

**RICHMOND MUNSTER MINOR HOCKEY ASSOCIATION
(RMMHA)
Policy Manual**

Under Revision MARCH 2009

<u>I. PURPOSE.....</u>	<u>2</u>
<u>II. STRUCTURE.....</u>	<u>2</u>
<u>III. ASSISTANCE</u>	<u>3</u>
<u>IV. DUTIES AND RESPONSIBILITIES OF COACHING STAFF</u>	<u>3</u>
<u>V. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS</u>	<u>5</u>
<u>VI. DUTIES AND RESPONSIBILITIES OF TEAM TRAINERS</u>	<u>6</u>
<u>VII. CODE OF DISCIPLINE</u>	<u>7</u>
<u>VIII. PLAYERS REGISTRATION.....</u>	<u>8</u>
<u>IX. TRYOUTS.....</u>	<u>8</u>
<u>X. EQUIPMENT.....</u>	<u>9</u>
<u>XI. ICE ALLOCATION, RESPONSIBILITIES AND PAYMENT.....</u>	<u>10</u>
<u>XII. MEETING ROOM BOOKING.....</u>	<u>11</u>
<u>XIII. TEAM FINANCIAL REPORTING</u>	<u>11</u>
<u>XIV. CONTROL OF CASH REVENUES.....</u>	<u>12</u>
<u>XV. FUND RAISING GUIDELINES</u>	<u>12</u>
<u>XVI. SPONSORSHIP POLICIES</u>	<u>13</u>
<u>XVII. TEAM JACKET POLICY</u>	<u>14</u>
<u>XVIII. HOCKEY SWEATER AND SOCK POLICY</u>	<u>14</u>
<u>XIX. TOURNAMENTS</u>	<u>15</u>
<u>XX. HOSTING TOURNAMENTS</u>	<u>15</u>
<u>XXI. TRAVEL.....</u>	<u>15</u>
<u>XXII. MEDICAL AND FIRST AID POLICIES.....</u>	<u>16</u>
<u>XXIII. GAME CANCELLATION AND RESCHEDULING.....</u>	<u>17</u>
<u>Appendix A -FAIR PLAY PROGRAM</u>	<u>18</u>

I. PURPOSE

It is the purpose of this Policy Manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Richmond Munster Minor Hockey Association.

II. STRUCTURE

The Richmond Munster Minor Hockey Association (RMMHA) is a non-profit recreational sport society incorporated under the Ontario Government Corporations Act. RMMHA is responsible for all Minor Hockey activities within the boundaries established by the Ottawa District Minor Hockey Association (ODMHA). RMMHA is responsible to and receives its mandate from the ODMHA which in turn receives its authority from the Canadian Hockey Association (CHA) through the Ottawa District Hockey Association (ODHA).

Association and team management will place all players on teams commensurate with each player's age, playing skill and experience. Age "DIVISIONS" within minor hockey are set by the CHA as follows: (Age is set at the players age as of midnight December 31) HOCKEY DEVELOPMENT -5 to 7; NOVICE -8 and 9; ATOM -10 and II; PEEWEE -12 and 13; BANTAM- 14 and 15; MIDGET -16 and 17; Juvenile -18 and 19 (and as the league may permit overage players).

All players in the RMMHA will participate at one of five playing levels:

1. **COMPETITIVE LEVELS M**, with the Ottawa Valley Titans "AA" Minor Hockey Association, who are responsible in this area for running the AA program. Members of the RMMHA can request and will receive from the RMMHA president an Ottawa Valley Titans registration/release form to try out for the Titans. RMMHA players released by the Titans must return to the RMMHA.
2. **COMPETITIVE LEVELS A, B**, both major and minor teams will play in leagues, formed by mutual consent of the Associations in the Eastern Ontario area, called the City A and City B Leagues. Members of the RMMHA are eligible to try out for the Goulbourn RAMS Minor Hockey Club (GRMHC), who will be responsible for the day-to-day operation of these teams. RMMHA players released by the RAMS must return to the RMMHA. Members of the RMMHA wishing transfer applications to tryout or play competitive hockey for clubs or associations other than GRMHC will receive those applications clearly marked indicating the opposition of the RMMHA.
3. **RECREATIONAL (HOUSE) LEVELS** for all players not electing to play on or selected to play for Competitive Teams will play in the LANARK CARLETON LEAGUE. This is a league formed by teams from ALMONTE-PAKENHAM, CARLETON PLACE, KANATA, LANARK, OSGOODE-RIDEAU, PERTH, RICHMOND-MUNSTER, STITTSVILLE, and WEST CARLETON for house level teams in the Novice, Atom, PeeWee, Bantam and Midget Divisions. Additional recreational levels or leagues may be adopted by the RMMHA executive, where and when deemed appropriate. Members of the RMMHA wishing transfer applications to tryout or play recreational league hockey

for associations other than RMMHA will receive those applications *clearly marked* indicating the opposition of the RMMHA.

4. JUVENILE RECREATIONAL LEVEL for all players of the Juvenile age, who will play in the 417 league.
5. HOCKEY DEVELOPMENT for all players 5 to 7 and not selected to play Novice. Emphasis will be on developing hockey skills in an in- house association run program. Some players may be given an option to play Novice should the Novice recreational league require additional players. Selection and the number of players is determined by a consensus of the RMMHA Head Coach, Assistant Head Coach and the Hockey Development Coordinator with approval by the board of directors. Participation in structured leagues for more advanced players may be approved the RMMHA executive when deemed appropriate.

The duties and responsibilities of the executive and membership of the RMMHA are outlined in its CONSTITUTION, BYLAWS and RULES AND REGULATIONS. All minor hockey participation is governed by the CHA "Constitution, Bylaws, Regulations" and "OFFICIAL HOCKEY RULES". In Eastern Ontario participation is additionally governed by the ODHA and ODMHA "Constitution, Bylaws, Regulations". Competitive participation in CITY A and CITY B leagues is governed by their "ARTICLES, BYLAWS AND REGULATIONS" and "POLICIES", and in LANARK CARLETON and the 417 Leagues by their "RULES AND POLICIES".

III. ASSISTANCE

For further ASSISTANCE and information, team management can refer to or obtain copies of these important handbooks etc. through the Head or Assistant Head Coach. Parent, team and coach inquiries should be made through the team Manager, to the RMMHA'S Head or Assistant Head Coach. Titan "AA" league administrative matters are to be referred through the appropriate Titan Association representative. City A or City B league administrative matters are to be referred through the appropriate GRMHC representative. Lanark Carleton, 417 league, or Hockey Development administrative matters are to be referred through the RMMHA First Vice President.

IV. DUTIES AND RESPONSIBILITIES OF COACHING STAFF

Qualifications: All competitive coaches are required to have completed the intermediate level of the CHA National Coaches Certification Program as per the ODMHA guidelines. All recreational league coaches, Novice and below, need to have completed the initiation level. All house league coaches, Atom and above, need to have completed the Coach Level of the NCCP Program. Coaches who have not yet achieved the require level will be considered if they have expressed their intention to complete the program before the end of December in the current year.

The RMMHA Executive requires a high standard of conduct from its coaching staff in dealing with other coaches, referees, and other officials and in the image projected to participants and

parents of the RMMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the RMMHA Policies. The following is a list of items this Association expects from coaches:

1. Full participation and promotion of the CHA Fair Play Program. Coaches must be aware of the CHA Harassment and Abuse Policies. Coaches requiring further information should contact the RMMHA Risk Manager.
2. Coaching should consist of teaching and improving hockey skills of individual players and promoting teamwork and sportsmanship.
3. It is the philosophy of the RMMHA that all participants receive equal ice time. It is recognized that circumstances may not permit this on an individual game basis. However, it is expected that during the course of the season opportunities will exist to ensure that this objective can be achieved. Ice time lost due to absence, disciplinary action and suspensions does not apply.
4. The coach is to ensure that each of his/her players is properly protected and that team parents are advised of the necessity for players to wear properly fitting and approved equipment.
5. All players should shake hands with their opponents as per the policy of the league they are participating in.
6. The coaching staff must have a controlled attitude towards referees. Lack of coaching self control will not be accepted by the RMMHA Executive and will bring review and possible dismissal. The coach is responsible to nominate a competent manager and trainer with the approval of the RMMHA Head Coach and the Executive and then is formally ratified at the first team parents meeting of the year.
7. Practice times provided and paid for by the Association must be used for practices. A team wishing to use this time for Exhibition games must obtain prior approval of the Head or Assistant Head Coach and the referee in chief. Referee costs for exhibition games are the responsibility of the team.
8. Coaches are responsible for checking game sheets for suspensions to participants. Suspensions are automatic and are to be advised by the coach to his/her players and to the RMMHA President. Failure to check could mean forfeiture of future games and further disciplinary action.
9. Coaches must ensure that only legitimate players are used in any game and that game sheets are filled out properly as per the requirements of the league.
10. The RMMHA currently follows the 19 Specialty Affiliated Player rule. Coaches should not affiliate players unless they intend to play them. Affiliated players cannot be used until the District Registrar approves them. Coaches wishing to affiliate players must obtain the permission of the RMMHA Registrar, the player, the parent and the player's

coach. Permission must be obtained from the player's coach for each game to be played by an affiliate player. Permission cannot be denied without just cause.

11. The maximum length of suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The RMMHA President must be advised immediately of all such suspensions. Suspensions of more than one game must have the approval of the RMMHA President and/or the Discipline Committee of the Executive. Continuing problems of discipline must be brought to the attention of the Head or Assistant Head coach.
12. Coaches must supervise the team manager, trainer and other team officials. All coaches and assistants must wear approved CSA helmets, while on the ice. Report all issues of concern to the RMMHA Head or Assistant Head Coach.

V. DUTIES AND RESPONSIBILITIES OF TEAM MANAGERS.

The team manager is nominated by the coach with the approval RMMHA Head Coach and the Executive and is then formally ratified at the first team parents meeting of the year. The manager then works with the coach and assistant coaches to appoint parents to other positions such as team Treasurer, phoning assistant, etc.. The manager is the first line of communication with and for the parents with the team coach and others in the Association. The manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities. The manager's duties include:

1. Preparation of a schedule and organizing game minor officials such as timekeeper and scorekeeper as required for all game activities of the team.
2. To see that care is taken of uniforms and other team equipment before, after and between games.
3. To distribute the team sweaters, both home and away, and socks provided by the RMMHA equipment manager at the beginning of the hockey season. To document and report back to the RMMHA president, which players have which numbered jerseys. To fully collect all sweaters at the end of the season and return them to the RMMHA equipment manager. Socks are not required to be returned.
4. Assist the coach with arranging and scheduling games.
5. Arranging for, and payment (if required) of referees for Exhibition Games in accordance with established rates and rules.
6. Arranging for travel and necessary permits when the team is to play outside the Ottawa District Minor Hockey Association boundaries.
7. Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills within the terms permitted by Association
8. policy.

9. To ensure the safekeeping of the team copy of all game reports.
10. Forward a copy of all game reports for which suspensions have been issued to RMMHA President.
11. Ensure, with the coach, that players are informed of their suspensions and when they can return to team activities. Ensure, with the coach, that player's suspensions are reported to the RMMHA President.
12. Assist the team trainer with his duties.
13. Make arrangements for all team fund raising in accordance with guidelines provided by the Association.
14. Assist the coach and team treasurer with the preparation of a budget and be responsible for obtaining the approval of parents. Assist the team treasurer in preparing a report if requested by the RMMHA executive to do so.
15. Ensure that each player/family and team official receives a game and practice schedule.
16. If using meeting rooms at the arena ensure that they are booked in advance. Booking is done through the arena office or the Recreation Department at the Township of Goulbourn Offices.
17. Ensure that all team players and officials are properly registered and/or "Carded" through the Registrar.
18. Carry out all team obligations regarding Association tournaments, ticket sales, and other events as specified by the Executive.
19. Ensure that all the rules and policies of the Association are carried out and that any deviation from these is reported to the RMMHA President.
20. Ensure the collection and remittance of all monies due to the Association Treasurer by invoice due dates.
21. Managers are to ensure through direct confirmation with the team coaching staff that all Association goal tender equipment, sticks, pucks, pylons and sweaters are returned to the equipment manager at the end of the playing season. Parents who signed out the gear themselves should be given their receipt if returned to team management. It is preferred that they be asked to deal directly with the equipment manager to avoid misunderstanding of responsibility for equipment return.

VI. DUTIES AND RESPONSIBILITIES OF TEAM TRAINERS

Qualifications: All teams must have a Team Trainer, who is qualified with at least a Trainer's Level One certificate or Equivalent. A certified trainer must be on the bench at every game played. In the event one of the two

trainers is not available, the game may continue if the present trainer will take responsibility for both teams and it is noted on the game sheet.

The trainer's duties include:

1. The team trainer is nominated by the coach with the approval of RMMHA Head Coach and the Executive and is then formally ratified at the first team parents meeting of the year.
2. Ensure that the necessary "Parental Consent and Medical History" form is completed for each player on the team, signed by the parent and kept handy for potential use with all team activities.
3. With the assistance of the team manager set up a basic team First Aid kit and make sure it is available for all team activities. Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services. The team trainer is the team's risk manager.
4. Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician. Also, ensure that the proper advises of the accident and the proper report is promptly filed with the Risk Manager of the RMMHA.

VII. CODE OF DISCIPLINE

The RMMHA is directed by the ODMHA Code of Discipline as outlined in tile ODMHA Handbook and Directory. Coaches and Managers are responsible for being knowledgeable of the ODMHA Code of Discipline and of its enforcement. Questions regarding interpretation should be referred to tile RMMHA President.

a) SUSPENSIONS

A coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the approval of the RMMHA President and/or the Discipline Committee of the Executive. The RMMHA President shall be advised of all such suspensions.

b) COMPLAINTS RE: COACHES AND TEAM OFFICIALS

Complaints about a Coach, Assistant, Trainer or Manager must first be addressed to the RMMHA Head or Assistant Head Coach and should be in writing. Fair Play concerns should first be directed to the First Vice President of the RMMHA. When necessary, concerns may be referred to the Discipline Committee.

c) COMPLAINTS RE: REFEREES AND LINESMEN

This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching Staff, or others, should be reported, IN WRmNG, to the RMMHA Referee-in-Chief and a copy to the RMMHA President.

d) DISCIPLINE COMMITTEE

The Discipline Committee shall consist of: the Second Vice-president, who will act as chairman of the committee, the Referee in Chief and one other member of the board of directors.

VIII. PLAYERS REGISTRATION

No player may participate in Association activities unless he/she is properly registered. A player is registered when:

1. A completed registration form has been filed with the Registrar of the Association and registration fees have been paid, or arrangements made for payment in accordance with RMMHA policy.
2. Registration will be rescinded if fees are not paid in full by November 30 of that season.
3. All NSF cheques must be made good within two banking days of notification or registration will be rescinded.
4. Completed team lists on the appropriate required forms must be filed with the Registrar no later than October 15.

FEES

The RMMHA Board of Directors with the advice of the RMMHA Registrar sets costs for registration. Additional costs may also be collected to supplement the intake of Registration monies through the use of fund raising activities. All Registration monies collected are held until October 1 of the current hockey year. Early registrants, who need to withdraw, can do so without penalty prior to October 1st. Registration refunds after October 1st will be determined on a case-by-case basis by the RMMHA executive.

CANTEEN

Canteen revenues provide a significant amount of funding for the RMMHA. Each registrant or their parent or Guardian must complete three four hour shifts of canteen duty throughout the hockey year. RMMHA executive members, coaches, and other positions may be exempted from some canteen duty as determined by the Canteen Coordinator. Three fifty-dollar post-dated December 1st canteen deposit cheques per family are required at registration. One cheque will be cashed for each shift missed. Missed shifts not covered by cheques or payment within ten days will result in cancellation of registration.

IX. TRYOUTS

PHILOSOPHY: The RMMHA endeavours to provide hockey for all players registered with the Association. The key premise upon which the Association bases its tryouts is that each player plays at a level compatible with his or her skill, ability, attitude and experience level.

The Association chooses coaches through a Coaches' Selection Committee, chaired by the Association Head Coach. Coaches at each level are selected according to: coaching level attained through formal clinics; background and coaching experience; references; known or referenced

reliability and integrity; coaching philosophy compatible with Association philosophy and other Association policies. The Association Coaching Selection Committee endeavours to select persons that are the most appropriate, best qualified and most responsible for the fair evaluation and assigning of players to teams. The Association Executive must approve final assignments.

In order to assess and categorize each player, the following tryout procedure should be adopted whenever possible:

1. Each tryout hour should be limited to a maximum of 40 players on the ice, in order to avoid confusion and to allow proper evaluation.
2. Gate revenue from tryouts should fully support the cost of ice and other associated expenses
3. Each player will be assessed while performing basic or advanced hockey skills.
4. Player assignment should be done with the utmost dispatch.
5. Sensitivity, respect and consideration to the self-image of the players should be foremost
6. Coaches from each level should be available to assist in the selection and evaluation process. Coaches and the RMMHA Head and Assistant Head Coach must meet during the tryouts to review their observations, analysis and assign players.
7. It is imperative that all players and their parents be informed of the process prior to the start of tryouts.
8. At Registration or by mail parents and players should be given information regarding:
 - a. Conditioning Camp -its purpose, dates, times, location, duration, costs and benefits.
 - b. Tryouts -procedures, starting dates, locations and length.
 - c. Competitive teams -financial and time commitments.
 - d. Any other relevant information.

All players must tryout for teams. No player is guaranteed a position on a team if he/she played on that team the previous year. House league tryouts should not commence until the completion of the same level at the Goulbourn RAMS Minor Hockey Club.

X. EQUIPMENT

GOAL TENDING GEAR:

The RMMHA will provide some goal tender gear. The RMMHA equipment manager will allow goalie equipment to be signed out to the parent of a goaltender, a deposit may be required. The goal tending equipment must be returned in good condition to the RMMHA equipment manager at the end of the season.

SWEATERS:

Each team manager will be issued team sweaters from the RMMHA equipment manager. Each team player should receive a home and an away jersey. Jersey numbers are to be recorded against team player. names and a list is to be provided to the RMMHA President by the team manager. Sweaters are to be returned in good condition to the team manger at the end of the season. Sweaters are not to be worn for practices at the Novice level and up. Hockey Development players will receive only a single sweater that may or may not be numbered. The equipment manager may require a deposit from each player prior to allocating sweaters.

PUCKS:

Teams will be issued pucks by the RMMHA equipment manager

XI. ICE ALLOCATION, RESPONSIBILITIES AND PAYMENT.

Prime time ice availability is the greatest asset of the RMMHA. Its rental is the greatest single expense. Its well-managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved:

1. The Ice Coordinator is the only person who can book ice for the RMMHA. The Township has been advised of this in writing. An ice hour is 50 minutes plus 10 minutes for the time it takes for rink staff to clean and resurface the ice. An ice hour and one-half is either 80 minutes or two 40 minute halves without resurfacing in-between plus 10 minutes for the time it takes for rink staff to clean and resurface the ice at the completion of time. If the team cannot use allotted hour(s) from time to time, it is the team's responsibility to find an alternate user. Scheduled ice must NOT be left vacant. Appropriate payment or exchange of ice between teams is their responsibility. Sale to outside parties is prohibited.
2. It is understood that if the Association requires the use of ice on specific occasions, it may reassign previously allocated ice, i.e. for Association tournaments, playoff games, makeup games, etc.
3. Teams may not revise scheduled game hours. If game changes are required the procedures of the league in which you are playing must be followed and the RMMHA Referee-in-Chief must be notified.
4. More than one team, subject to the scheduling arrangements by the Ice Coordinator, may share ice time for practices.
5. Ice hours will be made available for Hockey Development and to the RMMHA Head Coach for clinics as determined by the RMMHA executive with direction from the Ice Coordinator.
6. Ice hours will be allocated to the Goulbourn RAMS as per current RMMHA agreement with the SMHA and the GRMHC.
7. Each house team will be allocated one game slot per week.

8. All remaining hours will be equally distributed among all league teams with fair attention given to equality of allotment throughout the remaining time slots. These hours will include times for the GRMHC based upon the percentage of players there from the RMMHA.
9. The Ice Coordinator will account for all hours of ice booked by the RMMHA.
10. Teams booking extra ice outside the RMMHA ice hours are responsible for its payment.
11. If two teams, regardless of fault, arrive for the same hour of practice, this procedure should be adhered to:
 - a. Each team will use half of the ice
 - b. Coaching staff must ensure the safety for all players
 - c. If any costs are required for that ice hour, costs will be shared equally by both teams.
 - d. The Ice Coordinator and President should be informed of the shared ice as soon as possible.
12. If two teams arrive for the same ice hour, one for a practice, the other for a game, the game will have that hour of ice. The Ice Coordinator and President must be informed as soon as possible.
13. Teams, who are determined to be at fault for arriving at an incorrect hour or who miss allotted time slots, will be held accountable by the RMMHA. Penalties may range from loss of team practice hours to paying the cost of the ice time.
14. Ice time allotted by the RMMHA CANNOT be used for parent player games. Parent-player games are NOT allowed under ODMHA rules.

XII. MEETING ROOM BOOKING

1. Teams wishing to use the meeting room at the Richmond Arena should do so by arranging it with the arena staff or pre-booking with the recreation department at the Township offices.
2. Team management is to ensure that the rooms are left in a tidy condition. Adult supervision is required at all times.
3. A key for entry into the rooms is available at the rink office and must be returned there without fail at the end of the meeting.
4. The announcer's booth is not available for use to RMMHA teams without the written permission of the RMMHA Board of Directors or the RMMHA Tournament Coordinator. Adult supervision is required at all times.

XIII. TEAM FINANCIAL REPORTING

1. A parent consensus of approval for a team budget should occur at the first team meeting.
2. Each team manager will be responsible to provide parents and the Association Executive a Financial Report if requested.
3. Excess funds in the team account at the end of the season should be returned to those team parents who made out of pocket contributions.
4. Under NO circumstances should excess funds be used in ways not allowed for under "Fund Raising Guidelines" (Section XV).

XIV. CONTROL OF CASH REVENUES

Volunteers staff the RMMHA, a non-profit organization under the Ontario law. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive.

THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.

Uniform procedures for the control of all cash revenues and collections should be followed by all organizers associated in any way with minor hockey activities. It is therefore appropriate and necessary to expect the following:

1. Bank accounts should be used for team, committee and other association funds and these accounts should have monthly statements provided, with cheques returned. All funds, statements and cancelled cheques as well as receipt's, invoices and other financial records are to be held in Trust for the Association Executive by a team, committee, or event Treasurer. These documents should be kept safely and be made available upon request by the Association President or Treasurer,
2. Accounts should be opened "In Trust", or in the name of the team, committee, or event etc., with cheques signed by two adults, one of whom must be the team manager or committee/event Treasurer.
3. A receipt in writing should evidence all cash transactions.

XV. FUND RAISING GUIDELINES

All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.

AT ALL TIMES, THE PUBLIC IMAGE OF THE RMMHA MEMBERSHIP CONDUCT AND APPEARANCE MUST BE ABOVE REPROACH.

From time to time, parents and players will be expected to make direct contribution to meet team and Association expenses through fund raising efforts.

1. Direct public support can be requested through activities such as candy sales, car washes, 50/50 draws, etc., provided that they are pre- approved by the RMMHA Fund Raising Coordinator. Alcoholic beverages may not be used as prizes.
2. All fund raising programs must be included in the team budgets and approved by the RMMHA fund raising coordinator. All these programs must be well supervised and controlled.
3. Fund raising programs should be carried out within our Association boundaries.
4. All plans for team fund raising must be discussed and approved at a team parent meeting.
5. Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
6. Teams may plan, budget and fund raise only for the following purposes included: tournament team registration fees, the cost of one hotel/motel room for coaching staff at an away tournament, if they are not parents of players on the team, additional ice time, special team clinics, referees for exhibition games, additional team equipment such as pylons, pucks and first aid kit, and other team expenses such as faxes, phone calls and correspondence. The RMMHA Executive must approve fund raising for any other items not mentioned above.
7. UNDER NO CIRCUMSTANCES can teams raise funds for items such as the following: team jackets, team track suits, team hats, team equipment bags, any personal hockey equipment, team meals, team and individual photographs, team or individual travel expenses other than the aforementioned coaches accommodation, tickets to sporting events or other entertainment and sweater name tags. These items should be purchased by players/families on an individual and personal option basis. The purchase of any other items, not mentioned above must have the approval of the RMMHA Executive.

XVI. SPONSORSHIP POLICIES

1. All team sponsorships shall be the responsibility of the Fund Raising Coordinator. Sponsors on the home and away sweaters may share team sponsorships. The fee for a full team sponsorship is \$500 and for half \$300 and may be revised from time to time. Team sponsorship revenues are an important and integral part of Association budgeting each year. Potential new sponsors should be referred to the Fund Raising Coordinator.
2. Sponsors will be assigned based on team affiliation and sponsor preference where possible, at the discretion of the Fund Raising Coordinator.
3. The Association arranges for team sponsors and fees paid are directed to general Association funding. The sponsor is under no obligation to provide additional support to the team. The sponsor is already committed to making a substantial contribution to Association funding.

4. Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments, and other Association programs. The Fund Raising Coordinator will provide a list of these corporate sponsors. Teams may not approach these sponsors for additional funding.
5. The Association will provide each team sponsor with a team photograph, sweater name patches for teams and other requirements.
6. Team managers have the following duties regarding Sponsors. Determine from the Fund Raising Coordinator who the sponsor is for your team; meet your sponsor and explain to them what your team is, when they play and practice and welcome the sponsor to visit any time. It is important that the team Manager maintain regular verbal and/or written contact with the sponsor. Deliver a framed, engraved (showing the team name, sponsor name and year the picture is taken) team picture to the sponsor, as early as possible. Managers must ensure that the Sponsor Name Bar on the back bottom of the team sweaters is uniformly consistent with the name of the team sponsor. Specific details of the name bars are covered under 'Sweater and Sock Policy'.

XVII. TEAM JACKET POLICY

1. The RMMHA logo is private property of the Association. It and the "Royals" name may be used on products, jackets, other garments and written or printed materials, only with expressed prior written approval of the Executive through the President.
2. The basic approved colours for all Association purposes are – Royal blue and white. All authorized use of the Royals name and logo will also reflect this colour policy.

XVIII. HOCKEY SWEATER AND SOCK POLICY

1. RMMHA provides each team (Novice and up) with two sets of sweaters, home whites and away blues.
2. Periodically the RMMHA may determine that sweaters will be sold when their condition dictates that they be replaced for the next season. Numbers should be removed from the sweaters prior to their sale.
3. Sponsor Name Bars and Player Name Bars will be sewn, or in the case of Sponsors may be silk-screened, on the back of team sweaters in a strictly consistent manner as follows:
 - a. Size: 3" lettering
 - b. Colour: white sweaters -a white bar with blue letters; blue sweaters -a blue bar with white letters.
 - c. Placement: The bottom edge of the Sponsor Bar above the numbers on the upper back of the sweater. The top edge of the Name Bar below the numbers on the lower back of the sweater.
 - d. Sewing: where necessary, must be done with care. A long stitch should be used to prevent damage to the sweater when the name bar is removed.

4. Washing of sweaters must be done with care, AVOIDING HIGH HEAT, particularly when drying. Excessive heat will permanently shrink all or parts of the sweaters, rendering them totally useless to the team. The Association may not be able to replace a destroyed or lost set of sweaters until the following year and only through a relatively expensive and lengthy ordering process. Royal sweaters are custom made to our specification.
5. The numbering of RMMHA team sweaters is to be consistent at all levels as follows: I to 12, 14 to 20 and 30. In general, sweater numbers 1 and 30 are larger sizes for goalies.
6. When not in use, sweaters should be stored in a warm dry place.
7. When sweaters are issued, they are cleaned and ready for use. When returning sweaters at the end of the season, team management is responsible to see that player name bars have been carefully removed, that all sweater sets are complete (NONE missing) and that they have been carefully washed and are ready for storing.

XIX. TOURNAMENTS

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your Executive encourages all teams to participate in and support tournaments at home and away. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to your President for approval:

1. All tournament arrangements must be in accordance with all CHA, ODHA, ODMHA and RMMHA rules and regulations.
2. Tournament entry fees are paid through team budgeting and funding.
3. Teams should enter only officially sanctioned and reputable tournaments in which RMMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
4. At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
5. Well in advance of departure, the following must be managed:
 - a. Rescheduling of any games during the away period.
 - b. Through the RMMHA President obtain the necessary travel permits if required.
 - c. If necessary, travel insurance and extended medical coverage to suit the situation.

XX. HOSTING TOURNAMENTS

The RMMHA conducts home tournaments every year under the guidance and supervision of the RMMHA tournament coordinator. RMMHA tournament will publish and inform coaches of the format and dates of home tournaments at the beginning of the season.

XXI. TRAVEL

1. All games must be sanctioned by the CHA for insurance purposes. Travel Permits must be obtained to ensure insurance coverage. Teams traveling without a permit may be disqualified from tournament play. Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team traveling without an appropriate travel permit will result in a 14 day suspension to the responsible team officials. Second offense will result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.
2. Requests for Travel Permits must be made at least a four weeks prior to game(s). Travel Permits **MUST** accompany a team to their game(s). Travel Permits are to be obtained from the RMMHA President.
3. Upon completion of Exhibition game(s) or Tournament, a copy of the game sheet(s) must be returned to the RMMHA President. Place it in the mailbox at the Richmond arena. Future Travel Permits may be withheld if game sheet(s) are not returned.
4. Travel Permits are required for:
 - a. Teams traveling outside the ODMHA boundaries.
 - b. Special permits are required to travel to the US
 - c. The ODMHA boundaries include the part of Ontario lying east of and including the counties of Lanark, Renfrew, and all of Leeds except the town of Gananoque and the portion west of Highway No. 32 and south of Highway No. 15 in the Province of Ontario.
5. Travel Permits are **NOT** required for:
 - a. Regularly scheduled league games.
 - b. Regularly scheduled league playoffs.
 - c. Provincial Playdowns.
 - d. Tournaments within ODMHA Zone.
 - e. Exhibition games with the ODMHA Zone.
 - f. Tournament of Champions.

6. The manager is responsible to maintain and have available the validated copy of the CHA Player Cards or Team Lists when traveling out of the home Regions. As well, a copy of each player's Birth Certificate, or other acceptable proof of age, should be kept available. The coaching bench staff must also have evidence of CHA registration.
7. Player and Team Management Suspensions received within home Region play are also effective when traveling and apply to all tournament and exhibition game activities.

XXII. MEDICAL AND FIRST AID POLICIES

1. At least one member of each team is a qualified trainer.
2. First Aid Kit -The RMMHA will provide to each team at the beginning of the hockey season a first aid kit. The RMMHA equipment and team manager will review the contents of team first aid kit. The first aid kit is to be available at the rinks. Recommended content is as follows: good quality scissors, eye cup and patches, eye solution, band aids of various sizes, gauze and telfa pads, adhesive tape, an antiseptic solution, rubbing alcohol, hydrogen peroxide, q-tips, Vaseline, 3" tensor bandage, slings (6), safety pins, tongue depressor, towel, tweezers, antacid tablets, diarrhea medicine, gauze rolls, small pocket knife. A Medical History and Consent Form, Parental Permission Form, and CHA Accident Claim Forms are necessary.

XXIII. GAME CANCELLATION AND RESCHEDULING

1. Bad Weather or Mechanical Failure -In the event that bad weather or mechanical failure forces an unplanned closure of the Rinks used by RMMHA, the Rink Manager has been instructed to contact the RMMHA's Ice Coordinator or President The President or Ice Coordinator will in turn relay the message to the coaches of the affected teams (who should notify the coach of the visiting team) and the Referee-in- Chief.
2. School Exams or Travel, Etc. -As a general principle, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of exam/game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or to reschedule games. Coaches should make every possible effort to meet game commitments. Failure to do so unexpectedly when scheduled to visit other associations is likely to result in the other association billing the team through RMMHA for the cost of referees not used.
3. Rescheduling Procedures -Where necessary to reschedule a home or away game, the following basic procedures must be followed: For home games, Ice Coordinator and Referee-in-Chief must be contacted early (in no case less than 48 hours before the event), preferably several days before, so that alternate arrangements can be made.

Appendix A -FAIR PLAY PROGRAM

Fair Play Code

For Players:

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

For Coaches:

1. I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations.
2. I will teach my players to play fairly and to respect the rules, officials and opponents.
3. I will ensure that all players get equal instruction, support and playing time.
4. 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.
5. I will make sure that equipment and facilities are safe and match the players' ages and abilities.
6. I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
7. I will obtain proper training and continue to upgrade my coaching skills.
8. I will work in cooperation with officials for the benefit of the game.

For Officials:

1. I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition.
4. I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as teacher and role model for fair play, especially with young participants.
8. I will be open to discussion and contact with the players before and after the game.

9. I will remain open to constructive criticism and show respect and consideration for different points of view.
10. I will obtain proper training and continue to upgrade my officiating skills.
11. I will work in cooperation with coaches for the benefit of the game.

For League Organizers:

1. 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.
2. I will absolutely discourage any sport program from becoming primarily an entertainment for the spectator.
3. I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
4. I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
5. I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
6. I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and medial.
7. I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

For Parents:

1. I will not force my child to participate in hockey.
2. I will remember that my child plays hockey for his or her enjoyment, not for mine.
3. I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
4. 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 a game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
8. I will never question the officials' judgment or honesty in public.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will respect and show appreciation for the volunteer coaches who give their time to each hockey for my child.

For Spectators:

1. I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
2. I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
3. I will respect the officials' decisions and I will encourage participants to do the same.

4. I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
5. I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
6. I will show respect for my team's opponents, because without them there would be no game.
7. I will not use bad language, nor will I harass players, coaches, officials or other spectators.