

PMHC

RULES OF OPERATION

Amended October 23, 2021 (Section 1)

Amended January 17, 2022 (Sections 2, 3, 4)

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1. Registration & Refunds Generally

1.1 The Board will set registration dates and fees a minimum of 1 month (30 days) prior to the commencement of the upcoming season

1.2 The registration fee, details for payment of said fees, and a description of what the registration fees are intended to include, will be posted on the PMHC website.

1.3 Families registering two or more players will receive a 10% Discount on each registration over the first (not including any fundraising initiative linked to registration).

1.4 Registration will be collected online by credit card with payment deadlines for full payment and installments announced at the time of registration. Families finding it difficult to meet this requirement may apply for financial assistance.

1.5 No player may participate in any team activity, until he or she is registered with the PMHC.

1.6 Every player must be in financial “good standing” with the PMHC. Players with outstanding fees, either to the PMHC or to the team on which the player was rostered in the season just concluded, will not be permitted to participate in tryouts for PMHC teams, nor register with PMHC for the upcoming season until such time that all outstanding past-due fees are paid in full. A player classified as “not in good standing” does not qualify for AAA Waiver.

1.7 Registration costs to the PMHC specifically exclude team budget items, including but not limited to tournament registration fees, practice jerseys, practice socks, nonparent staff expenses, buses, trainer kit items, additional team ice time beyond that included in registration, team functions, etc.

Refunds

1.8 All refund requests are subject to review by the PMHC Executive

Refunds U9-U16

1.9 Registration refunds, based on a registration fee to be determined each season by the Board, will be granted within the first 14 days after the date of signing at the sum of 75% of registration cost.

1.9.1 There are no refunds after 15 days from the date of signing.

Refunds U18

1.10 Registration refunds, based on a registration fee to be determined each season by the Board, will be granted within the first 30 days after the date of signing at the sum of 75% of the registration cost.

1.10.1 There are no refunds after 30 days from the date of signing.

1.11 Any portion of registration fees specifically associated with a PMHC organizational fundraising initiative (i.e. Hat Trick Raffle, 50/50, Chase the Ace, etc) is non-refundable.

1.12 If a player is unable to participate with the team due to personal reasons and/or related to government restrictions that impact individual players, the player's registration is considered non-refundable.

1.13 All refunds are subject to a \$50.00 administration charge.

1.14 Any refunds will be issued back to the credit card used or via e-transfer

1.15 False Residency Claims and residency claims that cannot be substantiated will result in forfeiture of full registration fees.

2. Selection of Team Officials

Head Coaches

(Section 2.1 in its entirety is in the Constitution of the Peterborough Minor Hockey Council.)

2.1 Coach Selection Committee:

- a) The Coach Selection Committee shall be composed of the President, Vice-President of Business Operations, Vice President of Hockey

Operations, Development Director, Coach Mentor, and up to 3 persons at large, appointed by the President.

- b) The Coach Selection Committee shall:
- i) post a Board-approved coaching application form on the PMHC website, to advertise for coaching applications by December 15th each year.
 - ii) require each candidate to prepare a coach development plan, to be submitted with the application;
 - iii) review with the discipline committee chair any disciplinary issues that came before that committee in the previous season;
 - iv) review all head coach applications and coach development plans;
 - v) prepare a series of questions for each applicant that will form the basis of all interviews;
 - vi) conduct interviews of all applicants that have been selected to proceed to the interview stage of the process;
 - vii) create and submit a list of proposed coaches to the Board by March 30th.
- c) All interviews shall be conducted by no less than 5 members of the Committee;
- d) Any member of the Committee shall declare a conflict of interest where one exists, and shall not vote on any coaching candidate for whom there is a conflict.
- e) It shall be the policy of the PMHC to prefer non-parent coaches if and when possible. The Committee will, however, consider all relevant criteria in recommending a head coach to the Board for approval, including but not limited to the applicant's interview results, coaching experience, the quality of execution of the coach's development plan for the prior season (for returning applicants), the progress of team performance as evidenced by improvement in winning percentage, playoff success and tournament results (where applicable), the applicant's resume, and the applicant's references.
- f) No member of the Committee shall disclose to any person not on the Committee the recommendations of the Committee.
- g) Disclosure of successful and unsuccessful applicants shall be made only by the President, and shall be communicated by the President to the candidates as soon as is reasonably possible after the Board votes on the coaching recommendations.

2.2 Any conflict of interest by any member of the Coach Selection Committee shall be declared prior to any interviews being conducted by the Committee.

2.3 a. Applications for Head Coach positions in the next hockey season will be made available by the third week of November, with decisions U14 - U18 (made prior to December 20th (Holiday Break).

b. Head Coach positions for the U9-U13 teams will be chosen by the first week of February.

c. Application forms will be posted and submitted online at www.peterboroughminorpetes.ca by the posted due date

2.4 Prior to making any Head Coach recommendations, the Coach Selection Committee shall perform necessary due diligence on each applicant and staff. (See Section 16)

2.5 All Head Coach positions will be reviewed and selected on an annual basis.

a. Preference may be given to previous PMHC Head Coaches, provided they have met the PMHC's expectations in the prior season(s).

b. The Coach Selection Committee will:

i. consider player development needs

ii. consider the capabilities, demeanour, and qualifications of the Head Coach candidates

iii. make a recommendation to the Board as to whether an existing Head Coach is put forth for another season, or whether a new Head Coach is recommended.

2.6 The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular team, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.

2.7 If an applicant will have a child playing on the team, the skill level of the child will be a factor considered when determining whether the applicant should be selected.

Assistant Coaches, Trainers and Managers

2.8 Only prospective Head Coaches will be evaluated by application and possible interview for their suitability to the team(s) that they have applied to coach. The Head Coach is responsible for the selection of:

i Assistant Coach(es),

ii Trainer(s)

iii Manager(s)

All staff selections must be approved by the Board.

2.9 a. The Head Coach must present their slate of team officials to the VP of Hockey Operations

- b. The VP of Hockey Operations must make a motion to the Board to accept the team officials for each age group before team activities begin.
- c. PMHC may require interviews of any team staff if deemed in the best interest of the players, team and PMHC.

2.10 No person can be a team official for more than one team without the approval of the Executive.

3 Tryouts

3.1 All tryouts shall follow OMHA/OHF guidelines.

PMHC Responsibilities

3.2 . The PMHC will provide ice time for a reasonable number of tryouts to each team.

3.3 It will be the responsibility of the PMHC, not its teams, to ensure that every player attending a tryout is registered with the PMHC for tryouts

3.4 The fee for each tryout shall be determined by the Board in advance of tryouts each year.

3.5 The Vice President of Hockey Operations, along with the Coaching Mentor, will meet with coaches prior to the commencement of tryouts to establish some standard procedures and player evaluation requirements, based on age-appropriate considerations.

Releases

3.6 All releases shall follow OHF guidelines.

3.7 A U10-U13 player seeking a release to play in a different zone must first register, tryout and be released at their age group by the current coach prior to a waiver being granted.

3.8 U14-U18 players will follow the open borders guidelines of the OMHA/OHF (see Appendix B)

3.9 Head Coaches may release players after the 2nd tryout, and after every subsequent tryout.

3.10 No players can be released following exhibition games played outside of Peterborough. Players can be released once back in Peterborough.

Head Coach Responsibilities

3.11 At the first tryout or prior to tryouts, every Head Coach must provide communication that outlines the tryout process, and the anticipated costs and time commitment for the season.

3.12 Where a Head Coach forms the view that a player is clearly not capable of playing at the level for which they are trying out, that player shall be released as soon as practicable.

3.13 All Head Coaches must maintain a system of evaluation and be prepared to speak to it, if required.

3.14 Following the final tryout, the Head Coach shall notify players in person whether they have been selected for the team.

3.15 Any Head Coach who anticipates releasing more than 5 players from the previous season's team or if the release may have exigent circumstances must advise the President at least 24 hours before doing so.

4. Team Composition

Rosters

- 4.1 a. U10, U11, U12 and U13 teams can roster a minimum of 14 players and two (2) goalies and a maximum of 16 players and two (2) goalies.
- b. U14, U15, U16 teams can roster minimum of 15 players and two (2) goalies and maximum 17 players and two (2) goalies
- c. U18 can roster a minimum of 16 players and two (2) goalies and a maximum of 18 players and two (2) goalies
- d. Under no circumstances may a coach sign fewer than 15 players, including two (2) goalies, without consulting the Vice President of Hockey Operations and the President.

Import Players

- 4.2 a. U10 - U13 shall be allowed to sign an unlimited number of out-of-zone players with AAA releases (hereafter "import players").
- b. U14 - U18 teams shall follow the OMHA open borders policy.

AAA Waivers

- 4.3 a. U10 - U13 Peterborough Zone players will be granted AAA Waivers who have registered, paid and attended tryouts.
- b. U14 - U18 Peterborough Zone players will follow the open border tryout policy (see OMHA open border tryout policy).
- c. The PMHC is under no obligation to grant releases to players who do not attend the AAA tryouts. (Amended March 2018).

Player Movement Policy For Tryouts at Age Level Above

4.4 It is PMHC's mandate to establish and foster an environment and culture of development for players. Occasionally, it is appropriate for a player to play with an age group above the division defined by their birth year. We understand that each individual situation is unique.

4.5 According to the OMHA Rule 3.6a, Centres must establish criteria that players would be required to meet in order to play on an age-above team. The rule also states that AAA Zone organizations cannot prevent children from trying out for an age-above team.

- 4.6 a. U10-U11, the PMHC criteria for a player to move up is that they be clearly one of the Top 5 players (regardless of position) amongst the group trying out for the age-above team.
- b. U12 to U18, the PMHC criteria for a player to move up is that they be clearly one of the Top 3 Forwards, or Top 2 Defence, or Top Goaltender amongst the group trying out for the age-above team.

4.7 Prior to selecting an underage player, the head coach must consult with the VP of Hockey Operations and President. It must be understood that a coach committing to an underage player must continue to develop the player at the top 3 forward or top 2 defenceman level, or top goaltender.

4.8 It is recommended that players interested in trying for the age above team indicate their interest prior to the end of the current season.

4.9 Coaches evaluating an underage player shall release the player as soon as they recognize that the player does not fit the criteria of being one of the top 3 forwards, the top 2 defencemen or the top goaltender to allow the player to tryout with their own age group given the shortened tryout period.

- a. Players trying out for the age group above are not guaranteed two tryouts at the age group above.

Affiliated Players

4.10 Affiliated players may only be utilized under the following conditions:

- a. An affiliate player roster must be submitted to the OMHA contact, listing up to nineteen selected affiliated players.
- b. For U10 through U14, a roster player must be unable to play due to injury, suspension or sickness before an affiliated player shall be utilized in a game or practice.
- c. If a team does not use a full roster as listed above (4.1 a, b, c) a coach can seek the approval of the affected coach, VP of Hockey Operations and the President to use affiliated players in certain circumstances (e.g. tournaments, playoffs)
- d. Affiliated players are not to be used to punish a roster player.

4.11 The PMHC expects full cooperation between coaches regarding the use of affiliated players.

4.12 Any coach wishing to use an affiliated player must advise the coach or manager of that player's team before contacting the affiliated player.

5. Equipment and Jerseys

Equipment

5.1 All players are required to wear full hockey equipment meeting current CSA standards and current OMHA regulations while on the ice during any tryout, game or practice. Coaches and trainers must advise players or parents of improper fitting or illegal equipment. Any player not appropriately dressed must be removed from the ice.

5.2 The Board of Directors will determine each year the uniform colours for:

- a. Hockey pants
- b. Helmets
- c. Gloves

5.3 The manager and Head Coach are jointly responsible for any equipment on loan from the PMHC. Alteration of any PMHC equipment is prohibited.

5.4 Player bags must be one of the main Peterborough Petes colours (maroon or black).

Jerseys

5.5 The colours of the PMHC shall be Maroon, White, and Black.

5.6 Annually, the PMHC shall provide to each team approved PMHC home and away jerseys and socks from the PMHC approved vendor after an RFP process.

5.7 Any alterations, repairs or the addition of name bars and sponsor bars must be done by the PMHC's approved vendor.

5.8 In the event that a jersey is required during the hockey season, the team manager must contact the PMHC approved vendor for the purchase of replacement or addition of a jersey. The team will be responsible for the payment at the time that the order is placed, and shall request reimbursement from the parent(s)/guardian of the player for same.

5.9 If possible, players can select their own numbers. Numbers must be two digits or less. Two digit numbers cannot begin with a Zero. Restrictions on jersey numbers include 0, 00, 69, 99 and they may not be ordered, placed, or used on any jersey. Numbers 32 and 33 will be reserved for AP jerseys only.

a. Certain teams have retired numbers in honour and memory of players who died while they were members of the PMHC. The PMHC will communicate these numbers to team officials and team officials will ensure that these numbers are not worn by players on their team.

5.10 Name bars cannot exceed 4 X 13 inches in size and must be placed at the top of the jerseys. Sponsor bars cannot exceed 4 X 13 inches in size and must be placed at the bottom of the jerseys. Name and sponsor bars are to be white on white for wear on white jerseys, and maroon on maroon for wear on maroon jerseys.

5.11 Team staff must ensure jersey uniformity between all the players and that all jerseys are to standard. Previous year name/sponsor bars which do not adhere to these standards may not be used.

5.12 Jerseys and socks are included in registration. Players may keep the socks and jerseys at the end of the season.

5.13 Teams cannot require that players purchase a third jersey.

5.14 Any orders related to required equipment should be subject to an RFP process.
a. It's required that at least two vendors be asked for quotes

5.15 The Board of Directors can enter into a multi-year RFP.

6. Head Coach Responsibilities

6.1 The head coach shall have ultimate responsibility for every aspect of the operation and management of the team, including the conduct of all team officials. Specific responsibilities of a head coach include:

- Conducting fair and objective tryouts;
- Teaching all players to play fairly and to respect the sport, the rules, officials, opponents, teammates and coaches;
- Ensure that the PMHC Code of Conduct is enforced;
- Encouraging disciplined hockey;
- Instilling in all players a sense of pride in their team and the PMHC;
- Eliminating outright any profanity from players and team officials;
- Coordinating the delegation of responsibilities to team officials;
- Maintaining team discipline on the ice, in the dressing room and on arena property;
- Ensuring that all PMHC, OMHA, league and team rules are observed by all team officials and players;

6.2 The head coach is responsible for each individual player's:

- Safety
- Skill development
- Assistance in the development of physical fitness and nutrition
- Equitable ice time (See section 6.16 - 6.19) (Also U10/U11 Pathways have specific ice time requirements)

- Conduct on-ice, in the dressing room, or at team or PMHC events
- Appearance (dress code)

Furthermore, our coaches will strive to give positive reinforcement, provide effective feedback, and foster a caring climate to provide the best developmental outcomes for our players. Coaches help kids develop resilience, cope with disappointment, learn from mistakes, and make adjustments to strategies. These are all important aspects of developing initiative, an ability that children use in all aspects of life.

6.3 Head coaches are responsible for the condition of dressing rooms, both home and away. All teams will leave their dressing rooms in a clean state when exiting any arena. Teams are responsible for all damage caused to any arena property, home or away.

6.4 The head coach shall keep up the required coaching accreditation for the position and age level.

Team Rules and Player Discipline

6.5 It is the responsibility of the head coach to establish and enforce all team rules. Any team rule must be presented both verbally and/or in writing. Team rules must be applied equally to every player.

6.6 Discipline by the head coach and all team officials must be administered appropriately and in a controlled manner, mindful of the age of the player, with a clear goal of teaching appropriate behaviour. Discipline must not be used impulsively or out of anger, or to embarrass or humiliate players. Coaches shall understand that they are the teacher, and the player is their student.

6.7 Parents must always be advised of any team discipline (outside of corrective behaviour) involving their child.

6.8 No player shall be disciplined for any action or inaction by the player's parent(s).

6.9 Head coaches are permitted to discipline a player for all or part of a game or practice. The need for, and extent of, any discipline is at the discretion of the head coach, but any decision or action of the head coach is subject to review by the Discipline Committee, and the Board at large.

6.10 Any suspension for major incidents or those incidents that go against the PMHC, OMHA Code of Conduct requires a written explanation for said suspension to be provided to the player, the player's parent(s), and the Chair of the Discipline Committee.

The head coach must report every team-imposed suspension of a player for one complete game or more to the Chair of the Discipline Committee.

6.11 A player cannot be suspended for making a "hockey mistake". Only conduct by a player that is deemed by the Head Coach to be egregious, deleterious to the team and to the PMHC, including but not limited to bullying of team players, disrespect of a player toward a coach, any team staff, parent or competing team's players, parents or coaching staff. Suspension shall be a "last resort" form of discipline. Progressive discipline shall be followed by the Head Coach.

Coach Discipline

6.12 At no time, and under no circumstances, shall a head coach direct foul or inappropriate language at a player or players.

6.13 At no time shall a head coach ever, under any circumstances, physically discipline a player. "Physical discipline" is defined to include, but is not limited to, hitting, pushing, touching, or grabbing a player, or any part of his equipment.

6.14 At no time shall a head coach ever verbally or otherwise engage an opposing team player, bench staff or parent, either during a game, or before or after a game.

6.15 The head coach must understand that the behaviour listed at Sections 6.11, 6.12 and 6.13 are examples of behaviour that are entirely unacceptable to the PMHC, and offend the principles upon which it rests. Head coaches who offend these rules may be subject to discipline by the Disciplinary Committee.

6.16 Head coaches are responsible for maintaining the good behaviour of the players in his or her charge, but are also responsible to ensure the good and sportsmanlike behaviour of bench staff, including:

- assistant coaches
- trainers,
- other staff required to be on the bench during practices or games.

Head coaches must set an example of good and upstanding behaviour at all times, as the players in their charge are learning by their example.

Equitable Ice Time

6.17 Hockey Canada has mandated pathways for U10 and U11 age groups that include rules around equitable ice time.

6.17 Players on any team are never of equal ability. In many situations, the concept of equitable ice time is incongruous with competitive hockey. However, every player, regardless of ability, should receive ice time not significantly less than the average of all players on the team.

“**Equitable**” is defined as equal over a maximum of 5 games.

6.18 For the benefit of the team, players of lesser ability may be used less in games of special importance when the outcome of the game is in doubt. Examples of games considered to be of special importance are OMHA playoffs and finals in tournament play. The head coach can try to enhance the team performance in these games without regard to whether every player has equal ice time, but all players must be used for a reasonable portion of such games. Games considered not to be of special importance could include league games, preliminary rounds in tournaments where the team is not expected to move on, exhibition games and “second season” playoffs.

6.19 Equitable ice time rules do not apply to affiliated players.

6.20 In all cases, the amount of ice time can be reduced for discipline reasons. No player, however, shall see reduced ice time for disciplinary reasons without the Head Coach or assistant coach advising the player first why ice time is reduced in clear language. Player development requires that players understand clearly why ice time may be reduced, and is not in any way advanced by having ice time taken away without explanation. Progressive discipline shall be used at all times.

Team Parent Meetings

6.21 After a team is selected, the head coach must hold a team parent meeting in the presence of the appropriate Convenor. At a minimum, the following matters should be discussed at the first parent meeting in-person or virtually, if in-person is not possible:

- ***Coaching Philosophy.*** The head coach should outline his basic method of operation and any other specific topics related to the players’ development. (e.g. ice time)
- ***Team Rules.*** Any team rules regarding matters such as punctuality, dress code, conduct of players, player discipline, sport conflicts and communications with team officials (i.e. 24 hour rule) should be thoroughly explained to the parents.
- ***Budget.*** A budget must be presented and discussed. Parents are entitled to know approximately what amount of money will be required to sustain the team and at what intervals the funds will be collected.
- ***Fundraising:*** If the parents are interested in fund-raising, a discussion should take place.

- **Player Dress Code and PMHC rules.**
- **Tournaments:** Tournament plans (number, dates and locations) should be discussed.
- **League:** Travel commitments should be made clear.
- **Question Period:** Time should be set aside for any questions.
- **Team List:** Every parent should receive a list of all players and proposed team officials, and contact information . It should be explained that the selection of all team officials is subject to Board approval.

6.22 Throughout the season, the head coach should endeavour to communicate at an age appropriate level with players and parents with regard to expectations and team updates.

Coaches and Managers Meeting

6.23 The Convenors and coaches and managers shall be encouraged to meet periodically throughout the season. All head coaches and managers must make all reasonable efforts to attend these meetings. If teams have any outstanding issues, or can offer any suggestions to the PMHC or other teams, this meeting is a good forum to do so.

7. Manager Responsibilities

7.1 The manager is primarily responsible for all off-ice activities. Specific responsibilities of a manager include but are not limited to:

- Dissemination of information to and from the team;
- All financial matters including preparation of team budget and financial records;
- Collect and manage the team fees and costs from each family;
- Advise the PMHC promptly when financial obligations are not met on time by any member of the team;
- Liaison between the Ice Manager and team officials;
- Liaison between the parents and team officials;

- Fund-raising activities;
- Travel and hotel arrangements;
- Reporting scores to local newspapers, or the delegation of same to a team parent;
- Completing game-sheet transmissions via iPad and care for team iPad
- Working in cooperation with the OMHA Contact to ensure that all OMHA registration requirements are met;

Team Budget and Financial Records

7.2 The PMHC has prepared a common financial reporting template using a spreadsheet. An electronic version of the template applicable to each division will be supplied to all managers prior to their first parent meeting.

7.3 Each team must present a budget to the Treasurer for approval by the PMHC prior to the first team/parent meeting.

7.4 The manager must prepare a budget using the standard template. The PMHC has the following standard templates: a. Coach - Parent; b. Coach Non-Parent

7.5 All team expenses must generally adhere to the guidelines and limits set out in the template. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the Board.

7.6 The manager must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for inspection by the PMHC's Treasurer. A sample ledger is as follows:

7.7 The manager must account monthly to the parents on the team, commencing on the 15th of each month, until the season ends. The manager must copy the PMHC Treasurer on each monthly account.

Monthly Player Fees

7.8 "Monthly player fees" are any fees and expenses, over and above the cost of registration, that a PMHC team will incur from the start of its season, until the end of its season. These costs include but are not limited to items such as

- a. additional ice time not included in registration
- b. bussing
- c. non-parent coach and staff expenses
- d. off-ice training additional on-ice training other than that provided by the PMHC included in registration
- e. referee fees
- f. fundraising expenses

- g. trainer kit expenses
- h. practice jerseys and socks
- i. tournament registration expenses

7.9 Monthly player fees are calculated on the basis of all anticipated team expenses, over and above the cost of registration, divided by the number of players per team.

7.10 The quantum of the monthly player fees, and a schedule for the payment of those fees, shall be established by the Head Coach and Manager. The Head Coach and Manager shall also publish a Payment Schedule, and include it in the "Parent/Team package shared before the season begins at the parent/team meeting.

7.11 In the event of non-payment or insufficient payment of any monthly player fees for a period of 30 days or more from the date on which payment was to have been made, as published in the team's Payment Schedule, that rostered player shall be classified by the PMHC as "not in good standing". As a result of this classification ("not in good standing"), the rostered player shall not be eligible to participate in team practices, on or off-ice activities, development, games, or any other PMHC team activity, until such time as all outstanding fees have been received by the Team Manager.

7.12 The period of time shall be defined as the difference between expected payment date (Day/Month/Year) referenced in the Payment Schedule on which payment was to have been made, and the received payment date (Day/Month/Year). By way of example, if a payment for monthly player expenses is required by the Payment Schedule to be made on September 15, the player will be held to be "not in good standing" on the 30th day after September 15th, including September 15th in the calculation of days.

7.13 In the event of non-payment or insufficient payment of monthly player fees according to the Payment Schedule, the player/family shall forfeit their position on the team roster until the account is brought up to date and all arrears are paid in full. Exceptions will be managed by the Head Coach and Team Manager, and the Treasurer for remedy, and must be approved by the Board.

7.14 Payment of monthly player fees are to be made once monthly, during the season, as established by the Payment Schedule. Pre-payment of all monthly player fees may be made in one lump-sum payment, but cannot be mandated.

7.15 The manager shall submit a final report to the Treasurer, and the parents, prior to May 1.

7.16 The manager must handle team funds exclusively. Team "treasurers" are not permitted without prior approval of the Board and must present a valid criminal record check. The manager will be held responsible for any missing, mishandled, or

mismanaged team funds. Any cash received by the manager should be deposited into a team bank account as soon as possible following receipt.

7.17. Any team bank account must require at least three authorized signatures, two of which are required to write any cheques or debits to the account. The PMHC treasurer, head coach and team manager shall be the signatories on the team account. A letter of approval for the manager to manage the account must be secured from the board.

7.18 Whether the personal expenses of non-parent team officials (for example, hotel rooms, travel and jackets) are to be paid from the team's budget must be dealt with as part of the budget approval process. (see template referred to in 7.4)

7.19 At the end of the season all accounts must be reduced to a zero balance by May 1st. No team funds are to be carried over to the next season.

7.20 No immediate family member of a head coach, assistant coach or trainer is permitted to be a manager without Board approval.

7.21 Where special circumstances arise that, the manager may agree to accept player payments at a reduced amount, and over a longer period of time, so long as by March 31st, that player's commitment has been paid in full. No other members of a team shall be responsible in any part for payments not received by a player.

Fundraising

7.22 Every team is allowed to raise funds to defray operating costs. While the head coach is ultimately responsible for the overall administration of the team, the manager is principally responsible for all financial activities, including fund-raising.

7.23 All fund-raising activities must be approved by the President and the Executive, this approval shall not be unreasonably withheld.

7.24 Managers are responsible for ensuring that any fund-raising is conducted legally and in good taste. The Board reserves the right to cancel any fund-raising activity detrimental to the PMHC's image or reputation.

7.25 All teams serving alcohol at a dance must have a proper license and suitable liability insurance. It is strongly recommended that SmartServe qualified servers be employed at these events.

7.26 Teams must provide a tangible product or service for monies received. Direct solicitation shall be permitted only with the approval of the President and Executive .

7.27 No team can offer to sell any products that compete with products offered for sale by the PMHC.

7.28 All funds raised must be clearly itemized on the financial records of the team.

7.29 Cash rewards for players involved in fundraising are forbidden. Token prizes such as hockey sticks for selling the most of something are allowed.

7.30 Any lottery, game of chance, or draw in a large scale requires a municipal license.

7.31 Generally, draws involving alcoholic products are prohibited

7.32 Any fund-raising activity that involves throwing anything onto the ice (for example, "chuck-a-puck") is prohibited.

7.33 Fund-raising at all PMHC tournaments is only permitted with the approval of the tournament's director.

7.34 The combined amount of fundraising and sponsorship for any single player shall not exceed 60% of the players portion of team budget (this does not include the PMHC registration fee for which fundraising is not permitted to reduce such cost). Any overage for a personal player must then be divided amongst the team providing the team as a whole is no higher than 60% of combined fundraising and sponsorship of the total team budget. Any overages must be reported to the PMHC and funds raised in excess will be directed to the PMHC.

7.35 The PMHC will not be held responsible for any losses or liabilities incurred by any team as a result of its fund-raising activities.

Admission Fees

7.36 Teams may not collect admission fees for league games or league playoff games. OMHA Play-off gates will be negotiated within the Play-off contract as per league and OMHA by-laws.

7.37 Teams are not authorized to print or distribute any passes.

7.36 The PMHC has a zero tolerance policy for profanity, violence or harassment. The PMHC also has a Code of Conduct policy. The PMHC, in conjunction with the policies of the City and County, reserves the right to remove and/or permanently ban from any Peterborough arena anyone who violates this policy.

Sponsorship

7.39 Every team is responsible for their own main sponsorship. Each team shall have the name of the Main Sponsor located on the bottom name bar on each home and away jersey. Each team shall put the name of their Main Sponsor in all media postings for the team, and on the PMHC website. In any other form of advertising that the team may

choose to conduct, ie: team banners, team programs, etc., the Main Sponsor shall occupy at least 50% of the advertising space.

7.40 Teams may solicit sponsorship from any source other than current PMHC sponsors (for a list of current sponsors, teams can check the PMHC web site or contact the Chair of the Sponsorship Committee), called "Secondary Sponsors". Tobacco companies and those sponsorships prohibited by the OMHA (breweries, distilleries and wineries) are not allowed. Such sponsors, however, shall not be promised that they will have their names or business logs on any PMHC equipment. Teams are limited in the total amount of Secondary sponsorship funds that they can raise (see section 7.24). These sponsors may appear in individual team programs, banners, however, their recognition in such advertising medium shall not occupy more than 50% collectively of the medium in which they appear.

7.41 The Board may deny individuals or companies from sponsoring any team or event within the PMHC.

7.42 Only Main Sponsors names' may appear on any team wear, including jackets, hats, warm up clothing, practice jerseys and other similar team clothing, but require approval of the President and Executive . No Secondary Sponsors shall have their name or business logos on any team clothing.

8. Assistant Coach Responsibilities

8.1 While the overall responsibility for all team affairs lies with the head coach, the assistant coach assumes all of the same obligations to the players, team and PMHC, especially in the absence of the head coach.

8.2 Assistant coaches may be subject to discipline by the Disciplinary Committee for breaches of behaviour listed at Sections 6.11, 6.12 and 6.13.

8.3 The assistant coach is expected to reinforce all programs designed to develop and improve the team's performance.

8.4 The assistant coach shall keep up the required coaching accreditation for the position and age level.

9. Trainer Responsibilities

9.1 The trainer is responsible for the care of all players on the team during team activities.

9.2 The trainer will protect his or her players from any unsafe conditions on and off the ice, and will react to any injuries to the players. The trainer will ensure that all players wear regulation protective equipment..

9.3 Every PMHC trainer is required to have on hand at all times an adequate first aid kit for use in any emergency. The trainer must also maintain health and injury records of the players. The trainer can also recommend proper diet, fitness, and nutrition programs for the players.

9.4 The trainer is responsible for completing and forwarding a copy of the “Hockey Canada Injury Report” following any hockey-related injury. If a player is removed from a game or a practice due to injury or serious illness and does not return to that game or practice, the player shall obtain a note from a physician before he or she is allowed to return to play.

9.5 Any player who sustains a concussion or other head injury must subsequently follow Hockey Canada protocol and provide a doctor’s note identifying a return to play plan prior to joining the team for any game, practice or team activity. Depending on the severity, other injuries may also require doctor’s approval before returning to play. If required, the trainer may refer to the appropriate director of the PMHC for guidance.

9.6 The trainer shall keep up the required trainer accreditation for the position and age level.

10. Tournaments

10.1 Prior to the scheduling meeting, each season, all teams (with the exception of Minor and Major Midget) must provide the VP of Hockey Operations and the Ice Scheduler , with the PMHC Tournament Schedule listing all the tournaments that the team plans to attend. The PMHC Administrator will attempt to schedule around such tournaments. However, the PMHC is under no obligation to schedule around any tournament if it conflicts with league or play-off games. League and play-off games take priority over all tournaments.

10.2 No team can enter any tournament without permission. Permission is obtained by submitting a request via email to the OMHA Rep for each and every tournament. Only the OMHA Rep can grant permission, which permission shall not be unreasonably withheld. Summer tournaments (prior to Labour Day) are not permitted.

Teams cannot enter non-sanctioned summer tournaments under the Peterborough Minor Petes banner.

10.3 Out of Branch (non-OMHA) tournaments require sanctioning by the OMHA. If your team plans on participating in one of these tournaments, the OMHA travel permit fee must accompany the tournament request email. Travel permits will be billed to teams at the OMHA Rate.

10.4 Teams can attend a maximum of five (5) tournaments during the season, without approval of the Board, excluding playoff tournaments e.g. OMHA and OHF playoff tournaments

10.5 No team can attend more than two (2) tournaments that require overnight accommodation without the unanimous approval of the parents of the team.

10.6 Teams cannot enter into any tournaments during playoffs without prior approval from the Executive of the PMHC Board. .

10.7 PMHC teams will participate in the tournaments run by the PMHC for their age group.

11. Dress Code

Players

11.1 All players must wear approved outerwear with the PMHC logo

11.2 Each team can choose their dress code from the following options:

- a. Players must wear a dress shirt, tie, dress pants, and dress shoes or boots.
- b. Approved PMHC apparel sold by the PMHC approved vendors e.g. track suits, warm up clothes, t-shirts, winter jackets, hats, shorts, or other off-ice team apparel. Any previously approved PMHC jacket is acceptable. OMHA Championship jackets are also acceptable.

11.3 Whichever dress code the team chooses, the players should be uniform.

11.4 If for financial reasons a player is unable to purchase a hockey jacket, he or she may place a request to the appropriate director to wear a plain black jacket with no lettering, logos, brands, or company name of any kind.

11.5 Teams, Players, Coaches, Trainers and Managers by definition, represent the PMHC. As such, PMHC teams must wear/purchase team-common apparel or uniforms to travel or to participate in any function or activity representing the PMHC, the apparel must have an official Peterborough Minor AAA Petes logo identified. Team clothing with

the word Peterborough or Peterborough Hockey are not acceptable for team uniforms, as they do not have an official PMHC logo.

11.6 Any requests for deviation must be submitted to the Executive for pre-approval, and are subject to vote by the Board.

11.7 It is the responsibility of the head coach to ensure that the dress code is followed.

Bench Staff

11.8 Bench staff are expected to meet or exceed the player's dress code. Shirt, tie and dress pants shall be worn. Trainers are expected to wear appropriate attire given their function.

12. Ice Scheduling

12.1 No team can schedule practices or exhibition games outside of the OMHA guidelines for that age level.

12.2 Prior to the league scheduling meeting, each team will be given its tentative ice allocation for the entire regular season. After its scheduling meeting and prior to September 30, teams can return ice to the Ice Scheduler that conflicts with tournaments or away games scheduled. After September 30, teams may only attempt to have ice reassigned or exchange ice with the approval of the Ice Scheduler. Teams are not permitted to request reassignment or exchange ice prior to September 30.

12.3 No game changes are to be made by anyone other than the Ice Scheduler. If a team requires a game change, it must contact the Ice Scheduler. DO NOT contact the other centre. If any team official is approached by a team official from another center, he or she must advise the other centre that game changes must go through the ice schedulers.

12.4 The Ice Scheduler will attempt to reschedule games taking into account the team's commitments, but teams must be aware that league games will take priority over practices, tournaments, team fundraising events and other similar commitments.

13. Timekeepers

13.1 The Manager has the responsibility to ensure that knowledgeable and properly trained Timekeepers are selected and assigned to all games. The Manager is responsible for assigning timekeepers for all exhibition, regular season, and playoff games. The Manager is also responsible to pay the timekeepers out of the team budget.

14. Referees

14.1 Please refer to OMHA and ETA sections with regard to referees

15. Code of Conduct

15.1 This section sets out the PMHC's **Code of Conduct**.

15.2 The PMHC is firmly and unequivocally committed to providing an environment in which all individuals are treated with respect and dignity. All PMHC members and participants shall conduct themselves at all times in a manner consistent with the values of the PMHC which include fairness, integrity and mutual respect.

15.3 All PMHC members and participants shall avoid behaviour that brings the PMHC, or the sport of hockey, into disrepute. Such behaviour includes, but is not limited to, abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

15.4 All PMHC members and participants shall adhere to all of the PMHC's rules and policies and to all rules, regulations and policies governing any competition in which they participate.

15.5 PMHC members and participants shall not engage in any activity or behaviour that interferes with a competition or endangers the safety of others.

15.6 PMHC members and participants shall refrain from comments or behaviour that is disrespectful, offensive, harassing, abusive, racist or sexist.

15.7 All parents and/or legal guardians of players are required to sign a Parental Code of Conduct as a condition of their child being allowed to register for the team for whom he or she has been chosen to play, as set out at Appendix 1 to these Rules.

16. Harassment and Abuse Policy

Scope

16.1 The policies and procedures in this section apply to all PMHC members and participants.

16.2 The PMHC adopts in their entirety the current Bullying, Harassment and Abuse Policies of Hockey Canada. These policies are reproduced in the OHF Handbook and can also be found online at http://hdco.on.ca/web_pdf/Bullying%20Harassment%20Abuse1.pdf and on the PMHC's website.

Complaint Procedures

16.3 In this section,

- (a) "Appellant" is a respondent who elects to appeal a decision of the Discipline Committee to the Board;
- (b) "Committee" means the Discipline Committee;
- (c) "Complainant" refers to the person who experiences harassment or the parent or guardian of such person;
- (d) "Harassment" has the meaning set out in Hockey Canada's harassment and abuse policies.
- (e) "Official" means a member of the Board; and
- (f) "Respondent" refers to the person against whom a complaint is made.

16.4 Any person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome and offensive.

16.5 If confronting the harasser is not possible, or if after confronting the harasser, the harassment continues, the matter should be reported to an Official.

16.6 Once an incident is reported, the role of the Official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advise the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assist in an informal resolution of the complaint. If the Official considers that he or she is unable to act in this capacity, the complaint must be referred to another Official.

16.7 If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to the Board.

Investigation

16.8 If the Board receives a written complaint, the President, together with a member of the Board appointed by the President (or an outside professional, for serious matters), shall conduct of an investigation of the complaint. For serious matters, the investigator(s) should be experienced in harassment matters and investigation techniques.

16.9 The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation submit a written report to the Disciplinary Committee which will include a recommendation that,

- (a) no further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within Hockey Canada's definition of harassment; or;
- (b) the complaint has merit and should proceed to a hearing.

16.10 Within 10 days of receiving a written report of an investigator that recommends that there be a hearing, the Discipline Committee shall meet to hear the complaint.

16.11 At the discretion of the President, an investigation may be waived and a hearing scheduled within 10 days of receipt of a formal complaint.

Incidents Requiring Immediate Response

16.12 This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor incident of harassment.

16.13 Harassment complaints arising during competitions may be dealt with immediately, if necessary, by a PMHC representative in a position of authority provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy.

16.14 If the alleged harassment is so serious so as to possibly jeopardize the safety of others, the Executive Committee may immediately remove the alleged offender from PMHC activities pending an investigation of the complaint in accordance with this policy.

Hearing

16.15 The Disciplinary Committee will govern the hearing by such procedures as it deems appropriate provided that,

- (a) the parties may be accompanied by a representative;
- (b) the hearing will be held in private;
- (c) the parties will be given written notice of the day, time and place of the hearing;
- (d) the Respondent will receive a copy of the formal complaint;
- (e) the Committee may request that witnesses to the incident be present or submit written evidence;
- (f) the Committee may require that witnesses be excluded during the giving of testimony by other witnesses. A player shall at all times have a parent or representative present during such hearings.

16.16 As soon as possible following the conclusion of the hearing, the Disciplinary Committee shall present its findings in a written report to the President, with a copy to the Complainant and the Respondent. The report shall contain,

- (a) a summary of the relevant facts;
- (b) a determination as to whether the act(s) complained of constitute harassment;
- (c) discipline action to be taken, if the act(s) constitute harassment; and
- (d) measures to remedy or mitigate the harm or loss suffered by the Complainant, if the act(s) constitute harassment.

Sanctions

16.17 If the Disciplinary Committee determines that the act(s) complained of constitute harassment, it may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- (a) verbal apology;
- (b) written apology;

- (c) letter of reprimand;
- (d) referral to counselling;
- (e) suspension from PMHC events and activities including games or competition;
- (f) suspension of team service or other voluntary contribution to a team or the PMHC;
- (g) expulsion from membership; and/or
- (h) such other sanction the Committee deems appropriate.

16.18 Failure to comply with a sanction imposed by the Committee shall result in automatic suspension of membership in the PMHC.

16.19 An appeal of a decision under this section from the Discipline Committee lies to the full Board. No appeal will be heard unless written notice of a request for appeal is received by the President within 7 days of the Discipline Committee's communication of its decision to the respondent. The Board may uphold, modify, or vacate the decision of the Disciplinary Committee.

Confidentiality

16.20 The PMHC recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential.

Cyber-bullying policy

16.21 It is the policy of the PMHC that harassment and bullying in all its forms will not be tolerated. Accordingly, all PMHC personnel (team staff, volunteers, players, team or onice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviours, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying. With technology at the forefront, this policy also includes incidents of Bullying using any electronic media, or "Cyber-bullying".

16.22 Cyber-bullying is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, online personal polling Web sites, social networking Web sites such as MySpace, Facebook, message boards, forums, and or chat rooms, to support deliberate, repeated, or hostile behaviour by an individual or group that is intended to harm others.

16.23 Cyber-bullying includes, but is not limited to, harassing, teasing, defaming, intimidating, or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, Web site postings or blog postings.

16.24 Cyber-bullying occurs between people at any age. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve) but may also constitute behaviours between youth or between adults.

16.25 The following is a non exhaustive list of tactics used by bullies to control their targets:

- continually criticizing the target's abilities
- blaming the target of the bullying for mistakes
- public ridicule of target and/or family members
- making unreasonable demands related to performance
- repeated insults or put downs of the target
- repeated threats to remove or restrict opportunities or privileges
- denying or discounting the targets accomplishment
- threats of and actual physical violence

16.26 Individuals who feel that they have been the victims of such misuses of technology or know someone being Cyber-bullied or perpetrating Cyber-bullying should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to the President. All reports of harassment in cyberspace will be investigated fully through the PMHC Disciplinary Committee. Sanctions may include, but are not limited to, suspensions, removal from the PMHC,

and referral to local law enforcement. For more information on Cyber-bullying go to: www.cyberbullying.ca.

17. Criminal Record Checks (CRCs)

17.1 All team officials, including Head Coach, Assistant Coach(s), Trainer and any other personnel who will be in direct contact with the players must have a current (maximum 2 years old) CRC on file with the PMHC, at their own expense. CRC's can be obtained from the Peterborough Lakefield Community Police Service, or the Ontario Provincial Police.

17.2 All CRCs must include a vulnerable persons sector check of offences for which a pardon has been granted.

17.3 Photocopies of CRCs are not acceptable. If a copy of the CRC is required for other purposes, an additional approved copy should be requested at the time of application.

17.4 CRCs must be provided for all team officials before the team's OMHA roster sheet will be released.

17.5 The PMHC will protect and maintain the confidentiality of all CRCs. CRCs will only be reviewed by the OMHA Rep unless the OMHA Rep determines that a review by the Executive Committee is warranted. If in the opinion of the Executive Committee there is anything in the CRC that raises a concern regarding the suitability of the person to be a team official, a confidential interview will be conducted with the person.

18. Prevention Review

18.1 All Board members, team officials, convenors and any other individual directly involved with players of the PMHC must complete the OHF prevention services or Speak Out training course.

19. Discipline

19.1 Membership in the PMHC, as well as participation in the activities of the PMHC, brings with it many benefits and privileges. At the same time, PMHC members and participants are expected to fulfill certain responsibilities and obligations, including complying with the PMHC's Code of Conduct and all other rules and policies of the

PMHC. Individuals who fail to comply may be subject to disciplinary sanctions. This policy applies to discipline matters affecting all PMHC members and participants.

19.2 Team Dispute Resolution Process

a. **Step 1 – 24 hour rule**

When an issue occurs and a parent has a resulting complaint to make or issue to be resolved, they are asked to wait 24 hours, and then put the issue in writing using the PMHC request for a meeting form. Whether this issue is labelled as coaching error, team mate interference, parent conflict or any other of a number of possible situations, it is very important that all parties involved take the full 24 hours to remove or decrease the emotional element so that the actual issue can be resolved quickly, in a civilized manner, and to everyone's satisfaction.

Please Note: if the issue involves harassment, abuse and bullying complaints the complainant must follow the PMHC and OMHA code of conduct policies and procedures and submit an OMHA complaints form to the PMHC president or directly to the OMHA

b. **Step 2 – submit PMHC request for meeting form (Appendix __)**

Parent completes and submits the PMHC request for a meeting form and puts it in a sealed envelope and hands it to the team manager and requests a meeting with the coaching staff.

c. **Step 3 – meeting with the coaching staff**

If the matter is not resolved after the meeting with the coaching staff the parent can request a second meeting mediated by the team convener

d. **Step 4 – meeting mediated by team convener**

If the matter is still not resolved after the meeting with the team convener, a report will be submitted to the PMHC president who will ask the Dispute Resolution Committee to review the matter and make recommendations

e. **Step 5 – Dispute Resolution Committee review and recommendations**

The Dispute Resolution Committee reviews the matter and makes recommendations to the PMHC President

f. **Step 5 – PMHC President makes a final decision on the matter**

After reviewing the reports and the recommendation of the Dispute Resolution Committee the PMHC president makes the final decision on the matter

19.2 In this section,

- (a) “minor infractions” are infractions under the PMHC's Code of Conduct or violations of any PMHC rule or regulation which are not severe but which may warrant immediate corrective action as specified in section 19.5. Examples include,

- (i) a single incident of disrespectful, offensive, abusive, racist or sexist comment or behaviour directed towards others, including peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
 - (ii) unsportsmanlike conduct such as angry outbursts or arguing;
 - (iii) a single incident of being late for or absent from PMHC events or activities at which attendance is expected or required; and
 - (iv) non-compliance with the rules and regulations under which PMHC events and activities are carried out;
- (b) “major infractions” are infractions under the PMHC's Code of Conduct or any PMHC rule or regulation which are more severe and may warrant disciplinary action as specified in section 19.16. Examples include, but are not limited to,
- (i) repeated incidents disrespectful, offensive, abusive, racist or sexist comment or behaviour directed towards others, including peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
 - (ii) repeated unsportsmanlike conduct such as angry outbursts or arguing;
 - (iii) repeated incidents of being late for or absent from PMHC events or activities at which attendance is expected or required;
 - (iv) activities or behaviour which interfere with the organization of a competition or with any player’s or team’s participation for a competition;
 - (v) pranks, jokes or other activities which endanger the safety of others;
 - (vi) deliberate disregard for the rules and regulations under which PMHC events or activities are conducted;
 - (vii) abuse of alcohol;
 - (viii) any use of alcohol by minors;
 - (ix) use of illicit drugs or narcotics; and

- (x) use of, or condoning of the use of, banned performance enhancing drugs or methods;

(c) "Committee" means the Discipline Committee.

Minor Infractions

19.3 Disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved. This person may include a Board member, committee member, convener, tournament chairperson, official, coach, or team manager.

19.4 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, providing the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

Sanctions for Minor Infractions

19.5 The following sanctions may be applied, singularly or in combination, for minor infractions:

- (a) verbal reprimand;
- (b) written reprimand;
- (c) verbal apology by the individual;
- (d) written apology by the individual;
- (e) suspension from PMHC events and activities including games or competition;
- (f) suspension of team service or other voluntary contribution to a team or the PMHC; and/or
- (g) other sanctions as may be considered appropriate for the infraction.

19.6 There shall be no appeal of a decision of the person in authority under this subsection.

Major Infractions

19.7 Any person may report a major infraction to the President. Board members that bear witness to a major infraction are required to report same immediately, in writing, to the President

19.8 Upon receipt of a report, the President shall determine if the incident is better dealt with as a minor infraction or if a hearing is required to address the incident as a major infraction.

19.9 If the incident is to be dealt with as a minor infraction, the President will inform the appropriate person in authority as described in section 19.3 and the alleged offender, and the matter shall be dealt with in accordance with sections 19.2 through 19.5.

19.10 If the incident is to be dealt with as a major infraction, the matter will be referred to the Disciplinary Committee for a hearing to take place as soon as possible.

19.11 Major infractions occurring within competition may be dealt with immediately, if necessary, by a PMHC representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied, but only after review of the matter in accordance with the procedures set out for major infractions.

Hearing

19.12 Any hearing dealing with a major infraction shall be governed accordingly by such procedures as the Disciplinary Committee deems appropriate provided that,

- (a) the parties may be accompanied by a representative;
- (b) the hearing will be held in private;
- (c) the parties will be given written notice of the day, time and place of the hearing;
- (d) the individual who allegedly committed the major infraction will receive a copy of the report; and
- (e) the Committee may request that witnesses to the incident be present or submit written evidence.

19.13 As soon as possible following the conclusion of the hearing, the Disciplinary Committee shall present its findings in a written report to the President and all those involved in the infraction. This report shall contain,

- (a) a summary of the relevant facts,
- (b) a determination as to whether the act(s) complained of constitute a major infraction; and
- (c) disciplinary action to be taken, if any.

19.14 Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee shall determine the appropriate sanction.

19.15 If the individual being disciplined chooses not to participate in the hearing, the hearing shall nonetheless proceed, but note shall be made in the written report to the President that the individual being disciplined was afforded the opportunity to attend and participate in the hearing, but declined to do so.

Sanctions for Major Infractions

19.16 The Disciplinary Committee may apply the following sanctions singularly or in combination for major infractions:

- (a) written reprimand;
- (b) written apology;
- (c) suspension from PMHC events and activities including games or competition;
- (d) suspension of team service or other voluntary contribution to a team or the PMHC;
- (e) expulsion from the PMHC; and/or
- (f) such other sanctions as may be considered appropriate for the infraction.

19.17 Unless the Committee decides otherwise, any disciplinary sanctions shall commence immediately.

19.18 An appeal of a decision of the Disciplinary Committee concerning a major infraction shall lie to the full Board. No appeal will be heard unless a written request for appeal is received by the President within 7 days of the Disciplinary Committee's communication of its decision to the respondent. The Board may uphold, modify, or vacate the decision of the Disciplinary Committee.

20. Privacy Policy

Purpose

20.1 This privacy policy describes the ways in which the PMHC collects, uses, retains, safeguards, discloses and disposes of the personal information of all PMHC members and participants to ensure compliance with all relevant federal and provincial legislative privacy requirements. It is based on the 10 principles identified in Schedule 1 to the federal Personal Information Protection and Electronic Documents Act (“PIPEDA”) and describes the methods of implementing each principle.

20.2 The PMHC will strive to meet or exceed all federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

Principle 1 – Accountability

20.3 The PMHC hereby designates the President as the person who will be accountable to the Board for compliance with this policy. The President will be responsible for the PMHC's compliance with PIPEDA privacy principles and for responding to access requests, corrections and complaints in accordance with this policy.

20.4 The President shall ensure that the PMHC is accountable for all personal information in its possession including that which may be transferred to a third party. Representatives of the PMHC that handle information on behalf of the PMHC shall attempt to require that third parties with whom they may have to forward and/or share private information be contractually obligated to adhere to the standards of this policy.

20.5 The PMHC shall take all steps necessary to ensure compliance with this policy including security measures designed to protect personal information in its possession and staff training in all facets of information management.

Principle 2 - Identifying Purposes

20.6 PMHC hockey programming involves governing its teams and games including training of coaches, trainers and referees, determining players' eligibility for specific divisions, fitness to participate in practice and games, and establishing appropriate rules and regulations for competition. The PMHC shall only collect personal information for the purpose of providing such hockey programming.

20.7 The PMHC collects personal information for the following specific purposes:

Type of Personal Information Purpose of Collecting

- A player's name, gender, place of residence and date of birth.

1. To determine that the player's geographical, division and level of play information are consistent with OMHA, OHF and Hockey Canada regulations.
2. To be made available to related organizations and leagues for purposes of competition.
 - Historical information concerning past teams played for.
3. To determine if any transfer regulations apply.
 - A player's skill and development level and feedback on programs and awards received.
4. To measure the success of the PMHC's programs and maintain governance.
 - A player's parents or guardian's names, addresses, telephone numbers and e-mail addresses.
5. To facilitate emergency contact information.
6. To ensure compliance with residency regulations.
7. To facilitate membership communication.
 - Team official's names, addresses, telephone numbers, e-mail addresses, training and coaching certifications and qualifications.
8. To facilitate membership communication and communications amongst other team officials and other minor hockey organizations.
9. To certify team officials. On-ice and off-ice official's names, addresses, telephone numbers, e-mail addresses and HCOP level
10. To facilitate communication amongst officials and the assignment of officials to games.
11. To assist in the development of officials.
 - Educational information to ensure all residency regulations have been adhered to. Skill levels, ability, emergency contacts and health concerns

12. To ensure all PMHC activities are carried out in a safe and secure environment.

- Team and individual pictures

13. To provide players with a memento of their hockey experience

- Resumes

14. To determine a prospective employee's suitability for a position within the PMHC.

- Appeal Information

15. To administer appeals and any related proceedings, and the rules, regulations and bylaws of the PMHC, OMHA, OHF and Hockey Canada.

- Coaching Applications

16. To determine a prospective head coach's suitability to coach a PMHC team.

- Parent and Player Satisfaction Surveys

17. To help evaluate the suitability of a head coach to return as head coach.

18. To help determine whether any other team official should be carded to a team.

19. To provide feedback to a head coach.

- Player Evaluations

20. To help determine whether a person should be permitted to act in any official capacity (whether paid or volunteer) within the PMHC.

- Criminal Record Checks

21. To ensure a player's fitness for playing hockey.

- Doctors records, reports, medical and neuropsychological baseline testing, etc.

20.8 The PMHC shall request individual permission to use any personal information for purposes other than those identified in section 20.7 unless such usage is authorized or required by law.

20.9 The PMHC shall advise registration candidates of the purposes for the collection of their personal information at the time of registration by reference to this policy.

20.10 Where practicable, all personal information collected by the PMHC shall be maintained in the PMHC office, in a cabinet or other storage facility capable of being locked.

20.11 The PMHC may require that personal information be provided to gain access to secure areas of the PMHC website. Any information so provided will be treated within the same parameters as other personal information collected by the PMHC through other means. It will always remain the user's choice to provide information in certain fields.

Principle 3 – Consent

20.12 All members of the PMHC agree that the act of registering constitutes implied consent to the use of personal information for the purposes specified in section 20.7.

20.13 While participants are under no obligation whatsoever to supply medical records, medical history or medical forms and may refuse to do so without penalty, the PMHC will consider receipt of this information as consent for its subsequent use in an emergency medical situation. Where, however, a player has been injured in a game, practice or other team-related activity, the PMHC may require proper medical clearance by the player's physician, at the player's family's expense, in the form of a return to action note.

20.14 If at any time any person wishes to withdraw consent to the use of his or her personal information for any purpose, the person may do so by notifying the President in writing.

20.15 In exceptional circumstances, the PMHC may collect, use and disclose personal information without consent where it is both necessary and reasonable to do so and where permitted by law.

Principle 4 – Limiting Collection

20.16 The PMHC shall only collect personal information by fair and lawful means. The PMHC shall not indiscriminately collect information. Both the amount and type of information collected shall be limited to that which is required to fulfill the purposes identified in section 20.7, and such other purposes as are reasonably related to the objectives of the PMHC.

Principle 5 – Limiting Use, Disclosure and Retention

20.17 The PMHC shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the person to whom the information relates or as required by law.

20.18 No personal information shall be supplied to third party service providers or product suppliers without the consent of the person to whom the information relates.

20.19 The PMHC may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the PMHC has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by law.

20.20 If any PMHC team has collected personal information from its players, parents or Team officials, it must adhere to the principles set out in this policy. Specifically, no PMHC team may use or disclose personal information supplied to it directly or by the PMHC for purposes other than those set out in section 19.7 without the consent of the person to whom the information relates. This includes the disclosure of personal information on any web page.

20.21 The PMHC may release personal information for the purpose of collecting debts that are owed to it.

20.22 Personal information shall only be retained as long as is necessary to fulfill the purpose identified unless consent is given to keep information for a longer period of time.

20.23 Registration data shall be retained for a three-year period after a player has left the PMHC. Parental/family information shall be maintained for a similar three-year period after a member has left the PMHC.

20.24 Personal information that is no longer required or permitted to be retained by the PMHC will be destroyed in a secure manner.

Principle 6 – Accuracy

20.25 The PMHC shall strive to ensure, to the extent that it can, that the information entrusted to it is maintained in an accurate manner. All PMHC members and participants will have the ability to view and review personal information retained by the PMHC. The PMHC shall attempt to maintain the privacy interests of all individuals and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.

20.26 The PMHC shall only update personal information in its possession if a request is made in writing.

Principle 7 – Safeguards

20.27 Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized use or access, disclosure, copying or modification.

20.28 All information collected by the PMHC will be considered highly sensitive. As such, a high level of security will be practiced at all times. Methods of protection and safeguards include but are not limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption. These measures will be subject to yearly reviews by the Board and the President to ensure the best methods possible are being utilized to maximize effectiveness.

Principle 8 – Openness

20.29 Upon request, the PMHC shall provide a copy of this policy to any PMHC member or participant. The PMHC shall also make this policy available to all PMHC members and participants on the PMHC website.

Principle 9 - Individual Access

20.30 Upon request, the PMHC shall provide access to personal information in its possession to the individual to whom the information relates or to the parent/guardian of such individual. The PMHC shall disclose the source of the information when requested and provide an account of any third parties to whom the information may have been disclosed. The PMHC shall endeavour to provide such information within 30 days of receipt of the request and only charge nominal fees for the purpose of satisfying its expenses incurred in supplying such information.

20.31 The PMHC may request sufficient information to confirm an individual's identity before releasing any personal information.

20.32 A PMHC member or participant may challenge the accuracy or completeness of the information and any inaccurate information shall be corrected and any third parties shall be notified of the corrections.

Principle 10 - Challenging Compliance

20.33 Anyone wishing to challenge the PMHC's compliance with this policy may contact the President or any Board member.

20.34 The Executive Committee shall investigate all complaints received. If the complaint is deemed justified, the PMHC shall take the appropriate steps to ensure that compliance is achieved and will make any necessary changes to its policies to allow for compliance in the future.

21. Miscellaneous

Use of the Official PMHC Logos

21.1 The PMHC logos are registered to the PMHC, under licence from the Peterborough Petes. Any depiction or duplication of the PMHC logos without written permission is strictly prohibited by law.

21.2 The Peterborough Petes logos are for the official use of the PMHC Board. They are copyrighted and trademarked, and are not to be used without permission from the President.

Exhibitions Games

21.3 The OMHA Contact must be informed of all exhibition games so that the games can be registered with the OMHA for insurance purposes and any necessary approvals can be obtained. The OMHA Contact must be advised of the date, location and teams.

22. Application of Rules

Scope

22.1 The affairs of the PMHC are governed according to its Constitution, known as ByLaw No. 1 adopted May 2012, and the constitutions, by-laws, rules, regulations and policies of the ETA, Ontario Minor Hockey Association, Ontario Hockey Federation and Hockey Canada applicable to it. These Rules of Operation must be read and applied in conjunction with all such rules and regulations.

Interpretation

22.3 In these Rules, all capitalized terms have the same meaning as in the PMHC's Bylaw No. 1.

22.4 In these rules, "PMHC members and participants" includes all players, parents, guardians, coaches, officials, volunteers, directors, committee members, convenors, team managers, trainers and administrators involved in any PMHC business, activities or events.

22.5 In sections 2 through 14 ,

- (a) "team" means a team in the PMHC; and
- (b) "team official" means a head coach, assistant coach, trainer, assistant trainer, manager and/or assistant manager.

22.6 There will be situations where a PMHC rule or policy appropriate in most situations would not be fair or just in a specific case. In such situations, the PMHC rule or policy may be waived or varied, or exceptions to the rule or policy may be granted, in order to ensure that the objectives of the PMHC are respected and/or promoted.

22.7 If there is a conflict between these Rules and any OMHA, OHF or Hockey Canada rule or regulation, the OMHA, OHF or Hockey Canada rule or regulation shall prevail.

22.8 These Rules will be interpreted broadly in a manner that respects and promotes the objectives of the PMHC as set out in the Constitution.