

# PORT COLBORNE MINOR HOCKEY ASSOCIATION

# POLICIES

*Ownership: Port Colborne Minor Hockey Association*

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## 1. Introduction

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### 1.1 Objectives

This Operations Manual is to aid and direct those accountable for the operational needs of Minor Hockey Teams in the City of Port Colborne.

### 1.2 Definitions, Acronyms and Abbreviations

Acronyms / Abbreviations	Definitions
AGM	Annual General Meeting
Association	Port Colborne Minor Hockey Association
Executives	All members in the Association
HC	Hockey Canada
ITP	Independent Third Party
LL	Local League Hockey, previously known as House League
NDHL	Niagara District Hockey League
OHF	Ontario Hockey Federation
OMHA	Ontario Minor Hockey Association
PCMHA	Port Colborne Minor Hockey Association
REP	Representative Hockey, previously known as Travel Team
ROC	Right of Choice

## 2. PCMHA Positions

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Anyone accepting a position with PCMHA must promise to obey the rules, regulations, and policies of the OHF, OMHA and PCMHA. They should provide good sportsmanship and what's best for the Association over their own personal interests.

### 2.1 Service Terms

Executive members must fulfill accountabilities as outlined in the by-laws as well as manage replacement, resignation or dismissal of an Executive position as outlined in PCMHA by-laws. Monthly meetings are held at a location and time agreed upon by the Executives. If attendance is not confirmed, after the third instance, a motion to dismiss the absentee member can be brought forward.

The positions mentioned within the table below are all elected/voting members:

Position	Length of Service
President	Two (2) year term (odd)
1 <sup>st</sup> Vice President	Two (2) year term (odd)
2 <sup>nd</sup> Vice President	Two (2) year term (even)

Secretary	Two (2) year term (odd)
Ice Scheduler	Two (2) year term (even)
Registrar	Two (2) year term (even)*
Treasurer	Two (2) year term (even)*
Events Coordinator	Two (2) year term (even)
REP Director	Two (2) year term (odd)
LL Director	Two (2) year term (even)
Hockey Operations Director	Two (2) year term (odd)

*\*Appointed – Position is appointed based on the complexity of accountabilities and due to privacy.*

## 2.2 President

### Accountabilities:

1. Act as an ambassador for Minor hockey whenever and wherever possible.
2. Participate on any committee or attend meetings that will promote the best interests of PCMHA.
3. Exercise power of Executive in case of an emergency.
4. May suspend any individual, volunteer, official, team, or player of PCMHA subject to ratification at the next Executive meeting and report in accordance with the discipline policy.
5. Participate on all committees as ex-officio voting member that promotes and assists in the operation of PCMHA.
6. Represents PCMHA or delegate to be represented at all OMHA functions.
7. Oversee and assist all volunteers holding a position of PCMHA in fulfilling their duties.
8. Facilitate recruitment of individuals to assist in the running of PCMHA.
9. Enforce and uphold all by-laws, rules, regulations, and policies of PCMHA.
10. Should hold a trainer certificate and a coaching certificate and be rostered at large in case of an emergency.
11. Appoint Chair and committee members to each committee at first Executive meeting following AGM.
12. Authority to appoint or replace any committee member or chairperson who is not fulfilling their duty in accordance with PCMHA rules, regulations, and policies.
13. All appointments or decisions of the President are subject to ratification of the Executive.
14. Be a member of all committees or appoint an alternate Executive member.
15. Signing authority for financial documents (one of three, two must sign)
16. Will organize and be chairman to the following committee's:
  - a. Discipline
  - b. Budget
  - c. Constitution and By-Laws
  - d. AGM
  - e. Player Evaluation and Development
  - f. Tournament(s)
  - g. Other (as deemed necessary)

## 2.3 1<sup>st</sup> Vice President

### Accountabilities:

1. Oversee all administration activity, supporting the following positions with their accountabilities:
  - a. Secretary
  - b. Ice Scheduler
  - c. Registrar
  - d. Treasurer
  - e. Event Coordinator
  - f. Hockey Operations Director
2. In the absence of the president, or in the event of the inability to act, will exercise all accountabilities of the President.
3. Organize all sponsorships, and service club support.
4. Organize all major fundraising projects for PCMHA and chair such committees.
5. Responsible for the approval of all fund-raisers by any team or group within PCMHA.
6. Arrange for the display and storage of all PCMHA trophies and banners.
7. Organize and schedule all team pictures, trophies, and special events.
8. Assure an accurate inventory all PCMHA equipment and jerseys.
9. Act as purchaser for all goods and services within policies of PCMHA.
10. Obtain all appropriate insurance policies for PCMHA.
11. Organize and facilitate team pictures with Ice Scheduler.
12. Organize and be a member of the following committee's:
  - a. Budget
  - b. Publicity and Communication
  - c. Facility and Safety
  - d. Registration
  - e. Equipment and Purchasing
  - f. Banquet and Player Recognition
  - g. Sponsorships and Fundraising
  - h. Constitution and By-Laws
  - i. Tournament(s)
  - j. Other (as deemed necessary)

## 2.4 2<sup>nd</sup> Vice President

### Accountabilities:

1. Oversee all hockey activity, supporting the following positions with their accountabilities:
  - a. REP Director
  - b. LL Director
  - c. Hockey Operations Director
2. Ensure that all OHF, OMHA and PCMHA rules, regulations, and policies are observed and respected in the hockey operations.
3. Should hold trainer certification and coaching certification and be rostered at large in case of an emergency.

4. Organize and be a member of the following committee's:
  - a. Discipline
  - b. Coach Selection
  - c. Hockey Program
  - d. Equipment and Purchasing
  - e. Player Evaluation and Development
  - f. Other (as deemed necessary)

## 2.5 Secretary

### Accountabilities:

1. Organize all Executive meetings (agenda, documents, take aways)
2. Responsible for maintaining an up-to-date list of all players and members registered with PCMHA.
3. Organize and be responsible of all registration (documents, forms, location, dates etc.)
4. Ensure all OMHA rules and regulations are enforced.
5. Prepare and respond to all correspondence on behalf of PCMHA.
6. Responsible for all books, records, papers, contracts, filing equipment and related office equipment and supplies.
7. Receive and disburse all incoming mail.
8. Responsible for maintaining an archive of all documents and related material referring to PCMHA.
9. Assist at registration and the online rostering process.
10. Website administrator keeping site accurate/relevant with applicable documentation.
11. Participate on the following committee's:
  - a. Registration
  - b. AGM
  - c. Constitution and By-Laws
  - d. Budget
  - e. Publicity and Communication
  - f. Facility and Safety
  - g. Other (as deemed necessary)

## 2.6 Ice Scheduler

### Accountabilities:

1. Responsible for the preparation and review of all contracts for rental of the ice and arena facilities.
2. Ensure enough ice time is available to adequately operate hockey programs during the full season.
3. Will ensure ice times are distributed in accordance with PCMHA rules, regulations, and policies.
4. Act as the contact person on behalf of PCMHA to the City of Port Colborne Community Service Division.
5. Ensure ice time budget projections are met and report any variances to the Executive.

6. Attend various meetings where ice time is of concern (playoff, tournament, clinics, NDHL).
7. Assign in-house programs adequate ice-times for the season.
8. Schedule all LL and REP NDHL home and away games for the regular season, OMHA playdowns and Niagara District playdowns.
9. Provide each division/team with accurate game and practice schedule.
10. Act as PCMHA contact for re-scheduled games and inform appropriate team personnel of changes.
11. Provide the following with monthly requirements (ice rental, arena attendant, referee scheduler and off-ice officials scheduler)
12. Responsible for keeping an accurate record of the number of games, practices, and hours of ice time per team and other statistics at required time to time by the Executive.
13. Review all invoices from the City of Port Colborne for accuracy and refer to the Treasurer for payment.
14. Review all amounts owing to referee and off-ice officials to ensure accuracy and refer payment to the Treasurer for payment.
15. Organize and facilitate team pictures with 1<sup>st</sup> Vice President.
16. Participate on the following committee's:
  - a. Hockey program (Chair)
  - b. Budget
  - c. Facility and Safety
  - d. Banquet and Player Recognition
  - e. Tournament(s)
  - f. Other (as deemed necessary)

## 2.7 Registrar

### Accountabilities:

1. Be the primary contact for the OMHA on behalf of the Association.
2. Establish registration forms and procedures and oversee the all duties in relation to the registration of participants.
3. Using the Hockey Canada Database prepare system for on-line registration and conduct registration for all applicants eligible to participate.
4. Conduct player transfers for player transferring from other centres.
5. Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s).
6. Supply registration information in a timely fashion.
7. Ensure that all players are registered with the OMHA.
8. Submit rosters and updates/changes (i.e.: AP, staffing) to the OMHA for approval and provide Official Rosters to team, as required.
9. Submit Travel Permit requests to the OMHA for approval and provide Official Travel Permits to teams once approved. A copy shall be forwarded to the Division Director/Convenor and the Ice Scheduler.
10. Provide permission to skate forms for members attending tryouts in other centres.



11. Obtain Certificates of Insurance from the OMHA for teams requiring it.
12. Ensure team bench staff and volunteers hold and maintain qualifications necessary for their positions. Notify Directors of non compliance in a timely manner.
13. Recommend policy changes/updates to the Executive regarding registration.
14. Act as a designated person for WMHA for the purpose of the Privacy Act
15. Participate on the following committee's:
  - a. Registration (Chair)
  - b. Other (as deemed necessary)

## **2.8 Treasurer**

### Accountabilities:

1. Signing authority for financial documents with the President and appoint a third Executive member with signing authority (two of three required).
2. Responsible for accurate records of all monies received and disbursed, as directed by Executive.
3. Disbursements will be made by cheque or e-transfer, as directed and approved by Executive.
4. Provide the Executive, monthly, an updated financial report which tracks expenses to ensure budget projections are respected and report any variances to the Executive.
5. Present at each annual Budget meeting, an updated financial statement and report.
6. Responsible for ensuring the yearend financial statement and report is readily available, in the event of an audit.
7. Act as purchaser for all goods and services within policies of PCMHA.
8. Facilitate and assist in the collection of all sponsorships and service club support.
9. Coordinate the collection of fees at registration and issues proper receipts.
10. Reviews reports as per the collection of try-outs fees and Rep Team fees.
11. Responsible for ensuring all PCMHA financial policies are observed.
12. Responsible for notifying the Executive of players whose registration fee or any amount owing to PCMHA is not paid in full.
13. Participate on the following committee's:
  - a. Budget (Chair)
  - b. Registration
  - c. Facility and Safety
  - d. Sponsorships and Fundraising
  - e. Player Recognition and Banquet
  - f. Other (as deemed necessary)

## **2.9 Events Coordinator**

### Accountabilities:

1. Assist in administration of sponsorships, and service club support.
2. Participate in facilitating fundraising projects for PCMHA.
3. Assist in the display and storage of all PCMHA trophies and banners.
4. Facilitate player recognition banquet, and special events.

5. Contribute to the following committee's:
  - a. Player Recognition & Banquet
  - b. Sponsorship & Fundraising
  - c. Publicity and Communications
  - d. Other (as deemed necessary)

## 2.10 REP League Director

### Accountabilities:

1. Oversee, organize and co-ordinate all REP activities for U11-U18 divisions.
2. Assist all volunteers in the REP division fulfill their duties.
3. Coordinate recruitment and interviews to appoint the REP Team Head Coaches as Chair of the Coaches Selection Committee.
4. Attend monthly NDHL meetings as scheduled and act as primary contact person for PCMHA.
5. Attend individual team meetings when deemed necessary.
6. Work with the Hockey Operations Director to ensure teams have proper equipment (game sheets/tablets, jerseys, pucks etc.) to run a successful program. Ensures a purchase request is submitted to 1st Vice President, if applicable.
7. Coordinate tryouts.
8. Responsible for ensuring team personnel have proper certification and team rosters and A/P lists are completed and approved by the OMHA deadline.
9. Must approve any player movement.
10. Review ice schedules for all REP Team games and practices to ensure all teams have proper monthly schedules.
11. Ensure coaches have updated information as per OMHA rules and understand penalty codes (suspensions)
12. Responsible for ensuring all OHF, OMHA, and PCMHA rules, regulations, and policies are observed and respected.
13. Will resolve or attempt to resolve all concerns among players, parents, and team personnel.
14. Act as a contact for clarification of any suspensions incurred in the REP program. Communicate all OMHA and PCMHA suspensions and any other discipline actions to players and team officials.
15. Should hold a trainer certificate and a coaching certificate and be roster at large in case of an emergency.
16. Must be able to fulfill duties of off-ice officials in case of emergency.
17. Ideally, should not be Head Coach of a REP Team unless necessary (i.e.: team folds).
18. Participate on the following committee's:
  - a. REP Coach Selection (Chair)
  - b. Discipline
  - c. Player Evaluation and Development
  - d. Equipment and Purchasing
  - e. Hockey Program

- f. Tournament(s)
- g. Other (as deemed necessary)

## 2.11 Local League Director

### Accountabilities:

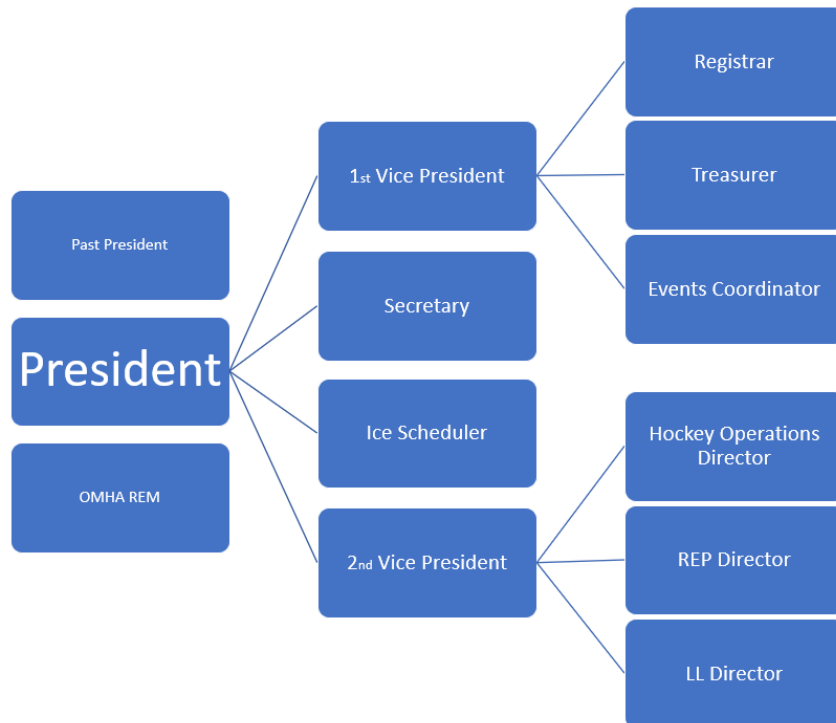
1. Oversee, organize and co-ordinate all LL activities for U11-U18 divisions.
2. Assist all volunteers in the LL division fulfill their duties.
3. Coordinate recruitment and interviews to appoint the LL Team Head Coaches as Chair of the Coaches Selection Committee.
4. Attend monthly NDHL meetings as scheduled and act as primary contact person for PCMHA.
5. Attend individual team meetings when deemed necessary.
6. Work with the Director of Hockey Operations to ensure teams have proper equipment (game sheets/tablets, jerseys, pucks etc.) to run a successful program. Ensures a purchase request is submitted to 1st Vice President, if applicable.
7. Assist Coaches in the drafting of players for each team at the start of the season, ensuring all players are registered.
8. Responsible for ensuring team personnel has proper certification and team rosters are completed and approved by the OMHA deadline.
9. Must approve any player movement.
10. Review ice schedules for all LL Team games and practices to ensure teams have proper monthly schedules.
11. Ensure coaches have updated information as per OMHA rules and understand penalty codes (suspensions)
12. Responsible for ensuring all OHF, OMHA, and PCMHA rules, regulations, and policies are observed and respected.
13. Will resolve or attempt to resolve all concerns among players, parents, and team personnel.
14. Act as a contact for clarification of any suspensions incurred in LL program. Communicate all OMHA and PCMHA suspensions and any other discipline and any other discipline actions to players and team officials.
15. Should hold a trainer certificate and a coaching certificate and be rostered at large in case of an emergency.
16. Must be able to fulfill duties of off-ice officials in case of emergency.
17. Participate on the following committee's:
  - a. LL Coach Selection (Chair)
  - b. Equipment and Purchasing
  - c. Discipline
  - d. Hockey Program
  - e. Banquet and Player Recognition
  - f. Player Evaluation and Development
  - g. Tournament(s)
  - h. Other (as deemed necessary)

## 2.12 Hockey Operations Director

### Accountabilities:

1. Maintain an inventory of all equipment owned by the Association and provide a yearly updated record to the 1<sup>st</sup> Vice President and Secretary.
2. Shall be responsible for handling, storage, repairing, and cleaning of equipment.
3. Assist in coordinating REP Team tryouts.
4. Coordinate all clinics that promote development and education in hockey.
5. Help support REP and LL Director.
6. Record all equipment issued to Coaches and Team Officials to ensure that all equipment is returned within two weeks after completion of the hockey season.
7. Obtain a list of equipment requirements from the REP and LL Directors of each division.
8. Substantiate equipment requests by obtaining quotes and purchase equipment as authorized by the Executive.
9. Carry out other duties as assigned by the Board, or the President.
10. Contribute to the following committee's:
  - a. Hockey Program (*Chair*)
  - b. Equipment and Purchasing
  - c. Player Evaluation and Development
  - d. Coach Selection
  - e. Banquet and Player Recognition
  - f. Registration

## 2.13 Executive Hierarchy



## 3. PCMHA Sub-Committees

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Duties of the chair include scheduling meetings and setting agenda. The President will sit on all committees. The Chair may delegate their duties.

### 3.1 Discipline

This committee aims to maintain harmony within the organization. It is a final recourse when conflicts have been difficult to resolve between members. **All members must have PRS.**

**Minimum of 3 Executive members.** Meets when needed.

- President (*Chair*)
- 2<sup>nd</sup> Vice President
- Rep League Director
- Local League Director

### 3.2 Rep and Local League Coaches Selection

This committee interviews and appoints Rep Team coaches and Local League Team coaches once applications have been submitted. Meets prior to tryouts/new season.

**Minimum of 3 Executive members.**

- Rep League Director (*Chair for Rep selection*)
- Local League Director (*Chair for Local League selection*)
- 2<sup>nd</sup> Vice President
- Hockey Operations Director

### 3.3 Hockey Programs

This committee will make recommendations to the Executive as to the hockey programs that will be offered in Port Colborne and must review after final registration numbers. (ex. Midget minor, juvenile program, alternate programs, yearly ice schedule).

**Minimum of 3 Executive members.** Meets in August.

- Ice Scheduler (*Chair*)
- Rep League Director
- Local League Director
- 2<sup>nd</sup> Vice President
- Hockey Operations Director

### 3.4 Budget

This committee reviews the financial report of the year ending and sets the budget for the upcoming year. Makes recommendations to the ex. regarding registration fee increases.

**Minimum of 5 Executive members.** Meets in March.

- Treasurer (*Chair*)
- 1<sup>st</sup> Vice President
- Ice Scheduler

- Secretary
- President

### 3.5 Equipment And Purchasing

This committee gathers information and reviews needs in each division. Meets with the equipment manager and reports to Budget Committee.

**Minimum of 3 Executive members.** Meets in late March to organize the return of PCMHA equipment and in late August to do full inventory and outline needs for the upcoming season.

- 1<sup>st</sup> Vice President (*Chair*)
- 2<sup>nd</sup> Vice President
- Rep League Director
- Local League Director
- Hockey Operations Director

### 3.6 Player Evaluation and Development

This committee is responsible for providing manuals, educational video, DVD's and player evaluation tools to the volunteer coaches in PCMHA to aid and assist coaches and conveners fulfill their duties. Work closely with equipment committee to purchase necessary player development teaching aids. Liaison with OMHA to provide dates and location of certification programs for all Team Staff and may be asked to organize clinics in our home center.

**Minimum of 3 Executive members.** Meets when needed.

- President (*Chair*)
- 2<sup>nd</sup> Vice President
- Rep League Director
- Local League Director
- Hockey Operations Director

### 3.7 Facility And Safety Issues (Rules, Regulations and Policies)

This committee maintains communication with Gary Makins, Mike Audit, rink attendants, and OMHA as to rules, policies and assesses risk. Approve yearly ice rental contract with the city. Keeps on file copies of City of Port Colborne rules, regulations and policies.

**Minimum of 3 Executive members.** Meets when needed.

- 1<sup>st</sup> Vice President (*Chair*)
- Ice Scheduler
- Treasurer
- Secretary

### 3.8 Banquet And Player Recognition

This committee recommends and prepares all aspects of the end of year banquet.

**Minimum of 3 Executive members.** Meets in January.

- 1<sup>st</sup> Vice President (*Chair*)

- Local League Director
- Hockey Operations Director
- Ice Scheduler
- Events Coordinator
- Treasurer
- Volunteers

### 3.9 Registration

This committee organizes all aspects of the registration: dates, location, documents etc.

**Minimum of 3 Executive members.** Meets in May or June.

- Secretary (*Chair*)
- Registrar
- Treasurer
- 1<sup>st</sup> Vice President
- Hockey Operations Director

### 3.10 Constitution And By-Laws Review

This committee ensures all documents that govern PCMHA are reviewed and updated as needed to reflect current practices and ensures that policy is followed.

**Minimum of 3 Executive members.** Meets when needed.

- President (*Chair*)
- 1<sup>st</sup> Vice President
- Secretary

### 3.11 Sponsorship and Fundraising

This committee solicits and collects sponsorship funds from local businesses. Make recommendations regarding fundraising projects proposed by PCMHA, its members and individual teams and divisions. Meets as needed.

- 1<sup>st</sup> Vice President (*Chair*)
- Events Coordinator
- Treasurer

### 3.12 Publicity and Communication

This committee ensures comprehensive communication with its members and the general public as to registration, events, etc. Meets as needed.

- Secretary (*Chair*)
- 1<sup>st</sup> Vice President
- Events Coordinator

### 3.13 Annual Meeting (Nominations and Elections)

This committee will prepare necessary documents and review procedures to plan and conduct the Annual Meeting and Elections.

- President (*Chair*)
- Secretary
- Registrar

### 3.14 Tournament(s)

To organize and run the National Hockey Week in-house tournament and examine the possibility of other tournaments. Coordinate the OMHA tournament style playdowns as per requested by NDHL. Keep convenors/coaches informed of out-of-town tournaments.

- President (*Chair*)
- 1<sup>st</sup> Vice President
- Rep League Director
- Local League Director
- Ice Scheduler

## 4. Registration Policies and Procedures

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### 4.1 Registration

1. Port Colborne Minor Hockey Association is a member of the Ontario Minor Hockey Association, the Niagara District Hockey League, and may be a member of other leagues or groups, and will obey by all rules, regulations and policies of these organizations and their representatives as they apply to the registration policy.
2. All players applying for registration with PCMHA for the upcoming season are subject to acceptance by the appointed Registrar (subject to ratification of the Executive).
3. The President and/or Executive reserve the right to refuse or terminate registration of any player at any time (President's decisions are subject to ratification of the Executive).
4. Individuals are eligible to apply for registration as per Ontario Minor Hockey Association regulation #3 in the OMHA Manual of Operation:
  - a. Home Centre Residents: Individuals which live within the boundaries of the City of Port Colborne.
  - b. Right of Choice (ROC): Area as outlined by the Ontario Minor Hockey Association.
  - c. Non-Residents: Who live outside PCMHA OMHA designated residential boundaries. These individuals are restricted to house or local league and may face other fees and/or restrictions as per OMHA and/or PCMHA policies/rules. These individuals may apply for registration but will be accepted on a first come priority providing space is available.



5. Players must register for their own age group. A player may try out for the representative team in the next higher division as outlined in OMHA rules. If this player is successful, they will be responsible for any additional fees. A house league player may request to play in the next older or younger age group. An application must be made to the local league director explaining the rationale for the move, and is subject to Executive approval. The Executive may move a player to the next older or younger age division. In all cases, the players will be credited or charged for any difference in fees.
6. All registration fees must be paid in Playpay. **No Playpay fees will be refunded at any time.**
7. Before any player is placed on a roster to a representative team, the appropriate fee(s) must be paid in full in Playpay.
8. Any players trying out for PCMHA rep program must prepay in full any tryout fees in Playpay prior to first tryout date. **NO REFUNDS.**
9. Players trying out for AAA or Junior team(s) must be registered with PCMHA and receive a permission to skate form. Players trying out for AA or A must receive a tryout passport (in accordance to OMHA player movement policy in 2011).
10. All registration fees must be paid in full before the first ice time of the season.

## 4.2 Refunds

1. **NO REFUNDS** will be issued for any Pre-skates, Conditioning programs or any other activities that may be offered outside the regular season by PCMHA. If a player withdraws prior to the 1<sup>st</sup> date of the enrolled program, a refund minus \$25 admin fee will be applied.
2. If a player cannot continue playing for a medical reason or an extenuating circumstance i.e. injury, a written request must be made to the Secretary. A written confirmation from the players' doctor may be required at the player's expense. A refund, if permitted, will be determined at an Executive meeting on a case-by-case basis.
3. A full registration fee refund will be given if a player is accepted to a AAA, AA, A or Junior team.
4. If a player decides to discontinue participation in the program, the following refund schedule will apply including the representative programs:

Prior to first regular season ice time - 100% refund less \$25

Between First ice time and Oct 1<sup>st</sup> - 90% refund less \$25

Between Oct 2<sup>nd</sup> - Oct 31<sup>st</sup> - 75% refund less \$25  
Between Nov 1<sup>st</sup> and Nov 30<sup>th</sup> - 50% refund less \$25  
Dec 1<sup>st</sup> and after - **NO REFUNDS**

5. All U5 - U7 players or a player that has never been registered in a Minor Hockey program are exempt from the refund schedule until Oct 31<sup>st</sup>. A full refund less an administration fee of \$25 will apply.
6. If the player was suspended no refunds will be given.
7. Any situations not covered by these policies will be resolved by the President and/or 1<sup>st</sup> or 2<sup>nd</sup> Vice President and are subject to ratification of the Executive. A written request must be submitted to the Secretary.
8. Complaints regarding the above refund policies must be put in writing to the Secretary, who will bring it to the attention of the Executive for appropriate action or response.

## 5. Zero Tolerance

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### Statement of Principle:

The rules of the game exist to protect the players. Referees / officials are charged to ensure the fair and even application of the rules and to ensure the safety of the player. Our volunteers are charged with the education of our youth on the ideals of sportsmanship, fair play and appropriate behaviour. Violent or abusive behaviours are not to be tolerated during PCMHHA events and immediate actions must be taken when individuals engage in violent or abusive behaviours.

### Goals of the policy:

1. To increase the level of understanding among spectators and fans of the importance of creating a positive and supportive environment.
2. To promote positive cheering behaviours among spectators and fans.
3. To reduce or eliminate violence and abusive behaviours from the arena facilities.

### Definition of Violence:

The focus of the policy is on the behaviour of non-players, except for those situations in which a player engages in a violent act off-ice. For the purpose of this policy violence includes, but is not limited to, the following behaviours as outlined by Bill 168 and the Criminal Code of Canada:

- Verbal assaults
- Threats and attempts to intimidate
- Throwing of articles in a deliberate or aggressive manner
- Aggressive approaches to another individual
- Physical striking of another individual
- Attempts to goad or incite violence in others

- Vandalism to building or property
- Racial or ethnic slurs

## 5.1 Disciplinary Action

The Port Colborne Minor Hockey Association (PCMHA) is committed to a strong and safe hockey program that protects its players, coaching staff, volunteers and its property from incidents.

Volunteers at every level, including Executive, are responsible and accountable for the association's overall safety initiatives. Complete and active participation by everyone, every day, in every role is necessary for the safety among all volunteers on and off the ice. Board members support participation in the program by all volunteers and provides proper equipment, training and procedures. Volunteers are responsible for following all procedures, policies and by-laws of the PCMHA, NDHL and OMHA.

This disciplinary policy is designed to work in conjunction with the zero-tolerance policy and OMHAs respect in sport policy. Disciplinary action normally follows a progressive sequence; however, some instances or circumstances may require the offence stage to more directly to a second or third offence or immediate suspension or termination of the player or volunteer. This will be dependent on severity of the offence and will be at the sole discretion of the 2<sup>nd</sup> Vice President and Executive vote. If in the opinion the offence or infraction is of a serious nature the investigation may be handed over to the OMHA or Niagara Regional Police. Each stage of the enforcement policy will be documented.

The progressive disciplinary action procedures are but not limited to:

**First Offence** – Verbal, documented warning

**Second Offence** – Written warning

**Third Offence** – Suspension or Termination

## 6. Calculation of Program Cost

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Statement of Principle:

PCMHA is a non-profit organization and the Executive is governed to operate Port Colborne Minor Hockey on a balanced budget with a roll-over of approximately 5% of the operating costs.

The organization will calculate registration fees on a user-pay system, distinguishing between the two streams; Local league and Rep league hockey. One stream should not subsidize the other.

Each player is responsible for his fair portion of the operating cost of PCMHA.

The formula for determining the program cost is based on the following:

- I. The overhead cost is calculated by the treasurer at year end as follows:
  - Advertising and promotion
  - Bank charges
  - Coaches and certification
  - Donations
  - Equipment and jersey purchases
  - Legal and audit
  - Miscellaneous
  - Niagara District fees
  - Office, postage and telephone
  - OMHA team registration and insurance fees
  - Repair and maintenance

The total overhead cost is divided by the number of anticipated players for the upcoming season. The secretary will provide projected registration for the upcoming season.

- II. Actual use as per program is calculated by the ice scheduler
  - Number of games
  - Number of practices
  - Cost of referees
  - Cost of timekeepers

Divisions receive the equivalent of the sponsorship X number of teams to reduce the actual cost of the program.

If a roll over fund of less than 5% of the operating budget is not available from the previous year's budget, the sponsorship funds are not used to calculate actual cost per player for the upcoming season to rebuild the roll over funds.

Ice scheduler to maximum ice use per division based on NDHL season format.

## 7. Coaches Screening

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In carrying out the foregoing policies, PCMHA supports and encourages all reasonable efforts to screen Coaching Staffs so as to protect all our players. In this regard, PCMHA requires that all Head Coaches and their "Coaching Staff", who routinely come into direct contact with our players be screened as per Hockey Canada, OHF and OMHA policies and regulations. This includes, but is not limited to: Gender Identity, Respect in Sport Active Leader.

## 8. Coaches Selection

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The Executive must solicit the application of individuals interested in upholding the aims and objectives of the Port Colborne Minor Hockey Association:

- To foster, promote and teach amateur Hockey and to provide maximum opportunity for all eligible players to participate regardless of ability.
- To develop and encourage sportsmanship, community and good fellowship among all participants to the betterment of their physical, mental and social well being.
- To encourage all players to become better citizens.

#### REP Head Coach Selection Committee:

- In order to facilitate the selection of a Head Coach for each of our REP teams, the Executive will annually form and approve a Coach Selection Committee.
- Conflicts may arise when a Member of the committee will be part of the coaching staff of one of the candidates. In such cases, this member will not vote for the selection of the Head Coach in that division.
- Committee Members must notify the Executive of all possible situations that could result in a conflict of interests and the Executive will rule on eligibility of Member.

#### REP Head Coach Candidates:

- Interested parties must complete a Head Coach application and submit it to the REP Director by the set deadline date outlined by the Executive.
- The Coach Selection Committee will examine the applications submitted to create a 'short list' of potential candidates.
- Successful applicants will be contacted by the REP Director to set-up an interview time.

#### REP Head Coach Ratification:

- The REP Director will inform all applicants of the decision of the Coach Selection Committee.
- The REP Director will file a report with the Executive to ratify the selection.

## 9. Goalie Equipment

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#### Statement of Principle:

PCMHA encourages all young players to practice and develop skills to play all positions while registered in the U8 and U9 local league. Progressively, players will show aptitude specific to a forward, defensive or goaltending position in the U11 division and U13 division. Coaches and parents are encouraged NOT to assign a specific position to any player until the child reaches the age of U11 or U13.

PCMHA agrees to provide goalie equipment to U8 and U9 team(s). This equipment is the property of PCMHA and is assigned to the coach, not to individual players.

#### Guidelines for Coaches:

- U8 and U9 - Exploration Years: Every player willing to try the position will be granted the opportunity. If no one is willing, the Coach can choose players to play the position for a game.

- A weekly rotation is recommended allowing the child to practice with the equipment on their regular practice night and play in the following game.
- U11 and above - Development years: Players wishing to be an assigned goaltender must purchase their own equipment.

Parents:

- Must respect the right of all players on the team through the exploration and skill building years.
- Having personal goaltending equipment in the U8 and U9 divisions is not recommended and does not guarantee your child a position as goaltender in the lower divisions.

## 10. Affiliated Player

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The Goal:

The goal of the Affiliated Player Program is to provide extra ice time to potential REP Team players to develop their skills in hopes of playing for a Rep Team in the future.

Objectives:

Port Colborne Minor Hockey Association have these objectives in maintaining and encouraging an Affiliated Player (AP) Policy:

1. **Player Development:** Players who may not be perfectly suited for playing on a Rep Team, but whom if allowed to practice with the Rep Team have potential for playing on a Rep Team in a future year, are candidates for an Affiliated Player position on the current season's Rep Team. Inviting Minor Players to the current season practices can help develop players for next year's team.

*When considering players for Player Development the following criteria must be met:*

- (1) The player should have the desire to play Rep hockey; the goal of the AP program is to provide extra ice time to develop players that have hopes of playing on the REP teams.
  - (2) Players who have turned down positions on the current season's team for undue cause should not be considered for an AP position.
2. **Substituting for Missing Rep Team Players and Working with Other Teams:** Affiliated Players train with the Rep Teams so that if injury, suspension, or other problems occur, an Affiliated Player can step in and fill the spot of the missing Rep Team Player. Affiliated Players can be from the Rep Team a division below, or the Local League Program of the same division.
  3. **Emergency AP players:** Coaches are encouraged to AP additional players from the Rep Team of the division below without offering the additional ice time option. These players do not pay the AP fee and are only used in very rare occasions.

**Note:** Coaches of the team the AP is rostered to have the final say on the movement of the AP.

### Recommendations:

Port Colborne Minor Hockey Association Executive makes the following recommendations when choosing Affiliated Players:

- Players that are released by the Rep Team at tryouts should be considered first for the AP positions.
- Affiliated Players must fulfill the commitment to their rostered team first before attending any practice or game on their Affiliate Rep Team.
- AP Goalies should only be invited out when needed or for structured instruction at no charge.
- Players added to an AP list for emergency purposes, do not have rights to the Rep Team practice ice times and should not practice with the Affiliated Team.
- Coaches are encouraged to carry a full AP roster, considering replacements for all positions.

## 11. Parent Free Zone

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Port Colborne Minor Hockey Association has identified the number of spectators and family members in the dressing room area as a risk factor to the safety of our members. In order to minimize risk of injury, PCMHA has deemed the dressing room areas for both rinks as PARENT FREE ZONE.

Therefore, PARENTS AND FAMILY must keep out of the dressing room area, and should not enter the dressing room hallway past the exit doors from Rink #2 and the glass corner office.

The following guidelines must be respected:

### Parents are encouraged to:

- Spend as little time as possible in the dressing room area.
- Forbid younger siblings of the players from entering the dressing room area at all times.
- Never leave younger siblings unattended in the arena.
- Wait for their children (players) after games and practices in the arena north hallway, lobby, or parking area.

### Coaches:

- May assign a group of parents, who must have their PRS/RIS, to assist in the dressing room to tie skates and help players dress for the games and practices within the younger divisions.
- Never allow younger siblings in the dressing room before, during or after games and practices.
- To ask parents to leave the dressing room area when necessary.

## 12. Sailors Attire

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The PCMHA Sailors name, logos and the Sailors Jersey design are the sole intellectual property of Port Colborne Minor Hockey Association. All team members under Port Colborne Minor Hockey jurisdiction are to adhere to the following parameters when purchasing Sailors attire for their team:

- a) The existing Sailors Logos and Jersey designs are kept on file with PCMHA. The Executive will accept proposals from service providers on an annual basis for authorization to provide attire.
- b) The board-authorized providers will be recognized as the sole providers of Sailors attire to our membership, and will have exclusive use of the Sailors Logos and Jersey designs unless otherwise approved by the Executive.
- c) Any individual team wishing to add to the selection of Sailors attire that cannot be obtained through the authorized providers, may do so by submitting a written proposal to the 1st Vice-President. The VP will submit said proposal to the board for review.

Each proposal must include in writing the following:

- Equipment to be supplied, includes but is not limited to - Jerseys, Socks, Warm up suits and Spirit Wear.
- Minimum 3 brands to be supplied (Bauer, Under Armour etc.)
- Timelines to supply
- Proposed penalty clauses for assured service level
- Proposed return on investment plan
- Spirit wear suggestions
- Marketing plan

## 13. Fundraising

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Individual Fundraising:

Whether for Local League or Rep Team, individual fundraising is not deemed to be activities under the guidance of the Port Colborne Minor Hockey Association. Without the express consent of the PCMHA, groups will not be permitted to fundraise using any variation of the association's name or logo, nor will they be allowed to approach current sponsors of the Association as these are considered to be proprietary to PCMHA. Failure to comply may result in disciplinary action by the Executive.

Sanctioned Fundraising:

If a team wishes to engage in a sanctioned fundraising activity, using the proprietary property of PCMHA, application may be made to the Board for their consideration.

It will require an approval process based on the following guidelines:

1. Approval will be contingent on insurance considerations. The Association's coverage does not include alcohol liability and if engaging in this, or other activities deemed to be risky



by the Board, applicants must detail their coverage and provide proof to the Board prior to an event or activity taking place.

2. As a rule, it will not be permitted for existing PCMHA sponsors to be approached for additional funds as it may affect future donations to the association.
3. In the event of conflicting fundraisers, the first application received will obtain priority. Teams are encouraged to coordinate their events whenever possible but the Board reserves the right to limit the number of fundraisers in any given season.
4. Other items your application should include are:
  - a. Type of fundraising event
  - b. Date event will take place
  - c. Location of the event
  - d. The names of those conducting the event
  - e. Details regarding any connection to alcohol (see 1 above)
  - f. What the raised funds will be used for
5. Supply a \$100.00 gift basket to Port Colborne Minor Hockey for NDHL Weekend (March).
6. Bank accounts must have two (2) signatures.
7. Any fundraiser submitted to the Board must be sanctioned by the Head Coach.
8. Any unused funds at the end of the season will be given to PCMHA.

Applications may be emailed to: [vp1@portminorhockey.com](mailto:vp1@portminorhockey.com) who will then present the application to the Board for their consideration.

## 14. Helmet stickers

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As per the Hockey Canada Policy, PCMHA and Hockey Canada requires all players to wear helmets that are CSA certified from the manufacturer. It is the responsibility of the equipment user to ensure that throughout the life of the helmet the CSA certification is maintained.

PCMHA does not permit the application of any stickers to members helmets without advanced permission by 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President. Placement of helmet stickers will be of Port Colborne Sailors logos and player numbers only.

To request placement of any helmet stickers, the head coach must provide the manufacturer's instructions and if applicable the sticker manufacturer outline to confirm the type of adhesive they are applying will not jeopardize CSA certification and/or the manufacturer's warranty.

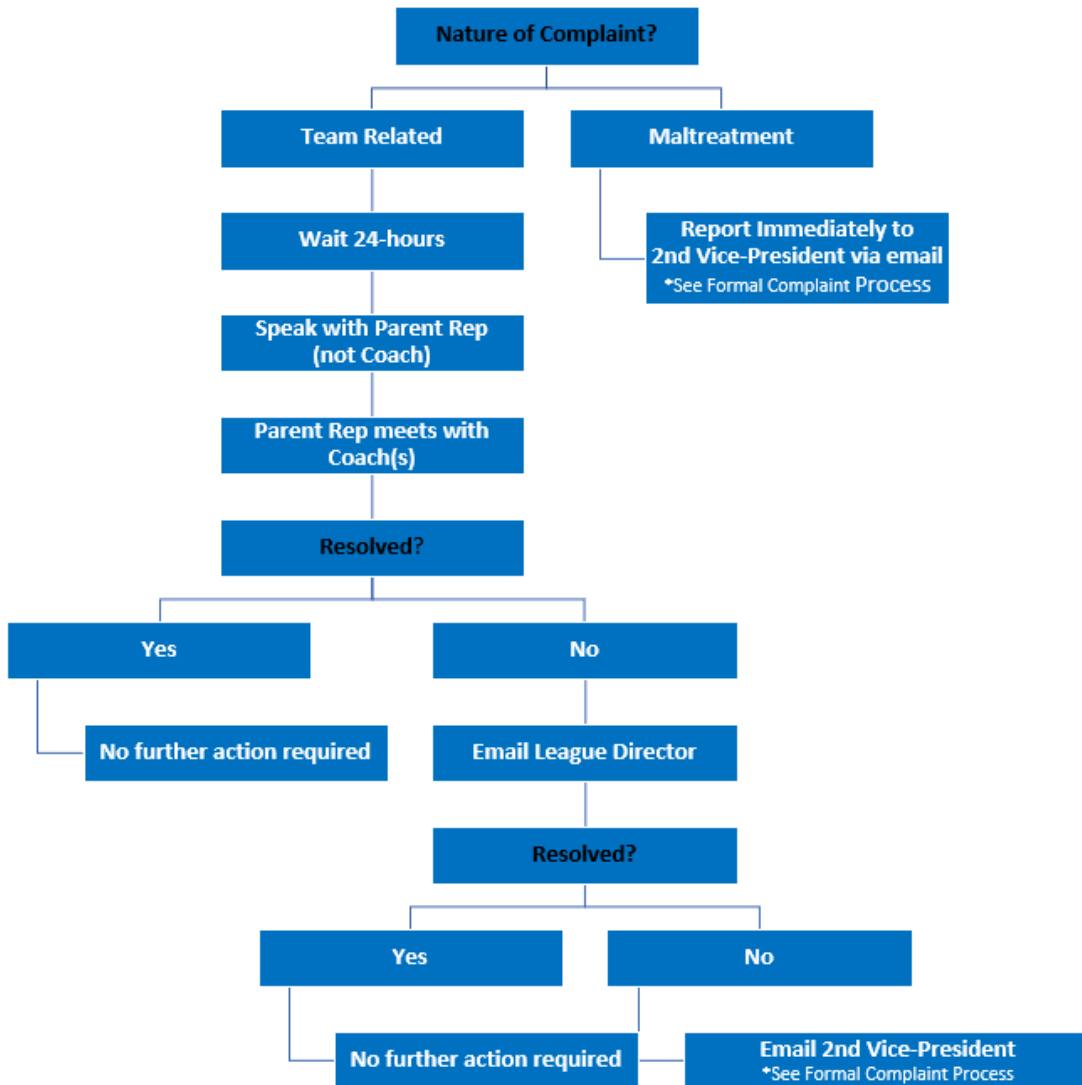
It is the sole responsibility of the equipment user to ensure that they are not applying adhesives or other materials that may affect the integrity of the helmet and ultimately void the CSA certification and/or the manufacturer's warranty. Any presence of unapproved stickers will prevent the player from on ice activities until the stickers are removed.

## 15. Compliant Procedures

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PCMHA has adopted the OMHA Zero Tolerance Code of Ethics and as such will not abide any abuse directed towards parents, players, team officials, on-ice or off-ice officials. Disagreements will occur from time to time and accordingly the PCMHA has drafted the following guidelines.

General Complaint Process:



Once the concern has been filed, the appropriate member will determine the proper timeline to discuss with Coaches. Unless urgent, concerns will not be discussed with Coaches during tournaments and/or game days.

The 24-hour rule only applies to waiting to file the concern, **not the timeline for resolution.**

### Formal Complaint Process:

Email the 2nd Vice President of PCMHA who is in charge of the Discipline Committee at.

The complaint is to be as factual as possible and will include:

- Specific dates, places and times
- Names of all parties involved
- List of witnesses with contact information
- The Complainant's goals or objectives to resolve the issue

When in receipt of the proper documents, the complaint will be investigated which may include:

- Interviews with the people directly involved
- Interviews with any witnesses and, if need be, obtain written statements
- Re-interview the people directly involved (if required)

After the fact-finding stage, the 2<sup>nd</sup> Vice President may either return the complaint to the Board or recommend filing a compliant with ITP. If the matter goes to the PCMHA Board level, the Board will make recommendations and the Board will render a resolution. After such time the 2<sup>nd</sup> Vice President will convey the Board's conclusion to the complainant and all parties directly involved.

The above guidelines do not preclude a personal appeal to the NDHL or the OMHA.

**NOTE:** *The Board meets only once a month which means that, depending upon timing, rendering a decision could take 4-6 weeks.*

Port Colborne Minor Hockey Association

2<sup>nd</sup> Vice President email: [vp2@portminorhockey.com](mailto:vp2@portminorhockey.com)

## 16. Implementation of an Additional Entry Team

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- All players interested in participating in an additional entry team must attend a general Rep tryout.
- All Rep tryout fees must be paid in full.
- Team will be run under Rep guidelines.
- All Rep team fees apply.

The following is the process to determine the feasibility of an additional entry team within a certain division at the request of the parents.

### Executive Must:

1. Evaluate the competitiveness of the additional entry team in the NDHL loop

2. Evaluate the impact of pulling players out of local league to create an additional entry team
3. Examine the ice availability issue.
4. Consider the PRO and CONs and the recommendation of the committee. Open discussion at an executive meeting.
5. **Executive vote.** Once the decision is taken - every member of the Executive is responsible for explaining the rationale of the decision speaking openly to the members about the process and the reasons for the decision. We must come out a united front.

If the decision is yes, the Executive will move ahead with the additional entry team following the outline procedure.

## 17. Championship Team Recognition

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Port Colborne Minor Hockey Association recognizes the accomplishments of our Local League and Representative teams who win championship titles by displaying the awarded championship banners in the arena (includes banners awarded for Regional Silver Stick Championships and Tournament Championships for all REP/ LL Teams – banners provided by team).

In addition, funding is provided for the following:

1. PCMHA will provide the necessary funding to purchase the Championship Banners when banners are available, for the following titles:
  - a. OMHA Champions & Finalists
  - b. NDHL Division Champions
2. PCMHA assumes the cost of additional ice fees incurred during the OMHA or Niagara District playoffs for teams competing in both the Local League and Rep League.

## 18. Player Movement

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All player movement is governed by OMHA regulations. No PCMHA member may be permitted to move in such a way that violates OMHA player movement pathways.

Please reference <https://www.omha.net/manualofoperations> for specific information.

## 19. Dressing Room Policy

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The PCHMA Executive want to notify all members that under NO CIRCUMSTANCES should any male figures enter the Female Dressing Room #12 located at the Vale Centre, as this room has been designated to Females only.

**Note:** Should any female require equipment assistance, they are asked to exit the dressing room and obtain assistance within the hallway.

Any players using the co-ed dressing rooms, must follow the Ontario Dressing Room Policy which came into effect February 1st, 2024.

## 20. Website Policy

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The purpose of the PCHMA website is to provide our Executive, Coaches and Members with an accessible communication tool that provides up to date hockey information regarding PCMHA Policies and Rules, association and team news, league and team schedules, reporting of scores, acknowledging our association sponsors, providing an online shopping link, utilizing online submission forms for easy applications, communicating special events, documenting season highlights and development related information.

### PCMHA Information:

Posts to the Main Content page will be made by the Secretary.

All postings, on behalf of the association, must be authorized by a designated PCMHA Executive. Requests to the Secretary to post items specific to a team and/or function can be made directly to the Secretary. All association items/requests from the Board to be posted to the website should be forwarded to the Secretary.

### Team Pages – called Team ‘Microsites’:

Individual teams are to use the team microsites to promote the team sponsor, communicate practice and game schedules, exhibition games, tournament schedules and plans, team statistics, game highlights, player/team accomplishments and player development information. This is an area of the website that can be customized to meet the needs of each team. The following is a list of items that **can** and **cannot** be posted on the PCMHA website. This list was developed to maintain the safety and privacy of our members and may be amended by the PCMHA Board at any time.

Items that can be posted online:	Items that cannot be posted online:
<ul style="list-style-type: none"><li>▪ Players first name, last initial and jersey number</li><li>▪ Practice and game schedules</li><li>▪ Tournament information, games, travel arrangements and instructions</li><li>▪ Team statistics and game results</li><li>▪ Team and game photos without names</li><li>▪ Coaching staff members with contact information</li></ul>	<ul style="list-style-type: none"><li>▪ Players contact information and school name</li><li>▪ Players last name</li><li>▪ Personal photos or news stories from off-ice activities/parties</li><li>▪ Excessive graphics or copyrighted/trademarked graphics</li><li>▪ Links to non-hockey related websites or websites with potentially offensive material</li></ul>

<ul style="list-style-type: none"> <li>▪ Information related to player development and/or training items</li> <li>▪ Fundraising announcements and promotion</li> <li>▪ Game highlights, player/team accomplishments, and news stories related to on-ice activities or PCMHA sanctioned events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Reference to businesses that are not PCMHA sponsors</li> <li>▪ Businesses promoting their own products</li> </ul>
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Social Media accounts of the PCMHA:

The PCMHA may open and maintain social media accounts on the following platforms – Twitter, Facebook, Instagram etc. These types of Social Media accounts should fall under the same guidelines as the website with regards to appropriateness of material posted, and the types of material posted on behalf of the association.

The account for such a social media platform should be having an access name and password that is not private to the user in control of the PCMHA account, and the Secretary will document the access name and password associated with the account.

The PCMHA will assign a person or persons to be the keeper of master of such an account by resolution at the closest Board meeting.

Website, Social Media and Internet Integrity:

To maintain the integrity of the PCMHA website and any Social Media accounts associated with the PCMHA, the PCMHA Board reserve the right to remove any material that is posted and/or deemed offensive or may compromise the safety/privacy of our members from Team Microsites. Further, the PCMHA can make a request to members to remove Social Media postings regarding the association and teams should it be deemed offensive or compromising online safety practices. Refusal to remove item(s) as requested by the PCMHA Board will result in immediate suspension from the PCMHA of the member until a Disciplinary Hearing can be convened.

If you are in doubt, of the appropriateness of material to be posted, check with your League Director or a Board member. At any time, a parent or legal guardian of a player, or a player over the age of 18 years may request in writing that their name, jersey number, picture or other identifying information be removed from the website.

The PCMHA will enforce the above stated policies; members of the association are asked to report any postings that do not conform to the rules above.

## 21. Helmets

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All PCMHA Coaches, players, on-ice volunteers and trainers are to wear CSA approved helmets fully fastened when on the ice surface for any reason including assisting City of Port Colborne staff.

**Trainers:** In the event of an injured player, and a trainer is needed to go on the ice surface, the Trainer MUST wear a helmet that is fastened properly. Wearing of Helmets by PCMHA members on the ice surface is required, for safety reasons and to meet the City of Port Colborne's policy regarding personal protective equipment on city property and Hockey Canada Insurance requirements.

## 22. Injury Reporting and Concussion Procedures

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### Statement of Purpose:

The unfortunate side of hockey is from time-to-time injuries may occur. PCMHA believes strongly that the safety and health of minor hockey players is of paramount importance. This injury reporting procedures policy has been created to encourage greater overall awareness and responsibility regarding the importance of safety of all players and clarify the processes that must be followed at all times by all team staff, players and parents regarding reporting of injuries and return to play.

The PCMHA Injury Reporting Procedures Policy is in accordance with the processes set out in the Hockey Trainers Certification Program and OMHA policies.

### Prevention of Injuries:

All team officials, players and parents/guardians are encouraged to actively work to prevent injuries from occurring. This includes:

- Support fair play and respect as key elements of hockey
- Reduce head checking and hitting from behind through education and rule enforcement
- Reduce violence and fighting in hockey through education and rule enforcement
- Educate, model and enforce PCMHA's and OMHA's code of conduct
- Ensure player equipment is properly fitted and in good condition

### Medical Information Sheet:

Each player on the team must have a completed medical information sheet. It is the responsibility of the Trainer to have these forms accessible at every team function, including but not limited to games, practices and tournaments. Medical Sheets available online at PCMH website.

### Proper Documentation of Injury:

Any injury occurring during a PCMHA sanctioned practice, game or activity must be documented in the Hockey Canada Injury Log. For serious injuries, a Hockey Canada Injury Report must be completed. Online HTCP injury data collection log to be filled out for every injury big or small.

**Hockey Canada Injury Log:** The Trainer will ensure that all information related to their players that require medical attention from the Trainer, are recorded in the Hockey Canada Injury Log, even if it is of a minor incident such as a cut on a finger.

It is further strongly recommended that injuries or conditions that affect players even if they are not related to hockey activities be entered into the log. The purpose of the log is to ensure the player's health and safety are served best, and such background information will assist the trainer in making sound informed decisions.

The Hockey Canada Injury Log and Online HTCP Injury Data Collection Log are both available online at PCMH website.

**Hockey Canada Injury Report:** In any case where there is a serious injury during a sanctioned practice, game or off the ice activity, the Hockey Canada Injury Report form must be filled out by the team Trainer. If possible, this shall be done before the player leaves the arena to ensure that the incident is documented with the cause of the potential injury, along with any initial symptoms that exist with the player. If in doubt, the Hockey Canada Injury Report shall be completed to ensure that the incident is documented.

One side of the Hockey Canada Injury Report is for the Trainer reporting the incident and the parent/guardian, and the back side is for the player's physician's statement.

The Trainer will ensure that any fully completed Hockey Canada Injury Report is submitted to the OMHA within 90 days of the injury. A copy of this submission is to be given to the parents/caregivers and advise the League Director of the injury.

The Trainer and parents/guardians should keep a copy of all documentation submitted to the OMHA.

No player is to be allowed to continue their practice or play if the Trainer does not feel that the player is safe to do so. In cases when the Trainer's decision is in conflict with other bench staff or the parent/guardian, the Trainer will notify the President or 2<sup>nd</sup> Vice-President of PCMHA as soon as possible who will determine the resolution of the matter.

**Note:** The Trainers recommendations and players safety will be a priority over parents and other bench staff suggestions.

Only the Trainer, **no one** else unless there is a need to assist or activation of the teams Emergency Action Plan (EAP) will be allowed onto the ice to help the injured player. Parents/caregivers along with bench staff shall remain off the ice.

#### Suspected Concussion:

Concussions are brain injuries caused by excessive, rapid movement of the brain inside the skull. Any blow to the head, neck, face or body which causes a sudden jarring of the head may cause a concussion. A concussion most often occurs without a loss of consciousness, though loss of



consciousness may occur. If the Trainer suspects a concussion, the Trainer shall not allow the player to participate until AFTER the player has received a professional medical evaluation. If a possible concussion is suspected, and a player is seen to or comes off the ice indicating she has banged her head off the ice/boards/glass, participation in the hockey activity is immediately stopped and the Trainer is to perform the concussion recognition test as recommended by Hockey Canada. If there is any doubt as to whether a concussion has occurred, it is to be assumed that it has.

As soon as possible, the Trainer must inform the parents/caregivers of the injury and recommend that they take the player to a doctor to verify that the player is not suffering from a serious injury or concussion.

#### Proper Communication:

When an injury has occurred, the trainer must inform the parents/caregivers of the injury as soon as possible and if applicable, that it is recommended that they take the player to receive a professional medical evaluation. This is applicable outside the PCMHA boundaries as well, i.e. away tournaments.

The Trainer must also make the Head Coach aware of the injury and any recommendations made to the player/parents/caregivers.

Likewise, parents/caregivers should do their best in keeping the trainer and head coach up to date on the player's status with respect to recovery and possible return to play timing.

#### Return to Play:

The Trainer will ensure that any injured player wishing to return to play after sustaining one of the following injuries during a PCMHA event submits a Return to Play form found online:

1. Any head, neck or spinal injury
2. Any injury where the player received medical attention/treatment
3. Any fracture or dislocation
4. Serious illness (i.e. mononucleosis, influenza)

When a player experience any of the above at a non PCMHA sanctioned event, or any injury/illness that causes the player to miss any scheduled PCMHA practice or game, the trainer will ensure that a Return to Play form is submitted.

The Trainer will ensure that any submitted Return to Play form is signed by a qualified **Medical Practitioner**. This form does not need to be completed by the physician who diagnosed the original injury/illness but the physician completing the form must be aware of the nature and circumstances of the injury/illness.

After receiving the Return to Play form completed, the player must be evaluated at a practice prior to returning to game action.

Any team official, parent/guardian or player who knowingly disregards their responsibility of requiring a medical doctor's written permission for permitting a player to return to play may be subject to disciplinary action.

#### Return to Play from Concussion:

When a player is diagnosed by a medical doctor as having a concussion, the individual must stop participation in all hockey activities immediately. The participant is not permitted to return to any hockey activity until written permission is given by a medical doctor, whether or not the concussion occurred during hockey activity. Returning to normal activities after a concussion is a step-wise process that requires patience, attention and caution. The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. The PCMHA follows the Hockey Canada six-step return to play process.

## 23. Team Parent Representative

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#### Responsibilities:

- To act as a liaison between the parents and the coaching staff.
- Bring forward any concerns from the parents to the coaching staff as well as take any concerns from the coaches to the parents.
- Ensure that the 24-hour rule is used for all confrontational issues that may arise.
- Act as a mediator between both sides, unless the issue is forwarded to the League Director.
- Prepare a report for the Executive regarding issue that are forwarded to the League Director, if requested.
- Report any abusive situations to the appropriate League Director and/or any Executive Member as soon as possible, in writing via email.
- This position shall be elected by the team parents at the first team meeting.
- The Parent Rep cannot be a member of the Coaching Staff nor should they be an Executive, unless no other interested candidates.
- The Coaching staff will have their own representation as well.

## 24. Email Polling and Electronic Voting

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#### Definitions:

Polling is defined as "The collection of opinions on a subject."

Voting is defined as "A formal expression of choice regarding approval of a motion or election of an individual."

#### Purpose:

To establish guidelines for the use of email polling and electronic voting with regard to the decision-making authority of the Executive and its Committees.

Scope:

This policy will outline the circumstances where email polling and electronic voting are permitted and will detail the guidelines for their use.

**Note:** This policy is not meant to condone or encourage the use of email polling. This procedure should be used only in time-limited situations or exceptional circumstances.

General:

It is the expectation of all Representative members that material presented at meetings will be clear, complete and understandable in terms of the requirements placed upon them for action/response. Therefore, the intent of this policy is to ensure that the same comfort level of a regular face-to-face meeting is maintained while providing a clear explanation as to why the mechanism of email polling or electronic voting is being invoked in lieu of a regular meeting.

Policy:

Electronic voting is permitted at all Representatives and Committee meetings either by verbal response to the question. An email sent to the Secretary of the meeting (provides a written record of the vote if required or serves as the equivalent of a secret ballot for individuals not actually present in the meeting room). Email polling is not permitted at any regular or special meeting of Committees with the exception of the Executive.

At the discretion, or with the consent of the Executive, and for matters of an urgent nature, OR time-sensitive matters OR where it would be more expeditious to do so OR when it is not feasible for the Executive Committee to meet in person, email polling and/or electronic voting may be used to help facilitate decisions of the Executive Committee in accordance with the following:

- In recognition that decisions are being made using email communication in lieu of a face-to-face meeting, extra effort will be made to ensure that members are provided with sufficient background materials and adequate documentation to support the request for a decision.
- All communication will be shared as a group email with all members copied on correspondence including questions, responses and general commentary. All members will select “reply all” when providing comments so that these will be shared simultaneously with all members and a record will be kept of the email exchange.
- If a resolution is required, the Executive may authorize the Secretary to conduct an electronic vote of the members. A clear rationale will be given to the members to explain why a motion is necessary. The question to be answered will be stated clearly in the form of a specific resolution provided for members’ consideration. Respondents will be asked to vote upon the resolution.

- In the event of an electronic vote, a reasonable and adequate time will be determined for members to respond to the request for a decision. Members will have the opportunity to declare a conflict and not participate in the vote. Every effort will be made to obtain a response from each member (i.e.: allow each person to register their vote). The resolution shall be deemed to have been approved only if, by the end of the time period specified, the Secretary has received approval responses from a majority of the voting members.
- Non-response to an electronic vote will be considered an abstention. Voting records will be kept. A resolution approved by email polling and electronic voting, permitted by the Executive and passed by a majority of voting members, shall have the same force and effect as a resolution passed at a regularly constituted meeting of the Executive.
- The Secretary shall prepare a summary document noting the purpose of, and any decisions resulting from, the electronic exchange including any subsequent resolutions.