

CYO DURHAM CRUSADERS RULES &
REGULATIONS





1.1 Levels of Play

Recreational Hockey - House/Local League (Three County)

House/Local League will provide the grass roots of development base for minor hockey. This level will provide an opportunity for fun and physical exercise in a team environment. Emphasis will be on improving skills, learning rules of the game and fair play. All players will abide by the rules and regulations of CYO Hockey Association.

Representative Hockey - OMHA (Victoria Durham League)

Rep teams will be comprised of players who are Whitby residents and who desire a higher level of competition.

Players will tryout according to the appropriate schedule and tryout policy and successful players will be chosen to represent the CYO in the Novice through Midget age categories. These Rep teams will play in the OMHA's Victoria Durham League and will enter OMHA playdowns in January.

All players will abide by the rules and regulations of the Association and its governing bodies.

Representative Hockey Additional Entry (AE) - OMHA (Eastern Ontario Division)

Additional Entry (AE) teams will be comprised of players who desire a higher level of competition than recreational hockey while acquiring skills that will enable them to play at the Rep Level. The AE teams will play in the OMHA Eastern Ontario League and will enter OMHA AE playdowns in early January.

All players will abide by the rules and regulations of the Association and its governing bodies.



General Information

Due to insurance coverage, no “parent and child” game/skating shall be held during any regular scheduled CYO Hockey Association ice time. If a team wishes to have a “fun skate” night, the team must arrange (and pay for) their own ice.

All coaching staff and individuals who have direct contact with players shall provide a current PRC to the Association. This will be completed on a bi-annual basis.

Team Officials are responsible to provide adult supervision in and around the dressing room at all times and until the last player leaves. All team officials shall adhere to the “Two Deep Rule”.

Ice schedules will be posted on the CYO Hockey Association website,

Coaches and Managers are responsible for checking the schedule regularly and informing the team as required.

Correspondence

E-mail will be the most widely used method of communication between the Executive and individual coaching staff. Please check e-mail regularly and respond promptly when information is requested.

2.1 All Members

Purpose:

To establish and maintain standards for members of the association and to inform members of the public using the services of the association. Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the By-Laws or Rules of Operations. Such action shall only result after a fair hearing, recommendation of the Executive and a majority vote of the Executive. The CYO reserves the right to reject membership in such cases where a previous record of behaviour unbecoming a member of the CYO has been evident.

CYO Hockey Association is a **ZERO TOLERANCE** association and as such has a zero tolerance policy towards any abuse or harassment of/by referees, players, coaches, other team officials, parents, spectators and Executive members.

Any member of CYO Hockey Association who exhibits unsportsmanlike conduct, either by fighting or making a nuisance of him/herself on or off the ice, or being physically or verbally abusive before or after the game, shall automatically be brought before the Disciplinary



Committee to show cause and reason for not being suspended or expelled from the arena as the Executive sees fit through due process with the Disciplinary Committee.

Our ultimate goal is to make this a positive experience for players, parents and coaches. Addressing these issues in advance of your commitment to the team will assist us in achieving this goal.

The standards are comprised of, but not limited to, the following principals:

1. Members must endeavour to respect the rights, dignity and worth of every human being and endeavour to treat everyone equally within the context of their activity.
2. Members have a responsibility to declare a high degree of commitment and perform to the level of commitment.
3. Members should encourage executives, parents, players and official to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
4. Members should never advocate the use of performance enhancing drugs and/or banned substances.
5. Members should be clear as to what is to be regarded as confidential information
6. and not divulge any such information without expressed approval of the individuals concerned.
7. Members are expected to consistently display high personal standards both professionally and personally.
8. All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
9. Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

2.2 Coaches and Team Officials Code

All team officials shall:

1. Be a resource person able to assist the player to develop his/her athletic potential and self-dependency
2. Recognize individual differences in players and always think of the player's long term best interests. Aim for excellence based upon realistic goals.
3. Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment.
4. Rules are mutual agreements, which no one should evade or break.
5. Make hockey challenging and fun. Skills and techniques need not to be learned



- painfully. Ensure that equipment and facilities meet current safety standards.
6. Be honest and consistent with players. They appreciate knowing where they stand.
 7. Be prepared to interact in a positive manner with administrators, league officials and parents.
 8. Be responsible people who are flexible and willing to continually learn and develop
 9. Encourage players to be fit all year, every year and not just for the season.
 10. Follow the advice of a physician when determining when an injured players in ready to play again. Injured players must provide certificate of fitness from their attending physician before they are permitted to resume play.
 11. Set and monitor boundaries between a working relationship and friendship with their players. Team officials should realize that certain situations or friendly action could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.
 12. Be responsible to their team and the executive of the CYO to the best of his/her ability to provide adequate ice time at the advanced level. While at the recreational and intermediate levels a fair amount of ice time will be given to each player.
 13. Violation of this could result in an indefinite suspension to the coaching staff.

2.3 Parent/Guardian Code

Parent/Guardian Code of Conduct can be accessed on the CYO Website through the following link:

<http://www.durhamcrusaders.ca/forms.html>

2.4 Player code

Player Code of Conduct can be accessed on the CYO Website through the following link:

<http://www.durhamcrusaders.ca/forms.html>

2.5 Spectator Code

1. Remember that players play organized hockey for their own fun. They are not there to entertain you, and they are NOT miniature pro hockey players.
2. Be on your best behavior. Don't use profane language or harass players, coaches or officials.
3. Applaud good plays by your own team and the visiting team.
4. Show respect for you team's opponents. Without them there would be no games.
5. Never ridicule or scold a player for making a mistake during a game.
6. Condemn the use of violence in all forms.
7. Respect the officials' decisions.
8. Encourage players always to play according to the rules.



2.6 Conflict of Interest

Members of the CYO are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit, financially or otherwise.

Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

2.7 Criminal Record Checks & Speak Out (PRS)

All team officials (coaching staff, trainers, managers), Executive, and adult volunteers must submit a satisfactory Criminal Record Check to the league. A Criminal Record Check will be required every second year. An Offence Declaration form shall be completed by individuals when a new Criminal Record check is not required.

All members of the Executive and all rostered members of teams and on ice helpers must attend an OMHA "Speak Out Clinic" as required by the OMHA.

2.8 Complaint Procedure

Any complaints/concerns are to be first handled through the team manager and coaching staff. If the issue is not resolved to the satisfaction of either party it shall be directed (in writing) to the VP Hockey Operations who will determine the best course of action and include other personnel if appropriate (i.e. Disciplinary Committee.) Complaints will only be accepted and investigated if received in writing by the VP Hockey Operations.

Teams are encouraged to promote the "24 Hour" period before parents make contact with the coaching staff. During pre-season parent meetings it is suggested that the process the coaching staff wishes to have followed be communicated clearly to the parents.

2.9 Social Media Policy

"Social Media" is the term commonly given to websites and online tools that allow users to interact with each other in some way, by sharing information, opinions, knowledge and interests.

The CYO Hockey Association acknowledges that our members and executive use these websites as a means of correspondence and postings. CYO Hockey Association Members and Executive



must always be mindful of how their actions will impact on the interests of the Association and fellow members. Accordingly, if a member of the Association is creating or contributing to blogs, wikis, virtual worlds or any other kind of social media network they must do so in accordance with the Bylaws, and Rules and Regulations of CYO Hockey Association and applicable laws.

Failure to do so will result in disciplinary action, up to and including, immediate termination of membership for cause.

3.1 Registration of Players

1. Subject to registration numbers, teams in the Initiation to Midget divisions will be operated by the Association. Ages per division will be those set by Hockey Canada.
2. Players must be registered in their proper age group and program. Transferring after registration from one program to another will be subject to Executive approval. The request must be made in writing to the Executive outlining the reason for the request.
3. All applicants must be registered on a designated registration form as decided by the CYO Hockey Association .
4. Registration after October 31st will be at the discretion of the Executive.
5. Final House/Local League Team and Rep Rosters must be registered and received prior to the first regular season game.
6. Registration procedures, quotas, etc. will be established by the CYO.

3.2 Birth Certificates

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

Players must be registered and fees paid in full before participating in any game, practice or tryout. The Executive is empowered to prohibit any player from practicing or playing until all fees are paid in full.

3.3 Registration Dates

The Executive shall set registration dates and fees in April for the following hockey season. Registration procedures will be organized and co-ordinated by the Registrar. The registration fee for each player grouping shall be based upon the association's annual operation budget.



3.4 Registration Fee and Refunds

Registration Fees and Refund Policy is listed on the CYO Website at the following link.

<http://www.durhamcrusaders.ca/registration.html>

3.5 Insurance

The insurance program described by the OMHA Manual of operations shall cover all players and officials of the CYO.

4.1 Equipment

1. All players are required to provide and wear full protective hockey equipment which will be current CSA approved and per current OMHA and/or Hockey Canada regulations. Directors, convenors, coaches and coaching staff must advise players or parents of players improper fitting or illegal equipment. Any player not suitably outfitted will not be allowed on the ice.
 - Facemasks with full protection including properly fastened chin strap
 - Athletic support and cup or 'Jill'
 - Hockey gloves
 - Hockey shin pads
 - Hockey pants, shoulder pads and elbow pads
 - Regulation hockey stick must be used for all play and/or exhibition games
 - Neck guards
 - Mouth guards
2. Goalkeepers must wear, in addition to the above equipment, a CHA facemask and CSA approved helmet, chest pad, goalie gloves, goalie pads, neck guards, throat protector and must use a regulation goal stick.
3. All officials must wear CSA approved helmets, properly fastened while on the ice surface. Any CYO registered player assisting in practice/tryout must wear CSA Helmet & face mask (properly fastened) and neck guard.
4. CYO Hockey Association jerseys and socks shall be worn for games only. Players are responsible for providing their own practice jerseys and socks at all age levels and categories (Rep, AE, House/Local League)
5. All equipment and jersey related inquiries shall be directed to the Director of Apparel.
7. The "C" and "A" letters for jerseys are the responsibility of the team.
6. Teams are responsible for any damage or missing equipment that belongs to the Association and will subsequently be invoiced for the repair or replacement.
7. The use of CYO Hockey Association jerseys for events outside normal hockey games (i.e. parades, fund raising activities) will be at the discretion of the Executive.
8. Such requests shall be made in writing to the Executive prior to the event.



4.2 Off-Ice Dress Code/Clothing (Rep/AE Teams)

Individual teams must specify their own off-ice dress code for home and away games.

In the past the following guidelines have been followed:

- White dress shirt, tie, and black pants, OR
- Official CYO Hockey Association warm-up suit

In an effort to consolidate and regulate the style of off-ice clothing being worn by our

Representative teams, **all off-ice clothing (warm-up suits, jackets, hats, etc.) must be purchased through The CYO Hockey Association designated agent.**

The Director of Apparel will be in charge of all clothing specification (types, styles, design, etc.) and will work with team managers on arranging dates and times for sizing if required.

4.3 Jerseys

All teams are provided with Jerseys that are to be worn during all Home and Away games, Exhibition games and Tournament games. Any other use of jerseys requires approval from the CYO Executive.

Teams are not permitted to purchase or wear "Third Jerseys".

5.1 Tryout Policy

1. All players should be encouraged to play at the level of their ability but no player may be forced to play at a higher classification against his wishes. Any coach or coaching staff who persuades, coerces or compels any player to play for his team shall:
 - i. on the first offence, receive a verbal warning
 - ii. on the second offence, be suspended for the balance of the season
2. All players wishing to play for any Rep/AE team must attend and fully participate in all tryouts held for that team. Any player who tryouts for AE must first have attended and fully participated in the Rep tryouts.
3. No player may be rostered to more than one team.
4. House/Local League players may play as affiliated players on Rep teams provided they are Whitby residents and it does not interfere with regular scheduled games, practices or playoffs.
5. No player may be transferred without written notification to the Executive and just cause. No player and/or parent may be contacted until such time as the respective Board committee has discussed a permanent player movement with the respective parties.



6. Any player, who tries out for Rep or AE hockey and makes the teams, is expected to play for that team. If a Rep/AE player leaves his/her team of his own volition after registration but prior to December 10th he/she can only play for the Local League team if an opening exists and with the agreement of the VP LL/Rep.

He/she cannot return to the Rep/AE team for the balance of the season. Any player requesting his release from a Rep/AE team, after December 10th, must first notify his coach, who will immediately refer the request in writing to the Executive. An Offer of Commitment must be signed by all players/parents accepting positions on a Rep/AE team.

7. Any player requesting the opportunity to try out as an underage player for a Rep/AE team must concurrently try out in his own age group. A Rep/AE coach must apply in writing to the Registrar and VP LL/Rep for approval of underage player selection.
8. To qualify as an underage player the player must possess the following:
 - i. exceptional skills
 - ii. must excel at his/her position (meaning superior skills)

Local League under or overage player eligibility is at the discretion of the league the CYO Hockey Association is participating in.

6.1 Complaints and Sanctions

1. Complaints or questions regarding the operation of CYO Hockey Association must be submitted, in writing, to the VP Hockey Operations and the Director of Rules and Regulations.
2. Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
3. Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
4. Discussion of complaints of a sensitive or personal nature at an Executive Meeting shall be kept confidential.
5. All complaints shall receive a written reply.

6.2 Conduct and Discipline

1. Any Association Member, Executive Committee Member, Board Member, Committee Members, Coaches, Coaching Staff, or Players shall be subject to:
 - (i) suspension from the Association's activities if he/she contravenes in any way the By-Laws or the Rules of Operation of the CYO
 - (ii) disciplinary action and/or suspension for conduct not befitting the intent or objectives of the CYO. The CYO Discipline Committee will administer such action.
2. Any member of the CYO, coach, coaching staff or player who deliberately damages or defaces facilities used by, or equipment of the CYO, shall forthwith be suspended from



- the CYO until the cost of repair or replacement of the damaged equipment has been paid in full. In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Discipline Committee of the CYO.
3. The use of alcohol or drugs at any CYO sponsored function, or in any arena or other facility used for such functions, by any coach, coaching staff, official or player affiliated with the CYO will not be tolerated and may lead to suspension without refund (where applicable), for the balance of the season.
 4. All coaches are required to publish a list of team rules to the players and their parents prior to the start of the season. Those rules are subject to approval of the CYO.
 5. Any coach who deems disciplinary action to be necessary against an individual player on his/her (coaches') team for any reason must institute use of Progressive Discipline, as laid out in the "CYO Disciplinary Form" (see Appendix A). Such forms are to be obtained and returned to the current Disciplinary Executive or designate.
 6. Please note that the Director of Rules and Regulations or designate must attend steps 3 and 4 of the process.
 7. Any player who willfully plays, or any coach or coaching staff who allows a player to play, who is found to be ineligible shall be subject to disciplinary action and/or suspension.
 8. Discipline and suspension for all players and coaching staff will be governed by Hockey Canada, OMHA, and CYO Hockey Association.
 9. All Match & Major penalties will be reviewed by the OMHA contact and reported to the Disciplinary committee. Any player or coach receiving a match penalty shall serve that suspension based upon the current schedule and shall not participate in regular season games, tournament games, exhibition games, practices, or associate with his team within the confines of the arena.
 10. In no case will a team be allowed to re-schedule a game after the suspension has been assessed in order to lessen the severity of the suspension.
 11. Major penalties, misconducts and game misconducts shall be served in regular season play and playoffs.
 12. Any CYO player, coach or coaching staff whom takes part in any fighting before or after the game on arena property, or in the parking lot, is automatically indefinitely suspended subject to review by the Discipline Committee.
 13. All games sheets (home and away) for all levels of play and all teams will be photocopied and delivered to the OMHA contact. Details of suspensions as well as a copy of the game sheet must be emailed to the VP Hockey Operations immediately following the occurrence. This will ensure that all suspensions will be reviewed in a timely manner.
 14. It is the policy of the CYO that Dressing Rooms be supervised when players are present. The sport organization is responsible for the reasonable safety and well being of all minor athletes under the age of majority according to provincial and territorial legislation. In Ontario the age of majority is 18 years old. Athletes are to be supervised at all times.
 15. No minor aged player shall be left alone in a room with an adult who is not the players' parent or guardian.
 16. When an adult presence is required in a closed room (i.e. dressing room) there shall always be at least two adults present at all times. The "two deep rule of supervision" applies at all times.
 17. At the Pee wee level and above, females shall not be permitted to access any dressing room occupied by male players and/or coaches unless all players and coaches are fully clothed. The same rule applies to males entering a female dressing room at the Pee wee level and above.



18. Female players at the Peewee level and above shall change in a separate room alone or under the supervision of their own parent(s) or Guardian(s) and may not enter the team's dressing room unless they themselves and all persons in the dressing room are fully clothed.
19. Cell phones, video or photography equipment shall not be allowed in dressing/shower rooms at any time. When special events (i.e. team championship) exist, such photographs shall be taken by a team official once ALL players are appropriately clothed. The privacy and dignity of the players is the first priority.
20. The team officials and parent/guardian representatives of every team shall ensure that the dressing room door remains closed while players and coaches are changing.
21. Situations arising during the season that are not covered under the rules will be referred to the Discipline committee for their ruling. That ruling will stand for the season and be referred to the Executive for future review of the Rules of Operation.

6.3 Suspensions

For each of the suspensions listed below, the OMHA Rep. shall be notified of the player involved by either the Head Coach or the Manager. Depending on the individual involved, circumstances, and type of penalty, the Disciplinary Committee may or may not review the incident.

- Misconducts
- Game Misconducts
- Gross Misconducts
- Match Penalties

If a player is suspended from his/her division, he/she is not eligible to play in the next division up or to the AP roster if he/she is on the AP listing.

7.1 Selection of Team Coaches

1. The executive shall decide prior to the March meeting the process to be followed for Coaches Selection.
2. The Coaching Selection Committee will arrange for interview dates and times, interview questions, review of coaching applications.
3. A list of applicants will be presented to the Executive at the April meeting for approval/comments/concerns/review.
4. The Coaching Selection Committee will select coaches at all levels.
5. Application for coaching positions will be available prior to the end of the season for the upcoming season.
6. All coaches and coaching staff must be certified in accordance with the OMHA Manual of Operation.
7. Current Executive members may apply for Rep/AE head coaching positions.
8. Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Coaching Selection Committee shall be empowered to appoint a coach, provided approval has been granted by the Executive.
9. The appointee may be a qualified Executive Member, who shall have the option of keeping his Executive positions or resigning.



10. Should he/she choose to retain the Board position, all applicable conflict of interest policies shall be in force during Board discussion and voting procedures.

7.2 Team Officials: Coaches/Coaching Staff

1. Coaches or coaching staff that disregard their responsibilities shall be liable to disciplinary action.
2. Head coaches are responsible for their team's affairs. Discipline in team matters will be addressed to the head coach.
3. All team officials should, where possible, seek ways of improving their abilities and credentials.
4. Only five (5) team officials (per team) will be registered with the OMHA.
5. Spouses involved with the same team may **NOT** have signing privileges together on any bank account.
6. No player will be allowed on the ice or bench without:
 - being dressed in full hockey equipment
 - having registration paid in full or waived
 - a member of the coaching staff being in attendance
7. Members of the coaching staff and/or appointed supervisor(s) are required to be in the dressing room at all times.
8. A lone person 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.
9. Safety precautions must be taken during all games and practices ie. player and penalty box doors must be closed and latched during practice and games, as well as the doors onto the ice surface.
10. Coaches and/or coaching staff will not smoke, swear or be under the influence of alcohol while in the presence of their players ie. while on the ice, bench or in the dressing room.
11. Any debts or bills incurred by any team, team official or player in the CYO unless approved in writing by the Executive, must be settled by Teams or individual. The CYO will not honour these debts.
12. Any team or individual incurring debts in the name of the CYO without prior written approval shall be liable to suspension from the Association

7.3 Responsibilities of Coaches

1. Ensure the proper observance of the By-Laws and Rules of Operations of the CYO.
2. Acquaint their team members with Hockey Canada, OMHA, LL and/or HL Rules and Regulations.
3. Exercise control in the conduct of their players and themselves. They must endeavour at all times to prevent disorderly conduct before, during and after any game or practices, on or off the ice, or in any arena or while taking part in CYO activities. CYO executive will hold coaches responsible for player conduct.
4. Emphasis should be placed on fair play between all players. Unsportsmanlike conduct will not be tolerated.



5. Provide a completed, signed game sheet to the game timekeeper prior to the commencement of every home game.
 6. Ensure that the required number of eligible players are ready for every game.
 7. With co-operative communication between the Rep/AE/LL coaches, affiliated players are encouraged to practice or play at the Rep level. AE/LL coaches should not object to their players practising or playing with the Rep/AE teams when there is no conflict with their AE/LL commitment. Rep/AE coaches are encouraged to have their affiliated players attend Rep practices.
 8. Coaches must submit the names of their proposed manager, assistant coaches, trainers, and assistant trainers to be approved by the Executive before any personnel will be added to rosters.
 9. OMHA coaches' guidelines must be adhered to by all coaches.
10. Coaches (with the assistance of their manager) **must** meet with the parents when the team is finalized, throughout the season and at the end of the season. These meetings are used to explain:
- a. Coaching Philosophy
 - b. Team Operations
 - c. Playing Times
 - d. Team Budget including Tournaments
 - e. Team Rules
 - f. Responsibilities of Coaches, Players, Parents
 - g. And any other points that either group wishes to discuss

It is essential to keep the lines of communication open.

7.4 Responsibilities of Managers

1. Ensure the efficient operation and decorum of their teams throughout the season. The manager shall ensure that the By-Laws and Rules of Operation and the regulations of the OMHA are strictly followed. He/she shall ensure that only rostered team officials are on the bench during games and practices. He/she shall have the option to remove all people, not related to the team, from the dressing room.
2. Team budgets and finances will be the responsibility of each team manager. They must keep and maintain a record and account of the team's financial affairs and submit a balance sheet to the Treasurer at the specified interval(s). Spouses involved with the same team may NOT have signing privileges together on any bank account.
3. Ensure that no one associated with the team approaches a sponsor for extra funds over and above the agreed sponsor's fee.
4. Must submit in writing to the executive all fundraising endeavours for approval.
5. Assist and support any fund raising promotions as determined by the CYO.
6. Understand and follow the procedures for underage player movement, affiliated player usage and permanent player movement.
7. Will advise the appropriate League Executive (OMHA, OWHA, House/Local League) and Ice Scheduler of any prospective exhibition games so that referees and timekeepers can be booked. Such notice shall be a minimum of 7 days in advance.



8. If for any reason you have a conflict with your scheduled ice time DO NOT switch with another team. Contact the Ice Scheduler via e-mail and another time, if at all possible will be arranged for you.
9. Ensure all game sheets are filled out correctly including: Division, Players names, coach, assistant coach, trainer and manager names. Use team name i.e CYO White. Use of the team name is **MANDATORY**.
10. Contact (e-mail) the VP Hockey Operations after the completion of games with the scores and suspensions, if applicable, in order for the appropriate League to be updated.
11. Work with the Registrar to ensure your team's Affiliated Player (AP) list is submitted and approved before the deadline imposed by either the OMHA or the League. It is the team's responsibility to ensure they have an approved AP list in place, particularly before playoffs begin.
12. Ensure all approved documentation (rosters, AP lists, etc.) are carried with the team at all times, particularly when travelling to other centres.

7.5 Responsibilities of Trainers

1. Ensure the care, keeping and return of all CYO Hockey Association equipment used by their teams during the season.
2. The trainer is responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to Play" to the VP Hockey Operations and to the OMHA.
3. Supervise the health and incidents of injury of the players on his team. It is required that the trainer request a medical certificate for any player injured during game or practice before that player returns to the team.
4. Ensure that the trainer's kit is available at all games and practices.
5. Trainers for teams shall hold a valid HTCP certificate.

7.6 Injuries

In the case of a major injury the coaching staff must notify VP Hockey Operations within twenty four (24) hours and ensure a current Hockey Canada injury form is presented to the parent and/or guardian of the injured player(s). It is suggested that a blank Hockey Canada injury report form be kept on

hand at all times.

7.7 Team Officials

1. Each team must have an approved OMHA roster in order to participate in sanctioned games.
2. Each team is responsible for providing a list of selected players and desired team officials to the VP LL/Rep and the Registrar in order to complete the rostering process.



3. Team officials should ensure they have the appropriate qualifications according to the OMHA in order to be eligible to be added to a team.
4. Rosters cannot be approved unless the specific OMHA requirements are met for team officials. Delays in obtaining an approved roster due to in-eligible team officials will be the responsibility of the individual team.
5. Not having an approved roster may restrict a team's opportunity to register for certain tournaments early in the season.
6. If an approved roster is not available by the start of the regular season, attempts will be made to reschedule games. If this is not possible, teams will be required to forfeit games until an approved roster can be obtained.
7. Teams Requirements for Roster Approval
 - i. Each team registered in the OMHA (Rep, AE, House/Local League) on an electronic roster must have registered at least two different persons on the electronic roster, a coach and a trainer, qualified as outlined by the OMHA.
 - ii. After the coach and trainer positions are filled, a third team official may be registered on the roster as a manager.
 - iii. If a team wishes to add additional personnel they will be designated as either an assistance coach or assistant trainer on the fourth and fifth spots on the electronic roster.
 - iv. ALL Team Officials (Coaches, Trainers, Managers) in the OMHA must have a minimum of Speak Out! (PRS) or Respect in Sport (RIS) certification in addition to all other certification appropriate to their position.
 - v. All participants must be a minimum of 16 years of age to attend a Speak Out! Clinic.
8. Officials for the House/Local League and Rep will be co-ordinated by the CYO Hockey Association Referee-In-Chief and it is required that those officials have the proper certification for the levels they are refereeing.
9. No official can be involved in any game unless he is carded through the OMHA.

9.1 General

The Ice Scheduler is responsible for maintaining and upholding the policies of CYO Hockey Association. The goal is 100% ice utilization. The following guidelines are in place to support this initiative.

- CYO Hockey Association shall not incur any additional ice costs due to poor team management.
- Where possible, each team will be scheduled for a practice each week but this is subject to ice availability and budget restrictions.
- Each league that CYO Hockey Association participates in controls the game schedules.
- CYO Hockey Association, through the Ice Scheduler, reserves the right to cancel a practice at any time in order to accommodate league priorities.



- Coaches and/or Managers must ensure that the Ice Scheduler is notified at least 48 hours prior to the cancellation of a scheduled home game. Proper notification by the team will be by either e-mail or by telephone.
- Any team found not using their allotted ice time will be invoiced for the ice cost associated with that time slot. Should a team not pay their invoice; future ice time will be forfeited.
- CYO Hockey Association and conversely any team are not permitted to sell ice to any outside user groups.
- Any and all ice transactions, including requests for additional ice shall be carried out through the Ice Scheduler.
- Teams requesting additional ice over the normally allocated amount must make their own arrangements for rental and payment at the facility of their choice.
- Additional ice rentals will not be billed to CYO Hockey Association by any facility.

9.2 Practices

1. The Ice Scheduler at his/her discretion may schedule shared practice times for any team(s) due to ice availability. Normally, all practices will be full ice practices with the exception of LL Tyke, Atom and Novice levels which use shared ice.
2. When home tournaments are scheduled all teams may have their ice time(s) adjusted to accommodate the tournament.

9.3 Games

Length of periods is dependent on the level of team and the league the team participates in.

10.1 Team Accounts

Teams are required to open team accounts for the following:

- The collection and payment of team fees.
- Fundraising Activities and Sponsorship Funds.

Spouses involved with the same team may **NOT** have signing privileges together on any bank account.



11.1 Financial Reports

1. Each team that operates a team bank account is required to maintain accurate, up to date financial records. These records shall be provided to parents at any time if requested within a reasonable time period..
2. Each team will be responsible to submit a complete Income Statement to the VP LL/Rep Treasurer at the following intervals:
 - Before December 31st of the current hockey season.
 - At the conclusion of the hockey season.
3. Failure to submit the necessary Income Statements may result in disciplinary action against the team Manager and/or the team in question.

11.2 Team Fees

Typically each team establishes a fee structure for the season based on anticipated tournament entries, additional ice time, ref and timekeeper fees or other team functions. These team fees are collected by the Team Manager. Payment of team fees is the sole responsibility of that team.

11.3 Team Fundraising

- All fund raising requests must be submitted to the Executive using the appropriate Fund Raising Request Form which can be downloaded from the CYO website.
- All requests shall be approved **prior** to the start of any activity or event.
- Fundraising money collected must be included in financial report that is required to be submitted as outlined above.

11.4 Association

From time to time CYO Hockey Association may sponsor a fund-raiser and it is expected that all teams will be invited to participate in those fund-raisers where possible.

If Teams may obtaining their own sponsorships they must adhere to the following:

Team Sponsorship:

- No Breweries, Distilleries, Wineries or Tobacco companies will be permitted to sponsor any team in the CYO.
- All approved sponsorships shall be for one (1) year duration.



- All equipment purchased or donated by a sponsor shall become the sole property of the CYO and subject to all rules and regulations of the CYO. All equipment shall be of a type and standard approved by the CYO.
- Sponsorships will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.

12.1 Games/Playoffs/Exhibition Games

- OMHA teams will be subject to the rules of the OMHA for game lengths, format, rules and regulations. Exhibition games may be arranged with other teams as per the OMHA Manual of Operations. Such games must have the approval of the OMHA Rep.
- Game lengths, format, etc. of House/Local League will be subject to the rules of the Local League CYO Hockey Association participates in.

12.2 Tournaments

1. Each team must submit a Tournament Application Form (available on the website) to the OMHA Rep prior to registering for the tournament. Once approval has been granted by the OMHA Rep, teams can proceed with registering for the tournament(s). It is suggested that teams communicate with the individual tournament director to hold a spot until approval has been granted.
2. Approval for participation in tournaments and exhibition games is granted on the understanding that such tournaments or exhibition games do not interfere with regular scheduled games or playoffs.
3. LL/HL teams shall be permitted to participate in a maximum of three (3) tournaments during the regular season. This three tournament limit does not include any CYO hosted LL/HL Tournament if held.
4. No LL/HL team shall be allowed to enter a tournament or participate in any exchange program or trip during the playoff schedule unless there is no conflict with the published schedules.
5. Rep teams shall be permitted to participate in a maximum of four (4) tournaments during the season. If more than four (4) tournaments are requested written approval by the Executive must be granted.
6. No Rep team shall be allowed to enter a tournament or participate in any exchange program or trip during the playoff.
7. The anticipated number of tournaments must be included separately in the preseason budget to parents and players. If not included they must be applied for on an individual basis noting that approval has been received by those parents and players.



13.1 On-Ice Volunteers

On-Ice volunteers are selected by the coaching staff to assist with practices on a routine or periodic basis. On-ice volunteers can be one of the following:

1. Players currently rostered to a team in the CYO Hockey Association Organization
2. Adults (over 18 years of age) that are NOT rostered to any team within CYO Hockey Association They must be registered as a Volunteer within CYO Hockey Association and have a recent PCR and Speakout. Teams are required to pay for insurance for these individuals.
3. Adults (over 18 years of age) that are rostered for the current year to a team

Within the CYO Hockey Association Organization/

The following criteria shall apply to all on-ice volunteers:

- Players rostered to another CYO Hockey Association team should be at least two age divisions older than the division they are assisting with on the ice. For example, for a Novice practice, the volunteer must be at least in their Peewee year. If a coach is considering an on-ice volunteer that is not two age divisions higher for a variety of reasons, a request shall be made to CYO Hockey Association and each situation will be examined individually.
- Rostered players assisting with practices are to only assist with the set-up and running of the practice/drills and are **NOT** to participate as a “player” in the practice. The volunteer may participate in an individual drill in order to effectively demonstrate it or due to an odd number of players. It is recommended that volunteers wear appropriate warm-up suits rather than full hockey gear to distinguish them.

The following safety equipment shall be worn by all on-ice volunteers as the minimum protection:

Adults (over 18 years of age)

- CSA approved helmet with properly secured chin strap
- Hockey gloves

Any Rostered CYO Hockey Association Player

- CSA approved helmet with properly secured chin strap and full protection facemask
- Hockey gloves
- Mouth guard
- Neck guards
-

Any adult (over 18 years of age) that is NOT currently rostered to a team within the CYO Hockey Association Organization must submit the following items to the Director Rules and Regulations prior to any participation with a team:

- An acceptable Police Check and Vulnerable Sector Screening
- A valid PRS (Speak Out) certification through the OMHA



13.2 Off-Ice Officials(Time Keeping / Game Sheet Duties)

Off-Ice Officials are those selected by the CYO Hockey Association to perform the timekeeping and game sheet duties during games.

The following criteria shall apply to all off-ice volunteers:

- Any person assigned to game-sheet or time keeping duties shall be a minimum of **14 years** of age.
- Only the appropriate personnel assigned to time keeping and/or game sheet duties shall be present in the timekeepers box.
- All individuals who are assigned to timekeeping and game sheets must complete the Office-Ice Official course.