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PETERBOROUGH MINOR HOCKEY COUNCIL



# CONSTITUTION AND APPENDICES

Revised June 2011

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## PETERBOROUGH MINOR HOCKEY COUNCIL CONSTITUTION

### 1. NAME

The organization shall be named the PETERBOROUGH MINOR HOCKEY COUNCIL. The organization shall be the governing body of OMHA “AAA” hockey in the COUNTY OF PETERBOROUGH. Throughout this document, the letters PMHC will replace the words Peterborough Minor Hockey Council.

### 2. OBJECTIVE

To promote and govern “AAA” hockey in the City and County of PETERBOROUGH as a division of the OMHA.

To facilitate the development of the young hockey player on and off the ice.

To promote the fair play principles as designed by the Peterborough Minor Hockey Council.

To foster among its members, supporters, and teams, a general community spirit.

To maintain and increase the interest in the game of hockey.

To have and exercise a general care, supervision, direction over the playing interest of all teams and players.

### 3. MEMBERSHIP

Shall be the Board, the coach-general manager or designate from each PMHC team, and parents and/or guardians of each registered player. All shall be in good standing.

The Board shall be comprised of the following:

The Executive - IMMEDIATE PAST-PRESIDENT  
PRESIDENT  
1ST VICE-PRESIDENT  
2ND VICE-PRESIDENT  
3RD VICE-PRESIDENT  
SECRETARY  
TREASURER

and up to 12 DIRECTORS and Lifetime Members

Election of the PMHC Board shall be by the previous year’s Board and all other members in good standing.

The election shall be held at the last meeting of the year, which is the last Thursday in the month of May.

Any former Board member of the Peterborough Minor Hockey Council may stand for election to the positions of President, Vice-Presidents, Secretary and Treasurer. These former Board members must have been in good standing during their term of office. Their attendance at the scheduled meetings must have been 75% or greater. Those who missed more than 25% of the meetings must have received approval from the President, the 1<sup>st</sup> Vice President, and the 2<sup>nd</sup> Vice President during the year when they held the position of Board member.

If one of these positions becomes vacant during the year, it shall be filled by a member of the Board, who has at least one year of experience on the Board.

A nomination committee will be appointed by the President. Nominees coming out of the committees’ recommendations must be in attendance to give their consent.

Nominations will be accepted from the membership at the Annual Meeting provided the nominee is in attendance and gives his/her consent.

Any vacancies on Council, existing after the Annual General Meeting, will be filled by the Council at its first meeting in June. Vacancies after that will remain vacant unless the membership drops below 15 members.

When an elected member to the Board, misses three (3) meetings he/she must provide a reasonable and credible explanation to the President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President for missing any additional meetings. Should the explanation not be deemed acceptable to the majority of the President, the 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President, the member shall be dismissed from his position on the Board. The decision of the President, 1<sup>st</sup> Vice President and the 2<sup>nd</sup> Vice President is final on this matter.

All members accept the responsibility to support the objectives of the Peterborough Minor Hockey Council. This includes volunteer work of all members to meet those objectives.

#### 4. BOARD RESPONSIBILITIES

The responsibility of the Board shall be as follows:

- a) To attend all meetings by the President or his/her designate and head committees as called for in the interest of maintaining rules and regulations set down in the Constitution.
- b) To conduct the business of all PMHC teams authorizing all expenditures, controlling all monies, approve all sponsors, and subject all teams to operate within an approved budget.
- c) Appoint all Coach-General Managers and approve all other team officials.
- d) Approve ice times, relating to all games, tournaments, and practices and grant permission for fund raising programs.
- e) Approve all team colours, uniforms, jackets, crests, and equipment.
- f) To control the affairs of all PMHC teams and amend or alter the regulations concerning the Minor Petes. They shall have the power to discipline or suspend any Coach-General Manager, Team Official, player or person appointed or hired.
- g) Because the Tournaments run by the PMHC are major fundraisers for the PMHC, all members of the Board are asked to volunteer to assist the chairperson and tournament committee at the tournaments as Rink chairpersons or their assistants. Chairpersons will bring to a PMHC meeting, well in advance of the tournaments, a list of times that require chairpersons or persons for other tasks for the specific tournament. Board members will be asked to fill any times that the Chairperson is having difficulty filling from his tournament committee. PMHC Board members may get a copy of a document "Duties of the Rink chairperson" from the chairperson for the specific tournament.

#### 5. DUTIES OF THE BOARD

##### DUTIES OF THE PRESIDENT OR HIS/HER DESIGNATE

- a) Call and chair meetings and endeavour to achieve majority decisions from other Board members.
- b) Sign cheques after being prepared and signed by the Treasurer.
- c) Sign the minutes of the meetings immediately upon their confirmation.
- d) To ensure that all Board members and members of the PMHC adhere to the Peterborough Minor Hockey Council's objectives.
- e) Promote the Peterborough Minor Hockey Council teams through all avenues.

### DUTIES OF THE SECRETARY

- a) Record all proceedings, prepare and distribute the minutes within one week, barring unforeseen circumstances, and keep on file all correspondence pertaining to the PMHC.
- b) Sign the minutes and present them after their confirmation to the President for his/her signature.
- c) Provide a copy of the minutes to each member of the Executive.
- d) Notify all members of the Executive as to meetings, at the call of the President.
- e) Sign cheques after being prepared and signed by the Treasurer.
- f) All bookings of closed-door meetings held in the Council room must go through the Secretary. The teams may use but must book the room first and clean up after themselves.

### DUTIES OF THE TREASURER

- a) Receive and deposit in a chartered bank, approved by the Board, all monies of the PMHC.
- b) Sign and issue cheques to the President or Secretary for signatures.
- c) Be prepared to submit all books and vouchers for audit at the end of each fiscal year April 30th.
- d) Submit a monthly financial statement to the Board.
- e) Prepare the budget for the following season for approval at the Annual General Meeting.

### DUTIES OF THE REGISTRAR

- a) Collect registration forms for tryouts, organize and ensure all paperwork is attached including permission to skate forms.
- b) Summarize tryout attendance and fees.
- c) Look after all registrations of all players and record said players in each division.
- d) Collect the registration fees from each team before approving the team rosters and processing players on electronic roster.

### DUTIES OF HEAD CONVENOR

- a) Be the Chairperson of the Convenor's committee.
- b) Assign the supervision of all home games played by Peterborough Minor Hockey Council teams.

### DUTIES OF THE OMHA CONTACT PERSON(S)

- a) Act as OMHA liaison as per rule 8 OMHA Regulations and Rules of competition.
- b) Pass any and all pertinent information to the people concerned.
- c) Ensure that OMHA rules and regulations are adhered to.

### DUTIES OF THE SCHEDULER

- a) Be responsible for all scheduling of ice time.

### DUTIES OF THE EQUIPMENT MANAGER

- a) Purchase all equipment of the PMHC teams.
- b) Be responsible for the storage, maintenance, and insurance of all equipment.
- c) Issue the PMHC equipment (practice jerseys, trainers' kits, sweaters and pucks) to the coaches at the beginning of the year with a list of the contents in the trainers' kits and ensure the return of the above, as given out, at the end of the season.

## DUTIES OF THE COACH CO-ORDINATOR(S)

- a) The Coach Co-ordinator shall be an appointed position by Council, after a selection process takes place. This position will be independent of the numbers of the Council.
- b) Ensure that all team officials are following the PMHC objectives
- c) To facilitate regular meetings with the team officials.
- d) Ensure that the development is age appropriate by regular attendance at games and practices throughout the season.
- e) Responsible to select the annual coaching award winners for presentation at the awards banquet. Select a coach of the year and the technical coach of the year. The name of the winner and categories are to be provided to the Board one month prior to the annual banquet.
- f) Responsible to coordinate the coaches for the current year to select the award for the trainer of the year. The name of the winner is to be provided to the Board one month prior to the annual banquet.

## TOURNAMENT CHAIRPERSON

- a) Tournament Chairperson shall be an appointed position by the Board, after a selection process takes place. This position shall be independent of the numbers on the Board.
- b) The Tournament Chairperson shall attend all Board meetings and provide reports relating to tournaments.
- c) The Tournament Chairperson shall lead the committee to plan, organize, delegate, follow-up to completion for each tournament the PMHC is to be host.
- d) The Tournament Chairperson shall inform the Board at the February meeting of the planned tournaments and dates that the PMHC will be hosting for the next season.

## 6. PROCEDURES

- a) All books, records, receipts and correspondence pertaining to the PMHC shall be maintained by the Peterborough Minor Hockey Council.
- b) At the end of the fiscal year, April 30, the Treasurer's books shall be audited by an independent responsible person. The financial report will be presented to the Board.

## 7. SPONSORSHIP

The Board shall obtain sponsorships as are required by the PMHC teams. All leads pertaining to sponsorship should be placed with a Board member, who will be required to contact leads personally, after which, confirming letters of acceptance will be forwarded. Any information required by the prospective sponsors concerning PMHC teams shall be in writing.

## 8. PURCHASES

The Board shall be responsible for all the purchases required by PMHC teams. All purchases exceeding \$500.00 require obtaining prices from **at least three suppliers**. Emphasis will be placed on quality. Purchases are to be made in Peterborough if possible.

## 9. CONDUCT OF MEMBERS

Whenever it shall appear to the Board that the conduct of any member has endangered, or is likely to endanger, the good order, welfare, reputation, standing, or character of the PMHC, the said Board may by majority vote of their members, privately warn such members that his/her conduct is considered detrimental to the interests of the PMHC or by majority vote may declare his/her membership suspended. No vote for his/her suspension or expulsion shall be taken unless a written notice of such proposed resolution shall have been sent to each member of the Board at least 3 days before the meeting at which such proposed resolution is to be introduced. No member shall be expelled or suspended without having been given an opportunity to be heard in his/her own defence.

## 10. MEETINGS

- a) The Board will meet at the call of the President or his/her designate. Under special circumstances a council member may call a meeting, should the President or his/her designate be unavailable.
- b) A quorum will be 50% + 1 ( a majority) of the sitting members of the Board, with the exception of Committee meetings..
- c) Amendments to the Constitution and Appendices can be made only at the last meeting of the fiscal year. This meeting must be held after the 14<sup>th</sup> day of May each year. All amendments must be presented in writing to all Board members at least 14 calendar days before the last meeting. A simple majority in favour shall be required to carry a motion to amend the Constitution.
- d) Order of Business of all Board meetings shall be:
  1. Reading of the minutes of the last Board meeting and all committee meetings held since.
  2. Reading correspondence
  3. Treasurer's Report
  4. Sponsorship report
  5. Coaches report
  6. Convenor's reports
  7. ETA report
  8. OMHA report
  9. Ice Scheduler Report
  10. Equipment report
  11. Old Business
  12. New Business
  13. Adjournment

## 11. FISCAL YEAR

The fiscal year shall end April 30<sup>th</sup> of each year.

## 12. TERM OF OFFICE

The term of office for the immediate Past President, President, Vice Presidents, Secretary and Treasurer shall be a minimum of a 2 year term from June 1 to May 31, of the second year. The directors shall not be changed by more than 6 directors in a term. The term shall be from June 1<sup>st</sup> to May 31<sup>st</sup> of the following year.

## APPENDIX A – RULES AND REGULATIONS

**Note:** The letters PMHC will replace the words Peterborough Minor Hockey Council throughout the rest of the rules. The letters CGM will refer to the title Coach-General Manager throughout the list of rules.

1. The PMHC will not be responsible for accidents or injuries to game officials team officials, players, or spectators before, during, or after a game. The PMHC will apply for liability insurance from the OMHA on behalf of each team. (As per CHA regulations).
2. REGISTRATION
  - 2.1 Players selected for the PMHC must present a birth certificate prior to signing an OMHA electronic registration.
  - 2.2 Registration fees should be made payable by cheque or cash to the Registrar, PMHC.
  - 2.3 Each PMHC player will receive a copy of the team rules from his CGM.
  - 2.4 All players and at least one parent/guardian must sign the fair play principles document and must also attend the registration night information meeting prior to any participation with a team.
3. SPONSORS
  - 3.1 Under no condition will sponsors be approached for money or equipment except by the PMHC Board.
4. PLAYER SELECTION
  - 4.1 PMHC teams will have complete priority over signed players at all times.
  - 4.2 The tryouts for all PMHC teams will be scheduled by the PMHC Board and will be carried out by all CGM's in accordance with Bulletin #1.
  - 4.3 All players within the Minor Petes system shall register and play for the team in his/her age group.
5. EQUIPMENT
  - 5.1 The Head Coach or designate is responsible for ensuring proper care is given to the equipment loaned to all PMHC teams for a given reason. By April 21, all equipment must be accounted for and returned to the PMHC Equipment Manager.
  - 5.2 The purchase of any new equipment must be approved, and purchased by the PMHC Board
  - 5.3 PMHC equipment is to be used only when playing PMHC games.
  - 5.4 Players are required to wear short maroon pants or shells, maroon and white gloves, and solid white helmets. Sweaters and socks for home and away games will be supplied by the PMHC.

## 6. EXHIBITION GAMES AND TOURNAMENTS

- 6.1 Permission must be granted by the OMHA contact person of the PMHC for exhibition games and tournament play.
- 6.2 The CGM will be responsible for arranging exhibition games.
- 6.3 PMHC teams will be responsible for a timekeeper, scorer, and referees for all games.
- 6.4 Game sheets from exhibition games and tournaments must be turned over to the OMHA contact person.
- 6.5 PMHC teams will be responsible for payment of ice time and referees when playing exhibition games and practices.
- 6.6 It is the responsibility of the Head Coach or designate to have game results forwarded to all major local media outlets and the website.
- 6.7 No exhibition games or tournament games can interfere with any regular or playoff OMHA games.
- 6.8 PMHC teams will be limited to four major tournaments [ie: more than one day] in any hockey season. The home tournament is exempted from this rule. Anything over and above this regulation must be approved by the PMHC Board

## 7. TEAM OFFICIALS

- 7.1 All GM's for PMHC teams must be appointed by the PMHC Board. All other team officials must be approved by the PMHC Board.
- 7.2 A minimum of three [on ice] and a maximum of five officials should be approved.
- 7.3 The deportment of all team officials, when with the team, either on or off the ice, must be above reproach at all times and they must maintain control of players at all times.
- 7.4 For non parent coaches a maximum of two rooms for two nights accommodation for weekend tournaments will be paid for through a team's approved budget.

## 8. REIMBURSEMENT OF INJURED PLAYERS

Injury up to 45 days – no refund of monthly payments. Injury of 45-60 days with player returning prior to the end of the season – refund of 50% of second month's payment. Injury in excess of 60 days or season ending – refund of 50% of second month's payment and all subsequent payments. If parent agrees to release card to allow a new player to be signed, then a refund of all payments after the first 45 days. In the use of AP players, payments for practice would be at the coach's discretion. All injuries must be verified by a physician's note.

## 9 PLAYERS ON WAIVERS

### #1 Granting of Waivers

- a) AAA Waivers will be granted to Peterborough Zone players who have tried out at the AAA level and were not selected for the team.
- b) Players from the zone must attend at least 2 tryouts before a waiver may be granted.
- c) Any request for a waiver made prior to tryouts or at any other time during the season must be in writing and for exceptional and unusual circumstances. The Board will review the application at its next regular meeting. The request for waiver does NOT exempt the applicant from attending tryouts until the matter has been dealt with. The Board has the right to accept or deny the request as it sees fit in accordance with current OHF policy and also with respect to ensuring the strength and viability of our organizations and teams are not compromised.

## 10. RECORD CHECKS

All members of the PMHC (Coaches, Managers, Trainers, and on ice volunteers) must supply a Criminal and Vulnerable Record Check to the Prevention Services Officer.

## 11. COACHES SELECTION COMMITTEE

The Coaches Selection Committee, consisting of the President, the three Vice-Presidents, the Coaching Co-ordinator and two members at large as voted upon by the Board, will recommend a list of potential Coaches to the PMHC for approval by the Board as a whole. Other team officials will be approved by the PMHC Board based upon their maintaining the necessary Coaching/Training levels for their team responsibilities and their being considered responsible, based upon the same criteria used for approval of the Coach.

A Coach may appeal to the PMHC Board in writing if they wish a negative decision regarding a member of the staff needing to be reviewed.

12. Any player, parent, or team official of the Peterborough Minor Hockey Council resorting to legal action against the Peterborough Minor Hockey Council or its members without first exercising their right of appeal throughout the complete appeal procedure shall be deemed to have withdrawn from further competition"

## 13. OMHA ANNUAL GENERAL MEETING

The President, 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President from the current executive in the month of April will be authorized to attend the OMHA Annual General Membership Meeting in June of each year. In addition, Lifetime member P. Larock will also be authorized to attend. In addition should there be a new president elected at the OMHC Annual General Membership Meeting in May, that person would also be authorized to attend. The remaining person(s) to attend the meeting up to the allowed number of delegates, authorized by the OMHA, plus two substitutes, will be nominated at the monthly meeting in April. Vote to be held with written ballots so the order can be established with the lowest two nominees being the substitutes should anyone be unable to attend.

## 14. WEBSITE

The Board will appoint a Website Administrator to look after the website for the Organization. The duties of the Administrator will be to keep the site up to date. The site will retain all the pertinent information until after the Annual Banquet and will not delete stats on the site until after the OHL Draft. The names of the Coaching Staff that are decided upon in March will not be put on the site until after the Banquet.

**APPENDIX B- TRYOUTS**  
**BULLETIN # 1**

**FORMATS FOR TRY-OUTS FOR PMHC TEAMS**

Tryout sessions will be scheduled by the PMHC. Tryout sessions will be advertised in advance in the media.

The “AAA” coach should consult with the “AA” and “A” coach in selecting players [if applicable]. This will hopefully eliminate the possibility of a player being cut twice. Coaches need to keep a full roster of 17 players up to Minor Midget and recommend Major Midgets consider a full roster of 20 players.

Tryout costs are set by the PMHC per player, per session, each year and are payable to the PMHC Registrar or his designate prior to the session.

**APPENDIX C – FINANCES**  
**BULLETIN # 2**

1. Each team management must advise the PMHC Board of what their fundraising projects will be.
2. Each PMHC team will receive a monthly statement indicating money owed to the Board for ice time. This is to be paid monthly.
3. All money collected or spent by team officials must be reported monthly and sent to the Convenor or by mail to the PMHC, Box 553, Peterborough, Ontario, K9J 6Z6 no later than the 15th of the following month. This monthly statement must bear the signatures of two team parents who are non coaching or part of the management staff.
4. Registration Fees as set out by the PMHC on a yearly basis are payable to the Registrar, PMHC.
5. A team budget for the year must be established on or before November 15 of the current season by the CGM and manager. A copy signed by three [3] team players' parents and not in a team management position, must be forwarded to the Convenor who will then forward to Treasurer.
6. CGM's must assess all players, who sign an OMHA electronic roster, a registration fee as determined by the PMHC. This fee will be turned over to the Registrar along with the electronic registration.
  - 6.1 The manager of each team will be charged with keeping a detailed account of team receipts and expenditures.
  - 6.2 A yearly budget Must be set by each individual team. All monies must be collected by team officials as per bulletin # 2 and a report submitted monthly in detail along with a copy of the team's monthly statement to the Convenor and in turn to the Treasurer no later than the 15th of the following month.
  - 6.3 All PMHC teams must open a bank account under the team's name in a bank designated by the Treasurer of the PMHC Board. The account number must be submitted to the Treasurer.
7. Any violation of the above PMHC Team Rules and Regulations will result in the offender being suspended immediately subject to a hearing by the PMHC.

## **APPENDIX D - FAIR PLAY PRINCIPLES**

- 1: RESPECT THE RULES
- 2: RESPECT THE OPPONENTS
- 3: RESPECT THE OFFICIALS AND THEIR DECISIONS
- 4: HAVE EVERYONE PARTICIPATE
- 5: MAINTAIN SELF CONTROL AT ALL TIMES

The Peterborough Minor Hockey Council fully endorses the Principles of Fair Play.

## **APPENDIX E - COACHES' CONTRACT**

### **Peterborough Minor Hockey Council Coaching Contract Rules of the Peterborough Minor Hockey Council**

Coaches are to deal with the players in their charge based on the objectives of the Peterborough Minor Hockey Council, (P.M.H.C.), as set out in the P.M.H.C. constitution:

1. To promote and govern minor hockey in Peterborough as a division of the OMHA.
2. To foster among its members, supporters, and teams a general community spirit.
3. To maintain and increase the interest in the game of hockey.
4. To have and exercise a general care, supervision, and direction over the playing interest of all teams and players.

In order to facilitate the forgoing and ensure the general care for the players, the following rules are set out for all coaches and their staff. Any violation of the P.M.H.C. rules and regulations will result in the offender being suspended subject to a hearing by the P.M.H.C. Board.

The PMHC Board will select each Coach holding him/her responsible for the care and control of all team functions. Only written applications will be considered and should include Coaching Level, experience, coaching / team philosophy, expectations, list of team officials, age level. All applications will be reviewed by the Coaching Selection Committee and the P.M.H.C. Board. Discussion for approval will include review of application and interview.

Selection of coaches will be based on experience, time availability, expectations, philosophy, suitability to age group and concern for the players well being as opposed to the Coach's personal record.

### **Conduct of Team Officials/Coaches Guidelines**

Teams from Novice to Minor Midget inclusive are to be developmental and shall carry a roster of at least seventeen players including two goaltenders. Coaches are to encourage equal ice time, fair play and skill development to ensure that players improve and wish to remain in the system. The forgoing will provide for the future of AAA Hockey in Peterborough and improve play at the Minor Bantam and above levels.

(ALL TEAMS ARE RESTRICTED TO A TWO GOALIE MAXIMUM)

Personal conversations with any player MUST be conducted with at least two team officials and player in private (empty dressing room or the P.M.H.C. office will be available), on a face-to-face basis. No player is to be degraded in front of his peers. Each player's well being must be the first consideration and concern in all communications.

Failure to control players while they are under the Coaches supervision (on the ice, bench, bus, arena premises, etc.) may result in a P.M.H.C. as well as on OMHA suspension. Following any second OMHA suspension of any team official for disciplinary or penalty minute reasons, (in the same season), a further suspension may be levied by the P.M.H.C. Board with the circumstances of each incident reviewed with the subject Coach.

No Coach or any other team official will consume alcohol while traveling to a game involving his team. Failure to comply with the forgoing could result in immediate suspension or dismissal after review by the P.M.H.C. Board.

Coaches are responsible for providing each player's parents with conduct guidelines, knowing that they will be responsible to the P.M.H.C. Board for any complaints received from team members, parents, or officials of any other Hockey Association where their team is involved. The P.M.H.C. Board recognizes that it is not possible to control parents' actions, however, the Coach is expected to provide a positive influence.

**DRESS CODE:** Coaches must inform all players of the required dress code. They must inform the players of their responsibility to maintain the clothes in a clean, repaired standard. The team and each individual player are representing the Peterborough Minor Petes organization and the community of Peterborough. It is the responsibility of the coach to monitor and enforce these standards noted below. All items must be from the PMHC approved clothing regulations. Whatever decision the coach makes regarding tournament games it must ensure that all players have the same dress standard.

Dress code for all scheduled games is to be a white dress shirt, tie, black pants, black socks; black dress shoes with the black coat from PMHC approved clothing regulations. In winter weather, (snow, ice) the shoes may be replaced with winter boots. The coach is responsible to monitor and enforce these dress standards.

Dress code for tournament games other than the PMHC tournaments in Peterborough, the coach may change the dress providing all players are dressed the same. Provided the team purchases black mock neck shirts, the team may wear the approved Peterborough Minor Petes approved Wind suits with black mock neck shirts. However, from November 15 till the end of the season the team must wear the black coat from the PMHC approved clothing regulations to and from the arena. The coach is responsible to monitor and enforce these dress standards.

Permission must be granted by the P.M.H.C. Board for participation in any Exhibition or Tournament games, with the costs paid by the team.

A proposed Tournament Schedule for the season should be submitted to the appropriate convenor by Aug. 15<sup>th</sup> to facilitate league scheduling.

Game sheets from Exhibition and Tournament games must be submitted to the OMHA.

The Coach is responsible for scheduling of parents to work the admission booth and the timekeeper duties for all league and playoff games. It is recognized that the PMHC organizes and supports hockey tournaments in the City of Peterborough. Members of the PMHC, which includes parents/players of the Minor Petes teams, are required to volunteer to make these tournaments a success. The coach must not schedule games to conflict with the dates of the tournaments that their team must provide parents/players to support the tournaments below. The coach must include this information in the required information package provided to the parents/players and marked on any schedules given to these members. The coach must work with the tournament organizing committee and schedule their parents/players to provide the necessary support for these events.

Kawartha Early Bird Tournament: Minor Peewee, Major Peewee, Minor Bantam,  
Minor Midget

Bantam Icefest Tournament: Novice, Minor Atom, Major Atom, Major Midget

Midget Tournament of Champions: Major Bantam

Coaches are responsible for the safekeeping and return of any PMHC equipment and arena property. Sweaters are to be cleaned and returned to the PMHC equipment manager no later than April 21<sup>st</sup>, 2004.

Coaches must provide an information package to all participants at the tryouts and the package should indicate it must be shared with their parents. It is expected to include all the information outlined in this Appendix E. This information should include a letter from the President of the PMHC. Copy of this information package will be provided to the President of the PMHC for review prior to the tryout date.

In addition, the coaches are expected to meet with the parents/players to provide this information again after the tryouts are completed. This meeting is to be held within one (1) month from the date of signing a player's contract or intend to sign letter is provided. The coach must have a sign in sheet for attendance at the meeting. If a player(s) parents are absent the coach must make alternate arrangements. The attendance sign in sheet must be signed by the coach, confirming all team members and parents have received the information and the sheet must be provided to the Secretary of the PMHC Board. In addition, at that time they are to inform the parents/players that they are members of the PMHC and with this membership they are accepting the responsibilities outlined in the Constitution and By-Laws of the PMHC. Specifically, as members they are expected to assist the Board to meet the objectives of the PMHC and volunteer their services. All players will be expected to pay registration fees to the PMHC. The coach is expected to provide the information to parents/players in writing and receive a signed copy from all the parents confirming they have been informed. These signed copies are to be provided to the Secretary of the PMHC Board.

**UNDER NO CIRCUMSTANCE ARE SPONSORS TO BE APPROACHED FOR MONEY, EQUIPMENT ETC.**

***Player Selection and Movement***

Every player from Major Bantam age and younger shall register and play for the team in his/her age group, except that of a player with outstanding ability may play for a team in an older age category subject to the Constitutions of the CAHA/OMHA with approval by the P.M.H.C. Board, his/her parents and the respective coach. No Coach or other team official will approach or have discussions with any player of his/her parents in a lower age category, without the prior consent of the P.M.H.C. Board.

Coaches are free to conduct tryouts as they see fit with consideration to a final roster date of Sept. 15<sup>th</sup>. Any changes after that are to be on a one on one basis, i.e. AAA to Nationals or visa versa, as per OMHA rules, (present rule calls for final roster by Jan. 10<sup>th</sup>). Regional players must be returned to their respective Associations by Sept. 15<sup>th</sup>. Signed regional players shall not be released back to home centre after Nov. 1<sup>st</sup>.

Affiliated players may only be utilized under the following conditions:

1. An affiliate player roster must be submitted to the OMHA contact, listing all nineteen selected affiliated players.
2. A roster player must be unable to play due to injury, suspension or sickness.
3. Affiliated players are not to be used to punish a roster player.

A list of players released during tryouts is to be provided to the secretary of the P.M.H.C. Board by Sep. 30<sup>th</sup>, and all players released during tryouts are to be advised on a face to face basis by a member of the coaching staff.

All selected players must pay their P.M.H.C. registration fee on the date they are signed to an OMHA player's card.

Movement of players, or one for one trades, are to proceed along the following guidelines:

1. The player to be demoted must have been previously advised that his position was in jeopardy, and been given the chance to improve to the coaching staffs expectations.
2. If after review, the player has not yet made the coaching staffs expectations, the Coach shall advise the appropriate Convenor of his intention to move the player.
3. The Convenor will advise his counterpart in the appropriate Hockey Organization, who will arrange the trade with the appropriate Coach.
4. Once the second organization has confirmed the trade is possible, the initiating Coach shall advise the player to be demoted on a face to face basis and arrange contact with his/her new coach, (the player should be provided with a full explanation of the move).
5. The initiating Coach can then contact and card the player ensuring the demoted player is provided with his signed release before the new player is carded.
6. Any non-roster player practicing or playing regularly with any P.M.H.C. team is to be assessed an appropriate charge for ice time to offset roster player expenses.

Under no circumstances is a Coach to release any player unless he can guarantee a place for him/her on another team. The only exception to this rule is if the Coach, the P.M.H.C. Board, the player and his/her parents mutually agree upon a release without consideration as to where the player will play. Our players are to be our most important consideration at all times.

### Finances

The Coach is responsible for all the teams' funds and shall ensure that an account is set up through the treasurer of the P.M.H.C. All team funds including fundraising funds shall be passed through this account, with two signatures being required on all cheques.

Budgets for team expenses must be provided to the parent at the beginning of the season with one copy signed, acknowledging agreement by two team parents, to be submitted to the convenor by Oct. 15<sup>th</sup>. Budgets are to bases on six monthly payments by each player's parents.

Monthly Team statements of Income and Expenses, signed by two parents are to be submitted to appropriate convenor by the 15<sup>th</sup> of each month commencing Nov. 15<sup>th</sup>.

Statements are to provide full details of the income and expenses and are not to include excessive unsubstantiated miscellaneous expenses. Copies of these statements should be made available to the parents and a year-end statement is to be provided to the appropriate convenor and the parents by the 15<sup>th</sup> of April. This deadline is to be extended for teams involved in an extended playoff series.

All fundraising projects must have received P.M.H.C. Board approval prior to being commenced by the team.

Loans will be granted to teams by the P.M.H.C. based on the availability of funds and subject to full repayment within 90 days. Failure to repay the loan as agreed, will result in the loss of practice time of disciplinary action.

All grant or other grants applied for, or requested from any government agency or other source, must be reviewed, and funds cleared through the P.M.H.C. Board to ensure equal distribution to all team participants.

Upon receiving written application requesting financial assistance to any team attending a Provincial Championship such as OHA, OHL Cup or Telus Cup, the PMHC Board will evaluate the request and determine the funds available and the amount depending on the tournament location and duration.

Team parents may wish to pay for a maximum of two rooms for the coaching staff at out of town tournaments. Coaches and other team officials are expected to double up (2 per room), to cut down on parent's expenses as much as possible. This expense would be determined by the parents of each individual team at the start of the season.

The foregoing is subject to the availability of funds, and will not be paid if it places any financial burden on the rest of the system.

## **Coaching Co-ordinator**

The P.M.H.C. Coaching Co-ordinator will assist all coaches and their respective Coaching staff with the institution of Skill Development Programs. He will also be available to assist any Coach at anytime. All teams from Minor Bantam and above will institute a dry land (off ice) training program during the hockey season.

### **MAJOR NOVICE**

1. Decisions that you make at this level in selecting your team will be reflected throughout our system for a number of years. I wish to again state that we believe that our novice coaches are the most important coaches in our system and for this reason please give a great deal of consideration in the selection of your team. Please consider among other things at your tryouts, the child's skill level, his potential, dedication, size, and willingness to be coached.
2. It is also imperative that you understand the Board's philosophy regarding your team. It is our view that your team is a developmental team with the emphasis being placed on skill development, team play, having fun, and not winning at all costs. It is expected that members of your team will be given equal ice time and be given the opportunity to experience all facets of the game i.e. short man and power play etc. We strongly suggest that you carry at least 15 skaters and 2 goaltenders. The Board will not tolerate any deviation from this philosophy.