

**INNISFIL
MINOR HOCKEY
ASSOCIATION**



RULES OF OPERATION

INNISFIL MINOR HOCKEY ASSOCIATION

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SECTION 1: GOVERNANCE

1.1: GOVERNANCE

Innisfil Minor Hockey is incorporated under the Corporation Act of Ontario and operates under the governance of its By-Law Number One and Rules of Operation in conjunction with the Manual of Operations of the Ontario Minor Hockey Association.

SECTION 2: CODE OF CONDUCT AND ETHICS

2.1: GENERAL

1. All members and participants involved in any and all IMHA activities and events shall conduct themselves in accordance with the standards of behavior set out in the IMHA CODE OF CONDUCT as outlined in section 17.
2. The Executive reserves the right to reject membership in such cases where a previous record of behavior unbecoming of a member of the Association has been evident.
3. Membership may be revoked at any time to an individual who has been deemed by the Executive to be in Contravention of By-Law Number One of the Rules of Operation. Such action shall only result after recommendation and a majority vote of the Board of Directors.

2.2: CODE OF CONDUCT

1. CODE OF CONDUCT - COACHES

All coaches are expected to:

- i. Do their best to demonstrate “Good Sportsmanship” at all times. They will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship;
- ii. Communicate with players, parents, officials, trainers, volunteers, and administrators honestly, generously, fairly, and with integrity;
- iii. Set attainable goals for the team and individual players while encouraging safety and fun for everyone;
- iv. Lead by example and respect the rules of the game;
- v. Work continuously to learn more about the game and to improve their coaching skills;
- vi. Pay attention to and consider changing social, family, and economic environments that may influence the attitudes and behavior of players.

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2. CODE OF CONDUCT - TRAINERS

All trainers are expected to:

- i. Do their best to demonstrate “Good Sportsmanship” at all times. They will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship;
- ii. Do their best to protect the players; their safety shall be the trainers primary concern;
- iii. Encourage good nutrition and physical fitness for all players;
- iv. Strive to provide the highest standard of training appropriate to players’ ages, strengths, and skills, and will seek medical advice whenever necessary;
- v. Work to improve their skills as required.

3. CODE OF CONDUCT - PLAYERS

All players are expected to:

- i. Do their best to demonstrate “Good Sportsmanship” at all times, not defend or engage in actions on or off ice which are not consistent with good sportsmanship;
- ii. Play and compete for their own enjoyment as well as for their team and community;
- iii. Have fun, make friends, improve their skills, and play safely;
- iv. Learn, understand, and respect the rules of the game;
- v. Respect the rights and consider the safety of other players, coaches, trainers, officials, administrators, volunteers, and parents;
- vi. Avoid drugs, tobacco, and alcohol.

4. CODE OF CONDUCT – PARENTS & SPECTATORS

All parents and spectators are expected to:

- i. Do their best to demonstrate “Good Sportsmanship” at all times. They will not condone, permit, defend, or engage in actions on or off the ice which are not consistent with good sportsmanship;
- ii. Encourage their child to do his or her best, have fun, and demonstrate good sportsmanship, how to win and lose gracefully, and will lead by example;
- iii. Help their child to understand and respect the rules of the game;
- iv. Encourage their child to remember that he or she is part of a team, and to work for the good of the team;
- v. Respect the rights and feelings of officials, coaches, trainers, players, volunteers, and administrators;
- vi. Work to support, not undermine, the efforts of the officials, coaches, trainers, players, volunteers, and administrators.

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2.3: CONFLICT OF INTEREST

Members of the Association are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit, financially or otherwise. Members shall not vote in such instances. The Board of Directors shall make a ruling where the question of a conflict of interest had been declared or arises.

SECTION 3: ELIGIBILITY, INSURANCE, AND REGISTRATION

3.1: RESIDENCY

Representative and Rostered Select Team players must meet requirements of OMHA Residential Qualifications as stated in the OMHA Manual of Operations.

3.2: REGISTRATION OF PLAYERS

1. Subject to registration numbers, the following series of player divisions will be operated by the Association:

DIVISION	AGES AS OF DEC 31st
INTRO TO HOCKEY	3 & 4
IP (INITIATION PROGRAM)	4, 5, & 6
TYKE	7
NOVICE	8
ATOM	9 & 10
PEEWEE	11 & 12
BANTAM	13 & 14
MINOR MIDGET	15
MIDGET	16, & 17

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2. The registration fee for each player shall be determined by the Board of Directors.
3. Players must be registered in their proper age division and program. Transferring after registration from one division to another will be subject to Board approval. The request must be made in writing to the Board of Directors outlining the reason for the request.

3.3: BIRTH CERTIFICATES

Satisfactory proof of birth will be submitted with every initial registration of a player.

3.4: REGISTRATION DATES

The Board of Directors shall set registration dates and fees for the following hockey season. Registration procedures will be organized and coordinated by the Association Registrars.

3.5: REGISTRATION FEES AND REFUNDS

1. 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, or had been trying out for a Junior Hockey Club). Players must be registered and fees paid in full before participating in any game or practice.
2. Refunds will be granted only as a result of residential relocation or the player becoming medically unfit to play as follows:
 - i. All players who leave IMHA before the end of the season because of residential relocation may apply in writing to the Treasurer for a return of fees. The amount of the refund will be governed by the date on which the request is received and shall be calculated in accordance with Table 1, below.
 - ii. Any player who becomes medically unfit or receives an injury that prevents him/her from participating in minor hockey for the rest of the season shall be entitled to a refund. The amount of the refund will be governed by the date on which the injury occurred or by the medical condition as noted by a physician and shall be calculated in accordance with the Table 1, below. The player must provide medical certification by a licensed medical practitioner in support of a refund request made on medical grounds.
 - iii. In the event of a suspension or expulsion of a player neither fee, nor part thereof, will be refunded regardless of (i) and/or (ii) above.
 - iv. No late charges will be refunded

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TABLE 1

Up to September 30

... 90% of the registration fee paid will be refunded minus \$100 administration fee

During the month of October

... 75% of the registration fee paid will be refunded minus \$100 administration fee

During the month of November

... 50% of the registration fee paid will be refunded minus \$100 administration fee

During the month of December

... 0% of the registration fee paid will be refunded

3.6: INSURANCE

1. The Town of Innisfil and IMHA and its agents undertake no responsibility for player injuries or any other liabilities whatsoever. This shall be stated on all player registration forms.
2. The Hockey Canada insurance program described in the OMHA Manual of Operations shall cover all players and officials of the IMHA.

3.7: MANDATORY FUNDRAISING FEE

1. All players are required to pay a Mandatory Fundraising Fee at the time of registration.
2. All Players will be given the opportunity to participate in an Association Fundraiser that will allow them to obtain their Mandatory Fee back.

3.8: NON-RESIDENT FEES

All players residing outside of the approved boundary area of the IMHA will be subject to a non-resident fee as set out by the Town of Innisfil.

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SECTION 4: EQUIPMENT AND COLOURS AND INSIGNIA

4.1: EQUIPMENT

All players are required to provide and wear full hockey equipment that will be current CSA approved and per OMHA regulations, latest issue. Directors and coaches must advise players or their parents of improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.

4.2: COLOURS

The Official colours of IMHA shall be determined by the Board of Directors. Once determined these colours must remain in effect for a period of not less than five (5) years. The present colours (black, red, yellow, & white) were established in 2006.

4.3: INSIGNIA

The IMHA insignia, a copy of which is located on the cover page attached hereto is deemed the property of IMHA. No one may use the IMHA Insignia for any reason unless approved in writing by the Board of Directors.

SECTION 5: PLAYER MOVEMENT

5.1: GENERAL

1. All players must register for the centre in which they reside in accordance with the OMHA Manual of Operations, with the exception of Local League Hockey.
2. All Players are encouraged to play at the level of their ability but no player may be forced to play at a higher classification against their wishes.
3. With respect to IMHA Local League teams, any movement of players or balancing must be done in accordance to the Balancing Rules as set out by the Simcoe Region Local League. All decisions will be at the discretion and approval of the Director of Local League and Board of Directors.
4. No player may be transferred without the approval of the respective Director.
5. If a rep player terminates their participation of their own volition after the submission and acceptance of the signed offer of commitment, and wishes to move to Local League, they must have approval of the Board of Directors. Please note that a position may not

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be available on the team the player wishes to move to due to player number considerations and restrictions.

5.2: WAIVER (AAA HOCKEY)

1. Any player residing in IMHA boundaries (as determined by OMHA) is eligible by request to try out and register with a AAA team that is adjacent to the boundaries (ie Barrie). A player Permission To Skate (PTS) form is required;
2. The Permission To Skate form (PTS) referred to at (1.) only applies to AAA programs and cannot be used to register the player at AA, A, or below;
3. Players wanting to try out for AAA hockey must request a PTS form from the IMHA Director of Representative Hockey;
4. The Director of Representative Hockey will arrange for the PTS form to be completed and given to the player;
5. The player is responsible for ensuring that the AAA association receives the signed copy of the PTS form as laid out in their requirements.

5.3: UNDERAGE PLAYER MOVEMENT

1. This section applies only to players moving up one age group to compete for, or play on, a representative team. This does not apply to AE.
2. Requests to try out for the age group above need to be submitted to the Board of Directors by February 15th of the current year. This allows the Board the opportunity to evaluate the player prior to tryouts. The following information needs to be submitted when requesting consideration for player movement:
 - (i) Player or Parent/Guardian contact Information;
 - (ii) Position trying out for;
 - (iii) Current team;
 - (iv) Current coach's name and contact information.
3. To qualify as an underage player said player must excel at their position with exceptional skills. This will be determined by the Board in consultation with the player's past coach(es).
4. Any player who wishes to try out as an underage player for a rep team must concurrently try out in his/her own age group.
5. In order to be successful at the older age level the player must be rated within the top three (3) forwards, top two (2) defense, or top goalie depending.
6. Final decisions regarding underage player movement will be achieved in consultation with the Coach and IMHA Board.

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5.5: PLAYER RELIEF

1. The responsibility for the relief of any player from IMHA is vested with the President in consultation with the members of the Board of Directors and governed by the Rules and Regulations of the OMHA
2. A one (1) year relief may be granted for a player to play in an adjoining Centre if IMHA is unable to provide a place to play at the player's designated age group.
3. If a player is granted relief the player is then granted all the rights and privileges of that association for that year.
4. Following the one year relief the player reverts to IMHA membership status/eligibility and must register with IMHA in accordance with OMHA Manual of Operations.

5.6: AFFILIATED PLAYERS

1. At the beginning of the season all teams wishing to use Affiliated Players must complete an OMHA Affiliated Player Form listing all players they wish to affiliate. The form must be signed by the Team Head Coach, the Affiliated Player's Registered Team Head Coach, and the Parent/Guardian. In the signing of this form the Registered Team's Head Coach has given consent for this player to play as an Affiliated Player. The completed form must be submitted to the Director of Rep, copy to Director of Local League if applicable.
2. Players may play as affiliated players provided it does not interfere with regular scheduled games, practices, tournaments, or play downs and travel time of their registered team. Each player may only be affiliated with one team. The following affiliations may be approved by the Directors:
 - i. Rep player from a lower division to higher division (i.e. Peewee Rep to Bantam Rep, Peewee AE to Peewee A);
 - ii. Local League player to a Rep Team (i.e. Bantam LL to Bantam Rep);
 - iii. Local League player from a lower Local League division to a higher Local League division (i.e. Peewee LL to Bantam LL).
3. All player affiliation to teams shall be in accordance with, and meet the requirements of the OMHA Manual of Operations.
4. Prior to a player participating in a game as an affiliated player, the player's name must appear on the team's approved roster as an "Affiliated Player".
5. Once the Coach from the team to which the player is registered signs the Affiliated Players form and the player is rostered to participate as an AP no further consent or approval from the coach of their registered team is required, provided that:
 - i. There is no conflict of a game or practice with the players registered team;

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- ii. The game for which the player is AP'd does not take place prior to a game for the players registered team, on the same day;
 - iii. The game for which the player is AP'd does not conflict with any team activity or event with the players registered team.
6. Where a situation described in (6. i. ii. iii.) above exists the coach must obtain explicit approval from the coach of the player's registered team in order for the player to participate, prior to contacting the player.
7. Local League Coaches shall only use AP's in a game where the number of skaters available from his/her team is less than twelve (12).
8. Players registered on a team or affiliated to a team eligible for Hockey Canada National or Regional Championships, or OHF Championships may participate as an AP to a maximum of ten (10) games before becoming ineligible to affiliate. Tournament and exhibition games shall not count as part of the player's ten (10) games. For complete details refer to OMHA Regulation 7.3 Restriction on Affiliation.
9. A goalie that attends as an AP but does not participate as a player in the game will not have the game counted toward their 10 (ten) game maximum, OMHA Regulation 7.2a).

5.7: JUNIOR OMHA CLUBS

Release of IMHA Players to Juniors Clubs shall be negotiated using the OMHA Release Guideline Fees and a written agreement between IMHA and the Junior Club. The Junior Club shall pay IMHA seventy-five percent (75%) of all development fees received by the Junior Club for that player.

5.8: MINOR WAIVER TO JUNIOR OHA CLUBS

1. The player shall be registered with IMHA before a Minor Waiver is granted. The registration shall be current for that playing season.
2. All rights to the player shall revert to IMHA at the end of the playing season.
3. IMHA player requesting a waiver to a Junior Club shall be in agreement with IMHA, the player's parents/legal guardian, all rules, regulations, By-Laws and/or statues of the OMHA governing Minor Waivers.
4. Such agreement shall provide for the right of the player or his/her parent/legal guardian, to request his/her return to IMHA any time up to midnight December 15th of the current playing season.
5. In the event the player receives any money as a direct or indirect result of being recruited, drafted, etc. IMHA shall receive a sum equal to seventy-five percent (75%) of all such monies.

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SECTION 6: COMPLAINTS

6.1: COMPLAINTS AND SANCTIONS

1. Complaints or questions regarding the operation of the Association must be submitted in writing to the Director of Risk Management and Secretary.
2. All complaints received will be looked into by the Director of Risk Management, or forwarded on for review to the appropriate Director, in a timely fashion.
3. Upon receipt of a complaint, the Director of Risk Management may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature the President may call a special meeting of the Executive to ensure prompt resolution.
4. Summaries and findings of written complaints and questions received shall be included in the agenda of the next meeting of the Board of Directors.
5. Discussions of complaints of a sensitive or personal nature at an Board of Directors' Meeting will not be open to the general membership and shall be kept confidential.
6. All Complaints shall receive a written reply.

SECTION 7: COACH SELECTION

7.1: SELECTION OF TEAM COACHES

1. Application for coaching positions will be called annually by the Director of Coaching for the upcoming season. All persons interested in coaching must submit an application to the Association Secretary. Applications will be made available on the IMHA website for download (www.innisfilminorhockey.ca). Selection of Rep Coaches shall be complete by March 31st of each year and House/Local League Coaches shall be complete by July 31st, for the following season.
2. The Director of Coaching shall form and chair a Coaches Selection Committee in March for Rep Coaches and in June for House/Local League Coaches. The committee will consist of:
 - i. The Director of Coaching, Secretary, President and/or Vice President;
 - ii. The Director of Representative for all Representative Hockey Teams;
 - iii. The Director of Local League for all Local League Teams;
 - iv. Plus one or two additional members of the Association for each of the above, selected by the Executive.

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3. Any perceived or unquestionable Conflict of Interest, as defined in By-Law Number One, shall be declared by members of the committee prior to commencement of any selection process.
4. Coach Selection Committee members applying for a coaching position will be excluded from the Committee for all interviews, discussions, and voting pertaining to the division(s) applied for.
5. All Coach Selections in IMHA shall be based on the merit and principle and the selection process shall be conducted in a fair and objective manner.
6. The Coach Selection Committee shall:
 - i. Set coaching selection criteria;
 - ii. Convene meetings to select coaches for the respective teams;
 - iii. Make recommendations to the Executive for approval on the appointment of all coaches they deem should be selected.
7. All IMHA team coaches and assistant coaches must be certified in accordance with requirements stipulated in the OMHA Manual of Operations.
8. As a condition applicants are required to complete and submit a valid Police Record Check application and must adhere to the requirements stated in IMHA Policy on Volunteer Screening.
9. A person may not be a 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 Innisfil Minor Hockey Association Board of Directors.

SECTION 8: TEAM RESPONSIBILITIES

1. Team Officials are accountable to the Board of Directors for their conduct and that of their players before, during, and after games and practices. They are expected to set a good example in conduct, language, dress, and sportsmanship.
2. Team Officials shall become familiar with and enforce all rules, regulations, and procedures of the IMHA and OMHA.
3. The Team Manager or Coach must report all suspensions issued to players on IMHA teams, to the Director Representative and Director Local League within twenty-four (24) hours of the suspension having taken place.
4. No member of a team's coaching staff shall be the partner or spouse of another member of the same team's coaching staff.

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5. No team shall start practices nor hold any team organized training before the 2nd last Monday in August of that current season.
Team members may participate together in training but this may not be paid for with funds from the team budget, mandated in any way, nor shall the player incur consequence or discipline of any kind for non-participation or lack of attendance. Any team found in contravention of this rule will have its Head Coach subject to Board discipline. Approved fundraising events are excluded from this rule but must be kept to a reasonable minimum.

8.1: TEAM HEAD COACH

1. Strive to accomplish the aims and objectives of the IMHA
2. Ensure his/her team follows all rules and policies of the IMHA and OMHA as set out in their respective By-Laws, Rules of Operation, and Manual of Operations;
3. Be responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to Play" to the respective Director;
4. Ensure accurate completion of Player and Team Official Cards as well as the Official Team Roster and ensure timely submission to the appropriate Director;
5. Prepare and submit player affiliation lists to the appropriate Director;
6. Ensure that only IMHA approved personnel participate in any on ice activity;
7. Ensure that players are properly supervised until the last player leaves the dressing room;
8. Ensure any unused ice is reported to the Director of Ice with sufficient time for reallocation;
9. Ensure that courtesy is shown to all people that his/her team interacts with;
10. Support and abide by IMHA Board decisions and Association policies;
11. Encourage participation in Association fundraisers;
12. Any Coach whose conduct contravenes the IMHA Policies, By-Laws, or responsibilities will appear before a discipline Committee.

8.2: TEAM TRAINERS

1. Implement an effective risk management program with their teams which strives to prevent injuries and accidents before they happen;

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2. Take a proactive role in identifying and minimizing or eliminating risks during all activities and if ever in doubt err on the side of caution;
3. Promote and reflect the values of Fair Play and instilling these values in all participants and others involved in amateur hockey;
4. Conduct regular checks of players equipment to ensure proper fit, protective quality, and maintenance and advise players and parents regarding the purchase of protective equipment;
5. Promote and conduct proper conditioning and warm-up activities as effective methods of injury prevention;
6. Maintain accurate medical history files on all players and bring these to all games and practices;
7. Maintain a fully stocked First Aid Kit and bring it to all games and practices;
8. Implement an effective Emergency Action Plan with their team and practice it regularly to ensure all involved understand their roles;
9. Recognize life-threatening and significant injuries;
10. Manage minor injuries (to the extent qualified) according to the basic injury management principles and refer players to medical professionals when necessary;
11. Recognize injuries which require a player to be removed from action, referring players to medical professionals, and coordinating return to play;
12. Promote a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, nutrition, and hydration;
13. Facilitate communication with players, coaches, physicians, therapists, para-medical personnel, parents, officials, and other volunteers regarding safety, injury prevention, and players' health status.

8.3: TEAM MANAGER

1. Prepare and organize established team schedules and supply those schedules to all team players, parents, and coaches;
2. Organize game officials and minor game officials (time-keepers) for exhibition games, where applicable;
3. Assist coaching staff in arranging exhibition games;
4. Distribute any information to team parents and players;

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5. Maintain copies of game reports;
6. Ensure that all accident medical reports are complete after any injury. This should be done in conjunction with the team Trainer and Coaches if necessary;
7. Ensure that Association rules and policies as set out in By-Law Number One and the Rules of Operation are adhered to;
8. Collect and remit any payments to the Association Treasurer as required;
9. Prepare a Team Distribution List as this will greatly facilitate his/her duties;
10. Notify the Director of Ice and appropriate Director of Local League or Representative, of participation in any tournaments, as soon as possible, and with a minimum notice of at least three weeks;
11. Prepare an IMHA Board approved Team Budget for distribution and approval to all team parents, prior to the start of the season;
12. Maintain accurate financial records of all team funds for the entire season;
13. By Dec. 31st, provide each member of the team and the Director of Fundraising with updated budget and year-to-date financial statement;
14. By Apr. 15th, provide each member of the team and the Director of Fundraising with updated budget and year-to-date financial statement and turn all information into the IMHA;
15. The Team Manager (or Coach) must report all suspensions issued to players on IMHA teams to the Director of Local League or Representative as applicable, within twenty-four (24) hours of the suspension having taken place.

8.4: QUALIFICATIONS-TEAM OFFICIALS

All carded Team Officials must meet the minimum requirements as outlined as per OMHA roster requirements, and a valid Police Background Check – Vulnerable Sector completed, in addition to any other certifications appropriate to their position and as required by the OMHA.

SECTION 9: TEAMS

9.1: LOCAL LEAGUE TEAMS

1. All Local League players registered in a specific age division may be required to participate in one (1) or two (2) evaluation sessions whereby all players registered in the division are on ice at the same time.

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2. Teams will be established by individual Team Coaches using their player assessments from the evaluation session described above and their knowledge of the players registering in the division to establish balanced teams. All teams established in a single age division are to be equal and balanced in strength, as per Simoe Region Local League Rules and Guidelines.
3. Up to a maximum of two (2) sons or daughters of team officials, per team, may be protected and placed directly on the respective teams.
4. Coaches shall endeavor to accommodate request for keeping certain players together on the same team provided that:
 - i. The respective parents have submitted the request in writing to the Director of Local League along with their reasons for making the request;
 - ii. The Executive accepts the rationale in the written request is valid;
 - iii. The action does not adversely affect the balancing of teams.
5. Parents are cautioned that IMHA cannot guarantee or promise that all such requests can be accommodated.
6. The Director of Local League will be responsible for ensuring that teams are balanced and fair and shall have the authority to adjust the Coaches' team selections to achieve this.
7. Players placed onto a team may not be switched under any condition other than during balancing procedures carried out by the Director of Local League.
8. Each player on a Local League team is to receive fair ice time. The Director of Local League and/or Director of Coaching will monitor coaches to eliminate double shifting, favoring, or any other inequitable treatment of players. Penalty killing and power play lines are inconsistent with the objectives of local league hockey and are discouraged. It is the responsibility of all Team Officials to ensure that each player is treated fairly as follows:
 - i. Total ice time given a forward per game shall not exceed the total ice time of any other forward on the team by more than five (5) minutes.
 - ii. Total ice time given a defenseman per game shall not exceed the total ice time of any other defenseman by more than five (5) minutes.
 - iii. Ice time for goalies may be shared during the same game or may split on a game-to-game basis.
9. In cases of an injury or penalty that prevents a player from completing a game the ice time of this player shall not be used for comparison purposes as stated above.

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9.2: REPRESENTATIVE TEAMS

1. Any reference to the term “Representative Team” (Rep) throughout these articles and By-Law Number One is also defined to include Additional Entry (AE) Teams.
2. Tryouts will be organized and administered by IMHA through Team Officials. All participants will be charged a fee as determined by the Board of Directors. This fee will be payable to the IMHA.
3. Tryouts for Representative Teams will commence starting after the OHF Finals as per OMHA regulations.
4. All players registered with IMHA and living in the set boundary areas, as well as those in possession of any and all appropriate documents as outlined by the OMHA, shall be eligible to participate in Rep Team tryouts.
5. Head Coaches will be responsible for an impartial evaluation of the players’ skill and ability. From those who participated in tryouts players will be selected by the Head Coach, based upon merit, to be called back, and to be selected for the respective team. The Head Coach shall immediately provide a list of names of the players selected to the Director of Representative Hockey.
6. Coaches are to utilize the IMHA standard evaluation form that identifies only the player sweater number and color. It is recommended that coaches contact coaches from other age divisions and work together to evaluate the players trying out for each other’s teams. All evaluation forms must be signed and turned over to the Director of Coaching or Secretary.
7. All Representative Teams must roster at least fourteen (14) players. If a Representative team cannot meet this criteria the Coach must explain in writing the reason why, in order to receive approval of the Board of Directors. The team will be responsible for paying the shortfall of registration fees for all missing players from the roster.
8. If, in the opinion of a majority of the Board, a minimum roster other than that expressed at 7. (above) must be set for a Representative team so as to not adversely affect the rest of the teams in the grouping, they will do so and inform the affected coach before tryouts commence. The affected team will not be allowed to operate below this minimum roster without approval of a majority of the Board of Directors.
9. Representative Team rosters shall be considered firm by IMHA as of October 31st of each year. Player movement will not be permitted after this date without written approval from the Executive.
10. Rep fees will be determined by the Treasurer in conjunction with the Board and shall be paid to IMHA by December 1st of each year. Failure to comply will result in loss of practice time.

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9.3: PLAYER SELECTION APPEAL PROCESS

1. A player not selected to a Rep Team may appeal to the Director of Representative or the IMHA President. (Parents/Legal Guardians of the player not selected may submit an appeal on behalf of the player).
2. Any appeal must be received in writing within five (5) days of the final tryout and notification.
3. An appeal may only be made for the following reasons:
 - i. The player feels that there was a mistake made in the identity of the player involved;
 - ii. The player feels that the tryout process did not follow IMHA tryout policy.
4. Every attempt should be made to resolve any player selection issues with the Coaching Staff first.
5. An appeal will not be heard until it can be proved that the player has met with the Coaches.
6. Upon receipt of an appeal the Director of Coaching will establish and chair an Appeal Committee consisting of the IMHA President (or Vice President), Director of Representative, and two IMHA Board members or current coaches as selected by the appellant, within seven (7) calendar days. A written response will be provided to the player and parents/guardian with reasons clearly stating the decision, based upon the criteria for selection.
7. If further investigation is deemed necessary by the IMHA Executive, the Player (or their parent/guardian representative) will first appear before the committee and explain the submitted appeal. The Coach or member of the Coaching Staff will then appear before the committee to explain the player evaluation and defend the appeal. Where necessary for a determination, the Committee will attend an ice session whereby the appellant is participating with the rest of the team. The Committee's decision will be communicated to those involved by telephone, followed up by a written ruling.
8. In the event a Player successfully appeals, the IMHA Appeal Committee shall direct the coach to add the appellant to the team.
9. The Director of Coaching, following discussion and agreement of the IMHA Board of Directors, shall have the authority to remove, suspend, or discipline any Coach, Manager or Player, for conduct prejudicial to the aims of the IMHA.

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9.4: SELECT TEAMS

1. No action shall be taken by any IMHA member to organize a Select Team before October 1st.
2. One Select Team for each House or Local League Division shall be considered at the discretion of the Executive.
3. Select teams are responsible for their own operations and funding. Complete financial records shall be maintained by the Team and copy provided to IMHA Board of Directors. All activities are subject to approval by the IMHA Board of Directors.
4. Select teams must be comprised of players within the same age division, multiple birth years are allowed. All Select players must be registered with and play within IMHA's House or Local League. The OMHA residency rule applies.
5. The selection process will be at the discretion of the Coach in consultation with Director of Local League. This process may consist of an open tryout or by invitation to the team after the Coach and Director of Local League have viewed current season's practices and/or games.
6. The player appeal process described at (9.3) herein shall apply.
7. Select Teams shall be registered with the OMHA and shall be operated in strict accordance with OMHA regulations, IMHA By-Law Number One, IMHA Rules of Operation, and any resolutions of the Executive.
8. Select teams must submit a fully completed roster form to the Director of Local League. A copy shall be provided to the Director of Representative and for information purposes.
9. Players must not miss more than two (2) of their regularly scheduled House/Local League games or practices or combination thereof unless it is due to illness or injury. Missing of more than two (2) games or practices or combination thereof may cause that player to be ruled ineligible for further play on the Select team. The final decision on any player eligibility rests with the IMHA Board of Directors.
10. AP's to the Select Team roster are not permitted.
11. Team Officials must comply with requirements set out in IMHA By-Law Number One, Rules of Operation, and OMHA Manual of Operations.
12. The IMHA Director of Ice will arrange for practice ice time based on availability. IMHA shall not be obligated to provide ice time for any Select Team activity. Teams must be prepared to accept 6:00 a.m. weekday practices if necessary.

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13. Ice time obtained by IMHA for House or Local League activities shall not be used for Select Team activities.
14. Before entering any tournament a team must receive permission to do so from the Director of Local League.
15. Whenever a conflict arises between House or Local League Team activities and Select Team activities, the player shall participate in the House or Local League Team activities. Activities of the player's House or Local League team always take precedence over any Select Team activity. Any violation of this rule will result in the player being removed from the Select Team.
16. The Director of Local League shall supervise the organization and operation of all Select Teams.

SECTION 10: SUBSIDISATION

10.1: COURSES

1. All required OMHA mandated modules and qualifications, specifically as they relate to the team and category for which the member has been accepted as a Team Official, for all team officials, are eligible for subsidization by IMHA, provided the following criteria has been met:
 - i. The Participant has submitted and had approved by the Board, an Application for Subsidization; (copy available in the forms section of the IMHA website www.innisfilminorhockey.ca);
 - ii. The Participant has successfully passed the course;
 - iii. Only one (1) team official from each team may apply for subsidy in one season;
 - iv. The participant has previously completed at least one full season in IMHA as a member in good standing (exception see 2 below).
2. In the case of Coaches and Teams Officials directly responsible for players in the Initiation Program the requirement for completing at least one full season in IMHA as a member in good standing is waived.
3. Participants are responsible for paying any fees associated with attending an approved course/module and will be reimbursed by IMHA on successful completion.

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SECTION 11: FUNDRAISING

11.1: FUNDRAISING

1. All teams who intend to participate in fundraising must abide by the following prior to any fundraising activities taking place:
 - i. A team budget must be prepared, fully outlining the projected income and expenses for the year and clearly stating each player's fundraising goal amount. Each parent must sign-off on approval of the proposed budget.
 - ii. The team budget, approved by the team, must then be submitted to the Director of Fundraising and Treasurer for approval.
 - iii. No team can fundraise more than \$15,000 above their rep fees unless a written explanation is provided as to why the extra funds are necessary and approval is granted by the Board of Directors.
 - iv. Each Member of the team must be given the option to participate in team fundraising activities to reach their fundraising goal. If any member of the team does not participate or does not meet their goal, they will be required to pay the remaining funds personally. (i.e., If each player goal is to raise \$500 and a player only contributes \$350 in fundraised money they will be required to pay the remaining \$150 from personal funds.)
 - v. No team shall hold a bank account outside of the provided team account.
 - vi. Team accounts will have the Treasurer, Vice President, Secretary, and Team Manager as signing authority.
 - vii. A Request for Fundraising Form must be completed and submitted for approval to the Director of Fundraising prior to any fundraising activities taking place. Please allow seven (7) working days for approval.
2. Through the year the Team Manager must keep accurate records of all income and expenses; this includes a detailed list of all player contributions through personal funds and/or fundraising contributions.
3. By December 31st, the Team Manager is responsible for providing each member of the team, the Director of Fundraising, and Treasurer a revised budget and a year-to-date financial statement. Failure to do so will result in further fundraising activities and tournament participation being suspended.
4. By April 15th, the Team Manager is responsible for providing each member of the team with a final financial statement. All financials including statements, receipts, left-over cheques, deposit book, bank card, and team records must be submitted and turned over to the Treasurer. Any funds remaining in the account will be transferred over to the IMHA Account.
5. Funds remaining at the end of the year must be distributed evenly amongst the members of the team. The amount of funds returned may consist only up to a maximum of the initial amount of personal funds contributed. (i.e. Team fees at the beginning of

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the year were \$150, the maximum amount of funds that a member can receive in return is \$150.) The fundraised portion of funds may not be used to reimburse a member of the team unless approved by the Treasurer.

11.2: FUNDRAISING EVENTS

1. All fundraising events must be approved by the IMHA Director of Fundraising.
2. No team may solicit funds from any existing sponsor of the IMHA.
3. Fundraisers requiring a Lottery License are prohibited.
4. Any fundraiser involving the sale and consumption of alcohol requires a valid liquor license.
5. The use of the IMHA logo for the sale of any fundraising items is prohibited.
6. All Fundraising activities must take place by December 31st unless a written explanation has been submitted to the Board of Directors for approval.
7. The following are some examples of fundraisers that are presently approved by the IMHA:
 - i. Bottle Drive
 - ii. Meat, Cookie Dough, Chocolates, etc. sale
 - iii. Program Book, team calendar, Team Newsletter
 - iv. Golf Tournament
8. Any team that is found to be in violation of the rules set-out for fundraising or that is found to be operating a fundraiser without IMHA Board approval, will be suspended or prohibited from participation in any future fundraising and/or tournaments and subject to possible further penalties.

11.3: FUNDRAISING FUNDS

1. Fundraised money may only be used on team players and must be used towards the betterment of the hockey experience.
This includes:
 - i. Tournament entry fees;
 - ii. Skating and/or fitness programs at an accredited facility;
 - iii. Approved team apparel;
 - iv. Extra ice purchase, approved by the IMHA Director of Ice.
2. The team coaching staff may not benefit from any fundraised money unless prior approval from all team members has been approved. This includes, but is not limited to, Coaching Staff purchase of IMHA apparel.

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3. Fundraised money may NOT be used for the following:
 - i. Team Activities, i.e., snow tubing, parties
 - ii. Travel and hotel expenses
 - iii. Registration fees; with the exception of short bench registration fees
4. Any funds used for items noted in (3.), must be shown as coming out of Team Fees or personal contributions. It is important that money raised through our community is not perceived as being used for Entertainment or Personal Benefit, and used strictly for the betterment of the team.
5. Requests for use of funds for anything other than stated above in (1.), must be submitted in writing to the Director of Fundraising for Board of Directors approval.

SECTION 12: SPONSORSHIP

12.1: SPONSORSHIP

1. No Breweries, Distilleries, Wineries, or Tobacco Companies will be permitted to sponsor any team in the IMHA.
2. All approved sponsorships shall be for a minimum 1 year duration.
3. No sponsor will pay any money directly or indirectly to any team nor may said sponsor directly or indirectly provide equipment or other benefits to their team, without the expressed consent of IMHA.
4. All monies, equipment, etc. from sponsors must be payable to IMHA.
5. The Board of Directors will set the dollar level for sponsorships.
6. Team sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.

SECTION 13: GAME PLAY

13.1: EXHIBITION GAMES

At the discretion of the Team Head Coach ice time allocated for practice may be used for an Exhibition Game however all costs, aside from that of the ice time, shall be the responsibility of the team.

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13.2: LEAGUE PLAY

1. For Representative Teams a scheduling meeting will be held by YSMHL. The team Coach or Manager are responsible for attending this meeting and scheduling all their regular league games. Once scheduled they are responsible for submitting their schedule to the Director of Ice.
2. For Local League Teams a scheduling meeting will be held by SRTL. The team Coach or Manager are responsible for attending this meeting and scheduling all their regular league games. Once scheduled they are responsible for submitting their schedule to the Director of Ice.

13.3: PLAYOFFS

1. Playoff format and time frames are determined by the York-Simcoe Minor Hockey League (Rep) and Simcoe Region Local League (LL).
2. Scheduling of all playoff games is carried out by the Director of Ice.

13.4: TOURNAMENTS

1. Teams intending to participate in tournaments must ensure the selected tournaments are OMHA sanctioned.
2. All entry fees to tournaments will be the responsibility of the team. Teams are to provide their complete tournament details to the appropriate Director. The team is responsible for payment of the entry fee against their IMHA provided account.
3. Teams shall be permitted to schedule and block off 3 tournaments prior to the season's scheduling of games. A request to add more tournaments may be submitted in writing to the Director of Rep or Local League as appropriate, and the Director of Ice, providing team parents support the participation.
4. Participation in IMHA tournaments is mandatory for eligible teams and will not be considered in the limitation number of approved tournaments.
5. The team Manager or Coach will notify the Director of Ice of team participation in any and all tournaments.
6. No team shall be allowed to enter a tournament during the playoff season unless there is no conflict with the schedules. Approval of the Board of Directors to attend tournaments at this time in the season is required before a team may register or participate in a tournament.

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7. Approval for participation in any tournament and/or exhibition game is granted on the understanding that such tournaments do not interfere with regular scheduled games or playoffs.
8. Special Permission for overseas tournaments and exchanges must be obtained through the OMHA and may require approval of other regulatory bodies. Teams wanting to participate in overseas tournaments should plan at least one year in advance.
9. Further to (8.) above, teams wanting to participate in overseas/out of country tournaments must:
 - i. Provide a written request of such to the Executive which includes the objectives of the trip, the name of the Host Centre, Host Centre contact, specific dates, locations, detailed itinerary, and accommodations plans;
 - ii. Complete the OMHA "APPLICATION TO TRAVEL OVERSEAS" and submit the Director, Representative with a cheque payable to OMHA in the amount of \$1,000.00, and;
 - iii. Be prepared to complete all other paperwork that may be required by the OMHA and other regulatory bodies.
10. Penalties, discipline, etc. received in tournaments are subject to the Rules and Regulations of the Host Centre, as well as the OMHA Manual of Operations. Any disciplinary action received by a Team Official during tournament play will be reviewed by IMHA Board of Directors.

SECTION 14: MEETINGS

14.1: BOARD OF DIRECTORS MEETINGS

The agenda for a regular meeting of the Board of Directors will be as follows:

- i. Call to Order
- ii. Approval of the Agenda
- iii. Approval of the previous meeting minutes
- iv. Director Reports
- v. New Business;
- vi. Scheduling of the next board meeting, and
- vii. Adjournment

14.2: TEAM MEETINGS

1. The Coach and Manager of each IMHA team shall meet with the parents or legal guardian of the players of their team at least four (4) times per season.

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2. The Manager shall be responsible for calling said meetings. The purpose of these meetings is to provide the Coach and the parents an opportunity to discuss matters of mutual concern. Including but not limited to: the way in which the Coach intends to run the team, anticipated tournament involvement, fundraising activities, and appropriate budget updates.
3. The President (or Vice President) and/or the appropriate Director may attend any such meeting if requested by the team Manager.

14.3: COACH/MANAGER INFORMATION MEETINGS

1. All Coaches and Team Managers will be invited to attend an information session prior to the start of the season.
2. The purpose of this meeting shall be to outline the rules and regulations of IMHA and other matters of mutual concern.
3. All Coaches and Managers shall attend any such meeting.
4. In the event the Coach is unable to attend the meeting a representative from the team shall be appointed by the Coach to attend.
5. Failure to attend may result in loss of team practice ice.

SECTION 15: PURCHASING

15.1: GENERAL

1. The objective of IMHA with respect of its purchasing activity is to obtain goods and services required at the lowest possible cost consistent with quality and delivery requirements and in accordance with sound business practice. Factors to be considered in determining lowest cost must, where appropriate, include:
 - i. Purchase Costs;
 - ii. Firmness of Price (e.g. fixed or otherwise);
 - iii. Foreign exchange risks and costs;
 - iv. Terms of Payments;
 - v. Length of warranty or period of free maintenance;
 - vi. Running costs (e.g. spares, consumable items, fuel, water, electricity); and
 - vii. The likely sale or scrap value.
2. With respect to payment, IMHA policy is that no payment shall be made in advance of receiving goods or services being procured.

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3. Notwithstanding (2.) above, in recognition of the support extended to IMHA by business in its community, IMHA shall support, to the extent of financial practicality, those businesses operating within its boundaries (local supplier). However, the competitive bid or price solicitation process shall not be solely limited to such business.

15.2: PROCEDURES AND CONSTRAINTS

1. No Officer or Director of the Association shall derive any direct benefit from any transaction conducted as Association business. Directors representing IMHA at YSMHL or SROLL meetings shall be entitled to mileage – at the current IMHA rate.
2. No person shall commit the Association to any financial transaction without first obtaining approval from Board of Directors for the expenditure.
3. Any Contract or Purchase Order requiring signature must be signed by an Officer of the Association having signing Authority as set out in By-Law Number One.
4. Competitive quotations/prices must be obtained for all purchases having an estimated expenditure of \$1,000.00 or greater. Competitive quotations should be obtained for purchases less than \$1,000.00 to the extent practical.
5. Quotations/tenders must be kept for at least thirteen (13) months after the end of the financial year of purchase and the action taken (with reasons) must be documented by the person undertaking the procurement.
6. Purchase Orders/Contract's issued to suppliers shall be made on the basis of the lowest price meeting the requirements as set out in (14.1 i.) and having regard to the consideration extended to local suppliers as set out in (14.1 iv.).
7. Any requirement having an estimated expenditure in excess of \$5,000.00 shall involve person(s) having significant technical expertise in procurement or alternatively shall require legal review and comment, prior to any quotation or bid being solicited.
8. In addition to the above, any requirements having an estimated expenditure in excess of \$25,000.00 must be reviewed by the Associations Legal Counsel.
9. In the event of a complaint against a supplier that necessitates the withholding of payment, the complaint must be promptly and clearly communicated to the supplier in writing. Copies of any relevant correspondence should be sent to the Treasurer, immediately. Information Copy is to be sent to the Secretary and President for information. Telephone complaints do not constitute adequate notice to the supplier, who may continue to press for payment to the point of litigation.
10. The Association will not undertake to accept liability for the payment of any invoice where the provisions of the procedures described herein have not been fully complied

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with. In such instances, individuals ordering the goods and/or services may be responsible for the payment of same.

SECTION 16: DISPOSAL

16.1: DISPOSAL (SURPLUS EQUIPMENT AND OTHER IMHA ASSETS)

1. All equipment, materials, sportswear and the like, shall be approved by the Executive as surplus prior to any action to dispose of an item.
2. All equipment, materials, sportswear, and the like which has been approved as surplus by the Executive shall be sold on a best offer basis. The means of selling such surplus may be by way of silent auction, sealed bid, notice of sale, or any other means deemed appropriate the Executive. The Board of Directors shall retain the right to refuse any offer not considered high enough.
3. In the event surplus cannot be sold it shall be:
 - i. 1st, offered to any local not for profit community association;
 - ii. 2nd, any community charitable organization (i.e. Goodwill, Helping Hand, etc.) or
 - iii. 3rd, disposed of as municipal waste.
4. All monies generated from the sale of IMHA surplus shall be deposited into the IMHA bank account.

SECTION 17: IMHA CODE OF CONDUCT

17.1: IMHA CODE OF CONDUCT

1. All IMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers, administrators, and employees involved in IMHA activities and events.
2. IMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of IMHA shall conduct themselves at all times in a manner consistent with the values of IMHA that include fairness, integrity, and mutual respect.
3. During all IMHA activities and events members shall avoid behavior which brings IMHA or the sport of hockey into disrepute, including but not limited to, the abuse of alcohol, use of non-medical drugs, and use of alcohol by minors.

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4. IMHA members and participants shall at all times adhere to IMHA's operational policies and procedures, to rules and regulations governing IMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of IMHA.
5. Members and participants of IMHA shall not engage in any activity or behavior that interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.
6. Members of IMHA shall refrain from comments or behaviors, which are disrespectful, offensive, abusive, racist, or sexist. In particular, behavior which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA's Harassment policy.
7. Failure to comply with this Code of Conduct may result in disciplinary action. Such action may result in the loss of privileges associated with membership in IMHA including playing privileges, voting privileges, and the opportunity to participate in IMHA activities and events, both present and future.
8. All parents and guardians of IMHA registered players are to sign off on the Parent Code of Conduct form prior to the season commencing.