minimum of 18 years of age.
- b) see *OMHA Collection Guidelines*.

### **Scorekeeper/Announcer**

1. Must be a minimum of 18 years old. Registered OMHA officials who are a minimum of 15 years or older may assist. Game officials are permitted in penalty box only.
2. Clipboard and game sheets are stored in team locker.
3. Ensure both home and visiting team players and numbers are listed on game sheet.
4. Use appropriately labeled game sheets. (For example, Major Hockey League game sheets have a Major Hockey League letterhead; SHA Provincial game sheets have a SHA letterhead, etc.)
5. When marking time of goals and penalties, use actual clock time (not elapsed time).
6. When marking type of penalty, use abbreviations as noted on clipboard.
7. Referee and linesmen must sign game sheet after the game.
8. The second copy of game sheet should be given to the coach of the visiting team after the game.
9. Return clipboard to home team coach/manager after the game.

### **Timekeeper**

1. Pick up frozen puck(s) from penalty box freezer before game. Replace with fresh pucks each period.
2. Ensure scoreboard is set up.
3. Return pucks to the freezer after the game.
4. After ice has been flooded, ensure nets are set in proper place.

### **Pot of Gold**

1. Pick up tickets and bucket from team locker.
2. Tickets are sold 1 for \$2.00, 3 for \$5.00. Draw winning ticket about 10 minutes into the third period and have announcer announce the winning ticket number.
3. Half of proceeds are given to the winner.
4. Remaining half of proceeds is given to the team treasurer.