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of
SARNIA HOCKEY ASSOCIATION

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Polices of Sarnia Hockey Association are the course of action and guidelines to be followed by the Association.

Procedures are the action to be followed to complete an activity of Sarnia Hockey Association.

Regulations are the proscribed direction or rules of Sarnia Hockey Association.

GENERAL POLICIES

1.00 Rights and Responsibilities of Members

1.00.01 Rights

Parliamentary law protects the rights of the members to be dealt with fairly and equitably. This encourages everyone's cooperation and the timely order of business. Member rights are:

- 1) Receive Notices of Meetings
- 2) Attend meetings
- 3) Make and second motions
- 4) Debate and vote on motions
- 5) Nominate people for office
- 6) Be nominated for office
- 7) Elects people to office in the Association
- 8) Be elected to office in the Association
- 9) Know the meaning of the question being debated
- 10) Appeal the decision of the Chair
- 11) Not to have to suffer personal abuse or attack
- 12) Has access to Minutes of all meetings
- 13) Receive the treasurer's report
- 14) Receive a copy of the Association's Constitution & Policies

1.00.02 Responsibilities

Along with rights come responsibilities. For a meeting to function smoothly under parliamentary law, members must have specific obligations as well. Members' responsibilities are:

- 1) Attend meetings
- 2) Stay until the end of the meeting
- 3) Is ready to talk knowledgeably and intelligently on a topic
- 4) Be attentive
- 5) Be open minded
- 6) Treat everyone with courtesy
- 7) Speak openly, but also let others have their turn to speak
- 8) Follows the rules of debate
- 9) Makes a point concisely
- 10) Attack issues, not people
- 11) Participate actively in the meetings
- 12) Be familiar with the basic rules of parliamentary law
- 13) Obey the policies and rules of the association
- 14) Abide by the final decision of the majority
- 15) Brings in or recommends new members
- 16) Be familiar with the Association's Constitution & Policies
- 17) Participate in committees
- 18) Respect the Chair's opinions and rulings
- 19) Enhance the Association's reputation

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- 20) Work to create dignity and decorum
- 21) Work to promote acceptance of others regardless of race, place of origin, family circumstances, gender or creed
- 22) Encourages a sense of community pride through competitive team sports.

1.01 Code of Ethics of the Sarnia Hockey Association [*Top of page*](#)

1.01.01 Personal Conduct

Officers of Sarnia Hockey Association shall conduct themselves in such a way as not to convey the impression to any person that they can be influenced into giving favours that conflict with their personal duties.

1.01.02 Personal Gain

Officers of Sarnia Hockey Association shall not receive economic benefit as a result of a contract with Sarnia Hockey Association. Officers of Sarnia Hockey Association shall publicly disclose any of the following interests that they have with a company doing business with or proposing do to business with Sarnia Hockey Association.

- 1) Employment with said company
- 2) A financial interest in said company
- 3) A business interest with said company
- 4) Being related to any of the employees or owners of said company

Public disclosure of said business dealings shall be made at a regular open meeting at the time the Officer learns of these business dealings. At this time, the Officer will declare a conflict of interest and remove himself from any discussion or involvement in decisions to be made regarding this conflict.

1.01.03 Other Censorable Activities

The following activities by Officers of Sarnia Hockey Association are also censorable under this code of ethics:

- 1) Being part of any transaction in which they have a direct or indirect financial interest.
- 2) Entering into relationships with vendors for pay matters that are currently being considered by Sarnia Hockey Association Executive.
- 3) Asking for or accepting any gift under any circumstances in which people might construe that the gift was intended to influence or reward the member.
- 4) No lottery should be undertaken with a prize or award that offers alcohol or cannabis as a prize. In addition, no lottery is authorized unless approved by the Executive.

1.02 Guidelines for Members

1.02.01 All members of Sarnia Hockey Association having Sarnia as their primary association shall abide by the bylaws and policies of the Sarnia Hockey Association, Hockey Canada, the Ontario Hockey Federation (OHF) and the Minor Hockey Alliance of Ontario (hereafter referred to as the ALLIANCE).

1.02.02 All meetings of Sarnia Hockey Association shall be open to all interested parties who wish to observe the deliberations. Non-members will be asked to leave during in-camera portions of meetings.

1.02.03 Permission to make presentations to Sarnia Hockey Association must be received at least three (3) days prior to the scheduled meeting. A brief outline of the matter to be presented must be given to the Secretary at the outset of the presentation. All presentations will take place at the beginning of the meeting.

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1.02.04 Any recommendations for change to the ALLIANCE must be ratified first by the board.

1.02.05 The Code of Conduct accepted by Sarnia Hockey Association will be displayed in all arenas.

1.02.06 Executive members attending, on behalf of the Association, the Silver Stick Annual General Meeting, the Ontario Hockey Federation Annual General Meeting or the ALLIANCE Annual General Meeting will be provided with expenses as designated in the budget.

1.02.07 Any member of the executive who is ineligible to vote at the Annual General Meeting may be subject to removal from the board.

1.03 Privacy Policy [Top of page](#)

ALLIANCE Hockey and Hockey Canada have developed and implemented Privacy Policies. These policies describe the ways in which ALLIANCE Hockey and Hockey Canada collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, parents, trainers, coaches, referees, managers, volunteers and employees.

Sarnia Hockey Association (SHA) complies with all requirements under the ALLIANCE Hockey and Hockey Canada Privacy Policies. In doing so, the following are the key responsibilities of Sarnia Hockey Association.

- 5) Designate and identify an individual(s) from the SHA Board of Directors who shall function as the Privacy Officer(s). This role shall be filled by the Chair and/or Vice Chair Administration.
- 6) SHA shall only collect personal information in a fair and lawful manner as set forth in the governing body Privacy Policies.
- 7) SHA shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purpose.
- 8) The personal information collected by SHA through the registration process is only as accurate as the individual provides during registration.
- 9) Post the privacy policy for the SHA website.

1.03.01 Sarnia Hockey Association collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.

1.03.02 Information specific to a player such as a player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch regulations. Historical information concerning past teams played for is collected to determine if any Sarnia Hockey Association transfer regulations may apply. At no time are lists generated for the sale of information.

1.03.03 SHA recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency, and as such may be requested. While participants are under no obligation whatsoever to supply this information, and may refuse to do so without penalty, SHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

1.03.04 Team Officials must comply with the SHA Privacy Policy. Team lists and phone numbers are not to be shared with anyone outside of SHA and specifically may not be distributed to outside agencies, companies, associations or individuals. Use of photos on the SHA website are provided by coaches and SHA Executive. If you do not wish to have your child's photo displayed on the SHA web site and related marketing, please inform your child's head coach and contact the SHA Website Director.

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1.03.05 SHA operates an Association website where information is collected and provided for the membership. Team information is posted on this website and may include rosters, schedules, team statistics, pictures and news items. Individuals must contact the SHA web director if they wish to opt out of any of these postings.

1.04 Travel and Subsistence [Top of page](#)

General:

This policy is intended to provide for the reimbursement and necessary expenses of persons traveling for Sarnia Hockey Association approved purposes. It is intended that persons be afforded travel and accommodation arrangements which are comfortable and of good quality. It is not intended to render the individual, expense free during the period of travel for those expenses incurred by reason of personal preference.

The individual is responsible for making the most economical travel arrangements available under the circumstances.

Travel expenses can be reimbursed only by submitting a properly completed and approved Travel Expense Report. This form, accompanied by original documents, should be submitted to the Sarnia Hockey Association Treasurer and approved by the Vice-Chair of Administration on a monthly basis.

1.04.01 Personal Automobile:

Individuals will be reimbursed at the rate established at the yearly ALLIANCE Annual General Meeting or ALLIANCE Structure Meeting for referee travel.

The allowance covers all costs of operating an automobile including (but not necessarily limited to) gas, maintenance repairs, replacements and insurance. Costs of parking and tolls may be claimed in addition to allowance – **receipts to be provided.**

Parking and traffic fines are not allowable expenses.

1.04.02 Air/Rail/Bus/Local Travel:

In general, travel on Ontario public carriers will be reimbursed at economy rate only. When requesting reimbursement for air travel you must include the invoice for the travel agent and the ticket stub.

1.04.03 Accommodations:

Reimbursement for hotels, motels, and other accommodation will be provided at the actual rate, provided those amounts are reasonable, and supported by receipts.

Persons staying with friends or relatives may claim \$20 per day in lieu of accommodation costs.

1.04.04 Meals:

Meal allowances are the most common form of reimbursement and do not require receipts to be submitted. Meal allowances include gratuities and taxes. The rates stated are in Canadian dollars for travel within Canada and US dollars for travel in the USA.

Breakfast	6:00	am – 11:00am	\$10.00
Lunch	11:00	am – 5:00 pm	\$13.00
Dinner	5:00	pm – 9:00 pm	\$27.00
Total			\$50.00

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When meals are included in the transportation fare or in the cost of conference fees, no claim for meals may be made. Costs associated with alcoholic beverages are not permitted. Additional receipts may be considered for special circumstances.

1.04.05 Entertainment:

Hospitality or entertainment expenses are not permitted.

1.04.06 Conditions:

All ALLIANCE hockey related meetings, other than AGM start at such times allowing for 2 hours travel prior to the meeting. Persons required to leave home prior to 6:00am at start of trip to attend morning meetings may claim the breakfast allowance. Persons required to leave directly from their workplace to attend evening meetings may claim the lunch allowance. Persons attending the first day of events at the at the ALLIANCE AGM, providing this event occurs on a week day, who incur lost wages or holiday time from their place of work, may be entitled to additional per diem as part of their honorarium for attending the ALLIANCE AGM.

Accommodation costs will be permitted only when the function attended is more than one day in duration. Overnight stays in order to avoid morning / night time travel will not be permitted.

Reimbursement of costs is restricted to members of Sarnia Hockey Association while performing their duties attending SHA associated functions. No other costs will be permitted for traveling companions or spouses (whether they are members of SHA or not). From time to time it may be to the benefit of SHA to invite companions or spouses of members to attend these functions. At that time they will be regarded as members of SHA and entitled to reimbursement of all costs.

1.05 Board of Reference Policy [Top of page](#)

Recognizing that mediation is the first step to problem solving, should this process fail, then a Board of Reference is the next procedure that should be implemented. The Board of Reference is comprised of the Past Chair, First Vice-Chair, Vice-Chair Administration and either the Vice-Chair of Representative or Vice-Chair of Recreational League. Other members may be appointed by the Chair of Sarnia Hockey.

1.05.01 All team officials and players shall abide by the bylaws and rules of the Sarnia Hockey Association, the Ontario Hockey Federation and its Member Partners, and the Canadian Hockey Association.

1.05.02 All formal complaints and matters that cannot be resolved by the team, appropriate Director, or appropriate Vice Chair -- a Board of Reference shall investigate. All recommendations by the Board of Reference shall be reported to the Executive Board – such Board will confirm, vary, or overturn such recommendations.

1.05.03 The Board of Reference will not act on complaints, unless they are received in writing addressed to Sarnia Hockey Association.

1.05.04 In the event that no specific bylaw or rule appears to apply to any particular situation, the Board of Reference shall have the right to recommend how that particular situation should be handled until receipt of the consent of the Executive Board.

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1.06 Equipment Policy [Top of Page](#)

1.06.01 All Sarnia Hockey Association players (excluding goaltenders) will wear the following protective equipment (in compliance with Hockey Canada requirements Rule 24 – Section 3):

- 1) Helmet
- 2) Shoulder pads
- 3) Hockey pants
- 4) Hockey gloves
- 5) Full facial protection
- 6) CSA Approved athletic support and cup
- 7) Neck guard (BNQ Approved)
- 8) Shin guards and elbow pads

1.06.02 All goaltenders must wear the above equipment with the exception of:

- 1) Goalie pads replace shin guards
- 2) full upper body armour replaces shoulder & elbow pads
- 3) Goalies' blocker & trapper replace hockey gloves
- 4) In addition to neck guard they must wear an external throat guard
- 5) Goalie skates are recommended for U11 and older
- 6) Goalie support and cup are recommended for U11 and older
- 7) No permanent lettering or signage will be crested on any Sarnia Hockey Association sweater. Any person doing so will be required to make full restitution to the Sarnia Hockey Association for the sweater.

All protective equipment must be worn while on the ice, on the player's bench and in the penalty box. It is suggested that all players wear an approved mouth guard.

1.06.03 On Ice Personnel Helmet Use

- 1) All On Ice Personnel shall be required to wear CSA Certified Helmet during all sanctioned on-ice instruction and activities. The wearing of a CSA Certified Helmet shall include the wearing of an approved chin strap that is tied so that the helmet will remain in place should a fall occur.
- 2) In such cases where an on-ice helper is not of the team administration (i.e. a parent), the Head Coach shall be held responsible for the non-compliance of this policy.
- 3) Should an incident of non-compliance to this policy take place, the following disciplinary steps will be followed:
 - a) Upon the first verified Incident - a verbal and written notification warning is to be given to the offending party by an applicable member of the SHA. The offending party is to sign off that this warning has been rendered, and such documented notification is to be kept on file by the SHA.
 - b) Upon the second verified Incident (by the same party) - a hearing by the SHA is to be held for the offending party. Tolerance for non-compliance of this policy, is not to be permitted. The offending party shall be suspended from participation (whether it be games or practice) in accordance to the Alliance Suspension Policy for a period of (5) scheduled ice times.

1.06.04 Representative Team Sweaters:

- 1) Team sweaters are the responsibility of team officials and must be cared for by both officials and players.
- 2) Game sweaters are not to be used for practice or for wearing outside the arena without the Director's prior approval.

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- 3) Player surnames will be provided to the Representative Team Equipment Director by the Representative Team Coach/Manager prior to ordering the sweaters.
- 4) Legal surnames are the only acceptable names to be applied to the player's jersey.

1.06.05 Only jackets approved by Sarnia Hockey Association will be allowed to display the Sarnia Hockey Association Logos.

1.06.06 Style for team jackets and personal wear will be set annually by the Association prior to the beginning of the hockey season. All Representative team apparel purchases must conform to the Sarnia Hockey Apparel program and purchased through our approved supplier with exception of U9/U11 teams due to sizing restrictions.

1.06.07 The Sarnia Hockey Association Logos (Corporate, Representative and Recreational League) cannot be used unless permission is obtained from the Sarnia Hockey Association.

1.06.08 Equipment may not be loaned outside the Association without a deposit of \$100 and a signed indemnity document.

1.06.09 The Budget Committee shall estimate the costs for replacing equipment for the Recreational League as recommended by the Equipment Director-Recreational League.

1.06.10 Hockey Canada or ALLIANCE Rule Books will be given to each Recreational League Director, each Board member and each Representative team.

1.06.11 Sarnia Hockey shall abide by the mouth guard rule recommended by Hockey Canada and the ALLIANCE for all players in our organization.

1.07 Parental Responsibilities [Top of Page](#)

1.07.01 Parent(s) may have to attend a "Respect in Sports" program subject to Hockey Canada and Alliance guidelines.

1.07.02 Parents will not interfere with the operation of any team. If there is any issue that cannot be resolved, it will be brought to the attention of the appropriate Vice-Chair for discussion. If it still cannot be resolved, than it will be submitted to the Association in writing for further action or appointed to a Board of Reference.

1.07.03 Parents will sign an agreement to exhibit appropriate behaviour in all instances throughout the hockey season.

1.07.04 Parents will show respect for other parents, players, all coaches and officials at all times.

1.07.05 Parents will accept the decisions of the team officials, Sarnia Hockey Association and its designate, the Ontario Hockey Federation, the ALLIANCE, and Hockey Canada.

1.08 Harassment and Abuse Policy [Top of Page](#)

Note: For convenience, this policy uses the term "Complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "Respondent" refers to the person against whom a complaint is made.

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1.08.01 Sarnia Hockey Association (SHA) is committed to providing a sports environment which promotes equal opportunities and prohibits discriminatory practices.

1.08.02 Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offense under Canada's Criminal Code.

1.08.03 This policy applies to all categories of members in SHA, as well as to all individuals participating in SHA activities, including, but not limited to, players, officers, conveners, committee members, coaches, team managers, trainers and administrators.

1.08.04 This policy applies to harassment which may occur during the course of all SHA business, activities and events, including but not limited to competitions, team practices, training camps, exhibitions, meeting and travel associated with these activities.

1.08.05 Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive, or physically harmful. Types of behaviour which constitute harassment include, but are not limited to:

- 1) Unwelcome jokes, innuendo or teasing about a person's looks, body, attire, age, race, religion, sex or sexual orientation
- 2) Condescending, patronizing, threatening or punishing actions which undermine self esteem or diminish performance.
- 3) Unwanted or unnecessary physical contact including touching, patting, or pinching.
- 4) Any form of hazing.
- 5) Any form of physical assault or abuse.
- 6) Any sexual offense.
- 7) Behaviours such as those described above which are not directed towards individuals or groups but which have the effect of creating a negative or hostile environment.

1.08.06 To ensure that we are a safe space for raising concerns, Hockey Canada has established a new, fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming. When any person observes maltreatment or are subjected to maltreatment during SHA business, activities or events, they should report it immediately via the Safe Sport link on one of the following websites: SHA, ALLIANCE Hockey or Hockey Canada. If the maltreatment is posing an immediate danger to the health and welfare of an individual, law enforcement should be contacted immediately.

1.08.07 SHA shall take no further action until such time as the independent third party (Safe Sport) and/or police have concluded their investigation.

1.08.08 If applicable, the matter shall then be dealt with as a disciplinary matter pursuant to this policy, and the report of the investigation carried out by authorities may be used as evidence under these proceedings.

1.08.09 SHA recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential. However, if required by law to disclose information, Sarnia Hockey Association will do so. This shall not preclude publication of the outcome of any matter, where a sanction imposed under this policy includes publication.

1.08.10 A person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome, offensive and contrary to the values of SHA and this policy.

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1.08.11 If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the matter should be reported, to an official of SHA. For the purposes of this policy, an “official” may be a member of the SHA Executive Committee, or the Chairperson.

1.08.12 Once the incident is reported, the role of the official is to serve in a neutral, unbiased capacity in receiving the incident report, advising the parents/guardians of the incident (if the person who has experienced the harassment is a minor) and assisting in an informal resolution of the complaint, where this is appropriate.

1.08.13 If the official considers that he or she is unable to act in this capacity; the complaint shall be referred to the SHA Chairperson.

1.08.14 If informal resolution of the complaint is not appropriate or possible, the person who experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to SHA or report via Safe Sport.

1.08.15 An official who receives a formal written complaint shall advise SHA Chairperson, who shall appoint an individual to investigate or forward the complaint through Safe Sport. For serious matters, the investigator should be experienced in harassment matters and investigation techniques and may be an outside professional.

1.08.16 The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation shall submit a written report to the Chairperson.

1.08.17 Within **seven (7)** days of receiving the written report of the investigator, the Chairperson shall decide if the complaint should be dealt with directly without a hearing, in which case he or she shall direct the appropriate response and the matter shall then be concluded, provided the personnel complained of is fully informed and is given an opportunity to respond to the complaint.

1.08.18 Upon receiving a complaint involving a member or members of the local minor hockey organization, the Executive committee may direct that the complaint be handled by the local organization in accordance with its own procedures, or in accordance with procedures which SHA may direct. Furthermore, SHA Chairperson shall monitor the complaint to ensure that it is handled in an appropriate and timely manner.

1.08.19 This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor instance of harassment.

1.08.20 Harassment complaints arising during competitions may be dealt with immediately, if necessary, by a SHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situation, sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy.

1.08.21 In the event that an alleged offense is so serious so as to possibly jeopardize the safety of others, the Executive committee may immediately remove the alleged offender from SHA activities, pending an investigation of the complaint in accordance with this policy.

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1.08.22 If the Chairperson decides that the complaint shall be dealt with by means of a hearing, he or she shall appoint three individuals to serve as a Panel, and shall appoint one of these persons to serve as the Chairperson of the Panel.

1.08.23 The Panel shall govern the hearing by such procedures as it may decide, provided that:

- 1) The Complainant and Respondent shall be given written notice (by courier registered mail) of the day, time and place of the hearing.
- 2) All parties shall receive a copy of the Investigator's report.
- 3) Both the Complainant and Respondent shall be present at the hearing.
- 4) The Panel may request that witnesses to the incident be present or submit written evidence which is certified by a notary public.

1.08.24 If at any point in the proceedings, the Complainant becomes reluctant to continue, it shall be at the sole discretion of the Executive Committee to continue the review of the complaint in accordance with this policy.

1.08.25 After reviewing the harassment matter, the Panel shall present its findings in a written report to the Chairperson, with a copy provided to both the Complainant and Respondent. The report shall contain:

- 1) A summary of the relevant facts.
- 2) A determination as to whether the acts complained of constitute harassment as defined in this policy.
- 3) Disciplinary action to be taken, if the acts constitute harassment; and
- 4) Measures to remedy or mitigate the harm of loss suffered by the Complainant, if the acts constitute harassment.

1.08.26 When directing appropriate disciplinary sanction, the Panel shall consider factors such as:

- 1) The nature and severity of the harassment.
- 2) Whether the harassment involved any physical contact.
- 3) Whether the harassment was an isolated incident or part of an ongoing pattern.
- 4) The nature of the relationship between the complainant and harasser.
- 5) The age of the Complainant.
- 6) Whether the harasser admitted responsibility and expressed a willingness to change.
- 7) Whether the harasser retaliated against the Complainant.

1.08.27 In directing disciplinary sanctions, the Panel may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- 1) Verbal apology.
- 2) Written apology.
- 3) Letter of reprimand from SHA.
- 4) A fine or levy.
- 5) Referral to counseling.
- 6) Removal of certain privileges of membership.
- 7) Temporary suspension.
- 8) Termination of contract.
- 9) Suspension of membership.
- 10) Expulsion from membership.
- 11) Publication of the details of the sanction.
- 12) Any other sanctions which the Panel may deem appropriate.

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1.08.28 Failure to comply with a sanction as determined by the Panel or Safe Sport Independent Third Party, shall result in automatic suspension of membership in SHA or in organizations affiliated with SHA until such time as the sanction is fulfilled.

1.08.29 Notwithstanding the procedures set out in this policy, any individual participating in SHA business, activities or events who is convicted of a criminal offence involving sexual exploitation, invitation of sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activities of SHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by SHA in accordance with this policy.

1.08.30 Both the Complainant and Respondent shall have the right to appeal the decision and sanctions of the Panel or Safe Sport, in accordance with Sarnia Hockey Association's appeal policy.

1.09 Dressing Room Policy [Top of Page](#)

1.09.01 The team dressing room is a social, learning and private environment for teams and players. From a risk perspective, it provides many challenges with regard to ensuring player and team official safety. The following guidelines/policies are in effect from Hockey Canada, the Ontario Hockey Federation (OHF) and ALLIANCE Hockey:

Hockey Canada Co-Ed Dressing Room Policy

OHF Dressing Room Policy

ALLIANCE Hockey Manual of Operations, Policy 13, Dressing Room Policy

1.09.02 With the support of the Ontario Hockey Federation, the Sarnia Hockey Association will proactively work to ensure that all dressing room spaces and procedures are safe, inclusive, and equitable by anticipating and removing barriers that prohibit the inclusive participation of any and all players.

1.09.03 All players have the right to utilize a dressing room or appropriate and equivalent changing area based on their gender identity and gender expression. If a player requires additional support to meet their individual needs over and above proactive efforts to remove barriers to inclusive participation, the player has the right to seek accommodations from SHA. SHA, once receiving the accommodation request in writing, either directly from the player or from the player's parent(s)/guardian(s), is required to meet and work collaboratively with a player to find an appropriate and equivalent option. This may include utilizing a pre-existing dressing room or an appropriate and equivalent changing area if required to utilize a facility with a limited number of dressing rooms.

If, due to building constraints and despite the best proactive efforts of SHA, a dressing room that meets a player's individual needs is unavailable, it is the responsibility of SHA, with support from the OHF, to work in collaboration with the player to find an appropriate and equivalent changing area. This may include SHA] working with City facility management on behalf of the player to find an appropriate and equivalent changing area to ensure a player's needs are met and their right to inclusion and equal treatment are respected.

1.09.04 As each player is different, SHA must assess and manage all accommodation requests on an individual basis. SHA must provide safe and confidential opportunities to meet with any player(s) who wants to discuss their individual needs and potential accommodations.

1.09.05 With respect to gender identity and gender expression, a player has the right to utilize the dressing room or appropriate and equivalent changing area that the player considers to be most safe, inclusive, and

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reflective of their gender identity and gender expression, and transition status. This is the case regardless of the player's age, legal name, sex/assigned sex, or gender markers on identification documents. Players must be allowed and enabled to have parent(s)/guardian(s) support them when discussing access to gender appropriate dressing rooms; however, the involvement of a parent/guardian may not be appropriate and is not always required. All requests to SHA, with support from the OHF, must be taken seriously and acted on in a timely manner.

1.09.06 Hockey Canada and the Sarnia Hockey Association allows co-ed dressing room situations to exist at the U7, U9 and U11 levels, 5-10 years of age, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears

1.09.07 At the Pee-Wee (11 years old) level and above, the following conditions will apply in all co-ed team environments:

- 1) Females and males will change in separate rooms;
- 2) Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff;
- 3) The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff;
- 4) The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender;
- 5) When necessary, due to facility limitations, dressing and showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities;
- 6) Only coaching staff or supervision of the same gender may be present in the dressing room when players are changing or showering.

1.09.08 Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

1.09.09 Players should be supervised at all times. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "Two Deep Method" of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision.

It is the Policy of the Sarnia Hockey Association that, when any player under the age of 18 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person associated with the team.

In the situation of U21 hockey the coach may use an adult player over the age of 19 to be the second adult associated with the team.

Sanctions

Any person found to be in violation of this policy will receive a warning for a first offence, a two-week suspension for a second offence, and a one year suspension for a third offence.

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Notes

1. This policy does not apply to a participant and his/her parent or legal guardian.
2. This policy to include “tryouts”^[1]_[SEP]

1.09.10 Except for players at the younger age groups, (U7, U9 and U11 levels, 5-10 years of age), we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t shirts.

1.09.11 It is the belief of Hockey Canada and the Sarnia Hockey Association that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

ASSOCIATION PROCEDURES

2.00 Budget Committee Procedures [Top of page](#)

2.00.01 The Budget Committee shall be composed of the Treasurer, Ice Director or designate, Equipment Director-Recreational League, Equipment Director – Representative Teams, Referee Director, Registration Director, Vice Chair – Representative Teams, Vice Chair – Recreational League and such other directors as the Treasurer shall appoint. The Budget Committee shall meet to assess the financial needs of Sarnia Hockey Association each season.

2.00.02 The Budget Committee shall estimate the cost for replacing Recreational League equipment as recommended by the Equipment Director-Recreational League. Same as 5.09

2.00.03 The Budget Committee will review the ice costs expected for the upcoming season as presented by the Ice Director or designate.

2.00.04 The Budget Committee will present their findings and a proposed budget to the Association, for approval, no later than one of the regularly scheduled meetings in June.

2.00.05 The Audit Committee shall be composed of the First Vice-Chair and two (2) or more directors appointed annually by the Association. The Audit Committee shall review the financial records of the Association monthly and arrange for an annual audit by an organization outside the Association.

2.00.06 Incidental expenses will be approved monthly by the Vice Chair – Administration.

2.00.07 Expenses incurred by the Recreational League Referee Assignor will be evaluated annually by the Association.

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2.00.08 Sarnia Hockey Association may advance money to Representative teams. Monies to be used for entry fees into tournaments, such monies will be repaid to the Treasurer no later than November 1st of the current hockey season.

2.00.09 A loan to a Representative team will be capped at \$3,000

2.00.10 The financial signing authority for Sarnia Hockey Association account will be any two (2) of Chairperson, First Vice-Chairperson, Past-Chairperson, and the Treasurer.

2.00.11 All Sarnia Hockey Association tournaments must have their budgets submitted to the Treasurer 30 days before their tournament begins.

2.00.12 Every tournament sponsored by Sarnia Hockey Association will submit all income and expenses to the Treasurer. A complete report of tournament finances will be submitted within 45 days of the end of the tournament.

2.00.13 All approved clinics will be conducted through the ALLIANCE.

2.00.14 Representative A/AA, B/BB, MD, and Select Team Budgets

The SHA Team Budget Policy is a requirement for teams as they prepare their budgets for the season. The budget must be prepared and approved by the team parent group prior to when the team's season begins, fundraising activities start or the team's first game is played. Interim reports must be prepared and presented to the parent group prior to December 31 and a final report must be prepared at the end of the season, preferably prior to April 1. The initial, interim and final reports must be backed up with bank statements and presented to the SHA First Vice Chair for review.

Teams may raise funds for tournament and travel expenses (or for extraordinary play down travel expenses), tournament entry fees, keepsakes (reasonable amount), team functions, conditioning, team building and/or developmental activities, and tournament accommodations for non-parent officials and team supplies.

Teams may not raise funds to offset the cost of registration fees, ice assessments, tournament accommodations for players and meals for parents or siblings at tournaments.

Due to the onerous licensing requirements by the Alcohol and Gaming Commission of Ontario (AGCO), lotteries or raffles are not permitted for team or group fundraising under the Sarnia Hockey Association. Any fundraising that the team participates in, is to be used for team expenses. Fundraising is not to be used for the financial gain of the parents, therefore, fundraising cannot exceed the Teams budget.

Failure to abide by the Team Budget Policy will result in forfeiture of ice privileges.

Sarnia Hockey Association will not be held responsible for the direct handling of team funds.

2.01 **Purchasing Procedures** [Top of page](#)

These procedures will be followed for any and all purchase over \$500.00 (five hundred dollars), for hockey equipment, teaching aids, office equipment or any other goods or services required for the benefit of Sarnia Hockey Association and its' programs. Every effort will be made to obtain the best value for the program, community, and our sponsors.

2.01.01 The following steps will be followed:

For Directors with an approved budget:

- 1) For purchases less than \$500, proceed with the purchase and upon receipt, submit an invoice or receipt to the Treasurer for payment.
- 2) For purchases greater than \$500, a request for tender should be sent to a minimum of three (3) businesses that are known to Sarnia Hockey Association and where possible sponsors of the teams or programs of the Association. If there are more than three

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sponsors that fall into a specific category, it is encouraged to send out more requests. A time frame for tender submission must be established beforehand, and if an extension is granted to any bidder, it must be granted to all.

- 3) Tenders must be collected without any bidder having the benefit of any knowledge of another bidder's quotation.
- 4) Once all tenders have been collected, or closing date passes, the Director must evaluate with the Vice-Chair Administration all submitted tenders. Tender appraisal must address the quality of the goods or service proposed, timely delivery (if that is an issue), price of the product, any extra charges that may be incurred, and sales tax.
- 5) If more than one supplier or distributor for a product exists in the market, but only one of those suppliers or distributors is able to meet specific requirements OR there are no other suppliers or distributors in the market, a Single/Sole Sourcing request may be submitted to the Vice-Chair Administration.
- 6) Once the Vice-Chair Administration agrees on the selection of the vendor, the Director will proceed with the purchase and upon receipt, submit an invoice or receipt to the Treasurer for payment.

For all other SHA members, the following steps will be followed:

- 1) Submit an agenda item to the SHA Chair to present a proposal for purchase.
- 2) Attend a SHA Board meeting and present proposal.
- 3) If approved by the Board and is less than \$500, proceed with the purchase and upon receipt, submit an invoice or receipt to the Treasurer for payment.
- 4) If approved by the Board and is greater than \$500, a request for tender should be sent to a minimum of three (3) businesses that are known to Sarnia Hockey Association and where possible sponsors of the teams or programs of the Association. If there are more than three sponsors that fall into a specific category, it is encouraged to send out more requests. A time frame for tender submission must be established beforehand, and if an extension is granted to any bidder, it must be granted to all.
- 5) Tenders must be collected without any bidder having the benefit of any knowledge of another bidder's quotation.
- 6) Once all tenders have been collected, or closing date passes, the Director must evaluate with the Vice-Chair Administration all submitted tenders. Tender appraisal must address the quality of the goods or service proposed, timely delivery (if that is an issue), price of the product, any extra charges that may be incurred, and sales tax.
- 7) Once Vice-Chair Administration agrees on the selection of the vendor, the Director will proceed with the purchase and upon receipt, submit an invoice or receipt to the Treasurer for payment.

2.01.02 Preapproval for the following SHA expenses is not required

- 1) Police Checks
- 2) Alliance/OHF/Hockey Canada required training (i.e. coach courses, RIS, Diversity, etc.)
- 3) Purchases within approved Team Budgets as they are not paid for by SHA.

2.02 Registration Procedures [Top of page](#)

2.02.01 Eligible Registrants

All children who fall under the age and residency requirements of Hockey Canada and its branches shall be eligible to register with the Sarnia Hockey Association under these restrictions:

- 1) All registration fees, including insurance fees, must be paid before any player may participate in any sanctioned activity of Sarnia Hockey Association unless special circumstances approved by Sarnia Hockey Association Executive exist.

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- 2) All previous monies owed to Sarnia Hockey Association have been paid.
- 3) Non-resident players (NRP) will be permitted for the U12 and above age groups for A/AA teams only providing they are from an OMHA centre, and their primary residence is either in or adjacent to Lambton County.
- 4) Alliance Hockey follows the OMHA Reverse NRP rule which is for U12 and above. If players from SHA are released from A/AA and B/BB teams, they may be given a release to try-out for an OMHA centre at a lower category.
- 5) All players (Representative and Recreational League) who have changed residence, including within Sarnia, must complete the Residency Change Forms and failing to do so will be removed from registration.

2.02.02 The Registration Director or Designate shall:

- 1) Organize the electronic registration form.
- 2) Keep on computer all data concerning the participants in the ice hockey program currently
- 3) Maintain a confidential record of coaches, players, and volunteers within the Association.
- 4) Provide lists of participants according to division to the Vice-Chair-Recreational League and Vice-Chair Representative teams for the use of their coaches.
- 5) Provide information from the computer database for the use of the Treasurer.
- 6) Provide, with Association approval, information from the computer database to the Ontario Hockey Federation, the ALLIANCE, and Hockey Canada.

2.02.03 Registration Procedures

The procedures for registration of players for Sarnia Hockey Association shall be established by the Executive annually based on the recommendation of the Registration Director or designate in accordance with current arrangements with the ALLIANCE.

2.02.04 Players who have not paid regular SHA registration fees will not be permitted to play Rep hockey or Select hockey (i.e. those qualified through YMCA program). If a player can garner adequate sponsorship to cover regular registration fees and Rep team fees – this policy will be waived.

2.03 Sarnia Hockey Association Coach Selection Procedures [*Top of page*](#)

2.03.01 Recreational League Coaches

- 1) Advertisements shall be placed on the Sarnia Hockey Association web page requesting applications from qualified volunteers interested in coaching Recreational League. If necessary, advertisements may also be placed on radio and in local newspapers;
- 2) Each applicant shall submit a completed application form to the Sarnia Hockey Association;
- 3) In consultation with each Recreational League Division Director, the coaches shall be appointed, if qualified, to serve as a Recreational League coach for the upcoming season by the Vice Chair Recreational League;
- 4) All approved coaches and their bench staff are required to present a valid Police Check and/or Criminal Offence Declaration Form (CODF) to the responsible Board member;
- 5) Coaches shall be monitored throughout the year by the appropriate Recreational League Division Director and the Development Directors. An assessment shall be completed and filed with the Vice Chair Recreational League at the end of the season.

2.03.02 House League Select Coaches

- 1) Requests for coaching of Select teams will not be addressed until the first Board meeting following the close of registration;
- 2) Requests are to be submitted to the SHA Chair for presentation to the Board no later than 72 hours prior to the first Board meeting following the close of registration;

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- 3) In consultation with the appropriate Recreational League Division Director and one other Board member selected by the Vice Chair Recreational League, the coaches shall be appointed, if qualified, to serve as a House League Select coach for the upcoming season by the Vice Chair Recreational League;
- 4) All approved coaches and their bench staff are required to present a valid Police Check and/or Criminal Offence Declaration Form (CODF) to the responsible Board member;
- 5) House League Select Coaches shall be monitored throughout the year by the appropriate Recreational League Division Director and the Development Directors. An assessment shall be completed and filed with the Vice Chair Recreational League at the end of the season.

2.03.02 Representative Team Coaches

- 1) Advertisements shall be placed on the Sarnia Hockey Association web page requesting applications from qualified volunteers interested in coaching Representative Teams. If necessary, advertisements may also be placed on radio and in local newspapers;
- 2) Each applicant shall complete an on-line application and submit it to the Vice Chair Representative Teams;
- 3) The Coaches' Selection Committee (Article 7.03 of the Sarnia Hockey Association Constitution) shall be convened and applicants shall be interviewed by this committee. A report of the Coaches' Selection Committee findings shall be presented to the SHA Board at an in-camera meeting prior to Representative Team Tryouts, for the Board's approval, before the successful candidates are notified;
- 4) All approved coaches and their bench staff are required to present a valid Police Check and/or Criminal Offence Declaration Form (CODF) to the responsible Board member;
- 5) Coaches shall be monitored throughout the year by the appropriate Representative Team Director and the Development Directors. An assessment will be completed and filed with the Vice Chair Representative Teams at the end of the season.

2.03.04 Coaches and trainers will be reimbursed entirely for any registration costs for approved clinics attended.

2.04 Player Movement and Affiliation Procedures [Top of Page](#)

Player Movement and Affiliation Procedures be amended to OHF and ALLIANCE Standards. Affiliation within the Sarnia Hockey Association may be affiliated as follows:

- 1) Recreational League players may affiliate with the B/BB and MD teams.
- 2) B/BB and MD team players may affiliate with the A/AA teams.
- 3) A/AA players may affiliate with the level above them or with AAA teams.
- 4) A player is only permitted to participate as an affiliated player with one Minor Hockey team of a higher division or category during the playing season. If a player is released off an affiliated player list, they cannot be assigned to another one in the same season once the affiliated list has been submitted to the ALLIANCE.
- 5) In the case of a minor aged player participating on a B/BB team, the player will be allowed to affiliate with the minor A/AA team.
- 6) Minor aged players may play as many games with their affiliated team as they wish after January 10. Major aged players may play not more than five games with their affiliated team. Tournament and Exhibition games shall not count as part of the five games.
- 7) Final team lists must be filed with the ALLIANCE by January 10 of any season.
- 8) A player's first priority is with Sarnia Hockey Association.
- 9) A Recreational League player may be affiliated to a Rep Team for **no more than 5 games annually**. These games include league, playoff and tournament games.

2.04.01 Player Affiliation

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Any team that fails to follow the Affiliated Player protocols for notification and procedures shall be denied player affiliation for 30 days following the first offence and for the second offence the team shall have its affiliation privileges suspended for the remainder of the season.

2.04.02 Player Movement

Movement from one team to another within the Recreational League may not occur after November 15th for any given season.

2.04.03 Players are encouraged to participate at their age appropriate level. In some situations, in consultation with the Director of the appropriate level and the Vice Chair – Recreational League, exceptions will be made for the benefit of the player and the teams.

2.04.04 Underage Player Movement

Definition: *Underage Player Movement, also known as “Playing Up” refers to a player playing at a level one-year-older than their chronological age.*

GENERAL POLICY

- 1) **All players** with Sarnia Hockey Association are to try-out and play **at their age appropriate level** for both social and skill development.
- 2) **Representative team players** with outstanding ability are encouraged **to try-out and to play for the Zone AAA team** in order to continue to play at their age appropriate level and with their social peers.

The OHF and Alliance have specific criteria that needs to be met for players 8 and under to play up. These criteria and evaluation processes are detailed in the OHF “Playing Up For Players 8 and Under Policy” and Alliance “Info Bulletin 2017-28 Policy for 8 & Under Player Movement”.

A request for a Representative player to accelerate to the next higher age group must be approved by the SHA Board of Directors. The decision to allow a player to accelerate will be made by the Board, in its discretion, on a case-by-case basis.

A request for acceleration will only be considered if the player seeking to be accelerated has played at least one year with the SHA Representative teams in the age-appropriate group (i.e. the age group corresponding to that player’s birth year).

A written request from the parent or guardian of the player seeking to be accelerated to the next higher age group must be received by the Vice Chair Representative Teams no later than February 1 (i.e. approximately four months prior to tryouts for the season to which the request applies). The request shall include the team (i.e. age group) the player wishes to try out for and the player’s position (i.e. forward, defense or goalie).

In evaluating a request for acceleration, the Board may consider any factors that it considers to be relevant, which may include but are not limited to the following:

- Whether the Head Coach at the next higher age group believes the player should be selected to that team
- Whether the player is one of the top three (3) forwards, the top two (2) defense, or the top goalie, among the players trying out for the team at the next higher age group
- Other aspects relevant to whether the player is a good fit on the team at the next higher age group

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The player's first responsibility during this process is to their own age group and the player must attend those tryouts first. Players will be required to pay tryout fees for BOTH teams.

If the request for acceleration is approved by the Board and the player is signed to the team in the higher age group, the accelerated player must remain with that team at that age level for the balance of the playing season and is subject to the rules of that age group.

Coaches, and any associated team staff, will not solicit players from younger age groups. Any violation of this rule will be subject to review by the Board, and may result in the removal of any team official found to be involved in such activities.

Team staff will not offer any advice, counsel or comments that encourage a player to make a request for acceleration. Interested parties should simply be referred to the Board by means of written request to the Vice Chair Representative Teams.

- 3) **Recreational League players** with exceptional ability may be **moved to a higher age or lower age grouping** after consultation between the Recreational League Directors and parents of the player involved.

2.05 Injury and Concussion Procedures [Top of page](#)

2.05.01 Injury of Player or Bench Staff

- 1) If a player or bench staff is injured during a game or practice, the Coach or Manager must complete a Hockey Canada Injury Report form and submit to the appropriate Director (Rep or Rec) within 48 hours of the injury. If the injury occurred during a game, a copy of the game sheet (front & back) must also be submitted.
- 2) The Director must forward this document immediately to the appropriate Vice Chair (Rep or Rec). The Vice Chair will review the Injury Report to ensure completeness and then forward immediately to the SHA Registrar who will scan and input the injury report into the Hockey Canada Registry (HCR).
- 3) The player or bench staff will not be allowed to return to on-ice activities until a medical clearance letter has been received by the appropriate Vice Chair & SHA Registrar.

2.05.02 Concussions

Adapted from: Parachute. (2017). Canadian Guideline on Concussion in Sport. www.parachutecanada.org/guideline and Hockey Canada Concussion Policy.

SARNIA HOCKEY ASSOCIATION (SHA) has developed this Policy to meet the legal requirements of Rowan's Law in the province of Ontario and Hockey Canada by:

- Annually ensuring all parents, players and bench staff complete a review of concussion awareness materials,
- Ensuring there is a Concussion Code of Conduct,
- Ensuring there is a removal from sport and return to sport protocol.

- 1) Pre- Season Education - Concussion Awareness

There is a continued need to improve concussion education and awareness. Optimizing the prevention and management of concussion depends highly on annual education of all SHA stakeholders on current approaches that can prevent concussion and more serious forms of head injury and help identify and manage a hockey player with a suspected concussion.

- 2) Annually all parents and athletes are required to review:

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- the Province of Ontario Rowan's Law: Concussion Safety
- Hockey Canada Concussion Card and the Concussion Education and Awareness materials
- Concussion Code of Conduct

These materials can be found on the Sarnia Hockey Website under "Concussion" and "Code of Conduct".

By checking the check box on Concussion awareness during registration, parents/guardians/players are confirming they have a clear understanding of Concussions and the player Code of Conduct.

Bench staff must review all Concussion materials including the SHA Concussion Policy prior to the first practice.

- 3) Concussion Code of Conduct for Players
The Concussion Code of Conduct for players is provided under "Code of Conduct" on the SHA Website. This code of conduct must be reviewed by players and parents/guardians prior to annual registration.

2.05.03 Removal from Sport and Return to Sport Protocol

- 1) If a player has an existing injury or concussion (verbally communicated or via a Medical Assessment Letter) they will not be allowed to be on the ice until the player's coach/trainer receives a Medical Clearance Letter from the player's health professional. The coach/trainer must forward this document immediately to the appropriate Vice Chair (Rep or Rec). The Vice Chair will review the Medical Clearance Letter to ensure completeness and then forward immediately to the SHA Registrar who will scan and input the letter into the Hockey Canada Registry (HCR).
- 2) If a player has been diagnosed (Medical Assessment Letter) or has symptoms of a concussion during an SHA or non-SHA activity, the coach/trainer must be notified and the player will not be allowed to participate on the ice until a Medical Clearance Letter (for those that have been diagnosed with a concussion) or Medical Assessment Letter (indicating that the player did not have a concussion) from their health professional is provided. The coach/trainer must forward this document immediately to the appropriate Vice Chair (Rep or Rec). The Vice Chair will review the Medical Clearance Letter to ensure completeness and then forward immediately to the SHA Registrar who will scan and input the letter into the Hockey Canada Registry (HCR).
- 3) If a player is injured during a game or practice, they will not be allowed to return to the ice until the player's coach/trainer receives a Medical Clearance Letter from the player's health professional. The coach/trainer must forward this document immediately to the appropriate Vice Chair (Rep or Rec). The Vice Chair will review the Medical Clearance Letter to ensure completeness and then forward immediately to the SHA Registrar who will scan and input the letter into the Hockey Canada Registry (HCR).
- 4) Players who have been provided with a *Medical Clearance Letter* may return to full sport activities as tolerated. If the player experiences any symptoms of the original injury or concussion-like symptoms while returning to play, they must stop playing immediately, notify their parents, coaches, and trainer, and undergo a follow-up *Medical Assessment*. If the player sustains a new suspected concussion, the player will not be able to return to play until a Medical Clearance Letter or Medical Assessment Letter is provided as above.

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REPRESENTATIVE TEAM REGULATIONS

3.00 General Guidelines for Representative Teams [Top of Page](#)

Definition: *A representative team shall be composed of players chosen from those registered as Recreational league players in a local centre. Representative teams will compete against similarly composed teams at the same level from other centres.*

3.01 GENERAL POLICY

- 1) The Executive shall establish the additional ice costs for Representative teams annually.
- 2) Each player is also responsible for all individual team costs involved in Representative team play.
- 3) Representative teams may fundraise to help defray costs only with the approval of the appropriate Representative Team Director and the Executive Board (also see section 2.00.14). Due to the onerous licensing requirements by the Alcohol and Gaming Commission of Ontario (AGCO), lotteries or raffles are not permitted for team or group fundraising under the Sarnia Hockey Association.
- 4) Representative team players during league, exhibition and tournament games will be allowed fair ice time in all three periods. *During play down or play -off games*, all players will be given fair ice time for the first two periods. Ice time for the remainder of the game will be at the discretion of the coach. Goalies will have fair ice time throughout the season – exhibition, tournament, league, play downs and play offs.
- 5) Each Representative team shall be provided with a copy of Sarnia Hockey Association Operations Manual at the beginning of each season. The manual will be revised annually, and Representative teams shall follow the guidelines set down in the manual.
- 6) Any player who “quits” Representative hockey after November 15th may be placed in Recreational League if there is space. Such players will not be placed at any level of Representative for the remainder of the season.
- 7) Teams will follow the ALLIANCE Policy for tournaments and associated blackout dates as presented. Those teams eligible for Silver Stick (U11, U13, U15 and U18) will count their attendance at the Silver Stick Tournament as one of the tournaments that they are permitted to participate in. Attendance at the Silver Stick tournament (Sarnia and Port Huron) for those teams eligible is mandatory.
- 8) Sarnia teams attending an Ontario Hockey Federation Championship will be financially subsidized by Sarnia Hockey.
- 9) U9 Representative teams may play other Sarnia teams at the U9 Division only.
- 10) All Representative Team Coaches, Managers and Trainers must submit a valid police check prior to August 31st of the current season or they will be suspended from their role and not allowed in the dressing room or on the bench.
- 11) Sarnia Hockey Representative Teams will be referred to as “Sarnia Jr. Sting A/AA or Sarnia Jr. Sting B/BB”.

3.02 Team Composition [Top of Page](#)

3.02.01 All Representative Teams will carry a minimum of fifteen skaters and two goaltenders.

3.02.02 All House League Select Teams will carry a minimum of 14 players and a maximum of 17 players.

3.02.03 All Recreational League Teams will carry a maximum of:

- 1) Seventeen Players (maximum 2 goalies if applicable) for U11 and above,
- 2) Twenty Players for U9 and below.

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3.02.04 Skill programs will carry a maximum of:

- 1) Thirty-Five players for Instructional, Initiation & Foundations,
- 2) Forty-Five players for First Shift; or
- 3) Maintain a ratio of 10 skaters to 1 coach/helper.

3.02.05 Any changes to the minimum or maximum number of players for any team are at the discretion of Sarnia Hockey Association

3.03 Representative Team Tryout Procedures [Top of Page](#)

3.03.01 The Sarnia Hockey Association is classified as an A/AA Centre in the Minor Hockey Alliance of Ontario (ALLIANCE) and therefore the first priority for the Representative program is to select the A/AA team. Once this has been accomplished, the SHA will then select B/BB teams.

3.03.02 The SHA will hold open tryouts each year to assemble the best teams with the best players at each division and level, in accordance with the principles laid out in “Hockey Canada’s Minor Hockey Development-Player Evaluation and Selection”. We encourage all players to attend tryout sessions. However, when a player attends a tryout session, either at A/AA, B/BB or MD, it is with the understanding that the player is attempting to obtain a roster spot at that level.

In keeping with this principle, should a player attend tryouts at the A/AA level, be offered a roster position at that level, then refuse the offer, the player will be considered as refusing an assignment with the Representative program. As such the player will be automatically released from the Representative program and reassigned to the SHA Recreational League program. That player will not be permitted to tryout at any lower level.

EXAMPLE: A player attends U13 tryouts and is offered a roster spot but refuses, stating that they want to play B/BB. This player will be released from the Representative program, reassigned to the Recreational League program and not allowed to try out for the B/BB team.

3.03.03 Players must first tryout for the A/AA team in order to be eligible to play for the B/BB team. Only if released by the A/AA Coach may the player then tryout for the B/BB team.

3.03.04 No player can be affiliated to the A/AA or B/BB team without attending the A/AA tryouts.

3.03.05 Tryout Exemptions

1) Players must attend tryouts to be eligible to be carded to a SHA Representative Team. Exemptions from participating in a tryout due to illness or injury or other, must be requested and granted by the Head Coach and the SHA Tryout Exemption Committee. The SHA Tryout Exemption Committee will request a doctor’s verification of illness or injury. The Coach and the SHA Tryout Exemption Committee are not obligated to grant any exemption request.

2) Should a player miss the tryouts without an approved exemption, they will not be eligible to be carded to a representative team.

3) Should a player have an exemption request denied, but chooses to not tryout for the team, that player cannot be carded to any SHA Representative team for the season.

SHA Tryout Exemption Committee will be comprised of the 1st Vice Chair, Vice Chair Representative Hockey and the A/AA Representative Team Director.

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Representative Team Tryout General Policy:

- 1) Tryout dates for Representative Teams shall be provided to all registered players within Sarnia Hockey Association.
- 2) Tryout dates will be coordinated with the Zone AAA ice scheduler.
- 3) All interested registered players will try out for a Representative Team at their age-appropriate level.
- 4) Fees for tryouts must be paid in full prior to participation in the A/AA tryouts. These fees shall be established annually by the Association Executive.
- 5) Representative Team coaches will receive a preliminary list of players trying out prior to the start of tryouts.
- 6) All candidates are guaranteed at least one (1) tryout at the highest level with a total of three tryouts before being released to Recreational League.
- 7) Coaches are strongly encouraged to have only non-parents assist them during tryouts.
- 8) Coaches will make themselves available after tryout sessions to answer questions and provide positive feedback to players, parents, or Association Directors.
- 9) Successful players will be rostered with the ALLIANCE for A/AA, B/BB or MD Representative Teams. Players must register and pay all fees prior to being rostered. If a player leaves the team after being offered a Letter of Intent 50% of their registration fees will be forfeited.
- 10) Exhibition Home games are permitted during the allotted tryout times, however, will have no additional costs to the players.
- 11) Away games are permitted during the tryout period, however they are not mandatory and will have no additional costs to the players.
- 12) The last scheduled tryout must be the final skate for rostering the team.
- 13) If a Representative player leaves Sarnia Hockey, the player cannot return to SHA without the express consent of the Board.

3.04 Formation of Representative Teams [Top of Page](#)

3.04.01 Selection of Representative Team players must be made before the dates for League play. Player movement after initial selection must be coordinated through the appropriate Representative Team Director.

3.04.02 Selection of any team Head Coach shall be in accordance with SHA Policy 2.03.

3.04.03 Selection of Team Staff/Officials will be at the discretion of the respective Head Coach in consultation with the respective Category or Division director.

3.04.04 Removal of any player or team official from any team shall be requested in writing by the head coach to the Category or Division Director. All removals shall be under consultation to the Category Vice Chair.

3.04.05 Any change required after the initial roster submission will be considered “MID SEASON”. Mid-Season Staff Change procedure can be found in the SHA Representative Operations Guide Section 5.12 and SHA Recreational Operations Guide 5.00.02.

3.04.06 After November 15th, players may be added to Representative teams from Recreational Teams only on a “one for one” basis when circumstances merit. The only time a Representative team may draw from its affiliated player lists is to replace a player for a game. The Category Director responsible for that team must request any permanent player movement through the Category Vice Chairs. Teams are permitted to prepare for this by including Affiliated Players in practices, which should be coordinated

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with the Affiliated Players' Coach. Normally, unless these practices include team-funded training such as a guest instruction, there shall be no cost to the Affiliated Players attending these practices. There can be no additions to any team roster after January 10th of the current season.

3.04.07 Roster change priorities and the approval process will be at the discretion of the SHA Director of Registration in consultation with Vice Chair-Administration

3.04.08 All SHA Recreational leagues shall prioritize league balance and parity. This shall be the responsibility of the Category or Division Director. Directors shall make all reasonable effort to ensure no player is intentionally assigned to advantage or disadvantage a team in league play. League balancing procedures are detailed in Rec Ops Guide 5.01.05. Any dispute to league parity shall be submitted in writing to VC-Recreational for review.

3.05 Exhibition and Tournament Games [Top of Page](#)

3.05.01 Representative Teams (A/AA, B/BB and MD) will follow the ALLIANCE Hockey Tournament Policy which states "teams are restricted to four weekends, plus a fifth which must be the Christmas Break, whereby teams are not available to schedule games. In most cases this would be tournaments but for definition purposes will include team functions other than tournaments such as team building weekends, educational trips to NCAA schools etc., and will be known as weekend omissions. Pre-season Tournaments will not count towards the Policy – Seeded 1st weekend after Labour Day, Minor Development, last weekend in September. A/AA Seeded League Teams that split in November are permitted two weekend team omissions prior to the split to determine "A" and "AA" league play. The four weekend omissions must take place prior to playdowns and playoffs". Any request for an exception to this rule must be submitted to the appropriate Representative Team Director in writing and obtain Executive Board approval. All eligible teams will participate in Sarnia Hockey Association tournaments.

3.05.02 Representative Team Managers will arrange with the Ice Director referees for exhibition games. Referee costs for exhibition games are the individual team's responsibility.

3.06 Team Manager Responsibilities [Top of Page](#)

3.06.01 Each team shall arrange a meeting with players and parents no later than October 5th. The appropriate Representative Team Director should be in attendance. Additional Executive members may be invited.

3.06.02 Representative Team Directors will be responsible for creating an appropriate team roster for his/her teams once the coach has made final player selections. Throughout the season, these Hockey Canada player rosters should be available for scrutiny.

3.06.03 In co-ordination with the Representative Team Equipment Director, the manager should ensure the team has proper equipment. Any equipment borrowed from Sarnia Hockey Association should be maintained in good repair.

3.06.04 The Equipment Director – Representative Teams will collect a \$500 equipment deposit fee from each Representative teams. Equipment deposit will be submitted to the Treasurer by November 1st of each hockey season. This deposit will be returned to the individual teams upon the return of the equipment loaned, subject to repair costs.

3.06.05 The Representative Team Manager shall ensure the annual ice assessment is collected and forwarded to the Treasurer by a date determined annually by Sarnia Hockey Association. Managers may

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obtain extra ice time. Extra ice will be paid for by the team. Any extra ice will be arranged through the Ice Director.

3.06.06 The Manager in co-ordination with the Coach will prepare game sheets for home games. Original game sheets must be returned to appropriate Representative Team Director within twenty-four (24) hours after the conclusion of the game. The Manager will ensure the assistance of parents to operate the time clock and act as score keepers for all home games.

3.06.07 Representative Teams are responsible for all costs of tournaments, extra ice and other team expenses. The manager should collect from team parents' monies to cover these expenses. A bank account must be operated in the team's name with two (2) persons assigned as joint signing officers (the manager and one parent). An accounting of the disbursements of the team funds must be given to the parents in December and February and to the appropriate Representative Team Director at the end of the season. See section 2.00.14 regarding approval of the team budget by the SHA First Vice Chair.

3.06.08 Managers should assist coaches with team discipline. Profane language from players or team officials will not be acceptable.

3.06.09 Representative Teams must prepare and present to appropriate Representative Team Director a proposed team budget for the hockey season prior to the commencement of league play. This statement must include all fundraising proposals. Due to the onerous licensing requirements by the Alcohol and Gaming Commission of Ontario (AGCO), lotteries or raffles are not permitted for team or group fundraising under the Sarnia Hockey Association. Tobacco and cannabis companies, breweries, distilleries, or wineries shall not sponsor any team in Sarnia Hockey. No team will display or allow to be displayed, any advertising of tobacco and cannabis companies, brewery, distillery, or winery in relation to a team.

3.06.10 Managers shall ensure that a team official is present at periodic meetings arranged by the appropriate Representative Team Director. Attendance at said meetings is mandatory.

3.06.11 Team managers or designate will be responsible for team reports to the media.

3.06.12 Additional responsibilities may be added annually by the Representative Team Director in the Operations Manual revised on a regular basis.

3.07 Coach's Responsibilities [Top of Page](#)

3.07.01 Under no conditions are players allowed to use their game uniforms for practice purposes, or their sweaters for casual wear away from the rink, without the consent of the appropriate Representative Team Director.

3.07.02 Final copies of the coaches' general team guidelines should be submitted to the appropriate representative Team Director for review prior to the first team parents' meeting.

3.07.03 It is the responsibility of each coach to ensure the tryout fee as established by Sarnia Hockey Association for team tryouts (if not collected in advance) is collected from each participant and submitted to the Treasurer.

3.07.04 When establishing rosters, co-ordination among the various Representative teams, AAA zone and Recreational League must be maintained at all times.

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3.07.05 Sarnia Hockey Association encourages all Coaches, both Representative and Recreational League, to permit call-ups to AAA zone or the next level within Sarnia Hockey.

3.07.06 A Coach's refusal to allow call-ups may be justified during play downs where there is not only a potential injury concern, but in addition, a concern about the player's physical or mental fatigue.

3.07.07 Representative Team Coaches must consult the Coach of an affiliated player before approaching the player to participate in a game.

3.07.08 Coaches are encouraged to promote responsible conduct both on and off the ice.

3.07.09 Coaches should be conversant with the current Ontario Hockey Federation Minimum Suspension List, the ALLIANCE Handbook and Sarnia Hockey Association Policies and Procedures.

3.07.10 Coaches must ensure that all injuries are reported to the appropriate Representative Team Director on the Hockey Canada Injury form within 48 hours of the injury.

3.07.11 Coaches will participate in all Sarnia Hockey Association sponsored activities.

3.07.12 All coaching staff members will provide a current Police Check to the Association designated Executive member before the beginning of each hockey season.

3.07.13 Coaches will sign a coaching contract with Sarnia Hockey Association.

3.07.14 Additional responsibilities may be added annually in the team Manual of Operations.

3.08 Parent's Responsibilities [Top of Page](#)

3.08.01 Parent(s) will sign a code of conduct as found in the Manual of Operations for Representative Teams at the beginning of each hockey season. If this conduct is breached during the season, parent(s) may be excluded from the arena.

3.08.02 Parent(s) will always act as a positive example of behaviour for their children and the behaviour of other children at home and away games and during practices.

3.08.03 Parent(s) will show respect for the decisions of coaching staffs, both home and opponent, off-ice officials and referees and linesmen at all times.

3.08.04 Parent(s) will follow the guidelines set out by the coaching staff of their child's team as to team monetary needs, dress code for players, team discipline, arrival times, etc.

3.09 Player's Responsibilities [Top of Page](#)

3.09.01 Players registered with Sarnia Hockey Association will not play or practice with any other team in any other Association except those affiliated with the AAA zone or those on a school team.

3.09.02 Players will follow all policies and procedures set down by Hockey Canada and those amendments put in place by the Ontario Hockey Federation and its Member Partners. Additional regulations set down by Sarnia Hockey Association will also be followed.

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3.09.03 All players are under the jurisdiction of Sarnia Hockey Association while participating in all sanctioned activities.

3.09.04 Players are obligated to attend as many scheduled games and practices as possible. It is mandatory to notify the coach when the player is unable to attend games or practices.

3.09.05 It is the responsibility of the player to respect the coaching staff, on ice officials, opposing players and the player's teammates during all activities of Sarnia Hockey Association.

3.09.06 All players will sign a Player's Contract found in the Operations Manual for Representative Teams at the beginning of each hockey season.

3.09.07 No Sarnia Hockey Association player shall be chewing tobacco in the arena.

RECREATIONAL LEAGUE REGULATIONS

4.00 Organization of Teams [Top of page](#)

4.00.01 Coaches may only coach one team unless approved by the applicable Recreational League Director. Recreational League Directors may coach with the approval of Sarnia Hockey Association.

4.00.02 All prospective Recreational League coaches and trainers are advised before the start of the season that they must have current certification and current police clearance, or their team may not be eligible for the ALLIANCE Recreational League Tournament of Champions in April.

4.00.03 Coaches may assist a team in another division with the approval of the applicable Recreational League Director.

4.00.04 All registered players in good standing who are not carded to a Representative Team may participate in Sarnia Hockey Recreational League.

4.00.04 Directors and applicable Recreational League Directors are responsible to see that all teams have coaches and trainers.

4.00.06 Directors shall cooperate with the Ice Director in setting up schedules and practices.

4.00.07 Recreational League Directors are responsible to see that all teams play their full schedule including the final championship game.

4.00.08 Recreational League Directors are responsible for making up the initial team rosters.

4.00.09 The Vice Chair – Recreational League, in consultation with the applicable Recreational League Directors, will assist in player movement between Recreational League teams to create an equal balance with the League.

4.00.10 Each Recreational League Director must submit completed team rosters to the Vice Chair – Recreational League and the Registration Director.

4.00.11 All Recreational League team roster forms shall be completed and submitted to the Registration Director by November 15 for submission to the ALLIANCE office. Failure to do so will result in teams losing ice privileges until the rosters are submitted.

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4.00.12 All Recreational league teams must be submitted to the ALLIANCE office by December 1 of each season to meet insurance requirements.

4.00.13 Each Recreational League Director shall report equipment requirements to the Recreational League Equipment Director.

4.00.14 10+1 Guideline for Substitutions and Replacements

- 1) U11 and Above Teams are permitted to replace absent players due to illness or injury using “Substitute” Players from the League using this guideline at any time during the season.
- 2) U9 Teams are permitted to replace absent players due to illness or injury using “Substitute” Players from the League using this guideline once they have transitioned into FULL ICE GAME PLAY (After Christmas).
- 3) Half/Cross-Ice Teams or Leagues with NO STANDINGS are encouraged to substitute from within the league in league play throughout the season to replace ill or injured players (More Ice Time for More Players More Often).
- 4) All Teams are permitted to replace a goalie from within the league at any time.
- 5) It is important to respect the integrity of league competition while ensuring our games are FUN and ENJOYABLE regardless of results. Using substitutes to gain advantage over other teams is not in alignment with SHA or Alliance Recreational Hockey Principles

*The intent of this policy is to permit replacement players and minimize cancellations or schedule disruptions. Due to Sarnia Hockey’s scheduling complexities, it is important that we make efforts to play our games as scheduled. This guideline is not intended to boost a team’s natural capability or provide any level of advantage over another team. Abuse of this guideline will result in a team being denied access to replacements in future games. Complaints will be reviewed on facts, supporting information and quantitative data. It is understood that “Like for Like” is subjective and can be interpreted in various ways. Coaches and Directors using reasonable judgment and considerations should be able to find common ground using the regulations.

Regulations/Rules:

- 1) When using substitutes, teams shall be limited to a line-up of 10 skaters & 1 goalie maximum (2 Full Strength Lines).
- 2) **Substitute Players must be approved by Division Directors to be eligible prior to participating in the game.**
- 3) Substitute Players should be used on a like skill/ability for like skill/ability basis. Coaches are expected to substitute with ethical choices & integrity.
- 4) Coaches shall send their request to their Division Director when using Subs through normal means of written communication (Text Message/Email) with as much notice as possible.
- 5) Division Directors have the authority to deny a team Substitute Players.
- 6) Replacement Players must be indicated on the game sheet with either an <R> or <AP>.
- 7) **Opposing Teams must be notified of replacement players before warm-ups commence. Opposing Teams can challenge to see written authorization to use of replacement players for a specific game.**
- 8) No Team may replace players due to suspensions or game ejections.
- 9) Players may be replaced for any League Regular Season, League Playoff Games or Final Days Game.
- 10) **No player shall be eligible for more than additional game per day.**
- 11) This policy is not authorization to use replacements in any external play, exhibition, tournament (including SHA Winter Classic) or otherwise.

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- 12) Any complaint or report of policy abuse shall be submitted to the Division Director & Vice Chair-Recreational in writing. All complaints and reports shall include record (GAMESHEET) of the game played.
- 13) Any game played by an ineligible player will result in a 3-game suspension on a per offence basis for the ineligible player & a 3-game suspension per offence for the Head Coach.

4.01 Operations of Leagues [Top of Page](#)

4.01.01 All players including goalies must receive a fair share of ice time. Each Recreational League Director will monitor fair ice time.

4.01.02 Double shifting or running a short bench is not permissible at any time. Any extra ice time caused by player absences or uneven numbers of players shall be distributed as equally as possible to all players.

4.01.03 Unfair ice time by Coaches will not be tolerated.
First Offence - a warning from the Director
Second Offence - one game suspension
Third Offence - Coach will be relieved of his duties.

4.01.04 Recreational League Directors shall report to the Vice Chair – Recreational League.

4.01.05 These Directors shall be responsible to ensure the bylaws and Sarnia Hockey Association policies are followed. Sarnia Hockey Association must approve any additional or revised rules, with respect to a particular season.

4.01.06 No Recreational League Director may coach a team in any division of which he convenes without approval of Sarnia Hockey Association.

4.01.07 Recreational League Directors and coaches will always assist and support referees.

4.01.08 Recreational League Directors must keep a record of all games (including exhibition and tournament games), team standings and submit weekly results to the Web Site Director.

4.01.09 A stop time policy will be established by the Recreational League Convenors that best uses the allocation of time.

4.01.10 Any problems or misunderstandings that may arise will be clarified, where possible, by the appropriate Recreational League Director. This decision should be reported to the Vice Chair-Recreational League within 48 hours.

4.01.11 There shall be no movement of players between Representative Teams and Recreational League after November 15th without the approval of Sarnia Hockey Association.

4.01.12 The Recreational League Directors are encouraged to attend Sarnia Hockey Association meetings on the first Tuesday and third Wednesday of each month and the Annual General Meeting.

4.01.13 The Recreational League Directors shall ensure all coaching staff wear properly secured (i.e., chin strap done up) and CSA approved helmets on the ice.

4.01.14 The Association will obtain ESSO awards for all Recreational league teams.

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4.01.15 The Sarnia Hockey Association shall subsidize by half the registration fee of each team attending the ALLIANCE House League Tournament of Champions.

4.01.16 Sarnia Hockey shall prepay the fees for the ALLIANCE House League Tournament of Champions.

4.01.17 All Recreational League Coaches, Managers and Trainers must submit a valid police check prior to December 31st of the current season, or they will be suspended from their role and not allowed in the dressing room or on the bench.

4.02 Reports [Top of Page](#)

4.02.01 The Recreational League Director shall arrange to have any injury reports completed and submitted, along with a copy of the game sheet to the Vice Chair – Recreational League within 48 hours.

4.02.02 The Directors shall submit a written report to Sarnia Hockey Association for the Annual Report. Such report shall be submitted by a date determined annually by the Executive Board.

4.02.03 Directors will receive and review all grievances filed before bringing them to the Vice-Chair – Recreational League and Sarnia Hockey Association.

4.02.04 The Recreational League Director must ensure all coaches understand and have been provided with a copy of Sarnia Hockey Association Policies, Regulations and Procedures.

4.03 Recreational League Jerseys [Top of Page](#)

Each player is required to care for and maintain his/her jersey in a reasonable state of repair and cleanliness. All players must wear the jerseys provided by Sarnia Hockey Association during games. If a jersey is significantly damaged due to improper care, then any costs to repair or replace the jersey will assigned to the team or the individual player.

4.03.01 Recreational League Name Bar Policy

- 1) All name bars must be purchased and applied by the approved supplier as appointed by SHA (contact Recreational League Equipment Director for approved supplier).
- 2) Name bars for Recreational league teams will be applied in one location only on the jersey by the approved supplier: the bottom, centre, back side of the jersey.
- 3) Teams do not have to participate in applying name bars.
- 4) If a team elects to apply name bars, then all rostered players of that team must participate.
- 5) If a team elects not to apply name bars; individual rostered players of that team cannot apply name bars.
- 6) Legal surnames are the only acceptable name to be applied to the player's name bars.
- 7) Name bars will be of a colour that best complements the jersey and number colours.
- 8) Name bars attached by the supplier are to be 12 inches wide by 3 ½ inches high with letters 2 ½ inches high and the name is no wider than 11 ½" based on the length of the name.
- 9) Player names are pressed on to the name bar and the name bar is sewn on to the jersey.
- 10) Costs of the name bars and their application will be covered by the team/player.
- 11) To reduce player future costs, the name bar may be removed at the end of the season and applied to future season jerseys as long as they are consistent with the colour of the future team's name bar.
- 12) Any violation of these policies will result in the team or individual player paying the costs to repair/replace the jerseys to the appropriate condition.

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13) Non-compliant sweaters will not be permitted on the ice.

4.03.02 Captain and Alternate Captain Jersey Labels

- 1) Recreational League teams will be permitted to name; 1 Captain and 2 Alternate Captain or 3 Alternate Captains.
- 2) Captain and Alternate Captain letters will be supplied and applied to the jerseys by the SHA Approved Supplier (contact Recreational League Equipment Director for approved supplier).
- 3) “C” and “A” will be of a neutral colour (black or white depending on colour of jersey), 2.5” tall, and applied to the upper left side of the front of the jersey and cannot obstruct any other item applied to the jersey such as team logo and/or sponsor logo.
- 4) Appointing Captain and Alternate Captains is not mandatory.
- 5) Costs of the letters and their application must be covered by the team/player.

4.04 Recreational League Coaches’ Responsibilities [Top of Page](#)

4.04.01 General Guidelines

- 1) Coaches should be qualified with a minimum required coach certificate to coach with Sarnia Hockey Association. Coaches must be qualified with the ALLIANCE for their division. This includes all Hockey Canada mandated programs.
- 2) Coaches will be provided with a current ALLIANCE Handbook.
- 3) A trainer with HTCP qualifications must be present at all Recreational league games.
- 4) Coaches are encouraged to participate in all Sarnia Hockey Association sponsored activities. (Awards night, approved fundraising, etc.)
- 5) At no time, will one adult be in a dressing room (or in any other circumstance) alone with a player as per the ALLIANCE “Two Deep” Policy.
- 6) All players must receive fair ice time. The League Director will monitor fair ice time. Double shifting or running a short-handed bench is not permissible at any time.
- 7) Any extra ice time caused by player absences or uneven numbers of players shall be distributed as equally as possible to all players.
- 8) No team official, player or parent involved with Sarnia Hockey Association may be involved in any fundraising for any individual or team without the express written consent of the Vice Chair Recreational League. They shall not solicit, request or accept additional support from a sponsor without specific written consent from the Vice Chair Recreational League. Due to the onerous licensing requirements by the Alcohol and Gaming Commission of Ontario (AGCO), lotteries or raffles are not permitted for team or group fundraising under the Sarnia Hockey Association. Tobacco and cannabis companies, breweries, distilleries, or wineries shall not sponsor any team in Sarnia Hockey. No team will display or allow to be displayed, any advertising of tobacco and cannabis companies, brewery, distillery, or winery in relation to a team.
- 9) Recreational League Directors will always assist and support referees.
- 10) Any coach who feels that he has been relieved of his position unjustly may appeal to the Executive.

4.05 Equipment [Top of Page](#)

4.05.01 Coaches in U6, U9 and U11 are responsible for receiving and returning goalie equipment through the Recreational League Equipment Director.

4.05.02 Appropriate equipment will be assigned by the Recreational League Equipment Director to each Recreational League coach. The equipment description and quantity will be recorded on a “Recreational League Team Equipment Sign-out Sheet” which will be signed and dated by the individual Recreational League coach. The Recreational League Equipment Director will keep these sign-out sheets until the end

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of the season. At the end of the season, the coach must return all the signed-out equipment to the Recreational League Equipment Director or representative and will be reconciled with the sign-out sheet. Any significant losses or damage will require replacement by the coach. The Recreational League Team Equipment Sign-out Sheet is provided in the “Forms” section of the SHA website.

4.06 Practices [Top of Page](#)

4.06.01 Coaches are responsible to make sure that allotted ice times are used. Failure to do so or make alternate arrangements with the Ice Director may result in a forfeiture of practice privileges (48 hours minimum notice).

4.06.02 All team personnel who are on ice during practices must wear a properly secured (i.e. chin strap done up) CSA approved hockey helmet.

4.07 League Games [Top of Page](#)

4.07.01 Only five (5) team officials are allowed in the players' bench during the game. Coaches will stay off the ice except for an on-ice emergency.

4.07.02 In U7 Recreational League, coaches are only allowed in their neutral zone while play is in progress. U7 coaches will be allowed on the ice until playoffs.

4.07.03 The team should consist of 16 players - 1 goalie and 3 complete line changes. If a team is numerically short for a game, no player may be used as a regular fill-in.

4.07.04 The Coach will arrive at least thirty (30) minutes prior to the game and obtain a dressing room and check to ensure all players have proper equipment.

4.07.05 Coaches will arrange for a replacement if unable to attend games. Each coach should obtain an assistant and give the name to the appropriate Recreational League Director.

4.07.06 It is essential that teams are ready to take to the ice immediately after the preceding game is finished.

4.07.07 The home team coach must appoint timekeepers and ensure game sheets are ready before the game begins.

4.07.08 Referee costs for all Recreational league games are the responsibility of Sarnia Hockey Association.

4.07.09 The home team coach shall be responsible for depositing all completed game sheets in the Director's locker immediately following each game or as per other arrangements with the convenor.

4.07.10 Coaches are responsible for the conduct of players for a period of thirty minutes prior to a game and thirty minutes after a game both on and off the ice.

4.07.11 Coaches shall be knowledgeable with the current Ontario Hockey Federation Minimum Suspension List, the ALLIANCE Handbook and SHA Policies and Procedures.

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4.08 Playoffs [Top of Page](#)

4.08.01 All Recreational league teams will be eligible to participate in the ALLIANCE House League Championship playoffs and Recreational league final days activities.

4.08.02 A round robin playoff will be held within each division to determine who will represent Sarnia Hockey Association at the Alliance House League Championship. The cost of this tournament will be shared equally between the Association and the team involved.

4.08.03 The schedule and format for each round robin playoff shall be reviewed annually by the Vice Chair – Recreational League or in their absence, the Chairperson. As a minimum requirement, each team shall play each other at least once.

4.08.04 If possible, the Champion should be determined at least 2 weeks prior to the scheduled date of the ALLIANCE House League Championships.

4.08.05 The round robin playoff to determine who will attend the ALLIANCE House League Championship shall not start any earlier than the first weekend in December. Prior to this date, division conveners will ensure balancing of teams is complete. Player movement after the start of the round robin playoff will not be permitted.

4.08.06 The team to attend the ALLIANCE House League Championship shall be the team with the most points after the round robin playoff. Points awarded will be 2 points for a win, 1 point for a tie and 0 points for a loss.

4.08.07 In the event of a tie the winner shall be determined in one of two ways:

- 1) If time and scheduling allow, and 2 teams are tied for points after the round robin, a sudden death playoff game to determine the winner shall occur.
- 2) If time and scheduling do not allow for a sudden death playoff game or if 3 or more teams are tied for points the winner shall be determined in order of:
 - i. Best record head-to-head. (If there are 3 teams tied, then this rule only can apply with a balanced schedule, meaning the Teams must play each other an equal number of times.)
 - ii. Most Wins
 - iii. Goals for divided by goals for + goals against (the highest win %)
 - iv. Regular Season Standings from the first of the year.

4.08.08 The final days' format for each division will be reviewed annually by the Vice Chair – Recreational League or in their absence, the Chairperson. The format is to be established prior to the start of the round robin playoff.

4.08.09 For games played during Final Days, stop time will be used in the final two (2) minutes of the third period if the goal differential is two or less. Final Days games will not fall under curfew. It is up to the Coaches to get the games started as quickly as possible to take advantage of the two-minute stop time rule.

4.09 Exhibition and Tournament Games [Top of Page](#)

4.09.01 Exhibition and tournament games must not interfere with Recreational League scheduled games.

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In the case of a scheduled exhibition game, the coach will contact the Ice Director at least (2) two weeks prior to the date to arrange for referees for the game. The cost of these referees is the responsibility of the team.

4.09.02 Participation in any exhibition games or tournaments must be applied for in writing within (2) two weeks prior to the event and approved by the appropriate Recreational League Director. If additional players are required, they must also be arranged through the Recreational League Director forty-eight (48) hours prior to the game. Team officials will rotate these opportunities to as many players as possible.

4.09.03 Recreational League teams will be permitted to play in not more than four tournaments per season – one of which may be the ALLIANCE House League Tournament of Champions held in April of each season.

4.09.04 All tournament participation is subject to the approval of the appropriate Recreational League Director.

4.09.05 All Recreational League teams playing in any game in or out of Sarnia will be allowed to use only rostered players from the Recreational League.

4.10 Participant's Conduct [Top of Page](#)

4.10.01 Coaches will not penalize players by reducing ice time except for disciplinary reasons. The coach **MUST** inform the appropriate League Director within 48 hours of the circumstances that led to the disciplinary action.

4.10.02 The Coach is responsible for the conduct of his players, both on ice and within the arena. Rough play will not be tolerated and will lead to disciplinary action.

4.10.03 Coaches shall notify the Recreational League Director of any suspensions of one game or more.

4.11 Record Keeping [Top of Page](#)

4.11.01 The Coach should keep a record of his team's goals and assists, i.e. player's name and number of goals and assists.

4.11.02 Coaches must ensure all injuries are reported to the appropriate Recreational League Director on a Hockey Canada Injury Report Form within 48 hours of an injury.

4.11.03 Grievances and/or complaints by team officials shall be submitted in writing to the League Director, who will attempt, with the Vice Chair – Recreational League, to resolve the same. If they cannot be resolved to the satisfaction of the parties involved, then the matter shall be referred a Board of Reference.

Coaches will submit all records to their appropriate Recreational League Director for inclusion in the Sarnia Hockey Association Annual General Report by April 15 of each hockey season.

4.12 Recreational League Players' Responsibilities [Top of Page](#)

4.12.01 Players should be in the dressing room at least twenty (20) minutes before games or practices.

4.12.02 Players and coaches will follow all policies and procedures set down by Hockey Canada and those amendments put in place by the OHF and the ALLIANCE. Additional regulations set down by Sarnia Hockey Association will also be followed.

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4.12.03 Players registered with Sarnia Hockey Association will not play or practice with any other team in any other association except those affiliated with the AAA zone or those on a school team.

4.12.04 All players are under the jurisdiction of Sarnia Hockey Association while participating in all sanctioned activities.

4.12.05 Players upon team assignment are obligated to attend as many scheduled games and practices as possible.

4.12.06 It is mandatory to notify the coach when the player is unable to attend games or practices.

4.12.07 It is the responsibility of the player to respect the coaching staff, referees, opposing players and the player's team mates during all activities of Sarnia Hockey Association.

4.12.08 Players will respect the decisions of the coaches, trainers, and on ice officials in all instances.

4.12.09 Player will not use derogatory, racial, or inappropriate language while involved in any Sarnia Hockey Association activities.

4.13 Recreational League Procedures & Guidelines [*Top of Page*](#)

4.13.01 The Executive will determine the length of all Sarnia Hockey Association Recreational League games.

4.13.02 The Recreational Leagues from U7 to U13 inclusive should be structured with a minor and major division provided the number of players as determined by the Vice Chair – Recreational League allows it.

4.13.03 The U15, U16-U21 Recreational leagues will follow a structure determined by the respective Recreational League Directors and the Vice Chair – Recreational League. All movements of players (under and over aged) between divisions (major/minor) or leagues (U9/U11) require the approval of both the respective Recreational League Directors and the Vice Chair – Recreational League.

4.13.04 Costs for referees of regular Recreational league games will be borne by the Association. Costs for referees for exhibition games will be borne by the individual team and its coaching staff.

4.13.05 Team captains and alternates are allowed to question the referee in a courteous manner.

4.13.06 Rules of play as set down by Hockey Canada, the OHF and the ALLIANCE shall apply for the full season of play. In addition, any Sarnia Hockey Association Policies and Procedures shall apply.

4.13.07 Coaches booking exhibition games will contact the Referee Scheduler promptly to request officials.

4.13.08 Parents will not interfere with the running of the team. If there is any issue that cannot be resolved, it should be brought to the Recreational League Director's attention.

4.13.09 Referees for all regularly scheduled Recreational league games and exhibition games will be assigned by the Referee Director.

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4.13.10 Parent(s) are not allowed in the dressing room before or after the game unless invited by team officials.

4.14 Penalties [Top of page](#)

4.14.01 The current edition of the OHF Minimum Suspension List will be used for all penalties and suspensions.

4.14.02 Fighting on or off the ice will not be allowed:

- 1) On Ice - First Offence - OHF minimum suspension plus a one (1) game suspension.
- 2) On Ice - Second Offence - OHF minimum suspension plus a three (3) game suspension. The player will attend a review before the SHA Disciplinary Committee to determine further SHA sanctioning.
- 3) On Ice - Third Offence - Indefinite Suspension pending hearing.
- 4) ALL Off Ice Offences - Indefinite suspension pending hearing.

4.14.03 Match Penalties will be managed by ALLIANCE. Major Injury is defined as any injury that prevents the non-offending player from participating in any scheduled league game played by the injured player's team.

4.14.04 The coach of any Sarnia Hockey Association Recreational League team accumulating a total penalty time greater than the allowable limit in any Recreational League game will be suspended from the next scheduled league game played by their team.

- 1) The allowable time for U9, U11 & U13 is 26 minutes.
- 2) The allowable time for U15, U18 & U21 is 36 minutes.
- 3) Player misconducts are not included in penalty minutes.

4.14.05 Any player receiving a total of 3 penalties in a single game, where a double minor counts as a single infraction, will be ejected for the balance of that game. The current edition of the OHF Minimum Suspension List will not apply in this instance.

4.14.06 Where any game utilizes running time, players will serve three minutes for a minor penalty, seven minutes for a major penalty. Only the ordinary two minutes for a minor and five minutes for a major shall be counted in accumulating the number of penalty minutes for the team for that game.

4.14.07 In U7 and U9, any combination of three penalties involving stick or body checking will result in ejection from the game.

4.15 Recreational League Goaltending Policy [Top of page](#)

4.15.01 The SHA Goaltending policy applies to U7, U9 and U11 divisions only.

- 1) There will be no permanent goalies in the above noted divisions.
- 2) Coaches must rotate the position at a minimum every two (2) weeks. The coach shall maintain a list of those players that have expressed an interest in trying the position of goaltender. This list will be compiled at the first regularly scheduled practice. ALL PLAYERS are to be given the opportunity to try the position should they wish to do so.
- 3) It is not mandatory for a child to play goal. If a child does not want to try the position, that is perfectly acceptable, and no one will be forced.
- 4) At the conclusion of all interested players on a team trying the position of goaltender, the coach can then offer the next round of rotation to those players that are most interested in playing the

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position of goaltender on a regular basis. The coach will rotate through all of these players for the duration of the season.

5) Coaches can select a goalie for Final Days or Tournaments.

6) Sarnia Hockey will invest in proper goaltending equipment for the U7, U9 and U11 divisions.

4.16 House League Select Team Policy [Top of Page](#)

4.16.01 The House League Select program is intended to provide additional skill development and game play opportunities for SHA Recreational League players. The Select program is meant to complement the SHA Recreational League programs and increase interest in Representative team programs for the following year.

4.16.02 Select teams, coaching staff and players will be governed by all SHA Constitution, Polices and Guidelines and follow all ALLIANCE House League Select Team policies. The following guidelines/policies are in effect from ALLIANCE Hockey:

ALLIANCE Hockey Manual of Operations, Policy 2.0, Policy For House League Select Teams

4.16.03 The divisions eligible for a Select team will be U9 to U18. Select teams may also be created combining a Major and Minor division. In these cases, the team must be comprised of a minimum of 30% Minor players.

4.16.04 The formation of all House League Select teams must be approved by the SHA Board. Requests for the formation of Select teams will not be addressed until the first Board meeting following the close of registration.

4.16.05 The following conditions must be met before a House League Select team will be considered by the SHA Board:

- 1) There must be no B/BB team in the specific division OR there were over 50 youth trying out for the A/AA Rep team.
- 2) The HL Select team must be able to roster a minimum of 14 players and a maximum of 19 players.
- 3) The approved HL Select team shall only be composed of SHA registered and paid players. Individuals participating with SHA Recreational League through the Lambton County YRASP (Youth Recreational Assistance Program) are not eligible for House League Select hockey.
- 4) The SHA HL Select team will not compete in any leagues or regular scheduled games.

4.16.06 HL Select team coach selection will be conducted following the process detailed in Section 2.03 of the Sarnia Hockey Association Policies. All selected staff for the Select team must have or be able to obtain proper credentials on or before the beginning of the Recreational League season.

4.16.07 Tryouts for the HL Select teams cannot start until the first Saturday following Labor Day as per Hockey Canada pathways. All Select team rosters must be submitted to the SHA Registrar by December 1st.

4.16.08 All costs associated with team registration with ALLIANCE Hockey, practice ice, exhibition games, tournaments, sweaters, socks and any other HL Select team functions will be absorbed by the players selected for the Select team. A draft team budget must be presented with the Select team proposal to the SHA Board. A final Select team budget must be submitted to the Recreational League Division Director and the Vice Chair Recreational League prior to the rostering of the team. See section 2.00.14 regarding approval of the team budget by the SHA Vice Chair Administration.

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4.16.09 The approved HL Select team will be a “Sarnia Jr. Sting” team (must have the Sarnia Sting logo on the front of the jersey). All HL Select teams must wear the same jerseys and socks approved by the SHA Board and purchased from the current SHA approved sweater/sock supplier. Jerseys and socks are to be kept by the players at the end of the season.

4.16.10 The approved HL Select team will be allowed to have team sponsorship and conduct fundraising to lower player costs. Due to the onerous licensing requirements by the Alcohol and Gaming Commission of Ontario (AGCO), lotteries or raffles are not permitted for team or group fundraising under the Sarnia Hockey Association. Tobacco and cannabis companies, breweries, distilleries, or wineries shall not sponsor any team in Sarnia Hockey. No team will display or allow to be displayed, any advertising of tobacco and cannabis companies, brewery, distillery, or winery in relation to a team. All team sponsorship and fundraising must be approved by the Vice Chair Recreational League.

4.16.11 The HL Select team will operate under the following guidelines:

- 1) Each HL Select team player’s first team priority is to their Recreational League rostered team. Select team tournaments, games, and practices must not conflict with any of the player’s regular Recreational League team practices or games. Players and team officials that participate in games as ineligible players will be suspended as per ALLIANCE Hockey and OHF player eligibility policy. Any Head Coach that allows an ineligible player to participate will be suspended for a minimum of 3 games per infraction.
- 2) Any HL Select player who has been selected as an Alternate Player to a A/AA or B/BB Representative team is required to play for the Representative team as their priority.
- 3) HL Select teams will be limited to a maximum of 3 tournaments per year. These tournaments must be scheduled on Recreational League black-out weekends only. In addition, the HL Select team may participate in the Alliance Select Championships if eligible.
- 4) Each HL Select team is permitted a maximum of 1 practice per week and a maximum of 5 exhibition home games beginning with the Recreational League regular season and ending with the ALLIANCE HL Select Championships. The practice ice and home exhibition games must be booked through the SHA Ice Scheduler. The Select Head Coach is responsible for finding ice to use for practices and exhibition home games and booking and paying for referees. SHA will not reserve ice for Select hockey. A maximum of 30 games total are allowed as per ALLIANCE Hockey policy.
- 5) Travel permits will be completed for each exhibition game and tournament with non-ALLIANCE Hockey teams and approved by the Vice Chair Recreational League.

Revisions 2017-2018 Season

- 1) 1.09 Added Dressing Room Policy
- 2) 4.00.14 Added Motion 18036-004
- 3) 4.08.09 revised.

Revisions 2018-19 Season

- 1) 4.16 Added Select Team Policy
- 2) 2.03 Added HL Select Team Coach Selection (Motion 180807-009)
- 3) 2.01 Purchasing Policy revised (Motion 181106-005)
- 4) 1.03 Privacy Policy added (Motion 190123-004)

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- 5) 1.09 Dressing Room Policy revised (Motion 190123-007)
- 6) 2.04.04 Underage Player Movement (Motion 190123-006)
- 7) Policies 2.00.14, 3.01, 3.06.09, 4.04.01, and 4.16.10 regarding lotteries and raffles - revised (Motion 190417-003)

Revisions 2019-20 Season

- 1) 2.00.14 Representative A/AA, B/BB, MD and Select Team Budgets (Motion 190702-004). Updated Policy 3.06.07 & 4.16.08 to reflect this revision.
- 2) 2.05 Injury and Concussion Procedure (Motion 200107-004)

Revisions 2022-23 Season

- 1) 2.02.01 Eligible Registrants (Motion 210922-005). Updated Policy to reflect widening of NRP eligible players.
- 2) Housekeeping update to change divisions names to HC new division names (i.e., U11, U12, U18, etc.), replace U10 through U18 MD teams with B/BB classification, and replace the terminology “House League” with “Recreational” including grammatical revisions.

Revisions 2023-24 Season

- 1) 3.04.02 Formation of Representative Teams (Motion 220802-005). Updated policy to reflect not charging APs for regular practices.
- 2) 3.03.02 Representative Team Tryout Procedures (Motion 220802-006). Updated policy to reflect Hockey Canada’s directive.
- 3) 1.08 Harassment and Abuse Policy (Motion 220802-009). Updated policy to reflect the new Safe Sport initiative through Hockey Canada’s directive.
- 4) 3.03.05-6 Representative Team Tryout Procedures (Motion 220921-005). Updated number of guaranteed tryouts.
- 5) 3.06.09 & 4.04.01-8 Team Sponsorship & Fundraising (Motion 221019-004). Updated policies to reflect ALLIANCE Hockey policy and add cannabis companies.
- 6) 4.14.05 Recreational League Penalties (Motion 230207-004). Updated policy to reflect change in number of penalties allowed during a Recreational League game.
- 7) 4.16 House League Select Policy (Motion 230621-004). Update policy to reflect approved changes in the HL Select policy.
- 8) 4.00.14 Recreational Team Guideline, Substitutions and Replacements (Motion 230621-005). Updated Recreational League Organization of Teams.
- 9) 2.00.14 Representative A/AA, B/BB, MD, and Select Team Budgets (Motion 230905-004). Updated team budget details as approved.