



RAYSIDE BALFOUR MINOR HOCKEY ASSOCIATION RULES OF OPERATION

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AUTHORITY

These rules of operations are Policies of the Rayside Balfour Minor hockey Association (RBMHA) and having been considered and approved by the Board of Directors.

The Rules of Operation cover the most frequently used rules regarding coaches and players in RBMHA. All rules and policies in NOHA, OHF and Hockey Canada for the season will apply to the RBMHA except those listed in these rules.

RBMHA has implemented a Code of Conduct. Adherence to the Code of Conduct will strictly be enforced. RBMHA will enforce the Code of Conduct adopted by the Greater City of Sudbury. The Disciplinary Committee appointed by the Board will review and administer discipline to any team staff that breaks RBMHA Rules of Operations.

First Offence: Written warning

Second Offence: Removal from all team activities for a minimum of 7 days

Third Offence: Removal from all team activities for the remainder of the season

****It is to be noted that the Board or its appointed committee (Disciplinary Committee), can at its discretion, waive a first or second offence depending on the gravity of the situation. ****

EQUIPMENT

1. Players and team officials who accept equipment from RBMHA must return it upon request. Any player or team official failing to return equipment upon request shall be suspended until it is returned to RBMHA and deemed to be in satisfactory condition.
2. Deliberate misuse of any RBMHA equipment causing damage, will result in a fine to the guilty person equal to the replacement cost of the damaged article.
3. Goaltenders who make use of RBMHA equipment for anything other than RBMHA activities are prohibited unless approved by the Equipment Manager and the President.



4. Equipment and jerseys must be returned to RBMHA by April 15 following the end of the current season. Failure to return the equipment or jersey will result in the Head Coach and the parent of the player having to pay RBMHA for the cost to replace the jersey or equipment.
5. RBMHA game jerseys will only be worn for games (not practices). A \$50 fine will be imposed to the offending team.
6. Team active wear is to be Red-White-Blue in colour and have the RBMHA logo on the front. Sponsorship can be added to the back or sleeves of the active wear.
7. No team shall create their own logo.
8. No name bars or sponsors are to be put on any game jersey unless approved by RBMHA.
9. Team jerseys will be assigned in the same order as team payer selection draft. i.e... Team #1 will have 1st choice, Team #2 will have 2nd choice, etc....

ICE TIME/SCHEDULING

1. Any league ice time conflicts must be reported to the ice convenor at the beginning of the season or resolution.
2. All teams must submit their tournament schedules by October 25th.
3. All extra ice time will be billed monthly and must be paid within one month. Failure to do so will result in all scheduled practices and ice times being cancelled until payment is received.
4. RBMHA will mandate the number of ice times allocated to each team yearly depending on ice availability within the Greater City of Sudbury.
5. All teams will be scheduled ice time until March. Game ice will be provided to teams advancing in playoffs beyond March. Practice ice in March or thereafter must be purchased.
6. Team ice lost due to tournaments will be lost.



FUNDRAISING/TEAM ACTIVITIES

All team activities, on or off the ice, require RBMHA approval and NOHA written submission for insurance purposes. This policy applies 365 days a year.

EXHIBITION GAMES/TOURNAMENTS

1. Any team wishing to play exhibition games must request approval from the Division Convenor and NOHA Council Director. Officials for exhibition games must be requested from RBMHA Referee-In-Chief, and the cost of these officials are at the team's expense.
2. Regular scheduled league games take priority over any other games (i.e. exhibition, tournaments).
3. Any team playing an exhibition game must use an official game sheet and certified officials.
4. A copy of the game sheet must be forwarded to the NOHA Divisional Convenor.
5. Tournament Permit Requests must be requested from the RBMHA President who will forward to NOHA for approval, prior to any tournament participation.
6. All Tournaments hosted by RBMHA shall be sanctioned by NOHA and all profits shall be retained by RBMHA.
7. RBMHA teams must participate in RBMHA tournaments.
8. No RBMHA tournament fee will be reimbursed, except in the event of tournament / Division cancellation.
9. No team shall enter more than 5 tournaments per season. No more than 2 of the 5 shall be out of town tournaments. (excluding NOHA Tournament of Champions). An out-of-town tournament shall be defined as being no more than 100 kms from the Edgar Leclair Centre (Azilda Arena).
10. Each team must give a list of their intended tournament participation to the RBMHA President and Ice Convenor by October 25th.

TEAM OFFICIAL RESPONSIBILITIES

Team officials include individuals approved by the RBMHA Board of Directors and registered as head coach, assistant coach (s), trainer (s) and manager (s). Each team will be allowed up to 5 carded team officials.



1. Coach applications are accepted up to September 01. Coach selection will be done by the Coaching Selection Committee.
2. Approvals are subject to the individual obtaining a Vulnerable Sector Check (VSC) satisfactory to the Ontario Hockey Federation (OHF) guidelines.

* All team officials must have a satisfactory VSC every 3 years.

3. All team officials must have the required certifications for their position as per NOHA guidelines. This includes the Respect in Sports certification.
4. The Code of Conduct and Rules of Operation are to be strictly adhered to by all team officials.
5. All team officials are expected to actively assist RBMHA and provide necessary cooperation.
6. All team officials are to ensure proper conduct of players and fellow team officials on and off the ice.
7. No player or coaching staff electronic roster will be issued until a team roster has been approved by RBMHA and by NOHA. Electronic team rosters will include coaching certification numbers.

ADDITIONAL RESPONSIBILITIES FOR HEAD COACHES

1. Attend coaches' meetings or appoint a designate in the coach's absence.
2. Ensure all players and parents are made aware of the playing rules.
3. Show respect for all referees' decisions.
4. Hold a meeting at the start of the season such as with players and parents in order to make them aware of the coach's plans for the season, practices, team rules, tournaments, budget, fund-raising and other matters, that apply to the team.
5. Ensure all team personnel are informed of practices and game times.
6. Ensure all necessary equipment and facilities are available for games and practices.
7. Ensure all team documentation is properly prepared, maintained and readily available when required.
8. Complete appropriate evaluations and reports as required.
9. Ensure all regulations, safety measures and policies are observed.



10. Is responsible for the overall operation of the team including financial reports and assignment of duties such as signing authorities for the team bank account.

11. Away games: (outside of own arenas)

- * Procure a dressing room for your team
- * Direct all team personnel to the dressing room
- * Properly complete a game sheet on the iPad provided and maintain control of conduct of all team personnel at all times.
- * Have roster sheet (and AP's roster sheet if applicable), available at all times.

12. Home games:

- * Prepare a game sheet on the iPad: ensure that it is properly filled out.
- * Ensure that visiting team has the iPad 15 minutes prior to game time.
- * Have roster sheet (and AP's roster sheet if applicable), available at all times.
- * Check to ensure ice-officials have arrived 15 minutes prior to game time.

13. Inspect dressing rooms at the conclusion of their played game or practice to ensure everything has been picked up and cleaned.

ADDITIONAL RESPONSIBILITIES FOR ASSISTANT COACHES

1. Must be at least 16 years of age, and at least 2 years older than the players they are coaching.
2. Assist Head Coach with on ice activities for games and practices as well as off ice activities.
3. Inspect dressing rooms at the conclusion of their played game or practice to ensure everything has been picked up and cleaned.



ADDITIONAL RESPONSIBILITIES FOR TRAINERS

1. Trainers are to be certified and carded and are to conform to HTCP rules and procedures only.
2. Inform Coach of condition of players. Keep up-to-date records and emergency contact information.
3. Trainers must fill in “Canadian Injury Report” and forward as per instructions on report.
4. When a player requires medical attention, a doctor’s release is required before the player can return to practice or play.
5. Inspect dressing rooms at the conclusion of their played game of practice to ensure everything has been picked up and cleaned.

ADDITIONAL RESPONSIBILITIES FOR MANAGERS

1. Attend Managers’ meetings as required
2. Assist other team officials with off-ice activities including collecting of monies, booking tournaments and other team arrangements.
3. Must submit to parents and RBMHA Division Convenor, a team budget by October 31, an interim copy of the team’s financial statement by December 31, a final financial statement by April 15, and provide administrative support as needed.
4. Must submit an interim financial statement with receipts by December 31 and a final financial statement with receipts by April 15 to RBMHA Division Convenor.
5. Arrange for team photos (team photos are at the team’s discretion). Team photos are at the team’s expense.
6. Notify Division Convenor when using affiliated players (AP)
7. Inspect dressing rooms at the conclusion of their played game or practice to ensure everything has been picked up and cleaned.



TEAM BANK ACCOUNTS

1. 2 signatures are required to open and operate a team bank account. A minimum of one bench staff and one other person as chosen by the Head Coach are to be designated as signing authorities.
2. The signing authorities cannot be spouses of each other.
3. The signing authorities also require approval by the RBMHA President or his/her designate. A signed letter of authorization will be issued confirming the approval.

REGISTRATION

1. Player registration fees will be set annually by RBMHA's Board of Directors.
2. The RBMHA Registrar is empowered, in consultation with the RBMHA President or his/her designate, to waive or modify registration fees for a player where circumstances warrant special consideration.
3. Completed registration shall consist of clearance on proof of age, a properly completed registration form, and payment of the registration fee.
4. Team officials may not allow a non-registered person to be on the ice with the team. Failure to comply will result in immediate coach suspension by the Division Convenor.
5. Registrations must be paid in full at time of registration.
6. A late fee of \$75 will apply to any registrations completed after September 15 of each season.
7. A \$75 late fee will apply to any registration fees paid after November first of each season.
8. A \$25 per player non-refundable administration fee, plus NOHA player fee cost, plus a prorated calculation formula based on the number of ice times allocated to the team, will be applied to all registration refunds. All requests for refund must be submitted in writing to the Registrar.
9. No refunds will be issued after December 01.
10. All NSF cheques will be subject to a \$50 fee.
11. A family discount of \$100 will be granted to the third child or more registered from the same family.
12. A player wanting to be a goalie is to note on their registration form that he/she is a goalie. This is to be done at time of registration and before player assessments.



OPERATIONS

1. Each team will have a maximum of 5 carded team staff on their team. If more than 5, the team must pay the additional fee.
2. Only carded team officials or instructors who are approved by the Board and registered, will be allowed to participate in RBMHA functions, including games and practices.
3. All teams under this agreement must carry a minimum of thirteen (13) skaters plus two (2) goalies (if 2 are available depending on skills), unless Board approval is granted.
4. Any fines incurred by the team will be the responsibility of the team. Fines must be paid within thirty (30) days of the infraction. If the fine is not paid within the thirty days, the staff member responsible for the infraction will be removed from the bench. It is the Manager's responsibility to inform the Division Convenor within 48 hours of the infraction. Monies are to be paid to the fining league.

DRAFT SELECTION PROCESS

Draft process for Novice to Pee wee

1. All coaches must be present during their age group assessments.
2. A board member or coach from a different division can be selected to run the drills for the assessments.
3. All coaches will be provided with a list of players on the ice with their names, jersey number and colour.
4. Coaches may be on the ice during the assessments or may also choose to evaluate from the stands (1 assistant coach per team may also help evaluate the skaters).
5. All coaches will be responsible for doing their own evaluation of the skaters during the assessments.
6. Coaches will keep their list and evaluations until draft day.
7. Coaches will be allowed to protect only 2 players, one of which will be his/her child and one of his/her bench staff if present at the draft. (The coach may protect any player if he/she doesn't have a child playing).
8. Draft day Goalie Draft guidelines:
All teams will draw a number. They will then pick their first goalie in the order they have drawn. If a goalie is being protected by a coach, only those teams that have no goalie



protected will draw for a picking order for their first goaltender. If other goalies are still available after each team has one picked, they will go into the regular player draft with everyone else.

9. On draft day, numbers will be picked randomly to see which team will have first pick, second, third...
10. Once the picking order has been established the picks will alternate, first, second, third and third, second and first...until all players are picked.
11. Coaches will draft their players according to their own evaluations of the players during the assessments.
12. After all the players have been picked, Coaches may review their roster and ask for trades.
13. No changes/trades will be accepted once the draft is finalized.
14. Any new player registered after the draft will go to the team that would have the next pick.
15. No more than 2 people per team are allowed in the draft room. The draft attendees must only be coach and a bench staff. The Coach and Bench staff must be a parent/guardian of the protected players unless the coach and/or the bench staff do not have a child on the team.

Draft process for Bantam to Midget

1. All coaches must be present during their age group assessments.
2. A board member or coach from a different division can be selected to run the drills for the assessments.
3. All coaches will be provided with a list of players on the ice with their names, jersey number and colour.
4. Assessments for the Bantam and Midgets will consist of a 10-minute warm up followed by 40 minutes of scrimmage. (A referee will be provided for the scrimmage).
5. All coaches will be responsible of doing their own evaluation of the skaters during the assessments.
6. During the scrimmage, Coaches and one assistant per team, may evaluate from the players bench and talk with the players.
7. Coaches will keep their list and evaluations until draft day.
8. Coaches will be allowed to protect only 2 players, one of which will be his/her child and one of his/her bench staff if present at the draft. (the coach may protect any player if he/she doesn't have a child playing).
9. Draft day Goalie Draft guidelines:



All teams will draw a number. They will then pick their first goalie in the order they have drawn. If a goalie is being protected by a coach, only those teams that have no goalie protected will draw for a picking order for their first goaltender. If other goalies are still available after each team has one picked, they will go into the regular player draft with everyone else.

10. On draft day, numbers will be picked randomly to see which team will have first pick, second, third...
11. Once the picking order has been established, the picks will alternate, first, second, third and third, second and first...until all players are picked.
12. Coaches will draft their players according to their own evaluations of the players during the assessments.
13. After all the players have been picked, Coaches may review their roster and ask for trades.
14. No changes/trades will be accepted once the draft is finalized.
15. Any new player registered after the draft will go to the team that would have the next pick.
16. No more than 2 people per team are allowed in the draft room. The draft attendees must only be coach and a bench staff. The Coach and Bench staff must be a parent/guardian of the protected players unless the coach and/or the bench staff do not have a child on the team.

AFFILIATED PLAYERS (AP)

Affiliated players are to be used in the following situations:

1. When a regular player is ill or injured,
2. When a regular player is serving a suspension,
3. When a regular player is missing for personal reasons.

NOTE: Under no circumstances should an AP be used at the expense of a regular player on the team. An AP may play regular shifts but must not take ice time from regular team members.

Coaches who wish to use Affiliated players must follow the following procedures:

1. Team coaches and managers are responsible to notify in writing the Division Convenor prior to using the AP.
2. Contact the player's coach and obtain an agreement that the player can play.
3. Contact that player's parents and obtain their permission.



4. Ask the player to play.
5. Both coaches are to inform their respective Division Convenor of the use of the AP.
6. The AP must be indicated on the game sheet.
7. A team with only 1 goalie must affiliate a goalie.
8. Failure to adhere to the procedures may result in disciplinary action.

REFEREES AND GAME OFFICIALS

1. It will be the duty of the referee to start each game on time.
2. Timekeepers are responsible for obtaining the iPad prior to the start of the game.
3. Officials who do not enforce the rules will be subject to suspension by the RBMHA Referee In-Chief and / or the RBMHA Board.
4. The RBMHA Referee-In-Chief will receive monthly ice schedules from each team to book officials. This will be done at least 3 weeks before the start of every month.

RBMHA Rules of Operation approved by the RBMHA Board of Directors.