

OSGOODE RIDEAU MINOR HOCKEY ASSOCIATION POLICIES AND PROCEDURES MANUAL

1.	OBJECTIVES	2
2.	REVISION PROCEDURE	2
3.	ADMINISTRATION	2
4.	ROLES AND RESPONSIBILITIES.....	3
5.	REGISTRATION	3
6.	FINANCES	4
7.	FUNDRAISING and SPONSORSHIP.....	4
8.	TOURNAMENTS	4
9.	ICE ALLOCATION	4
10.	HOCKEY OPERATIONS	5
11.	RISK MANAGEMENT.....	6
12.	INDEX OF TERMS.....	6

Record of changes

20140301 Section 6 fees revised

20140501 Addition of Equipment section, Risk section completion, Hockey Operations section additions for mouth guard use and on ice helpers, minor edits throughout

20151220 revisions for fees and refunds

20160221 revisions

20180715 registration fee discounts – multiple players per family

20180920 referee clinic repayment

20190430 registration late fee date change

1. OBJECTIVES

- a. This Manual is designed to capture all policies and procedures for ORMHA which have been followed by the executive as good practice and passed on by training of new executive members. In addition, new or revised practices initiated by executive meeting motions have been included by review of written meeting minutes since approximately 2001. It is intended to be a living document and requires regular review and revision as the needs of the Association evolve.
- b. Limitation: It is the intention of this Manual to complement the ORMHA Constitution. Any contradiction, dispute or difference between the contents of this Manual and the ORMHA Constitution shall be resolved only by reference to the ORMHA Constitution.

2. REVISION PROCEDURE

- a. Any section(s) of the Manual can be revised, edited or deleted by simple majority vote of the Executive at any meeting of the Executive. The notice of motion must be in writing with the proposed wording of the revised section. Alternatively, a motion may be passed to address an issue and revise the wording in this document directly. Any substantive change in the manual will be communicated to the membership by newsletter email and/or the ORMHA Annual General Meeting.
- b. Any member wishing to initiate a revision of the Policy and Procedures Manual may do so by providing a copy of the proposed revision to the ORMHA Secretary and the executive member of the division affected by the change or the division in which the member's child plays. The executive member is obliged to present the revisions to the Executive by way of a notice of motion. The executive member is not obliged to support said motion. The member initiating the revision may request to make a presentation to the Executive in support of any motion.
- c. The ORMHA Executive will meet in February of each year at a Policy Review and Strategic Planning Session. The intent of this meeting will be to review the Policy and Procedures Manual with the intent of presenting any proposed changes at the ORMHA Annual General meeting (AGM).
- d. The most current version of the ORMHA Policies and Procedures Manual will be available on the ORMHA website www.ormha.ca.

3. ADMINISTRATION

- a. Annual General Meeting will be held mid April of each year. Public notice will be provided through member emails, website notification and community newspaper where possible. Minimum public notice must allow respondents to enter motions or subjects for discussion at least one week in advance of the meeting date.
- b. Monthly meetings will be held close to the LCMHL and District4 meetings to ensure appropriate communication of issues from these organizations and timely responses to action requests.
- c. Room reservations must be made by contacting the ORMHA Secretary at secretary@ormha.ca noting preferred time, date, team or group within ORMHA and a contact for event detail follow-up and payment. The secretary will "vet" the request as a qualifying ORMHA event and forward to the City of Ottawa facility request contact(s). Upon confirmation with the requestor of the facility and timing, the secretary will sign the rental contract on behalf of the user and ORMHA, return a copy to the City, the ORMHA Treasurer and the user and arrange payment as appropriate. **NOTE** that all team events must be paid by team funds and ORMHA events like certification classes will be paid by ORMHA.
- d. Executive membership policies are defined in the ORMHA Constitution. All formal volunteer positions such as coaches and managers are approved by the ORMHA Executive at the first meeting opportunity at the beginning of the season. In addition, the following qualifications for House and Competitive VPs will apply:
 - i. House and Competitive VP candidates must have been a convenor for at least one year

- ii. Candidates for the office of House VP must be a current ORMHA executive having served a minimum of one year in a Convenor role.
- iii. Candidates for the office of Competitive VP must be a current ORMHA executive having served a minimum of one year in a Convenor role.
- e. All Executive and team officials must have current Police Records Checks. PRC Policies and Procedures are provided in the Risk Management section of this document.

4. ROLES AND RESPONSIBILITIES

- a. Roles and responsibilities have been described in the Constitution and therefore require change as procedures at the AGM. As of the AGM in April/May 2012, roles and responsibilities will be moved to an Appendix.

5. REGISTRATION

- a. ORMHA will make all reasonable efforts to ensure all players wishing to register and play hockey in Osgoode-Rideau are permitted to do so.
- b. Players wishing to register with ORMHA shall conform to residence policies and procedures, including Association boundaries as established by the HEO/HEO Minor.
- c. Exception procedures including player release will follow policies and procedures established by District 4. Note that no release will be granted from ORMHA to any player with outstanding financial obligations to the Association and until all equipment on loan to the player or their family is returned.
- d. The registration deadline will be June 30. Registrations received after this date will be subject to an additional fee of \$50
Registrations received after the deadline will be placed on a waiting list and may not be guaranteed membership with ORMHA. Registrations will be recorded by name and date/time for each age group and players will be taken from the list in the order in which they are received. Names on the waiting list may only be bypassed:
 - if there are sufficient goaltenders presently registered in a division to allow two (2) per team, no new goaltenders shall be registered;
 - the goaltender has the option of registering as a skater if there is room and playing out. If this option is taken he/she shall not be allowed to play in goal unless a vacancy should occur;
 - the goaltender may be allowed the option of registering on a higher division team, only if there are insufficient goaltenders in that division to allow two per team.
- e. Playing abilities of players shall have no bearing on their placement on the list.
- f. Registration fees and maximum number of registrants for each season and level will be set before the Annual General Meeting by an ORMHA executive member subcommittee, at minimum including the President, First VP, Registrar and Treasurer, and approved by the full executive committee.
- g. Registration fees cover try-out, practice and game ice times, use of jerseys and/or goalie equipment for the current season and any fees associated with ice rental or officials for these events. ORMHA participation in LCMHL may include banners or awards at the end of the season. IP, Novice and Atom house league teams will be issued a First Aid Kit, PeeWee, Bantam, Midget and Juvenile teams must provide their own. All other items such as tournaments, team and individual photos, ORMHA socks, clinics will have additional charges.
- h. Registration fees must be fully paid unless special provision for alternate payment arrangements are granted through written notice to the Registrar and approval by the President. Following exception cases will apply:
 - Juveniles are allowed to pay registration fees in two portions, one at the beginning of the season and the second payment before the first game of the new year. It is the responsibility of the Juvenile Convenor to track and ensure these payments are collected.
- i. Multiple child per family discount structure: 1st and 2nd child - full fee, 3rd child - 15% discount, 4th or more - 30% discount. Discounts to be applied **upon request** with fees ordered highest first and lowest last.
- j. All teams are required to provide a cheque for \$300 (ROMANs teams \$500) post dated to December 1 of the playing season when allocated their jerseys. Cheques are due and will be

cached on November 1 and the amount refunded upon full and complete return of allocated jersey sets and their condition is assessed with damage fees applied. Juvenile payments are treated as exceptions as follows:

- Juveniles do not pay the deposit for jerseys. Coaches collect jerseys after each game, wash them and then give them out before the next game. Damage fees will be applied as required.
- k. Registration fee rebate
- i. All fees will be refunded if Registrar receives written notice from the player before participating in any on-ice activity (example: team sort-outs).
 - ii. Partial fees will be refunded on a pro-rated basis when caused by documented injury **AND** the player does not return to play in the current season. Written notice must be received by the Registrar before December 1. No refunds will be provided for injuries occurring after this date.
 - iii. Determination of fee refund eligibility will be confirmed at the end of the hockey season.
 - iv. An administrative fee of \$50 will be applicable to any refund payment.

6. FINANCES

- a. An administrative fee of \$25 will be applied for any NSF cheque or Stop Payment and must be paid in full in 10 days or player will be deregistered.
- b. Travel allowance for ORMHA executive for meetings outside of the Association boundaries will be compensated at rates established by CRA-
- c. A complete financial audit will be performed every three years, or as required to meet Funding Application (ie. Trillium) guidelines. ORMHA will comply with HEO financial guidelines.

7. FUNDRAISING and SPONSORSHIP

- a. Funds raised by teams
 - i. ORMHA teams must coordinate their sponsorship requests with ORMHA Sponsorship convenor in order that duplication of requests is minimized.
 - ii. ORMHA encourages any team receiving sponsor donations to adequately recognize their sponsors.
 - iii. Team managers are required to provide a financial report to the ORMHA First VP at the end of the season to ensure accounts have been dispensed appropriately and to ensure payment of sponsorship levies.
- b. Bingo duty
 - i. ORMHA teams will be given first access to bingo duty. Individual ORMHA members will be given access second, typically starting in January of the current season. Teams and individual members should indicate their interest in this opportunity by written notice to the Bingo Convenor at bingo@ormha.ca.
 - ii. Team compensation will be \$300 per event.
 - iii. Individual compensation will be \$75 per event.
 - iv. Bingo coordinator compensation will be \$100 per event.
 - v. All monies provided to teams or individuals will be credited to the team bank account or to the registration account of the member. No payments will be made directly to individual members.

8. TOURNAMENTS

- a. ORMHA teams must participate in tournaments organized by ORMHA and will be required to pay the full entrance fee. A partial refund may be provided **ON CONDITION OF** providing volunteer hours as required by the tournament convenor.

9. ICE ALLOCATION

The following guidelines are designed to establish a general policy for management of ORMHA ice allocation. This policy was established to address numerous issues that can arise in running house hockey

within the Association along with a competitive program under one ice contract with the City of Ottawa. It recognizes the fact that allocation will differ between programs and will provide a structure to manage these differences.

These general policies will be adhered to when and wherever possible. However, the executive may at its sole discretion deviate from them if it is deemed necessary to maintain the quality of programs delivered to the membership.

- a. A target of the ice allocation policy is that all house teams are to have one practice per week.
- b. It is further expected that there will be one game a week. This will be an average as ice availability is determined by contract with the City of Ottawa and there may be week by week variations.
- c. The Ice Scheduler will allocate ice for all games and practices **AND** will review allocation with at least one other executive member (eg. VPs and Convenors) before final assignment to Convenors and notification to teams.
- d. House league teams will run shared ice practices until convenors have established team attendance records. Full ice practices will be assigned where teams agree to the tradeoff of frequency.
- e. Bantam house should be given periodic single ice practices if possible.
- f. Midget house may run single ice practices if suggested by the convener.
- g. Juvenile house does not pay for a full slot of practices and should get practices roughly monthly or as ice comes up.
- h. Tournaments may impact ice allocation and every effort is to be made to minimize this impact.
- i. Practice slots will vary between 50 and 80 minutes. Times are allocated by number of practices not actual ice time. However, effort is to be made to balance the extra ice time.
- j. All teams are to equally share in 6.00AM and 6.30AM ice times.
- k. Midget and Juvenile teams have the option to not take 6.00AM ice times as they get the late evening times.
- l. Ice is to be allocated in September by the Ice Scheduler and the VPs. The majority will go for tryouts. Time will be set aside for power skating and house evaluations as needed and requested by the house convenors.
- m. After each team is allocated its weekly practice any unused ice will be allocated proportionately to maintain average ice times for all teams and levels.
- n. House C and all Novice teams are to get extra practice times to make up for a shorter game schedule. Example: if all teams play 24 games and House C plays 20, they will get 4 extra practice times

10. Equipment

- a. Jersey sets will be provided to teams at the beginning of the season in exchange for a deposit cheque to cover damage.
- b. Jerseys should be brought back clean and washed in complete sets, in the bags provided at the beginning of the year. Jerseys that are not returned in the bag should be listed with the player's name. The player will have until April 30 to return the jersey, after which time all unreturned

- jerseys will be counted as missing and appropriate cheques will be passed on to the treasurer for deposit.
- c. Where damages have not occurred, cheques will be destroyed unless the team requests to have them back.
 - d. Other gear is expected back if the goalie is not using it for summer camps. If he/she is using it for camps, the parents are expected to contact me to let me know which pieces they are using.

11.HOCKEY OPERATIONS

- a. Referee clinic fees will be paid by ORMHA for the first season for any individual referee as long as 10 game assignments are completed and 4 quizzes are completed by the end of February of the current season. Subsequent year clinics must be paid by the referees themselves.
- b. Coaching certifications required for House league positions will be paid by ORMHA upon demonstration of completion of the clinic and all follow-up tasks. Clinics will be paid at the rate of ORMHA hosted events only and any incremental cost for clinics attended at other approved sites will not be covered.
- c. Respect in Sport costs will be covered by ORMHA if hosted by ORMHA. Clinics will be paid at the rate of ORMHA hosted events only and any incremental cost for clinics attended at other approved sites will not be covered.
- d. Trainer clinic costs will be covered by ORMHA if hosted by ORMHA. Clinics will be paid at the rate of ORMHA hosted events only and any incremental cost for clinics attended at other approved sites will not be covered.
- e. All ORMHA teams shall ensure that all players have (and wear) a set of ORMHA approved **home and away socks**. Team managers are responsible to ensure that all players provide or purchase the socks to ensure that the ORMHA image is maintained in a proper fashion.
- f. Where ORMHA does not host a specific clinic, repayment will be provided as charged.
- g. Mouthguards are no longer mandatory, however, they do prevent concussions and protect one's teeth. Where there is no longer body checking, there is contact along the boards and players do run into each other when they don't keep their heads up. Incidental contact may also occur and accidents do happen. ORMHA therefore recommends the use of mouthguards but will not enforce their use.
- h. To provide guidance to our members while ensuring safe opportunities for our young "helpers", *all HEO guidelines shall apply*.
- i. All HEO guidelines shall apply with regards to Respect in Sport training AND an individual who is not a registered team official and who is 16 years of age or older is recommended to complete the respect in Sport Program.

12.RISK MANAGEMENT

- a. HEO Guidelines shall apply with execution based on the following points
- b. PRC's are required for each volunteer and employee once every three years
- c. The Risk Manager is responsible to communicate how PRCs can be obtained and the process for providing the results to the Risk Manager. The Risk Manager is also responsible for maintaining a list of PRC results to ensure accountability for treatment in the event of an issue arising.
- d. The Risk Manager is required to be the lead investigator into any and all events arising. All involved parties to the event will be interviewed to gain a fair assessment of any alleged actions that contravene ORMHA or governing body rules and guidelines.
- e. Privacy of information ~~collected~~ shall be a driving principle in regards to all information collected and/or retained.

13.INDEX OF TERMS