

PMHC

RULES OF OPERATION

Amended October 23, 2021 (Section 1)

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

Amended February 21, 2022 (Sections 5, 6, 7)

Amended March 22, 2022 (Sections 8, 9, 10, 11, 12, 13, 14)

Amended March 23, 2023 (Section 4)

Amended March 24th, 2023 (Section 4)

1. Registration Generally	4
Refunds Novice – Minor Midget	5
Refunds Major Midget	5
2. Selection of Team Officials	5
Head Coaches	5
Assistant Coaches, Trainers and Managers	7
3 Tryouts	7
4. Team Composition	9
Rosters	9
Import Players	9
AAA Waivers	9
Player Movement Policy For Tryouts at Age Level Above	10
4. Equipment and Jerseys	11
Equipment	12
Jerseys	12
5. Head Coach Responsibilities	13
Team Rules and Player Discipline	14
Coach Discipline	15
Equitable Ice Time - Rule Applicable from Novice through Minor Bantam	15
Team Parent Meetings	16
Coaches and Managers Meeting	17
6. Manager Responsibilities	17
Team Budget and Financial Records	18
Monthly Player Fees	19
Fundraising	21
Admission Fees	22
Sponsorship	22
7. Assistant Coach Responsibilities	23
8. Trainer Responsibilities	23

9. Tournaments	24
10. Dress Code	25
Players	25
Bench Staff	26
11. Ice Scheduling	26
12. Timekeepers	27
13. Code of Conduct	27
14. Harassment and Abuse Policy	28
Scope	28
Complaint Procedures	28
Investigation	29
Incidents Requiring Immediate Response	29
Hearing	30
Sanctions	31
Cyber-bullying policy	32
15. Criminal Record Checks (CRCs)	33
16. Prevention Review	33
17. Discipline	34
Minor Infractions	35
Sanctions for Minor Infractions	35
Major Infractions	36
Hearing	36
Sanctions for Major Infractions	37
18. Privacy Policy	38
Purpose	38
19. Miscellaneous	44
Use of the Official PMHC Logos	44
Exhibitions Games	44
20. Application of Rules	44
Scope	45
Interpretation	45

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

2.1 All final decisions regarding the selection of Head Coaches shall be made by the Board based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee shall be appointed by the President, and

will be five or more of the following members, including the President: First Vice President, Second Vice President, Chair of the Development Committee/Coach Mentor, and up to three (3) persons at large, one of whom should have considerable hockey experience. At the Coach Selection Committee meetings, the President shall only cast a vote in the event of a tie.

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. Where a conflict exists, the Committee member may continue to sit in on the interview for the coach with whom the conflict was declared, but shall not ask questions of the coaching candidate, nor vote on that candidate.

2.3 Applications for Head Coach positions in the next hockey season will be made available by December 15th of the current season. Application forms will be posted and submitted online at www.peterboroughminorpetes.ca by the posted due date.

2.4 The Coach Selection Committee shall conduct all interviews for Head Coach positions. Other than in exceptional circumstances, no less than 3 members from the Coach Selection Committee will be present for any interview.

2.5 Prior to making any Head Coach recommendations, the Coach Selection Committee shall perform necessary due diligence on each applicant.

2.6 All Head Coach positions will be reviewed and selected on an annual basis. Preference may be given to previous PMHC Head Coaches, provided they have met the PMHC's expectations in the prior season(s). The Coach Selection Committee will consider player development needs and the capabilities, demeanour, and qualifications of the Head Coach candidates in their 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.

2.7 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.

2.8 It is the policy of the PMHC to prefer applicants for Head Coach who will not have a child on the team they are applying to coach. 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

2.13 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 the team's Assistant Coach(es), Trainer(s) and Manager(s), however, all staff selections must be approved by the Board.

2.14 Once the Head Coach has decided on the team staff, the PMHC Acceptance of Requirements must be completed and forwarded to the OMHA Contact who will present it to the Board for approval. In most cases, the decision of the Head Coach is respected and all staff selections are approved. However, some of the staff may be required by the Board to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the PMHC.

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

3 Tryouts

3.1. All tryouts shall follow OMHA/OHF guidelines.

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. At the first tryout, every Head Coach must provide a letter that outlines the tryout process, evaluation criteria and the anticipated costs for the season.

3.5. It is recommended that all Head Coaches use the PMHC Player/Parent Information Sheet at the first tryout. The PMHC will provide copies for all teams, if requested by the Head Coach.

3.6. All releases shall follow OHF guidelines.

3.7. A 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. (reflects the spirit of the OMHA tryout announced March 2018; amended March 2018).

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

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

3.10. It shall be the policy of the PMHC not to use tryouts as a "fundraiser". Where a Head Coach forms the view that a player is clearly not capable of playing at the level for which he is trying out, that player shall be released as soon as practicable.

3.11. The Coach Selection Committee, 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.

3.12. All Head Coaches must maintain an individual "report card" for every player invited to attend the final three tryouts for any team, such individual report card to be approved by the Board in advance. Head Coaches may, but are not required to, use the PMHC Player Evaluation Report.

3.13. No players can be released following exhibition games played outside of Peterborough.

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 must advise the President at least 24 hours before doing so.

3.16. Players who have been selected and have accepted, through a signed offer of commitment to play given to the coach or manager of a rep team, who subsequently decide to quit the team, are financially responsible for their individual share of all team costs (depending on the number of players on the team) from the time that they have accepted to be on the team to the time that a replacement player accepts in writing the offer of commitment to play. These costs include, but are not limited to, the player's share of any tournament costs which may have been scheduled at the time the player was on the team, team parties, ice, development, jerseys, or any other team costs that may have been planned, expended, or scheduled while the player was on the team.

3.17. Any income generated from fundraising activities either individual or through team events, while the player was part of the team and prior to a replacement player being signed on, will be the exclusive property of the team. Any donations or sponsorship money given to the team while the player is part of the team will be considered the property of the team. The exiting player will not be entitled to claim any part of that money, product, or service.

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.

4.2 Minor Bantam, Major Bantam, Minor Midget and Major Midget teams are directed to roster a maximum of up to 18 players and a minimum of 15 players, including two (2) goalies. A head coach that wishes to sign fewer than 17 players shall consult with the Development Committee before doing so. Under no circumstances may a coach sign fewer than 15 players, including two (2) goalies, without approval of the Development Committee and the Board.

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 the PMHC's mandate to establish and foster an environment and culture of development for players. Occasionally, it is appropriate for an exceptional player to play with an age group above the division defined by their birth year. We understand that each individual situation is unique. The decision will be based on what is best both for the organization as well as the individual player. No team will be permitted to carry more than 1 underage player. In instances where underage players from the same immediate family (siblings) demonstrate exceptional skill and fulfill the criteria outlined in paragraph 4.6 a), the above age team will be permitted to include more than one underage player.

4.5 According to the OMHA Rule 3.6a, centers must establish criteria that players would be required to meet 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) Players interested in trying for the age group above must indicate their interest in writing to the PMHC President 14 days in advance of tryout #1. To qualify as an underage player, the player must possess exceptional skills while excelling at his/her natural position. From u10 to u18, the player must be a top 3 forward, a top 2 defenseman and the top goalie on the team in which they are trying out for.

4.6 b) Exceptional player evaluation fee: players interested in trying out for the age group above their birth year must register and pay for the age group above team. They are also obligated to register and pay a \$200 underage evaluation fee. The evaluation fee will only be reimbursed if the player is successful in making the above age team.

4.7 The executive committee and development director will appoint an evaluation committee of 2-3 members of the hockey community. The evaluation committee will consist of people outside of the Peterborough Minor Hockey Council executive committee, board of directors, coaches and or parents. Members of the evaluation committee shall be totally independent and free of any conflict of interest. In the event of a conflict of interest within the executive committee or development director, the PMHC administrator or advisor to the board can step into this role to appoint the evaluation committee. A conflict of interest is defined as a situation in which a person has a private or personal interest sufficient to appear to influence the objective or exercise of his or her official duties as a member of the evaluation committee.

4.8 The player will be evaluated the first 2 tryouts. It is preferred there will be 1 practice and 1 scrimmage/game. The coach will release the player upon the recommendation of the evaluation committee. As soon as they recognize that the player does not fit the criteria of being one of the top 3 forwards, the top 2 defensemen or the top goaltender, the player will be released. Players trying out for the age group above are guaranteed 2 tryouts.

4.9 If a player is successful in making the team as an underage player, it must be understood that a coach committing to an underage player must continue to develop the player as the top 3 forward, top 2 defenseman or top goaltender for the full season. The coach must submit a monthly underage player evaluation form to the VP of hockey operations to ensure the player is being properly utilized as per the PMHC underage

policy. The player will not be allowed to drop down to the team of their own age group at any time during the season.

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 Black hockey pant shells, bearing the appropriate league and team logo, shall be worn by all team players. Custom black hockey pants, bearing the league and team logo, are permitted.

5.3 Hockey helmets worn by all team players must be black.

5.4 For the current season, hockey gloves worn by all team members must be black, or black and white where black is the predominant colour.

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

5.6 Players can use any hockey bag that they choose. It is preferred that all players use a bag that has been approved by the PMHC bearing the "Petes" logo.

5.7 Teams cannot require that players purchase a particular hockey bag, but a team can provide players with the option to purchase a team bag.

Jerseys

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

5.9 Annually, the PMHC shall provide to each team approved PMHC home and away jerseys and socks from the PMHC approved vendor.

5.10 In the case that a player keeps the same jersey number in subsequent years, and there are no other changes to the jersey, the coach may approve that a player keep his jersey for a second year depending on the condition and fit of the jersey to ensure appropriate team uniformity. This request must be placed to the team coach prior to the scheduled team fitting session. If there is a disagreement related to the appropriateness of a specific player's jersey, the Equipment Director shall make the final determination.

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

5.12 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.

5.13 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. AP jerseys must be number 32 and 33 only.

5.14 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 cream on black for wear on black jerseys, and maroon on cream for wear on cream jerseys. 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.

5.15 PMHC is responsible for the full cost of their jerseys and socks. Players may keep their socks at the end of the season. However, each team Manager shall collect all players' home and away jerseys, and return them to the Equipment Director.

5.16 Teams cannot require that players purchase a third jersey.

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 penalty-free 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
- Physical fitness and nutrition
- Equitable ice time
- Conduct on-ice, in the dressing room, or at team or PMHC events
- Appearance (dress code)

- Motivation/enthusiasm
- Self-confidence
- Enjoyment of the game

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.

Team Rules and Player Discipline

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

6.5 Parents must always be advised of any team discipline involving their child.

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

6.7 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.

6.8 Head coaches are permitted to suspend a player for all or part of a game or practice or from the team for a period of time. 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. Any suspension 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.

6.9 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.

6.10 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

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

6.12 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.

6.13 At no time shall a head coach ever verbally or otherwise engage a player, bench staff or parent on an opposing team, either during a game, or before or after a game. 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 principals upon which it rests. Head coaches who offend these rules may be subject to discipline by the Disciplinary Committee.

6.14 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, and 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.

6.15. Head coaches are also responsible for the behaviour of their assistant coaches and bench staff.

Equitable Ice Time - Rule Applicable from Novice through Minor Bantam

6.16 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.

6.17 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 include league games, preliminary rounds in tournaments, exhibition games and "second season" playoffs. These games are to be used to equalize ice time for players who may have received less ice time in other games.

6.18 Equitable ice time rules apply to affiliated players.

6.19 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

6.20 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:

- ***Coaching Philosophy.*** The head coach should outline his basic method of operation and any other specific topics related to the players' development.
- ***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.
- ***Fund-raising:*** 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, their addresses, phone numbers and e-mail addresses. It should be explained that the selection of all team officials is subject to Board approval.

6.21 Throughout the season, the head coach should hold regular team parent meetings, and in any event, no less than 3 parent meetings shall be held per season per team.

Coaches and Managers Meeting

6.22 The Convenors and coaches and managers shall 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.

1. 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 PMHC and team officials;
- Liaison between the Ice Manager and team officials;
- Liaison between the parents and team officials;
- Fund-raising activities;
- Tournament bookings;
- Travel and hotel arrangements;
- Reporting scores to league conveners;
- 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 an Office 97 Excel spreadsheet. An electronic version of the template applicable to each division will be supplied to all managers prior to their first parent meeting. The templates can also be obtained from the PMHC Administrator.

7.3 The manager must prepare a budget using the standard template. 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.

7.4 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:

MINOR ATOM AAA HOCKEY TEAM

DATE ITEM RECEIVED PAID OUT BALANCE

<i>Sept. 26</i>	<i>Parent Payments</i>	<i>1,700.00</i>	<i>1,700.00</i>
<i>Sept. 30</i>	<i>Refs - Ex. Game</i>	<i>30.00</i>	<i>1,670.00</i>
<i>Oct. 1</i>	<i>Parent Payments</i>	<i>600.00</i>	<i>2,270.00</i>
<i>Oct. 2</i>	<i>Sponsorship</i>	<i>1,000.00</i>	<i>3,270.00</i>

7.5 The manager must account monthly to the parents on the team, commencing November 15th of each year, until the season ends.

Monthly Player Fees

7.6 "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 additional ice time not included in registration, bussing, non-parent coach and staff expenses, off-ice training, additional on-ice training other than that provided by the PMHC included in registration, referee fees, fundraising expenses, trainer kit expenses, practice jerseys and socks, tournament registration expenses, . 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.

7.7. 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.

7.8 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.

7.9 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.

7.10 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. An AP player may fill the spot until payment in full is received. Exceptions will be managed by the Head Coach and Team Manager, and the Treasurer for remedy, and must be approved by the Board.

7.10(a) "Where a non-payment or insufficient payment of a player's monthly fees are not paid in a timely manner for 2 consecutive months (even where the initial default during the first month of arrears is cured), the rostered player shall immediately be considered "not in good standing", and shall not be allowed to participate in any team practices, on or off-ice activities, development, games or any other PMHC team activity. In this event, all arrears, together with the balance of all monthly player fees owed for the remainder of the season, shall immediately become due and payable on the first day of the second consecutive month of arrears (amended December, 2014).

By way of example only: Monthly player fees are due on the 1st day of each month. December's payment is therefore due December 1st. Monthly player fees are not paid December 1st, but are paid on December 20th. The arrears for December are cured. The next monthly player fees are due January 1st, but are not paid on that date. This constitutes 2 consecutive months of arrears of monthly player fees. In this instance, the player shall immediately be held to be "not in good standing", and the described consequences will apply.

7.11 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.

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

7.13 The manager must handle team funds exclusively. Team "treasurers" are not permitted without prior approval of the Board. 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.

7.14 All PMHC team accounts must be opened through the approved PMHC bank. Any team bank account must require at least two authorized signatures (the head coach and one other person) to write cheques or withdraw funds.

7.15 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.

7.16 At the end of the season all accounts must be reduced to a zero balance. No team funds are to be carried over to the next season. All team bank accounts must be closed at the end of each season. The Treasurer must be notified if accounts have not been closed for any reason.

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

7.18 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

7.19 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.

7.20 All fund-raising activities must be approved by the President, which approval shall not be unreasonably withheld.

7.21 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.

7.22 All teams serving alcohol at a dance must have a proper license and suitable liability insurance. It is strongly recommended that professional bartenders be employed at these dances.

7.23 Teams must provide a tangible product or service for monies received. Direct solicitation shall be permitted only with the approval of the Board.

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

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

7.26 Cash rewards for children are forbidden. Token prizes such as hockey sticks for selling the most of something are allowed.

7.27 Any lottery, game of chance, or draw in a large scale requires a municipal license. Events on a limited scale such as hockey pools, product draws, or 50/50 ticket draws before a home game are permitted.

7.28 Generally, draws involving alcoholic products are prohibited; however, any team may place a request for pre-approval by the Board for a potential fundraising draw involving alcoholic products which may be deemed appropriate.

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

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

7.31 The combined amount of fund-raising and sponsorship for any single team cannot exceed 60% of the team's total expenses without approval from the Board. The only exceptions to this rule are teams hosting OMHA Championships or other special situations approved of by the Executive Committee.

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

7.33

Admission Fees

7.33 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.

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

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

Sponsorship

7.36 The PMHC will provide each team with a Main or Primary Sponsor. Each team shall have the name of the Main Sponsor located on the top name bar on each home and away jersey. Each team shall bear the name of their Main Sponsor in all newspaper filings for the team, and on the PMHC website. In any other form of advertising that the team may chose to conduct, ie: team banners, team programs, etc., the Main Sponsor shall occupy at least 50% of the advertising space.

7.37 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.

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

7.39 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 Board. No Secondary Sponsors shall have their name or business logos on any team clothing.

2. Assistant Coach Responsibilities

8.1 While the over-all 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.

3. Trainer Responsibilities

9.1 The trainer is responsible for the safety of all players on the team.

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 and conduct proper stretching exercises before any activity.

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 and will recommend any necessary injury avoidance or muscle strengthening exercises. The trainer should 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 provide a doctor's note identifying that the player is fit to return to play hockey prior to joining the team for any game. 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 for guidance.

4. Tournaments

10.1 Prior to Fall scheduling meeting each season, all teams (with the exception of Minor and Major Midget) must provide the Board, OMHA Rep, and the PMHC Administrator, 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 PMHC Tournament Permission Request 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 PMHC Tournament Permission Request. 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.

10.5 No team can attend more than two (2) tournaments that require over-night accommodation without the unanimous approval of the parents of the team, and of the Tournament Committee.

10.6 Teams cannot enter into any tournaments during playoffs without prior approval from the Tournament Committee.

10.7 Participation in the following PMHC tournaments is mandatory for the teams participating:

- Pat Larock Memorial Tournament
- Boston Pizza Icefest Tournament
- Steve Richey Midget Tournament of Champions

10.8 For each of these tournaments, the Tournament Committee shall require of specified non-participating teams a number of man hours of volunteer time which will be scheduled by the tournament director.

5. Dress Code

Players

11.1 All players must wear approved outerwear with the PMHC logo. Players must wear a white shirt, tie, black dress pants, and black dress shoes or boots.

11.2 Approved PMHC jackets include all jackets sold by the PMHC and approved vendors. Other jackets that are available through PMHC approved vendor(s), which teams may request for approval by the PMHC. Any previously approved PMHC jacket is acceptable. OMHA Championship jackets are also acceptable.

11.3 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.

11.4 At tournaments, or after regular season and playoff games, the Head Coach may permit the team to forgo the wearing of the PMHC-approved jacket, white shirt and tie (Atom and Novice teams only) and opt to wear a common PMHC track suit as long as the entire team is uniform.

11.5 Whatever dress code the team chooses, the players should be uniform.

11.6 Teams, Players, Coaches, Trainers and Managers by definition, represent the PMHC. As such, if PMHC teams 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 be acceptable for team uniforms, as they do not have an official PMHC logo. Examples of Team apparel include track suits, warm up clothes, t-shirts, winter jackets, hats, shorts, or other off-ice team apparel that is purchased and worn by the majority of the team to attend or in-transit to events while representing the PMHC.

11.7 Any requests for deviation must be submitted to the Equipment Committee Chair for preapproval, and are subject to vote by the Board. Coaches and Managers must raise any potential concerns to the appropriate Committee to ensure adherence to the dress code requirements.

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

Bench Staff

11.9 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.

6. Ice Scheduling

12.1 If a team wants to schedule practices or exhibition games before August 15th, it must arrange to purchase its own ice. No head coach can make attendance at any practice or exhibition game mandatory prior to the end of Labour Day weekend. No team can schedule practices or exhibition games prior to August 1.

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 Manager 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 Manager. 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 Manager. If a team requires a game change, it must contact the Ice Manager. 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 PMHC Administrator 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.

7. 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.

8. Code of Conduct

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

14.2 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.

14.3 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.

14.4 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.

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

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

14.7 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.

9. Harassment and Abuse Policy

Scope

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

15.2 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

15.3 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.
- 15.4 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.
- 15.5 If confronting the harasser is not possible, or if after confronting the harasser, the harassment continues, the matter should be reported to an Official.
- 15.6 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.
- 15.7 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

15.8 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.

15.9 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.

15.10 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.

15.11 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

15.12 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.

15.13 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.

15.14 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

15.15 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.

15.16 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 summary of the relevant facts;

a determination as to whether the act(s) complained of constitute harassment;

discipline action to be taken, if the act(s) constitute harassment; and

measures to remedy or mitigate the harm or loss suffered by the Complainant, if the act(s) constitute harassment.

Sanctions

15.17 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.

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

15.19 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**

15.20 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

15.21 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".

15.22 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.

15.23 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.

15.24 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.

15.25 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

15.26 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.

10. Criminal Record Checks (CRCs)

16.1 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.

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

16.3 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.

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

16.5 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.

11. Prevention Review

17.1 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.

12. Discipline

18.1 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.

18.2 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

18.3 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.

18.4 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

18.5 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.

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

Major Infractions

18.7 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

18.8 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.

18.9 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.

18.10 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.

18.11 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

18.12 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.

18.13 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.

18.14 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.

18.15 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

18.16 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.

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

18.18 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.

13. Privacy Policy

Purpose

19.1 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.

19.2 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

19.3 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.

19.4 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.

19.5 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

19.6 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.

19.7 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.

19.8 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.

19.9 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.

19.10 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.

19.11 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

19.12 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.

19.13 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.

19.14 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.

19.15 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

19.16 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 202.7, and such other purposes as are reasonably related to the objectives of the PMHC.

Principle 5 – Limiting Use, Disclosure and Retention

19.17 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.

19.18 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.

19.19 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.

19.20 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.

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

19.22 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.

19.23 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.

19.24 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

19.25 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.

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

Principle 7 – Safeguards

19.27 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.

19.28 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

19.29 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

19.31 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.

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

19.33 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

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

19.35 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.

14. Miscellaneous

Use of the Official PMHC Logos

20.1 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.

20.2 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

20.3 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.

15. Application of Rules

Scope

21.1 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

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

21.4 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.

21.5 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.

21.6 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.

21.7 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.

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