

OWEN SOUND MINOR HOCKEY GROUP



MANUAL OF OPERATIONS



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The Owen Sound Minor Hockey Group
Incorporated 1973

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GROUP STRUCTURE

All sections contained within are subject to the Constitution of the Owen Sound Minor Hockey Group (OSMHG).

1 OBJECTIVES

- 1.1 We will ensure that all players are given the same opportunity to participate, regardless of gender, ability, ethnic background, or race.
- 1.2 We will make sure that all prudent, reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all players, coaches and volunteers wherever OSMHG activities take place.
- 1.3 We will make sure that age, skill level and maturity level of the players are considered in program development, rule enforcement, and scheduling.
- 1.4 We will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- 1.5 We will make sure that appropriate and thorough screening of all those who provide service on behalf of the OSMHG is completed, both before, but especially after they are involved. We will strive to provide coaches, coaching staff, officials and other volunteers who are capable of promoting fair play as well as the development of good technical skills.
- 1.6 We will distribute, publicize, promote, implement and enforce the Codes of Conduct.

2 AGREEMENTS

All pertinent agreements involving the OSMHG shall be kept of file with the OSMHG Secretary, with copies to all parties to the agreement.

- 2.1 The content of any agreement shall be with the clear approval of the Executive and shall be signed by the President and Secretary.

3 COACHES CERTIFICATION

All coaches (Representative (Rep) and Local League (LL) teams) are required to have attained a minimum Coach Level Certification as set out by minor hockey's governing bodies.



- 3.1 All coaches (Rep and LL) are required to become carded coaches. The OSMHG Technical Director of Player/Coach Development & Clinics will provide support to all coaches with training literature, practice set-ups, skill development literature, etc.
- 3.2 The OSMHG will be responsible for all costs incurred by the coach(es)/trainer(s) required to fill the roster of each team, to obtain the minimum required coach/trainer level certification. Any further cost incurred to go above and beyond the minimum level certification, shall be submitted to the Executive for consideration and approval.
- 3.3 All OSMHG team officials and on-ice volunteers must obtain a criminal record check in accordance with the OSMHG Criminal Record Check (CRC) Policy.

4 COACHES AND MANAGERS

Coaches, managers and team officials are accountable to the Executive for their conduct and that of their players before, during and after games and practices.

- 4.1 Specific accountabilities are outlined in the OSMHG Code of Conduct, located in Appendix F of the OSMHG Constitution.
- 4.2 Coaches, managers and all other team officials are expected to set a good example to the players entrusted to them in conduct, language, dress and sportsmanship.
- 4.3 It is the responsibility of coaches, managers and other team officials to familiarize themselves with the OSMHG Constitution of the OSMHG.

5 COACHES AND MANAGERS MEETINGS

It is the responsibility of the coach/manager of each team to hold a minimum of one (1) team meeting each year with parents, prior to the start of the season.

- 5.1 The Vice President - Representative shall hold at least one meeting of coaches and managers prior to the start of the regular season.
- 5.2 The Vice President - Local League shall hold at least one meeting of the coaches and managers prior to the start of the regular season.
- 5.3 These meetings shall at a minimum, establish a team budget, tournament dates, team roles and responsibilities, fundraising projects and player accountability.
 - 5.3.1 A manual will be provided to all managers at both the Representative and Local League meetings, outlining pertinent reference material as well as roles and responsibilities for the upcoming hockey season.



6 EQUIPMENT

In all games, practices and tryouts all coaches shall ensure that all protective equipment is CSA approved. This equipment is to include a helmet, mask, mouthguard and neck guard.

- 6.1 Representative and Local League team jerseys and OSMHG goaltending equipment must not be worn except for authorized purposes.
- 6.2 Players and parents are responsible for the good care and safe return of all OSMHG equipment issued to them.
- 6.3 Equipment issued to a coach/team manager is his/her responsibility to return in good condition.
- 6.4 The Director of Equipment shall label all goaltending equipment "OSMHG" and keep a record, with signature of parents, for all goaltending equipment issued.
- 6.5 Local League programming will provide one (1) set of goaltending equipment (excluding jock, helmet, pants and skates) to be used for the current season.
- 6.6 All team jerseys shall be dry cleaned or washed before the start of the season.

7 FIRST AID

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

- 7.1 All LL teams will be provided with a basic first aid kit to be returned at the end of the year.

8 FUNDRAISING

All projects by teams involving the raising of funds must have the prior approval of the Executive.

- 8.1 The Fundraising Request Form can be found on the OSMHG website and must be submitted in this format.
- 8.2 Net fundraising monies for each team shall not exceed \$5000.00 per year.
- 8.3 No team fundraising project shall be approved which involves alcoholic beverages or non-medical drugs.

9 GAME SHEETS/iPADS

All Representative and LL game sheets shall be completed electronically on the team allocated iPAD.



- 9.1 Preparation of the electronic game sheets is the responsibility of the coaches/managers, or other team officials, as determined by the team.
- 9.2 The cost of the digital game sheet, purchased from GameSheets Inc., shall be paid by the OSMHG.
- 9.3 Game results shall be uploaded on the iPad immediately after each game.
- 9.4 Game write-ups should be completed on the Game Reporting Form by the team representative, immediately following each game for notification to authorized OSMHG media sources as well as use on OSMHG social media.

10 LOCAL LEAGUE TEAMS

The OSMHG will operate Local League teams, subject to player registration, in the following age divisions:

Division	Player's Age
U5*	3 – 4 years old, as of December 31 st
U6*	5 years old, as of December 31 st
U7*	6 years old, as of December 31 st
U8*	7 years old, as of December 31 st
U9**	8 years old, as of December 31 st
U11	9 – 10 years old, as of December 31 st
U13	11 – 12 years old, as of December 31 st
U15	13 – 14 years old, as of December 31 st
U18	15, 16 & 17 years old

* Junior Hockey Program – utilizes half-ice at all times.

** Half-ice used in October – December. Full ice after January 1st.

- 10.1 Local League (U9-U18) team colours shall be red, white and black.
- 10.2 The Vice President – Local League will be responsible for the allocation of players to balance each of the teams.
- 10.3 One goaltender will be allocated to each team.
- 10.4 Balancing of teams must be completed by December 1st and shall occur by either
 - 10.4.1 The decision of the Divisional Convenor, or failing this,
 - 10.4.2 The decision of the Vice President – Local League, or failing this,
 - 10.4.3 A majority decision of the Executive if the matter is referred to them.
- 10.5 Each Local League player 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 patterns of forwards and defencemen.



10.6 Penalty killing and power play lines are inconsistent with the objectives in the younger age divisions.

11 REPRESENTATIVE TEAMS

The OSMHG will operate Representative teams, subject to player registration, in the following age divisions:

Division	Player's Age
U10	9 years old, as of Dec. 31 st
U12	11 years old, as of Dec. 31 st
U13	12 years old, as of Dec. 31 st
U14	13 years old, as of Dec. 31 st
U15	14 years old, as of Dec. 31 st
U16	15 years old, as of Dec. 31 st
U18	16, 17 and 18 years old

- 11.1 Representative team colours shall be red, white and black.
- 11.2 The rosters for Rep teams shall be frozen as of the allotted date set out by OMHA in any given year.
- 11.3 Try-out fees shall be determined by the Executive at the Budget meeting.
- 11.4 No player may be cut from the team until after the second try out.
- 11.5 The Major and Minor teams shall arrive at their allowable number of players by the end of the 3rd tryout and the BB teams, by the end of the second tryout, if in operation.
- 11.6 All teams shall carry up to seventeen (17) skaters and two (2) goalies.
 - 11.6.1 Keeping in mind the specific Aims and Objectives of the OSMHG, a coach may make a request to the Director of Player Development to carry a smaller roster for that season. The request shall be reviewed and approved by an evaluation team.
- 11.7 The BB teams shall carry a minimum of six (6) minor age players.
- 11.8 The U18 team is encouraged to carry up to 19 players, as per OMHA Manual of Operations, S.4.1(a).
- 11.9 These requirements are subject to registration numbers and may be altered only by approval of the Executive.
- 11.10 A player will be allowed to play for only one (1) team on a regular basis.
 - 11.10.1 If needed due to injury, discipline or other approved vacancy, teams are encouraged to sign affiliated players from OSMHG Local League or BB teams, in accordance with the development goals of the OSMHG.
 - 11.10.2 Affiliated players are foremost responsible to their regular rostered team and to their corresponding LL schedule. Affiliated play is for development purposes and at the discretion of the regular rostered team coach.
- 11.11 The affiliation request process will be as follows:



- 11.11.1 The coach requesting an affiliated player must request permission from the player's BB or LL coach, in writing, and copy both the Vice President - Representative and Vice President Local League.
- 11.11.2 Approval of play is at the discretion of the initially rostered team coach and shall include proof of permission from the player's parent(s)/guardian(s).
- 11.11.3 Approval from the BB or LL coach shall also be returned in writing and also copy the Vice President - Representative and Vice President Local League.
- 11.11.4 The LL coach cannot unreasonably withhold the request for player development.

12 ICE TIME

It shall be the responsibility of the Director Scheduling 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.

- 12.1 A contractual agreement with the Recreational Department of the City of Owen Sound shall be executed by the Director of Scheduling, yearly.

13 INSURANCE

All players and team officials of the OSMHG must be covered by insurance as per the OMHA Manual of Operations.

- 13.1 The cost of insurance may be paid from registrations fees by motion of the Executive in September of each year.

14 PLAYOFFS

- 14.1 Representative team playoffs are set down by OMHA regulations. There shall be no exceptions to this rule.
- 14.2 Scheduling of representative team playoffs shall be the responsibility of the Director of Scheduling and shall be done in consultation with the 1st Vice President to avoid conflicts.
- 14.3 Local League playoff rules and format shall be determined by the League Convenor and 2nd Vice President.

15 PROTEST AND DISCIPLINE

The OSMHG accepts responsibility for the behaviour of its members and will take the necessary disciplinary actions against any individual (parents/guardians, players, coaches, coaching staff



and spectators) who fail to comply with the OSMHG Code of Conduct; this may result in disciplinary measures, including suspension and/or expulsion.

- 15.1 The OSMHG Code of Conduct can be found in Appendix F of the Constitution.
- 15.1.1 Local League protests and discipline will be handled by Divisional Convenor's and the Vice President – Local League.
- 15.1.2 Further appeals will be handled by the Executive.
- 15.2 Representative team protests and discipline will be handled by the Vice President - Representative.
- 15.2.1 Representative team protest and discipline appeals will be handled by the President.
- 15.2.2 Further appeals will be handled by the Executive.

16 REGISTRATION

Each registration must be completed annually by a parent/legal guardian, or player if the player is 18 years of age and be accompanied by the registration fee as set each year by the Executive before the player participates in any game, practice or tryout.

- 16.1 Proof of age and residence must be provided for all new players.
- 16.2 The Executive shall determine the registration format, registration fees and late fees for the following hockey season.
- 16.3 Registration information will be advertised on OSMHG social media pages as well as on the OSMHG website.
- 16.4 Registration received after a date predetermined by the Executive, shall be subject to a late fee.
- 16.5 Registration forms shall be completed online for each player and shall be the responsibility of the Registrar.
- 16.6 An administration fee may be charged for the handling of a cheque returned by the bank.
- 16.7 Registration numbers shall be forwarded to the City of Owen Sound each year.
- 16.8 Local League players are entitled to a partial refund, in conjunction with the Registration Information Policy, as posted on the OSMHG website.
- 16.9 No late fees will be refunded.
- 16.10 No refunds will be granted after November 30th.

17 RESCHEDLUED GAMES

All requests for re-scheduled games must first go to the Director of Scheduling, with copy to the 1st Vice President for approval well in advance of the game date.



18 RULES OF COMPETITION

Rules of Competition shall be as deemed by the Executive, subject to minor hockey's governing bodies and any leagues that OSMHG plays in. The Executive will also consider the Constitution's of any additional league(s) that they have approved for competition when designating the Rules of Competition.

19 SILVER STICK

The Owen Sound Regional Silver Stick Tournament shall be organized and run by the Tournament Director, which shall be accountable to OSMHG.

19.1 Sliver Stick receipts revert to the coffers of the OSMHG.

20 SPONSORSHIPS

Sponsor fees shall be determined by the Executive at the annual budget meeting.

20.1 Each sponsor shall be recognized during the hockey season through various avenues (ie) social media.

20.2 Each sponsor shall receive his/her team's roster and playing schedule from team officials. Consideration should be given to supplying the sponsor with team pictures.

20.3 Each sponsor shall be recognized by having their name displayed on the team jerseys.

20.4 Team managers shall submit game results to the OSMHG authorized media outlets through the online Game Reporting Form and shall include both the team's name as well as the sponsor's name.

21 REFEREES

The Referees shall be assigned by the Referee-in-Chief.

21.1 Referees shall be paid as per fee schedule, and by written agreement, or as OMHA fee structure, as outline in the OMHA Manual of Operations.

22 TIMEKEEPING AND SCORING

Minor officials shall be appointed for each home game by the Timekeeper Assignor.

22.1 Timekeeper rates shall be set out by the OSMHG Executive for the following season.

22.2 Training for all Timekeepers will be organized and conducted by the Timekeeper Assignor.



23 TOURNAMENTS

OSMHG will endeavour to host tournaments at both the Representative (Minor and Major) and Local League levels. All Owen Sound teams are strongly encouraged to participate in home tournaments.

- 23.1 All tournaments, including home tournaments, require a Travel Permit Request. This Permit request is to be completed and submitted for approval online at (Embedded link).
- 23.2 For OSMHG hosted tournaments, each OSMHG team in that respective league shall help with the tournament they are participating in. At a minimum, each team is expected to provide two (2) parent volunteers for a three (3) hour shift.
- 23.3 The Rules of Competition for all OMHA sanctioned tournaments shall be agreed to by the Executive.

24 TRANSPORTATION

It is the intent of the OSMHG to have Rep teams travel on buses whenever possible.

- 24.1 All persons in transit with a team are accountable to the team coaches/managers at all times and are subject to the Code of Conduct outlined in the OSMHG Constitution.
- 24.2 All persons in buses are prohibited by Federal law from consumption, in any form, of intoxicants.
- 24.3 All persons on buses are prohibited from smoking or vaping.

25 WAIVERS AND RELEASES

All waivers and releases shall be approved by the appropriate team official with the consent of the Vice President - Representative or Vice President - Local League and be approved by the President.

- 25.1 All waivers and releases must be made in the best interests of all players affected; they may not be punitive.