



SMITHS FALLS MINOR HOCKEY ASSOCIATION

**Team Operations Guide
2024-25**

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Introduction

Welcome to a new season of Smiths Falls Minor Hockey Association (SFMHA) hockey. The SFMHA Executive wishes to thank you for volunteering your time and expertise to represent one of our minor hockey teams as a team official.

About This Guide

This document includes Team Management and SFMHA Policies and Procedures. It is intended to provide assistance and direction to ensure your team has a fun and successful season. The Team Operations Guide takes its direction from the SFMHA Constitution and By-Laws, and contains further Rules, Regulations, Policies and Procedures. If you have any questions, concerns or comments, please do not hesitate to contact a member of the SFMHA Executive.

Governance Structure

Hockey Canada <https://www.hockeycanada.ca/en-ca>

At the top is Hockey Canada, the national governing body for entry-level and high-performance hockey in the country. It is responsible for all the major decisions affecting the sport such as player divisions (or age groupings), general rules and procedures, etc. The organization works in conjunction with the 13 provincial branches, the Canadian Hockey League, and U SPORTS (formerly CIS) to grow the game at all levels.

Hockey Eastern Ontario (HEO) <https://www.hockeyeasternontario.ca/>

Hockey Eastern Ontario is one of the thirteen Branches of Hockey Canada, and along with the Ontario Hockey Federation and Hockey Northwestern Ontario, it is one of the three branches in Ontario.

Hockey Eastern Ontario is the governing body of amateur hockey in Eastern Ontario and is responsible for the management of the officiating program, development programs (including the Respect in Sport program), as well as other administrative responsibilities. HEO governs the Junior leagues in their area (Central Junior A Hockey League (CJHL), the Eastern Ontario Junior B Hockey League, and The Eastern Ontario Junior C Hockey League).

District 1: Upper Canada Minor Hockey League (UCMHL) <https://ucmhl.ca/>

The Upper Canada Minor Hockey League is governed by District One and has teams from District One (Upper St. Lawrence) and District Two (Lower St. Lawrence). The Mandate of Upper Canada Minor Hockey is to work towards the development and improvement of minor hockey

SFMHA Constitution and By-Laws <http://sfmha.ca/>

This Guide is made to be in addition to the SFMHA Constitution and By-Laws. Both these documents should be reviewed by all Team staff prior to the start of the season and can be found on the SFMHA website under Documents and Forms:

[SFMHA Constitution \(as amended April 2024\)](#)

http://www.sfmha.ca/files/sfmha_bylaws_2016.pdf

Communication

SFMHA will attempt to communicate with the entire membership via email, Facebook, and the SFMHA website – if you know of someone who is not receiving any communication, please have them contact the Director of Communications for SFMHA: Colleen Bracken chkelly7@yahoo.com

Volunteer Screening Process

SFMHA has implemented the following Volunteer Screening, keeping in mind limitations of time, but recognizing the importance of keeping SFMHA children safe. This process was largely based on the HEO Volunteer Screening and Privacy Protection Toolkit for Minor Hockey Associations.

The SFMHA process is as follows:

Police Records Check – SFMHA has adopted a police check program that will be re-processed every 3 years, in accordance with Hockey Eastern Ontario:

- Year 1: Police Records Check and Vulnerable Sector Check
- Year 2 and 3: Offence Declaration

Volunteers will submit a letter of intent to volunteer signed by an executive member and submit the required forms to the Smiths Falls Police Station or local Ontario Provincial Police detachment. You must go to the station where you live. When the volunteers check is complete, a copy must be provided to SFMHA to complete the process.

Smiths Falls Police Services [Criminal Record Check - Town of Smiths Falls](#)

OPP (living outside the town) <https://www.opp.ca/index.php?id=147>

Team Management

Team Officials' Roles and Responsibilities

2024/25 Hockey Canada coaching requirements can be found in attached document: [Levels and Requirements for Coaches](#)

<https://www.hockeyeasternontario.ca/bench-staff/coaches/certification-qualification-requirements/>

Head Coach

Coaches give an enormous amount of their time and energy to the players while expecting little in return except personal satisfaction. Good coaches build the players' character, develop their skills, bring credit to the game, and are respected in their community. Coaches will be measured by player and team development and accelerating accomplishment throughout the season and not by wins and losses.

Coaches of teams with players of widely varying skills need to be adept at organizing practices to find a way to focus on players with specific needs (e.g. basic skating skills) without holding back those players who are developing more quickly. Coaches must strive to develop the skills and game knowledge expected of their age group.

Coaches need to conduct high intensity, purposeful practices. "Stand around" time should be minimized for players and practices kept fun and fresh. A balance must be maintained between drills that reinforce skills through repetition and repetitive drills that do not challenge the players and therefore discourage them from attending practices.

The coach must serve as a good role model to 100% of the players, 100% of the time. This includes the following: taking a positive approach to player mistakes, demonstrating respect for referees regardless of the call, respect for the competition and respect for each player in front of fans, team-mates and opposing players. Coaches will teach players to be a class act, win or lose. Coaches will promote strong ethics to help players develop a high level of determination and competitiveness.

All coaches will:

- be subject to the SFMHA Volunteer Screening process
- attend coach meetings
- participate in conditioning camps and the player evaluation process where required
- be organized, consistent, fair and available
- finalize their team according to team size as advised by the SFMHA Executive

- organize a parent meeting at the beginning of the season as soon after team is formed (recommended to be held on or before the start of league play) and other such meetings that may be required throughout the season
- have well organized and appropriate practices
- apply discipline fairly, when and where required (refer to SFMHA Discipline Policy)
- deal with potential problems early
- work with the team's Treasurer to prepare a budget with team parents' input and finances in mind
- support and abide by Executive decisions and Association policies and guidelines
- be familiar with the SFMHA, District 1 and Upper Canada Constitution and Bylaws, HEO Policies, Rules, Regulations and Code of Discipline
- report continued discipline problems to your level's Division Director
- prepare affiliation forms
- communicate with other coaches, managers and the levels Division Director
- be solely responsible and accountable for all team matters and will take direction from the level's Division Director and the league representative
- ensure a certified trainer is on the bench at all games and practices
- ensure dressing rooms are always supervised following the 2-deep rule by volunteers that have passed the SFMHA Volunteer Screening process and those persons remain after games and practices until the last player leaves
- ensure both home and away dressing rooms are left neat and clean

Assistant Coach

All Assistant Coaches will:

- be subject to the SFMHA Volunteer Screening process
- attend coach meetings should the head coach not be able to attend
- attend team meetings
- support and abide by Executive decisions and Association policies and guidelines
- be familiar with the SFMHA, District 1 and Upper Canada Constitution and Bylaws, HEO Policies, Rules, Regulations and Code of Discipline
- assist in supervising dressing rooms, including remaining until after games and practices until the last player leaves
- ensure both home and away dressing rooms are left neat and clean
- provide additional assistance to the Head Coach where required

Only individuals registered within a Minor or Junior hockey program will be allowed to assist on the ice during practices or on the bench during games for insurance purposes.

To be added to a Team Roster for insurance purposes, individuals must complete the corresponding Hockey Canada coaching course at the level required for the team they are helping with. Refer to the link at the beginning of the Team Management section.

Manager

The Manager is responsible for the administration of the team under the direction of the Head Coach, the appropriate Division Director and the league representative. A Team Manager guidebook was prepared by Hockey Canada which provides further information: [HC Minor Hockey-Managers Manual](#)

The Manager is responsible for the following tasks:

Start of Season:

- ensure that all team officials and volunteers have completed the necessary steps to comply with the SFMHA Volunteer Screening process (e.g., application form, police check/offence declaration, Respect in Sport)
- provide contact information for team officials to SFMHA Secretary/Communications for SFMHA website (as well as any team website link)
- obtain signatures for all players and bench staff on the official team roster provided by the SFMHA Registrar. This list is to be returned to the SFMHA Registrar and then approved by the District Registrar. This team list will then be returned to you and is to be always kept in a team binder and available.
- arrange the first parent meeting as early as possible in the season to help the coach welcome all the parents and encourage their input and participation.

Volunteers needed for the team might include:

- Treasurer - see section below for Treasurer responsibilities
- Dressing Room Monitors – refer to On-Ice Helpers/Volunteers section below
- Fundraising - once the amount and type of fundraising needed has been determined, these people will coordinate the activities with the Treasurer and the Manager
- compile and distribute a name, address and cell phone number list of all players and coaching staff to all team members/parents (can only be done with consent of all individuals).

Game Days:

- arrange and pay for timekeepers for each home game and ensure they are trained in the use of the equipment, know how to properly fill in a game sheet, and are familiar with regulations. Names and contact information for timekeepers can be obtained from your level's Division Director.

- prepare a game sheet for each home game, exhibition game and tournament games
- be available to sit in the stands with players who are ejected from the game.
- have available copies of Accident/Injury Report forms to provide to parents/players who get hurt during games or practices.
- notify the RIC and Treasurer if the scheduled referees are not present for the game.
- report game results for regular season and playoff games to UCHML Convener within 48 hours (2 days) of game being played.
- report any suspensions (see Suspensions, Hearings and Appeals) immediately following the game to District 1 Rules and Discipline

http://www.sfmha.ca/files/sfmha_scoresheet_labels_template.doc

http://www.sfmha.ca/files/game_sheet_instructions4.pdf

The game sheet will be the major item of information required if:

- there is a dispute over the game result
- there is an injury during the game
- a fight ensues during the game
- suspected illegal use of a player

The Date, Division, League, and Arena SHOULD be filled in on the game sheet prior to start. The coach/manager of each team is responsible for ensuring the team list is entered onto the game sheet. NOTE: If you are using stickers for team lists, you must make sure all FOUR copies are filled in.

The Coach must sign the game sheet before the start of the game. The home team Coach/Manager must ensure the visiting team has ample time to fill in all required information.

If you have a player serving a suspension – there is a box under the team list where the players' name should be recorded along with the game number being served (i.e., 1 of 1, 1 of 2, 2 of 2). The referee must initial this suspension prior to the start of the game, or the player may be forced to sit the game again. Check the game sheet as soon as the game is complete to ensure this has been done. If an incident occurs which requires the referee to take the game sheet into the referees' room, the Coach/Manager should wait outside until it is complete. Do not go into the referees' room at any time.

Game sheets are to be distributed as follows:

1. Send a picture of the game sheet to – Rules and Discipline District1/UCMHL, mcleod000.d1@gmail.com
2. Send a picture of the game sheet to your UCMHL division convener
3. Copies are distributed – one to each of the two playing teams.

4. A copy is kept by the referee for future reference in the event a question arises regarding the game OR an appeal/hearing is held regarding the game he/she officiated.
5. Home team manager enters the final score in www.theonedb.com within 48 hours of game time (username and password are given to you).
6. Home team manager - After about 15 minutes go to game central (found at the top task bar on UCMHL.ca) and enter the goals, assists and penalties according to the game sheet. The username and password will be sent to the manager as well.
7. It is recommended that the away manager checks the entries once they are made to ensure it agrees to their scoresheet too.
8. If there is a suspendable penalty called, please call Alex McLeod at 613 803-1644 as well. No texts please.

*** It is the home team's responsibility to email the appropriate UCMHL Convener the game sheet information. This would include the game number, teams played, score and penalty minutes for each team. Information will follow from your UCMHL Convener as the procedures are finalized.

http://www.sfmha.ca/files/instructions_for_time_clock_youth_arena.pdf
http://site1905.goalline.ca/news_images/org_1905/files/doc_20231115_120008.pdf (Community Centre Clock instructions)

On-going Management:

- report any new email contact information to SFMHA Secretary/Communications to ensure continued SFMHA correspondence with players/parents or guardians
- act as liaison with the Ice Director to schedule home games and practices to maximize ice use
- In the event of game changes, notify the Referee-In-Chief (RIC) so that referees can be changed. Todd McCoy is the RIC mccoytodd15@gmail.com and inform the ice director Barb Maitland barbmaitland@ripnet.com
- provide regular communication to all players/parents for scheduled practices, games and tournaments
- assist the coach and trainer to ensure that players only participate in on-ice activities with CSA-approved equipment and in full equipment in accordance with the HEO Minor and Hockey Canada regulations
- at the direction of the coach, make the necessary arrangements for any exhibition games, tournaments and any team activities
- fill out a Certificate of Insurance Request form and/or travel permit if the team is planning any event that is outside of the realm of hockey (i.e. parties, off-ice training, etc.)
- notify team of arranged time for picture day - teams will be notified of their times as soon as possible

- appoint a SF home tournament coordinator for their team that will liaise with the SFMHA Tournament Director
- assist the coach and his coaching staff, as requested, in any other related duties to ensure the team is well organized and managed

All schedules and league statistics can be obtained from the Upper Canada Minor Hockey League website at: <https://www.ucmhl.ca/> and selecting the corresponding team level.

Total Team Management

Please visit District 1 TTM website at <http://district1.myttm.ca> and download the instructions to set up your Team TTM account.

[TTM Team User Guide for D1 \(sfmha.ca\)](#)

Website Management-As Manager, you may update the SFMHA Team website with team information. You will need to contact the Ice Director, barbmaitland@ripnet.com to obtain a user id and password before proceeding. The website has been set-up so that you can maintain enter scores of your games, keep stats, post events, post team news, acknowledge team sponsors, etc. The SFMHA Executive strongly recommends using the website instead of setting up a separate website using another provider.

Trainer

The Trainer will:

- be subject to the SFMHA Volunteer Screening process
- hold a valid Trainers certificate level 1 or 2 (Level 2 Certification required for all Rep teams)
- maintain the medical information/records on each of the players and will establish an Emergency Action Plan for emergency situations. All Medical information/records are to be shredded or returned to players at the end of the season
- ensure that players only participate in on-ice activities with CSA-approved equipment that is safe and in good condition, and in "full" equipment in accordance with all HEO Minor and Hockey Canada regulations
- conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance and advise players and parents regarding the purchase of protective equipment
- ensure that you have on hand the required accident/injury forms to provide to players/parents who are injured and that they are completed
- Trainers are responsible for certifying that injured players only return to play with the appropriate signed medical authorization

- monitor physical conditioning to ensure it is consistent with the level of play and ensure that players are physically prepared to function at their age level or the level of play
- be available or present in the dressing room before and after games
- never leave an injured player alone
- never be alone with a player in the dressing room
- maintain a trainers safety bag and bring to every game and practice – keep stocked with an appropriate level of supplies
- must attend each practice and game played and enter his/her trainer number on the game sheet

http://www.sfmha.ca/files/sfmha_medical_information_sheet.pdf

https://www.heominor.ca/system/files/InjuryReport_HEO.pdf

<https://www.heominor.ca/system/files/Player-Return-to-Hockey-Attestation.pdf62.pdf>

Treasurer

The Team Treasurer will:

- be subject to the SFMHA Volunteer Screening process
- set up a bank account which requires two signatures of non-related parties. Accounts must be set up under the team's name, not an individual's name, a letter from the SFMHA Treasurer will be required for the bank
- prepare a team budget in consultation with the Head Coach to outline the player team fee. This budget needs to be approved by 75% of the team players or player parents/guardians to be accepted.
- teams may not fundraise for more than 100% of their team expenses. If teams raise more than 100% of their team expenses, the overage must be remitted to the SFMHA
- payment of all team expenditures by should be by cheque, including tournament registrations
- ensure all fundraising activities follow any SFMHA guidelines and Municipal bylaws

http://www.sfmha.ca/files/smiths_falls_minor_hockey_association_-_team_fundraising_policy_final.pdf

- prepare financial reports for team members and Division Director – Dec 31 and March 31
- prepare final team financial reports showing disbursement of all funds. Copies of the financial report must be submitted to the Division Director and/or SFMHA Treasurer – by April 15

In accordance with the SFMHA By-Laws, any annual per player team fee greater than \$500 for Representative teams and \$250 for House League teams must be approved by the Executive.

Budget Template

http://site1905.goalline.ca/news_images/org_1905/files/team%20budget.docx

On-Ice Helpers/Volunteers

We understand that each year more and more players are interested in volunteering within our amateur hockey program. Some of these volunteers are young adults wanting to collect high school volunteer hours, and/or looking to take on a different role within hockey. It has become evident in recent years that older Minor Hockey players as well as Junior Hockey Players partake in practices with teams of lower divisions to assist and volunteer within their Association.

To provide guidance to our members, while ensuring safe opportunities for our young “helpers”, please utilize the following information. It is also important to stress that team officials are to utilize sound judgement when selecting a young person as an on-ice helper. These decisions must be made from a developmental and supportive perspective. We want these “helpers” to provide assistance to the other team officials, while gaining knowledge and experience of a teaching type role. This is not designed as an opportunity for players to get extra ice time. Helpers must only wear home association equipment/colours.

- Individuals that volunteer within an association must be a “registered” member of a Minor Hockey Association, or a Junior Hockey League or an on-ice official. This ensures that the insurance coverage has been secured.
- Individuals may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages.
- Individuals that volunteer must be at minimum, one age division higher than the team which they are volunteering with. They are not permitted to volunteer as an on-ice helper, with a team at the same or higher division.
- All on ice-volunteers are required to wear FULL hockey gear. This not only provides protection but is more valid during demonstrations.
- Individuals, who are not registered team officials, and who are 16 years of age or older must complete the Respect in Sport program as well as complete SFMHA Volunteer Screening.

Team Meetings

Coaches will have a mandatory team meeting with parents and players at the beginning of the season and have meetings as required during the season. It is mandatory that your Division Director (or his/her designate) attend all meetings and the first meeting be

held no later than the first day of league play. These face-to-face meetings will go a long way towards uniting coaches and parents in a cooperative environment that benefits the players. The Division Director will attend your Team Meeting to communicate important Association information to all parents/players. Some of the items you may wish to cover at your first team meeting would include:

- introductions and explanations of each person on the team management staff and remind parents that they are all volunteers
- expectations - what the coach expects from parents and players and what the parents and players can expect from the coach (Codes of Conduct – appendix C)
- team information - create a team list with names, numbers, parents' names, phone numbers, addresses, email addresses
- call for volunteers (assistant coaches, trainers, dressing room monitors, treasurer, fundraising)
- social calendar
- how to handle conflicts – the 24-hour rule
- team sweaters - where name bars are to be put on and jerseys not to be kept in hockey bags
- introduce trainer and request completion of medical information forms
- communication - how will you communicate i.e. email, phone, newsletters, website, social media
- dressing room policy
- practice jerseys
- attendance expectations
- tournaments
- fund raising – including presentation/approval of team budget by the Treasurer
- exhibition games
- dress code
- players ice time
- supervision times for players during team events (e.g., games, practices, off-ice training)

Equipment

- Players are responsible for obtaining and labelling their own water bottles.
- SFMHA provides home and away jerseys, a trainers bag (if available), and pucks
- Jerseys are to be worn at games only and are not to be carried in hockey bags; they must be carried in garment bags
- Jerseys are to be washed in cold water and hung to dry. Do not use bleach as it can remove the appliqué on the front of jerseys. The dryer tends to shrink the jerseys over time and decrease the life of a jersey.
- There is a \$85/jersey replacement fee that will be added to registration fees for any jersey that is not returned at the end of the season. If there are any further questions, please contact Alex Ross-ahross@me.com or Mike Eckstein-eckstein.michael@gmail.com.
- Only "C" or "A"s stitched on are allowed which must not obstruct the stop sign or numbers
- SFMHA will provide goalie equipment for players in the Initiation, U9 and U11 Divisions, if available. A deposit for all goalie equipment will be applicable.

Insurance

Insurance fees for all players are included in the registration fees. Insurance is covered for the Head Coach, Assistants, Trainer and the Manager of each team (a maximum of 5 people). If a team requires insurance for more team officials, they will be charged the associated cost. The insurance policy provides coverage while participating in Hockey Canada sanctioned hockey activities. Only team management listed on the official team list can be behind the bench or on the ice. Teams traveling outside the country should obtain additional insurance.

Ice Procedures

The following ice procedures have been implemented for the 2024-25 season:

- Please delegate someone to look after your schedule and ice requirements for the year. (Usually your manager). The name and email of this person should be provided to the Ice Director, Barb Maitland barbmaitland@ripnet.com, no later than October 11th (or as soon after your team's roster is finalized). Email will be used exclusively, so he/she must be comfortable with using and checking their email on a very regular basis.
- Check the SFMHA website for your schedule often.
- When you receive your UCMHL schedules, compare it to your Smiths Falls ice schedules, and make sure they agree. If there is a discrepancy, please let Barb Maitland know ASAP.
- For every change please email, barbmaitland@ripnet.com. Make the necessary changes with the visiting teams after checking with your UCMHL Director and make sure to EMAIL the Referee in Chief Todd McCoy at, mccoytodd15@gmail.com and ice director, Barb Maitland barbmaitland@ripnet.com with what you have done. This is a double check. PLEASE DO NOT PROCRASTINATE. NO EXCUSES CAN BE ACCEPTED. Teams will be charged for any ice that remains vacant.
- If your team is going to participate in tournaments, please notify Barb Maitland ASAP if ice changes have to be made. Please keep these changes to a minimum.
- Emergency situations will be addressed as they happen. If you need to return ice for a good reason, an email will be sent out to the email list and if no one takes it, the ice will be counted against your team total for the season.
- Each team will get as many ice slots as the ice availability, and schedules allow. Most of your practice times will be shared and a few will be alone. This includes Rep teams. Team practices will continue until March 31, 2025. Your team may book and pay for extra slots from the Parks and Recreation Department office in the rink or book on-line through the Town of Smiths Falls website at <https://townofsmithsfalls.perfectmind.com/24990/Clients/BookMe4?widgetId=15f6af07-39c5-473e-b053-96653f77a406>

- During shared ice, Competitive teams and House league teams may not play each other.
- Parent/child games or the use of SFMHA ice for fundraising is strictly prohibited.
- The Ice Director reserves the right to cancel or change any of your ice slots due to unforeseen special events.
- Playoff ice will be determined at the end of the regular season on a team-by-team basis.

Picture Days

SFMHA will hold a picture day. Teams will receive a time slot being mindful of team game and practice schedules. Families may purchase photo packages directly from the photographer.

Referees

How a coach communicates with a referee directly affects the attitude of the players. To encourage a good relationship, consider the following:

- recognize that referees are human and will make mistakes, as do we as players and coaches
- do not challenge referees' authority and decisions, even if you disagree with a call
- do not take calls personally - calls are against your team, not you
- compliment referees when they make good calls, and congratulate them at the end of the game
- have players officiate scrimmages during practices to help them appreciate the referee's role

Coaches and Managers please note:

- The Referee-In-Chief and the Treasurer of SFMHA must be notified when the proper number of officials are not present at any home game
- never approach an official during a game, contact the Referee-In-Chief and SFMHA President
- Complaints work both ways and bench staff can have complaints brought against them by referees. Please remember to be respectful at all times both home and away.

Process for Referee/Linesman Complaints

If there are any complaints with regards to referees either at home or away games the grievances must be put in writing by either the Head Coach or Manager and given to the SFMHA President, respecting the 24-hour rule. The President in turn will see that the appropriate RIC receives all complaints. Please include the game number and division – you do not need the referee number so do not attempt to get this from the referee.

Team Discipline

General Information

The Coach, in consultation with the coaching staff, may prepare and distribute to players and parents the expected team rules and disciplinary procedures using the HEO Code of Discipline and SFMHA Discipline Policy as a guideline. Learning to abide by training, practice and game rules teaches discipline. Coaches are ultimately responsible for ensuring that players engage in safe and appropriate conduct in both practice and game situations.

Any coach can decide to “sit a player” for poor attitude, disrupting the team, a lack of commitment or for sufficiently poor attendance that impacts the effectiveness of his/her teammates. This step should not be taken unless the coach has first discussed the player’s shortcomings with the player and their parents as well as notifying the Division Director; however, this can be done without notice if the player has committed a serious offence during a practice or a game. If this occurs, the Division Director must be notified immediately afterwards.

Disciplinary action may be anticipated when players violate the Code of Conduct or exhibits any of the behaviors listed in the SFMHA Discipline Policy.

Suspensions, Hearings and Appeals (On-Ice Issues)

The SFMHA strictly adheres to the HEO Code of Discipline and to the HEO Discipline and Appeal Hearing format and guidelines. All coaches and team officials are expected to be familiar with and to adhere to the contents of these two documents and to know which penalties carry suspensions.

To report a penalty that carries a suspension, all coaches (or managers) must contact Rules and Discipline for UCMHL, within 24 hours of the game played. State the date of the game, players name, penalty assessed and the period and time of the offence. It is the responsibility of the Head Coach to report this information. If left unreported, the Head Coach can be suspended.

As will be noted in the handouts from UCMHL, Risk & Safety are also to be sent the top copy of every exhibition game, tournament game and league game within 48 hours (2 days). Suspensions must be phoned in within 24 hours to Alex McLeod at 613-802-1644 (no texts please).

Tournaments

If possible, SFMHA will host a tournament for each team. Tournaments must be sanctioned and will be done so by the Tournament Director. Home tournaments are paid for by the SFMHA. Per the SFMHA By-Laws, should your home tournament be cancelled for any reason, the SFMHA will not reschedule and will not compensate teams.

A team representative will work in conjunction with the Tournament Committee to ensure that everything runs smoothly. Teams may fund raise individually on their

tournament day but must inform the Tournament committee ahead of time what their plans are.

Tournaments are listed on the HEO Minor website and should be booked as early in the season as possible. Always confirm that the tournament is at your level and that teams of a higher level will not be attending. Teams may not enter or play in a lower-level tournament. <https://www.hockeyeasternontario.ca/tournaments/tournament-directory/>

Travel Permits

<https://www.hockeyeasternontario.ca/media/htsbx13s/heo-minor-hockey-travel-permit-2023-24.pdf>

https://www.hockeyeasternontario.ca/media/cmzdd0oy/usa_can_travel_permit.pdf

A travel permit is required when:

A team wishes to enter a tournament to be held outside HEO boundaries (this includes Kingston, Gananoque, etc.) or a team wishes to play an exhibition game and the game will take place outside the HEO boundaries, that is, Quebec or another Hockey Canada Branch. No travel permits are necessary when playing against a team within our Hockey Eastern Ontario (HEO) branch

- The Team Coach or Manager will complete the form and forward it to the appropriate District Chairperson by email.
- The appropriate HEO District Chairperson or delegate must approve all such trips. Failure to comply with this regulation will result in a suspension of team officials.
- The coach is responsible for informing their District Chairperson of any changes to the team or officials' rosters that were in the approved Travel Permit at least 48 hours (2 days) prior to travel. Failure to do so shall result in appropriate disciplinary action.

No team may play in more than four (4) Out-of-Branch Tournaments.

The Hockey Canada Risk and Safety Management Resource Manual is posted on the SFMHA website. It defines what is included as sanctioned events.

Team List Regulations

Team Lists will be forwarded to the District One Registrar by the Registrar on or before the start of the UCMHL season. As such, teams must provide a list of their team officials to their Division Vice President within 5 days of their final team selection.

A complete team list will not be available for approval from the District 1 Registrar until all qualifications and player details have been entered correctly.

Please ensure all bench staff have followed the proper guidelines and have available coaching certifications, and in the case of trainers, trainer's numbers/qualifications.

Five (5) bench staff will be permitted on your team list and insured (including the Manager). If you require any extra "on-ice" help (e.g., goalie coach, power skating coach) please contact your Division Director.

This list must be kept on hand (either by the Coach or Manager) during any league game and should be submitted prior to entry into any tournament, in case a question arises regarding a player or bench staff's qualifications.

Players within HEO branch may not register or play for a second team in the same season unless properly released from their initial registered team. This includes girls wishing to play/affiliate to a Girls ODWA team.

Electronic Registration data and team lists must be into the District Registrar by the predetermined dates (will be done by the SFMHA Registrar):

Players shall be considered registered upon approval by the appropriate District Registrar.

Parents and Coaches

http://site1905.goalline.ca/news_images/org_1905/files/SFMHA%20Code%20Of%20Conduct.pdf

Parents should be asked not to approach coaches 15 minutes prior to games. It is the coach's right to ask parents and siblings to vacate the dressing room at any time. Players must be supervised in the dressing rooms at all times, including practices, by two adults (coach, assistant coach, trainer, manager or designated parent who has completed the SFMHA Volunteer Screening Process). No team official should be left alone in the dressing room with the players. Refer to the Dressing Room Policy.

One of the most important and challenging relationships facing coaches today is their relationship with parents. If it is a poor relationship, it can present many problems and an atmosphere of tension. This in turn, may create an unpleasant environment for the coach, parents and most importantly, the player. If the coach can develop a good working relationship with the parent, many of the problems can be avoided and the entire experience will be rewarding and enjoyable for everyone involved.

Conflicts between parents and coaches should never be discussed in front of any children. Parents must allow 24-hour cool-down period after which they can ask the manager to set up a meeting with the coach and manager. The coach should not meet with parents alone. The problem should be discussed rationally to reach a resolution. If

there are problems with players or parents that a coach is not able to resolve, the coach will contact the appropriate Division Director. The SFMHA Executive will then help resolve the issue in collaboration with the coach. Remedies can include suspension from participation in practices and games.

Players must assume certain responsibilities if they wish to play hockey including good sportsmanship, teamwork, being on time for practices and games, cooperating with coaches and teammates, developing team and individual skills and abiding by the official playing rules. The players and parents should be familiar with the corresponding code of conduct.

Refer to the SFMHA Discipline Policy for Players.

SFMHA Policies, Procedures and Regulations

Affiliation Policy

<https://www.hockeyeasternontario.ca/media/ffybvoro/affiliation-permission-form.pdf>

Purpose

The purpose of the Player Affiliation Policy is to apply basic expectations and processes to ensure Player Affiliation at SFMHA is applied consistently and is viewed as a positive tool for roster support and player development. They are intended to enhance the Affiliation Process at SFMHA so that Coaches, Players, and Parents can set reasonable expectations regarding Player Affiliation.

SFMHA Player Affiliation Policy

The following guidelines are in addition to and do not override any rules or procedures outlined in Hockey Canada Regulations and HEO Rules/Regulations:

- A. SFMHA Division Directors will be responsible for enacting this guideline and all associated policies and procedures within their respective divisions with regard to Player Affiliation.
- B. Player affiliation is prohibited in U7
- C. Coaches and or their staff shall not offer player affiliation during the Representative Team Tryout and House Evaluation period.
- D. SFMHA Coaches cannot deny a player the opportunity to be affiliated to a higher-level team.
- E. Conflict regarding player affiliation should be resolved through the Division Director.
- F. Player affiliation begins when the player is added to the Team List by the SFMHA Registrar as an affiliate.

- G. Coaches are strongly encouraged to invite affiliate players to all practices that do not conflict with their regular team's schedule
- H. An affiliate player should only be used to replace injured, sick, suspended, or absent players. Affiliate players should normally not be on the bench for any other reason. For instance, if the team list contains 15 players and 1 player is absent, a coach MAY call up only one affiliate player.
- I. Affiliating coaches must notify and seek permission from the players' coach prior to playing an affiliate player.
- J. The players' coach can only deny a request to play an affiliated player only after consultation with, and agreement from, the Division Director.
- K. Affiliated players dressed to play must be played in accordance with the SFMHA Fair Ice Policy.
- L. The affiliating coach must notify the players' coach if the affiliated player was given a suspendable penalty during play with the affiliating team.
- M. In an emergency, affiliated goaltenders can be called upon without the permission from the player's coach. The Division Director and players coach must be notified as soon as possible after the occurrence.
- N. Deviation from any of the above policies can only be enacted with the expressed permission (in writing) from the Division Director.

Dressing Room Policy

Background

The team dressing room is a social, learning and private environment for teams and players. From a risk perspective, it provides many challenges regarding ensuring player and team official safety. The following guidelines/policies are in effect from Hockey Canada and HEO:

- [HEO Co-Ed Dressing Room Policy](#)
- [Hockey Canada Co-Ed Dressing Room Policy](#)

SFMHA Dressing Room Policy

The following SFMHA Dressing Room policies are always to be enacted where players and team officials are present in SFMHA Home and Away change-rooms:

- Team Officials are responsible for the safety and welfare of their players at ALL times during any sanctioned events, this includes while players are changing in the dressing rooms both prior to and after on-ice activities. No minor aged player shall be left alone in a room with an adult who is not the player's parent or guardian before, during and after games or practices. There should always be at least two adults ("two-deep" method of supervision) present in the dressing room

as this provides protection for not only the players but Team Officials. Supervising adults must have completed the SFMHA Volunteer Screening process and Respect in Sport.

- Parents/guardians of the players on each team may appoint or elect amongst themselves one adult representative who is a parent/guardian of a player on the team but who is neither a team official nor a SFMHA Executive Officer. This representative shall have the right to be present during all discussions and meetings between players and their coaches. In the event that a team has both male and female players on the roster, the SFMHA supports the selection/appointment of two representatives, one male and one female. They must have Respect In Sport.
- At the U13 level and above, when separate facilities exist for both male and female participants, males and females shall make use of these separate facilities. Females shall not be permitted access to a dressing room occupied by male players and/or coaches unless all players and coaches are fully clothed. Both the male and female facility shall be supervised using the 2-deep rule.
- If the facility does not have separate changing areas available for male and female players, players shall address the issue by dressing, undressing and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.
- Team officials and parent/guardian representative(s) of every team shall ensure that the dressing room door remains closed while players are changing. If a player is ejected from a game they are required to be supervised by two adults and the ejected player must remain in the dressing room until the end of the game or with the manager in the stands.
- Any deviation from the above standards must be documented and agreed to by all members of the team including Team Staff, Players, and Parents. Final approval must be given by the SFMHA Executive before being implemented.
- The use of any form of camera, video camera, camera phone or personal digital assistant (PDA) is prohibited in any recreational facility change rooms, during any HEO sanctioned event (this includes player's phones).

Discipline Policy

Background

Membership in the SFMHA, as well as participation in the activities of the SFMHA, brings with it many benefits and privileges. At the same time members and participants are expected to adhere to the SFMHA constitution, bylaws, code of conduct, policies and procedures, rules and regulations governing all SFMHA hockey activities and events as well as rules and regulations governing any competitions in which any member of the SFMHA participates.

The SFMHA Code of Conduct, Constitution, and Bylaws identify the standard of conduct which is expected of members and other persons involved in SFMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within this policy.

SFMHA recognizes the sensitive and serious nature of Complaints/ Discipline and will attempt to keep all matters related confidential, except when it is necessary to deal effectively with the complaint or if disclosure is otherwise required by law.

Purpose

This policy applies to all categories of members of the SFMHA, as well as to all individuals participating in activities with, or employed by the SFMHA, including but not limited to players, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers, and administrators.

This policy applies to discipline matters which may arise during all SFMHA business, activities and events, including but not limited to competitions (including exhibition games), practices, training camps, meetings and travel associated with these activities.

Discipline Policy

Types of infractions

Under this policy, there shall be three types of infractions, which may warrant discipline:

- On Ice infractions - violations in accordance with the Code of Discipline of HEO Minor, which shall result in automatic sanctions contained therein and administered by the District 1 Rules and Discipline.
- Minor infractions - infractions under the SFMHA Code of Conduct, Constitution, Bylaws, Guidelines, Policies, Regulations and Rules which are not severe but which may warrant immediate corrective action as specified in this Policy.
- Major infractions - infractions under the SFMHA Code of Conduct, Constitution, Bylaws, Guidelines, Policies, Regulations, and Rules which are more severe and may warrant disciplinary action as specified in this Policy.

On Ice infractions

- On ice infractions shall result in automatic sanctions as indicated in the Suspension List of the HEO Minor Code of Discipline.
- Appeal of On Ice Infractions shall be conducted in accordance with the HEO Minor Code of Discipline.

Minor Infractions

- Disciplinary situations involving minor infractions occurring within the jurisdiction of the SFMHA will be dealt with by the appropriate person having authority over the situation and the individual involved. This person may include, but is not restricted to, executive member, committee member, coach, assistant coach, team manager, trainer, bench staff or other designated person.

- Procedures for dealing with minor infractions shall 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, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- In the case where Minor Infractions are committed by minors, parents/guardians must be informed in writing by the complainant of the infraction and resulting sanction.

Examples of a Minor Infraction

The following are examples of Minor Infractions:

- A single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors
- Unsportsmanlike conduct such as angry outbursts or arguing
- Ignores team rules regarding practice, games, and dressing room code of conduct
- A single incident of being late for or absent from SFMHA events and activities (without prior notification) at which attendance is expected or required
- Non-compliance with the rules and regulations under which SFMHA events are carried out
- Pranks resulting in minor property damage
- Any other incident which would be considered non-serious

Sanctions for Minor Infractions

The following disciplinary sanctions may be applied, singly or in combination, for Minor Infractions.

- Verbal reprimand
- Written reprimand to be sent to the individual
- Verbal apology by the individual
- Written apology by the individual
- A fine
- In the case of a player, sitting of a shift during a game/practice
- Suspension from play of no more than 1 game.
- If infraction warrants a suspension from play of more than 1 game, then infraction should be upgraded as a Major Infraction and be reviewed by the Discipline Committee

Major Infractions

The following procedures apply regarding Major Infractions:

- Any member of the SFMHA may report to a SFMHA Executive Member a Major Infraction via the SFMHA Complaint Form
- Details of the Major Infraction are to be recorded on the SFMHA Complaint Form by SFMHA Member and forwarded to the SFMHA Director of Risk and Safety
- The SFMHA Director of Risk and Safety shall determine if the incident is to be dealt with as, No Infraction, Minor Infraction, or if the Complaint Resolution process is required to address the incident as a Major Infraction
- If the incident is to be dealt with as a Major Infraction and a hearing is required, the alleged offender shall be notified as quickly as possible; but no later than 7 days from date of receipt of the SFMHA Complaint Form. The alleged offender is also to be advised of this policy and the procedures outlined

Examples of Major Infractions:

The following are examples of Major Infractions:

- Contravention of the SFMHA constitution, bylaws, code of conduct, policies and procedures, rules and regulations governing all SFMHA hockey activities and events as well as rules and regulations governing any competitions in which any member of the SFMHA participates.
- Repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors
- Repeated violation of team rules regarding practice, games, and dressing room code of conduct
- Repeated unsportsmanlike conduct such as angry outbursts or arguing
- Repeated incidents of being late for or absent from SFMHA events and activities (without prior notification) at which attendance is expected or required
- Activities or behavior which interfere with the organization of a competition or with any player's or team's preparation for a competition
- Pranks, jokes or other activities which endanger the safety of others or resulting in property damage
- Deliberate disregard for the rules and regulations under which SFMHA events are conducted
- Abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely
- Use of alcohol by minors
- Use of illicit drugs

Sanctions for Major Infractions

The Discipline Committee may apply the following disciplinary sanctions singly or in combination for major infractions:

- Written reprimand to be placed in individual's file
- Verbal or written apology by the individual
- Suspension from certain SFMHA events which may include suspension from the current game or competition or from future competitions
- Payment of a financial fine in an amount to be determined by the Discipline Committee
- Suspension from certain SFMHA activities (i.e. competing, coaching, officiating) for a designated period of time
- Suspension from all SFMHA activities for a designated period of time
- Expulsion from SFMHA
- Other sanctions as may be considered appropriate for the offence
- Unless the Discipline Committee decides otherwise, any disciplinary sanctions shall commence immediately.
- In applying sanctions, the Discipline Committee may have regard to the following aggravating or mitigating circumstances:
 - The nature and severity of the offence
 - Whether the incident is a first offence or has occurred repeatedly
 - The individual's acknowledgment of responsibility
 - The individual's extent of remorse
 - The age, maturity or experience of the individual

Notwithstanding the procedures set out in this Policy, any member or participant of the SFMHA who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the SFMHA for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the SFMHA in accordance with this Policy.

Complaint Resolution

Upon receipt of the SFMHA Complaint Form by the Risk and Safety Director about a player, team official or parent/guardian/family member who breaches the Code of Conduct or exhibits any of the behaviors listed in applicable SFMHA policies, the following steps and action(s) outlined below will be undertaken:

Review

- Complaint(s), risk and safety violations, or contraventions of the SFMHA Constitution and Bylaws must be submitted to the SFMHA President, Vice President(s) or the Risk and Safety Director. Any complaints taken to District One

(and/or higher authorities) prior a SFMHA review may result in a longer response.

- Complaints will be reviewed and acknowledged within 72 hours of receipt by the SFMHA Risk and Safety Director or the President.
- The SFMHA Risk and Safety Director will notify the SFMHA President that a complaint has been received.
- The SFMHA Risk and Safety Director (and/or his/her delegate from the SFMHA Disciplinary Committee) reviews the complaint and completes all due diligence. Once reviewed, the SFMHA Risk and Safety Director has the following options:
- Minor Infraction: The SFMHA Risk and Safety Director will determine recommended sanction. The recommended sanction will be discussed with the SFMHA President and appropriate level Vice President. The resolution will be kept on file for a period of two (2) years.
- Major Infraction: SFMHA If the Risk and Safety Director or his/her delegate's findings indicate a hearing is warranted, he/she shall have the option to forward the complaint to the SFMHA Disciplinary Committee.

SFMHA Discipline Committee

The SFMHA Disciplinary Committee shall be initiated if the SFMHA Risk and Safety Director or President is unable to make a decision as outlined in the "Review Steps" above and/or at the discretion of the SFMHA President.

1. Members of the SFMHA Disciplinary Committee are outlined in the SFMHA Constitution.
2. The SFMHA Disciplinary Committee will meet in a timely manner, taking into account the availability of the Committee members and the holiday season, at which time complaints will be heard.
3. Any complaint and/or action that is directed to the SFMHA Disciplinary Committee, shall take the following actions:
 - a. Complete a full investigation of complaint and/or issue
 - b. Review "all" statements, written (electronic) documents, photographs, video's
 - c. Interview complainant, witnesses, and hold a meeting with both sides when warranted. When applicable, have both parties meet to find a resolution
 - d. Formalize a final ruling and any actions needed to be taken

Final Outcome

9. The SFMHA Risk and Safety Director will submit a response in writing to the individual who submitted the complaint that outlines actions taken by the SFMHA Disciplinary Committee.
10. If a suspension is warranted, the ruling will be communicated verbally and written to the respondent. All rulings will be kept on file with the SFMHA according to the timeframe outlined in the Constitution.

11. All rulings will entitle the respondent(s) to challenge the ruling to District 1. Any appeals will need to be indicated in writing and submitted with a fee for the appeal process.

Fair Ice Time (FIT) Policy

Background

Smiths Falls Minor Hockey Association (SFMHA) values player development over individual game results. As an Association, we want our players to look back at their time spent with SFMHA with fond memories.

SFMHA's goal is for each player to continue to improve and to give them exposure to every possible situation on the ice. Every player should have the chance to be on the ice at the end of the game, trying to score the game winner, or preventing the tying goal. Every player should have the chance to play on the power play or on the penalty kill

Purpose

The purpose of the Fair Ice time (FIT) policy is to outline SFMHA's expectations with regard to player ice time.

Fair Ice Time (FIT) Policy

SFMHA promotes the provision of the Fair Ice Time (FIT) for all SFMHA players. In this regard, coaches are required to provide FIT as specified by this policy, to all players on their respective teams.

Coaches should utilize players in a manner which makes each player feel fairly treated and able to contribute in an equitable way to the team. Only through adherence to this policy will players be afforded the opportunity to develop confidence and proficiency through exposure to various game situations.

In competitive hockey, all must also recognize that situations may arise where the use of specific players is warranted. Such instances would be expected to be the exception and not the rule.

It is important to differentiate in that FIT does not necessarily mean, "equal ice time" in each game. In general terms FIT provides similar or unbiased opportunities to all players over the course of the season. This policy is not to be used to prompt parents/players to begin scrutinizing the number and length of every shift.

The following principles should be applied by coaches with respect to allocating ice time for players in their respective team with the focus being:

- Development through exposure and/or challenge
- Improving player confidence
- Team Synergy

FIT Justification

The justifications for FIT are:

- All players pay the same fees to participate in SFMHA programs.
- All players are selected in tryouts/evaluations and are considered to be equal members of a team.
- Minor hockey is a developmental activity - physically, mentally and socially.
- Winning is an “end result”, development is the “means” and statistically, very few players will go onto play professionally.
- Coaches are strongly encouraged to use all players in all situations, including the Power Play, Penalty Kill, and “goalie-out” situations

Guidelines for FIT

- Coaches are encouraged to create a balanced forward line approach, and a balanced defensive combination. This will limit any tendencies towards “shortening the bench”.
- Regular rotation of lines is standard. As players advance to U13 and above, offsetting rotation of forward and defensive combinations is strongly encouraged.
- Consistently permitting specific lines to remain on the ice for longer duration is not encouraged.
- Coaches are encouraged to start a different line at the beginning of each game.
- Using the terms “first”, “second” and “third” line, for the purposes of differentiating ability is not endorsed. Coaches are encouraged to build a balanced approach, as a “first”, “second”, “third” line mentality has a tendency to lead to “shortening of the bench”.
- In “changing on the fly”, team officials should not encourage specific players to remain on the ice., thereby resulting in consistently shorter shifts for substituting players,
- FIT applies to goaltenders as well. However, it is left up to the coach to decide how to rotate goalies on their respective terms. At younger levels, coaches may choose to play both goalies in one (1) game. The coach may also choose to alternate goalies game by game. In this situation, coaches are not required to play goalies in alternating games. Coaches may choose to play a goalie in consecutive games so long as the games played during the course of the season roughly even out between the two (2) goaltenders.

Injury

If a player is injured during a game or is unable to participate in a game due to injury or illness, this will not be taken into account with regards to FIT over the course of the season. When a player resumes play, either in practice or game capacity, his/her playing time may be initially limited while he/she regains timing, strength and or cardiovascular capability. A plan of action and time period for reintroducing an injured

player to practice and or game should be negotiated with the player/parents beforehand. Coaches and Trainers must obtain necessary medical clearances before an injured player resumes regular play. SFMHA reserves the right to request medical clearance in writing from the family physician clearing the player to participate in our program.

Discipline

Player discipline enacted by Coaches, Association, and/or League in accordance with the relevant Discipline Policy, may reduce available games or ice time and will not be taken into account with regards to FIT over the course of the season.

Complaint Process

http://site1905.goalline.ca/news_images/org_1905/files/SFMHA_Complaint_Form%20FINAL.pdf

Parents and/or Player who believe the Fair Ice Time policy is not being followed are encouraged to voice their concerns through the SFMHA Complaints Process. After respecting the 24 hour cooling off period, a request should be made to the Team Manager for a meeting to be setup for the issue/concerns to be discussed. Please ensure all communications between concerned parties remain respectful and to the point.

Should a meeting with team officials not result in a desirable outcome, then the please elevate the complaint through the complaint process outlined in the discipline policy.

Clinic and Refund Policy

http://www.sfmha.ca/files/sfmha_coach_trainer_course_fee_reimbursement.pdf

Clinic Refund

SFMHA will refund a maximum of \$4,000 each year in clinic fees so get your refunds in ASAP.

SFMHA will not pay for transportation or other costs incurred by attending these clinics. Upfront payment for clinics is the responsibility of the participant.

Each clinic participant requesting a refund must be on a team registered roster of an SFMHA team before having a refund issued.

It is the responsibility of the clinic participant to apply for these clinic refunds using the form provided on the website.

A valid and readable receipt plus proof of clinic participation (copy of certificate or update on HCR system) must be presented or validated with the refund form filled out before a refund can be issued; a refund may take 6 to 8 weeks to process.

Refunds will be issued with the following schedule:

- Respect in Sport
- While SFMHA recognizes that all bench staff are required to have this course, no refunds will be issued.

Trainers

- Full refund will be issued in 6-8 weeks after submission of form

Coach Development and Other Coaching Levels

- refund for these courses will be done over the course of two years
- half refund will be issued within 6-8 weeks of submission of form
- second half of refund will be issued 4-6 weeks after registered on SFMHA team during the next season

Intro Coach

- Full refund will be issued within 6-8 weeks of submission of form

NSF Cheque Policy

All cheques written to the SFMHA and returned with Non-Sufficient Funds (NSF) will be subject to a \$25 administration fee.

Social Media Policy

SFMHA acknowledges that teams have multiple avenues of communication given the emergence of social media (e.g., Facebook, Twitter, LinkedIn, websites) in past years. This policy is to remind all SFMHA members, including players, team officials and parents, that posting of any kind using social media is subject to the Code of Conduct. Any violations will be dealt with using the SFMHA Complaint Resolution Process.

The SFMHA also recommends that any teams who use a social media platform for team communications invite a member of the SFMHA Executive to form part of that group.