

# Township of Chatsworth & District Minor Hockey Association



## MANAGERS MANUAL

First Edition

SEPTEMBER 2019

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## 1. CODE OF CONDUCT AND ETHICS

### **Social Media Policy**

The policy below shall encompass public communications through such internet mediums and websites such as Twitter, Facebook, Myspace, LinkedIn, Foursquare, Instagram, and any other social media network that allows users to communicate online. TCDMHA understands the importance of social media and social networking, however, social media also allows for inappropriate unsupervised conduct, which may be detrimental to the welfare of the TCDMHA, and the future of TCDMHA players.

The purpose of this policy is to educate the membership of the TCDMHA on the risks of social media and to ensure that all members are aware that conduct deemed inappropriate may be subject to disciplinary action.

### Social Media Guidelines

The TCDMHA holds the entire TCDMHA community, including Executive Members, Managers, Coaches, Trainers, Players, on/off-ice Officials, and others who participate in SOCIAL MEDIA and SOCIAL NETWORKING to the same standards as it would with all forms of media, including television, radio and print. Comments or remarks of an inappropriate nature that are detrimental to a team, our association, leagues or an individual will not be tolerated and will be subject to disciplinary action. It is important to remember that social media comments are on the record and are instantly published and available to the public and media. TCDMHA members should conduct themselves in an appropriate and professional manner at all times. Use your best judgement at all times – pause before posting. Use the “24 hour rule” if necessary. You are solely responsible for your comments once they are published. If requested to participate in an online network, as a direct result of your affiliation with or participation in the TCDMHA, it is recommended that you request approval from the TCDMHA Executive.

### Social Media Violations

The following are examples of conduct through social media are considered violations of the social media and networking policy and may be subject to disciplinary action by the Team, our Association and/or other governing bodies. Any statement deemed to be publicly critical of association officials or detrimental to the welfare of a member of a team, association, league, or individual. Commenting on or publishing information that is confidential or in any way sensitive to a team, association, league, individual. Negative or derogatory comments about any team, association, league, volunteers, programs, stakeholder, player. Any form of bullying, harassment or threats against players or officials. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: Drug use, Alcohol abuse, Public intoxication, hazing, sexual exploitation, online activity that contradicts the current policies of Hockey Canada, the Ontario Hockey Federation (OHF), the TCDMHA, or any of its member associations. Inappropriate derogatory, racist, or sexist comments of any kind, in keeping with TCDMHA policies and regulations on these matters. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

### Discipline

The team, TCDMHA and/or other governing bodies will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, the team, association, and/or other governing bodies will impose an appropriate sanction, which may include suspension.

## CONDUCT AND DISCIPLINE

### **Team Meetings**

- a. Team **parent** meetings held at the start of the year should have a least one non-parent executive member present as a witness.

### **Complaints and Sanctions**

- a. All Staff, Parents and Players are encouraged to resolve any issues prior to requesting involvement from TCDMHA executive.
- b. No complaint shall be raised with team officials or executive until after a 24-hour cooling off period has been observed, except in cases with legal implications.
- c. Complaints or questions regarding the operation of the Association must be submitted, in writing, to the appropriate Director (Rep or LL Director) or in the case of a conflict of interest, complaints may be submitted to the Vice President.
- d. Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- e. 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.
- f. Upon receipt of a complaint, the President may request the Risk Management Director to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the Executive to ensure prompt resolution.
- g. Discussions of complaints of a sensitive or personal nature at an Executive Meeting will not be open to the general membership and shall be kept confidential.
- h. All complaints shall receive a written reply.

## 2.0 GAME DAY RESPONSIBILITIES

### Door Admission/Timekeepers/Referees

Schedule parents to collect gate receipts at each game. Schedule timekeepers for each home game. Proceeds of gate receipts to be used to pay officials

### Payment of Referees

A record of game official transactions must be kept for and be available upon request. This is for your protection.

### Reporting of Scores for Media and Facebook

All game scores (regardless of win or loss) must be reported.

All home & away game reports must be reported within 24hours. Updating the TCDMHA website will link and update the opposing team's website and The OneDB. This can be done via smart phone. An account will be set up for each manager on TCDMHA website to update scores and add news articles.

### Electronic Game Sheets

Electronic Game Sheets will be used for all OMHA games. Each manager will be provided an iPad. Games must be submitted electronically after the game (once an internet connection can be established).

### Facebook Updates

Submitted via facebook message to TCDMHA facebook page or text 519-373-6907 (Sue Moran)

Contact local media such as newspaper & radio with schedule and game results.  
INCLUDE SPONSOR NAME IN ALL REPORTS

Example for score report – 1 email will cover all three

To: osst.sports@sunmedia.ca, sports@bayshorebroadcasting.ca,

Subject: TCDMHA Hockey Scores

Please report all team names in the same format

Township of Chatsworth "Air Tech Mechanical" Bantam Rep Rebels,

Include as much detail as possible, players like to see name in paper. Include goal scorers, GOALIE with shutouts, hat tricks, final second goals etc. The more detail we submit the more they print and gets posted on website.

Include your name and contact information should paper or radio have any questions.

## GAME CANCELLATIONS

### STEPS FOR CANCELLING or RESCHEDULING A HOME GAME

- 1) Please complete and submit the Cancel a HOME Game form.
- 2) Please also send a quick follow-up email to [cancel@tcdmha.com](mailto:cancel@tcdmha.com) to let us know that the form has been completed.

### LAST MINUTE CANCELLATIONS (ie: Inclement Weather/Less than 24 hours)

Everyone receiving cancellation notifications are volunteers with jobs, and will do their best to process and follow up on last minute cancellations in a timely matter. To help ensure our referees and arena managers are not travelling in inclement weather to a cancelled game, please complete the following additional steps.

- 1) CALL (not text) Referee Assigners to let them know the game is cancelled

Cancellations in Keady and Desboro - Rob Kirkconnell - 519-379-1450

Cancellations in Markdale and Tara – Richard Jongkind – 519-379-1861

- 2) Also, please call the arena to let them know you will not be coming. a. Desboro (519) 794-3202 b. Keady (519) 934-2241 c. Tara (519) 934-2041 d. Markdale (519) 986-3301

## ARENAS, ICE RENTALS AND CANCELLATIONS

### Ice Cancellations

- (a) **A minimum of 48 hours' notice is required for all ice cancellations. Teams will be required to reimburse TCDMHA for any ice cancelled with less than 48 hours' notice, except in the case of inclement weather.**
- (b) The team Manager shall communicate all requests to cancel or change ice rentals to the Ice Convenor.
- (c) TCDMHA Insurance does not cover extra ice rentals by teams not communicated to the Ice Convenor.

### **3.0 TEAM ROSTERS AND STAFF**

#### **Affiliated Players**

- (a) Coaches wishing to Affiliate a player must ask the player's coach prior to asking a player to affiliate.
- (b) An OMHA Offer of Affiliation form can be found under the managers menu at [www.tcdmha.com](http://www.tcdmha.com). This form must be completed and submitted to the Town Contact, and approved by WOAA before the affiliated player may participate in games and practices. Offers of Affiliation must be submitted no later than November 30th
- (c) No affiliated player shall miss a game with their own team to play with their affiliate team for any reason.
- (d) An affiliated player may miss a practice or exhibition game with their rostered team to attend a game with their affiliate team, with permission from the Head Coach of their rostered team.
- (e) Affiliated Players MUST be designated on the game sheet as "AP" (OMHA ONLY)
- (f) OMHA coaches are expected to Affiliate from other OMHA teams within TCDMHA. If, due to extenuating circumstances, a coach wishes to sign a TCDMHA rostered OWHA player living within TCDMHA boundaries to a TCDMHA OMHA roster, they must present a case to the TCDMHA executive to explaining their rationale.

### **STAFF/VOLUNTEERS/OFFICIALS**

#### **7.5 Trainer Expectations and Authority**

- (a) Trainers for teams Atom and older shall purchase and maintain a First Aid Kit with team funds. First Aid Kits shall be provided to all teams below the Atom age category.
- (b) Trainers should not be running doors on the bench.
- (c) Trainers have full authority to remove any player from play in case of illness, injury or any other safety concern. Coaches do not have the authority to supersede a Trainer's decision to remove a player from play for any of the reasons listed above.
- (d) Team Officials and players shall respect and abide by any Return to Play requirements set forth by the Trainer without question. This includes all requests for a medical doctor's note, and any return to play protocols set forth by the head trainer. Any coach or team official superseding a trainer's authority will face a disciplinary hearing, and possible suspension or removal from a team roster.

## **On Ice Volunteers**

- (a) All OMHA on-ice volunteers must
  - a. Be added to a TCDMHA OMHA team roster, at-Large roster or on-ice volunteer roster.
  - b. Coaches permitting volunteers who do not meet the above requirements may face sanctions, including possible removal from all TCDMHA team staff rosters.
- (b) As per OWHA regulations and insurance requirements, team staff rostered to a TCDMHA OWHA roster may assist on ice. No other on-ice volunteers are permitted as per OWHA regulations and insurance requirements.
- (c) TCDMHA players assisting on-ice with other TCDMHA teams must
  - a. Be 2 age divisions above the team they are volunteering with.
  - b. Wear full protective gear including mouth guard and BNQ certified throat protector when under the age of 14.

## **OFFICIALS**

### **Timekeepers**

- (a) All TCDMHA home games must have a minimum of one timekeeper who is 18 years of age or older.
- (b) All completed game sheets are to be submitted to the league after each game



## **4.0 SCHEDULING GAMES, PLAYOFFS, TOURNAMENTS AND EXHIBITION**

### **Exhibition Games and Tournaments**

- (a) A Travel Permit Required for ALL exhibition games and tournaments.
- (b) OWHA do not technically require a permit, but the Travel Permit Request MUST be completed for all exhibition game and tournaments
- (c) A copy of the approved team roster is required for tournaments. It is recommended that all teams carry a copy of their team roster in the trainer's kit.
- (d) Complete and submit a TRAVEL PERMIT REQUEST under the managers menu at [www.tcdmha.com](http://www.tcdmha.com) for all Tournaments, Home & Away Exhibition games
- (e) Please don't leave this request to the last minute as referees will need to be scheduled for home games.

### **Playoffs**

- (a) All teams shall be prepared to play OMHA playoff games on 24hrs notice, as per OMHA regulations.
- (b) It is recommended that teams (Atom and up) use caution if scheduling tournaments after the first weekend in January. OMHA play down games will not be scheduled around tournaments. Teams will forfeit their tournament fees if an OMHA play down game is scheduled on a tournament weekend.
- (c) Attendance at scheduled OMHA play down games are required, except in cases of extreme weather, as per OMHA regulations.

### **Scheduling Playoff Games**

#### **OMHA Playdowns**

ALL OMHA Playdown contracts and scheduling of games will be completed by the TCDMHA Town Contact. Please direct all requests for OMHA playdown scheduling to the [towncontact@tcdmha.com](mailto:towncontact@tcdmha.com).

#### **WOAA Rep Playoffs**

WOAA Rep playoffs are scheduled by team managers.

Once you have arranged your games with other centers, complete the Schedule a Playoff Game form.

After completing the form, please send a follow up email to [playoffs@tcdmha.com](mailto:playoffs@tcdmha.com) to let us know the form has been completed. If you have a playoff contract, please include a scan or picture of it in your email.

#### **WOAA Local League**

WOAA Local League Playoffs are scheduled at a scheduling meeting. You will be notified of your scheduling meeting date. Please ensure you have someone at the meeting to schedule playoff games.

Once you have arranged your games with other centers, complete the Schedule a Playoff Game form and enter the games into the form.

After completing the form, please send a follow up email to [playoffs@tcdmha.com](mailto:playoffs@tcdmha.com) to let us know the form has been completed. If you have a sheet that was filled out at the scheduling meeting, please attach a clear picture or scan to the email.

**WOAA Girls C and Lower Lakes B LEAGUE Playoffs**

WOAA and Lower Lakes will provide groupings for preliminary playoff games, which will be followed by a year-end tournament based on the outcome of preliminary games.

Once you have arranged your preliminary playoff games with other centers, complete the Schedule a Playoff Game form.

After completing the form, please send a follow up email to [playoffs@tcdmha.com](mailto:playoffs@tcdmha.com) to let us know the form has been completed. If you have a playoff contract, please include a scan or picture of it in your email.

**WOAA GIRLS C AND LOWER LAKES Girls B Provincial Qualifiers**

OWHA will provide groupings for Provincial Qualifiers games to the Women's Hockey Director, who will communicate the information to team managers.

Once you have arranged your games with other centers, complete the Schedule a Playoff Game form.

After completing the form, please send a follow up email to [playoffs@tcdmha.com](mailto:playoffs@tcdmha.com) to let us know the form has been completed. If you have a playoff contract, please include a scan or picture of it in your email.

**WOAA Girls HL**

Girls HL playoffs is a year end tournament. No playoff scheduling is required. Tournament information will be provided in February or early March.

## **5.0 EQUIPMENT AND UNIFORM AND COLOURS**

### **Goalie Equipment**

- (a) Goalie equipment may be borrowed from the association for Pee wee and below. All equipment must be signed out, and returned at the end of the season.
- (b) All OMHA and OWHA goaltenders are required to wear a dangler at all times.

### **Team Jerseys**

- (a) Replacement of Jerseys is a very large expense. Jerseys shall be carried as a set throughout the season, and not in individual player's bags.
- (b) A charge of \$150 will be charged for the loss, damage or defacing of any TCDMHA jersey. This does not include wear/damage from normal game play.

### **Apparel**

- (a) Any apparel containing the Township of Chatsworth & District Minor Hockey logo may only be purchased from approved vendors, and must abide by the standards set by the TCDMHA executive. These standards shall be provided to vendors.
- (b) No person or apparel supplier may copy, imitate or use the TCDMHA logo or brand without TCDMHA's prior written consent.
- (c) The current approved vendors for TCDMHA apparel are
  - a. RAM Promotional, 1580 20th Street East, Owen Sound
  - b. Johnny K Sports, 305 10th St, Hanover

## **6.0 SPONSORSHIPS AND FUNDRAISING**

### **Sponsorships**

- (a) It is the expectation that all proceeds from sponsorships are to benefit the organization as a whole, and not individual teams.
- (b) All proceeds from sponsorships shall be forwarded to the treasurer.

### **Fundraising**

- (a) All team fundraisers must be approved by TCDMHA executive to ensure that fundraising activities do not conflict with or negatively impact other team or association fundraising events.

## APPENDIX A

### Township of Chatsworth and District Minor Hockey Association

#### PARENT CODE OF CONDUCT

The Township of Chatsworth and District Minor Hockey Association (TCDMHA) recognizes the need to support volunteers and set a minimum level of expectations for the parents of the players involved in our system. This Parent Code of Conduct is intended to establish a policy that will return a level of mutual respect to the game. Every parent will be required to acknowledge and sign prior to your child beginning the hockey season.

#### PARENTS ACKNOWLEDGE AND WILL FOLLOW AS LISTED BELOW:

1. I will do my best to be a good sport at all times. I will not condone, permit, defend, or engage in actions, on or off the ice, which are not consistent with good sportsmanship.
2. I will encourage my child to do his/her best, have fun and demonstrate good sportsmanship.
3. I will teach my child how to win and lose gracefully. I will lead by example.
4. I will assist my child to understand and respect the rules of the game. I will encourage my child to remember that he/she is part of a team and to work hard for the good of the team.
5. I will respect the rights and feelings of officials, coaches, trainers, players, volunteers and administrators. I will work to support, not undermine their efforts.
6. I will refrain from comments or behaviour which is disrespectful, offensive, racist or sexist.
7. I will support all efforts to remove verbal and physical abuse from children's sporting activities.
8. I will not engage in activity or behaviour which endangers the safety of others.
9. I will respect and show appreciation for the volunteer coaches who give their time to provide sport activities for my child (ren).
10. I understand that team performance goals take precedence over individual's goals.
11. I will support TCDMHA's Zero Tolerance policies by:
  - a. Not publicly criticizing players, coaches, officials, volunteers and other parents.
  - b. Not being under the influence of alcohol, or any illegal drug while in the presence of the athletes at events
  - c. Not using profane, insulting, harassing, or otherwise offensive/derogatory language.

#### 24 HOUR RULE

I agree that I will not discuss any concerns from a game, practice or team event with any member of the team staff for a period of 24 hours after the game, practice or team event. In addition I will review the issue with my son/daughter and then if I feel it needs to be addressed, I will approach the team manager and respect the process that is in place for the resolution of team issues.

#### ZERO TOLERANCE POLICY IS IN EFFECT

There will be ZERO TOLERANCE for any inappropriate behaviour, use of foul language, disorderly conduct, verbal or physical abuse of players, coaches, officials, other spectators or volunteers.

I, the undersigned, have read the above PARENT CODE OF CONDUCT and agree to follow the above conditions during all hockey games or events under the umbrella of the TCDMHA in all facilities where I, or my child(ren) are representing TCDMHA. Failure to abide by this Parent Code of Conduct may result in a warning or other sanctions, which may include suspension of membership. In cases of serious or repeated breaches of the Parent Code of Conduct, TCDMHA may request the issuance of a trespass order from the municipality (ies) and/or request involvement from local law enforcement.