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Introduction

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

Hockey New Brunswick
861 Woodstock Road P.O.
Box 456
Fredericton, NB, E3B 4Z9
(506) 453-0089 (Phone)
(506) 453-0868 (Fax)
Website: www.hnb.ca

3. Each District of the NBMHC has a Director elected by the members of their District for a two (2) year period. Elections for odd and even numbered Districts alternate each year. The ten (10) District Directors, their Chair from the NBMHC Executive Committee and a past Chair. The NBMHC Executive Committee is responsible for the administration and management of the NBMHC. Refer to Article 704.0 for changes.
4. Regulations of the NBMHC apply to teams and team officials within a Minor Hockey Association, although all players are registered with Hockey New Brunswick at certain prescribed fees on the Hockey Canada Registration (HCR) website. All Hockey Canada, Hockey New Brunswick, and NBMHC regulations apply to all players, coaches, managers and trainers.
5. Information regarding HNB and NBMHC rules and regulations, etc. can be found on the HNB website under “Resources” (<http://www.hnb.ca/resources>) as well as by clicking on the appropriate hyperlinks throughout this document.
6. HNB documents containing rules and regulations pertinent to OMHA would include the following:
 - a) HNB Constitution – Section 1 Constitution;
 - b) HNB Constitution – Section 2 By-laws;
 - c) HNB Constitution – Section 3 Rules and Regulations; and
 - d) HNB Constitution – Subsection 700 NBMHC.

Introduction, Continued

7. As well, the following relevant NBMHC documents are available on the HNB website:
- a) Operations Manual – NBMHC Operations Manual;
 - b) Operations Manual – NBMHC Minimum Standards for Discipline;
 - c) Operations Manual – NBMHC Provincial Championship Guidelines;
 - d) Operations Manual – Appendix A NBMHC Fair Play Policy; and
 - e) Operations Manual – Appendix C Hockey Canada Co-ed Dressing Room Policy. The OMHA Operation Manual is an extension to the New Brunswick Minor Hockey Council Operations Manual (NBMHC Op Manual) and is meant to be read in conjunction with that document.

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

Article 1 – Designation

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

Article 2 - Affiliation and Jurisdiction

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

Article 3 - Objectives

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

Article 4 - Amendments

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

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

Article 5 - Boundaries

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

Part 2 – Operation Rules and Regulations

Section 1 - Objectives

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

Section 2 - Generalities

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

Section 3 - Amendments

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

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

Section 4A - Financial

- 4A.1 Membership fees' shall be paid in accordance with a schedule to be approved annually by the Executive. A penalty of \$50.00 shall be paid for each player registered after the last scheduled registration dates. In cases where hardship can be established, the Executive may waive the requirement for membership fees and/or penalties.
- 4A.2 Additional fee(s), as determined by the Executive prior to the start of each season, may be assessed to all players wishing to participate in OMHA representative teams and the selection process (try-outs, see Annex H).
- 4A.3 The final date for all player registration shall be February 10th annually.
- 4A.4 Fiscal year-end of the OMHA shall be no later than 30 days after the AGM. The Executive may engage an auditor for the purposes of auditing the books of the account at the conclusion of each season's operation. The results of the Audit are to be presented at the Fall General Meeting.
- 4A.5 A financial statement shall be presented at each executive and General Meeting. The budget for the current season's operation shall be presented for approval at the Fall General Meeting.
- 4A.6 All expenditures (to include OMHA budgets) shall only be made with the agreement of the Executive Committee. All non-budgeted expenditures must be pre-approved by a majority two-thirds vote of those in attendance.
- 4A.7 Any outstanding fees from the previous season must be paid in full, prior to being eligible to play in the new season.
- 4A.8 All Executive Committee members responsible for expenditures must provide two (2) quotes to the Committee for any single purchase over \$500.
- 4A.9 No refunds shall be given after 30 Nov of the current season if a player withdraws from OMHA. However, the OMHA Executive may approve refunds under special circumstances. (i.e. postings)
- 4A.10 Trico shall collect and submit all fees as set by HNB, NBMHC, and HC directly to OMHA. OMHA will submit all collected fees to the applicable organizations.
- 4A.11 All Competitive AA/A/B fees must be paid by 30 Nov of the current year.

Section 4B – Fundraising

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

Section 4B – Fundraising, Continued

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

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

Section 4B – Fundraising, Continued

4B.6 Sponsors:

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

Section 5 - Awards

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

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

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

Section 5 – Awards, Continued

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

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

- 5.4 **HNB List of Awards**, A list of all awards and their recipients on the [HNB website](#)

Section 6 - Certification

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

Section 7 - Members Discipline

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

Section 8 - Protests/ Complaints

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

Section 9 – Risk and Safety Management

- 9.1 The safety of the player must be first before all other aspects of the program. All players should be encouraged to use equipment which best protects them against injury. Coaches must ensure that the safety of the players comes first in all situations.
- 9.2 In line with the [HARASSMENT & ABUSE POLICY AND PROCEDURES](#) for the New Brunswick Amateur Hockey Association (NBAHA) Inc., there is a zero tolerance OMHA policy regarding harassment.
- 9.3 Exact policy and procedures for suspected abuse and harassment can be found on the HNB website under : Risk and Safety

Section 10 - Special Event Sanctioning

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

Section 11 – Code of Ethics

- 11.1 OMHA adopts the NBMHC Code of Ethics which can found in the [NBMHC Op Manual](#), Section 11.
- 11.2 The Code of Ethics outlined in section 11 above, pertain to Coaches, Managers and Officials, these principals will also apply to the OMHA Executive Committee and to any other volunteers within the association. Such that, by conducting themselves at all times in a manner, which is appropriate to the responsibilities of their position.

Section 12 - Conduct

- 12.1 OMHA abides by the NBMHC Fair Play Policy, which can be found at the HNB website: by clicking on the —Minor button
- 12.2 As part of the Fair Play Policy, the following contracts/guidelines can be found in this Op Manual as Annex's:
- a) Coaches Contract/Guidelines – [Annex D](#);
 - b) Parents Contract/Guidelines – [Annex E](#); and
 - c) Players Contract/Guidelines – [Annex F](#).
- 12.3 In order to ensure that all players, coaches, parents adhere to the guidelines laid out in the Fair Play Policy; it is important that all concerns be addressed. Therefore, a [Complaint form](#) will be initiated and sent to the OMHA Executive Committee for action. All concerns submitted will be replied to. Minor concerns can be directed to the coaching staff and if higher involvement is required then the party initiating the complaint can discuss it with their appropriate divisional director. Complaint procedures outlined in Section 8 of this Op Manual are to be used.
- 12.4 Disciplinary protocol within OMHA will be as per the —NBMHC Minimum Standards for Discipline of the current year. This can be found at the HNB website.
- 12.5 OMHA Disciplinary protocol is found at [Annex K](#).

Section 13 – Conflict of Interest

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

Section 14 - Admission of a Member

- 14.1 OMHA Registration fees are due as follows:
- a) Minimum of 50% due at time of Registration (If payment is not provided, the registrant will be advised that the player will not receive a call to go on the ice until payment is provided);
 - b) Balance due by **October 31** (this payment may be in the form of postdated cheque(s)).
- 14.2 Any cheques returned for —Stop paymentll or —NSF may, at the discretion of the Board, result in playing privileges being suspended immediately until cash or certified cheque payment is received.
- 14.3 If any payment is returned (NSF) the replacement must be cash or certified cheque in the amount of the original payment plus any costs incurred by OMHA.
- 14.4 The cost of registration will be determined by the Executive Committee and posted prior to player registration.
- 14.5 A non-refundable late fee will be added to any registrations after the last day of posted registration dates.
- 14.6 Currently the Town of Oromocto subsidizes each registered player living in the Town of Oromocto. This is a tax based system and is not offered to outlying areas; as a result players from the Town of Oromocto will pay a reduced registration fee. The fee is calculated based on last year's registration numbers.
- 14.7 OMHA will abide by all registration deadlines set out in the NBMHC Op Manual.
- 14.8 The registrar, together with the Directors of Atom, Peewee, Bantam, Midget and Director IP and Novice shall use their best efforts to ensure that all players, coaches, managers and trainers of teams shall be registered in accordance with Hockey New Brunswick, NBMHC and League regulations prior to being allowed to participate in any League play.
- 14.9 Each team within the OMHA program will submit to the registrar, at a date determine by the Executive, a complete team list. This shall include players, affiliates, coaches, managers and any other team officials. The number of players per team shall be in accordance with NBMHC Rules and Regulations and OMHA policies.
- 14.10 Players shall not be added to a team's list by the registrar subsequent to noon of **December 15** of the playing season. There will also be **no** player movement within OMHA after **December 15** without the approval of the Executive. Between **December 15** and **February 01**, only new players relocating into the OMHA geographic area from outside of the OMHA geographic will be considered for registration. Players will only be accepted with the approval of the Chair, the Divisional Director and the registrar.
- 14.11 Any registered OMHA player that decides to play outside of OMHA shall not be guaranteed a placement at the highest level of play within OMHA if the player decides to return to OMHA during the current season. A release form must be signed for all players.

Section 14 - Admission of a Member, Continued

- 14.12 Membership within OMHA runs from the time the application is signed to **May 31** of the following year.
- 14.13 Further to NBMHC Op Manual —Responsibility of proving the eligibility of a member:
- a) Parents (or legal guardian) have the responsibility of proving the eligibility of their charge;
 - b) Any player proven guilty by OMHA, HNB or HC of falsifying a birth certificate, HC registration certificate or forging and playing under an assumed name, or of having had knowledge that same had been falsified, or of playing on other than his own birth certificate, shall be automatically suspended from playing hockey with any team affiliated with the HC for a period of up to three years from the date of his suspension;
 - c) Any team official or Executive Committee member, proven guilty after a proper investigation by OMHA, HNB or HC of having been party to, or having had knowledge of such falsification, shall be suspended for a period of not less than 3 years from playing or holding office with any team, club or association affiliated with the HC.
- 14.14 Proof of Residency – The following will be considered as reasonable Proof of Residency for purpose of ruling on the residential status of a player:
- a) Lease, mortgage agreement and/or tax bill (public info), in parent and/or guardian's name.
 - b) Proof of utilities such as NB Power, Aliant, cable or related bill in parent's and/or guardian's name. Driver's licence of player or parent and/or guardian.
- 14.15 OMHA reserves the right to limit the amount of registrations in each division to a maximum of 60 players and 8 goalies.

Section 15 – Minor Association / Community Club

- 15.1 OMHA shall enforce the Hockey Canada [Co-ed Dressing Room Policy](#) found at HNB website.

Section 16 - Leagues

- 16.1 League registration details and deadlines are found in this section of the [NBMHC Op Manual](#).

Section 17 - Teams

- 17.1 Further to NBMHC Op Manual, coaches and/or managers are responsible for the conduct of their players before, during and immediately following a game.
- 17.2 Due to the limited population of Oromocto and surrounding areas, OMHA will usually operate with one (1) competitive team in each Division, starting at Atom, unless numbers and skill dictate the possibility of two (2) or more teams within a particular Division.
- 17.3 OMHA will follow the outlined HNB Initiation Program (IP).
- 17.4 In keeping with the prior stated OMHA Objectives, all Development and Competitive teams shall be composed of 17 players, 2 of which must be goalkeepers, unless ruled by the OMHA Executive Committee that a reduced number on the team is necessary for safety or developmental reasons.
- 17.5 Representative team selection will be conducted utilizing OMHA ice allocations throughout the months of September & October of each season.
- 17.6 Representative team selection is detailed in [Annex H](#).
- 17.7 Other rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
- a) Max amount of players on a team;
 - b) Goalkeeper rules;
 - c) HNB Initiation Program;
 - d) Refusal of players; and
 - e) Registration of Players from outside of New Brunswick.
- 17.7 Teams from IP (Timbits) to Bantam, may register up to 19 players (two (2) of which must be goalies), while Midget teams may sign up to 25 players. No Division may dress more than 19 players at any one time.
- 17.8 Divisional players, Peewee and below, can play goalie as well as out, in the recreational league only ([NBMHC Op Manual](#)).
- 17.9 Trico shall host a minimum of 1 game and 1 practice per season for each of the teams above Comp C for OMHA. Trico shall provide the ice free of charge with OMHA covering the officiating cost.

Section 18 - Game Pre-requisites

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

Section 19 - Players

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

Section 20 - Player Release

- 20.1 OMHA abides by all rules found in this section of the NBMHC Op Manual. When NBMHC Op Manual refers to — President, substitute — Chair.
- 20.2 Rules governing OMHA found under this section of the [NBMHC Op Manual](#) but not listed here are:
- a) Release Procedures;
 - b) Rights to be Released;
 - c) Conditions to Obtain a Release;
 - d) Final Date for a Release; and
 - e) Releasing a Suspended Player.

Section 20 - Player Release, Continued

- 20.3 Players released before **December 15** will be eligible to play on another OMHA team while players released after **December 15** will require an Executive decision to be eligible.
- 20.4 All players ineligible to play will forfeit all remaining monies.
- 20.5 Players who are released from OMHA must have a release form signed and dated by the Chairman.
- 20.6 Trico shall release players interested in playing for OMHA's competitive teams, at the player's request.

Section 21 - Affiliation

- 21.1 Further to NBMHC Op Manual, OMHA encourages all of its competitive teams to use affiliates to the maximum extent possible in keeping with the stated Objectives in Section 1.
- 21.2 Affiliates will be invited to a minimum of one (1) practice per month until end January.
- 21.3 Teams may affiliate up to 19 players.
- 21.4 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
 - a) Affiliation systems;
 - b) Deadlines for Affiliations;
 - c) Signing of Special Affiliate Player Certificates; and
 - d) Number of games.
- 21.5 Any team that does not follow all parts of SECTION 21 will forfeit their option of using the affiliate player/s for the remainder of the current season.

Section 22 - Forfeit Policy

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

Section 23 - Travel Permits / Exhibition Games

- 23.1 Rules governing OMHA found under this section of [the NBMHC Op Manual](#) but not listed here are:
- a) When is a Travel Permit required; and
 - b) Inter-branch Games restrictions.
- 23.2 HNB requires the issuance of a travel permit for all exhibition games played outside of normal league games or playoffs. Travel permits are also required for all sanctioned tournaments. Travel permits are required for all Initiation and Novice games. Travel permits are completed online through bench staff e hockey account and submitted for approval by District Director

Section 24 - Tournaments

- 24.1 Further to NBMHC Op Manual, OMHA procedures for hosting local tournaments are found under —Tournament Director in the By-Laws section.
- 24.2 OMHA teams may have to pay entry fees to OMHA sponsored Tournaments.
- 24.3 Rules governing OMHA found under this section of the NBMHC Op Manual but not listed here, are:
- a) Deadline for submitting Tournaments;
 - b) Restrictions for exhibition or inter-branch games;
 - c) Tournaments involving 4 or Branches;
 - d) International play approval process;
 - e) Notification of approval for Tournaments;
 - f) Tournament restrictions;
 - g) Tie-breaker rules; and
 - h) Initiation/Novice level restrictions.

Section 25 - Provincial Tournament Guidelines

- 25.1 The membership must adhere to the NBMHC Provincial Championship Guidelines ([Appendix D](#)).

Section 26 - Equipment

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

Section 27 - Special Playing Rules

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

Section 28 - Forms

- 28.1 The following form can be found at the OMHA web site under —Forms:
- a) [Hockey Canada Injury report](#);
 - b) [OMHA Protest/Complaint form](#);
 - c) Tournament form; and
 - d) [OMHA Coaches application](#)

Section 28 – Forms, Continued

28.2 The following forms can be found at the HNB web site under —Resources‖ and then —Forms:

- a) **Adult Recreation Player List**
Adult Recreation Player List
[Download](#) (32 kb);
- b) **Application for Teams' Affiliation**
Application for Teams' Affiliation
[Download](#) (36 kb);
- c) **HNB Exhibition Game Roster**
HNB Exhibition Game Roster
[Download](#) (38 kb);
- d) **HNB Special Event Sanctioning Request**
HNB Special Event Sanctioning Request [Download](#) (39 kb);
- e) **HNB Team Application Membership**
HNB Team Application Membership [Download](#) (38 kb);
- f) **Hockey Canada Injury Report Form**
Hockey Canada Injury Report Form [Download](#) (73 kb);
- h) **Hockey New Brunswick Bio - Form**
Hockey New Brunswick Bio - Form [Download](#) (59 kb);
- i) **Inter-Branch Transfer Application**
Inter-Branch Transfer Application
[Download](#) (60 kb);
- j) **League Application for Membership**
League Application for Membership [Download](#) (37 kb);
- k) **Minor Association Membership Application**
Minor Association Membership Application
[Download](#) (37 kb);
- l) **Notice of Motion Submission Form**
Notice of Motion Submission Form
[Download](#) (51 kb);
- m) **Tournament Accreditation Request**
Tournament Accreditation Request [Download](#) (37 kb);
- n) **Suspension - Player**
2005-2006
[Download](#) (508 kb);
- o) **Suspension - League**
2005-2006
[Download](#) (510 kb);
- p) **Suspension - Coach**
2005-2006
[Download](#) (510 kb).

Part 3 – BY- LAWS

1.0 Executive

- 1.1 The OMHA Executive committee shall have the power to conduct and manage the affairs of the Association subject to the Constitution, By-Laws and Rules & Regulations of OMHA, NBMHC, HNB and the CHA.
- 1.2 All hockey committees and other working groups of the Association shall be established and dissolved by the Executive Committee.
- 1.3 The Executive Committee may consist of the following:
 - a) Chair;
 - b) Immediate Past Chair;
 - c) Vice-Chair;
 - d) Secretary;
 - e) Treasurer;
 - f) Equipment Manager;
 - g) Divisional Directors (For each age group or divisions as established by the executive);
 - h) Representative Teams Director;
 - i) Tournament Director;
 - j) Public Relations Director;
 - k) Referee In Chief;
 - l) Ice Allocator;
 - m) Technical Director;
 - n) Publicity and Fundraiser Director, and
 - o) Any other person deemed by the executive to be necessary for the efficient operation of the OMHA regardless of the number of positions held.
- 1.4 The Executive Committee, except the Immediate past Chair, shall be selected by nomination from any current member of the Association in good standing and elected by a 2/3-majority vote at that year's Annual General Meeting. Normally, the Vice-Chair shall become the Chair at the conclusion of the latter's term.
- 1.5 In the event of a vacancy after AGM, the Executive Committee shall make the appointment available to any member of OMHA. Calls for Nominations for vacant positions will be posted on the website and posted at King's Arrow and Soldiers Arena. Interest in any position may be passed on to any member of the Executive. All nominations will be put forward to the Executive Committee and the appointment will be approved as with a 2/3 majority vote.
- 1.6 Seven (7) of the Executive Committee shall form a quorum. The Chair shall serve for a one-year term and may be elected for a second term with agreement of 2/3-majority vote of the current Executive Committee and the ratification of the general membership.

1.0 Executive, Continued

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

2.0 Executive Powers

- 2.1 The powers and duties of the Executive during its term of office shall be, unless specifically mentioned before to:
 - a) Interpret the By-Laws and Regulations;
 - b) Issue or revoke registration certificates with notice of such action;
 - c) Suspend or expel a club or club officials, team or team officials or a player for notorious and continued foul play, or unfair, or unsportsmanlike or ungentlemanly conduct, individually or collectively, on the ice, or off, or in any arena where a hockey game is being played, or at any meeting or gathering in the interest of the game; for failure to pay assessments, or for any persistent infringement of the laws of the game or the rules of the Association;
 - d) Suspend or expel any team or player refusing to accept and obey the ruling of the Executive;
 - e) To re-admit by resolution and a majority vote of the Executive any club, team or its officials or players under suspension;
 - f) Accept or reject any entry, and to place teams and players in categories and groups, as regulated by the Constitution, By-Laws and Regulations; and
 - g) Approve for any team to travel outside of the Province before any commitment is made to travel.
- 2.2 All decisions by the Executive affect all members of the association in one way or another. These decisions should be available to all members. In addition it would assist in keeping members up to date on all past and present issues excluding any personal information.
- 2.3 Cases of Emergency are defined as issues that are not covered within HNB or NBMHC Constitutions and are time sensitive.

2.0 Executive Powers, Continued

2.4 Expenses of Board members to attend authorized and approved meetings shall be paid as follows:

- a) Breakfast \$10.00;
- b) Lunch \$12.00 ;
- c) Dinner \$23.00 (Meal Maximum Per Day of \$45.00);
- d) Travel - \$.40/kilometer for use of own personal vehicle or cost of reasonable rental unit; and
- e) Lodging - Cost of reasonable motel/hotel lodging.

3.0 Voting

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

4.0 Immediate Past Chair

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

5.0 Chair

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

6.0 Vice-Chair

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

6.0 Vice-Chair, Continued

- 6.5 Participate in selection of Recreational and Competitive coaches.
- 6.6 Assignment of players who register late to teams as appropriate.
- 6.7 Safe keep all equipment assigned to that position i.e. fax machine.
- 6.8 When acting as the Chair can only vote as indicated in Article 10.510
- 6.9 Responsible to check the mail once a month minimum in the off-season and once a week minimum between Sept and April each year.

7.0 Secretary/Registrar

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

7.0 Secretary, Continued

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

8.0 Treasurer

- 8.1 Treasurer shall be responsible for the receipt, safe custody, banking, disbursement, and accounting for all OMHA funds.
- 8.2 He/she shall record all financial transactions in a general ledger and shall prepare financial statements monthly and annually.
- 8.3 Render a detail account of all transactions and the financial position of OMHA at all General and Board meetings and as otherwise required of them.
- 8.4 Provide the OMHA books to be audited at the end of June of each year.
- 8.5 Provide a financial statement 5 days prior to all General and Board meetings.
- 8.6 Provide the results of the audit at the next Board meeting and the first General meeting of the new hockey season.
- 8.7 Take all reasonable steps to insure that delinquent accounts are collected in full.
- 8.8 Perform other duties as required from time to time by the Chair or the Board.
- 8.9 Assist in the administering of the OMHA program of financial assistance to needy players.
- 8.10 Will be a signing officer along with the chair, vice chair, and 1 other as deemed necessary and will sign on all bank documents. Where cheques are concerned a combination of the treasurer and either the chair, vice chair, or the other person designated, signature are required.

9.0 Equipment Manager

- 9.1 The Equipment Manager shall develop an ongoing three (3) year plan and a Season Plan for this role. The Season Plan is to be submitted to the Chair by July 1.
- 9.2 The Equipment Manager shall be responsible for maintaining a system of purchasing, tracking and disposing of OMHA equipment while ensuring that the maximum use of all equipment is maintained. In addition, he/she is to ensure that the equipment used is of a suitable standard for player safety while projecting a positive image of the OMHA.
- 9.3 Maintain adequate inventories of all equipment and up-to-date records of all OMHA equipment. This will require recommendations to the Board, as necessary, to enhance utilization of equipment.
- 9.4 Prepare for the Board's consideration a proposed equipment budget for the then current fiscal year to address replacement, additions and upgrading as well as the status of present equipment (loans, losses, etc.) no later than August 1, and return all invoices for payment.
- 9.5 Communicate with Divisional Directors for the issuance and retrieval of equipment.
- 9.6 Maintain a system designed to ensure that all OMHA equipment, which is lent for use by OMHA players, has a signed receipt by a responsible adult therefore upon which liability for damage or non-return could be established and to ensure that all equipment shall be returned to the Equipment Manager no later than **April 15** for the purposes of inventory. The Executive Committee is to be informed of any individual's not returning equipment by the required deadline.
- 9.7 Ensure that persons signing out OMHA equipment are aware of their responsibility for returning the equipment in the same condition that it was received excepting fair wear and tear and of their liability to OMHA if they fail so to do. Equipment that starts to wear or shows other signs of deterioration is to be immediately returned to the Equipment Manager for replacement. If equipment shall not be returned by the return date in the same condition in which it was lent, reasonable wear and tear excepted, or if equipment shall be returned in such a condition that repair is not viable due to obvious misuse when it was in a repairable condition, then in any such case, the person signing out the equipment shall be held accountable for the replacement of said equipment.
- 9.8 Ensure that coaches or Divisional Directors sign out any equipment required by their respective teams during the regular season.
- 9.9 Be responsible for organizing and operating the OMHA Equipment Exchange if such an exchange is to be held. He shall ensure that all OMHA equipment that is no longer required by the OMHA is identified as such and provided to the public for purchase at fair market value. In addition he shall make reasonable attempts to safeguard all equipment left for the Equipment Exchange while in his care, provided however that under no circumstances will the OMHA or the Equipment Manager accept the responsibility or liability of equipment left for the purposes of selling at the Equipment Exchange. Notice to this effect is to be posted in a prominent and conspicuous place during the Equipment Exchange.
- 9.10 Before issuing the team jerseys at the beginning of the season, the Equipment Manager is responsible to ensure that each team (through the coach, assistant coach or manager) has collected a **\$100** deposit per jersey from each player. Deposits will be returned to team official when jerseys are returned.

10.0 Divisional Directors (For each age group or divisions as established by the Executive)

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

11.0 Representative Teams Director

- 11.1 The Representative Teams Director shall be responsible to organize, plan and direct the developmental program for the Atom, Peewee and Bantam.
- 11.2 Organize, supervise and direct the organization and establishment of the three representative programs of OMHA, ensuring that all managers and coaches comply with the established standards and practices.
- 11.3 Represent the rep teams at all executive meetings.
- 11.4 Represent the OMHA and the representative teams at all scheduled league meetings, ensuring that all pertinent information is relayed to the various team managers.
- 11.5 Acquire all relevant league schedules pertaining to regular schedules, playoff schedules, exhibition games, tournaments, practices and provincials.
- 11.6 Represent rep teams at regular ice allocation meetings, ensuring that team managers are kept informed and up to date.
- 11.7 Ensure that the referee-in-chief is furnished with the home game schedule of all league, tournament and exhibition games.
- 11.8 Ensure that rep team projected budgets are presented for the upcoming year and monitor expenses on an ongoing basis. Obtain actual expense report at end of season.

11.0 Representative Teams Director, Continued

- 11.9 Ensure that rep teams conform to the standards of the HNB regarding discipline procedures, playing cards, deadlines for player movement between levels, etc.
- 11.10 Ensure compliance with uniform policies of OMHA as regards to maintenance, lettering on sweaters, etc.
- 11.11 Chair regular meetings with rep team managers to ensure good communication are maintained.

12.0 Tournament Director

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

13.0 Public Relations Director

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

14.0 Referee In Chief

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

15.0 Ice Allocator

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

15.10 Ice Allocation Table 15.10

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

Ice Allocation Table, Figure 15.10, Continued

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

16.0 Ways & Means Director

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

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

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

ANNEXES

Annex A – Team Budget

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

Annex B - OMHA Sponsorship Form and Information Letter



Oromocto and Area Minor Hockey Association Inc

Box 21019, RPO Miramichi Road

Oromocto, NB

E2V 2R9

Fax #: 357-7276

Email: omha@omhahockey.ca



SPONSORSHIP REQUEST FORM 2005/2006

Please complete this form and send to the above address with a cheque for the amount applicable to the desired Sponsor package, payable to O.M.H.A.

COMPANY NAME: _____

Address: _____

City: _____ **Postal Code:** _____

CONTACT PERSON: _____

Phone: _____ **Fax:** _____

Email : _____

Previous Sponsor: Yes _____ No _____

Sponsor Package: # _____ **Amount: \$** _____ **Duration (in yrs):** _____

PLEASE REMIT TO:

The above address, Attention: OMHA Ways & Means Director



SPONSORSHIP INFORMATION 2005/2006



Oromocto and Area Minor Hockey Association (OMHA) is a non-profit sporting organization, responsible for running minor hockey in Oromocto and immediate surrounding areas. The entire OMHA is made up of volunteers from the community, right from the novice assistant coach to the OMHA Chair! OMHA derives the majority of its budget from the registration fees it collects from the players. It is OMHA Executive's intention to organize and streamline the process by which teams pursue Sponsors. OMHA plans on providing a single point of contact between the local business community and the many teams of the OMHA. This will eliminate several teams approaching the same business. Each team within OMHA will have to go through the newly appointed Ways & Means Director before approaching any business for sponsorship.

There are many expenses in running a minor hockey program with the largest expense being ice time. There are also many other expenses such as Jerseys, equipment, insurance, operating costs and many others. In pursuit of the goal to keep hockey affordable, OMHA is seeking Sponsors from the local business community. The plan is to provide Sponsors with the maximum benefit possible for the support they provide. So to accomplish this, a new association web site was developed. This web site will be the focal point for the passage of information to its members and public at large. Each team will have its own web site contained within the overall association website Supporters will have a choice of **Sponsorship packages** that will provide different levels of advertising, as outlined below:

1. **Large add banner** on the new league web site - \$300 per year;
2. **Small add banner** on the new league web site - \$200 per year;
3. **Post periodical specials / flyers** on the —Specialsll page of the web site twice per month for one year - \$200;
4. **The Works** - Large and Small add banner, plus post periodical special / flyers on the —Specialsll page of the web site twice per month for one year - \$500.00;
5. **Sponsor a House team** – team is named after the Sponsor, name plate (paid by sponsor) sewn on back of team jerseys, post periodical specials / flyers on the —Specialsll page of the web site twice per month for one year – \$500. Two year term is only \$500 more and the 3rd year is only \$400 on top of the 1st two years, therefore 1 year = \$500 + name plates, 2 years = \$1000 + name plates and 3 years = \$1400 +name plates;

Note: Sponsors will supply funding for nameplates in the year of Sponsorship, with OMHA providing upkeep and replacement of lost nameplates for the duration of 2 or 3-year Sponsorship contracts.



1. **Sponsor a Rep team** - team is named after the Sponsor, name plate (paid by sponsor) sewn on back of team jerseys, post periodical specials / flyers on the —Specialsll page of the web site twice per month for one year – \$900. Two year term is only \$800 more and the 3rd year is only \$700 on top of the 1st two years, therefore 1 year = \$900 + name plates, 2 years = \$1700 + name plates and 3 years = \$2400 +name plates;

Note: Sponsors will supply funding for nameplates in the year of Sponsorship, with OMHA providing upkeep and replacement of lost nameplates for the duration of 2 or 3-year Sponsorship contracts.

All Sponsors will be listed on the OMHA web site —**Sponsorsll** page. Nameplates cost on average \$7 each and will require a max of 38 (two sets of Jerseys per team). Sponsors will also have access to OMHA population during tournaments for distribution of flyers or coupons (provided by the sponsor). Sponsorship funds are for the purpose of sending teams to other areas, as ambassadors of Oromocto Minor Hockey, to play in tournaments as well as Sponsor promotion and other OMHA related costs as mentioned above.

OMHA will provide Sponsors with the dates of Oromocto hosted tournaments. Visiting teams will be provided with welcome packages that can include coupons or advertisements of our Sponsors. OMHA will be responsible for putting together the welcome packages and their distribution. Sponsors are responsible for providing coupons or gift certificates to OMHA for inclusion to the welcome packages. OMHA will approach each Sponsor 1-2 month(s) prior to the tournament date to determine their wishes for the welcome packages. OMHA will also provide a report to our Sponsors during the year of their Sponsorship, with the contract year starting on 1 Sept and ending 31 March. The two reporting dates are Dec 1 and Feb 1 of the sponsorship year and will detail the level of activity on the OMHA website (as per appendix 1) and any other promotions of OMHA Sponsors i.e. Tournaments, Newspapers etc.

Ways & Means Director / Web Administrator **Oromocto
and Area Minor Hockey Association Inc**

Annex C - OMHA Complaint Intake Form



Division: _____ **Team:** _____

Coach(s): 1. _____ 3. _____

2. _____ **Manager:** _____

Date of Incident: _____ **Time:** _____

Detailed description of concern:

List of Witnesses: _____

(If available &/or required)

Recommended corrective action:

Submitting Individual (name): _____ **Phone #:** _____
(Print)

Signature: _____ **Date:** _____ **Time:** _____

Annex D - Coaches Contract/Guidelines



Coaches Contract/Guidelines Fair Play Rules for Hockey New Brunswick



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

As coaches we agree to abide by the following guidelines:

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

Signature: _____ Date: _____

Name (Print): _____

Team: _____

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

Annex E - Parents Contract/Guidelines



Parents Contract/Guidelines Fair Play Rules for Hockey New Brunswick



All parents of players within Hockey New Brunswick agree to abide by the following guidelines and ensure that friends/relatives who accompany them to the rink also follow these guidelines as applicable.

1. Parents will actively encourage and support the concepts of FAIR PLAY at all times. The concepts are:
2. Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
3. For younger players parents will ensure that players are brought to the assigned dressing rooms for all scheduled games and practices.
4. Limit of one parent per player in dressing room prior to game/practice. (If possible no siblings/friends/relatives in dressing room prior to games/practices.) Please respect the need of each player to have his/her own space.
5. For younger players, parents should leave dressing room once your child is geared up for game/practice, minimum 15 minutes prior to games and 5 minutes before practices.
6. Parents are asked not to return to dressing room following game or practice until permitted by coaching staff. (Please respect a closed door.)
7. Parents will ensure their child attends ALL scheduled practices and games. Contact team manager if unable to attend for any reason.
8. Parents will leave the coaching to the coaching staff, and not interfere with, or undermine the coaches at any time. They are not to coach the kids from the stands during play and not to approach anyone involved with the function of the game or practice. Any major concerns can be addressed after the event giving a twenty-four hour cool off period. Do not encourage your child to play the game in a manner inconsistent with the coach's direction or plan.
9. Parents will communicate any/all concerns to the team manager, however if a manager has not been designated then all concerns will be directed to the coaching staff. If a manager is present, they will schedule a meeting between parents/coaches if necessary.
10. Parents and players are expected to participate in required team fund raising and rink volunteer work (Clock, Assisting Coaches).
11. Parents are to be aware that all kids may not receive the exact amount of ice time however all kids will get equal opportunity depending on coaching decisions throughout the game.

Annex E - Parents Contract/Guidelines, Continued

12. Parents will attend any team meetings or special functions that may be scheduled and ensure that your child does, as well, if required.
13. Parents are reminded that players will not be permitted on the ice without complete and safe equipment. Double check equipment before leaving home.

I agree to abide by the HNB Guidelines.

Signature: _____ **Date:** _____

Name (Print): _____

Team: _____

(The Parent Contract/Guidelines are distributed to the parents at the first team meeting at the start of the season. The Contracts/Guidelines are signed by all the parents. The parents hand the signed portion of the Contract/Guidelines to the manager indicating agreement.)

Annex F - Players Contract/Guidelines



Players Contract/Guidelines Fair Play Rules for Hockey New Brunswick



1. I will follow the rules of Fair Play. I will respect the rules of the game. I will respect my opponents. I will respect the officials and their decisions. Everyone will participate. I will maintain my self-control at all times.
2. I am on a team and will be a team player.
3. Winning isn't everything. Doing my best in all games and practices is everything.
4. I will respect my team-mates.
5. I will maintain a positive attitude in a losing and winning situation and provide leadership to all my players at all times. We win as a team and lose as a team. No individuals are responsible.
6. I will listen to my coach's instructions.
7. I will show good sportsmanship at all times and maintain a positive attitude on and off the ice.

..... **Return Signed Portion Below to Your Coach**.....

I agree to abide by the HNB Rules.

Signature: _____ **Date:** _____

Name (Print): _____

Team: _____

Annex G - Memorandum of Constitution Guidelines

MEMORANDUM

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

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

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

FILE: M101MAR4.mmo.constitutions

Annex H - Competitive Teams Selection Process

[\(Return\)](#)

PLAYERS/TEAM SELECTION CRITERIA

1. The Player Approval Committee (PAC) will consist of a minimum 3 Executive members, one of them must be the Divisional Director and another should be the Technical Director. The Chair will supervise the competitive selection while the Vice-Chair will supervise the recreational teams.
2. The PAC will do final player approval by vote if necessary for all teams.
3. The evaluation of players will be done by the head coach for competitive teams and a group of coaches for Competitive C teams
4. All players will be evaluated prior to beginning of season;
5. All perspective competitive AA, A, and B players in Bantam and Midget shall attend an OMHA organized checking clinic prior to evaluations for each year of competitive tryouts.
6. Competitive C teams may be adjusted after selection to ensure equality of teams;
7. Players and goalies will be rotated during evaluation, when and where required, to ensure all players are evaluated against fair and even competition.
8. The practices will be run by the head coach or someone selected by him with no affiliation to the players trying out.
9. After the player evaluation and ranking for Competitive C, a draft will take place for team selection.
10. The PAC will approve the number and the players to be carried by the Comp Team(s) for exhibition games and practices, until final team selection.
11. The Competitive Players are selected with appropriate skill level and each team will carry the number of players determined by the PAC, and approved by the Executive, in order to ensure the health of OMHA as a whole.
12. Affiliate players for comp teams are to be selected from players that are registered with OMHA. There will be no list as to what priority players are to be asked to be affiliates for any competitive team. In the event that a player change is required after the competitive team is formed, the coach may use any of the assigned affiliates. All affiliates are to be named to the competitive team prior to the HNB deadline. They are to be distributed evenly through the house teams to ensure balance.

TIME LINE: To be confirmed by the PAC at the start of each season.

Annex J - Coach Selection Process

COACHES SELECTION CRITERIA

1. Will consist of a minimum 3-person committee one of which must be the Technical director. Chair will be responsible for Competitive teams and the Vice Chair will be responsible for Competitive C teams. They may conduct interviews as deemed necessary.
2. The local RCMP will screen all coaches. Following successful screening coaches will be selected and approved in accordance with OMHA Constitution and By-Laws.
3. Must be qualified to coach at the level they want to coach, no later than 15 Dec of each season;
4. Technical director and divisional directors will present to the OMHA board their recommendations and appointment of head coaches. Head coaches will submit the names of their selections for assistant coaches to the Technical Director and Divisional Directors. All coaches will be approved by the Executive.
5. All competitive team head coach selections should be announced prior to the start of the try out and player selection process.
6. Coaches that are selected for any position will familiarize themselves with the OMHA constitution, rules and present themselves in a professional manner at all times; 7. Coaches that do not adhere to the rules are liable to suspension;
7. Competitive team coaches must be aware that if they are coaching then it doesn't necessarily mean family members will be selected to the team.
8. Once selected, head coaches may engage the assistance of others to assist them in the try out and selection process. These individuals must not have any involvement with the players trying out for the competitive team. (ie parent/guardian)
9. The head coach is responsible to present his player selections to the PAC at each stage of the evaluation when he wishes to reduce the number of players involved in the try outs.
10. All coaches and team staff (minus HSP person) of competitive teams shall wear shirt and tie (or comparable level of clothing for females) when representing their respective team during a game. The same rule applies for players selected for competitive teams. If team has purchased Team Track Suits it will be the discretion of the coach on what the team attire will be for home and away games.

Annex K - Discipline

General

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

Principles

2. Members of the Executive will abide by these general principles when it is necessary to proceed with discipline of either players or coaching staff:
 - a) Transparency – all complaints will be investigated, with directly involved parties (complainants and respondents) being informed of the results. Complainants will be notified of who filed the complaint;
 - b) Weight of Evidence – before disciplinary action is taken, there must be a preponderance of evidence that improper conduct took place, except where the safety or welfare of minors is involved, at which time OMHA has the duty to err on the side of protecting the minor;
 - c) Right of Appeal – all disciplinary decisions are subject to appeal to Hockey NB;
 - d) Confidentiality – only those members of the Executive directly involved in the issue will be made privy to information regarding incidents, though suspensions or more severe punishments will be reported to the Executive as a whole, though without specifics; and
 - e) Immediacy – investigations and disciplinary proceedings must be as timely as possible and results from investigations and disciplinary proceedings will generally be communicated, in writing, within 48 hours.

General Rules

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

Annex K – Discipline, Continued

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

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

Disciplinary Proceedings

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

Annex K – Discipline, Continued

- c) Chair (Competitive Teams) or Vice-Chair (Recreational Teams):
 - (1) Inform Divisional Directors of the requirement to investigate incidents, as necessary;
 - (2) Provide advice to Divisional Directors;
 - (3) Review, on request, decisions made by Divisional Directors;
 - (4) Investigate incidents as required;
 - (5) Discipline coaching staff or players with a minor warning or a major warning and/or a suspension of up to two games (in addition to any suspension issued by the Divisional Director). Suspensions are considered to include a minor warning (warnings will be submitted to the Chair separately for electronic archival);
 - (6) Convene Disciplinary Committees as necessary, presenting the results of their investigations; and
 - (7) In cases of parental misconduct, the Chair is responsible to take action with facility staff to bar the individual from the premises and, if a parent of OMHA, to inform the Executive and, if a parent from another association, to inform that association.

- d) Disciplinary Committee:
 - (1) Composed of Chair (Competitive Teams) or Vice-Chair (Non-Competitive Teams) and four others from, in order of availability: concerned Divisional Director, Technical Director, Midget Director, Bantam Director, Peewee Director, Atom Director, Novice Director, and Timbit Director, and any other member of the board as deemed necessary.
 - (2) Review investigations after either the Chair or Vice-Chair's investigation; and
 - (3) Issue disciplinary decisions, including:
 - a) to not proceed with any disciplinary measures;
 - b) warning, whether minor or major;
 - c) suspensions, for as long as is deemed necessary;
 - d) removal from a position; or

Annex K – Discipline, Continued

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

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

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



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

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

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

Steps to Follow

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

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

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

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

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

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

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

REGULAR SUSPENSION CHECK LIST

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

TOURNAMENT SUSPENSION CHECK LIST

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

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



OMHA SUSPENSION LETTER

TO		
Chairman OMHA	Vice-Chair Person OMHA	
FROM		
Coach's Name Here		
SUBJECT		
PLAYER	COACH	MANAGER
OTHER	SUSPENSION	
INDIVIDUALS NAME	DIVISION	TEAM
Players Name Here	TB N A PW B M	Eagles Rec # 1 2 3 4
DATE		
1. I request to have the above mentioned individual suspended for games.		
2. The details of the incident are as follows: (Attach further pages and witness statements if needed)		
3. Actions taken to date to resolve this situation have been:		
Coach Signature	Player Signature	Parent S i g n a t u r e
Board Member Signature	Date	

Annex M - OMHA Notice of Amendment Form

Notice Of Amendment



OMHA Operations Manual

Moved By:
Seconded by:
Section Number:
Current Wording:
Proposed Wording:
Rational for Change:

	Withdrawn	Tabled	Carried	Carried with changes	Defeated

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