

**OTTAWA JR. 67's AAA HOCKEY CLUB
POLICIES
AND
OPERATING MANUAL**



Revision History

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1. Objectives

1. To organize, promote and develop 'AAA' hockey within the area designated by the HEO Minor Council (Hockey Eastern Ontario).
2. To ensure that team management provides the opportunity for each member of a team to improve his skills and knowledge of hockey, while emphasizing good sportsmanship and citizenship.

2. Risk Management

In keeping with Hockey Canada recommendations, all team officials (including but not necessarily limited to coaches, trainers and managers), Skills Programs instructors, club Board members, and any others, who, through their duties on behalf of our Hockey Club, may work directly with children and adolescents, undergo a Police Records Check with costs to be subsidized by the Hockey Club.

3. Player's Code/Role

1. I will play hockey because I want to, not 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, "mouthing - off", or throwing/breaking of equipment can spoil the activity for everyone.
4. I will treat others, as I would like to be treated.
5. I will work equally hard for my team and myself - my team's performance will benefit and so will my own.
6. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
7. I will acknowledge all good players and performances - those of my team and my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will remember that I am representing the Jr. 67's AAA Hockey Club and my home association. Off-ice behavior is equally as important as on-ice conduct.
10. When around the team conform to the same rules as the rest of the team e.g. no drinking/smoking.

4. Coach's Code/Role

1. I will carry out the objectives and policies of the Jr. 67's AAA Hockey Club, which are consistent with the objectives and policies of each home association.
2. I will be reasonable in my demands on the player's time, energy, and enthusiasm. I will remember that they have interests and responsibilities other than hockey

3. I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
4. I will ensure that all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
5. I will not ridicule or yell at my athletes 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.
6. I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
7. I will follow the advice of a physician to determine when an injured player is ready to resume play.
8. I will remember that players need a Coach they can respect. I will be generous with praise and set a good example.
9. I will make a personal commitment to be informed on sound coaching principles.
10. I will develop my team's season on a balanced basis between games and practices.
11. I will discuss the proposed team tournament schedule with parents prior to final team selection, so that a dissenting parent will be provided the opportunity to alter the proposed approach or withdraw from the team consideration.
12. When around the team conform to the same rules as the rest of the team e.g. no drinking/smoking.

5. Parent's Code/Role

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 mine.
3. I will encourage my child to play by the rules and to resolve conflict 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 the game.
5. I will make my child feel like a winner every time by offering praise for competing fairly and hard.
6. I will never ridicule or yell at any child for making a mistake or losing a game.
7. I will remember that Children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
8. I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as the players.
9. I will support all efforts to remove verbal and physical abuse from children's hockey games.
10. I will recognize the value and importance of volunteer coaches and manager. I will comply with reasonable requests of team management e.g. arrival times prior to practices and games, etc.

11. I will not criticize the coach and manager in front of my child. I will discuss my concerns directly with the coach or manager in order to ascertain their objectives and ideas.
12. I understand that there are some extra expenses that I can expect to pay regarding the coaches, and these are clarified under sections 10 and 25 of this guide.

6. Manager's Code/Role

1. Carry out objectives and policies of the Jr. 67's AAA Hockey Club.
2. Ensure that practices, tournaments and exhibition games are arranged according to directions given by coach.
3. Develop a budget at beginning of season that reflects the program outlined by the coach and present it to the parents.
4. Actively support the coach in both on-ice and off-ice pursuits e.g. fundraising, discipline, philosophy.
5. When around the team conform to the same rules as the rest of the team e.g. no drinking/smoking.
6. Serve as liaison between coach, parents and Board of Directors.

7. Financial

1. The hockey season for the purposes of financial allocations is defined as starting the day after final releases at tryout are completed (by level) until the end of April depending on the team's playoff position. The fiscal year-end for the Hockey Club is April 30th.
2. Prior to the start of the regular season, all teams will submit their team budget to the Jr. 67's AAA Treasurer, which shall reflect the anticipated team expenses for the upcoming season.
3. Representatives of the Board of Directors, consisting of Treasures, VP Operations and Team Liaison, will approve all team budgets and reserves the right to adjust the teams' budgets during the season to ensure a balance of team expenses and revenues.
4. All monies received by any member or team management on account of a player, individual team or Hockey Club business such as annual fees will be deposited in the Hockey Club bank account. Failure to conform to this rule will result in disciplinary actions against the member and/or team management.
5. Each Team Manager shall provide three financial statements per season for verification of team expenses to the Treasurer.
6. Refunds will be at the discretion of the Board of Directors but every effort will be made to make a fair decision for the parent and player who leaves either through voluntary or forced departure based on the timing of the departure.

8. Equipment

The Equipment Manager will be responsible to arrange for a supplier of jackets, tracksuits, jerseys, socks, hockey bags and sweater bags.

Jr. 67's AAA Hockey Club will make available the following equipment:

1. All Jr. 67's players must purchase the Hockey Club jacket, tracksuit, pant shell, hockey bag, hockey home and away sweaters, socks and sweater bag.

The Jr. 67's AAA Hockey Club may provide more equipment depending on the amount of sponsorship received; however, each player is required to purchase whatever equipment is not supplied so as to coordinate all teams within the Hockey Club in similar attire.

1. All players must wear C.S.A. approved equipment. Helmets and pants must be Black to coordinate with the Jr. 67's AAA team colors.
2. Players must wear an approved neck guards for all on ice activities.
3. Sweaters, jackets and crests bearing the name and in the colours of Jr. 67's AAA Hockey Club shall conform to the approved pattern as designated by the Hockey Club and approved by the League, to avoid duplication and conflict in the designs and colors of AAA Association, Team Sweaters.

Sponsor Recognition on Equipment

1. Appropriate space will be made available on the jersey to recognize a team sponsor. Team management must first consult with Jr. 67's AAA Hockey Club Equipment Manager regarding cresting.
2. The player's individual sponsor's name and/or logo will be displayed on the website.

9. Use of Logo and Marketing

1. The Board will determine the Jr. 67's AAA Hockey Club logo along with branding and marketing.
2. All requests to use the Jr. 67's AAA Hockey Club logo/crest must have Board approval.

10. Dress Code

The Jr. 67's AAA Hockey Club player and coaching staff dress code is as follows:

Players who represent the Ottawa Jr. 67's AAA must attend games in proper attire. This includes a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants (excluding jeans) and belt and their team jacket and appropriate footwear (excluding running shoes) to and from ALL games. Appropriate head wear shall be worn as approved by the Hockey Club.

Team Officials, including Head Coach and Assistant Coaches who represent the Ottawa Jr. 67's AAA must attend games in proper attire. This includes a shirt & tie properly worn (i.e. "shirt tucked in, tie tied properly"), with dress pants or casual pants (excluding jeans) and belt and their team jacket and appropriate footwear to and from all games. Trainers may optionally, due to their duties, wear a clean Ottawa Jr.67's AAA approved "warm-up" suit.

11. Sponsors and Fundraising

The Board of Directors for the Ottawa Jr. 67's governs all sponsorship and fundraising activities. The Sponsorship and Fundraising Program is administered by a Fundraising Committee, which is made up of a minimum of one representative from each team and overseen by the Director of Fundraising, who is a member of the Board of Directors.

The Ottawa Jr. 67's Club has developed a comprehensive Sponsorship Program which provides opportunities for corporate involvement as well as guidelines for teams to undertake fundraising activities which will assist individual teams to reach their financial goals. The Sponsorship Program and fundraising guidelines have been designed and must be implemented in accordance with the relationship with the Ottawa 67's. Teams are not limited to this program but any additional fundraising projects are subject to approval by the Board of Director of the Club. An effective fundraising group will be a critical part of the team's success throughout the season.

In addition to the prescribed Sponsorship and Fundraising Program, teams may select to raise funds through other means. Some common ways to raise funds could include:

- I. Bottle drives
- II. Car washes
- III. Skate-a-thon (or other variation) Product sales (i.e. chocolates)
- IV. 50/50 Draw Auctions Dinner Events
- V. Sports Events (i.e. Golf Tournaments)
- VI. Hockey Pools

Refer to website for complete policy.

12. Player Age Categories

The Jr. 67's AAA Hockey Club operates a minor/major system throughout the various age divisions as endorsed by Hockey Canada operating guidelines. As such, the Hockey Club operates under the premise that all players will play within their respective age group. (i.e. a minor will play minor, a major will play major).

Exceptions to the above will only be permitted under very special warranted circumstances, providing the following procedure is followed:

1. The player(s) must try out with his or her own age group for the first two sessions.
2. Players identified as "obviously superior" to others at that level, by the Coach of the upper level will be identified to the Board.
3. Only with unanimous agreement between the evaluators, as appointed by the Board or its representative, that the player meets the qualifying criteria described in Section 12.8 below will the player be considered for movement to the upper level for tryout purposes.
4. The Board will ensure that the potential player(s) and his/her parents understand that the upward movement is for try-out purposes only, that the player must qualify based on the criteria described in Section 12.8 below, and how the final decision will be made.
5. The Board or its representatives will assess the player(s), to determine whether the player(s) meet the criteria for movement.
6. Then the recommendation will be passed to the Board.
7. The Board will then inform the following:
 - I. Coaches of both teams who can then proceed with the selections for their respective teams.

II. Parents of the player.

8. It is understood by all parties that the qualifying criteria, for a player to remain at a higher age category, are as follows:
- I. The player must exhibit skills strong enough to rank as one of the top players on the upper level team.
 - II. A Goalie, when evaluated by qualified 'Goalie' evaluators, must be the best Goalie at the upper age level.

Note: Due to the specialty skills associated with this position, qualified goalie evaluators should be retained to fairly evaluate the individual's skillset compared to known standards.

13. Correspondence

All correspondence purporting to represent the views and/or interest of the Jr. 67's AAA Hockey Club must be approved by the Board of Directors prior to dispatch. In case of a game protest, the President must be advised of circumstances and content of, prior to submission.

14. Grants

All grant applications, must be approved by the Jr. 67's AAA Hockey Club's Board of Directors, prior to submission.

15. Affiliated Players

1. The Jr. 67's AAA Hockey Club endorses and uses an affiliated system or club system whereby teams of a higher age category are permitted to affiliate with a lower age category team so that players may be used occasionally by the higher team in accordance with league and branch rulings. Affiliated players are only to be used in game situations in the absence of a regular player.
2. The Jr. 67's Hockey Club endorses and uses an affiliated system whereby teams are permitted to affiliate from same age AA players in the Ottawa Sting and appropriate Gloucester Rangers catchment area.
3. Coaches and/or managers wishing to use affiliated players must obtain permission from that player's coach or manager. At no time shall the player in question be approached prior to approval having been obtained.
4. The requesting coach or manager must advise the appropriate Vice-President prior to the use of the affiliated players, so that a record of player movements can be maintained.
5. A player may only play 10 games with the higher category/division team in the entire season as per Hockey Canada. It is the responsibility of the coach to keep track of the number of meaningful games played. Tournament and exhibition games are not included in the affiliation rule. For a goaltender, a game only counts against the affiliation number if the player participates in play.
6. All Jr. 67's AAA player affiliations should be registered by December 1st.

16. Player Releases

1. Players requesting releases for invalid reasons (i.e. because the team or the club is not doing well, for non-hockey related issues or because they cannot accept the Operating Procedures of the club). The player shall be responsible for payment in full of the assessed individual budget prior to a letter of release being granted from the Jr. 67's AAA Hockey Club. Such players shall not be allowed to affiliate with the AAA team during the same playing season.

Once teams are selected, no Coach may release players without prior approval from the Jr. 67's AAA Board of Directors. The Head Coach must make his/her wishes known in such cases to the President who will in turn take the request to the Jr.

2. 67's AAA Board. Only in exceptional cases will releases be considered i.e. Illness, injury or moving out of the Jr. 67's AAA Hockey Club boundaries. The request for release must be brought to the attention of the President, who shall endeavor after a thorough review to resolve the situation and shall act at his discretion, deciding if the request is valid or not.
3. If the Jr. 67's AAA Board does decide to release a Player for the above stipulated reasons; the District where the Player is designated to play will decide where he/she will be play according to their District Policies.

17. Team Roster

The Jr. 67's AAA Hockey Club teams shall select and card a minimum of 15 (fifteen) players plus 2 (two) goaltenders.

Exceptions to this may be permissible if insufficient caliber players are available. Such a circumstance should be approved by the Board.

18. Coach Selection

The Jr. 67's AAA will recruit non-parental Head Coaches and Assistant Coaches.

1. Coaches are selected by, and responsible to the Jr. 67's AAA Hockey Club Board. Coaches will have the full support of the Board of Directors unless recurring problems suggest that a review should be undertaken. The Board of Directors maintains the right to dismiss a coach at any time if the coach's conduct is detrimental to the aims and objectives of the Hockey Club.
2. The Selection Committee will be formed by the Jr. 67's AAA Hockey Club Board President, and will be comprised of no less than 3 and no more than 5 (five) Committee members, two of which must be independent of the Board and non-parents of active players of the club. The selection committee will be presented by the President to the Board for approval.
3. Please see Jr. 67's Coach Selection Criteria.
4. Coach selection is made prior to the 31st of March. Those wishing to be considered for coaching positions should notify a member of the Board of Directors prior to this date for consideration for the forthcoming hockey season. All applicants will be notified in writing as to the disposition of their application.
5. All coaching applicants must have their appropriate Coach Level of the Hockey Canada National Coaches Certification Program.

6. The Board of Directors reserves the right to dismiss any Coach whose actions are deemed not to be in the best interest of the Jr.67's AAA Hockey Club pursuant the Head Coaches agreement.
7. Coaches must complete a Police Records Check.

19. Assistant Coach and Manager Selection

1. Coaches are encouraged to seek their own Assistant Coaches and Managers. The Hockey Club will assist where necessary. All appointments must be approved by the Board of Directors prior to confirmation.
2. The Board of Directors reserves the right to dismiss any Assistant Coach or team manager whose actions are deemed not to be in the best interest of the Jr.67's AAA Hockey Club.
3. All Team Staff must complete a Police Records Check.

20. Coach Honorarium and Expenses

Refer to Appendix A.

21. Parent contact with Board of Directors

Contact between Club parents and the Board shall be through the Team Liaisons.

22. Tournaments

1. The Jr. 67's Board of Directors restricts the number of tournaments a team may attend to 5 tournaments. Board approval is required for all exceptions. This does not include Provincial, Regional or National Championship play downs.
2. In the event that a team attends a Provincial Championship that is out-of-town, the Jr. 67's AAA Hockey Club may make funds available, to teams traveling to a Provincial Championship outside of the HEO, the amount will be determined by the Jr. 67's AAA Hockey Club Board of Directors.
3. Jr. 67's team will participate in tournaments between September and January. All exceptions require Board approval.

23. Alcoholic Beverages and Tobacco

The Jr. 67's AAA Hockey Club does not condone the use of alcoholic beverages or tobacco by any of its registered players and coaches under any team activities.

24. Players Registration Assistance

For those players who might otherwise not be able to play competitive hockey due to financial hardship, assistance may be forthcoming from the Hockey Club.

A request for assistance should be made through the Hockey Club President, who will pursue the matter with the Hockey Club Treasurer. Any requests for assistance will be treated in strict confidence.

25. Annual General Meeting

The Annual General Meeting (AGM) is held following completion of the hockey season and no later than the 15 of May. Written notification is to be made at least 20 (twenty) days prior to the AGM to each member in good standing.

In addition to the current Board of Directors and team officials, membership in the Hockey Club extends to all parents or guardians of registered players of the Jr. 67's AAA Hockey Club Teams. Special membership to a maximum of ten may be granted by the Board of Directors to persons who through their involvement have shown an interest in the affairs of the Jr. 67's AAA Hockey Club.

Voting at the Annual or General meetings of the Hockey Club shall be on the basis of one vote per parent or guardian per registered players, one vote for each special member, each lifetime membership, each member of the Board of Directors and each registered team official (coach, assistant coach, manager, trainer, etc.).

The Board of Directors for the forthcoming season is elected at the Annual meeting. Every year, vacant board positions at the time of the AGM will be voted upon for the upcoming season. When vacancies come up during the season, a call out to the 67s parents can be made at the call of the Board and voted upon at a subsequent board meeting.

The Board of Directors consists of:

1. President
2. 1st Vice-President (Operations)
3. 2nd Vice-President (Development)
4. Secretary
5. Registrar
6. Treasurer
7. Equipment Manager
8. Club Scheduler
9. Director of Communications
10. Director of Fundraising and Sponsorship
11. Director of Risk & Safety

26. Condolences

In the event of a death in the immediate family of a registered player and a non-parent coaching staff member (mother, father, sister or brother) the Hockey Club will make a donation of \$25.00 to the charity specified by the family.

27. Development

The Ottawa Jr. 67's AAA Hockey Club will build a Club development plan which will develop individual player skills and combine these to produce a well-rounded team player.

In order to gain the maximum benefit from this program it is imperative that the Jr. 67's coaches

and players place a high level of importance on these initiatives. Attendance at development sessions will be taken at each session and forwarded to the Coaches for any disciplinary actions if required.

The Jr. 67's development program will operate from September to April of the hockey season.

28. Lock bag

At the beginning of the year, the club will provide a lock bag to each team. Prior to entering the room, each player will put his/her mobile device in the lock bag. A team staff will make sure that the mobile devices are accounted for and will lock the bag. After the game/practice, the player can recuperate his/her mobile device.

Appendix A

BENCH STAFF HONOURIARUM AND EXPENSES POLICY

1. STIPEND

The club will pay a \$5600 annual stipend to each head coach and a 1000\$ stipend to the assistant coaches (up to 2). The Head Coach stipend will be paid in 2 installments of \$2800, with payments by October 21st and December 15th of each season. The Assistant Coaches stipend will be paid in 2 installments of \$500, with payments by October 21st and December 15th of each season.

The club will not pay a stipend to a non-parent Manager or a non-parent Trainer.

2. APPAREL

The club will pay supply the following:

- Jr 67's AAA coat for the Head Coach and two Assistant Coaches.
- Jr 67's AAA track suits for the Head Coach and two Assistant Coaches.
- The club will not pay for a new coat and/or track suit to a returning staff member who already has a coat or track suit supplied within the previous two seasons.
- The head coach may request apparel for additional Assistant Coaches and other non-parent team staff (over and above the two allowed); however, the cost will be deducted from the head coach's annual stipend.

3. OUT OF TOWN TOURNAMENT EXPENSES

The following out-of-town (outside of the HEO region) tournament expenses incurred by the Head Coach and two assistant coaches will be paid by the team from the team's budget.

Hotel Accommodations

- The team will reimburse the Head Coach and assistant coaches for a maximum of two hotel rooms per night while away at a tournament.
- The hotel rooms for the coaches are to be the 'standard' rate rooms.
- The coaches must provide the receipts to the team manager/treasurer for reimbursement.

Travel Allowance

- Car allowance of \$0.50/km if one vehicle is used and \$0.30/km per vehicle, if two vehicles are used (note: a maximum of 2 vehicles will be reimbursed).
- The above car allowances apply even if the coaches decide to rent a vehicle.
- When the team chooses to rent a bus to a tournament, all coaches are expected to use the bus, and therefore no car allowance will be paid.
- The car allowance only applies to the actual trip from the coach's home to the tournament venue and the return trip, and not the mileage incurred during the weekend (i.e. back and forth from the hotel to the arenas).

Meal Expense

- During tournaments, the Head Coach and two assistant coaches will each receive a meal allowance of \$55 per day which is broken down as follows: Breakfast: \$10; Lunch: \$15, Dinner: \$30.
- If a continental breakfast is included with the hotel, the \$10 breakfast allowance will not apply.
- On the drive to the tournament, the breakfast allowance will apply if the coach departs prior to 8 am; the lunch allowance will apply if the coach departs before noon; and the dinner allowance will apply if the coach departs before 5 pm.
- On the return drive home, the lunch allowance will apply if the coach arrives home after 1 pm; the dinner allowance will apply if the coach arrives after 7 pm.

4. COACH DEVELOPMENT AND CERTIFICATION EXPENSES

- Expenses incurred by coaches and team staff for development and certification shall first be approved by the Board; expenses approved may be reimbursed in 2 installments over 2 seasons at the discretion of the Board.

NOTE: Team staff expenses not approved by the Board shall not to be submitted for reimbursement from the team budget.