

Manual of Operations 2015



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Belmont Minor Hockey Association
MANUAL OF OPERATIONS
April 2011

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Mission Statement

BMHA will provide an opportunity for the youth of the Belmont area to learn the game and participate in the game of ice hockey. All participants will have the chance to play in an encouraging environment that promotes healthy competition while providing a positive experience and personal growth in team play. BMHA promotes good sportsmanship, proper on and off ice behavior and respect for authority as represented by the actions of all players, parents, volunteers, spectators and coaching staff involved with our Association.

Levels

- 1. RECREATIONAL HOCKEY** **-Initiation Hockey, Thames Valley Local League (LL)**
-Lambton-Middlesex Local League (LL)

The local league will provide the basic developments for minor hockey in Belmont. This level will provide an opportunity for fun and physical in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. The LL will encourage fair ice time for all players. All players will abide by the rules and regulations of the Association and its governing bodies.

- 2. REPRESENTATIVE HOCKEY** **-Shamrock League (Rep)**

Rep teams will be comprised of players who desire a high level of competition and are willing to make a considerable commitment in time to the operation of the team. These players will be chosen to represent Belmont in the Novice through Midget ages. The Rep teams will play locally in the Shamrock League and will be eligible to enter OMHA playdowns. All players will abide by the rules and regulations of the Association and its governing bodies. Improving skills and learning the game in a highly competitive environment is emphasized. While all players will receive ice time, it will be distributed as game situations demand and will not necessarily be distributed evenly between players.

Definitions

CHA	Canadian Hockey Association
OMHA	Ontario Minor Hockey Association
BMHA	Belmont Minor Hockey Association
Rep	Representative Hockey
AE	Alternate Entry
LL	Local League
HOC	Hockey Operations Committee

Hockey Operations

Philosophy:

The Hockey Operations Committee (HOC) operates as a committee of the Belmont Minor Hockey Executive (BMHA). It is the responsibility of HOC to ensure that BMHA's Manual of Operations and Constitution are followed and enforced. Further it is the responsibility of everyone involved in Minor Hockey to ensure that the experience for every player is the best that it can be. With this in mind, HOC has produced the following additional requirements for our coaches. The intent is to build some structure into the coaches position so that BMHA's expectations of him are clear and concise. By doing this our hope is that by proactively communicating expectations, goals and purpose we will avoid the hard feelings, anger and disappointments that we have dealt with in the past.

Hockey Operations con't

HOC:

The Hockey Operations Committee is here to help and support you as a coach. While part of our function is to enforce the Rules and Regulations of the BMHA and perform disciplinary action on their behalf, the committee would much rather be proactive and supportive in order to avoid those situations where discipline is required. We are volunteers, as you are, and we help because we want to. If we all remember the reason that we are involved with the Minor Hockey program, and remind ourselves regularly, we will all be better able to serve the kids that play in the system.

SECTION 1

Parent's Code

1. **Do not** force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for their enjoyment, not **yours**.
3. Encourage your child always to play by the rules.
4. Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. **Never ridicule or yell** at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. **Do not** publicly question the officials' judgement and never their honesty.
8. Support all efforts to remove verbal and physical abuse from children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
10. Set an example by **supporting and respecting** your child's coach. When problems arise, communicate on an individual basis. Public comments are **not** appropriate.

Player's Code

1. Play for the **“fun of it”**, not just to please your parents or coach.
2. Play by the **rules**.
3. Never argue with the officials' decisions. Let your captain or coach ask any necessary questions.
4. **Control your temper** - no “mouthing off”, breaking sticks, throwing gloves or other equipment.
5. Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
6. **Be a good sport**. Cheer all good plays, whether your team's or your opponents'.
7. Treat all players as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any players.
8. Remember that the goals of the game are to have fun, improve your skills, and feel good. **Don't be a show-off or always try to get the most points or penalties**.
9. **Co-operate** with your coach, teammates, opponents and officials, for without them, you don't have a game.
10. Remember that you are representing yourself, your parents, your team and your Town/Sponsor at all times, to and from the arena.

Spectator's Code

1. Remember that children play organized sports for their own fun. They are not there to entertain you, and they are **NOT** miniature pro athletes.
2. Be on your best behaviour. **Never** use profane language or harass players, coaches, or officials.
3. Applaud good plays by your team and the visiting team.
4. Show respect for the opposition. Without them there would be no games.
5. **Never** ridicule or scold a child for making a mistake during a competition.
6. Condemn the use of violence in all forms.
7. **Respect the officials' decision**.
8. Encourage players always to play according to the rules.

SECTION 2

Eligibility and Registration

- 2.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements.
- 2.2 The BMHA reserves the right refuse or withdraw participation and to apply disciplinary actions as required.
- 2.3 Registration will remain open until the quota (if applicable) for each division is reached. Registration after **June 30** will be at the discretion of the BMHA Executive. New residents will be accepted after June 30 at the discretion of the Association. Team quota is 2 goalies and 15 skaters.
- 2.4 A registration form must be filed with the BMHA Executive, accompanied by the appropriate fee, before any player can participate in any activity sponsored by the BMHA. The Executive is empowered to prohibit any player from practicing or playing until fees are paid in full.
- 2.5 If a player terminates his participation after the league starts, his refund, if granted will be pro rated at the discretion of the executive.
- 2.6 Players participating on BMHA Rep and Select teams must reside within the boundaries determined by the OMHA's Manual of Operations.
- 2.7 Registration fees and procedures will be established by the BMHA for all levels. The BMHA will set the date(s) for registration.
- 2.8 BMHA will attempt to accommodate all registrants but may have to restrict players based on number of players per team and availability of ice time. BMHA area players have the right to a roster spot ahead of "out of residence" players. "Out of residence" players with past years in BMHA will be accepted before new "out of residence" players.

SECTION 3

Equipment and Uniforms

All coaches will receive 2 keys to the respective team locker from the Equipment Manager upon the receipt of a \$50.00 bond cheque dated March 1 the following year to cover the cost of replacing keys. At the completion of the season, the bond cheque will be returned upon receipt of the keys, or cashed if the key is not returned by the specified date.

- 3.0 All equipment, uniforms, and keys are the property of BMHA.
- 3.1 The BMHA will supply sweaters to all teams. All teams will wear the team colours prescribed by the Executive during games only.
- 3.2 All players during the games and practices must wear the protective equipment as per OMHA rules.
- 3.3 All BMHA sweaters will; be stored in assigned lockers except when in use for games or being washed by a Team Official.
- 3.4 For any function involving the BMHA team e.g., tournaments, exhibition and/or league games, the sweaters issued to each team must be worn during winter hockey season.
- 3.5 Name bars will only be used for the Tyke level. Name bars will be put on and taken off by person(s) designated by the BMHA.
- 3.6 Goalie equipment will be provided by BMHA for Tyke and Novice teams. This equipment will be shared by these teams and must be stored in the equipment lockers.
- 3.7 First Aid Kits will be supplied at the beginning of the season to each team. It is the trainers responsibility to keep this equipment stocked and in good order. All supplies will be provided by BMHA as required and requested.
- 3.8 Each team will be provided with a set of practice pucks. The coaching staff is responsible to maintain this equipment and return it to BMHA at the close of the season.

SECTION 4

Try Outs & Player Movement

- 4.1 All players should be encouraged to play at the level of their ability, but no player may be forced to play at a higher level against his wishes. No coach or manager shall coerce any player to play for his team.
- 4.2 All players wishing to play for any Rep team must attend try outs held for that team. Any player that has an injury prior to or during tryouts that prevents them from participating must contact the HOC chairperson if they wish their child to be considered for the Rep team. A position will only be held if the HOC determines the player to be a first line player in ability.
- 4.3 Team numbers to be determined by BMHA designated Hockey Operation Committee, based on registration numbers as of June 30. HOC will also determine if an Alternate Entry (AE) team will be applied for at this time. There must be 40 eligible players and 4 eligible goaltenders at any one age group in order to establish this category.
- 4.4 All players must be registered before playing **any** game.
- 4.5 Players chosen as affiliate players must fulfill their responsibilities of attending games with their registered team or they will no longer be eligible to play on the team they are affiliated with. If conflicting game or practice times, the player's first responsibility is to their registered team, unless given written permission by the HOC.
- 4.6 No player may be transferred from one team to another without the approval of the HOC. No player and/or parent may be contacted until such time as the HOC has discussed a permanent player movement with the parties affected.
- 4.7 If a Rep player leaves his team of his own choosing after registration but prior to roster being finalized by BMHA, he can only play for a LL team if approved by HOC.
- 4.8 The player of 4.7 cannot return to the Rep team for the balance of the season, even as an affiliate.
- 4.9 Any parent/player requesting the opportunity to try out as an under age player for a Rep team must concurrently try out in his own age group. A Rep coach must apply to the HOC for approval of underage player selection.
- 4.10 Any parent/player must apply to the HOC, requesting underage consideration, at the time of registration.
- 4.11 To qualify as an underage player, the player must be considered an impact or dominant player (exceptional skills for his age level).
- 4.12 All requests for player selections of LL teams will be directed to the HOC before team draft meetings.
- 4.13 LL overage player eligibility is at the discretion of the HOC and Lambton-Middlesex League approval.

- 4.14 If a new player registers after team selections, he will be placed on a team based on his ability by HOC.
- 4.15 The responsibility for the release of any player from the BMHA is vested with the BMHA Executive and HOC and must be endorsed by the President and Secretary of BMHA.

Team Selection

- 4.16 Players who are not selected for Rep or AE, will be notified in a meeting with the player, by phone call (not messages), or letter. The same method notification should be the same for all players on the team.

Affiliated Players

Purpose:

The purpose of affiliating a player is two-fold. The first purpose is to have additional player resources to help out the affiliating team. The second is to help develop those players that are “bubble” players in order that they will be better prepared to play Rep hockey in coming years.

With this in mind, it is important that an affiliated player be offered the opportunity to practice full-time with his affiliated team. If playing a game as an affiliated player, that player should receive as much ice time as any other regular player unless there has been an exception made and agreed upon by the player, parent, coach and approved by HOC.

An affiliate cannot be used until the AP form has been signed by all parties and approved by OMHA. Also, a player can only affiliate to one team per year. This cannot be changed once the roster is approved by the OMHA.

Affiliation is not to be used as a method of improving your team by sitting regular players in favour of an affiliated player.

Gudelines for Affiliation:

1. An affiliated player’s primary loyalty is to his rostered team in all cases. That is to say that a rostered practice takes precedence over and affiliated game. Exceptions to this in all cases, must be approved by HOC.
2. When affiliated players are invited to practice they will take part in the practice with the regular players. They will not be assigned other menial tasks such as shooting on goalies, skating the circles etc., while the rest of the kids are performing team specific drills.
3. Permission should be granted by the affiliated players’ coach before using him in a game situation. That being said a player’s coach should support and encourage their players to take part in these games under most circumstances. Keeping in mind the purpose of affiliated players.

4. At year end, affiliated players should be recognized at the banquet and rewarded the same as a regular player if they took part in the playoffs, tournament, league championship etc., that resulted in trophies, jackets or other prizes awarded.

Specific Guidelines for Goaltenders:

1. An affiliated goalie may dress for a game and not play as long as the goalie and his parents are aware of the role he will be playing before leaving to play a game.
2. An affiliated goalie may start and play a game instead of the regular rostered goalie for that team as long as both goalies and their parents are aware of the situation. In past years this has varied from one game a month to playing in parts of some or all games to playing a hot streak in the playoffs. In general the affiliated goalie should only be put into situations where he is going to be the most successful in order to develop him and have him and the team playing in front of him gain confidence in his abilities. If all parties cannot agree to terms then the HOC may rule on the situation on a case by case basis.

There may be exceptional circumstances that arise from time to time that require changes and/or exceptions to these guidelines. In all cases these situations shall be brought forward to the HOC and/or the BMHA Executive. Ruling and exceptions will be made on a case by case basis as required using these guidelines, OMHA policy and past history as references.

SECTION 5

Conduct and Discipline

- 5.1 Any Association Member, Team Official or Player shall be subject to disciplinary action for any behavior or action that:
 - a) is contrary to the Constitution, By-laws or Regulations of the Association.
 - b) causes damage to any arena, facility or equipment
 - c) involves the abuse of drugs or alcohol
 - d) involves fighting, physical or verbal abuse prior to, during or after a game while on arena property.
- 5.2 Any coach who deems disciplinary action to be necessary against an individual player on his/her (coach's) team, for any reason, must, institute use of Progressive Discipline, as laid out in the "BMHA Disciplinary Form" (see Appendix A). Such forms are to be obtained from and returned to HOC. Please note that the HOC (or designate if a conflict of interest arises) must attend steps 3 and 4 of the process.
- 5.3 If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a violent nature or drug/alcohol nature), then suspension may be immediate, but must be brought to a HOC representative (who will then inform the HOC Chair) within 48 hours of the incident to set meeting date.
- 5.4 Any player, coach, trainer, or manager, who is suspended by the OMHA and/or the League under BMHA rules may at the discretion of the HOC have his suspension reviewed by the HOC and BMHA Executive for further action.
- 5.5 For any BMHA administered suspension that cannot be completely served in a given season, the remainder of the suspension will carry into the following season.
- 5.6 All players registered in BMHA may not participate in any other leagues with the exception of High School and Junior D. Those players need to notify their coach if they are playing High School Hockey or Junior D.
- 5.7 Situations arising during the season that are not covered under the rules located herein will be referred to the HOC for a ruling. That ruling will stand for the season and be referred to the Executive for the future inclusion in the Manual of Operations

SECTION 6

Team Officials

Responsibilities of Team Officials:

- 6.1 Team officials who disregard their responsibilities may be liable to disciplinary action.
- 6.2 All coaches and trainers must have appropriate certification.
- 6.3 All team officials should seek ways of improving their abilities and credentials.
- 6.4 The team officials shall ensure that the Manual of Operations of the BMHA and the regulations of the OMHA are strictly followed. They shall ensure that rostered team officials only shall be on the bench during games. He shall have the option to remove all people not related to the team from the dressing room. Team officials are responsible for the conduct of their players in the dressing room at all times.

Responsibilities of Coaches

Ultimately, the Head Coach is responsible for the action and conduct of all player and team officials on his/her team. It shall be the Head Coaches responsibility to:

- 6.5 Head Coaches are responsible for selecting their team officials and are responsible for the team's affairs. Discipline in team matters will be addressed to the Head Coach.
- 6.6 Ensure the proper observance of the Constitution and By-Laws of BMHA.
- 6.7 Acquaint team officials and players with the rules and regulations of the CHA, OMHA, and BMHA.
- 6.8 Exercise control of the conduct of himself, his staff and his players. They must endeavour, at all times, to prevent disorderly conduct before, during and after any games or practices, on or off the ice, in any arena, or while taking part in any BMHA activities.
- 6.9 Provide a properly completed game sheet to the timekeeper prior to the commencement of the game.
- 6.10 Ensure that the required number of eligible players are ready for every game and that the necessary eligibility documents (i.e. cards, roster, etc.) are on hand at each game.

Responsibilities of Managers

It shall be the responsibility of the Manager to:

- 6.11 Ensure the care, keeping and return of all BMHA equipment used by their teams (Reps & Select) during the season.
- 6.12 To be the team liaison to the BMHA Executive and committees.
- 6.13 Assist and support any fund raising promotions as determined by the BMHA Executive.
- 6.14 Understand and follow the procedure for both underage player movement, affiliated player movement, and permanent player movement.

Responsibilities of Trainers

It shall be the responsibility of the Trainer to:

- 6.15 Supervise the health and incidents of injury of the players on his team. It is recommended that all trainers request a medical certificate for any player injured during game or practice (resulting in the loss of significant playing time or as the result of an opponent's Match Penalty) before that player returns to the team.
- 6.16 Ensure that the trainer or adequately carded substitute is present at all games and practices. Ensure that a trainer's kit is available at all games and practices.
- 6.17 Complete and file OMHA Injury Reports.
- 6.18 Ensure that adequate liquids are available and dispensed in a sanitary, portable source.
- 6.19 Inspect and periodically review all players' equipment to ensure proper fit and adequate protection. Ensure that all protective equipment is worn for all games and practices.

Responsibility of Coaches and Teams

- 6.20 At the Rep team selection, the player (and his/her parents) should be given a choice as to whether he/she plays less time on a Rep team or moves back to LL.
- Every LL Coach must strive for fair ice time for all players. Disregard of this rule will result in disciplinary action determined by HOC.
- 6.21 With co-operative communication between LL and Rep coaches, affiliated players are encouraged to practice or play at the Rep level. LL or Select Coaches should not object to their players practicing or playing with the Rep teams when there is not conflict with their LL commitment. Rep coaches are encouraged to have affiliated players attend Rep Practices.
- 6.22 If a coach must choose between two (2) players of equal ability and differing birth years, additional consideration is to be given to the second year players.
- 6.23 No player will be allowed on the ice or bench without:
- being dressed in full hockey equipment;
 - having registration paid in full or waived;
 - a member of the coaching staff being in attendance.
- 6.24 Coaches shall file with the BMHA, OMHA representative - a Player Roster and Residency form prior to the start of league play.
- 6.25 OMHA coach's guidelines must be adhered to by all coaches.
- 6.26 Safety precautions must be taken during all games and practice i.e., all player's bench and penalty box doors must be closed and locked during practice and games, as well as the doors onto the ice surface.
- 6.27 BMHA Executive will hold Coaches responsible for player conduct. As Coach, you are responsible for player conduct on the ice, on the bench, and in the dressing room. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.
- 6.28 Coaches, their Managers and Trainers, will not smoke, swear, or be under the influence of alcohol while performing their duties as team official (i.e., while on the ice, bench, in the dressing room, or at any other BMHA function).

Significant Volunteers

- 6.29 A volunteer is required to wear the same equipment as on ice officials.
- 6.30 A volunteer who is younger than 14, must wear full player equipment.
- 6.31 On ice volunteers must be at least two (2) years older than the division age limit they are associated with. Minimum age for on ice volunteers is nine (9) years old.
- 6.32 A volunteer agreement must be signed and approved by the BMHA president.

Topics of Coach and Parent Meetings

- 6.33 All Coaches are required to have a minimum of 2 parent meetings per year. One in the first 2 weeks of October and the second in the first week of January (Rep teams) or the first week of February (Local League teams), this gives you one meeting before the season and one meeting before playoffs.
- 6.34 These meetings will be used to explain:
1. Coaching Philosophy
 2. Team Operations
 3. Playing Times
 4. Team Budget, including Tournaments
 5. Team Rules
 6. Responsibilities of Coaches, Players and Parents
 7. And any other points that either group wishes to discuss

It is essential to keep the lines of communication open.

Responsibility of Coaches and Player Ice Time

- 6.35 All coaches are to ensure ice time is as equal as possible for all players. If a player is “shorted” in one game, coaches must make a reasonable attempt to provide more ice to that player in a subsequent game.
- 6.36 Some players will get more ice than others due to the position they play. Penalties and power plays will also affect individual playing time. Playoff, playdown and tournament games may afford certain situations where certain players may receive additional ice time at the expense of less time for other players. These reductions in ice time are acceptable only if it has been discussed beforehand with players and parents. If there are certain players that are more likely to be affected with less playing time, the coach needs to talk individually with that player and parent beforehand.
- 6.37 Even if less time is discussed with the player, BMHA expects the coach to get every player in for at least one shift in each period. (except a back-up goalie)

Budget and Financial Statements

- 6.38 Team budgets and finances will be the responsibility of each team manager.
- 6.39 Any debt or bills incurred by any team official or player in the BMHA, unless approved in writing by the Executive, must be settled by said team or individual. BMHA will not honour these debts.
- 6.40 Any team or individual incurring debts in the name of the BMHA without prior written approval shall be liable to suspension for the Association.

Selection of Coaches

- 6.41 Rep, Select, and LL Head Coaches will be recruited and selected by HOC.
- 6.42 Should there be insufficient applications from qualified persons or no applications to fill any coaching positions, the HOC shall be empowered to appoint a coach, provided the BMHA Executive has granted approval.
- 6.43 HOC will telephone all coaching applicants regardless of who is awarded the position.

SECTION 7

N.C.C.P. and Trainer Courses

- 7.1 To encourage team and game officials to obtain the highest levels possible, the BMHA will subsidize clinic participation as follows:

Coach level, Trainer level 1, CHIP, Prevention Services:	100% funded
Intermediate Coach Level:	50% funded

SECTION 8

Fund Raising

- 8.1 BMHA teams will not be allowed to operate or participate in any team fundraisers unless the Executive has granted prior approval.
- 8.2 From time to time the BMHA may sponsor a fundraiser and it is expected that all teams will participate in those fundraisers.

SECTION 9

Sponsorship

- 9.1 No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the BMHA.
- 9.2 All approved sponsorships shall be for a one (1) year duration.
- 9.3 All equipment purchased or donated by a sponsor shall become the sole property of the BMHA and subject to all rules and regulations of the BMHA.
- 9.4 All equipment shall be of a type and standard approved by the BMHA.
- 9.5 It shall be the responsibility of the Equipment/Sponsorship/Donations Director to obtain and allocate the necessary number of sponsors.
- 9.6 No sponsor will pay any money directly or indirectly to any team nor may said sponsor directly or indirectly provide equipment or other benefits to their team, without the expressed consent of BMHA Executive.
- 9.7 All monies, equipment, etc., from sponsors must be paid to the BMHA
- 9.8 BMHA will set the dollar level for sponsorship based on the recommendations of the Treasurer.
- 9.8 Only one (1) sponsor is permitted per jersey. Home and away may be different.
- 9.9 Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.
- 9.10 Members should contact the Equipment/Sponsorship/Donations Director if a specific sponsor wishes to support one of their teams. The Equipment/Sponsorship/Donations Director will follow-up with the sponsor.