

Quinte West Minor Hockey Policies and Procedures

1.0 Registration Policy

- a) Online Registration will open within the first week of July.
- b) Registration is open to members on a first come availability.
- c) Players will be placed on a waiting list in order of registration should a program become full.
- d) Registration fees for house league hockey are due September 30th
- e) Initial Registration fees for representative players are due August 31st.
- f) Payment plans will be considered between July 1 and September 30th only.
- g) Players who have not paid in full by October 1st will be ineligible to continue playing and will not be added to OMHA rosters.

1.1 Registration Funding

- a) Families are responsible for completing their own application for fee subsidy.
- b) Families must communicate with the office confirmation of funding by providing a copy of the approved funding.
- c) Refunds will not be issued to families that request and are approved for funding after they have already paid fees.
- d) Any funding that exceeds the amount owing for player registration will be refunded back to the provider or held for a credit for the next season.
- e) If a player decides to withdraw from hockey, all subsidized fees less admin fees will be returned to the funding agency.

2.0 Representative Team Try out Policy

- a) Players interested in trying out for a Quinte West representative team must be residentially qualified or provide a completed and signed Non-Residential Passport.
- b) Every player must complete a try out registration form and have signed parental consent to participate.
- c) Try out fees will be determined each season by the board of directors
- d) A player is considered pre-registered if they have registered and paid within the scheduled times provided.
- e) The try out fee includes the first two scheduled ice times. Any additional try out is by invite only and may incur additional costs.
- f) No new player may attend a try out after the first two scheduled ice times without the written consent of the coach. Each player will be charged the try out fee.
- g) Any outstanding fees from the previous season must be paid in full before the player is eligible to skate.
- h) Payment options include cash or cheque payable to QWMHA. No player will be permitted on the ice without full payment. No post-dated cheques allowed.

- i) To be eligible for A/E players must have tried out for and been released from the A team in their category.
- j.) In the event of an injury that prohibits a player from trying out for the first entry team, they will require a doctor's note before the end of the first scheduled tryout in order to be eligible for team selection, second entry teams/reverse non-residential player passports.
- k) Try out jerseys will be assigned randomly ensuring that previous season team members are divided equally.
- l) A team selection committee will be in place at all tryouts. These members will be chosen by Quinte West Minor Hockey.
- m) Only the head coach of the team and the team selection committee will be allowed upstairs to evaluate.
- n) Head Coaches will arrange for a qualified coach to run their tryouts. This person will not be affiliated their team unless it is a former non-parent coach. No parent coaches will be allowed on the ice during the tryouts.
- o) The Head Coach and Committee must compare lists of selected players and the head coach must be able to support any variances.

2.1 Non-Residential Passport

- i) In order to request a Non Residential Passport, eligible players must pre-register with their home centre through the website requesting a passport. Passports can be obtained by contacting the QWMHA office.
- ii) In order to further qualify for a roster spot with a base category of BB or lower, that player must fulfill all try out obligations with their home centre.
- iii) Once a player is offered a position as a Non Residential player they will be rostered to that team for one season only. You are required to return to your home centre at the completion of that hockey season.
- iv) If you are not offered a roster position from the team of your option, you return to your home centre.
- v) Only members in good standing with QWMHA will receive a passport even if all the above criteria are met.

2.2 Body Checking/Try outs

- a) All players entering a division with body checking for the first time must complete a body checking clinic prior to try outs.
- b) Players entering a division with body checking that have never had instruction before must attend a body checking clinic.
- c) QWMHA will endeavor to host a body checking clinic available for members to attend or provide details where a player can attend one.

3.0 Refund Policy

- a) All requests for refunds must be submitted in writing to the registrar.

- b) A player requesting a refund before their division's first grading session shall be assessed an administration fee of \$25.00
- c) After the grading sessions have started the administration fee will be \$50.00
- d) All refunds requested after this will be subject to a pre-determined pro-rated fee.
- e) Refunds will not be granted for games lost due to injury, illness or otherwise.
- f) No refund will be issued after December 1.
- g) Any injury/illness that prevents a player from playing that exceeds of six weeks may be eligible for a pro rated fee, provided they email the registrar at the time of the injury/illness.
- h) Rep fees that are paid to a team are not eligible for refund. Team fees will be at the discretion of the team.
- i) Players that choose to return to house league will be ineligible for select hockey that year and can expect to wait a minimum of 7 days before being placed on a house league roster.

4.0 Uniforms/Equipment Policy

- a) Every player shall wear CSA approved equipment for the sport of hockey.
- b) Every player shall wear the team sweater(s) as provided to them from QWMHA.
- c) Every sweater must have a visible STOP sign patch. No sponsor or name bars are permitted to cover the patch.
- d) Name Bars cannot be added to a house league sweater until after November 15th.
- e) Representative players must wear a black CSA approved hockey helmet, hockey pants and mostly black gloves.

4.1 Team Apparel Policy

- a) Representative teams must wear board approved team apparel.
- b) Team apparel must have a prominent QWMHA logo.
- c) Sponsors may not be displayed on team apparel.
- d) Shirt and tie must be worn at all home games.
- e) Windsuits may be worn at away games/tournaments provided the whole team is wearing the same windsuit.
- f) Coaches must wear a shirt and tie.
- g) Trainers may wear a team windsuit.
- h) Hats with QW logo/colours may be worn on game day.
- i) Coaches may add dress code policies for each team providing they do not contradict Quinte West published policy.

5.0 Team Composition Policy

House League

- a) House League will make every effort to create teams as evenly as possible based on gradings provided by the coaches at the start of the season
- b) House League teams have two weeks to submit all required documents for approval. If documents are not received the team will be ineligible to play.
- c) Where possible every team will be provided with a minimum of one goalie.

- d) In the event that a particular division has insufficient goalies, the Second Vice President may allow a goalie from the lower division to play regularly in the division provided they are rostered to the team and appear on an approved OMHA roster.
- e) Each house league team must have one OMHA certified coach and one OMHA certified trainer to complete a roster.
- f) House League teams may AP from the division below them any time after November 15th but before December 31st.
- g) All AP requests will be approved by the 2nd Vice President.
- h) Coaches are allowed to use AP's for games/tournaments when their roster drops below 13 skaters.
- i) Coaches may only use AP's to a maximum of 13 skaters.
- j) Coaches must communicate with the head coach of the player they wish to affiliate from and communicate suspensions/injuries accordingly.
- k) All players, including goalies are eligible to participate ONLY to the team they are rostered to.
- l) Only coaches rostered to a team may be on a bench during any game.

Representative Teams

- a) Representative teams must consist of a minimum 15 players plus two goalies.
- b) Each representative team must consist of one OMHA certified coach, one OMHA certified trainer and one manager.
- c) Representative teams may AP from the lower division representative team or the equivalent house league team.
- d) Representative teams will have first opportunity to AP from house league teams prior to November 1st.
- e) Representative teams are encouraged to invite the last two players released from their team to regular training for development purposes.
- f) Each team must AP a minimum of one goaltender and three skaters by November 1.
- g) Teams may only AP for games and tournaments when their available rosters players drops below their total rostered number
- h) Certified bench staff can only roster to one (1) representative team per season, unless approved by the board.
- i) The manager of a representative team may not include a spouse/partner to the head coach.

5.1 Coach Selection Policy (Representative Teams)

- a) Applications will be open to all interested applicants no later than January 31 of each year.
- b) Where there is more than one parent coach who has applied for a team their player will be assessed by a non-biased evaluator chosen by Quinte West Minor Hockey.
- c) Coaching applications are accepted annually and those qualified for interviews will be contacted.
- d) All Head Coaches are eligible to coach subsequent divisions for three consecutive years, with an option for a fourth year with Board approval.
- e) Coach Selection Committee will be comprised of a panel as selected by Quinte West Minor Hockey.
- f) All panel members will be required to declare a conflict of interest as defined in the

QWMHA constitution.

6.0 Development Policy

House League

- a) Duration of house league games shall be determined by the Second Vice President.
- b) It is the responsibility of the coach of the team to ensure that each player is treated equally.
- c) Total ice time given a forward per game shall not exceed the total ice time of any other forward on the team by more than five minutes.
- d) Total ice time given a defenseman per game shall not exceed the total ice time of any other defensemen on the team by more than five minutes.
- e) Ice time for goalies may be shared during the same game or may be split on a game to game basis.
- f) In case of injury or penalty that prevents a player from completing a game, the time of this player shall not be used for comparison purposes as stated above.

Representative Teams

- a) Ice time policies must be shared with the players and parents in a pre season meeting.

6.1 Development Clinics

- a) QWMHA may provide various clinics throughout the season for all registered players.
- b) The cost will be determined per clinic and is the responsibility of the registrant to pay.
- c) Payment must be received in full to reserve a space in any clinic.
- d) Clinic costs are per clinic and are not pro-rated based on attendance or availability to attend.

6.2 Body Checking Policy

- a) QWMHA is a no body checking association for all divisions in house league.
- b) Body checking in representative teams shall be as determined by Hockey Canada.
- c) Representative coaches will ensure that all players that have not had a body checking clinic will receive adequate training prior to any games.

6.3 On Ice Helper Policy

- a) All helpers on the ice must wear a CSA approved helmet, with a chin strap properly fastened.
- b) Players that are registered to QWMHA may help with a younger age group, provided they are a minimum of four years older than the group they are helping with.
- c) Players who are under 14 must wear full hockey gear.
- d) Any on ice helpers that are NOT currently rostered to a team in QWMHA in any capacity must purchase insurance. Forms are available at the QWMHA office.

7.0 Dressing Room Policy

- a) All dressing rooms will be supervised with a minimum of two rostered bench staff for practices and games.
- b) A dressing room must be provided for female players or any other player requesting a separate room.
- c) It is the responsibility of the coach to seek out an alternate dressing room as requested at every game and practice in the home or visiting arena.
- d) The players in the team's dressing room must be prepared for the game or practice with sufficient time to allow for all players time to arrive for discussion. This time will be pre-determined by the coaching staff.
- e) NO cameras, cell phones or other devices which can capture an image are allowed in the dressing rooms at any time. Please refer to social media policy for more information.
- f) Drugs, alcohol, tobacco, vaping are strictly prohibited in the dressing room and may result in immediate dismissal from the practice and/or game. Any player, bench staff suspected of use will be suspended indefinitely pending a hearing.

8.0 Player Movement

- a) QWMHA reserves the right to move players in house league to equalize teams.
- b) Where a player returns to house league from the representative program, said player will be placed on the bottom team in house league except when replacing a player drawn from a house league team.

9.0 Suspension Policy

- a) Players and bench staff will follow OMHA Manual of Operations for all suspensions.
- b) 3 penalties in midget/juvenile house league will result in an automatic game ejection.
- b) In Midget/Juvenile House League player/coach suspensions will be cumulative as per OMHA suspension tables.
- c) In Midget/Juvenile House League player/coach suspensions received for any third or consecutive misconduct will be suspended indefinitely pending a meeting with QWMHA representatives.
- d) Players that have been suspended for a third time are responsible for requesting a meeting with QWMHA.

10.0 Tournament Policy

- a) All teams are responsible for booking and paying for their own tournaments.
- b) Funds should be collected from players or through approved fundraising events.
- c) Every effort should be made to consult with the team for participation.
- d) Representative teams must book tournaments prior to the yearly scheduling meeting as directed by the 1st Vice President.
- e) Select teams must book their tournaments by November 1st. They must first check with the 2nd Vice to ensure that no HL teams have booked tournament on the same date
- f) Each Select team with the approval of the 1st and 2nd vice may enter ONE tournament during HL regular playing days. HL schedules will be changed if necessary ONE time only per division to accommodate a Select tournament, while the remainder of the division will either

have a practice or skills session scheduled so no game is missed and ice opportunities remain for all.

- g) Each coach will be responsible to submit to QWMHA office a travel permit or permission to participate fourteen (14) days prior **HL** Tournaments **should not** conflict with regular scheduled league games. In the event of a conflict, the coach may request a league schedule change through the **division convenor and 2nd vice provided 30 days notice is given.**
- h) If the convenor is unable to make the necessary changes, the team will be responsible for any costs incurred by QWMHA ice time or any fees submitted to the tournament prior to approval being granted.
- i) The maximum number of tournaments a house league team may enter is three during the regular season. Teams should endeavor to enter one outside tournament per year.
- j) Teams are responsible to provide the host tournament with all required documents and are responsible for payment of obtaining such documents.
- k) **It is an expectation that QWMHA teams participate in the QWMH tournaments. Only teams participating in both QWMHA tournaments will get a permission to travel permit to attend an outside tournament.**
- l) If house league teams book a tournament after December 1st and the Select coach has booked a conflicting tournament first the Select player may play for the Select team instead of the house league team. (Dates will be determined based on approved/signed travel permits).
- m) Each coach will be responsible to submit to QWMHA office a travel permit or permission to participate fourteen (14) days prior to attending the tournament.
- n) Tournaments cannot conflict with regular scheduled league games. In the event of a conflict, the coach may request a league schedule change through the division convenor.
- o) If the convenor is unable to make the necessary changes, the team will be responsible for any costs incurred by QWMHA ice time or any fees submitted to the tournament prior to approval being granted.
- p) Teams are responsible to provide the host tournament with all required documents and are responsible for payment of obtaining such documents.
- q) Teams must register through the appropriate registration venue.
- r) Teams must register for tournaments a minimum of 30 days prior to be eligible for any QWMHA fee reduction.
- s) Any team that feels they cannot ice a team for either QWMHA hosted tournament must communicate to the 2nd Vice President a minimum of 30 days prior to tournament.

12.0 Select Team Policy

- a) QWMHA will open applications for select team coaching no later than August 31.
- b) QWMHA may provide a maximum of **two** try outs for each division that has an approved selected coach.
- c) If after the second try out there is not enough interest for a team, the team will be considered ineligible and no other ice times will be issued.
- d) Select fees are due in full two weeks after the second try out. Players will not be rostered until fees are paid in full.
- e) There is no player affiliation allowed on select teams. Therefore, any player added to the roster will pay full select fees.

13.0 Fundraising Policy

- a) No team shall participate in a fundraising event without the permission of the fundraising director.
- b) No team shall use the QWMHA name for fundraising without prior approval of the fundraising director.
- c) No team shall solicit monies from any current QWMHA sponsors.
- d) Teams must be able to show an accurate financial statement to their team and the association upon request.
- e) Raffles may not be held outside the arena without a license from the City of Quinte West.

14.0 Coach Training

- a) QWMHA will reimburse for coach training on a pro-rated basis.
- b) Respect in Sport Activity Leader courses will be paid in full, providing the member is on a current approved OMHA roster.
- c) Coach and Trainer clinics will be paid back over a two-year period, providing the member is on a current approved OMHA roster each year.
- d) Receipts must be submitted in order to qualify for re-imburement.
- e) Clinics cheques will be issued no later than March 1 of each year.
- f) Receipts submitted after February 28th will be paid in the following fiscal year.

15.0 Team Conduct

- a) Team officials shall be responsible for the conduct of the players both on and off the ice.
- b) Any player or team official as a result of his/her behavior in hockey causes the QWMHA disciplinary committee to meet, shall be advised by the committee chairman where and when meeting will occur. The player or team official may attend for purposes of presenting his/her case.
- c) Referees are responsible to ensure that unauthorized person are removed from the bench area.
- d) Team officials shall ensure that no player is on the ice until the ice flooding operation has been completed and the rear door closed.

15.0 – Team Excellence Funds

- a) Any team participating in an Ontario Minor Hockey Championship or attending an International Silver Stick may request in writing for funds not to exceed \$500. This fund is only available for one of the qualified championships, not both.
- b) Any team participating as a qualified representative to an Ontario Hockey Federation Championship is eligible for funds of \$500 provided, they submit their request in writing with a current financial statement and reason for the request. This request will be reviewed by the board for approval.

16.0 Financial Statement Policy

- a) A QWMHA member in good standing may request in writing a copy of the prepared summary of QWMHA annual financial statements.
- b) The copy will be made free of charge and will be available for pick up at the QWMHA office 14 days after QWMHA receiving the written request.

17.0 Procurement Policy

- a) QWMHA will invite tenders of any major purchases to a minimum of 3 suppliers.
- b) QWMHA will advertise tenders on their website and social media websites.
- c) QWMHA will not necessarily choose tenders of the lowest bidder.