



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 of 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.

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 Directors and Officials of the organization.
- Preside at all AGM's, 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.
- Shall carry out or cause to be carried out all duties of the organization related to the general hockey operation of the QRMHA.
- Shall be responsible to ensure the all job tasks with respect to the following 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
- Responsible to carry out duties as assigned by the Board

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

- Responsible to ensure that all registrations and cheques from each team are processed.
- Responsible for the organization and supervision of the annual registration process ensuring all registrations and cheques from individuals are processed correctly.
- Responsible for the annual preparation and distribution of Operations and Managers manuals.
- As chair of the Dispute Resolution Committee, they must complete full written reports on all cases brought forth and notify all parties involved of the outcome.
- As chair of the Benevolent Committee they must process and administer all cases brought forth in accordance of this committee.
- Responsible to carry out duties as assigned by the Board

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

- Responsible to ensure that the Association and each of its teams is in compliance with the policies, procedures, rules and regulations of the OMHA and the Eastern AAA Hockey League (the “ETA”);
- Responsible to act as liaison between the Association, each of its teams and the OMHA and ETA;
- Responsible to attend meetings of the OMHA and the ETA as required as a representative of the Association;
- Responsible to distribute information to the Association and each of its teams from the OMHA and ETA;
- Responsible to carry out duties as assigned by the Board, the Executive Committee or the President.

4.1.5 Primary Role and Responsibilities: Treasurer

- Must maintain complete and accurate books of account for the QRMHA.
- Control all money, securities and receipt disbursements thereof.
- Render account of all transactions and the financial position of the QRMHA at the AGM and as otherwise required.
- Take all reasonable steps to ensure that delinquent accounts are collected in full.
- Responsible to carry out duties as assigned by the Board

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.

5.0 Roles and Responsibilities of QRMHA Staff (paid positions)

5.1.1 Primary Role and Responsibilities: Financial Administrator

- The Financial Administrator shall be a paid position of which the remuneration shall be fixed on an annual basis as per the policies of the Association. The duties of the Financial Administrator shall be supervised by the Treasurer of the Association and shall include the following:
- Maintain all financial books and records of the QRMHA. This will include retention of the books of original entry on a permanent basis as required by law.
- Keep (or cause to be kept) a record of all moneys received, and disbursed, deposit (or cause to be deposited) all receipts of the QRMHA.
- Keep a proper receipt book of all player registration fees.
- Notify the Treasurer and the Appropriate Team Manager of any NSF cheques.
- Make all disbursements by cheque as directed and approved by the Treasurer or other authorized Officer subject to the financial policies of the QRMHA.
- Prepare monthly statements and forward to the Treasurer for presentation to the Board; including general statements and a summary of the status of team accounts.
- Reconcile all bank statements on a monthly basis.
- Assist the Treasurer in preparation of the Annual Budget.

- Attend the Annual General Meeting and present (if requested) a report on financial position of the QRMHA.

5.1.2 Primary Role and Responsibilities: Administrator

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

- To determine the ice time requirements for the Association and schedule all try outs, games, practices, and tournaments as per the policies of the QRMHA, the ETA and the OMHA. The Ice Scheduler shall attend an ETA meeting held in early August to schedule all ETA games for all teams will schedule all playoff games.
- Shall attend all monthly and report at report at monthly QRMHA Board meetings.
- Ascertain ice time requirements to fulfill to need of the Association for games, practices and tournaments.
- In keeping with the policies of the Association for ice acquisition, determine what ice is available throughout the regional arenas to fulfill the requirements of the Association.
- Sign all ice contracts ensuring commitments with confirmed dates and times.
- To set up a schedule of all available ice time on a master schedule (book 20% more than required as we will need the flexibility to jockey game times) early August.
- Allot time slots by team for practices and available game times
- Find out tournaments and dates of it from each of the coaches - block off available game times on master sheet.
- Attempts may be made to schedule with the teams furthest away prior to the ETA scheduling meeting. Ideally games with York Simcoe and Barrie shall be scheduled on one weekend early in the season.
- At ETA scheduling meeting attempts shall be made to provide a balance schedule for all teams. Efforts will be made to have all games scheduled at this meeting.
- Once scheduling has been completed, check and recheck, the master list. The ETA master schedule will be available within two weeks of the ETA scheduling meeting, at which time we will recheck our master schedule with the ETA master.
- Post on the website and distributed by email as follows: 1) Master schedule of all teams to all Zone Governing Committee Members 2) Individual team schedules to all Head Coaches and Managers of each team 3) Midget team scheduled to affiliated Jr. Clubs 4) Arena manager's copies of their ice times only.
- Once scheduling is complete team officials will be consulted regarding the purchase of ice time that is still available to the Association prior to ice being returned to the arenas.
- Return all unused ice back to the arenas.
- Recheck on a weekly basis all practice & game times, check with the referee-in-chief.
- Team officials must contact the chair of this committee to make any required game changes. Once approved by this committee copies shall be sent to the ETA, other affected centres, the affected QRMHA team, and the Referee in Chief to confirm to change.
- Ensure that this change is recorded on the master schedule.
- One week prior to the change date call all parties to ensure that the date is confirmed.
- Once the ETA has confirmed playoff opponents the Ice Scheduler shall procede to schedule playoff games in keeping with the above practice.
- The ice scheduler will contact the opposing playoff centre and schedule all playoff games within the time frame as designated by the OMHA.
- Once times have been confirmed the Ice Scheduler is responsible to complete the OMHA game contracts, stating location, time, length of periods, floods/breaks, overtime rules etc.
- Once completed copies of the signed contracts are to be submitted to the following:
 - 1) QRMHA AAA team

- 2) Opposing team
- 3) ETA
- 4) OMHA

- This same process must be adhered to for each and every playoff series.
- Keep informed as to the team's playoff status, through regular contact with team officials, given that scheduling of the next series must be completed as soon as the ongoing series is completed.
- Report regularly to the ETA convener the status of all playoff series.

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 ETA Playoff games.
- Attend monthly board meetings of the QRMHA.
- Assignment of referees and linesmen to games as per QRMHA schedules
- Prepare assignment sheets on a weekly basis
- Set up assignment sheets both for payroll records as well as for posting
- Supervise officials and follow up
- Maintain completed assignment sheets
- Take action as required for discipline including fines

5.1.5 Primary Role and Responsibilities: Coach Mentor (role developed in 2013)

Duties of the Coach Mentor will include;

- 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
- Occupy a position on the Coach Selection Committee
- Provide communication between Coaches and the Board
- Facilitate open communication with Coaches and promote the QRMHA vision

Skill/Certification Requirements;

- Hockey Canada Development 1 Certification, Speak Out, Respect in Sport & Police Check
- 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

5.1.6 Primary Role and Responsibilities: Head Trainer (role developed in 2014)

6.0 Standing Committees/Positions

Formation of Committees

Committee structure and functioning must be meaningful for the Association and also for committee members. An effective balance between stability/consistency and flexibility/spontaneity helps to ensure that committee work will be both productive and enjoyable.

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 of Directors and members; provide an opportunity for input and involvement of general

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

Committee Mandates and Job Descriptions:

6.1 Executive

Membership: President, Past President, Vice-President Hockey Operations, Vice-President Business, 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 Vice-President of Business Administration, and consist of the President, and one member of 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 the referral of an issue for resolution.

Duties:

- May refer and utilize OMHA Dispute Resolution and Risk Management policies and procedures
- To operate within the rules of fairness and natural justice and permit all relevant parties to be appropriately heard.
- May conduct such investigations, as it deems necessary and appropriate.
- May recommend or direct action be taken as circumstances warrant, in accordance with the policies of the QRMHA and must file a report with the executive committee in each case.

6.3 Sponsorship & Fundraising and Donations

Membership: This committee shall be chaired by the Treasurer, and shall consist of a minimum of two additional members of the Zone Governing Committee. 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 fund raising activities.

Meeting and Reporting Procedures: This committee shall meet on a monthly basis, report its activities to the Zone Governing Committee, and seek approval for Association fund raising activities and sponsorship initiatives.

Duties:

- Plan and organize fund-raising events for the QRMHA.
- Consider and bring for approval all fund-raising activities undertaken for or on behalf of the QRMHA, either in general or for the benefit of a specific team (s).
- Ensure that all Teams Officials are aware that all fundraising activities require approval of this committee prior to being implemented.
- Prepare or delegate to prepare proper statements for each and all fundraising activities undertaken.
- Solicit sponsors and manage corporate sponsor affairs through the co-ordination with the Public Relations Committee 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 patronization of each sponsors business. This is particularly important when teams are looking for equipment, and/or transportation. We must instruct team managers to always solicit a quote from our sponsors.
- 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 Minor & Major Atom, Minor and Major PeeWee, Bantam the teams, and one other member from the Board of Directors. General members may volunteer on this committee.

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

Meetings and Reporting Procedure:**Duties:**

- Recruit tournament chairman and obtain executive approval
- Through the tournament chairman, 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 a member of the zone governing committee and be comprised of two other members of the Board of Directors, and 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:

- Team representatives must prepare and submit the standard game report sheet for each game prior to 10pm on Sunday evening. The committee shall meet only on an as needed basis. The chair of the committee shall report on the activities at monthly Zone Governing Committee meetings.
- To meet as required and to make reports at the monthly zone governing committee 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 (appendix #)
- 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.

6.6 Equipment and Clothing

Membership: This committee shall be chaired by a member of the zone governing committee and shall be comprised of at least two other members of the zone governing committee. General members are welcome to sit as committee members.

Objectives:

Meetings and Reporting Procedure: Meet on as needed basis and report monthly to the zone governing committee.

Duties:

- Ordering of all socks, tape, pucks etc.
- Ensure that sponsor bars are available for each team at the start of the season
- Ensure that the tendering policy of the association is adhered
- The development of standardized clothing and apparel for the association and ensuring access to 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
- Provide a system for effective return of equipment at the end of the hockey season
- Ensure that jerseys for the minor atom team, all new players, and replacement jersey are ordered in a timely fashion
- Submit expenditures for equipment and maintenance of equipment within approved budgets
- Ensure that ETA patches are ordered for all new jerseys.

6.7 Management Standards

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

Objectives:

Meetings and Reporting Procedure:

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
- Ensure that statistics are collected and league standings are maintained and reported as per QRMHA/ETA guidelines

6.8 Coaching / Player Standards

Membership: This committee shall be chaired by the Vice-President of Hockey Operations and shall be comprised of the President, two members of the Zone Governing Committee, and the Coaching Co-coordinator. 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 on a monthly basis and report its activities to the Zone Governing Committee. Information specific to a coach's evaluation will be available only to the coach and the coaches selection committee.

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
- Three times during the regular scheduled season to discuss changes, concerns, and discuss coaching ideas
- Promote and provide financial assistance when available for coach's 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 procedures.
- Develop and maintain a library of resource materials i.e. books, video's etc. that promote current coaching techniques.
- 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 attainment of positive results.
- Ensure that all team officials are aware of the policy regarding player acceleration and the procedure for referral.
- Review requests for player acceleration and establish a plan to evaluate each player making application.
- Resource achievable skills objectives by age level.
- Determine skill objectives
- Plot skills progression by age level
- Develop specific ice drills to gain skill objective.
- Introduce programs to coaches
- Monitor implementation of Program by Coaches.
- Develop Evaluation criteria
- Evaluate coaches, player 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 Administration and a minimum of one other Zone Governing Committee member.

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 changes are made to all QRMHA documents.
- To ensure that each standing committee of the Association reviews its policies and procedures on an annual basis. (by May)
- Draft any proposed changes to the policies and procedures and submit to the QRMHA at the June meeting. Have any final draft of changes review at meeting in July and be prepared to the changes available for ratification at the Annual meeting in September.
- Ensure that any proposed changes to the Constitution of the Association are drafted and submitted to the Zone governing committee and the Centres within the Zone by June. Any final draft changes must be sent with a notification of changes to the general members 60 days prior to the Annual General Meeting.

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. The Board of Directors or the ad hoc committee members shall select or elect a chairperson for the ad hoc committee.
4. Ad hoc committees shall meet as often as necessary in order to ensure that all assigned tasks are completed within the identified timelines.

7.1 Annual General Meeting and Recruitment

Membership: This Committee shall be chaired by the Secretary and be comprised of the President and a minimum of one other Board of Directors or member.

Objectives:

- To 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.

Meetings and Reporting Procedure:

Duties:

Ensure that 30 days notice of meeting is publicized by the Public Relations Committee.

7.2 Coaching Selection

Membership: This committee shall be chaired by the Vice President of Hockey Operation and be comprised of the President (ex-officio), VP OMHA Convenor, Coach Mentor, VP Business, and 2 members.

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

Meetings and Reporting Procedure: Shall meet in January to review selection criteria, develop interview format and questions, finalize interview format and draft advertisement. The committee shall meet the week following the application deadline to review applications, advise the zone governing committee of all applications, and develop interview schedule. The committee shall continue to meet until all coaching positions have been filled.

Duties:

- Recruit applicants throughout the year
- Evaluate existing coaches throughout the year.
- Advertise 3-4 weeks prior to the application deadline for coaches.
- Circulate a list of all applicants to the Zone Governing Committee
- 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? The member will not vote at that age group,

-The outcome and how members voted will not be discussed outside the committee
-All unsuccessful applicant's queries will be directed to the chairman of the committee

- Arrange a standardized interview format and questions and conduct all interviews in accordantly.
- Evaluate and discuss with members all strengths, weaknesses, concerns (remember that conflicts of interest should not enter the discussion.
- Vote by committee for the selection of coaches by age group in accordance with the policies of the Association.
- If a tie arises the president will cast the deciding vote.
- Once all decisions have been determined, it is the duty of the Chairmen to notify all successful candidates first and get confirmation of acceptance of the position, and to notify and thank all unsuccessful candidate
- To notify all executive members of the appointment of the coach, after all candidates have been notified
- Nominations for this committee to be made at the December meeting with voting to take place at the January meeting of the Board of Directors.

7.3 Benevolent Fund Committee

Membership: This committee shall be chaired by the Vice-President of Business Administration and shall be comprised of two other member of the Zone Governing Committee.

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 Executive committee of the Zone Governing committee for approval. No report shall be given to the Zone Governing Committee.

Duties:

- Ensure that team officials are aware of the existence of funds and the procedure for making a referral. ie. Contacting the chair of this committee and having the parent or guardian complete the Associations 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 Executive Committee.
- 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

- Follow the [Code of Conduct](#)
- Adhere to the Players Dress Code (*revised June 2014*) which states:
 - For all Home and Away games, players must wear black dress shirts, black dress pants, red ties, dark shoes, Quinte winter or warm up jackets, Quinte back caps/toques

- Warm up jackets, tee shirts and sweat pants may be worn to and from games if [Title] circumstances warrant it (i.e. short turn around time between games). All players of the team must be in the same attire at any particular game.
- Wear a Red CSA approved helmet, black pants and QRMHA socks
- Safety gear such as mouth guards and neck guards are mandatory at all games, practices and skill sessions.

8.2 Roles and Responsibilities of the Parent/s

- Follow the [Code of Conduct](#) and [Respect in Sport](#)

8.3 Roles and Responsibilities of Team Officials

- Follow the [Code of Conduct](#), [Respect in Sport](#) and [Coaching Team Official Guidelines](#)

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.
- 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 - Quinte Red Devils - Code of Conduct

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.

I. 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.

II. Code of Conduct - Coaches

Coaches within QRMHA are expected to be leaders who believe in building a strong, positive, team atmosphere with their players.

QRD Coaches 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 novice, atom and peewee level, and adopt a more competitive focus at the bantam and midget level (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.

III. Code of Conduct - Volunteers / Board Members

Volunteers and board members are expected to be team players, who put the organization, and the best interests of the athletes ahead of their own personal agenda

QRD Volunteers and Board Members 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. The QRD board will always support our coaches 100%.
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.

IV. 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 making contact with 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.

V. Code of Conduct – Spectators

All members of the organization can also be spectators. Spectators should always display good sportsmanship, and show respect for all players, coaches, officials, and other fans.

VI. 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:
 - i) 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.
 - ii) If the warning is unsuccessful in changing the behavior of the offender, the offender will be required to enter into 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.
 - iii) If the offender fails or refuses to enter into 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.
 - iv) If the offender enters into 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.

Quinte Red Devils Code of Conduct – Signature Form



Signing this form indicates that you have read and understand the Quinte Red Devils Code of Conduct, and agree to abide by the terms of this document.

Team: _____

Print Players Name: _____

Player Signature: _____

Date: _____

Print Parents Name(s): _____

Parent Signature(s): _____

Date: _____

Date: _____

Coach's Name: _____

Coach's Signature: _____

Date: _____

Board Member's Name: _____

Board Member's Signature: _____

Date: _____

(Note – A clean pdf copy of this document is posted on the QRD website.)