



Rules of Operation

(as amended April 17 2019)

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1. Governance

1.1 Levels of Governance

- a) IMHA operates under the governance of its By-Laws and the Rules of Operation in conjunction with the rules, bylaws and policies of the:
 - Ontario Minor Hockey Association, hereafter OMHA;
 - Ontario Women's Hockey Association, hereafter OWHA;
 - Ontario Hockey Federation, hereafter OHF;
 - Hockey Canada, hereafter CHF;
 - Shamrock Hockey League, hereafter SHL;
 - Lambton Middlesex Local League, hereafter LMLL.

1.2 Implementing Rules Of Operation

- a) Between Annual General Meetings (AGM) the IMHA Executive reserves the right to implement an operating rule or regulation as deemed necessary to facilitate hockey operations. The rule or regulation must be approved by a majority vote of the current Executive before being implemented. After implementation, this rule or regulation will then be brought to the first AGM after executive approval for ratification by a majority vote of the members present at that AGM.
- b) The rule or regulation will be added to the applicable governing document (By-Laws or Rules of Operation) as moved at the AGM.

2. Conduct, Discipline and Complaints against the Association

2.1 Membership Conduct

- a) All members of the IMHA are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season.
- b) The IMHA reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the IMHA has been evident.

2.2 Code of Conduct

- a) As members of the IMHA, all members will follow a Code of Conduct. Members under the jurisdiction of the OMHA will follow the Code of Conduct as outlined in the current revision of the OMHA Manual of Operations. Members under the jurisdiction of the OWHA will follow the Code of Conduct as outlined in the current version of the OWHA Constitution, Bylaws and Regulations.

- b) This Code of Conduct identifies the standard behavior which is expected of all IMHA members including all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers and administrators involved in IMHA activities and events.
- c) The IMHA encourages an environment in which all individuals are treated with respect. Members and participants of the IMHA shall conduct themselves at all times in a manner consistent with the values of the IMHA which include fairness, integrity, and mutual respect for all.
- d) During the course of all IMHA functions members shall avoid behaviour which brings the IMHA or the sport of hockey into disrepute, including, but not limited to, abusive use of alcohol, use of non-medical drugs, use of alcohol by minors, and use of profanity.
- e) IMHA members and participants shall at all times adhere to the IMHA operational policies and procedures, to rules governing IMHA functions, and to the rules and regulations governing any competitions in which the member participates on behalf of the IMHA.
- f) Members of the IMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety to others.
- g) Members, including the Executive of the IMHA shall refrain from comments or behaviours that are disrespectful, offensive, racist, or sexist. In particular, behavior that constitutes harassment or abuse will not be tolerated and dealt with in accordance with the IMHA Rules of Operation, Hockey Canada, OMHA or OWHA Harassment, Abuse, Bullying and Misconduct Policies.
- h) All members and players are expected to review and agree to the terms of the IMHA Code of Conduct through submission of an original signed hard copy, scanned electronic copy of a signed original hard copy or by means of electronic acknowledgement during online registration.

2.3 Discipline following Violations of the Code of Conduct

- a) Failure to comply with the Code of Conduct may result in disciplinary action, suspension or release from membership. In the event of a violation of the IMHA Code of Conduct, a written complaint must be submitted to the IMHA President. Upon a fair hearing such action may result in the member losing the privileges that come with membership in the IMHA, including the opportunity to participate in IMHA activities.

2.4 Discipline following Violations of the By-Laws and Rules of Operation

- a) Membership may be revoked at any time of an individual who has been deemed by the Executive to be in contravention of the IMHA By-Laws and Rules of Operation. Such action shall only result after a fair hearing, recommendation of the Discipline Committee, and a majority vote of the Executive.
- b) The Discipline Committee will be formed by the Executive consisting of the President, Coaches Representative and two other members of the Board of Directors.

- c) The Discipline Committee may suspend a team official for a period not exceeding three games for any of the following infractions. If a team official has been suspended under any of the preceding circumstances, the Board of Directors may name a team official to take the place of the suspended team official during the period of suspension, if necessary
- Abuse of a player on the team official's team;
 - Abuse of another team official on the official's own team or an opposing team;
 - Abuse of a game official;
 - Disregard of the IMHA By-Laws and Policies;
 - Engaging in any activity which, in the opinion of a majority of the Discipline Committee, would constitute a danger to any member of the official's team or to any member of an opposing team; Any form of disrespectful conduct.
- d) The Discipline Committee may suspend a player's playing privileges for a period not exceeding three games under the following circumstances;
- Abuse of a fellow player;
 - Abuse of a player on the opposing team;
 - Abuse of a team official whether on that player's team or on an opposing team;
 - Abuse of a game official;
 - Disregard of the IMHA By-Laws and Policies; Any form of disrespectful conduct.

2.5 Team Discipline

- a) The coach of a team is responsible for assessing immediate disciplinary action against players on their team when it is warranted. If a suspension is involved they shall notify the President.
- b) Any appeals of disciplinary action taken by a coach shall be submitted to the President. This also applies to complaints regarding the lack of disciplinary action.
- c) The Executive and Directors shall rule on any unresolved appeals or complaints.

2.6 Penalties and Suspensions

- a) All penalties and suspensions shall be called and served in accordance with the OMHA and or OWHA regulations.
- b) The head coach will inform the OMHA Director/OWHA Director, as soon as possible, when a player on their team has been assessed a game misconduct penalty.

- c) A player or team official receiving a 2nd game misconduct will receive a verbal warning from the President.
- d) On the occurrence of a 3rd game misconduct, the player or team official will be automatically suspended until reinstated by the President. Suspension may continue to the following season.

2.7 Complaints Regarding the Operation of the Association

- a) Complaints or questions regarding the operation of the Association must be submitted, in writing, with signature to the Grievance Committee. Any complaints received without signature by email or by telephone will not be addressed.
- b) Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- c) Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- d) Upon receipt of a complaint, the Grievance Committee will investigate the complaint and present recommendations to the Executive or for immediate, serious issues, may call a special meeting of the Executive.
- e) Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- f) All complaints shall receive a written reply.

3. Registration

3.1 Registration

- a) Registration procedures will be organized and coordinated by the Registration Director and the Executive.
- b) All registrations for players to participate in OMHA and OWHA-sanctioned programs will be submitted and processed electronically.

3.2 Residency and Eligibility

- a) Players must reside within the area described by OMHA /OWHA Residency Rules.
- b) After December 1st, IMHA players skating with Junior teams will no longer be eligible to play for the remainder of the IMHA season. Any refunds will be prorated.
- c) An IMHA player must sign an "AAA" playing card by September 1st of the current playing year. No approval to play "AAA" will be given by the IMHA after September 1st.

3.3 Registration of Players

- a) Subject to registration numbers, the Association will operate the following player groupings:

Series	Age as of December 31 st
Initiation Program	6 & under years of age
Minor Novice	7 & under years of age
Novice	8 & under years of age
Atom	10 & under years of age
Pee Wee	12 & under years of age
Bantam	14 & under years of age
Midget	17 & under years of age
Juvenile	Under 20 years of age

- b) Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Executive approval. The request to transfer must be made in writing to the Executive outlining the specific reason(s) for the request.
- c) Players will have the option to indicate whether they wish to play for Rep or Local League on their registration forms.
- d) All players must be registered, with tryout and registration fee payments made, and a post-dated cheque for the fundraising contingency fee submitted prior to participating in any game, practice, or tryout.
- e) The registration of all players under the age of 18 must be completed by a parent/legal guardian.
- f) A written request must be made to the board and approved by the board if a player (girl or boy) wishes to try-out for a competitive team in an age group above the age group they are supposed to be playing in.
- g) Players, or parents on their behalf, must decide at the time of registration if they will be registering to play for an OMHA sanctioned team, or OWHA sanctioned team, if a girl.
- h) Requests for the movement of players between OMHA and OWHA must be submitted in writing and approved by the Board.
- i) No written requests for the movement of players between OMHA and OWHA will be accepted following the conclusion of tryouts for representative teams.

3.4 Proof of Age

- a) Photocopy of Birth Certificate must be submitted with every initial registration of players.

3.5 Registration Dates

- a) The Executive in consultation with the Registration Director shall set registration dates for the upcoming hockey season.
- b) The registration dates will be advertised in the local paper, school newsletters and on the website.
- c) No registrations will be accepted after September 1st except in the following circumstances
 - The player has moved to the IMHA since the start of last year;
 - The player is trying out for a rep team under rule 3.5 (OMHA Manual of Operations and Playing Regulations);
 - Other exceptional circumstances as approved by the executive.
- d) Players will only be allowed to try out for a rep team under rule 3.5 (OMHA Manual of Operations and Playing Regulations) during the regular tryout sessions.

3.6 Registration Fees

- a) The registration, tryout fee and payment schedule for each player grouping shall be based upon the budget.
- b) Registration and tryout fee payments will be accepted online through credit card, e-cheque, bank payment or Interac e-Transfer.
- c) Post-dated cheques for fundraising contingency fees must be submitted at the time of registration. The amount of the fee will be based upon the budget.

3.7 Registration Late Fee

- a) Any registrations received after the final registration date set by the Executive for that current hockey season shall pay the full registration fee plus late fee.
 - \$200.00/player 15 days after registration date
- b) If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a reduced fee shall only be allowed if the lateness in registration is justified (e.g., player just moved to area, had been injured or ill.)

3.8 Registration Refunds

- a) The Board of Directors will consider refunds on an individual basis upon receiving a written request by the participant or the participant's parents. Refunds will be granted to an injured player after three months regardless of

whether or not the injury was hockey related. Requests for injury related refunds may be made at anytime throughout the hockey season. All refunds are pro-rated over a seven month period of time. Refunds on pre-season tryouts for any player who does not wish to continue will be given upon receiving a written request. There may be a fee per skate charged to the participant. If a player chooses not to participate for a portion of, or for the whole hockey season, refunds will be given upon receipt of a written request and pro-rated over a seven month period of time as decided by the board.

They will be subject to a minimum retained registration fee of 50% unless a written request for consideration is received, approved and accepted by the IMHA Board of Directors. No refunds after December 1st.

- b) **No late charges will be refunded.**

4. Equipment, Sweaters and Insurance

4.1 Player and Team Official's Equipment (Mandatory Equipment)

- a) BNQ Neck Guard.
- b) Approved mouth guard.
- c) Shoulder Pads, Elbow Pads and Shin Pads.
- d) Hockey Pants and Hockey Gloves.
- e) Athletic Support/Cup.
- f) CSA approved Hockey Helmet with approved Full-Face and Ear Protection. (The Helmet must be fastened while on-ice with no more than two fingers under the chinstrap. No stickers, tape or decals are permitted on helmets unless they are CSA approved. No unauthorized adjustments to helmets are permitted; note, however, that the addition of CSA approved "ear flaps" for older helmets is an acceptable alteration).
- g) Goalies must also wear an approved throat protector for all games and practices.
- h) All equipment should be properly fitted to ensure the maximum protection; no unauthorized alterations to equipment are permitted.
- i) Hockey sticks must have a knob on the end of the handle that is large enough to prevent entry into a facemask. Failure to comply with this rule will result in a minor penalty and suspension of the player until the stick is corrected.
- j) All on-ice coaching staff must wear a CSA approved hockey helmet during practice.

4.2 Sweaters

- a) Any person issued sweaters, equipment or any other property of the IMHA shall be responsible for their care and safe return.
- b) Each player will be given a sweater by the coach or delegate before each game. After the game, the sweater must be returned to the coach/delegate. Team sweaters will not be kept in individual player's equipment bags. Players will not wear team sweaters during practices. Coaching staff will be responsible for cleaning team sweaters. All sweaters returned to IMHA at the end of the season MUST be washed.
- c) Only IMHA approved apparel is permitted.

4.3 IMHA Equipment

- a) IMHA will supply the following goaltender equipment to all goalies: Pads, chest /arm protector, blocker, catching glove, if available.
- b) All equipment belonging to IMHA that is issued at the beginning of each season shall be returned in order and complete at the end of the season. A team official will have to sign out all team equipment through the equipment director. This includes sweaters, water bottles, pucks, first aid kits and goalie equipment.

4.4 Loaning of Equipment

- a) The IMHA will loan equipment during off-season for on ice activities only; such as hockey schools, summer hockey, Junior tryouts. A \$500 deposit will be required and all equipment must be returned when the off-season event is completed. Equipment not returned or returned damaged shall be subject to full replacement charge to the signee. IMHA does not supply equipment to those who do not play within our organization.

4.5 Liability

- a) The Municipality of Middlesex Centre and the IMHA and its agents, undertake no responsibility for player injuries or any other liabilities whatsoever.
- b) This shall be stated on all player registration forms.

4.6 Player and Team Officials Insurance

- a) The insurance program described by the OMHA Manual of Operations or the Ontario Women's Hockey Association shall cover all players and officials of the IMHA
- b) The insurance program does not cover Parent/Child or any non-sanctioned OMHA activities if someone was injured. Anyone not insured by the Association must play at their own risk.

4.7 Executive Insurance

- a) The Executive may purchase and renew yearly an Association liability insurance policy for coverage of Executive members. The Treasurer shall be responsible for obtaining this insurance.

5. Player Movement and Team Regulations

5.1 Underage Players

- a) Refer to Section 3.3 (f).

5.2 Movement of Players

- a) Any player registered in the IMHA and is also trying out for Junior teams or OMHA Regional teams or OWHA Regional Teams must have an OHF tryout form completed. The President or Vice President must sign this form before they are allowed to tryout. For girls, no permission to skate form will be signed unless for 'A' or above.
- b) Any player registered in the IMHA requesting player movements or transfers will formally do so through the President. All releases and transfers will be completed per the OMHA and or the OWHA regulations and forms.
- c) Any Junior Team who is attempting to receive the release of any player under the jurisdiction of the IMHA must formally do so through the President.
- d) In cases of granting releases for players to play for Junior teams, the best interests of the player shall be the prime consideration. Normally, no attempt shall be made to hold back a player from playing at his level.
- e) If after determining by discussion with the respective Junior Team representative and the player and parents that a full release would be to the benefit of all parties concerned, then the release shall be allowed, subject to the terms of the payment schedule as per the OMHA fee schedule.
- f) The President and the Secretary of the IMHA must sign all releases and transfers.

5.3 Affiliation

Preamble:

Affiliation is the process whereby teams "call up" players from an OMHA approved list to play in games or practices to support the operation of that particular team.

Coaches, players and parents must understand that the whole affiliation process is necessary in order to run an efficient hockey program. With this in mind, all persons involved must remain flexible and try to look at the big picture rather than their particular situation only.

The following rules have been put in place in order to protect the Association's best interests. Where a concern is raised as to the interpretation of a particular statement, the responsibility for resolution rests with the Executive. The President shall resolve any conflict.

IMHA teams shall affiliate as per OMHA rule #23 with the following additions:

- a) In order to protect the Association's best interests, each team is required to initially limit the number of affiliates to a maximum of 10. Whenever possible, players affiliated to representative teams must first be chosen from the group of players that participated in the tryout process for the age division that they are affiliating to.
- b) Where horizontal affiliation (i.e. within the same age group) is available, it has priority over vertical affiliation (i.e. from a younger age group to an older one) at Coaches discretion. Where horizontal affiliation is not available an attempt to resolve a conflict will be made by the two coaches. If the coaches cannot resolve the issue, the Coaching Director, in consultation with the President, will make a ruling and document the reasoning to the coaches.
- c) For regular season games, teams will only be allowed to bring up affiliate players to match the number of players listed on their OMHA approved roster sheet. If a team wants to go above their approved level of players on their roster using affiliate players, then approval of the respective Executive is required. This will be decided on a case-by-case basis depending on the circumstances involved. The specific exception to this rule will be in dealing with goalies where much more flexibility will be required by all involved.
- d) For Playoff games (League or OMHA), teams will be allowed to bring up affiliate players above the roster. For teams with 10 or 11 players (excluding goalies) can AP 2 above the OMHA approved roster and teams with 12 or 13 (excluding goalies) can AP 1 above the OMHA approved roster.
- e) An affiliate player may miss practice with his base team. Consent from a member of Team Management (Head Coach, Assistant Coach) of the team that the player is carded to must be received by the coach requesting use of the affiliate player. The Coaching Director must be informed of any of these consents.
- f) The player's Team Management has no right of refusal except under the following circumstances:

A conflict does not exist when:

- the higher categorized team plays or practices after the lower categorized team plays or practices or;
- The lower categorized team practices after the higher categorized team plays or practices;
- By virtue of game locations and the travel involved, there is a reasonable doubt that the affiliated player would be able to make it to a game with their base team. In cases of dispute between the two coaches, the final decision rests with the President;
- The player is under suspension. OMHA Rule 50.3 will then apply; ○ The Executive reserves the right to rule on any of the above guidelines. If any coach does not agree with the decisions of the Coaching Director he/she has the right to consult with the President whose decision will be final;
- In the case of a player registered with both the OWHA and OMHA, the player must designate their primary team at registration. The player will be

expected to follow the above rules using their primary team as their base team.

5.4 General Rules for all IMHA Teams

- a) Team officials (coaches, managers, and trainers) are responsible for the actions of their team before, during and after games.
- b) Two (unrelated) RIS (Respect In Sport) certified persons should be present in the dressing room at all times for practices and games.
- c) All players must be ready to go on the ice at game time. All games shall be scheduled to commence five minutes after the scheduled ice time allotment starts. If a team or teams are not ready to begin to play at this time, the lost time will be deducted from the actual playing time.
- d) Players should stay in their dressing room until the ice is available.
- e) No players shall be allowed on the ice without a sanctioned official present, on the ice.
- f) No player is allowed to step onto the ice until the ice machine is completely off the ice and the Zamboni door has been closed. Safety Precautions must be taken during all games and practices by checking that all penalty box and team bench doors are securely closed.
- g) Team officials and players are responsible for the condition of their dressing rooms. Tape, paper, or garbage of any kind should not be left in the dressing room, in any arena.
- h) IMHA's primary purpose of player affiliation is to ensure that teams have sufficient available players to fairly and safely play in cases of illness, injury, or other unavailability. The affiliation agreement is to fill the original compliment of players to an affiliating team. The affiliation agreement is not to be used to add to the original players signed to a team.
- i) The affiliated player's first obligation is to his/her carded (assigned) team. An affiliated player shall not be permitted to miss a regular season, playoff or tournament game with his/her carded team in order to play/practice with the team to which he/she is affiliated.
- j) Affiliation is temporary and is not intended to be used as a means by which the affiliated player can play on a regular basis with the non-assigned team. Best efforts in the spirit of fairness should be made by a coach to rotate players on an AP roster for the affiliate team to avoid over-playing one player.
- k) The Board of Directors understands and acknowledges that circumstance may exist in the case of goaltenders which may require that paragraph two or three may be adapted accordingly.
- l) IMHA will make all efforts to ensure that an equal opportunity is exists for all players to participate in OMHA and OWHA sanctioned programs regardless of their gender or identity. This includes provision of dressing room or change room space that is Gender Neutral when requested.
- m) In exceptional circumstances and with the approval of the Board of Directors, permission may be granted on a case-by-case basis for OMHA/OWHA affiliation

crossovers and exception from paragraph three. These requests must be made in writing to the Board.

- n) We understand and acknowledge that the coach requiring the use of an affiliated player shall first obtain the approval of the carded team and secondly, contact the affiliated player's parents and thirdly contact the affiliated player.
- o) Each affiliated player must sign a Player Affiliation Agreement form as well as each player's parent/guardian and both coaches of the affected teams.
- p) Players may only be AP'd to one team.
- q) Players may only be AP'd up from level they are registered, irrespective of their age. Once a player has been moved up an age group, they may not play with a team in a lower age category.
- r) Coaches should take advantage of the AP rule, which allows a player to play as an affiliated player, and should consider bringing affiliated players up to the practice prior to the affiliated game.
- s) All decisions made by the Board with respect to special affiliation cases are valid for the current hockey season only.
- t) The use of ALL Personal Devices (i.e. iPads, iPods, Blackberrys, iPhones, etc.) our prohibited from all dressing rooms. This applies to all coaches, players, parents and/or guardians.

5.5 Representative Teams

- a) The Executive shall set the date by which the selection of players to the First Entry Rep. teams and Additional Entry Rep. teams must be complete by.
- b) The Executive will provide to the coaches before tryouts the number of players and goalies the individual teams will be allowed to carry on these teams based on the number of registrants. If in the opinion of a majority of the Executive, a minimum roster must be set for a team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach. Wherever possible, the minimum roster size for all competitive teams will be set at 13 skaters with a maximum of two goalies. The goal should always be to provide more players with an opportunity to play and compete at highest level possible on behalf of the organization.
- c) The affected team will not be allowed to operate below this minimum roster without approval of the majority of the Executive.
- d) Before tryouts, an updated registration list consisting of players wanting to try out for Competitive teams will be given to each Competitive Coach for the division they are coaching. Any new registrants after this time will be told by the Registration Director to contact the coach to get on this list.
- e) Coaches will ensure all players who are trying out on this list are contacted and informed of the dates and times of tryouts.
- f) A Tryout and Player Evaluation Committee comprised of 2 Board members and up to 3 additional members or individuals outside of the organization with no conflict of interest will be formed to finalize the roster of all representative teams in consultation with the coaching candidates or appointed Head Coach. Any costs incurred with involvement of an external evaluator, at the request of

the coaching candidates or appointed Head Coach, will be an additional cost to be paid by the members of players participating in the tryout or evaluation for the relevant age category or division. A finalized roster will be submitted to the Board for approval prior to publication.

- g) A minimum of 3 skates is guaranteed to all players across the continuum of the tryout/evaluation process established for representative level teams. (3 tryouts are tryouts that are scheduled, not 3 tryouts the player shows up for).
- h) Players who are injured, sick or new to the area will have the opportunity to be evaluated for placement on a Rep or AE team after the tryouts.
- i) Players must sign an OMHA registration card before participating in any tournaments.
- j) No player shall be signed after January 15th.

5.6 Local League Regulations

- a) The Executive shall set the date by which the selection of players to the Local league teams must be completed.
- b) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- c) A Committee consisting of the Coaches in that division shall select teams from individual registrations for each division. The Executive, when requested by the coaching staff may assist in this selection or recommend an outside source to assist with the process.
- d) The Committee shall do their utmost to provide balanced teams. Following the initial selection of teams and the assignments of coaches, the Committee may move players between teams to satisfy special requests from parents.
- e) All teams within each division shall be re-balanced by the Executive if required. Any player movements will only take place after discussion with the coaches and parents affected by the moves. Should dropouts reduce a Local team roster to more than three players below the average team roster; the Executive will make transfers as required.

5.7 Women's Teams Regulations

- a) Women's teams will be registered to play in either the WOGHL or LLFHL during the regular season and playoffs.
- b) Division and classification of teams at all age levels will be decided by the Board in consultation with the Coaching Director, OWHA Director of Girls Hockey and appointed representative team coaches. The classification of the highest level representative team will be determined first. Registration numbers will be the primary determinant of the division or classification of teams. All girls interested in participating on a representative team must register and fully participate in the tryouts and evaluations. Division and classification of all OWHA teams will be decided after completion of the tryout/evaluation process. Classification of teams will be finalized prior to the deadline set forth by OWHA of October 1st.
- c) Players planning to participate in the tryout/evaluation process for another association may do so under a Permission to Skate Form signed by the

Director of Girls Hockey or President of IMHA. Only players that participate in the tryout/evaluation process with offers to be placed on the roster for the team listed on the Permission to Skate Form will be granted a release. No releases to outside associations will be granted after initiation of the tryout/evaluation process for IMHA.

- d) At a minimum, an effort will be made to classify at least one team at the "C" level so the team may register and qualify to participate in the OWHA Provincial Playdowns and Championships. It will be the responsibility of the OWHA Director, in consultation with the coach, to register all representative teams as per OWHA regulations.
- e) Prior to the formation of teams, players will practice in their respective age groups for the purpose of conditioning, skill development and evaluation.
- f) A Committee consisting of the Coaches in that division shall select teams from individual registrations for each division.
- g) A Committee consisting of the Coaches in that division shall select teams from individual registrations for each division. The Executive, when requested by the coaching staff may assist in this selection or recommend an outside source to assist with the process.
- h) All Women's teams must have a registered trainer with a minimum of HTCP Level I certification present at all OWHA sanctioned events (games, practices and dry land training).
- i) Each female team must have at least one registered adult female on the bench. A female official shall be present in the female players' change room while males are present.
- j) All team officials must have current Prevention Services Certification.
- k) Any request for reclassification of representative teams to higher or lower levels must be approved by the Board. Requests for Reclassification of a team within OWHA can be done before the season begins but no later than October 1st. After October 1st of the current season, teams will remain in their division/category as circulated unless a Request for Re-Categorization Form or a Request OWHA Team Category Review Form is received by the OWHA as an official position of a Team or Association. All requests for recategorization of your own team and all requests for a review of another team must be submitted on the applicable OWHA Form and be submitted to the OWHA office no later than a date to be set annually by the OWHA. Refer to Regulation One – Categorization of the OWHA Handbook. No team will be allowed to re-categorize to a lower level if a team already exists at that lower level in IMHA.
- l) The Board will make all final decisions regarding the number of registrations for "import players" that will be accepted for our regular and representative girls hockey programs. "Import players" are girls that do not reside in the Ilderton area and/or that have not been previously rostered to one of our regular or representative teams in the past two (2) consecutive seasons. IMHA will make every effort to identify the number (if any) import players that will be accepted to any age group prior to the commencement of tryouts.
- m) Unless all registrants reside in the Ilderton area or have played the previous season with IMHA, the maximum roster size for all representative OWHA teams will be 15 skaters and 2 goalies. OWHA limits the approved roster size of all

representative teams to a maximum of 17 skaters and 2 goalies. House League Team are limited to 19 players, goalies do not need to be clarified for OWHA House League teams.

- n) New registrations to IMHA will be reviewed upon receipt and accepted pending that positions become available within the given age group regardless of geographical location.

6. Coaches Selection

6.1 Role of the Coaching Director

- a) Set coaching selection criteria; collect applications.
- b) Make recommendations to the Executive for approval for the selection of the coaches based on the applications received.
- c) Convene meetings for the coaching staff prior to the start of and during the hockey season.

6.2 Coaches Committee

- a) Coaches for the upcoming season shall be selected by the Coaching Committee made up of the Coaching Director, OMHA Director, OWHA Director, Lambton Middlesex Director and President, then recommended to the IMHA for approval.
- b) Where there is more than one application submitted for a particular team the coach shall be appointed by majority vote of the IMHA executive.
- c) Subject to the discretion of the Coaching Committee, interviews may be held with applicants.
- d) Will evaluate injured, sick or new players for team placement as per Section 5.5 (h)

6.3 Qualifications and Eligibility

- a) Coaches must be, or willing to become, certified in accordance with OMHA Manual of Operations and or the OWHA Regulations, Applicants selected will also be required to have a recommendatory Police Record Check completed before the Executive approves the coach's selection. The PRC must be completed every three years with an Offence Declaration signed in the years in between.
- b) Every effort should be made to ensure a person is not the head coach of a Minor Hockey team, Novice and up, for the same child for more than two (2) consecutive years, unless no other suitable applicants are available as deemed by the IMHA Coaching Director.
- c) The Board of Directors will hold a series of meetings in order to select all coaches. The selection of head coaches will be determined, in no specific order, by the following guidelines:
 - I. Applicant's preference to coach at a specific age level;
 - II. Applicant's second choice to coach at another age level;

- III. Past coaching experience;
- IV. Applicant's ability to demonstrate on the ice, the necessary skills required for that age level;
- V. Any additional information or knowledge that members of the Board may have regarding the abilities, skill level, experience or parent concerns.

6.4 Applications

- a) The IMHA will advertise that they are taking applications for head coaches for the upcoming hockey season.
- b) Applications for coaching positions will be available from the Coaching Director, the website or any IMHA Executive member.
- c) The Executive will establish an application deadline when all applications have to be received by the Association.

6.5 Selection of Assistant Coaches, Trainers and Managers

- a) The Head coach, with the approval of the Executive will select the other team officials for his or her team. (Assistant Coaches, Trainers and Manager).
- b) The number of team officials to be selected will be accordance with OMHA and or OWHA regulations.
- c) The Head Coach should attempt to maximize the flexibility of his/her coaching staff by having two NCCP (National Coaching Certificate Program) and two HTCP (Hockey Trainers Certification Program) qualified individuals on the team's roster sheet.
- d) Coaches will be certified in accordance with the OMHA and or the OWHA regulations.
- e) Trainers shall hold a valid HTCP certificate.
- f) All team officials will be required to have a recommendatory Police Record Check completed every 3rd year, with an Offence Declaration signed in the years in between.
- g) An official Police Record Check may be requested at any time by the Executive.

7. Team Officials

7.1 Accountability

- a) All team officials/support staff must be carded and adhere strictly to the rules set down by Hockey Canada (HC), the Ontario Hockey Federation (OHF), OMHA, OWHA and IMHA.

- b) Team head coaches are responsible for their support staff. Any team official who fails to comply with these rules will be subject to disciplinary action at the discretion of the director of their league and the Board of Directors.
- c) Coaches are responsible for the conduct of their players both on and off the ice while at the arena for their scheduled game or practice.
- d) All coaches must attend or send a team representative to all scheduled coaches meetings.
- e) Remember, at all times, team officials/support staff and players are representing the IMHA and the Town of Ilderton. Please conduct yourselves accordingly.
- f) Under no circumstances will a member of the coaching staff be alone with a player. Always follow the 2 Deep policy and have 2 or more people designated to be in attendance. Do not leave until all players have left the dressing room for all games home and away and practices. The coaching staff must be the last to leave the dressing room.
- g) When a player is ejected from a game or is otherwise removed from a game, a member of the support staff and the player's parent (if available) or other team parent shall go to the dressing room with the player.
- h) Team officials will complete and file with the IMHA office occurrence reports as required by policies established from time to time by the Board of Directors.
- i) No player is permitted on the ice until flooding has been completed and the arena attendants have left the ice and secured the rink doors.
- j) Ice time will be allotted to each team until the ice contract for that year has expired.
- k) At practice, only team players in full equipment, team officials or replacement officials carded with IMHA are allowed on ice. (as well as players from other teams within IMHA as needed to help run practice i.e. older players helping out younger teams as long as they are members of IMHA).
- l) All on-ice helpers must meet the following requirements: be registered and listed on an OMHA roster to play minor hockey in Ilderton, be used to demonstrate/assist but may not participate as a player in activities such as drills, game or scrimmages, be at least 2 yrs older than the oldest player on the team that they are volunteering to assist, if older than 14, completion of the online Respect in Sport (RIS) training program, if younger than 14, full equipment must be worn. Be a minimum age of 9 yrs old.
- m) If a team is unable to use any practice time, which is allotted to it, they must notify the Ice Convener within a minimum of 72 hours of the allotted time. This requirement allows the Ice Convener to reassign the ice time to another team. The penalty for failure to do this is the loss of practice time as determined by the Ice Convener.
- n) Any extra ice time, other than that which is allotted by the Ice Convener is the responsibility of the team to arrange and pay for.

7.2 Player Injuries

- a) The trainer of the team is responsible for forwarding a copy of the "Canadian Hockey Injury Report" to the OMHA/OWHA as required. A copy must be forwarded to the Executive for Association record keeping as soon as possible.
- b) Players who have missed games and or practices due to an injury seeking medical treatment (regardless of if it's a hockey related injury) must give the coach and or the trainer on that team a Doctor's note for approval to return to play, before being allowed on the ice for any IMHA sanctioned activity. A copy must be forwarded to the Executive for Association record keeping as soon as possible.

7.3 Player Ice time and Development

- a) IMHA is committed to the principles of player development, fair play, sportsmanship, including and using all reasonable attempts to ensure that players receive equal opportunity to contribute towards the success of the team as per the Hockey Canada Fair Play Code for Coaches.
- b) All coaches shall attempt to play all players fairly, including goaltenders, except in the following circumstances:
 - a. Safety of a player is being compromised.
 - b. As a form of discipline for undesirable behaviors or actions.
 - c. During the final five minutes of any game, power play, short handed situation or overtime.

7.4 Team Meetings with Parents

- a) Coaches and Managers must have a parent meeting before the season begins and hold parent meetings as required during the season as needed. Two nonteam parent Executive members should be present at any meetings.
- b) These meetings will be used to explain/discuss the following:
 - Introduce coaching staff and Responsibilities of coaching staff;
 - Select Team Rep;
 - Coaching Philosophy;
 - Team Rules;
 - Hand out and discuss Player and Parent Codes of Conduct;
 - Dress Code;
 - Playing Time for players, shortening of players ice time;
 - Supervision of Dressing Rooms and Shower Room Policy;
 - Releasing Children from Coaching Staff Supervision;

- Female Player Dressing Room Policy;
- Transportation of Players;
- 24 Hour Cool Down Rule;
- Parent Complaint Procedure;
- Timekeeping, scorekeeping, admission gates;
- Tournaments;
- Emergency Action Plan and responsibilities;
- Any other points that either group wishes to discuss. It is essential to keep the lines of communication open between parents and coaching staff.

7.5 Parent Complaints

- a) Any Parent complaints regarding the coaching staff or the operation of the team must be given to the Team Rep, after the mandatory 24 hour cooling off period; in writing with signature (either by hand, or scanned electronic copy). All complaints will first be attempted to be resolved at the team level by the Team Rep with the parties involved.
- b) If a resolution cannot be agreed upon at the team level, the Vice President will be contacted by the Team Rep to be an intermediary in assisting a resolution with the parties involved.
- c) If a resolution can still not be reached the Executive will make a ruling after a hearing of the parties involved.

7.6 Team Budgets and Financial Statements

- a) Team budgets, collecting and disbursing of team finances for tournaments will be the responsibility of each team manager and must be approved by IMHA. Any subsequent changes must also be approved by IMHA.
- b) The parents on the team must understand and approve an initial team budget for the amount of funds required to enter the selected tournaments. It is the team's responsibility to collect these funds from the parents. This financial obligation is above the Association's registration fees (unless otherwise stated).
- c) The team must settle any debts or bills incurred by the team. The IMHA will not honor these debts.
- d) Any team or individual incurring debts in the name of the IMHA without prior approval shall be subject to disciplinary action up to and including possible suspension from the Association.
- e) Any individual team fundraising initiatives must be approved by Executive before fundraising begins.

8. Subsidization of Team Officials

8.1 Subsidy Rates

The IMHA will subsidize the costs for current volunteer team officials as per the following:

- a) Initial Coaches and Initial Trainers courses: subsidization of 100% of the registration costs.
- b) Re-certification of Coaches and Re-certification of Trainers qualification: subsidization of 100% of the registration costs.
- c) Team officials attending Prevention Services clinics: subsidization of 100% of the registration costs.
- d) Team Officials getting a PRC (police record check) completed: subsidization of 100% of the costs.
- e) All subsidization will be forwarded after the participant has successfully passed the course and submitted a receipt to the Treasurer or Executive.

9. Ice Scheduling

9.1 Ice Contract

- a) The IMHA will sign an ice contract with the Municipality of Middlesex Centre yearly. The Ice Convenor will be responsible in consultation with the Executive for identifying to the Municipality the Associations ice requirements for the upcoming season. This should be done as soon as possible prior to the upcoming season. The President will sign the ice contracts.
- b) The IMHA will start buying ice on or about September 1 and stop on or about March 31 each season.

9.2 Responsibility

- a) The organization and scheduling of ice time for the IMHA hockey program is the responsibility of the Ice Convenor. Head coaches will assist the Ice Convenor when requested.
- b) The Ice Convenor shall fairly distribute game and practice ice allocations to teams in our organization and forward this schedule to each head coach. It is the coaches' responsibility to report changes in this schedule as they occur throughout the season to the Ice Convenor.
- c) During playoffs, the Ice Convenor will do playoff ice scheduling with assistance from the OMHA Director. They will schedule and move ice times around at their discretion to make sure that the Association's playoff priorities are met. Ice will be given to teams that require it for playoffs based on the priorities. This will include practices. The Ice Convenor will keep track of any ice that is taken away from a team. Ice will be returned to the affected teams if possible.

9.3 Cancelling Ice

- a) If a team cannot use its allocated ice, it the responsibility of the team's coach/manager to cancel the teams/players practice in its entirety and to inform the Ice Convenor as soon as possible who will offer it up for use by other entire teams
- b) If an Ice Convenor cannot be reached, alternative contacts for ice changes are the President.

10. Playing Times

10.1 Practices

- a) The normal duration of a practice is considered 1 hour on the arena clock from the scheduled start time (50 minutes of practice, 10 minutes for flooding of the ice).

10.2 Length of Home Games during the Regular Season

- a) The Executive, as regulated by OWHA/OMHA will determine the length of home games for each division. This will be communicated to the coaches prior to the season starting.
- b) The length of the game also includes a flooding of the ice (10 minutes).
- c) If certain teams continue to play past their allowable time, or if time restrictions are necessary then a curfew may be written on all home game sheets and initialed by both the home team coach and visiting coach.

10.3 Length of Games during the Playoffs

- a) The length of games during playoffs will be in accordance to the Rules and Regulations laid down by the OMHA and or the OWHA.
- b) Playoff games will not be curfewed for those leagues with signed contracts.

11. Off - Ice Officials

11.1 Timekeepers and Scorekeeper

- a) A delegate appointed by each team will assign responsible Timekeepers and Scorekeepers. If a team chooses to hire an outside person for these tasks, they are responsible for the cost.

12. On –Ice officials

12.1 Referee Scheduling and Notification

- a) Shamrock, Lambton Middlesex and OWHA Directors are responsible for contacting the Director of Officiating to have referees scheduled for their home games during the regular season and playoffs. After the league scheduling meetings the Directors must email and submit a hard copy to the Director of Officiating as soon as possible.
- b) The exception will be during playoffs when neutral referees are requested or when teams make semi-finals and finals when neutral referees will be assigned as per Shamrock, Lambton Middlesex and OWHA regulations.
- c) League Directors (SHL, LMLL and OWHA) are responsible for contacting the Director of Officiating for any games that are cancelled and for games to be rescheduled with rescheduled date and time.

12.2 Referee Payment

- a) Payment to referees will be according to the current OMHA and or OWHA referee guide. All fees will be paid to the current Referee Association in charge of officials except for OMHA Semi-finals and Finals where fees will be paid from door money.
- b) The Association will pay the mileage charges of out of town referees when required. Mileage charges will be according to the current OMHA and or OWHA fee schedule.

12.3 Referee Complaints

Complaints regarding referees should be in writing to the Director of Officiating. The Director of Officiating will resolve the issue and ensure the Executive are made aware of the complaint and its outcome.

13. Exhibition Games

13.1 Notification

- a) Team Officials must notify their league contact and the Director of Officiating regarding home exhibition games and at least 48 hours of notice should be given.

13.2 Payment of Referees for Exhibition games

- a) Payment to referees will be according to the current OMHA and or OWHA referee fee guide and will be paid to the current Referee Association in charge of officials.
- b) The Association will pay the mileage charges of out of town referees when required. Mileage charges will be according to the current OMHA and or OWHA referee fee guide.

13.3 Exhibition Games and Tournaments

- a) All teams participating in exhibition games and tournaments inside and outside of OMHA or OWHA jurisdiction must request and obtain a travel permit for insurance purposes.
- b) Team officials will be responsible for contacting the OMHA OR OWHA Director to obtain this permit.
- c) Teams are responsible for the payment of any costs incurred with obtaining travel permits for exhibition games or tournaments outside the jurisdiction of OMHA or OWHA.

14. Tournaments

14.1 Approval

- a) IMHA has determined that each team shall be entitled to enter as many tournaments as they wish. However, coaches cancelling regular season games due to tournaments must ensure rescheduling cancelled games are their first priority. Cancelled games must be rescheduled by Jan 15 of each year. Eligible teams are entitled to enter into OMHA/OWHA playdown. Coaches are responsible for obtaining all necessary travel permits and documents necessary for tournament entry.

14.2 Tournaments during playoffs

- a) Team Officials should be careful when scheduling tournaments during playoffs, it is not recommended. OMHA and OWHA regulations with regards to participation in tournaments while in playoffs must be adhered to.

14.3 Teams entering IMHA Tournaments

- a) Teams entering IMHA tournaments will have their entry fee waived. In lieu of this entry fee team officials and parents will be expected to contribute to the coordination and operation of the tournament. There will be no fundraising hours given for this. The Tournament Director in conjunction with the Executive will decide what the team's contribution will be before the tournament begins.

15. Fundraising

15.1 Purpose

- a) Fundraising is a very important aspect of this Association. It helps keep our registration rates as low as possible. The Executive will decide, by majority vote yearly what fundraising initiatives are required as per budget requirements.
- b) Fundraising credits will be budgeted for each season so that the Association knows how many credits a member must obtain.

- c) The Directors of Fundraising and Sponsorship shall communicate via the IMHA website and the team Fundraising Rep the opportunities that exist for earning credits.
- d) Fundraising Contingency Fees must be paid upfront or a post-dated cheque provided to the IMHA prior to a player stepping on the ice for tryouts, practices, or games.
- e) Volunteers will be recruited at the beginning of the season to form a committee chaired by the co-directors of fundraising and sponsorship for IMHA.
- f) Opportunities to earn back fundraising credits will be communicated to the membership through the website and with the assistance of volunteers on the committee.

15.2 Parents Responsibility

- a) Every registered player provides a contingency fee, as prescribed yearly by the Board of Directors, equivalent to five credits, postdated to the end of the hockey season. Opportunities are provided throughout the year to earn credits. However, the system requires that all five credits be earned to avoid cashing of the cheque. Uncashed cheques will be destroyed and not returned.
- b) All coaches will be provided with a role-based team fundraising credit allocation table at the beginning of the season for allocation of fundraising credits to individuals that have volunteered to assist with operation of his/her team (e.g., assistant coaches, trainers, jerseys, etc).
- c) Opportunities will be provided for fundraising credits to be earned back throughout the season through volunteering your time or coordination of donations in support of planned fundraising activities and events. Individuals may not transfer their extra credits to others.
- d) Any discrepancies in fundraising must be resolved before a parent is permitted to register their children the following season.

15.3 Team fundraising

- a) No fundraising shall be done by any team or individual, which has not been approved by the Executive of the IMHA.

16. Gate Admissions for Games

16.1 Gate Admission Fees

- a) Entry fees to the arena may be charged for games involving out-of-town teams and for all OMHA games.
- b) The Executive shall establish individual game and season pass entry fees annually.

16.2 Gate Operation

- a) A Gate Fee Operator position shall be advertised for and selected by a designated interview committee which must include the Treasurer.
- b) A member of the Executive shall train the selected individual(s).
- c) The Gate Fee Operator will have the gate open and ready to collect money 1 hour before games and 1.5 hours before playoff games or as instructed by the Treasurer.
- d) All coaches, assistant coaches and trainers for home and visiting teams are exempt from admission charges for their team games. Limited to four (4) officials per game per team.
- e) Executive members and their immediate family are exempt from admission charges for all games.
- f) Season passes are not valid at any Playoff games.

17. Donation and Sponsorship Programs

17.1 Co-ordination

- a) The Executive shall coordinate and approve all donations and sponsorship opportunities for IMHA.

17.2 Donation and Sponsorships

- a) Co-Directors of Sponsorship and Fundraising will be responsible for facilitating the submission of all requests for donations and sponsorships from local businesses, service clubs and foundations in consultation with President and Treasurer.

17.3 Jersey Sponsorship Program

- a) Co-Directors of Sponsorship and Fundraising will be responsible for attracting and maintaining annual commitments for the jersey sponsorship program in consultation with the Director of Equipment and Treasurer of the association.

18. Banquet, Banners, Awards

18.1 Banquet

- a) An Association awards banquet may be held annually in locations to be determined. The holding of a banquet will be determined yearly by the Executive. Accommodations that will be suitable to seat the whole association must be considered and it will be coordinated by the Executive.

18.2 Banners or Plaques

- a) The Executive shall recognize the following team achievements by purchasing banners or plaques for display in the arena:
 - OMHA Championship;
 - OWHA Provincial Championships;
- b) The banners or plaque shall be standardized.
- c) The executive shall purchase 1 banner or plaque for teams and display them in the arena.
- d) Co-ordination of hanging of all banners or plaques shall be the responsibility of the Equipment Director.

18.3 Individual Awards

- a) Each year the following individual awards may be presented for each team if requested:
 - Most Sportsmanlike;
 - Most Dedicated Player;
 - Most Improved Player;
- b) Team Officials will be requested to submit names for these awards to the President by a date communicated to them.
- c) Each year Memorial awards will be presented.

18.4 Trophy Cases

- a) The inventory of all trophy cases will be controlled by the Executive under the direction of the Past President.
- b) International Silverstick winning teams will have their picture permanently displayed in the showcase, as well as their regional and international trophies.

19 EFFECTIVE DATE

The foregoing Rules of Operation were first enacted, ratified, sanctioned, confirmed and approved with variation by the affirmative vote of the Members of the Ilderton Minor Hockey Association at the Annual General Meeting held on the 23rd day of April 2015.

The Rules of Operation were subsequently amended and approved by vote of the Members of the Ilderton Minor Hockey Association at the Annual General Meeting held on the 25th day of April 2018 and at the Annual General Meeting held on the 17th day of April 2019.