

2015

Thamesford Area Minor Hockey
Association (TAMHA)
Manual of Operations



Last Updated

29-April-2015



Document Revision Control

Revision	Date	Reason
NR	29-Apr-15	Baseline for 2015 AGM. Conversion from paper copy.



Table of Contents

Section One – Mission and Definitions.....	4
Mission Statement	4
Recreational Hockey – Local League (LL)	4
Representative (REP) Hockey – Shamrock League.....	4
Definitions	5
OMHA Manual of Operations	5
Section Two – Code of Conduct and Ethics	6
Code of Conduct	6
Fair Play Code – Player Contract.....	7
Fair Play Code – Coaches Contract	8
Fair Play Code – Parents Contract	9
Fair Play Code – TAMHA Executive Member Contract	10
Section Three - Communication Procedures.....	11
Team Level	11
Convener Level	11
Committee Level	11
TAMHA Executive Level	12
Acknowledgement.....	12
Section Four – Eligibility and Registration	13
Section Five – Equipment and Uniforms.....	14
Section Six - Tryouts and Player Movements.....	15
General.....	15
Local League	15
Representative	15
Affiliated Players	17
Section Seven – Conduct and Discipline	18
Section Eight – Coaches, Managers and Trainers.....	20
Responsibilities of Coaches	20
Coaches and Teams	21
Coaches and Parents	22
Selection of Coaches	22



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

Responsibilities of Managers.....	22
Responsibilities of Trainers.....	23
Officials.....	29
Section Nine – Subsidization for N.C.C.P. and Trainer Courses	30
Section Ten – Sponsorship	31
Section Eleven – Board of Directors Eligibility and Duties.....	32
President	32
Vice President.....	32
Secretary	33
Treasurer	33
Coaches Coordinator	34
Lambton-Middlesex Coordinator	35
Representative Coordinator – Shamrock/OMHA	35
Police Check Coordinator	36
Ice Convener.....	36
Registrar	37
Equipment Coordinator	37
Sponsorship Coordinator	38
Gate and Timekeeping Coordinator	38
Web Master.....	39
Fundraising Coordinator.....	39
Auditor	Error! Bookmark not defined.
Section Twelve – Committees	41
Discipline and Ethics Committee	41
Coaches Selection and Evaluation Committee	41
Representative Player Selection Committee	41
Section Thirteen – Approvals	42
Appendix A.....	43
Disciplinary Action Process	43
Disciplinary Action Form.....	44
Appendix B	45
TAMHA Key Dates	45



Section One – Mission and Definitions

Mission Statement

- 1.1. It is the mission of TAMHA to:
 - 1.1.1. Arouse interest in, to foster, teach and perpetuate the sport of amateur hockey within the village of Thamesford and surrounding area.
 - 1.1.2. To establish, preserve, maintain and enhance a philosophy of recreational hockey based upon skill development and to provide programs in which each member may maximize their potential as an athlete and a human being.
 - 1.1.3. Protect the mutual interests of each team and player affiliated with the Association.
 - 1.1.4. Organize leagues and carry out competition for championships in Thamesford, and to develop players and teams for competition in such hockey leagues, and against such other hockey associations, as may be determined by the executive of this Association.
 - 1.1.5. Teach boys and girls respect for the concepts of the sportsmanship; fair play, to be humble in victory, to take defeat graciously, to abide by referee's decisions, and to love the game above all else.

Recreational Hockey – Local League (LL)

- 1.2. The LL will provide the grass roots development base for minor hockey in Thamesford. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. LL will encourage fair ice time for all players. The development of highly skilled players is not the priority or goal of the recreational base program. It is hoped the through the various programs offered. Players will develop, who by choice, can progress to more competitive teams.
- 1.3. All players will abide by the rules and regulations of the Association and its governing bodies.

Representative (REP) Hockey – Shamrock League

- 1.4. REP teams will be comprised of players who desire a high level of competition and are willing to make a tremendous commitment in time and finances to the operation of the team.
- 1.5. These players will try out in the fall and the successful candidates will be chosen to represent Thamesford in all divisions that offer representative hockey.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 1.6. The REP teams will play locally in the Shamrock League and will enter OMHA play downs in late January.
- 1.7. All players will abide by the rules and regulations of the Association and its governing bodies.

Definitions

- 1.8. The following definitions apply within this document:
 - 1.8.1. "TAMHA" means Thamesford Area Minor Hockey Association.
 - 1.8.2. "LL" means Local League
 - 1.8.3. "REP" means Representative Hockey
 - 1.8.4. "EXECUTIVE" means the Executive Committee of TAMHA.
 - 1.8.5. "OMHA" means Ontario Minor Hockey Association.
 - 1.8.6. "CHA" means Canadian Hockey Association
 - 1.8.7. "MEMBER" means a member of TAMHA holding a class of membership.
 - 1.8.8. "RELEASE" means the unconditional discharge of a player from a team.
 - 1.8.9. "RIGHT OF CHOICE" allows a player who lives in an area that is eligible for 2 or more Centres to choose the Centre they want to play for as per OMHA residency regulations. Once having made his choice, the player must be released before he may exercise any further right of choice.

OMHA Manual of Operations

- 1.9. In the event of a dispute leading to a conflict between the provisions of the by-laws and the OMHA Manual of Operations then in force, the latter shall prevail, provided the same is not in contravention of the applicable governing laws of Canada and its provinces, whether statutory or otherwise.











Section Two – Code of Conduct and Ethics

Code of Conduct

- 2.1. The Code of Conduct identifies the standard of behaviour that is expected of all TAMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches' officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators, referees, employees and others involved in TAMHA activities and events.
- 2.2. TAMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of TAMHA shall conduct themselves at all times in a manner consistent with the values of TAMHA which include fairness, integrity and mutual respect.
- 2.3. During the course of all TAMHA activities and events, members shall avoid behaviour, which brings the TAMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-prescription drugs and use of alcohol by minors.
- 2.4. TAMHA members and participants shall at all times adhere to the TAMHA's constitution, operational policies and procedures, to rules and regulations governing TAMHA events and activities, and to rules and regulations governing any competitions in with the member participates on behalf of TAMHA.
- 2.5. Members and participants of TAMHA shall not engage in any activity or behaviour which interferes with a competition/game or with any player or team's preparation for a competition/game, or which endangers the safety of others.
- 2.6. Members of TAMHA shall refrain from comments or behaviours which are disrespectful, offensive, abusive racist or sexist. In particular, behaviour which constitutes harassment, abuse, or bullying will not be tolerated. This behaviour will dealt with which may include, but not limited to suspension from games, or expulsion from TAMHA.
- 2.7. Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of TAMHA. Such action may result in the member losing the privileges which come with membership in TAMHA, including the opportunity to participate in TAMHA activities and events, both present and future.



Fair Play Code – Player Contract

-  I will play hockey because I want to, not just because others or coaches want me to
-  I will play by the rules of hockey, and in the spirit of the game
-  I will control my temper – fighting and “mouthing off” can spoil the activity for everybody
-  I will respect my opponents
-  I will do my best to be a true team player
-  I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important
-  I will acknowledge all good plays/performances – those of my team and of my opponents
-  I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by TAMHA.

I also agree to abide by all rules, regulations and decisions as set by TAMHA.

PRINT









NAME: _____ DATE: _____

SIGNATURE

PLAYER: _____



Fair Play Code – Coaches Contract

-  I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations
-  I will teach my players to play fairly and to respect the rules, officials and opponents
-  I will ensure that all players get equal instruction and support
-  I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves
-  I will make sure that equipment and facilities are safe and match the players' ages and abilities
-  I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
-  I will obtain proper training and continue to upgrade my coaching skills
-  I will work in cooperation with officials for the benefit of the game

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by TAMHA.

I also agree to abide by all rules, regulations and decisions as set by TAMHA.

PRINT












NAME: _____ DATE: _____

SIGNATURE

COACH: _____



Fair Play Code – Parents Contract

-  I will not force my child to participate in hockey
-  I will remember that my child plays hockey for his or her enjoyment, not for mine
-  I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence
-  I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game
-  I will make my child feel like a winner every time by offering praise for competing fairly and trying hard
-  I will never ridicule or yell at my child for making a mistake or losing a game
-  I will remember that children learn best by example
-  I will applaud good plays/performances by both my child's team and their opponents
-  I will never question the officials' judgment or honesty in public
-  I will support all efforts to remove verbal and physical abuse from children's hockey games
-  I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child

PRINT

NAME: _____ DATE: _____

SIGNATURE








PARENT: _____ PARENT: _____



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

Fair Play Code – TAMHA Executive Member Contract

-  I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race
-  I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator
-  I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities
-  I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling
-  I will remember that play is done for its own sake and make sure that winning is kept in proper perspective
-  I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media
-  I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified

PRINT

NAME: _____ DATE: _____

SIGNATURE

COACH: _____



Section Three - Communication Procedures

- 3.1. In the event of a problem, we encourage individuals to communicate these problems as per the recommended communication procedures. If there is a problem that cannot be resolved, it may result in disciplinary measures.

Team Level

Player and Parent Concerns

- 3.2. Discuss the problem between the parent and the player. Wait 24 hours after the incident before approaching the coach, coaching staff or team representative. If your problem cannot be resolved at the Team Level, proceed to the Convenor Level.

Coach and Coaching Staff Concerns

- 3.3. Discuss the problem with your coaching staff to come to a common resolution. Approach the player to discuss the problem and an appropriate solution. Inform the parent and team representative. If the player and parent are not agreeable to the solution and the problem cannot be resolved at the Team Level, proceed to the Convenor Level.

Convenor Level

- 3.4. Problems that cannot be resolved at the Team Level are to be submitted to the Convenor by the concerned party. If the problem is of importance, it is to be submitted in writing to the Convenor. The Convenor will determine the next course of action and whether or not to involve an existing committee responsible for the specific problem.
- 3.5. Possible course of action available to the Convenor are:
 - 3.5.1. Resolve the problem and if submitted in writing, forward a copy of concern, as well as, actions taken to resolve the matter to the TAMHA Executive.
 - 3.5.2. Submit the problem to TAMHA Executive to act upon and if submitted in writing, include all documentation and actions taken to date, if any.
 - 3.5.3. Submit the problem to the Discipline and Ethics Committee to act on and if submitted in writing, include all documentation and actions taken to date, if any.

Committee Level

- 3.6. Problems that cannot be resolved at the Convenor Level are to be submitted to the Discipline and Ethics Committee by the Convenor. The committee will determine the next course of action and whether or not to involve the TAMHA Executive.
- 3.7. Possible courses of action available to the committee are:



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 3.7.1. Resolve the problem and if submitted in writing, forward a copy of concern, as well as, actions taken to resolve the matter to the TAMHA Executive
- 3.7.2. Submit the problem to TAMHA Executive to act on and if submitted in writing, include all documentation and actions taken to date, if any

TAMHA Executive Level

- 3.8. Problems that cannot be resolved at the Convenor or committee level are to be submitted by the Convenor or committee to the TAMHA Executive. If a problem submitted in writing is not acknowledged or responded to in writing, it is the individual's responsibility to ensure that the TAMHA Executive has received a written copy of the problem.

Acknowledgement

- 3.9. All problems submitted in writing to the TAMHA Executive will be acknowledged and responded to in writing with copies sent to the parties involved including the Convenor and the Discipline and Ethics Committee.



Section Four – Eligibility and Registration

- 4.1. Participation is open to all persons upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age as herein after proved.
- 4.2. TAMHA reserves the right to prescribe requirements from time to time including promulgation of the By-laws specifying grounds for refusing or withdrawing participation, disciplinary actions and related matters.
- 4.3. Registration will be open to all residents of the Village of Thamesford and residents of neighbouring municipalities deemed by the OMHA to be within the boundaries of the Village of Thamesford as an OMHA centre.
- 4.4. All applicants must be registered on a designated registration form, or online, as decided by TAMHA.
- 4.5. First time player registering with TAMHA, OMHA or CHA carded teams must submit their birth certificates as proof of age.
- 4.6. Registration will remain open until the quota (if applicable) for each division is reached. Late registrants will be accepted as determined by OMHA. New town resident registrations will be accepted at the discretion of the association and/or as specified by OMHA Regulations.
- 4.7. A registration form, either paper or online, must be filed with the registration committee, accompanied by the appropriate fee, before any player can participate in any activity sponsored by TAMHA. The Executive is empowered to prohibit any player from practicing or playing until the fees are paid in full.
- 4.8. Refunds requested due to player movement will be the responsibility of the registration committee and will be completed within 14 days of notification.
- 4.9. If a player terminates their participation after the league starts, their refund, if granted, will be pro-rated based on the hours of ice scheduled and the condition of the returned equipment.
- 4.10. No refunds will be given after December 31 st of the playing season unless the family moves from the area or unless there are medical reasons.
- 4.11. Ages per division will be those set by OMHA.
- 4.12. Players participating on TAMHA teams must be residents of Thamesford and area as determined by the OMHA's Manual of Operations.
- 4.13. Base costs will be established by TAMHA for all levels.
- 4.14. Final Local League Team Rosters must be registered and received by TAMHA by November 1st.
- 4.15. TAMHA will set the date(s) for registration for the upcoming season by the February Executive Meeting.



Section Five – Equipment and Uniforms

- 5.1. TAMHA will supply two (2) sets of sweaters to all teams. All teams will wear the team colours prescribed by the Executive. Sweaters to be returned in good condition at season's end.
- 5.2. All players during games and practices must wear the proper protective equipment as follows:
 - 5.2.1. Approved OMHA face masks with full face protection and CSA approved headgear, including properly fastened chin strap.
 - 5.2.2. Approved skate heel guards, where applicable.
 - 5.2.3. Approved athletic support and cup or 'Jill'.
 - 5.2.4. Approved hockey gloves.
 - 5.2.5. Approved hockey shin pads.
 - 5.2.6. Hockey pants, shoulder pads and elbow pads.
 - 5.2.7. A regulation hockey stick must be used for all league play and/or exhibition games.
 - 5.2.8. Neck guard.
 - 5.2.9. Mouth guards are mandatory.
 - 5.2.10. Practice sweaters in good repair.
- 5.3. Goalkeepers should wear, in addition to the above equipment, a CHA face mask and CSA approved helmet, chest pad, goalie gloves, goalie pads, neck guards, throat protector and 'must use a regulation goal stick.
- 5.4. Equipment must be as per requirements of the CHA, OMHA or any group with whom TAMHA may be affiliated.
- 5.5. All officials must wear CSA approved helmets, properly fastened and approved skates with approved heel guards. Goaltender skates will not be permitted.
- 5.6. Coaches and assistants (all on ice personnel) must wear CSA approved helmets, properly fastened and approved skates with approved heel guards during all team practices or if on ice during team warm up.
- 5.7. For any function involving a TAMHA team, ie. Tournaments, exhibition and/or league games, the sweaters issued to each team must be worn. This will also apply to LL.
- 5.8. Goalie sticks will be provided up to and including Senior Tyke and Novice. Above those levels will be the responsibility of the individual player or team.



Section Six - Tryouts and Player Movements

General

- 6.1. Fair rosters and equality amongst teams is a priority.
- 6.2. IP will be chosen on paper.
- 6.3. Coaches are to choose team's based on skills and focusing on equality not friendships or geographic areas.
- 6.4. All players must be registered by TAMHA, OMHA and before playing any game. If a player has been selected to play on a Representative team, the additional fees will be collected at that time.
- 6.5. All players should be encouraged to play at the level of their ability; no player may be forced to play at a higher classification against his wishes. Any coach or manager who persuades, coerces or compels any player to play for his team will:
 - 6.5.1. On the first offense, receive a verbal warning.
 - 6.5.2. On the second offense, be suspended for the balance of the season.

Local League

- 6.6. All Local League teams will declare their team rosters by the 1st Monday of October. To ensure the placement of all players on teams is in a reasonably equitable manner a coach may ask for the teams to be equalized by the Executive by the 3rd Monday of October.
- 6.7. Local League under or overage player eligibility is at the discretion of the Executive committee.
- 6.8. All final team rosters must be declared in writing with the following number of 11 to 17 players.

Representative

- 6.9. All players wishing to play for any REP team must attend tryouts held for that team. Exceptions may be made for situations such as a conflict with AAA-tryouts or temporary medical conditions. If a coach has a player that will not be on the ice during tryouts and is being considered for the team, the coaching staff must inform all players and parents of this fact either verbally or in writing.
- 6.10. If a new player moves into residence after Representative Team selections, they may be granted a ten day tryout in their designated age classification until January 15th of the current hockey season. Such registration is subject to the Rules and Regulations of the OMHA, and TAMHA.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 6.11. All players must play at their designated age level. Any player requesting the opportunity to try out as an underage player for a REP team must concurrently try out in his own age group. A rep or coach must apply in writing to the Executive committee for approval of underage player selection.
- 6.12. To qualify as an underage player, the player must possess the following:
 - 6.12.1. Exceptional skills - meaning unusual.
 - 6.12.2. Must excel at their position - meaning superior skills.
 - 6.12.3. Must be requesting to move from Peewee to Bantam or Bantam to Midget. Younger players could apply if they compile an exceptional number of personal statistics in their own age group.
- 6.13. Representative Coaches may make cuts after the first practice.
- 6.14. List is to be posted on the website listing those players who are to return to the next practice. All skaters who are not asked to return are to report to the next Local League practice.
- 6.15. Representative teams will be picked by the coach along with a minimum of two other non-associated people as allocated by the Coaches Coordinator.
- 6.16. Novice, Atom, Peewee, Bantam and Midget REP teams shall declare rosters of no less than 11 players or greater than 15 on or before the 4th Monday in September. Teams carrying less than 13 players must have the approval of the Executive.
- 6.17. All REP teams must carry a full complement of players being 14 -of which one (1) is a goalie and, allow them playing time as dictated the OMHA. Failure to comply could result in suspension or dismissal of the team officials. Any reduction of this number must have Executive approval.
- 6.18. TAMHA will publish contacts and known tryout times for the respective teams at their discretion.
- 6.19. All final team rosters must be declared in writing.
- 6.20. If a REP player leaves their team of his/her own volition after registration but prior to December 10th, they can only play for a LL team if an opening exists. They cannot return to the REP team for the balance of the season.
- 6.21. Any player requesting a release from a REP team after December 10th must first notify the coach, who will immediately refer the request to the Executive committee.
- 6.22. The responsibility for the release of any player from TAMHA is vested with the TAMHA Executive.
- 6.23. Releases will not be considered for players that registered with TAMHA after August 1st of the hockey season for which a release is requested. Additionally, the player is required to attend their first two (2) tryouts before the request will be reviewed by the Executive.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 6.24. The TAMHA Executive will only review a written request for release of any minor hockey player addressed to the President. It is the policy of TAMHA not to be in favour of granting player releases.

Affiliated Players

- 6.25. LL players may play as affiliated players provided it does not interfere with regular scheduled games, practices or playoffs.
- 6.26. The coach/manager must complete the proper Ontario Minor Hockey Association player Affiliation form.
- 6.27. The AP list must be completed and returned to the Convenor and approved by OMHA before using a player on the list in a game.
- 6.28. Parent and player must be asked before the player's name is recorded on the roster.
- 6.29. With co-operative communication between the LL and REP Coaches, Affiliated players are encouraged to practice with the team they are affiliated to.
- 6.30. First responsibility is to use rostered players.
- 6.31. Players on the AP list are to utilized in the following situations:
- 6.31.1. When a regular player is ill.
 - 6.31.2. When a regular player is injured.
 - 6.31.3. When a regular player is serving a league suspension.
 - 6.31.4. When a regular player is missing for personal reasons.
 - 6.31.5. Under special circumstances with prior approval by the appropriate Convenor.
- 6.32. Coaches are asked to regularly communicate with each other to facilitate the process.



Section Seven – Conduct and Discipline

- 7.1. Any Association Member, Executive Committee Member, Board Member, Committee Members, Coaches, Managers, Trainers or Players shall be subject to:
 - 7.1.1. Suspension from the Association's activities if he contravenes in any way the Constitution, By-laws or the Regulations of TAMHA.
 - 7.1.2. Disciplinary action and/or suspension for conduct not befitting the intent or objectives of TAMHA. Such action will be administered by the TAMHA Discipline and Ethics Committee.
- 7.2. Any member of TAMHA, Coach, Manager, Trainer or Player who deliberately damages or defaces facilities used by, or equipment of TAMHA, shall be suspended from TAMHA until the cost of repair or replacement of the damaged equipment has been paid in full.
- 7.3. In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Discipline and Ethics Committee.
- 7.4. The use of alcohol or drugs at any TAMHA sponsored function, or in any arena or other facility used for such function, by any Coach, Manager, Official, Trainer or Player affiliated with TAMHA, will not be tolerated and may lead to suspension without refund (where applicable), for the balance of the season.
- 7.5. All Coaches are required to publish a list of team rules to the players and their parent/guardian prior to the start of the season. Those rules are subject to the approval of the Executive. All Coaches will receive a Coaches package at the beginning of the season from the Coaches Coordinator.
- 7.6. Any Coach who deems disciplinary action to be necessary against an individual player on his (Coach's) team, for any reason, must institute use of Progressive Discipline, as laid out in the "TAMHA Disciplinary Form" (Appendix A). Such forms are to be obtained from and returned to the current Coaching Coordinator. Please note that the Coaching Coordinator (or designate if a conflict of interest arises) must attend Steps 3 and 4 of the process.
- 7.7. If a Coach decides that circumstances warrant immediate suspension (disciplinary problem of a violent nature or drug/alcohol nature) then suspension may be immediate, but must be brought to a Discipline and Ethics Committee meeting with 48 hours of the incident.
- 7.8. Any player who willfully plays, or any Coach or Manager who allows a player to play, who is found to be ineligible shall be subject to disciplinary action and/or suspension.
- 7.9. Discipline and suspension for REP players, Coaches and Trainers will be governed by OMHA, TAMHA and Shamrock playing rules.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 7.10. Any player, Coach, Trainer or Manager who is suspended by the OMHA and/or under TAMHA rules may, at the discretion of the Discipline and Ethics Committee have is suspension reviewed by the Discipline and Ethics Committee of TAMHA for further action.
- 7.11. The Coach of any TAMHA team whose team accumulates more than the allowable minutes in penalties in any game shall be suspended from the next league or playoff game. The allowable amount (stop time minutes) for Peewee and below is twenty-six minutes.
- 7.12. Any suspension will be for all scheduled league and playoff games. Suspension received in Tournament or Exhibition games shall be served in the scheduled games immediately following those Tournament or Exhibition games.
- 7.13. Major penalties, misconducts and game misconducts shall be served in regular season play and playoffs.
- 7.14. Any player receiving a match penalty shall serve that suspension based upon the current OMHA rule and shall not participate in any games, Exhibition or otherwise.
- 7.15. In no case will a team be allowed to re-schedule a game after a suspension has been assessed in order to lessen the severity of a suspension.
- 7.16. Body checking is in accordance with OMHA Policy
- 7.17. Local League teams will be allowed five (5) team officials on the bench during games.
- 7.18. Smoking is prohibited on the bench and in the dressing rooms. Disregarding the By-Law is grounds for disciplinary action.
- 7.19. All players registered in TAMHA may not participate in any other leagues with the exception of a High School League. Any players participating on a High School League must notify their TAMHA Coach. Those players who disobey this rule are subject to disciplinary action, including suspension without refund in whole or part. In the event that a Coach is concerned regarding conflicts of schedules or player's safety due to dual commitments, the issue will be discussed and may be taken to the Discipline and Ethics Committee for further consideration.
- 7.20. Situations arising during the season that are not covered under the rules will be referred to the Discipline and Ethics Committee for their ruling. That ruling will stand for the season and be referred to the Executive for the future.
- 7.21. Similarly, in a game situation the Convenor may make a decision to cover any items not covered by the By-laws. In his absence the Referee has that responsibility. In such cases, those rulings will immediately be referred to the Discipline and Ethics Committee for future application during the season.
- 7.22. No team may appeal the game as a result of any decision made under the above rulings.
- 7.23. Any rule changes affecting OMHA, Lambton-Middlesex or Shamrock teams made by those bodies before or during the season will be in force immediately and included in the next revision of the TAMHA By-laws as required.



Section Eight – Coaches, Managers and Trainers

- 8.1. All Team officials who disregard their responsibilities shall be subject to disciplinary actions.
- 8.2. Head Coaches are responsible for their team's affairs. Discipline in team matters will be addressed to the Head Coach, to maintain the "two deep rule" at all times.
- 8.3. All coaches must ensure they hold appropriate credentials and certifications as per OMHA policy. Courses must be completed by Dec 31st of that season.
- 8.4. All team officials must have a police reference check (process started) and respect in sports completed before commencing duties.
- 8.5. All team Officials should, where possible, seek ways of improving their abilities and credentials.
- 8.6. Only five (5) team Officials per team will be registered with the OMHA from TAMHA funds. Additional Officials may be registered but that team will bear the additional financial responsibilities.
- 8.7. TAMHA will have the responsibility to sponsor Trainer and Coaches Clinics were possible.
- 8.8. Team officials must make available separate change rooms for any female players.
- 8.9. No team official may shower with any team member.
- 8.10. All teams must ensure a certified coach, manager and trainer signs all game sheets.

Responsibilities of Coaches

- 8.11. Ensure the proper observance of the Constitution and By-laws of TAMHA.
- 8.12. Acquaint their team members with OMHA, TAMHA, Shamrock and Lambton--Middlesex rules.
- 8.13. Exercise control in the conduct of their players and themselves. They must endeavour at all times to prevent disorderly conduct before, during and after any games or practices, on or off the ice, or in any arena or while taking part in TAMHA activities.
- 8.14. Provide a completed, signed game sheet to the game Timekeeper prior to the commencement of the game.
- 8.15. Ensure that the required number of eligible players are ready for every game.
- 8.16. Attend coaches meetings as required.
- 8.17. Appoint a designate in the coach's absence.
- 8.18. Ensure that all players and parents are made aware of the playing rules.
- 8.19. Show respect for all referee's decisions.
- 8.20. Hold a meeting at the start of the season with players and parents in order to make them aware of the coach's plans and aims for the season, explanation of OMHA roster sheets and other matters that apply to the team. It is important to achieve consensus early as to the level of involvement in Exhibition games and Tournaments.



- 8.21. Accept ice time allotted with no exception.
- 8.22. Ensure that allotted ice time is not wasted. Trade with fellow coaches.
- 8.23. Ensure that all team personnel are informed of practice.
- 8.24. Ensure that all equipment and facilities are available.
- 8.25. Ensure that all team documentation is properly prepared, maintained and readily available when required. .
- 8.26. Complete appropriate evaluations and reports as required.

Coaches and Teams

- 8.27. Every player dressed for a Local League game should be given comparable ice time. Blatant disregard of this rule will result in immediate suspension of the Coach.
- 8.28. With cooperative communication between the LL and Representative Coaches, affiliated players are encouraged to practice or play at the Representative level. LL Coaches should not object to their players practicing or playing with the Representative teams when there is no conflict with their LL commitment. Representative Coaches are encouraged to have LL players attend practices.
- 8.29. If a Coach must choose between two (2) players of equal ability, and one (1) is underage, the player who is of the proper age should be selected. Underage players can be selected if the Coach evaluates them to be worthy of selection and the proper application process has been followed.
- 8.30. No player will be allowed on the ice or bench without:
 - 8.30.1. Being dressed in full hockey equipment.
 - 8.30.2. Having registration paid in full or waived.
 - 8.30.3. A member of the coaching staff being in attendance.
 - 8.30.4. A parent having completed the OMHA Respect in Sports course.
- 8.31. Coaches shall file with the LL and Representative Convenors a completed team roster prior to the start of League play.
- 8.32. Each Coach must have a certified Trainer separate from himself.
- 8.33. OMHA Coaches Guidelines must be adhered to by all Coaches.
- 8.34. Safety precautions must be taken during all games and practices i.e. all player and penalty box doors must be closed and locked during practice and games, as well as doors onto the ice surface.
- 8.35. TAMHA Executive will hold Coaches, parents and players responsible for all conduct. As Coach, you are responsible for player conduct on the ice, on the bench and in the dressing room. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 8.36. Coaches, their Managers and Trainers will not smoke, swear or be under the influence of alcohol while in the presence of their players (i.e. while on the ice, bench or in the dressing room).

Coaches and Parents

- 8.37. REP and LL Coaches and Manager must meet with the parents throughout the season and the end of the season.
- 8.38. These meetings are used to explain:
- 8.38.1. Coaching philosophy.
 - 8.38.2. Team operations.
 - 8.38.3. Playing times, position-and rotation.
 - 8.38.4. Team rules and suspensions.
 - 8.38.5. Responsibilities of Coaches, players and parents.
 - 8.38.6. Any other points that either group wishes to discuss.

Selection of Coaches

- 8.39. The Executive Committee will have the final approval on all Coaches selected.
- 8.40. Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the coaches selection committee shall be empowered to appoint a Coach provided approval has been granted by the Executive.
- 8.41. The appointee may be a qualified Executive member, who shall have the option of keeping his Executive position or resigning. Should they choose to retain the Executive position, all applicable conflict of interest policies shall be in force during Executive meetings and voting procedures

Responsibilities of Managers

- 8.42. Ensure the care, keeping and return of all TAMHA equipment used by their team during the season to the Equipment Coordinator.
- 8.43. Ensure that Gate collection is covered for all home games.
- 8.44. Ensure the efficient operation and decorum of their teams throughout the season. The Manager shall ensure that the By-laws of TAMHA and regulations of the OMHA are strictly followed. He shall ensure that carded team Officials only shall be on the bench during games and practices. He shall have the option to remove all people, not related to the team, from the dressing room.
- 8.45. Distribute all necessary forms to players or parents as required.



- 8.46. Ensure that no one associated with the team approaches a sponsor for extra funds over and above the agreed sponsor's fee solicited by TAMHA.
- 8.47. Assist and support any fund raising promotions as determined by TAMHA.
- 8.48. Understand and follow the procedure for both underage player movement, affiliated player usage and permanent player movement.
- 8.49. Act as Liaison between the team and the Executive Committee.

Responsibilities of Trainers

General

- 8.50. Hockey Trainers shall implement an effective risk management program where safety is the first priority at all times, both on and off the ice. All Trainers shall utilize a proactive, preventive approach to safety while being prepared to react in the event of an accident, injuries or medical emergencies. To be eligible to be a Trainer or Assistant Trainer on any team registered with the O.M.H.A. on C.H.A. Certificates (cards), a person must have successfully completed a Hockey Trainers Certification Program at Level 1 or higher. The H.T.C.P. Level 1 program is valid for three seasons including the season of issue.

Responsibilities

- 8.51. Ensure that safety is the first priority at all times during all hockey-related activities, both on and off the ice. You must play a leadership role in enhancing the safety of players and all others involved with amateur hockey.
- 8.52. The following are some responsibilities, which the hockey Trainer must assume:
 - 8.52.1. Implement an effective risk management program with your team which strives to prevent injuries and accidents before they happen.
 - 8.52.2. Take a proactive role in identifying and minimizing or eliminating risks during all activities and, if ever in doubt, erring on the side of caution.
 - 8.52.3. Promote and reflect the values of Fair Play and instill these values in all participants and others involved in amateur hockey.
 - 8.52.4. 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.
 - 8.52.5. Promote proper conditioning and warm-up techniques as effective methods of injury prevention.
 - 8.52.6. Maintain accurate medical history files on all players and bringing these to all games and practices.
 - 8.52.7. Maintain a fully stocked First Aid Kit and bring it to all games and practices.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 8.52.8. Implement an effective Emergency Action Plan (EAP) with your team and practice it regularly to ensure all involved understand their roles.
- 8.52.9. Recognize life-threatening and significant injuries.
- 8.52.10. Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- 8.52.11. Recognize injuries, which require a player to be removed from action, refer players to medical professionals and co-ordinate return to play.
- 8.52.12. Promote a healthy lifestyle with all hockey participants by being a good role model while educating participants in hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- 8.52.13. Facilitate communication with players, Coaches, physicians, therapists, paramedical personnel, parents, officials and other volunteers regarding safety, injury prevention and players' health status.

Trainer Code of Ethics

- 8.53. Assume a leadership role in promoting the values of safety, enjoyment, fair play, education and integrity in the game of hockey.
- 8.54. You shall abide by the following Code of Ethics at all times:
 - 8.54.1. Strive to enhance the safety of all hockey participants at all times.
 - 8.54.2. Use only those techniques, which they are qualified to administer.
 - 8.54.3. Err on the side of caution and never practice any behavior, which may ultimately harm a participant or worsen an injury.
 - 8.54.4. Never intentionally mislead or lie about your qualifications, education or professional affiliations.
 - 8.54.5. Strive to achieve the highest level of competence and continue to educate, update and improve your skills.
 - 8.54.6. Never practice, condone, defend or permit discrimination on the basis of race, colour, sex, age, religion or ethnic origin.

Emergency Action Plan (EAP)

- 8.55. While a hockey Trainer must do everything possible to prevent injuries and accidents before they happen, you must also be prepared to react in the event of an emergency. In sports that involve physical contact, like hockey, there is always the potential for a serious accident or injury. When a serious injury occurs time becomes critical. Therefore, you must establish a plan to handle emergencies in an organized and efficient manner. By implementing an Emergency Action Plan (EAP) with your team, you will be prepared to react effectively in the event of a serious injury. The EAP requires the appointment of 3



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

people: Person In Charge, Call Person and Control Person. Each of these people must be determined at the beginning of the season, must clearly understand their roles in the EAP and must rehearse the EAP at regular intervals throughout the season.

8.56. The following is an outline of each person's role in the EAP:

Person in Charge

8.57. The Person in Charge would normally be you, the hockey Trainer, or the individual with the most specialized training in injury care. The duties of the Person In Charge include:

- 8.57.1. Take control and assess the situation when coming into contact with the injured player.
- 8.57.2. Instruct the player to lay still.
- 8.57.3. Instruct bystanders to leave all equipment in place.
- 8.57.4. Do not move the athlete and leave all equipment in place.
- 8.57.5. Evaluate the injury and situation. This may include anything from an unconscious player to a sprained finger. Once you have determined the severity of the injury, decide whether or not an ambulance or medical care is required.
- 8.57.6. If you are certain that an ambulance is not necessary, then decide on what action is to be taken to remove the player from the ice surface.
- 8.57.7. If an ambulance is required, notify your Call Person, give a brief explanation of the injury, and tell them to call for an ambulance.
- 8.57.8. Once the call has been placed, observe the player carefully for any change in condition and try to calm and reassure the player until medical professionals arrive.
- 8.57.9. STAY CALM. Keep an even tone in your voice.
- 8.57.10. Make a note of the time at which the injury occurred and keep track in writing of all pertinent facts regarding the accident, including time of occurrence (e.g. time of ambulance arrival, etc.)
- 8.57.11. Never make direct contact with an injured player's blood products or bodily fluids. Always wear waterproof, latex rubber gloves.

Call Person

8.58. The Call Person is responsible for making the telephone call when emergency help is required. The Call Person shall ideally be someone who is at all games and practices but is not responsible for the bench area, and watches games and practices from the stands. The Call Person's responsibilities include:

- 8.58.1. Know the location of all emergency telephones or pay phones, in every facility in which your team plays.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 8.58.2. Have a list of all emergency telephone numbers in every city or town in which your team plays (AND KNOWING IF 911 IS AVAILABLE IN THE AREA). The Call Person shall have a list of these emergency numbers on a wallet sized card in their possession at all times, or can use the hockey Trainer's list from the First Aid Kit. These emergency numbers include Ambulance, Fire Department, Police, Hospital and General Emergency. The Call Person shall always have quarters in their possession in case a pay phone is available.
- 8.58.3. Have a diagram displaying specific directions of the best route to the arena facility and ice surface in which you are playing.
- 8.58.4. Communicate with the Person In Charge to determine whether or not emergency help is necessary.
- 8.58.5. WHEN PLACING A CALL FOR MEDICAL HELP:
 - 8.58.5.1. Speak clearly and calmly at all times.
 - 8.58.5.2. State to the dispatcher that it is a medical emergency.
 - 8.58.5.3. Give the location of the arena facility (state name and address).
 - 8.58.5.4. State what type of emergency it is and give the dispatcher a brief explanation of the injury (e.g. is the player conscious? Is the player bleeding? Is the player breathing normally?).
 - 8.58.5.5. Give the dispatcher the telephone number from which you are placing the call in the event they must call back for more information. Have someone wait by the phone.
 - 8.58.5.6. Give the dispatcher the best route into the arena facility and to the ice surface.
 - 8.58.5.7. Ask for the estimated time of arrival for the ambulance.
 - 8.58.5.8. Always remain on the line until you are certain the dispatcher is finished asking questions and that your call has been transferred.
 - 8.58.5.9. Report back to the Person in Charge to confirm that the call for emergency help has been placed, and give them the estimated time of arrival for emergency assistance.

Control Person

- 8.59. The Control Person is responsible for controlling the crowd and other participants to ensure that the EAP is executed effectively. The Control Person's responsibilities include:
 - 8.59.1. Ensure that teammates, other participants and spectators are not in the way of the Person In Charge and the injured player.
 - 8.59.2. Discuss the EAP with opponents, officials and arena staff.
 - 8.59.3. Ensure a proper room is available to attend to the injured player if requested by the Person In Charge or emergency personnel.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 8.59.4. Ensure that the route for the ambulance crew to the ice surface is clear and available.
- 8.59.5. Seek highly trained medical personnel in the arena facility if the Person In Charge believes the injury is serious and cannot wait for emergency assistance to arrive. This can be accomplished by using the loudspeaker or having arena staff ask throughout the facility.

Medical History

- 8.60. The medical history form shall be completed by the Trainer once the team is selected. These forms shall go everywhere the team goes so that in the case of an injury, etc. all the player's information is at hand.

Injuries

- 8.61. OMHA Accident report forms must be completed by the team trainer and injured player's parent/guardian in the event of an injury that requires the player to limit or cease ice time. The need for this accident report form is at the discretion of the team trainer and TAMHA trainer coordinator. These forms shall be submitted to the OMHA as soon as possible with a copy given to the player, the team trainer and the TAMHA trainer coordinator.
- 8.62. When returning from an injury a "Return to Play" form must be completed by the parent/guardian when the injuries are considered minor (ie. strains and sore muscles). In the event of a more severe injury (ie. fractures, dislocations) or any type of concussion a doctor's note must accompany the "Return to Play" form. As with the "Accident Report" form the original will be held by the team trainer with copies given to the parent/guardian and the TAMHA trainer coordinator before the player is to be permitted on the ice.
- 8.63. If unsure on which form to complete consult the TAMHA trainer coordinator.

First Aid Kit

- 8.64. A hockey Trainer must always have a fully stocked First Aid Kit on hand during all games, practices and off-ice training sessions. A fully stocked First Aid Kit ensures that you are prepared to react to any illnesses, accidents or injuries that may occur. The best First Aid Kit is one which contains only the most important items. There is no reason to carry a wide variety of items, especially if you do not know how or are not qualified to use some items.
- 8.65. The following is a recommended list of items that you shall include in your First Aid Kit. Whenever you use one of these items you shall replace it immediately to ensure that your kit remains fully stocked.
- 8.66. It is also recommended that you include several quarters in your First Aid Kit in the event that you must make an emergency telephone call and only a pay phone is available. You shall also carry a list of all emergency telephone numbers in your kit, including ambulance, fire department, police and general emergency (911 if applicable).



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

Description	Quantity
Multi-bit Screwdriver	1
Clear tape	1
Black tape	1
Roll of paper towel	1
Hockey skate lace	1
Tye wraps	5
Neck guard	1
Mouth guard	1
Safe Cross First Aid Kit as follows	
SC - Abdominal/Combine pad	1
SC - After Bite Swabs	3
SC - Alcohol Antiseptic Swabs	8
SC - Antiseptic towelettes	6
SC - Cold Pack	1
SC - Conforming stretch Bandage	1
SC - Cotton Tipped Applicators	1
SC - Elastic Support Bandage	1
SC - Fabric Bandage 2.2cm x 7.6cm	6
SC - Fabric Bandage Fingertip	3
SC - Fabric Knuckle bandage	3
SC - Fabric Large Patch	3
SC - First Aid Ointment	2
SC - Gauze Pads - Sterile	3
SC - Hand cleansing moist Towelettes	6
SC - Hand Sanitizer	2
SC - Nitrile medical gloves	1 pkg
SC - Plastic Bandage Junior	10
SC - Plastic Bandage Large	12
SC - Safety pins	1 pkg
SC - Sani-Hands Alcohol Towelettes	3
SC - Scissors	1
SC - Splinter	1
SC - St. John pocket guide	1
SC - Tape, Clear	1



Officials

- 8.67. It is understood that Local League is the training ground for Officials and administered by the Association.
- 8.68. No Official can be involved in a LL game unless he is carded through OMHA.
- 8.69. TAMHA will supply scorekeepers and timekeepers for all games.



Section Nine – Subsidization for N.C.C.P. and Trainer Courses

- 9.1. To encourage team and game Officials to obtain the highest levels possible, TAMHA will subsidize clinic participation, upon approval of the coaches' coordinator in accordance to OMHA policies.
- 9.2. To qualify as a Bench staff , volunteer must complete the appropriate courses as outlined in the OMHA policy.



Section Ten – Sponsorship

- 10.1. No breweries, distilleries, wineries, or tobacco companies will be permitted to sponsor any team in TAMHA.
- 10.2. All approved sponsorships shall be for a one (1) year duration.
- 10.3. All equipment purchased or donated by a sponsor shall become the sole property of TAMHA and subject to all rules and regulations of TAMHA.
- 10.4. All equipment shall be of a type and standard approved by TAMHA/OMHA.
- 10.5. It shall be the responsibility of the Sponsorship Coordinator to obtain and allocate the necessary number of sponsors.
- 10.6. 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 the TAMHA Executive.
- 10.7. All monies, equipment, etc. from sponsors must be paid to TAMHA who will allocate as necessary.
- 10.8. TAMHA will set the dollar level for sponsorships.
- 10.9. 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.
- 10.10. Members should contact the Sponsorship Coordinator if a specific sponsor wishes to support one of their teams. The Sponsorship Coordinator will follow up with the sponsor.



Section Eleven – Board of Directors Eligibility and Duties

11.1. No member of the Board nor the Executive nominated for a Board position may hold a position on a Board or Executive of another hockey association unless a Directorship position/duty is created to fill a need.

President

Eligibility

11.2. Persons nominated for this position must have served on the present Board or Executive of TAMHA for at least one (1) year.

Duties

- 11.3. Preside at all meetings of the Board or Executive with the usual privileges of office.
- 11.4. Lead in the continuing development of the TAMHA philosophy, and assist in the continuing development of coaching and hockey skills for the association.
- 11.5. Act as the representative of TAMHA in the community.
- 11.6. Act as a member of the Coaches Committee.
- 11.7. Use his background and knowledge in a position of arbitrator or problem solver for the association.
- 11.8. Designate necessary tasks to be fulfilled by the appropriate members of the Executive.
- 11.9. Be an Ex-officio member of all committees.
- 11.10. Chair the Discipline and Ethics Committee.
- 11.11. Ad as a representative of TAMHA to OMHA or other recognized governing body.
- 11.12. Term of office is two (2) years and for no more than (2) years.

Vice President

Eligibility

11.13. All persons nominated for this position must have served on the Executive for at least one (1) year.

Duties

- 11.14. Perform the duties of the President in the event of illness or absence.
- 11.15. Attend all Executive meetings.



Secretary

Eligibility

- 11.16. Although not essential, all nominated persons should have some word processing skills.

Duties

- 11.17. Attend all TAMHA Board, Executive and sub-committee meetings and record the minutes of these meetings.
- 11.18. Type, copy and distribute these minutes seven days prior to the next general meeting, to all members of the Executive for the next general meeting.
- 11.19. Keep orderly files on and be responsible for all incoming and outgoing correspondence pertaining to TAMHA business.
- 11.20. Turn over the files to the successor at the end of the term.
- 11.21. Compile an accurate information list of Executive members, giving position and telephone numbers, and give a list to each Executive member.
- 11.22. Attend all Executive meetings.

Treasurer

Eligibility

- 11.23. Although not essential, the association would prefer that all nominated persons have a strong and experienced background in the accounting or banking field. The successful candidate shall be bondable in the appropriate amount at the expense of the association should this be deemed necessary.

Absence

- 11.24. During the unavoidable absence of the Treasurer, the President shall retain temporary signing authority.

Duties

- 11.25. Pay all accounts by association cheque co-signed by the President, Secretary and or the Co-Treasurer if applicable.
- 11.26. Keep an accurate record of all monies received and dispersed and all accounts payable and receivable by acceptable accounting practices and in proper books of account.
- 11.27. Audit the appropriate invoices throughout the TAMHA season.
- 11.28. Present an audited financial statement to the Executive at the September meeting. Independent auditor approved by TAMHA.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 11.29. Make payments only for invoices received.
- 11.30. Deposit all funds for optimum interest in an Executive approved financial institution under the name of THAMESFORD AREA MINOR HOCKEY ASSOCIATION.
- 11.31. Monitor finances and make Executive aware of any late season potential cash flow problems.
- 11.32. Keep current files on all association registered players.
- 11.33. Ensure that all expenditures be reported and approved by the Executive monthly and recorded in the minutes of the meeting.
- 11.34. Update HCR records as applicable.
- 11.35. Attend all Executive meetings.

Coaches Coordinator

Eligibility

- 11.36. All nominated persons shall hold a current 'Level Coach' certificate (minimum) and be willing to fulfill the commitments and obligations associated with the position.

Duties

- 11.37. Chair the Coaching Selection Committee which shall endeavor to fill all coaching positions for all age groups and competition levels.
- 11.38. Be responsible for the ongoing research, education and implementation of skills for the Coaches.
- 11.39. Research and organize available funding, programs and clinics.
- 11.40. Advertise for coaching applications for the Coaches Committee. He should ensure that application forms are available and received by all interested parties.
- 11.41. Compile a list of all team Officials complete with names and phone numbers for distribution to all Executive members.
- 11.42. Supervise the pre-season team selection to ensure balanced LL teams.
- 11.43. Be responsible for assisting in the selection for all coaches following OMHA Guidelines.
- 11.44. Act as a member of the Discipline and Ethics Committee.
- 11.45. Attend all Executive meetings.



Lambton-Middlesex Coordinator

Eligibility

- 11.46. All nominated persons shall be aware that this is a time consuming job and be willing to perform this job to the best of their abilities.

Duties

- 11.47. Work with the Lambton -Middlesex League and Thamesford Recreation Centre in the scheduling of games, practices and playoffs for the Local League and distribute schedules to all Coaches, Gate/Timekeeper Coordinator and other League Convenors.
- 11.48. Assemble lists of team Officials with phone numbers and forward to the Executive.
- 11.49. Maintain and submit all game sheets to the appropriate authorities.
- 11.50. Attend all Lambton-Middlesex meetings.
- 11.51. Attend all Executive meetings.

Representative Coordinator – Shamrock/OMHA

Eligibility

- 11.52. All nominated persons shall be aware that this is a time consuming job and be willing to perform this job to the best of their abilities.

Duties

- 11.53. Work with the Shamrock League and Thamesford Recreation Centre in the scheduling of games, practices and playoffs for the League and distribute schedules to all Coaches, Gate/Timekeeper Coordinator and other League Convenors.
- 11.54. Assemble lists of team Officials with phone numbers and forward to the Executive.
- 11.55. Attend all Shamrock meetings.
- 11.56. Attend all Executive meetings.



Police Check Coordinator

Eligibility

- 11.57. All nominated persons shall be aware that this is a time consuming job and be willing to perform this job to the best of their abilities.

Duties

- 11.58. Will ensure that all Executive, Coaches, Managers, Trainers and on ice help have up to date police checks in accordance to OMHA policies.
- 11.59. Will ensure as per TAMHA policy that all Executive, Coaches, Managers, Trainers and on ice help have up to date Criminal Offence Declarations- requires each year in between the mandatory vulnerable sector screening
- 11.60. Attend all Executive meetings.

Ice Convener

Eligibility

- 11.61. All nominated persons must realize that this is a time consuming position and that the successful candidate must fulfill the term to the best of his abilities.

Duties

- 11.62. Be apprised of terms and conditions of the ice contract with the township ensuring ice is utilized in the most efficient manner. Notify the arena of any ice that cannot be used to see if it can be sold.
- 11.63. Be responsible for the coordination of all teams' practices and games. This includes providing ice times in advance of league scheduling meetings to all the coaches and attend the leagues' scheduling meetings with additional ice times ready in case of conflict.
- 11.64. Uploading and maintaining the TAMHA website with all games and practices trying to stay at least one month in advance.
- 11.65. Correspond with all participating associations/centers and attend meetings as required for the coordination of games, tournaments and association functions.
- 11.66. Liaise with referee coordinator (currently Clarke Gee) to ensure scheduled and sanctioned games have suitable referees in accordance with OMHA policy
- 11.67. Update the TAMHA Website following any scheduled ice changes: ice reallocation for tournaments, rebooked games, etc.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 11.68. Work closely with the President, Vice President, and OMHA Rep during OMHA play downs to ensure the fulfillment of contracted games and maintain each team's practice schedule
- 11.69. ensure a schedule of games and practices is posted at the arena for officials and other personnel a minimum of one week in advance
- 11.70. provide a monthly report to the executive on ice usage as well as an annual report to be presented at the AGM
- 11.71. communication with TAMHA OMHA Rep and TAMHA Shamrock Rep with changes to the schedule

Registrar

Eligibility

- 11.72. All nominated persons shall be aware that this is a time consuming job and be willing to perform the job to the best of their abilities.

Duties

- 11.73. Manage Hockey Registry Canada on behalf of TAMHA, including online registration portal.
- 11.74. Set registration dates with the assistance of the Executive Committee
- 11.75. Advertise registration dates
- 11.76. Organize and oversee the registration process.
- 11.77. Distribute approved rosters to team officials
- 11.78. Attend all Executive meetings.

Equipment Coordinator

Eligibility

- 11.79. All nominated persons must realize that this is a time consuming position and that the successful candidate must fulfill the term to the best of his abilities.

Duties

- 11.80. Keep an accurate and current inventory of all equipment.
- 11.81. Recommend to the Executive all reasonable purchasing, maintenance, disbursement and disposal of all equipment for the association teams.
- 11.82. Be available to assist all association teams with equipment needs especially during the September tryout period.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 11.83. Be responsible for supervising the return of all association equipment from the teams at the end of the playing year.
- 11.84. Provide to all association Managers and Coaches a declaration list of all association equipment on loan to each team and have a responsible team Official sign for the equipment.
- 11.85. Provide keys to team Officials for the TAMHA storage room and team equipment locker.
- 11.86. Update and outfit the TAMHA storage room as deemed necessary.
- 11.87. Be responsible for properly storing equipment for the off-season particularly the goal tending equipment.
- 11.88. Attend all Executive meetings

Sponsorship Coordinator

Eligibility

- 11.89. All nominated persons must realize the effort involved and be willing to assume the responsibility of this position.

Duties

- 11.90. Be responsible for maintaining a strong liaison between the association and it's sponsors, and act as it's spokesperson.
- 11.91. Assemble and post team sponsors and/or pictures in a prominent place in the arena.
- 11.92. Be responsible for making arrangements for player and team pictures to be taken in October.
- 11.93. Promote and encourage new sponsors to fill the vacancies left by departing sponsors as the need arises.
- 11.94. Attend all Executive meetings.

Gate and Timekeeping Coordinator

Eligibility

- 11.95. All nominated persons shall be aware that this is a time consuming job and be willing to perform the job to the best of their abilities.

Duties

- 11.96. Be responsible for the scheduling of gate and timekeepers for all association games.



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

- 11.97. Maintain an appropriate float at all times for the gates. Gate fees are set by OMHA, Shamrock and Lambton/Middlesex
- 11.98. Ensure the monies to be paid referees is put into an envelope with the individual's name on the front for the gatekeeper to give to referee. Referees fees are set by OMHA.
- 11.99. Maintain accurate record keeping for all gates for the season to be given to the Treasurer.
- 11.100. Attend all Executive meetings.

Web Master

Eligibility

- 11.101. All nominated persons shall be aware that this is a time consuming job and be willing to perform the job to the best of their abilities.

Duties

- 11.102. Maintain current Website and post any updates as per the request of the Executive

Fundraising Coordinator

Eligibility

- 11.103. All nominated persons shall be aware that this is a time consuming job and be willing to perform the job to the best of their abilities.

Duties

- 11.104. Work in conjunction with the Executive to coordinate fundraising activities within TAMHA.
- 11.105. Coordinate Booster day activities
- 11.106. Attend all Exec meetings



Trainer Coordinator

Eligibility

11.107. All nominated persons shall be aware that this is a time consuming job and be willing to perform the job to the best of their abilities.

Duties

11.108. Be responsible for the ongoing research, education and implementation of Trainer skills.

11.109. Stock and distribute trainer bags to team trainers.

11.110. Work with, and provide guidance to the team trainers throughout the season.

11.111. Assist trainers with the completion and submission of injury reports.

11.112. Attend all executive meetings.



Section Twelve – Committees

Discipline and Ethics Committee

12.1. The Discipline and Ethics Committee will consist of the following Directors:

- 12.1.1. President (Chair)
- 12.1.2. Lambton -Middlesex Coordinator
- 12.1.3. Shamrock Coordinator
- 12.1.4. Secretary
- 12.1.5. Coaches Coordinator

Coaches Selection and Evaluation Committee

12.2. The Coaches Selection and Evaluation Committee will consist of the following members:

- 12.2.1. President
- 12.2.2. Coaches Coordinator and any additional Executive members.

12.3. The Coach Selection and Evaluation Committee will adhere to the OMHA Guidelines for Member Associations



Representative Player Selection Committee

12.4. The Representative Player Selection committee will be chaired by the Coaches Coordinator and consist of impartial 3rd party members, to assist and provide player assessments and team composition recommendations.



Section Thirteen – Approvals

The Manual of Operations as outlined in this document, Revision NR, has been approved and passed by the Executive Committee of the Thamesford Area Minor Hockey Association on this 29th day of April, 2015.

<p>TAMHA President</p> 	<p>TAMHA Secretary</p> 
--	---





Appendix A

Disciplinary Action Process

In the event a disciplinary action is required with any player behaviours contradicting the TAMHA code of conduct, the following persons are required to participate:

1. Coach
2. Coaching Convener (or his/her delegate)
3. Player
4. Parents

TAMHA manages disciplinary action with a “4 step” system. The following is the process:

- Step 1:** Coach holds meeting a disciplinary action meeting with those attendees listed above. Advises players of the behaviour in question and introduces them to the Disciplinary Action Form. Advised of the “4 step” system.
- Step 2:** Documented Warning
- Step 3:** Game Suspension (1 to 2 games, at coaches’ discretion)
- Step 4:** Dismissal from Team

The coach is responsible for ensuring the disciplinary action is appropriately documented and presented to the TAMHA Executive Discipline and Ethics Committee.

Completed forms shall be provided to the Association Secretary for management and tracking.



Disciplinary Action Form

<input type="checkbox"/> Step 1 – Parent & Player Meeting	<input type="checkbox"/> Step 2 – Documented Warning
<input type="checkbox"/> Step 3 – Game Suspension	<input type="checkbox"/> Step 4 – Dismissal from Team

Attendees:

Coach:	Coaching Convener (or delegate):
Parent(s):	Player:

Details:

Date of Incident:	Date of "Step" Action:
Summary of Incident (to be completed by Coach)	
Parent(s) Comments:	

Signatures:

Coach: _____ Coaching Convener: _____

Parent(s): _____ & _____

Player: _____



Thamesford Area Minor Hockey Association (TAMHA)

Manual of Operations

Appendix B

TAMHA Key Dates

Month	Details	Owner
April	Equipment Returned by 15-Apr	Equipment Coordinator
	Annual General Meeting	Secretary
May	Booster Day & Registration	Registrar and Fundraising Coordinator
	Create Batch Team Listings in HCR	Registrar
	Confirm Equipment Inventory Levels and Place Equipment Order	Equipment Coordinator
June	Bok Ice for Power Skating and Tournaments	Ice Convener
	Begin Coaching Selection	Coaches Coordinator
	Project Registration Numbers for Teams	Registrar
July	Select Coaches	Coaches Coordinator
	Schedule Coaches Meeting (Aug)	Coaches Coordinator
August	Final Registration	Registrar
	Finalize Coaches Selection	Coaches Coordinator
	Hold Coaches Meeting	Coaches Coordinator
	Equipment Hand Out	Equipment Coordinator
September	REP Tryouts	Representative Player Selection Committee
	Team Meetings	Team Coach & Manager
	REP Teams selected (by 3 rd Sunday)	Representative Player Selection Committee & Coaches
	REP Rosters confirmed (by 30-Sept)	Coaches
October	AP Players forms due to Registrar	Managers
	Rosters entered to HCR (1 st Monday)	Registrar
	Picture Night	Sponsorship Coordinator
November	Rosters finalized in HCR (1-Nov)	Registrar
December	Set Booster Day Date	Fundraising Coordinator
January	OMHA Playoffs Commence	Teams
February	Set Fees	Executive
	LL Playoffs	Teams
March	Review Manual of Operations and Constitution	Executive