

---

# OROMOCTO MINOR HOCKEY



---

Effective April 2015  
(Revised: August 2025)

# Table of Contents

---

<b>Introduction .....</b>	<b>4</b>
<b>Part 1 –Oromocto and Area Minor Hockey Association Inc. Constitution.....</b>	<b>6</b>
Article 1 – Designation .....	6
Article 2 – Affiliation and Jurisdiction... ..	6
Article 3 – Objectives .....	7
Article 4 – Amendments .....	7
Article 5 – Boundaries .....	8
<b>Part 2 – Operation Rules and Regulations.....</b>	<b>9</b>
Section 1 – Objectives .....	9
Section 2 – Generalities .....	9
Section 3 – Amendments .....	9
Section 4A – Financial.....	10
Section 4B – Fundraising.....	11
Section 5 – Awards .....	12
Section 6 – Certification .....	13
Section 7 – Members Discipline .....	14
Section 8 – Protests/Complaints.....	14
Section 9 – Risk and Safety Management.....	15
Section 10 – Special Event Sanctioning.....	15
Section 11- Code of Ethics .....	15
Section 12 – Conduct.....	16
Section 13 – Conflict of Interest .....	16
Section 14 – Admission of a Member.....	17
Section 15 – Minor Association/Community Club.....	19
Section 16 – Leagues .....	19
Section 17 – Team .....	19
Section 18 – Game Pre-requisites .....	20
Section 19 – Players.....	20
Section 20 – Players Release .....	21
Section 21 – Affiliation.....	21
Section 22 – Forfeit Policy... ..	22
Section 23 – Travel Permits/Exhibition Games .....	22
Section 24 – Tournaments .....	22
Section 25 – Provincial Tournaments .....	23
Section 26 – Equipment.....	23

---

Section 27 – Special Playing Rules .....	23
Section 28 – Forms .....	24
<b>Part 3 – By -Laws .....</b>	<b>25</b>
1.0 Executive.....	25
2.0 Executive Powers.....	26
3.0 Voting... ..	27
4.0 Immediate Past Chair .....	27
5.0 Chair .....	28
6.0 Vice Chair .....	28
7.0 Registrar.....	29
8.0 Secretary .....	30
9.0 Treasurer... ..	30
10.0 Equipment Manager.....	31
11.0 Divisional Directors .....	32
12.0 Competitive Director... ..	32
13.0 Tournament Director.....	33
14.0 Public Relations Director.....	33
15.0 Referee in Chief .....	34
16.0 Ice Allocator.....	34
17.0 Ways and Means Director.....	36
18.0 Technical Director .....	36
19.0 Other... ..	37
<b>Annexes.....</b>	<b>38</b>
Annex A - Team Budget .....	38
Annex B – OMA Sponsorship Form and Information Letter .....	39
Annex C – OMHA Complaint Intake Form.....	40
Annex D – Coaches Contract/Guidelines.....	47
Annex E – Parents contract/Guidelines.....	48
Annex F – Players Contract/Guidelines .....	51
Annex G – Memorandum of Constitution Guidelines .....	54
Annex H – Competitive Teams Selection Process.....	55
Annex J – Coach Selection Process .....	57
Annex K – Discipline.....	58
Annex L – OMHA Coach’s Guide for Suspending a Player .....	63
Annex M – Notice of Amendment.....	67

## Introduction

1. In New Brunswick all amateur hockey, including minor hockey, is governed by Hockey New Brunswick (HNB). Hockey New Brunswick derives its authority from, and is subject to playing rules of the national organization, Hockey Canada (HC). Minor hockey within the province is managed and administered by a subsidiary group (council) within the HNB known as the New Brunswick Minor Hockey Council (NBMHC).
  
2. The NBMHC governs all hockey from U7 to U21 age groups. The council is comprised of ten (10) Districts within four (4) Zones. The Districts and Zones are defined in the HNB Constitution By-laws and Regulations Handbook, which is revised annually, or as required. This handbook is available for a nominal fee from:
 

Hockey New Brunswick  
 1221 B Prospect Street  
 P.O. Box 456  
 Fredericton, NB, E3B 4Z9  
 (506) 453-0089 (Phone)  
 (506) 453-0868 (Fax)  
 Website: [www.hnb.ca](http://www.hnb.ca)
  
3. Each District of the NBMHC has a Director elected by the members of their District for a two (2) year period. Elections for odd and even numbered Districts alternate each year. The ten (10) District Directors, their Chair from the NBMHC Executive Committee and a past Chair. The NBMHC Executive Committee is responsible for the administration and management of the NBMHC. Refer to Article 704.0 for changes.
  
4. Regulations of the NBMHC apply to teams and team officials within a Minor Hockey Association, although all players are registered with Hockey New Brunswick at certain prescribed fees on the Hockey Canada Registration (HCR) website. All Hockey Canada, Hockey New Brunswick, and NBMHC regulations apply to all players, coaches, managers and trainers.
  
5. Information regarding HNB and NBMHC rules and regulations, etc. can be found on the HNB website.
  
6. HNB documents containing rules and regulations pertinent to OMHA would include the following:
  - a) HNB Constitution – Section 1 Constitution;
  - b) HNB Constitution – Section 2 By-laws;
  - c) HNB Constitution – Section 3 Rules and Regulations; and
  - d) HNB Constitution – Subsection 700 NBMHC.

## Introduction, Continued

7. As well, the following relevant NBMHC documents are available on the HNB website:

- a) Operations Manual – NBMHC Operations Manual;
- b) Operations Manual – NBMHC Minimum Standards for Discipline;
- c) Operations Manual – NBMHC Provincial Championship Guidelines;
- d) Operations Manual – Appendix A NBMHC Fair Play Policy; and
- e) Operations Manual – Appendix C Hockey Canada Co-ed Dressing Room Policy.

The OMHA Operation Manual is an extension to the New Brunswick Minor Hockey Council Operations Manual (NBMHC Op Manual) and is meant to be read in conjunction with that document.

## **Part 1 – Oromocto and Area Minor Hockey Association Inc. Constitution**

### **Article 1 – Designation**

- 1.1 This organization shall be known as the Oromocto and Area Minor Hockey Association hereinafter referred to as the OMHA.
- 1.2 This document shall henceforth be referred to as the Oromocto and Area Minor Hockey Association Operations Manual (OMHA Op Manual) and is comprised of three (3) parts; Part 1 - OMHA Constitution, Part 2 - Operation Rules and Regulations and Part 3 – By-Laws.
- 1.3 The OMHA Executive Committee as outlined in Part 3, By-Law 1.0 Executive may be referred to as the Executive throughout this document.
- 1.4 When reference to player is made, it shall mean all hockey players regardless of position, including goalies, unless specifically designated non-goalie.
- 1.5 Members of OMHA are those individuals that meet one (1) or more of the following criteria:
  - a) Players;
  - b) Parents of players;
  - c) Legal guardians of players;
  - d) Coaches/managers;
  - e) Duly appointed members of the Executive; and
  - f) Individuals appointed by the Executive.

### **Article 2 - Affiliation and Jurisdiction**

- 2.1 The OMHA is and shall be a member of the New Brunswick Minor Hockey Council (NBMHC) and through this organization, is affiliated and registered with Hockey New Brunswick (HNB) and the Canadian Hockey Association (CHA).
- 2.2 Along with Doaktown, Grand Lake, Fredericton, York North, and York West. OMHA comprises one of the Associations of District 3, Zone A of the NBMHC.
- 2.3 The OMHA shall have jurisdiction to manage and administer all minor hockey within the Oromocto area (as defined by the boundaries found in Article 5).
- 2.4 OMHA shall recognize Tri County Minor Hockey (henceforth know as Trico) as a sub-component of OMHA. Trico shall manage and administer all minor hockey within the Trico area as defined in Part 1 Article 5 Para 5.1.g.

## Article 3 - Objectives

- 3.1 To foster, encourage and improve all organized minor hockey.
- 3.2 To provide, organize and maintain competition for all that desire to participate in minor hockey.
- 3.3 To exercise supervision and direction over the player, interests of its players, coaches, managers and executive members with emphasis on the enhancement of sportsmanship, respect for rules, team spirit, good character and citizenship.
- 3.4 To develop the players, coaches, and official's knowledge and skills related to the sport of hockey.

## Article 4 - Amendments

- 4.1 Amendments or alterations to this constitution shall only be made with the agreement of a 2/3 vote of the attending members. Amendments can be discussed at any General meeting, but only become effective when voted on at an Annual General Meeting (AGM).
- 4.2 Notice of motion can be submitted by anyone that is a voting member in good standing of Oromocto and Area Minor Hockey Association and must be submitted, in writing to the Secretary by **31 March** of each year.
- 4.3 The Annual General Meeting (AGM) shall be held in **April** with the election of Executive committee members taking place at that time. Notice of the AGM will not be less than 2 weeks and will be provided via OMHA social media platforms, a mass email to all OMHA members, as well as on the OMHA website.
- 4.4 OMHA will hold Executive meetings throughout the calendar year and special meetings if required and the members in attendance at these meetings will be limited to OMHA Executive committee members.
- 4.5 The OMHA Executive Committee will endeavour to meet at least once per month, throughout the season as agreed upon by the current members of the Committee.
- 4.6 OMHA can conduct additional General meeting should the need arise providing adequate notice is given to the membership. Notice of additional General meetings will not be less than 2 weeks and will be provided via OMHA social media platforms, a mass email to all OMHA members, as well as on the OMHA website.
- 4.7 Constitution amendments approved at an Annual general meeting shall be effective immediately.
- 4.8 General meetings are open to all current members of OMHA that are in good standing.
- 4.9 A quorum during all regular Executive meetings shall exist when there are seven (7) Executive Committee members in attendance.

- 4.10 Any amendments or change in the Constitution, By-Laws, Regulations or Playing Rules of the CHA, HNB, the NBMHC, shall automatically amend or change the Constitution, By-Laws, Regulations or Playing Rules of the OMHA in accordance therein.

## Article 5 - Boundaries

- 5.1 Eligible players in OMHA must reside within the boundaries of OMHA. Any discrepancies shall be brought forth to OMHA for clarification. Boundaries are as follows:
- a) Oromocto to Second Bridge at Lakeville Corner;
  - b) Oromocto to Lower Gagetown;
  - c) Oromocto to Blissville;
  - d) Oromocto to Tracey and Traceyville;
  - e) Oromocto to Rusagonis; and
  - f) Oromocto to Lincoln (Bakers Brook) Oromocto to Maugerville and Upper Maugerville.
  - g) To be eligible to play Comp C with TRICO or OMHA the player must reside within the boundaries. Any discrepancies shall be brought forth to OMHA for clarification. Boundaries for TMHA are as follows: To include the LSD's of Clarendon, Wirral- Enniskillen, Blissville and Gladstone as well as the Villages of Tracy and Fredericton Junction. Any player requesting to play outside of OMHA or TMHA boundaries will require an annual release from the appropriate Chair. Trico shall release players interested in playing for OMHA's competitive teams, at the player's request.



## Part 2 – Operation Rules and Regulations

### Section 1 - Objectives

- 1.1 As per Article 3 of Part 1.
- 1.2 To provide the opportunity for a maximum number of youth (male and female) to participate in leisure time activity that will strengthen and develop youth who are healthy in a social, emotional, and physical sense. We cater to a maximum number of youth (not dwelling on one group to the detriment of others).
- 1.3 To be accountable and conduct ourselves in a manner that provides opportunities and a positive and safe environment for all participants.
- 1.4 To be a responsible group in our local community, and develop relationships and partnerships which contribute to our financial well-being and a shared sense of pride in our accomplishments.
- 1.5 To assist in the Operation of Trico under the umbrella of OMHA.

### Section 2 - Generalities

- 2.1 COMMITMENT - By joining OMHA, a person willingly accepts to abide by and conform to all parts of the OMHA's Operation Manual and the decisions of the Executive.
- 2.2 The OMHA, Part 2 – Operation Rules and Regulations are to be read in conjunction with the NBMHC Op Manual. Applicable rules and regulations from the NBMHC Operation Manual may not be repeated here.

### Section 3 - Amendments

- 3.1 Notice of motion can be submitted by anyone that is a voting member in good standing of the Oromocto and Area Minor Hockey Association.
- 3.2 Amendments to any section of Part 2 – Operation Rules and Regulations shall only be passed by a majority two-thirds vote of those in attendance at any OMHA Executive Committee or General Meeting and must be submitted in writing using the OMHA Amendments to Operations manual form **Annex M**. Amendments can be submitted by any member of OMHA in good standing with OMHA and must be submitted to the OMHA Secretary for distribution to all board members for review by March 31 of each year prior to the AGM. Board Executive members may submit a motion to the OMHA Secretary 7 days prior to any executive meeting for distribution to all other board members for review.

## Section 3 – Amendments, Continued

- 3.3 Amendments to add completely new sections or subsections to or to delete existing sections or subsections from the Operations Part 2 – Operation Rules and Regulations shall only be made by a majority two-thirds vote of those in attendance at any OMHA General meeting and must be submitted in writing using the OMHA Amendments to Operations manual form **Annex M** and submitted to the OMHA Secretary for distribution to the Chair, Vice Chair and Technical Director for review by March 31 of each year prior to the AGM.
- 3.4 All decisions made by the Executive will be accepted with a voting result of 50% plus 1 except those specifically indicated in the OMHA Constitution or OMHA Operational manual.

## Section 4A - Financial

- 4A.1 Membership fees shall be paid in accordance with a schedule to be approved annually by the Executive. A penalty of \$50.00 shall be paid for each player registered after the last scheduled registration dates. In cases where hardship can be established, the Executive may waive the requirement for membership fees and/or penalties.
- 4A.2 Additional fee(s), as determined by the Executive prior to the start of each season, may be required from all players wishing to participate in OMHA competitive teams and the selection process (try-outs, see **Annex H**).
- 4A.3 The final date for all player registration shall be February 10th annually.
- 4A.4 Fiscal year-end of the OMHA shall be no later than 30 days after the AGM. The Executive may engage an auditor for the purposes of auditing the books of the account at the conclusion of each season's operation. The results of the Audit are to be presented at the Fall General Meeting.
- 4A.5 A financial statement shall be presented at each executive and General Meeting. The budget for the current season's operation shall be presented for approval at the Fall General Meeting.
- 4A.6 All expenditures (to include OMHA budgets) shall only be made with the agreement of the Executive Committee. All non-budgeted expenditures must be pre-approved by a majority two-thirds vote of those in attendance.
- 4A.7 Any outstanding fees from the previous season must be paid in full, prior to being eligible to play in the new season.
- 4A.8 All Executive Committee members responsible for expenditures must provide two (2) quotes to the Committee for any single purchase over \$500.
- 4A.9 No refunds shall be given after 30 Nov of the current season if a player withdrawals from OMHA. However, the OMHA Executive may approve refunds under special circumstances. (i.e. postings)
- 4A.10 Trico shall collect and submit all fees as set by HNB, NBMHC, and HC directly to OMHA. OMHA will submit all collected fees to the applicable organizations.

4A.11 All Competitive AA/A/B fees must be paid by 30 Nov of the current year.

## Section 4B – Fundraising

4. B1 Aim – The aim in developing regulations for fundraising is to ensure equality amongst all teams within the Oromocto and Area Minor Hockey Association (OMHA). It will also help foster a better relationship between OMHA and the community of which we are a part. Team members and their parents and/or relatives who conduct fundraising under the banner of OMHA, must have some form of accountability. Hence these Regulations have been developed by OMHA and approved by the general membership of OMHA. The Operations Manual was designed to provide a framework and process for the continuity of the sport of hockey in the Oromocto area and, in particular to fundraising, establish the manner in which all individuals must participate.
- 4B.2 General - Teams that are found in breach of these rules will face disciplinary action by the OMHA Executive.
- 4B.3 Budget:
- a) All teams within OMHA will submit a team budget twice per year. A preliminary budget is due by **30 Nov** of the current season and a final budget to be submitted at the end of the current season or **31 March**, whichever occurs first. An example of a team budget is shown in **Annex A**.
  - b) All teams within U9 and below will have a maximum team budget of **\$4,000.00**. All teams within U11 and above will have a maximum team budget of **\$10,000.00**. The team budget is only concerned with assets raised by means of Sponsors and/or Fundraising. The maximum limits can only be surpassed by submitting a written request to the OMHA Ways & Means Director, who will seek consent from the OMHA Executive.
  - c) Teams are limited as to what they can purchase with their team budgets. The following is list of acceptable items that can be purchased:
    1. Tournament entry fees;
    2. Associated costs with attending a tournament, to include:
      - i) Transportation;
      - ii) Hotels
      - iii) Meals
      - iv) Trophies or other memorabilia;
      - v) Team clothing such as jackets, hats, track suits, etc. but not to exceed \$250.00 per child;
      - vi) Hockey related equipment; and
      - vii) Food and beverages (not to include alcohol) for the purpose of end of season celebrations.
  - d) Requests for approval of items not mentioned in paragraph 3 can be submitted through the OMHA Ways & Means Director to the OMHA Executive for a decision.

## Section 4B – Fundraising, Continued

- e) Team deficits are the responsibility of the parents of the team. OMHA will not cover budget shortfalls. If the team budget has a surplus at the end of the year and the parents have contributed financially to the team budget, then the surplus can be dividend equally amongst them or given to the OMHA. Teams with a budget surplus where fundraising was the sole means must return the surplus to OMHA.
- f) Parents can never receive a cash return that is more than they have contributed to the team, the difference must be returned to OMHA.
- g) Teams are encouraged to be creative with their fundraising ideas but to also be aware of other considerations such as insurance, Town By-laws and even Provincial laws, including lottery licenses and permits.

4B.4 **Bottle drives** will be pre-arranged with the Town Hall of Oromocto, so as to not conflict with other Organizations and to ensure insurance coverage of the kids involved.

### 4B.6 **Sponsors:**

- a) Teams (to include parents/relatives, coaches & managers) must contact the OMHA Ways & Means Director first before approaching Businesses for Sponsorship. This is to eliminate repeated requests of any one business;
- b) Some parents may own or work for a particular business and have already informally secured a Sponsor. In this case, you are still required to contact the OMHA Ways & Means Director to ensure that the business is recorded as being a Sponsor and ensure the proper actions are taken to promote the Sponsor;
- c) Teams may wish to seek individual sponsorship for each of its players and they may use the upper right front side of the jersey with max dimensions of 4" x 4" for this purpose;
- d) Teams that have been sponsored will be named after the Sponsor and will display the name on a nameplate on the back bottom portion of the hockey jersey. The Sponsor will also be listed on the OMHA web site and have access to advertising on it; and
- e) The official OMHA Sponsorship form and Information letter can be found at **Annex B**.

## Section 5 - Awards

- 5.1 **Spirit of Hockey** Honor Roll, which is created by OMHA to recognize local players who exhibit a high standard of Sportsmanship and Teamwork, with a high level of effort during all games and practices. The names are to be published on the OMHA Website & Facebook page.

## Section 5.2 – Awards, Continued

- 5.2 **Coach of the Year** is selected by the OMHA Executive Committee based on submissions by parents. It is honored by awarding the —Coach of the Year Trophy. This award is presented annually to recognize deserving volunteer coaches for their valuable contributions to our hockey playing youth. The selection criteria for this award include:

- a) Showing and teaching respect for officials and parents;
- b) Embracing a philosophy of fair play;
- c) Demonstrating a concern for the all-round development of the athlete; and
- d) And applying relevant training theory and coaching practice.

- 5.3 **OMHA Volunteer of the Year**, at Oromocto and Area Minor Hockey Association we are fortunate that the spirit of community service is important to our members and the success of our Association. Hundreds of our members volunteer thousands of hours, and through their time and effort, these selfless individuals help to improve the well-being of the players and the Association. The award will be selected based on the following criteria: volunteer service hours contributed during this hockey season, exceptional dedication, leadership, or extraordinary service exhibited by the volunteer. Players, parents, referees and volunteers may submit nominations for this award. The award will be given to an active member of OMHA whose spirit and commitment to OMHA are exemplary.

Send your nominations to the Chairman or Technical Director by March 15. The winning volunteer will be announced at the AGM in April.

- 5.4 **HNB List of Awards**, A list of all awards and their recipients on the HNB website

## Section 6 - Certification

- 6.1 All bench personal in OMHA must be properly qualified, as per NBMHC Operations Manual, by December 15 of the current season or they will be suspended and not permitted to coach until they are qualified.
- 6.2 Team staff will require Criminal background checks and Vulnerable Sector Check by the RCMP to be submitted before December 15 of each year. CRC will be kept on file and be valid for 3 years. The deadline by HNB is December 15, if these documents are not received by this deadline, the team staff will be removed from the team roster until the CRC & VSC is received. The final date to be added to a roster is February 10.
- 6.3 All Teams will have a Hockey Canada Safety Person – see NBMHC Op Manual (4.0.f)

## Section 7 - Members Discipline

- 7.1 Any violation of the OMHA Op Manual or decisions of the Executive Committee by any member of the OMHA shall render such member liable to suspension by a majority 2/3 vote of the OMHA Executive Committee.
- 7.2 The OMHA Executive Committee may suspend or expel any OMHA team or player for notorious and continued foul play, or unfair, unsportsmanlike conduct, individually or collectively, at any OMHA sanctioned activity, for negligent or wilful failure to pay registration fees or assessments or for any persistent infringement of the laws of the game or the Rules of the OMHA, NBMHC, HNB, or HC. Any internal suspension shall be administered the same as an external suspension and executed immediately.
- 7.3 OMHA Disciplinary protocol is found at **Annex K**.
- 7.4 For exact powers of Discipline of the OMHA Executive Committee, see **Part 3 – By-Laws**.

## Section 8 - Protests/ Complaints

- 8.1 Game protests are as per NBMHC Operations Manual, Section 6, para 6.0.
- 8.2 OMHA Complaint intake form is found at **Annex C**. Complaints must be filed within 14 days of the action being reported.
- 8.3 If anyone witnesses an infraction to the policies and procedures referred to in this OMHA Op Manual or feels that they or someone they represent, child or someone they have guardianship over, has suffered mistreatment, may in writing, submit a complaint. When possible, minor infractions are encouraged to be resolved at the lowest level, i.e. manager/coach before addressing it higher to your Divisional Director.
- 8.4 Complaints may be submitted to any member of the OMHA Executive – contact information can be found on the OMHA website. If not handed directly to the OMHA Chair, then he/she (or his/her designate) must acknowledge having read your complaint within 24hrs of actually receiving it.
- 8.5 The OMHA Chair (or designate) will then convene no fewer than three (3) members of the Executive Committee to render a decision by a majority vote, in response to the complainant. A written response must be sent to the complainant within 48hrs of the Executive rendering their decision.
- 8.6 An undetermined period of time may pass during the conduct of the investigation but with the goal of an expedient conclusion to the matter.
- 8.7 A record of the proceedings and investigation will be kept on record for not less than 2 years.
- 8.8 The complainant may appeal OMHA Executive decision to the NBMHC District Director, as outlined in NBMHC Operations Manual Section 6, para 6.1. Their appeal must be filed with the NBMHC District Director within 24 hours of receiving the OMHA Executive Committee's written decision.

## **Section 9 – Risk and Safety Management**

- 9.1 The safety of the player must be first before all other aspects of the program. All players should be encouraged to use equipment which best protects them against injury. Coaches must ensure that the safety of the players comes first in all situations.
- 9.2 In line with the Hockey New Brunswick Safe Sport Policy Manual, there is a zero tolerance OMHA policy regarding harassment.
- 9.3 Exact policy and procedures for suspected abuse and harassment can be found on the HNB website under: Risk and Safety Management.

## **Section 10 - Special Event Sanctioning**

- 10.1 OMHA is bound by the Guidelines and Policies set out by HC and HNB, which can be found at the HNB website under: Minor Hockey; sub section – Publications.
- 10.2 The HNB Sanctioning form can be found at the HNB website under: Minor Hockey; sub section—Forms
- 10.3 Anyone looking to seek Special Event Sanctioning is to go through their appropriate Director at least 21 days prior if possible.

## **Section 11 – Code of Ethics**

- 11.1 OMHA adopts the NBMHC Code of Ethics which can found in the NBMHC Op Manual, Section 9.
- 11.2 The Code of Ethics outlined in section 9 above, pertain to Coaches, Managers and Officials, these principals will also apply to the OMHA Executive Committee and to any other volunteers within the association. Such that, by conducting themselves at all times in a manner, which is appropriate to the responsibilities of their position.

## Section 12 - Conduct

- 12.1 OMHA abides by the NBMHC Code of Fair Play, which can be found at the HNB website.
- 12.2 As part of the Code of Fair Play the following contracts/guidelines can be found in this Op Manual as Annex's:
- a) Coaches Contract/Guidelines – **Annex D**;
  - b) Parents Contract/Guidelines – **Annex E**; and
  - c) Players Contract/Guidelines – **Annex F**.
- 12.3 All members are obligated to adhere to the guidelines laid out in the Code of Fair Play as well as the objectives outlined in the constitution and operation manuals of the OMHA, HNB and Hockey Canada. This applies to the entire hockey membership and ensures the safe and transparent operation of our minor hockey association per the appropriate by-laws and regulations. To address concerns and appeals, a formal submission in writing using the complaint form is required and is to be sent to the OMHA Executive Committee for action. Providing the formal submission ensures the concerns are defined, specific and the associated comments are germane to the issue. This will allow the Executive Committee to provide a timely review, response, and resolution (when required). All submissions will be processed as per Part 2 Section 8.0 of the OMHA Ops Manual.
- 12.4 Disciplinary protocol within OMHA will be as per the —NBMHC Minimum Standards for Discipline of the current year. This can be found at the HNB website.
- 12.5 OMHA Disciplinary protocol is found at **Annex K**.

## Section 13 – Conflict of Interest

- 13.1 A potential conflict of interest is deemed to arise when a duly appointed member of the OMHA Executive Committee is involved:
- a) And would receive financial gains from a decision by the Executive Committee;
  - b) When a decision by the Executive Committee effects an immediate family member; and
  - c) With a rival or conflicting organization to Minor Hockey.
- 13.2 Procedure – when a potential conflict of interest is deemed to have risen, the member involved:
- a) Shall immediately notify the OMHA Executive Committee;
  - b) Shall not participate in discussion and shall absent themselves from the meeting when any item is being discussed by the Executive Committee;
  - c) Any sub-Committees which the presiding Chair considers a conflict;
  - d) Shall excuse themselves for any vote on the matter; and
  - e) Shall not solicit information on any item.



## Section 14 - Admission of a Member

- 14.1 OMHA Registration fees are due as follows:
- Minimum of 50% is due at time of Registration by either credit card, etransfer or cheque.
  - Balance due by September 30 (6pm) by either etransfer or cheque.
  - If payment has not been provided in full by September 30 (6pm), player's registration will be removed and put on the waitlist.
  - If ice times are provided prior to September 30, players will not be permitted to go on the ice until full payment has been received.
  - Players who are applying to outside organizations for financial assistance with registration fees MUST pay the fee in full prior to September 30 and will be reimbursed accordingly once fees are received from the outside organization.
  - Players requesting assistance from within OMHA if available (ex. Oromo Funding), will have the amount requested reviewed and approved by a minimum of three (3) board members, one of which must be the Treasurer.
  - Information regarding registration fees, deadlines and financial assistance from outside organizations will be posted well in advance on the OMHA website and social media sites.
- 14.2 Any cheques returned for stop payment or NSF may, at the discretion of the Board, result in playing privileges being suspended immediately until cash or certified cheque payment is received.
- 14.3 If any payment is returned (NSF) the replacement must be cash or certified cheque in the amount of the original payment plus any costs incurred by OMHA.
- 14.4 The cost of registration will be determined by the Executive Committee and posted prior to player registration.
- 14.5 A non-refundable late fee will be added to any registrations after the last day of posted registration dates.
- 14.6 The Town of Oromocto may subsidize each registered player living in the Town of Oromocto. This is a tax-based system and is not offered to outlying areas; as a result players from the Town of Oromocto may pay a reduced registration fee. The fee is calculated based on last year's registration numbers.
- 14.7 OMHA will abide by all registration deadlines set out in the NBMHC Op Manual.
- 14.8 The Registrar, together with the Directors of U7, U9, U11, U13, U15, U18 and U21 shall use their best efforts to ensure that all players, coaches, managers, and trainers of teams shall be registered in accordance with Hockey New Brunswick, NBMHC and League regulations prior to being allowed to participate in any League play.
- 14.9 Each team within the OMHA program will submit to the Registrar, at a date determined by the Executive, a complete team list. This shall include players, affiliates, coaches, managers and any other team officials. The number of players per team shall be in accordance with NBMHC Rules and Regulations and OMHA policies.

- 14.10 Players shall not be added to a team's list by the Registrar after noon of **December 15** of the playing season. There will also be **no** player movement within OMHA after **December 15** without the approval of the Executive. Between **December 15** and **February 01**, only new players relocating into the OMHA geographic area from outside of the OMHA geographic will be considered for registration. Players will only be accepted with the approval of the Chair, the Divisional Director, and the Registrar.
- 14.11 Any registered OMHA player that decides to play outside of OMHA shall not be guaranteed a placement at the highest level of play within OMHA if the player decides to return to OMHA during the current season. A release form must be signed for all players.
- 14.12 Membership within OMHA runs from the time the application is signed to **May 31** of the following year.
- 14.13 Further to NBMHC Op Manual —Responsibility of proving the eligibility of a member:
- a) Parents (or legal guardian) have the responsibility of proving the eligibility of their charge;
  - b) Any player proven guilty by OMHA, HNB or HC of falsifying a birth certificate, HC registration certificate or forging and playing under an assumed name, or of having had knowledge that same had been falsified, or of playing on other than his own birth certificate, shall be automatically suspended from playing hockey with any team affiliated with the HC for a period of up to three years from the date of his suspension;
  - c) Any team official or Executive Committee member, proven guilty after a proper investigation by OMHA, HNB or HC of having been party to, or having had knowledge of such falsification, shall be suspended for a period of not less than 3 years from playing or holding office with any team, club or association affiliated with the HC.
- 14.14 Proof of Residency – The following will be considered as reasonable Proof of Residency for purpose of ruling on the residential status of a player:
- a) Lease, mortgage agreement and/or tax bill (public info), in parent and/or guardian's name.
  - b) Proof of utilities such as NB Power, Aliant, cable or related bill in parent's and/or guardian's name. Driver's license of player or parent and/or guardian.
- 14.15 OMHA reserves the right to limit the number of registrations in each division to a maximum of 60 players and 8 goalies.
- 14.16. OMHA Refund Policy - players who chose to withdraw from OMHA hockey may be provided a pro-rated refund based on the following:
- a) Date of refund request
  - b) Number of ice times the player participated in
  - c) Reason for withdrawing from hockey
  - d) Administrative fee to cover HNB insurance/fees

Refund requests can be submitted to the Treasurer and/or Registrar directly or to the Divisional Directors. Final refund amount to be reviewed and approved by a minimum of three (3) board members, one of which must be the Chair, prior to issuing. Tryout fees for Competitive team are non-refundable. No refunds will be provided after December 31.

Current refund policy information is to be posted on the OMHA website and social media sites.

## **Section 15 – Minor Association / Community Club**

- 15.1 OMHA shall enforce the Hockey Canada Co-ed Dressing Room Policy found at HNB website.

## **Section 16 - Leagues**

- 16.1 League registration details and deadlines are found in the NBMHC Op Manual.

## **Section 17 - Teams**

- 17.1 Further to NBMHC Op Manual, coaches and/or managers are responsible for the conduct of their players before, during and immediately following a game.
- 17.2 Due to the limited population of Oromocto and surrounding areas, OMHA will usually operate with two (2) competitive team(s) in each Division, starting at U11, unless numbers and skill dictate the possibility of more/less teams within a particular Division.
- 17.3 OMHA will follow the outlined HNB U7 Program.
- 17.4 In keeping with the prior stated OMHA Objectives, all Development and Competitive teams shall be composed of 17 players, 2 of which must be goalkeepers, unless ruled by the OMHA Executive Committee that a reduced number on the team is necessary for safety or developmental reasons.
- 17.5 Competitive team selection will be conducted utilizing OMHA ice allocations throughout the months of September & October of each season.
- 17.6 The Competitive team selection is detailed in Annex H.
- 17.7 Other rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
- a) Max amount of players on a team;
  - b) Goalkeeper rules;
  - c) HNB U7 Program;
  - d) Refusal of players; and
  - e) Registration of Players from outside of New Brunswick.

## Section 20 - Teams, Continued

- 17.7 Teams from U7 to U15, may register up to 19 players (two (2) of which must be goalies), while U18 and U21 teams may sign up to 25 players. No Division may dress more than 19 players at any one time.
- 17.8 Divisional players, U13 and below, can play goalie as well as out as a skater, in the recreational league only (NBMHC Op Manual).
- 17.9 Trico shall host a minimum of 1 game and 1 practice per season for each of the teams above Comp C for OMHA. Trico shall provide the ice free of charge with OMHA covering the officiating cost.
- 17.10 The Coach Selection Process is detailed in **Annex J**

## Section 18 - Game Pre-requisites

- 18.1 Further to NBMHC Op Manual, OMHA will endeavor to follow the one (1) practice per game rule but not including exhibition or tournament games.
- 18.2 Other rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
  - a) Min/max amount of players for a game;
  - b) Description of authorized on-ice officials;
  - c) Responsibilities of the coach/team official for the game; and
  - d) Max number of bench personal.

## Section 19 - Players

- 19.1 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
  - a) Minimum age of players;
  - b) Registration guidelines for Development and U18 AAA players;
  - c) Upward movement of under aged players; and
  - d) Reporting of all players by the Association to HNB.
- 19.2 OMHA may register over-aged U18 players (age 18) for recreational division only, with the Vice Chair's and U18 Director's approval. OMHA must also seek the District 3 Director's approval. It is the responsibility of the U18 Director and Vice Chair to ensure that the player is not over-skilled.

## Section 21 - Players, Continued

- 19.3 It is the intent of the OMHA that all players will play in the Division as their age dictates. It is recognized that situations may arise where the best interests of the player and the association are best met by moving a player from one division to another. These situations are assessed on an individual basis and are subject to the guidelines as per the NBMHC Ops Manual. Requests to have players moved from one division to another must be made in writing prior to the draft of the recreational teams and submitted to the OMHA Chair, Vice-Chair, Division Directors of both respective divisions and the Registrar by the player's parent or guardian. The request must identify the reasons for the request. All such movement must be first approved by the Board of Directors considering the number of players currently registered in each division (i.e., number of teams and size of rosters). Once approved by the Board, it is then submitted for final approval by the NBMHC District Director.

## Section 20 - Player Release

- 20.1 OMHA abides by all rules found in this section of the NBMHC Op Manual. When NBMHC Op Manual refers to — President, substitute — Chair.
- 20.2 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here are:
- a) Release Procedures;
  - b) Rights to be Released;
  - c) Conditions to Obtain a Release;
  - d) Final Date for a Release; and
  - e) Releasing a Suspended Player.
- 20.3 Players released before **December 15** will be eligible to play on another OMHA team while players released after **December 15** will require an Executive decision to be eligible.
- 20.4 All players ineligible to play will forfeit all remaining monies.
- 20.5 Players who are released from OMHA must have a release form signed and dated by the Chair.
- 20.6 Trico shall release players interested in playing for OMHA's competitive teams, at the player's request.

## Section 21 - Affiliation

- 21.1 Further to NBMHC Op Manual, OMHA encourages all of its competitive teams to use affiliates to the maximum extent possible in keeping with the stated Objectives in Section 1.
- 21.2 Affiliates will be invited to a minimum of one (1) practice per month until end January.
- 21.3 Teams may affiliate up to 19 players.

## **Section 21 - Affiliation, Continued**

- 21.4 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
- a) Affiliation systems;
  - b) Deadlines for Affiliations;
  - c) Signing of Special Affiliate Player Certificates; and
  - d) Number of games.
- 21.5 Any team that does not follow all parts of SECTION 21 will forfeit their option of using the affiliate player/s for the remainder of the current season.

## **Section 22 - Forfeit Policy**

- 22.1 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here are:
- a) A game is Forfeited when...; and
  - b) Games played under different jurisdictions.

## **Section 23 - Travel Permits / Exhibition Games**

- 23.1 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here are:
- a) When is a Travel Permit required; and
  - b) Inter-branch Games restrictions.
- 23.2 HNB requires the issuance of a travel permit for all exhibition games played outside of normal league games or playoffs. Travel permits are also required for all sanctioned tournaments. Travel permits are required for all U7 and U9 games. Travel permits are to be submitted as outlined in Section 21 of the NBMHC Ops Manual.

## **Section 24 - Tournaments**

- 24.1 Further to NBMHC Op Manual, OMHA procedures for hosting local tournaments are found under — Section 22 – Tournaments.
- 24.2 OMHA teams may have to pay entry fees to OMHA sponsored Tournaments.
- 24.3 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
- a) Deadline for submitting Tournaments;
  - b) Restrictions for exhibition or inter-branch games;
  - c) Tournaments involving 4 or more Branches;
  - d) International play approval process;

- e) Notification of approval for Tournaments;
- f) Tournament restrictions;
- g) Tie-breaker rules; and
- h) U7 and U9 level restrictions.

## **Section 25 - Provincial Tournament Guidelines**

- 25.1 The membership must adhere to the NBMHC Provincial and Zone Championship Regulations found on the HNB website – Minor Hockey; sub section – Provincials.

## **Section 26 - Equipment**

- 26.1 Further to NBMHC Op Manual, OMHA Coaches and on-ice assistants must wear a CSA certified helmet while on the ice during practices and warm-ups.
- 26.2 OMHA strongly recommends the use of mouth guards for all players.
- 26.3 Players who have not returned their jerseys by the date to be determined by the Equipment Manager will be required to pay \$100 per jersey prior to participating in any OMHA sanctioned activities.
- 26.4 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
- a) Player mandatory equipment; and
  - b) Team(s) not properly equipped.
- 26.5 All coaches, assistants and on ice helpers under the age of 18 registered within HNB must wear a minimum of a CSA-approved helmet with CSA-approved full-face mask, approved throat guard protector and gloves.
- 26.6 All goalkeepers must wear a throat protector that is attached to the full-face mask and a BNQ approved throat guard.

## **Section 27 - Special Playing Rules**

- 27.1 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
- a) Checking restrictions;
  - b) Slap shot rule for all levels;
  - c) Stick banging rule;
  - d) Different component teams inter-play rules; and
  - e) 4 penalties in a game rule.

## Section 28 - Forms

28.1 The following form can be found at the OMHA web site under —Forms:

- a) Hockey Canada Injury report;
- b) OMHA Protest/Complaint form;
- c) Tournament form; and
- d) OMHA Coaches application

28.2 The following forms can be found on the HNB web site under “Minor Hockey”, within the following sub sections:

Resources:

- a) Coach Application

Forms:

- a) Application For Teams' Affiliation
- b) Arena Agreement
- c) Association Registration Form
- d) Female Dual Agreement
- e) Hockey Canada Injury Report Form
- f) League Application for Membership
- g) League record of suspension
- h) Out of Town Travel Permit
- i) Medical information sheet
- j) Team Application for Membership
- k) Tournament / Jamboree Request Form
- l) HNB Event Sanctioning
- m) eTravel Permit Procedure



## **Part 3 – BY- LAWS**

### **1.0 Executive**

- 1.1 The OMHA Executive committee shall have the power to conduct and manage the affairs of the Association subject to the Constitution, By-Laws and Rules & Regulations of OMHA, NBMHC, HNB and the CHA.
- 1.2 All hockey committees and other working groups of the Association shall be established and dissolved by the Executive Committee.
- 1.3 The Executive Committee may consist of the following:
  - a) Chair;
  - b) Immediate Past Chair;
  - c) Vice-Chair;
  - d) Registrar
  - e) Secretary;
  - f) Treasurer;
  - g) Equipment Manager;
  - h) Divisional Directors (For each age group or divisions as established by the executive);
  - i) Competitive Teams Director;
  - j) Tournament Director;
  - k) Public Relations Director;
  - l) Referee In Chief;
  - m) Ice Allocator;
  - n) Technical Director;
  - o) Ways and Means Director, and
  - p) Any other person deemed by the executive to be necessary for the efficient operation of the OMHA regardless of the number of positions held.
- 1.4 The Executive Committee, except the Immediate past Chair, shall be selected by nomination from any current member of the Association in good standing and elected by a 2/3-majority vote at that year's Annual General Meeting. Normally, the Vice-Chair shall become the Chair at the conclusion of the latter's term.
- 1.5 In the event of a vacancy after AGM, the Executive Committee shall make the appointment available to any member of OMHA. Calls for Nominations for vacant positions will be posted on the website and posted to OMHA social media platforms. Interest in any position may be passed on to any member of the Executive. All nominations will be put forward to the Executive Committee and the appointment will be approved as with a 2/3 majority vote.

## **1.0 Executive, Continued**

- 1.6 Seven (7) of the Executive Committee shall form a quorum. The Chair shall serve for a one-year term and may be elected for a second term with agreement of 2/3-majority vote of the current Executive Committee and the ratification of the general membership.
- 1.7 No person will hold more than one position within the OMHA unless sanctioned by the Executive.
- 1.8 Any voting member of the Executive may be removed from office for cause, with the agreement of two-thirds of the voting Executive members in attendance.
- 1.9 A member of the Executive Committee may be considered not in good standing if he/she misses three (3) meetings within a year.
- 1.10 All Committee members will submit agenda points to the Secretary no later than 10 days prior to all General and Executive Committee meetings.
- 1.11 The Disciplinary Board must consist of at least three (3) Committee members, of which one (1) must be the Chair or Vice-Chair.

## **2.0 Executive Powers**

- 2.1 The powers and duties of the Executive during its term of office shall be, unless specifically mentioned before to:
  - a) To interpret all the provisions of the Operation Manual, policies, procedures, rules and regulations. The Executive Committee shall render decisions on the Operation Manual, policies, procedures, rules and regulations; and all such interpretations and decisions rendered by the Executive Committee may be subject to the appeal process;
  - b) Issue or revoke registration certificates with notice of such action;
  - c) Suspend or expel a club or club officials, team or team officials or a player for notorious and continued foul play, or unfair, or unsportsmanlike conduct, individually or collectively, on the ice, or off, or in any arena where a hockey game is being played, or at any meeting or gathering in the interest of the game; for failure to pay assessments, or for any persistent infringement of the laws of the game or the rules of the Association;
  - d) Suspend or expel any team or player refusing to accept and obey the ruling of the Executive;
  - e) To re-admit by resolution and a majority vote of the Executive any club, team or its officials or players under suspension;
  - f) Accept or reject any entry, and to place teams and players in categories and groups, as regulated by the Constitution, By-Laws and Regulations; and
  - g) Approve for any team to travel outside of the Province before any commitment is made to travel.
- 2.2 All decisions by the Executive affect all members of the association in one way or another. These decisions should be available to all members. In addition it would assist in keeping members up to date on all past and present issues excluding any personal information.

## 2.0 Executive Powers, Continued

- 2.3 Cases of Emergency are defined as issues that are not covered within HNB or NBMHC Constitutions and are time sensitive.
- 2.4 Expenses of Board members to attend authorized and approved meetings shall be paid as follows:
- a) Breakfast \$10.00;
  - b) Lunch \$12.00 ;
  - c) Dinner \$23.00 (Meal Maximum Per Day of \$45.00);
  - d) Travel - \$ .40/kilometer for use of own personal vehicle or cost of reasonable rental unit; and
  - e) Lodging - Cost of reasonable motel/hotel lodging.

## 3.0 Voting

- 3.1 Executive members shall excuse themselves from voting on matters in which they have a real or apparent conflict of interest as detailed in Part 2, Section 13.
- 3.2 Proxy votes shall not be allowed.
- 3.3 The Chair shall only vote to break a tie. (Robert's Rules of Order)
- 3.4 All members of the OMHA Executive committee have only one (1) vote regardless of numbers of positions held.
- 3.5 Voting of the Executive is permissible by means of email and Facebook polls on the private OMHA Board page when applicable. Respondents are to use the —Reply to Original Sender only feature when using this method.
- 3.6 Voting shall be by show of hands, unless the meeting decides upon a ballot.
- 3.7 Voting at elections when an officer or position is contested shall be by secret ballot.
- 3.8 Voting members are members of Oromocto and Area Minor Hockey Association that are of legal voting age.
- 3.9 No member shall hold voting rights in both OMHA and TriCounty Minor Hockey Association (TMHA). at the same time. Voting shall be determined by the location for which the player is assigned.

## 4.0 Immediate Past Chair

- 4.1 The Immediate past Chair will act in an advisory capacity during the term of office of the Chair.

## **5.0 Chair**

- 5.1 The Chair shall preside at all General and Executive meetings.
- 5.2 The Chair shall be an ex-officio member of all OMHA Committees and may at his discretion order the calling of special meetings of the OMHA, or its Committees.
- 5.3 The Chair shall ensure the OMHA is represented at annual and special meetings of the NBMHC and at District meetings.
- 5.4 In addition to his/her own powers, conferred upon him/her by the Constitution and By-Laws, the Chair and any two other members of the Board, in case of emergency, may exercise all the duties and powers of the Board. It being understood that such actions as he/she may take, must be reported within fifteen (15) days to the Board.
- 5.5 Must submit the required paperwork for Association registration into Hockey New Brunswick (HNB) and Minor Hockey Council (MHC).
- 5.6 The Chair shall sign all instruments that require the signature of the Chair and shall perform all duties that may be assigned to him/her from time to time by the Board.
- 5.7 The Chair will provide guidance and assistance to the Directors and shall be responsible for the administration of the Operation Manual; they shall render decisions on these rules and regulations, and all decisions so rendered may be subject to the appeal process.
- 5.8 Responsible to put together the Disciplinary Board when necessary in accordance with the Operational Manual.
- 5.9 Participate in selection of Recreational and Competitive coaches.
- 5.10 Administer the OMHA program of financial assistance to needy players.
- 5.11 May cast a vote in order to make or break a tie when presiding at all General and Board meetings.

## **6.0 Vice-Chair**

- 6.1 The Vice-Chair shall in the absence or in the incapacity of the Chair, have all the powers and duties of the Chair.
- 6.2 The Vice-Chair shall supervise the house league divisional directors in the implementation of policy as laid down by the Board.
- 6.3 Organize and supervise the annual registration process ensuring provision of a birth certificate to meet provincial registration requirements.
- 6.4 Carry out other duties as assigned from time to time by the Chair or the Board.

## **6.0 Vice-Chair, Continued**

- 6.5 Participate in selection of Recreational and Competitive coaches.
- 6.6 Assignment of players who register late to teams as appropriate.
- 6.7 Safe keep all equipment assigned to that position.
- 6.8 When acting as the Chair can only vote as indicated in Part 3 – 5.11
- 6.9 Responsible to check the mail once a month minimum in the off-season and once a week minimum between Sept and April each year.

## **7.0 Registrar**

- 7.1 Registrar – shall manage, coordinate, and attend to the registration requirements of OMHA, its teams, players, team officials and its referees and other officials. This shall include, but not be limited to:
  - a) player registration;
  - b) coach and team-official registration;
  - c) referee registration;
  - d) team registration;
  - e) OMHA registration;
  - f) Hockey New Brunswick registration; and
  - g) OMHA member registration.
- 7.2 Registrar shall ensure that the names of members of the Association as disclosed on the registration forms of OMHA players and officials are recorded on the Member Register as appropriate. The Registrar shall receive and where appropriate certify all appropriate certificates submitted to him/her on behalf of the registered players and he/she shall be responsible for the maintenance of an accurate record of all team and player registration forms in accordance with OMHA Op Manual.
- 7.3 The Registrar shall ensure that all Hockey New Brunswick required documentation is submitted in a timely manner (team registration, player registration, team official registration, referee registration, etc.).
- 7.4 A statement or registration form purporting to be signed by a parent or legal guardian of a participant or prospective participant in OMHA programs may be accepted as prima facie proof of the information therein contained but the Registrar or Division Director may require further evidence thereof prior to accepting or recording participant or member registration, the responsibility for accuracy of the information provided on all such registration forms or statements concerning a participant or prospective participant and his or her parents and/or legal guardian being that of such parents and legal guardians.

## **7.0 Registrar, Continued**

- 7.5 At or prior to the end of the regular hockey season, the Registrar shall be responsible for providing the Executive Committee an estimate, based upon the previous season enrolment, of the number of players that will be available for the next season. The estimates shall be provided for the U9 level and above, for the purposes of further planning.
- 7.6 The Registrar shall have such other duties and responsibilities as the Board may prescribe subject always to the by-laws of OMHA.

## **8.0 Secretary**

- 8.1 Maintains a digital copy of OMHA's documents including minutes, agendas, reports, the OMHA Ops Manual etc.
- 8.2 Records, prepares, and distributes meeting minutes, and distributes meeting agendas and invitations.
- 8.3 Updates OMHA Ops Manual and internal Executive contact list.
- 8.4 Receives, records, and distributes e-mail correspondence on behalf of OMHA members to appropriate Executive member(s).
- 8.5 Upon leaving the position, ensures all records will be handed over to the successor or the Chair.

## **9.0 Treasurer**

- 9.1 Treasurer shall be responsible for the receipt, safe custody, banking, disbursement, and accounting for all OMHA funds.
- 9.2 He/she shall record all financial transactions in a general ledger and shall prepare financial statements monthly and annually.
- 9.3 Render a detail account of all transactions and the financial position of OMHA at all General and Board meetings and as otherwise required of them.
- 9.4 Provide the OMHA books to be audited at the end of June of each year.
- 9.5 Provide a financial statement 5 days prior to all General and Board meetings.
- 9.6 Provide the results of the audit at the next Board meeting and the first General meeting of the new hockey season.
- 9.7 Take all reasonable steps to insure that delinquent accounts are collected in full.
- 9.8 Perform other duties as required from time to time by the Chair or the Board.

## 9.0 Treasurer, Continued

- 9.9 Assist in the administering of the OMHA program of financial assistance to needy players.
- 9.10 Will be a signing officer along with the chair, vice chair, and 1 other as deemed necessary and will sign on all bank documents. Where cheques are concerned a combination of the treasurer and either the chair, vice chair, or the other person designated, signature are required.

## 10.0 Equipment Manager

- 10.1 The Equipment Manager shall develop an ongoing three (3) year plan and a Season Plan for this role. The Season Plan is to be submitted to the Chair by July 1.
- 10.2 The Equipment Manager shall be responsible for maintaining a system of purchasing, tracking and disposing of OMHA equipment while ensuring that the maximum use of all equipment is maintained. In addition, he/she is to ensure that the equipment used is of a suitable standard for player safety while projecting a positive image of the OMHA.
- 10.3 Maintain adequate inventories of all equipment and up-to-date records of all OMHA equipment. This will require recommendations to the Board, as necessary, to enhance utilization of equipment.
- 10.4 Prepare for the Board's consideration a proposed equipment budget for the then current fiscal year to address replacement, additions and upgrading as well as the status of present equipment (loans, losses, etc.) no later than August 1, and return all invoices for payment.
- 10.5 Communicate with Divisional Directors for the issuance and retrieval of equipment.
- 10.6 Maintain a system designed to ensure that all OMHA equipment, which is lent for use by OMHA players, has a signed receipt by a responsible adult therefore upon which liability for damage or non-return could be established and to ensure that all equipment shall be returned to the Equipment Manager no later than **April 15** for the purposes of inventory. The Executive Committee is to be informed of any individual's not returning equipment by the required deadline.
- 10.7 Ensure that persons signing out OMHA equipment are aware of their responsibility for returning the equipment in the same condition that it was received excepting fair wear and tear and of their liability to OMHA if they fail so to do. Equipment that starts to wear or shows other signs of deterioration is to be immediately returned to the Equipment Manager for replacement. If equipment shall not be returned by the return date in the same condition in which it was lent, reasonable wear and tear excepted, or if equipment shall be returned in such a condition that repair is not viable due to obvious misuse when it was in a repairable condition, then in any such case, the person signing out the equipment shall be held accountable for the replacement of said equipment.
- 10.8 Ensure that coaches or Divisional Directors sign out any equipment required by their respective teams during the regular season.

## **10.0 Equipment Director, Continued**

- 10.9 Be responsible for organizing and operating the OMHA Equipment Exchange if such an exchange is to be held. He shall ensure that all OMHA equipment that is no longer required by the OMHA is identified as such and provided to the public for purchase at fair market value. In addition he shall make reasonable attempts to safeguard all equipment left for the Equipment Exchange while in his care, provided however that under no circumstances will the OMHA or the Equipment Manager accept the responsibility or liability of equipment left for the purposes of selling at the Equipment Exchange. Notice to this effect is to be posted in a prominent and conspicuous place during the Equipment Exchange.
- 10.10 Before issuing the team jerseys at the beginning of the season, the Equipment Manager is responsible to ensure that each team (through the coach, assistant coach or manager) does not have any outstanding jersey fees.

## **11.0 Divisional Directors (For each age group or divisions as established by the Executive)**

- 11.1 The Division Directors shall represent their respective Divisions at all meetings of the OMHA.
- 11.2 They shall administer and manage their respective Divisions in accordance with the OMHA Operations Manual.
- 11.3 It shall be the duty of the Division Directors to prepare league and playoff schedules in their respective divisions.
- 11.4 The Division Directors shall deal with protests in accordance with OMHA regulations.
- 11.5 Hold Division meetings at least once every eight weeks between September 15 and April 15. Failure to do so may result in removal of the Division Director.
- 11.6 Be part of the discipline committee if applicable.

## **12.0 Competitive Teams Director**

- 12.1 The Competitive Teams Director shall be responsible to organize, plan and direct the developmental program for the U11, U13, U15 and U18.
- 12.2 Organize, supervise, and direct the organization and establishment of the competitive programs of OMHA, ensuring that all managers and coaches comply with the established standards and practices.
- 12.3 Represent the competitive teams at all executive meetings.



- 12.4 Represent the OMHA and the competitive teams at all scheduled league meetings, ensuring that all pertinent information is relayed to the various team managers.
- 12.5 Acquire all relevant league schedules pertaining to regular schedules, playoff schedules, exhibition games, tournaments, practices and provincials.
- 12.6 Represent competitive teams at regular ice allocation meetings, ensuring that team managers are kept informed and up to date.
- 12.7 Ensure that the referee-in-chief is furnished with the home game schedule of all league, tournament and exhibition games.
- 12.8 Ensure that competitive team projected budgets are presented for the upcoming year and monitor expenses on an ongoing basis. Obtain actual expense report at end of season.
- 12.9 Ensure that competitive teams conform to the standards of the HNB regarding discipline procedures, playing cards, deadlines for player movement between levels, etc.
- 12.10 Ensure compliance with uniform policies of OMHA as regards to maintenance, lettering on sweaters, etc.
- 12.11 Chair regular meetings with competitive team managers to ensure good communication are maintained.

## **13.0 Tournament Director**

- 13.1 The tournament director shall be responsible for the planning, administration, conduct and financial control of all OMHA approved tournaments.

## **14.0 Public Relations Director**

- 14.1 The Public Relations Director shall be responsible to prepare regular team and divisional articles, photos and statistics for the Association Website.
- 14.2 Promote OMHA in a good way to the rest of the local community.
- 14.3 Maintain open and accurate means of communication between the Executive and the rest of the Association. Namely through the use of the OMHA website and also posting of notices in the appropriate arenas.
- 14.4 As administrator of the OMHA website, he/she may be referred to as —Webmaster.

## 15.0 Referee In Chief

- 15.1 The Referee-in-Chief shall be responsible for the qualification, appointment and conduct of all referees and linesman for all games involving OMHA teams.
- 15.2 He/she shall be responsible for the allocation of major officials for each game and will act as spokesman for the referee during OMHA Executive Meetings.
- 15.3 He/she shall be responsible for the coordination and submission of protest to the Executive and to HNB.
- 15.4 He/she shall ensure that all regulations for the Divisional Directors are meeting the appointments of minor game officials. While his attendance at OMHA meetings is encouraged, he/she does not have a vote.

## 16.0 Ice Allocator

- 16.1 The Ice Allocator shall be responsible to plan, organize, coordinate and control the allocation of all ice made available to the OMHA.
- 16.2 To cooperate with the Divisional Directors in monitoring actual ice usage and take corrective action if necessary.
- 16.3 Organize the initial allocation of ice to all divisional directors based on the number of teams per division. Consideration must be given when allocating ice that provincial league schedules are coordinated accordingly.
- 16.4 Responsible to allocate additional ice time that becomes available in an equitable manner for all divisions.
- 16.5 Act as Chair of the ice allocation committee. Members are to consist of the Divisional Directors of house league and the Competitive Director. Regular meetings should be held to enhance communication and to ensure that ice allocation is properly administered.
- 16.6 Recruit an assistant ice allocator who will assume the duties of the ice allocator in his/her absence.
- 16.7 Provide regular and special reports to the Executive Committee as necessary.
- 16.8 Develop and maintain good public relations and effective working relationships with the Arena Managers at the King's Arrow Arena and Soldiers' Arena. Monthly schedules are to be posted on the OMHA website.
- 16.9 Prepares an annual report, which identifies the problems, encountered, corrective action taken and recommendations for the following year.
- 16.10 Ice allocation Table:

## 16.10 Ice Allocation Table 16.10

THE HEAD COACH IS ULTIMATELY RESPONSIBLE FOR THE PROPER UTILIZATION OF ICE TIMES ALLOCATED FOR GAMES AND PRACTICES			
Cancelling Games	Cancelling a home game	<ol style="list-style-type: none"> <li>1. Inform the opposing team.</li> <li>2. Inform the Ice Allocator.</li> </ol>	<p>It is your responsibility to provide sufficient notice to the visiting team (this includes a 'visiting' OMHA team).</p> <p>The Ice Allocator will inform the Referee in Chief to cancel the referees and arrange an alternate date. When the alternate date is arranged, you must contact the opposing team.</p>
	Cancelling an away game	<ol style="list-style-type: none"> <li>1. Inform the opposing team.</li> <li>2. Inform the Ice Allocator.</li> </ol>	<p>It is your responsibility to provide sufficient notice to your opponent.</p> <p>(Note: Any scheduled game in an opponents home arena which is cancelled must be rescheduled on that's team home ice. OMHA ice may not be used for that purpose.)</p> <p>Once you are informed of an alternate date you must inform the Ice Allocator that you are not available for any other game or practice on that date.</p>
	If your opponent cancels - your home game	<p>Try to move another league game into this time slot.</p> <ol style="list-style-type: none"> <li>1. Inform the Ice Allocator.</li> </ol>	<p>It is always best to stay on top of your league games. Unforeseen circumstances (snow storms, etc.) could result in a loss of ice time that may be difficult to make up later in the season.</p> <p>The Ice Allocator will inform the Referee in Chief (if necessary) and will arrange an alternate date. When an alternate date is arranged, you must contact the opposing team.</p>
	If your opponent cancels - your away game	Inform the Ice Allocator.	Let the Ice Allocator know that you are now available for a game or practice on that date.
ANY ICE THAT IS WASTED (NOT USED AND NOT RETURNED) MAY RESULT IN THE OFFENDING TEAM BEING INVOICED THE COST OF THE ICE			
Practices	Cancelling a practice	<p>Inform the Ice Allocator.</p> <p>Trade the practice time with another team.</p>	Ice allocated to a team and not used and not returned for reassignment may result in the offending team being invoiced the cost of that ice. Also, any coach having a history of returning ice too late to be reassigned (< 48 hour's notice) risks not being invited to reapply for a coaching position the following season.
	Buying additional practice ice times.	Inform the Ice Allocator.	Let the Ice Allocator know that you are not available for a game or practice on that date.

Ice Allocation Table, Figure 15.10, Continued

ALL ICE TIME NOT USED BY A LEAGUE (INCLUDING A SCHEDULED “BYE”) IS DEEMED TO BE ICE RETURNED TO THE OMHA ICE ALLOCATOR			
Scheduling	Scheduling a	Request approval from the	All exhibition games must have prior approval of
Exhibition Games	home game	appropriate OMHA Division Directors.	OMHA's Division Directors. (It is your responsibility to provide sufficient notice to the appropriate Director.) If your game is approved, the Director will inform the Ice Allocator to have referees scheduled.
	Scheduling away game	an Request approval from the appropriate OMHA Division Directors. Inform the Ice Allocator.	All exhibition games must have prior approval of OMHA's Division Directors. (It is your responsibility to provide sufficient notice to the appropriate Director.) If your game is approved, let the Ice Allocator know that you are not available for any other game or practice on that date.
WHEN IN DOUBT, CONTACT THE DIRECTOR OF DIVISIONS			
Tournaments & Jamborees	Both in province and out of province	Inform the appropriate OMHA Division Directors. Inform the Ice Allocator.	All teams traveling for the purpose of participating in an out-of-province Sanctioned Tournament or Jamboree (or exhibition game) must receive a HNB Travel Permit. This can be obtained by contacting the appropriate OMHA Division Directors. (It is your responsibility to provide sufficient notice to the appropriate Director.) The Ice Allocator must be informed three weeks in advance of any times that a team will not be available to use allocated ice times.

## 17.0 Ways & Means Director

- 17.1 The Ways & Means Director is responsible for the coordination of all fundraising within OMHA and the generation of funds for the Association as a whole.
- 17.2 Oversees the procedures as laid out in Part 2 – Section 4B – Fundraising.

## 18.0 Technical Director

- 18.1 The Technical Director will review amendments to the operations manual.
- 18.2 The Technical Director will be a member of the Player Approval Committee during the competitive team selection process.
- 18.3 The Technical Director will be a member of the Coach Selection Committee.
- 18.4 In collaboration with the Divisional Directors, will present to the OMFA Board the results and recommendation of the Coach Selection Committee.
- 18.5 The Technical Director will be a member of Disciplinary Committees (as required).

## **18.0 Technical Director, Continued**

- 18.6 The Technical Director will be the point of contact for coach development and training resources.
- 18.7 The Technical Director will be the point of contact for player development, training resources and opportunities (goaltender clinics, defense clinics, skating/shooting clinics, body checking clinic, etc)
- 18.8 Carry out duties as assigned from time to time by the Chair or the Board.

## **19.0 Other (Any other person deemed by the executive to be necessary for the efficient operation of the OMHA regardless of the number of positions held)**

- 19.1 OMHA is run by volunteers and with busy lives, it is not always possible to be available. Therefore everyone that occupies an Executive position is strongly encouraged to have another person to back them up.
- 19.2 There are always new ideas and events that will require volunteers and OMHA encourages this and will accept newly created positions on the Executive Committee in an effort to keep the Association running smoothly and efficiently.

## ANNEXES

OMHA Team Budget					
<b>Team:</b> Canadian Tire Eagles		<b>Division:</b> U13 Competitive		<b>Current as of:</b> 30-Oct-05	
Item #	Expenses	Amount \$	Item #	Income	Amount \$
1	Tournament #1 entry fee	\$450.00	1	Bottle drive	\$542.30
2	Tournament #2 entry fee	\$500.00	2	Parents collection (\$50 x 17)	\$850.00
3	Team hats x 17	\$212.50	3	Value star coupon books	\$350.00
4	Tournament #3 entry fee	\$500.00	4		
5			5		
	<b>Total:</b>	\$1,662.50		<b>Total:</b>	\$1,742.30
		<b>Team Budget Surplus/Deficit :</b>		\$79.80	

OMHA Oromocto Minor Hockey  
PO Box 20008  
Oromocto Mall  
Oromocto, NB E2V2R6  
[Omhatreasurer1@gmail.com](mailto:Omhatreasurer1@gmail.com)

## Team Sponsorship Form

Please complete this form and send to the above address with a cheque for the amount applicable, payable to: **OMHA Oromocto Minor Hockey**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Sponsorship Amount: \_\_\_\_\_

Team Name and Division being Sponsored: \_\_\_\_\_



## **OMHA COMPLAINT INTAKE FORM / FORMULAIRE DE PLAINTE**

**Please note the following:**

- Complaints of harassment, abuse or bullying will not qualify a player for an automatic release.
- Definitions are provided in Appendix A.
- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity from: no further action to expulsion.
- The OMHA cannot guarantee complete confidentiality. The contents of this document may be shared in an effort to resolve this complaint here within. By completing the form, you agree that OMHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.

**Please complete the following:**

**1. Person making the complaint:**

☐ **Player**   ☐ **Parent**   ☐ **Volunteer**   ☐ **Official**

First Name		Last Name	
Address			
City/Town	Province	Postal Code	
Telephone Number	Fax Number	Email	



**2. Person on whose behalf the complaint is made: (to be completed if different from above)**

First Name	Last Name
Title/Role	Name of Association/Club
First Name	Last Name
Title/Role	Name of Association/Club

**3. Name of persons (s) against whom you are complaining:**

First Name	Last Name
Title/Role	Name of Association/Club
First Name	Last Name
Title/Role	Name Association/Club

**4. When did the last incident occur? (date):**


---

## 5. Please check the ground(s) that best describes your complaint:

### A. Harassment (refer to Appendix A)

Type of behaviour:

☐ *Conduct*                      ☐ *Gestures*                      ☐ *Comments*

Based on:

☐ *Race*                      ☐ *Ethnicity*                      ☐ *Disability*                      ☐ *Color*

☐ *Religion*                      ☐ *Age*                      ☐ *Sexual Orientation*                      ☐ *Sex*

☐ *Marital Status*                      ☐ *Family Status*                      ☐ *Pardoned conviction*

### B. Abuse (refer to Appendix A)

Type of behaviour:

☐ *Physical*                      ☐ *Emotional*                      ☐ *Sexual*                      ☐ *Neglect*

Please note: Neither the OMHA, nor any Member thereof will investigate reports of abuse that meet the definition provided. This information will be provided to the appropriate authorities for follow up.

### C. Bullying (refer to Appendix A)

Type of behaviour:

☐ *Physical*                      ☐ *Verbal*                      ☐ *Relational*                      ☐ *Reactive*





## **Appendix A: DEFINITIONS**

The following are definitions will be used to determine the grounds on which the complaint is made and the process to address it.

The OMHA acknowledges and supports Hockey Canada's definitions of bullying and harassment and abuse.

### **Misconduct**

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (for example an independent investigation) or informal process (i.e. for example an internal fact finding), to be contrary to Hockey New Brunswick Minor Hockey Council Operations Manual and Fairplay Policy and that is not harassment, abuse, or bullying.

### **Bullying**

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve, or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, degrade, or exclude him or her. Bullying can be broken down into four categories: physical, relational (for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (for example engaging in bullying as well as provoking bullies to attack by taunting them).

### **Harassment**

Harassment is offensive behaviour – emotional, physical, and/or sexual – that involves discrimination against a person because of their race, national or ethnic group, age, color, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control influence or embarrass another person based on a prohibited ground of discrimination.

## **Abuse**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial, or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at [www.hockeycanada.ca](http://www.hockeycanada.ca).

## **Emotional Abuse**

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behaviour by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, hazing or ignoring the child or youth's needs.

## **Physical Abuse**

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing, or excessive exercise as a form of punishment.

## **Neglect**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context, for example when a player is made to play with injuries.

## **Sexual Abuse**

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categories of sexual abuse: contact and non-contact.

## Annex D - Coaches Contract/Guidelines



### Coaches Contract/Guidelines Fair Play Rules for Hockey New Brunswick

As coaches within the Hockey New Brunswick, our focus is to ensure that players develop and refine their hockey and skating skills, fair play, work hard, build teamwork, have fun, and most importantly, learn to respect teammates, coaches, opponents, officials and their decisions, and the game of hockey. SAFETY and RESPECT are our goals.

As coaches we agree to abide by the following guidelines:

1. We will actively encourage and support the concepts of Fair Play: Respect the rules. Respect your opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. We will be organized and prepared for all practice sessions and games to maximize and optimize all scheduled ice time.
3. We will not openly be critical of any players on our team, opposing teams, officials, or other coaches.
4. We will treat all players fairly and with respect and ensure all players receive equitable ice time throughout the season.
5. We will respond to and be aware of all players' safety and their needs.
6. We will emphasize respect, teamwork, fun, and attempt to build a love for the game in our players.
7. We fully understand that our system is designed to serve the needs of the players first, and not to serve the coaches and parents.
8. We will attempt to teach our players to work hard to win, but not to win at all costs.
9. We will respect other coaches within our system and work with them to ensure maximum benefit to the players.
10. We will make ourselves available to meet with individual parents to discuss any personal concerns.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Team: \_\_\_\_\_

(A signed copy, signed by the coaching staff, of these Contract/Guidelines is given back to the executive.)

## Annex E - Parents Contract/Guidelines



### Parent/Guardian Responsibilities and Code of Conduct

#### PARENT/GUARDIAN RESPONSIBILITIES

Parent (or guardian) responsibilities are centered on commitment and support to the player, the sport of hockey, the association, and the community. As a parent, you have not only committed to your child but have made a commitment to the coaching staff and the other players/families on a team that are counting on your child's commitment to the team. It is difficult for a coach to develop a team when some players continually missing practices and/or games. Hockey is a TEAM sport; each player is a valuable member and contributes to the team and to the development and enjoyment of each player on the team. The team also relies on parents to assist the team throughout the season in various volunteer roles and fundraising and serve as positive support and encouragement to players before, during and after games and practices. OMHA will not tolerate disrespectful, obscene or obnoxious parents or fans. Such individuals will be subject to disciplinary action as outlined in the OMHA Policies and Procedures Manual.

Parents are expected to follow the guidelines, policies and procedures set out by OMHA. These processes are put in place to provide consistency, which is essential for providing the foundation for a successful association. Individuals who refuse to participate or follow the directives of the programs, policies/procedures set by OMHA may result in disciplinary actions as outlined in the OMHA Policies and Procedures Manual.

**Hockey is a privilege, not a right and player registration can be refused.**

#### PARENT/GUARDIAN CODE OF CONDUCT

OMHA has implemented a Parent's Code of Conduct which all parents must agree to and sign on an annual basis. This agreement is effective from June 1<sup>st</sup> to May 31<sup>st</sup> the following year. A copy of this agreement can be found below. No player will be allowed to participate in any OMHA event or activity without signing this form. Each form, whether signed by 1 parent/guardian or both, applies to all family members and guests of the family.

Failure to comply with the Parent's Code of Conduct will result in the disciplinary process as outlined in the OMHA Policies and Procedures Manual.

Physical abuse of another person will carry an indefinite suspension from all minor hockey events until reviewed by OMHA for further discipline.

.....

#### Parent/Guardian Code of Conduct Oromocto Minor Hockey Association

I/We, \_\_\_\_\_, agree to this Parent/Guardian Code of Conduct for my child's team operating under the guidelines of the Oromocto Minor Hockey Association (OMHA) for the \_\_\_\_\_ season; understand and fully agree to the following conditions:



1. OMHA strictly enforces the 24-hour rule for dealing with conflicts/communication. See OMHA Policy and Procedures for a more detailed explanation/breakdown.
2. I/We (and my/our guests) understand that this policy is in force for any OMHA Event whether it be Home or Away.
3. I/We will leave the coaching to the coaching staff, and not interfere with, or undermine the coaches. I/We will not coach from the stands during play and will not approach anyone involved with the function of the game or practice. I/We will not encourage my child to play the game in a manner inconsistent with the coach's direction or plan.
4. I/We will actively encourage and support the concepts of Fair Play at all times.
5. I/We will not force our child to participate in sports.
6. I/We remember that children participate to have fun and that the game is for the youth, NOT adults.
7. I/We will learn the rules of the game, policies and procedures, player evaluation and selection process of OMHA.
8. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy and by demonstrating positive support for all players, coaches, officials, volunteers and spectators at every OMHA sporting event.
9. I (and my guests) will speak respectfully at all times to: spectators, players, coaches, volunteers and officials at any OMHA event.
10. I (and my guests) will not engage in any unsportsmanlike or disrespectful conduct at any time with any official, coach, facility attendant, player, volunteer or parent such as: booing, taunting, yelling, bullying, harassment, insulting, swearing and using profane language or gestures.
11. I/We will not encourage any behaviors or practices that would endanger the health and well-being of the athletes.
12. I/We will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
13. I/We will ask that our players treat ALL with respect.
14. I/We will teach our child that doing one's best is more important than winning so that my child will never feel defeated by the outcome of a game or his/her performance.
15. I/We will never ridicule or yell at a child or other participants for making mistakes or losing a competition.
16. I/We will emphasize skill development and practices and how they benefit my child over winning.
17. I/We will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.
18. I/We will make every effort to ensure that my child will be at all practices, games, team meetings and special functions. If my child is unable to attend an event, I will communicate this to the appropriate coaching staff or manager.

19. I/We will make every effort to support OMHA and my child's team in fulfilling volunteer and fundraising obligations.
20. I/We recognize that officials are being developed in the same manner as players and will support their decisions during games.
21. I/We agree to follow, abide and respect all of the by-laws, policies/procedures and rulings of OMHA and its Executive and appointed committees, and Hockey New Brunswick.
22. I/We understand that any violation of this document will result in disciplinary actions as outlined in the OMHA Policies and Procedures.

-----

Date: \_\_\_\_\_

PLAYER's Name: \_\_\_\_\_

PLAYER's Team : \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

By signing this Parent Code of Conduct I agree to be responsible for any guests or family members associated with my child and their actions at any OMHA event regardless of location. Please detach signature section and return to Team Manager.

## Player Code of Conduct

OMHA has implemented a Player Code of Conduct which all players and parents must agree to and sign on an annual basis. This agreement is in effect from May 1st to April 30<sup>th</sup> the following year. A copy of this agreement is below. No player will be allowed to participate in any OMHA event or activity without completing this document.

### **Hockey is a privilege, not a right and player registration can be refused.**

Failure to comply with the Player's Code of Conduct will result in the disciplinary process as outlined in the OMHA Policies and Procedures Manual.

Physical abuse of another person will carry an indefinite suspension from all minor hockey events until reviewed by OMHA for further discipline.

### **Player Code of Conduct Oromocto Minor Hockey Association**

The following is designed to act as a “**Code of Conduct**” and meant to serve as this association's guidelines for the management and protection of rights and privileges of all association members.

As a player in the Oromocto Minor Hockey Association (OMHA), I shall be subject to the following **Code of Conduct, both on and off the ice**. Should I choose to break these codes, I understand that I will be subject to disciplinary measure, which may include: benching, suspension from practices and/or games; or dismissal from Oromocto Minor Hockey as well as those outlined in the OMHA Policies and Procedures Manual.

Disciplinary measures may be administered by the team coaches or managers, or by a member of the OMHA Board of Directors.

### **Purpose of this Code**

This code of conduct is intended to promote and ensure acceptable behavior by person's involved with Oromocto Minor Hockey.

### **Player Conduct**

#### **1. Representation**

As a member of Oromocto Minor Hockey and a representative of the Town of Oromocto, player's conduct reflects not only on themselves but also on the entire community and association. Players are expected to:

- Demonstrate respect for teammates, coaches, officials and opponents.
- Behave responsibly at all team events, including but not limited to games, practices, tournaments, and any off-ice activities sanctioned by the team or association.

## 2. Commitment

Players are expected to:

- Attend all practices, games, and team events unless excused by the coach or team manager.
- Arrive on time, prepared and with the proper equipment
- Strive to improve their skills, maintain a positive attitude and contribute to the team's overall success.
- Communicate any schedule conflicts or issues to the coaching staff in a timely manner.

## 3. Competitive Players are expected to:

- Follow team dress code as provided by team staff, shirt and tie/suit or team track suits (recommendation is shirt and tie/suit for home games and track suits for away games).
- Respect arrival times as directed by team staff.
- Follow any other expectations as deemed by team staff which may include curfews and pool restrictions during away tournaments.

### **Oromocto Minor Hockey will not tolerate – on ice or off ice:**

- Bullying
- Cyberbullying
- Hazing
- Violations of Hockey Canada's Social Media Policy.
- Disrespect to referees, visiting hockey team officials or players, rink personnel, person's or any Hockey Officials.
- Abusive language or behavior.
- Use of drugs, alcohol, vaping and/or tobacco.
- Poor sportsmanship
- Locker room "trashing"
- Unacceptable behavior or harassment.
- Theft
- Vandalism
- Fighting.

### **Definition of Unacceptable Behavior and Harassment**

An individual is displaying unacceptable behavior if they are verbally, in writing or physically harassing and/or abusing a game participant, person or association volunteer.

Harassment is defined as conduct, which is disrespectful, insulting, intimidating, humiliating, offensive or physically/mentally harmful to any person or group of persons.

### Code for Players

- I will follow and respect the rules of Fair Play.
- I am on a team and will be a team player.
- I will respect my teammates.
- 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, in the spirit of the game.
- I will control my temper.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays/performances – those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- I will remember that we win as a team and lose as a team. No individuals are responsible.
- I will maintain a positive attitude in a losing and winning situation.
- I will listen to my coach's instructions.
- I will show good sportsmanship at all times.

-----  
Signed as agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

PLAYER's Name: \_\_\_\_\_

PLAYER's Team : \_\_\_\_\_

Player Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

. Please detach signature section and return to Team Manager.

## Annex G - Memorandum of Constitution Guidelines

### MEMORANDUM

TO: NBMHC LEAGUES AND TEAMS  
 FROM: RAY CARMICHAEL, NBMHC  
 CHAIR  
 DATE: MARCH 4, 2004  
 RE: CONSTITUTION UPDATE

The NBMHC has undertaken a review of submitted constitutions from leagues, district associations and community clubs. This review has led to startling findings that many are in violation of the Hockey Canada, HNB and NBMHC constitutions. The Council is asking that each of you undertake a constitution review prior to your annual general meeting to address the following for change:

- ◆ Constitutions must be submitted annually with your Application for Membership.
- ◆ Date your constitution – you must be able to match the constitution date to annual general meeting minutes. For example, if the notices of motion to amend your constitution were approved at your annual general meeting in May of 2003, your constitution would be dated May, 2003.
- ◆ Affiliation - Identify that you are a member of Hockey Canada, Hockey New Brunswick, and the NB Minor Hockey Council and as such are responsible to uphold each of their constitutions, by-laws and regulations.
- ◆ Amendment process – your constitution must include an amendment process. It must include no less than:
  - Shall only be amended at your annual general meeting
  - Who can submit notices of motion
  - When must notices of motion be submitted and to whom
  - What is the voting requirement to carry a motion (must have 66%)
- ◆ Your constitution MUST NOT be contrary, so to appear as weakening, the HC, HNB or NBMHC constitutions in any manner whatsoever. Many do now by allowing changes to the constitution during regular Board meetings. A typical paragraph reads —the association name Board of Directors may at any of their meetings establish, amend, revise or repeal the By-Laws, Rules, Duties and Regulations (RDYR) by a majority vote when a quorum is present ...II. NO PART OF YOUR CONSTITUTION, BYLAWS OR REGULATIONS MAY BE AMENDED EXCEPT THROUGH YOUR PROCESS AT AN ANNUAL GENERAL MEETING.
- ◆ Meeting process – your meeting processes must be transparent. They should include:
  - When and how often does your Board meet
  - What is a quorum at Board, special and annual meetings Who can attend Board, special and annual meetings (be specific ... anyone in the community? or anyone with a connection to your league or association?)
  - Identify specific date or time line for the holding of your annual general meeting (i.e. 3<sup>rd</sup> week of April)
- ◆ Boundaries – minor hockey associations (community clubs) MUST include a detailed description of their boundaries. If your association does not have a detailed description, you must create one with the assistance of your NBMHC Director and the co-operation of your neighbouring associations/clubs. ◆ Executive – who are they, what is their election process, how long is their term, what are their duties.

FILE: M101MAR4.mmo.constitutions

## Annex H - Competitive Teams Selection Process

### PLAYERS/TEAM SELECTION CRITERIA FOR COMPETITIVE TEAMS

1. The Evaluation Committee will consist of a minimum 3 Executive members, one of them must be the Divisional Director and another should be the Technical Director. The Chair will supervise the competitive selection.
2. Player evaluations will be completed by the selected coaches at each level and evaluators who are not directly involved at the level being evaluated. Evaluation forms or a digital method can be used. Data will be collected, analyzed, and used as a tool by the coaches towards team selection.
3. On ice sessions will be run by one of the head coaches or someone selected by the Technical Director with no affiliation with the players trying out whenever possible.
4. All prospective competitive players in U15 and U18 shall attend an OMHA organized checking clinic prior to evaluations for each year of competitive tryouts.
5. Players and goalies may be rotated during evaluation, when and where required, to ensure all players are evaluated against fair and even competition.
6. Given the differing development stages of all players, we need to allow for a process that identifies, and chooses, the most deserving player on an annual basis, playing at a certain level last season does not guarantee a spot at the same level.  
Please note: If parents want their player(s) to be placed at a lower level for any reason, they can request this by contacting the Evaluation Committee. We ask that this is done as soon as possible and, ideally, prior to the completion of the final day of try outs.
7. The Association realizes that many players, especially those at the younger age divisions, are still developing and their original choice of a position may have been premature, with the objective to place players at the appropriate level based upon their skill and ability, it is appropriate to afford such opportunities when identified during player evaluations. If a player at one position (i.e. defence) may be better suited or be more skilled to play another position (i.e. forward) than a player who has identified themselves as a forward for the purposes of tryouts, the player and family may be asked if they would like to consider playing another position for the purposes of team selection. This decision will be solely that of the player and family and they may choose not to move to another position. This is in alignment with the Hockey Canada Minor Hockey Development Guide – Player Evaluation and Selection.
8. Players for Competitive teams are selected with appropriate skill level and each team will carry the number of players as determined by the Evaluation Committee and approved by the Executive to ensure the health of OMHA as a whole.

9. The Evaluation Committee will do a final player approval by vote if necessary for all teams. Team selection will not be rushed; therefore, teams may not be announced the same day that try outs conclude. Initial notification will be made via email with teams then released on social media/website.
10. Affiliate players for comp teams are to be selected from players that are registered with OMHA or players from outside associations who participated in the try out process. There will be no list as to what priority players are to be asked to be affiliates for any competitive team. In the event that a player change is required after the competitive team is formed, the coach may use any of the assigned affiliates. All affiliates are to be named to the competitive team prior to the HNB deadline.
11. **Absent During Competitive Team Tryouts (Sickness, Injury or Compassionate Leave):**  
 Players interested in participating in competitive hockey are expected to register, pay the required tryout fee and participate in the evaluation process. If a player becomes sick or injured and is unable to attend any portion of the tryout process whatsoever, a formal request is to be submitted in writing (email) by the parent/guardian identifying why the player cannot participate in the scheduled tryouts. In addition to sickness or injury, the Association recognizes that there are specific activities that are significant to our players in addition to family matters that may arise, and which take precedence (including extraordinary situations or circumstances). Entry into this interim process does not exempt players from registration or the respective tryout fee. The formal request will include background information that supports why the player should be considered. This includes but is not limited to hockey experience, past performance with prior teams, coaching reports from those teams and any other pertinent information. Coaching reports may be provided directly to the Evaluation Committee. The Evaluation Committee may follow up with previous coaches if more information is required. The requests will be reviewed with the respective competitive team head coach as well as the Evaluation Committee. The recommendation from the head coach and Evaluation Committee shall be presented to the Executive for final approval. The decision shall be shared with the family/player with supporting rationale. Decisions rendered by the Executive Committee may be subject to the appeal process (Part 2, Section 12.3).
12. A Tryout/Evaluation guide will be released to parents prior to the season's tryouts with information on competitive hockey and a breakdown of the tryout process.

**TIME LINE:** To be confirmed by the Evaluation Committee at the start of each season.



## **Annex J - Coach Selection Process**

### **COACHES SELECTION CRITERIA**

1. Applicants for head coach positions shall submit an application form (available online) and should also include a coaching resume addressed to the OMHA Executive Board. An individual application must be submitted for the head coach position (no co-coach applications will be accepted).
2. Coach Selection Committee will consist of a minimum 3-person committee one of which must be the Technical director. Chair will be responsible for Competitive teams and the Vice Chair will be responsible for Competitive C teams. They may conduct interviews as deemed necessary.
3. Must have all qualifications to coach at the level they want to coach, no later than 15 Dec of each season;
4. Technical director and divisional directors will present to the OMHA board their recommendations and appointment of head coaches. Head coaches will submit the names of their selections for assistant coaches to the Technical Director and Divisional Directors. All coaches will be approved by the Executive.
5. Coaches that are selected for any position will familiarize themselves with the OMHA constitution, rules, and present themselves in a professional manner at all times. Coaches that do not adhere to the rules are liable to suspension.
6. Competitive team coaches must be aware that if they are coaching then it doesn't necessarily mean family members will be selected to the team.

## Annex K - Discipline

### General

1. OMHA has a reputation for fair play, good discipline and adherence to rules and regulations. It is important that both players and adults associated with OMHA do their utmost to preserve this reputation and that, where necessary, disciplinary procedures are in place to rectify improper behavior.

### Principles

2. Members of the Executive will abide by these general principles when it is necessary to proceed with discipline of either players or coaching staff:
  - a) Transparency – all complaints will be investigated, with directly involved parties (complainants and respondents) being informed of the results. Due to privacy, Complainants will be not be notified of who filed the complaint but will receive details of the complaint(s) lodged against them.
  - b) Weight of Evidence – before disciplinary action is taken, there must be a preponderance of evidence that improper conduct took place, except where the safety or welfare of minors is involved, at which time OMHA has the duty to err on the side of protecting the minor;
  - c) Right of Appeal – all disciplinary decisions are subject to appeal to Hockey NB;
  - d) Confidentiality – only those members of the Executive directly involved in the issue will be made privy to information regarding incidents, though suspensions or more severe punishments will be reported to the Executive as a whole, though without specifics; and
  - e) Immediacy – investigations and disciplinary proceedings must be as timely as possible and results from investigations and disciplinary proceedings will generally be communicated, in writing, within 48 hours.

### General Rules

3. In addition to the various rules contained throughout this operating manual and in the Hockey NB manual, there are a number of rules that are laid out below for the sake of clarity:
  - a) The Coach's' Code of Ethics will be adhered to at all times;
  - b) Misuse of drugs or alcohol will not be tolerated in or around rinks by either players or coaching staff;
  - c) Anyone wearing incorrect hockey equipment shall be immediately removed from

the ice and not allowed to either play or coach until the violation is remedied;

## Annex K – Discipline, Continued

- d) Any verbal or physical abuse of referees by players or coaching staff shall result in immediate ejection from the game and arena;
- e) No team shall be withdrawn from the game by any member of the coaching staff because they are dissatisfied with either game officials or opposing players;
- f) Team coaches are directly responsible for the conduct of their players, before, during and immediately following a game;
- g) Any player receiving a match penalty, gross misconduct penalty or a fighting major penalty and a game misconduct is automatically suspended and shall not be play until the case has been investigated by the Divisional Director;
- h) Suspended coaches shall not be allowed to associate with their team before, during or after a game. They can however conduct practices,
- i) Offensive language will not be tolerated in or around the rink or around minors, on or off the ice.
- j) The conduct of every member of OMHA shall be such as to reflect credit upon him/herself and the association.
- k) Accusations found to be frivolous and lacking a basis in fact may themselves be grounds for disciplinary procedures.

Where these rules are contravened, whether by players, coaching staff or the executive, disciplinary action may be taken. Nothing in these rules should be interpreted to mean that coaching staff is required to take either verbal abuse or harassment from players, parents or guardians.

### Disciplinary Proceedings

4. A graphic depiction of the disciplinary procedure is contained at appendices 1 and 2. The responsibilities and disciplinary powers are:
  - a) Coaches may suspend a player for two games and will notify the responsible divisional director;
  - b) Divisional Directors shall investigate any complaints brought to their attention and may discipline their coaching staff or players with either a minor warning or a suspension (up to two games). All suspensions are considered to include a minor warning (which is too submitted to the Chair separately for electronic archival). They are also responsible to assist the Chair or Vice-Chair with investigations;

## **Annex K – Discipline, Continued**

- c) Chair (Competitive Teams) or Vice-Chair (Recreational Teams):
  - (1) Inform Divisional Directors of the requirement to investigate incidents, as necessary;
  - (2) Provide advice to Divisional Directors;
  - (3) Review, on request, decisions made by Divisional Directors;
  - (4) Investigate incidents as required;
  - (5) Discipline coaching staff or players with a minor warning or a major warning and/or a suspension of up to two games (in addition to any suspension issued by the Divisional Director). Suspensions are considered to include a minor warning (warnings will be submitted to the Chair separately for electronic archival);
  - (6) Convene Disciplinary Committees as necessary, presenting the results of their investigations; and
  - (7) In cases of parental misconduct, the Chair is responsible to take action with facility staff to bar the individual from the premises and, if a parent of OMHA, to inform the Executive and, if a parent from another association, to inform that association.
- d) Disciplinary Committee:
  - (1) Composed of Chair (Competitive Teams) or Vice-Chair (Non-Competitive Teams) and four others from, in order of availability: concerned Divisional Director, Technical Director, U21 Director, U18 Director, U15 Director, U13 Director, U11 Director, U9 Director, and U7 Director, and any other member of the board as deemed necessary.
  - (2) Review investigations after either the Chair or Vice-Chair's investigation; and
  - (3) Issue disciplinary decisions, including:
    - a) to not proceed with any disciplinary measures;
    - b) warning, whether minor or major;
    - c) suspensions, for as long as is deemed necessary;
    - d) removal from a position; or

## **Annex K – Discipline, Continued**

- e) where a parent has been involved in misconduct, they may be barred from game attendance, at home or away, for a specified period of time.
- f) Where it is felt that someone has to be banned from OMHA for an extended period or indefinitely, that decision must be referred to the Executive for discussion and a vote.
- g) Nothing precludes any member of OMHA from seeking redress from Hockey NB.

All coaches and members of the Executive are responsible to maintain any documentation and inform the involved parties when the issue is resolved at their level.

## Annex L - OMHA COACH'S GUIDE FOR SUSPENDING A PLAYER



It may be required at some point in the season that a coach will need to suspend a player for the betterment of the team or the individual player. This Guide will serve as the coach's aide memoir/check list to assist the coaching staff to ensure that all proper procedures are followed and that there is the least amount of disruption to the team and all individuals involved.

The first type of incident to be dealt with is a normal minor incident that occurs during the regular running of the season whether it is game or practice time. The second is for an incident that occurs during a Tournament.

All coach's need to be aware that a suspension should be the last resort when dealing with a player. It is the coach's job to try and find an alternative solution prior to resorting to a suspension. Coach's need to have exhausted all other options before preventing a player from participating in hockey. A good discussion with the player, parents or both can usually go along way to solving many of the problems. It may also be necessary that the coach provide some detailed on or off ice instruction. A coach may ask for a mediator from the Board of Directors to help him when dealing with the parents or player on certain issues.

### Steps to Follow

**Step 1** - The coaching staff talks with the player about the issues.

**Step 2** - The coaching staff talks with the player and the parents. At the same time the Divisional Director receives an email describing the issues. This will eliminate any surprises to the Divisional Director. Keep him in the loop.

**Step 3** - Coach informs the Divisional Director that he wishes to suspend a player. The coach sends a draft letter to the Divisional Director outlining the issues. The letter is for the player and parents to sign.

**Step 4** - Divisional Director forwards the letter to the Chair (comp) or Vice-Chair (rec) for approval.

**Step 5** - Divisional Director informs the coach that his recommendation to suspend a player has been approved and to inform the player.

**Step 6** - Coach tells the player and parents of the suspension and they sign the letter.

**Step 7** - Coach gives the Divisional Director a signed copy of the letter.

## REGULAR SUSPENSION CHECK LIST

CHECK	STEP	PLAYERS ACTION	COACH ACTION	REMARKS
	1	Player commits minor infraction	Coach talks directly to the player	Coach uses a communicative approach to inform the player of their inappropriate actions, how to remedy them (with on or off ice instruction in detail) and the consequences of further actions of this type.
	2	Player continues with same actions	Coach calls/talks to parents and sets up a meeting with both player and parent. <b>Coach informs Div Director thru e mail of the problem and required meeting with parents.</b>	Coach briefs the parents that he has already talked with the player, informs the player and parents that another infraction may result in a suspension from play. <b>If the incident is more serious a coach MAY skip step 1 and go directly to step 2</b>
	3	Player continues with actions or action is serious enough to warrant a suspension first offence.	Coach decides a suspension is warranted, he calls the Div Dir to inform him of <b>INTENT</b> to suspend the player and drafts up a letter to <b>Div Dir outlining the issue.</b> . <b>AFTER</b> receiving confirmation from the Div Dir, the coach will then call the parents, set up a meeting BEFORE the next ice time to inform the parents <b>AND</b> player of the suspension, its length, how all involved can solve the situation, and further action to be taken if <b>conduct continues on players part, and have the player and parents both sign the letter.</b> Coaches will not discuss this suspension with anyone other than his own immediate Coaching staff and the Div Dir. A player or parent <b>WILL NEVER</b> hear of the suspension from someone else, or upon arriving to the rink for a practice or game.	Div dir will call either the Chair or the Vice. The Div Dir will brief the chair or vice of the intended suspension, any previous suspensions within the Div for similar incidents and the coach's actions taken <b>to date to resolve the problem and forward the letter to Chair or Vice..</b> Chair or Vice will then authorize the suspension to ensure it is standard across the league for <b>similar types of incidents.</b> Div Dir informs Coach that suspension has been authorized. Div Dir gives Chair or Vice a SIGNED copy of the letter
	4	Actions continue	Same as Step 3	Same as step 3 except HNB may be required to be involved.
	5	Mayor Incident During a Game or Practice	A coach may be required to remove a player immediately from a game or practice due to a severe incident. Coach will immediately inform the parents of his actions, then follow the procedure as per Step 3 for a suspension.	Coach needs to understand the difference between a suspension and a need to remove a player from a game or practice for a SEVERE incident. A severe incident is not a player getting to many penalties or not playing the way a coach wishes. Severe incidents would normally involve abusive language or actions towards coach's, players, officials or opponents.



## TOURNAMENT SUSPENSION CHECK LIST

CHECK	SER	PLAYERS ACTION	COACH ACTION	REMARKS
	1	Player commits a serious infraction that requires an <b>immediate</b> suspension during the tournament by the coach	Coach will immediately contact the Div Dir. If Div Dir not avail coach will contact the Chair or Vice depending if Rec or Competitive. Coach will provide same briefing as per Regular Suspension Checklist and carry out same actions.	Div Dir will perform same actions as per Ser 3 Regular Suspension. If Div Dir <b>can not</b> get a hold of either Chair or Vice he will act on their behalf to solve the situation then continue to try and contact Chair or Vice to brief them of his actions.
	2	Player commits a serious infraction that requires an <b>immediate</b> suspension during the tournament by the coach	Coach is <b>unable</b> to get a hold of o the Div Dir, Chair or Vice prior t the commencement of the next game of the tournament he will then be required to make a decision if a suspension is needed and execute it within hi permitted guidelines of OMHA Operations Manual. Coach will follow Step 3 of Regular Suspension Checklist from this point on. <b>After tournament Coa h will draft up letter for player and parent and follow same procedure as for Regular Suspension Checklist.</b>	Coach will ensure to follow same steps to brief the player and parents once suspension is decided. Coach will continue to attempt to contact Div Dir, Chair or Vice to inform them of his actions taken in their absence. <b>Coach needs to understand that they must exhaust all efforts to contact Div Dir, Chair or Vice before acting on the suspension without any guidance from the Board of Directors.</b>

To fill out the Suspension letter where ever you see Yellow you will circle the selection that best suits your letter, then fill in para #1 and #2 and make sure all signatures and date are in the right place.



## OMHA SUSPENSION LETTER



TO <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Chairman OMHA</span> <span>Vice-Chair Person OMHA</span> </div>			
FROM <div style="margin-top: 10px;">Coach's Name Here</div>			
SUBJECT <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>PLAYER</span> <span>COACH</span> <span>MANAGER</span> <span>OTHER</span> <span>SUSPENSION</span> </div>			
INDIVIDUALS NAME <div style="margin-top: 10px;">Players Name Here</div>	DIVISION <div style="margin-top: 10px;">TB N A PW B M</div>	TEAM <div style="margin-top: 10px;">Eagles</div>	Rec # 1 2 3 4
DATE			
1. I request to have the above mentioned individual suspended for <span style="background-color: yellow; padding: 0 20px;"> </span> games.			
2. The details of the incident are as follows: (Attach further pages and witness statements if needed)			
3. Actions taken to date to resolve this situation have been:			
Coach Signature Player Signature		Parent <div style="text-align: center; margin-top: 20px;">S i g n a t u r e</div>	
Board Member Signature		Date <div style="text-align: center; margin-top: 20px;">e</div>	



**OMHA OPERATIONS MANUAL / MANUEL DES OPERATIONS DU OMHA**

<b>Moved By:</b>
<b>Seconded by:</b>
<b>Section Number:</b>
<b>Current Wording:</b>
<b>Proposed Wording:</b>
<b>Rational for Change:</b>

Council	Withdrawn	Tabled	Carried	Carried with changes	Defeated
OMHA Executive Board					

Recorded By:

Date:

Please follow the guidelines in *Part 2 Section 3 of the OMHA Operation manual* for timelines and submission details.