

# **CENTRAL ONTARIO WOLVES**

## **HOCKEY ASSOCIATION**



## **MANUAL OF OPERATIONS**

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## MANUAL OF OPERATIONS - MARCH 2005

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## SECTION 1

### CODE OF CONDUCT AND ETHICS

#### ALL MEMBERS

PURPOSE: To establish and maintain standards for members of the Association and to inform members of the public using the services of the Association. The standards are comprised of, but not limited to, the following principles:

1. Members must endeavour to respect the rights, dignity and worth of every human being and endeavour to treat everyone equally within the context of their activity.
2. Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
3. Members should communicate and co-operate with other sports organizations, non-sport organizations, medical practitioners and educational institutions in the best interest of the players.
4. Members should encourage directors, parents and officials to obey the rules and spirit of the sport and to treat each other in a courteous manner.
5. Members should never advocate the use of performance enhancing drugs and/or banned substances.
6. Members should be clear as to what is to be regarded as confidential information and not divulge any such information without expressed approval of the individuals concerned.
7. Members are expected to consistently display high personal standards both professionally and personally.
8. All reasonable steps should be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
9. Members have a responsibility to themselves and the Association to maintain their own effectiveness, resilience and abilities.
10. Members should not display any affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that organization.

## CODE OF CONDUCT FOR TEAM OFFICIALS

All team officials shall:

1. Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
2. Recognize individual differences in athletes and always think of the athlete's long-term best interests. Aim for excellence based upon realistic goals. The activity undertaken should be suitable for the age and abilities of the players.
3. Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements, which no one should evade or break.
4. Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that equipment and facilities meet current safety standards.
5. Be honest and consistent with athletes. They appreciate knowing where they stand.
6. Be prepared to interact in a positive manner with administrators, league officials and parents.
7. Be responsible people who are flexible and willing to continually learn and develop.
8. Encourage athletes to be fit all year, every year and not just for the season.
9. Follow the advice of a physician when determining when an injured player is ready to play again.
10. Set and monitor boundaries between a working relationship and friendship with your players. Team officials should realize that certain situations or friendly actions could be misinterpreted, not only by the players, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.

## CODE OF CONDUCT FOR PARENTS

1. Do not force an unwilling child to participate in sports.
2. Remember children are involved in organized sports for their enjoyment, not yours.
3. Encourage your child always to play by the rules.
4. Teach your child that an honest effort is more important than victory so that the result of each game is accepted with undue disappointment.
5. Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
6. Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
7. Do not publicly question the official's judgement and never their honesty.
8. Support all efforts to remove verbal and physical abuse from the children's sporting activities.
9. Recognize the value and importance of volunteer coaches. They give their time and resources to provide recreational activities for your child.
10. Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis. Public comments are not appropriate.

## CODE OF CONDUCT FOR PLAYERS

1. Play for the "fun of it", not just to please your parents or coach.
2. Play by the rules.
3. Never argue with the official's decision. Let your captain or coach ask any necessary questions.
4. Control your temper - no "mouthing off", breaking sticks, throwing gloves or other equipment.
5. Work equally hard for yourself and your team - your team's performance will benefit and so will your own.
6. Be a good sport. Cheer all good plays, whether your team's or your opponent's.
7. Treat all players, as you yourself would like to be treated. Don't interfere with, bully or take unfair advantage of any player.
8. Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
9. Co-operate with your coach, teammates and opponents, for without them you don't have a game.
10. Remember that you are representing yourself, your parents, your team and your Town/Sponsor at all times, to and from the arena.

## CODE OF CONDUCT FOR SPECTATORS

1. Remember that children play organized sports for their own fun. They are not there to entertain you and they are NOT miniature pro athletes.
2. Be on your best behaviour. Don't use profane language or harass players, coaches or officials.
3. Applaud good plays by your own team and the opposing team.
4. Show respect for your teams' opponents. Without them, there would be no game.
5. Never ridicule or scold a child for making a mistake during a game.
6. Condemn the use of violence in all forms.
7. Respect the official's decisions.
8. Encourage players to always play according to the rules.

## SECTION 2

### ELIGIBILITY AND REGISTRATION

1. Participation is open to all persons upon payment of the prescribed registration fees and in compliance with all registration requirements.
2. The Central Ontario Wolves Hockey Association (COWHA) reserves the right to prescribe requirements from time to time, including promulgation of the By-Laws specifying grounds for refusing or withdrawing participation, disciplinary actions and related matters.
3. PRIORITY TO REGISTER WILL BE:
  - (i) Firstly, residents of the Central Ontario Wolves zone
  - (ii) Secondly, those players residing outside the Zone, or otherwise imports.
4. All applicants must be registered as per COWHA procedures
5. All participants must have first registered with their Home Centre before registering with COWHA.
6. Registration paperwork must be filed with the COWHA Executive, accompanied by the appropriate fee before any player can participate in any activity sponsored by the COWHA. The Executive and/or the Executive Committee is empowered to prohibit any player from practicing or playing until the fees are paid in full.
7. If a player terminates his/her participation on their own volition, after the season starts, refund will be granted according to the guidelines of the payment schedule. The COWHA Executive may consider extenuating circumstances. The COWHA Executive will decide upon dates after which no refunds will be issued.
8. Ages per division will be those set by the CHA.
9. Base costs will be established by the COWHA for all ages.
10. Registration procedures, quotas, etc. will be established by the COWHA, as stated in the Coaches Manual.
11. Any player sustaining serious injury during the Regular season and/or Playdowns who misses more than 50% of league play shall have their case heard by the Executive for pro-rating of registration fees. These injuries must be accompanied by an OMHA/OHF injury report form.



### Section 3

#### EQUIPMENT AND UNIFORMS

1. All players, during games and practices, must wear the proper equipment as follows:
  - (i) Approved OMHA facemasks, with full-face protection and C.S.A. approved headgear, including properly fastened chinstrap.
  - (ii) Approved athletic support and cup or 'Jill'.
  - (iii) Approved hockey gloves, preferably black.
  - (iv) Approved C.S.A. hockey shin pads.
  - (v) Hockey pants (black), shoulder pads and elbow pads.
  - (vi) A regulation hockey stick must be used for all league play and/or exhibition games.
  - (vii) Neck guards.
  - (viii) Mouth guards.
2. Goaltenders must wear, in addition to the above mentioned equipment, a CHA facemask and C.S.A. approved helmet, chest pad, goalie gloves, goalie pads, neck guard and throat protector and must use a regulation goal stick.
3. Equipment must be as per requirements of the CHA, OMHA or any group with the COWHA may be affiliated with.
4. All officials must wear C.S.A. approved helmets, properly fastened and approved skates with approved heel guards.
5. All players will be provided with both home and away game socks and jerseys that the players can keep.
6. For any function involving COWHA teams, ie. Tournaments, exhibition and/or league games, the sweaters and socks issued to each player must be worn.

## SECTION 4

### TRY-OUTS AND PLAYER MOVEMENT

1. To try out, all players must have an OHF try-out form signed by a signing officer from their Home Centre, **even if the player has played for the Wolves in the past**. Any player wishing to try-out who resides outside of the COWHA zone must have a waiver.
2. Players without the proper forms/documentation will not be allowed on the ice for try-outs. See OMHA rules 17-21.4.
3. A coach may begin the process of selection of his/her team after a minimum of 3 try-outs.
4. Within 14 days of the first try-out, the coach **must** offer a position to any player who he/she wants for the team. This is done by presenting the player with an Offer of Commitment. This form must be signed by the player and his/her parents or legal guardian before being returned to the coach.
5. The coach must offer Letters of Commitment to a minimum of the following at spring try-outs:

Major Novice	15 players (13 skaters, 2 goalies)
Minor Atom	15 players (13 skaters, 2 goalies)
Major Atom	15 players (13 skaters, 2 goalies)
Minor Pee Wee	14 players (13 skaters, 1 goalie)
Major Pee Wee	14 players (13 skaters, 1 goalie)
Minor Bantam	14 players (13 skaters, 1 goalie)
Major Bantam	14 players (13 skaters, 1 goalie)
Minor Midget	14 players (13 skaters, 1 goalie)
6. Each player, upon signing, is required to pay a **non-refundable** player deposit, payable to COHWA, to ensure their spot on the roster.
7. Rostering of the teams will be completed by the COWHA OMHA Contact in August/September.
8. Rostering of the Major Midget team will be done by September 20<sup>th</sup>.
9. If for any reason a team cannot sign their minimum number of players at spring try-outs, the Evaluation Committee will choose the remaining roster spots by August 15<sup>th</sup>. All teams will be required to sign their minimums or have players chosen for him/her or that coach will be **terminated immediately**.

10. For Minor Pee Wee and above. 9 applies but will take place during the fall tryout period from mid-August to September 10<sup>th</sup>.
11. OMHA policy states "notwithstanding or any restrictive regulations presently in force in any OMHA Centre, a player shall be eligible to try-out and, if qualified by ability, may sign and play for a team in the next higher age division".
12. To qualify to play in a higher age division for the COWHA, the following criteria will apply:
  - (i) The player may only try out for a higher age division team up to and including Minor Pee Wee. Major Pee Wee age and above, the player must play for their own age group.
  - (ii) The player may try out for the higher age division, but first must try out for their own age division.
  - (iii) The player trying out for the higher age division must qualify under the COWHA guideline. See Coaches Manual K.2.c.
  - (iv) All players trying out in higher age divisions must be evaluated for at least one practice and one exhibition game, If it is the consensus of the Committee and the player meets the criteria, as set out in the Coaches Manual, then this decision will be brought forth to the Executive for final approval.
  - (v) Under no circumstances may the player or parents make a travesty of this process in an effort to allow approval to try out for the higher age group.
  - (vi) In an effort to expose Minor Midget age players to higher levels of competition, the Major Midget team will have the option of signing four Minor Midget players. The decision to sign these players will be at the discretion of the Major Midget coach. This has been in effect since 1994.

## SECTION 5

### AFFILIATED PLAYERS

In establishing an Affiliated Players (AP) list the following procedure must be followed:

1. The coach/manager must obtain the proper form from the COWHA OMHA Contact. This form will be given to the players/parents who wish and are able to be an affiliated player to the COWHA.
2. COWHA teams may affiliate any players from the COWHA category or division below themselves (major atom can affiliate players from the minor atom team). COWHA teams may also affiliate from any team within the Zone from the same age level or lower. See OMHA Manual of Operations rule 23-23.7.
3. This form must be completed and signed in full before being returned to the OMHA Contact for processing.
4. AP players cannot be rostered with a Wolves team until they have been rostered within their home centre.
5. An AP player can only be AP'd to one team. So if a player is AP'd to a team in his/her home centre they are unable to AP to the COWHA.
6. AP players are not allowed on Wolves ice until OMHA approval for the affiliation has been granted.
7. Players on the AP list are only to be used when a regular player is ill, injured, serving a suspension or missing for personal reason. **Note: Under no circumstances are AP list players to be used at the expense of the regular players on the team. AP list players may play regular shifts but must not take ice time from the regular team members.** Failure to comply with this rule may result in disciplinary action from the ETA league and/or the COWHA.
8. During the season, when an AP player is required, it is mandatory that a call be given first to the player's head coach. If permission to use the player is given by the head coach then the player may be contacted. This will help alleviate any possible strain in relations with our Zone members.
9. During all OMHA regular season games and play-off games, make sure that the manager has a copy of the team roster which also includes the names of all AP players for that team.

## SECTION 6

### CONDUCT AND DISCIPLINE

1. Any Association Member, Executive Committee Member, Executive Member, Committee Member, Coach, Trainer, Manager and/ or Player will be subject to:
  - (i) Suspension from the Association's activities if he/she contravenes in any way the By-Laws or the Regulations of the COWHA
  - (ii) Disciplinary action and/or suspension for conduct not befitting the intent or objectives of the COWHA. Such action will be administered by the COWHA Executive or Executive Committee.
2. Any member of the COWHA, coach, trainer, manager and/or player who deliberately damages or defaces facilities used by the COWHA shall forthwith be suspended from the COWHA until the cost of repair or replacement of the damaged equipment has been paid in full. In addition to the suspension and the payment for damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the COWHA Executive or Executive Committee.
3. The use of alcohol or drugs at any COWHA sponsored event or in any arena or other facility used for such function by any coach, trainer, manager, official and/or player affiliated with the COWHA will not be tolerated and may lead to suspension and/or loss of registration fees refund (where applicable) for the balance of the season.
4. All coaches are required to publish a list of Team Rules to the players and their parents prior to the start of the season. These rules are subject to approval of the COWHA Executive and/or Executive Committee.
5. Any coach who deems that disciplinary action is necessary against a coaching staff member and/or player of his/her team, must inform the VP - Hockey and OMHA Contact and give a full explanation of actions and the proposed suspension. If a coach decides that the

- circumstances warrant an immediate suspension (ie. disciplinary problem of a violent nature or drug/alcohol nature) then suspension may be immediate but the matter must be brought to the attention of the VP - Hockey and OMHA Contact within 24 hours.
6. Any player who wilfully plays or any coach/manager who allows a player to play who is found to be ineligible to play shall be subject to disciplinary action and/or suspension.
  7. Discipline and suspension for players, coaches, trainers and managers will be governed by the CHA, OMHA and COWHA playing rules.
  8. Any player or coaching staff member who is suspended by the OMHA and/or under the COWHA rules may, at the discretion of the COWHA Executive, have his/her suspension reviewed by the COWHA for further action.
  9. Rule 52.5 of the OMHA Manual of Operations states the maximum allowable minutes in penalties per game a team is allowed. If the total minutes is over the allowable amount will result in a suspension for the head coach.
  10. All suspensions will be served in league and playoff games. Suspensions received in tournament play will be served during the tournament. If the length of suspension is longer than the remaining games in the tournament for that team, then the balance of the suspension will be served in the next league game(s).
  11. In no case will a team be allowed to re-schedule a game after a suspension has been assessed in order to lessen the severity of the suspension.
  12. For any suspension that cannot be completely served in a given season, the remainder of the suspension will carry over into the following season.
  13. Reporting of suspensions to the COWHA OMHA Contact will be the responsibility of the team manager. This is to be done within twenty-four hours of the conclusion of the game. All white copies of the game sheets are to be forwarded by the team manager to the ETA League Convenor in a timely fashion.

## SECTION 7

### TEAM OFFICIALS: COACHES/TRAINERS/MANAGERS

#### Coaching Qualifications:

1. Has held a Head Coaching position on a representative team for more than two years or equivalent relative hockey experience.
2. D2 Coaching Certificate by September 15<sup>th</sup> of the current year. If, after September 15<sup>th</sup> the successful candidate has not completed the D2 Coaching Course, the candidate must show proof of enrolment and completion of the course to the COWHA VP - Hockey. The only exception to this would be if the candidate has not held a D1 Coaching Certificate for a full year or a D2 clinic is not offered through the OMHA.
3. Approved CPIC.
4. Cannot be elected to or hold or be appointed to the following COWHA Executive positions;
  - (i) President
  - (ii) VP - Hockey
  - (iii) VP - Business & Administration
  - (iv) OMHA Contact
  - (v) Ice Scheduler
5. The above criteria in #4 will also apply to Assistant Coaches.
6. Applicants may be appointed representatives of the Zone Governing Committee.

#### Coaches Responsibilities

1. To scout COWHA zone for eligible players in his/her division and to encourage all eligible players to try out for the COWHA.
2. To run try-outs as per COWHA policy.
3. To prepare a list of players that he/she wishes to carry as per COWHA policy. All players to be signed must complete the Offer of Commitment. The completed forms will be forwarded to the COWHA OMHA Contact.

4. To attend or to send a delegate to the league scheduling meeting which is held in August. At this time the regular season games will be scheduled.
5. Failure to attend scheduled games and/or practices without justification may result in dismissal from the COWHA. This dismissal will be at the discretion of the COWHA Executive or Executive Committee.
6. To select a coaching staff by June 1<sup>st</sup> for approval by the executive. The coaching staff will consist of Trainer, Manager, Assistant Coach and Assistant Trainer. A second Assistant Coach may be rostered instead of an Assistant Trainer. All coaching staff members must have approved CPIC's. These CPIC's must be forwarded to the COWHA OMHA Contact before they will be rostered to the team. Failure to do so will delay the rostering and approval of the team by the OMHA. Certification of all coaching staff must be current in order to be rostered.
7. It is incumbent on the coach to communicate to the players and parents what is expected of them with regards to commitment (personal and financial), approved conduct off and on the ice as well as in and around the arena (both home and away).
8. The coach must communicate to the players and parents what they can expect from the coach in the way of commitment and conduct.
9. The communication of #7 and #8 above should be done in writing and presented to the players and parents at a pre-season team meeting.

### Manager's Responsibilities

1. Prior to the start of each home game, ensure that
  - (i) the timekeeper and referees have arrived
  - (ii) dressing rooms are available for both teams
  - (iii) arena staff is aware of any requirements (ie. flooding of ice between periods)
2. To provide the timekeeper with a properly completed game sheet showing players and numbers and coaching staff names and signatures. The head coach will receive a two game suspension for an incomplete game sheet. The ETA league convenor's name and address will also appear on the bottom of the game sheet.



3. To open a bank account for his/her 'AAA' team. Team expenses will be drawn through the manager using an acceptable process. All bank accounts should have a minimum of two signatures for issuing cheques. It is preferred that there are no spouses with signing privileges.
4. To communicate to the coaching staff and players/parents all game, practice and tournament schedules and any other pertinent information.
5. Will chair monthly parent meetings with minutes of these meetings being forwarded to the parents and to the COWHA VP - Business. Team financial reports should also be presented at these meetings. A monthly financial report will also be submitted to the COWHA VP - Business. If the manager happens to be the COWHA VP- Business then the minutes and financial reports will be forwarded to the COWHA Treasurer.
6. To help the coaching staff supervise and maintain control over their players at all functions of the COWHA.
7. To abide by the directives of the COWHA Executive.
8. To respect and co-operate with all coaches and referees.
9. To submit the white copy of each home game sheet to the ETA league convenor in a timely manner. The manager will also "submit the score" on the ETA website as per ETA policy. Fighting suspensions are also required to be submitted on the website as soon as possible after the game.
10. Ensure that the following forms are signed (if required) and submitted to the COWHA VP - Business - approved team budget, team rules, Code of Conduct, Web Consent and Team Administration.
11. Book hotel rooms for tournaments and apply for travel permits for any tournaments/exhibition games that are in non-OMHA centres. Any OMHA tournaments usually require a Letter of Permission from the Wolves Association.
12. In case of an emergency and with the approval of the VP - Hockey, the Manager may be on the bench during game times.

### Trainers Responsibilities

1. To supervise the health and incidents of injury for the players on his/her team. It is required that the Trainer receive a medical clearance for resumption of play for any player injured during a game or practice that results in a loss of playing time.
2. To ensure that the team parent group is familiar with procedures involving the Emergency Action Plan (EAP) for all games and practices.
3. To ensure that their Trainer's kit is fully stocked and readily accessible for all games and practices.
4. To ensure that water bottles are filled and available for all games and practices.

### Selection of Coaches

1. The Coaching Selection Committee will interview and recommend all coaches with the final approval from the COWHA Executive.
2. The members of the Coaching Selection Committee are listed in the By-laws of the COWHA.
3. If the VP- Hockey wishes to the coach in the Association, he/she must declare a conflict of interest. The President will take over as chair of the Coaching Selection Committee.