



Quinte Regional Minor Hockey Association Rules and Regulations

1.0 History and Background

While the concept of Regional Hockey Associations had been around for some time, it was not until the late 1980's that hockey enthusiasts within the Quinte Region began to seriously consider this option. These knowledgeable individuals believed that there was a great deal of talent within our local communities and those players who wished to excel at hockey (either as a career or college goal or just wanted to experience it at another level) were being denied an excellent opportunity to experience the game at its highest level.

At that time, the OHF requirement for a "AAA" zone was a population base of approximately 200,000. While no single centre within our community had this base it was obvious that by creating a Quinte Region the local Associations could collectively achieve the requirements for a "AAA" zone.

In late March of 1990, after much work and planning, the first formal meeting was held to spearhead the regional concept. Two major proponents Rick Thompson and Darwin Hoskin rallied together the following Associations: Bancroft, Belleville, Brighton, Colborne, Deseronto, Frankford, Grafton, Madoc, Marmora, Napanee, Picton, Tamworth, Trenton, Tweed, and Wellington. This group of individuals representing all the local associations became the pioneers of Regional Zone hockey as at that time the OMHA had not yet approved the idea of Regional Zone Teams. Since its inception, Quinte, known as Quinte Regional Minor Hockey Association (QRMHA), has served as a model for Regional Zone Association and many other communities have followed its path. The OMHA now has accepted the concept and developed rules to govern Regional Zone Associations.

Originally the QRMHA (recognized province wide as the Quinte Red Devils) colours were red-green and white, chosen through adoption of the NHL team New Jersey Devils; at that time, it was easier to purchase equipment and uniforms based on NHL teams. Those colours were also chosen because no other association was using those colours. Since then, the New Jersey Devils changed their colours to red-black and the Quinte Red Devils have followed suit.

During the 1992-93 season the Zone was expanded to include Cobourg and teams began to play and practice out of there since 1993. Eventually the O.M.H.A adopted rules to govern the idea of Regional Zone teams.

During the 2016-17 season the Zone was expanded to include Port Hope.

2.0 Governance and Organizational Structure

The Quinte Regional Minor Hockey Association (QRMHA) is governed by a Board of Directors. The Constitution details the organization structure of the Board, its Directors and Membership. The QRMHA

shall have jurisdiction of "AAA" hockey within the boundaries of the Quinte zone, that zone has been determined by the Ontario Minor Hockey Association (the "OMHA").

3.0 Funding Structure

QRMHA currently receives operational funding from, player registrations, team sponsorship, donations, and other fundraising activities.

4.0 Roles and Responsibilities of the QRMHA Board of Directors (volunteer positions)

4.1.1 Primary Role and Responsibilities: President

- Responsible for the overall operation of the QRMHA in accordance with its stated purposes, objectives, and policies.
- To generally direct and supervise, through the elected and appointed officials, the operations and activities of the QRMHA on a day-to-day basis.
- To provide guidance and assistance to the Executives and Officials of the organization.
- Preside at Annual General Meeting and monthly board meetings.
- Attend all meetings of the OMHA and OHF as required.
- Represent the QRMHA at appropriate public functions as required on occasion.
- Official signing officer of all documents on behalf of the QRMHA.
- Tie breaking vote at meetings.

4.1.2 Primary Role and Responsibilities: Vice President Hockey Operations

- Shall have all the responsibilities and duties of the President should the President be absent or unable to fulfill his responsibilities for any reason.
- Will work co-operatively with the President to ensure that all the responsibilities and business of the executive committee are managed effectively.
- Will work in conjunction with Coach Mentor to ensure teams are running smoothly.
- Will work in conjunction with Ice Scheduler to accumulate ice and implement team schedules.
- Shall carry out or cause to be carried out all duties of the organization related to the general hockey operations of the QRMHA.
- Shall be responsible to ensure that all job tasks with respect to the following committees are completed in a timely manner: Coaches selection committee, Coaches/ player standards committee, VP OMHA convener, Referee-in-chief, Tournament director, Ice scheduling and acquisition, Coach Mentor
- Shall work to ensure Quinte has a clothing provider and work in conjunction with the clothing provider to ensure that required clothing, jerseys, sponsor bars, hockey logos, letters etc. are available to teams and membership.
- Responsible to carry out any other duties as assigned by the Board.

4.1.3 Primary Role and Responsibilities: Vice President Business Operations/ Administration

- Be one of the Vice-Presidents who shall assume the duties of the President in the absence, for any reason, of the President.

- Ensure Managers are meeting financial and other responsibilities by regularly collecting and reviewing team budgets.
- Ensure reconciliation of year-end team accounts in consultation with the Association treasurer
- Be responsible for the annual preparation and distribution of the Electronic Managers Manual to team managers.
- Coordinate the annual Awards Ceremony
- Order annual awards for players and/or staff and volunteers
- Ensure at least annual contact with Team sponsors (returning and/or new)
- Compile weekly team summaries and send to web site administrator and media outlets.
- Notify managers regarding any changes, news items arising from monthly meetings of the Board.
- Take all reasonable steps to ensure that delinquent accounts are collected in full in conjunction with Association Treasurer.
- In conjunction with the treasurer, ensure that all teams officials are aware that all fundraising activities require approval prior to being implemented.
- Solicit nominations for annual awards and provide to Public Relations Committee
- Responsible to carry out duties as assigned by the Board.

4.1.4 Primary Role and Responsibilities: Vice-President – OMHA Convenor

- Be one of the Vice-Presidents who shall assume the duties of the President in the absence, for any reason, of the President.
- Ensure that the Association and each of its teams are in compliance with the policies, procedures, rules and regulations of the OMHA and the OMHA East
- Act as liaison between the Association, each of its teams and the OMHA East
- Attend meetings of the OMHA as required as a representative of the Association.
- Distribute information to the Association and each of its teams from the OMHA.
- Carry out duties as assigned by the Board, the Executive Committee, or the President.

4.1.5 Primary Role and Responsibilities: Treasurer

- Keep a record of all monies received and disbursed, deposit all monies in the Bank, make all disbursements by cheques as directed and approved by the Board.
- Chair the Budget Committee.
- Provide a financial statement to the Board monthly.
- Obtain the approval of the Board for refunds on any registration or tryout fees.
- Present at each Annual General Meeting a report and updated financial statement and ensure that an annual review engagement is completed and available in a reasonable period at the end of the Association's year of operation.
- Obtain appropriate coverage of all insurance policies for the Association.
- Be bonded at the Association's expense.
- Immediately return to the Association all books, papers, money and other records or property in his/her possession or under his/her control upon retirement or removal from the Board.
- Be a voting member of QRMHA.
- Chair the Finance Committee and be an active member on appointed Committees.

- Communicate with QRMHA-appointed Accountant regarding monthly approval of pay distribution of all paid positions of the Association.
- Facilitate communication between the Board and the Accountant regarding requests for and/or approved expenditures for the Association as approved by the Board.
- In conjunction with the VP Business, ensure that all teams officials are aware that all fundraising activities require approval prior to being implemented.
- Work with the VP Business – Managerial Standards to provide team managers with Financial Standards package and follow up with collection of monthly financials from all teams. In addition, will assist the VP, in conjunction with QRMHA team managers and bookkeeper, to finalize team accounts at the close of the season.
- Will assist the VP Business – Managerial Standards as required to support/assist QRMHA team managers with delinquent installments on individual teams.
- Report to the Board any delinquent teams/individuals within the Association regarding installments, payments, or monthly financials
- Prepare annual proposed budget for Board approval.
- Maintain confidentiality regarding Benevolent fund recipients.
- Provide additional detailed financials for specific Association expenditures when required by the Board or its Committees (e.g., Skills Development, Ice Costs, Administration, etc.)
- Communicate monthly with the Ice Scheduler to provide updated ice usage by the Association and individual teams.

4.1.6 Primary Role and Responsibilities: Secretary

- Must maintain complete and accurate documentation of all matters of the QRMHA.
- Ensure that minutes of all QRMHA meetings are taken and distributed in a timely manner.
- Ensure that all executive members receive copies of important correspondence relating to agenda items as soon as possible.
- Responsible for all notices required to be given to members, officers, auditors, members of committees and the public.
- Safe keeping of all documentation and property of the QRMHA.
- In conjunction with the VP Business and Administration and other members of the Executive, ensure that the AGM is well planned, well-advertised, and that qualified candidates are available to fill the required positions on the board, executive and committees.
- Ensure that 30 days notice of the Annual General meeting is publicized on the QRMHA website.

5.0 Roles and Responsibilities of QRMHA Staff (paid positions)

5.1.1 Primary Role and Responsibilities: Financial Administrator (bookkeeper)

- With 2 email authorizations and proof of payment, from manager and coach, pay the expenses from the team accounts.
- Pre-season, write tournament registration cheques from the association bank account that will be repaid by the team once fundraising starts to come in.
- Transfer registration deposits from team accounts to the Association
- Transfer money from the team accounts to repay the association for the following as required: Extra tryout & pre-season ice, Quinte camp, Team meeting room rentals, repay tournament loans, OMHA travel permits and end-of-year event expenses.

- Send managers an Excel spreadsheet monthly with a summary of all cheques & deposits to their team account, bank balance, and a summary of year-to-date income/expenses.
- Provide assistance to managers or direct them to the QRMHA executive member that can answer your question.
- Prepare a complete set of books using Quickbooks Accounting System. (Software provided at our cost)
- Provide statements to the Treasurer for monthly meetings and AGM.
- Provide support to the Treasurer for the purpose of providing detailed explanation at meetings.
- Periodically provide the Treasurer with summaries of team spending
- With approval of the Treasurer, print all cheques for association expenses, including ice bills approved by the Ice Scheduler, monthly staff cheques, OMHA expenses, try-out jerseys & team expense claims.
- Keep record of all deposits made to the Association Bank Account
- Provide continuity, making the transition run smoothly when QRMHA executive and board members change.
- Store prior years' bank statements and invoices for future reference

5.1.2 Primary Role and Responsibilities: Executive Assistant of Administration

- Ensure that all registrations and cheques from each team are processed.
- Responsible for the organization and supervision of the annual registration process ensuring all registration payments from individuals are processed.
- Check emails and respond accordingly.
- Weekly - Check post office box and QRMHA drop box.
- Maintain Team Rosters
- Forward all invoices to bookkeeper and appropriate staff for approval and payment.
- Accept E-transfers and deposit funds.
- Provide support to Managers and Coaches
- Attend QRMHA monthly board meetings.
- Forward injury reports to OMHA and assist families with claims.
- Tally mileage annually for Board or staff members travelling for QRMHA duties.
- Update OMHA Portal
- Apply for facility insurance including Year End Event
- Apply for team travel permits.
- Ensure staff have current qualifications by August 30th and assist with clinics as needed.
- Ensure all staff working with minor aged athletes have provided a Vulnerable Sector Check by June 30th.
- Order Team Title Sponsor Banners as needed.
- Attend Year-End event and offer pre-registration information for online registration to current members.
- Accept Benevolent Fund Applications
- Receive and forward Coaching Applications
- Attend Coach Interviews if requested.
- Administer Spring and Summer tryouts.
 - Staff tryouts and pre-registration.
 - Accept tryout fees and deposit.
 - Prepare lists for coaches.

- Ensure all appropriate player documentation is on file.
- Provide electronic waivers to released players.
- Pay refs and organize changerooms.
- Support coaches throughout tryouts.
- Attend AGM
- Attend any Association information nights.
- Ensure Championship trophies are returned to OMHA before deadline.
- Advise coaches and managers of roster deadlines.
- Accept and manage returned management tools (mailbox keys, AP jerseys, ipads, AP and Offer of Commitment forms, Police Check forms, Association banners)
- Provide team lists and service award winners to VP Business to order year end awards/plaques.
- Ensure that the AGM and Constitutional changes are posted in accordance with our constitution.

5.1.3 Primary Role and Responsibilities: Ice Scheduler / Tournament Convenor (see Committee)

- In keeping with the policies of the Association for ice acquisition, determine maximum ice availability throughout the region arenas to fulfill the requirements of the Association. Ensure all ice slot acquisitions are confirmed by rental contracts where applicable.
- Develop schedules for each team including spring tryouts, Skills and Development ice slots, Goalie Sessions, practices, exhibition games, home games, playoffs, play downs and other activities as determined and required by teams and the Board.
- Set up a schedule of all available ice time on a master schedule for review by the Ice Scheduling Committee to be presented to the Board for final approval of each team ice slot distribution.
- From Board approved Ice allocations, enter all the Quinte team's ice slots on the various team websites. Determine from each team's Manager their tournament dates and enter them on the team's website.
- Once each team's schedule is complete, team officials will be consulted regarding the purchase and allocation of ice time that is still available to QRMHA prior to being returned to the arenas. All unused ice slots that cannot be used will be returned to the arenas in a timely manner within "Returned Ice Guidelines".
- The Ice Scheduler shall provide the final schedules in a timely manner and prior to the annual OMHA East Scheduling Meeting, to all Managers and Head Coaches, as recorded on each team's website and QRMHA master schedule.
- The Ice Scheduler shall assist team representatives with the game scheduling process.
- Prior to the Ice Scheduling period, all OMHA East pre-approved games will be posted to each team's master schedule.
- Once the OMHA East schedule is completed the Ice Scheduler will enter, in a timely manner, all of the team's home games (Away games will be entered by the host centre).
- A final review of each team's practices and games will be conducted determining each team's final distribution of ice slots, making adjustments when necessary.
- Once the OMHA East has confirmed playoff opponents and within the OMHA designated time frames, the ice Scheduler, with each team's input, shall proceed to schedule playoff games and complete contracts with the opposing centre.
- Upon completion of the playoff contract the Ice Scheduler is responsible to distributing the completed contract to:

1. QRMHA AAA Team

2. QRMHA Referee in Chief for Timekeepers
3. QRMHA Administrator
4. Opposing Team
5. OMHA (East)
6. OMHA Referee in Chief

- Keep informed as to team's playoff/play down status through regular contact with team officials to be ready for scheduling during the next round as required.
- Report regularly to the OMHA and QRMHA Ref in chief the status of each series, so referees and timekeepers, both for playoff and play down series end are informed.
- Meet all schedule /registration deadlines to QRMHA and the OMHA East and any other organization the Board may advise.
- Attend and make a monthly report at all monthly Board meetings. Send a written report if unable to attend.
- Upon receipt of the monthly ice invoices, review all used ice slots ensuring they match our contracts. Send recommendation for their payment to Bookkeeper. Analyze and explain variances to the planned budget committee and Board.
- The Ice Scheduler shall be the primary contact to cancel and arrange any cancelled games (due to weather related situations etc.)
- Liaise with the Referee in Chief.
- Have ongoing verbal and written communication with Arena Managers, other centre's Ice Schedulers, QRMHA teams, and Board Members as required.
- Carry out duties as assigned by the Board.
- Shall provide a written invoice for any Board approved mileage necessary to complete the Ice Scheduler duties. The kilometre rate will be paid as per OMHA referee rates.
- Reports to V.P. Hockey Operations and the QRMHA Board

5.1.4 Primary Role and Responsibilities: Referee in Chief

- Assign referees and game officials for all QRMHA home games. This includes regular season, exhibition, and playoff games.
- Attend monthly board meetings of the QRMHA.
- Assignment of referees and linesmen to games as per QRMHA schedules
- Prepare referee assignments on a weekly basis.
- Set up and maintain record of assignments for payroll records.
- In conjunction with QRMHA Financial Administrator, ensure E-transfer payment of officials.
- Supervise officials.
- Take action as required for discipline including fines.

5.1.5 Primary Role and Responsibilities: Coach Mentor

- Provide guidance throughout the season to all QRD Coaches in accordance with Hockey Canada Skills and Development Model, potentially providing assistance in areas of practice plans, game situation scenarios and development with the coaches.
- Co-chair the Coach selection Committee
- Assist with organizing and conducting annual coach interviews.
- Provide communication between Coaches and the Board
- Provide a minimum of 3 coach meetings throughout the season.

- Facilitate open communication with Coaches and promote the QRMHA vision.

Skill/Certification Requirements:

- Hockey Canada Development 1 Certification, Speak Out, Respect in Sport, Vulnerable Sector Police Check, Quinte Red Devils Code of Conduct
- Comprehensive background in hockey as a coach and a player
- Strong interest in the development of young players and the mentorship of coaches
- Strong communication skills, strong commitment to confidentiality

5.1.6 Primary Role and Responsibilities: Head Trainer

Purpose of the Head Trainer Position (OMHA)

On behalf of the Executive, this position will lead the Association's safety and risk management programs for the benefit of participants, parents and volunteers in the association's hockey programs and activities by adhering to the following:

1. Uphold and promote the goals and purposes of the Hockey Safety Program and the policies and procedures of Hockey Canada (HC), the Ontario Hockey Federation (OHF), the Hockey Development Centre of Ontario (HDCO) and the Ontario Minor Hockey Association (OMHA).
2. Provide leadership in promoting and maintaining the Hockey Trainer's Certification Program (HTCP) regarding all safety and risk management aspects of the Association's activities.
3. Ensure that Association Executive and hockey program participants is kept informed of current and emerging hockey safety and risk management information, programs, and activities.
4. Annually provide the Executive with an assessment of the risks that may be faced by the Association and its members in the upcoming season and recommend strategies to eliminate, minimize or mitigate those risks.
5. Provide leadership for volunteer trainers with the Association by promoting excellence in the delivery of the safety and risk management principles of the HTCP.
6. Promote and ensure that volunteer trainers with the Association apply and abide by the "Responsibilities" and "Code of Conduct" of the HTCP.
7. Monitor and provide feedback to volunteer trainers and other Association members and stakeholders to promote and instill excellence in the principles and application of hockey safety and risk management program.
8. Ensure that each participant, parent, and volunteer is aware of and adheres to the principles and practices of the HTCP.
9. Collect, monitor, and ensure proper disposition of reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder.
10. Assist the Association in dispute resolution regarding hockey safety and risk management issues.
11. Provide an annual safety and risk management report to the Association Executive and to the Technical Director of Trainers of the OMHA.
12. Participate on a regular basis in hockey safety and risk management education activities sponsored or promoted by the OMHA, HC, OHF or HDCO.

QRD In-Season Duties

- Attend QRD Board Meetings & Provide Trainer's Report
- On Call 24/7 for any injuries to players/staff – return calls, emails, or messages to Team Trainers within 24 hours & players families.

- Assist in treatment coordination for players depending on injury (get players into see a Medical Doctor, Physio/Chiropractor in a timely fashion)
- Attend team practices or games to tape players if requested by player or trainer.
- See players post-injury for taping and/or strengthening purposes.
- Touch base with Team Trainer's frequently if any issues arise.
- Liaison between coaches and families regarding any injuries
- Attend meetings with players and families regarding health of players with coaches, QRD executive members.
- Record all injuries that occur within the season and be sure QRMHA Administrator receives paperwork & Injury Reports in a timely fashion.
- Ensure proper paperwork is completed for all players if needed and the Hockey Canada, OMHA and QRMHA Return to Play Protocol are followed for all injuries (depending on injuries)
- Be flexible (sometimes on weekends) to see players returning from Head Injuries (Post-Injury Testing) & HR Monitor exercise before returning to team practices.
- Attend OMHA Conference Calls & respond to emails from OMHA regarding Head Trainer issues.
- Bring any issues regarding player health & safety to the QRMHA board ie. Mental health initiatives
- Meet trainers for Injury Reports if they assistance in completing paperwork.
- Be available for any QRD players who get invited to OHL Combine to go over Fitness Testing that is conducted.
- Amendments to QRD Injury & Return to Play Protocol as needed.
- Fill in for Team Trainers at hockey games as needed.

Off-Season duties

- Discuss with new families the QRMHA Concussion Policy, which is attached hereto as Appendix B3

Pre-Season duties

- Conduct Team Trainer's Meeting to go over year ahead, expectations, updates from OMHA & QRMHA
- Send documentation & respond to any questions with regards to proper trainer's kit contents
- Ensure each Team Trainer has an Emergency Action plan completed and in the trainer's kit at all times.
- Review how to properly complete injury reports & assist trainers as needed throughout the season.
- Ensure all Medical Information Forms, attached hereto as Appendix B2, are completed and return out by players and staff and are available online on PRIVIT.
- Assist with planning of Quinte Camp, meetings, getting product sponsorship for players.

6.0 Standing Committees/Positions

Formation of Committees

The objective of a standing committee structure is to help improve the efficiency of the Board of Directors by increasing the amount of work that can be completed within any given year; recognize the individual interests and expertise of Board members; provide an opportunity for input and involvement

of general members and to facilitate increased understanding and positive relations between the Team Officials, Parents and Players.

Committee Mandates and Job Descriptions: 6.1 Executive

Membership: President, Past President, Vice-President Hockey Operations, Vice-President Business (2), Vice President OMHA, Treasurer, and Secretary.

Objective: The Executive Committee shall be responsible for day-to-day management of the affairs of the Association, including monitoring all Committees of the Board. This Executive Committee is also empowered to carry on interim and emergent business as necessary. In these instances, the Committee shall take immediate action to deal with the unforeseen circumstances but may not set Association policy without approval from the Board.

Meetings and Reporting Procedure

The duties of the Executive Committee are clearly defined in the QRMHA Constitution.

6.2 Dispute Resolution

Membership: This committee shall be chaired by the President and consist of the VP of Business, and at least one other member from the Board of Directors. Other committee members may be assigned as needed.

Objective: To ensure that the policies and procedures of the QRMHA are upheld and to promote the expedient and fair resolution of issues related to discipline or team management.

Meetings and Reporting Procedure: This committee shall meet within one week following a referral of an issue for resolution and upon receipt of a completed Complaint Submission Form attached hereto as Appendix C1). Any complaints received by the committee shall be governed pursuant to the QRMHA Complaints Process Guide attached hereto as Appendix C2

Duties:

- Will follow QRMHA's Complaints Process Guide
- May refer and utilize OMHA Dispute Resolution and Risk Management policies and procedures.
- Will operate within the rules of fairness and natural justice and permit all relevant parties to be appropriately heard.
- May recommend or direct action be taken as circumstances warrant, in accordance with the policies of the QRMHA.

6.3 Sponsorship & Fundraising and Donations

Membership: This committee shall be chaired by the Treasurer and VP of Business and shall consist of a minimum of two additional members of the Board of Directors. General Members are invited to join this committee.

Objective: To ensure that the budgetary requirements of the QRMHA are met on an annual basis through the attainment of corporate sponsors and specific fundraising activities.

Meeting and Reporting Procedures: This committee shall meet as needed, report its activities to the Board of Directors, and seek approval for Association fundraising activities and sponsorship initiatives.

Duties:

- Plan and organize fundraising events for the QRMHA when applicable.
- Consider and bring for approval all fundraising activities undertaken for or on behalf of the QRMHA, either in general or for the benefit of a specific team(s).
- Prepare or delegate the preparation of proper statements for all fundraising activities undertaken.
- Solicit sponsors and manage corporate sponsor affairs through the co-ordination with the Public Relations Committee and VP Business to ensure that weekly write-ups are submitted to the area publications and that in all write-ups the sponsor's name is included.
- Ensure that teams and Board of Directors encourage the soliciting of quotes and patronization of sponsors businesses, including when teams are looking for equipment and/or transportation.
- Ensure that no Board of Director or Team Official approaches a sponsor seeking additional funding or favours without the prior approval of this committee.

6.4 Tournaments

Membership: This committee shall be chaired by a member of the Board of Directors and shall be comprised of the selected representatives from the teams involved in the tournament or showcase, and one other member from the Board of Directors. General members may volunteer on this committee.

Objectives: Well-run tournaments and showcases in accordance with QRMHA purposes, policies, and procedures.

Duties:

- Recruit tournament chairperson and obtain executive approval.
- Through the tournament chairperson, ensure individuals are recruited to handle all aspects of the tournament organization including scheduling, team selection, publicity.
- Prepare tournament budgets where applicable, ensuring that all invitational tournaments make a profit for the QRMHA.
- Recruit teams and advertise and promote tourney.
- Establish tournament formats, team selection and fee schedules.

6.5 Public Relations, Recognition and Events

Membership: This committee shall be chaired by VP of Business and consist of the Treasurer, Administrator, and President and be comprised of two other members of the Board of Directors and up to 9 team representatives.

Objectives: To develop and implement information programs, publicize league activities and events, and maintain favourable media relations and league statistics.

- To organize annual recognition events of the Association, to standardize and catalogue the awards of the association and to develop and maintain archives of the Association.

Meetings and Reporting Procedure:

- To meet as required and to make reports at the monthly Board meetings and at team parent meetings.

Duties:

- Ensure that there is a representative from each team to complete and submit the weekly report.
- Compile all game reports for submission to local media for publication, both newspaper & radio
- Ensure media coverage, both radio (community service announcements) & newspaper (sports columns), of meeting dates/times, tryouts, special events (e.g. show case), etc.
- Organize the showcase in October, year-end banquet,
- Organize Player, coaches, sponsor recognition event (Quinte Day)
- Maintain display cabinet for trophies.
- Maintain archives of awards, players, coaches, special events of the Association.
- Assist teams with promotion on social media platforms.

6.6 Equipment and Clothing

Membership: This committee shall be chaired by the VP of Hockey, Administrator and the President and shall be comprised of at least two other members of Board of Directors. General members are welcome to sit as committee members.

Meetings and Reporting Procedure: Meet on as needed basis and report monthly to the Board of Directors

Duties:

- Ensure that sponsor bars and AP jerseys are available for each team at the start of the season.
- Ensure adherence to the Association's policy on tenders.
- Ensure the development of standardized clothing and apparel for the association and make this information is available to all teams.
- Maintain inventories of all equipment belonging to the QRMHA and ensure that these are updated before and after each operating season.
- Arrange for the procurement and maintenance of QRMHA equipment as required.
- Supervise the equipment-related functions performed by team managers.
- Organize a system for proper recording and assignment of equipment to teams and/or players and effective return of equipment at the end of the hockey season.
- Ensure that jerseys for all new players, replacement and AP jerseys are ordered in a timely fashion.
- Submit expenditures for equipment and maintenance of equipment within approved budgets.
- Ensure that OMHA East patches are ordered for all new jerseys.

6.7 Management Standards

Membership: This committee shall be chaired by the Vice President of business administration, President, Administrator and shall include at least two other representatives from Board of Directors. General members may be invited to participate on this committee.

Duties:

- To ensure that all managers attend workshops scheduled in September and October to understand the operations of the team.
- Co-ordinate and supervise the activities of the team managers within the program.
- Organize and co-ordinate registration of players in conjunction with the QRMHA executive.
- Assist in the training of the team managers in their responsibilities and authorities.
- Collect preliminary budget, bimonthly and year end budgets from team managers.
- Approve reconciliations of team accounts in consultation with association Treasurer and Bookkeeper

6.8 Coaching / Player Standards

Membership: This committee shall be co-chaired and lead by the Vice-President of Hockey Operations and the Coach mentor, and shall be comprised of the President, VP OMHA Convenor, VP of Business, Secretary and two members of the Board of Directors. General members may be invited to sit on this committee.

Objectives: To develop, maintain, and evaluate hockey skills objectives progressively throughout all age group levels and to obtain and retain the best possible coaches by providing ongoing evaluation and training.

Meetings and Reporting Procedure: This committee will meet as needed and report its activities to the Coach mentor.

Duties:

- Attend selected games and practices of all teams to evaluate strengths and weaknesses of coaches.
- Meet with coaches individually to discuss areas of concerns.
- Meet with all coaches at scheduled meetings; twice prior to the start of scheduled season to ensure all areas of business, policies, procedures of QRMHA, OMHA, are understood.
- Will meet as needed during the regular scheduled season to discuss changes, concerns, and discuss coaching ideas.
- Promote and provide financial assistance when available for coaches' attending clinics and the upgrading their NNCP qualifications.
- Develop in-house training programs to aid in the ongoing development of our coaches.
- Make referrals to the Dispute Resolution Committee regarding any issue of a coach's conduct for breach of duties, policies, or procedure within 48 hours of becoming aware of the issue.
- Motivate coaches to help them achieve their goals.
- Work in conjunction with the Player Standards committee to create a hockey skills development program to promote the development of all team members and create positive results.

- Ensure that all coaches are aware of the policy regarding player acceleration and the procedure for referral.
- Develop specific ice drills to gain skill objective.
- Introduce programs to coaches.
- Monitor implementation of Program by Coaches.
- Develop Evaluation criteria.
- Evaluate coaches, players, and the program itself.
- Communicate & document successes, failures, of program.

6.9 Constitution/Bylaws

Membership: This committee shall be chaired by the Secretary and be comprised of the Vice-President of Business, President and Administrator and a minimum of two board members.

Objectives: To maintain and update bylaws and rules and regulations as required, and as changes occur.

Meetings and Reporting Procedure:

Duties:

- Monitor the motions at the Board of Directors and committee meetings to ensure that they are in keeping with the policies and procedures of the Association.
- Ensure that motions that change the policies and/or procedures of the association are duly noted, recorded in the minutes and proposed changes are made to all QRMHA documents in anticipation for the AGM.
- To ensure that each standing committee of the Association reviews its policies and procedures on an annual basis.
- Draft any proposed changes to the Rules and Regulations and submit to the QRMHA for review as needed and be prepared to make the changes available for ratification at the next scheduled AGM.

7.0 Ad Hoc Committees

Ad hoc committees are temporary or task-specific committees established through a motion and majority vote approval of the QRMHA Board of Directors. Ad hoc committees are established when goals and tasks arise which do not fall under the mandates of existing standing committees or when it becomes evident that certain activities would be managed by a subcommittee.

The following guidelines shall apply to all ad hoc committees:

1. Mandate, goals, specific tasks, and membership of the ad hoc committee shall be clearly identified prior to or at the time that the committee is established. Estimated timelines for task completion shall be identified whenever possible and appropriate.
2. Members shall be elected or appointed to the ad hoc committee by a motion and majority vote of the Board of Directors as appropriate.
3. Ad hoc committees shall meet as often as necessary to ensure that all assigned tasks are completed within the identified timelines.

7.1 Coaching Selection

Membership: This committee shall be chaired by the Vice President of Hockey Operations and will consist of 3-5 non-parent interviewers. Should QRMHA have a non-parent Coach Mentor in place, they will co-chair this committee. Nominations for this committee to be made at the November or December (at the latest) meeting with voting to take place at the December meeting of the Board of Directors.

Objective: To recruit, interview and select, by committee, the best available coach for each team.

Meetings and Reporting Procedure:

- The committee shall meet in December to review selection criteria and develop and finalize the interview format and questions.
- The committee shall meet the week following the application deadline (early January) to review applications, advise the board of all applications, and develop interview schedule.
- The board shall review all applicants to be interviewed before any interviews take place. Eligible applicants will be notified. The Board will adhere to the utmost of confidentiality in respect of all applicants.
- Board members shall not vote for approval for a coach if they have a child at that age group.
- The committee shall continue to meet until all coaching positions have been filled.
- The board will compensate the members of the committee for their time.

Duties:

- Recruit applicants throughout the year (completed by Coach Mentor)
- Evaluate existing coaches throughout the year (completed by Coach Mentor and VP of Hockey Operations).
- Advertise 3-4 weeks prior to the application deadline for coaches.
- Circulate a list of all applicants to the board for approval for interview
- Ascertain information on all applicants via references, Minor Hockey Associations, players, peers, etc.
- Adopt and adhere to a strong code of ethics, which will include:
 - All background checks and information to remain within the committee,
 - All conflicts of interest to be brought forward to other members of the committee
 - Should a member of the committee have a child trying out for any team, they shall remove themselves from that interview. The member will not vote at that age group as part of the coach selection committee.
 - The outcome and how members voted will not be discussed outside the committee
 - All unsuccessful applicants' queries will be directed to the chairperson of the committee
- Arrange a standardized interview format and questions and conduct all interviews accordingly.
- Evaluate and discuss with members all strengths, weaknesses, concerns of prospective coaches
- Vote by committee for the selection of coaches by age group in accordance with the policies of the Association.
- If a tie arises the VP of Hockey Ops or the Coach Mentor will cast the deciding vote.
- Once all decisions have been determined, it is the duty of the Chairperson to bring forth the

recommendations of the Coach Selection Committee to the Board for final approval.

- After final approval, the Chairperson will offer all successful applicants the coaching position pending provision of a police Vulnerable Sector Record Check and get acceptance of the position. The Chairperson would then notify and thank all unsuccessful applicants.

7.2 Coaching Evaluation

Membership: This committee shall be chaired by the Vice President of Hockey Operations and will consist of the Coach Mentor, and two non-parent directors

. Should QRMHA have a non-parent Coach Mentor in place, they will co-chair this committee.

- Prepare and circulate a parent surveys to all parents on two separate occasions, which survey shall be circulated no later than October 31st and returned by November 30th and shall be circulated no later than January 31st and returned no later than February 28th. The Administrator shall receive in all surveys and summarize with a report delivered to the Coaching Evaluation Committee.
- Conduct formal interviews with all head Coaches two times a year (before October 31st, before February 28th). The Coach Mentor shall then prepare a report summarizing the interviews, which report shall be delivered to the Coaching Evaluation Committee.
- This report will be provided back to each Head Coach for feedback, with the purpose being constructive criticism and praise.
- The intent of this report is not for the purposes of the Coach Selection Committee.
- Anonymous parent surveys will not be accepted.

7.3 Benevolent Fund Committee

Membership: This committee shall be chaired by the Administrator and shall be comprised of VP of Business and the Treasurer.

Objective: To make eligible AAA hockey for those players who would otherwise be denied the opportunity solely because of financial disadvantage.

Meetings and Reporting Procedure: This committee will meet only when a referral has made to the committee. Referral made to this committee shall be dealt with in a confidential manner.

Recommendations from this committee shall be presented to the Board of Directors Executive for approval with NON identifying information only.

Duties:

- Ensure that team officials are aware of the existence of funds and the procedure for making a referral, i.e., contacting the chair of this committee and having the parent or guardian complete the Association's financial statement form.
- Review the Association standard financial statement (appendix #) as completed by the player's parent or guardian.
- Confidentially interview the people involved.
- Make recommendations to Board of Directors.

- Ensure that the Finance committee includes the requirements for this committee in its annual budget.

8.0 Roles and Responsibilities of Players, Parents and Team Officials

8.1 Roles and Responsibilities of the Player

- Sign and Follow QRMHA's Code of Conduct
- Complete the Media Consent Form attached hereto as Appendix B1
- Complete the Medical Information Form attached hereto as Appendix B2
- Adhere to the Players Dress Code *which states:*

Dress Code

- U14-U18 players are to wear shirts and ties to Home and Away games.
- U10-U13 players are to wear shirts and ties to Home games and can wear either their Quinte wind suits or dress clothes to Away games.
- Warm up jackets, tee shirts and wind suit pants may be worn to and from games if [circumstances warrant (i.e., short turnaround time between games)]
- All players of the team must be in the same attire at any particular game.
- Wear a Red CSA approved helmet, QRMHA pant shells and QRMHA socks (This does not apply to goaltenders.)
- Safety gear such as mouth guards and neck guards are mandatory at all games, practices, and skill sessions.

8.2 Practice and Team Events

- Coaches, managers and team officials agree that each team shall strive to have at least two (2) days per week free from any team activities (i.e. on-ice practice, off-ice training, team building or coaching, etc).

8.3 Roles and Responsibilities of the Parent(s)

- Sign and comply with the QRMHA Code of Conduct attached hereto as Appendix A
- Comply with the OMHA Respect in Sport for Parents program and policies.
- Complete the Media Consent Form attached hereto as Appendix B1
- Complete the Medical Information Form attached hereto as Appendix B2

8.4 Roles and Responsibilities of Team Officials, Coaches, Managers and Trainers

- Follow the Code of Conduct, Respect in Sport, and Coaching Team Official Guidelines
- Development at all ages, including on ice and off ice positive communication.
- Encourage development throughout the year, offering fair, not equal, ice time.
- Adhere to the Ontario Hockey Federation Two Deep Dressing Room policy.
- Coaches shall not be permitted to change to another association in the same age group (i.e. birthyear) for a subsequent year, and the Association shall not sign a Permission to Coach at Another Association Form to any other organization within the OMHA

- Coaches, assistant coaches and/or managers shall not have any ownership or interest, directly or indirectly, with private organizations involved in hockey-related income source, including but not limited to involvement in development skates, spring/summer teams, hockey business or otherwise, related to the age group they are coaching or about to coach, in seasons as defined by OMHA dates
- Coaches shall not be engaged as head coach and/or assistant coach with the same age group (i.e. birthyear) for more than 3 years, which includes acting as trainer or manager to fulfill a coaching role. For certainty, individuals who have been a coach for the same age group (i.e. birth year) for 3 years cannot act as a trainer for that same age group.

9.0 Affiliated Players

Use of affiliated players must follow the rules and regulations of Hockey Canada, and the Ontario Minor Hockey Association.

- a) Each QRMHA team will have an affiliated player list prepared in accordance with OMHA regulations.
- b) January 10th is the deadline to add players to the affiliated player list
- c) No affiliated player may play for an Association team unless the player is recorded on OMHA approved affiliated player list.
- d) Affiliated players are to be used only in the following situations:
 - i) Where a registered QRMHA player is injured or unable for some other reason, to play in a regular season, exhibition, or tournament game.
 - ii) A registered player is under suspension;
 - iii) A registered player quits or ceases to be a member of the team and a player is needed to fill that player's position.
 - iv) Any other reason approved in advance by the QRMHA Board of Directors.
 - v) If a team has a minimum 15 rostered skaters and 2 goalies present for the game, there is no need for an AP player to be dressed.
- e) A coach may invite an approved affiliated player to a team practice or practices before using that player in a game situation.
- f) No affiliated player may be used in any game or practice unless prior to inviting him to attend such game or practice, the Coach or a member of his team staff has:
 - i) Obtained permission from the coach or manager of the team for whom the affiliated player is registered;
 - ii) Obtained the permission of that player's parent;
 - iii) Followed the protocol of the player's minor hockey association.

10 Eligibility to Play at Higher Age Division

This policy is in place in conjunction with the OMHA Rules and Regulations for Eligibility to Play in a Higher Division (OMHA Regulation 3.6 a, "OMHA Centers and Zones cannot prevent underage players from attending tryouts in the higher division. Centres may establish criteria that players would be required to meet in order to play on a higher division team")

10.1 While QRMHA strives to provide players with the opportunity to play high quality and competitive hockey across all age divisions in the Association, it is acknowledged that occasionally a

player may exceed the level of play of their birth year age group and may possess the capacity to play at a higher age level.

10.2 If a player wishes to try out for a position on a team above their age level, the player or a parent/guardian of the player must submit a written request to tryout to the QRMHA Administrator no less than 30 days prior to the start of tryouts.

10.2.1 The Board of Directors, in consultation with the independent evaluator(s) will consider the request to tryout at the higher level.

10.3 If the player's request is granted, the player will register for tryouts for their current age group and the higher age group. Tryout fees for the current age will be waived. The player will pay a fee of \$100.00 per evaluator to QRMHA to cover the cost of the outside evaluators.

10.3.1 The independent evaluators will consist of members of the Hockey community outside of the QRMHA Board of Directors, Coaches, and Parents and will be approved by the Board of Directors.

10.3.2 The independent evaluators will assess the player according to the following criteria:

- If the player is a Forward, they must be assessed as one of the top five forwards on the higher-level team.
- If the player is a Defence, they must be assessed as one of the top three defence on the higher-level team.
- If the player is a Goaltender, they must be assessed as the top goaltender on the higher-level team.

10.4 If the player is released from the higher age group tryouts, they are eligible to join the tryouts of their birth year age group and will not pay additional tryout fees.

10.5 If a player is rostered to the higher age level team, the following year the player will provide written notification to the QRMHA Administrator of their intent to try out for the higher age group no less than 30 days before the start of tryouts. The independent evaluator(s) will confer with the Coach and QRMHA Coach Mentor if available, to determine if an evaluation is necessary.

10.6 All decisions are final and not appealable.

10.7 If there is no programming at the player's birth year age level, this policy does not apply.

10.8 Teams are limited to rostering a total of two underage players.

Passed June 29, 2022

11 Registration Refund Policy

This policy is to address situations in which a registered player with the QRMHA withdraws or otherwise leaves the QRMHA following being picked for a team and requests a refund of registration fees paid.

- 11.1 The first installment paid of the Registration Fee is non-refundable, except in exceptional circumstances as determined by the Board. Remaining registration fees paid are eligible for refund as determined by the following criteria.
- 11.2 The fraction of remaining regular season games to be played at the time of the approved roster deletion determine the fraction of registration fees eligible for refund. Full registration must be paid for the full refund to be issued.

The following example is based on a total registration fee of \$2,200 fully paid, of which \$600.00 (first installment) is non-refundable, leaving an eligible for refund amount of \$1,600.00.

Example 1: On October 15th a player roster deletion is approved. As of that date, the team has played 12 games (1/3rd) of their 36 game season. Consequently, the Association will refund 2/3rds of the eligible \$1,600, i.e. \$1,066.66.

2,200 - \$600.00 (1st installment, paid at signing) = \$1,600
\$1,600 divided by 36 games = \$44.44 per game
\$44.44 X 24 (games remaining) = \$1,066.66

Total refundable: \$2,200 - \$600.00 1st installment fee = \$1,600
\$1,600 – \$533.28 (12 games played @ \$44.44 per game) = \$1066.72

- 11.3 No refunds after November 30th.
- 11.4 All Request for Refunds must be in writing and submitted to QRMHA for approval by the QRMHA Board of Directors.
- 11.5 Refund Requests and subsequent requests to be removed from the roster due to injuries must be accompanied by a Doctors Certificate.
- 11.6 Refunds will not be granted for games lost due to injuries, illness or otherwise unless the Board of Directors declares otherwise.

Motioned and Passed August 16, 2010
Amended December 7, 2021

12 Team Expenses

- 12.1 Teams are responsible for mileage for non-parent Head Coaches only, for Away games and tournaments. The expectation is that bench staff will travel together to reduce costs. Mileage is set at a rate of .55cents / km.
- 12.2 Teams (with four person benches) are responsible for two hotel rooms for non-parent bench staff at Tournaments and overnight at Barrie/NCP weekend(s) if that is in the team's schedule. Staff are expected to share, 2 to a room. Teams are responsible for two rooms at double occupancy or up to a maximum of four rooms at single occupancy with the team and coaches each paying half the value of each room.

12.2.1 Exceptions to the is rule include teams with five-person benches or where the gender of staff dictates having their own room. In these instances, teams will be responsible for two room at double occupancy and one room at single occupancy.

12.3 All non-parent bench staff receive a stipend of \$50 per day for tournaments or other games where an overnight is scheduled, like Barrie/NCP.

12.4 If when registration fee rates are set, a HC has not yet named all their bench staff, \$500 is budgeted for any Asst. Coach that has not been named. If an Asst. Coach is eligible for a higher honorarium based on QRD's pay grid, the difference above \$500.00 becomes a team expense.

13 Failure to Pay Registration and/or Team Fees

13.1 Quinte Regional Minor Hockey Association annually develops and shares a payment schedule for registration fees and team sponsorship fees with all membership. QRMHA ensures that all membership is informed of the Association's Benevolent Fund and process to access the benevolent funds to offset some of the costs associated with registration. QRMHA is mindful of the costs associated with playing hockey and is committed to collecting fees in a manner that is both respectful to individual families and responsible to the membership at large.

13.2 All QRMHA registration fees and team sponsorship fees must be paid prior to November 1st. each season.

13.3 All participants with fees owing on November 15th and no payment plan will be suspended until such time as fees are paid or a payment plan is in place. Families will be informed of a suspension in writing by QRMHA's Administrator or by a member of the QRMHA Executive.

13.4 Payment plans should be designed to end no later than December 31st unless approved by the QRMHA Board of Directors.

13.5 Any participant who delinquent in two (2) or more payments will be suspended until all fees are paid in full.

13.6 All fees owing from past seasons will be required to be paid prior to player registration in the current season.

APPENDIX A

Code of Conduct

Available on PRIVIT Page on QRMHA Website

Code of Conduct - Players and Parents

Please complete the sections of the Code of Conduct for Player and Parent, and any additional sections of the code that may apply. (The other sections are included for information only.)

The QRMHA is committed to providing a positive environment and a winning culture where all individuals are treated with respect. Being a member of this organization should be a positive, memorable experience for all - players, coaches, parents, and volunteers.

Code of Conduct – Players

Players must always represent the Quinte Red Devils organization with class and dignity. Players should remember that having fun, improving skills, building friendships, doing your best and respecting the game are important.

QRD Players will:

1. Strive to be a team player and follow all team and organization rules. (ie. Dress code)
2. Treat coaches, teammates, parents, opponents, spectators, facility employees and officials respectfully.
3. Control their temper, and behavior on and off the ice. Obscene/abusive language and inappropriate behaviour will not be tolerated in, or around the rink.
4. Refrain from using alcohol, tobacco, cannabis, or illegal drugs. Regardless of quantity, a player shall not: (i) use a beverage containing alcohol; (ii) use tobacco (including chewing tobaccos); (iii) use cannabis or related products; (iv) use or consume, have in possession, buy, sell, or give away the substances mentioned above or any other controlled substance defined by law as an illegal drug. This rule applies at all times.

Code of Conduct – Parents

Parents within QRMHA are expected to be “team players”, positive role models who support their kids, coaches, and the organization, and who believe in building a positive, respectful atmosphere.

QRD Parents will:

1. Agree to follow all rules and regulations, and decisions of the organization.
2. Support the coaching staff of their child’s team, and the organization.
3. Behave in a respectful manner toward officials, and opponents (including players, coaches and parents).
4. Put the team ahead of their own personal agenda for their child.
5. Let the coaches do their job. (Do not coach from the stands.)
6. Abide by the 24-hour rule. (If you have an issue or concern to address with the coaching staff, please wait at least 24 hours before contacting the coaching staff.)
7. Understand that there are appropriate times and avenues to rationally discuss concerns.
8. Treat the coaching staff in a constructive, respectful manner when an issue does arise.

9. Learn the rules of the game and show respect for the officials.
10. Understand that coaches have a responsibility to maintain team and player discipline.
Reasonable disciplinary action may be required to encourage compliance with team rules, and coach expectations.

Consequences for Violations of the Code of Conduct

1. Coaches may need to impose consequences related to ice time, or even suspensions depending on the severity of the offence.
2. QRMHA will have zero tolerance for players, parents, coaches, spectators and volunteers who direct verbal abuse (which will include racial slurs, swearing, harassing behavior and/or degrading comments) made to any officials, coaches, players, or parents.
3. If suspensions are imposed by OMHA for the above-mentioned offences, QRMHA and its board members will not support appeals and will not tolerate this behavior.
4. The Board will also reserve the right to further a suspension and take necessary steps and actions to suspend a player from practicing and playing with their team(s) for a determined amount of time set out by the Board of QRMHA.
5. Process for disciplinary action:
 1. The offender (player, parent, coach, volunteer) will be warned by the coach or member of the organization that their behavior is inappropriate and will not be tolerated.
 2. If the warning is unsuccessful in changing the behavior of the offender, the offender will be required to enter a contract with the team and organization that sets standards of behavior with defined consequences in the case of a breach. This will be mutually agreed upon all parties involved.
 3. If the offender fails or refuses to enter a contract presented by the coaching staff and / or organization, the Board may in its discretion, suspend the offender or their child (or children) from further involvement with the team until the problem is resolved. The offender has the right to contact QRMHA.
 4. If the offender enters a contract with the organization and subsequently breaches the terms of the contract, the Board may, in its discretion, suspend the offender or their child (or children) from further involvement with the team.
6. The above-mentioned content is applicable to all players, coaches, parents, and volunteers. This policy has zero tolerance and anyone who breaches this code of conduct will be held accountable.
7. Please refer to the OMHA Code of Conduct in the Ontario Minor Hockey Association Manual of Operations.

QRMHA Code of Conduct - Staff

Please complete the sections of the Code of Conduct for Player and Parent, and any additional sections of the code that may apply. (The other sections are included for information only.)

The QRMHA is committed to providing a positive environment and a winning culture where all individuals are treated with respect. Being a member of this organization should be a positive, memorable experience for all - players, coaches, parents, and volunteers.

QRD Coaches and team Staff will:

1. Agree to follow all rules and regulations, and decisions of the organization.
2. Treat all players with respect, keeping in mind how they would want their own children to be treated.
3. Focus on player development at the U10, U11, U12, and U13 levels, and adopt a more competitive focus at the U14, U15, U16, and U18 levels (as per Hockey Canada's Long Term Player Development Plan).
4. Be aware that their goal is to encourage and develop team success, skill, sportsmanship and love of the game of hockey.
5. Conduct themselves in an exemplary manner and behave in a way that they are a credit to their team, the QRMHA, and the game.
6. Deal with parent concerns in a manner that is constructive and respectful.
7. Follow the two deep rule for dressing room supervision, as per OMHA and OHF rules.

Code of Conduct - Board Members and Staff

Board Members and Staff are expected to be team players, who put the organization, and the best interests of the athletes ahead of their own personal agenda

QRD Board Members and Staff will:

1. Agree to follow all rules and regulations of the organization.
2. Always put the interests of the athletes first.
3. Always put the interests of the organization ahead of their own agenda.
4. Understand that great coaches are extremely important to the development of excellent hockey players.
5. Behave in a respectful manner toward parents, players, other board members, volunteers, officials, and opponents (including players, coaches and parents).
6. Treat financial decisions with the utmost care and due diligence.
7. Not discuss or disclose by any means, confidential / sensitive information discussed by the Board.

Consequences for Violations of the Code of Conduct

1. Coaches may need to impose consequences related to ice time, or even suspensions depending on the severity of the offence.
2. QRMHA will have zero tolerance for players, parents, coaches, spectators and volunteers who direct verbal abuse (which will include racial slurs, swearing, harassing behavior and/or degrading comments) made to any officials, coaches, players, or parents.
3. If suspensions are imposed by OMHA for the above-mentioned offences, QRMHA and its board members will not support appeals and will not tolerate this behavior.

4. The Board will also reserve the right to further a suspension and take necessary steps and actions to suspend a player from practicing and playing with their team(s) for a determined amount of time set out by the Board of QRMHA.
5. Process for disciplinary action:
 1. The offender (player, parent, coach, volunteer) will be warned by the coach or member of the organization that their behavior is inappropriate and will not be tolerated.
 2. If the warning is unsuccessful in changing the behavior of the offender, the offender will be required to enter a contract with the team and organization that sets standards of behavior with defined consequences in the case of a breach. This will be mutually agreed upon all parties involved.
 3. If the offender fails or refuses to enter a contract presented by the coaching staff and / or organization, the Board may in its discretion, suspend the offender or their child (or children) from further involvement with the team until the problem is resolved. The offender has the right to contact QRMHA.
 4. If the offender enters a contract with the organization and subsequently breaches the terms of the contract, the Board may, in its discretion, suspend the offender or their child (or children) from further involvement with the team.
6. The above-mentioned content is applicable to all players, coaches, parents, and volunteers. This policy has zero tolerance and anyone who breaches this code of conduct will be held accountable.
7. Please refer to the OMHA Code of Conduct in the Ontario Minor Hockey Association Manual of Operations.

APPENDIX B1

Available on PRIVIT Page on QRMHA Website



Quinte AAA Media Consent

Check one of the following choices:

☐ I / We GRANT permission for this minor's photo/image and name to be published on the QRMHA public internet site, social media platforms including Instagram, Twitter, and Facebook, and by other media organizations during the 2023/24 season.

☐ I / We DO NOT GRANT permission for this minor's photo/image and name be published on the QRMHA public internet site, social media platforms including Instagram, Twitter, and Facebook, and by other media organizations during the 2023/24 season.

Player's Name: (please print) _____

Name of Parent/Guardian: (please print) _____

Signature of Parent/Guardian: (sign) _____

Relation to Minor: _____ Date: _____

APPENDIX B2

Medical Information Form

MEDICAL INFORMATION SHEET

Name: _____

Date of birth: Day _____ Month _____ Year _____

Address: _____

Postal Code: _____

Telephone: (____) _____ Cell: (____) _____

Provincial Health Number (optional): _____

Parent/Guardian #1: Name _____

Business Phone Number: (____) _____

Parent/Guardian #2: Name _____

Business Phone Number: (____) _____

Alternate emergency contact (if parents are not available)

Name: _____

Relationship to Player: _____

Telephone: (____) _____ Cell: (____) _____

Doctor's Name: _____

Telephone: (____) _____

Dentist's Name: _____

Telephone: (____) _____

Date of last complete physical examination: _____

Before a player participates in a hockey program it is recommended that they have a medical and that they also have any medical condition or injury problem checked by their family physician

Please check the appropriate response and provide details below if you answer "Yes" to any of the questions.

Yes ☐ No ☐ Medication

Yes ☐ No ☐ Allergies

Yes ☐ No ☐ Previous history of concussions

Yes ☐ No ☐ Fainting or seizure during or after physical activity

Yes ☐ No ☐ Near fainting or Brownouts

Yes ☐ No ☐ Seizures and/or epilepsy

Yes ☐ No ☐ Wears glasses

Yes ☐ No ☐ Are lenses shatterproof

Yes ☐ No ☐ Wears contact lenses

Yes ☐ No ☐ Wears dental appliance

Yes ☐ No ☐ Hearing problem

Yes ☐ No ☐ Asthma

Yes ☐ No ☐ Trouble breathing during exercise

Yes ☐ No ☐ Heart Condition

Yes ☐ No ☐ Palpitations or Racing Heart

Yes ☐ No ☐ Family history of heart disease

Yes ☐ No ☐ Family history of unexpected death during physical activity

Yes ☐ No ☐ Family history of unexplained death of a young person

Yes ☐ No ☐ Diabetes – Type 1 _____ Type 2 _____

Yes ☐ No ☐ Wears medical information bracelet/necklace For what purpose? _____

Yes ☐ No ☐ Health problem that would interfere with participation on a hockey team

Yes ☐ No ☐ Has had an illness that lasted more than a week and required medical attention in the past year

Yes ☐ No ☐ Has had injuries requiring medical attention in the past year

Yes ☐ No ☐ Been admitted to hospital in the last year

Yes ☐ No ☐ Surgery in the last year

Yes ☐ No ☐ Presently injured Injured body part: _____

Yes ☐ No ☐ Vaccinations up to date Date of last Tetanus Shot: _____

Yes ☐ No ☐ Hepatitis B vaccination

Please give details if you answered "Yes" to any of the above. (Use separate sheet if necessary)

Medications: _____

Recent injuries: _____

Allergies: _____

Any information not covered above: _____

Medical conditions: _____

I understand that it is my responsibility to keep the team Safety Person advised of any change in the above information as soon as possible. In the event of a medical emergency and that no one can be contacted, team management will arrange to take my child to the hospital or a physician if deemed necessary. I hereby authorize the physician and nursing staff to undertake examination, investigation and necessary treatment of my child. I also authorize release of information to appropriate people (coach, physician) as deemed necessary.

Date: _____

Signature of Player: _____

Date: _____

Signature of Parent or Guardian: _____

Disclaimer: Personal information used, disclosed, secured or retained by Hockey Canada will be held solely for the purposes for which we collected it and in accordance with the National Privacy Principles contained in the Personal Information Protection and Electronic Documents Act as well as Hockey Canada's own Privacy Policy.

APPENDIX B3

QRMHA Concussion Policy : Removal from Sport & Return to Sport Protocols (2024)

See attached

APPENDIX C1

Complaint Submission

Please note:

- QRMHA cannot guarantee complete confidentiality. The contents of this document may be shared to resolve the complaint here within.
- By completing the form, you agree that QRMHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- All complaints must accompany the QRMHA “Complaint Submission Form” prior to review
- Email to info@quintedevils.com with Subject: Complaint

Please complete:

1. Person making the complaint:

☐ Player ☐ Parent ☐ Volunteer ☐ Official ☐ Employee

Name: Click or tap here to enter text.

Mailing Address: Click or tap here to enter text.

Street/Box Number City Postal Code: Click or tap here to enter text.

Phone Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

2. Resolution sought?

2. Person on whose behalf the complaint is made: (to be completed if different from above)

Name: Click or tap here to enter text.

Birth Date: Click or tap to enter a date.

3. Name of person(s) against whom you are complaining:

Name: Click or tap here to enter text.

Title/Role: Click or tap here to enter text.

Volunteer/Team/Member: Click or tap here to enter text.

Name: Click or tap here to enter text.

Title/Role: Click or tap here to enter text.

Volunteer/Team/Member: Click or tap here to enter text.

4. Have you discussed this matter with person against whom the complaint is being made?

Click or tap here to enter text.

5. What resolution is being sought?

Click or tap here to enter text.

6. When did this incident occur? Click or tap to enter a date.

7. Please check the box that best describes your complaint:

A. ☐ Ice Time

B. ☐ Language at Games or Practices

C. ☐ Harassment

Type of behaviour: ☐ Conduct ☐ Gestures ☐ Comments

Based on: ☐ Race ☐ Ethnicity ☐ Disability ☐ Gender ☐ Religion ☐ Age ☐ Sexual orientation

☐ Marital Status ☐ Family Status ☐ Pardoned Conviction

☐ Other (Please Specify) Click or tap here to enter text.

D. ☐ Abuse

Type of behaviour: ☐ Physical ☐ Emotional ☐ Sexual ☐ Neglect

Please note: QRMHA will not investigate reports of abuse that do not meet the definitions provided. This information will be provided to the appropriate authorities for follow up.

E. ☐ Bullying

Type of behaviour: ☐ Physical ☐ Verbal ☐ Relational ☐ Reactive

F. ☐ Misconduct

7. Particulars:

Provide a summary of the incidents you are complaining about.

Your summary must answer the following questions. Section 6 should be no longer than 2 pages. You may attach any additional documents as necessary.

1. Date incident(s) happened?

2. Where did the incident(s) happen?

3. Who was involved (Name and title / role)?

4. What happened?

5. How were you treated differently from others (if at all)?

6. How do the incident(s) relate to the ground(s) you selected?

7. Remedy / Resolutions you are seeking?

Click or tap here to enter text.

Terminology

The following are definitions that may be used to determine the grounds on which the complaint is made and the process to address it. They are meant as a supplement to the definitions found within QRMHA Code of Conduct as well as the OMHA. QRMHA acknowledges and supports Hockey Canada's definitions of bullying, harassment and abuse.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (ie, an independent investigation) or informal process (ie, an internal fact finding) to be contrary to the QRMHA Code of Conduct and that is not harassment, abuse or bullying.

Bullying

Bullying describes behaviors that are similar to harassment, but occur between child and youth that are not addressed under human rights laws. Bullying is intentionally (or nonintentional) hurting someone in order to insult, humiliate, degrade or exclude him or her. There are a number of specific categories of Bullying, as set out below:

Physical Bullying: Hitting, shoving, kicking, spitting on, grabbing, beating others up, damaging or stealing another person's property.

Verbal Bullying: Name calling, hurtful teasing, humiliating or threatening someone, degrading behaviors; may happen over the phone, through text messaging or chat rooms, through social media sites, in notes or in person.

Relational Bullying: Trying to cut off victims from social connection by convincing peers to exclude or reject a certain person. This may happen in person, over the phone, through the computer.

Reactive Bullying: Engaging in bullying as well as provoking bullies to attack by taunting them. Cyber Bullying: Involves the use of information and communication technologies such as email, cell phones and text messaging, camera phones, instant messaging, social networking sites such as Facebook and Twitter, defamatory personal websites, to support deliberate, repeated and hostile behavior by an individual or group that is intended to harm others, threaten, harass, embarrass, social exclude or damage reputations and friendships.

Harassment

Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals which create a hostile or intimidating environment for work or sports activities, or which negatively affect performance or work

Any of the different forms of harassment must be based on a prohibited ground of discrimination in human rights legislation, including race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardoned conviction and sexual orientation.

Abuse

Child abuse is any form of physical, emotional and / or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and / or breach of trust. Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Emotional Abuse

Emotional abuse is a chronic attack on a child or youth's self-esteem; it is psychologically destructive behavior by a person in a position of power, authority or trust. It can take the form of name-calling, threatening, ridiculing, berating, intimidating, isolating, hazing or ignoring the child or youth's needs.

Physical Abuse

Physical abuse is when a person in a position of power or trust purposefully injures or threatens to injure a child or youth. This may take the form of slapping, hitting, shaking, kicking, pulling hair or ears, throwing, shoving, grabbing, hazing or excessive exercise as a form of punishment. Neglect A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe environment, moral guidance and discipline, exercise and fresh air. Neglect may apply in a hockey setting where there is a chronic inattention in the hockey context (ie, when a player is made to play with injuries). Sexual Abuse Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification. There are two categoriesa of sexual abuse: contact and non-contact.

Amended August 7, 2023

APPENDIX C2

QRMHA Complaints Process Guide

Identify the problem

- Any person(s) initiates a complaint via the Complaint Form found on QRD's website.
- Upon receipt of a complaint, VP of Hockey Operations will notify the Dispute Resolution Committee
- A member of the Dispute Resolution Committee will contact the complainant to ask if there have been discussions with the person against whom the complaint is being made. If appropriate, the complainant will be encouraged to speak directly to the person against who the complaint is being made in effort to find a resolution.

Investigate the problem

- Timeline for action: within 7 days from submission of complaint
- 3 members of the Dispute Resolution Committee to form investigative team: 2 to lead investigation, 1 to record minutes.

Evaluate

- Dispute Resolution Committee or QRMHA Board of Directors meets to Evaluate the results of the investigation.
- Timeline for action: within 7 days of the completion of the investigation

Advise

- Email decision & minutes of any meetings to the complainant and all members of the Dispute Resolution Committee

Follow-up

- Follow-up with the complainant within a month following a decision.