

# **POLICIES**

## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### **PART III**

These policies were last amended and approved by the GFEMHA Membership  
at the GFEMHA Annual General Meeting on May 27<sup>th</sup>, 2010

\*\*\* Amendments highlighted

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#### **POLICY ARTICLE ONE (1) FINANCIALS**

##### **1. Insurance**

The GFEMHA Board of Directors shall retain such funds as to warrant the cost of Director's Liability Insurance.

All members of the Board including Directors, Associate Directors, and Convenors shall be encompassed in such an Insurance Policy.

##### **2. Financial Transactions**

All cheques, bills of exchange or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the GFEMHA, shall be signed off upon successful completion of the indebted stated by the herein Signing Officers of the Association and the Incorporated entity.

The President and the Treasurer shall be the Signing Officers for the Association.

Both of the Signing Officers must witness all financial; transactions of the Association with their endorsement in the form of their own signature in the presence of one another.

Only the Senior Vice President may have an affiliated signing authority, with that authority only be invoked in the absence of the President.

Either the President or the Treasurer may alone endorse notes or drafts for collection on account of the Corporation through its bankers, and endorse note or cheques for deposit with the Corporation's bankers for the credit of the Corporation's stamp for the purpose.

Either the President or the Treasurer may arrange, settle, balance and certify all books and accounts between the Corporation and the Corporation's bankers and may receive all paid cheque vouchers and sign the entire bank's forms or settlement of balances and release of verification slips.

##### **3. Operating Budget**

Prior to October 1<sup>st</sup>, the Board of Directors will present an operating budget for the upcoming minor hockey season to its representatives (parents/families of GFEMHA) by posting on the GFEMHA website.

The operating budget shall be a balanced budget (forecasted expenses and not exceed forecasted revenue)

The budget shall included a detailed forecast of all revenues

The budget shall included a detailed forecast of all expenses

Program Expenses shall be aligned with Program revenues (Travel, House League, and Select Hockey)

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**4. Financial Year End**

Unless otherwise ordered by the Board of Directors, the financial fiscal year-end of the Corporation shall conclude on the second Monday in the month of May, in each year.

A full and complete financial statement shall be prepared and brought forth from this date to be reconciled by the Membership at the Annual General Meeting.

The Boards shall appoint and independent auditor to conduct an audit and prepare an audit report for the year-end reporting.

**5. Deposit of Securities for Safekeeping**

The Securities of the Association with in the Corporation shall be deposited for safekeeping with one or more bankers, trust companies, or other financial institutions to be selected by the Board of Directors.

Any and all Financial Securities so deposited must be endorsed by the specific signing authorities of the Association, whereas mentioned in the Constitution and By-laws of this Association.

The Financial receipts from all Deposits are to be kept in safekeeping and are to be reflected in the Financial records of this Association.

**6. Financing**

The financing of the Association shall be carried out through:

- Registration fees as determined by the Board
- Fund raising projects, as required, and including but not limited to, bingo, casinos, etc. are to be carried out by a Member appointed by and under the jurisdiction of the Board
- Other fees required by the Membership as determined by the Board of Directors.

**7. Execution of Documents**

The Board may from time to time appoint any Officer or Officers or any persons on behalf of the Association, either to sign documents generally or to sign specific documents. The corporate seal of the Association, when required, shall affix to the documents executed in accordance with the forgoing.

**8. Books and Records**

The Board shall ensure that all necessary books and records of the Association required by the “By-Laws & Constitution” or by any other applicable statute are regularly and properly maintained and any contracts or agreements are filed for safekeeping.

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**9. Fundraising**

Any fundraising activity or program for the purpose of financial aid for a team affiliated with the Association must have the prior approval of the Board of Directors,

Any team given approval by the Board, to conduct a fundraising activity must submit a financial statement to the Treasurer detailing receipts, disbursements and profits with thirty (30) days following completion to the activity.

Any equipment purchased by any team through approved fundraising activity will become property of the Association. Said equipment is to be turned over to the Association at the end of the season.

There will be no solicitation of money allowed.

No team officials, parents, players or persons associated with a team solicit any funds from any of the Associations' sponsors.

No team may approach any sponsor for additional funding or gifts without the approval of the Board.

Any team official found soliciting funds for this team is subject to disciplinary action, which may include immediate dismissal.

Should someone offer money to a team, the matter is to be referred to the Board of Directors for appropriate action. The Board of Directors must, first approve any sponsor of individual wishing to donate or furnish any team with equipment or wishing to make any donation to a team.

**10. Special Provisions**

It is hereby ordained and declared that the Association shall be carried on without the purpose of gain for its members and any profits of other accretions to the Corporation shall be used in promoting its objectives.

In the event that the Association shall at any time dissolve, the remaining assets, after payments of all debts and liabilities, shall be distributed or disposed of firstly to any newly formed and recognized Minor Hockey Organization by the Town of Fort Erie.

In the event that there is not a recognized minor hockey organization then the remaining assets, after payments of all debts and liabilities, shall be distributed or disposed of to charitable organizations the objects of which are beneficial to the community.

It is hereby ordained and declared that the directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from his/her position as such, provided that a Director may be paid reasonable expenses incurred by him/her in the performance of their duties.

No part of the income of the Corporation shall be payable to or otherwise available for the personal benefit of any member thereof.

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**POLICY ARTICLE TWO (2)**

**COACHES, TRAINERS AND MANAGERS**

**1. This policy, governing all Representative, House League and Select Coaches, Trainers and Managers shall be:**

1. Every coach, trainer and manager must be assigned to a Registration certificate or Roster Sheet in accordance with the Hockey Canada rule and regulations.
2. Every individual on Coaching Staff shall agree to retain a valid police check as per the Association's requirements.
3. The two deep rules shall be observed at all times.
4. No member of the team's administration shall be found to be under the influence of drugs or alcohol at anytime surrounding the Minor Hockey environment.
5. A member of the Executive can be a coach only if approved by the Board. It is understood that the member shall declare a conflict of interest and refrain from any vote on any issue involving the member's team.
6. The coach or manager of each team will be responsible to attend any General Meeting(s) that may be held whenever possible and must attend scheduled coaches meetings.
7. All team Coaches, Managers or Trainers shall supply the Convenor with all the details of any accident or injury by his/her players.
8. All team Coaches and Managers shall notify the Convenor of any changes in their team's practices, games or tournaments.
9. No team official may purchase any equipment in the Association's name without the permission of the Board.
10. No coach shall be influenced to select a player for any team because his/her parent is a Member of the Executive.
11. The Disciplinary Committee shall deal with any Coach or Manager who uses a player on any other team without permission from that player's Coach or Manager.
12. All coaches must apply each year for teams. The board must approve all team personnel appointments;
13. No team official shall use profane language while addressing any team player, game official, parent or Executive member;
14. The coaching staff will be responsible for their players in the dressing room and during any team functions.

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#### **2. Representative (Rep) Teams, Coaches, Trainers, Managers Policy**

1. Rep team Coaches, Trainers, Managers and players must be well groomed and dressed in a neat and tidy manner when attending all games. This is to be enforced by the team coaching staff and managers.
2. Team officials will wear any attire provided by the Association at all games and practices.
3. Team officials shall operate under Hockey Canada and Member Partners regulations.
4. No member of the team's administration shall be found to be under the influence of drugs or alcohol at any time surrounding the Minor Hockey environment.
5. Teams shall declare their initial roster to the V.P. of Rep Hockey by dates to be determined by the Board.
6. **Players may not be released from any GFEMHA Representative team after the team has submitted their roster unless otherwise approved by the board.**
7. Teams will only play Hockey Canada sanctioned and registered team players in all games.
8. All teams will carry a minimum of 15 players (9 forwards & 6 defensemen) and 2 goaltenders, excluding Affiliated Players.
9. No person shall be the head coach for the same group of players for more than two (2) consecutive years if other qualified coaching applicants have applied;
10. No active rep team player can play in any House League or House League Select regular season, exhibition or tournament game.
11. Ice time permitting, each team will have, on average, two (2) practices and one (1) home game per week.
12. Transportation to and from play-downs and tournaments will be the responsibility of the team. The Association may pay one-half of the cost, to a maximum of \$500.00, towards a bus for teams advancing to the OMHA finals, if outside the Niagara District and more than 250km from Fort Erie. This is up to the Board's discretion and is subject to sufficient funds being available;
13. Rep team Associated Player rules are as per GFEMHA Player Affiliation Policy 5.5 and the OMHA Manual of Operations.
14. Any team wishing to attend any tournament or tournaments must have permission from the V.P. of Rep Hockey or the Board.
15. Teams shall operate under Member Partner regulations, penalties and infractions.
16. A Committee consisting of the President, Mentor/Development Director, the Vice President of Rep. Hockey, and two others approved by the Board shall select all Head Coaches. The Mentor/Development Director shall chair this Committee and over see the process but not vote.

**Any exceptions to this policy will need the approval of the Board.**

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#### **3. House League Teams, Coaches, Trainers, Mangers Policy**

1. A House League Team is a team that competes regularly in a House League within a center/Association that must be affiliated with the Alliance Hockey.
2. Alliance Hockey League teams are not required to abide by Hockey Canada, OHF or Alliance residency regulations but may under Alliance member association policies and procedures.
3. All players shall be registered with the Alliance on Alliance roster sheets. These rosters must be submitted to the respective Alliance House League Representative for Association approval. The roster sheets must then be forwarded to the Alliance Executive Director by December 1<sup>st</sup> of the playing season for Alliance approval.
4. Registration ensures coverage of house league participants in the Hockey Canada Insurance Program. It is mandatory that every center have Hockey Canada insurance coverage before allowing players on the ice.
5. Alliance House League teams and players accepted for sanctioned tournaments must be registered with the Alliance and participating in the team's House League.
6. Alliance House League teams are not permitted to participate in any non-Alliance House league game without permission of the Alliance Executive.
7. It is recommended that a House League team include a team official who is certified under the CHIP program and registered with the Alliance in divisions of Pre-Novice through Atom.
8. It is mandatory that a House League team include a team official who is certified and registered with the Alliance at the NCCP Level Coach or higher for divisions of Pee wee through Juvenile.
9. It is mandatory that a House League team includes a team official who is certified and registered with the Alliance at the HTCP trainer Level 1 or higher.
10. The Vice President of House League may, upon request, appoint Convenors to assist in operating the House league.
11. Ice time permitting, each team will have, on average, two (2) ice times per week.
12. House League players must fulfill their commitment to their House League team before playing as an affiliated player or for a House League Select team. Commitment is defined as “participating in their House League practices and games”.
13. All match penalties (league, exhibition and tournament games) must be reported by the game officials to the Alliance office.
14. All House League and Select games shall be officiated by the certified CHOP officials who have registered with the Alliance for the current season. Officials for the House League program must be a CHOP Level 1 or higher.
15. A Committee consisting of the President, Mentor/Development Director, the Vice President of House League and the Convenor of each division shall select all Head Coaches. The Mentor/Development Director shall chair this Committee and over see the process but not vote.
16. Initial approval of all Coaching Selections shall come from a consensus via the President, Mentor/Development Director, the Vice President of House League and the Convenor of each division where a majority shall prevail.
17. The Vice President of House League shall submit the list of Coaches to the Board of Directors for ratification.

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18. The Head Coach shall submit a proposal of choice for his Assistant Coaches, Trainer and Manager to the division Convener. Disputes in this process will be brought to the Vice President of House League to resolve.
19. Head Coaches are responsible for filling out player rosters for the Alliance by December 1<sup>st</sup> of each year. They must be handed in to the division Convenor, who will then forward to the Vice President of House League. The Secretary of the Association shall ensure they are properly processed via the Alliance.

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#### **POLICY ARTICLE THREE (3)**

#### **3.1 RETURN TO PLAY POLICY**

- Injuries will occur during the course of a season due to the nature of the sport.
- Communication is vital with the players, parents, and coaches when a decision needs to be made about removing a player from action or returning to play. The trainer's duty is to observe the injured player, remove them from competition, communicate with the coaches and parents or guardians, and direct the player to a proper medical authority.
- There may be pressure on you to allow the player to return to play. **This is not your decision.** Safety is the top priority and protecting the player from further injury is essential. Your role as a hockey trainer is not to try and get the player back into competition as soon as possible, but rather to make sure the player's safety is the top priority at all times; and to refer them to the proper medical authority.
- Players who are removed from games or practices due to injury or serious illness, and do not return to that game or practice, **must** obtain a note from a physician before they are allowed to return to play. If you are ever in doubt as to the seriousness of a player's injury or illness, exercise common sense and direct the parents to seek medical attention for the player and request that a physician's note be obtained before permitting the player to play or practice. Clearly communicate the necessity of medical permission from a physician to the player's parents or guardians and the coaching staff.
- After an extended layoff, players must practice before they play. The practice situation is a controlled setting which allows players to gradually adapt and feel comfortable without risking further injury.
- As a rule of thumb, a player should not return to play unless they can demonstrate appropriate skills in a practice situation. Remember, you want full function and a return to previous fitness level and skill level.

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#### **3.2 FAIR PLAY POLICIES**

The GFEMHA accepts as its Fair Play Policy as endorsed by the Alliance Hockey and the OMHA. In addition it is understood that no player will willfully hurt another player and that stronger, bigger players will not use their advantage to intimidate or hurt a smaller player. Failure to comply with this rule will be addressed through penalties and or suspension.

##### **1. Fair Play Code for Players**

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey, and in the spirit of the game.
- I will control my temper. Fighting and “mouthing off” can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn’t everything and that having fun, improving skills, making friends and doing my best are also of utmost importance.
- I will acknowledge that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will not attempt to injure any player and shall refrain from placing excessive force on those smaller than myself.

##### **2. Fair Play for Coaches**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- I will teach my players to play fairly and respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support; and fair playing time.
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the players’ ages and abilities.
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain prior training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

GFEMHA endorses a “Fair Play” philosophy for all participants in our Representative and Select Programs and encourages the Coaches of these teams to do their best in equalizing ice time over the course of a season. With regards to House League; GFEMHA endorses an “Equal Play” philosophy for

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all participants and encourages the Coaches of House League teams to do their best in equalizing ice time over the course of each game.

#### **3. Fair Play Code for Parents**

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example. I will applaud good plays and performance by both my child's team and their opponents.
- I will never question the officials' judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

#### **4. Fair Play for League Organizers**

- I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage any sport programs from becoming primarily an entertainment for the spectators.
- I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturity level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the fair play code to spectators, coaches, athletes, officials, parents and media.
- I will make sure that coaches and officials are capable of promoting fair play as well as the development of good techniques and will encourage them to become certified.

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#### **5. Fair Play Code for Spectators**

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations. I will remember that the players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents, because without them there would be no game.
- I will not use bad language, nor will I harass coaches, officials or other spectators. I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.

#### **6. Fair Play Code for Officials**

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
- I will avoid or put an end to any situation that threatens the safety of the players.
- I will maintain a healthy atmosphere and environment for competition.
- I will not permit the intimidation of any player either by words or by actions. I will not tolerate unacceptable conduct toward officials, other players, and spectators.
- I will be consistent and objective in calling all infractions, regardless of any personal feelings toward a team or individual player.
- I will handle all conflicts firmly and with dignity.
- I accept my role as a teacher and a role model for fair play, especially with young participants.
- I will be open to discussion and contact with the players before and after the game.
- I will remain open to constructive criticism and show respect and consideration for different points of view.
- I will obtain proper training and continue to upgrade my officiating skills.
- I will work in cooperation with coaches for the benefit of the game.

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**POLICY ARTICLE FOUR (4)**

**EQUIPMENT POLICY**

1. It is mandatory that all players are to wear all the required equipment as per the rulebook of the Member Partners in all games and practices. Failures to comply may result in suspension of the player and/or team officials;
2. The Association will supply each player with one set of hockey jersey and socks;
3. The Association will provide goalie equipment up to and including the Atom age group goalies. All equipment must be left in lock ups when not in use.
4. Deliberate misuse of any Association equipment causing damage will result in a fine to the guilty person up to the replacement cost of the damaged article(s) and may also result in a suspension;
5. The Association will supply each Association team with a first aid kit and sufficient pucks, all of which are to be returned to the Association when requested.
6. All GFEMHA teams shall purchase any and all team apparel and equipment from GFEMHA authorized suppliers only.

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#### **POLICY ARTICLE FIVE (5)**

##### **5.1 AREA OF OPERATION**

The Association shall be confined to a boundary defining the territorial rights as follows: (see map)

- From Lake Erie along the Niagara River to Netherby Road
- Along Netherby Road from the Niagara River to Holloway Bay Road
- Along Holloway Bay Road to Lake Erie
- In the event of a boundary dispute, the municipality to which property taxes are paid will determine the area of operation

##### **5.2 PLAYER ELIGIBILITY**

All player eligibility is subject to existing Alliance and OMHA rules, procedures and guidelines. In the event of a player eligibility dispute, the Board will determine the eligibility of any player in consultation with the appropriate Ontario Hockey Federation governing body.

##### **5.3 Jr. PLAYER MOVEMENT**

1. Movement of players between the Association and any/all Junior Hockey Clubs will be outlined in an annual memorandums of agreement;
2. The Vice President of House League or Vice President of Representative Hockey shall administer all requests for a change in age group of any player. These requests shall be presented to the Board for ratification.
3. All player movements are subject to the guidelines of the Member partner's by-laws, rules and regulations.

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#### **5.4 EXCEPTIONAL PLAYER MOVEMENT**

The Greater Fort Erie Minor Hockey Association will continue to promote and encourage hockey excellence while maintaining a high degree of player development. To accomplish this GFEMHA will allow players of exceptional ability to try-out for teams in the next higher age division from that of their normal age division, providing all of the following criteria have been met:

- The request for the player to participate in the Exceptional Player process must be made in writing by the Head Coach of the team in the next highest age division to the Vice President of Rep. Hockey.
- **The request must be submitted to the GFEMHA Vice President of Rep. Hockey at least two weeks (14 days) prior to the beginning of Travel Tryouts.**
- During the tryouts the player must continue to attend the tryouts for his/her own regular age division, as well as the higher age division team. (unless there is a conflict in scheduling). It will be the responsibility of the player/parent to ensure open lines of communication exist with the regular age division coaching staff. The player still has to make the regular age division team in the event they are not selected for the higher division team.
- To be allowed to play in a higher division the player must, after evaluation by the Evaluation Committee, be considered to be one of the following on the team he/she is trying out for:
  - a) One of the top three forwards;
  - b) One of the top two defencemen;
  - c) The number one goaltender.

This rating will be determined by an Evaluation Committee consisting of the following:

- The Head coach of the team the player would be advancing to;
- The GFEMHA Vice President of Rep. Hockey;
- The GFEMHA Mentoring Director;
- Any other evaluators who are approved by the GFEMHA Board of Directors.

The evaluation will consist of, whenever possible, two practices and two games.

This evaluation must be coordinated by the GFEMHA Vice President of Rep. Hockey.

Once the evaluation is completed the GFEMHA Vice President of Rep. Hockey will schedule a meeting between the player, parents, and Head Coaches of both teams and the Evaluation Committee to discuss the results of the evaluation.

All evaluation results are final and are not subject to any further review.

Player movement as a result of “Extenuating Circumstances” do not fall under the “Exceptional Player Movement Policy”

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#### **5.5 PLAYER AFFILIATION**

##### **1. Establishing an Affiliated Players (AP) List.**

The following procedures must be followed when a coach/manager wished to establish an AP list:

- The coach/manager must complete the proper Ontario Minor Hockey Association player affiliation form that is available from the V.P. of Representative (Travel) Hockey, Secretary or the GFEMHA office.
- The AP list must be completed and returned to the V.P. of Rep Hockey or Secretary a minimum of 48 hours before the earlier of November 30 or using any player on the list in a game.
- The V.P. of Rep Hockey or Secretary will fax the copy to the Ontario Minor Hockey Association office and the local executive member.
- The AP list will then be returned to the appropriate team.

**Note:** A minimum of five players must be listed. A maximum of nineteen players may be listed.

##### **2. Reasons to use AP list players.**

Players on an AP list are to be used in the following situations:

- a. When a regular player is ill.
- b. When a regular player is injured.
- c. When a regular player is serving a league suspension.
- d. When a regular player is missing for personal reasons.

##### **3. Using players on the AP List**

Coaches who wish to use AP list players must follow these procedures:

1. A list must be established as in (A) above.
2. Contact the Coach / Manager and obtain their agreement the player can be called.
3. Contact the player's parents and obtain their permission.
4. Ask the player to play.
5. If the AP is from another Representative Team, both coaches are to inform the V.P. of Rep Hockey of the use of the AP within 12 hours after the game.
6. If the AP is to a Representative Team from a House League or Select Team, both coaches are to inform the V.P. of Rep Hockey and their convenor, respectively.
7. If the AP is within the House League / Select Programs, both coaches are to inform their respective convenors.
8. Failure to adhere to the procedure may result in the coaches being assessed a suspension by the V.P. of Rep or House League Hockey. A note will be placed in the coach's file for future reference that may lead to the removal of the offending coach.

# POLICIES

## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### PART III

#### **4. Allowing affiliated players to play:**

- Greater Fort Erie Minor Hockey Association fully supports the proper use of the AP list.
- Coaches / Managers are asked to regularly communicate with each other to facilitate the process.
- When no conflict exists with games or practices of the player's own team, the affiliated player must be released to the affiliated team. However, the coach of the affiliated player may deny the use of the AP in the event of a multiple game situation (e.g. tournaments, playoffs, etc) where he or she believes that player fatigue will become a risk factor.
- Under no circumstances may a coach release a player to the affiliated team when a conflict exists with a game of the player's own team.
- Any dispute regarding the application of the AP rules will be referred to the appropriate V.P. of Representative or House League Hockey and Director of Mentor / Development for mediation / resolution.
- The coach of the affiliated player is not to impose any other conditions or use threats of any form to prevent players from playing up. Violation of this rule may result in the player's coach being assessed a suspension by the V.P. of Representative or House League Hockey.
- A House League player who has been moved to a higher category by Greater Fort Erie Minor Hockey Association is not available for the AP list of the higher division Representative team (e.g., a House League Novice player who has been moved to Atom House League is only eligible for the AP list of the Novice Representative team, not the Minor Atom.)
- Rotation of players on the AP list will be necessary should the use of affiliated players be required on a regular basis. This rotation will be restricted by the positions required (i.e. forwards or defensemen) and will be maintained by both coaches / managers and monitored by the V.P. of Representative or House League Hockey and Director of Mentor/Development.
- Players and parents must honour their responsibilities to their signed team, which is their first priority. Failure to do so will result in the player's AP privileges being revoked until such time that their priorities with their signed team are met to the standards set by the coaching staff and GFEMHA board of directors. In addition, the offending player may be subject to disciplinary action, such as suspension from the team, to be determined by the coaching staff and GFEMHA board of directors.

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## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### PART III

#### **POLICY ARTICLE SIX (6)**

#### **6.1 SELECT HOCKEY**

The Board of Directors will establish the direction of the “Select Hockey” by September 30 of the current hockey season. The “Select Hockey Program” will be based on the availability of ice time, adequate funding, amount of players registered for any division and demonstrated interest of players, coaches and parents. The “Select Hockey Program” will operate under the Alliance rules, policies and procedures and will fall under the purview of the Vice President of House League.

The policy for the GFEMHA Select Program will include the following:

- Teams will be formed in Novice, Atom, Peewee, Bantam and Midget;
- **All teams will carry a minimum of 15 players (9 forwards & 6 defensemen) and 2 goaltenders, excluding Affiliated Players;**
- Out-of-town players will become eligible to play Select when starting their 3<sup>rd</sup> consecutive year in GFEMHA (2<sup>nd</sup> year for Novice);
- Where all evaluation factors are equal, the coach should select a resident player over an out-of-town player;
- The limit of out-of-town players is two (2) for a team with 17 players and three (3) for a team with 19 players;
- Players in their final year of division eligibility shall be given preference if all other factors of evaluation are equal;
- **Try-outs will conclude in November and players are entitled to be invited to a minimum of three ice-times before team selections are made;**
- All tournaments will require prior approval by the Director of Select Hockey and House League Away Tournaments;
- The association will pay the tournament entry costs for the Alliance Provincial Select Championship Tournament;
- Select teams will be approved to play in a maximum of 18 games not including tournament games. Additional games will require prior approval of the Board;
- All Select players and coaches will be responsible for honoring their House League commitments first before Select. **Commitment is defined as “participating in their House League practices and/or games”.**

**Any exceptions to this policy will need the approval of the Board.**

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## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### **PART III**

#### **6.2 EXTRAORDINARY PARTICIPATION**

Approval must first be given by the Board of Directors for the formation of an undertaking agreement for any team wanting to travel to other than the normal events. Where there are multiple applications, the Board of Directors shall decide.

Applications are open to House League, Select or Travel Team(s). All applications must adhere to the Alliance or OMHA rules, procedures or guidelines to apply for Overseas or Extraordinary participation as set forth in the respective "Manual of Operation"

All applications to the Board must include the following:

- Letter of application
- Name, Age Level and Classification
- Copy if Invitation to play
- Copy of Itinerary
- Copy of the full financial arrangements

Upon approval, The GFEMHA Overseas Manual of Operations and all respective Alliance or OMHA regulations will apply.

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### **PART III**

#### **6.3 DENMARK OVERSEAS PARTICIPATION**

##### **1. Scope**

To develop a policy for the formation, approval, conduct, and operation of a team from the GFEMHA for overseas travel to Denmark, and the hosting of the Denmark team visiting Fort Erie.

##### **2. Application and Approval to Participate**

###### **2.1 Approval**

The Board of Directors will consider approval for the formation of this team following the receipt of an invitation from the Vojens Hockey Association. The GFEMH Board of Directors reserves the right to approve or deny any participation.

###### **2.2 Selection Committee**

A Selection Committee of five Members shall be established by the GFEMHA Board to oversee all aspects of “Team Leaders” selection. The Selection Committee shall be comprised of Members of the current GFEMH Board of Directors or Board Designates and shall be chaired by one of the Members of the Committee appointed from within the committee. Presentation of the selected “Team Leaders” will be made to the GFEMH Board for approval.

\*Note: The GFEMHA Representative appointed by the GFEMHA Board of Directors will be an addition to the “Team Leaders” and an active member of ALL “Team Leader” functions.

###### **2.3 Application**

Application to participate must be made within the approved timelines stated within the Alliance Overseas Policies the year of the proposed trip. The application must outline the approved coaching staff, financial plan, and all other information as outlined in the Alliance Overseas Policies.

Upon approval of an application all Minor Hockey Alliance policies and regulations regarding overseas trips shall apply. Application to the Alliance Overseas Competition Committee must include the following:

- a) Letter of Application
- b) Copy of the Board of Directors Minutes approving the trip.
- c) Name, Age Level and Classification
- d) Copy of Invitation to Play Overseas
- e) Copy of Itinerary
- f) Copy of all Financial Proposals and Arrangements
- g) Acknowledgement of Alliance, OMHA or CHA representative.
- h) Sanctions Fees as applicable as well as Good Faith Fees as Required.
- i) Non-Compliance Agreement
- j) Refund Acknowledgement

# **POLICIES**

## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

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### **3. Team Structure**

#### **3.1 Composition**

The team shall be comprised of, as close to the maximum number of players as per Hockey Canada Rules and Alliance regulations/considerations governing the compositions of such teams. The number of Coaching Staff (“Team Leaders”) shall be a maximum of five. All players must be signed to an Alliance roster in order to participate. GFEMHA Policies will be maintained as it applies to the selection process, eligibility of players, and proper cutoff dates as regulated by the Alliance through the use of an appropriate Player Roster as per Alliance regulations.

#### **3.2 Eligibility**

Only current Greater Fort Erie Minor Hockey Association players who have been on an approved roster of a GFEMHA HOUSE LEAGUE TEAM in one of the two previous seasons prior to the Application shall be eligible for player selection.

Non-resident participants shall not displace any eligible resident of Greater Fort Erie, however should insufficient resident players attend the player selection camp non-resident players may be appointed to the roster as required to fill to an appropriate number of players.

#### **3.3 Team Leaders**

The Team Leaders shall be appointed within 45 days of the GFEMHA Board for approval to participate. Normal GFEMHA posting and interview procedures will be adhered to with the Selection Committee interviewing all applicants and recommending a head coach and up to four others for Board approval. The “Team Leaders” shall oversee all aspects of Team selection.

#### **3.4 Player Selection Process**

The program is a significant undertaking and the player is a vital component. Any player contemplating participation must understand that his or her selection to this program begins a two year volunteer commitment. This Overseas Denmark Program is primarily a cultural exchange with hockey being our connection. This allows everyone, who meets the eligibility criteria, in the HL program a chance to be selected for this program.

Parents/family commitment and player’s attitude will be very important in the player selection process. Players will billet when in Denmark and will have the responsibility and opportunity to reciprocate the following year.

#### **3.5 Player Selection Camp**

An open selection camp shall be held as soon as possible immediately following Board approval of the Team Leaders and shall not conflict with any GFEMHA programs already in place. A copy of this policy shall be posted on the GFEMHA website and hard copies shall be available to all players attending the selection camp. Players and parents will be instructed to read these policies and become aware of the stipulations and regulations governing this event.

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#### **3.6 Deadline and Notification**

The Team Leaders shall present a players list to the GFEMHA Board immediately following the Player Selection Camp for approval. Upon approval of the player list by the GFEMHA Board the Team Leaders shall provide a reply to all players within one week of the final camp date to notify each player of their status.

#### **3.7 Financial and Conduct Commitment**

The Team Leaders shall prepare, and present, a “Financial and Conduct Commitment Contract” to the GFEMHA Board for approval and must include the GFEMHA Code of Conduct. The “Financial and Conduct Commitment Contract” must be distributed to all players attending the Player Selection Camp. All players must return the “Financial and Conduct Commitment Contract” prior to the final Player Selection Camp date signed by the player and his or her parent. This will ensure parental commitment and will assist the coaching staff in their final selection of the team.

Player subsidies by the Association will not be granted. This is a special project, which cannot infringe on the GFEMH budget or player sponsorship programs. Any player unable to meet the initial fee can speak to the Board Representative during the player selection camp. The Board Representative will review the case and present recommendations for outside funding for the player through a local service group or individuals. If funding cannot be arranged, the player will have to decline his or her acceptance to the team. Should a player obtain a commitment from an outside source, a letter of intent is required from the source as proof of acceptance for financing. Any such recommendation must be reported to the Board of Directors.

#### **4.0 Financial Commitment**

##### **4.1 Fundraising Organization and Operation**

The team is a “Fundraising Committee” comprised of all Team Leaders and all parents or guardians of the players selected. The Fundraising Committee shall be responsible for the development of the budget, funding sources, fundraising events, financing and reporting. The Committee shall report to the GFEMH Executive Board through the Board Representative.

The fundraising committee shall assign equal fundraising involvement. Player parents / guardians will be in charge of fundraising events. All fundraising events must be approved by the Board Representative and shall carry the name and approval of the Association.

The Fundraising Committee shall, through the GFEMH Representative, present the GFEMHA Board with a complete financial statement on a timely basis.

##### **4.2 Player Contributions**

The team shall be responsible for the raising of funds to cover the costs associated with the overseas trip as well as the costs to host the Denmark Canadian visit.

Cancellation of the event is not permitted. An estimated budget per participant should be established. This should be sufficient to cover the cost the following: Cost of Flight, transportation to and from airports, cost of all team clothing, cost of Alliance Representative, the GFEMHA representative and minor miscellaneous costs.

All players are expected to have a minimum amount of cash available to them to cover out of pocket expenses such as Souvenirs, meals during hotel days, and other misc. items. The amount per participant as well as the minimum available cash per player shall be determined.

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#### **4.3 Team Leader Contributions**

The Team Leaders shall each be assessed the lesser fee of \$750.00. Team Leaders shall be required to organize and participate in fundraising events to offset the overall team expenses. Team Leaders are responsible for their own personal expenses while overseas.

#### **4.4 Financial Commitment**

All players and Team Leaders will make payments as outlined and fundraising dollars will be allotted based on volunteer participation, ideally equally.

#### **4.5 Payment Plan**

All players shall be required to pay a minimum \$2000.00 deposit towards the cost of the trip. An equal monthly payment schedule shall be applied starting on the first of every month until November 1st. A non-refundable down payment equal to the first two monthly payments shall be payable immediately following GFEMHA Board approval of the Players Selection with the first monthly payment due on the first day of the third month. Players are expected to raise the balance through fundraising.

The Team Leaders shall each be assessed the lesser deposit of \$750.00 toward the cost of the trip. One Hundred and Fifty dollar payments shall be made on the 1<sup>st</sup> of each of the five months following GFEMHA Board approval of the Players Selection.

##### **4.5.1 Players**

All players shall be required to pay a minimum \$2000.00 deposit towards the cost of the trip. All players are expected to raise the balance through fundraising. An equal monthly payment schedule shall be applied starting on the first of every month until November 1st. A non-refundable down payment equal to the first two monthly payments shall be payable immediately following GFEMHA Board approval of the Players Selection with the first monthly payment due on the first day of the third month.

Players will not be allowed to go into arrears in their payments. Timed payments to the tour organizers must be made and as such allowances for late payments cannot be provided. Players failing to maintain their financial account, or decide to leave the team for other reasons, will be refunded what they have put into the system with the exception of the non-refundable deposit and any expenses incurred by the team for that player and will forfeit their position on the team.

The coaching staff shall approach those players who attended the team player selection camp for a replacement. A replacement player shall have to provide the GFEMHA representative with a suitable payment schedule to bring that player to the financial level paid by the others.

##### **4.5.2 Team Leaders**

All team leaders shall be required to pay \$750.00 deposit towards the cost of the trip. Five \$150.00 payments shall be made on the 1<sup>st</sup> of each of the five months immediately following Board approval of the Coaching Staff

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#### **4.5.3 Parents**

Any parents wishing to go overseas will be subject to the direct cost of the tour and shall have the option to pay by installments or pay by one lump sum.

#### **4.6 Rebate System for Players and Team Leaders**

Before the departure overseas, rebates will be issued based on fundraising dollars raised to date and fundraising participation points. Rebates of up to 75% can be issued prior to the overseas trip. The remaining 25% will be held by the team treasurer to finance hosting the Denmark team's visit. Fundraising and the same point system will continue to be in place until all the monies held can be replaced through fundraised dollars. With full participation, the entire deposit could be realized.

#### **4.7 Fundraising Commitment and Point System**

Fundraising is a must for every player. Players will not be allowed to pay out the entire amount and not fundraise. Each player must put in equal fund raising time and effort. A fundraising point system will be developed by the Fundraising Committee to ensure that every player does his or her share. The Fundraising Committee shall be responsible for the accounting of the point system. The total fundraising points shall determine the amount that will still be owed or rebated.

#### **4.8 Ice Rental Costs**

The team shall cover any costs incurred for ice rental or other training costs during the period of April 15<sup>th</sup> to Sept 15<sup>th</sup>.

### **5.0 Responsibilities**

#### **5.1 GFEMH Representative**

He or she shall act on behalf of the Association and shall be a member of the group traveling overseas. The Representative shall be a Member or Designate of the current GFEMHA Board of Directors. All Board members must declare any possibility of a conflict of interest including any affiliation to any players or coaching applicants at the earliest possible time following the Approval to Participate. The GFEMHA Board of Directors will then determine the eligibility of any Board Members wishing to apply for the Representative position according to ARTICLE ELEVEN of the GFEMHA Policies. The GFEMHA Representative shall be appointed by the GFEMHA Board of Directors immediately following GFEMHA Board approval to participate. Applications for the position, stating the applicant's qualifications, and positions held within the Association must be submitted to the Secretary no later than 2 weeks following the date of Board approval to participate. In the event that no applications are received for the position, the Selection Committee shall make a recommendation for the Representative from outside of the Board of Directors for approval. The Representative shall be the main contact with the Alliance through the GFEMHA Board.

While overseas he or she shall act on behalf of the Association to ensure that the conduct of all participants adheres to the guidelines established by the Board of Directors as well as the "Financial and Conduct Commitment Contract". All off-ice incidents requiring disciplinary action involving team players and/or coaches will be his or her responsibility. He or she shall govern the disciplinary action required for any major on-ice offence such as Major Penalties etc. Disciplinary problems due to on-ice

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performance shall be the responsibility of the coaching staff. The Representative shall act in the same manner with the same privileges as any GFEMHA Board Member.

He or she shall also act as the communication officer with the parents while away in the event that disciplinary action is required and further action is in order. He or she shall have sole authority in this area while away, but is encouraged to seek advice from the Board and the Alliance Representative on issues that may be unclear.

The GFEMHA Board Representative shall represent the interests of the Association. The function of the Board Representative is that of Team liaison to the GFEMHA Board, Team Leader, and Selection Committee Member.

#### **5.2 Team Leaders**

The Team Leaders will be responsible to lead the team through their fundraising efforts. The Team Leaders shall have the responsibility of dealing with the tour operators both at home and while overseas to ensure that the trip occurs as planned. All trip logistics are the Team Leaders responsibilities. As part of the Team Leaders duties, they shall ensure that all waivers are signed and shall act as caretakers of all player passports and documentation as well as medications while away. Team Leaders shall have the responsibility of making all arrangements and itinerary plans. The Team Leaders shall also be responsible for compliance with all GFEMH and Alliance rules and regulations.

#### **5.3 Players**

Players are representatives of Greater Fort Erie Minor Hockey, the Town of Fort Erie and citizens of Canada and as such, each will be expected to demonstrate their fine character exhibiting their best behavior.

Listen to your Team Leaders and enjoy the hospitality of your billet family.

#### **5.4 Parents/Guardians**

This is a considerable undertaking that will be remembered for a lifetime. Support and keep your player motivated.

For those of you able to be on the trip, remember that this program itinerary is for the team. Your players will be billeted and while billeting will stay with their billet families and attend their scheduled program with no deviation.

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#### **POLICY ARTICLE SEVEN (7)**

#### **7.1 COMPLAINTS / APPEALS**

It is important to keep emotions under control in the arena, in front of the players and other parents. Respect and cooperation are essential to everyone on the team. Parents should respect the coaching staff for the job they are trying to do with the kids. They are not perfect, neither is anyone else. Mutual respect goes a long way to a fun and successful year.

Do not air your complaints to other parents. Once that starts, it is like a disease that spreads and before you know it, parents are talking constantly in a negative way behind the player's, family's or coach's back without the individual ever having the opportunity to correct the issue. Discourage such toxic behaviour by listening patiently to any negative comments that might be made, then address issues in a thoughtful, positive way. Speak to the positive qualities of the player, family or coach. (Excerpted from Michael Langlois, founder of Prospect Communications Inc., and author of the book, "A Guide to Better Communication for Minor (Youth) Hockey Coaches". Prospect's web site is located at <http://www.prospectcommunications.com/>)

The procedure for complaints is as follows:

- Hockey is an emotional game for players, coaches and parents. All parents, guardians, coaches and players must wait twenty-four hours before lodging a complaint. Once the twenty-four hours has expired,
  1. Discuss with the team coach, manager or parent liaison, away from other parents. If not resolved,
  2. Discuss with the Convenor for that division. If not resolved,
  3. Forward in writing to the appropriate Vice-President/Director (Rep, House League or Select) with a copy to the Risk Management Director and to the President. The Vice-President/Director, after confirming that steps 1 and 2 have been followed, will investigate and report to the Risk Management Director and President with findings, actions taken and whether or not resolved; and will report to the Executive Board at the next scheduled meeting. If not resolved,
  4. Follow Alliance or OMHA grievance procedures as outlined in the respective Manual of operations.

The complaint procedure for suspensions pursuant to Board actions or Alliance or OMHA rule application is to follow procedures as outlined in the respective Manual of operations

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**POLICY ARTICLE EIGHT (8)**

**8.1 NAMES, LOGOS, ARTWORK, CRESTS,**

**COLOURS, AND NAMES OF TEAMS**

- 1) The Board shall determine the official names, logos, artwork, crests, colours and names of teams of the Association from time to time.
- 2) The GFEMHA owns the rights and artwork for all official symbols, crests, letterheads, etc, related to the Association;
- 3) The use of GFEMHA logos, crests, etc., may only be used on approval of the Board;
- 4) Any sponsor or individual willing to donate to or furnish equipment to any team must first be approved by the Board;
- 5) No team officials, parents, players or persons associated with a team will solicit any funds from any of the Associations' sponsors.

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#### **POLICY ARTICLE NINE (9)**

##### **9.1 RULES OF PROCEDURE**

The rules contained in the most current edition of “Procedures for Meetings and Organizations” by M. K. Kerr and Hubert W. King shall govern the rules and procedures to be used in conducting the meetings and the affairs of the Association in all cases to which they are applicable, and in which they are not inconsistent with any of any of the “By-Laws & Constitution”, or other governing documents or laws affecting the Association.

#### **POLICY ARTICLE TEN (10)**

##### **MEETINGS**

##### **10.1 Annual General Meeting of Members**

An Annual General Meeting of the Members shall be held each year within the month of May at a time, place and day determined by the Board for the transaction of the following business to be set out in the agenda of such April General Meeting;

- Election of the new Board of Directors of the Association;
- Consideration of any proposed amendments to the By-laws & Constitution of the Association;
- Transaction of any business, which relates to the business of the Meeting referred to above.

##### **10.2 Additional General Meetings of Members**

In addition to the Annual General Meeting; a General Meeting of the Membership may be called at anytime by a Resolution of the Board. The business to be transacted at a General Meeting shall be limited to that specified in the notice calling the General Meeting.

- Approval of the minutes of the previous General Meeting;
- Receiving reports of the activities of the Association for the preceding year;
- Receiving information regarding the planned activities of the Association for the current year;
- Receiving and approving the annual financial statements and the report of the auditor of the Association;
- Transaction of any business which relates to the business of the meeting

##### **10.3 Error Omission in Notice**

No inadvertent error or omission in giving notice of any Annual General Meeting, or any General Meeting or any adjourned Meeting, whether Annual or General, shall invalidate such a Meeting or make void any proceedings taken at such meeting and any member may at time waive notice of any such Meeting and may ratify, approve and confirm any or all actions or proceedings taken at such Meeting.

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**POLICY ARTICLE ELEVEN (11)**

**BOARD OF DIRECTORS**

**11.1 Director or Associate Becoming Ineligible**

**Events that will cause a Director or Associate Director to cease being a Director or Associate Director include the following:**

- If a receiving order is made against him/her or if assignment is made under the Bankruptcy and insolvency Act
- If declared mentally incompetent
- If he / she ceases to be a member
- If he / she is removed from office by resolution, membership may be revoked by two-thirds vote of the Board of Directors present at a specially called meeting to discuss membership
- If by oral notice or by notice in writing to the Association, a Director resigns. (Effective upon acceptance thereof by the Board)
- Any Board member who misses three consecutive Board meetings without just cause and notification to the Secretary stating the reasons for the absence shall be subject to dismissal if no satisfaction reply is received within seven days of the three missed meetings.
- Any Board member who carries on a fundraising activity without the prior approval of the Board is subject to immediate dismissal
- Any Board member who ceases to have a valid police clearance.

**11.2 Removal of Director by Membership**

Provided that notice specifying the intention to pass such resolution has been given with the notice of meeting, eligible voting Members of the Association, by resolution passed by at least 2/3 of the votes cast at a General Meeting of Members may remove any Director before the expiration of his or her term of office, and, by a majority of the votes cast at that meeting, may elect any person in his or her stead for the remainder of his or her term.

**11.3 Removal for Cause by the Board of Directors**

The Board, by any resolution approved by two-thirds (2/3) of the Directors present, may remove any Officer for cause before the expiration of his or her term of Office.

**11.4 Resignation**

A Director of the Association may resign his or her Office by submitting a letter of resignation to the President of the Association.

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#### **11.5 Vacancies in Office**

In the event of a vacancy occurring in any office for any cause, the Board may appoint a Director to fill the vacancy. A Board Meeting shall be held within thirty (30) days for the purpose of selecting a replacement Director. The Board shall fill vacancies in Offices from among those eligible to serve in a manner that the Board deems appropriate. The appointment will last until the next AGM, at which time the position will be open for election for a term to coincide with the election by-law dictating alternating term lengths

#### **11.6 Quorum**

The number of Directors required for a quorum is one-half, excluding the chairperson. All votes will be decided by majority of those present at a duly constituted meeting. The chairperson votes only to break a tie and must cast his / her vote in the negative.

#### **11.7 Adjournment of Board Meetings**

Any Board Meetings may be adjourned at any time and from time to time and such business may be transacted at such adjourned Meetings as might have been transacted at the original Meeting from which such adjournment took place. No notice shall be required for any such adjournment.

#### **10.8 Remuneration**

Directors shall serve without remuneration and no Director shall indirectly or directly receive any remuneration, salary or profit form the position of Director or for any service rendered to the Association; provided that, the Board of Directors may establish Policies relating to the reimbursement of Directors for reasonable expenses incurred in the performance of their duties as Directors of the Association.

#### **11.9 Conflict of Interest**

Every Director who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association shall make a full and fair declaration of the nature and extent of the interest at a Board Meeting. The declaration of a conflict of interest shall be made at the Board Meeting at which the questioning of entering into the contract or transaction or other matter is first taken into consideration or, if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office. The Board will then decide whether the Director should be excluded from voting on the matter. **Declarations of conflicts of interest are to include parental or coaching interest in a particular team.**

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**11.10 Indemnification of Directors**

Every Director of the Association and his or her heirs, executors, administrators and estate and effects respectively shall from time to time be indemnified and saved harmless by the Association from and against:

- All costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her for and in respect of any act, deed, matter or thing whatsoever, made, done or permitted by him or her in or about the execution of the duties of his or her office; and
- All other costs, charges and expenses that he of she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his or her own willful neglect or default;
- Provided that, no Director of the Association shall be indemnified by the Association in respect of any liability, costs, charges or expenses that he or she sustains or incurs in or about any action, suit or other proceeding as a result of which he or she is adjudged to be in breach of statute unless, in an action brought against him of her in his or her capacity as a Director, he or she has achieved complete or substantial success as a defendant.

**11.11 Confidentiality**

Every Director and Officer of the Association shall respect the confidentiality of matters brought before the Board for consideration in camera.

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**POLICY ARTICLE TWELVE (12)**

**STAFFING**

**12.1 Hockey Administrator**

The GFEMHA will proceed to engage a person in the position of “Hockey Administrator” to assist in all facets of the hockey operations. A sub-committee will be formed to recruit, select and set responsibilities. This position, reporting to the Director of Operations, will be a contract position lasting until the next Annual General Meeting. Duties in general are to assist the various Board members in their functions and to operate the hockey office. Examples of responsibilities would be:

- Assist in communications with membership and associations
- Promote the G.F.E.M.H.A. within the community
- Assist in all Tournaments, the organization of General Meetings, and the Annual General Meeting;
- Assist the VP-HL, VP-Rep, Convenors, and Registrar to ensure that all players and coaches registrations and information is completed on a timely basis;
- Attend Executives meetings and assist in distribution of minutes;
- Be responsible for overseeing all distribution and all correspondence received or sent by the Association;
- Coordinating communications within the Association;
- Perform general office duties;
- Assist in ensuring that the proper Town regulations as they apply to the Gaming Commission are met and adhered to;
- Assist in organizing any revenue generating activities;
- Assist with the communication of the mentoring and development programs;
- Assist as needed with the scheduling of the Ice-time, Referees and Timekeepers;
- Assist in the record keeping of all equipment.

# **POLICIES**

## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### **PART III**

#### **12.2 Hockey Administrator Job Description**

##### **Summary of Function**

**This position oversees the administration of the GFEMHA office by performing the secretarial duties as designated and required, which *may* include:**

##### **Centre Registration**

- Responsible for entire online registration.
- Responsible for payment processing, and deposits.
- Responsible for the E-File of all rosters to the OMHA and Alliance on the registration system for approval. This includes compiling complete registration lists, position of player on team, and team officials, while recording, maintaining, and continually tracking certification numbers.
- Compiles detailed rosters, registration lists, and mailing lists.
- Places ads in local papers and ensures that all information is correct.
- Tracking zone players.
- Compile individual Zone lists.
- Provide all necessary information to convenors, etc.
- Compile detailed registration list for each division for the purposes of REP TRYOUTS and HOUSE LEAGUE drafts” along with player ratings if available.
- Continue education as directed by the ALLIANCE, OMHA, OHF, and HOCKEY CANADA through print training sessions, and one-on-one training.

##### **ALLIANCE – OMHA**

- Maintain current and accurate records and contact lists.
- Responsible for completing all ALLIANCE and OMHA paperwork and delivering it to the necessary parties. Such paperwork includes, Centre registration, League Registration, Residential Questionnaires, Permission to Skate Forms, Waivers, Injury Reports, etc.
- Prepare Eligibility Rosters, AP Forms, as well as additions and deletions to said paperwork.
- Update ALLIANCE – OMHA database. This could occur as needed.

##### **Website**

- Responsible for the GFEMHA website.
- Build and maintain the database.
- Keep homepage updated with all necessary and current events.
- List teams, coaches, scores, and schedules for all REP, SELECT, and HOUSE teams.
- Maintain the registration, tournament, executive, and contact page.
- Ensure all information is kept as up-to-date as possible.
- Constantly work on new ideas and innovative ways to upgrade website with the Board’s approval.

# POLICIES

## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### PART III

#### **NDHL**

- Maintain current and accurate records and contact lists.
- Distribute minutes.

#### **Sponsorship**

- Maintain and develop a current and accurate directory of sponsors under the direction of the respective director.
- Create all sponsorship inquiry letters, follow-up letters, and invoices. Distribute the appropriate documents to the appropriate businesses as well as the Sponsorship Director.
- Assist in the collection of sponsorship monies while acquiring contact information on possible sponsors in order to assist with next season.

#### **Office Operation**

- Perform all clerical activities including;
  - Typing and general office duties
  - Filing
  - Notices
  - Printing
  - Registration
  - Distribution
  - Remittance to ALLIANCE & OMHA
- Pickup all mail from post office and arena office.
- Reception – telephone.
- Receive and direct all general correspondence.
- Maintain accurate records and files necessary to provide an historical perspective.
- Setup necessary appointments.
- Prepare and order necessary tickets, documents, flyers, etc.
- Update bulletin boards in all three arenas.
- Put newsletter together and distribute to all coaches and convenors for distribution to parents.
- Make necessary changes to the By Laws and Policy manual after AGM.
- Set appointments for team photos.
- Work with local newspapers by providing information updates and special events.

Computer Operation  
Directory  
Ordering of Office Supplies  
Declaration Lists  
Preparation of forms  
Proofing  
Website

#### **Booking Facilities**

- Responsible for booking rooms (when required) for the following:
  - Executive Meetings
  - League Meetings
  - Coaches Clinics
  - Trainers Clinics
  - Coaches Meetings
  - Corner Room
  - Referees Meetings / Clinics
  - Annual General Meeting
  - Hearing, Protests, Appeals
  - Committees
  - Training Sessions
  - Team Meetings

# **POLICIES**

## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### **PART III**

#### **Official Contact with Governing Bodies and Affiliates**

- Maintain a current and accurate contact list of all affiliate bodies, leagues, etc., i.e.
- GFEMHA, ALLIANCE, and NDHL.
- Attend training and information sessions regarding registration implementations and practices.
- Conduct ALLIANCE – OMHA training sessions when requested by the ALLIANCE – OMHA REM and Registration Department.

#### **Tournaments - Assist tournament Chair when needed**

#### **Special Events (Fundraisers / Banquets)**

- Organize Banquets
- Get quotes for facilities/food.
- Design and order Banquet Tickets
- Sell banquet tickets.
- Liaison between the GFEMHA and banquet facility regarding payment, menu, numbers etc.
- Coordinate with coaches and convenors.
- Assist with table allocation.
- Assist with Banquet Nights – collect tickets / money at the door. (Collect Prizes)
- Assist when needed.

#### **Coaches, Volunteers, and Players**

- Maintain current and accurate records and contact lists.
- Distribute and collect Coaching and Convening Applications.
- Create Coaching Applications (changes almost yearly due to constant ALLIANCE – OMHA changes).
- Setup Coaches' interviews and type notes.
- Create Master lists for appropriate Executive Members.
- Distribute and collect Coaching and player Evaluations.
- Assist with scheduling/rescheduling Coach's meetings and notification.
- Type and distribute all memos and information to the entire Association.

#### **Executive**

- Maintain current and accurate records as well as a current contact list.
- Provide all necessary information to Executive,
- Assist when needed.

# POLICIES

## **GREATER FORT ERIE MINOR HOCKEY ASSOCIATION**

### PART III

#### **AGM and General Membership Meetings**

- Create Newsletter providing notification of AGM.
- Advertise through Print Ad, Website, and bulletin boards at all three arenas.
- Book Meeting Location.
- Compile registration list.
- Create ballots for pending elections.
- Register attendees that are in good standing and distribute needed materials with the Secretary of the Board.

#### **Scheduling of Time Keepers for all GFEMHA Games.**

- Work with Ice Scheduler for game times and arena.
- Schedule time keepers for games.
- Choose correct people for games appropriate games according to experience.
- Two people for games from Bantam and up.

#### **Hours of Work and Pay Rate**

- Flexible hours. An initial requirement of eight to ten hours a week will be necessary pending a review by the Board that may identify a need for more or less hours during the hockey season from the beginning of August until the end of March.
- One day a week through out the summer months (April until the first of August)
- Pay rate to be established by the Board.
- Pay Period of One Month.

#### **Reports to Operation Director**