



2023-2024

**Township of Clarence Minor Hockey Association/Association du Hockey
Mineur du Canton de Clarence C.P. / PO Box 212, Clarence Creek Ontario,
K0A 1N0**

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Part I: TCMHA CONSTITUTION

Article 1 – Name and Objectives

This organization shall be called the Township of Clarence Minor Hockey Association (T.C.M.H.A.). The Association's objectives shall be:

- To direct, to promote and to improve the quality of minor hockey in the Township of Clarence;
- To awake in the youngsters and their supporters a strong spirit of sportsmanship and community togetherness;
- To ensure that the funds collected shall be utilized exclusively for the Association's administration;
- To treat all members of the T.C.M.H.A. in a fair and unbiased way;
- To promote communication, collaboration and exchange of information between parents and the Association;
- To always consider the interest of all the players before your own interest;
- To show proof of honesty and integrity and respect the opinion of others to ensure good human relationships; and
- French and English shall be the two official languages of this Association.

Article 2 – Supervision

The Association shall comply with the rules of the Hockey Canada, H.E.O., H.E.O. Minor and District 3.

Article 3 – Annual Meeting

The Association's constitution can only be amended at the annual meeting. Proposed amendments shall be presented in written form to the Association's secretary fifteen (15) days prior to the annual meeting. A majority of 2/3 of those attending the annual meeting is required to approve amendments to the constitution. The parents and all the members of the Executive Committee of the Association shall be eligible to vote. Any proposal presented the day of the annual meeting will need a majority of 9/10 for approval. The Association shall hold its annual meeting before May 31st of each year. The constitution is to be written in both official languages. A copy shall be available on the Association's web site. All changes made to the Rules and Regulations during the playing season by the Executive must be submitted for ratification at the AGM (Annual General Meeting).

Article 4 – Composition of the Executive Committee

The executive committee of the Association shall be composed of the following persons;

- A President appointed for a period of two years;
- A Past-President appointed for a period of one year;
- A Vice-President appointed for a period of two years;
- A Vice-President of the Development Program (IP and Novice) appointed for a period of two years;
- A Secretary appointed for a period of two years;

- A Treasurer appointed for a period of two years;
- A Registrar appointed for a period of two years;
- An Ice Director appointed for a period of two years;
- A Webmaster appointed for a period of one year;
- An Equipment Director appointed for a period of one year;
- A Banquet/Fundraising/Tournament Director appointed for a period of one year;
- A Training & Development Director appointed for a period of two years;
- A Referee-In-Chief appointed for a period of one year;
- A Risk & Safety Coordinator appointed for a period of two years;
- A Time Keeper Director appointed for a period of one year;

The Executive Committee will be elected at the annual general meeting.

Any member of the Executive Committee who is absent for three consecutive meetings, without a valid reason, could be relieved of his/her duties, at the discretion of the Executive Committee. The Executive Committee shall publish on the TCMHA website (at least two weeks prior to the Annual General Meeting) an announcement inviting all persons interested in becoming a candidate for a vacant position on the Executive Committee to the Annual General Meeting. The nominations for positions on the Executive Committee will be accepted at the Annual General Meeting. In the event of an interested member cannot attend the Annual General Meeting, his/her nomination acceptance shall be sent to the President via email prior the Annual General Meeting.

Article 5 – Responsibility of the Executive Committee

The Executive Committee shall direct all of the Association’s business and shall have the power to fill any vacant positions within the Executive Committee. The Executive Committee shall have the power to suspend or to discipline any coach, manager, player or any volunteer of the Association.

The President shall convene and schedule the regular meetings of the Executive Committee. The quorum required for a meeting of the Executive Committee shall consist of the majority of the Executive Committee’s members.

Article 6 – Special Meeting

At the request of three members of the Executive Committee, the President shall convene a special meeting.

Article 7 – Complaints and Disciplinary Issues

All written complaints shall be brought to the attention of the Secretary as soon as possible. The person(s) involved shall be contacted by the Secretary and asked to present themselves to a panel consisting of selected members. The President shall ensure that no conflict of interest shall impede the Executive Committee’s panel decision. Members of the Executive Committee panel who may have a conflict of interest shall abstain from participating in the discussions and shall not be able to vote. The President of the TCMHA has the authority to take immediate disciplinary action against any member of the Association, subject to the subsequent approval by the Executive Committee. The Executive Committee Panel’s decision shall be final.

Part II: T.C.M.H.A. RULES AND REGULATIONS

The Township of Clarence Minor Hockey Association (T.C.M.H.A.) exists for the purpose of promoting sportsmanship, fair play, and the sport of ice hockey in Clarence Township. The overriding purpose of the Association is to create an environment where minor hockey players can learn and enjoy the sport of hockey in a safe, friendly, and non-threatening environment, where ice time is shared equally. The following rules have been adopted by the Association to further these objectives.

Article 8 – Duties of the Executive Members

The duties of the Executive Committee members are as follows:

The President:

Within the jurisdiction of the Association, the President shall have all the authority of a League President and, without limiting the generality of the following, shall have the power to:

- Sign as director of the Association; he/she shall retain one of the two official signatures of the Association;
- Preside over all meetings;
- Convene the meetings of the Executive Committee
- Exercise the powers of the Executive Committee in an emergency;
- Suspend teams, managers, coaches and players;
- Sit on all the committees as an eligible member to vote;
- Represent the Association at District 3; and
- Ensure that the Executive Committee communicate regularly with the community and the parents;
- Act as VP of Rep B Crush and follow Rep B constitution;
- Shall not vote, except in the case of a tie, when he/she shall cast the deciding vote in any and all matters;
- In the event that the Association allows the President to act as a head coach for a team, the potential for a conflict of interest is very real, and must be acknowledged. Where a potential conflict exists, the President must:
 - Declare his/her conflict
 - Withdraw from the room during any discussion of the matter at hand;
 - Not participate in any votes on the matter;
 - Stand down from any responsibilities that he/she would normally have with respect to the issue;
 - Abide by any decision made by the Association in connection with the matter.

The Past President:

Opportunity to participate for a period of one year after his/her term as a non-voting member on the Executive Committee as a Past President.

The Vice-President House League shall:

- Promote good team spirit in competitions between the rival associations of his/her league;
- Hold one or more meetings before, during, or after the season with the coaches and the managers in collaboration with the Development Coordinator;

- Appoint the coaches and any other persons needed for the good operation of the teams of his/her league. He/she shall receive the approval for the above persons from the Executive Committee;
- Shall recommend to the Executive Committee the dismissal of the above persons if need be;
- Will enforce the rules and procedures according to Hockey Canada, H.E.O., H.E.O. Minor and District 3;
- Present a list of suspended players at each regular meeting;
- Submit, once a week, the copies of the official game reports to the Conveners of the District;
- Notify the Conveners of the District of suspensions within the time recommended by the District;
- Participate in the selection of the players of House League teams;
- Attend all meetings of the Executive as a voting member;
- In the event that the Association allows the Vice-President to act as a head coach for a team, the potential for a conflict of interest is very real, and must be acknowledged. Where a potential conflict exists, the President must:
 - Declare his/her conflict
 - Withdraw from the room during any discussion of the matter at hand;
 - Not participate in any votes on the matter;
 - Stand down from any responsibilities that he/she would normally have with respect to the issue;
 - Abide by any decision made by the Association in connection with the matter.

The Vice-President of the Developmental Program (Initiation and Novice) shall:

- Ensure that the development program is followed correctly;
- Schedule with the District the timetable of the practices and games;
- Help to choose the coaches for the Initiation program;
- Attend all meetings of the Executive as a voting member;
- In the event that the Association allows the Vice-President of the Developmental Program (Initiation and Novice) to act as a head coach for a team, the potential for a conflict of interest is very real, and must be acknowledged. Where a potential conflict exists, the President must:
 - Declare his/her conflict
 - Withdraw from the room during any discussion of the matter at hand;
 - Not participate in any votes on the matter;
 - Stand down from any responsibilities that he/she would normally have with respect to the issue;
 - Abide by any decision made by the Association in connection with the matter.

The Secretary shall:

- Prepare the agenda and minutes of the Association's meetings;

- Keep precise documents of all the decisions and procedures taken by the Association;
- Notify the members of the Executive Committee as to the time and the place of the meetings;
- Provide the Webmaster with announcement the Annual General Meeting at least 3 weeks prior to the meeting and will notify the members of the Executive Committee;
- Be responsible for all other tasks deemed necessary to the smooth running of the Association;
- Attend all meetings of the Executive as a voting member.

The Treasurer shall:

- Act as the bookkeeper;
- Present at the Annual General Meeting a financial report and a duly verified balance sheet;
- Retain one of the two official signatures of the Association;
- Present a financial report at every regular meeting;
- Pay time keepers on a monthly basis;
- Attend all meeting of the Executive Committee as a voting member;
- Create monthly invoices for tournaments and ice sold to other associations.

The Registrar shall:

- Receive and process applications, authenticate and approve all the certificates submitted by the players and the teams in which they request registration with the Association;
- Keep an up-to-date list of all players as well as lists of the teams within the Association;
- Coordinate all phases of the registration of the players, including tax receipts and rosters;
- Attend all meetings of the Executive Committee as a voting member.

The Ice Director shall:

- Recommend one person to assist him/her in his/her task;
- Obtain the necessary ice time and distribute equitably to all teams;
- Approve the ice time for exhibition games;
- Approve the record of all ice time used for each team under the jurisdiction of the Minor Hockey Association;
- Develop a schedule and organize all play-off games required in collaboration with the District 3 Representative;
- Within 5 days of receiving the monthly ice invoice from the City, verify and review the hours, report any discrepancies to the City for correction;
- Inform the treasurer of the monthly payment amount;
- Inform the Tournament Director of dates/times allocated for Association sanctioned tournaments;
- Plan ahead for the next season;
- Inform any changes of games to the Time Keeper Director;
- Attend all meetings of the Executive Committee as a voting member.

The Webmaster shall:

- Gather any pertinent information concerning the Association and publish on the Association website (decision of the Executive Committee);

- Maintain the Association website and post information within 48 hours where as possible;
- Attend all meetings of the Executive Committee as a voting member;
- Maintain the Association's social media;
- Publish the announcement of the Annual General Meeting at least 3 weeks prior to the event.

The Equipment Director shall:

- Buy equipment as requested by the Executive Committee;
- Organize the handling, storing, repairing, cleaning and inventory of the equipment;
- Be responsible for distributing locker keys;
- Be responsible for distributing jerseys during tryouts and team evaluations;
- Attend all meetings of the Executive Committee as a voting member.

The Training and Development Coordinator shall:

- Assist the President in the coordination of the pre-season conditioning camp;
- Establish a philosophy toward the game of hockey;
- Look after the development needs of the coaches;
- Develop a surveillance program in order to evaluate positively and constructively the coaches;
- Act as helper to the coaches and assist them in preparing different programs, practices, etc...;
- Establish an educational program for the parents in order to help the latter understand the rules and regulations, the philosophy of minor hockey and the basic structure of minor hockey;
- Hold different clinics depending on the needs;
- Attend all meetings of the Executive Committee as a voting member.

The Risk and Safety Coordinator shall:

- Act as a communication link between the TCMHA Executive and the District 3 regarding risk and safety issues;
- Help ensure the safety of each player both mentally and physically;
- Gather all Police Records Check forms from the coaching staff and members of the Executive Committee, subsequently forwarding them to the OPP and reports back to the President. All Police Record checks must be completed for all team officials and Executive Committee members before November 1st;
- For all new members requires an OPP checks and it will be good for 2 years;
- Ensure that all coaches, assistant coaches, trainers and any other team official or volunteer obtains the necessary certifications and training. This includes RESPECT IN SPORT, trainer and coach certifications, and any other training or awareness sessions mandated by Hockey Canada, H.E.O., H.E.O. Minor;
- Provide support and guidance to all team trainers in matters of risk and safety;
- Ensure that the proper functional first aid equipment and supplies are supplied to all teams;
- Monitor the injury report process for each team and ensure medical clearance is giving prior to return to play;
- Coordinate training and information sessions for parents and players;
- Attend all meetings of the Executive Committee as a voting member;
- Recommend the buying of equipment based on safety, quality and needs.

The Time Keeper Director shall:

- Assign time keepers for all home games;
- Ensure replacement in cases of no-shows by time keepers;
- Send monthly time sheets to Treasurer for payment of time keepers;
- Attend all meetings of the Executive Committee as a voting member;

The Referee-In-Chief shall:

- Appoint the referees and linesmen for all regular season, exhibition and playoff games – his/her choice shall be final;
 - Verify the attendance of the referees at the games;
 - Have the authority to dismiss an official in the case of incompetence;
 - Encourage and help the officials with good words, and if necessary, by holding clinics;
 - Attend all meetings of the Executive Committee as a non-voting member;
 - Present a code of conduct for the referees;
 - Supervise all the referees;
 - Supply detailed monthly invoicing for referees;
-
- Attend hearings.

The Fundraising/Banquet/Tournament Director shall:

- Coordinate all fundraising activities for the Association;
- Act as the liaison between the team fundraising activities and the Executive Committee;
- Establish (document) acceptable guidelines for fundraising activities for the Association and for all teams, and have them approved by the Executive Committee;
- Be responsible for the organization of the annual banquet;
- Appoint individuals to help with the banquet, and shall have the authority to replace them if needed;
- Prepare a budget for the banquet and have it approved by the Executive Committee;
- Send a financial report to the Treasurer within fifteen (15) days after the banquet;
- Oversee the organization and the running of all Clarence sanctioned (approved) tournaments;
- Attend all meetings of the Executive Committee as a voting member.

Article 9 – Registration Fees

- The registration fees shall be paid to the Association before the player receives permission to play.
- A \$50 non-refundable deposit is required at registration.
- The balance can be paid with two (2) post-dated cheques, 50% of balance of registration for August 15th and 50% of balance for September 30th.
- The late registration fee will be \$50.00 more if paid after May 31st plus another \$50.00 after August 31st;
- The Association reserves the right to refund the registration fee to any player who leaves the Association.
- Any late registration will be accepted at the discretion of the Executive Committee.

- If a cheque received for registration is returned NSF, the person shall be given seven (7) calendar days to make cash payment for the amount of the cheque plus a \$25.00 NSF fee. If this is not done, the player will be removed from all hockey activities.
- The player's registration fees will be determined by the Executive Committee and will be payable each year before September 30th.
- Any player not meeting this requirement will be suspended from participating in games and practices until full registration is received.

REFUNDS

****Refunds are not automatic****

****Refunds are only issued upon written request directly from the parent, not the coach or VP****

- All requests for refunds and/or rebate must be made in writing to the T.C.M.H.A.
- All refunds are subject to the following refund schedule:
- Request prior to October 1st – 100% less \$25.00
- October 1st to October 31st – 75% less \$25.00
- November 1st to November 15th – 50% less \$25.00
- November 16th to November 30th – 25% less \$25.00
- After December 1st – No refund applicable.

****The \$50.00 non-refundable registration fee****

will not be refunded

All requests for refunds must have the following information:

- Date of request;
- Player's name;
- Date of birth;
- Division of player (IP, Novice, Atom, Etc...)
- Amount paid;
- Mailing address;
- Telephone number;
- A parent or legal guardian must also sign the request;

The refunds will be subject to the "Refund Schedule" shown above and a \$25.00 "Administration Charge"

Mail the letter to

TCMHA

C.P. / P.O. Box 212

Clarence Creek, Ontario

K0A 1N0

Article 10 – Selection of Coaches

Coaches Selection Committee (C.S.C.)

A three or four member panel shall be selected by the Executive Committee on the first regular meeting after the Annual General Meeting;

The duties of the C.S.C. are to:

- Place advertisements informing the general public that applications for coaching positions are being accepted for the upcoming season;
- Set a date for the application deadline;
- Receive all incoming applications;
- Evaluate all coaching candidates by the following means:

- Interviews;
- All applicants for any positions as team officials will be subject to a verification by the Ontario Provincial Police to ensure that an applicant does not have a criminal record;
- Be fair and unbiased in the selection of coaches.

All coaches selected by the C.S.C. shall be approved by the Executive Committee.

The C.S.C. shall be made up of:

- A three or four member panel
- President
- VP House League
- VP of the Developmental Program (Initiation and Novice)
- Training and Development Coordinator
- A four member panel (Same as a three member panel, but at least one Head coach)
- A five member panel (Same as a four member panel, but with one Head coach)

A committee member who is in conflict for a coaching position shall not hold interviews or vote for candidates with whom he/she is in conflict with.

A tie vote shall be broken by the decision of the VP of the said league.

Article 11 – Team Selection

- The Team selection will be made as per the Guidelines for Rep B tryouts that are reviewed on a yearly basis by the Executive Committee during the June meeting;
- The Executive Committee reserves the right to make the final player selection for each team.
- The Association prefers that the teams in each category or each level be formed by September 30th. If a change becomes necessary to a team, the coach shall refer the case to the Executive Committee. The Association shall suspend any coach who deliberately does not obtain the proper certification required to coach at a given level. The Association requires that all the coaches present written proof that they have obtained the required coaching certification by September 30th.

Player Movement;

- Players may move permanently upwards to an older age level, only if there is a shortage of players at the older level;
- All player movement must be approved by the President and VP of the league involved;
- The release of any player from the T.C.M.H.A. must be approved by the Association President and/or Executive Committee.

Article 12 – Equipment

- The sweaters of the registered players shall be handed over to the person responsible for the equipment after each game. The coach of each team shall be responsible for gathering all the equipment belonging to the Association at the end of the season.
- An \$80.00 replacement fee shall be charged per damaged jersey to the team for visible neglect, such as mold and stains.

Article 13 – General Regulations

- The Association requires that all players wear all protective equipment upon entering the ice surface for a practice or game;
- All coaching staff must wear a helmet that is securely fastened at all times while on the ice. If not, they will be suspended for one game.
- All players are responsible for returning borrowed or rented equipment to the Association at the end of the season;
- All coaches and all players must show respect for the on-ice officials at all times. Coaches are responsible for ensuring that their players follow this directive;
- Unless the manager or coach has given permission, no one is allowed in the player's room, behind the player's bench or near the penalty box during a game or practice;
- All teams within the Association shall be assured whenever possible, an average of one hour of practice time per week during the regular season;
- All team officials will refrain from using profanity on the bench and will conduct themselves in a sportsmanlike and professional manner at all times;
- The Association will pay for referees for up to two (2) exhibition games for each team during the season. All exhibition games have to be played before the end of the regular season or after the first three (3) weeks of playoffs. For additional exhibition games (more than 2), the referee's fees shall be paid for by the team
- All injured players who miss a game because of a serious injury must supply a letter from a doctor stating that the player is fit to return to play. A copy of the letter shall be given to the trainer and to the Risk and Safety Coordinator;
- A waiver signed by a parent shall not be accepted as proof that the player is fit to return to play;
- The Executive Committee shall have the authority to make rules and regulations governing the day-to-day operation of the T.C.M.H.A. The Association's rules and regulations can be modified by the Association at any time by a simple majority vote of the Executive Committee and will be available to all members of the Association on the Association's website. They will also be distributed to all coaches at the beginning of the year;
- The following courses: any coach level courses, any trainer courses and speak out will be reimbursed at the end of the season. Proof of course and receipt must accompany your request;
- For insurance purposes, a maximum of five (5) names as bench staff are permitted on official team rosters.

Article 14 – Duties of Team Officials

The Head Coach shall:

- Serve as official spokesperson on behalf of the team;
- Assist with player evaluation and player selection process;
- Coordinate the delegation of responsibilities to the assistant coach, trainer and manger;
- Plan on-ice and off-ice activities in consultation with the assistant coach and trainer;
- Coordinate player evaluation in conjunction with the Development Coordinator;
- Plan, implement and control pre-game preparation and communication with the team;
- Coach the team in all games and practices;
- Establish rules for the team and oversee the supervision of the players;
- Report to the Association through the Vice-President of the applicable level;

- Notify the Vice-President of House League of all major misconduct or penalties immediately after the game.

The Assistant Coach shall:

- Assist with planning, organizing and conducting practices;
- Assist with pre-game preparation;
- Assist with operation of the team during the game;
- Assist with post game evaluation;
- Assist with the supervision of players both on and off ice;
- Assist with the information of the overall game plan, as well as the game to game adjustments if necessary;
- The Assistant Coach reports to the Head Coach.

The Trainer shall:

- Organize equipment on the bench and administer to player equipment needs during games or practices;
- Ensure the dressing room is properly organized and players are instructed on dressing room rules and procedures;
- Check the equipment of each player to ensure safety and report to parents if needed;
- Administer the therapy needs of the players under medical direction;
- In conjunction with the coaching staff, conduct pre-ice and post-ice stretching sessions;
- Administer first aid needs during the course of the game and practices;
- Administrate removal and return to play (medical) procedures;
- Report to the Risk and Safety Coordinator all removal and return to play of players;
- Report directly to the Head Coach.

The Manager shall:

- Act on direction of the Head coach and report directly to the Head coach;
- Develop an operating budget for the team;
- Submit a financial summary of the team to the Association;
- Coordinate travel, accommodations, meals and facility rentals for the team;
- Assist with team communication regarding tournaments;
- Coordinate team financial matters including players' fees, sponsorship,
- Generate and circulate a team address list;
- Complete all documentation required by the Association;

Team Rules

- Teams are responsible for cleaning the dressing room after games and practices. This includes picking up tape, broken sticks, soft drink cans or bottles and other garbage.
- Teams are responsible for any damage to the dressing room that may be caused by players or team officials before and after games and/or practices.
- The association expects that the ice time given to each team for practice sessions will not be abused or misused. Not all of the ice time allocated for practices should be used for exhibition games.
- All major penalties must be reported to the appropriate level vice president immediately following the game in which they were assessed.

- Team jerseys are not to be used for activities that are not sanctioned by the Association.
- Each team will receive 30 pucks at the beginning of the hockey season, and return 30 pucks to the Association at the end of the year. No additional pucks will be provided to teams during the course of the season except under exceptional circumstances.
- The Township of Clarence Minor Hockey Association does not condone games between parents and players, and the Association's insurance policy does not cover injuries sustained during any non-sanctioned activities. Teams that engage in non-sanctioned activities do so at their own risk.
- Each team will be provided with ice time and referees for two exhibition games during the course of the season. If additional exhibition games are scheduled, referees must be paid in cash, before the beginning of the game.
- Only registered team players, affiliated players, registered team officials, or other officials who carry ODMHA insurance coverage are allowed to participate in team practices.
- Teams are responsible for properly filling out game sheets and ensuring that the visiting team receives its copy of the game sheet after the game. The top two copies of the game sheet must be placed in the game sheet box in the coaches' room.

Individual team rules

Each team may, at the discretion of the coach and team officials, develop its own team rules. These rules may address issues such as the time at which players and team officials should arrive at the arena before games and practices, acceptable behavior, dress code, and disciplinary measures, and may include a code of conduct.

Possible rules include:

- Players and coaches shall be at the arena at least 45 minutes before a game, and half an hour before a practice.
- All players are responsible for their own equipment.
- All injuries must be reported to the team trainer.
- Guidance on diet, exercise, dress code, etc.
- Information on parental access to the dressing room.
- Restrictions on the use of tobacco, drugs and alcohol.
- No phone or pictures are to be used (or taken) within the confines of the dressing room.

Team Fees

- Must Provide the proof of financial summary with coaches validation.
- Financial validation must be a 2 person process, with neither persons residing at the same address.
- Team money must be kept in a separate bank account and the account must be closed at the end of the season.

Affiliation

- TCMHA is using "Club Affiliation".
- Parents of non-contact (House League) players affiliated to teams competing in body checking divisions/leagues (Rep B/AA/AAA) must be advised by the affiliating coach that their child will be competing in a body checking division/league. The parents' signatures on the Specially Affiliated Player Permission Form will confirm notification and/or discussion in regards to body checking.

- All affiliation requests must be approved by the appropriate level vice-president. Every effort must be made to ensure that all teams at each level have equal access to the pool of players eligible for affiliation.
- Coaches must approve an affiliation request from a higher-level team.
- A team must secure the permission of an affiliated player's coach before using the affiliated player in a game or practice. A coach can refuse to grant permission for a player to play or practice with a higher-level team if the affiliated player has a game with his team later during the same day, or if there is less than a three-hour interval between games at the Novice and Atom levels, and one hour at the Peewee, Bantam or Midget levels. Exceptions to this rule can be made under exceptional circumstances, with the approval of the appropriate Vice-President.
- Coaches must request the permission of the affiliated player's coach before approaching a player, or the player's parent, to participate in a game or practice with the affiliated team.
- A coach may refuse a request to use an affiliated player during the playoffs.
- There are no restrictions on when an affiliated player can be asked to participate in a game or practice with the higher-level team.
- An affiliated player can only play ten (10) games with his higher-level affiliated team until January 10. If he/she plays a 11th game with the higher level affiliated team after January 10, he/she becomes part of that team, and can no longer play with his/her lower level team.

Players

- All players agree to abide by the Players' Code of Ethics (Appendix I). Failure to do so could result in disciplinary action by the team or the Association.
- No player shall go on the ice for a game or practice until the ice-resurfacing machine (Zamboni) has left the ice surface, and the doors to the Zamboni entrance are closed. No player shall go on the ice for a practice until there is a registered team official on the ice. For games, players are not permitted on the ice until one or more of the officials (referees) are on the ice.
- Any player registered with the association who is found guilty of having falsified a birth certificate or any other documents shall be automatically suspended.
- Any player who behaves inappropriately during any team activity shall be reported to the President by his/her coach, and may be subject to disciplinary action.
- All players in the TCMHA must use a BNQ approved neck guard during all games and practices.
- The use of a mouth guard is recommended. When a mouth guard is worn it must be worn properly.
- Players who transfer to the Clarence Minor Hockey Association mid-season are not eligible to play at the Rep B level without the approval of the VP House League, the VP of Rep B and the Association executives.
- All players who suffer an injury that causes them to miss a game or practice must receive medical clearance to return to play from a physician, and present a signed doctor's note to his/her team's trainer before being allowed back on the ice. This applies to all injuries, including those suffered while engaging in activities other than hockey.

Team Officials

- All team officials agree to abide by the Team Officials' Code of Ethics (Appendix II). Failure to do so could result in disciplinary action by the team or the Association.

- All team officials must consent to a police record check to be conducted by the Ontario Provincial Police. Failure to submit to such a check will lead to immediate suspension until a police record check is conducted.
- All team officials who are directly involved with the players (i.e. officials who have duties on the bench or in the dressing room) must attend a Speak Out course.
- All major, match and game misconduct penalties must be reported to the appropriate level vice-president by a team official immediately upon the conclusion of the game in which they were assessed.
- For the protection of all players and team officials, no team official should ever be alone with a player in the dressing room.

Referees and linesmen

- All Clarence referees and linesmen agree to abide by the District 3 Officials' Code of Ethics and the Hockey Canada Code of Ethics for Referees (Appendix IV). Failure to do so could result in disciplinary action by District 3, or Hockey Canada.
- Referees and linesmen shall arrive at the arena at least 15 minutes before a game. Any referee or linesman who does not show up for a game that was scheduled for him/her by the Referee-In-Chief (without just cause) will be fined an amount equivalent to the fee that he/she was to be paid for the game.
- Referees and linesmen must sign their name on the game sheets of all games which they officiate, and print, in legible handwriting, their last name and their Hockey Canada referee number.
- Referees are required to submit a monthly pay sheet to the Referee-in-Chief in order to get paid.
- Referees must be on the ice for games before the two teams get on the ice.

Parents

All parents (or legal guardians) of players registered in the TCMHA must read, agree to abide by, and sign a code of conduct governing their behavior during minor hockey games, practices and team activities (see Appendix III).

Tournaments

Travel permits must be obtained before participating in any tournament that is outside or inside of the ODMHA. Travel permits must be signed by the TCMHA president or vice president, and by the responsible District 3 official. This process may take several weeks to complete, and teams are required to take this into account when planning to attend tournaments outside the ODMHA.

Fundraising

Definitions:

Minor Fundraising: Minor fundraising is any fundraising activity conducted within the time allotted for team practices or games, e.g. 50/50 draws, or juices sales in the dressing room.

Major Fundraising: Major fundraising is any fundraising activity conducted outside the time allotted for team practices or games, e.g. bottle drives, raffles, door-to-door sales, organizing tournaments, etc.

For some fundraising, the Municipality of Clarence-Rockland may require that a permit be obtained (at the team's expense).

- The limit of all fundraising (minor plus major) per team is not to exceed \$10,000 per season.
- Money raised through fundraising must be applied equally to all players on the team. For example, if one player raises \$50.00 and another brings in \$20.00, the total will be shared equally, that is \$35.00 each.
- The amounts raised are only to be used for tournaments, extra ice time, team activities or prizes for the players. Surplus money must be returned to the association at the end of the season.
- No approval is required for minor fundraising, but the activity must still be reported to the association before it takes place.
- A written request must be made to the Association for any major fundraising activity. Requests for major fundraising activities must be submitted to the member of the executive responsible for fundraising by November 15th.
- Approval from the association must be granted before any major fundraising is carried out. Team money must be kept in a separate bank account and the account must be closed at the end of the season.
- The sale of 50/50 tickets is permitted at all home exhibition, scheduled league and playoff games.
- The time allocated to a team to sell 50/50 tickets begins one hour before its game, and ends when the game starts.
- The sale of 50/50 tickets at Clarence tournaments is governed by the tournament organizing committee.
- A fundraising report, and a report on how the funds were spent, must be provided to the association by each team at the end of the regular season.
- Only one major fundraising activity is permitted per team per year. In some situations, an exception can be made at the discretion of the Association executive.
- Failure to comply with the fundraising rules could result in all team funds being confiscated by the Association, and disciplinary measures against team officials.
- We TCHMA, follow the District 3 constitution.

Registration

- Players who are not registered with the TCMHA cannot participate in any on-ice activities (try-outs, practices, clinics, games, etc.).
- Payment must be made before a player is allowed on the ice for try-outs, games or practices.
- All players who register late will be assessed a \$50 surcharge. The surcharge may be waived by the Association in exceptional circumstances.
- Cheques that are returned NSF will be subject to a \$25 fee.
- A handling fee of \$50 will be assessed to any player who withdraws from the TCMHA after registration. Refunds of seasonal fees, if applicable, will be pro-rated to the date of a player's withdrawal from the Association.

Try-outs for Rep B teams

- In order to play for a Rep B (competitive) team in the TCMHA, a player must attend the TCMHA try-outs, or the try-out sessions for a higher level (i.e. Junior, AA or AAA) team within District 3. Exceptions may be made for players who are injured, or who transfer to Clarence during the season, at the discretion of the Association.
- All players must attend a body contact clinic to play for a team that plays contact hockey (Rep BAA or AAA teams). While participation in a body contact clinic on an annual basis is strongly recommended for all players, Bantam and Midget players who have played at the Rep B level, or higher are exempt from this requirement. At the discretion of the Association, any player may be required to attend a body contact clinic before trying out for a team that plays contact hockey.

Off-ice officials

- Each team must provide adequate and competent off-ice officials (timekeeper, scorekeeper, penalty box attendant) for all their home games. These officials must be experienced in the handling of delayed penalties and other situations that may arise appropriate to the level of hockey being played.
- At least one of the off-ice officials must be over the age of 13.
- Off-ice officials must be familiar with the O.D.M.H.A. game sheet and correctly fill out all sections.
- Off-ice officials are considered game officials and MUST maintain an unbiased demeanor throughout and immediately following the game. Off-ice officials, who yell, swear or criticize other on ice or off-ice game officials may be subject to disciplinary action.
- Visiting teams are permitted to have a team official or parent in the timekeeper's box to ensure that periods and penalties are timed properly.

Disciplinary measures

- Depending on the severity of an infraction, disciplinary measures for failure to respect or comply with the Association's rules could include a reprimand, suspension or expulsion from the Association, at the discretion of the President or the Executive of the T.C.M.H.A.
- The president of the T.C.M.H.A. has the authority to take immediate disciplinary action against any member of the Association, subject to the subsequent approval by the Association Executive.

Appendices

Appendix I: Players' Code of Ethics

- I will play hockey because I want to, not because others or coaches want me to.
- I will play by the rules of hockey and in spirit of the game.
- I will play by the rules and will resolve conflicts without resorting to hostility or violence.
- I will respect my teammates and my opponents, on and off the ice, including social media.

- I will do my best to be a true team player.
- I will remember that winning isn't everything -- that having fun, improving my skills, making friends and doing my best is also important.
- I will acknowledge all good plays and performances -- those of my team and opponents.
- I will remember that coaches and officials are there to help me.
- I will accept their decisions and show them respect.
- I will respect and show appreciation for the volunteer coaches who provide sport activities.
- I will be on time for practices and games.
- I will not miss a practice or a game unless I am sick or I have too much schoolwork.

Appendix II: Team Officials' Code of Ethics

- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly, to respect the rules, officials, opponents and teammates, and to resolve conflicts without aggression or violence.
- I will ensure all athletes receive equal instruction, discipline, support and appropriate fair playing time.
- I will not ridicule or yell at my athletes for making mistakes or performing poorly. I remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will teach the player that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- I will make sure that equipment and facilities are safe and match the athletes' ages and abilities.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will collaborate with the officials for the benefit of the sport.
- I will never question the officials' judgment or honesty in public.

Appendix III: Parents' Code of Ethics

- I will not force my child to participate in sports.
- I will remember that my child plays a sport for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child never feels defeated by the outcome of a game/event.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule, yell or hit my child for making a mistake or losing a competition.
- I will remember that children learn best by example. I will applaud good plays/performance by both my child's team and their opponents.
- I will not applaud my child when he hits a member of the opposite team.
- I will not scream at my child on the ice because it will influence his concentration on the game.
- I will never question the officials' judgment or honesty in public therefore I will not yell swear at the referees.
- I will support all efforts to remove verbal and physical abuse from children's sporting activities.
- I will respect and show appreciation for the volunteer coaches who give their time to provide sporting activities for my child.

Appendix IV: Officials' Code of Ethics

- Do the best job I can in each game, no matter what the category of hockey.
- Always show respect for my fellow officials, the players, coaches and fans.
- Treat all other participants and spectators of the game with respect at all times. Use of abusive language or gestures (reverse abuse) is completely unacceptable under any circumstances.
- Study and continue to improve my knowledge of the Hockey Canada playing rules, the Hockey Canada Officiating Program policies and procedures.
- Represent myself and the rules of the game as fairly and as accurately as possible at all times.
- When required, I will promptly report all penalties involving potential disciplinary action to the appropriate authorities.
- Always be unquestionably impartial, keeping a professional and appropriate distance from teams.
- Understand that the use of alcohol is not encouraged and is totally unacceptable on game days. The use of illicit drugs is against the law.
- Uphold the philosophy and right of all hockey participants to "Fair Play" and penalize accordingly all violent acts.
- Raise the standard of play in each game that I officiate.
- Be supportive of my fellow on-ice and off-ice officials at all times, even when I am a spectator.
- Accept the fact that I will make mistakes, but I will not get frustrated or let this learning process affect my performance or my professionalism.
- Contribute to the continuing growth of the Hockey Canada Officiating Program and its officials within my Branch through support, encouragement and positive attitude.
- Respect and accept constructive feedback from supervisors and the assignments I receive from my administrators