

OTTAWA JR. 67's AAA MINOR HOCKEY ASSOCIATION

POLICIES

AND

OPERATING MANUAL

Version 6– Apr 16, 2008

TABLE OF CONTENTS

1.	OBJECTIVES	4
2.	RISK MANAGEMENT	4
3.	PLAYER'S CODE/ROLE	4
4.	COACH'S CODE/ROLE	5
5.	PARENTS' CODE/ROLE	6
6.	MANAGER'S CODE/ROLE FINANCIAL	7
7.	FINANCIAL	7
8.	EQUIPMENT	8
9.	LOGO AND MARKETING	9
10.	DRESS CODE	9
11.	SPONSORS AND FUNDRAISING	10
12.	PLAYER AGE CATEGORIES	11
13.	CORRESPONDENCE	12
14.	GRANTS	12
16.	AFFILIATED PLAYERS	12
17.	PLAYER RELEASES	13
18.	TEAM ROSTERS	14
19.	COACH SELECTION	14
20.	ASSISTANT COACH AND MANAGER SELECTION	15
21.	COACH EXPENSES	15
22.	TEAM CONTACT WITH BOARD OF DIRECTORS	15
23.	TOURNAMENTS	16
24.	ALCOHOLIC BEVERAGES	16
25.	PLAYERS REGISTRATION ASSISTANCE	16
26.	ANNUAL GENERAL MEETING (AGM)	16
27.	CONDOLENCES	18
28.	PLAYER DEVELOPMENT SUB-COMMITTEE	18

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

Version Log

Versions 1 through 4 were initial work products for the pilot proposal to the ODMHA Minor Council.

Version 5 includes modifications to 19.2 to clarify Coach Selection rules and synchronizes Board makeup with By-laws.

Version 6 2008 AGM updates

1. OBJECTIVES

1. To organize, promote and develop `AAA' hockey within the area designated by the Ottawa District Minor Hockey Association (O.D.M.H.A.).
2. To ensure that team management provides the opportunity for each member of a team to improve his skills and knowledge of hockey, while emphasizing good sportsmanship and citizenship.

2. RISK MANAGEMENT

In keeping with Hockey Canada recommendations, all team officials (including but not necessarily limited to coaches, trainers, managers), Initiation and Skills Programs instructors, minor hockey association and club system Board members, and any others, who, through their duties on behalf of our Association, may work directly with children and adolescents, undergo a criminal record check and where applicable, a Child Abuse Registry check with costs to be subsidized by the Association..

3. PLAYER'S CODE/ROLE

1. I will play hockey because I want to, not because others or coaches want me to.
2. I will play by the rules of hockey and in the spirit of the Game.
3. I will control my temper - fighting, "mouthing - off", or throwing/breaking of equipment can spoil the activity for everyone.
4. I will treat others, as I would like to be treated.
5. I will work equally hard for my team and myself - my team's performance will benefit and so will my own.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good players and performances - those of my team and my opponents.

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that I am representing the Jr. 67's AAA Association and my home association. Off-ice behavior is equally as important as on-ice conduct.

4. COACH'S CODE/ROLE

1. I will carry out the objectives and policies of the Jr. 67's AAA Association Hockey Association, which are consistent with the objectives and policies of each home association.
2. I will be reasonable in my demands on the player's time, energy, and enthusiasm. I will remember that they have interests and responsibilities other than hockey.
3. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
4. I will ensure that all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
5. I will not ridicule or yell at my athletes 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.
6. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
7. I will follow the advice of a physician to determine when an injured player is ready to resume play.
8. I will remember that players need a Coach they can respect. I will be generous with praise and set a good example.
9. I will make a personal commitment to be informed on sound coaching principles.
10. I will develop my team's season on a balanced basis between games and practices.

11. I will discuss the proposed team tournament schedule with parents prior to final team selection, so that a dissenting parent will be provided the opportunity to alter the proposed approach or withdraw from the team consideration.

5. PARENTS' CODE/ROLE

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
4. 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 the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at any child for making a mistake or losing a game.
7. I will remember that Children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as the players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will recognize the value and importance of volunteer coaches and manager. I will comply with reasonable requests of team management e.g. arrival times prior to practices and games, etc.
11. I will not criticize the coach and manager in front of my child. I will discuss my concerns directly with the coach or manager in order to ascertain their objectives and ideas.

12. I understand that there are some extra expenses that I can expect to pay regarding the coaches, and these are clarified under sections 10 and 25 of this guide

6. MANAGER'S CODE/ROLE FINANCIAL

1. Carry out objectives and policies of the Jr. 67's AAA Association.
2. Ensure that practices, tournaments and exhibition games are arranged according to directions given by coach.
3. Develop a budget at beginning of season that reflects the program outlined by the coach and present it to the parents.
4. Actively support the coach in both on-ice and off-ice pursuits e.g. fundraising, discipline, philosophy.
5. When around the team conform to the same rules as the rest of the team e.g. no drinking/smoking.
6. Serve as liaison between coach, parents and Board of Directors.

7. FINANCIAL

1. The hockey season for the purposes of financial allocations is defined as starting the day after final releases at tryout are completed (by level) until the end of February or March depending on the teams playoff position. The fiscal year-end for the Association is April 30th.
2. Prior to the start of the regular season, all teams will submit their team budget to the Jr. 67's AAA Treasurer, which shall reflect the anticipated team expenses for the upcoming season.
3. The Board of Directors will approve all team budgets and reserves the right to adjust the teams' budgets during the season to ensure a balance of team expenses and revenues.

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

4. All monies received by any member or team management on account of a player, individual team or Association business such as annual fees will be deposited in the Association bank account. Failure to conform to this rule will result in disciplinary actions against the member and/or team management.
5. Each Team Manager shall provide three financial statements per season for verification of team expenses to the Treasurer.
6. Refunds will be at the discretion of the Board of Directors but every effort will be made to make a fair decision for the parent and player who leaves either through voluntary or forced departure based on the timing of the departure.

8. EQUIPMENT

The Equipment Manager will be responsible to arrange a RFP (Request for Proposal) to determine the supplier of jackets and jerseys on a bi-yearly basis.

Jr. 67's AAA Association will make available the following equipment:

1. Home and away sweaters will be purchased by the club in the official colours, the cost of which shall be passed on to the parents in registration fees and the player shall retain the sweaters.

The Jr. 67's AAA ASSOCIATION may provide more equipment depending on the amount of sponsorship received; however, each player is required to purchase whatever equipment is not supplied so as to coordinate all teams within the Association in similar attire.

1. Team management is responsible for the return of all equipment to the Equipment Manager by the end of the playing season (30 April).
2. All players must wear C.S.A. approved equipment. Helmets and pants must be coordinate with the team chosen colors.

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

3. Players must wear mouth guards for all on ice activities.
4. Sweaters, jackets and crests bearing the name and in the colours of Jr. 67's AAA ASSOCIATION shall conform to the approved pattern as designated by the Association and approved by the League, to avoid duplication and conflict in the designs and colors of AAA Association, Team Sweaters.

Sponsor Recognition on Equipment

1. Appropriate space will be made available on the jersey to recognize a team sponsor. Team management must first consult with Jr. 67's AAA Association Equipment Manager regarding cresting.
2. The player's individual sponsor's name and/or logo will be displayed on back of their team sweaters below the numbers in a prominent position. The sponsor bar is to be 14"W x 4"H. The home jersey sponsor bar is a white bar with black letters and the away jersey sponsor bar is a black bar with white letters.
3. NOTE: Only one sponsor bar is allowed on a jersey.

9. LOGO AND MARKETING

The Jr. 67's AAA Board of Directors will determine AAA Association logo, branding and marketing. All requests to use the crest must have board approval.

10. DRESS CODE

The Jr. 67's AAA Association player and coaching staff dress code is as follows:

Players who represent the Ottawa Jr. 67's AAA must attend games in proper attire. This includes a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants (excluding jeans) and belt and their team jacket and appropriate footwear (excluding running shoes) to and from ALL games.

Team Officials, including Head Coach and Assistant Coaches who represent the Ottawa Jr. 67's AAA must attend games in proper attire. This includes a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

(excluding jeans) and belt and their team jacket and appropriate footwear to and from all games. Trainers may optionally, due to their duties, wear a clean Ottawa Jr.67's AAA approved "warm-up" suit. Baseball caps are not allowed.

11. SPONSORS AND FUNDRAISING

The Board of Directors for the Ottawa Jr. 67's governs all sponsorship and fundraising activities. The Sponsorship and Fundraising Program is administered by a Fundraising Committee, which is made up of a minimum of two representatives from each team and overseen by the Director of Fundraising, who is a member of the Board of Directors.

The Ottawa Jr. 67's Club has developed a comprehensive Sponsorship Program which provides opportunities for corporate involvement as well as guidelines for teams to undertake fundraising activities which will assist individual teams to reach their financial goals. The Sponsorship Program and fundraising guidelines have been designed and must be implemented in accordance with the relationship with the Ottawa 67's. Teams are not limited to this program but any additional fundraising projects are subject to approval by the Board of Director of the Club. An effective fundraising group will be a critical part of the team's success throughout the season.

In addition to the prescribed Sponsorship and Fundraising Program, teams may select to raise funds through other means. Some common ways to raise funds could include:

- Bottle drives
- Car washes
- Garage sales
- Bake sales
- Skate-a-thon (or other variation)
- Product sales (ie. chocolates)
- 50/50 Draw
- Ticket sales
- Auctions
- Dinner Events
- Sports Events (i.e. Golf Tournaments)
- Hockey Pools

Refer to website for complete policy.

12. PLAYER AGE CATEGORIES

The Jr. 67's AAA Association operates a minor/major system throughout the various age divisions as endorsed by Hockey Canada operating guidelines. As such, the Association operates under the premise that all players will play within their respective age group. (i.e.: a minor will play minor, a major will play major).

Exceptions to the above will only be permitted under very special warranted circumstances, providing the following procedure is followed:

1. The player(s) must try out with his or her own age group for the first two sessions.
2. Players identified as 'obviously superior' to others at that level, by the Coach of the upper level will be identified to the Board.
3. Only with unanimous agreement between the evaluators, as appointed by the Board or its representative, that the player meets the qualifying criteria described in Section 12.7 (a) below will the player be considered for movement to the upper level for tryout purposes.
4. The Board will ensure that the potential player(s) and his/her parents understand that the upward movement is for try-out purposes only, that the player must qualify based on the criteria described in Section 12.7 (a) below, and how the final decision will be made.
5. The Board or its representatives will assess the player(s), to determine whether the player(s) meet the criteria for movement.
6. Then the recommendation will be passed to the Board.
7. The Board will then inform the following:
 - i) coaches of both teams who can then proceed with the selections for their respective teams.
 - ii) parents of the player.

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

It is understood by all parties that the qualifying criteria, for a player to remain at a higher age category, are as follows:

- (a) The player must exhibit skills strong enough to rank above all other players on the upper level team
- (b) A Goalie, when evaluated by qualified 'Goalie' evaluators, must be the best Goalie at the upper age level.

Note: Due to the specialty skills associated with this position, qualified goalie evaluators should be retained to fairly evaluate the individual's skill-set compared to known standards.

13. CORRESPONDENCE

All correspondence purporting to represent the views and/or interest of the Jr. 67's AAA Association must be approved by the Board of Directors prior to dispatch. In case of a game protest, the President must be advised of circumstances and content of, prior to submission.

14. GRANTS

All grant applications, must be approved by the Jr. 67's AAA Association Board of Directors, prior to submission.

16. AFFILIATED PLAYERS

1. The Jr. 67's AAA Association endorses and uses an affiliated system or club system whereby teams of a higher age category are permitted to affiliate with a lower age category team so that players may be used occasionally by the higher team in accordance with league and branch rulings. Affiliated players are only to be used in game situations in the absence of a regular player, due to accident, illness, vacation or absence for exams.

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

2. Coaches and/or managers wishing to use affiliated players must obtain permission from that player's coach or manager. At no time shall the player in question be approached prior to approval having been obtained.
3. The requesting coach or manager must advise the appropriate Vice-President prior to the use of the affiliated players, so that a record of player movements can be maintained.
4. Before any affiliated players are permitted to "play-up" a sixth game, after January 10, under the affiliated player provision, Board of Directors approval must be obtained.
5. As a practical suggestion, teams are advised to use their affiliated players towards the end of the season in meaningful situations.

17. PLAYER RELEASES

1. Players requesting releases for invalid reasons (i.e. because the team or the club is not doing well, or because they can not accept the Operating Procedures of the club shall be subject to Item 7.4 of this Guide. The player shall be **responsible for payment in full of the assessed individual budget** prior to a letter of release being granted from the Jr. 67's AAA Association. Such players shall not be allowed to affiliate with any other team AAA Team during the same playing season as the request for release.
2. No Coach may release players registered with a Jr. 67's AAA Association without prior approval from the President of the Executive Board. The Head Coach must make his/her wishes known in such cases to the President. Only in exceptional cases will releases be considered i.e. Illness, injury or moving out of the Jr. 67's AAA Association Boundaries. The request for release must be brought to the

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

attention of the President, who shall endeavor after a thorough review to resolve the situation and shall act at his discretion, deciding if the request is valid or not.

3. If the AAA Executive Board does decide to release a Player for the above stipulated reasons; the District where the Player is designated to play will decide where he/she will be play according to their internal Policies.

18. TEAM ROSTERS

The Jr. 67's AAA Association teams shall select and card a minimum of 15 (fifteen) players plus 2 (two) goaltenders.

Exceptions to this may be permissible if insufficient caliber players are available. Such a circumstance should be approved by the Board.

19. COACH SELECTION

1. Coaches are selected by, and responsible to the Jr. 67's AAA Association Board. Coaches will have the full support of the Board of Directors unless recurring problems suggest that a review should be undertaken. The Board of Directors maintains the right to dismiss a coach at any time if the coach's conduct is detrimental to the aims and objectives of the Association.
2. The Selection Committee will be formed by the Jr. 67's AAA Association Board President, and will be comprised of no less than 3 and no more than 5 (five) Committee members. No parent of an active player may participate in Coach Selection at their child's age level. This restriction will also apply to any person that the Board considers to have a close familial relationship to a child in the AAA Zone.
3. Please see Jr. 67's Coach Selection Criteria.
4. Coach selection is made prior to the 31st of May. Those wishing to be considered for coaching positions should notify a member of the Board of Directors prior to

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

this date for consideration for the forthcoming hockey season. All applicants will be notified in writing as to the disposition of their application.

5. All coaching applicants must have their Intermediate Coach Level of the Hockey Canada National Coaches Certification Program.

20. ASSISTANT COACH AND MANAGER SELECTION

1. Coaches are encouraged to seek their own Assistant Coaches and Managers. The Association will assist where necessary. All appointments must be approved by the Board of Directors prior to confirmation.
2. The Board of Directors reserves the right to dismiss any Assistant Coach or team manager whose actions is deemed not to be in the best interest of the Jr.67's AAA Association.
3. All Team Staff must complete a Criminal Records Check.

21. COACH EXPENSES

With the objective of recruiting non-parental Coaches and Assistant Coaches, the Association will partially cover expenses in an allowance of \$3000.00 per year. Each team can decide if more allowance is required i.e. for hotel rooms, courses, seminars, etc. with approval of the Board of Directors.

22. TEAM CONTACT WITH BOARD OF DIRECTORS

Contacts between the Coach and Manager and the Board shall be through the Team Liaisons.

23. TOURNAMENTS

1. The Jr. 67's Board of Directors restricts the number of tournaments a team may attend to 5 tournaments. Board approval is required for all exceptions. This does not include Provincial Championships.
2. The Jr. 67's AAA teams are permitted to attend a maximum of 6 tournaments. This does not include Provincial, Regional or National Championship play downs.
3. The O.D.M.H.A. rule 12.o (e) states, "No team may play more than six (6) Out of Branch Tournaments.
4. In the event that a team attends a Provincial Championship that is out-of-town, the Jr. 67's AAA Association may make funds available, to teams traveling to a Provincial Championship outside of the ODHA, the amount will be determined by the Jr. 67's AAA Association Board of Directors.

24. ALCOHOLIC BEVERAGES

The Jr. 67's AAA Association does not condone the use of alcoholic beverages by any of its registered players under any circumstances.

25. PLAYERS REGISTRATION ASSISTANCE

For those players who might otherwise not be able to play competitive hockey due to financial hardship, assistance may be forthcoming from the Association.

A request for assistance should be made through the Association President , who, in turn, will pursue the matter with the Association Treasurer. Any requests for assistance will be treated in strict confidence.

26. ANNUAL MEETING

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

The Annual Meeting is held following completion of the hockey season and no later than the 15 of May. Written notification is to be made at least 20 (twenty) days prior to the Annual Meeting to each member in good standing.

In addition to the current Board of Directors and team management, membership in the Association extends to all parents or guardians of registered players of the Jr. 67's AAA Association Hockey Teams. Special membership to a maximum of ten may be granted by the Board of Directors to persons who through their involvement have shown an interest in the affairs of the Jr. 67's AAA Association.

Voting at the Annual or General meetings of the Association shall be on the basis of one vote per parent or guardian per registered players, one vote for each special membership, each lifetime membership, each member of the Board of Directors and each registered member of team management (coach, assistant coach, manager, etc.).

The Board of Directors for the forthcoming season is elected at the Annual meeting. The Board of Directors consists of:

1. President
2. 1st Vice-President
3. 2nd Vice-President
4. Secretary
5. Treasurer
6. League Representative
7. Registrar
8. Equipment Manager
9. Tournament & Ice Convenor
10. Past President
11. Director of Risk Management

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

12. Director of Fundraising and Sponsorship

13. Director of Communications and Public Relations

14. Steering Committee Member (Non-Voting)

27. CONDOLENCES

In the event of a death in the immediate family of a registered player and a non-parent coaching staff member (mother, father, sister or brother) the Association will make a donation of \$25.00 to the charity specified by the family.

28. PLAYER DEVELOPMENT SUB-COMMITTEE

The Ottawa Jr. 67's AAA Association will form a Development sub-committee to build an Association development plan which will develop the individual player skills and combine these to produce a well-rounded team player.

The sub-committee will be chaired by the 2nd Vice-President of Development. The sub-committee in its effort to improve the program will from time to time provide to the Board of Directors various player development initiatives for the Board's approval.

In order to gain the maximum benefit from this program it is imperative that the Jr. 67's coaches and players place a high level of importance on these initiatives.

The Development sub-committee will consist of appointed members by the Board of Directors including but not limited to a Coach Mentor, Director of Player Development and Goalie Mentor. This sub-committee will meet on a regular basis and work in conjunction with the Jr.67's coaches to ensure the players receive the maximum benefits from the development program.

The Chairperson will forward the meeting agendas of the sub-committee to the Board members along with a summary of discussion from the sub-committee meetings. All meetings of the sub-committee will have two Board members in attendance. The 2nd

OTTAWA JR. 67s AAA MINOR HOCKEY ASSOCIATION POLICIES AND OPERATING MANUAL

Board member will be determined by the agenda being discussed or by default will be the 1st Vice-President of Operations.