

# ANCASTER MINOR HOCKEY LEAGUE



## MANUAL OF OPERATIONS

January 1, 2017

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## **Section One – Governance**

The Ancaster Minor Hockey League is incorporated under the Corporation Act of Ontario and operates under the governance of its General By-Law and the Manual of Operations of the Ontario Minor Hockey Association (OMHA). These rules and regulations are policies of Ancaster Minor Hockey League as defined in the By-Law and having been considered and approved by the Board.

### **Levels of Hockey**

#### **Initiation Program (CHIPS)**

A Hockey Canada sanctioned 'learn to play' program for new players. The focus is on having fun, engaging in physical activity, learning the fundamental skills to play hockey while introducing the concepts of cooperation and fair play.

#### **House League**

Provides an opportunity for fun and physical exercise in a team environment. Emphasis is on improving skills, learning rules of the game and fair play.

#### **Hamilton-Wentworth Interlock House League**

This League is an extension of House League and abides by the same principles. It may involve players in our Peewee, Bantam, Midget and Juvenile Divisions, depending on registration levels in the AMHL and surrounding centres. The Interlock League includes teams in Ancaster, Beverly, Dundas, Stoney Creek and Flamborough.

#### **Select**

Players in house league who wish to play at a more demanding level can try out for a select team. The select team is composed of the stronger players at each age level. They play similar teams from other organizations in exhibition games and tournaments throughout the season. Select games and practices are in addition to the regular house league games and practices.

#### **Rep**

Rep teams are comprised of players who desire a high level of competition and are willing to make a tremendous commitment in time and finances to the operation of the team. These players try out in April and September and the successful candidates will be chosen to represent Ancaster in the Novice through Midget age categories. The Rep. teams play locally in the Tri-County Minor Hockey League and enter OMHA play downs in January.

## **Section 2**

### **Code of Conduct and Ethics**

#### **ALL MEMBERS**

**PURPOSE:** To establish and maintain standards for members of the League and to inform members of the public using the services of the League. The standards are comprised of, but not limited to, the following principles:

- 1) Members must endeavor to respect the rights, dignity and worth of every human being and endeavor to treat everyone equally within the context of their activity.
- 2) Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 3) Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of its players.
- 4) Members should encourage directors, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
- 5) Members should never advocate the use of performance enhancing drugs and/or banned substances.
- 6) Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
- 7) Members are expected to consistently display high personal standards both professionally and personally.
- 8) All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 9) Members have a responsibility to themselves and the League to maintain their own effectiveness, resilience and abilities.
- 10) Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

## **AMHL SOCIAL NETWORKING POLICY**

SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, You Tube, blogging, etc.

The Ancaster Minor Hockey League (“AMHL”) understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the AMHL and the future of AMHL players.

The AMHL holds the entire AMHL community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all forms of media.

Inappropriate behaviour over SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken by the AMHL.

The first violation will result in a verbal warning from a team official and notification of the violation to the Executive.

The second violation will result in an automatic 5 game suspension and a discipline meeting with the Executive

The third violation is automatic suspension until a discipline meeting with the Executive arranged with possible player release from the association

The Executive recognizes that perpetrator intent and victim impact may differ in each case, and reserves the right to escalate the process to automatic suspension immediately

### **Ancaster Minor Hockey League Policy for Electronic Devices in Locker Rooms**

Electronic Devices include but not limited to – Cameras, Camera Phones and Personal Digital Assistants, PDA’S (iPods©, Blackberry’s©, etc)

The use of any form of Camera, Video Camera, Camera Cell Phone or Personal Digital Assistant (PDA) is prohibited in or around any recreational facility change room, during any AMHL sanctioned event

Technology advancements have allowed cell phones, PDA’S, etc to carry new functions – such as cameras that allow users to secretly photograph objects in front of them while appearing to dial a number. These phones are very popular and widespread.

The ability to snap photos without others knowing has raised significant concerns for members within our Association. The potential exists for deviant behaviour of camera-phone users photographing others undressing and showering in change rooms. Cell phones already take better pictures than most video cameras; cell phones eliminate the evidence (send it somewhere else), rather than storing it where it can be easily found; unlike video cameras, cellphones, iPods, etc don’t require disguises or excuses to be brought into such sensitive areas as change rooms, bathrooms etc.

If someone uses a device in this way and takes a photo and puts it on the Internet, it’s a violation of personal privacy and will not be tolerated by the AMHL.

## **Co-Ed Locker Room Policy**

In order to comply with Hockey Canada and with the Ontario Human Rights Commission, the following Co-Ed Locker room policy is in effect and mandatory within the Ancaster Minor Hockey League.

### **HOCKEY CANADA CO-ED DRESSING ROOM POLICY**

The following is the policy of Hockey Canada with respect to co-ed dressing:

Hockey Canada firmly believes in accommodating both genders in our great game. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

**1. Hockey Canada stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.**

2. Hockey Canada recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.

3. Hockey Canada allows co-ed dressing room situations to exist at the Initiation Program, Novice and Atom levels, 5-10 years of age provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.

4. At the Pee-Wee (11 years old) level and above the following conditions will apply in all co-ed team environments:

- Females and males will change in separate rooms
- Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.
- The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.
- The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.
- When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

## **COACH'S AND TEAM OFFICIAL'S CODE**

### **All team officials shall:**

- 1) Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency
- 2) Recognize individual differences in athletes and always think of the athlete's long term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.
- 3) Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements which no one should evade or break.
- 4) Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
- 5) Be honest and consistent with athletes. They appreciate knowing where they stand.
- 6) Be prepared to interact in a positive manner with administrators, league officials and parents.
- 7) Be responsible people who are flexible and willing to continually learn and develop.
- 8) Encourage athletes to be fit all year, every year and not just for the season.
- 9) Follow the advice of a physician when determining when an injured player is ready to play again.
- 10) Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the player, but by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

## **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 to always 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 official's judgment 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 you 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. Do not interfere with, bully, or take unfair advantage of any player.
- 8) Remember that the goals of the game are to have fun, improve your skills and feel good. Do not be a show-off, or always try to get the most points or penalties.
- 9) Co-operate with your coach, teammates and opponents, for without them you would not have a game.
- 10) Remember that you are representing yourself, your parents, your team and your Town/Sponsor at all times; to, from and at 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 behavior. Do not use profane language or harass players, coaches or officials.
- 3) Applaud good plays by your own team and the visiting team.
- 4) Show respect for your team's opponents. 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' decisions.
- 8) Encourage players to always play according to the rules.

## Section 3

### Eligibility and Registration

- 3.1 Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age as herein after proved.
- 3.2 The Ancaster Minor Hockey League reserves the right to prescribe requirements from time to time including promulgation of the By-Laws specifying grounds for refusing or withdrawing participation, disciplinary actions and related matters.
- 3.3 **PRIORITY TO REGISTER WILL BE:**
- a) Firstly, residents of the Ancaster and residents of neighboring municipalities deemed by the OMHA to be within the boundaries of the former Town of Ancaster as an OMHA centre "Right of Choice"
  - b) Secondly, residents of the City of Hamilton
- 3.4 All applicants must be registered on a designated registration form as decided by the Ancaster Minor Hockey League. At registration, a parent or legal guardian must sign the League's Application form. The OMHA card/CHA card must be signed by a parent/guardian and the player prior to participating in an on-ice activity.
- 3.5
- a) First time applicants for registration must furnish proof of age (Birth Certificate or some other certified affidavit).
  - b) First time player registering with the OMHA or CHA carded teams must submit their birth certificates (or Birth Registration cards) unless born in the Province of Quebec or outside Canada.
- 3.6 Registration will remain open until the quota (if applicable) for each division is reached. Registration after the pre-described dates will be at the discretion of the Board. New town residents will be accepted at the discretion of the League and/or as specified by the OMHA Regulations.
- 3.7 A registration form must be filed with the Registrar accompanied by the appropriate fee, before any player can participate in any activity sponsored by the League. The Board of Directors is empowered to prohibit any player from practicing or playing until the fees are paid in full.

### 3.8 Registration Refunds

#### a) Non Medical refunds

Players that withdraw from the AMHL as a result of a non-medical reason are entitled to a refund of their registration fees in accordance with this sub-section.

Players that receive a long-term suspension due to their conduct on or off the ice are not entitled to a refund of their registration fees for any reason whether the reason is medical, non-medical or if they are an AAA player. ”

A refund for non-medical reasons is prorated depending on the number of months skating for an AMHL house league or rep team.

The amount of the refund for house league is as follows:

Prior to skating	Registration fee minus admin fee
After skating to September 30	75% refund minus admin. fee
October 1 to October 31	50% refund minus admin. fee
After October 31	no refund”

For rep hockey:

Prior to October 1	\$500+ admin fee will be held back
Prior to November 1	\$1,000+ admin fee will be held back
After December 1	no refund

#### b) Players that receive a long-term suspension due to their conduct on or off the ice are not entitled to a refund of their registration fees for any reason whether the reason is medical, non-medical or if they are an AAA player. ”

#### c) Medical refunds

Players that withdraw from the AMHL for medical reasons are entitled to a refund of their registration fees in accordance with this sub-section.

In order to qualify for a refund of registration fees for medical reasons in accordance with this sub-section medical documentation from a medical doctor, a dentist or a person that practices the profession of optometry, chiropractic, physiotherapy, chiropody, podiatry, osteopathy, audiology, psychology, dietetics, (a “medical practitioner”) stating that the player is unable to play hockey for medical reasons, must be submitted with the request for a registration refund.

A refund for medical reasons is prorated depending on the number of months skating for an AMHL house league or rep team.

The amount of the refund is as follows:

Prior to skating	Registration fee minus admin fee
After skating to October 31	75% refund minus admin. fee
November 1 to November 30	50% refund minus admin. fee
After November 30	no refund”

d) AAA players and player's leaving AMHL to play at an A Centre

Players that have registered in the AMHL in order to be eligible to play AAA hockey or A hockey are entitled to a refund of their registration fees in accordance with this sub-section.

In order to qualify for a refund of registration fees as a result of registering in the AMHL in order to be eligible to play AAA hockey or A Hockey in accordance with this sub-section written proof that the player plays for a AAA or A Hockey team must be submitted with the request for a registration refund.

The amount of the refund is as follows

Prior to October 1	\$500+ admin fee will be held back
Prior to November 1	\$1,000 + admin fee will be held back
After December 1	no refund

e) For the purposes of this Section 3.8 the administration fee is fifty (\$50) dollars

- f) All registration refund requests must be presented in writing to the AMHL Registrar. If the request is presented via email the registration refund request is not considered to be received if the registrar does not acknowledge receipt of the request by email. The AMHL registrar and one of either the President, Vice President or Treasurer must approve the refund application. The refund will be made to the credit card in which the payment was received, unless the payment was made by cheque, the AMHL is not able to credit the credit card or the refund is requested to be paid in another manner. In the latter three cases the refund will be paid by cheque.

The refund request will not be considered to be received until the following information is submitted in writing:

- Player's name;
- Player's age group;
- Reason for the refund request:
  - Non-medical reason
  - Medical reason
  - AAA Player
  - A Player
- If the refund is requested due to medical reasons, then medical documentation from a medical doctor, a dentist or a medical practitioner stating that the player is unable to play hockey for medical reasons, must be submitted with the request for a registration refund;
- The refund request must be received by the AMHL prior to the dates indicated above for the applicable refund (for example, if a player withdraws prior to December 1 but does not submit a registration refund request until after December 1, no refund will be issued).
- If the refund is requested because the player has registered with the AMHL in order to be eligible to play AAA hockey, then proof that the player plays for a AAA team must be submitted with the request for a registration refund

g) This policy applies to all registration refund requests received after December 1, 2008.

- h) Players withdrawing from rep teams must deal directly with their rep team for a refund of any fees paid over and above the AMHL registration fee. However, the AMHL reserves the right to withhold a portion of the refund as payment of the rep fees owing to the rep team.

**3.9 Late Registration**

Request for late registration (i.e. after all the registration dates):

Late registration fees are prorated depending on the number of months missed from the beginning of the season.

The prorated registration fee may be assigned by the Junior or Senior House League Convener or the Registrar.

**Amount of Payment**

Prior to the start of Regular Season	Total fee
Prior to October 15th	Total fee
October 15 – November 14	90 %
November 15 – December 14th	75 %
December 15 – January 10	60 %

Registrations after January 11th will be reviewed by the Registrar, directors and the appropriate conveners.

3.10 Ages per division will be those set by the OMHA.

3.11 Players participating on the League's teams must be residents of the former Town of Ancaster (now the City of Hamilton) as determined by the OMHA's Manual of Operations. Any exceptions must be approved by the Board.

3.12 Base costs will be established by the Board for all levels.

3.13 The Board will set the date(s) for registration for the upcoming season.

3.14 Registration procedures, quotas, etc. will be established by the Board.

3.15 A twenty-five (25) dollar administrative fee will be applied to any NSF cheque written to the league (AMHL).

## Section Four

### Equipment

#### 4.1 **Mandatory Equipment**

The following equipment is MANDATORY and must be worn by ALL PLAYERS AT ALL TIMES when engaged in activities on ice, whether practice or games.

N.B. Coaches and Referees will:

Enforce this section without exception. Each Executive Member is responsible for enforcing this article.

- a) OMHA and CSA approved helmet equipped with approved chin strap fastened.
- b) OMHA and CSA approved facial protection which completely covers the face.
- c) Approved BNQ neck protectors and goalie throat protectors.
- d) Coaches and on ice staff will wear CSA approved helmets at all on-ice activities with chin straps fastened.
- e) CSA approved mouth guards unless exempted by OMHA.

#### 4.2 **Recommended Equipment**

The following equipment is suggested and highly recommended, but not mandatory:

- a) Goal tenders' regulation skates.
- b) Shatterproof eye glasses.
- c) Athletic support.
- d) Shin guards – preferably with a molded knee cap.
- e) Approved hockey gloves.
- f) "Body armour" (chest and arm protectors) for all goaltenders.
- g) Shoulder pads for all players.
- h) CSA approved elbow pads.
- i) Hockey pants with tailbone protector.

#### 4.3 **Goalie Equipment**

Goalie equipment is provided by the League for use by goaltenders in the Pre-Novice, Novice, Atom and Pee-Wee House League divisions. Goalie equipment is provided by the League for use by goaltenders in the Pre-Novice, Novice and Atom Rep divisions. A post-dated cheque of two hundred and fifty (250) dollars is required as a deposit from players using the League's equipment. It will be returned to the player upon the receipt of the equipment, clean and in good condition, either on or before the Awards Day at the end of the season. Terms and conditions and amounts of deposits and rental fees will be set from time to time by the Equipment Manager with the approval of the Board. Provided goalie equipment is as follows:

- a) Goaltenders pads
- b) Goaltenders stick
- c) Goaltender gloves
- d) Chest protector

4.4 Ancaster Rep teams will be known as the "Avalanche".

4.5 All Rep teams will wear the League colours as prescribed by the Board. Sweater colours for the rep teams will be maroon, white and blue. The sponsor patch, letters "C" and "A" must be sewn on to each sweater. Glue is not to be used to affix any item to the sweater.

4.6 In order to standardize Team clothing (jackets, turtlenecks, wind suits, hats etc), all purchases must be made through the League's authorized list supplier of League uniform/clothing. Disciplinary action will be taken for those teams that do not follow these guidelines.

4.7 Failure to Return Equipment

Any player or team official failing to return the League's equipment shall be suspended until said equipment is returned and deemed by the Equipment Manager to be complete and in good condition.



## Section Five

### Organization of the League

#### 5.1 Programs and Ages

a) The League shall operate a House League program, a rostered Tyke Team program plus a League of Rep teams for all eligible boys and girls registered in the following divisions. Ages specified are before January first (1st) of the season.

<b>Program</b>	<b>House League</b>	<b>Rep</b>
C.H.I.P.	5 and under	N/A
Tyke	N/A	7 and under
Pre-Novice	7 and under	N/A
Novice	8 and under	8 and under
Minor Atom	N/A	9 and under
Atom	10 and under	10 and under
Minor Pee Wee	N/A	11 and under
Pee Wee	12 and under	12 and under
Minor Bantam	N/A	13 and under
Bantam	14 and under	14 and under
Minor Midget	16 and under	15 and under
Midget	N/A	17 and under
Minor Juvenile	N/A	18 and under
Juvenile	N/A	19 and under
Midget / Juvenile	20 and under	N/A

#### b) AE Program

There will be one AE team per division

Additional AE teams (2nd teams or minor aged AE teams) will be considered if the following four conditions are met:

1. A minimum of 35 skaters register each of the AA and Minor AA tryouts at the specified level.
2. An independent Rep Evaluation committee agrees that those players released from the AA tryout would be competitive at the Rep level.
3. Based on Registration numbers for the upcoming season, 2nd AE teams or minor aged AE teams will be considered where the specified House League division has sufficient teams.
4. Suitable ice can be purchased by the league over and above what is required to run the existing program.

In situations where the above criteria are met and there are sufficient numbers in both age groups, consideration will be given to establishing both a major AE team and a minor AE team. Where this is not possible, combined major and minor aged AE1 and AE2 teams will be established.

c) Select Program:

Select Hockey is considered to be part of the overall development program within hockey in Ancaster. The Select program is not considered a replacement or alternative to the Representative program but is considered to be a program to help develop House League players to continue on and join Representative AA and AE teams.

Select hockey is a residency restrictive program as defined by OMHA rules. Members are referred to the OMHA Manual of Operations for complete information.

The AMHL Board of Directors will determine, prior to the start of the season, based on registration and ice availability, whether the AMHL will offer a Select program during the upcoming season for a particular division. Select teams will be offered in those divisions with 5 or more house league teams and only one team per division. Atom, Peewee, and Bantam Select teams will only be formed where Major & Minor AA & AE teams have been formed. In a division where there is no Rep Hockey there will be one Select team which will comprise of minor/major players. Any exceptions require approval of the AMHL Board of Directors.

The "Select Program" will run from November 1st to March 31st with tryouts to be held prior. Select Teams are permitted to play a total of 3 games per month and 3 tournaments with no games and tournaments to be scheduled after March 31st. All games (home and away) and tournaments require OMHA approved travel permits. Select Teams will not be permitted to participate in tournaments the week before and through to the end of Super Saturday weekend and the week before and through to the end of the House League City Championships.

Players must play within their respective age group. Teams can consist of 17 skaters and 2 goalies. All Select teams must have rostered at least 3 Minor Aged players. All teams must have an approved OMHA roster, at a minimum, one week prior to the first game. Select Teams may not AP or call up players from House League. No player is eligible to participate on a Select team until all House League team roster sheets have been completed and approved by the AMHL through the responsible Director. Players who successfully roster to a Rep team and subsequently quit/leave the team to return to House League will not be eligible to play in the Select Program.

The head coach shall be selected as per AMHL Coaches Selection Process for Rep teams. Candidates that are interested in applying for a Select Team must do so in accordance with AMHL posted timelines.

Select teams will operate under the rules and regulations as outlined by the Ontario Minor Hockey Association and as per the AMHL Manual of Operations.

Players signed to a Select roster must give priority to their House League commitments. In regards to a possible overlap of the House League and Select Programs, the following order of attendance is mandatory, for all players involved. All coaches are required to police this matter, and are empowered to discipline offending players, accordingly, after notifying and discussing with the appropriate AMHL Board Members.

The mandatory order of attendance is (a) to (e) where (a) has top priority and (e) has the least priority.

- a. House league scheduled games
- b. House league scheduled practice
- c. Select game
- d. Select practice
- e. Tournament or exhibition for either House League or Select team that has been applied for first.

Notwithstanding the above, Select players may miss three (3) house league practice prior to house league playoffs to accommodate tournament play for Select. Failure to comply with Select and House League priority will result in the Select Coach being suspended immediately and will face Disciplinary action which could lead to suspension or expulsion from the Select program. The player involved WILL be suspended for 1 month with his Select team for a first offence and expulsion from the Select Program after a second offence.

#### Select Try-Outs:

The tryouts will be run in accordance to the AMHL Representative A and Additional Entry Teams per the AMHL Manual of Operations.

Try-outs are to be prior to the first week of November.

There shall be a player tryout fee. The Select Team will be given 3 tryout sessions. Player releases after 2 sessions.

A player who is registered in House League as an "out" player cannot tryout as a goalie for a Select team. Only players who registered as a goalie and are rostered as a goalie on a House League team can tryout as a goalie for a Select team.

Team budgets must be submitted and approved by the AMHL prior to the first Select game. Furthermore, the team will be required at mid-season and end of season (or anytime requested by the AMHL) a financial report per the guidelines of the AMHL. The maximum cost that a Select team can charge an individual player is \$650. All sponsorship and fundraising are to the benefit of the team and must follow AMHL Fundraising and Sponsorship guidelines.

## 5.2 Size of Teams and Affiliated Players

- a) It is recommended that House League teams carry a maximum of fifteen (15) skaters and a goalie;
- b) It is recommended that each OMHA Rep team have an active roster of at least fourteen (14) skaters and a goalie. This is for the purposes of development. It is expected in divisions below Midget the maximum number of players rostered will be fifteen (15) skaters and two (2) goalies. The number of players chosen will be the final team roster number. The team roster may not exceed that number for the entire season. At no point in the season can the team dress more players than are on the roster. The Board through the Rep Director and Player and Coach Development Director reserve the right to review and approve changes in roster size in extenuating circumstances.
- c) Roster dates – for all AMHL A teams the final date for roster changes will be October 15<sup>th</sup> of the respective year. For all AMHL AE teams the final roster date will be November 1<sup>st</sup> of the respective calendar year.
- d) AMHL Rep team rosters shall be completed prior to the House League drafts.
- e) Whenever an AMHL traveling Rep team is unable to dress an active roster due to suspension, illness, injury or extenuating circumstances, the coach may call up registered affiliated players (AP's) from the lower division Rep team, laterally from an Additional Entry team or a House League player in the same division. This is per OMHA regulations. The House League player must obtain permission to play from his/her coach. The house league player will not be allowed to play up if the rep game is in conflict with the House league game.
- f) The number of games that Ancaster Minor Hockey League will allow a House League player to be called up to a Rep team will be consistent with OMHA regulations. Consent for an affiliated player shall not be unreasonably withheld.

- g) Players can only be released after the date in 5.2 c) for serious discipline issues. This release is only possible through Board approval and prior attempts to correct or improve the discipline issues have occurred in conjunction with the Rep Director and Player and Coach Development Director. Players can be released for other reasons only with board approval.
- h) No player in the Association is allowed to leave his or her rostered team without the written permission of both the Rep Director and Player and Coach Development Director or the Board of Directors. Any player leaving without permission shall not be allowed to play for any rostered team in the Association during the next hockey season pending a review of his or her case by the Board of Directors, and shall not be entitled to financial reimbursement.
- i) A coach may not suspend a player without first receiving approval from the Rep Director. Any suspension must be recorded and submitted to the Rep Director and Player and Coach Development Director.

### 5.3 **Representative and Additional Entry Teams**

#### a) **Policies and Procedures**

- i) Any registered resident player may have a tryout for the OMHA Rep and AE teams.

#### b) **Player Movement and Player Release**

- Each AMHL player that is offered a position on an AMHL Representative Team is required to sign an OMHA Letter of Commitment. The offer of the "Letter of Commitment" will be made by the team within 14 days of the commencement of the team tryouts. If a player refuses to sign the Letter of Commitment, the coach has the right to withdraw the offer to the player and select another player in the tryout process.
- All AMHL coaches are required to submit their final rosters before August 15<sup>th</sup>.
- Once a player has signed a Letter of Commitment to play on an AMHL Representative Team, the player is not permitted to participate in a training camp or tryout, practice session, game or any other on or off ice activities with another Hockey Canada without prior written consent from the AMHL Board of Director's and the player's coach. It is within the AMHL Board's rights to refuse a player's participation with another Hockey Canada team (ie. OMHA, Alliance, GTHL). Without prior consent, the Board is not in favour of releasing the player.
- If an offer from another Hockey Canada team is received by a player after the letter of commitment is signed, the player is to contact the AMHL Board of Director's. The responsibility for the release of any AMHL player is vested with the AMHL Board of Directors and a decision to release the player will be made by the AMHL Board. Any AMHL player approached by an AAA club after August 15th requires a release from the AMHL. It is the AMHL Board's right not to provide a release

All players shall play in their respective age groups to ensure that Ancaster Minor Hockey is competitive at all levels. The Board may only consider a request for upward/downward movement, if the player has been deemed by the Director of Coach and Player Development to possess exceptional talent and is in the major year of their respective division.

In order to consider a request for player movement a written submission to the Director of Player and Coach Development shall be submitted by February 15<sup>th</sup> of the respective calendar year.

To be considered exceptional the player must be the highest rated at their position in the division they currently play, and will be in the top 25% of the division they wish to play in the next season.

Players may only play up one year in Rep Hockey (a Major PeeWee player may try out for Minor Bantam) and only as a Major player in House League (a first year PeeWee player may not play in the Bantam division)

There has to be a need for players in the division the applicant is wishing to play for the next season. Being rated exceptional does not guarantee a position in a different division if there are sufficient numbers in that division.

Players will be allowed to try out for an additional team, but they must also attend the tryouts of their respective division. I.e. a Major PeeWee wishing to play Minor Bantam may attend the Minor Bantam tryouts upon permission of the Director of Coach and Player Development but must also attend the Major PeeWee tryouts. The coach may select the applicant to a different division after consultation with the Director. The overall goal of the AMHL of player development within the respective age group is the deciding factor.

Tyke players selected to the Tyke team as 6 year olds will be expected to remain in the Tyke division the following season. This is to ensure development in every age group.

Any player playing in a series higher than the respective age group shall do so only with the written permission of the Ancaster Minor Hockey League based upon a report from the Director of Coach and Player Development and a parent or legal guardian.

### **c) Player Evaluations: AA and AE Tryout Procedures**

#### **Eligibility**

There shall be a player tryout fee. The mandatory, and non-refundable, try-out fee is to be paid in full to the Ancaster Minor Hockey League prior to the beginning of the first try-out. Tryouts are open to all registered Ancaster Residents and qualified Non-Resident Players (NRP's). Player residency and eligibility rules will apply as set forth by the OMHA guidelines, policies, and rules. Proof of residency is required at the first tryout. Acceptable forms of proof of residency are a valid driver's license, property tax assessment or home residence utility bill. NRP's are required to provide an OMHA NRP Passport approved by their home center.

#### **Tryout Process A**

Each A team will be given five (5) on-ice evaluation sessions. Exhibition games may be scheduled by coaches during the tryout period. In scheduling such games, the total number of on-ice evaluations during the tryout period (ie: tryout skates plus games) cannot exceed six (6). In scheduling exhibition games, coaches must obtain a valid Travel Permit from the Director of Rep Hockey.

Each player attending A tryouts is guaranteed a minimum of 2 on-ice evaluations after which he or she may be released at the discretion of the head coach.

#### **Tryout Process AE**

The AMHL reserves the right to combine the Minor and Major age group to form one AE team or continue with only a minor or major AE team. This will be announced during tryouts. Every division must first enter a Major A Team per OMHA rules

All players attending AE tryouts MUST have previously attended the A tryout for their age group.

Each AE team will be given three (3) on-ice evaluation sessions. Exhibition games may be scheduled by coaches during the tryout period. In scheduling such games, the total number of on-ice evaluations during the tryout period (ie:

tryout skates plus games) cannot exceed four (4). In scheduling exhibition games, coaches must obtain a valid Travel Permit from the Director of Rep Hockey.

Each player attending AE tryouts is guaranteed a minimum of 1 on-ice evaluation after which he/she may be released at the discretion of the head coach.

### **Attendance at Tryouts**

In order to be eligible for selection to the team, a player must attend a minimum of three (3) on-ice evaluations for A or two (2) on-ice evaluations for AE.

Exceptions may be made for situations such as temporary medical conditions (a Doctor's note may be requested by the head coach and/or the AMHL). If a player does not attend the minimum number of on-ice evaluations but is awarded a position on the team, the coaching staff must inform all players making the team, and their parents, of this fact immediately upon completion of the tryouts. When such situations arise, the head coach should contact the Director of Rep Hockey and/or the Director of Coach and Player Development prior to making any roster decisions regarding the player.

### **Conflicts with the Tryouts**

The AMHL will make every effort to ensure the AAA Jr. Bulldogs tryouts and the A tryouts do not conflict. The AMHL takes no responsibility for scheduling conflicts with tryouts in other AAA centres, including the AAA Hamilton Huskies.

Players are expected to attend AMHL tryouts during the time they are trying out for the AAA Jr. Bulldogs. It is the player's responsibility to ensure they notify the head coach of their intention not to attend a schedule A on-ice evaluation.

### **Independent Evaluators**

As part of the tryout process, the head coach must have a minimum of two (2) independent, non-parent evaluators to assist with on-ice evaluations. An independent evaluator is defined as an individual (a non-parent and not related to a player in the tryout process) who has adequate hockey knowledge, experience and expertise. Independent evaluators will work with the head coach in the selection of players who will be offered positions on the team.

In addition, the AMHL will assign two (2) separate evaluators/observers to each team's tryout to support the player selection process. This will allow for the AMHL to respond to any concerns from parents and/or players as to the impartiality and transparency of the tryout process.

Non-parent assistants who are not related to any player in the tryout process can work in conjunction with the head coach during the tryout process. The head coach is to provide a list of assistants to the Director of Rep Hockey prior to the start of the tryout process.

### **Communication with Parents**

At no time during the tryout process will the head coach, independent evaluators or AMHL evaluators discuss players and their performance with any parent.

### **Player Releases**

The TRYOUT IDENTIFICATION NUMBER (TIN #) is a new system introduced last season. The TIN # is a coded number to identify each player without identifying their name. For example, at the Minor Peewee A tryouts, a player may receive a TIN # that is coded MPAA347. After the tryout, and before the next tryout, the players who are selected to advance to the next tryout will be posted on the AMHL website [www.ancasterminorhockey.com](http://www.ancasterminorhockey.com) and identified by the age group and their TIN #. TIN #'s will be randomly assigned to each player. Please keep your TIN # card private and in your possession. The TIN # system will be in effect until the last rep tryout. .

If a player/parent wishes to discuss their individual evaluation the request to do so must come after 24 hours of the final tryout for the age group. The objective of such requests should be to obtain feedback regarding on-ice performance for the purpose of facilitating player improvement.

If it becomes apparent that the purpose of such a request is to challenge the judgements made by the head coach and evaluators during the selection process, the meeting should be immediately terminated and referred to the Director of Rep Hockey and/or the Director of Coach and Player Development for follow up and resolution.

### **Offers of Positions**

Players will be offered positions on the team via an OMHA Letter of Commitment

AMHL player that is offered a position on an AMHL Representative Team is required to sign an OMHA Letter of Commitment within 14 days of the commencement of tryouts. If the Letter of Commitment is not signed, the head coach, at his/her discretion, may release the player from the team and offer the position to another player previously released.

If a player is offered a position with an A team and refuses that position, the player is released directly to House League and is not eligible to try out for the AE team at his age level. If a player is offered a position with an AE team and refuses that position, that player is not eligible for Select hockey.

### **Selection of Bench Staff**

The Head coach shall select his/her bench staff (assistant coaches, trainer and manager) only after the final roster has been determined.

### **Player Selection for Representative Teams**

Player selection is the responsibility of the Head Coach working in conjunction with the Director of Coach and Player Development and/or the Director of Rep Hockey.

The Board is responsible for providing guidelines to the Head Coaches for the selection of players according to pre-determined criteria and using a fair, equitable and unbiased process.

The AMHL reserves the right to combine the Minor and Major age group to form one AE team or continue with only a minor or major AE team. Every division must first enter a Major AA Team per OMHA rules.

The Ancaster Minor hockey League reserves the right to apply exceptions to the tryout rules at their discretion.

During the tryout process all players, parents and coaches are expected to adhere to the OMHA and AMHL Codes of Conduct as well as the City of Hamilton Zero Tolerance Policy. Any behaviour contrary to the codes will result in immediate expulsion from the tryout process.

## **5.4 House League Regulations**

### **a) Policies and Procedures**

- i) Minor Hockey League approved coach and one assistant are permitted at the Draft.
- ii) During the selection of a team, each team will be allowed only one request, ie. a family requesting a particular coach, or to be on the same team as a brother or friend for convenience, or any other appeal that prevents the draft of a player by another coach. Granting of such a request will come from the House League Convener.
- iii) During the Draft, each team may protect a maximum of two players.
- iv) Players may not be moved into/from the Rep or House League Divisions without written authorization from the League, once the playing season has started. Only in extreme cases will the League consider any such requests.
- v) Home teams must supply Time and Score Keepers and pucks.
- vi) The OMHA "Fair Play Initiative" is in effect, which is to shake hands prior to the start of the game.
- vii) Players and coaches shall not enter the ice surface until the Ice Machine has left the playing area and the "Gates" are completely closed.
- viii) Warm up time will be two (2) minutes

- ix) As per OMHA guidelines, only approved team officials will be allowed on the bench during a game.
- iii) All players will receive “Fair” ice time to the best of the coaches’ ability during the game. It is recognized that certain situations cause a coach to have a player(s) miss shift(s) but these are clearly communicated to both player(s) and other coaches. The OMHA does not consider ice time as a condition of harassment/abuse. **A grievance cannot be filed due to ice time.**
- iv) It is required that all teams have an OMHA certified coach and trainer on the bench.
- xii) All regular season games consist of two, ten minute stop time periods and running time for the third period, with the exception of the use of the Buzzer system. The Buzzer system will be imposed on any division not following the “fair” ice time policy.
- v) Penalties will be two minutes stop time for the first and second periods. For the third period it is three minutes running time. Major penalties will be 5 minutes in running time and in stop time.
- vi) All games will be curfewed at five (5) minutes to the hour by the referee. To fill vacancies, coaches may call up second year players, not to exceed the original roster number, from the division below. Only goaltenders may be junior players. To place players on the “call up list” permission must first be given by the parent. All available players on this list must be used once before calling a player a second time. The calling up of players will be coordinated through the divisional conveners and permission granted by the player’s own coach. The spirit of this rule is to replace players due to illness or unavoidable absence.
- vii) The coach will report all Match Penalties to the Divisional Convener.
- viii) There must be a League approved coach on the ice to conduct a practice.
- xvii) Should there be a tie in the standings at the completion of regulation play, the higher place will go progressively to:
  - (i) The team with the greater number of wins
  - (ii) The team with the best win/loss record against the other tied team;
  - (iii) The highest ratio using the calculation: Total Goals for Divided by the total sum of goals for and goals against.

**b) House League – Player Evaluation and Draft Procedure**

- i) Player ratings will be based on a rating from a mass practice held in mid-September or based on the previous year’s ratings.
- ii) A draft will be held involving the Convener and coaches of the division at the start of each season. New players, unrated, will be drafted to the best of the participants’ knowledge of that individual.
- iii) Coaches and Conveners will then draft players on teams according to ratings.
- iv) If further balancing of teams appears necessary, players will be moved at the direction of the House League Convener.

**c) House League Playoffs**

- i) During playoffs, teams may call up substitute players to fill vacancies, not to exceed the original roster numbers, from the division below. **The spirit of the rule** is to replace players due to illness or being absent unavoidably and remain consistent with Regular Season play.



- ii) All playoff games will consist of three (3), ten (10) minute stop time periods.
- ii) Playoff series may be either a “2 game knock-out” series or a “Round Robin” series. This will be decided by the convener and communicated to the coaches no later than the 1st of February.
- iii) The team finishing highest in the standings during regular season play, will be designated the “Home” team up to the finals. For championship games, the “Home” team will alternate, starting with the team that finished higher in the standings.
- iv) In any playoff game, where a winner must be achieved for the series to continue, sudden victory overtime would be the best option to determine a winner. If ice time availability does not allow for this, several other formats are available. The convener will communicate the chosen format to the coaches prior to the first playoff game. The chosen format will be used throughout the playoff series.

## **5.5 Penalties/Suspensions**

### **Ancaster Minor Hockey League operates under all OMHA penalty guidelines.**

Any player, coach or team official who receives a suspendable penalty, may not play for any other team until the suspension has been served with the team in which the penalty was received.

Any player/coach receiving a penalty in the Interlock will serve the penalty in the Interlock only. If the penalty occurs during the playoffs, the player/coach will be allowed to participate in the Ancaster playoffs. The Director of Senior House League and the Executive reserve the right to invoke a suspension for the Ancaster playoff after a review of the penalty.

### **Penalties and Suspension (AMHL House League Rules)**

1. The game penalty and the additional game suspension rules are listed in the OMHA and OHF handbooks as well as being posted on their websites. Penalties for fighting will carry an additional game suspension and a second fighting penalty in a year will be referred to the Discipline Committee.
2. From the Pre-novice to Juvenile divisions, a player who receives 3 minor penalties in 1 game shall be ejected for the balance of the game. A penalty includes a misconduct penalty of any kind.
3. A player is assessed 2 Head Contact penalties in 1 game shall be ejected for the balance of the game.
4. A player that is assessed 2 Body Contact penalties in 1 game shall be ejected for the balance of the game.
- 5.. The referee shall forward the game sheet and any report of ejection to the appropriate Director of House League, or the convenor, within 48 hours of the conclusion of the game. Player’s that are ejected from more than 2 games will be referred to the Discipline Committee and further suspension or penalty could be assessed.
6. A fighting major will carry one (1) additional game to the current OHF Rule. Any subsequent fighting penalties will double the additional penalty. Example, if a player receives his or her second fighting penalty in any one season, they would receive the OHF increased suspension plus two (2) games.
7. Any player receiving a misconduct or match penalty in the last 5 minutes (Official game clock) of the third (3rd) period will receive an additional 1 game suspension. This is an attempt to stop players from complaining to referees or verbally sparring with opposing players late in the game.

The Ancaster Minor Hockey League reserves the right to review all suspensions and player discipline.

Further penalties and suspensions may be applied by the Ancaster Minor Hockey League.

### **5.6 Exhibition Games and Tournaments**

The Ancaster Minor Hockey League will enforce all OMHA and CHA regulations

Please become familiar with those rules pertaining to your involvement in the League.

- a) All teams playing Exhibition Games in Ancaster will notify the Director of Ice Scheduling.
- b) All teams playing Exhibition Games or Tournaments outside of Ancaster will obtain a Travel Permit from the appropriate Convener.
- c) All teams entering Tournaments will have team player cards/roster sheets with them.

### **Buzzer System**

1. Teams will play 3 minute running time shifts for each of the three fifteen minute periods.
2. There will be no more than one shift difference between all skaters at the end of the game.
3. Starting line-ups need not be declared.
4. Double shifting will not be permitted except when less than ten skaters are present on the bench. Double shifts must then be rotated evenly throughout all skaters.
5. When pulling goaltenders, any skater may be used for the extra player. This shift will not count as a shift for the skater, this is when replacing the goaltender.
6. If an injury occurs and the player leaves the ice, they must be replaced by a player who has less shifts, unless all have played equal to this point.
7. The goaltender may only be pulled for replacement by an additional skater during the one minute remaining in the third period, or when there is a delayed penalty during the game.
8. There will be a one minute penalty for each violation of these rules. The penalty will be served by the player who caused or was involved in the violation.
9. Major penalties will be three minutes.

### **Playoff Rules for the Buzzer System**

1. Teams will play two minute stop time shifts for each of the three ten minute periods.
2. There will be one minute penalties for each violation of the rules. The penalty will be served by the player who causes the violation.
3. "Home Team" will be the team that finished higher in the regular season standings. Championship games will alternate for "Home Team" starting with the team finishing highest in the seasons standings.
4. Teams may appoint a shift checker who must stay in the penalty box area during the game. This person must be identified to the Referee prior to the start of the game. It is suggested that the shift checkers from both teams remain in the same area during the entire game for ease of conferring.

### **5. OVERTIME:**

If extra time is available and a "sudden victory" overtime period is played, these are the rules.

Skaters on the ice during the last shift of the game cannot start the first shift of the overtime period. Ten minute stop time will be placed on the clock to start every overtime period. Teams will not change ends for overtime periods. There will only be one shift difference between players at the end of any overtime, including when the game is ended by one team scoring the winning goal. Any skater on the ice for the last shift of an overtime period will not start the first shift of the next overtime period.

If extra ice time is not available for a “sudden victory” overtime period, then the convener will discuss with the coaches, prior to the playoffs, an alternate process.

## **Section Six**

### **Conduct and Discipline**

- 6.1 The Ancaster Minor Hockey League sanctions the OMHA Code of Conduct and the City of Hamilton Zero-Tolerance policy and this policy supersedes all other codes of conducts listed in the AMHL Manual of Operations
- 6.2 Under no circumstances does the League permit the presence or consumption of alcoholic beverages or the presence of unprescribed drugs at any game, practice or any other League function or where prohibited by law.
- 6.3 All Public Buildings in the City of Hamilton are smoke free properties. There is to be no smoking on any player’s bench or in the dressing rooms.
- 6.4 Ancaster Minor Hockey League reserves the right to discipline and/or suspend players, coaches, trainers and parents whose behaviour /actions may cause harm to other members. Suspensions may be additional to the OMHA guidelines.

#### **6.5 Complaint Procedure**

##### a) Grievance Committee

A Grievance Committee is formed to hear the complaints of parents and coaches alike. This committee shall deal with uncomfortable situations that occasionally arise between parents and coaches. In order to be as direct as possible, it is important that the system is used correctly. Anyone wishing to register a grievance should address their complaint to the Grievance Committee and deposit it in the League mail box, or submit the complaint in writing to the Chair of the Committee. The Vice President will serve as the Chair of the Grievance Committee. The Committee consists of the Past President, President, convener(s) or delegate of the Rep or House league Faction or any other Director for the Ancaster Minor Hockey League.

#### 6.6 Disciplinary Committee

- a) The Disciplinary Committee will be formed to address situations of alleged non-compliance with the rules and regulations governing the League, including the Canadian Hockey Association (CHA), Ontario Hockey Federation (OHF), OMHA, and rules of other governing bodies. A Discipline Committee will also be formed to deal with unacceptable actions by a League player, coach, parent and/or guardian, Member or referee.
- b) The Disciplinary Committee shall:
  - i) Consist of a minimum of three (3) members: the President, who shall serve as chair, and include as members the Vice-President (or his delegate), the appropriate program Director and any other Ancaster Minor Hockey League Director. In the event of a conflict or other circumstances, The Chair of this Committee shall be appointed by the President and approved by the Board of Directors.

- ii) in an appropriate and timely matter, interview those involved in an alleged incident and any person(s) who have pertinent information;
- iii) report back to the Executive Committee with recommendations for actions to resolve the issues and penalties to be levied;
- iv) ensure that any and all appeals to the decisions of the Disciplinary Committee are made to the full Board.
- v) Penalties imposed by the Discipline Committee shall be in addition to penalties prescribed in either the playing rules of the Ancaster Minor Hockey League, OMHA or the Ontario Hockey Federation.
- vi) The Disciplinary Committee will receive any reports generated by the Grievance Committee that the Board deems necessary.

## **OMHA Code of Conduct**

This Code for Conduct identifies the standard of behavior which is expected of all OMHA members and participants, which for the purpose of this policy shall include all players, parents, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators and employees involved in OMHA activities and events.

OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of OMHA shall conduct themselves at all times in a manner consistent with the values of OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

OMHA members and participants shall at all times adhere to OMHA's operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of OMHA.

Members of OMHA shall refrain from comments or behaviors which are disrespectful, offensive, abusive, racist or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA's Harassment Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of OMHA. Such action may result in the member losing the privileges which come with membership in OMHA, including the opportunity to participate in OMHA activities and events, both present and future.

## Section Seven

### Responsibilities

#### 7.1 Team Official Responsibilities

Team officials include individuals approved by the Board and registered as Head Coach, 2 Assistant Coaches, Trainer and Manager. The League will pay to register these carded officials for AMHL. No individual will be approved as a Team Official or a Practice Coach unless the Director of Coach and Player Development has made a recommendation. Approvals are subject to the individual obtaining a Police Check satisfactory to the Board in accordance with the following:

- a) All Head Coaches, Assistance Coaches, Trainers and Managers must have Police Checks.
- b) Head Coaches must have their Police Checks done by November 1st. If the Police Check is not done by this date, the Head Coach will not be allowed to coach until the Police Check is submitted.
- c) Assistant Coaches, Trainers and Managers of Rep teams must have their Police Checks done by December 1st. It is the Responsibility of the Head Coach to make sure this is done. If the Police Check is not done by this date the Head Coach and the member of the Coaching staff that did not comply with this procedure will not be allowed to coach, manage, or train until the Police Check is submitted.
- d) A Police Check needs to be completed every *second* year.
- e) If an official has a questionable police check, that individual will not eligible to act as one of the Head Coach, Assistant Coach, Manager or Trainer.
- f) Coaches, Trainers and Managers shall adhere to the OMHA Code of Conduct with Zero Tolerance for noncompliance.
- g) All Head Coaches, Assistant Coaches, Trainers and Managers must attend an OMHA Speakout Clinic. The League sanctions the OMHA Speakout program, as outlined in the OMHA Manual of Operations. The League recommends that all active members of the AMHL attend a Speakout seminar. This seminar addresses abuse and harassment, dressing room policies, transportation policies etc.

## **7.2 Responsibilities of a Coach**

- a) All coaches must conduct themselves in a manner which will reflect the high standards of Ancaster Minor Hockey. They need to acquaint their team members with the CHA, OMHA and Ancaster Minor Hockey regulations.
- b) Ensure the proper observance of the AMHL By-Laws.
- c) Teams are responsible for all costs associated with an exhibition game.
- d) The coach has a right to discipline a player for not observing any agreed upon team rules. Disciplinary action may also be taken for a lack of respect for authority, self control under pressure, or acceptance of the officials' decision(s). Any further actions should be reviewed with the appropriate Director for approval.
- e) Discipline must be progressive in nature and the Board must be made aware of any discipline that results in a player missing a period of hockey. Notice is to be given to the appropriate Director.
- e) Coaches must stay out of the Referee's Room.
- f) Coaches must provide a completed signed game sheet to the game timekeeper or the referee prior to the commencement of the game.
- g) Coaches will report all Match Penalties and Suspensions (Player and Coach) to the Divisional Convener immediately.
- h) Coaches are responsible for ensuring that all coaches, assistant coaches, trainers or any person on the ice during any form of practice, or game is wearing a regulation hockey helmet.
- i) Coaches, Trainers, Managers or any person assisting on the ice, is required to have their name registered with AMHL for insurance purposes. As these permits must be purchased by the League, selection should be limited.
- i) Coaches will not permit the presence or consumption of alcoholic beverages or the presence of unprescribed drugs at any game, practice or another League function or where prohibited by law.
- j) Coaches are responsible for the conduct of their players and will be held accountable for damages while specifically under their supervision.
- k) Head coaches are to ensure that assistant coaches are at least 16 years of age and are at least 4 years older than the players they are coaching.
- l) It is recommended that coaches and parents hold a meeting at the start of the season, along with the players, to discuss the plans and aims for the season.
- m) Head coach must submit a detailed final accounting of all expenditures to the parents, the proper Convener of the league and the Director of Coach and Player Development.

## **7.3 Responsibilities of Trainers**

- a) Trainers are to be certified and carded, and are to conform to HTCP rules and procedures only.
- b) Trainers must inform the coach of the condition of players.
- c) Trainers must keep up-to-date records on players and emergency contact information.
- d) Trainers must keep records of individual player needs (ie. Asthma medication)
- e) Trainers must immediately file an accident report on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games.
- f) When a player requires Medical attention, a Doctor's release is required before the player may return to practice or play.

## **7.4 Responsibilities of Managers**

- a) Managers will assist the other Team Officials with off-ice activities.

## **Section Eight**

### **On-Ice Officials**

- 8.1 It is understood that House league is the training ground for officials and administered by the League.
- 8.2 Officials for the House league and Rep games will be co-ordinated by the Referee-in-Chief.
- 8.3 No official can be involved in a House league game unless he is carded through the OMHA.
- 8.4 Officials are remunerated according to current OMHA and AMHL guidelines.

## **Section Nine**

### **Subsidization Policy**

- 9.1 To encourage League team and game officials to obtain the required certifications for each position (ie. Coach, Assistant Coach and Trainer), the League will subsidize clinic participants up to one hundred percent (100%) subsidization.

All subsidization will be forwarded for reimbursement after the participant has successfully passed the course.

## **Section Ten**

### **Fundraising**

- 10.1 All money raised must be for the betterment and development of the players. All fundraising activities are optional and are not to be considered mandatory for any team or player.
- 10.2 Details of fund-raising activities must be submitted to the Board with the team budget prior to the first league game.

## Section Eleven - Sponsorship

- 11.1 No Breweries, Distilleries, Wineries or Tobacco Companies will be permitted to sponsor any team in the League. Any fundraising activities that involve the selling or consumption of alcohol must be pre-approved by the league. Any fundraising activities such as 50/50 draws, hockey pools and gambling activities must be operated in such a way that specific rules be provided to all participants. It is also recommended that the winner of the fundraising activity is posted in the AMHL website or local media.
- 11.2 Representative and Select Teams may solicit sponsorship from any source other than current AMHL sponsors (for a list of current sponsors, teams can check the League web site or contact the Director of Sponsorship) or suppliers to the League. A list of suppliers can be provided upon request.
- 11.3 All approved sponsorships shall be for one (1) year duration.
- 11.4 All Team Wear and equipment etc. shall be of a type and standard approved by the League. All Team Wear is to be acquired from the supplier approved by the League.
- 11.5 Only one sponsor name is permitted to be displayed on Rep team sweaters. This does not preclude a team from obtaining multiple sponsors.
- 11.6 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.
- 11.7 All Representative and Select team sponsors must be identified and all monies accounted for with the Team Operating Budget submitted to the Board. All Rep and Select sponsorships received must have a Sponsorship Form completed to ensure appropriate processing. The Team Treasurer or Manager shall keep track of, and deposit cheques. Sponsorship Forms are to be submitted to the AMHL Director of Sponsorship to assure that the sponsor is getting the appropriate recognition on the AMHL website. It is the team's manager, treasurer or fundraising/sponsorship representative's responsibility to deliver the sponsorship benefits that were promised to the sponsors (i.e. sponsor bars, sponsor plaques, sponsor banners, etc) in calibration with the association. It is strongly recommended that fundraising representative keep a copy of the Sponsorship Form to ensure that all deliverables have been fulfilled.
- 11.8 Ancaster Minor Hockey Representative and Select league teams are permitted to seek out sponsorship opportunities for their team with all funds going to support hockey related team activities such as player development, tournament fees, additional ice time and team items (ie. Team Pants, Team Bags etc.). Proceeds generated from sponsorship are not intended to and will not be permitted to pay individual rep fees or a player's financial commitment to participate on the team and 100% of the funds raised through sponsorship are to be applied as revenue to the team budget and distributed evenly to offset team expenses.
- 11.9 All payments (cheques) for sponsorship should be made payable to the account designated by the individual team (rep. and select) or the Ancaster Minor Hockey League (House League).
- 11.10 Even though their name and logo will appear only on one team's uniforms, it is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants.
- 11.11 It shall be the sole responsibility of the Director of Sponsorship to obtain and allocate the necessary number of sponsors for the House league Divisions with all proceeds going to the betterment of the Ancaster Minor Hockey League. House League Members should contact the Director of Sponsorship if a specific sponsor wishes to support one of their teams. The Director of Sponsorship will follow up with the sponsor.



## Section Twelve - Awards Day

### Major Awards for Ancaster Minor Hockey League

- 12.1 The **Lee Revill Award** for the most improved Novices. This award displays all the names of the winners from the ESSO MOST IMPROVED NOVICE presentations in the current year. There is one player from every house league and rep novice team. There is no keeper trophy.
- 12.2 The **Precision Collision Most Sportsman-like Award** is awarded to the ATOM player of the year who displayed good sportsmanship. The winner is to be picked from the winners of the TD/Canada Trust Good Sport Award by the Director of Junior House League. A keeper award is obtained and presented.
- 12.3 The **Stephen Lock Memorial Award** is for the Most Sportsmanlike and Most Valuable player of a Pee Wee team. This award will be alternated between a house league (odd year) and rep player (even year). A miniature replica is to be given to the player as his/her own personal award.
- 12.4 The **Lynn Williamson Bantam Good Sportsmanship Award** is awarded to the Bantam player of the year who displayed good sportsmanship for his/her current year of play. The winner is to be picked from the winners of the TD/Canada Trust Good Sport Award. A keeper award is obtained and presented.
- 12.5 The **William Hazell Midget-Juvenile Award** is awarded to the most sportsmanlike player in both the Minor Midget and Midget-Juvenile divisions. The selection is to be made from the winners of the TD/Canada Trust Most Sportsmanlike winners. A keeper award is obtained and presented.
- 12.6 The **May Johnstone Memorial Midget Rep Award** is awarded to the Best Defensive player of the Midget Rep Division of the current year. The selection is made by the Midget Rep coach. The donor of this award is unknown. The criteria of this award include: a steady player, a good team player, a player who sets a good example and who the coach enjoys having on the team. This award is for a defenseman, a goalie or a defensive forward. A keeper award is obtained and presented.
- 12.7 The **Alex Zalusky Memorial Coach of the Year Award** is available to all coaches in Rep and House League. It is to be presented at the same time as the Stephen Lock, The Hall of Fame and the Larry Dufour awards. The Directors of House League and Rep plus the President will make recommendations to the Executive. This award is based on: attendance at games and practices, years of service, attitude towards players and officials, allotment of ice time to players, obeying rules of the league re: shifts, ice time and exhibition games, cooperation with the Board (such as fundraising, money collection, pictures and winning record). A keeper award is obtained and presented.
- 12.8 The **Hall of Fame award** was donated by the Ladies Auxiliary to be presented at the same time as the Alex Zalusky, Stephen Lock and Larry Dufour Trophies. It is awarded to someone who has contributed to Ancaster Minor Hockey through years of dedicated service. Nominations for this trophy will be selected by the Board. A keeper award is obtained and presented.
- 12.9 The **Larry Dufour Memorial Award** is presented yearly to the best goalie in Ancaster Minor Hockey alternating between Rep (odd year) and House League (even year). Each coach will nominate their goalie meeting the following criteria: skills, sportsmanship, and team player, attendance at practices and games and goals against average. All names to be presented to the Executive for final selection. A keeper award to be obtained by Patti Dufour and presented at the same time as the Stephen Lock Award.

- 12.10 The **Fred Scione Memorial Award** is presented yearly to the Outstanding Defensive Player for the Major Pee Wee rep team. The selection is made by the Major Pee Wee coach. The award is presented to the player that best exhibits the following qualities: hard work, dedication and great all round defensive play. A keeper award is obtained and presented.
- 12.11 The **Timex Community CHA Coach of the Year Award** is presented yearly to the AMHL Coach that best displays the following qualities: Shows respect for officials, opponents and parents, espouses a philosophy of fair play, demonstrates concern for all-round development of the athlete and generally presents a positive image in his/her role as coach. This award will be alternated between rep (odd years) and house league (even years). The certificate and medallion are obtained and presented.
- 12.12 **TD/Canada Trust Good Sport Awards:**  
These awards are given to the players in the Novice, Atom, Pee Wee, Bantam, Midget and Midget- Juvenile Rep and House League divisions, in the interest of building good sportsmanship. TD/Canada Trust offers the award to the individual on each team who best demonstrates the qualities of a good sport. The winner will be chosen at the conclusion of the season, by the team coach or a vote of the players. "It's not whether you win or lose, but how you play the game".
- a) Give your best at all times
  - b) Play fair
  - c) Display self-discipline
  - d) Show good team spirit
  - e) Display a willing and helpful attitude towards teammates, coaches and officials
  - f) Accept responsibility for yourself and the team by being on time and ready to play
  - g) Display a positive attitude in defeat as well as in victory
- 12.13 **Esso Medals of Achievement**  
These awards are given to three players per team in the Novice, Atom, Pee Wee, Bantam, Midget and Midget-Juvenile Rep and House League divisions. These awards are given for "Most Improved", "Most Sportsmanlike" and "Most Dedicated" player. These awards are offered to all hockey teams recognized by the CHA or its affiliates. The only stipulation is that the team must have been active throughout the entire hockey season and that the awards must be presented to all recipients upon completion of the hockey season.
- 12.14 **The Joel Hulsman Award**

## AWARDS

### Player Selection Form

Please indicate two (2) choices for each award, one of which may be yourself.

#### 1. TD/Canada Trust Good Sport Award

TD/Canada Trust offers the award to the individual on each team who best demonstrates the qualities of a good sport. "It's not whether you win or lose, but how you play the game". The following are qualities that are displayed by the winner:

1. Give your best at all times.
2. Play fair.
3. Display self-discipline.
4. Show good team spirit.
5. Display a willing and helpful attitude towards teammates, coaches and officials.
6. Accept responsibility for yourself and the team by being on time and ready to play.
7. Display a positive attitude in defeat as well as in victory.

1st \_\_\_\_\_ 2nd \_\_\_\_\_

#### Esso Medals of Achievement

#### 2. Esso Most Improved

The player who, in your opinion, has improved the most since the start of this year.

1st \_\_\_\_\_ 2nd \_\_\_\_\_

#### 3. Esso Most Sportsmanlike

The player who, in your opinion, displays the most sportsmanlike attitude both on and off the ice.

1st \_\_\_\_\_ 2nd \_\_\_\_\_

#### 4. Esso Most Dedicated

The player who, in your opinion, has been the most dedicated to the team.

1st \_\_\_\_\_ 2nd \_\_\_\_\_



Coach Selection committee criteria:

Principles and Guidelines for the role of Committee Members and Selection Process:

Overall AMHL Mission Statement is: ***Our Mission*** is to provide a grassroots hockey development program for youth in Ancaster, focusing on fun, physical fitness, skill development, team cooperation and fair play.

This committee will operate under the principles set out in the OMHA Coach Development Programs and Opportunities, as updated, and the OMHA Development guides found on the <http://www.omha.net/flash.asp> Development Programs link.

*Leaders in amateur hockey have a responsibility to ensure that the experience players receive through hockey is a positive one. The development of skills, physical fitness, cooperative sportsmanship, social interaction, physical activity, and above all, enjoyment of our sport are all common goals.*

Coach Selection process:

From the OMHA guideline there are a series of processes to follow for the Coach Selection process

- Selection Committee formed (December)
- Recruitment (Ongoing)
- Application review (written - January 31)
- Short list
- Selection candidate interviews
- Finalization of candidates (end of February)
- Notification and appointment
- Initial Coach meeting
- Assess / Mentor through out season
- Evaluate Selection process

The AMHL will not accept incoming coach applications for any teams that have qualified applicants on file beyond the original submission date. Teams that are still without qualified applicants will be open for submission up to a date to be determined by the committee.

Committee structure dictates that any member who has a child trying out in that division (Atom, PeeWee, etc), must declare a conflict of interest and excuse themselves from the evaluation process. In the event that the Director of Coach and Player Development declares a conflict the Acting Chair position shall be assigned to the Director of Rep Hockey and OMHA Contact.

Evaluations across a specific division shall be done by a subset of the committee and it is preferred that group evaluates the entire applicant pool for that division. A preferred minimum of 3 members shall be present at the interview.

Applicants will get rated in the following manner:

Previous Experience

- Relevant Head Coaching
- Relevant Assistant Coaching

Coaching Certifications

Interview Process

- Technical component
- Interview

Non Parent (preference if scores are reasonably equal)

In the event that candidates score within 10 % of each other the committee reserves the right to consider additional factors such as past performance, suitability of parent / child placement, length of time with existing team and references / background checks.

Applicants with children on the team they wish to coach will be subject to the following policies:

- Applicant's children must rate in the upper 66% of the team they are playing for currently. I.e.: A current coach of a Minor PeeWee A team with a child that plays defense. The player must be in the top 4 defensemen on the team as rated objectively by the Directors of the Board and external evaluators.
- If the applicant's child rates in the lower 33% or is a goaltender they will be awarded the team on a provisional basis. During tryouts independent evaluators obtained by the AMHL will assess the child's ability to determine if the player is selected to the team. The Selection committee will then finalize the coach selection process.
- This ensures correct balance between coach applicants and opportunities for all AMHL players. In the event there are no other qualified applicants the coach selection committee reserves the right to assign teams to the highest qualified applicant.

The tie breaking rules of the AMHL standing committee rules will be adopted by this selection committee.

Applicants that the committee selects as the primary choice for a given team will be contacted by the committee after executive board approval and offered that team for the upcoming season. Upon the applicant's acceptance of the team, non successful applicants will be contacted immediately to notify them of the committees' decision.

All applicants will be given feedback on why they weren't successful.



# ANCASTER MINOR HOCKEY LEAGUE

## COMPLAINT FORM

**IMPORTANT!** Please print neatly

Submit appeal forms with payment attached to either:

1. By Mail to: Ancaster Minor Hockey League, Attention: Vice President,  
P.O. Box 10003, 27 Legend Court, Ancaster, Ontario L9K 1P2, or

2. In person delivery to: Ancaster Minor Hockey League, Attention: Vice President  
Deposit in AMHL Mail Box, Morgan Firestone Arena, Jerseyville Road, Ancaster, Ontario

Complainant Surname (Player): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (Day/Month/Year)

Complainant First Name: \_\_\_\_\_ Division (i.e., Atom) if known: \_\_\_\_\_

Address; (Incl. #, street name, Lot & Con.): \_\_\_\_\_

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

Complaint filed by: (Please Print): \_\_\_\_\_

Contact Information: Tel. (Residential): \_\_\_\_\_ Tel (Business): \_\_\_\_\_

Email: \_\_\_\_\_ Fax (if applicable): \_\_\_\_\_

Complaint (Describe in sufficient detail):

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\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ (Day/Month/Year) Signature: \_\_\_\_\_

Type of Complaint submitted to be heard and Applicable fee payable on filing complaint (circle one):

**Written complaint \$25.00\***      **In Person complaint \$50.00\***

\*The AMHL board may in its discretion waive the related fee.

**PRIVACY STATEMENT:** The information requested on this form is required by the Ancaster Minor Hockey League (AMHL) and its executives, employees, coaches, trainers, referees and volunteers) for registration purposes and to administer the rules and regulations of the AMHL and OMHA (as applicable) and provide notification of any upcoming events or other activities. In order to do so, the AMHL, may, if required request proof of a player's identity, address and date of birth.



# ANCASTER MINOR HOCKEY LEAGUE

## APPEAL FORM

**IMPORTANT!** Please print neatly

Submit appeal forms with payment attached to either:

1. By Mail to: Ancaster Minor Hockey League, Attention: Vice President,  
P.O. Box 10003, 27 Legend Court, Ancaster, Ontario L9K 1P2, or

2. In person delivery to: Ancaster Minor Hockey League, Attention: Vice President  
Deposit in AMHL Mail Box, Morgan Firestone Arena, Jerseyville Road, Ancaster, Ontario

Appellant Surname (Player): \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (Day/Month/Year)

Appellant First Name: \_\_\_\_\_ Division (i.e., Atom) if known: \_\_\_\_\_

Address: (Incl. #, street name, Lot & Con.): \_\_\_\_\_ City: \_\_\_\_\_

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

Appeal filed by: (Please Print): \_\_\_\_\_

Contact Information: Tel. (Residential): \_\_\_\_\_ Tel (Business): \_\_\_\_\_

Email: \_\_\_\_\_ Fax (if applicable): \_\_\_\_\_

Item of Appeal (Brief description and basis of Appeal, and relief requested): \_\_\_\_\_

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Date: \_\_\_\_\_ (Day/Month/Year) Signature: \_\_\_\_\_

Type of Appeal requested to be heard and Applicable fee payable on Appeal (circle one):

**Written appeal \$25.00\***

**In Person appeal \$50.00\***

\*The AMHL board may in its discretion waive the related fee.

**PRIVACY STATEMENT:** The information requested on this form is required by the Ancaster Minor Hockey League (AMHL) and its executives, employees, coaches, trainers, referees and volunteers) for registration purposes and to administer the rules and regulations of the AMHL and OMHA (as applicable) and provide notification of any upcoming events or other activities. In order to do so, the AMHL, may, if required request proof of a player's identity, address and date of birth.