



**AJAX
MINOR HOCKEY ASSOCIATION
RULES OF OPERATION**

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AMHA RULES OF OPERATION

These Rules of Operation have been prepared to provide guidance and direction to all AMHA teams with respect to day-to-day matters directly affecting teams and players. They are designed to ensure that all AMHA teams are managed and operated as efficiently and effectively as possible in a manner that respects the objectives of the Association as set out in the Association's By-laws.

These Rules are not intended to control the coaching or management of teams. To the contrary, the AMHA Board does not want to become involved with the routine functions of any team unless required. It prefers to be an active partner supporting all team officials in the achievement of the Association's objectives and the development and maintenance of a hockey organization second to none in the Province of Ontario.

New ideas or suggestions for change are always welcome.

1. Registration

Dates and Fees

- 1.1. The Board will set registration dates and fees prior to March 1st for the following season.
- 1.2. Returned cheques are subject to a \$25.00 administration charge.
- 1.3. No player may participate in any team activity, until he or she is registered with the Association. No registration is complete until all fees and charges have been paid, including any fees owed to a representative team from the previous season.

Refunds

1.4. Registration Refunds

Prior to the official start of hockey date	Amount paid to date less \$50 to cover credit card processing, registration system fees and administrative costs
Up to and including October 31 st	If there is a wait list in the division and the spot can be filled, a refund may be provided based on the amount paid to date less \$200 to cover credit card processing, registration system fees, administrative costs, player insurance, jersey and ice times in October. If there is no player on the wait list, a refund will not be issued
November 1 st onwards	No refunds will be provided to players who voluntarily withdraw after November 1, 2020 for any reason
After November 15 th	Refunds will be issued (for those who qualify based on the above)

No refunds will be provided to divisions/bubbles that shut down for a portion of time because of COVID-19.

If hockey is cancelled by the Provincial Government, the Durham Public Health Unit and/or the Town of Ajax at any point due to COVID-19, the AMHA will provide a pro-rata refund of the registration fee less \$50 for credit card processing, registration system fees and administrative costs.

- 1.5. The Board must make all decisions respecting refund.

REPRESENTATIVE TEAMS

2. Selection of Team Officials

Head Coaches

- 2.1. The conflict of interest provisions of the Association's By-law No. 1 apply to the entire Coach Selection process.
- 2.2. The Coach Selection Committee will be made up of the Director of Coaching, the OMHA Director, the Director of OMHA Officials, his/her alternate and three (3) additional candidates approved by the Board.
- 2.3. All head coach applications must be submitted by the date posted on the AMHA webpage. Application forms will be made available online at www.ajaxminorhockey.com
- 2.4. At the January AMHA meeting, the Director of Coaching will provide the Board with a list of coaching applicants. The Board must approve all candidates before an interview is granted. Given the volume of applicants and time constraints, some applicants may not receive an interview.
- 2.5. The Coach Selection Committee shall conduct all interviews for head coach positions. Other than in exceptional circumstances, no less than three members from the Coach Selection Committee will be present for any interview.
- 2.6. All decisions with respect to the selection of head coaches shall be approved by the Board based upon the recommendations of the Coach Selection Committee.
- 2.7. A head coach will be appointed for one season. The Board may review a Head Coaches position as circumstances dictate at any time during the season.

- 2.8. If an applicant will have a child on the team, the skill level of the child will be considered prior to selecting the coach.
- 2.9. All applicants for Head Coach positions will support the AMHA program and if any applicant or Head Coach has a child eligible to play in the AMHA and chooses to play outside of the AMHA program, the Board will have final approval of that applicant or coach.
- 2.10. D1 Certification – Coaches that want to be certified D1 will be charged a fee of \$150.00 to do so. The person doing the D1 Certification will be paid 50% of the fee or \$75.00. The remainder will go to the AMHA possibly to offset the costs involved in certifying House League Coaches and Trainers.

Parent/Player Satisfaction Surveys

- 2.11. The Director of Coaching will organize the distribution and collection of Representative Parent/Player Feedback Forms midseason
- 2.12. The primary purpose of the Feedback Forms is to assist the association and head coach with evaluating and improving our overall program. In addition, the Coach Selection Committee, as a factor when selecting head coaches, may also use the Feedback Forms.
- 2.13. All Parent/Player Feedback Forms will be kept confidential. The Board will only inform coaches of summaries of the Feedback Forms as deemed necessary. To be considered, Feedback Forms must be signed. Anonymous Feedback Forms will be disregarded and destroyed.
- 2.14. All surveys will be destroyed after the Board has approved all team officials and league play has commenced.

Assistant Coaches, Trainers and Managers

- 2.15. The head coach is responsible for the selection of the team's assistant coach(es), trainer(s) and manager(s).
- 2.16. Once the team's staff has been selected, the head coach must forward all names to the OMHA Director who will present it to the OMHA Committee for approval. In most cases, the decision of the head coach is respected and all staff selections are approved. However, some of the staff may be required to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the AMHA.

- 2.17. With the exception of individuals holding the Board positions of Director of Officials, OMHA Director, Director of Coaching and Treasurer, Members of the Board are permitted to be a team official for any AMHA team. House League Director may not be a team official within their respective Divisions in the House League Program. * Select Teams do not fall into the House League category. If there is a conflict of interest with one of the Directors on the Board within their Division then that Director will remove themselves from that situation and allow the Board to intervene.
- 2.18. No person can be a team official for more than one team without the approval of the Board.
- 2.19. All AMHA coaches, trainers must have a current OMHA certification prior to being approved on an OMHA roster. All members of a coaching staff must also have the Prevention Services (PRS) course. This includes Managers, part-time coaches or any adult who has contact with the players unless otherwise approved by the OMHA Director.
- 2.20. Team coaching staff is covered by OMHA insurance for the staff members who are certified and rostered. All part time coaches, such as goalie coaches, extra on ice assistants or specialized instructors, such as hockey school instructors, Power Skating instructor's etc. must have insurance before they can skate on any AMHA sanctioned practice. They must obtain additional OMHA/CHA insurance through the AMHA Administrative Assistant or show proof of private insurance.

3. Tryouts

- 3.1. AMHA will accept players from OMHA Centers within the LOR (Lake Ontario Region) at the "A" and "AA" levels from Minor Atom to Midget. We will also accept a maximum of three (3) import players from eligible GTHL Centers in the LOR (Lake Ontario Region) at the "A" and "AA" levels from Minor Atom to Midget. "AE" is restricted to Ajax residents only and is not open to LOR GTHL Centers.
- 3.2. The AMHA will provide ice time for tryouts to each team. The schedule will be posted in advance on the AMHA website, with times, locations, number of tryouts, signing and sizing for each team. Novice to Midget will conduct tryouts in April/May and Juvenile and Roster Select will conduct tryouts in September/October.
- 3.3. It will be the responsibility of the AMHA and the Head coach to ensure that every player/goalie attending a tryout is registered & paid in full with the AMHA. This is a rule In order to attend tryouts.
- 3.4. A letter from the Head coach will be provided with team goals, expectations and estimated costs for the season. This letter must be approved in advance by the OMHA Director or designee.

- 3.5. "AA" tryouts will commence upon the completion of the "AAA" tryouts. "A" tryouts will commence upon the completion of the "AA" tryouts. "AE" tryouts will commence at the completion of the "A" tryouts, all based on dates provided by the OMHA.
- 3.6. The AMHA will be responsible for the collection of tryout fees. Tryout fees will be collected in advance of the tryouts in a manner established by the AMHA Board of Directors. A standard tryout fee will be established and must be paid in full before a player/goalie is allowed to skate for any AMHA team.
- 3.7. The OMHA Director will meet with the coaches prior to the commencement of the tryouts to establish standard tryout procedures.
- 3.8. The Head coach will only utilize support during tryouts from persons who have no children in that particular division including certified trainers. A certified trainer is mandatory for all tryouts.
- 3.9. All potential Rep players/goalies must tryout for the AA or A team until they have been released. The only exception is a player/goalie that played house league for the complete current season, who may register to attend AE tryouts only. If the player/goalie is required to tryout and refuses an A card, the player/goalie cannot be carded to any Rep team within the AMHA. All players/goalies wishing to attend Rep tryouts, shall pre-register in a manner to be determined by the Association, and posted on the AMHA website.
- 3.10. All players/goalies must tryout for AA or A. If a player/goalie who is required to tryout does not attend the first tryout the AA or A head coach must attempt to contact the player's/goalie's parents immediately following the first tryout. If a player/goalie is unable to attend the tryout process due to an injury, illness, family vacation or any other reason, it is the responsibility of the player/goalie to be available for the coach to select. A Head coach may select a player/goalie who is not able to attend tryouts if the Head coach is satisfied that if the player/goalie was able to attend the tryouts the player/goalie would be one of the players/goalies chosen to the team.
- 3.11. Non incumbent players/goalies can be released from the AA team at the end of the first tryout. No incumbent players/goalies may be released until the 3rd tryout in AA and 2nd tryout in A/AE. The Head coach will notify players/goalies whether they have been selected or released from the team by the online process and letter for the final tryout.

- 3.12. Any Head Coach who anticipates releasing more than 3 players/goalies from the previous season's team must advise the OMHA Director at least 24 hours before doing so.
- 3.13. The Head Coach will co-ordinate with the AMHA to have the players/goalies (min/max 17) sign the Offer of Commitment on the scheduled signing day.
- 3.14. The Head Coach will co-ordinate with the AMHA to have the team sized for jerseys on the scheduled sizing day at a pre-determined location if applicable.
- 3.15. All players/goalies trying out for any team must remain on the ice for the entire tryout except in the case of illness or injury.
- 3.16. Any Head Coach who does not follow these rules will face disciplinary action in the form of suspension or removal as the Head Coach.
- 3.17. A certified trainer must be present at all tryouts.

4. Team Composition

Rosters

- 4.1. All AA/A/AE/Select Teams will select 17 players for each team; this will consist of 15 skaters and 2 goaltenders. Only upon approval of the Board through petitioning of the OMHA Director, will there be any variance in this number. If a team chooses to increase the size of the roster, the Board, in advance of the selection of the team, must also approve it.
- 4.2. No team will be permitted to sign any non-Ajax resident players on the AA/A/AE teams except under exigent circumstances.
- 4.3. Any decision to accept a non-Ajax player must be made by a full vote of the Board.

Releases

- 4.4. As per OHF – Lake Ontario Region Agreement Rules, any player requesting an OHF permission to skate form having played for AMHA the previous season for a Pee wee team or younger, will be accommodated after the end of the season. The end of the season as set by the OHF is upon the completion of the OHF Championships in any early to mid-weekend in April. Permission to Skate Forms will be available on the Monday following the OHF Tournaments.
- 4.5. If a player attends AA/A/AE/Select tryouts, and is successful, and is selected for any of these teams and signs his CHA Player card or letter of intent as the player's intention to play for AMHA, no Release will be granted, unless approved by the Board.

Underage Players

- 4.6. The Association discourages the signing of underage players. In exceptional circumstances, an underage player may be signed if he or she is assessed in the top two players, regardless of position, on the older aged team. Whether the player is among the top 2 players on the older aged team is to be determined by the OMHA Director and his designates.
- 4.7. Any underage player wishing to play on an older aged team for a second or subsequent year must meet the same criteria each year.
- 4.8. No team can have more than one underage player on its roster.
- 4.9. Requests to tryout for an older aged team must be in writing to the Board and received 14 days prior to the commencement of tryouts and approved by the Board.

Player Movement

- 4.10. The OMHA Director must approve all player movement after a team's Player Roster has been submitted and only in exigent circumstances and prior to November 15th. If the player movement affects a house league team, the approval of the House League Director is also required.
- 4.11. Team officials must not contact players or their parents about a possible position on a team without first having contacted the OMHA Director, and, if applicable, the House League Director(s). Any player movement must be coordinated through the applicable Director(s), parents, players and team officials.

Affiliated Players

- 4.12. The AMHA Affiliated Player Roster must be submitted to the OMHA Director and approved by the OMHA before any Affiliated Player is eligible to play any league or Tournament games.
- 4.13. Each Rep team is allowed 8 affiliated players. Below is the list that should be followed to obtain affiliated players for the season. Once a player is placed on a team's affiliated player list they can't be removed and placed on the affiliated player list for any other team.

Therefore, coaches should only select and have approved affiliated players that they intend to use.

- 4.14. The affiliation rules are as follows:

AA teams will affiliate primarily with A players in their own division; AA teams may also list underage AA players;

A teams will affiliate primarily with AE players in their own division;

A teams may also list underage A players;

AE teams will affiliate with the House League from players with the same year of birth;

AE teams may also list underage AE players. Note: Only House League players on approved OMHA Rosters can be included on any Affiliated Players List.

- 4.15. In all cases, teams should contact players in their own division prior to contacting underage players.
- 4.16. The Association expects full cooperation between coaches regarding the use of affiliated players. Any coach wishing to use an affiliated player must advise the coach or designate of the player's team before contacting the affiliated player. Any coach not extending cooperation to the requesting team will be subject to disciplinary action by the Association.

5. Team Responsibilities

Team Budget and Financial Records

- 5.1. The Association has prepared financial reporting templates. An electronic version of the templates will be supplied to all managers prior to their first parent meeting. The templates can also be obtained from the AMHA Administrator and the AMHA website.
- 5.2. The team manager/treasurer must prepare a budget using the standard templates. All team expenses must generally adhere to the guidelines and limits set out in the templates. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the OMHA Director.
- 5.3. The team manager/treasurer must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for inspection by the Association's Treasurer.
- 5.4. The team will receive an invoice from the AMHA on October 31st, of the season that will outline the outstanding funds payable to AMHA for the following costs:

Rep Fees Sweater Fees Tournament Advance Fees (if applicable) Insurance for on-ice volunteers (if applicable) Any other outstanding costs This amount must be paid in full before November 15th unless authorized in advance by the OMHA Director. No extensions will be permitted past November 30th except with the authorization from the Board.
- 5.5. The team manager/treasurer must provide a minimum of three (3) financial reports to the team parents and the OMHA Director. These are: prior to the season commencement with the forecast of Revenue and Expenditures; during the season prior to December 31st, and a final report and supporting schedules prior to May 31st. Failure to supply the financial report prior to the deadline dates will result in

the suspension of the head coach until it is supplied and if not supplied within one week of the due dates the team will be suspended.

- 5.6. The team manager/treasurer must provide to AMHA with their December 31st financial reports a list of individual families in arrears of team payments. This list, together with the financial statements is to be due by no later than January 7. Members, who are in arrears at this time, may be subject to disciplinary action upon further review by the Board.
- 5.7. The team manager must handle team funds exclusively. Team “treasurers” are not permitted without prior approval of the OMHA director. The manager/treasurer will be held responsible for any missing, mishandled, or mismanaged team funds. Any cash received by the manager should be deposited into a team bank account as soon as possible following receipt.
- 5.8. AMHA team accounts must be opened through the approved AMHA bank. Any team bank account must require three authorized signatures, one of which must be the head coach. No cash withdrawals are permitted.
- 5.9. Personal expenses of team officials (for example, hotel rooms, travel and jackets) paid from the team’s budget must be dealt with as part of the budget approval process, and itemized separately on all team financial statements. Such expenses shall include the following:
 - (a) Mileage expense for one non-parent team official in accordance with the referees’ mileage chart as provided to each team at the beginning of the season. Mileage expense will include away and tournament games only. This expense is to be itemized on the required document and submitted with the financial documentation at the end of the season;
 - (b) The team will pay for up to two (2), double occupancy if required, hotel rooms up to and including a three night stay for each away tournament. Should there be a female non-parent team official, the team will cover the cost of the additional room up to and including a three night stay for each away tournament;
 - (c) No meal expenses will be covered by the team.
 - (d) Any clothing expenses will be agreed to by the team.
- 5.10. At the end of the season all accounts must be reduced to a zero balance and the accounts closed. No team funds are to be carried over to the next season. Dispersal of excess funds must be on agreement of the parents.

- 5.11. No immediate family member of the head coach, assistant coach or trainer is permitted to be a manager/treasurer without prior OMHA Director approval.
- 5.12. Team signing officers may not be related, spouses or significant others.
- 5.13. Teams will be responsible for obtaining and maintaining their own iPads in order to use the electronic application for game sheets.

Fund-Raising

- 5.14. Every team is allowed to raise funds to defray operating costs. While the head coach is ultimately responsible for the overall administration of the team, the manager/treasurer is generally responsible for all financial activities, including fundraising. No fund-raising, except for Golf tournaments, may be undertaken prior to August 1st without approval of the AMHA.
- 5.15. All fund-raising activities must be approved by the OMHA Director, or designate, and shall be administered by the AMHA Executive Assistant.
- 5.16. Head Coaches are responsible for ensuring that any fundraising is conducted legally and in good taste. The Board reserves the right to cancel any fundraising activity that it deems may be detrimental to the Association's image or reputation.
- 5.17. Any team activity that involves alcohol must have a proper license and suitable liability insurance. It is mandatory that professional bartenders (i.e. Smart-Serve) be employed at these events.
- 5.18. Teams must provide a tangible product or service for monies received. Director solicitation or begging for money is prohibited.
- 5.19. Teams wishing to conduct any fundraising activities on Town of Ajax arena properties must receive permission from the Town as well as AMHA.
- 5.20. No team can offer to sell any products that compete with products offered for sale by the AMHA or the Town without proper approval.
- 5.21. All funds raised must be clearly itemized on the financial statement of the team.

A separate financial "Fund-raising Statement" shall be submitted to the AMHA for each fund-raising event. These statements will be submitted with the financial reports, prior to December 31 and May 31st.

- 5.22. Cash rewards for children are forbidden. Token prizes such as hockey sticks for selling the most of something are allowed.
- 5.23. Any lottery, game of chance, or draw on a large scale requires a municipal license. Events on a limited scale such as hockey pools, product draws, or 50/50 ticket draws before home games are permitted with approval of the OMHA Director, or designate.
- 5.24. Draws involving alcoholic products with player involvement are prohibited.
- 5.25. Any fundraising activity that involves throwing anything onto the ice (for example "chuck-a-puck") is prohibited.
- 5.26. Fund-raising at all AMHA tournaments is only permitted with the approval of the OMHA Director, or designate, and the Tournament Director.
- 5.27. The Association will not be held responsible for any losses or liabilities incurred by any team as a result of its fund-raising activities.

Conduct

- 5.28. The Association has a zero tolerance policy for profanity and violence. The Association reserves the right to remove and/or permanently ban from any Ajax arena anyone who violates this policy. Anyone who violates the Town of Ajax Code of Conduct, the AMHA Code of Conduct or OMHA Code of Conducts may also be removed and/or permanently banned from any Ajax arena.

Sponsorship

- 5.29. Teams may solicit sponsorship from any reputable source other than tobacco companies and those sponsorships prohibited by the OMHA (breweries, distilleries, wineries and companies with sexual connotations).
- 5.30. Teams are permitted to visibly display approved sponsors in one of the following situations: (a) Two major sponsors; one on each set of sweaters or split 50/50 on both home and away sets and one of the two sponsors will be allowed on the team bag (b) Each player may obtain a sponsorship that is displayed on their home and/or away jerseys, thus allowing the team up to 34 potential jersey sponsors.

Any exceptions to the above must come to the OMHA Director for prior approval

- 5.31. Sponsors names cannot appear on any team jacket or clothing without permission of the Board and provided you have chosen to accept only 2 home/away jersey sponsors and only one sponsor can be used. Sponsors names can appear on hockey bags provided you have chosen to accept only 2 home/away jersey

sponsors and only one sponsor can be used; practice jerseys can have a separate sponsor from your game jerseys.

- 5.32. Teams must wait until October 1st, or until authorized by the Sponsorship Director and OMHA Director to solicit businesses in the Town of Ajax for sponsorship for team banners, programs or multi-sponsor events for individual teams. This is to ensure that AMHA can acquire sponsorship for teams in the House League. This does not preclude teams from acquiring sponsors prior to this date outside of Ajax. The only exception is the solicitation of “hole-sponsors” for Golf Tournaments held prior to October 1.

Equipment

- 5.33. All players are required to wear full hockey equipment meeting current CSA standards and current OMHA regulations while on the ice during any game, practice or any on ice activity. Coaches and trainers must advise players or parents of improper fitting or illegal equipment. Any player not appropriately dressed must be removed from the ice.
- 5.34. Hockey pants worn by all Rep team players must be black.
- 5.35. Hockey helmets worn by all Rep team players must be black. Facemasks must adhere to OMHA Regulations and should be black or silver in colour.
- 5.36. Hockey gloves may be any colour, preferably a red, black and white combination.
- 5.37. The Association will supply all team game socks. Teams cannot use any socks other than AMHA game socks during games.
- 5.38. The head coach is jointly responsible for any equipment on loan from the Association. Alteration of any AMHA equipment is prohibited without authorization from the Equipment Director.

Hockey Bags

- 5.39. Players can use any bag that they choose. It is preferred that all players use a bag that has been approved by the Association.
- 5.40. Teams cannot require that players purchase a particular bag, but a team can provide players with the option to purchase a team bag. If the team purchases a set of bags for the team, they will only purchase AMHA approved bags.

Sweaters

- 5.41. The colors of the Association shall be black, red and white.

- 5.42. The Association will supply all representative & select team's two sets of game jerseys and two sets of game socks.
- 5.43. Each team must purchase two sets of jerseys for an amount determined prior to the start of the season. This amount will be invoiced to the team on the October 31st, team invoice. All sweaters will be ordered by AMHA from the approved supplier for the season.
- 5.44. Team sweaters are to be fitted to a player's size. Requested numbers will be accommodated except for 0, 00 and 69. Each sweater will have the Canadian Flag and the S.T.O.P. Patch or any other OMHA or AMHA sanctioned patch affixed prior to delivery to the team.
- 5.45. Name bars cannot exceed 4 inches in size and must be placed at the top of the jerseys. Sponsor bars cannot exceed 4 inches in size and must be placed at the bottom of the jerseys. Name bars and Sponsor bars will be affixed to the sweater by an AMHA approved supplier only and shall be the same colour as the jersey with white lettering.
- 5.46. C and A's will be supplied by AMHA and will be affixed by AMHA approved supplier only.
- 5.47. Nothing other than Name bars, Sponsor bars, C and A's, Canadian Flag, S.T.O.P. patch and the AMHA Logo will be placed on the sweater without prior approval of the Board.
- 5.48. Any team wishing to purchase souvenir or replica AMHA jerseys requires the approval of the OMHA Director. Such approval will only be granted in special circumstances.
- 5.49. All sponsor logos shall be placed on the front of the House League jerseys
- 5.50. A third White jersey may be paid for by the Team and purchased and can only be worn at home where jersey colours conflict and or in tournaments at the discretion of the Team. Jersey sponsors shall be divided between the three jerseys.

6. Head Coach Responsibilities

- 6.1. All head coaches are representatives of the AMHA and the Board of Directors, and as such must familiarize themselves with all rules regard OMHA/HC/AMHA to ensure that such rules are followed.

6.2. All head coaches are representatives of the AMHA and the Board of Directors, and as such must abide by the rules regarding insurance liability and risk management in order to minimize risk and liability to players, the coaching staff and to the Ajax Minor Hockey Association. These include, but are not limited to the following:

- Equipment;
- On and off ice activities;
- Fundraising activities;
- Volunteer Insurance.

6.3. The head coach is responsible to the AMHA and shall have ultimate responsibility for every aspect of the operation and management of the team, including the conduct of all team officials.

Specific responsibilities of a head coach include:

- Ensuring all rules as stated in Section 5 are complied with;
- Conducting fair and objective tryouts;
- Teaching all players to play fairly and to respect the sport, the rules, officials, opponents, teammates and coaches;
- Encouraging penalty free hockey;
- Instilling in all players a sense of pride in themselves, their team, their Town and the Association;
- Eliminating outright any profanity from players and team officials;
- Coordinating the delegation of responsibilities to team officials;
- Maintaining team discipline on the ice, in the dressing room and on any arena property;
- Ensuring that all team members observes all AMHA, OMHA, OHF, HC, league and team rules;

- Ensuring AMHA and OMHA Codes of Conduct are being followed and if necessary deal with any minor infractions and report any major infractions of the Codes.
- 6.4. The Head Coach is responsible for each individual player's:
- Safety
 - Skill development
 - Physical fitness
 - Equitable ice time
 - On-ice and dressing room conduct
 - Appearance (dress code)
 - Motivation/enthusiasm
 - Self-confidence
 - Enjoyment of the game
- 6.5. Head Coaches are for the condition of dressing rooms, both home and away. All teams will leave their dressing rooms in a clean state when exiting any arena. Teams are responsible for all damage caused to any arena property, home or away. The Head Coach is responsible for reporting any dressing room damage to arena officials immediately either in Ajax or any other arena.
- 6.6. It is the responsibility of the Head Coach to ensure at least two members of the coaching staff/parent volunteers are present in the dressing room at any time a member of the team is in the room, both before and after any game or practice. Keeping risk management in mind and being cognizant of the "Two-Deep Rule". A puck in the door is sufficient, with coaching staff/parent volunteers standing at the open door. In the event of an incident in the change room, ie. "Buckets and gloves", the Head Coach will receive a suspension of two games and the team members involved with receive a three game suspension each. If there is another occurrence, the AMHA will rule on the suspensions.

Team Rules and Player Discipline

- 6.7. It is the responsibility of the head coach to establish and fairly enforce all team rules. Any team rule must be presented both verbally and in writing. Team rules must be applied equally and consistently to every player.

- 6.8. Parents must always be advised of any team discipline involving their child.
- 6.9. No player shall be disciplined for any action or inaction by the player's parent.
- 6.10. Discipline by the head coach and all team officials must be administered appropriately and in a controlled manner, mindful of the age of the player, with a clear goal of teaching appropriate behavior. Discipline must not be used impulsively or out of anger, or to embarrass or humiliate players.
- 6.11. Head coaches are permitted to suspend a player for all or part of one game or practice or from the team for a period of time. The need for, and extent of, any discipline is at the discretion of the head coach, but any decision or action of the Head Coach is subject to review by the OMHA Director.
- 6.12. The Head Coach must report every team-imposed suspension of a player for one complete game to the OMHA Director. This must be in writing and with 48 hours of the suspension being imposed.

Equitable Ice Time

- 6.13. Players on any team are never of equal ability. In many situations, the concept of equitable ice incongruous with competitive hockey. However, every player, regardless of ability, should receive ice time not significantly less than the average of all players on the team. "Equitable" is defined as equal over a maximum of 5 games.
- 6.14. Equitable ice time rules apply to affiliated players. Affiliated players are not to receive ice time at the expense of regular team members. At no time should a regular member of the team be benched or not dressed for a game and substituted with an affiliated player. The only exceptions are for injury, suspension or legitimate reason or with approval of the OMHA Director.
- 6.15. In all cases, the amount of ice time can be reduced for discipline reasons. This reason must be communicated to the player and/or parent as soon as practicable, and is subject to review by the OMHA Director.

Team Parent Meetings

- 6.16. After a team is selected, the head coach must hold a team parent meeting. The coach may request the presence of the OMHA Director and/or the Division Convener. At a minimum, the following matters should be discussed at the first parent meeting:

Coaching Philosophy: The head coach should outline his basic method of operation and any other specific topics related to the players' development.

Team Rules: Any team rules regarding matters such as punctuality, dress code, conduct of players, player discipline, sport conflicts and communications with team officials (i.e. 24 hour rule) should be delivered in writing and thoroughly explained to the parents.

Budget: A budget must be presented and discussed. Parents are entitled to know approximately what amount of money will be required to sustain the team and at what intervals the funds will be collected.

Fund-raising: If the parents are interested in fund-raising, a discussion should take place.

Tournaments: Tournament plans (number, dates and locations) should be discussed.

Travel: League travel commitments should be made clear.

Question Period: Time should be set aside for any questions. Team List: Parents should receive a list of all players and proposed team officials, their addresses, phone numbers and e-mail addresses. It should be explained that the selection of all team officials is subject to Board approval.

- 6.17. Throughout the season, the head coach should hold team parent meetings as required.

Coaches and Managers Meeting

- 6.18. The OMHA will schedule AMHA coaches and managers meetings periodically throughout the season. One will be scheduled prior to tryouts in April and one prior to scheduling in September. All head coaches and managers must make all reasonable efforts to attend these meetings. If any other issues warrant any additional meetings, the OMHA Director will communicate the information to each head coach.

7. Manager Responsibilities

- 7.1. The manager is primarily responsible for all off-ice activities. Specific responsibilities of a manager may include:
 - Dissemination of information;

- All financial matters including preparation of team budget and financial records;
- Liaison between the Association and team officials;
- Liaison between the parents and team officials;
- Fund-raising activities;
- Tournament bookings;
- Travel and hotel arrangements;
- Reporting scores to league conveners;
- Reporting scores to local newspapers;
- Completing game sheets (the Association will be responsible for forwarding the game sheets to the applicable league conveners);
- Pay game officials for home games prior to the start of the game;
- Working in cooperation with the OMHA Director to ensure that all OMHA registration requirements are met;
- Distributing Parent and Player Satisfaction Surveys;

Or any other function required by the team or AMHA.

8. Assistant Coach Responsibilities

- 8.1. While the over-all responsibility for all affairs is with the head coach, the assistant coach assumes all of the same obligations to the players, team and Association, especially in the absence of the head coach.
- 8.2. The assistant coach is expected to reinforce all programs designed to develop and improve the team's performance.

9. Trainer Responsibilities

- 9.1. The trainer is responsible for the risk management of all players on the team during all games and practices.
- 9.2. The trainer will protect players from any unsafe playing conditions and will react to any injuries to the players. The trainer will ensure that all players wear all regulation protective equipment in both games and practices during any AMHA sanctioned ice slot. The trainer will ensure players conduct proper stretching exercises before any activity.
- 9.3. The trainer will ensure players have removed all jewelry from their person prior to games and practices. This will include all necklaces, earrings, nose rings, hand rings and any other piece of jewelry that could cause any injury.
- 9.4. Every AMHA trainer is required to have on hand at all times an adequate first aid kit for use in any emergency. The trainer must also maintain health and injury records of the players and will recommend any necessary injury avoidance or muscle strengthening exercises. The trainer should also recommend proper diet, fitness, and nutrition programs for the players.
- 9.5. The trainer is responsible for completing and forwarding to the AMHA Administrator or the Director of Trainers, a copy of the sanctioned Injury Report, as soon as reasonably possible, following any hockey-related injury. If a player is removed from a game or a practice due to injury or serious illness and does not return to that game or practice, the player must obtain a note from a physician before he or she is allowed to return to play or practice.
- 9.6. The trainer is responsible for developing and implementing the team "Emergency Action Plan" and will conduct a dry run during practice to ensure all involved know their appropriate duties. This plan will be in writing and delivered to the AMHA Administrator or the Director of Trainers prior to September.
- 9.7. It is the responsibility of the Trainer(s) to adhere to all practices and procedures as set out in Section 9 of the Rules of Operation. Failure to comply with these practices and procedures may result in disciplinary action as determined by the Director of Trainers, on the Director's behalf and/or in consultation with the Board. Such disciplinary action will be contingent on the number of times a Trainer(s) has failed to comply with these practices and procedures which will be documented in writing and provided to the Trainer(s) and Head Coach.

10. Tournaments

- 10.1. Prior to any team's OMHA league scheduling meeting, the team must provide the OMHA Director with the Tournament Schedule listing of all the tournaments that the team plans to attend. The Ice Scheduler will attempt to schedule around such tournaments, however, the Association is under no obligation to schedule around any tournament if it conflicts with league or play-off games. League and play-off games take priority over all tournaments.
- 10.2. No team can enter any tournament without AMHA permission. Permission is obtained by submitting an AMHA Tournament Permission Request to the OMHA Director for each and every tournament. Only OHF or HC approved Branches will be authorized for AMHA teams to enter tournaments. The OMHA Director will only grant permission to sanctioned tournaments.
- 10.3. Out of Branch (non-OMHA) tournaments require sanctioning by the OMHA. If the team plans on participating in one of these tournaments, the OMHA travel permit (for signature) must accompany the AMHA Tournament Permission Request. Teams are responsible for obtaining OMHA approval for the OMHA Travel Permit, and any fees for such.
- 10.4. Teams can attend a maximum of five (5) tournaments during the season. Early bird tournaments are included in this total. If any team wishes to apply for any additional tournaments, all families must sign an acceptance form which must be submitted for the authorization of the OMHA Director, at the same time as the Tournament Request form.
- 10.5. No team can attend more than two (2) tournaments that require over-night accommodation without the approval of the OMHA Director.
- 10.6. No tournament will be approved for any dates after the completion of the Regular Season schedule (approx Jan 15th,) until the team is eliminated from the OMHA Playdowns, unless a specific request is submitted to the OMHA Director and approved by the Board.
- 10.7. Participation in all AMHA tournaments is mandatory.

11. Dress Code Players

Players

- 11.1. All players and coaching staff must wear dress shirt, tie, dress pants, and dress shoes or dress boots, no sweatshirts and/or hoodies shall be worn over the shirt

and tie, to all League, Playoff, Tournament and Exhibition games, both home and away. Players and bench staff must be properly attired coming to, and leaving, the arenas. Only approved AMHA winter toques shall be worn to and from games.

- 11.2. It is the responsibility of the head coach to ensure that the AMHA dress code is followed.
- 11.3. The Head Coach is accountable for breaches in the AMHA dress code and is subject to discipline for any breach of dress codes by their players.

Coaching Staff

- 11.4. Bench staff is expected to meet or exceed the player's dress code. Trainers are an exception to this rule. Trainers are expected to wear appropriate attire given their function, preferably the approved Association wind suit. Jeans are not acceptable at any time.
- 11.5. The Head Coach is accountable for breaches in the AMHA dress code and is subject to discipline for any breach of dress codes by the bench staff.

12. Apparel

- 12.1. The AMHA Board must approve all apparel. Any proposed use of the AMHA logo must be requested in advance in writing, to the OMHA Director, who will present the request to the Board.
- 12.2. The AMHA Board must approve any distributor/supplier of any AMHA approved piece of apparel. No unauthorized purchase of apparel may be purchased for use by any AMHA member.
- 12.3. The Board must approve all other jackets, for example: OMHA/OHF Championship jackets.
- 12.4. If for any reasons a player is unable to purchase a team hockey jacket, they may wear a suitable clean jacket.
- 12.5. Approved AMHA wind suits are acceptable during games for the team trainer only. They may be used for practice attire but not to be worn to any Exhibition, League, Tournament or Playoff games.

13. Ice Scheduling

- 13.1. If a team wants to schedule pre-season practices or exhibition games, the team must arrange to purchase its own ice. No team can schedule mandatory practices or exhibition games prior to Labour Day.
- 13.2. Prior to league scheduling meetings, each team will be given its tentative ice allocation for the entire regular season. After its scheduling meeting and prior to September 30, teams must return any ice to the Ice Scheduler of the team knows it will not use the ice. After September 30, teams who have not returned ice to the Ice Scheduler and do not use this ice will be invoiced for the full cost of the ice left unused. Teams will not give away, trade or exchange AMHA ice without the approval of the OMHA Director.
- 13.3. No ice allocation to any team is official until the completion of the scheduling of all Rep teams. After September 30th, the Ice Scheduler will only make changes as is necessary.
- 13.4. The Ice Scheduler will take control of all AMHA ice for the Playoff seasons and will post the ice allocations as soon as possible to avoid conflict. Teams must not assume they have their regular ice slots due to Playoff scheduling requirements.
- 13.5. No game changes are to be made by anyone other than the OMHA Director and/or Ice Scheduler. If a team requires a game change, it must contact the OMHA Director for approval who will authorize the Ice Scheduler to make the necessary schedule changes. NO member of the Coaching Staff will contact the other centre either directly or through the other centre's coach. If any team official approaches a team official from another centre, he or she must advise the other centre that game changes must go through the OMHA Director and/or Ice Schedulers. The OMHA Director or the Ice Scheduler must cancel game cancellations due to inclement weather.
- 13.6. The Ice Scheduler, with OMHA Director authorization, will attempt to reschedule games taking into account the team's commitments, but teams must be aware that league games will take priority over practices, tournaments, team fundraising events and other similar commitments.

14. On Ice Officials

- 14.1. The Ice Scheduler will provide the Referee Assignor with the master game schedule. The Ice Scheduler will make the Referee Assignor and all affected teams aware of any changes to the master schedule.

Team Responsibilities

- 14.2. Teams are responsible to have prior approval by the OMHA Director for any exhibition game. When games are approved, and pending the availability of on ice officials, the AMHA will arrange for such officials for home exhibition games by contacting the Referee Assignor. On-ice officials for all league and play-off games will be assigned by AMHA or the OMHA. Requests for exhibition game approval, must be submitted a minimum of 72 hours prior to the start time of the proposed exhibition game.
- 14.3. Managers should check that officials have arrived 15 minutes prior to the game time. If for any reason officials are not present, managers should immediately try to contact the following persons in the following order: Referee Assignor Director of Officials Division Convener OMHA Director Ice Scheduler. The names and telephone numbers for all persons on the Contact List will be given to managers prior to the start of the season.
- 14.4. As per OMHA rules, no game will be commenced with only one official. If a game is delayed attempts must be made to locate a second official. No game will be delayed or cancelled awaiting a third official. Any on-ice official must be currently certified as per OMHA regulations.
- 14.5. If there are ice issues such as double booking, managers must contact the Ice Schedule or OMHA Director. In the event of a conflict, games will always take priority over practices. If two games or practices are scheduled, the OMHA Director or the Ice Scheduler will attempt to resolve the conflict.

On-Ice Officials/Referee Assignor Responsibilities

- 14.6. The Referee Assignor will complete assignments at least 2 weeks in advance and forward copies to the Director of Officials, OMHA Supervisor, OMHA Director, Ice Scheduler and AMHA Administrator.
- 14.7. All officials will be given a copy of the entire AMHA referee phone list for their personal use. Any official who does not want his number given out to other officials will have his privacy respected.
- 14.8. When officials are paid, they should sign the team's AMHA "Game Officials Sign In" sheet provided by the team Manager.
- 14.9. Officials are expected to arrive not less than 15 minutes prior to game time. If any official for whatever reason is going to be late, he should contact the Referee Assignor, or Referee Supervisor, or one of his partners to leave a message of expected arrival time.

- 14.10. If 10 minutes prior to game time an official is still absent, those officials in attendance should immediately attempt to contact their missing partner.
- 14.11. Payments to on-ice officials are to be made prior to the start of the game and to be made by the team manager if available. No team official is to harass the on ice officials after the completion of a game and at no time enter the Referee Room to discuss or confront the on-ice officials. The team manager will obtain the team copy of the game sheet and if there is any controversial information that needs to be discussed, the team manager will bring it to the attention of the on ice official immediately. If the issue is not resolved immediately after the game the OMHA Director and the Director of Officials should be notified with 24 hours of the game. No member of a coaching staff will have any contact with the game officials after the game either inside or outside the arena, whether in Ajax or out of Town.
- 14.12. Pay Rates for Officials are as published in OMHA Manual of Operations and on the AMHA Web site. Rates are based on the length of the game and whether it requires a two or three man system. The length of each game is dictated in the OMHA Manual of Operations and is based on actual available ice time after the initial flood and must not be altered by any coach. The pay rates are based on how long each period is according to the Manual.

15. Off-Ice Officials

Timekeepers

- 15.1. AMHA Timekeeper assignor is responsible to arrange for timekeepers for all home games whether exhibition, league or play-off. Each timekeeper will be scheduled in advance.
- 15.2. If the assigned timekeeper fails to appear 15 minutes prior to the game attempts should be made to contact the Timekeeper Assignor to assist. If not assigned to the game, all teams must use timekeepers that have been approved by the Association. The use of non-approved timekeepers is prohibited.
- 15.3. Teams must use timekeepers that are qualified for the appropriate division.
- 15.4. Timekeepers are to be paid according to rates established by the AMHA and published on the AMHA web site at the beginning of each season.

Timekeeper Assignor Responsibilities

- 15.5. The Timekeeper Assignor, will complete assignments at least 1 week in advance and forward copies to the OMHA Director, Treasurer and AMHA Administrator.
- 15.6. The Timekeeper Assignor is responsible for arranging for the OMHA Off-Ice Officials Program training for each Timekeeper prior to each season. All timekeepers must attend this Off-Ice Program every two years and must have this course to become an approved AMHA timekeeper.

HOUSE LEAGUE

16. House League

Pre-School Development to U21

Responsibilities and Duties of Coaches

- 16.1. The responsibilities of coaches include teaching their players the fundamentals of hockey and how to play together as a team. Coaches are expected to be positive role models for players, given that children learn by example. Whether the team wins or loses, the positive contributions that each player makes to the game must be emphasized. This fosters the development of confident players and raises their self-esteem.
- 16.2. The coach is solely responsible for all hockey related aspects of the team including activities and promoting appropriate conduct from Assistant Coaches, Trainers, Parents, and players during team related activities.

Responsibilities include:

- Teaching hockey related skills;
- Promoting team play;
- Ensuring that all players receive equal playing time;
- Ensuring that all players are treated fairly;
- Modeling/encouraging appropriate conduct for parents during games;
- Giving priority to the safety of players;

- Providing support to the referee should they request the ejection of any parent, coach, assistant coach or player for arguing decisions, being abusive or deliberately interfering with the progress of the game;
 - Upholding the AMHA, OMHA Code of Conduct Game Sheets, Standings and Player of the Game Awards
- 16.3. Coaches are responsible for completing the player list and the Bench Officials section including signatures on the game sheet. Coaches should complete a player of the game certificate for each game. Player selection should be based upon who had “their” best performance during the game. The intent is that each player be named the player of the game once during the season. Coaches will be provided with certificates from our sponsors to give to their game MVPs.

Equal Playing Time

Tyke:

- 16.4. Player rotation has two components. First, a two-minute buzzer indicates line changes. The second is based on “strength vs. strength”. That is to say that players are rated and placed onto 3 lines: A, B and C based on their skills. Coaches must complete and provide a copy of their Wheel (rotation sheet) to the Convener before each game. Each game begins with B vs. B, continues with C vs. C and A vs. A, thus the game ends with A vs. A lines. A coach may remove a goalie only in the last two minutes of the game. The next listed player goes on the ice.

Novice:

- 16.5. There is a two-minute buzzer to indicate line changes. There are no A, B, and C lines. Coaches must complete and provide a copy of a numbered line up sheet to the Convener before the start of each game. Players rotate onto the ice 1 o 5, 6 to 10, and 11 to 15. It is the coach's responsibility to try to balance each set of five players. If there are less than 15 skaters, the coach must still rotate through the numbered line up sheet. I.e. 1 to 5, 6 to 10, 11 to 14 +1, 2 to 6, 7 to 11, 12 to A coach may remove the goalie in the last 2 minutes of the game only. The next listed player must go out onto the ice.

Atom:

- 16.6. At this level, the players will be changing on the fly. It is imperative that every player receives fair and equal ice time regardless of skill level. The only exception is in the

last minute of the game when a coach may "play to win". A coach may remove the goalie in the last two minutes of the game only. Any player may go out onto the ice.

Uniforms and Jewelry

16.7. Coaches should ensure that their players are wearing proper equipment including a neck guard and a mouth guard. The coach should check players for jewelry and earrings and ask the player to remove it before going onto the ice.

Injuries

16.8. Should a player be injured the Referee will stop the game and the trainer will assess the extent of the injury. Each coach should have an EAP (Emergency Action Plan) in the event there is a serious injury. Please coordinate with the Division Convener.

16.9. A written report should be provided to the House League Director within 24 hours of any injury requiring a 911 call or an ambulance.

Season Schedule

Division	Age	Game Day	Times	Pad	Practice Day	Times	Pad	# of Teams
Beginners (Timbits)	3-4	n/a	n/a	n/a	Saturdays	10:30 am to 12:30 pm	1	4 groups (max 120 kids)
Tyke (pre-Novice)	5-6	Sunday	6:00 am to 10:00 am	4	Saturdays	6:00 am to 9:00 am	4	8
Novice	7-8	Sunday	6:30 am to 9:30 am	3	Saturdays	6:30 am to 9:30 am	3	8
Atom	9-10	Sunday	8:00 am to 12:00 pm	Village Arena	Saturdays	8:00 am to 12:00 pm	Village Arena	8

Evaluation Day

16.10. Evaluation dates may be set by AMHA and will commence the first week of sanctioned ice. Players will be notified of time, date and rink of their Evaluations in advance.

16.11. Players will be placed in groups and will skate for 1 hour to be evaluated. Players will be evaluated on forward skating, backward skating, shooting and passing skills. All players will be rate A, B, or C.

Draft Day

House League

16.12. The Director will set Draft Day and all involved parties will be notified of this date in advance.

Rules and Procedures

16.13. One coach, one assistant and one trainer per team only. Their children are automatically on their team.

16.14. If the player is the son/daughter of the Sponsor, they are automatically on the team.

16.15. Maximum of four pre-picked players in total, including children of bench staff.

16.16. The Director will make up the teams using a "Blind Draft" process. The procedure is outlined as follows:

Blind Draft Process

- (a) Teams are numbered 1 to 8 and numbers are picked from a cup to see who drafts first.

Note: There are no names in a cup, only numbers. After the numbers are randomly assigned to the teams the names are looked up and entered into the roster sheet.

- (b) An "A" player is drawn randomly from a cup of "A" players to be added to the first pick.
- (c) If that Team already has an "A" player it is passed and the first team in the draft order without an "A" player will get that player. At the end of the first round of random picks all teams have at least one "A" player.

The draft order is reversed so the team that had the last pick now has the first; i.e. Round 1 (1 to 8) then Round 2 (8 to 1).

- (d) In the second round any team that already had 2 "A" players would be passed and at the end of the second round all teams would have at least 2 "A" players.
- (e) The third round goes back to a 1 to 8 sequence and any team that did not already have 3 "A" players would pick up another "A" player until all the A players had been picked.

- (f) After all the “A” players are assigned teams; the “B” players are assigned. Teams that already have three “A” players and a “B” player on their roster would be passed on until all teams have at least one “B” player.
- (g) The process continues until all B’s are assigned and finally all C’s are assigned.

16.17. Once the teams have been made up and rosters provided to the Coaches, NO CHANGES are allowed to the roster without prior approval/consent from the Director.

Season Start

16.18. The season will begin on the date set forth by the House League Directors.

Team Balancing

16.19. Team Balancing will be completed by the date set by the Director of House League and all coaches will be notified of this date in advance.

Rosters

16.20. Completed Rosters will be due November 15. This date could remain absolute regardless of what day of the week it may fall on.

Picture Day

16.21. Picture Day will be set by AMHA and all teams will be notified of time, date and location in advance.

House League Cup Day

16.22. The Director is responsible for organizing a year-end play-off schedule. The Playoffs and Cup Finals will be the last four weeks of the season. Every team will compete in a Cup Final and every player will receive a trophy at the end of the final game OR the House League Banquet in April.

Tournaments

16.23. Any House League team wishing to enter a tournament must submit a “Tournament Application form” and submit it to the Ajax Minor Hockey Association for approval before registering for the tournament. Note: Teams will not be granted permission to join an outside tournament unless they join the Ajax tournament.

Banquet

16.24. AMHA will set the date of the House League Banquet, if applicable, and all teams will be notified of the time, date and location in advance.

Rules of Play

16.25. A convener may add time to a game near the end of the game, when available, and this time will count as part of the game. The objective is to use all available ice time for the players and any goals will count. Coaches are expected to use proper rotation during the added time. The convener may have to run the clock near the end of the game if the convener anticipates the game will run over the hour.

16.26. Goals will not be posted on the scoreboard if there is a 5 goal differential.

Tyke:

16.27. In order to try and keep the game flowing and minimize the stoppages of play icings and off sides will not be in effect until after the Christmas Break. One coach will be allowed on the ice during play until after the Christmas Break.

Face-Offs – Wheel System

16.28. In divisions of Tyke and Novice (where the 'wheel' buzzer system is used), the following will be used to determine faceoff location when the buzzer goes while play was in progress:

- (a) If the puck is in the attacking zone, the ensuing faceoff shall take place at one of the two faceoff dots in the attacking zone closest to where the puck was located when the buzzer sounded.
- (b) If the puck is in the defending zone, the ensuing faceoff shall take place at one of the two faceoff dots in the defending zone closest to where the puck was located when the buzzer sounded.
- (c) If the puck is in the neutral zone, the ensuing faceoff shall take place at one of the four faceoff dots in the neutral zone closest to where the puck was located when the buzzer sounded.

Penalties – Wheel System

16.29. In Tyke and Novice, if a player receives a penalty during his/her shift, the player serves the penalty for the remainder of that shift. The rest of his/her penalty is to be

served on his/her next scheduled shift (so another player is not deprived of playing time). For example, if a #8 Red gets a tripping penalty at the 8:15 mark of the 2nd, he/she would serve 15 seconds of the penalty (and the team would be shorthanded). The next shift would be full-strength again. Then when it would be his/her turn in the wheel system, they would go back to playing shorthanded again for another 1min 45 seconds.

If a player incurs a penalty in the last 6 minutes of the 3rd period, the team will play short-handed for the 2 straight minutes (as in regular playing rules). I.e., there would be no full strength on subsequent shifts.

16.30. The Association shall reimburse full time goalies in the House League Divisions \$100.00 back for the 2019/20 season.

17. Conduct at Games

Code of Conduct

17.1 Ajax Minor Hockey Association promotes respect for others and fair play. Violations of the Code of Conduct will not be tolerated ON or OFF the ice by anyone including Coaches, Assistant Coaches, Players, Parents, and other spectators. In particular, the following actions will not be tolerated:

- Physical violence in any form;
- Demeaning comments, verbal abuse, or profane language;
- The damaging Ajax Minor Hockey Association or Ajax Parks and Recreation property

17.2 This Code of Conduct will be in effect during all hockey activities. The Coach is responsible for promoting the Code of Conduct in relation to any actions occurring both on and off the ice.

GENERAL

18 Code of Conduct

18.1 This section sets out the Association's Code of Conduct.

- 18.2 The Association is committed to providing an environment in which all individuals are treated with respect. All AMHA members and participants shall conduct themselves at all times in a manner consistent with the values of the Association, which include fairness, integrity and mutual respect.
- 18.3 All AMHA members and participants shall avoid behavior that brings the Association or the sport of hockey into disrepute including, but not limited to, abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
- 18.4 All AMHA members and participants shall adhere to all of the Association's rules and policies and to all rules, regulations and policies governing any competition in which they participate.
- 18.5 AMHA members and participants shall not engage in any activity or behavior that interferes with a competition or endangers the safety of others.
- 18.6 AMHA members and participants shall refrain from comments or behavior that is disrespectful, offensive, harassing, abusive, racist or sexist.
- 18.7 All parent(s) must sign the Code of Conduct and the forms must be delivered to the OMHA Director prior to the approval of the roster.
- 18.8 It would be at the discretion and judgment of the head coach if any other family member (Grandparent, sibling or friend of parent or any other adult they deem necessary) would be required to sign a Code of Conduct form.

19 Harassment and Abuse Policy

Scope

- 19.1 The policies and procedures in this section apply to all AMHA members and participants.
- 19.2 The Association adopts in their entirety the harassment and abuse policies of Hockey Canada dated April 24, 1998. These policies are reproduced in the OHF Handbook and can also be found online at www.hockeycanada.ca, www.ohf.on.ca and on the Association's website, www.ajaxminorhockey.org.

Complaint Procedures

- 19.3 In this section,
- (a) "Committee" means the Abuse & Harassment Committee;

- (b) “Complainant” refers to the person who experiences harassment or the parent or guardian of such person;
 - (c) “Harassment” has the meaning set out in Hockey Canada’s harassment and abuse policies dated April 24, 1998;
 - (d) “Official” means a member of the Board; and
 - (e) “Respondent” refers to the person against whom a complaint is made.
- 19.4 Any person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behavior is unwelcome and offensive.
- 19.5 If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the matter should be reported to an Official.
- 19.6 Once an incident is reported, the role of the Official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advise the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assist in an informal resolution of the complaint. If the Official considers that he or she is unable to act in this capacity, the complaint must be referred to another Official.
- 19.7 If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to the Association.

Investigation

- 19.8 If the Association receives a written complaint, it shall appoint one or more individuals to conduct an investigation of the complaint, in most cases, the Fair Play Committee. For serious matters, the investigation should be turned over to the Director of Abuse & Harassment and may include outside professionals.
- 19.9 The investigator(s) shall carry out the investigation in a timely manner and at the conclusion of the investigation submit a written report to the Committee which will include a recommendation that:
- No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within Hockey Canada’s definition of harassment; or
 - The complaint has merit and should proceed to a hearing.

19.10 Within 10 days of receiving a written report of an investigator that recommends that there be a hearing, the Committee shall meet to hear the complaint.

19.11 At the discretion of the President, an investigation may be waived and a hearing scheduled within 10 days of receipt of a formal complaint.

Incidents Requiring Immediate Response

19.12 This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behavior that, in his or her view, constitutes a minor incident of harassment.

19.13 Harassment complaints arising during competitions may be dealt with immediately, if necessary, by an AMHA representative in a position of authority provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy.

19.14 If the alleged harassment is so serious so as to possibly jeopardize the safety of others, the Board may immediately remove the alleged offender from AMHA activities pending an investigation of the complaint in accordance with this policy.

Hearing

19.15 The Committee will govern the hearing by such procedures as it deems appropriate provided that:

- The parties may be accompanied by a representative;
- The hearing will be held in private;
- The parties will be given written notice of the day, time and place of the hearing.
- The Respondent will receive a copy of the formal complaint; and
- The Committee may request that witnesses to the incident be present or submit written evidence.

19.16 As soon as possible following the conclusion of the hearing, the Committee shall present its findings in a written report to the President, with a copy to the Complainant and the Respondent. The report shall contain:

- A summary of the relevant facts;

- A determination as to whether the act(s) complained of constitute harassment;
- Discipline action to be taken, if the act(s) constitute harassment; and
- Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the act(s) constitute harassment.

Sanctions

19.17 If the Committee determines that the act(s) complained of constitute harassment, it may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- Verbal apology;
- Written apology;
- Letter of reprimand;
- Referral to counseling;
- Suspension from AMHA events and activities including games or competition;
- Suspension or termination of employment or contract;
- Suspension of team service or other voluntary contribution to a team or the Association;
- Expulsion from membership; and/or
- Such other sanctions the Committee deems appropriate.

19.18 Failure to comply with a sanction imposed by the Committee shall result in automatic suspension of membership in the Association.

Confidentiality

19.19 The Association recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential.

20 Criminal Record Checks (CRCs)

- 20.1 All Board members, team officials, house league conveners, AMHA employees, on-ice assistants and treasures, must obtain a CRC for each season. The CRC must be on file with the Association prior to the commencement of the season. The CRC must be obtained from the Police Service for the community in which you live.
- 20.2 All CRCs obtained must include a vulnerable person's sector check of offences for which a pardon has been granted.
- 20.3 Photocopies of CRCs are not acceptable. If a copy of the CRC is required for other purposes, an additional approved copy should be requested at the time of application.
- 20.4 CRCs must be provided for all team officials before the team's OMHA roster sheet will be approved.
- 20.5 The Association will protect and maintain the confidentiality of all CRCs. CRCs will only be reviewed by the OMHA Director, or person designated by the Association, unless the OMHA Director or designated person determines that a review by the Board is warranted. If in the opinion of the Board there is anything in the CRC that raises a concern regarding the suitability of the person to be a team official, a confidential interview will be conducted with the person.

Rules for Exclusion

- 20.6 Individuals with outstanding Criminal Code convictions or charges pending, will not be accepted base on, but not limited to the following offences:
- Physical or Sexual assault (no time limit);
 - Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14 (no time limit);
 - Indictable criminal offenses for child abuse (no time limit);
 - Outstanding convictions or charges pending for any violent offences, whether or not it involved weapons (7 years);
 - Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving (5 years);
 - Individuals with outstanding convictions for provincial offences related to a bona fide occupational requirement of qualifications, may be excluded from a position of trust depending on the circumstances;

- Applicants may be rejected as a result of other information gained during the Police Check process or through the screening process as a whole, or as a consequence of other factors.
- 20.7 Any applicant or volunteer has the right to know why they are being refused, and may appeal to the Board in writing within 10 days.
- 20.8 Any individual participating in AMHA Business activities or events who is convicted of a criminal offense involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspensions from participating in any activities of AMHA for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by AMHA and the OMHA in accordance with their policies.
- 20.9 In an instance of a Police Check procedures listed in the above convictions, it would be at the discretion of the AMHA Board of Directors as to whether the suspension would be more than 7 years or indefinite.
- 20.10 It should be noted that every volunteer, coaching staff member, Board member or any other person in authority in the AMHA once accepted, is obliged to inform the Board if he or she is charged, tried or convicted of any offence under the Criminal Code or under other Provincial or Federal Statutes, if that offence is relative to a position of trust held by that individual.

21 Preventive Services

- 21.1 All Board members, team officials, Rep and house league conveners and any other individual directly involved with players of the Association must complete the OHF prevention services or an equivalent, acceptable Speak Out training course.

22 Discipline

- 22.1 Membership in the Association, as well as participation in the activities of the Association, brings with it many benefits and privileges. At the same time, AMHA members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Association's Code of Conduct and all other rules and policies of the Association. Individuals who fail to comply may be subject to disciplinary sanctions. This policy applies to discipline matters affecting all AMHA members and participants.

22.2 In this section,

- a) “Minor infractions” are infractions under the Association’s Code of Conduct or violations of any AMHA rule or regulation which are not severe but which may warrant immediate corrective action as specified in section 20.5. Examples include:
 - i. A single incident of disrespectful, offensive, abusive, racist or sexist comment or behavior directed towards others, including peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
 - ii. Unsportsmanlike conduct such as angry outbursts or arguing;
 - iii. A single incident of being late for or absent from AMHA events or activities at which attendance is expected or required; and
 - iv. Non-compliance with the rules and regulations under which AMHA events and activities are carried out.

- b) “Major infractions” are infractions under the Association’s Code of Conduct or any AMHA rule or regulation, which are more, severe and may warrant disciplinary action as specified in section 20.15. Examples include:
 - i. Repeated incidents disrespectful, offensive, abusive, racist or sexist comment or behavior directed towards others, including peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
 - ii. Repeated unsportsmanlike conduct such as angry outbursts or arguing;
 - iii. Repeated incidents of being late for or absent from AMHA events or activities at which attendance is expected or required;
 - iv. Activities or behavior, which interferes with the organization of a competition or with any player’s or team’s participation for a competition;
 - v. Pranks, jokes or other activities, which endanger the safety of others;
 - vi. Deliberate disregard for the rules and regulations under which AMHA events or activities are conducted;

- vii. Abusive use of alcohol;
- viii. Any use of alcohol by minors;
- ix. Use of illicit drugs or narcotics, and
- x. Use of, or condoning of the use of, banned performance enhancing drugs or methods;
- xi. "Committee" means the Fair Play Committee.

Minor Infractions

- 22.3 Disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved. This person may include a Board member, Abuse and Harassment Coordinator, committee member, convener, tournament chairperson, official, coach, or team manager.
- 22.4 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, providing the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

Sanctions for Minor Infractions

- 22.5 The following sanctions may be applied, singularly or in combination, for minor Infractions:
- (a) Verbal reprimand;
 - (b) Written reprimand;
 - (c) Verbal apology by the individual;
 - (d) Written apology by the individual;
 - (e) Suspension from AMHA events and activities including games or competition;
 - (f) Suspension of team service or other voluntary contribution to a team or the Association; and/or
 - (g) Other sanctions as may be considered appropriate for the infraction. Major Infractions

- 22.6 Any person may report a major infraction to the President, or other member of the Board.
- 22.7 Upon receipt of a report, the President, or an appropriate member of the Board shall determine if the incident is better dealt with as a minor infraction or if a hearing is required to address the incident as a major infraction.
- 22.8 If the incident is to be dealt with as a minor infraction, the President, or appropriate member of the Board will inform the appropriate person in authority as described in section 20.3 and the alleged offender, and the matter shall be dealt with in accordance with sections 20.2 through 20.5.
- 22.9 If the incident is to be dealt with as a major infraction, the matter will be referred to the Committee for a hearing to take place as soon as possible. The President shall be notified.

Hearing

- 22.10 Any hearing dealing with a major infraction shall be governed according by such procedures as the Committee deems appropriate provided that:
- (a) the parties may be accompanied by a representative;
 - (b) the hearing will be held in private;
 - (c) the parties will be given written notice of the day, time and place of the hearing;
 - (d) the individual who allegedly committed the major infraction will receive a copy of the allegation; and
 - (e) the Committee may request that witnesses to the incident be present or submit written evidence.
- 22.11 As soon as possible following the conclusion of the hearing, the Committee shall present its findings in a written report to the President and all those involved in the infraction. This report shall contain
- (a) A summary of the relevant facts;
 - (b) A determination as to whether the alleged act(s) complained of constitute a major infraction; and
 - (c) Discipline action to be taken, if any.

22.12 Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee shall determine the appropriate sanction.

22.13 If the individual being disciplined chooses not to participate in the hearing, the hearing shall nonetheless proceed.

Sanctions for Major Infractions

22.14 The Committee may apply the following sanctions singularly or in combination for major infractions:

- (a) Written reprimand;
- (b) Written apology;
- (c) Suspension from AMHA events and activities including games or competition;
- (d) Suspension of team service or other voluntary contribution to a team or the Association;
- (e) Expulsion from the Association; and/or
- (f) Such other sanctions as may be considered appropriate for the infraction.

22.15 Unless the Committee decides otherwise, any disciplinary sanctions shall commence immediately.

23 Procurement

23.1 The Ajax Minor Hockey Association will in all purchasing make best efforts to support community businesses within the Town of Ajax.

23.2 Tenders for any of the products from 22.1 will be approved by the Board and will be no longer than two years in duration unless authorized by the Board. The Tender will be approved by the end February of the year preceding the Contract for any products or services.

23.3 \$1,000.00 is approved for the 2019/2020 season to purchase additional Goalie Equipment.

24 Expenditure Approval Policy

- 24.1 All AMHA expenditure requests must be submitted to the AMHA Administrator, signed by the person responsible for the account being charged. The AMHA Administrator will review and recommend all requests.
- 24.2 All AMHA payments must be approved (by virtue of cheque signing) by at least two signing officers (AMHA Administrator, AMHA President, AMHA Secretary, or AMHA Treasurer).
- 24.3 The President or the Treasurer must be a signatory to all expenditures exceeding \$1,000.00. If it is not possible to obtain the signatures of the President and/or Treasurer, approval may be obtained via email, and either of the other signatories may sign on behalf of the AMHA.
- 24.4 No one may approve payments/reimbursements to, or for the benefit of, oneself or a related party.
- 24.5 The OMHA Director will be reimbursed the standard mileage to attend OMHA and LOR meetings.

25 Private Policy

Purpose

- 25.1 This privacy policy describes the ways in which the Association collects, uses, retains, safeguards, discloses and disposes of the personal information of all AMHA members and participants to ensure compliance with all relevant federal and provincial legislative privacy requirements. It is based on the 10 principles identified in Schedule 1 to the federal Personal Information Protection and Electronic Documents Act (“PIPEDA”) and describes the methods of implementing each principle.
- 25.2 The Association will strive to meet or exceed all federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

Principle 1 – Accountability

- 25.3 The Association hereby designates the President as the person who will be accountable to the Board for compliance with this policy. The President will be responsible for the Association’s compliance with PIPEDA privacy principles and for responding to access requests, corrections and complaints in accordance with this policy.

25.4 The President shall ensure that the Association is accountable for all personal information in its possession including that, which may be transferred to a third party. Third party organizations that handle information on behalf of the Association shall be contractually obligated to adhere to the standards of this policy.

25.5 The Association shall take all steps necessary to ensure compliance with this policy including security measures designed to protect personal information in its possession and staff training in all facets of information management.

Principle 2 - Identifying Purposes

25.6 AMHA hockey programming involves governing its teams and games including training of coaches, trainers and referees, determining players’ eligibility for specific divisions and establishing appropriate rules and regulations for competition. The Association shall only collect personal information for the purpose of providing such hockey programming.

25.7 The Association collects personal information for the following specific purposes:

Type of Personal Information	Purpose of Collecting
A player’s name, gender, place of residence and birth.	<ul style="list-style-type: none"> • To determine that the player’s geographical division and level of play information are consistent with OMHA, OHF and Hockey Canada regulations • To be made available to related organizations and leagues for purposes of competition
Historical information concerning past teams played for	<ul style="list-style-type: none"> • To determine if any transfer regulations apply • A player’s skill and development level and feedback on programs and awards received • To measure the success of the Association’s programs and maintain governance
A player’s parents or guardian’s names, addresses, telephone numbers and email addresses	<ul style="list-style-type: none"> • To facilitate emergency contact information • To ensure compliance with residency regulations

Type of Personal Information	Purpose of Collecting
	<ul style="list-style-type: none"> • To facilitate membership communication
<p>Team official's names, addresses, telephone numbers, email addresses, training and coaching certifications and qualifications</p>	<ul style="list-style-type: none"> • To facilitate membership communication and communication amongst other team officials and other minor hockey organizations • To certify team officials
<p>On-ice and off-ice official's names, addresses, telephone numbers, email addresses and HCOP level</p>	<ul style="list-style-type: none"> • To facilitate communication amongst officials and the assignment of officials to games • To assist in the development of officials. Educational information • To ensure all residency regulations have been adhered to • Skill levels, ability, emergency contacts and health concerns • To ensure all Association activities are carried out in a safe and secure environment
<p>Team and individual pictures</p>	<ul style="list-style-type: none"> • To provide hockey players with a memento of their Hockey experience
<p>Resumes</p>	<ul style="list-style-type: none"> • To determine a prospective employee's suitability for a position within the Association
<p>Appeal Information</p>	<ul style="list-style-type: none"> • To administer appeals and any related procedures, and the rules, regulations and bylaws of the Association, OMHA, OHF and Hockey Canada
<p>Coaching Applications</p>	<ul style="list-style-type: none"> • To determine a prospective head coach's suitability to coach an AMHA team

Type of Personal Information	Purpose of Collecting
Parent and Player Satisfaction Surveys	<ul style="list-style-type: none"> • To help evaluate the suitability of a head coach to return as a head coach • To help determine whether any other team official should be carded to a team • To provide feedback to a head coach
Player Evaluations	<ul style="list-style-type: none"> • To help balance house league teams
Criminal Record Checks	<ul style="list-style-type: none"> • To help determine whether a person should be permitted to act in any official capacity (whether paid or volunteer) within the Association

- 25.8 The Association shall request individual permission to use any personal information for purposes other than those identified in section 25.7 unless such usage is authorized or required by law.
- 25.9 The Association shall advise registration candidates of the purposes for the collection of their personal information at the time of registration by reference to this policy.
- 25.10 Where practicable, all personal information collected by the Association shall be maintained in the AMHA office.
- 25.11 The Association may require that personal information be provided to gain access to secure areas of the AMHA website. Any information so provided will be treated within the same parameters as other personal information collected by the Association through other means. It will always remain the user's choice to provide information in certain fields.

Principle 3 – Consent

- 25.12 All members of the Association agree that the act of registering constitutes implied consent to the use personal information for the purposes specified in section 25.7.
- 25.13 While participants are under no obligation whatsoever to supply medical records, medical history or medical forms and may refuse to do so without penalty, the

Association will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

- 25.14 If at any time any person wishes to withdraw consent to the use of his or her personal information for any purpose, the person may do so by notifying the President in writing.
- 25.15 As permitted by law and in exceptional circumstances, the Association may collect, use and disclose personal information without consent.

Principle 4 – Limiting Collection

- 25.16 The Association shall only collect personal information by fair and lawful means. The Association shall not indiscriminately collect information. Both the amount and type of information collected shall be limited to that which is required to fulfill the purposes identified in section 25.7 and such other purposes as are reasonably related to the objectives of the Association.

Principle 5 – Limiting Use, Disclosure and Retention

- 25.17 The Association shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the person to whom the information relates or as required by law.
- 25.18 No personal information shall be supplied to third party service providers or product suppliers without the consent of the person to whom the information relates.
- 25.19 The Association may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by law.
- 25.20 If any AMHA team has collected personal information from its players, parents or team officials, it must adhere to the principles set out in this policy. Specifically, no AMHA team may use or disclose personal information supplied to it directly or by the Association for purposes other than those set out in section 25.7 without the consent of the person to whom the information relates. This includes the disclosure of personal information on any web page.
- 25.21 The Association may release personal information for the purpose of collecting debts that are owed to the Association.

- 25.22 Personal information shall only be retained as long as is necessary to fulfill the purpose identified unless consent is given to keep information for a longer period of time.
- 25.23 Registration data shall be retained for a three-year period after a player has left the Association. Parental/family information shall be maintained for a similar three-year period after a member has left the Association.
- 25.24 Personal information that is no longer required or permitted to be retained by the Association will be destroyed in a secure manner.

Principle 6 – Accuracy

- 25.25 The Association shall strive to ensure, to the extent that it can, that the information entrusted to it is maintained in an accurate manner. All AMHA members and participants will have the ability to view and review personal information retained by the Association. The Association shall attempt to maintain the privacy interests of all individuals and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.
- 25.26 The Association shall only update personal information in its possession if a request is made in writing.

Principle 7 – Safeguards

- 25.27 Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized use or access, disclosure, copying or modification.
- 25.28 All information collected by the Association will be considered highly sensitive. As such, a high level of security will be practiced at all times. Methods of protection and safeguards include but are not limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption. These measures will be subject to yearly reviews by the Association and the President to ensure the best methods possible are being utilized to maximize effectiveness.

Principle 8 – Openness

- 25.29 Upon request, the Association shall provide a copy of this policy to any AMHA member or participant. The Association shall also make this policy available to all AMHA members and participants on the AMHA website.
- 25.30 If anyone has any questions, comments or concerns regarding this policy, they can contact the President in writing at the office of the AMHA, or by email.

Principle 9 - Individual Access

- 25.31 Upon written request, the Association shall provide access to personal information in its possession to the individual to whom the information relates or to the parent/guardian of such individual. The Association shall disclose the source of the information when requested and provide an account of any third parties to whom the information may have been disclosed. The Association shall endeavor to provide such information within 30 days of receipt of the request and only charge nominal fees for the purpose of satisfying its expenses incurred in supplying such information.
- 25.32 The Association may request sufficient information to confirm an individual's identity before releasing any personal information.
- 25.33 An AMHA member or participant may challenge the accuracy or completeness of the information and any inaccurate information shall be corrected and any third parties shall be notified of the corrections.

Principle 10 - Challenging Compliance

- 25.34 Anyone wishing to challenge the Association's compliance with this policy can contact the President or any Board member.
- 25.35 The President shall investigate all complaints received. If the complaint is deemed justified, the Association shall take the appropriate steps to ensure that compliance is achieved and will make any necessary changes to its policies to allow for compliance in the future.

26 Use of the Official AMHA Logos

- 26.1 The use of Association logos is not permitted without the consent of the Board.

27 Communications

Mail Box

- 27.1 Each Rep team will be supplied a locked AMHA Mail Box, located outside the AMHA office in the Ajax Community Centre. Mail will be put in the box and used for official communications from the AMHA to the teams.

Bulletin Board

- 27.2 The Bulletin Board outside the Hockey office will be utilized to put any posters, notices or communications from the AMHA, OMHA, OHF or Hockey Canada.

Forms

- 27.3 Copies of the AMHA forms can be obtained from the AMHA office or online at www.ajaxminorhockey.org.

28 Application of Rules

Scope

- 28.1 The affairs of the Association are governed according to its By-Law adopted March 25th, 2006, and the by-laws, rules, regulations and policies of the Ontario Minor Hockey Association, Ontario Hockey Federation and Hockey Canada applicable to it. Each representative league (ETA, YSMHL and Lakeshore) also has rules and regulations that govern the activities of its teams. These Rules of Operation must be read and applied in conjunction with all such rules and regulations.

Interpretation

- 28.2 In these Rules, all capitalized terms have the same meaning as in the Corporation's Bylaw.
- 28.3 In these rules, "AMHA members and participants" includes all players, parents, guardians, coaches, officials, volunteers, directors, Board members, committee members, conveners, team managers, trainers and administrators involved in any AMHA business, activities or events.
- 28.4 In sections 2 through 15 (**REPRESENTATIVE TEAMS**),
- (a) "Rep" means Representative and "Rep Committee" means the Representative Operations Committee;
 - (b) "team" means a representative team; and
 - (c) "team official" means a head coach, assistant coach, trainer, assistant trainer, manager and/or assistant manager/treasurer.
- 28.5 There will be situations where an AMHA rule or policy appropriate in most situations would not be fair or just in a specific case. In such situations, the AMHA rule or policy may be waived or varied, or exceptions to the rule or policy may be granted, in order to ensure that the objectives of the Association are respected and/or promoted.

- 28.6 If there is a conflict between these Rules and any OMHA, OHF or Hockey Canada rule or regulation, the OMHA, OHF or Hockey Canada rule or regulation shall prevail.
- 28.7 These Rules will be interpreted broadly in a manner that respects and promotes the objectives of the Association as set out in the Association's by-laws. The foregoing Rules of Operations is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Board of Directors of the Association at a Board Meeting duly called and held at in the Town of Ajax, Ontario, and at which a quorum was present on the