



BRADFORD WEST GWILLIMBURY MINOR HOCKEY ASSOCIATION

Rules & Regulations

(Version #1.2 – October 20, 2009)

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REVISION LOG

<u>VERSION</u>	<u>CONTENT</u>
1.0	Rewrite by the BWGMHA Board and invited members - September 1, 2009
1.1	Revision by the BWGMHA Board - September 16, 2009
1.2	Revision by the BWGMHA Board - October 20, 2009

1.0 BWGMHA RULES AND REGULATIONS

The rules that follow are an attempt to formalize the way in which the **GAME** of hockey is governed in Bradford West Gwillimbury. They are developed to provide for the orderly and systematic running of the activities of the Association and to protect the rights of the majority of participants.

OMHA refers to Ontario Minor Hockey Association, OHF refers to Ontario Hockey Federation, HC refers to Hockey Canada, S/R refers to Simcoe Region Minor Hockey League, YSMHL refers to York Simcoe Minor Hockey League.

In the case of team officials and players, parents or guardians, their participation in the Association is contingent upon them abiding by these Rules and Regulations.

Any violation of the Rules & Regulations set down by BWGMHA, as amended from year to year, by any Coach or Team Officials, players, shall render that person liable for suspension.

1.1 OBJECTIVE OF BWGMHA

- To provide an opportunity to play hockey at the minor level for boys and girls age 4 to 20 years of age who meet the requirements for membership.
- To teach and encourage **FAIR PLAY**, good sportsmanship and good citizenship.
- To promote fair ice time.

1.2 RULES COMMITTEE

The Rules and Regulations Committee is chaired by the President and consists of the Vice President of REP Hockey Development, Abuse and Harassment Director, Technical Director, the committee is responsible to:

- develop and modify the BWGMHA rules as needed (bring to the Board for adoption);
- interpret the rules as written;
- review all game protests, referee reports and in house suspensions; and
- refer any major actions to the Abuse and Harassment Director.

1.3 RULES

BWGMHA follows the official rules of the HC, the OHF, the OMHA, S/R and YSMHL. These rules are posted on the OMHA website.

HC rules as amended by OMHA rules (or such other sanctioned governing body as determined by the Board each year) will apply.

BWGMHA shall have additional rules which fit the requirement of the Association. They can be stricter than the HC, the OHF, the OMHA, S/R and YSMHL rules.

The BWGMHA rules will be developed, changed or rescinded on the basis of the recommendations by the Rules and Regulations Committee to the Board and ratified by the Board.

Additional rule changes made during the playing season will be distributed to each team coach and posted in all arenas and on the BWGMHA website as a "Change in Rules and Regulations".

2.0 GENERAL RULES

2.1 Player Eligibility

- a) All Rep players shall reside within the designated boundaries of Bradford West Gwillimbury as per the town boundaries or as per OMHA defined area, to be eligible to apply to register with BWGMHA.
- b) No player will be able to apply to register if signed with any other Association. The Board reserves the right to grant exemptions to this rule as per OMHA mandates.
- c) All members registering must be deemed members in good standing as set out in the BWGMHA By-Laws.
- d) A copy of the players' Birth Certificate MUST be filed with the Association or the player is not allowed on the ice.

2.2 Registration

- a) Each player must be properly registered with BWGMHA and the fee paid in full by the designated deadline date set forth by the Board. Any deviation or request for the same must be approved by the Board. The Board reserves the right to prohibit any player from playing or practicing until all fees are paid.
- b) Any new player to the Association must pay a minimum of \$100.00 deposit registration fee before the player steps on the ice.
- c) Upon a players' registration, the minimum \$100.00 deposit registration fee must be received by BWGMHA within 10 days of the registration.
- d) All registration documents must pass through the Registrar before a player is considered eligible to play.
- e) Registration after the last advertised date for general registration is subject to a late fee charge as set by the Board year to year. (Special considerations will be given to players in Pre-Tyke, new to Town, new to BWGMHA, two years removed from the Association, Major Midget or Juvenile players.
- f) Divisions will be closed at the discretion of the Board or as they become full.

- g) All refund requests must be made in writing to the Treasurer within 14 days of last date on ice and the decisions of the Board will be final. Registrations fees are refunded on a pro-rated basis until January 31st. This is based on a 7-month season (September to March). NOTE: Suspensions do not constitute reason for refunds. NO refunds will be given after January 31st. Any season ending injuries prior to January 31st will be reviewed at the discretion of the Board. The OMHA insurance coverage amount will not be refunded.

2.3 Solicitation of Funds

- a) There is to be no solicitation of funds from any BWGMHA team sponsor over the course of the season. Individual REP teams are not to solicit additional funds from BWGMHA sponsors as posted on the BWGMHA website on September 1st.
- b) Any team fundraising event must be approved by the BWGMHA Secretary.
- c) All teams must follow the fundraising guidelines as adopted by BWGMHA Board.
- d) A comprehensive team financial statement must be handed in to the BWGMHA Treasurer by the April 30th of the current season for teams who have held fundraising activities. The financial statement must provide a complete listing of all income and disbursements for the complete season including donations. Team accounts must be closed at the end of the season. Any remaining funds are to be given to BWGMHA.

3.0 GENERAL TEAM RULES

3.1 Playing Divisions

- a) Divisions will operate with player eligibility based on date of birth. The designated age will be as of December 31st of the season.
- b) Each division will have the number of teams necessary to accommodate the registered players. The intent will be to ice a number of teams that will permit equalized scheduling over the season.
- c) Divisions are as follows:

Rep: Novice, Minor Atom, Atom, Minor Pee Wee, Pee Wee, Minor Bantam, Bantam, Minor Midget, Midget and Juvenile

Local League: Pee Wee, Bantam, Minor Midget and Midget

In-House: Pre-Tyke, Tyke, Novice and Atom

Rostered Select, Carded Select & Additional Entry Rep: As requested and approved as a Division by the Board.

3.2 Uniforms & Equipment

- a) Uniforms and equipment on loan to a player are the property of BWGMHA and must be returned when requested. No other game sweaters will be permitted without express written consent by the BWGMHA Board.
- b) Colours of the uniform will be as approved by the Board.
- c) Each player is provided with a team jersey and one pair of socks. Additional socks and practice jerseys are at the discretion of the team.
- d) Players that leave prior to the end of the season must return all BWGMHA equipment to the coach. Any refund of fees is contingent upon return of equipment.
- e) All equipment, purchased or donated, is the property of BWGMHA.
- f) All uniforms, jackets and crests must be obtained from the apparel provider approved by the Board.
- g) Any coach who does not abide by the rule of using the apparel provider approved by the Board will be suspended 3 games and cannot wear the unapproved equipment.
- h) All players and on-ice helpers under the age of 16 years are required to wear a complete and PROPERLY FITTING set of CSA approved hockey equipment when on BWGMHA sanctioned ice. The set shall include the following:
 - OMHA specified mouth guard and CSA neck guard
 - Hockey shin pads
 - Hockey knee pads
 - Hockey elbow pads
 - Hockey shoulder pads / chest protector
 - Hockey gloves / blocker and trapper
 - Jock or Jill strap
 - Approved hockey helmet with chin strap and attachable full face guard with straps.
 - Socks and garter belt or socks and pant set up
 - Hockey pants
 - League supplied jersey and one pair of socks for all games
 - A goaltender must wear a plastic throat protector in addition to a CSA neck guard.
- i) Anyone over the age of 16 must wear a CSA hockey helmet and gloves.

3.3 Teams

- a) Each team size will be determined by enrolment.
- b) Players must attend the REP try out skates and then be released by the coach from the Rep team to be able to try out for an AE team.

- c) There must be qualified numbers at the Rep try outs to support having an AE team.
NOTE: The number of qualified skaters to support having an AE team will be determined by the Board.
- d) Players will be assigned to divisions on the basis of age and may not change divisions without the written agreement between players, parents, appropriate VP and Technical Development.
- e) A House League player must be rated distinctly stronger / weaker than the majority of the players in the correct age category before permission to move up or down can be applied for to the Board.
- f) A Rep player will be deemed permanently assigned to a team unless the player is moved prior to November 15th.
- g) Teams will consist of a minimum of 13 players plus 2 goalies at the try outs, exceptions to be reviewed by the Board. This will be the team that will be carried over the summer and the players who are allowed on the ice. Rosters must be finalized by November 15th.
- h) A House League or Local League player will be deemed to be permanently assigned to a team by November 15th unless the player is moved prior to mid December for reasons of balancing pursuant to YSMHL Rules.
NOTE: Every attempt is made by the BWGMHA Board to achieve set teams by November 15th.
- i) A team may request the use of a player registered with another BWGMHA team when they are short their number of rostered players (due to suspensions, illness or injuries). These players are designated as "Affiliated Players" (AP). They can be permitted to play only with written approval from the OMHA Regional Convener and/or appropriate VP, player's coach and player's parents. OMHA rules will apply.
- j) Players who are registered with a Rep team will not be allowed to play for or practice on a House League or Local League team in any division.
- k) Any tournaments entered by BWGMHA teams must be approved by the VP of Rep.
- l) No team shall play outside their own age group without the approval of the VP of Rep.
- m) A player who resigns from a Rep or AE team will be eligible for House League play only (i.e. no affiliation) subject to approval of the Rules and Regulations Committee. A player who RESIGNS is ineligible to play or practice for a House League Select team as per OMHA rules. A player resigning from a Rep team is eligible to play House League / Local League and Select (must play up one age group or at the discretion of the Board).
- n) If a player tries out for a Rep team and/or is deemed to have sufficient ability to play on a Rep team and for any reason refuses to play on that team, he/she, by the decision of the Rules and Regulations Committee, could be compelled to play up to the next House League or Local League division at the discretion of the Board.
- o) Every effort should be made to create in-house balanced teams at the start of the season. All teams to be balanced by November 15th.
- p) Late registrations and new players will be placed on teams at the discretion of the appropriate VP's (keeping with Teams 3(b) above).

- q) BWGMHA winning teams of a Regional Silver Stick Tournament will be provided the International Finals entry fee.
NOTE: Teams are responsible for their own transportation and accommodations costs.

3.4 Affiliation List

- a) Each team may submit to the appropriate VP a list of affiliated Rep Local League and House League players to call up for temporary replacement. The list must be kept up-to-date and finalized by January 15th as per OMHA.
- b) AP players may be used in playoffs at the discretion of the relevant coach and as per OMHA rules.
- c) Each player and his/her parent and relevant coach must grant permission before their name can be placed on Affiliation List.
- d) An affiliated player's **FIRST** obligation is to his/ her own team whether it is a game or practice.
- e) An affiliated player's coach must be asked **EACH** time a player is called up.
- f) A coach using an affiliated player (AP) without permission for a game or practice, will result in a minimum "one" game suspension for the coach that used the AP player.
- g) Every attempt should be made to use an affiliated player from the same age group.

3.5 Member Suspensions (Players & Parents)

- a) A member may be suspended (including games) by the Rules and Regulations Committee and Abuse and Harassment Director for any of the following infractions committed during, before or after any game, practice or clinic run by BWGMHA:
 - Swearing
 - Smoking or consuming alcoholic beverages in the dressing rooms or arena
 - Arriving at the arena under the influence of alcohol
 - Narcotics
 - Destroying or mishandling property of others
 - Disrespect to any game official (referee, timekeeper, etc or team member)
 - Unsportsmanlike conduct or obscene gestures on or off the ice
 - Failure to submit a valid birth certificate
 - Fighting, stealing or vandalism
- b) Suspensions will carry over to the next season.
- c) Suspended players will not be eligible to play with the team, however can attend practices and may play in tournaments and exhibition games as per OMHA Rules.
- d) Any repeated violations and infractions will be dealt with by the Rules and Regulations Committee and Abuse and Harassment Director.

- e) All infractions/actions stated above may have additional suspensions imposed by the team. All suspensions over and above the game sheet suspensions must be forwarded to the appropriate VP with the justification explanation. The Rules and Regulations Committee and the Abuse and Harassment Director may impose additional penalties.

3.6 Ice Time

- a) All games in BWGMHA are subject to set appropriate curfews.
- b) Ice "hour" is only 50 minutes. (Time remaining is to clean the ice).
- c) Each VP will determine period length and warm-up time.
- d) Ice scheduling is the responsibility of the Ice Convener.
- e) A proposed ice schedule will be prepared and posted on the BWGMHA website before registration commences.
- f) Teams not using their assigned time for any reason, must turn the time back to the Ice Convener within 72 hours prior to the use. Coaches repeatedly turning back practice ice time will have to explain why they are not using their allotted times.

3.7 Exhibition Games – Tournaments

- a) All exhibition games must be approved by the applicable VP.
- b) No exhibition games are permitted between BWGMHA teams of different age categories.
- c) Teams going out of town for tournaments or exhibition games must have a permission to participate form. Teams going outside OMHA must have a special travel permit from the OMHA payable by the team.
- d) Tournament costs are to be covered by individual teams.
- e) Any Rep, AE & LL requested game changes, the team must provide payment of a \$50.00 game change fee to BWGMHA. Unless payment is received, no team permits, etc... will be issued to the team. NOTE: Exceptional circumstances of the \$50 fee (eg. Death, snow storms, serious illness).

3.8 Game Protests

- a) A letter of protest must be sent to BWGMHA within 12 hours of the game. This letter of protest must be delivered to the appropriate VP.
- b) The Rules and Regulations Committee will investigate the protest and render a decision.
- c) The team(s) involved in the protest will be notified of the decision in writing within three weeks of receipt of the protest.

3.9 Complaints

Any complaint regarding any aspect of the BWGMHA should follow these guidelines:

- a. A 'Complaint Form' must be obtained from the BWGMHA website and submitted to the Abuse and Harassment Director and applicable VP if deemed necessary.
NOTE: Member complaints are NOT to be sent over email.
- b. Any written complaints are to be looked into immediately and a written response given to the complainant within a two week period.
- c. Discuss complaint with the individual(s) involved.
- d. If not satisfied, the written complaint will be dealt by the appropriate VP and the President.
- e. If still not satisfied, the written complaint will be addressed by the entire Board.

NOTE: It is highly recommended that all complaints be given the 24-hour "cool off" period before discussing with the individual(s) involved and that a neutral third party be present at the initial discussion.

3.10 Penalties & Suspensions

- a. Members shall be subject to suspensions by the Rules and Regulations Committee if they deliberately contravene, in any way, the BWGMHA By-Laws or Rules and Regulations.
- b. Where the Rules and Regulations Committees recommendation is in excess of five games, the BWGMHA Board will review and vote on the same. Any appeal of suspension must be made in writing to the BWGMHA to be reviewed at the next Board meeting or special meeting.
- c. A suspension, for whatever length of time, is not cause for any refund of fees.

3.11 Insurance Coverage

- a. Players, coaching staff, on ice helpers and game officials who take part in prior approved scheduled games, practices or activities are covered by the OMHA Insurance Program. The insurance coverage has a time limit imposed on the home Association to report any injuries (within 48 hours). Therefore, it is important:
 - I. for all injuries to be reported to the coach and appropriate VP immediately; and,
 - II. for parents to update the coach on the injury's status.

The appropriate VP will ensure the OMHA medical report sheet is filed.
A doctors' note is required for an injured player to return to the ice.

- b. A medical player information sheet must be completed for each player and kept in the possession of the coach or trainer for each and every on-ice and off-ice activity.

3.12 On-Ice Helpers

- a. All on ice helpers must either be team officials and carded with BWGMHA or a member in good standing or be a player helper. On ice helpers who are not rostered to a team are not permitted on the bench during games.
- b. On ice helpers who are 16 years of age or older are required to have a PRS # and a police check or a signed affidavit.
- c. Five team officials' insurance fees will be paid for by the Association. Additional coverage costs will be borne by the team.
- d. A coach is permitted to use a BWGMHA player as a helper during team practices. The word to stress is **HELP**. They are not there for extra ice for themselves.
- e. A helper must be at least two calendar years older than the team players.
- f. On-ice helpers must be in full equipment if under 16 years of age.
- g. Any outside coaching development person(s) must provide written proof of a PRS # and police check and must adhere to the BWGMHA Rules and Regulations.
- h. Players not registered with BWGMHA may be on our ice provided that:
 - i. They play hockey with an Association covered by HC card (current);
 - ii. Have written permission to be allowed on BWGMHA ice by their home Association.

3.13 Select Teams

- a. Select HL teams must be sanctioned by the Board.
- b. Coaches are appointed by the Board. Anyone wishing to coach a Select team should apply in writing to their Division VP.
- c. A rostered Select team must be completely self-sufficient (i.e. must pay for ice, game costs, jerseys, etc. from team funds). A rostered Select team will be treated as a form of a Rep team.
- d. Jerseys may be borrowed from BWGMHA if they are available.
- e. Players must be "selected" from House League teams in equal numbers.
- f. Use of BWGMHA logo is subject to Board approval on jerseys and apparel.
- g. All staff must conform to the OMHA requirements for certification at the coaching and trainer level.
- h. The Select team must not play any more than the allowable number of tournaments and exhibition games as directed by the OMHA.

- i. Select teams must be completely registered and approved by the OMHA before any games are played.
- j. Select teams are not permitted to be rostered prior to House League team selection.
- k. Select teams asking to be registered into an outside league must have prior consent from the Board. The Board will obtain the necessary approval from their governing body.
- l. A House League player playing up is eligible for Select in that age group or in his own age group.
- m. Select teams **DO NOT** affiliate players (AP).
- n. Select teams are subject to House League rules regarding fair ice time.
- o. Select team players are ineligible to be an affiliated player to a Rep or AE team.

3.14 Player's Responsibilities

- a. Players are expected to attend all practices and games with their team or notify coach when unable to attend.
- b. Players are expected to conduct themselves in an orderly manner at all times and to abide by the rules as set down by the HC, OMHA, BWGMHA, YSMHL and S/R.
- c. Players, individually or as a team, will be held responsible for the cost of any damage that they cause in our or any other town's arenas and hotels and could result in further disciplinary action.

4.0 COACH

- a. The coaching selection committee must consist of a minimum of 4 persons of which 2 must consist of Board members.
- b. No coaching applicant shall sit on the Coaching Selection Committee of an age group if they have a child trying out for that team, the member will declare a conflict of interest prior to the interview. The applicant will have the right to accept or refuse the interview. This will result in another committee member to sit in on the interview and make the appropriate recommendations. The member who declares a conflict of interest must abstain from voting on said Coaching applicant.
- c. Board members who have applied as a coach for a team must leave the room during Board voting for the coach for that team.
- d. The coach is selected by the Association to run the team for BWGMHA. He or she is completely responsible for the hockey team and is accountable to BWGMHA for all activities of the team. The coach will delegate appropriate duties to approved team officials who will carry out the assigned mandate.
- e. The Rep Coaching term is a one year term, however is based upon the Boards discretion. The coach must re-apply.

- f. A list of personnel, whom the coach intends to use as their coaching staff, must be presented to the Board for approval prior to the team being rostered.
- g. Responsible for the player's skill development.
- h. Runs the games and practices.
- i. Knows, understands all playing rules and carries a copy of the Rules and Regulations that BWGMHA abides by – OMHA, OHF, HC, YSMHL and S/R.
- j. Coaches are required to attend a pre-season "coaches" meeting.
- k. Responsible for the official operation and decorum of their teams and will ensure that only rostered officials (where required) are on the players bench and in the dressing rooms.
- l. Responsible for their players in the dressing room, on the ice and on the bench and all approved activities. Two team officials must be in the dressing room when the team is there.
- m. No team shall play more than 3 games in one calendar day (excluding tournaments) without the approval of the appropriate VP.
- n. Responsible for care and reasonable maintenance of any BWGMHA equipment. Jerseys are to remain with a team member not with the players.
- o. Responsible for the full and proper completion of the game sheet.
- p. Police checks for Coaches & Team Officials must be completed every three years with a signed affidavit provided by the individual for the other two years.
- q. Volunteers who submit a police check may be reimbursed by the association until Oct 15th once they have submitted a receipt of payment.

4.1 Assistant Coach

- a. Same as above, under coach's direction.
- b. Takes coaches place in his/her absence, provided proper certification applies.

4.2 Trainer

- a. First aid equipment.
- b. Pre-game or pre-practice warm-ups.
- c. Overall safety of players including properly fitting equipment and mouth guards.
- d. Obtain a completed Medical Player form on each player.
- e. Send injury reports to appropriate VP and OMHA within 48 hours of injury.

- f. Must adhere to the OMHA Trainer Guidelines.
- g. Trainer must be on the ice or at the bench during a practice or game, if not present, an "At Large Trainer" or opposing teams trainer must be present.

4.3 Manager

- a. Raising monies for extra ice or tournaments, etc.
- b. Tournaments.
- c. Ensure game results are handed in weekly for the Bradford newspaper(s) and that they include the team sponsor.
- d. Approved team roster.
- e. Copy of all game sheets to statistician.
- f. Maintains jerseys and other equipment as agreed to by coach.
- g. Submits approval request to BWGMHA Secretary for team fundraising.
- h. Provides complete financial statement to Treasurer at the end of the hockey season or when requested by the Board as well to all members of the team.

5.0 FAIR PLAY CODES (AS ADOPTED BY HC)

5.1 Players

- a. I will play hockey because I want to, not just because others or coaches want me to.
- b. I will play by the rules of hockey and in the spirit of the games.
- c. I will control my temper – fighting and "mouthing off" can spoil the activity for everybody.
- d. I will respect my opponents.
- e. I will do my best to be a true team player.
- f. I will remember that winning isn't everything, that having fun, improving my skills, making friends and doing my best are also important.
- g. I will acknowledge all good plays / performances, those of my team and of my opponents.
- h. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

- i. I understand that the outcome of a game cannot be altered once it is completed and I will acknowledge my opponents in a true sportsmanlike manner.

5.2 Coaches & Team Officials

- a. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
- b. I will teach my players to play fairly and to respect the rules, officials and opponents.
- c. I will ensure that all players get equal instruction, support and playing time.
- d. I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- e. I will make sure that equipment and facilities are safe and match the player's ages and abilities.
- f. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- g. I will obtain proper training and continue to upgrade my coaching skills.
- h. I will work in cooperation with officials for the benefit of the game.

5.3 Parents

- a. I will not force my child to participate in hockey.
- b. I will remember that my child plays hockey for his or her enjoyment, not for mine.
- c. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- d. I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- e. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- f. I will never ridicule my child for making a mistake or losing a game.
- g. I will remember that the children learn best by example. I will applaud good plays, performances by both my child's team and their opponents.
- h. I will never question the officials' judgment or honesty in public.
- i. I will support all efforts to remove verbal and physical abuse from children's hockey games.

- j. I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.
- k. I acknowledge that the game of hockey can be an uplifting, rewarding and emotional experience for everyone. If I find myself upset or concerned about a situation on or off the ice, I will remember the 24 hour cool down period, before confronting a coach, VP or Board member on the issue.

5.4 Spectators

- a. I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- b. I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- c. I will respect the officials' decisions and I will encourage participants to do the same.
- d. I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- e. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- f. I will show respect for my team's opponents because without them, there would be no game.
- g. I will not use bad language nor will I harass players, coaches, officials or other spectators.

5.6 League Organizers

- a. I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- b. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
- c. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- d. I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- e. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- f. I will make available the fair play codes to spectators, coaches, team officials, athletes, parents and media.
- g. I will make sure that coaches and team officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to be certified.

6.0 POLICY GOVERNING PERSONNEL FILES

6.1 Introduction

With the introduction of individual files on all personnel within the Bradford West Gwillimbury Minor Hockey Association, herein after referred to as "the Association", it has been determined that the need for a policy governing the issue and maintenance of all correspondence, which will eventually be placed in the individual's file, must be clearly stated as to the intent and duration of the correspondence. This document will provide the guidelines to be followed for the handling of all correspondence directed at any person acting on behalf of the Association.

6.2 Scope

This document is intended to cover all coaches, assistant coaches, managers, trainers and helpers associated with House League, Local League and Representative teams. This document will also cover all correspondence which may be received relating to Board members or other persons associated with the operations of the Association. It is the intent of this policy to provide a means of monitoring the performances of the volunteers acting on behalf of the Association so that players and members can be given some assurance as to the quality of the program being offered.

6.3 Responsibility

It is the responsibility of the appropriate VP and the President of the Association to ensure that this policy is adhered to for all correspondence described under Scope. The appropriate VP will handle all files for personnel associated with the Rep teams, Local League and House League teams. The President will be responsible for handling all files for all other personnel. In the event of a conflict of interest, the correspondence will be dealt with by the Secretary. It will be the responsibility of the Board to ensure that all persons, acting on behalf of the Association, are made aware that this document resides on the BWGMHA website and understand the content at the beginning of each hockey season.

6.4 Procedures

- a. All correspondence must be date stamped and initialed by the Secretary.
- b. The receipt of all correspondence must be acknowledged in writing within five (5) business days.
- c. All correspondence, which is for the purpose of notification, must be noted prior to being processed or placed in an individual's file (i.e. a warning letter must be labeled **WARNING** and a letter of disciplinary action must be labeled as **DISCIPLINE**).

- d. All correspondence which is of a disciplinary nature must be predated by one or more of the following:
 - i. a written and signed letter of complaint from a member in good standing of the Association; and/or
 - ii. a written and signed letter of notification for an infraction of the same item in the letter for disciplinary action.
- e. The written details of all disciplinary hearings will include the following:
 - i. all correspondence to the defendant;
 - II. minutes from all disciplinary hearings which should also be signed by the defendant; and
 - III. a letter to the defendant indicating any disciplinary action being served.
- f. All personnel files will be given by the President or appropriate VP to the Coaches Selection Committee under the following guidelines:
 - i. the individual must be applying or appoint for the position of Head Official for a team in the current hockey year; and
 - ii. the individual will be notified of the details being presented to the Coaches Selection committee or staff approval Board meeting.
- g. All personnel within the Association will have the right to request access to their file. Such request must be in writing and access to the file will be made within 4 business days of receipt of request. All files are subject to the Provincial Privacy Guidelines.
- h. All details contained within a personnel file must be treated as **STRICTLY CONFIDENTIAL** by all who may have access to this information in executing their duties for the Association.
- i. Zero Tolerance for Board Confidentiality leakage. A single occurrence will result in immediate expulsion from the Board.
- j. Any coaching membership surveys, will be placed in the coach's file.