

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

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# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## POLICIES

RMHA will consolidate all policies into the OMHA Documents Library available from our Home page on our website. Policies set forth by the OMHA and RMHA will be included in this section. Policies can be added as necessary in accordance with Hockey Canada, the OHF or the OMHA.

Policies to be included:

- Dressing Room Policy (in OMHA Documents Library)

[Social Media Policy](#)

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## GENERAL RULES & REGULATIONS

### AGE LIMITS

Age limits for each division are mandated by Hockey Canada and the OMHA. Each age is calculated as of December 31<sup>st</sup> of the current playing season.

CATEGORY	FORMERLY KNOWN AS
U7	MITES / INITIATION
U8	MINOR NOVICE
U9	NOVICE MAJOR
U10	MINOR ATOM
U11	MAJOR ATOM
U12	MINOR PEEWEE
U13	MAJOR PEEWEE
U14	MINOR BANTAM
U15	MAJOR BANTAM
U16	MINOR MIDGET
U17	MAJOR MIDGET
U18	MAJOR MIDGET
U19	JUVENILE
U20	JUVENILE
U21*	JUVENILE

\*NOTE: Age limits for Juvenile Travel hockey are dictated by the OMHA

Overage Juvenile House league players may be accepted at the discretion of the RMHA Board. All players may be required to produce a proof of age at the time of registration.

### AFFILIATE PLAYER POLICY

The use of affiliate players (AP) is allowed under the following conditions:

1. An AP can only be used to fill a vacancy for a game and should never be used to permanently augment a roster or displace an existing player.
2. Any coach who intends to utilize an AP must first discuss the requirements with the VP Travel or VP House League to determine the validity of the request.
3. An AP can only participate with his affiliated team after receiving permission from the coach of his rostered team. The schedule, commitments of the rostered team will always be the primary responsibility

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## REGISTRATION

Registration for hockey programs will be held at a time set by the Board, except that covered by Section NEW RESIDENTS of the Bylaws.

OMHA (Rep) players will be eligible based on rules and any extensions as approved by the OMHA. In the event of eligibility disputes, the decision of the Registrar or appropriate Convener shall prevail until referred to the Board for action.

All players must be registered for each season in which they participate by their parent, guardian, or legal representative. A late registration fee may be applied at the discretion of the Board.

No refunds will be issued after the 6th week of the season's start.

## GOALIE DISCOUNTS & GOALIE CLINIC CREDITS

ROSTERED team goalies U8 and older will receive a 50% discount off their base registration fees which will be payable to them directly at the end of the season upon written request. The goalie must show as a G on the team roster which is submitted to the OMHA. Goaltenders who attend the goalie clinic regularly (75% attendance) but are not rostered as goalies to their team will get a \$100 credit towards their next season's registration with RMHA.

## NEW RESIDENTS

Players moving after the start of any season may be given consideration to register at any time, regardless of any registration deadline, and may be placed on a team in their appropriate league by the Convener or VP Travel having due regard to the balance of teams in said league in accordance with rostering guidelines from the OMHA.

## ICE TIME

It shall be the responsibility of the Board to allocate ice time for each division and category as per the contracted allotment of ice provided by the City of Windsor.

## DISCIPLINE

A Discipline Committee shall be established with the Executive Vice President as Chairman. A minimum of two people shall be appointed to the Committee by the Executive Vice President. The Committee shall be empowered to assess disciplinary action against any RMHA. member, up to and including disciplinary action, suspension, or discharge from membership, from any and all RMHA functions for conduct which contravenes the Constitution and Bylaws, Code of Conduct, Policies and Procedures, or any discreditable behaviour on or off the ice while representing RMHA. All matters referred to the Committee shall be in writing.

Any player, parent or guardian who interferes physically, verbally or otherwise in any way with a Coach, Manager, Convener, Referee or Player shall be accountable to the Executive Vice President of RMHA.

Any team official, player or spectator who violates the Constitution, By-laws, Code of Conduct or Playing Rules of RMHA may be suspended or membership revoked at the discretion of the Executive Vice President of RMHA and his Discipline Committee.

The VP Houseleague and VP Travel in conjunction with a discipline committee shall have the authority to review all major suspensions and add games to the suspension if warranted.

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## FUND RAISING

All fundraisers must be approved by the Board of Directors.

Travel Teams: Requests for fund raising must be submitted using the appropriate form to the Vice President Travel Division. The form must include dates, locations, the type of event and the intended use of funds raised from the event proposed.

Any funds accumulated by non-approved fundraising will be forfeited to the RMHA Board.

All donations must be made payable to RMHA and will be returned to the team that they are intended to by the treasurer / Bookkeeper of RMHA.

RMHA sponsors MUST NOT BE SOLICITED. Advertising banners must comply with the Banner Policy (see Travel Managers Guide for details)

## SPIRIT WEAR

All team apparel and merchandise fall under the guidelines of RMHA. All merchandise and apparel must be paid for with team funds. All team apparel must be approved by the RMHA Board of Directors prior to purchase. RMHA spirit wear and team apparel must be purchased through an RMHA authorized dealer. RMHA approved spirit wear or merchandise must not be substituted, changed or altered in anyway without board approval. Teams who deviate from this policy are subjected to a \$350 fine.

An exception may be made for any Travel Team, Novice through Juvenile that wins an OMHA championship. The Board may design and purchase a special jacket or memento in recognition, providing funds are available. Said jackets or mementos will be restricted to the actual players' list plus Coach, Assistant Coach, Manager, Trainer or any Affiliated Player who roster for the Championship Series. Said jackets or mementos will also maintain RMHA colours and logo.

## AMENDMENTS

Notice of new Bylaws or amendments must be submitted in writing to the Board at the meeting immediately prior to the next Board meeting. No action is to be taken or motion passed by the Board contrary to any Bylaws or Constitution without amending these articles by means of a process laid down for such amendments.

No personal arrangements or gentlemen's agreement may be contracted or carried out between Coaches, Conveners, or other persons involved in RMHA contrary to any part of the Constitution, Bylaws or motions passed by the Board.

## MAILING LISTS

No mailing lists of any type may be handed out to any individual or group without the unanimous consent of the Board.

Any member of the RMHA who comes into the possession of said lists is not to use them for anything other than RMHA business.

## PLAYERS WHO QUIT OR FAIL TO REPORT TO A TEAM

Any registered player who quits any RMHA team after December 15, shall not play on any RMHA team for the balance of the season and is not entitled to any refund as per registration policy. Any travel team player who is placed in the House League before December 15 on a "one for one" basis and does not report to the House League also forfeits his right to play on any RMHA team for the balance of the season.

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## CONFLICT OF INTEREST

Every Member who directly or indirectly has an interest in a proposed or existing contract or transaction or other matter relating to the Association, shall make a full and fair declaration of the nature and extent of the interest at a Board meeting.

The declaration of a conflict of interest shall be made at the Board Meeting at which the question of entering into the contract or transaction or other matter is first taken into consideration, or if the Director is not at the date of that Board Meeting interested in the proposed contract or transaction or other matter, at the next Board Meeting held after the Director assumes the office.

After making such declaration, no Director shall vote on such a contract or transaction or other matter, nor shall he or she be counted in the quorum in respect of such a contract or transaction or other matter.

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

## TROPHIES

The Association shall retain possession of all trophies , crests or other awards to acknowledge championships within the RMHA, and shall keep them on display in the RMHA trophy cases or inside the RMHA arena facility.

## LEGAL CONFLICT

Any member who is involved in an active legal dispute / conflict resolution with the association or the OMHA shall be prohibited from participating in any RMHA function **or** activity until such time as the legal dispute has been resolved. Any member of that member's immediate family may also be prohibited from participating in any RMHA function or activity until such time as the legal dispute has been resolved. After the legal dispute has been resolved, RMHA may choose to lift said ban or extend depending on the outcome.

## REFUNDS

As per the Registration policy, no refunds will be granted after the sixth (6<sup>th</sup>) week of the current season. Refund requests prior to that date will be subject to an administration fee as determined by the Board and may also be subject to a pro-rated ice usage fee.

Players who request to de-register due to a season-ending injury may be given consideration after the deadline. Partial refunds or rebates will not be granted to players who sustain an injury but are able to return to play.

## HOUSELEAGUE

### TRANSFERS

Transfers may be made at the discretion of the league Convener concerns in order to maintain balance within the league subject to the approval of the Vice President House League and shall be made by completion of the sixth league game and prior to the beginning of the seventh league game. Exceptions may be made by the Divisional Convener with the approval from the Vice President House League. However, the Vice President House League may make additional moves at the requests of the Convener in order to balance a division.

#### Age Limit Exceptions

Players must play within their own age division and are not allowed to move up or down. Exceptions may be made when a player is not suitable for their own age division with the approval of the Vice President House League and the concurrence of the Conveners involved.

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## Player Qualification

A player must take place in at least five (5) league games before he is qualified for the playoffs. If a player has been carded as a junior player, he cannot return to play RMHA House League after January 15.

## Prompt Starting

Teams must be ready to start on time and games must be finished within the allotted time.

The Convener of each league must provide reliable timekeepers and scorers for each division. Playoff games may be adjusted as required to allow for overtime. Vice President House League shall lay down rules regarding ties at the end of regulation time prior to the start of playoffs, subject to Board approval.

## Official Scoring

An official scoring record showing date, teams, scoring and penalties for each game must be signed by the Scorer and Referees and submitted to the league Convener immediately following each game. When a player's name appears on the official scoring record and is in attendance, they shall then be credited with taking part in that game regardless of any injury in the pre-game warm-up. Referees must sign and give full report on the score sheet of all misconduct and match penalties. The Vice President House League shall keep a record of all such penalties.

## Forfeitures

If a team has less the nine (9) players, the game shall be declared forfeited and so stated on the score sheet. Exceptions may be made at the discretion of the Convener.

## Equipment

Sweaters may be used for RMHA approved games and practices only. The use of sweaters for any other function must be approved by the divisional Convener. Sweaters are the responsibility of the Coach, Manager, or responsible delegate of each team and are to be returned to the equipment room following each game unless otherwise approved by the respective Convener.

Goal tending equipment is to be used for league, exhibition games and practices only.

Players not returning sweater or equipment to their coach, manager or responsible delegate or removing same equipment from the arena without permission shall be liable for suspension. While participating in RMHA games/practices all players must wear the protective equipment as outlined in the CHA Trainers Manual. This equipment will include a CSA approved helmet and face mask, approved mouth guard, BNQ certified neck guard, jersey, shoulder pads, elbow pads, hockey gloves, hockey pants, jock/Jill athletic supporter, shin pads, shin pad socks, skates and stick. Goalie equipment will include a goalie mask with attached throat guard, body armour, blocker, trapper, goalie pads and goalie stick. The coaching staff will ensure that all players are properly equipped before going onto the ice.

Equipment may be borrowed during the off-season by RMHA teams and players provided it has been signed for by the borrower and approved by the Equipment Manager.

## Protests

Copies of all protests and evidence in support thereof must be sent to the Grievance Committee in writing by the league Convener within 48 hours after the game in question. Upon receipt of the protest, the Grievance Committee shall immediately contact the protested club who shall have 36 hours to file a defense with said Committee and protesting club. On all protests, both Coaches are required to be present before the Grievance Committee and will be notified of the decision in writing.

## RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

During playoffs, the President may waive the Grievance Committee requirement and deal with protest at his discretion should the Grievance Committee be unavailable.

### Conveners

The Vice President House League shall appoint, with concurrence of the Board, one Convener for each Division.

The President shall appoint a Convener of Referees. A Convener or Assistant Convener may not be a Coach or Manager in the same league. Conveners shall be at the arena 30 minutes in advance of their games. Conveners shall contact the Equipment Manager if new equipment is required. Conveners shall appoint a delegate to handle a team in the absence of its officials. Conveners shall be responsible for all money, equipment, forms and records for their league.

Conveners shall collect all game reports for exhibitions played by their League within one week of said games. Failure of team officials to supply these reports will make them liable for suspension.

Conveners shall have full authority over coaches, managers and players. They shall not question decisions of referees. Conveners shall return all locker room keys to the Equipment Convener at the conclusion of the playoffs. To assist in their duties, a Convener may appoint an assistant. They will also keep accurate record of all scoring points of all players in the league.

Conveners shall meet their coaches and managers at least twice during the playing season; once at the beginning of the playing season and again prior to the playoffs. The purpose of these meetings is to provide closer communication between personnel, to resolve any league problems and to be brought up to date on Bylaws of RMHA.

Where refereeing is in dispute, the Conveners will submit a written report to the Vice President House League who will report such incident to the Convener of Referees for corrective action. Any unresolved problem shall be referred to the President for necessary action. The Convener shall have authority in the assigning of players to the league teams, with the teams balanced between the number of first year and returning players. Where practical, returning players in each league will be grouped together with players with whom they played the previous year. With the approval of the Vice President House League, each division shall use the draft system to balance their league at a time to be determined by the VP Houseleague.

### Coaches and Managers

In each League, Coaches will be appointed and be responsible to the respective Convener with the approval of the Vice President House League.

Shall be responsible for the discipline and behaviour of their teams before, during and after the game until the team has left the dressing room.

Shall be responsible for returning all equipment and sweaters to the Convener of their league. Must familiarize themselves with the Constitution, Bylaws and Playing Rules of RMHA. Must ensure that each player on their team, regardless of ability, shall be given equal ice time.

If a Coach or Manager:

- 1) walks on the ice surface during a game without being called on by a referee,
- 2) yells at or abuses referees,
- 3) does not give their players equal ice time,

he shall be suspended by the Convener for the balance of said game and the team's next game. On a second offense of this nature, he shall be dismissed for the balance of the season. An exception to (1) would allow Novice team officials to act as on ice instructors during games with the approval of the Novice Convener.

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## Player Discipline

If any player in any league:

- talks back or abuses the referee, coach or Convener
- uses their stick, equipment or puck as a weapon to intimidate or injure a referee, coach, Convener or another player they shall immediately be removed from that game and such action shall be reported to the VP Houseleague for further action.

Any player assessed a game or gross misconduct penalty will automatically be suspended from the next league game pending further action by the Vice President House League. The manager or coach of their team is responsible for seeing that this is enforced.

A coach shall recommend in writing to his Convener a one game suspension for any of his players for the following reasons:

- 1) Insubordination
- 2) Lack of Interest
- 3) Poor co-operation
- 4) Improper language
- 5) Smoking, drinking or use of any illegal substance in the dressing room or on the bench.

It is the coaches responsibility to see that no player is allowed on the ice when the ice-resurfacing machine is in operation. Any player on the ice during the ice surfacing operation will be suspended for that game by either the coach or the Convener of that league.

Any player who is assessed three penalties in one game shall be expelled for the remainder of the game upon receiving the third penalty. The Convener is responsible for seeing that this is enforced.

## Exhibition Games

All House League teams will be allowed to participate in not more than two exhibition games per month, provided approval has been given in writing by the Convener of the league in question. A team participating in such an exhibition game shall play with only the players assigned to the participating team.

Any coach, assistant coach, or manager who in any way participates in more than two exhibition games per month for any House League team shall be forthwith suspended and be subject to disciplinary action by the Board of Directors.

## Tournaments

No Houseleague team will be allowed to enter a tournament (including a RMHA hosted tournament) without approval of the RMHA Board of Directors. Houseleague teams wishing to enter tournaments should submit their application in writing, including the Tournament's name, date, and OMHA Tournament Sanction Number to the Vice President - Houseleague.

No Houseleague team may participate in more than two tournaments per year.

All Houseleague teams shall follow all OMHA Tournament Regulations including participating with a NCCP Certified Coach and a HTCP Certified Trainer.

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## Player Rotation

The following schedule is the way player positions will be allotted depending on the number of players present at each game. In the leagues U9 and U11 it must be strictly adhered to, as the horn may allow for complete line changes.

16	1	3	6	6
15	1	3	6	Rotate 5
14	1	3	6	4
13	1	2	6	4
12	1	2	4	Rotate 5
12	1	Rotate 7		4
11	1	2	4	4
10	1	Rotate 5		4
10	1	Rotate 6		3
9	1	Rotate 5		3

With either 9 or 10 players, it is evident that a player will remain on the ice for a second line. In no way, however, will they be allowed on the ice for more than two consecutive lines.

A player must be dressed and ready to play by the start of the third shift.

The below points apply to U9 and U11 Houseleague teams only

- a. Each player on their team, regardless of ability, shall be given their fair turn on the ice. This includes all regular and playoff games. If this is not strictly adhered to, the coach or manager will be warned by the convener to correct his rotation and if the offence occurs for a second time, the coach or manager will be suspended for the balance of this game and the next league or playoff game. Any subsequent offence of this rule will be cause for dismissal.
- b. Each manager or coach is required to provide the timer or scorer, a complete line-up before each game. Once the team line-up has been submitted to the Scorer, it must be played that way. If an assigned player is to play centre, right wing, left wing, right defense, left defense, this is the position the player shall play for the whole game. The position of the player must be shown on the game sheet.
- c. Player changes are permitted in emergencies only, such as loose or broken equipment, or injury. If an emergency arises, where a player must come off the ice, they shall be replaced by a player from the next line out who plays the same position. When the above replacement goes on the ice, when only one minute or less remains before line change, they shall remain on the ice until the next line, his regular line.
- d. The player coming off the ice due to an emergency cannot return to the ice if there is less than one minute before line change. They shall wait until the next time his original line goes on the ice.
- e. Where the replacement plays two or more minutes on the other line, they shall play with that line for the balance of the game, and their place on their original line be taken by the player who came off the ice due to the emergency. When a player comes off the ice due to injury, and cannot return to play, the coach shall alter his original line-up to a new line-up based on the remaining players and shall notify the convener and scorer immediately of the change.
- f. The Horn System may be used in the U9 and U11 House League to signal a line change. The two-minute horn will be used in the Atom Division for stop time and three-minute horn will be used for running time in the **U9** Division. In both cases when the horn sounds the play is automatically dead. Exceptions to the horn system may be made subject to the approval of the Convener and Vice President House League.

## RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

- g. In U9 and U11, when a penalty is called (with the horn system), the penalized player will serve the penalty on his/ her next shift out. However, if it is his/ her last shift of the game, he must go directly to the penalty box. Without the horn system, a penalized player goes directly to the penalty box to serve his/ her penalty.
- h. In the last three minutes of the game, pulling a goal keeper requires the replacement shall be a player from the next line change.
- i. During league play, where the goal keeper is injured or thrown out of the game, another player on his team shall be equipped with the helmet and face mask, the goal gloves, chest protector and goal stick to continue play until a replacement goal keeper is dressed.
- j. During playoffs, when the goal keeper is injured or thrown out of the game, the clock shall be stopped for five minutes to allow for equipment change. Extra equipment will be at the bench during playoffs. All equipment must be changed off ice.

### Body Checking

Body checking will not be permitted in the House League in any division.

### Policy for Local (House) League Teams

All House League Teams and Divisions will be subject to the Rules and Policies as established by the OMHA in their Manual of Operations for the current season.

Any coach requesting a player from another House League team play for their team on a one game or more basis must receive permission from the players Coach and the Divisional Convener.

### Referee Discipline

The Referee-in-Chief of the Riverside Minor Hockey Association shall have the authority to suspend, fine, or discipline in any other appropriate manner an Official under his/her control for any conduct unbecoming an Official of the RMHA. This would apply only to Officials who are assigned hockey games by the RMHA Referee-in-Chief. This would not apply to Officials assigned hockey games by another Officiating organization. Officials may also be subject to discipline from the Ontario Minor Hockey Association.

The following schedule is the discipline to be imposed on an Official who fails to attend an assignment WITHOUT REASONABLE EXCUSE:

**First Offence** – the game fee for the next assignment will be forfeited to the association,

**Second Offence** – the game fee for the next assignment will be forfeited followed by a suspension of not less than 14 days and not exceeding 30 days

**Third Offence** – dismissal

The Official so disciplined shall have the right to appeal the decision of the RMHA Referee-in-Chief to the Discipline Committee. This notice of intent to appeal must be received in writing by the RMHA Board of Directors within 15 days of the disciplinary action being meted out.

The referee called in to fill the missed assignment will receive double the assigned fee

### Travel Division

Name

All travel teams in R.M.H.A. shall be called Riverside Rangers. All colours of Travel Teams shall be red, white and blue.

## RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

### Number of Players

Travel teams in the U9, U11, U13, U15, U18 divisions will carry a minimum of 17 players, two of whom will be dressed as goalies. Maximum number of players rostered and dressed will be in accordance with O.M.H.A. rules and regulations. All travel teams will be required to remit travel fees for 17 players unless exception is granted by the RMHA Executive. Teams wishing to roster less than 17 players must receive permission from the RMHA Executive.

Travel teams are to be made up of the best available players, in each division, as established by tryouts, at the discretion of the Coaching staff, to be developed by that Coaching Staff, to represent RMHA in such Leagues as the Board shall determine.

### Player Movement

After December 15 of the current playing year, no permanent movement shall be allowed between House League and Travel teams unless requested in writing and approved by the Board. Such movement would be on an emergency basis only, such as an accident, illness or player resignation. In these circumstances a player movement may be approved by the Board if the team is below the minimum of 17 players.

Temporary permission can be obtained from Vice President Travel Division and the Vice President House League for rostered players only on a game-by-game basis. Players must fulfill their House League commitment first.

After January 10<sup>th</sup> of the current playing year, no movement of Travel Team players shall be allowed until such time that the lower division team has been eliminated from OMHA playdowns.

Vertical movement of affiliated players may take place during the season subject to the permission of the Vice President Travel, the parents/guardians and lower division Coach. Players must fulfill their present team commitments.

A player may request to try out in a higher age division providing a request is submitted in writing by March 1st of the current season to the Association Vice President Travel.

Players trying out in a higher division must meet the following criteria in order to be successful in making that team – Forward-must be in the top 3, Defense-must be in top 2, Goalie-must be top goalie.

In addition a player may be evaluated prior to the completion of the current season, while playing for their current team during an OMHA sanctioned game. If the player shows a skill level that would deem them to be considered "exceptional" by the evaluating committee at their own level, the player may try out in a higher division the following year without the restrictions above. These players will be assessed by an independent committee nominated by the VP Travel.

All players must tryout in their own age group unless they have made a request as mentioned above.

Travel teams shall submit their team roster by October 30<sup>th</sup>. After this date, all movement shall be on a one for one basis. The players returned to the House League shall be eligible and able to resume play in the House League.

Travel teams attending tournaments may invite and use a lower division player(s) only when their roster is below fifteen (15). Approval of the Vice President Travel, the parents/guardians and lower division Coach must be obtained. Player(s) must fulfill their present team commitments.

In accordance with OMHA., a player will be allowed to play up to three (3) games per calendar day. A player requested by a Coach to play under affiliation will only be considered if it is the player's last game of the calendar day.

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## Coaches Selection Committee

President and Vice President Travel Division shall, with Board approval, select a Committee to evaluate prospective Coaches and Trainers for Travel teams and recommend their selection to the Board for final approval. The Board shall be informed of all teams applied for and team preference by the prospects prior to final Board approval.

The committee shall be composed of the Vice President Travel plus five other members who shall be familiar with current operations of R.M.H.A.

Each coach will have a personal file which will contain the Coaches' Evaluation Forms and any pertinent information regarding the coach.

The Selection Committee will use the Coach's file as an aid in the coaching staff selection for the upcoming season. This file will be held in strictest confidence and be seen only by the Coach's Selection Committee, and the President.

## Coaches

All coaches selected by the Boards shall have full responsibility for their individual teams and be accountable to the Vice President Travel Division and the Board. Coaches not adhering to the Constitution and Bylaws, Code of Conduct, Policies and Procedures of the Riverside Minor Hockey Association may be removed from their position.

All coaches shall select a manager and trainer subject to Board approval.

All coaches shall be responsible for the conduct of their respective players, managers and trainers.

All coaches shall assign to their managers the responsibility of performing financial duties for said teams as directed by the Treasurer / Bookkeeper of R.M.H.A.

All coaches are responsible for returning all equipment as assigned to them by the Equipment Manager.

The preferred term for coaching staffs with the same team in Travel Division is 2 years. After the 2-year term, where other suitable applicants are available, the team should be awarded to the new staff.

Notwithstanding this preference, the board may award the team to the same staff past the 2-year commitment, when it has been determined by the Coaches Selection Committee that other suitable candidates are not available, or the Coaches Selection Committee has determined, after due consideration, that the incumbent staff is the best possible candidate.

In all cases the RMHA Board of Directors maintains the right to manage the awarding of teams to coaching staffs in a manner that best serves the interest of RMHA.

## Tournaments

No travel team will be allowed to enter a Tournament (including a RMHA hosted tournament) without the approval from the Vice President Travel Division. Travel teams wishing to enter local tournaments must submit their applications in writing including name, date and location to the Vice President Travel Division. Applications for teams wishing to travel outside of the province or country for a tournament must be submitted to the Vice President Travel Division pending final approval of the RMHA Board of Directors.

All travel teams may enter a maximum of three (3) tournaments per year. Additional tournaments must have Board approval.

All financial arrangements relative to said tournaments will be established by the Board each year.

# RIVERSIDE MINOR HOCKEY ASSOCIATION RULES OF OPERATION

## Financial

Each player on a travel team as of October 1<sup>st</sup> shall be required to pay a monthly assessment fee determined by the Board annually for practice ice time. The travel team practice ice assessment fee will be paid October 1<sup>st</sup>, November 1<sup>st</sup> and December 1<sup>st</sup>.

A player attending a higher division practice will be assessed a practice fee as established by the Board of Directors.

Approval must be obtained from the Vice President Travel Division for a player to be allowed to practice with a higher division team.

## Discipline

Any disciplinary action outside of playing rules may be allowed to a maximum of one game, and anything beyond that must be approved and reported to the Vice President Travel Division in writing outlining the reasons and length of discipline. All match penalties and Coaches suspensions shall be reported to the Board by the Vice President Travel Division.

A clear statement of the Coaching staff's policies and team rules shall be presented to both players and parents at the beginning of the season.

## Equipment

Team uniforms are to be worn for games only. All travel team players will attend fitting sessions for jerseys, to be scheduled after travel tryouts. All players must wear standard and current design jerseys to be determined by the Board. Any player that has an existing jersey which does not conform to the standard design, must purchase a new set of jerseys and / or socks.

## Playing Time

Equal ice time is not guaranteed in Travel Team competition.

## Additional Entry Teams (If Applicable)

Additional entry teams in any travel-aged category may be entered at the discretion of the VP Travel and the Board of Directors. Additional entry teams will comply with all travel guidelines.

## Fundraising / Financial Policy & Procedures for Travel Teams

The R.M.H.A. Board of Directors set a limit of \$15,000.00 bank account budget for each Travel Team in our organization except for the Midget Minor team in preparation for a European or other year-end excursion. Any exceptions MUST be approved by the R.M.H.A. Board. Teams which deviate from this policy will be subject to restrictions from the Board of Directors including but not limited to refusal of tournaments, relinquishing of excess funds to RMHA and other possible discipline.

Upon request, the R.M.H.A. Board of Directors will provide Travel Teams in our organization with a startup loan to be repaid by December 31st of that calendar year. A post-dated cheque for December 31st will be required.

RMHA Board pre-approved fundraisers for all Travel team are as follows: RMHA Bingos / Cheese / 50/50 Draws (with license) / Car Wash / Can/Bottle Drives / Skate-a-Thon / Garage Sale / Prize Table.

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Please note, date and locations MUST be approved before the fundraiser can proceed. The RMHA Board must be notified of any donations before they are deposited into Travel Team bank accounts.

RMHA Sponsors MUST NOT BE SOLICITED. No Advertiser banners allowed. Teams may not solicit sponsors for the purpose of advertising including banners, programs and crests.

RMHA pre-approved expenses for each Travel team are as follows:

- Office Expenses e.g. paper/postage/phone etc.
- Coaching Staff Expenses e.g. 2 rooms for 4 staff for each night. Mileage 4 staff (1 car).
- Hospitality room/pizza party (away Tournament).
- Team end of year party/Coaching Staff appreciation.
- Purchase of extra ice.
- Purchase of water bottles/hockey bags.
- Misc. expenses e.g. props or aides, boards etc.
- Purchase of hats, windsuits, turtlenecks, jackets.
- Practice Jerseys and Sox.

The U16 Travel Team falls under special guidelines as approved by the RMHA Board of Directors and will be outlined separately below. All team apparel must be approved by the R.M.H.A. Board of Directors. The above must be paid for by team funds.

Any altering or non-return of Team jerseys without RMHA approval will result in player/parent being responsible for total cost of replacing the jerseys.

All travel team players must wear navy blue helmets and red pants. **NO EXCEPTIONS.**

Travel Team financial reports must be submitted to the RMHA Treasurer / Bookkeeper twice in the season. Once before January 15<sup>th</sup>, and the other after the season is complete. All sources of income and expenses must be shown on the Travel Team financial report. Parents on the team must also receive a Team financial report monthly.

Any remaining balance at the end of the season must be submitted to the RMHA Administrator along with receipts and final bank balance. No cash disbursements will be paid to players / families. If surplus funds exist at the end of the season, the team should coordinate with the VP of Travel for instructions.

Travel Team ice costs are to be collected as designated by the R.M.H.A. Board of Directors. Any RMHA player not on the Travel Team but using Travel Team ice for practice, MUST pay \$5.00 each time. All Travel Team ice costs are to be submitted to the R.M.H.A. Administrator.

Travel Team 50/50 draw reports are to be balanced after each game and the report submitted with the monthly financial statement to the R.M.H.A. Administrator.

Travel Team referee floats will be disbursed by the Administrator and amount to be designated by the R.M.H.A. Board.

**PLEASE NOTE:** Travel Teams using practice ice for an exhibition game are responsible for the scheduling and the cost of the referees. Contact the R.M.H.A. VP of Travel if you need referees on practice ice.

All League games will automatically be scheduled. Travel Teams participating in **OMHA** Playdowns or **OHF** Tournaments may have expenses paid as follows:

- a. Travel Teams must be traveling past a 200 kilometer radius one way to receive funds.
- b. Travel Teams during finals may receive the full cost of a 55 passenger coach chartered by RMHA, if funds allow.
- c. Travel Teams attending **O.H.F.** finals may receive \$1,500.00 and the full cost of a 55 passenger coach chartered by RMHA, if funds allow.

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**Any Travel Team** winning the final OMHA **Playdowns** may have a RMHA Board approved jacket purchased for the players and the **5 coaching officials**, providing funds are available.

Any Travel Team winning the O.H.F. Championship will have a plaque purchased by R.M.H.A. and engraved with the appropriate information to commemorate this achievement.

RMHA will not be held accountable for any debts incurred by a team.

### U16 Travel Team Fundraising Guidelines

The following guidelines will be imposed for any Midget Minor team that is fundraising for an overseas trip or any other Board sanctioned year end trip.

1. The Minor Midget team will use an OMHA sanctioned travel agent to coordinate their overseas trip. If the team is not planning an overseas trip the VP of Travel will approve and provide a full itinerary to the RMHA Executive for approval.
2. The Minor Midget team will be the only RMHA team allowed to operate a Golf Tournament as a fundraiser. In the event that the team does not wish to participate in this fundraiser it will be offered to another travel team or the Board to manage.
3. The Minor Midget team will be the primary seller of the Grand-a-Week ticket raffles.
4. The Minor Midget team will be the primary seller of advertisements for the Christmas Tournament Program. (Bantam Major and Bantam Minor teams will participate if they wish however any funds raised will be held by RMHA to be used for their Minor Midget trip.
5. All money raised from fundraising events that are to be used toward the year-end trip will be deposited to the RMHA General Account by the RMHA Treasurer / Bookkeeper. This money will be held in trust by RMHA
6. RMHA will provide an accounting of these funds to the RMHA Board of Directors and to the Minor Midget team at their request.
7. Team Manager will make available to the team on a monthly basis a detailed accounting of the income / expenses from the account.
8. The RMHA Treasurer / Bookkeeper will use these funds to pay all trip-related costs for the Minor Midget team. The money held by RMHA can only be used for the following purposes:
  1. All travel-related costs for rostered team members, 5 staff members and 1 OMHA representative.
  2. RMHA approved track suits for all rostered team members & 5 staff members (funds permitting)
  3. RMHA approved hockey bags for all rostered players (funds permitting).
  4. RMHA 3rd jersey which is to be RMHA colors only and must include the RMHA logo. This design must be Board approved prior to purchase.
9. No team will have any claim to funds in the trust other than for costs which are described in section 7 related to the overseas trip or Board sanctioned year-end trip.
10. Any funds that remain in the trust, after the settlement of trip costs for which the Midget Minor team may be reimbursed under these guidelines, will be transferred to the RMHA for its use.
11. Any player that quits or is removed from the team is not entitled to any portion of the year-end funds.
12. Any player that decides not to participate in the year-end trip is not entitled to any refund of funds based on their fundraising contributions.

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13. Any member of the team that deviates from the pre-approved trip plan will do so at their own cost and RMHA will not be held financially accountable for those costs. No refunds or disbursement of team funds will be provided.
14. The team funds are viewed as a holistic amount and as such there will be no individual family / player accounting provided.

### RMHA Procurement Policy

RMHA procurement policy is set out as follows and supersedes any other procurement policy that is dated prior to the effective date:

- a. ALL RMHA Board Members are expected to read, understand and adhere to this policy. There are no exceptions to the policy and any procurement made without regard to this payment policy may result in a sanction of the member(s) by the RMHA Board.
- b. For all expenditures that exceed **\$2,000**, RMHA will seek a minimum of 3 bids from outside vendors. The vendors, wherever possible, should have no known direct relationship with any member of the RMHA Board.

This policy will pertain to the following areas of procurement but can be amended at any time by the RMHA Executive:

- Equipment;
- Social events including but not limited to banquets hosted by RMHA; and
- Tournament expenses such as program printing costs, t-shirts.

The vendors will submit their bid in writing for presentation to the RMHA Executive or RMHA Board. *The vendor shall include their best price as well as all intangibles that will make up the final product (i.e. order / delivery time; setup if applicable; etc).* The RMHA Executive or RMHA Board will determine the final selection based on all elements noted above and notify the vendor of their decision.

Each procurement process shall be considered singular and will not in any way be interpreted as ongoing business or a guarantee for business.

Requests for additional equipment and the procurement of equipment for the purposes of hockey programming must be approved by the RMHA President and/or Executive and initiated by the Equipment Manager only. No other person is authorized to initiate any equipment purchases on behalf of RMHA. Any unauthorized purchases will be considered null and will be the responsibility of the originator.

Any changes to this policy must be presented in writing to the RMHA Executive. Questions in respect to this policy should be directed to the RMHA President and/or Treasurer / Bookkeeper.

### RMHA Travel Jersey Policy

Players are responsible for the purchase of a complete set of jerseys (home and away). RMHA will schedule ONE sizing date where all players are required to finalize their jersey size. Players that are unable to attend the sizing date must make separate arrangements on their own with the vendor before order date; failure to adhere and 'best guess' sizing will be made on that players behalf.

RMHA will pre-select ONE vendor to be used for the purchase of jerseys and other assorted spiritwear including but not limited to:

1. Track suits

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2. Jackets
3. Hockey bags

Selected vendor must agree to the following:

1. Timely order and delivery of jerseys (completed by Aug 15th of the current playing year)
2. Provide size samples for jerseys and track suits at RMHA location on date of RMHA choosing
3. Process orders and manage financial transactions of players / teams separately.
4. Complete sponsor bar screening as defined by RMHA to be included in cost of jersey pricing.

The team staff is responsible for ensuring that player jerseys are in suitable condition void of any tears, holes or other excessive damage. If jersey is deemed unacceptable, player will order new set.

1. If a jersey has to be removed from a player due to medical reasons, the player will not be billed.
2. If a jersey is damaged from faulty rink facilities the player will not be billed.

Players will be allowed to select their own jersey numbers with some exceptions to be noted by RMHA.

RMHA may procure 2 additional player jerseys for each team for the purpose of AP players. These jerseys are to be returned to RMHA at the end of each season and stored in the team locker.

1. Any player that damages these particular jerseys will be billed according to the age of the jersey a minimum of \$25 to a maximum of \$65.
2. Any non-returned AP jersey will be billed to the team a minimum of \$25 to a maximum of \$65.

RMHA is responsible for managing team sponsors. Those sponsors will be screened onto the jersey at the time of the order.

RMHA will place team orders with the preferred vendor based on the sizing date. Players will be responsible for picking up their set and paying for their set at the vendor's location.

Exemption from the policy is U21 travel teams and any other team that is unable to meet the sizing deadline as per OMHA guidelines and RMHA Board acknowledgement.

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## Social Media Acceptable Use Policy

### EMAIL

When contacting any member of RMHA as a matter of a function of an RMHA team or RMHA sponsored event, the following must apply:

- Users are responsible for the contents of their messages and attachments, and the consequences of any such messages and attachments.
- Use of email to spread information that undermines or unduly criticizes the efforts of the RMHA Board its coaching staffs or members is strictly prohibited.
- Use of email to communicate information or promote discussions about any matter before the RMHA board is strictly prohibited.
- All team concerns sent via email should only be sent to the coach, liaison or manager.
- All Complaints, Harassment and Abuse or Discipline sent by email must only be brought to the attention of a member of the Board of Directors.
- Email must not be used for chain letters, junk mail, "spamming", solicitations either commercial or non-commercial, or any use of distribution lists that should be known to be unacceptable to any person affiliated with activities under the auspices of RMHA who has not given specific permission to use such a process.
- Email must not be used to send any messages or material that are unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature or that encourages conduct that could constitute a criminal offense, give rise to civil liability or otherwise violate any applicable local, provincial, national or international law or regulation, or knowingly contain viruses, or any harmful or deleterious programming routine.
- Emails must not contain threats, undue criticisms, matters of confidentiality or personal information.
- Collecting and sharing of email addresses is prohibited.
- In all cases RMHA members right to Confidentiality must be observed.

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### TWITTER / FACEBOOK / INSTAGRAM / YOUTUBE / VINE / ETC

- The unauthorized use of the RMHA logo on any social media site is prohibited.
- Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- It should be recognized that social media and comments such as ‘texting’ are on the record and can be instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times
- Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- If requested to participate in an online network, as a direct result of your affiliation with or participation in the RMHA, the RMHA recommends that you request approval from the Team or the Association.
- It is prohibited to divulge confidential information that may include, but is not limited to the following:
  - player injuries;
  - trades or other player movement;
  - game strategies; or
  - any other matter of a sensitive nature to a member Team, the Association or an individual.
- It is prohibited to use photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
  - drug use,
  - alcohol abuse,
  - public intoxication,
  - hazing
  - sexual exploitation, etc.

Violation of any of these rules may result in disciplinary action including but not limited to suspension or expulsion from RMHA.