

Mt. Brydges & District Athletic Association Operating Policies

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Mt. Brydges & District Athletic Association Policy #1

Player Equipment and Safety

PLAYERS

It is mandatory that all players under the Mt. Brydges & District Athletic Association wear all the required approved hockey equipment per Hockey Canada and OMHA rules, at games and practices until they leave the playing area at the end of the activity period. Failure to comply may result in suspension of the player and team officials by the Association.

The Association will be responsible for arranging the purchase of equipment as deemed required by the Board of Directors or its Appointee.

All Mt. Brydges District & Athletic Association registered players must have the following equipment on at all times when participating in any Mt. Brydges & District Athletic Association related on-ice function. This includes all games, practices, goalie school and any other Mt. Brydges & District Athletic Association function or Mt. Brydges & District Athletic Association affiliated team event. This includes all girls players, regardless of league affiliate rules.

- CSA approved hockey helmet with approved full-face shield/visor and ear protection. The Helmet must be fastened while on-ice with no more than two fingers under the chinstrap. No stickers, tape or decals are permitted on helmets unless they are CSA approved. No unauthorized adjustments to helmets are permitted; note, however, that the addition of CSA approved "ear flaps" for older helmets is an acceptable alteration.
- Hockey Stick. All sticks must have a knob on the end of the handle that is large enough to prevent entry into a facemask. Failure to comply with this rule will result in a minor penalty and suspension of the player until the stick is corrected.
- Approved Mouth Guard
- Neck Guard
- Shoulder Pads
- Elbow Pads
- Hockey Gloves
- Athletic Support/Cup
- Hockey Pants
- Shin pads
- Skates

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All equipment should be properly fitted to ensure the maximum protection - no unauthorized alterations to equipment are permitted.

GOALIES

In addition to the mandatory equipment listed for players, goalies must also wear an approved throat protector for all games and practices.

TEAM CLOTHING

In order to standardize team clothing, all clothing sold with the MDAA logos will be pre-approved by the Board. All team clothing must be purchased by the approved vendor. Any unauthorized team clothing used or worn at any team events will result in a team fine of \$200.00.

COACHES

All coaches and on-ice assistants including but not limited to the assistant coach, and trainer must wear a CSA approved hockey helmet and gloves during all activities on the ice.

Mt. Brydges & District Athletic Association Policy #2 *Use of Association Equipment*

All equipment belonging to Mt. Brydges & District Athletic Association that is issued at the beginning of each season shall be returned in order and complete at the end of the season. A team official will have to sign out all team equipment through the equipment manager. This includes sweaters, pucks, and goalie equipment.

Any player or team official failing to return equipment upon request shall be deemed not in good standing until it is returned to the Mt. Brydges & District Athletic Association and deemed by the Board of Directors or its Appointee to be in satisfactory condition.

Deliberate misuse of any Mt. Brydges & District Athletic Association equipment causing damage, will result in a fine to the guilty person equal to the replacement cost of the damaged article.

Equipment Deposit: The Board of Directors has set a nominal fee of \$100.00 for each set of goalie equipment released to a team. If equipment is not returned, the Association will cash the deposit cheque and retain the funds. The cost of repairs to the user will be at the discretion of the Board should it be found that the damage was due to neglect.

Name bars should be hand sewn (not machine sewn or glued). Name bars should be carefully removed by the player/parent at the end of the season. Any damage caused to sweaters due to machine sewing, glue or careless name bar removal may result in a fine levied against the player/parent of \$50.

Coaches are responsible for the sweaters and they must not be given out to players. Failure to abide by this policy could result in disciplinary action by the Board of Directors

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Mt. Brydges & District Athletic Association Policy # 3 ***Player Injury and Return to Play***

Mt. Brydges & District Athletic Association will follow the OMHA HTCP guidelines for return to play. In addition, Mt. Brydges & District Athletic Association requires that any player who is injured on the ice during any Mount Brydges & District Athletic Association function and is forced to leave the ice to seek medical attention must follow the following procedures:

1. Have the attending Physician complete the Hockey Canada Injury Report form. These can be found on the OMHA website and the Mount Brydges & District Athletic Association website. All Mount Brydges & District Athletic Association teams must carry copies of these forms in their trainer's kit.
2. The injured player must have an HTCP Return To Play form completed by the attending Physician, clearing the player to return to practice and game action. No player will be allowed to return to any Mt. Brydges & District Athletic Association related ice function without first submitting this form to the team trainer and the Mt. Brydges & District Athletic Association's Board of Director's OMHA Rep. There will be no exceptions. These forms can be found in the OMHA website under the HTCP program. It can also be found on the Mt. Brydges District Athletic Association website.
3. These forms must be forwarded to the Mt. Brydges & District Athletic Association team trainer and copy to the Mt. Brydges & District Athletic Association Board of Director's OMHA Board Member.

Mt. Brydges & District Athletic Association Policy #4 ***Game Curfew***

All Mt. Brydges & District Athletic Association games must be curfewed as a result of other ice users being entitled to the full ice slots previously booked that may follow Mt. Brydges & District Athletic Association users.

Mites: No ice time is booked for mites to participate in games. They are allotted ice time for 1, 1 hour practice per week. If available, additional ice time may be provided.

Game Curfews are set out by Ontario Minor Hockey Association, Shamrock and Lambton Middlesex Local League.

All Mt. Brydges & District Athletic Association games are allotted 10 minutes prior to the end of the ice slot booked in order to allow for a flood at the conclusion of their game. The curfew time to be recorded on the official game sheet will be 5 mins after this scheduled time slot end.

The coaches and the referee should check the time left prior to the start of the 3rd period and adjust the time to be put on the clock for the last period based on what is left in their ice slot. Coaches and referees should discuss and agree to this prior to the start of the last period.

Mt. Brydges & District Athletic Association Policy #5 ***Playing Time***

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The following document outlines MBDAA's ***Playing Time Policy*** so that all stakeholders understand the mandate set out by MBDAA's Board of Directors and Executive Members in relation to communicating The Association's vision of fair playing time for all members of Mt. Brydges Minor Hockey.

1. MBDAA follows the Hockey Canada Development Model as well as endorses the Hockey Canada Fair Play Code for Players and Coaches. Line three of the Hockey Canada Fair Play Code for Coaches states: "I will ensure that all players get equal instruction, support **and playing time.**"
2. MBDAA believes that development comes from experiencing all situations.
3. MBDAA is dedicated to creating an environment that has a strong focus on the player and what they are taking away from the game at any given time.
4. MBDAA values player development over game results.

MBDAA's Vision for the Playing Time Policy

All Players-All Lines-Every Opportunity

Mt. Brydges Minor Hockey believes that all players within our association regardless of skill level deserve the opportunity to play in all situations in order to maximize their development.

We ask that all coaches embrace the spirit of the Playing Time Policy and encourage the development of all players to succeed in all game situations.

- Forward lines and defense pairings should be rotated as equally as possible. All players should have the opportunity to play in power play and penalty kill situations.
- Goaltenders should play on an equal rotation. Coaches may choose to split games, play full games or make other arrangements (goalies playing out when not in net).

Interpretation of the Playing Time Policy

Mt. Brydges Minor Hockey recognizes there will be instances when a player will not receive equal ice. We realize that minute for minute playing time is not a reality due to the complex nature of the game of hockey. Situations will arise where it may be necessary for a coach to make difficult decisions involving their players. The following points are included to assist coaches and help them determine if action is required.

1. Safety of a player is being compromised (possible injury, player has become a target on the Play by opponent(s) etc.)
2. Disciplinary reasons as identified by the head coach. If a player intentionally displays poor conduct towards his teammates or opponents or is in breach of Mt. Brydges Minor Hockey Respect Matters Policy the coach has the authority to use Play time as a discipline tool. *If a player is being kept off the Play for a disciplinary reason the coach must discuss the action with the player. Based on the severity of the incident coaches should use their best judgment as to the amount of shifts a player should miss. We recommend no more than 1-2 shifts per period.*
3. A player is not feeling confident in certain game situations

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- Player feels uneasy about being played in certain games situations
 - Player is not confident about a certain play the coach/s request
 - Player feels not prepared mentally or physically
4. Rep/AE (competitive level) - During the last 5 minutes of a key game (key game = championship game or a game which will allow a team to advance further in a tournament or playoffs) the coach will have the ability to modify the regular line rotation. This includes pulling the goaltender. Teams with 2 goalies may use a 40 (goalie A) – 40 (goalie B) - 20 (coaches discretion) percent game rotation for the goalies during tournaments or playoffs.
 5. Local League (house league level) - During the last 2 minutes of a key game (key game = championship game or a game which will allow a team to advance further in a tournament or playoffs) the coach will have the ability to modify the regular line rotation. This includes pulling the goaltender. . Teams with 2 goalies may use a 40 (goalie A) – 40 (goalie B) - 20 (coaches discretion) percent game rotation for the goalies during tournaments or playoffs.

It is expected that coaches will clearly communicate their use of the above situations with parents at the beginning of the year. When the above instances take place it is imperative that the player be communicated to directly and coached through the issues so the reasons can become clear to the player who can then alter their behavior and communicate to the parent. Mt. Brydges Minor Hockey does not expect any of these instances to become chronic. We believe that most issues can be solved through open lines of communication and the display of mutual respect.

Accountability and Management of the Playing Time Policy

Mt. Brydges Minor Hockey will continue to rely on our coaches and coaching staff to use their best judgment relative to the Playing Time Policy. Based on the complexity of the game of hockey and the countless scenarios that arise we trust our coaches, players and spectators to work together and communicate as often and openly as possible.

As a parent or guardian, if **after 2 or 3 games have passed** and **you have waited out the 24 -hour rule** and you believe your child has not experienced reasonable playing time you are asked to follow this process.

1. Discuss your concern with your parent rep
2. Try and bring resolution on a team level

If resolution is not achieved at the team level

3. Parent rep will contact your coach convenor
4. Coach convenor will communicate concern to the Board. The Board will investigate concern and coordinate a resolution
5. Resolution will be communicated back to parent, player and coach within 72 hours.

If a parent confronts or harasses a coach about playing time and does not follow the steps outlined above, that parent will be subject to discipline under Mt. Brydges Minor Hockey Respect Matters Policy.

Responsibilities and Promises

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As a coach, you have the responsibility to encourage all players to be the best they can be, and provide equal opportunities for them to develop self-esteem and sport skills. When you play your talented athletes more often, you make other players feel less important and deny them the chance to improve their skills.

As a parent, you have the responsibility to understand the challenges of fair play time and speak up if you feel it is abused. Give our coaches some latitude and consider your position over at least 3 games. Please don't bring your stopwatch to the game. We respectfully ask parents to realize that it is impossible for all players to receive the exact same number of shifts or minutes of play time in a single game. Many times the shift length depends on whistles or what end the puck is in. We should strive to have equal and fair Play time over 2-3 games.

As an Association, we promise to put a greater emphasis on the spectator, player and coaches code of conduct as outlined by Hockey Canada, making our expectations clear and concise. We will continue to ensure our teams are as competitive as possible, our coaches are equipped and informed and our players are thriving in a positive environment.

Playing Time Policy-Steps to Implementation

Mt. Brydges Minor Hockey believes that coaches are our most powerful leaders. They have the ability to set the tone for the season. We expect our coaches to be stewards of this policy and support the implementation of it going forward.

1. Coach Selection Process

During the Mt. Brydges Head Coach interview on understanding of the MBDAA's Operating Policies and Playing Time Policy will be a factor. MBDAA representatives will provide coaching candidates with an accurate description of the policies and the expectations that surround them.

2. Coaches/Parent Rep Meetings

During the pre-season coaches and parent rep meetings the policy will be presented and clarification surrounding the policy can be given at this time.

3. Initial Team Meeting

Coaches will clearly communicate and discuss their coaching philosophy and their use of the fair play policy. Behaviour standards as outlined in the MBDAA Operating policies will be identified at this time.

4. Continuing Education and Monitoring

Throughout the season MBDAA will continue to educate our coaches, players and parents on the guiding principles behind the Playing Time Policy.

Mt. Brydges & District Athletic Association is committed to the principles of sportsmanship including and using all reasonable attempts to ensure that players receive equal opportunity to contribute towards the success of the team.

All Local League coaches should attempt to play all players equally.

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All Competitive or Rep coaches shall attempt to play all players equally, including goaltenders except for the following circumstances:

1. In the case of discipline of a player by a coach, a coach may elect not to play a player for not more than one game per occurrence. If the coach feels further discipline is required, the coach shall contact the Mt. Brydges & District Athletic Association's Board of Director's Coach Convener.
2. During the final five minutes of any regular season game, during any power play, during any shorthanded situation, or part of the final/potential final game of any playoff series, play-down series, or tournament. Coaches need to discuss with players and parents at the beginning of the season and agreed upon.

Mt. Brydges & District Athletic Association Policy #6 ***Purchasing Policy***

The Mt. Brydges & District Athletic Association Board of Directors shall approve all purchases.

All purchases shall be accompanied by receipts, which shall be submitted to the Mount Brydges & District Athletic Association's Treasurer for reimbursement.

To the extent possible, the Mt. Brydges & District Athletic Association should encourage the purchase of goods and services from local businesses and/or businesses that have provided financial support to the association in current or past years.

All purchases should be in accordance with Policy #24 Ethical Business Practices.

Mt. Brydges & District Athletic Association Policy #7 ***Remuneration for Volunteers***

Mt. Brydges & District Athletic Association is a non-profit organization. One of the requirements of this is that the Board of Directors and its Executive members serve without compensation. Our Board of Directors and its Executive are however entitled to honorariums. Members of the Board of Directors and its Executive are entitled to receive one season's pass that will include playoffs to any Mt. Brydges & District Athletic Association and are exempt from the Volunteer/Raffle Fees.

Members of the Board of Directors, its Executive and other volunteers shall not be entitled to any other remuneration, other than reimbursement for expenses passed by the Board of Directors.

Mt. Brydges & District Athletic Association Policy #8 ***High School Volunteer Hours/ Community Service***

All coaches are given permission by the Mt. Brydges & District Athletic Association's Board of Directors to sign off on high school volunteer hours. In addition, all board members are permitted to sign off on volunteers forms. We ask that all coaches take this responsibility seriously. Only hours that were supervised by the coach

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are to be signed off by the coach in charge. Any unsupervised hours are to be approved by a member of the Mt. Brydges & District Athletic Association's Board of Director. In addition, no coach is permitted to sign off on their own child's volunteer hours.

On-Ice Helpers

Team officials are to utilize sound judgment 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. Players that volunteer must be either a "registered" member of Mt. Brydges & District Athletic Association or an on-ice official or provide proof of insurance. This ensures that the insurance coverage has been secured. Head coaches will be responsible for ensuring the volunteer is insured and that the student's fulfill the requirements provided by the school board. Coaches are granted authority to sign the student's community involvement record book. Players may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages as a player would. Players that volunteer must be at minimum, two age division higher than the team which they are volunteering with and are not permitted to volunteer as an on-ice helper with a team at the same or higher division. Players that volunteer must wear full gear if they plan to play with the children or if they only plan to demonstrate and take an instructional role, they will be required to wear the same equipment that all bench staff are required to wear. Players, who are not registered team officials and who are 14 years of age or older are required to complete the Speak-Out Program.

Mt. Brydges & District Athletic Association may provide opportunities for students attending high school to earn community service hours.

Off-Ice Helpers

Any off-ice training must be led by certified, coaches training or other certified personal. All participants must wear appropriate safety equipment.

Mt. Brydges & District Athletic Association Policy #9 *Grievances and Grievance Committee*

The purpose of the Grievance Committee is to attempt to resolve disputes as soon as possible after such disputes have arisen, without the necessity of resorting to a full Board of Directors' meeting.

1. The Grievance Committee shall consist of three members of the Board of Directors, who are not on any other committees selected by the President.

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2. All grievances shall be in writing, signed and delivered to the President of the Mt. Brydges & District Athletic Association or mailed to Mt. Brydges & District Athletic Association as soon as possible after the events giving rise to such grievances.
3. The complainant must state in the written complaint whether the complainant wishes to appear before the Grievance Committee.
4. The Grievance Committee will review the complaint within five days upon receipt and if the complaint is about an individual or about another committee, the committee shall call on the individual or the members of that committee for response.
5. The committee shall make its response within two weeks of the meeting, while attempting to mediate any interpersonal disputes as soon as possible.
6. The decision of the Grievance Committee shall be by the way of recommendation only to the Board of Directors. Any person dissatisfied with the recommendation of the Grievance Committee may appeal such recommendation to the Board of Directors.
7. If the recommendation is appealed to the Board of Directors, any member of the Board of Directors who is also a member of the Grievance Committee shall be entitled to vote. However, if the recommendation appealed relates to any other committee of the association, any member of the Board of Directors who is a member on that committee shall not be entitled to vote regarding such recommendation.

Mt. Brydges & District Athletic Association Policy #10

Code of Conduct

The Code of Conduct identifies the standard behaviour which is expected of all Mt. Brydges & District Athletic Association members including all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers, trainers, and administrators involved in any Mt. Brydges & District Athletic Association activities and events.

Players, parents, guardians and bench staff are required to sign an agreement to the Code of Conduct at the start of the team's season. The individual may not be rostered until such form is completed.

The Mt. Brydges & District Athletic Association encourages an environment in which all individuals are treated with respect. Members and participants of the Mt. Brydges & District Athletic Association shall conduct themselves at all times in a manner consistent with the values of the Mt. Brydges & District Athletic Association which include fairness, integrity, and mutual respect for all.

During the course of all Mt. Brydges & District Athletic Association functions members shall avoid behaviour which brings the Mt. Brydges & District Athletic Association or the sport of hockey into disrepute, including, but not limited to, abusive use of alcohol, use of non-medical drugs, use of alcohol by minors, and use of profanity.

Mt. Brydges & District Athletic Association members and participants shall at all times adhere to the Mt. Brydges & District Athletic Association operational by-laws, policies and procedures, rules governing Mt. Brydges & District Athletic Association functions, and to the rules and regulations governing any competitions in which the member participates on behalf of the Mt. Brydges & District Athletic Association.

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Members of the Mt. Brydges & District Athletic Association shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety to others.

Members of the Mt. Brydges & District Athletic Association shall refrain from comments or behaviours that are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour that constitutes harassment or abuse will not be tolerated and will be dealt with under the Mt. Brydges & District Athletic Association's Harassment and Abuse Policy.

In the event of an alleged violation of the Mt. Brydges & District Athletic Association's Code of Conduct, a written complaint must be submitted to the Mt. Brydges & District Athletic Association's Discipline Committee.

Mt. Brydges & District Athletic Association Policy #11

Ethical Business Conduct

Mt. Brydges & District Athletic Association always has conducted business ethically and without conflict of interest. We expect the same from our employees and volunteers. Our Ethical Business Conduct Policy reinforces that commitment.

Our policy does not list every do and don't. We expect our employees and volunteers to use common sense, individual conscience and a commitment to 100% compliance with the law in applying the policy to particular situations. Here are some examples: Conflict of Interest: We expect that our employees and volunteers will not benefit from their position within Mt. Brydges & District Athletic Association that could hurt the Association. For example:

- a) Board members, employees and volunteers and their immediate family members may not ask for and may not accept payments, services or other things of value from anyone who is doing business or seeking to do business with Mt. Brydges & District Athletic Association. We recognize that the practice of many of our suppliers and business partners is to provide small gifts, or to pay for meals or entertainment for our board members. This is not prohibited as long as our board members, employees or volunteers use common sense and follow certain guidelines:
 1. Board members, employees or volunteers may never accept cash.
 2. Board members, employees or volunteers may never accept anything offered in exchange for something from Mt. Brydges & District Athletic Association.
 3. Board members, employees or volunteers may not accept a gift that is more than a nominal value (generally gifts less than \$100.00 in value).
 4. Board members, employees or volunteers may not accept excessive meals or entertainment.

Exception to these guidelines requires the approval of the Board of Directors. No exceptions ever will be made to guidelines 1 and 2.

- b) Board members, employees or volunteers may not do business or seek to do business with the company, unless the Mt. Brydges & District Athletic Association's Board of Directors have approved. This includes serving as a director, officer, owner, employee or consultant of a company that does business with or seeks to do business with the Mt. Brydges & District Athletic Association.

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- c) Board members, employees or volunteers may not serve as directors, officers, and employees to any Minor Hockey Association that is a competitor of Mt. Brydges Minor Hockey. They must disclose that information to the Board of Directors and must comply with any actions Mount Brydges & District Athletic Association decides are necessary to protect against the conflict of interest.
- d) Board members, employees or volunteers and their immediate family members may not use any confidential information received from Mount Brydges & District Athletic Association for their personal benefit. It also includes disclosing confidential information to persons outside the Mt. Brydges & District Athletic Association and its Board of Directors without written permission from the Mount Brydges & District Athletic Association's Board of Directors.

We expect our board members, employees and volunteers to act in an ethical manner. We do not attempt to control the private lives of our members, employees or volunteers. But we do expect our members, employees and volunteers to avoid acting in a way that could damage Mt. Brydges & District Athletic Association's reputation.

- a) Our board members, employees or volunteers may not drink alcohol while conducting Association business. The Board of Directors must approve exceptions to this policy. Also, our members, employees and volunteers may not gamble, or possess, use or distribute controlled substances or illegal drugs while conducting Mt. Brydges & District Athletic Association business.
- b) We expect our board members, employees and volunteers to be honest and truthful. During the course of their employ or tenure, members shall not steal, lie, falsify documents or prepare or issue any false or misleading reports. As an example, a false expense report would violate this policy.
- c) All Mt. Brydges & District Athletic Association accounts, invoices, memoranda and other documents and records must be prepared and maintained with strict compliance to all Mt. Brydges & District Athletic Association's by-laws and policies and procedure as well as the requirement to comply with all laws of the Province of Ontario. All assets, liabilities, revenues and expenses must be recorded in the regular books of the Mt. Brydges & District Athletic Association.

Mt. Brydges & District Athletic Association Policy #12 *Harassment and Abuse*

The Mt. Brydges & District Athletic Association is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination. Harassment is prohibited by human rights legislation in each province of Canada. In its most extreme forms, harassment can be an offence under Canada's Criminal Code. The policy applies to all categories of members in the Mt. Brydges & District Athletic Association, as well as to all individuals participating in activities of or employed by the Mt. Brydges & District Athletic Association, including but not limited to, players, officers, convenors, committee members, team managers, trainers, administrators and employees. The policy applies to harassment, which may occur during the course of Mt. Brydges & District Athletic Association business, activities and events, including but not limited to competitions, games, team practices, training camps, exhibitions, meetings and travel associated with these activities.

Definition of Harassment: Conduct, gestures, comments, which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, which creates a hostile or intimidating environment for work or sports activities.

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Definition of Bullying: A person expressing their power through the humiliation of another person. It normally involves inappropriate behaviours, which are typically cruel, demeaning and hostile toward their bullying targets.

Bullying is typically broken down into four groups. - Physical - Verbal - Cyber bullying - Relational (cut victims from social connection by convincing peers to exclude or reject a person).

Mt. Brydges & District Athletic Association does not condone bullying or harassment in any way, shape or form. This extends to players, coaches, team staff, executive, officials, parents or spectators.

Mt. Brydges & District Athletic Association will attempt to ensure we provide an environment that is free of these types of activity and is enjoyable by all involved.

What the team will provide: The team will ensure it provides supervision at all team functions, including in the dressing room, on the ice, and any other location where the staff requires team members to be as part of the Mt. Brydges & District Athletic Association organization. At no time are players to be left unsupervised. The bench staff will ensure that there are two bench staff present in the dressing room at all times.

What is expected of the players/parents/spectators/staff: You are expected to abide by team and Mt. Brydges & District Athletic Association rules, act in a respectful manner to all, and to refrain from any acts of harassment or bullying. If you witness any bullying or harassment by anyone you have a duty to report it to a team official or a member of the Mt. Brydges & District Athletic Association's Board of Directors.

Discipline: If anyone is witnessed participating in bullying or harassment they will be removed from the team activity immediately. The situation will then be reviewed/investigated by the members of the Discipline Committee.

If it is determined that the person did in fact participate in a bullying or harassing act, and is considered a first offence, said person could be suspended for a minimum of 3 games. This includes any practices or team functions that occur during that time. The Discipline Committee prior to the person returning will then review this.

If an individual commits a second offence, the person will be suspended from all Mt. Brydges & District Athletic Association activities for a minimum of the balance of the Mt. Brydges & District Athletic Association season, with no refund forthcoming. The Discipline Committee will determine what the full extent of the suspension may be and then the Board of Directors will review the suspension.

In all cases the authorities may be contacted and charges could be laid.

Mt. Brydges & District Athletic Association Policy #13 ***Alcohol and Drugs***

Alcohol and drugs are strictly forbidden from all Mt. Brydges & District Athletic Association team related functions. If a Mt. Brydges & District Athletic Association member arrives at any function with alcohol or drugs in their possession, they will immediately be asked to leave the facility and the proper authorities may be contacted. If the member is deemed to be under the influence of alcohol or drugs, they will also be removed from the Mt. Brydges & District Athletic Association function. The issue will then be reviewed by the team staff

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and the Mt. Brydges & District Athletic Association's Discipline Committee before the next team function occurs to determine further discipline. In all issues relating to alcohol, the President and the Coach's Covener are to be contacted as soon as possible.

Discipline

Any involvement of alcohol or drugs while in a Mount Brydges District Athletic Association team environment, will be reviewed by the Discipline Committee and the Mount Brydges District Athletic Association Board of Directors.

It would be inappropriate for MBDAA to support Alcohol, drugs, or tobacco related events for team fundraising. In that regard, there shall be neither usage of our association logo or the association name in any team fundraising that utilize alcohol, drug or tobacco products. All teams must comply with the rules of the gaming commission.

If found to be in violation of the above rules, on a first offence, the person will be suspended from all Mount Brydges District Athletic Association activities for a minimum of 3 games, which will also include any practices or team functions that may occur during this time.

On a 2nd offence, the person will be suspended for a minimum of the remainder of the Mount Brydges District Athletic Association season with no refund forthcoming.

Mt. Brydges & District Athletic Association Policy #14

Discipline and Suspension

Generally, Ontario Minor Hockey Association/Ontario Women's Hockey Association rules dictate the penalties and suspensions which may be levied against a player or team official for conduct on or off the ice. We abide by the OMHA/OWHA Code of Conduct. Some types of conduct, whether on or off the ice, however, may warrant additional discipline or suspension. All OMHA/OWHA penalties and suspensions shall be considered to be minimum penalties and any penalty set out in this policy will be in addition to such penalty.

1. The Board of Directors shall establish a Discipline Committee consisting of the President and at least two other members from the Board of Directors. This committee shall be informed of all suspensions throughout the year.
2. The Discipline Committee may suspend a team official for a period not exceeding three games for any of the following infractions:
 - a. abuse of a player on the team official's team;
 - b. abuse of a player on an opposing team;
 - c. abuse of another team official on the official's own team or an opposing team;
 - d. abuse of a game official;
 - e. abuse of any member of the Board of Directors;
 - f. disregard of the Mt. Brydges & District Athletic Association's Bylaws and Policies;
 - g. engaging in any activity which, in the opinion of a majority of the Discipline Committee, would constitute a danger to any member of the team official's team or to any member of an opposing team;

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- h. any form of disrespectful conduct;
 - i. being under the influence of alcohol or drugs while involved in a Mt. Brydges & District Athletic Association practice or game, or having alcohol or drugs in their possession during a team event.
3. If a team official has been suspended under any of the preceding circumstances, the Board of Directors may name a team official to take the place of the suspended team official during the period of suspension, if necessary.
4. The Discipline Committee may suspend a player's playing privileges for a period not exceeding three games under the following circumstances:
 - a. abuse of a fellow player;
 - b. abuse of a player on the opposing team;
 - c. abuse of a team official whether on that player's team or on an opposing team;
 - d. abuse of a game official;
 - e. abuse of a member of the Board of Directors;
 - f. disregard of the Mt. Brydges & District Athletic Association's Bylaws and Policies;
 - g. engaging in any activity which, in the opinion of a majority of the Discipline Committee, would constitute a danger to any member of that player's team or to any member of an opposing team;
 - h. any form of disrespectful conduct;
 - i. being under the influence of alcohol or drugs while involved in a Mt. Brydges & District Athletic Association's practice or game, or having alcohol or drugs in their possession during a team event.
5. Notwithstanding the above, the Discipline Committee may recommend an indefinite suspension of a team official or player to the Board of Directors. In such cases all registration fees paid will be forfeited.
6. Any team official or player may appeal any suspension levied by the Discipline Committee to the Board of Directors, which shall hear such appeal within seven days of the appeal being filed, in writing, with the team official or player represented at the meeting along with the initiator of the action. During the period in which such appeal is pending, the players shall be permitted to continue playing (subject to any suspension which may have been levied by a game official or the OMHA/OWHA), and the Board of Directors shall have the power to vary such suspension by increasing or decreasing such suspension, as the Board of Directors may see fit.
7. In any situation where a player is believed by the members of the Discipline Committee to constitute a risk to himself or herself, other players or game or team officials, the Discipline Committee may request, in writing, that the Board of Directors suspend such player for an indefinite period of time until that player is able to present to the Board of Directors evidence that the player no longer represents a danger. Such evidence may be in the form of medical or psychological evidence, or proof that the player has taken steps to deal with anger management as may be deemed advisable by the Board of Directors.

On-Ice Suspensions Or Discipline

Protest Rule – see Ontario Minor Hockey Association Regulations section 14.0.

Appeals – see Ontario Minor Hockey Association Regulations section 15.0

Other Suspensions - Suspensions issued in accordance with the playing rules and included explicitly or implicitly in the Referee's report of five games or less are not subject to appeal.

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Suspensions of five games or more may be appealed according to section 15.0 of the Ontario Minor Hockey Association Regulations.

Mt. Brydges & District Athletic Association is committed to fair and safe play, and takes very seriously offences, which detract from normal enjoyment of the recreational hockey program. The Board of Directors may impose additional suspensions as determined by the Player/Team or the Discipline Committee.

Mt. Brydges & District Athletic Association Policy #15 ***Appeals to Internal Discipline***

The Mt. Brydges & District Athletic Association Appeals Committee is structured to review and render decisions on appeals submitted by Mt. Brydges & District Athletic Association members in regards to decisions made by the Board of Directors of Mt. Brydges & District Athletic Association or sub Committees of the stated Board. Term of Appeal Committee Members to be reviewed annually by the Board of Directors. Members appealing such decisions must be aware that the Mt. Brydges & District Athletic Association's Appeals Committee is not empowered to re-open a matter in order to view all of the original material presented with the intent of producing a new decision. The Appeals Committee will only review a decision or hear an appeal under one or more of the following conditions:

- a) New relevant evidence that was not available to those persons who made the decision that is being appealed;
- b) An Appeal may be filed on the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision;
- c) An Appeal may be filed on the grounds that the decision of the original hearing was too severe;
- d) An Appeal may be filed on the grounds that there is proof to establish that the decision of the original hearing was reached in an unjust manner;
- e) A written request for an appeal hearing based on one or any of the above criteria must be submitted to the hockey office within 48 hours of the original decision; and
- f) Only those Appeals filed from May 1st to April 30th of the current hockey season will be heard. Each officially convened Mt. Brydges & District Athletic Association's Appeals Committee will, for the purpose of the hearing, have a triad as its official participants. There will be the appellant (ie. parent, player) the designated spokesperson for the Board or Committee whose decision is being appealed; and the members of the Appeals Committee. All other persons who are present will not be deemed to have official standing and may speak only with the permission of the Chairperson.

At each hearing, the Chairperson will endeavour to have business conducted in the following sequence:

1. Call to Order.
2. Introduction of Committee Members.
3. Introduction of Designated Spokespersons.
4. Appellant's presentation.
5. Presentation on behalf of the Board or Committee whose decision is being appealed.
6. Committee members questions to the presenters.
7. Rebuttal opportunities for the presenters, followed by summary statements.
8. Adjournment, followed by the private discussions required for the Committee members to render a decision.

The Appeals Committee has full authority to make decisions based on the case before them. The decision of the Appeals Committee shall be in writing. The appeals committee may hear legitimate complaints about the actions of board members. The complaint must be specified in writing outlining the reasons. The Appeals Committee will determine whether the complaint will be heard. All members must follow the proper process as

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set out in the Rules for Operations. No member will be permitted to circumvent the process by going directly to the Appeals Committee. Decisions of the Mt. Brydges & District Athletic Association's Appeals Committee may be appealed.

Mt. Brydges & District Athletic Association Policy #16

Allocation of Ice Time

1. To the extent possible, Mt. Brydges & District Athletic Association shall attempt to allocate one practice and one game time per week to all teams, subject to playoff schedules and number of league games that such teams may have scheduled subject to OMHA/OWHA recommended game lengths and start times.
2. In allocating practice times, players in the Mite, Tyke, Novice, Atom and Peewee age groups shall, if possible, be allocated practice time ending prior to 9:00 PM.
3. To the extent possible, each team shall be entitled to a minimum one fifty minute ice practice per week.
4. To the extent possible, Pee Wee and above shall be provided full ice practices. Atom and below is entitled to share one fifty-minute practice per week. This includes all OWHA teams.

Mt. Brydges & District Athletic Association Policy #17

Policy and Procedures Committee

1. The Board of Directors shall appoint a Policy and Procedures Committee consisting of three members of the Board of Directors. This committee shall meet not less than once per year to review the policies and procedures of the Mt. Brydges & District Athletic Association.
2. Any person wishing to suggest an amendment to the policies and procedures shall submit such proposed amendment in writing to the Policies and Procedures Committee. The Policy and Procedures Committee shall review such a request and shall forward it to the Board of Directors together with a report (whether verbal or written) indicating whether the Policy and Procedures Committee supports such amendment. The Board of Directors shall consider such a proposed amendment at its next regularly scheduled meeting and shall invite the person proposing such amendment, to speak in favour of such amendment at such meeting.
3. All amendments made to the Policy and Procedures Manual will be posted on the Mt. Brydges & District Athletic Association website for 30 days prior to being officially amended.
4. The Board of Directors may vary any policy contained in this manual by simple majority vote, at any regularly scheduled meeting of the executive following the 30-day posting the proposed policy addition or amendment.

The Policy and Procedures Committee shall ensure an updated Policy and Procedures Manual is available on the association's website.

Mt. Brydges & District Athletic Association Policy #18

Coaches Selection Committee

The Board of Directors shall establish a Coaches Selection Committee composed of not less than five members of the Board of Directors that will serve a term recommended to be not more than two years. During all interview at least three members of the Coaches Selection Committee shall sit during interviews. The same three members must be present for all candidates' interviews for the same position.

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Coaches Selection

As many coaches as possible will be selected by June 1st annually.

1. The objectives of the Board of Directors for coach selection are:
 - a. to choose the best available coaches for all of the players on all of the Mt. Brydges & District Athletic Association hockey teams;
 - b. to ensure that coach selection does not prejudice the selection of the most suitable hockey players for all teams; and
 - c. the Coaches Selection Committee acts on the premise that more than one person has shown an interest in coaching a team and a minimum of Level Coach or CHIP has been or will be obtained.
2. Applications for coaching and other team official positions will be available:
 - a. prior to the end of the current hockey season;
 - b. by contacting any member of the Coaches Selection Committee; and
 - c. online from Mt. Brydges & District Athletic Association website.
3. Completed applications are to be returned to the board by April 30th.
4. The Coaches Selection Committee may have a discussion with an applicant relevant to:
 - a. clarifying any confusing information on the application or;
 - b. asking new or unknown applicants about their previous coaching history or to explain the Mt. Brydges & District Athletic Association's team selection process and philosophy regarding playing time, responsibilities of the coach during the year, guidelines and any other important information.
5. Only those who have submitted a written application will be considered for the position of head coach for a team.
6. The selection of head coaches will be determined, in no specific order, by the following guidelines:
 - a. applicant's preference to coach at a specific age level;
 - b. applicant's second choice to coach at another age level;
 - c. applicant's preference of level of play (rep/house league);
 - d. past coaching experience;
 - e. any additional information or knowledge that members of the Coaches Selection Committee may have regarding the abilities, skill level, experience or parent concerns;
 - f. applicant's ability to demonstrate on the ice, the necessary skills required for that age level; and
 - g. a minimum of Level Coach, CHIP, or Recreation / Developmental 1 and Prevention Services and a Police Record Check has been or will be obtained.
7. Every attempt must be made by the members of the Coaches Selection Committee to remove any personal bias towards any applicant. Only information or knowledge relating to the applicant's hockey skills or attitude and behaviour on or off the ice while representing the team or Mt. Brydges & District Athletic Association should be discussed.

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8. Coaches will be selected in a timely manner to allow the Coaches Selection Committee the ability to arrange certification or refresher clinics for the selected coaches if necessary. It also gives applicants not selected an opportunity to pursue other coaching opportunities.
9. All coach selections are to be presented to the Mt. Brydges & District Athletic Association's Board of Directors for approval prior to notifying any of the applicants. Notification to the coach's selected and unsuccessful applicants will be completed as soon as possible in writing or verbally by the Coaches Selection Committee after the approval by the Board of Directors.
10. All head coaches have the option to select the assistant coaches, trainers, manager and other team officials of interested people in that age group or from their own preferences. All choices must be submitted and approved by the Board of Directors. The Board of Directors reserves the right to accept or deny any team official. The Board of Directors is not required to disclose their reasons for such denial.
11. All coaches will be required to organize practices as set out by the Coach Convener. Mt. Brydges & District Athletic Association requires, whenever possible, that a minimum of 50% of practice time be dedicated to skating and skill development drills, as prescribed in Hockey Canada's Coaching Manuals.
12. The Coach may set a team budget for tournaments, extra ice time, equipment, etc. that shall not exceed \$400 per player.

Mt. Brydges & District Athletic Association Policy #20

Affiliation

All Player Affiliation Agreement forms must be signed by the Mt. Brydges & District Athletic Association's President or a designated OMHA Representative on the Board of Directors.

1. Mt. Brydges & District Athletic Association's primary purpose of player affiliation is to ensure that teams have sufficient available players for fair and safe play in cases of illness, injury, or other unavailability. The affiliation agreement is to fill the original complement of players to an affiliating team. The affiliation agreement is not to be used to add to the original players signed to a team.
2. In cases where a team's roster is below 13 skaters, the coaching staff may decide to affiliate players to add to his/her roster and bring it up to 13. This philosophy must be discussed with the team and parents at the start of the season. All other AP rules still apply.
3. The affiliated player's first obligation is to his/her carded (assigned) team. An affiliated player shall not be permitted to miss a regular season, playoff or tournament game with his/her carded team in order to play/practice with the team to which he/she is affiliated.
4. Affiliation is not intended to be used as a means by which the affiliated player can play on a regular basis with the non-assigned team.
5. The Board of Directors understands and acknowledges that circumstances may exist in the case of goaltenders that may require that paragraph two or three may be adapted accordingly.
6. We understand and acknowledge that the coach requiring the use of an affiliated player shall first obtain the approval of the carded team and secondly, contact the affiliated player's parents and thirdly contact the affiliated player.
7. Each affiliated player must sign a Player Affiliation Agreement as well as each player's parent and both coaches from the affected teams.

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8. Players may only be AP'd by one team.
9. Players may only be AP'd up from the level they are registered, regardless of their age. Once a player has been moved up an age group, they may not play with a team in a lower age category.
10. Any player participating in a game as an affiliated player must be indicated on the game sheet report by having "AP" beside his name. Appearance of the player's name on the official game report shall be considered participation in the game, except in the case of a substitute goaltender, in which case actual participation shall be specifically noted on the game report. (See OMHA: Manual of Operations/ 23.1 Affiliation)
11. Coaches should consider bringing affiliated players up to the practice prior to the affiliated game.
12. Any dispute among the coaches and or player regarding the application of the AP rules will be referred to the respective Convener, and the Coach Convener for a joint decision. Reference to the OMHA Manual of Operations/Affiliation will be used if any issues are unable to be resolved in this manner.
13. Any player that is registered and rostered to a Mt. Brydges Cougars OMHA team and is also rostered to Girls' team, is to be considered as Affiliated Player (AP) to this Girls' team and must adhere to the Affiliation policy. (with the exception of #10)
14. All decisions made by the board with respect to special affiliation cases are valid for the current hockey season only.
15. Failure to adhere to the procedure may result in the Coach being assessed a suspension by the Convener. A note will be placed in the coach's file for future reference that may lead to the removal of the offending coach.

Mt. Brydges & District Athletic Association Policy #21

Co-Ed Dressing Rooms

Mt. Brydges & District Athletic Association firmly believes in accommodating both genders. We further believe in balancing this goal with the safety, privacy, modesty and wishes of ALL our members without compromising the aspects of camaraderie, social integration and bonding inherent in a team sport. This policy attempts to meet all these goals while providing a safe and respectful environment for our participants.

1. Mt. Brydges & District Athletic Association stresses the importance of coaches in ensuring both male and female players have equal access to pre and post team sessions and to all team related activities.
2. Mt. Brydges & District Athletic Association recognizes the physical limitations of some facilities and encourages our members to work with local facility management to ensure that appropriate changing facilities are available to both genders.
3. Mt. Brydges & District Athletic Association allows co-ed dressing room situations to exist at the Mites - Initiation Program, Tyke, Novice and Atom levels, provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
4. At the Pee-Wee level and above the following conditions will apply in all co-ed team environments:
 - a. Females and males will change in separate rooms;
 - b. Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff.

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c. The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff.

d. The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender.

e. When necessary, due to facility limitations, showering shall be done in shifts with the gender in the majority showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities. At no time is the opposite gender to be present while a player of the other gender is showering.

It is the belief of Mt. Brydges & District Athletic Association that these provisions adequately address issues of team unity/camaraderie and provide for the modesty/privacy of all participants.

Mt. Brydges & District Athletic Association Policy #22

Tournaments

Mt. Brydges & District Athletic Association has determined that each team shall be entitled to enter as many as 4 tournaments (excluding tykes who may only attend a maximum of two tournaments per year). Qualifying for International Silver Stick will be considered an exception to this rules, thus allow the team to participate in 5 tournaments.

Coaches are encouraged to pick their tournaments early and provide dates for all tournaments to the ice scheduler to avoid scheduling conflicts. Coaches are encouraged to have all tournaments picked prior to attending the game scheduling meeting.

Coaches cancelling regular season games due to tournaments must ensure rescheduling cancelled games are their first priority. Cancelled games are to be rescheduled by Jan 15 of each year. Failure to do so, will result in a fine to the team, equal to that assigned by the team's league.

No team shall be permitted to register in a tournament during playoff times unless permitted by the Board of Directors.

Coaches are responsible for obtaining all necessary travel permits and documents necessary for tournament entry.

Travel permits are available through the OHMA Representative. Completed Travel Permits are to be handed into the OMHA Representative. The OMHA Representative will forward permits to OMHA. Teams will not be permitted to play against, practice with or participate in any form or controlled scrimmage with teams Not Insured under the OHF insurance policies.

House League Teams must not enter Tournaments where body checking is permitted.

Mt. Brydges & District Athletic Association Policy #23

Exhibition Games

Regular scheduled games should not be changed in order to play exhibition or tournament games without the permission of the OMHA Representative or Shamrock Representative in consultation with the Ice Scheduler.

Any team playing an exhibition game must use an official game sheet and certified officials.

A copy of the game sheet must be forwarded to the OMHA Rep.

House league teams may not play exhibition games with non sanctioned teams at any level. Team officials who fail to adhere strictly to this rule may be subject to suspension by the Discipline Committee.

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Exhibition games are not to be scheduled by a team official without permission from the divisions Convenor, in consultation with the Ice Scheduler and President. The Convenor and the Ice Scheduler will need at least 72 hours notice to book an exhibition game to ensure referee's, timekeepers, etc.

Mt. Brydges & District Athletic Association Policy #24

Refunds

The Board of Directors will consider refunds on an individual basis upon receiving a written request by the participant or the participant's parents. Please send any written requests for a refund to the Mount Brydges & District Athletic Association Registrar.

Refunds of 100% will be given to registrants that withdraw their registration by August 31st.

Refunds of 50% will be given to registrants that withdraw their registration by September 30th.

No refunds will be given to registrants that withdraw their registration after September 30th.

Refunds will include Registration fees, tryout fees and raffle fees. The Volunteer Fee will be fully refunded for anyone that withdraws by September 30th. The Tryouts Fee's will not be refunded, in whole or in part, after the Tryouts have started.

Registration refunds will not be issued until August 31st and not until the original funds are received (e.g. credit card payments are transferred from ITSportsnet to the Mt. Brydges & District Athletic Association.) and cleared the Mount Brydges District Athletic Association bank account.

EXCEPTIONS FOR REGISTRANTS IN MITE, I.P. AND TYKE DIVISIONS

*Registrants that withdrawal by October 15th will be given a refund of their registration minus \$50.00 and an administration fee.

*Refunds of 50% of registration, minus administration fee will be given to registrants that withdrawal their registration between October 16th and October 30th. No refunds after October 30th.

Any deviation from the above Refund Policy is at the sole discretion of the Board of Directors. Exceptions may be made based on major injury, serious illness moving, etc. Each request will be reviewed and a decision rendered on an individual basis.

Requests for a refund must be in writing to the Registrar and must include:

- a. the date, your name, your child's name;
- b. the reason you are requesting the refund; and
- c. your address.

All refunds that are deemed exceptions to our standard refund policy and are subject to an automatic \$20.00 handling fee and an administration fee.

Once approved, the request will be forwarded to the Treasurer for issuance of a refund cheque.

Mt. Brydges & District Athletic Association Policy #25

Releases

The Executives of the Board of Directors will grant registered representative players an outright release under the following conditions:

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- a. as a result of a legitimate change of principal residence to a non-contestable address (OMHA rule #18);
- b. as a result of signing with a higher classified team (i.e. AAA or OHF).
- c. all releases must be signed by the President of the Mt. Brydges & District Athletic Association.

No Releases will be granted after September 1st in any given year.

Mt. Brydges & District Athletic Association Policy #26

Police Record Checks

Mt. Brydges & District Athletic Association requires that all carded officials including all bench staff and members of the Board of Directors undergo police record check as per OMHA guidelines a minimum of every 3 years. During the second and third year when a official is not required to have a criminal reference check completed, they must complete a Criminal Offence Declaration. A member of the Executive shall be responsible for collecting all record checks.

People who have the following convictions on their criminal record will be disqualified from being part of any MOUNT BRYDGES DISTRICT ATHLETIC ASSOCIATION team staff or Executive:

- a. Any assault conviction within the past 10 years;
- b. Any theft, fraud or like conviction within the last 10 years; or
- c. Any sexual assault conviction against children, no matter the time frame.

The Executive and Coaches Selection Committee are at their discretion to disqualify a candidate for any other convictions or reasons they deem to make the candidate unacceptable.

Mt. Brydges & District Athletic Association Policy #27

Tryouts

1. The Mt. Brydges & District Athletic Association permits all competitive coaches to select their team. Head coaches are permitted to pick instructors to help with the try-out procedure.
2. The Coaching Convener will approve all on-ice instructors. Additional assistants may be assigned to conduct on-ice drills during the selection period under the direction of the on-ice selection committee.
3. The coordinators and their assistants, during the selection period are responsible for ensuring that all players receive an equal chance to demonstrate their skills. In all cases, every effort will be made to make teams in each age category equal in numbers. If more than one House/Local League team is entered in a specific age group, the selection committee will recommend equally balanced teams relevant to skill, ensuring all players receive the best possible opportunity to compete.
4. Discussions that take place regarding Evaluations are confidential, and will not be discussed with parents or other people outside the Evaluation process. When a player is cut from a team, parents are not to seek out and contact Evaluators about this. The Coach or groups representative, who contacts the player or parent, is the only one who is to discuss why the player was cut. In doing so, a comparison to any other specific child shall not be used.
5. Requests to allow players to play on other eligible teams will be considered at the discretion of the Executive based on the numbers with the intent to maintain the integrity and spirit of Mount Brydges District Athletic Association.

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6. Once team selections have been made by the coaches, they will attempt to notify all players in their age group of their placement via website post. Every effort will be made to notify all players in an age group on the same day by 11 pm.
7. The coach of a higher level team has the right to recall any player from a lower level team at any time up until the final roster date as established by Mt. Brydges & District Athletic Association. Coaches must follow the recommended number of players selected per team as set out by the Executive. The number of players will be set in accordance with registration numbers.

Attendance at Tryouts

All registered players are guaranteed a minimum of 2 tryout skates and those who have been cut from the Rep tryouts are guaranteed 1 additional AE skate to allow the Coaches to fairly evaluate the player's skills. If a player cannot attend a tryout skate, for any reason, they must contact the Registrar and Coach Convener prior to the tryout that will be missed. A player must attend the first 2 of the tryout skates to be considered for the Rep or AE team, except under the following circumstance:

- a. If a player misses' tryouts because of injury, illness, or a transfer from another center, the Coach's Committee and, if applicable, coaches from the child's previous hockey season, will meet and discuss how to proceed. (Place the child on the team if the decision is obvious, or allow for the player to be viewed in an evaluation set up when healthy). Any decision will be pending Board approval.
- b. If a player is selected for the rep team, and refuses the placement on the rep team, the player will be removed from the rep system and placed on the LL team in that age group. The AE team is part of the rep system.

Mt. Brydges & District Athletic Association Policy #28

Registration

The minimum age for registration is 4 (four) years of age on December 31st of the year the season begins, except in special circumstances as determined by the Board of Directors.

A copy of the player's birth certificate must be provided to the Registrar prior to the player's first skate.

The age groups for the various divisions and registration fees are as follows:

Division	Age	Fee
Under 5 (4 years by Dec 31st)	2016	\$300
Under 7(5 & 6 years by Dec 31st)	2014 and 2015	\$500
Under 8 (7 years by Dec 31st)	2013	\$550
Under 9 (8 years by Dec 31st)	2012	\$625

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Under 11	2010 and 2011	\$650
Under 13	2008 and 2009	\$650
Under 15	2006 and 2007	\$675
Under 18	2003, 2004 and 2005	\$675

All players must pay the current registration fees as set yearly by the Mt. Brydges & District Athletic Association's Board of Directors by the deadline of June 1st of the respective year starting season to avoid a late penalty charge. Players must pay the fee that is assigned to the age group in which they are registered.

Late Fees - After the registration period a late charge as determined by the Board of Directors will apply. Late registration does not guarantee placement on a team. Exceptions will only be made for players moving into the area after registration dates. Further registration (if any taken) will only be accepted by the Registrar.

No player will be allowed to go onto the ice for tryouts unless registration, tryout, and volunteer fees have been paid in full.

Full payment is due by August 15th. Players who have not paid in full by this date will not be guaranteed a roster spot - the ability to be rostered will be subject to availability. If space is available, players will not be rostered until full payment is received. Access to ice times will be restricted as well.

No exceptions will be considered.

For the purposes of Registration, a player registration is considered to be paid in full when all registration related fees are fully paid including;

1. Player registration fee based on the fee outlined for their age;
2. All competitive team try-out fees set out by the Board of Directors annually for any player who wishes to try out for a competitive team;
3. Annual fundraising fee of \$100.00 per player up to 2 players per family; and
4. Any late fees.

There are NO Exceptions.

Volunteer Fees - a volunteer fee of \$250.00 per family in the form of a post-dated cheque, post dated to April 1st of the upcoming year must be submitted. This will be collected by the team manager by October 1st that year. Failure to submit this fee will result in a loss of ice access by the player until submission of the fee.

Registration fees do not include amounts to pay for game officials (ie: refs, timekeepers etc). These payments come directly from the gate fees.

Gate fees are set in accordance with the Shamrock League and Lambton-Middlesex Local League.

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Payments for game officials do not come from registration fees, unless there is a shortfall to be covered (ie: low attendance, people avoiding gate payments, etc).

Payments will be accepted by the following methods:

1. Through the Hockey Canada website:

<https://registration.hockeycanada.ca/registration/AccountLogin.aspx?id=5248>

1. Registration will be made by Credit Card

Personal cheques and cash will NOT be accepted.

The Registrar may be contacted via email: *Mount Brydges District Athletic Association.*

mountbrydgescougarsregistrar@gmail.com

Mt. Brydges & District Athletic Association Policy #29 Team Budget

Teams are to use the OMHA budget spreadsheet “year breakdown” when completing their team budgets. Three budgets will be handed in to the MBDAA by all teams for approval:

1st. October 15th (preliminary budget, parents and coaches sign off on)

2nd. December 1st

3rd. April 1 st Final Budget All accounts will be from an approved banking institution set out by the MBAA Treasurer. Bank account must have a \$0 balance by April 15th of the current season.

Mt. Brydges & District Athletic Association Policy #30 Sponsorship

All Sponsors must complete the approved sponsorship form and pay the appropriate sponsorship fee as determined year to year by the Board of Directors.

Even though their name and logo will appear only on one team’s uniforms, it is important to remember that all sponsors are making a direct contribution to the hockey program enjoyed by all participants.

Sponsors represent the second largest contributing groups to the Mt. Brydges & District Athletic Association budget. Therefore it is very important that all Mt. Brydges & District Athletic Association members who have an opportunity to do so effectively and sincerely show their appreciation to the sponsors wherever possible.

Sponsorship should follow the Mt. Brydges & District Athletic Association’s policy regarding Ethical Business Practices and will not be given exclusivity in regards to vendorship or advertisement in any vocation with the exception of the use of the Mt. Brydges Cougars official Logo and it’s wears.

Official sponsors of the Mt. Brydges & District Athletic Association are not to be approached by any team official, parent or person associated with a team.

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Sponsors are expected to abide by the Code of Conduct when attending a Mt. Brydges & District Athletic Association game or event.

All inquiries regarding sponsorship should be forwarded to the Sponsorship Coordinator from the Board of Directors.

Mt. Brydges & District Athletic Association Policy #31 Social Media and Networking

Introduction

For the purpose of this Social Media and Networking Policy, this policy will encompass public communications through such internet mediums, websites, and online communities such as, but not limited to; Facebook, Twitter, You Tube, blogging, and any other social media network that allows users to communicate online.

The Mt. Brydges & District Athletic Association recognizes and appreciates the value of social media and the importance of social networking. The Mt. Brydges & District Athletic Association also respects the right of all teams and Association personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present. Social Networking allows for inappropriate unsupervised conduct which may be detrimental to the welfare of all who are involved with the Mt. Brydges & District Athletic Association.

The purpose of this policy is to educate the Mt. Brydges & District Athletic Association's membership on the risks of social media and to ensure all teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team and the Association.

Social Media Guidelines

- a.) The Mt. Brydges & District Athletic Association holds the entire membership who participates in social media and networking to the same standards as it does for all other forms of media including, radio, television, and print.
- b.) Comments or remarks of an inappropriate nature which are detrimental to the Mt. Brydges & District Athletic Association, a team, or an individual will not be tolerated and will be subject to disciplinary action.
- c.) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or team personnel, players, corporate partners, and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d.) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e.) Using the identity or image of any member of the Mt Brydges & District Athletic Association without the Individuals' authorization may be considered identity theft.
- f.) Use your best judgement at all times – pause before posting. Once your comments are posted they cannot be retracted. Even the publisher of anonymous posts can be determined.
- g.) You are solely responsible for your comments and they will be published for the public record.

Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the Mt. Brydges & District Athletic Association's Social Media and Networking Policy and may be subject to disciplinary action by the team and/or the Association.

- a.) Any statement deemed to be publicly critical of association officials, or detrimental to the welfare of a member of a team or the Association.

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b.) Divulging confidential information that may include, but is not limited to the following:

- Player injuries;
- Player movement;
- Game strategies; or
- Any other matter of a sensitive nature to a member of a team, association or an individual.

c.) Negative or derogatory comments about any team, the Mt. Brydges & District Athletic Association, volunteers, staff, programs, players, or members.

d.) Any form of bullying, harassment, or threats against players or officials.

e.) Photographs, video, or comments promoting negative influences or criminal behaviour, including but not limited to:

- Drug use;
- Alcohol abuse;
- Public intoxication;
- Hazing; or
- Sexual exploitation; etc.

f.) Online activity that contradicts the current policies of the Mt. Brydges & District Athletic Association or any of its member associations.

g.) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the Mt. Brydges & District Athletic Association`s by-law, policies and regulations on these matters.

h.) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Discipline

The team and the Mt. Brydges & District Athletic Association will investigate all reported violation(s) of this policy. If the investigation determines that a violation has occurred, the team and/or the Mt. Brydges & District Athletic Association will impose an appropriate response.

a.) The first violation will result in a verbal warning from the team or Association official and notification of the violation to the Executive.

b.) The second violation will result in an automatic five (5) game suspension and a discipline meeting with the Mt. Brydges & District Athletic Association Executive.

c.) The third violation will result in an automatic indefinite suspension and a discipline meeting with the Mt. Brydges & District Athletic Association Executive.

The Executive recognizes that perpetrator intent and victim impact may differ in each case and reserves the right to escalate the process to automatic suspension immediately.

Mt. Brydges & District Athletic Association Policy #32

Traveling to out of town games or tournaments

Any Mt. Brydges & District Athletic Association team that travels out of town to an away game or tournament is to act in a responsible manner and represent Mt. Brydges & District Athletic Association in a respectful manner.

If damage should occur to any public or private property on such an occasion it is the responsibility of the accused to pay and or replace such property.

Mt. Brydges & District Athletic Association accepts no responsibility for such actions and may give a suspension to any player or coach for their inappropriate actions.

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Mt. Brydges & District Athletic Association Policy #33

Player Movement- Right of Choice

As per OMHA Policy 3.4, a resident in a defined Shared Area shall be given a choice of the named Home Centre for which they may play. Please refer to this policy if you reside in a Shared area.

MBDAA will follow the following policy regarding player movement for those within the Shared Area regarding the Right of Choice:

- a. A player that has made a Right of Choice and is released by Mt. Brydges Cougars to play Representative/MD/AE hockey, will not be eligible to play on a Representative/ AE team for a length of 2 years after returning to Mt. Brydges Cougars. The player will be eligible to play in House League for this period of time.
- b. A player that has made their Right of Choice to play Representative/ AE for Mt. Brydges Cougars and is released by their Home Centre, will not be released to play Representative/MD/AE hockey for another center until they move their residence outside of the Mt. Brydges Cougars boundary.