

# Manual of Operations

The Owen Sound Minor Hockey Group  
*Incorporated 1973*

## **GROUP STRUCTURE – DESCRIPTION**

All articles in this description are subject to the By-laws of the Owen Sound Minor Hockey Group.

### **1. NAME**

The name of this organization shall be:

**“THE OWEN SOUND MINOR HOCKEY GROUP”**

### **2. OBJECTS**

- a) To promote, govern and improve organized amateur ice hockey of a recreational competitive nature through a tiered system of house league, major, minor and additional entry teams, and by league and tournament play as a division of The Ontario Minor Hockey Association by authority of the Canadian Amateur Hockey Association for youth in the Owen Sound area aged six to nineteen years.
- b) To promote, teach and exhibit skills, fair play, good sportsmanship, social values and excellence.
- c) To emphasize player development, and to provide as much ice time as possible to each player.
- d) To develop good citizens.
- e) To encourage high standards.
- f) To provide an economical and worthwhile leisure-time pursuit.
- g) To represent the game and our city with pride.
- h) To demonstrate loyalty to our players, members, sponsors and supporters.

### **3. EXECUTIVE COMPOSTION**

The Executive shall be:

Seven Officers

Six Directors elected at the Annual Meeting in April, or failing that, appointed by the Officers, for a term of 1 to 2 years.

**4. MEMBERS**

The members of The Owen Sound Minor Hockey Group shall be: The parents and all persons who have shared in the work of the Group.

**5. OFFICERS**

(a) The Officers shall be

President	Secretary
Past President	Registrar
1 <sup>st</sup> Vice President	Treasurer
2 <sup>nd</sup> Vice President	

(b) The Officers shall be elected at the Annual Meeting in April by the membership at large. To be nominated as an Officer of the Owen Sound Minor Hockey Group the nominee should have served as an Executive member for at least one year. Failing this, the President shall decide, or call for an election.

**6. DUTIES OF OFFICERS**

(a) Past President: The Past President shall act as the chair of the Nominating Committee and carry out other duties as approved by the Executive.

(b) President: The President, or constituted delegate, shall preside at all meetings of the Officers, Executive and General Membership, shall call meetings of these groups when necessary, shall appoint standing committees with the approval of the Officers, shall be empowered to call meetings of committees at own discretion, shall serve ex officio on all committees.

(c) 1<sup>st</sup> Vice President: The 1<sup>st</sup> Vice President shall be prepared and available, in the absence of the President, shall be responsible for the management, conduct and performance of all major, minor and additional entry teams and officials, shall, with the approval of the Executive, appoint all managers and coaches for said teams, act as the liaison with the Georgian Bay League, the Tri-County League and Referees, shall be in charge of ice time and shall serve in such other capacities as may be designated by the Executive.

(d) 2<sup>nd</sup> Vice President: The 2<sup>nd</sup> Vice President shall be responsible for the Management, conduct and performance of all House League team players and officials, shall appoint all convenors, with the approval of the Executive, for said teams and shall serve in such other capacities as may be designated by the Executive.

(e) Secretary: The Secretary shall record and circulate minutes of Executive and Annual meetings, shall be responsible for the composition and distribution of directives of the Executive, convenors, coaches and managers and shall act as keeper of the By-laws, Manual of Operations, amendments, calendar, job descriptions, minutes, charters and any records as may be deemed necessary by the Executive.

(f) Registrar: The Registrar shall be responsible for the registration of players with the Group.

(g) Treasurer: The Treasurer shall keep an accurate account of funds received and expended, shall be a member of the Budget Committee, shall be prepared to give an accurate statement at each Executive Meeting, and keep an accurate system of books, subject to annual professional audit for the fiscal year ending July 31.

## 7. **DUTIES OF DIRECTORS**

(a) The Directors shall assume responsibilities as assigned by the President and agreed to by the Executive.

(b) The Directors shall assume the responsibilities as listed in the following descriptions of duties:

Equipment Director, Sponsors Director, Pictures and Awards Director, Clinics Director, Tournament Director, Silver Stick Liaison, Web Site Director and any other duties as assigned by the President and agreed to by the Executive.

## 8. **COMMITTEES**

(a) **Budget:** The committee shall be composed of the Past President, President and Treasurer, and be chaired by the Past President.

(b) **Nominating:** This committee shall be composed of the Past President, and at least two other Officers or Directors, and be chaired by the Past President.

(c) **Ad Hoc:** The President may, with the approval of the Executive, establish any other committees at any time as are deemed necessary, i.e. Bingo, Coaching and others as needed.

## 9. **VOTING AND QUORUM**

(a) At all meetings where and when an accredited member is called upon to cast a vote, such voting member must be personally present to cast said vote and is entitled to one vote only.

(b) The following numbers are required to constitute a quorum:

Special General Meeting – Fifteen

Officers' Meeting – Six

Executive Meeting – Seven  
Budget Committee – Three  
Nominating Committee – Three

**10. ANNUAL MEETING**

- (a) The Annual Meeting shall be for all members of the Group and be a general meeting.
- (b) The Annual Meeting shall be held in April.
- (c) The Annual Meeting shall be advertised to the members.
- (d) There shall be copies of the Manual of Operations available.
- (e) These shall be circulated at the meeting: reports from all Officers and the Minutes of the last Annual Meeting.
- (f) A record shall be kept of all members present.
- (g) The Treasurer's Report shall include the audited financial statement of the previous July 31, and a financial statement for the current year up to the most recent Executive Meeting (April)
- (h) There may be an election by secret ballot of Officers and Directors after nominations have been received from the Nominating committee and solicited from the floor. Failing this, there shall be a vote, by show of hands, to accept or reject the Nominating Committee's report.
- (i) There shall be a resolution at every Annual meeting to allow the members to approve or voice objection to all business handled by the Executive in the preceding year as recorded in the Minutes.
- (j) There shall be time for general discussion and new business.
- (k) The Minutes shall be recorded and filed with the Secretary.

**11. SPECIAL GENERAL MEETING**

- (a) On unanimous approval of the Executive or on the request of any twenty-five members, the President shall be empowered to call a Special General Meeting of the membership to deal with specific situations.
- (b) Special General meetings shall be advertised to the members.

**12. REFEREES**

- (a) The referees shall be assigned by the Assignor, or as approved by the Executive for the regular season, play downs and tournament play, subject to O.M.H.A. Manual of Operations.
- (b) O.M.H.A. play down referees shall be assigned by the O.M.H.A. convenor for Georgian Bay Region.
- (c) Referees shall be paid as per fee schedule, and by written agreement, or as per O.M.H.A. fee structure (Manual of Operations).

### **13. AMENDMENTS**

- (a) This Manual of Operations may be amended or added to only by a two-thirds majority of those in attendance at an Annual General Meeting or a Special General meeting.
- (b) Notice of Motion for proposed changes to this Manual of Operations must be submitted by February 15 for Annual General Meetings, and one month before a Special General Meeting.
- (c) Members must be aware of Notices of Motion prior to the date of meetings by means of putting same on the Owen Sound Minor Hockey Group Web Site.

### **14. AUDITORS**

The members shall appoint chartered accountants annually in April to audit the financial records of O.S.M.H.G. for the fiscal year past.

### **15. MINUTES**

The minutes of each minor hockey meeting will be posted on the Owen Sound Minor Hockey Group Web Site.

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## **GENERAL OPERATING PROCEDURES**

### **1. AGREEMENTS**

- (a) Agreements shall be kept on file with the Secretary, O.S.M.H.G., with copies to all parties to the agreement.
- (b) A need is recognized for the following agreements:
  - (i) Ice Agreement(s)
  - (ii) Referee Agreement(s)
  - (iii) O.M.H.A. Affiliated Play Agreement
- (c) The content of any agreement shall be with the clear approval of the Executive, and shall be signed by the President and Secretary.

**2. AWARDS – HOUSE LEAGUE**

(a) Awards shall be administered by the Director in charge of awards, in consultation with convenors and coaches

(b) The awards constitution shall be filed with the Secretary.

**3. BUDGETS – REPRESENTATIVE TEAMS**

(a) Each representative team manager shall furnish three team budgets to the Executive Convenor after consultation with the parents as follows:

- (i) Preliminary Budget – October
- (ii) Interim Budget – January
- (iii) Budget – April 1
- (iv) Financial Statement required by April 15

**4. COACHES’ CERTIFICATION**

(a) All coaches of representative teams are required to have attained a minimum of Coach Level Certification from the National Coaches’ Certification Program. It is expected of all said coaches, that they will attend a Level Two N.C.C.P. Clinic, provided one is offered in the area.

(b) House League coaches are encouraged to attend such clinics.

(c) All coaches, including house league coaches be required to become carded coaches and the Owen Sound Minor Hockey Group shall make some type of support network (ie. training literature; practice set ups; skill development literature; etc.) available to all coaches.

(d) The Owen Sound Minor Hockey Group will be responsible for the cost incurred by the head coach and one trainer per team to obtain the required certificates for each person to sign. Any further cost incurred by other bench personnel to be budgeted and paid for by the team.

(e) All coaches and assistant coaches must obtain a police check, in order to coach or assist, to meet requirements as mandated by the OMHA.

**5. COACHES AND MANAGERS**

(a) Team officials are accountable to the Executive for their conduct and that of their players before, during and after games and practices.

(b) Team officials are expected to set a good example to the players entrusted to them in conduct, language, dress and sportsmanship.

(d) It is the responsibility of team officials to familiarize themselves with the By-laws and procedures of Owen Sound Minor Hockey Group.

**6. COACHES AND MANAGERS – MEETINGS**

(a) House league divisional convenors shall meet with all divisional coaches as required by the divisional convenor, or as directed by the 2<sup>nd</sup> Vice-President in charge of house league.

(b) The 1st Vice-President in charge of representative teams shall hold at least one meeting of coaches and managers in October.

**7. EQUIPMENT**

(a) In all games, practices and tryouts, all coaches will ensure that all protective equipment is C.S.A. approved. This equipment is to include helmet, mask, mouth guard and neck guard.

(b) Representative team sweaters and O.S.M.H.G. goaltending equipment must not be worn except for authorized purposes.

(c) Players and parents are responsible for the good care and safe return of all Owen Sound Minor Hockey Group equipment issued to them.

(d) Equipment issued to a team manager or coach is his responsibility to return in good condition.

(e) The Executive Director in charge of equipment shall label all goal equipment "O.S.M.H.G." and keep a record, with signatures of parents, for all goal equipment issued.

(f) All sweaters shall be dry cleaned or washed before the start of the season.

**8. FIRST AID**

(a) Each team trainer is advised to be prepared and equipped to render assistance in the event of injury to any player on his team.

(b) All House League teams will be provided with a basic first aid kit to be returned at the end of year.

**9. FUND RAISING**

All projects by teams involving the raising of funds must have the prior approval of the Executive. No team fund raising project shall be approved which involves alcoholic beverages.

**10. GAME SHEETS**

- (a) House league game sheets shall be the responsibility of the divisional convenor and shall be forwarded to the Executive Officer in charge of referee liaison. See O.M.H.A. Rule Book. Preparation of these game sheets is the responsibility of the house league coaches.
- (b) Representative team managers are responsible for preparing their team's game sheets.
- (c) The cost of forwarding game reports shall be paid by Owen Sound Minor Hockey Group.
- (d) Game results should be forwarded after each game to the media by the House League Convenor or Representative Team Manager.

**11. GATE RECEIPTS AND CONTROL**

- (a) The Owen Sound Minor Hockey Group Executive, at their September meeting, will determine how the gate receipts for all representative team games will be collected.

**12. HOUSE LEAGUE TEAMS**

- (a) The Group will operate house league teams, subject to player registration, in the following age divisions:

(i) Tyke	Age 6 and under
(ii) Novice	Age 7 - 8
(iii) Atom	Age 9 – 10
(iv) PeeWee	Age 11 – 12
(v) Bantam	Age 13 – 14
(vi) Midget	Age 15, 16 & 17

- (b) Each divisional convenor will be responsible for the allocation of players to balance teams.

- (c) One goaltender will be allocated to each team. At the discretion of the Executive Officer, a goaltender may be “borrowed” by another team.

- (d) Balancing must be completed by November 10<sup>th</sup>.

Balancing shall occur by either:

- (i) The decision of the Divisional Convenor or failing this,
- (ii) The decision of the 2nd Vice President, or failing this,
- (iii) A majority decision of the Executive, if the matter is referred to them.



(e) Each player on a house league team is to receive equal or close to equal ice time. Divisional convenors are to monitor coaches to eliminate “double shifting” or “favouring”. This regulation is subject to a player being benched for disciplinary reasons, and the normal shift patterns of forwards and defencemen. Penalty killing and power play line are inconsistent with the objective in the younger age divisions.

**13. ICE TIME**

It shall be the responsibility of the 1st Vice-President to allocate available ice time at the start of the playing season, subject to the approval of the Executive, with allowance being made for review where necessary throughout the playing season, and to execute a contractual agreement with the Recreation Department of the City of Owen Sound.

**14. INSURANCE**

(a) All players and officials of Owen Sound Minor Hockey Group must be covered by insurance as per O.M.H.A. Manual of Operations.

(b) Cost of insurance may be paid from registration fees by motion of the Executive in September each year.

**15. PLAYOFFS**

(a) Playoff rules and format for house league shall be determined by the Divisional Convenor and 2nd Vice President.

(b) Representative team playoffs are as set down by O.M.H.A. Regulations.  
**There shall be no exceptions to this rule.**

(c) Scheduling of representative team playoffs shall be the responsibility of the 1st Vice President, and his decisions shall be final. Scheduling shall be done in consultation with the 2nd Vice President to avoid conflicts.

**16. PROTEST AND DISCIPLINE**

(a) House League protest and discipline will be handled by divisional convenors and 2nd Vice President..

(b) Further appeals will be handled by the Executive.

(c) Representative team protest and discipline will be handled by the 1st Vice President.

(d) Representative team protest and discipline appeals will be handled by the President.

(e) Further appeals will be handled by the Executive.

**17. REGISTRATION**

(a) Each registration form must be signed annually by a parent or legal guardian (or player if the player has reached the age of 18), and be accompanied by the registration fee as set each year by the Executive, before the player participates in any game, practice or tryout. Proof of age must be produced for new players.

(b) The Executive shall determine the registration format, registration fees and late fees for the following hockey season.

(i) Registration information will be advertised in the local newspaper, on the radio and on the Minor Hockey web site.

(ii) Registration received after a date predetermined by the Executive shall be subject to a late fee. **The exception will be first time registrants.**

(iii) Families registering three or more players will receive a discount for each family player registered after the second player.

(c) Registration forms shall be computer printouts for each player and shall be the responsibility of the Registrar.

(d) Registration receipts and banking shall be the responsibility of the Treasurer. A fee may be charged for the handling of a cheque returned by the bank.

(e) Registration data shall be forwarded to the Recreation Department each year.

(f) Refunds will be granted according to the date the written application is received by Owen Sound Minor Hockey Group.

(i) A full refund is available to players who decide before participating that they do not wish to play.

(ii) Once a player has participated, the amount of the refund will be determined, taking into consideration the number of ice times attended.

(iii) No late charges will be refunded.

(iv) **NO REFUNDS AFTER NOVEMBER 30<sup>TH</sup>.**

**18. REPRESENTATIVE TEAMS**

(a) The Group will operate the following representative teams, subject to player registration:

(i)	Novice	age under 9
(ii)	Minor Atom	age under 10
(iii)	Major Atom	age under 11
(iv)	Minor Pee Wee	age under 12
(v)	Major Pee Wee	age under 13
(vi)	Minor Bantam	age under 14
(vii)	Major Bantam	age under 15
(viii)	Minor Midget	age under 16
(ix)	Major Midget	age under 18
(x)	Juvenile	age under 20
(xi)	Atom Additional Entry	age under 11
(xii)	Pee Wee Additional Entry	age under 13
(xiii)	Bantam Additional Entry	age under 15
(xiv)	Midget Additional Entry	age under 18

(b) Representative team colours shall be red and white and black.

(c) The rosters for representative teams shall be frozen as of January 10 in any given year, and any coach for unforeseen reasons wishing to make player changes after this date will be required to have a hearing with the parents of the player **or** players involved, with the 1st Vice President at said meeting. Before any movement of players is allowed, O.S.M.H.G. Executive approval will be required. It is understood that players selected will be played regularly throughout the season, subject to injury or disciplinary requirements.

(d) Try-out fees shall be determined, by executive, at budget meeting.

(e) No player may be cut from the team until after the second try out.

(f) The Major and Minor teams shall arrive at their allowable number of players by the end of the third tryout and the Additional Entry Teams by the end of the second tryout.

(g) All representative teams shall carry up to 17 skaters and two goalies.

(h) The Additional Entry Teams shall carry a minimum of six minor age players.

(i) The Juvenile team shall carry up to 20 players.

(j) These requirements are subject to registration numbers, and may be altered only by approval of the Executive.

(k) A player will be allowed to play for only one team on a regular basis. Affiliated players must play with the team that they are carded with on a regular basis and not the team they are affiliated with. Affiliation is only for the purpose of 'filling a vacancy' for injury or discipline reasons only.

**19. RE-SCHEDULED GAMES**

(a) All other requests for re-scheduled games must first go to the 1st Vice President for approval well in advance of the game date.

**20. RULES OF COMPETITION**

Rules of competition shall be as deemed by the Executive, subject to O.M.H.A. and Georgian Bay Constitution, Regulations and Rules of Competition. The Executive will also consider the constitutions of any additional league(s) that they have approved for competition, when designating the rules of competition.

**21. SILVER STICK**

(a) The Owen Sound Regional Silver Stick Tournament shall be organized and run by the Tournament Director, which shall be accountable to Owen Sound Minor Hockey Group

(b) Silver Stick receipts revert to the coffers of Owen Sound Minor Hockey Group.

**22. SPONSORSHIPS**

(a) Sponsor fees shall be determined by the Executive annually.

(b) Each Sponsor shall be recognized during the hockey season through the media.

(c) Each sponsor shall receive his team's roster and playing schedule from the team officials by November 1. Consideration should be given to supplying the sponsor with team picture and crest.

(d) Each sponsor shall be recognized by a team crest on each player's sweater and the sponsor's name must be discreetly displayed on team jackets.

(e) Game results shall be sent to the media in the names of the teams and sponsors by the representative team managers and house league division convenors.

**23. TEAM MEETINGS**

(a) It is the responsibility of the official of each team to have a minimum of three team meetings each year with parents.

(b) The first team meeting for representative teams shall be to establish a team budget, which shall be forwarded to the Executive Convenor, and to establish tournament dates.

**24. TIMEKEEPING AND SCORING**

Minor officials shall be appointed for each home game by the house league division convenor.

**25. TOURNAMENT DATES – REPRESENTATIVE TEAMS**

(a) Each manager is responsible for forwarding to the 1st Vice President by mid-October, when possible, the firm dates of each tournament the team plans to apply for, so that ice allocation can be started for league play.

(b) All tournaments require approval of the 1st Vice President.

**26. TOURNAMENT RULES**

(a) Rules of competition for O.M.H.A. sanctioned tournaments and house league tournaments shall be as agreed to by the Executive.

**27. TRANSPORTATION**

(a) It is the intent of Owen Sound Minor Hockey Group to have representative teams travel on buses whenever possible.

(b) Teams will be subsidised by Owen Sound Minor Hockey Group for travel required in all league, league playoff and OMHA playoff games. Tournament games will NOT qualify for this subsidy.

(c) The subsidy rate shall be determined by the Owen Sound Minor Hockey Group Executive before the start of each season.

(d) A team may travel by car and receive the subsidy only if approved by the Owen Sound Minor Hockey 1st Vice President in advance. **No approval--No payment.**

(e) If the Owen Sound Minor Hockey 1st Vice President schedules multiple out of town games in a playoff series, reimbursement will be paid for actual miles travelled only. Assistance for additional overnight expenses will be at the discretion of the Owen Sound Minor Hockey Group 1st Vice President.

(f) All persons in transit with a team are accountable to the team officials at all times, and are subject to Owen Sound Minor Hockey Group By-laws and Regulations

(g) ) All persons in buses are prohibited by Federal law from consumption in any form of intoxicants.

(h) All persons in buses are prohibited from smoking. Extended trips should include stops at reasonable intervals to accommodate smokers.

(i) ) All cars transporting players to out of town games and/or practices shall have an adult in the vehicle.

**28. WAIVERS AND RELEASES**

All waivers and releases shall be approved by the team officials with the consent of the Executive Convenor in charge of representative teams and approved by the President and must be made in the best interests of all players affected, and may not be punitive.

**Owen Sound Minor Hockey Group Manual of Operations revised April 28<sup>th</sup>, 2009**

**The Owen Sound Minor Hockey Group  
*Incorporated 1973***

**DIRECTORY**

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- 2. Ontario Minor Hockey Association  
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- 3. Hockey Canada**  
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*Hockey Canada is the sole governing body for amateur hockey in Canada following the merger in July 1994 of the Canadian Amateur Hockey Association and Hockey Canada*

**4. Hockey Ontario  
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