

**Coldwater and District Minor Hockey Association**  
**OPERATIONS MANUAL**  
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This manual contains the “Operational Guidelines” established by the Coldwater & District Minor Hockey Association for use by all participants in minor hockey programs including players, team officials, parents and spectators. It is an attempt in a concrete way to establish the goals and objectives set out in the Constitution of the Coldwater Minor Hockey Association, which are to promote, encourage and govern minor hockey for boys and girls in Coldwater and the surrounding areas. While doing so, we should cultivate a spirit of sportsmanship amongst all participants and to promote fair play in a friendly competition. Also, it is to provide an equal opportunity for each member of the Association to play and understand the sport of hockey.

The Executive of the Association has brought together all of the operating policies together in this manual to give players, parents and team officials a handy reference for those policies which govern the actual operation of the hockey program by the Association.

**POLICY ONE: GENERAL**

- 1.1 All members of the Association will abide by the Rules and Regulations of the Constitution.
- 1.2 All members of the Association will abide by the Rules & Regulations of the OMHA & CHA.
- 1.3 All members of the Association will show true sportsmanship during and after games towards ice officials, players, team officials and other spectators.
- 1.4 The Association will make annual application to the OMHA, Georgian Bay Minor Hockey League (GBMHL) and the Georgian Bay Triangle Local League (GBTLL).
- 1.5 The Association will develop a policy on Abuse and Harassment and the Police Record Checks and that they will appoint a person to administer the Police Record Checks. This individual will be responsible for obtaining the checks and dealing with any that are positive in a CONFIDENTIAL MANNER. The guidelines for both these issues will be available from the Minor Hockey Executive on request.

**POLICY TWO: PLAYERS**

- 2.1 All players will be taught to the best of this Association’s ability, true sportsmanship, good fellowship and the game of hockey.
- 2.2 All players within the Association’s catchment area will be given priority as outlined by the OMHA. All parents/guardians will be asked to sign a Right of Choice form at registration for their player(s). This form will be kept on file. Explanation of Right of Choice and Rule 18 of the OMHA Manual of Operations are available upon request.
- 2.3 All players must be four years of age by December 31 of the registration year.
- 2.4 Any player may request a release from Coldwater & District Minor Hockey Association. The Executive will review reason(s) for release. Release may or may not be granted at the discretion of the Executive. All requests must be made in writing.
- 2.5 The Operations Committee will handle movement of players between divisions and teams when circumstances warrant.

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- 2.5.1 Player movement after the initial team selection can be requested by the teams coach or player in writing to the operations committee up to the OMHA imposed deadlines for finalizing rosters. The Operations Committee will decide to grant or deny the movement after consultation with coaches, parents, team officials and players.
- 2.6 All players must provide on request proof of age. The OMHA and not the Association determine the proof of age documentation. Failure to do so by the date requested can result in players being removed from the ice until proof is forthcoming.
- 2.7 Coldwater & District Minor Hockey will endeavor to offer programs from U5 to U21 based on the OMHA age limits. Players will be notified if there is not sufficient numbers to ice a division in any group. Players must first register with Coldwater & District Minor Hockey Association and then will be given a letter of permission to play in another center for one year if there is no division for them.

**POLICY THREE: TEAMS**

- 3.1 The Association will create teams in each division of hockey when numbers warrant.
- 3.2 The minimum number of players for each team may be 10 players and one goalie. The maximum number of players for each team may be 17 and two goalies. U21 may have 25 on roster.
- 3.3 The Association will enter an OMHA team first in a division, then may enter an Additional Entry team in a division (if numbers warrant) then subsequent teams in the Local League Division (Georgian Bay Triangle Local League).
- 3.4 When only one team is entered in a division that being in the OMHA, the Association may request the OMHA to re-classify that team to a lower classification.
- 3.5 All players on a team are expected to attend games and practices. Where a team fails to have full participation at a practice for unjust reasons, the Operations Committee may cancel further practices for that team.
- 3.6 Teams will not be expected to play games or practices prior to 11 a.m. on Sundays unless approved by the Operations Committee.

**POLICY FOUR: AFFILIATED PLAYERS**

- 4.1 Affiliated players are players who have been affiliated to one of the OMHA Rep teams from the house or local league or from a lower division team on which they play.
- 4.2 Affiliated players are covered by the OMHA guidelines
- 4.3 The use of an affiliated player is covered by the OMHA guidelines and the guidelines of the Operations Manual. The proper use of affiliated players will be monitored and enforced by the Operation Committee working in conjunction with the Coach of the Rep team and the coaches of the Local League Teams.
- 4.4 Affiliated players shall come from the house/local league in the same division unless otherwise approved by the Operations Committee.

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- 4.5 Each Rep team will have a list of its affiliated players. This list may include a maximum of 19. This list will be chosen by the coach of the Rep team and the Operations Committee. The Operations Committee will seek the input of the House/Local League coaches with respect to same.
- 4.6 A team will use the affiliated players at games and practices at the discretion of the coach of the affiliated players team and the Operations Committee. The Operations Committee will seek the input of the House/Local League Coaches with respect to same.
- 4.7 All affiliated players must fulfil their commitments to the team they are originally selected to play for. Missing games and practices make them ineligible to play as affiliated players.
- 4.8 Where a player is registered in both the Coldwater & District Minor Hockey Association and a Girls' Hockey League the Coldwater & District Minor Hockey Association considers the CMHA team the player's primary team and the girl's team the affiliated team. Therefore girls playing in both leagues must fulfill their commitment to the CMHA.
- 4.9 Where a rostered team player is ready, willing, and able to play in game or practice, he/she will not be removed from a game roster, or practice, and be replaced by an affiliated player.
- 4.10 Rep Team Coaches shall be granted the right to request a player AP to their team first. Local league coaches will be allowed to AP any remaining players balanced between teams. Players declining the opportunity to AP with a Rep Team will not be permitted the opportunity to AP with a local league team.

**POLICY FIVE: REP HOCKEY**

- 5.1 One of the primary objectives of the Coldwater Minor Hockey Association is to encourage players to compete at the appropriate level of competition to maximize their development both as a player and as individuals. Meeting this objective will enable the association and its members to put forth competitive teams for all levels of play.
- 5.2 The CMHA Rep teams in each division will be comprised of players with appropriate skill level as determined by the head coach and his/her Selection Committee with the support of Operations. All remaining players not chosen for the rep team will be distributed equally amongst the local league team(s) in that division.
- 5.3 For the purpose of rep tryouts, the head coach is responsible to submit his/her proposed tryout process to the Operations Committee for approval. The coach must then relay this process to the players and families involved prior to the first scheduled tryout date.
- 5.4 The first round of 'cuts' shall be made on a date predetermined by the Operations Committee and tryouts are to include at least one inter-squad or exhibition game. Wherever possible, and if ice and time is available, the association shall run 'conditioning' sessions followed by the rep tryouts.
- 5.5 Players will be notified of their selection to the rep team by the minimum standard of:
  - 1. First Round cuts will be 'posted' at the conclusion of an on ice session.
  - 2. Subsequent rounds of cuts will be held via personal notification from the selecting coach.
- 5.6 To help offset ice rental costs, the Operations Committee will determine the Rep Tryouts fee and notify the members of the cost prior to the first session.

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- 5.7 If after the 3 June registration dates it is determined by the Operations Committee that a division may not have sufficient players to warrant a Rep team the following may occur:
1. The CMHA will hold an early Rep tryout in which the Operations Committee will evaluate the team.
  2. If the decision is made not to have a Rep team, any registered player that attended the tryout may request in writing a one year release to play Rep at their next closest centre as per OMHA Reg. 3.5.
  3. The remaining players would then therefore form a Local League team.

**POLICY SIX: PROGRAMS**

- 6.1 The Association will establish a minimum standard of hockey skill for each division to be established by the player by the end of each season. The minimum standard is listed below and the Operations Committee will provide a workable program for all team officials at the beginning of each season.
- 6.2 The Operations Committee, where ice time and time is available, will set up various clinics/programs for players, for example: power skating, goalie clinic, etc.
- 6.3 U5 and U7 the programming will follow the OMHA guidelines for that age group.
- 6.4 U8 and U9 will have advanced skating and basic skills, all of the above with positional play in their own end, passing out of their own end to central zone and scoring.
- 6.5 U11 will have all of the above, further pass-outs in own end, passing offensive end, basic formation power plays and penalty-killing. Introduce body contact at Rep level, including protecting oneself on contact.
- 6.6 U13 will have all of the above, further body contact, protecting oneself on contact, advance passing and shooting.
- 6.7 U15 will have all of the above; further body contact, power play and penalty-killing plays, defensive and offensive plays.
- 6.8 U18 and U21 will have all of the above, advance teaching of positional players, scoring and passing.

**POLICY SEVEN: TEAM OFFICIALS**

- 7.1 Each team can have a Bench Staff made up with five team officials. They are the Head Coach, the Assistant Coach, the Trainer, the Manager and the Assistant Trainer or another Assistant Coach.
- 7.1.1 The Operations Committee will select the Head Coach.
  - 7.1.2 The Head Coach shall have a say in the remainder of team officials from a list of candidates provided by and approved by the Operations Committee.

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7.1.3 Prior to the start of the Preparation Phase, the Bench Staff will be made up of 3 members. They are Head Coach, an Assistant Coach, and either a Trainer or Manager. These Bench Staff members will be known as Core Bench Staff.

7.1.4 The remaining Bench Staff members will be named after Team Selection

7.2 Team Officials will be required to attend the Association's training and information session at the beginning of each season.

7.3 Team Officials will obtain required certification as defined by OMHA.

7.4 Team Officials will abide by the OMHA, CHA and the Association Rules and Regulations.

7.5 All persons applying for team official positions for the next season must do so in writing by the date determined by the Operations Committee. This date will be posted on the CMHA website. This includes persons interested in being coaches, trainers and managers.

7.6 Coaches and Assistant Coaches are responsible for:

- a) Organizing practices.
- b) Control the bench during games.
- c) Responsible for instructing players in their proper position during play.
- d) Consult with other team officials.
- e) Responsibility extends to the conduct of the players before, during and after games in which their team participates.

7.7 Managers are responsible for:

- a) Preparation of game sheets, if it is a home game – introduction of the other team to the facilities as to their needs and the first aid room.
- b) The selection and maintenance of the team sweaters.
- c) Maintaining lists of the games, practices, team lists and playing cards for their respective teams and to make same available to players, parents and team officials.
- d) Dressing room key, open at game time and ensure that the dressing rooms are left in a neat and orderly fashion.

7.8 Trainers are responsible for:

- a) Look after the first aid kits for their teams.
- b) Ensure that the first aid kits have the appropriate materials in them.
- c) Attending to players who are injured in practice or game (please be reminded not to run on ice). If they feel that a player cannot continue to play or will not return to play they should take the player to the dressing room and escort them at all times until they are in the care of their parent and/or medical personnel.
- d) Ensuring that there is only one trainer on the ice unless asked by the referee.

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- e) Ensuring that they do not enter the playing surface until the referee advises during a game.
  - f) Viewing their players' equipment and ensuring that there is proper equipment, in a good state of repair. If there is a problem, they should identify the problem and make sure that it is identified to the parent.
  - g) Ensuring that players wear in addition to the regulation uniform a set of proper clothing such as T-shirt and long underwear underneath their playing equipment.
- 7.9 All team officials will be required to attend an OMHA/CHA approved seminar on Abuse and Harassment as set out by the Association and that all team officials will be subject to a Police Record Check prior to their assuming a role with the team.

**POLICY EIGHT: OPERATIONS COMMITTEE**

- 8.1 The Operations Committee will set the number of teams for OMHA play prior to June and set the number of teams for GBMHL play prior to the end of September.
- 8.2 The Operations Committee will set the number of skaters and goalies for each team, initially with final player rosters being submitted by the required dates for GBMHL and GBTLL.
- 8.3 The Operations Committee will look after the make-up of house/local league teams and the movement of players between House/Local, Rep and Select teams. The Operations Committee will be responsible for the make-up and balance of strength of the House/Local League teams. The Operations Committee will also work with the Rep and Select team coaches of their division in order to ensure that Affiliated Players are used properly and fairly in both games and practices. The Operations Committee will work with the tournament convenor.
- 8.4 Prior to July 1st each year, the Operations Committee will set the following dates:
- Pre-season Head Coaches meeting
  - Start and End of the Preparation Phase
  - Start and End of the Evaluation Phase
  - Player draft (team selection) dates for all age divisions that require one
  - Start of the Development Phase
  - All bench staff meeting
- 8.5 The Operations Committee will establish block ice times for games to be used by the OMHA and Local League teams. The Committee will notify both convenors (OMHA & GBTLL) of such times at the beginning of each season when the number of teams have been set. The Ice Scheduler will set practice times equally to the best of his/her ability and post the CMHA ice times on a minimum monthly base where possible.
- 8.6 The Operations Committee will set up a training session for all Team Officials on the Association's instructional objectives at the beginning of each season.

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- 8.7 The Operations Committee will monitor all teams for ensuring the Association's instructional objectives are being met at the beginning of their findings.
- 8.8 The Operations Committee will notify or arrange clinics for Team Officials for certification with CHA.
- 8.9 The Operations Committee, where time and ice is available, may set up various clinics for players.
- 8.10 The Operations Committee will make player movement within and between divisions in order to ensure teams are of equal caliber in House/Local League.
- 8.11 The Operations Committee shall select the head coach for the representative team in each division by the end of July. All representative coaches names will be posted on the website along with the first ice time for rep tryouts. The Operations Committee shall give consideration to the following in selecting coaches:
- Hockey experience as a player
  - Hockey coaching experience and credits
  - Personality and character
  - Communication skills
  - Related skills that may be beneficial, i.e. Volunteering or coaching other sports
  - Proposed selection procedure – goals for the team
  - Skill level of the applicant's player – number of players applicant has in the association

The following procedure shall be used:

1. The Operations Chairperson shall provide all members of the committee with copies of all applications.
2. The Operations Committee shall look at all applications and select a maximum of three candidates for each team.
3. The Chairperson shall appoint three association members, not associated with the team in question, to interview the candidates and will forward recommendations to Operations for final selection. These people can come from the Operations Committee, the Executive, association members or from outside the association. Upon being awarded the head coach position of the Rep team, the successful candidate will submit to the Operations Committee his/her proposed Rep selection committee and procedure for conducting the tryouts.

Once the team has been selected, the coach will submit his/her team officials to the Operations Committee for approval. The Operations Committee will ensure that all team officials have submitted an application and have an approved Criminal Reference Check.

- 8.12 Where possible the Operations Committee will appoint a 'Head Coach' to assist the association with all aspects of coaching and support the coaches throughout the season. Also where possible the Operations Committee will appoint a 'Head Trainer' to assist the Trainers with any related responsibilities.

**POLICY NINE: LOCAL LEAGUE TEAM SELECTION**

- 9.1 To support CMHA's Goals and Objectives, as outlined in the Constitution, the Operations Committee will prioritize team balance within each Local League age division.
- 9.2 Accommodation requests may be submitted, in writing, to CMHA prior to the beginning of the Preparation Phase.
- 9.2.1 For U5 and U7, the organization will permit additional accommodation requests.
- 9.2.2 The only requests that will be always honoured, for U8 and above, are to have siblings on the same team. All other accommodation request approvals will be at the discretion of the Operations Committee.
- 9.2.3 CMHA will refuse all requests to register a block of players who insist on playing together, such as an entire team. Blocks of players will be subject to the same Team Selection guidelines as all other players.
- 9.3 During the Preparation Phase, practices will be run by the selected Head Coaches and supported by the remaining Team Officials who were approved by the Operations Committee. No player evaluation activities will take place during the Preparation Phase.
- 9.3.1 In the event that coaches cannot agree upon a practice structure, the Operations Committee may create practice plans.
- 9.4 During the Evaluation Phase, head coaches will:
- Agree upon a combination of drills, small area games, scrimmages and exhibition games that will allow them to properly evaluate each player relative to the others
  - Inform the Operations Chair or other Committee members if they need support from other coaches during their evaluation ice-times to run the drills or complete evaluations
  - Evaluate players using the framework provided by the Operations Committee prior to the beginning of the Preparation Phase

All player evaluations are considered the property of CMHA and are not to be released to anyone without written consent from the Operations Committee.

- 9.5 Head coaches within an age group are permitted to submit team rosters that they have agreed to in advance of a draft if the following conditions have been met:
- Player evaluations have been completed as outlined by the Operations Committee
  - The rosters are submitted after evaluations have been completed and prior to the start of the draft
  - Each head coach in the age group agrees in writing to the rosters that have been submitted
  - The Operations Committee agrees that the rosters are balanced to the extent they would be during a draft

If any of these conditions are not met the Operations Committee will reject the rosters and teams will be selected via a player draft.



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- 9.6 Teams will be selected via a player draft or all age groups that require one. The player draft will use the process below:
- 9.6.1 A member of the Operations Committee will attend the player draft to record the results and ensure the process defined below is adhered to.
- 9.6.2 The children of the Core Team Officials (defined in 7.1.3) will be considered protected from the player draft and thus pre-assigned to their team. For Core Team Officials with multiple children in the age group, each child will be protected. If a Core Team Official does not have a child in the age group then the team will lose that protected player position. Any other requests to identify a player as a protected player must be received prior to the Preparation Phase.
- 9.6.3 The draft order will be selected by a coin flip or other random means. Players will be drafted in ascending and then descending order based on the team's draft position.
- With 2 teams - 1, 2, 2, 1
  - With 3 teams - 1, 2, 3, 3, 2, 1
- 9.6.4 Round 1: Goaltenders
- Goaltenders are to be ranked relative to each other and to the skaters
  - Goaltenders will be selected first
  - If the number of goaltenders exceeds the number of teams (e.g. 3 goaltenders for 2 teams), the surplus goaltenders will be considered part of the general player pool
- 9.6.5 Round 2: Balancing protected players and goaltenders
- Players are selected to balance the rankings of the protected players and goaltenders
- e.g. Protected players
- Team 1's protected players are ranked 3, 2.5, 1 – remaining teams select players ranked 3, 2.5, 1 or lower
- e.g. Goaltenders
- Team 1's goaltender is ranked 4.5 - remaining teams select a player rated 4.5 or lower
  - Team 2's goaltender is ranked 3 - remaining teams select a 3 or lower
- Coaches are permitted to select a player of a lower ranking at any time but not one of a higher ranking
- e.g. While drafting players rated 3, a coach may select a player ranked 3 or below
- 9.6.6 Round 3: Player selection
- Of the remaining players - a draft will begin with the highest ranked players and proceed to the lowest ranked players until all players are selected to a team

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9.6.7 Post-selection

- Once the draft is complete, the rosters will be submitted to the Operations Committee for approval
- After the Operations Committee has approved the rosters, each coach, or delegate, will be responsible for contacting their team members' families to inform them of their selection
- Coaches will then be permitted to fill out their bench staff

9.6.8 Non-ranked players

Players who register late or are not ranked for any other reason will be assigned to a team at the discretion of the Operations Committee

9.7 Rebalancing is to be considered a rare occurrence. It must happen prior to OMHA's final roster due date.

- 9.7.1 Rebalancing requests may come from the Coach or delegate, or any member of the Executive or Operations Committees. All requests must be received in writing on or prior to November 15th
- 9.7.2 Upon receipt of a request the Operations Committee will schedule a meeting to discuss rebalancing. Player movement for the purposes of rebalancing are at the discretion of the Operations Committee. All decisions are final and there will be no appeals process.

**POLICY TEN: REVIEW COMMITTEE**

- 10.1 The Vice President will name three individuals and two alternates to the Review Committee to monitor the regulations as set forth.
- 10.2 A copy of any game sheet that contains a Coldwater & District Minor Hockey Association Inc player or team official suspension will come to the designated member of the Review Committee within 7 days of the game completion. A copy of any out of town game sheets with a player or team official suspension will also go to the designated convenor (OMHA/GBMHL/GBTLL) within 7 days of the completed game. Failure to do so may result in additional suspensions for the team officials.
- 10.3 Coldwater & District Minor Hockey Association Inc believes in the Fair Play Code for all players, team officials, on ice officials and spectators. To ensure the principles of Fair Play Code are applied the Review Committee will intervene when:
- a) A player receives three stick penalties per game for two consecutive games.
  - b) A player or team official receives any Match Penalty.
  - c) A player receives a major penalty for fighting in any two consecutive games.
  - d) A player and/or Team Official receive a gross misconduct.
  - e) A player or team official receives any suspension from OMHA and/or GBTLL for match, gross, double misconduct.

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- f) Any player or team official who receives subsequent misconduct in games after having served a suspension.
- g) Any spectator who fails to show true sportsmanship before, during or after the game towards any player, team official, on ice official or other spectator.
- h) Any confrontation involving any members of Coldwater Minor Hockey including parent, player, team official, spectator and/or CMHA executive.
- i) Any other infraction deemed serious by parent, player, team official or spectator.

10.4 All infractions will be the responsibility of the coach and /or manager to inform a member of the Review Committee.

10.5 Any concerns that a Coldwater Minor Hockey player, team official parent and/or spectator may have about the behaviour/actions that occur in another center should be brought to the attention of the Review Committee in writing within 7days of the event.

10.6 The Review Committee shall take the following actions should event a) through f) in 9.3 occur

- a) They will meet with the involved parties ( player and parent/guardian, team official and any witnesses) to discuss the situation.
- b) If there is a match penalty the review committee will wait for the OMHA/GBTLL suspensions and may, at their discretion, and after discussing the situation with the involved parties, add additional games to the suspension and remove the days served from the suspension (i.e. a player receives a match penalty for intent to injure and the OMHA gives 4 games or 22 days. The Review Committee may add another 4 games and the player may have to serve all of the games, not the 22 days).
- c) That a written record of all meetings shall take place and that any correspondence from the OMHA/GBMHL/GBTLL will be added to that documentation.

10.7 The Review committee will take the following actions should events from g) through l ) in 9.3 occur or 9.5:

- a) They will meet with the involved parties to discuss the situation
- b) That the Review Committee shall work with the parties involved in h) towards a resolution of the situation
- c) That the Review Committee will listen to the parties involved in 9.5 and a letter to be sent to the Association where the incident took place as well as the GBTLL or GBMHL or OMHA as needed
- d) In the event that a situation involves a spectator who fails to display the true spirit of sportsmanship that spectator/fan may be given a verbal warning, a written warning or, at the discretion of the Review Committee, may be banned from the Coldwater Arena during minor hockey times for a specified time.

10.8 Any, and all, situations or concerns involving an on ice official at any center must be addressed in writing to the Referee in Chief of Coldwater & District Minor Hockey Association and the convenor of the division (GBTLL or GBMHL).

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- 10.8.1 That should there be a conflict of interest between a member of the Review Committee and the member being reviewed that member(s) shall remove them from the situation and an alternate member takes their place. Should the alternate also be in conflict the Chair of the committee shall designate another member(s) of the executive to serve on the committee for that review.

**POLICY ELEVEN: EXHIBITION GAMES**

- 11.1 Games arranged for exhibition play must be refereed by the proper classification and number, must have a timekeeper and must be approved by the OMHA Convenor or GBTLL Convenor. a) If a game is being played during Association ice time, payment of referees and timekeeper are the responsibility of the team. b) If a game is not played during the Association ice time, the team will be responsible for the payment of ice time, referees and timekeeping.
- 11.2 Exhibition games played during regular U5 and U7 ice times will have the ice, referee and timekeeper paid by the Association. Out of town parents will be subject to the current gate fee. The Convenor at this level will be responsible to notify the gatekeeper.
- 11.3 The Executive Committee must authorize any deviation from policy.

**POLICY TWELVE: GAME SHEETS**

- 12.1 The OMHA and GBTLL Convenors will provide games sheets which will be left in the equipment room for day of game. The gatekeeper will pick up the game sheets for that day and bring to the gate.
- 12.2 The manager or team official from the Association will take the game sheet from the gate, fill sheet out and be responsible for giving sheet to visiting club.
- 12.3 After the game, the OMHA game sheets - timekeeper will give white copy to referees, pink and yellow copies to home and visiting teams. Local League game sheet - timekeeper will give white copy to winning team along with pink and yellow to home and visiting teams; white copy to go to local league Convenor if Association team wins or ties. All game sheets to be faxed to Statistician upon completion of game.
- 12.4 Original or photocopies of all Association team game sheets will be place in statisticians' box as soon as possible after a game has been played in order that the statistician can record results.

**POLICY THIRTEEN: SWEATERS**

- 13.1 The Association will provide hockey sweaters for each team for games only. A team official will be responsible/accountable for handing out and collecting sweaters for each game. Team officials will sign out two sets of sweaters at the beginning of the season and will be responsible for the sweaters for the season. All sweaters will be turned in at the end of the season and inventoried with the Equipment Manager.
- 13.2 See 17.7 under REGISTRATION – If a player/goalie does not return their assigned sweater(s), a fee of \$100 per sweater will be applied to the next season registration. Sweater fees must be paid in full for a player/goalie to be considered registered with Coldwater & District Minor Hockey Association.

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- 13.3 All players will be responsible for providing their own practice sweater.
- 13.4 Sweater colors will be green with black/white trim and white with black/green trim. Number will be on the back of the sweater, number may be on front as well. Coldwater Wildcats and Logo will be on the front.
- 13.5 White sweaters will be worn for all home games. Where the visiting team has the same colour, the Association team will change.
- 13.6 Old sweaters being replaced will be sold to members of the Association.

**POLICY FOURTEEN: EQUIPMENT**

- 14.1 All players will be responsible for their own equipment and will wear CSA approved equipment.
- 14.2 Suggested colors: black or white helmets and black pants. All players will be required to wear Coldwater & District Minor Hockey socks for all games. Sock colours are green with black and white trim and white with black and green trim.
- 14.3 Goalie equipment: The Association will supply goal pads, goal gloves and belly protectors for goalies in U13, U11, U9, U7, and U5.

**POLICY FIFTEEN: CMHA CLOTHING**

- 15.1 In that Coldwater & District Minor Hockey Association Inc is an incorporation the name and logo shall not be used by any person or company without written permission of the Coldwater & District Minor Hockey Association Inc Executive. Such use without written permission may be subject to legal action.  
  
Clothing orders, graphics, sweaters and any other equipment or article that bears the name and/or logo of the Coldwater & District Minor Hockey Association Inc shall be first submitted to the executive of the association for approval before any production of the same occurs.  
  
The Executive of the Coldwater & District Minor Hockey Association Inc respects that there are companies out there and/or individuals who would like the opportunity to provide quotes for clothing and other articles for the association and will accept written proposals for these.
- 15.2 The ordering and sizing of clothing will take place on a date determined by the executive.

**POLICY SIXTEEN: PICTURES**

- 16.1 Team and individual pictures of players will be taken at a specified time and date during the season.
- 16.2 Cost of pictures may be the responsibility of the parent/player.

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**POLICY SEVENTEEN: REGISTRATION**

- 17.1 Registration will be held within the first three weeks of June on dates and time specified by the Executive. All registration will be held at the Coldwater Arena. As space in the Coldwater & District Minor Hockey Association is limited the registration process will be done in a manner determined by the executive. Those registering for the Coldwater & District Minor Hockey Association will be notified of this process by website by late May, emails may also be sent out.
- 17.2 Following Registration the Operations Committee will formalize the number of teams in each division. The association will accept further registration in order to fill a team roster. The exception will be the Initiation Program with unlimited registration. There will be two payment options. The first option will be full payment by cash or cheque at the time of registration. The second option will be a \$50.00 deposit made at the time of registration along with a post dated cheque for the remaining balance dated for August 15th of the registration year. Players will not be permitted on ice or placed on an OMHA roster until payment is received in full. There will be a \$50.00 charge for all NSF cheques. A \$50.00 nonrefundable deposit for both payment options is required.
- 17.3 Upon registration a player will fill out and complete the required information, supply a copy of the birth certificate, include the proper residential address (lot and concession), Town/Township and bring with them the distance from their home to the post office of the nearest centres on the most traveled roads.
- 17.4 Registered players will be contacted with details such as ice times for Rep Tryouts and conditioning as well as it being posted on the website [www.coldwaterwildcats.ca](http://www.coldwaterwildcats.ca).
- 17.5 There will be a \$100.00 rebate applied to each returning player registering at one of the three preset June registration dates. Players registering after these dates who have never played with the CMHA will also receive the \$100.00 rebate.
- 17.6 The Association may offer a reduced rate to the third and subsequent players per family. The Executive Committee will determine the cost.
- 17.7 If a player/goalie has not returned their assigned jersey for the previous season, a fee of \$100 per jersey will be added to the next season registration fee. The jerseys must be returned or the jersey fees must be paid in full at time of registration. A player will not be considered registered with Coldwater & District Minor Hockey Association until jersey fees are paid in full.

**POLICY EIGHTEEN: REFUND OF REGISTRATION**

- 18.1 Any refund of registration where the member does not participate in any practices/games will receive the full amount less 10% for administration costs.
- 18.2 Any refund of registration where the member does participate in practices/games in the first four weeks and decides not to play after that will receive 50% of the registration fee.
- 18.3 There will be no refund or registration after December 15th.
- 18.4 Any refund of registration requested due to extenuating circumstances will be at the discretion of the Executive Committee.
- 18.5 Any U5 player, will receive a full refund until November 15 of that season.

### **POLICY NINETEEN: INSURANCE**

- 19.1 The Association will be covered under the Ontario Minor Hockey Association Group Insurance Policy Plan. The Association will cover all players and Team Officials as set out by the OMHA Insurance Plan. The Association will make application by the end of September of each season.
- 19.2 No player or Team Official or member will be allowed on the ice unless he has signed a registration sheet or OMHA contract card. All persons interested in being an on ice helper with any team within the CMHA must submit an application form to the Operations Committee in order that they may be insured.
- 19.3 A copy of coverage will be provided on request or a member can check the OMHA manual of Operations or contact OMHA office at 25 Brodie Drive, Unit 3, Richmond Hill, Ontario L4B 3K7 for verification of coverage.

### **POLICY TWENTY: INJURY**

- 20.1 All injuries must be reported to a team official who will document the nature of injury in writing. The information will then be given to the Operations Committee.
- 20.2 All serious injuries must fill out the OMHA/CHA Injury Report and be given to the Operation Committee Chairperson.
- 20.3 All players having a serious injury before returning to playing a game/practice must submit an approval form signed by a doctor or player's guardian.

### **POLICY TWENTY-ONE: ALCOHOL/DRUGS**

- 21.1 Any player or team official found intoxicated or drinking alcohol or using any illegal drugs during any practice or game will automatically be suspended from the association for a minimum of one calendar year.
- 21.2 Any team official who suspects a player has been drinking or using an illegal drug will have the power to declare that player unfit for playing a game/practice.
- 21.3 The Association will honor Coldwater & District Community Center Board policy on alcohol/drugs in which a player will be suspended from the arena for one year. The Association in turn will also suspend that player for that duration, since the player would not be able to participate in any home games or practices.

### **POLICY TWENTY-TWO: TOURNAMENTS**

- 22.1 The Association may host an OMHA Rep tournament and a Local/House League tournament at times determined by the Executive. The Association to the best of its ability will provide an opportunity for each team to participate in the tournament. Association teams must also pay an entry fee; the cost to be determined by the Executive. Each team will be responsible, on entering other tournaments, for all financial arrangements.

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- 22.2 All non-OMHA sanctioned tournaments and out of country tournaments must have Executive Committee approval.

**POLICY TWENTY-THREE: CODE OF BEHAVIOUR**

- 23.1 All members of this Association (as outlined in Section two of the Constitution) shall conduct themselves in an orderly fashion reflecting the goals of the Association (as outlined in Section one) The Coldwater & District Minor Hockey Association Inc identifies the FAIR PLAY CODES as being the expected level of behaviour for all participants. All participants are expected to display true sportsmanship when representing the CMHA, both home and away.
- 23.2 Any member failing to comply with the FAIR PLAY CODES will be subject to meeting with the Review Committee of the CMHA and may face suspension from the Coldwater Arena and /or games.

**POLICY TWENTY-FOUR: VOLUNTEER HELP ON ICE**

- 24.1 The only persons who are allowed to assist on ice are team officials who have been named by the Operations Committee of Coldwater Minor Hockey Association to be the team officials of a particular team or those volunteers that are sanctioned by the Operations Committee.
- 24.2 To become sanctioned by the Operations Committee there must be an application by the team officials by the interested person to be allowed to assist in an on-ice capacity. The request must be in writing and address to the Operations Committee and they must received written permission from Operations Committee before anyone will be allowed on ice. (This policy is dictated by the insurance requirements of the Ontario Minor Hockey Association and Coldwater & District Minor Hockey Association.)

**POLICY TWENTY-FIVE: TEAM MEETINGS**

- 25.1 The coaches, manager and team officials must have a meeting with all parents regarding minor hockey policies, tournaments and other matters contained in this Operation Guideline Manual at the start of the season.
- 25.2 Team officials should take the input of parents with respect to matters such as desirability of the number of tournaments to enter into and related matters.
- 25.3 Team officials should ensure that parents are aware of the operating policies of Coldwater Minor Hockey.

**POLICY TWENTY-SIX: RUNNING OF PRACTICES**

- 26.1 Practices are under the control of the coach and assistant coaches for each respective team. These practices must conform to the minimum requirements as established by the Operations Committee of Coldwater Minor Hockey Association. In essence, they will involve 15 minutes of skating drills, 15 minutes of shooting drills and 15 minutes of game instruction.



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- 26.2 Team officials may be required to provide the Operations Committee with a description as to the type of practice drills they will be utilizing. Failure to run appropriate practices will result in the practices being run by the Operations Committee or someone designated by the Operations Committee.
- 26.3 Regard should be given to the program section of the Operations Guideline Manual.

**POLICY TWENTY-SEVEN: OTHER INFORMATION**

- 27.1 The Association may hold a banquet at the end of the season in April. There may be a cost to players and team officials. All other members of the Association who attend the banquet will be responsible to pay the cost set out by the Executive.
- 27.2 The Association may publish newsletters during the season to use as a communication for its members. The Association will also try to use the Coldwater Wildcats Website as a communication tool.
- 27.3 Monthly financial statements from each team are to be prepared by the team manager and submitted on a monthly basis. The executive will assign an officer every term to be responsible for these statements.
- 27.4 Any member who is not satisfied with the programs being offered by the Coldwater & District Minor Hockey Association must submit complaint(s) in writing. Upon acceptance of this notice and subsequent executive review, the executive may offer the complainant's child their outright release and a prorated refund of registration fees for the balance of the season.

**POLICY TWENTY-EIGHT: ABUSE /HARASSMENT AND BULLYING**

- 28.1 At the March 2006 Executive meeting a policy on abuse/harassment and bullying and a screening Process for volunteers with the Coldwater and District Minor Hockey Association Inc was adopted and will become an addendum to this document.