



RBMHA RULES OF OPERATION

(Updated March 20, 2018)

Authority

These rules of operations are Policies of the Rayside Balfour Minor hockey Association (RBMHA) and having been considered and approved by the Board of Directors.

The Rules of Operation cover the most frequently used rules regarding coaches and players in RBMHA. All rules and policies in NOHA, OHF and Hockey Canada for the season will apply to the RBMHA except those listed in these rules.

RBMHA has implemented a Code of Conduct. Adherence to the Code of Conduct will strictly be enforced. RBMHA will enforce the Code of Conduct adopted by the Greater City of Sudbury. The Disciplinary Committee appointed by the Board will review and administer discipline to any team staff that breaks RBMHA Rules of Operations.

First Offence: Written warning

Second Offence: Removal from all team activities for a minimum of 7 days

Third Offence: Removal from all team activities for the remainder of the season

****It is to be noted that the Board or its appointed committee (Disciplinary Committee), can at its discretion, waive a first or second offence depending on the gravity of the situation.****

Equipment

1. Players and team officials who accept equipment from RBMHA must return it upon request. Any player or team official failing to return equipment upon request shall be suspended until it is returned to RBMHA, and deemed to be in satisfactory condition. Any deposit monies will be returned at this time.
2. Deliberate misuse of any RBMHA equipment causing damage, will result in a fine to the guilty person equal to the replacement cost of the damaged article.
3. Goaltenders who make use of RBMHA equipment for anything other than RBMHA activities are prohibited.
4. A deposit of \$100 collected by October 01 of the current year is required for each jersey borrowed. A deposit of \$200 is required for goaltender equipment borrowed. The deposit by cheque is post-dated April 15 of the following year. No game jersey is to be worn in practices. Equipment and jerseys must be returned to RBMHA by April 15.
5. RBMHA game jerseys will only be worn for games (not practices). A \$50 fine will be imposed to the offending team.
6. Team active wear are to be Red-White-Blue in colour and have the RBMHA logo on the front. Sponsorship can be added to the back or sleeves of the active wear.
7. No team shall create their own logo.
8. No name bars or sponsors are to be put on any game jersey unless approved by RBMHA.

9. Team jerseys will be assigned in the same order as team player selection draft. ie. Team #1 will have 1st choice, Team #2 will have 2nd choice, etc...

Ice Time / Scheduling

1. Any league ice time conflicts must be reported to the ice convenor at the beginning of the season or resolution.
2. All teams must submit their tournament schedules by October 25th.
3. All extra ice time will be billed on a monthly basis and must be paid within one month. Failure to do so will result in all scheduled practices and ice times being cancelled until payment is received.
4. RBMHA will mandate the number of ice times allocated to each team yearly depending on ice availability within the Greater City of Sudbury.
5. All teams will be scheduled ice time until March. Game ice will be provided to teams advancing in playoffs beyond March. Practice ice in March or thereafter must be purchased.
6. **Team ice lost due to tournaments will be lost.**

Fundraising / Team Activities

All team activities, on or off the ice, require RBMHA approval and NOHA written submission for insurance purposes. This policy applies 365 days a year.

Exhibition Games / Tournaments

1. Any team wishing to play exhibition games must request approval from the Division Convenor and NOHA Council Director. Officials for exhibition games must be requested from RBMHA Referee-In-Chief and the cost of these officials are at the team's expense.
2. Regular scheduled league games take priority over any other games (i.e. exhibition, tournaments)
3. Any team playing an exhibition game must use an official game sheet and certified officials.
4. A copy of the game sheet must be forwarded to the NOHA Divisional Convenor.
5. Tournament Permit Requests must be requested from the RBMHA designate who will forward to NOHA for approval, prior to any tournament participation.
6. All Tournaments hosted by RBMHA shall be sanctioned by NOHA and all profits shall be retained by RBMHA.
7. RBMHA teams must participate in RBMHA tournaments.
8. No RBMHA tournament fee will be reimbursed, except in the event of tournament / Division cancellation.
9. No team shall enter more than 5 tournaments per season. No more than 2 of the 5 shall be out of town tournaments. (excluding NOHA Tournament of Champions). An out of town tournament shall be defined as being no more than 100 kms from the Edgar Leclair Centre (Azilda Arena).
10. **Each team must give a list of their intended tournament participation to the Ice Convenor by October 25th.**

Team Official Responsibilities

Team officials include individuals approved by the RBMHA Board of Directors and registered as head coach, assistant coach (s), trainer (s) and manager (s). Each team will be allowed up to 5 carded team officials.

1. Coach applications are accepted up to September 01. Coach selection will be done by an Interview Committee.
2. Approvals are subject to the individual obtaining a police check satisfactory to the board in accordance with the following:
 - * All team officials must have a satisfactory police check done every 3 years.
 - * Police Checks shall be in a sealed envelope and submitted to the RBMHA President or his/her designate by November 01. Police check will be returned to the individual after being reviewed.
3. All team officials must have the required certifications for their position as per NOHA guidelines. This includes the Respect In Sports certification.
4. The Code of Conduct and Rules of Operation are to be strictly adhered to by all team officials.
5. All team officials are expected to actively assist RBMHA and provide necessary cooperation.
6. All team officials are to ensure proper conduct of players and fellow team officials on and off the ice.
7. No player or coaching staff electronic roster will be issued until a team roster has been approved by RBMHA and by NOHA. Electronic team rosters will include coaching certification numbers.

Additional Responsibilities for Head Coaches

1. Attend coaches meetings or appoint a designate in the coach's absence.
2. Ensure all players and parents are made aware of the playing rules.
3. Show respect for all referees decisions.
4. Hold a meeting at the start of the season such as: with players and parents in order to make them aware of the coach's plans for the season, practices, team rules, tournaments, budget, fund-raising and other matters, that apply to the team.
5. Ensure all team personnel are informed of practices and game times.
6. Ensure all necessary equipment and facilities are available for games and practices.
7. Ensure all team documentation is properly prepared, maintained and readily available when required.
8. Complete appropriate evaluations and reports as required.
9. Ensure all regulations, safety measures and policies are observed.
10. Is responsible for the overall operation of the team including financial reports and assignment of duties such as signing authorities for the team bank account.
11. **Away games:** (outside of own arenas)
 - * Procure a dressing room for your team
 - * Direct all team personnel to the dressing room

- * Properly complete a game sheet and maintain control of conduct of all team personnel at all times.
- * Have roster sheet (and AP's roster sheet if applicable), available at all times.

12. **Home games:**

- * Prepare a game sheet: ensure that it is properly filled out.
- * Ensure that visiting team has the game sheet 15 minutes prior to game time.
- * Have roster sheet (and AP's roster sheet if applicable), available at all times.
- * Ensure the Division Convenor receives a proper copy of any and all game sheets.
- * Check to ensure ice-officials have arrived 15 minutes prior to game time.

13. Inspect dressing rooms at the conclusion of their played game or practice to ensure everything has been picked up and cleaned.

Additional responsibilities for Assistant Coaches

1. Must be at least 16 year of age, and at least 2 years older than the players they are coaching.
2. Assist Head Coach with on ice activities for games and practices as well as off ice activities.
3. Inspect dressing rooms at the conclusion of their played game or practice to ensure everything has been picked up and cleaned.

Additional responsibilities for Trainers

1. Trainers are to be certified and carded, and are to conform to HTCP rules and procedures only.
2. Inform Coach of condition of players. Keep up-to-date records and emergency contact information.
3. Trainers must fill in "Canadian Injury Report" and forward as per instructions on report.
4. When a player requires medical attention, a doctor's release is required before the player can return to practice or play.
5. Inspect dressing rooms at the conclusion of their played game of practice to ensure everything has been picked up and cleaned.

Additional responsibilities for Managers

1. Attend Managers' meetings as required
2. Assist other team officials with off-ice activities including collecting of monies, booking tournaments and other team arrangements.
3. Must submit to parents and to RBMHA Vice President, a team budget by **October 31**, an interim copy of the team's financial statement by **December 31**, a final financial statement by **April 15**, and provide administrative support as needed.
4. Must submit an **interim financial statement with receipts by December 31** and a **final financial statement with receipts by April 15** to RBMHA Vice-President.
5. Provide monthly ice schedules one month in advance to the RBMHA Referee-In-Chief and to the RBMHA Ice Convenor. (this includes playoffs)

6. Arrange for team photos (team photos are at the team's discretion). Team photos are at the team's expense.
7. Notify Division Convenor when using affiliated players (AP)
8. Inspect dressing rooms at the conclusion of their played game or practice to ensure everything has been picked up and cleaned.

Team Bank Accounts

1. 2 signatures are required to open and operate a team bank account. The Manager and another person as chosen by the Head Coach are to be designated as signing authorities.
2. The signing authorities cannot be spouses of each other.
3. The signing authorities also require approval by the RBMHA President or his/her designate. A signed letter of authorization will be issued confirming the approval.

Police Checks

Team officials will **NOT** be approved as volunteers for the RBMHA on the following:

Individuals with outstanding criminal code convictions or charges pending, will not be accepted based on, but not limited to the following offences:

- * Physical or sexual assault
- * Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14
- * Indictable criminal offences for child abuse
- * Outstanding convictions or charges pending for criminal driving offences, including for provincial offences related to a bona fide occupational requirement or qualifications may be excluded from a position of trust, depending on the circumstances.
- * Applicants may be rejected as a result of other information gained during the Police Check process or through the screening process, or because of other factors.
- * The applicant has the right to know why he or she is being refused, and may appeal to the Board of Directors in writing within 10 days.
- * Any individual participating in RBMHA business activities or events who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference, sexual assault, shall face automatic suspension from participating in any activity of RBMHA for a period of time corresponding to the length of the criminal sentence imposed by the court, and may face further disciplinary action by RBMHA.
- * It should be noted that every staff member or volunteer once accepted, is obligated to inform the appropriate Association Executive if he or she is charged, tried or convicted of any offence under the Criminal Code or under other Provincial or Federal statutes, if that offence is relative to a position of trust held by that individual

Registration

1. Player registration fees will be set annually by RBMHA's Board of Directors
2. The RBMHA Registrar is empowered, with consultation with the RBMHA President or his/her designate, to waive or modify registration fees for a player where circumstances warrant special consideration.
3. Completed registration shall consist of clearance on residency rule, proof of age, properly completed registration form and payment of the registration fee.
4. Team officials may not allow a non-registered person to be on the ice with the team. Failure to comply will result in immediate coach suspension by the Division Convenor
5. Registrations must be paid in full at time of registration
6. A \$25 per player non-refundable administration fee plus a prorated calculation formula based on the number of ice times allocated to the team, will be applied to all registration refunds. All requests for refund must be submitted in writing to the Registrar.
7. No refunds will be issued after December 01.
8. All NSF cheques will be subject to a \$50 fee.
9. A family discount of \$100 will be granted to the third child or more registered from the same family.

Operations

1. Each team will have a maximum of 5 carded team staff on their team. If more than 5, the team must pay the additional fee.
2. Only carded team officials or instructors who are approved by the Board and registered, will be allowed to participate in RBMHA functions, including games and practices.
3. All teams under this agreement must carry a minimum of thirteen (13) skaters plus two (2) goalies (if 2 are available depending on skills), unless Board approval is granted.
4. Any fines incurred by the team will be the responsibility of the team. Fines must be paid within thirty (30) days of the infraction. If the fine is not paid within the thirty days, the staff member responsible for the infraction will be removed from the bench. It is the Manager's responsibility to inform the Division Convenor within forty eight (48) hours of the infraction. Monies are to be paid to the fining league.
5. Residents of Rayside Balfour registered to play shall be given first priority and others may be brought in to fill out a team roster or division. This policy will apply until the end of the last day of the published regular registration date. A late registration date is not part of the regular published regular registration date.

Draft Selection Process

Draft process for Novice to Peewee

1. All coaches must be present during their age group assessments

2. A board member or coach from a different division can be selected to run the drills for the assessments.
3. All coaches will be provided with a list of players on the ice with their names, jersey number and colour.
4. Coaches may be on the ice during the assessments or may also choose to evaluate from the stands (1 assistant coach per team may also help evaluate the skaters)
5. All coaches will be responsible of doing their own evaluation of the skaters during the assessments.
6. Coaches will keep their list and evaluations until draft day.
7. Coaches will be allowed to protect only 2 players, one of which will be his/her child and his/her assistant if present at the draft. (the coach may protect any player if he/she doesn't have a child playing).
8. On draft day, numbers will be picked randomly to see which team will have first pick, second, third...
9. Once the picking order has been established the picks will alternate, first, second, third and third, second and first...until all players are picked.
10. Coaches will draft their players according to their own evaluations of the players during the assessments.
11. After all the players have been picked, Coaches may review their roster and ask for trades.
12. No changes/trades will be accepted once the draft is finalized.
13. Any new player registered after the draft will go the team that would have the next pick.

Draft process for Bantam to Midget

1. All coaches must be present during their age group assessments
2. A board member or coach from a different division can be selected to run the drills for the assessments.
3. All coaches will be provided with a list of players on the ice with their names, jersey number and colour.
4. Assessments for the bantam and Midgets will consist of a 10 minute warm up followed by 40 minutes of scrimmage. (A referee will be provided for the scrimmage)
5. All coaches will be responsible of doing their own evaluation of the skaters during the assessments.
6. During the scrimmage, Coaches and one assistant per team, may evaluate from the players bench and talk with the players.
7. Coaches will keep their list and evaluations until draft day
8. Coaches will be allowed to protect only 2 players, 1 of which will be his/her child and his/her assistant, if present at the draft. The Coach may protect any player if he/her doesn't have a child playing.
9. On draft day, numbers will be picked randomly to see which team will have first pick, second, third...
10. Once the picking order has been established, the picks will alternate, first, second, third and third, second and first...until all players are picked.
11. Coaches will draft their players according to their own evaluations of the players during the assessments.
12. After all the players have been picked, Coaches may review their roster and ask for trades.

Affiliated players (AP)

Affiliated players are to be used in the following situations:

1. When a regular player is ill or injured
2. When a regular player is serving a suspension
3. When a regular player is missing for personal reasons
4. **NOTE:** Under no circumstances should an **AP** be used at the expense of a regular player on the team. An **AP** may play regular shifts but must not take ice time from regular team members.

Coaches who wish to use Affiliated players must follow the following procedures:

1. Team coaches and managers are responsible to notify in writing the Division Convenor prior to using the **AP**
2. Contact the player's coach and obtain an agreement that the player can play
3. Contact that player's parents and obtain their permission
4. Ask the player to play
5. Both coaches are to inform their respective Division Convenor of the use of the **AP**
6. The coach using an **AP** must obtain a copy of the **AP's** approved Roster Sheet from the player's coach or manager, complete the Affiliation sheet and have it signed by the referee prior to the game. The **AP** must also be indicated on the game sheet.
7. Failure to adhere to the procedures may result in disciplinary action

Referees and game officials

1. It will be the duty of the referee to start each game on time
2. Timekeepers are responsible for obtaining the score sheet prior to the start of the game
3. Officials who do not enforce the rules will be subject to suspension by the RBMHA Referee-In-Chief and / or the RBMHA Board.
4. The RBMHA Referee-In-Chief will receive monthly ice schedules from each team to book officials. This will be done at least 3 weeks before the start of every month.

RBMHA Rules of Operation updated and approved at a RBMHA Board of Directors meeting held in the Greater City of Sudbury in Azilda, Ontario the 20th day of March, 2018.



Jacques Vincent, President



Natalie Webster, Secretary