



# PELHAM MINOR HOCKEY ASSOCIATION OPERATIONS MANUAL

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## TABLE OF CONTENTS

### Section 1 – Introduction

1. Purpose
2. Introduction
3. Definitions & Terms
4. Stand Alone Policies
5. Stand Alone Documentation & PMHA Guidelines
6. Privacy Policy
7. Introduction to the PMHA Programs

### Section 2 – Risk Management & Dispute Resolution Policies & Procedures

8. Code of Conduct
9. Zero Tolerance
10. Complaint Processes
11. Incident Reports
12. Formal Complaints
13. Grievance Procedure Outline re: Team Issues
14. Dispute Resolution & Discipline Committee
15. Harassment, Abuse and Bullying Policy
16. Safety at Practice
17. Team Discipline
18. Speak Out

### Section 3 – Hockey Operations Policies and Procedures

19. Duties and Responsibilities of Board of Directors
20. Ice Scheduler Position
21. Registrar Position
22. Committees of the PMHA
23. Election Procedures for Board Positions
24. Duties and Responsibilities Team Officials
25. Association Supplied Equipment
26. Team Jerseys and Socks
27. Ice Allocation – Responsibilities
28. Control of Cash Revenues for Teams
29. Player Registration and Payment
30. Wait Lists for Registration
31. Requests for Team Placement
32. Financial Assistance
33. Refund Policy
34. Player Lists and Official Team Rosters



35. Player Movement
36. Insurance
37. Tournaments
38. Silver Stick Tournaments
39. Travel and Travel Permits
40. Game Cancellation and Rescheduling
41. Gate Fee Collection
42. Playdowns and Playoffs – Choice
43. Clinic Reimbursement
44. Respect in Sport Parent Program
45. Coaching Staff Selection and Approval Process
46. PMHA Trainers
47. Concussions
48. Team Sponsorships
49. Ice and Practice Allocations
50. Board or Member Mileage Reimbursement
51. Team Achievement Banner Display
52. Association Colours, Logos and Use of Logos
53. Approved PMHA Suppliers
54. AAA Meetings Liaison
55. Association Pins
56. Parent – Child Games
57. Bus and Coach Travel
58. Powerskating and Goalie Clinics
59. Non-Sanctioned Hockey
60. PMHA Website

#### Section 4 – Hockey Team Related Policies and Procedures

61. Code of Conduct
62. Fair Play Code
63. Development
64. Representative Tryouts / Evaluations
65. Local League Player Evaluations & Team Assignment Policy
66. Summer Team Activities
67. Affiliated Player Policy
68. Roster Select Team Policy
69. Multiple Suspension Policy
70. Fair & Equal Ice Time

#### Section 5 - History of Policy Manual & Change Tracking Chart

#### Section 6 - Appendices



## SECTION 1 - INTRODUCTION

### 1. PURPOSE

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It is the purpose of this Manual of Operations to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Town of Pelham through the listing and outline of various rules, regulations and policies which govern the day-to-day operations of the Pelham Minor Hockey Association. From time to time, these items can be rewritten, revised, revoked and added upon by the PMHA Board at monthly meetings to meet the needs of the association on an ongoing basis. Changes will be posted to the website upon acceptance.

PMHA will operate and abide by the rules and regulations as set out by Hockey Canada, Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), Niagara District Hockey League (NDHL), Niagara District Local League (NDLL) and any other league or governing body we are associated with.

In addition, we will be governed by our PMHA Bylaws No. 2 (May 2016 acceptance) and the general provisions in this PMHA Manual of Operations. This Manual of Operations will provide a set of guidelines to assist us throughout the day-to-day operations of the hockey organization.

***The PMHA Manual of Operations – as well as ALL Stand Alone PMHA Policies - will be posted on the website as frequently as possible and in the most up to date timeframe possible for members to view. Unforeseen exclusion from a posting of a certain item or portion of an item onto the website does not infer that the policy does not exist or is not enforceable.***

### 2. INTRODUCTION

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- a) **Authority.** The Pelham Minor Hockey Association (PMHA) shall have the authority to make rules and regulations governing such matters as discipline, participation in PMHA, duties of positions, registration, hockey procedures, fees, scheduling, general business practices, communication, and the association rules governing competition and playing of hockey and any other relevant matters; provided such rules and regulations are in no way repugnant to, or modify the By-laws and Governance of the PMHA. Proposed new rules and regulations or changes thereto shall be introduced at any meeting of the Board of Directors of the PMHA. Such proposed amendments shall require a simple majority vote of the Board members personally present to carry and will be done each month.
- b) **Emergency and/or Urgent matters.** In the event of an emergency situation that is a matter which is not covered by other rules and regulations, or where a lack of time does not permit normal provisions to apply, the President of the Association may take appropriate action consistent with the objectives of the PMHA maintained. Such action shall be ratified at the next regularly scheduled meeting of the Board of Directors the PMHA.
- c) **Confidentiality.** The PMHA will release information it has obtained regarding any player, volunteer, or official only on a “need to know” basis. All other requests for information will not be released unless a letter is received from the person it pertains to authorizing its release.



- d) **Policy Development and Changes.** PMHA Policy and Procedures Manual will undergo review and assessment frequently and/or as required. It is the member's responsibility to stay informed on recent policy changes, rules, regulations, bulletins and action items. The PMHA will ensure that this information is posted to the association website when changes occur in a formal announcement.
- e) **Manual Precedence.** This manual supersedes all previous polices. Where other information may contradict (PMHA old Website documents, previous printed versions, past practice) the Policy and Procedure manual shall take precedence. If information is similar but different between this manual and other directives, please consult with PMHA for clarification.

***In the end – if all else fails, please use common sense. This manual is meant to assist and not impede your ability to operate within PMHA. When in doubt, ASK!***

### 3. DEFINITIONS & TERMS

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The following is a list a key definitions and terms used within the Manual of Operations.

- AGM means Annual General Meeting
- Association means the Pelham Minor Hockey Association (or such other name as the Association may in the future legally adopt)
- Board means the Board of Directors of the Association
- HC – Hockey Canada
- HC means Hockey Canada (formerly the Canadian Hockey Association) or such other name as they may in the future legally adopt
- HL – house league which usually indicates “in house” programming where the team(s) is only playing within the confines of the arena in Pelham
- Initiation Program (IP) means to provide a safe and positive experience to make youngsters, ages 4 to 7, first contact or early years participating in the hockey experience age and skill appropriate. Includes both the Junior Panther & Tyke programming.
- LL – local league hockey refers to those teams participating in the Niagara District Local League
- Members means all classes of membership in the Association
- NDHL – Niagara District Hockey League
- NDLL – Niagara District Local League
- OHF – Ontario Hockey Federation
- OMHA – Ontario Minor Hockey Association
- OMHA means Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- PMHA – Pelham Minor Hockey Association
- PMHA means Pelham Minor Hockey Association
- Policies - written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- Registered Player means a player registered with PMHA, paid up to date, and playing with PMHA or a AAA/AA or A affiliation according to the current OMHA guidelines.
- Rep means a team or player who is associated with BB or AE hockey (not house or local league hockey)
- RS – refers to a Roster Select team comprised of players from multiple LL/HL teams who are residentially eligible to play for a team selected within that age division



## 4. STAND ALONE POLICIES

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The following Pelham Minor Hockey Association policies are listed or referred to within this manual, but are stand-alone Policies not necessarily detailed within. Please refer to each policy specifically for details.

- a) Affiliated Player Policy
- b) Code of Conduct
- c) Dressing Room Policy
- d) Exceptional Player Policy
- e) Fair Play Code
- f) Female dressing room policy
- g) Fundraising Policy
- h) Harassment Policy
- i) Ice Time Policy
- j) Injury Reporting Policy and Return to Play Guidelines
- k) Local League Team Allocation Policy
- l) Logo and Colour Policy
- m) Mobile Device / Phone Policy
- n) Police Screening Policy
- o) Policy on Dispute Resolution Processes
- p) Representative Hockey Tryouts Policy And Team Formation Agreement
- q) Rink Behaviour Policy
- r) Roster Select Policy
- s) Social Media & Networking Policy
- t) Sponsorship Policy
- u) Website Policy

## 5. STAND ALONE DOCUMENTATION & PMHA GUIDELINES

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The following Pelham Minor Hockey Association policies are listed or referred to within this manual, but are stand-alone Policies not necessarily detailed within. Please refer to each policy specifically for details.

- a) Fair Play Code
- b) Tyke & JP program document – written in 2015
- c) PMHA Coach & Player Development Guidelines
- d) Team Officials - Duties and Responsibilities

## 6. PRIVACY POLICY

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PMHA is committed to respecting the privacy of our members and adheres and follows the OMHA Privacy Policy as implemented January 1, 2004. The OMHA Privacy Policy is outlined in the booklet “OMHA Privacy Policy”– Guidelines for OMHA Members – or may be accessed through the OMHA website – [www.omha.net](http://www.omha.net) – or by calling the OMHA at 905-780-6642.



PMHA shall only collect information that is necessary to conduct hockey programming which endeavours to meet the individual needs of each participant.

PMHA recognizes that hockey by its nature, is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such, may be requested.

Participants are under no obligation to supply this information and may refuse to do so without penalty. PMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

Individual information that will be collected is identified below:

- a) participant's name, gender, place of residence and place of birth
- b) participant's email address (if applicable) - to facilitate communication
- c) historical information concerning past teams played for
- d) participant's skill and development level and feedback on programs, honours and awards received
- e) participant's parents (if applicable), name, address, telephone number, email addresses and fax (if applicable) – to facilitate communication
- f) educational information
- g) skill levels, ability, emergency contacts and health concerns

In addition to the Privacy Policy as stated by the OMHA, PMHA requests your permission to:

- a) Share your child's address and phone number with members on your child's team to facilitate team communication.
- b) Having your consent to photograph and provide your child's name in team or individual photos in hockey-related situations – whether through the local newspaper, our own organization or an outside organization (eg while at tournaments, etc.)

If you do not want your child's information to be disclosed please contact PMHA Secretary at [secretary@pelhamminorhockey.com](mailto:secretary@pelhamminorhockey.com) , or your child's coach directly ASAP.

The Pelham Minor Hockey Association will use the email address provided at the time of registration as the main electronic contact address throughout the season for association related news, updates, and contact purposes unless specifically directed otherwise by the member to the PMHA Secretary.

## 7. INTRODUCTION TO THE PMHA PROGRAMS

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The Pelham Minor Hockey Association (PMHA) is a non-profit recreational sport association, incorporated under the laws of the Province of Ontario. PMHA is responsible for all Minor Hockey activities within the boundaries established by the Ontario Minor Hockey Association (OMHA). PMHA is responsible to and receives its mandate from the OMHA which in turn receives its authority from the Hockey Canada (HC) through the OMHA.

### **MISSION STATEMENT**

PMHA will strive to provide a safe, healthy and positive environment for our players. Within that framework, we will focus on developing the skills of our players at all levels by teaching the fundamentals of the game of hockey



with an emphasis on healthy competition, good sportsmanship and team play. The mandate of our program will also include an emphasis on developing good citizens.

The PMHA is also a participating member of the Niagara District Hockey League and the Niagara District Local League, and receives authority from those leagues as well with regards to scheduling, rules and other areas covered within their operational documents; as members in good standing with those two leagues which we choose to be a member of each year.

All players will be placed on teams by the Association and team management at playing levels commensurate with each player's age, playing skill and experience. Age "DIVISIONS" within minor hockey are set by HC as follows: (Age is set by the players age as of midnight on December 31 of that year)

- JUNIOR PANTHERS (Hockey School) – 4, 5 & new to hockey (no matter what age)
- TYKE – 6 & 7;
- NOVICE – 8;
- ATOM – 9 & 10;
- PEEWEE – 11 & 12;
- BANTAM- 13 & 14;
- MIDGET – 15, 16 & 17;
- JUVENILE - 18, 19, & 20 (and up to 5 max. to age 21).

Hockey in the Town of Pelham is divided into "Rep" and Additional Entry (A/E) being the travel teams, and Local League teams.

## **LEVELS OF HOCKEY WITHIN THE PMHA:**

*All teams in the PMHA will participate at one of three playing levels*

### **INITIATION PROGRAMS – Introduction to Hockey: JUNIOR PANTHERS Program (HOCKEY SCHOOL) AND TYKE LEVEL (TYKE)**

The Junior Panthers Program is like hockey school and is an introduction to hockey for young players. This level provides an opportunity to learn the fundamentals of skating – skating forward, stopping, falling and getting back up, introduction to skating backwards and puck handling – in a 'fun' environment. The players at this level are divided into small groups so that those that need to develop their skating skills can do so while those that have advanced will be instructed in more hockey based skills as the season progresses. The players are divided into teams, and by the final stages of the season will have their own versions of games to participate in on the ice. The Junior Panther program is run two sessions per week of approximately one hour each. All games and practices are held at the Pelham Arena. All practices planned and skills are introduced in a progressive manner. We try to maintain a good ratio of qualified volunteer instructors to players. This allows us to attend to the individual requirements of the players. All of our instructors must attend a clinic that focuses on skill analysis and development, lesson organization, and communication.

Tyke Level provides the grass roots development base for minor hockey in Pelham and is mostly comprised of 6 and 7 year old players who have completed the Junior Panther program. The foundation of the program is the continuation of having FUN and learning the "FUNdamentals" of hockey in more formal game settings. Emphasis will be on improving skills, learning the rules of the game, becoming accustomed to the "team" concept, safety





and fair play. Players are introduced to some competitive situations and more age specific game situations including half ice hockey games and small area skill stations for the first half of the season. There is an “in house” regular season schedule along with season ending competition and championship games. Teams are also permitted to enter local tournaments. The Tykes are one the ice two sessions per week which is a mix of practices and games.

#### LOCAL LEAGUE HOCEKY – NIAGARA DISTRICT LOCAL LEAGUE

LOCAL LEAGUE level players not selected to play for Representative Teams or whom chose not to play on a Representative team, will play in the Niagara District Local League (NDLL). PMHA will be participating in league play. Teams will be combined with other associations to make up a “local league” or divisions of teams join the Niagara District Local League. The NDLL is comprised of local centers within the Niagara Peninsula who are members of the Niagara District Local League. These centers may include, but are not limited to West Lincoln, Lincoln, Wainfleet, Dunnville, Port Colborne, Grimsby, Welland, or Niagara-on-the-Lake. These teams will be carded and rostered on roster sheets and will play at an interlocking level with approximately a 28 game schedule and a playoff series based on team standings in the league. All levels will play in a non-body checking league.

All players will abide by the Rules and Regulations of the PMHA, NDLL and its governing bodies.

#### REPRESENTATIVE HOCKEY – (BB/AE) NIAGARA DISTRICT HOCKEY LEAGUE

Pelham Minor Hockey is classified as a BB center within the OMHA. These players may try-out for a place on a BB/AE team as per their age level. The successful candidates are chosen to represent PMHA in the Novice through Juvenile age categories. Each team has a certified roster, and each player must qualify residentially to play for a Rep team. The BB/AE Rep teams will play locally in the Niagara District Hockey League and will enter OMHA Playdowns in late January/early February, AND/OR the Niagara District Playoffs commencing in February. The NDHL will have approximately a 28 league game schedule commencing at the end of September and ending at the end of January. Preliminaries for the OMHA’s will be played in a tournament or Round Robin format.

All players will abide by the Rules and Regulations of the PMHA, NDHL and its governing bodies. A Dress Code for all members of the PMHA BB/AE Rep teams shall be in effect as per the Head Coach of each team, which will fall within the approved apparel lineup of the Association.

There are additional costs involved in “Rep” hockey, and the PMHA will set and charge each season a “REP FEE” which must be paid by each successful signee. Typically there are other costs incurred by participants on a Rep team set by the team itself for extra practices, tournaments and other operational costs during the season.

### **PHILOSOPHY OF PMHA PROGRAMS:**

***All teams in the PMHA will participate with these philosophies in mind***

#### PHILOSOPHY of PELHAM HOCKEY ASSOCIATION'S VERSION OF THE HOCKEY CANADA'S INITIATION PROGRAM

The program's philosophy is not based on winning or losing - but on learning a new sport, making new friends, and just taking time out to be a kid. In a fun, non-competitive environment, the players learn hockey skills and fair play, with an emphasis on the development of self-esteem and self-confidence at the personal level. The



Junior Panther Program promotes the belief that if the introduction to hockey is a positive one, the players will develop a lifetime love of the game.

### **Initiation Programming Philosophy & Objectives**

- To provide children an opportunity to learn and develop hockey Fundamentals and Fitness in an environment of Fun and Fair play (The Four F's)
- Making hockey a very positive and fun-filled experience
- Having fun in a physical activity
- Learning the basic skills needed to play hockey
- Creating and refining basic motor patterns
- Learning the concepts of cooperating and fair play
- Developing an understanding of teamwork
- Build self-esteem in the players' minds
- Develop all the players to the fullest and encouraging full participation

This is a hockey program for 4-7 year-olds. In a fun environment, the players learn hockey skills and fair play, with an emphasis on the development of self-esteem and self-confidence. We believe if the introduction to hockey is a positive one, the players will develop a lifetime life-long love of the game.

### PMHA LOCAL LEAGUE PHILOSOPHY

The philosophy of the PMHA Local League hockey is based upon a recreational and inclusive hockey theme. The Association will endeavour to provide recreational hockey with an emphasis on skill development and fair play for all players. Player ice time during games is to be as fair as possible with each player receiving an equal amount of ice time to be able to develop skills and play the game as a member of their team in all situations. There is not a “win at all costs” philosophy. The Association will provide programs in which each participant may maximize their potential as an athlete and a human being.

### PMHA REPRESENTATIVE ‘BB/AE’ HOCKEY PHILOSOPHY

The Travel BB Representative teams will be comprised of players, coaches and parents who desire a high level of competition. Player ice time during all games shall be equal with the exception of power play and penalty kill situations as well as during the third period of a game. Players who are subject to team discipline, which will result in less playing time than described by this policy, will be addressed by having their situation identified by the Head Coach to the Rep Convenor prior to any discipline being enacted in a game/practice. Any "in-game" discipline shall again be identified to the Rep Convenor within 24 hours of the conclusion of a game.

Additional Entry (AE) teams will be offered in Atom, Peewee, Bantam and Midget age groups where registration numbers permit. PMHA will offer AE teams in the above age groups only when the number of total players registered to participate in "Rep" evaluations is at least 34 (excluding goaltenders). Players may opt out of the evaluation process at any time and return to House/Local League and, as such, if the number of players participating in the AE evaluation process drops to less than 15 skaters then the AE team will be removed from that age group and the remaining players will be transferred to the House/Local League player lists.

Coaches will strive to combine team progress with individual player development.



## SECTION 2 – RISK MANAGEMENT & DISPUTE RESOLUTION

### POLICIES & PROCEDURES

#### 8. CODE OF CONDUCT

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The Pelham Minor Hockey Association has a very clear Code of Conduct. This document can be found on the PMHA website. The Code of Conduct is also referred to in the Bylaws of the PMHA, and closely mirrors the Codes of Conduct of Hockey Canada, the OHF and the OMHA – all of which will also be utilized in determining standards for the PMHA members.

#### 9. ZERO TOLERANCE \*new\*

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PMHA continues to vigorously strive for the highest standards of sportsmanship in hockey. Every participant, whether player, coach, referee, official, administrator, parent or spectator has a responsibility to comply with and support ZERO TOLERANCE and to behave in a respectable manner.

ZERO TOLERANCE essentially means that everyone involved in ice hockey shall act in a respectful and sportsmanship-like manner so that ice hockey will be a strongly desirable and rewarding experience and that disrespectful and/or unsportsmanlike conduct will NOT be tolerated. Loss of control is NEVER ACCEPTABLE.

1. **ZERO TOLERANCE CLASSIFICATIONS** (including, but not limited to the following examples):

A. **CLASS 1** - General disrespect and carelessness in choices of behavior

- i. INAPPROPRIATE VERBAL OR NON-VERBAL ABUSE NOT COVERED IN CLASS 2 OR CLASS 3 DURING PMHA RELATED FUNCTIONS AND ACTIVITIES
- ii. NON-COMPLIANCE OF THE 24HR. COOLING OFF PERIOD.
- iii. The sending of electronic mailings to members in any unsolicited fashion which criticize coaches, board members, fellow members, officials or players. These can potentially be just commentaries or outright accusations. This would also include publicly questioning Board and Association decisions, directions and directives in a negative and non-productive/non-inquisitive manner.
- iv. Rumour mongering, providing misleading and inaccurate information to members, and overt criticism of members and/or their actions

B. **CLASS 2** – **escalated or more intense** CONFRONTATION OR REACTION TO SPECIFIC EVENTS OR TRIGGERS DURING PMHA RELATED FUNCTIONS AND ACTIVITIES

- i. Excessive disputing or arguing with the decision of an official, coach, administrator, spectator, or player - whether on or off the ice
- ii. Obscene or vulgar language or the use of a physical act which is vulgar or obscene, or swearing.
- iii. Encouraging abusive or unsportsmanlike behaviour in any player, coach, official, administrator or spectator.
- iv. Taunting or ridiculing of officials, coaches, players, administrators, or spectators.
- v. Throwing of any object directed in the spectator's viewing area, at a person, in the playing area (including bench area), the ice or as to create the potential of a safety hazard or issue.



- vi. Not stopping ZERO TOLERANCE conduct once advised to do so.
  - vii. Not voluntarily leaving a facility once advised to do so by any official, administrator or security personnel.
  - viii. The use of Team/Association email distribution lists to self-promote or provide personal opinions of discontent with regards to subject matters pertaining to PMHA activities; which also violates the privacy policy
  - ix. A repeated incident of email distribution that is seen to infract upon the Code of Conduct or the Class 1 definitions
  - x. Sending emails and/or openly speaking of previous items that may have been resolved or in process of resolution **after** being instructed not to send further communication regarding a subject, a case, or a member
- c. **CLASS 3** - COMPLETE LOSS OF SELF-CONTROL DURING PMHA RELATED FUNCTIONS AND ACTIVITIES
- i. Off-ice physical violence or fighting or abusive physical contact while the person is upset or angry.
  - ii. Threats of any nature.
  - iii. Returning to a facility after being ejected.
  - iv. Any actions that require the use of third parties to control the conduct or situation, such as rink personnel, league personnel or security personnel.
  - v. Threatening emails sent to someone
  - vi. Outright false accusations or fabrications emailed or spoken to PMHA members and officers and staff that are serious in nature and are demonstrated to be false in nature

## 2. ZERO TOLERANCE PENALTIES

### A. GENERAL

- i. Penalties listed are minimum and may be more severe, as in the case of aggravating circumstances or multiple offenses, or may remain at minimum if there are mitigating circumstances.
- ii. Suspensions and any appeals must comply with Niagara District, OMHA and HC By-Laws, Rules and Regulations.

### B. CLASSIFICATION

#### 1. Class 1 Violation:

You will receive a written letter certifying that you are being warned of this behaviour and a copy will be kept on file by the Board. This warning will be accompanied by a 1 game suspension. Subsequent incidents will be dealt with as Class 2 Violations.

#### 2. Class 2 Violations:

- i. 1st Occurrence - Minimum suspension 3 games - 5 games for those in official capacity (Board member, Coach, Manager, spectator, etc.)
- ii. 2nd Occurrence - Minimum suspensions at least doubled (6 - 10 games as above).
- iii. 3rd Occurrence - Minimum 30 day suspension

#### 3. Class 3 Violations:

ONE year minimum suspension - Refer directly to OMHA.

## 10. COMPLAINT PROCESSES

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Pelham Minor Hockey has developed processes to properly deal with issues of concern of varying degrees in an attempt to mitigate escalating disagreements and/or situations. In order to ensure that your concerns are dealt



with as quickly and promptly as possible, please follow the following procedures and ensure the proper form is completed.

The four options for reporting your concerns and/or complaint so that the appropriate resolution process may begin are:

- 1) Contacting the Team Official directly through courteous and professional means.
- 2) Incident Report
- 3) Complaint Form
- 4) Harassment, Abuse, Bullying related complaint process

**Please note that verbal concerns are not dealt with by PMHA as official complaints.**

**ALL correspondence in writing MUST always be signed and dated.**

The following general considerations should be followed in matters of complaints:

- a) Any concerns regarding things seen at the rink, on the website, in or around the PMHA in general, or regarding an in-game item relating to the opponent should initiate their concern with an incident report.
- b) Any concerns pertaining to any member or associate of any team should first be brought to the attention of the Team Manager, or, in the absence of the Team Manager, the Team Coach. This process outlined in Section 13 can be activated.
- c) In the instance the complaint is about the Team Manager or Coach, complaints should be directed to the appropriate PMHA Convenor, in writing. Please review Sections 11 and 12 to see which level applies.
- d) Any low level complaints/informal complaints that remain unresolved within a reasonable time frame by the Team Manager should be taken to the appropriate PMHA Convenor to come to the PMHA DRDC for review on direction.
- e) Any concerns pertaining to the members of the Board of Directors of PMHA should go directly, in writing through the form submission, to the Risk Management Director.
- f) COMPLAINTS RE: REFEREES AND LINESMEN - This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching staff, or others, should be reported, IN WRITING, to the Pelham Referee-in-Chief and a copy to the Hockey League (REP) Vice-President or Local League Vice-President.

Additional notes of consideration regarding Complaints.

- Any conflict of interest, real or perceived, that involves an Executive or Board Member, when tabled by another Board Member – the Board Member in question shall remove him/herself from the room until the Board or Executive decide (by majority vote) that there is no conflict of interest. If the Board does declare a conflict of interest, then the Board will decide, by majority vote, what role, if any, that person will be allowed to be involved in for that which involves the conflict issue.

## 11. INCIDENT REPORTS

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If a PMHA member would like to report an incident, please complete the form entitled **Incident Report** which is found on the PMHA website. A completed form will be sent to the PMHA Board personnel appropriately positioned to deal with the incident. This is not necessarily a complaint, but can be used to report situations or concerns within the PMHA operations and team functionality. This would typically also correspond to the



reporting of infractions against the PMHA Code of Conduct, and can be referencing a PMHA member or a visiting person/participant. These are also typically one time incidents that should still be documented.

Please review the document entitled: **PMHA Policy on the Dispute Resolution Process**

## 12. FORMAL COMPLAINTS

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If a PMHA member would like to file an official complaint, please complete the form entitled:

*Pelham Minor Hockey Association Incident Report or Complaint Form*

Please review the document entitled: **PMHA Policy on the Dispute Resolution Process**

## 13. GRIEVANCE PROCEDURE OUTLINE – TEAM ISSUES

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The Grievance Procedure section is still in the review stage for potential inclusion in the future – September 2016.

## 14. DISPUTE RESOLUTION & DISCIPLINE COMMITTEE

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***We as an association are committed to creating a healthy, fair and efficient environment for resolving conflict.***

The goal of the Dispute Resolution Process – which involves a committee named the Dispute Resolution & Discipline Committee (DRDC) is to design a process for resolving disputes that are straightforward and easy to follow. Under the Dispute Resolution Process, all complaints are required to be handled in a timely and efficient manner. In more complex cases where additional time is required, the parties will be notified of the status of the matter, including the reasons for any delay. The DRDC is also able to capably issue sanctions or disciplinary measures if or when required or in certain cases. The DRDC reports directly to the PMHA Board and must provide formal documentation of their business.

These guiding principles will help to ensure that barriers to conflict resolution are eliminated.

There may be occasions where it may not be appropriate to follow the exact steps outlined in the Dispute Resolution Process due to extenuating circumstances. The President may make that determination on a case by case basis. The PMHA Risk Management Director and/or the Executive VP would typically be the presiding PMHA representative(s) in DRDC business, which maintains the President having impartiality should intervention be required at a later date.

**PLEASE REFER TO THE PMHA POLICY ENTITLED: POLICY ON DISPUTE RESOLUTION PROCESS for further detail and instructions/procedures to follow**



## 15. HARASSMENT, ABUSE & BULLYING POLICY

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September 2016 – this specific document will be reviewed in the near future to be updated

The Pelham Minor Hockey Association will adhere to any similar policy regarding Harassment, Abuse or Bullying listed on the Hockey Canada, Ontario Hockey Federation or the Ontario Minor Hockey Association website. All three governing bodies have clear policies regarding this topic, and all three indicate that member associations must also have their own parallel policy. The PMHA developed this policy directly from these documents.

The policy for PMHA is entitled: **PMHA Harassment, Abuse and Bullying Policy** and is found on our association website.

Any complaints brought forward which fall under this category must follow the procedures outlined in the PMHA policy relating to this type of complaint first.

Please utilize the provided Complaint Form specifically designed for the nature of this complaint which is located within the policy documentation itself.

**Further resources and documentation supportive of this process can be found at:**

OMHA – Code of Conduct Policies and Procedures 2015 Version #3

[http://assets.ngin.com/attachments/document/0043/6237/OMHA\\_CCPPAug2015v3.pdf](http://assets.ngin.com/attachments/document/0043/6237/OMHA_CCPPAug2015v3.pdf)

OMHA – Risk Management Guide (for associations) (2006)

[http://assets.ngin.com/attachments/document/0043/6243/risk\\_management\\_guide.pdf](http://assets.ngin.com/attachments/document/0043/6243/risk_management_guide.pdf)

OHF – OHF Harassment, Abuse, Bullying and Misconduct Policy (2014)

<http://www.ohf.on.ca/players-families/risk-management>

## 16. SAFETY AT PRACTICE

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The PMHA has formalized a Safety at Practice plan/information for PMHA to refer to should questions arise. Numerous times the focus of safety has been documented for game situations however practice times for teams are also subject to the following guidelines.

### a) HOCKEY HELMET POLICY:

Pelham Minor Hockey Associate has a policy regarding CSA Certified helmet use by all “On Ice Personnel that states:

ALL Hockey “On Ice Personnel” shall be required to properly wear a CSA Certified Helmet during all sanctioned on-ice instruction and activities at ALL times. This includes any coaches, staff, volunteers, professional service guests, and players.

In all cases of non-compliance to the wearing of a CSA Certified Helmet by On Ice Personnel, during all sanctioned on ice instruction and activities, the offending party shall be disciplined through the enforcement of the following provisions of this policy. In such cases where an on ice helper is not from the team regular composition, (i.e. a parent) the Head Coach shall be held responsible for any non-compliance of this policy.

### b) ON ICE VOLUNTEERS:



Team coaches sometimes require the assistance of extra helpers on the ice that are not a part of the official team staff. These are known as on ice volunteers (OIV).

Please refer to the OMHA Manual for more information regarding OIVs regarding age and equipment requirements, as well as qualifications required.

OIVs are only permitted to be on the ice if:

- 1) the person is actually participating in be of assistance to the staff (it is not extra ice or practice time for player's not on the team);
- 2) must be two years older than the maximum age of the division/team for which they are volunteering for;
- 3) if not a PMHA player on an approved PMHA roster, they must register as an OIV with the PMHA registrar;
- 4) if over 18, the OIV must have also completed the Respect in Sport Activity Leader course;
- 5) the OIV must also have a valid police check submitted to the PMHA as per the Screening Policy of the PMHA.

c) TRAINERS:

An approved trainer must be present at the arena either on or near the ice surface during any PMHA practice. Teams are not permitted to participate in practices without a trainer. Injuries and medical emergencies can occur at or during a practice time slot just as easily as a game.

d) INJURED PLAYERS PARTICIPATING:

Players that are out with an injury and have not received full medical clearance to be participating in team activities are not permitted on the ice in “a lesser role” or as participants “just going for a skate”. Players that are in casts or in an injured state where full participation is not possible or are not under the strict advice of the attending physician are to remain off team practice ice.

e) PLAYER’S EQUIPMENT:

Any PMHA player participating in a team practice must be in proper equipment including a neck guard and mouth guard. The same equipment expectations for a game apply at a practice. Players should not be practising in half-equipment (example: lower half only).

f) OTHER PLAYERS PARTICIPATING ON A TEAM’S PRACTICE ICE:

Players not currently listed on a practising team's approved roster as a team member or as an Affiliated Player (AP) are not permitted to participate in their practice. (Unless that player is an OIV and is there assisting the team's coaching staff as per regulations).

At no time is a player of the same age group or younger age group permitted to be on the ice during another team’s practice slot.

PMHA players have their own team and ice allocated for that team to practice on; and therefore are not entitled to have additional practice ice with someone else or another team no matter what the circumstance or reasoning provided.

g) CLARIFICATION REGARDING SIBLINGS:





It should be noted that siblings are included in this restriction – a sibling of a player who is on the ice practising is not entitled to be on the ice as well due to being a sibling. ALL on ice participants must meet the regulations to be considered approved to be on the ice surface.

h) FACILITY:

Coaching staffs must be aware of any dangerous or unsafe conditions present within or around the ice surface when attending a practice. Some examples seen in the past year would be:

- Chopped up ice or rutted ice from previous ice user
- Nails sticking out from boards
- Broken latches on rink doors
- Open rink doors...or doors that are not fully closed or have a lip around an edge due to not being able to be closed squarely
- Broken rink glass panes
- Thin, damaged or melted area on the ice surface
- Leaking roof causing ice ruts/build up
- Damage to change room or area around the rink surface

If any items are observed please inform the rink staff immediately and please send a note to the PMHA convenor for your team explaining the problem.

In some circumstances, if one or more of these conditions exist, please ensure that your team avoids worsening the problem and be prepared to stay away from the affected area if instructed by rink personnel.

Further, your ice time may have to be rescheduled should the problem be serious in nature or lengthy to get the fix completed.

i) DISCIPLINARY MEASURES RELATING TO PRACTICES:

Should an incident of non-compliance to these safety related policies take place at a PMHA team practice, the PMHA will take the following disciplinary steps:

- 1) Upon the first verified Incident: A Verbal and Written notification warning is to be given to the offending party by an applicable member of the PMHA Board. The offending party is to sign off that this warning has been rendered, and such documented notification is to be kept on file by the Association.
- 2) Upon the second verified Incident (*by the same party*): A Hearing with the PMHA Vice President and convenor of that age and division is to be held for the offending staff. Tolerance for non-compliance of this policy is not permitted and therefore the OMHA will be notified as well of the incident, and the offending party may be sanctioned further by them.
- 3) In such cases, the following discipline shall apply from the PMHA, IN ADDITION to any sanctions issued by the OMHA.
- 4) The offending party shall be suspended from participation (whether it include games or practices) for a period of the next five (5) consecutive scheduled Ice times of that team.
- 5) Upon the third verified offence of this policy (*by the same offending party*): This will result in immediate removal from the PMHA approved team player/coaching/staff list and, removal from all approved rosters for which they are listed for the duration of the season. Only upon a formal meeting with the Discipline Committee, will consideration be given to a future return in a different season to a player/coaching staff roster. The OMHA will also be officially notified of the decision and terms.



## 17. TEAM DISCIPLINE

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A Head Coach may administer in game disciplinary measures based on team rules (such as missed shifts) but should have reasons for said actions. Additionally, a coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the pre-approval of the Division Convenor and/or the Discipline Committee of the PMHA.

The Divisional Convenor shall be advised of all such suspensions. Documenting situations and sanctions may be requested at any time. Escalating instances may need to enter into the PMHA complaint process found within sections 13 and/or 14 of this Manual.

## 18. SPEAK OUT

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Please refer to the Ontario Hockey Federation website, and view the OHF document entitled **Speak Out: Promoting Positive Behaviour in Hockey**. This will be the PMHA's governing documentation on this subject.

# SECTION 3 – HOCKEY OPERATIONS POLICIES & PROCEDURES

## 19. DUTIES AND RESPONSIBILITIES OF BOARD of Directors

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To view the list of all current Board positions, and for details of the duties and responsibilities assigned to each position, please view the document entitled: Duties and Responsibilities of PMHA Board Members. This is found in the Appendices section of this manual.

## 20. ICE SCHEDULER POSITION

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The Ice Scheduler is a paid position in the PMHA. Application forms to fill this position will be made available and considered by the Board every second season, according to the deadline dates and expiry of term, and/or when necessary due to a two year term not being completed. The membership will be informed when the PMHA Board is accepting applications for this position.

The position will be appointed by the Board and the decision of the Board is final.

Please view the document entitled: Duties and Responsibilities of PMHA Board Members. This is found in the Appendices section of this manual.

## 21. ASSOCIATION REGISTRAR

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The Registrar is a paid position in the PMHA. Application forms to fill this position will be made available and considered by the Board each season.



The Registrar Scheduler is a paid position in the PMHA. Application forms to fill this position will be made available and considered by the Board every second season, according to the deadline dates and expiry of term, and/or when necessary due to a two year term not being completed. The membership will be informed when the PMHA Board is accepting applications for this position.

The PMHA President (or Executive Vice President if the President is not able) can/will appoint a Registrar for the Association should circumstances arise in the middle of a term where a Registrar may no longer be with the PMHA. Due to the importance of the position, the application process can and may be omitted when necessary at the President's discretion so that the Association can function, and arbitrarily appoint a person.

Please view the document entitled: Duties and Responsibilities of PMHA Board Members. This is found in the Appendices section of this manual.

## 22. COMMITTEES OF THE PMHA

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As outlined in the PMHA By-laws, there will be standing committees and ad-hoc committees formed from time to time in the PMHA. Any of these committees may include Board and non-Board members as outlined in the PMHA By-laws or the PMHA Manual of Operations.

If our members are interested in participating on a committee please contact the PMHA Board.

Committees listed in the By-laws are:

- Budget Committee
- Coach Selection Committee
- Dispute Resolution & Discipline Committee
- Elections Committee

Other association committees that may be formed within the hockey season may include:

- Committees for a specific fundraising event (such as the PowerPlay Party)
- Multiple Suspension Discipline Committee
- Committees for a tournament
- Committee for Sponsorship (if required)
- Policy Committee
- Other committees as decided by the Board

## 23. ELECTION PROCEDURES FOR BOARD POSITIONS

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The PMHA will have an Elections Committee to run the PMHA yearly Board position elections. The Elections Committee shall be responsible each season to design and announce the exact process and procedure being used each year. However, generally speaking, the Committee will open the nominations process, communicate which candidates are running, and will announce the process of voting, the voting dates & locations, and provide any clarification about result announcements. This information will be communicated within the prescribed dates and will be done primarily through the PMHA website and with arena postings.

Please also refer to the **PMHA By-laws** for more information regarding the Committee and this annual process.



## 24. DUTIES AND RESPONSIBILITIES TEAM OFFICIALS

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Please review the PMHA Policy entitled: Team Officials - Duties and Responsibilities

Within this policy there are descriptions for the following positions within a hockey team.

- Head Coach
- Trainer
- Team Manager
- Assistant Coach
- On Ice Volunteers
- Parent Representative / Parent Liaison

Further considerations regarding Team Officials:

- a) Team officials are also required to have the proper certification.
- b) All team officials will be reviewed by the Board or committee, and need to receive certification approval from the PMHA Registrar, prior to commencing their participation with any team.
- c) A desire or expectation by a person to participate on a certain team as a Team Official in any capacity does not guarantee that PMHA will permit said participation.
- d) Any prospective or active Team Official may be asked to attain certain certification requirements if the PMHA sees fit
- e) Team Officials are expected to participate in any form of Coaching Staff meeting called by the PMHA or member of the PMHA Board (ie: training course, association coach's meeting, meeting with a Convenor)
- f) All team officials are to be leaders within the PMHA regarding policies of the association, including but not limited to the Codes of Conduct, and the behavioural related policies. Team officials that are not compliant with items outlined in section 2 of this policy manual will be subject to removal from staff listings.
- g) All team officials must familiarize themselves with and practice all PMHA Policies and any regulations of the governing bodies of the PMHA.
- h) When in doubt – ASK!

## 25. ASSOCIATION EQUIPMENT

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The PMHA is responsible for providing some equipment during the course of the season for our teams and/or members to use. Please report any deficient or damaged equipment to the PMHA Equipment Manager so that the items can be taken out of service and replaced ASAP.

The PMHA is not responsible to provide equipment to any member or any team outside of the regular hockey season (which concludes when a team has been eliminated from their playoffs or played their last regular game). Off season practices as a PMHA group, non-PMHA leagues, and personal training opportunities are not the PMHA's responsibility, and therefore it is up to the person/people participating to supply their own equipment required. PMHA equipment is for PMHA use.



This list of items supplied by the PMHA traditionally includes:

- a) **GOALTENDING GEAR:** PMHA provides goal tender gear for Tyke, Novice and Atom players on PMHA teams only. Any request for goalie equipment from players in an older age division is subject to review and/or availability. Each team in the divisions listed is entitled to one full set of goalie specific equipment for the hockey season. The Equipment Manager will allow equipment to be signed out to the Team Coach. Items must be returned at season's end. Any request by a team/person in addition to the one allocated set will be reviewed after each team has been issued their items first on an individual basis.
- b) **PUCKS & PUCK BAGS:** All teams are issued pucks in puck bags which are to be returned at the end of the hockey season.
- c) **PYLONS:** Pylons are stored in the PMHA/coach room and are to be returned to this room after each practice.
- d) **CONFLICT JERSEYS:** At times in Local League hockey, a second colour of jerseys is required due to colour conflicts. At least one set is available for each age division and is kept in the storage area. Should a team require a set of jerseys to take to a tournament, please sign the entire set out in advance with notification to the Divisional Convenor and return promptly at the end of the tournament.
- e) **EXTRA TEAM JERSEY:** Each team will be issued at least one extra jersey with a number and the sponsor name included to match your team set. The Head Coach should carry this at all times in case it is required for a player forgetting theirs, or due to blood, or due to damage in game, or can also be used for an AP. If this jersey is introduced into full use rotation, please inform the Divisional Convenor so that a back up can be assigned to the team.
- f) **GAME PUCKS:** teams should have a brand new puck for each home game to present to the Referee before the game commences for use during that game.
- g) Other items deemed required or necessary for certain age levels

## 26. TEAM JERSEYS AND SOCKS

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The PMHA Board will be responsible for providing game jerseys for each team in the Association and deciding the design and details regarding jerseys. This plan and the purchase of association jerseys will be reviewed annually by the PMHA Board. Jersey acquisition may have an additional fee in any season that may be incurred by a player which is decided upon by the PMHA Board each season.

The PMHA will also look to National Programs (IE: Timbits/Tim Horton's hockey program and jersey supply offer) each season to assist in outfitting our players.

The PMHA reserves the right to design or re-design and/or choose jersey style and all logo and cresting on any jersey used by a PMHA player while representing the PMHA in any game.

The PMHA will also supply each team with at least one additional jersey each season for replacement or emergency use throughout the season.

Hockey socks – one set of game socks are provided to each player each season of the association's choosing.

Extras of either socks or jerseys may (if available) be ordered for personal use at the player's own expense through the PMHA Board.



If a jersey is deemed unfit for play, or lost, the cost of a replacement jersey will be the player's, unless reviewed by the Board due to special circumstances.

## 27. ICE ALLOCATION, RESPONSIBILITIES

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Prime time ice availability is the greatest asset of the PMHA. Its rental is the greatest single expense in our association. Its well-managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved regarding PMHA ice in the Pelham Arena:

- a) ALL extra ice requests and potential bookings at the Pelham Arena related to any PMHA team practice, game, or extra activity may only be booked through the PMHA Ice Scheduler at the Town's request. The Town of Pelham will not conduct business regarding PMHA minor hockey teams and their ice needs and desires with team members.
- b) The Ice Scheduler is the only person who can book ice for the PMHA. The Town has been advised of this in writing. An ice hour is usually considered 60 minutes plus 10 minutes (for games) for the time it takes for rink staff to clean and resurface the ice as a target, but may not always be the case. Often practice ice is 50 minutes plus the ten minute flood period.
- c) The Association registration fees are set to provide each participant with ice for games and practices each week/month.
- d) It is understood that if the Association requires the use of ice on specific occasions, it may reassign previously allocated ice, i.e. for Association tournaments, playoff games, makeup games, etc.
- e) **It is not "your" ice.** If a particular team has a particular hour of ice, weekly, and the ice is not needed by that team for a game (ie. the game is cancelled by the visiting centre) there is no automatic right to that ice for that team and does not automatically become practice ice. The ice is to be returned to the Ice Scheduler to be used as required.
- f) PMHA teams are NOT guaranteed a set practice time or slot each week.
- g) The usage of PMHA ice is the full responsibility of the team in whose name it is in and which has been booked by the Ice Scheduler. If the team cannot use the hour from time to time, it must be returned to the PMHA Ice Scheduler with 48 hours notice; failing which the team forfeits their practice time for that week.
- h) Sale of PMHA ice given to a team to any outside parties is strictly prohibited.
- i) Teams may not revise scheduled game times on their own. If a request for a game change is required, the following procedures must be followed:
  - 1) Representative Teams: must first inform any game changes to the Ice Scheduler who will inform the Divisional Convenor, the NDHL, and the Referee-in- Chief.
  - 2) Local League Teams (Novice and above): must first inform any game changes and/or request to the Ice Scheduler who will inform the Divisional Convenor, the NDLL and the Referee-in-Chief.
- j) Within a Division, an hour of ice may be shared by more than one team, subject to the scheduling arrangements by the Ice Scheduler.
- k) Hours will be allocated to player development such as Goaltending Schools and Power Skating at the discretion of the Board.
- l) All hours of ice booked by the PMHA should be accounted for by the Ice Scheduler and reported at monthly PMHA Board meetings.



- m) No team shall book extra ice outside the PMHA ice hours unless that team pays for the ice themselves.
- n) PMHA teams may request the PMHA to assist in booking these ice times for them to assure the team is getting the youth hockey rate, however, this will only be done should the team provide the exact date, time and location of the ice being sought. Teams will have to pay for this ice within 7 days from the time it is booked, by providing a cheque to the PMHA to cover the costs.
- o) If two teams, regardless of fault, arrive for the same hour of practice, this procedure should be adhered to:
  - 1) Each team will use half of the ice
  - 2) Coaching staff must ensure the safety for all players
  - 3) The Ice Scheduler should be informed of the shared ice as soon as possible.
- p) If two Pelham teams arrive for the same ice hour, one for a practice, the other for a game, the game team will have that hour of ice. Ice Scheduler and Divisional Convenor must be informed as soon as possible.

## 28. CONTROL OF CASH REVENUES for TEAMS

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PMHA, a non-profit organization under the Ontario law, is staffed by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Board of PMHA.

*THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.*

Uniform procedures for the control of all cash revenues and collections are followed by all organizers associated in any way with minor hockey activities.

Head Coaches of PMHA teams should not be involved with the handling of, transfer of or receiving of cash and team monies, as this should be left to the Team Manager and one team parent.

## 29. PLAYER REGISTRATION & PAYMENT

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Please review the annual registration package posted on the PMHA website for details on registration and payment.

- a) No player may participate in Association activities unless he/she is properly registered. A player is registered when:
  - 1) ***Fees are paid in full*** - Registration will be rescinded if fees are not paid in full by September 1 of the current season. Players will not participate in PMHA ice times if monies are owing, and will not be placed on a PMHA team.
  - 2) A completed registration form has been filed with the Registrar of the Association and registration fees have been paid, or arrangements made for payment in accordance with PMHA policy.



- 3) All NSF cheques must be made good within three banking days of notification or registration will be rescinded.
  - 4) Completed team lists on the appropriate required forms must be filed with the Registrar no later than May 15<sup>th</sup> for Rep teams (who participated in Spring Tryouts), September 30<sup>th</sup> for Rep teams who participated in Fall Tryouts, and October 15<sup>th</sup> for PMHA Local League teams who participate in the NDLL. House league team rosters must be completed by October 21<sup>st</sup> each season which is approximately 2 weeks from the season's start.
  - 5) OMHA "BB" and "A/E" Team Commitment forms must be completed, signed by player, parent and head coach and filed with the OMHA through PMHA's Registrar before the first team game. Local League players will be registered on appropriate OMHA forms before the first team game by the Registrar.
- b) Each year in mid-March, the PMHA Registrar will be responsible to announce the registration details for the following season on the PMHA website. Full details, fees, restrictions and specialty announcements relating to all Registration related topics will be formally announced during this time.
  - c) Registration is completed through the Hockey Canada Registry database system (electronic registration) except where indicated.
  - d) Contact information which is current and up to date must be provided by any person registering for the PMHA so that official PMHA contact can be made when necessary.

The signing of any player/coach/parent contracts as requested by the PMHA must be completed prior to the commencement of the hockey season.

The PMHA respectively reserves the right to deny any registration application it sees fit.

**Players must be registered and fees paid in full before participating in any game, practice or try-out.**

## 30. WAIT LISTS FOR REGISTRATION

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Wait lists vary from year to year. The following applies:

- a) Due to the number of players wishing to enroll with the PMHA and the limited hours of ice available only returning players registering by May 13th will be guaranteed a place with the PMHA;
- b) After May 13th, all registrants will be accepted on a first come, first served basis. Limits to registration have been set for each age division. Once the limits have been reached registrants will be placed on a waiting list;
- c) Wait listed registrants will only be accepted once there is a vacancy in the appropriate age division; and
- d) The PMHA advertises on the PMHA Website in mid-March all registration information details. It is up to the parents to keep themselves informed on registration dates, not the PMHA.

## 31. REQUESTS FOR TEAM PLACEMENT

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The PMHA is not able to accept personal requests for players to be placed on specific teams with specific players/friends. We cannot accommodate all requests, therefore it is unfair to only accommodate a few requests, so no requests are accepted.





If a member feels that “special circumstances” exist that a request should be considered, they must write a letter or email or contact via phone or meeting directly to the Registrar and President for special consideration prior to September 17<sup>th</sup> in any hockey season. Special circumstances will be treated with confidentiality. Special requests should only pertain to circumstances that are deemed to be of a more serious nature, not just convenience.

The decision of the Registrar and President (or other PMHA Board designates) will be final.

Any in-season requests must be received through the appropriate Complaint Procedure policy that is listed within this Manual pertinent to the situation.

## 32. FINANCIAL ASSISTANCE

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Playing hockey is a sport with increasing costs due to ice time charges, equipment expenses, game fess etc. The PMHA wants to supply this great sport to our local residents interested in participating. People in need of assistance should familiarize themselves with the following:

- a) The PMHA is able to offer some advice and assistance to those who require financial assistance or a modified payment program upon request. We can also direct people to outside agencies who are willing to assist our community members with fees.
- b) It is the responsibility of those seeking assistance to ensure that the PMHA receives all outstanding participation fees and not the PMHA’s responsibility to find financial assistance.
- c) Please view some of the programs (as advertised) available to get players into hockey programs (subject to qualification, change and/or availability).

- 1) **Pelham Cares Services** - Many families and individuals in our community need help every day due to a variety of factors. Sponsorship of youth with limited financial resources to enable their participation in sporting, recreation and educational opportunities.
- 2) **Jumpstart** - <http://jumpstart.canadiantire.ca/en/> = Jumpstart helps kids between the ages of 4 to 18 by assisting with the costs associated with registration, equipment and/or transportation for sports and physical activity programming, along with certain financial documentation to support their application for review and approval.
- 3) **ProKids** - <https://www.niagararegion.ca/living/childcare/financial-assistance/recreation-culture-programs.aspx> Niagara's ProKids program supports the participation of eligible children and youth in the sport, recreational or cultural activity of their choice.
- 4) **PMHA Relief Fund** - All subsidy applications or modified payment requests must be received by the PMHA no later than August 15<sup>th</sup> each year.
- 5) **OMHA Financial Subsidy** - The Financial Subsidy program is an initiative of the Minor Hockey Foundation of Ontario and provides financial relief to minor hockey players who are currently



experiencing difficulty raising enough funds to participate in the game.

[Minor Hockey Foundation of Ontario Website](#)

[OMHA Financial Subsidy Application.pdf](#)

### 33. REFUND POLICY

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PMHA Refund/Withdrawal Policy:

- a) No refunds of registration will be issued after the first of December of the year of registration.
- b) A full refund will be issued if child withdraws before October 1st.
- c) A full refund less a \$25.00 administration fee will apply if a player withdraws after October 1st but before November 15th.
- d) If a player withdraws between October 1<sup>st</sup> and December 1<sup>st</sup>, the refund will be prorated based on the number of ice times the team has participated in versus the expected number, minus the \$25.00 fee as well.
- e) No refunds are issued after December 1<sup>st</sup>.
- f) All refunds must be requested in *writing* and addressed to the Registrar of the Association who will then notify the PMHA Treasurer. These requests can be forwarded to the Registrar at Pelham Minor Hockey Association, P.O. Box 886, Fonthill, ON, L0S 1E0 and be received on or before December 6th or delivered in person or emailed to the Registrar.
- g) Any requests for refund due to Medical Reasons or extenuating circumstances must be submitted in writing and will be considered on a case by case basis.
- h) There will be no partial refunds due to injury. If a player misses weeks or months due to injury and does not withdraw, there is no partial refund of team fees or registration fees due to time missed.
- i) Please allow 4 weeks for processing of the Refund cheques.

### 34. PLAYER LISTS AND OFFICIAL TEAM ROSTERS

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Team lists contain players' names and Parent's contact information (home address, phone number, and email address). Convenors must ensure that the use & communication of this information to Head Coaches complies with the OMHA Privacy Policy in Section 6.

Final team roster list must be submitted to the division Convenor by the Team Official. The Convenor must submit the team roster list to the PMHA Registrar within the time limits to process the Team Roster.

The official OMHA approved Team Rosters are required for teams participating in exhibition games, league play, playoffs and tournaments.

At the end of the season, contact lists, rosters and sensitive documentation should be destroyed.



## 35. PLAYER MOVEMENT

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All player movement between teams during the season must be in accordance with PMHA/OMHA and Hockey Canada guidelines.

Any application from an Association member to move his or her child up to the next age level will only be approved if it is in the best interest of the next age level and if there is sufficient room in the other division. The final decision rests with the PMHA Board and the VP Rep. Please review the PMHA's Exceptional Player Policy for more details and the procedure.

Any player movements for practices or games, from any team, must follow the PMHA's Affiliated Player Policy. This policy applies in addition to any policies or regulations from our governing bodies, or any tournament specific rules.

No Novice age player will be permitted to try-out for any Atom travel team.

Tyke players that are aged 7 are permitted to "tryout" for the Novice Rep BB team as per OMHA regulations.

## 36. INSURANCE

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- a) Accident insurance shall be provided as outlined in the OMHA Manual and Hockey Canada documentation.
- b) Only players registered in PMHA and elected Board of Directors and selected coaching staff, registered on ice volunteers and other minor hockey officials are insured by the approved OMHA insurance. This insurance covers only PMHA sanctioned participation.

## 37. TOURNAMENTS

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Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your PMHA Board encourages all teams with an approved PMHA/OMHA roster to participate in and support tournaments at home, in the Niagara District area, other areas of the province. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to your PMHA Hockey League (REP) and Local League Vice-President for approval:

- a) All tournament arrangements must be in accordance with all Hockey Canada, OHF, OMHA, and PMHA rules and regulations.
- b) Participation in tournaments will mean that teams are adhering to the rules and regulations of the Tournament, and any of their governing bodies as well. This may include different rules, different suspension lists, and different communication patterns.
- c) Tournament entry fees are paid through team budgeting/funding, approved fundraising methods, and/or collection directly from parents.
- d) Teams will only enter officially sanctioned and reputable tournaments in which PMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
- e) At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.



Well in advance of departure, the following must be arranged:

- a) Teams are to notify the Ice Convenor and their Division Convenor of the dates for ALL tournaments that they are entering as soon as they are identified, but no later than 1 month in advance of the start date.
- b) Through the Ice Scheduler, rescheduling of any games during the away period.
- c) Through the PMHA Registrar - a Travel Permit must be obtained using the online Travel Permit Request forms provided. The Registrar will notify the teams when their permit is approved.
- d) If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- e) If necessary, ensure that ALL team members (including staff, players and parents) have the appropriate identification in advance of travel – especially considering travel to the United States where a PASSPORT will be required.

## 38. SILVER STICK TOURNAMENTS

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September 2016 - Silver Stick Tournament entry section is under review by the PMHA Board and will be updated in the near future.

## 39. TRAVEL & TRAVEL PERMITS

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All games must be sanctioned by the OMHA for insurance purposes. Travel Permits must be obtained to ensure insurance coverage and association notification of where PMHA teams are playing. ALL travel permits are processed through the OMHA Portal and are electronic. Teams can request a travel permit by submitting the one of the **Request for a Travel Permit** forms on the PMHA website – either for an Exhibition game or for a Tournament. The hosting Regional Director and/or Tournament Convenor may disqualify teams traveling without a permit from tournament play or void the exhibition game. Therefore, the permit must be available at all tournaments and available at all exhibition games.

Team officials are subject to disciplinary action for non-compliance with travel regulations.

The first offence of a team traveling without an appropriate travel permit will result in a 14 day suspension to the responsible team officials. Second offense will result in an indefinite suspension from the PMHA in any function. Coaches can also be held liable for injuries if appropriate permits have not been obtained.

Requests for Travel Permits must be made at least a week prior to game(s). Travel Permits **MUST** accompany a team to their game(s).

Upon completion of all Exhibition game(s) or Tournaments, a copy of the game sheet(s) may be requested by the PMHA Vice President Rep Hockey or Local League Vice-President. Please retain any and all game sheets no matter what jurisdiction your team participates in.

Travel Permits are required for:

- All tournaments whether hosted by the PMHA or not and whether inside of outside of the Town of Pelham.
- All Exhibition games outside the Town of Pelham.
- All Exhibition games **INSIDE** the Town of Pelham.



- All Roster Select team games & tournaments that are played whether the team is considered the Home team or the Away team.

Travel Permits are NOT required for:

- Regularly scheduled league games.
- Regularly scheduled league playoffs.
- Provincial/OMHA Play downs.

The team manager is responsible to maintain and have available the validated copy of the OMHA Approved Roster when traveling out of the home Regions and regular league play. The coaching bench staff must also have evidence of OMHA approval to be on the bench. In the case where a team is using another team's staff member or an at-large rostered staff member, then the team in which they are approved must provide you with a copy of their approved roster to carry with you as well.

Any Affiliated Player participating in such a game will need to be on your Approved Roster as an approved AP prior to be allowed to play.

Player and Team Management Suspensions received within or from the PMHA, or Home Region/regular league play are also effective when traveling and apply to all tournament and exhibition game activities as per the current OMHA Manual of Operations. Please refer to this in advance.

All PMHA teams, as "representatives" of our Town, Community and Association, will attend all games while travelling, whether home or away, in appropriate attire and are to adhere to any Association dress code – either all in shirt and tie or Pelham team wear, no shorts, no holes in the pants for all players and bench officials. Any contraventions of the PMHA Code of Conduct that may occur while travelling will be treated in the same fashion as would be in regular League or Association activities, no matter where the travel occurs.

## 40. GAME CANCELLATION AND RESCHEDULING

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There are instances where games are cancelled or re-scheduled due to unforeseen circumstances or due to another center's issues. The PMHA will strive to have all games rescheduled and played in the fastest and most convenient method possible. The PMHA Ice Scheduler is the only person who can rearrange games when requested to do so by PMHA teams. The NDHL and NDLL schedulers may also reschedule games.

*Bad Weather or Mechanical Failure* - In the event that bad weather or mechanical failure forces an unplanned closure of the Rinks used by PMHA, the Rink Manager (City) has been instructed to contact the PMHA's Ice Scheduler or President. The Ice Scheduler or President or Association Vice President will in turn relay the message to the managers and/or coaches of the affected teams, the Referee-in-Chief and the Niagara District Delegate or Coach of the visiting team. The PMHA webmaster or the Ice Scheduler would be responsible to get into the association website – which is linked to the NDHL/NDLL database – and provide the proper electronic confirmation of the game cancellation – which will send out electronically generated cancellation notices.

*School Exams or Travel, Etc.* - As a general principal, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of exam/game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or to reschedule games. Coaches should make every possible effort to meet game commitments. Failure



to do so unexpectedly when scheduled to visit other associations is likely to result in the other Association billing the team through PMHA for the cost of referees not used.

## 41. GATE COLLECTIONS

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PMHA may be tasked with collecting gate fees during certain playdown/playoff series where the contract indicates that gate fees are to be collected. The gate fee rates will be set in any contract.

- 1) There are to be no gate collections done at any home PMHA NDHL and LL/HL regular season or playoff games. No collections are permitted for exhibition games and PMHA Rep or A/E league games.
- 2) Collections are only permitted during OMHA Play down games and this will be indicated on the accompanying contract for that series. These fees can vary from team to team, or age group to age group, depending on the finalized contract.
- 3) ALL gate collections are the sole ownership of the PMHA and are NOT the property of the team participating in the game being played while fees are collected, nor any person who is volunteering their time to collect the fees.
- 4) Gate fees are used by the PMHA to pay for timekeepers, referees and ice times during the playoffs (which often include ice bookings that include time for overtime games). Much of this information is not necessarily budgeted or known at the season's start because it is hard to predict which/if any teams may have very lengthy and successful playoff runs with many home games.
- 5) Gate fees are to be collected by two volunteers from the team that is playing that game in which the fees are being collected. The fees are to be turned over to the Team Manager with a reporting sheet of the count for verification.
- 6) Gate fees apply to any person entering the game – no exceptions.
- 7) Gate fee collection should commence about 70 minutes prior to puck drop and should end within 5 minutes of the game starting.

## 42. PLAYDOWNS & PLAYOFFS - CHOICE

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The PMHA is prepared to allow Representative teams to enter both post-season streams available – the OMHA Play-downs, and the NDHL Playoffs.

The following conditions apply:

- 1) The team must be prepared to play all games scheduled as per the OMHA Contracts and the NDHL Scheduler & Contracts. Teams cannot miss or skip or adjust any games or they will be charged the cost of putting that game on, and face any disciplinary sanctions imposed by a governing league for not fulfilling a contract.
- 2) The PMHA is responsible to cover all costs of teams entering playdowns and playoffs when a team is only participating in one stream at a time.
  - a) AE Playdowns often start early and therefore a team can be eliminated from Playdowns prior to Playoffs even starting. If a team is eliminated from Playdowns, they can continue with NDHL Playoffs and this is fully covered by the PMHA.



b) Rep teams are currently assigned a weekend tournament style Playdown. If a team is eliminated from that competition during the weekend, then they may enter the NDHL Playoff stream – and the PMHA will cover all costs of having participated in both.

3) Teams that are in OMHA Play-downs brackets/competition **and** then still choose to participate in the NDHL Playoffs by the NDHL published declaration deadline, will be considered to have entered both streams of playoffs, and therefore will be responsible for all costs incurred as a result of those NDHL Playoff games (ie. Ice rental, referees, time-keepers). The participation in the NDHL playoff is a choice for teams still active in the OMHA Playdowns, and therefore teams choose to accept the costs involved in participating in the extra games. Teams may request an approximate cost in advance from the PMHA so that they are able to plan ahead and make an informed decision prior to signing up for both streams. Teams will be billed by the PMHA for these games and are therefore responsible to refund the PMHA for the expense.

\*\* Please note: If a team is then eliminated from the OMHA Playdowns while the NDHL Playoffs are still ongoing, the team must continue to fund the NDHL playoffs as a team (because if they had not chosen to enter the NDHL playoffs, their season would be finished).

4) During OMHA games, a gate fee may be built in to the contract. The team is responsible to provide volunteers to collect these fees. ALL monies collected from gate fees are the property of the PMHA and not the team playing in the game. (see section 41 of this Manual of Operations entitled GATE COLLECTIONS)

5) Teams that “opt out” of the NDHL Playoffs in order to concentrate on OMHA Play-downs will have their game costs covered by PMHA until such time that their Playdown season ends. Gate fees are fully retained by the PMHA to assist in paying for these games/series.

## 43. CLINIC REIMBURSEMENT

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People who volunteer for a PMHA bench staff position are required to attain the proper certification. The PMHA will reimburse these expenses. To be reimbursed, simply email the PMHA Treasurer at [treasurer@pelhamminorhockey.com](mailto:treasurer@pelhamminorhockey.com).

You must indicate your name and contact information clearly. You must also complete the PMHA Expense Form for submission to the Treasurer. You must also include your official receipt / proof of purchase.

Please note: there will no reimbursement issued for any clinic after January 15th of said hockey year.

Here are the certification courses that the PMHA will reimburse our volunteers for:

- a. **Respect in Sport** – the Respect In Sport Activity Leader course is done only online.
- b. **Trainer Clinics/Online Trainer Refresher Course.** In order to be reimbursed:
  1. You must be on an Official Team List this year as a Trainer
  2. You must submit the receipt (proof of purchase) as indicated
- c. **Coach Refresher Clinics and Specialty Clinics.** In order to be reimbursed:
  1. You must be on an Official Team Roster within the PMHA in any position
  2. You must submit the receipt (proof of purchase) as indicated
- d. **Coach Level 2**



- i. All Coach level 2 Clinics must be paid up front.
- ii. In order to be reimbursed:
  1. You must be on an Official Team List this year as a Coach or Assistant Coach
  2. You must do the following (may not be all inclusive) to be Certified:
    - a. Attend all Clinic hours
    - b. Complete all post course tasks/homework confirmation from OMHA that it has been received
    - c. Above must be submitted within 90 days of course, and verified by OMHA or no reimbursement will be issued
  3. You must submit the all items with the submission to the PMHA Treasurer

Note- you must have completed the clinic in full – both the pre task work and the in class portion to be reimbursed.

- iii. It is the coach's responsibility to ensure that the OMHA has received all post course tasks/homework and mentor letter and anything needed to be certified. It is not the responsibility of PMHA to do. We highly suggest that you receive confirmation from the OMHA that all required documents have been received.

e. **Coach Development 1**

- i. All Development 1 Clinics must be paid up front;
- ii. In order to be reimbursed:
  1. You must be on an Official Team List this year as a Coach or Assistant Coach
  2. You must do the following (may not be all inclusive) to be Certified:
  3. Attend all Clinic hours
  4. Complete all post course tasks/homework and mentor letter
  5. Submit to OMHA and Receive confirmation from OMHA that it has been received
  6. Above must be submitted within 90 days of course, and confirmed by the OMHA or no reimbursement will be issued
- iii. You must submit all items to the PMHA Treasurer with your receipt

**NOTE:** It is the coach's responsibility to ensure that the OMHA has received all post course tasks/homework and mentor letter and anything needed to be certified. It is not the responsibility of KMHA to do. We highly suggest that you receive confirmation from the HEO that all required documents have been received.

\*\* note there will be no reimbursements for any clinic taken after January 15th of each hockey year\*\*

## 44. RESPECT IN SPORT PARENT PROGRAM

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**All PMHA members** must have at least one parent/guardian who has taken the Respect in Sport Parent Module online course which is then linked to their player's registration profile. Instructions for accessing this program are found on the Association website. Players cannot be included on an approved roster until the player's parent/guardian has completed this course as per the OMHA. There is no reimbursement for this course.

All members should continue to practice the Respect in Sport philosophies covered in the course material, and the PMHA Code of Conduct parallels this material. Please review this documentation frequently.





The PMHA may request that any member take the Respect in Sport Parent Program online course again should situations arise.

## 45. COACHING STAFF SELECTION & APPROVAL PROCESS

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PMHA will strive to choose the best possible coaches for our teams by taking into account qualifications, experience, conduct and past relationship with our association. Coaches will be required to make a formal application in order to be considered. All coach applicants will be treated with respect and provided an opportunity to respond to issues raised during the coach selection process.

- 1) Coaching Selection shall involve an ad hoc committee for the purposes of coach selection only. This committee shall involve five individuals as follows:
  - a) Niagara District Hockey League (Rep) Vice President, Co-Chair
  - b) Niagara District Local League Vice President, Co-Chair
  - c) One other Executive Member in good standing selected upon the majority vote of the Executive
  - d) Two other additional individuals selected at the discretion of the Co-Chairs
  - e) These individuals shall be responsible for the selection of all representative, additional entry and local league coaches and staff
- 2) Special consideration shall be given to recruit individuals to sit on the ad hoc coaching selection committee, one from the Tyke/Novice/Atom divisions and one individual representative of the Peewee/Bantam/Midget divisions, whenever feasible.
- 3) In the event that the Niagara District Hockey League (Rep) Vice President and/or the Niagara District Local League Vice President are unable or unwilling to act, upon vote of the Board, two other individuals may be substituted.
- 4) In the event of a conflict of interest the individual with the conflict shall not be present during interviews or during discussions relating to candidate.
- 5) The Coach's Selection Committee shall:
  - a) Review all applications that are received, and conduct interviews of every Applicant.
  - b) Rank all coaches in numerical order for each coaching position based on results of the interview.
  - c) Present a report to the Board regarding the applications for coaching and staff positions.
  - d) Present a report to the Executive of the conduct and process of the Interviews and the selections that have been made.
  - e) Make recommendations to the Executive for final voting of the selected Coaches.
  - f) The Executive will be asked to review the recommendation of the Coach Selection Committee before voting to accept or reject the recommendation made. The vote will be moderated by the President. The Executive reserves the right to request a second interview with a coaching candidate or to request any other reasonable information in order to make an informed decision and vote on the coach selection. It is incumbent on any Executive member to excuse themselves from the vote for an individual coach where there is a real or perceived conflict of interest. The decisions made by the Executive of Directors are final.



- g) Prepare and forward letters of acceptance or letters of non- acceptance (in email or written form) as the case may be to all Applicants.
- h) In the event that a coach is selected but declines the position, the coach applicant with the second highest ranking by the Coach Selection Committee will be named as his/her successor.
- i) If there is no second candidate, the board will re-open and repost the vacant position(s). The vacant position(s) will remain open for a time specified by the Committee Co-Chairs. This (reposting) time may be extended, only if no additional applications are received and may remain open until such time that an applicant comes forward. When an applicant comes forward, they must apply for the position as all original candidates did. They must go through an interview with the Division Director and Divisional VP (Rep or LL) and one other non-Board PMHA member. Any applicant that has a successful interview at this point must still be recommended to the Executive for approval.
- j) The board reserves the right to request that an applicant consider taking a coaching position on a team for which they did not apply. This request must be initiated by the Committee Co-Chairs and brought to the board of director for a majority vote and approval, prior to making the request of an applicant. The Committee Co-Chairs may choose to fill an open position in this manner (subject to board approval) in place of reposting a position that was not filled. The Applicant in question will be given 72 hours to consider this offered position before providing the Committee Co- Chairs a response to this request. Once a candidate has agreed or declined to accept an alternate position, the Committee and Board will follow the process accordingly. This process must be completed prior to any announcements being made to the outcome of the Coach Selection process.
- k) After tryouts have taken place and prior to the start of the season, each Head Coach must submit a complete list of their Team Staff to the VP of their Division (Rep/LL). This Team Staff is subject to review and approval by the board. The board reserves the right to reject any member of a Team Staff, as they see fit. It will be the responsibility of the Head Coach to find a suitable replacement and submit this for review and approval for the Board of Directors.
- l) In the event that a coach resigns or is removed from a bench during the course of the season, the Executive will be tasked with determining the best course of action under the specific circumstances.

## 46. PMHA TRAINERS

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- a) At least one member of each team's staff must be an Approved Trainer to qualify for an approved OMHA Roster.
- b) Injury reporting and the returning to play provisions for players injured either at or away from PMHA events – please see the PMHA Policy entitled: **Injury Reporting Policy and Return to Play Guidelines**
- c) Trainer Duties and Responsibilities – this is outlined in the document where the PMHA Staff Duties are listed
- d) Trainer suspensions and penalties – Trainers assessed in-game penalties are viewed as a serious infraction by the OMHA. Should a Team Trainer receive a bench penalty, the OMHA will review each case directly. Trainers are to be on the bench to watch the play, act as the emergency response person for their team, or both teams, plus for the officials, should a situation arise. Trainers are NOT to be working a bench door, providing coaching tips to players or arguing with officials. Trainers are to attend to the duties and responsibilities of the Trainer's Role on the team.
- e) Alternative Trainer Use - Teams may approach the opponent to act as their team's trainer if an urgent/emergency situation arises pursuant to the OMHA Manual. This is not to be used as fallback position

by the PMHA. The PMHA must provide a trainer for each game played in the Pelham Arena where a Pelham team is playing. Should a team require a trainer they are responsible for finding one from another rostered PMHA team which indicates an approved trainer, or from the At-Large Trainer roster. A game cannot start without a trainer on the bench who has signed the gamesheet as the team's trainer.

- f) First Aid Kits – PMHA is to provide each team with a basic First Aid kit each season that is to be returned at season's end. The Divisional Convenor and team managers will review the contents of team first aid kits prior to use at the start of the season. If items require replacement, please contact the Divisional Convenor. Recommended content is as follows: good quality scissors, eye cup and patches, eye solution, band aids of various sizes, gauze and pads, adhesive tape, an antiseptic solution, rubbing alcohol, hydrogen peroxide, q-tips, Vaseline, 3" tensor bandage, slings (6), safety pins, tongue depressor, towel, tweezers, gauze rolls, small pocket knife. Each kit should also contain gloves and a few empty Ziploc bags.
- g) The player's Medical History form collected at the start of the season by each trainer for each player should also be present at all times.

## 47. CONCUSSIONS

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\*\* Please note: (September 2016) this section is currently under review by the PMHA Board based on very recent information and changes regarding Concussions and the Prevention of Concussions that may come forward from changes in Town or Provincial and/or OMHA / Hockey Canada policy or law on this subject.

The PMHA is committed to promoting awareness of safety of all players and recognizes that the health and safety of all players are essential preconditions for playing hockey. All stakeholders in minor hockey, including coaches, managers, trainers, and PMHA members have important roles to play in promoting player health and safety and in fostering and maintaining healthy and safe environments in which players can learn and enjoy the game.

A concussion...:

- is defined as a brain injury that causes changes in the way in which the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);
- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness);
- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

A concussion can have a significant impact on a person student – cognitively, physically, emotionally, and socially. It is very important to PMHA players' long-term health that individuals across PMHA have information on appropriate strategies to minimize risk of concussion, steps to follow if they suspect that a player may have a concussion, and effective management procedures to a players' return to playing after a diagnosed concussion. PMHA will make available concussion awareness documentation on its website under "Panther Parents."



In addition, concussions are referred to in the stand-alone PMHA Policy entitled: “Injury Reporting Policy and Return to Play Guidelines.

## 48. TEAM SPONSORSHIPS

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The PMHA Board shall set team sponsorship rates in conjunction with the budget but not later than April 1 for the coming season. The PMHA Board position of Purchasing & Equipment Director shall then offer these sponsorship opportunities to sponsors from the past year first before any new sponsors are solicited. The PMHA will gladly accept offers to sponsor teams from new entities at any time. The PMHA will publish documentation and agreements for sponsors so that the relationship has been put in writing. This documentation is to be kept by the Treasurer.

**In return for team sponsorship sponsors shall be entitled to the following:**

- a) **Sponsor name on the back of each player’s jersey (Home and Away for Travel Team sponsorship)**
- b) **Promotion of the sponsor through the PMHA website along with any link to the sponsor’s business as provided**
- c) **Sponsor name listing in any program or promotional material created by the association**
- d) **Sponsor name (and any applicable logo) on any team banner produced**
- e) **Sponsor name included with any media releases (Newspaper or social media)**
- f) **Sponsor recognition plaque/item including team picture at the end of the year**
- g) **The opportunity for a team jersey to be donated to the sponsor in certain scenarios as determined by the Board**
- h) **Teams should provide contact information to the Team Sponsor, provide them with a schedule, forward the sponsor the website link, and invite them to a game to meet the team.**

The Board may find certain situations where it is advantageous to have two sponsors for a team or a split sponsorship. In these cases, each sponsor will be charged the House League rate at Rep or an equal split of the rate for LL teams. They are going to be entitled to all of the above items with the exception that one sponsor shall be listed on the Home jerseys and the other sponsor shall be listed on the Away jerseys, or it will be dispersed evenly across the number of jerseys ordered.

There are also some national/provincial sponsorship programs that PMHA will pursue annually which enables the PMHA to provide jerseys and/or funding to the PMHA. These teams will need to comply with any conditions of those programs as well.

## 49. ICE AND PRACTICE ALLOCATION

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The PMHA currently is a member of the NDHL and the NDLL. Both leagues provide a game schedule to their participants plus playoffs. Based on this, PMHA allocates approximately one practice session per week per Local League team, and one and a half hours per week per Rep hockey team. The PMHA fees are accordingly set to reflect this difference and these amounts. Our Tyke and Junior Panthers programs both receive two ice hours



per week per player either through practice time or game time as they both have no external game schedule to participate in.

**The ice provided by PMHA is not a team's ice....it is the association's ice.**

- a) **ADDITIONAL PURCHASES:** If and when PMHA teams would like to have more ice, they are free to arrange their own practices outside of Pelham ice times at another neighboring arena. However teams must be mindful of insurance regulations required by some surrounding towns and/or arenas. Teams should also ensure they are trying to get the minor hockey rate offered at many facilities. The PMHA Ice Scheduler may also be of assistance in booking these times for teams IF teams contact the ice scheduler with the exact arena, time, date etc that the team desires to book. PMHA will track these booking for invoicing purposes.
- b) PMHA teams are not permitted to arrange ice times with the Town of Pelham without involving the PMHA Ice Scheduler.
- c) **EXTRA:** There are times when the PMHA can issue "extra" practice times to PMHA teams above their allotted number however the team will be invoiced for these ice times and will be responsible for repayment within 15 days. This will be communicated with teams before the ice time has been accepted, and it is not mandatory to take an ice time offered to your team that is considered an "extra".
- d) **NO FAULT CANCELLATIONS:** Practice times and game times are always subject to last minute changes and cancellations should PMHA require the ice slot for something else or if some occurrence happens that impacts the ice time (equipment failure or arena issue).
- e) **LATE CHANGES:** Practices that are skipped by a team or cancelled by a team within 72 hours of the ice time, will still have this time counted against their team's total. Teams that take an ice time with less than 48 hours notice will not be charged for this practice ice, and will not have it counted against their total time utilized for the season so it is in essence a "free practice".
- f) **POST SEASON PLAY:** All teams will receive their practice times allocated up until they are eliminated from their league playoffs. When their season is done, their practices as supplied by the PMHA are done. No exceptions. This end date could be anywhere from February 15 all the way until April 1 – dependent on the team's fortunes.
- g) Entering post season hockey tournaments does not constitute regular season programming, and therefore no practices should be expected from a team who may be entering a post season tournament.

## 50. BOARD or MEMBER MILEAGE REIMBURSEMENT

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PMHA members shall be reimbursed for mileage accrued while on official PMHA business for the association. The purpose of the trip shall be pre-approved by the Board and does NOT include activities to do with any PMHA team activities. The mileage will be paid at the rate of \$0.40/km for all trips of greater than 15 kilometers (round trip) and shall be calculated using the Pelham Arena as the beginning and ending point. When instances occur where multiple board members are attending the same function, members are encouraged to car pool to the utmost extent possible.



## 51. TEAM ACHIEVEMENT BANNER DISPLAY

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This topic will require a full revision now that the PMHA will be moving into a new facility. The Town of Pelham and the PMHA are working on an agreement for which banners will transition to the new facility and which banner will be retired.

Once the PMHA has established our permanent residency in the new PCC in September of 2018, the Board of that time will revisit the PMHA policy statement on the hanging of banners based on the Town of Pelham's approval/plan, and a refined displaying expectation of PMHA members.

## 52. ASSOCIATION COLOURS, LOGOS AND USE OF LOGOS

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Please refer to the **Pelham Minor Hockey Association's Colour and Logo Policy**.

- a) **PMHA Look:** The PMHA's colours will be green, white, and with black trim. The primary jerseys for PMHA will be white for home and green for away in rep. The order of jersey colours for LL teams will be Green, Black, White and then Grey if necessary as the base color. Any jersey ordering will be done by the Board. Any deviation from this will require Board approval. All PMHA jerseys will have the PMHA logo affixed to the front of the jersey, even if the jerseys are supplied by a sponsorship program (ie: McDonalds atoMc program) when possible. Socks will be ordered to match the jersey colours used by teams.
- b) **Rights:** The PMHA retains all rights to the Association's Logos (*Primary, Secondary, and Word logo or other implied or frequently used PMHA logo items*) and any implied use of the Pelham Panthers hockey name in the minor hockey sphere. All logos are the exclusive property of the association and are not to be reproduced without the expressed written consent of the PMHA Board through a Logo Use Agreement or Supplier Contract.
- c) **Issuance:** PMHA may from time to time give permission to companies to use the association's logo. These will be considered the approved supplier, and PMHA members will be able to purchase their PMHA items through these businesses. PLEASE REFER TO SECTION 54 FOR THE LIST.
- d) **Restrictions:** Teams and members, as well as non-members, and also suppliers in the Community, are NOT permitted to use the association's name or logo under any circumstances; especially in the ordering of apparel, jerseys, pucks, pins, banners, stickers, posters, advertising campaigns, signs, or other items not listed.

**The PMHA Board reserves the right to remove such items from circulation, and the creator of/designer of said items will be asked to report their actions to the Board. Additionally, the PMHA will pursue any damages or perceived damages from unauthorized use of the Association's name and logo in any form.**

## 53. APPROVED PMHA SUPPLIERS

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The Pelham Minor Hockey Association will maintain a list of preferred and approved suppliers for item relating to all hockey team and association business. Please refer to this list when conducting association business. If there is an item not included, or a supplier who is not listed, the PMHA Board requires a request in writing prior to approving any businesses/individuals being given permission/conducting PMHA related business and PMHA related items.



The PMHA will strive to provide business opportunities to those businesses that support our organization through sponsorships, donations and/or membership. All association sponsors have indicated that when possible/applicable, they would like the business from the PMHA membership and teams.

As of March 31, 2016, the PMHA Board has decided that the following businesses are the only approved suppliers of these items:

- Apparel – Front Row Sports
- Jerseys & Socks – Front Row Sports
- Printing – Pelham Printing
- Pizza – Mossimo’s Pizza Fonthill
- Dental Services – Fonthill Dental
- Custom decals, stickers, Goalie Equipment personalization – Digital Detail (in Welland)
- Pins – Kingpins (in Kingston, ON)
- Photography for team photos – Digital Sports Photography

## 54. AAA MEMBER MEETING LIASON

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The person or persons who sit on the Triple A (AAA) Board of Directors known as the Southern Tier Admirals, who are representing the Pelham Minor Hockey Association, shall be appointed by the elected Board by majority vote. Such person or person may be appointed from within the elected Board members, or from outside of the elected Board members. The Liaison between the STA Board and the PMHA Board should send a brief report prior to the PMHA each month so that important information, requests and/or communication can be conveyed formally in the monthly PMHA Board meeting agenda and minutes.

## 55. ASSOCIATION PINS

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PMHA will make available, to any team, association pins. The cost of these pins will be the responsibility of the team making the request. PMHA will only charge the teams what the cost price is to PMHA.

The PMHA Board will order all association pins for the PMHA.

Any team wishing association pins for any function or tournament must advise the PMHA Divisional Convenor in advance so that they can make arrangements to have pins in stock. All PMHA association pins will be distributed and sold through the Team Manager and the Board and must be paid for in advance.

For teams entering the Silver Stick tournaments where pin trading is promoted as a part of the event, the PMHA will supply pins to those teams for no cost at the following dispersal rates:

- 1) 22 pins per game played
- 2) 10 pins per player on the team

Any requests for association pins beyond these amounts will need to be purchased in advance.

All unused pins provided by the PMHA to teams for Silver Stick tournaments must be returned to the PMHA.



## 56. PARENT - CHILD GAMES

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Due to insurance regulations, association teams are NOT permitted to organize or participate in any type of parent/player games under PMHA's booked ice. This is strictly forbidden and will result in immediate team suspension from play.

**PMHA ice is for rostered players, certified approved volunteers and staff only.**

## 57. BUS or COACH TRAVEL

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The PMHA does not advise teams to utilize this form of travel. However, if teams feel this is an acceptable option for their teams, then a proposal can be put forward to the PMHA Board at least 3 weeks in advance of the proposed trip (when known). For playoff series usage, please provide as much advanced notice as possible in submitting the request for approval. These requests will be reviewed by the Board and the Team Manager. Teams are not to finalize usage of a Travelling Coach method without PMHA approval.

All PMHA Travel teams will be solely responsible for covering all costs for any bus rentals whether they be for regular season or playoff games. These costs should be built into the individual team budgets for the season or would have to be agreed upon in advance by the entire team proposing bus travel. All insurance and travel arrangements must be completed in advance and forwarded to the PMHA Board prior to the travel commencing.

## 58. POWERSKATING & GOALIE CLINICS

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This section is currently under review by the PMHA Board as of September 2016.

## 59. NON SANCTIONED HOCKEY

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PMHA is a member association of the Ontario Minor Hockey Association (OMHA) and by extension Hockey Canada, the governing body of amateur hockey in Canada. There are plenty of leagues that fall outside of OMHA and Hockey Canada. Participation in any of these leagues, while being an active member of PMHA, is not allowed and participating members may face certain sanctions imposed by OMHA and Hockey Canada, including suspension of PMHA membership for an extended period of time.

Please visit the PMHA website, under "Documents Library", OMHA and League Notices, for additional OMHA and Hockey Canada information on Non-Sanctioned Hockey leagues.

## 60. PELHAM MINOR HOCKEY ASSOCIATION WEBSITE [pelhamminorhockey.com](http://pelhamminorhockey.com)

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Members of PMHA should be aware that the website is considered the main conduit of information to our membership. Scheduling, registration, policies, forms, news and important announcements will be posted to the [pelhamminorhockey.com](http://pelhamminorhockey.com) website and will serve as the official notification avenue to our members. It is the





responsibility of all members and staff to be in contact with the Association's website to stay informed of all PMHA related items.

The Pelham Minor Hockey Association currently uses the MBSportweb platform as a host for our website and in conjunction with our neighbouring associations we are all linked together through the DB One database system with the OMHA mainly for scheduling and game reporting purposes. This is highly advantageous for the association.

Therefore our teams will utilize the team microsite assigned to the team for all team scheduling and communication of team news and activities. Each season one team designate will be issued a season long login and password.

Please refer to the PMHA policy regarding proper use of the website entitled **PMHA Website Policy**. In addition, please also refer to the policy entitled **PMHA Social Media and Networking Policy**. It also should be noted that the **Privacy Policy** outline in section 6 of this manual is relevant to this section as well.

## SECTION 4 – HOCKEY TEAM RELATED POLICIES & PROCEDURES

### 61. CODE OF CONDUCT

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All members must:

- review the OMHA Code of Conduct.
- review the PMHA Codes of Conduct.

Both documents can be found in their entirety in the Pelham Minor Hockey Association's Code of Conduct document in the policies section.

### 62. FAIR PLAY CODES

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Current version will be posted on the PMHA website.

### 63. DEVELOPMENT

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The PMHA is committed to excellence and providing the best "overall hockey experience" provided to our players. We believe strongly that an ongoing development of our players and coaches is essential for the long term growth and success of our players, coaches and teams. This assists their growth both in and out of the sport.

The development needs of the organization will be reviewed by the Board on an annual basis and the PMHA Player Development Plan will be updated/submitted to the Board for approval near the beginning of each season to meet any changing needs in the minor hockey sphere.



Please refer to the document entitled: **PMHA Coach – Player Development Plan** (authored in 2013) which is located on the website.

## 64. REPRESENTATIVE TRYOUTS / EVALUATIONS

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PMHA has developed processes and policies to oversee the tryouts and team selections for PMHA Rep teams each season.

Please refer to Pelham Minor Hockey Association's document entitled: **PMHA Tryout Policy & Team Formation Agreement**.

## 65. LOCAL LEAGUE PLAYER EVALUATIONS & TEAM ASSIGNMENT POLICY

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PMHA has developed processes and policies to oversee the evaluation process and player allocation process for all house/local league age groups. The general basis for this is fairness and equality, spread across the PMHA teams, within any one age group. This also assists in the PMHA entering teams into the NDLL in a fair manner for our members so that one team is not highly disadvantaged skill wise.

All PMHA teams are subject to player movement (trades) to balance teams until the roster deadline. Optimally this would be done in the first 10 days after the teams have been divided in any one season.

Please refer to document entitled: **PMHA Policy on Local League Team Allocation Process (2015)**

## 66. SUMMER TEAM ACTIVITIES

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PMHA has developed a policy which this subject is covered within.

Please refer to the document entitled: **PMHA Tryout Policy & Team Formation Agreement**.

## 67. AFFILIATED PLAYER POLICY

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Please review the document entitled: **Pelham Minor Hockey Association Affiliated Player Policy**.

All OMHA, NDHL, NDLL and Tournament policies that may exist regarding the use of affiliated players are in effect, in addition to the PMHA Policy.

Should clarification be required, contact the Divisional Convenor BEFORE speaking with, signing, or using an AP.

## 68. ROSTER SELECT TEAMS

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The PMHA recognizes, on occasion, players and parents may wish to form an additional team for the purposes of enriching their hockey experience and providing an opportunity for further skill development and/or hockey experience beyond the traditional House or Local League programming.



Please refer to the document entitle **PMHA Roster Select Policy**.

## 69. MULTIPLE SUSPENSION POLICY - PLAYERS

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When a Player is issued a third (3rd) suspension, be it OMHA or PMHA derived, the following procedure will take place:

- a) The player must download the PMHA Multiple Suspension Report Form from the FORMS section of the web site.
- b) The player needs to complete Section A of the form with comments about their first three suspensions.
- c) The player must then provide the form to their HeadCoach to complete Part B: Coach's Comments.
- d) The completed form is to be delivered to LMHA's VP-Operations.
- e) Once the form has been received, a meeting will be called with the LMHA Multiple Suspension Discipline Committee, the player and a parent/ guardian. Please note that there will be a time lag between the receipt of the completed form and the date of the meeting. During this time the offending player is suspended even if the OMHA/LMHA suspension has been completed. No games can be played pending the outcome of the disciplinary meeting.

After the disciplinary meeting there can be several consequences.

- a) The committee may issue a verbal warning to the player.
- b) The committee may provide supplementary discipline.
- c) A combination of the above consequences.

The results of the Committee's discussion, including further consequences, will be noted by the meeting Chair.

The meeting Chair will inform the player and parent or guardian of the Committee's decision within 48 hours as well as the LMHA Board at the next meeting.

**The purpose of this procedure is to have the player recognize their behavior and stop making poor choices. Unfortunately, not all players will do this.**

For subsequent suspensions:

- a) The player is suspended from play immediately until another discipline meeting isscheduled.
- b) The discipline meeting will be called at a cost of fifty dollars (\$50) to the player, paid by cheque to PMHA or cash prior to the meeting being scheduled.
- c) Consequences could include those listed above or suspension from PMHA.

If unacceptable behavior such as foul language or disrespect for the process is displayed at any time by the player or the parent/ guardian during this procedure, the meeting can and will be cancelled. The player will remain suspended until a new discipline meeting can be re- scheduled.

Any non-compliance or failure to adhere to the above process and subsequent outcome, by any of the stakeholders; player(s), coaching staff, parent(s) and/ or guardian(s) will be addressed in accordance with our standard Discipline Procedure and Code of Conduct guidelines.

Composition of the Multiple Suspension Discipline Committee



- a) The Multiple Suspension Discipline Committee will be chaired by any member of the Board of the Pelham Minor Hockey Association who is available and not in a conflict of interest situation.
- b) The Chair conducts the meeting and reports the results back to the PMHA board in a timely fashion.
- c) The committee will consist of three members in total – two of which may be a PMHA Board member. The other Committee member(s) should be selected from a pool of candidates who are at arm's length to the PMHA, who have been screened and approved of by the Director of Risk Management for the PMHA.
- d) Committee members listen to the player and parent and/ or guardian as well as possibly ask questions of both.
- e) Once the player and parent/ guardian have spoken, they will be asked to leave. The committee will discuss the case and levy any additional penalties if necessary.
- f) The results of the Committee's discussion, including further consequences, will be noted by the meeting Chair and reported to the Director of Risk Management.
- g) The Director of Risk Management will inform the player and parent and/ or guardian of the Committee's decision within 48 hours as well as the PMHA Board.

## 70. FAIR & EQUAL ICE TIME POLICY

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This policy is being reviewed by the PMHA Board as of August 2016.

Please refer to the version posted on the website which was written many years ago.

## 71. INTRODUCTION TO BODY CHECKING

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The PMHA will offer a clinic each year before Tryouts for the Introduction to Body Checking. Players who intend on participating in Bantam Rep tryouts who have not played body-checking in a league previously must attend the clinic, or a suitable and approved similar clinic offered by a third-party, prior to participation in PMHA Tryouts.

This would be open to any minor bantam or major bantam player intending to attend tryouts for the upcoming season. In some cases, the PMHA may also consider the inclusion of a 15 and older age player to attend the clinic if they have no previous body checking game play experience.

The clinic is not open to any player who has played on a team designated as participating in a Body Checking allowable league at any time in the past.

The clinic will be offered to PMHA Players who were on a rostered team in the previous season free of charge. If spaces are available, non-PMHA players (in the season previous) may participate at the cost of \$15 per session.

The list of participants will be capped at 28 players.



The clinics will follow the design of utilized in the 2015 version of the clinic and the 2016 version of the clinic and will be conducted by a PMHA appointed person (usually a Head Coach). Any design change requirements may occur at any time.

Sign up and attendance will be tracked and documented with the Bantam Rep & AE teams to ensure participation can be confirmed and retained in the PMHA records.

Disclaimer:

*"Although care has been taken in preparing the information contained in this document, we do not and cannot guarantee the accuracy thereof. Anyone using the information does so at their own risk and shall be deemed to indemnify the Pelham Minor Hockey Association from any and all injury or damage arising from such use."*

## SECTION 5 – HISTORY OF MANUAL

### **History of Policy Manual**

#### Operations/Policy-Procedure MANUAL REVISION HISTORY

Here is PMHA's actual documented change history:

- PMHA adopted: Feb/05
- Amended, March 7, 2006
- Amended, April 20, 2006
- Amended, September 18, 2006
- Amended, April 1, 2008
- Amended, April 29, 2008
- Amended, August 12, 2008
- Amended, March 3, 2009
- Amended, September 6, 2011
- Amended, October 1, 2013
- Amended, August 12, 2014
- Amended, February 3, 2016
- Introduction of PMHA Operations Manual – September 3, 2016 – now format and new sections



## SECTION 6 – APPENDICES

# APPENDIX #1



## Pelham Minor Hockey Association Duties and Responsibilities of PMHA Board Members *“Job Descriptions”*



### SECTION

### DUTIES AND RESPONSIBILITIES OF PMHA EXECUTIVE – from the PMHA By-Law No. 2

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The following four Board positions are mandatory PMHA Directors positions and are referred to individually as Executive Members of the Board and collectively as the Executive Committee;

President – The elected President shall be the Chief Executive Officer of the Association and shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the Board, supervise the affairs of the Corporation.

Executive Vice-President – The elected Executive Vice President shall serve the Association as the alternative should any of the other three (3) members of the Executive be unable to fulfill their obligations. The Executive Vice President shall, subject to approval of the Board, be responsible for overseeing Disciplinary items, Procedural items and Budget related items, as well as any other aspects agreed to with or by the Board.

Secretary – The elected or appointed Secretary shall attend and be the Secretary of all meetings of the Board, of the Members, and any Committees of the board to which they may be assigned. The Secretary shall enter or cause to be entered in the Corporation's meeting minutes, a record of all proceedings at such meetings. The Secretary shall give, or cause to be given, as and when instructed, notices of meeting to Members, Directors, the public accountant and Members of Committees. The Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Association not otherwise related to finance or player registration.

Treasurer – The treasurer shall be open for election, or in the absence of a nominee, appointed to the Board by the President, and shall have such powers and duties as the Board may specify, and be the keeper of all Association documents related to finance; and be responsible for communication of Association finances through reports as specified at meetings of the Board and/or Members. **Note:** It is HIGHLY recommended that any member wishing to be elected/appointed to the position of Treasurer be an accountant or bookkeeper in their formal training or by profession, and this may be considered as a term of acceptance of the nomination by either the Elections Committee and/or the Board that exists at the time. The Association may ask for evidence of such training or profession.

## Specifics for these positions within the PMHA

### **PRESIDENT:** (2 year term)

The President shall:

- i) Be responsible for all areas of the association;
- ii) Represent the association in the Community;
- iii) Act as Chair of the Executive, the Executive Committee, the Budget Committee, and at all meetings of the membership of the Association;
- iv) Exercise general supervision of the Association in accordance with policies determined by the Board and any governing association or municipal provincial entity that exists;
- v) May be a member of all committees and sub-committees of the Association, other than the Elections Committee.
- vi) Appoint a Tournament Director(s) for each tournament with the approval of the Board.
- vii) If required, appoint an Association Treasurer
- viii) Appoint a Referee in Chief and acts as liaison
- ix) Delegate tasks as necessary.

Persons nominated for President, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to two hockey season years minimum (defined as from the PMHA AGM until the nomination process opens), one consecutive season of which must have been during the immediate prior season/vote
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

### **EXECUTIVE VICE PRESIDENT:** (2 year term)

The Vice-President shall:

- i) assume the duties of the President in the absence for any reason of the President or when requested by the President;
- ii) be available to assist any Director requiring assistance in the completion of his or her functions;
- iii) carry out duties as assigned by the Executive Committee or the President;
- iv) monitor status of and adherence to, by the Board and Members, all existing Policies of the Association and to inform the Executives with respect to any inconsistencies between existing Policies of the Association and a proposed policy for the Association;
- v) be a member of the Dispute Resolution & Discipline committee, and the Coach Selection Committee;
- vi) Attend and represent the association at Pelham Sports Council meetings or similarly named meeting at the Town of Pelham;





- vii) Assist and oversee business with registration, purchasing, sponsors, ice allotment, the budget committee, and team projections;
- viii) manage and supervise current sponsorship endeavours and relationships;
- ix) Recommend policy to the Board regarding the nomination and election of the Board of the Association, and the organization and conduct of General Meetings of Members of the Association;
- x) Be a member of the Executive Committee and the Budget Committee;
- xi) Attend PMHA meetings as a Board voting member;
- xii) Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated for Executive Vice President, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to two hockey season years minimum (defined as from the PMHA AGM until the nomination process opens), one consecutive season of which must have been during the immediate prior season/vote
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

**SECRETARY:** (2 year term)

The Secretary shall:

- i) Record the minutes of meetings of members, Board meetings and Executive Committee Meetings, and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the policies and procedures established by the Board or by the members of the Association;
- ii) Ensure the proper custody of the Association's corporate seal, corporate Minutes and Resolutions and other corporate records and documents;
- iii) Ensure that members have, or have available a copy of this by-law and all policies;
- iv) Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association including being the host of the association webmail account;
- v) Provide a tentative agenda in advance as outlined in Bylaw for any regular Board Meeting and specify the business to be conducted in the case of a Special Board Meeting as outlined in by-laws;
- vi) Bring proper minute books and record books to all meetings;
- vii) Ensure that cards, flowers, and gifts are provided when appropriate;
- viii) Recommend policy to the Board regarding internal and external communications of the Association;
- ix) Be a member of any Executive Committee and the Budget Committee; and
- x) Attend PMHA meetings as an Executive voting member.

Persons nominated for Secretary, to be eligible, shall possess the following qualifications:

- Obtain valid clearance as per the PMHA Screening Policy



- A member in good standing with the Association

**TREASURER:** (2 year term)

The PMHA Treasurer shall;

- i) Ensure adherence to and implementation of financial policies in the financial administration of the Association;
- ii) Present a report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
- iii) Evaluate, review and recommend financial policy to the Board ;
- iv) Consult with the directors responsible for purchasing, sponsorship and fund-raising
- v) Be in charge of all Association funds;
- vi) Ensure all cheques are co-signed by the President or in his/her absence, the Executive Vice President;
- vii) Ensure adherence to and implementation of financial Policies in the financial administration of the Association;
- viii) Have an accurate record of all monies received and disbursed and shall produce such records and books at all meetings for inspection;
- ix) Ensure that receipts are issued when money is received;
- x) Oversee insurance and accounting issues;
- xi) Ensure that PMHA budgets, and any Committee budgets are completed;
- xii) Ensure the submission of the books of account to any such Accountant of the Association at the end of the financial year and present when required the un-audited financial statements to the Membership at the Annual General Meeting of Members, if deemed necessary by the Board;
- xiii) Evaluate, review and recommend financial policy to the Executive Committee and to the Board;
- xiv) Be a member of the Executive Committee and the Budget Committee;
- xv) Attend PMHA meetings as a Board voting member; and present monthly reports
- xvi) Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated or appointed for Treasurer, to be eligible, shall possess the following qualifications:

- This position should be filled by a person with formal education in, or hold a professional title in, the accounting field
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association



## Section 2 DUTIES AND RESPONSIBILITIES OF BOARD OF DIRECTORS

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### **VICE PRESIDENT OF REPRESENTATIVE HOCKEY:** (2 year term)

The Vice President of Representative Hockey (VP REP) shall:

- i) Oversees the complete operation of all Representative teams (Rep & A/E).
- ii) Ensure that all association directives are carried out and enforce PMHA policies
- iii) Attend and represent the association at all Niagara District Hockey League meetings
- iv) Ensure that all local league teams are registered and carded with the OMHA (including players, affiliated players, and bench personnel);
- v) Recommend policy to the Board of Directors regarding Representative (Rep) Hockey operations
- vi) Be a member of the Dispute Resolution and Discipline Committee when required and administer discipline to Representative team(s), players, coaching staff, and parents as required
- vii) Participate in coach selection process
- viii) Attend pre-season, mid-season meetings with coaches
- ix) Ensures the association has clear policies and procedures for the evaluation of all players at all levels.
- x) Work with the Ice Scheduler to co-ordinate ice time allocation; timekeepers
- xi) Ensure that gate fees are collected for Rep team Playdowns when required;
- xii) Present a monthly report regarding the Representative (Rep) hockey program to the PMHA Board of Directors
- xiii) Submit a report on the Representative hockey program to the President for presentation at the Annual General Meeting.
- xiv) Confirming PMHA's ability to roster a competitive Rep team
- xv) Confirming PMHA's ability to roster a competitive AE team
- xvi) Oversee all aspects of tryouts and ensure all policies are communicated and adhered to prior to the commencement of, and throughout the process of tryouts and team selection.

Persons nominated for Vice President of Representative (Rep) Hockey, to be eligible, shall possess the following qualifications:

- **Must have served time equivalent to two hockey season years minimum** (defined as from the PMHA AGM until the nomination process opens), one consecutive season of which must have been during the immediate prior season/vote;
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

### **VICE PRESIDENT OF LOCAL AND HOUSE LEAGUE HOCKEY:** (2 Year Term)

The Vice President of Local and House League Hockey (VP LL) shall:



- i) Be responsible for, and in charge of all local league teams and House league teams including roster select if applicable pursuant to the Policies of the Association;
- ii) Attend and represent the association at all Niagara District Local League meetings;
- iii) Ensure that all local league teams are registered and carded with the OMHA (including players, affiliated players, and bench personnel);
- iv) Participate in Coach Selection Committee and process;
- v) Recommend policy to the Board of Directors regarding Local & House Hockey operations;
- vi) Assist with team projections and enforce local team roster allocations and size based on Convenor recommendations;
- vii) Be a member of the Budget Committee;
- viii) Be a member of the Dispute Resolution and Discipline Committee when required and administer discipline to Local League/House League team(s), players, coaching staff, and parents as required;
- ix) Oversee and chair the LL/HL team allocation meetings for every division and age group;
- x) Shall appoint personnel to establish and maintain on-ice and off-ice technical development programs for LL divisions with the approval of the Board;
- xi) Attend PMHA meetings as a Board voting member;
- xii) Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated for Vice President of Local and House League Hockey, to be eligible, shall possess the following qualifications:

- **Must have served time equivalent to one hockey season year minimum** (defined as from the PMHA AGM until the nomination process opens), that season of which must have been during the immediate prior season/vote
- Obtain valid clearance as per the PMHA Screening Policy
- A member in good standing with the Association

### **REPRESENTATIVE HOCKEY CONVENOR - MINOR:** (1 year term)

The Representative Convenor Minor shall:

- i) be responsible for Rep teams in the age groups of Novice, Atom and Peewee;
- ii) conduct pre-season and mid-season meetings with coaches;
- iii) produce an information bulletin for all coaches/players/parents within the Representative League division;
- iv) Provide a monthly report regarding all teams within their divisions;
- v) ensure that each coach has and understands the OMHA rule book, and league and PMHA rules and regulations;
- vi) oversee the spring tryouts;
- vii) ensure each division follows the evaluation policies;



- viii) work with the Coaches to ensure that all records and player information as required are completed and forwarded to the Registrar on a timely basis;
- ix) liaise with Regional and International AE Silver Stick Tournament organizers;
- x) support coaches and players development as required;
- xi) ensure that all information pertaining to hockey clinics, first aid clinics, etc. is available to all coaches, managers and trainers and, where numbers warrant, organize such clinics locally;
- xii) Carry out such duties as are assigned by the Board, the Executive Committee or the President;
- xiii) Attend PMHA meetings as a Board voting member.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

### **REPRESENTATIVE HOCKEY CONVENOR - MAJOR:** (1 year term)

The Representative Hockey Convenor Major shall:

- i) be responsible for Rep teams in the age groups of Bantam, Midget, and Juvenile;
- ii) conduct pre-season and mid-season meetings with coaches;
- iii) produce an information bulletin for all coaches/players/parents within the Representative League division;
- iv) ensure that each coach has and understands the OMHA rule book, and league and PMHA rules and regulations;
- v) oversee the spring tryouts;
- vi) ensure each division follows the evaluation policies;
- vii) work with the Coaches to ensure that all records and player information as required are completed and forwarded to the Registrar on a timely basis;
- viii) Provide a monthly report regarding all teams within their divisions;
- ix) liaise with Regional and International AE Silver Stick Tournament organizers;
- x) support coaches and players development as required;
- xi) ensure that all information pertaining to hockey clinics, first aid clinics, etc. is available to all coaches, managers and trainers and, where numbers warrant, organize such clinics locally;
- xii) Carry out such duties as are assigned by the Board, the Executive Committee or the President;
- xiii) Attend PMHA meetings and participate as a voting member of the Board.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy



**LOCAL LEAGUE DIRECTORS:** (1 year terms at each of the three positions)

***In cooperation with the Vice President of Local and House League Hockey, the THREE (3) Local/House League Directors listed are as follows:***

- 1) Director of Junior Divisions - who is responsible for Pre-Novice and Novice divisions
- 2) Director of Intermediate Divisions - who is responsible for Atom & Peewee
- 3) Director of Senior Divisions - who is responsible for Bantam & Midget

These LL Directors shall oversee the operation of all Local League/ House League programs and teams of PMHA within their assigned age divisions.

These LL Directors shall have authority to enforce the policies and procedures as they relate to the operations of Local League/ House League they are responsible for.

In particular, these Local League Directors will be responsible for:

- i) Confirming the number of Local/House League teams that can be rostered by PMHA and identification of additional players (including goaltenders) as necessary to roster the number of Board approved Local/House League teams;
- ii) Identifying potential head coach candidates and staff as needed;
- iii) Ensuring appropriate accreditation are obtained for coaches, trainers, managers and on-ice volunteers and ensuring the Screening Policy is followed;
- iv) Where more than one team is approved, coordinate assessments for players with assigned coaches;
- v) Where more than one team is approved, participate in player assignments to the teams to ensure equitable distribution of player talent at the beginning of the season;
- vi) Coordinating affiliate player signings for the Local League teams;
- vii) Upholding and communicating the OMHA Rules and Regulations as well as PMHA Constitution and all Policies as the situation requires;
- viii) maintain and provide media releases pertaining to team accomplishments so that sponsors names are appearing in local media outlets when applicable (ie: weekly minor hockey report in the Pelham Voice and also on the website);
- ix) Participate in conflict resolution and/or disciplinary issues when required within the divisions assigned;
- x) Liaise between head coaches and VP LL as needed for their divisions;
- xi) Provide a monthly report regarding all teams within their divisions;
- xii) Attend PMHA Board meetings and participate as a voting member of the Board;
- xiii) Carry out such other duties as may be assigned by the Board.

Any person nominated for any of these three positions, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

**RISK MANAGEMENT DIRECTOR:** (2 year term)

The Risk Management Director shall:

- i) Identify, assess, and prioritize any real or potential issue, with respect to a future event that threatens the well-being of the association, executive, members, volunteers, sponsors, property, equipment, materials, revenues and/or the association's reputation/stature in the community;
- ii) Implement and enforce all OMHA Risk Management Programs;
- iii) Chair the Dispute Resolution & Discipline Committee for all incidents;
- iv) Organize, investigate, categorize and retain all incident reports, complaints and formal complaints for the Association at both the Team and the Association level;
- v) Prepare a monthly report for Presentation at the PMHA Board meeting regarding upcoming events, ongoing issues or programs, and any other items requiring a status report within PMHA
- vi) Identify, prioritize and rate potential probability of hazards that may be associated with the organization's fundraising events and team planned activities;
- vii) Recommend policies and procedures that insulate the association from liability or hazards with respect to the conduct of its business and on ice hockey affairs;
- viii) Liaison between the PMHA Board & the OMHA, and, PMHA teams with respect to safety and risk management guidelines, concerns, questions and planning
- ix) Shall maintain and enhance procedures with respect to screening volunteers to protect the association, members and players from harm;
- x) Serve as Association safety resource person and assure documentation and record-keeping of regulated programs, materials and injuries;
- xi) Ensure that the Association's website has current postings and important documentation available for the members to find/read regarding safety, risk management and conflict resolution, as well as any associated forms required;
- xii) Act as a liaison between the PMHA Board and the Team Trainers with respect to safety and Trainer issues as well as injury reporting;
- xiii) Be aware of changes and procedures as they relate to safety and risk management in minor hockey;
- xiv) Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA);
- xv) Distribute, collect and retain Criminal Record Check in association with the PMHA Registrar, forms as set out by the Association's policy;
- xvi) Attend PMHA meetings a Board voting member;
- xvii) Carry out other duties as assigned by the Board, the Executive Committee or the President.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

**Purchasing and Equipment Director:** (2 year term)

The Purchasing and Equipment director shall:

- i) be responsible for all equipment, jerseys, awards (including trophies and plaques), pins, buttons, novelties, and souvenirs owned by the Association;
- ii) be responsible for soliciting bids for, designing of, and the procurement of all association jerseys and socks after Board approval;
- iii) be responsible for soliciting bids for, designing of, the procurement of and availability of all association apparel items after Board approval;
- iv) maintain appropriate records of the items listed in items above either in inventory or out on loan;
- v) set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer;
- vi) maintain a relationship with sponsors throughout the season and administer any policy regarding media reporting from PMHA teams with respect to their sponsors - in things like the newspaper or website.
- vii) solicit bids and purchase hockey equipment and other items listed in items above, as required;
- viii) act as the Purchasing Agent for the Association with respect to all Association purchases;
- ix) collect rental fees and/or security deposits and/or loan agreements for all goalie equipment leased or lent;
- x) make appropriate arrangements to maintain and repair all equipment owned by the Association when necessary;
- xi) recommend policy to the Board regarding purchasing and equipment - especially in the largest expenses of jerseys and apparel;
- xii) submit to the Budget Committee or Budget personnel in each year an estimate of revenues and expenditures of the Purchasing and Equipment business plans for the next fiscal year of the Association;
- xiii) file a report to the monthly Board meeting regarding purchasing and equipment;
- xiv) carry out such duties as are assigned by the Board, the Executive Committee or the President;
- xv) attend PMHA meetings a Board voting member.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- A member in good standing with the Association
- Obtain valid clearance as per the PMHA Screening Policy

**PAST PRESIDENT:**

The Past President will sit on the PMHA Board of Directors as a Non-voting member ex-officio. The duties shall include:

- i) Act as a source of information for the Executive and the Board of Directors.
- ii) Attend Board meetings and serve on committees.





- iii) Assist with Association or Board business as needed or as requested by the Board.
- iv) May be considered for participation in the Dispute Resolution & Discipline Committee.
- v) The person in this position should obtain valid clearance as per the PMHA Screening Policy

### Section 3

#### BOARD POSITIONS APPOINTED BASED ON APPLICATION PROCESS

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##### **ICE SCHEDULER:**

The Ice Scheduler is a paid position within our organization and as such he/she will be required to sign a formal Contract with the PMHA.

The Ice Scheduler's general responsibilities are to manage, allocate and maintain up to date records for the ice allocation of the PMHA within any financial or allocation budget plans put forth by the Board.

The Ice Scheduler will report to the Board of Directors of the PMHA.

Specific duties will include:

- i) The Ice Scheduler shall assign the ice time schedules to Hockey School, Tyke teams, Local League teams, Representative teams as required by these leagues for games and practices throughout the season in a fair manner & equitable manner according to Board policy
- ii) shall inform all PMHA Coaching staff of the Ice Time Policy regarding the scheduling, use of and cancellation of ice times assigned.
- iii) shall be the PMHA centre contact for ALL PMHA game changes.
- iv) The Ice Scheduler or his/her designate shall assume the responsibility for obtaining referees and time keepers for all games. The Ice Scheduler may appoint a designate to assist with Referee and Time Keeper arrangements
- v) shall ensure that all PMHA teams receive a copy of their game and practice schedules in a timely manner.
- vi) Notifying PMHA of any related upcoming meetings for league or Town ice allocations business;
- vii) Establishment of the overall ice distribution policy and guidelines for the PMHA ice allocation in conjunction with and as agreed to by the Board of Directors of the PMHA;
- viii) Booking all PMHA ice time slots known before the start of the season, for the year at the Pelham Arena and other designated arenas the Ice Scheduler sees fit for use.
- ix) Advising the board and specifically advise the VP of Rep and VP of LL as to the ice time that is available for the forthcoming year and its utilization for practice slot setup.
- x) Preparing and publishing onto the PMHA website schedule the Ice Schedule at least in 2 weeks advance of the first ice time slot. There are times of the year when this is not possible i.e. at the start of the season and during playoffs. During these times, the scheduler will provide as much notice as possible.
- xi) Preparing and presenting an Ice Scheduling Report to the PMHA Board on a monthly basis including a running account of all ice time utilized by Representative, AE and LL/HL teams



- xii) attend monthly PMHA Board meeting as a non-voting member.
- xiii) Preparing the LL regular season & playoff game schedules for assigned division or divisions by Niagara District LL in conjunction with their master scheduler
- xiv) Preparing the Rep and AE regular season & playoff game schedules for assigned division or divisions by NDHL and OMHA doing this in conjunction with the master scheduler
- xv) Communicating all changes to the Ice Schedule to the impacted parties, with a copy to the PMHA VP of Rep and VP of Local League and/or the applicable Convenor(s).
- xvi) Communicating any open ice times to interested parties, with a copy to the PMHA VP of Rep and VP of Local League of and the applicable Convenor(s).
- xvii) Preparing reports to the Board for additional ice to be invoiced in a timely manner with a copy to the PMHA Treasurer for any specific team use that was booked through the PMHA but is intended for Team purchase.
- xviii) Preparing tournament schedules for PMHA sanctioned tournaments (if any). The PMHA board may choose to pay an additional fee per each tournament schedule on top of the annual rate – this is to be handled on a case to case basis. This does not include the Silver Stick tournaments.
- xix) Training of a replacement Ice Scheduler for a period of 6 months from the end of the tenure of the position. The PMHA board may choose to pay an additional fee for the training period, payable at the end of the 6 month training period – this is to be handled on a case to case basis.
- xx) recommend policy to the Board and/or Budget personnel each season regarding Ice Scheduling.

While executing his/her duties as Ice Scheduler consideration shall be given to the following:

- Holidays, tournaments and other user groups when scheduling.
- Allocating ice time that minimizes conflicts between LL and Rep/AE times during Niagara LL playoffs, OMHA play downs, and Niagara District Hockey League play-offs.

Along with the payment made for Ice Scheduling services, there may be the need to cover expenses incurred by the Ice Scheduler while performing their duties on behalf of PMHA. These expenses may include but are not limited to the following:

- Home/Cell Phone and Data Charges
- Computer Related Expenses
- Internet Services

This matter is to be handled on a case to case basis - these expenses are to be outlined in the contract signed by the Ice Scheduler. Any change to the expenses outlined in the contract, after the contract has been signed, requires board approval before the expenses may be covered.

Persons completing an application when posted by PMHA for this position, to be eligible, shall possess the following qualifications:

- A person with experience in computers & scheduling
- Be available during PMHA operational hours to respond to urgent matters regarding scheduling
- Obtain valid clearance as per the PMHA Screening Policy



## **REGISTRAR:**

The Registrar is a paid position within our organization and as such he/she will be required to sign a formal contract with the PMHA.

The Registrar shall:

- i) Be the primary contact for the OMHA on behalf of the association;
- ii) Establish registration forms and procedures;
- iii) Using the Hockey Canada Database prepare system for on-line registration and conduct registration for all applicants eligible to participate in Association Ice Hockey Programs;
- iv) Conduct player transfers for player transferring from other centres.
- v) Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);
- vi) Supply to the Executives of Representative Hockey and House League Operations current registration information in a timely fashion;
- vii) Forward all registration monies promptly to the Treasurer for deposit to the credit of the Association;
- viii) Ensure that all players are registered with the OMHA;
- ix) Submit Rosters and roster updates/changes (e.g AP, staffing) to the OMHA for approval and provide Official Rosters to team, as required,
- x) Submit Travel Permit requests to the OMHA for approval and provide Official Travel Permits to teams once approved.
- xi) Provide Permission to Skate for members attending tryouts in other centres.
- xii) Obtain Certificates of Insurance from the OMHA for teams requiring it;
- xiii) Ensure bench staff and volunteers hold and maintain qualifications necessary for their positions.
- xiv) Communicate any changes in registration immediately to such other Executives or other individuals who are affected by such change;
- xv) Assist organizers of the Silver Stick Tournaments, as required, in preparing for the annual tournaments held in Pelham;
- xvi) Present a monthly report regarding Registration Operations to the Executives;
- xvii) Recommend policy to the Executives regarding registration;
- xviii) Carry out other duties as are assigned by the Executive, the Executive Committee or the President.
- xix) Be a member of the Executive Committee and the Budget Committee; and
- xx) Attend PMHA meetings a non-voting Board member.

The Registrar will report to the Board of Directors of the PMHA.

Along with the payment made for performing the service of the Registrar, there may be the need to cover expenses incurred by the Registrar while performing their duties on behalf of PMHA. These expenses may include but are not limited to the following:

- Home/Cell Phone and Data Charges



- Computer Related Expenses
- Internet Services

This matter is to be handled on a case to case basis - these expenses are to be outlined in the contract signed by the Registrar. Any change to the expenses outlined in the contract, after the contract has been signed, requires board approval before the expenses may be covered.

Persons completing an application when posted by PMHA, for this position, to be eligible, shall possess the following qualifications:

- A person with experience in computers & data base systems
- Be available during PMHA operational hours to respond to urgent matters regarding rosters
- Obtain valid clearance as per the PMHA Screening Policy