

REGULATIONS
OF
PERTH LANARK MINOR HOCKEY
ASSOCIATION



Revised February 26, 2023

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Perth Lanark Minor Hockey -- REGULATIONS

Regulation 1 Signing and Movement of Players

Representative (**Rep**) teams shall have first right to all players which will be done through the try out process.

Per the HEO Hockey Policy 6.49, Districts will ensure that AA and A tryouts are completed before B tryouts can commence.

Where PLMHA agrees to accept import players, those players must evaluate in the top 5 to be eligible to make the team (maximum of 4 imports per team). Goalies must evaluate in the top 2 (maximum of 1 goalie import per team unless no PLMHA is trying out). Where there are not enough PLMHA players to form a full roster, more imports may be approved by the Board of Directors and the applicable League (OBMHL).

Regulation 2 Responsible Officials

The coach and manager shall assume the responsibility for the conduct of their players and team officials (bench staff) from the time the team enters the dressing room before the game / practice until they leave the dressing room after the game / practice.

Regulation 3 Coaching and Managing Limitations

It is recommended that a coach shall be head coach of only one team per hockey season. It is recommended that any team official should not act as off ice officials.

If a son / daughter is trying out for a hockey team that his / her parent would be coaching, should a concern arise, the respective convener for that division must be notified, at which time, the player will be evaluated, by at least 2 independent evaluators to ensure that player should be on this team.

The President of PLMHA shall not be part of team management unless authorized by the Board of Directors of PLMHA prior to coach's interviews and selection.

Regulation 4 Smoking, Alcoholic Beverages and Drugs

Smoking, including electronic cigarettes (E-cigarettes), is prohibited in the dressing room and on the players' bench by team officials and players. Off and on ice officials shall not be permitted to smoke during the game / practice.

The use of alcoholic beverages or non-prescription drugs shall not be used in dressing rooms or during a game / practice by team officials or players of the PLMHA. Under no circumstances shall team officials or players be intoxicated or impaired in carrying out his / her duties during a game or practice.

Regulation 5 Injuries

Team trainers shall be responsible to see that injured players receive medical attention, and in the case of serious injury, a report is sent to Hockey Eastern Ontario (HEO) for their files before the deadline and a copy is forwarded to the Association's Risk & Safety Co-Coordinator and President within 48 hours.

Team trainers shall be responsible to see that before an injured player returns to play, a doctor's approval note is obtained, and a copy forwarded to the Association's Risk & Safety Co-Coordinator and President.

Regulation 6 Promotion / Team Fund Raising

The PLMHA recommends that teams do not approach local businesses for the purpose of fundraising.

Any annual per player team fee greater than \$ 350 for Representative (Rep) teams and \$ 200 for House League teams is subject to approval by the Board of Directors.

Regulation 7 Team Pictures

The PLMHA will not assume the cost for pictures, that shall be covered by the parents however, when possible PLMHA may schedule time for picture taking. If teams wish to get their own pictures done, on PLMHA rented ice, then ONLY insured/professional photographers shall be used, and such insurance must be submitted to the President of PLMHA prior to any sessions.

Regulation 8 Team Equipment

The purchase of team sweaters and equipment shall be the responsibility of the Equipment Manager. They shall submit to the Board of Directors all requests for team sweaters and / or socks for approval. Such purchases shall be of a style approved by the Board of Directors. Every attempt will be made by the PLMHA to purchase locally, but final decisions will be based on one or more of the following: price, lead times & quality.

PLMHA will supply goalie pads, upper body, blocker and trapper for U9 and U11 goalies when requested. Trapper, blocker and goalie pads are supplied for the U7 program.

Each team shall appoint two jersey caretakers to be responsible for the team jerseys, one for the home jerseys and another for the away jerseys. Garment bags will be supplied and shall be used at all times for the transportation of jerseys and both sets must be taken to each game. Jerseys will be dried after each game and washed as needed.

All jerseys and association supplied equipment, shall be returned to the PLMHA Equipment Manager. The date and location will be communicated to each team coach and manager by the PLMHA Equipment Manager.

Competitive Rep B teams in the PLMHA are required to wear matching PLMHA supplied socks and if the team does not choose to wear matching pant shells, all players must wear black hockey pants, which are to be purchased by the individual player/family, not the association.

Regulation 9 Fair Play

PLMHA strongly recommends that every attempt be made by the coaching staff to play each child equally, stressing fair play.

Regulation 10 Busing

No longer applicable.

Regulation 11 Fees

- All registration related fees are set annually.
- Basic registration fees vary by Division.
- Fundraising fees (such as raffle tickets) are distributed by family, instead of individual player.
- Players trying out for higher level teams (Ottawa Valley Titans or Ottawa Valley Silver Seven) must register with PLMHA and pay ONLY the applicable “competitive tryout fee” prior to the tryouts. If the player gets released from the higher level tryouts, they return to PLMHA and are then required to pay all remaining registration and fundraising fees before being permitted to attend any on ice sessions, tryouts or sort outs. All refunds are subjected to Administration fees and no refunds will be given after December 31st.
- Competitive team tryout fees (Rep B) must be paid at the 1st tryout ice time prior to going on the ice. There will be an extra fee for competitive players in all divisions due to the higher cost of referees and / or game length.
- Families with three or more children in PLMHA shall receive a 50% discount off the basic **registration** fees. This shall be applied only to the 3rd and additional players.
- A date and late registration fee is set annually
- A fee for NSF cheques is set annually
- All fees for the upcoming season will be posted on the Association website.

Regulation 12 Clinics

Team Officials

Approval is to be obtained from the Division Vice-President and / or the President before attending a clinic. Team officials are then required to submit their receipt and reimbursement form to the Division Vice-President who will forward to the PLMHA Treasurer. Team officials will only be reimbursed once all clinic requirements are completed and can be verified by the PLMHA Registrar.

On-Ice Officials

PLMHA will pay for clinic fees for on-ice officials as follows:

1st year on-ice officials will forward receipt of their clinic and completed reimbursement form to the PLMHA RIC, who will forward it to the PLMHA Treasurer.

No other on-ice officials will be reimbursed for their clinics.

Regulation 13 Community Service

PLMHA offers opportunities for students to do their community volunteer hours as on-ice helpers. Volunteers are selected as on-ice helpers at the discretion of the coaching staff. A list of all volunteers selected as on-ice helpers must be submitted to the division Vice President who will obtain Board of Director approval and where required, ensure that the person is added to a team list.

All volunteers selected as on ice helpers and coaches must adhere to the policy "Volunteering as an On-Ice Helper".

Regulation 14 CODE OF CONDUCT

Membership in the Perth Lanark Minor Hockey Association is a privilege and the Board of Directors identify the standard of behavior for all members and participants including all players, parents, coaches, volunteers, executive members, officials, team managers & trainers involved in any and all hockey activities and events. Each player and parent will be required to sign the PLMHA Code of Conduct prior to players being permitted to participate in team hockey activities indicating that they agree to:

- Be respectful at all times, of other members and shall not engage in conduct that criticizes or ridicules other members and/or members of other Associations (e.g. opposing teams parents, players and officials)

- Engage in an environment in which all individuals are treated with courtesy and respect. Members and participants of the PLMHA shall conduct themselves at all times in a manner consistent with the values of PLMHA which includes fairness, integrity and mutual respect.
- Adhere to the Constitution, By-Laws, Regulations, Policies and Procedures governing all PLMHA hockey activities and events as well as Rules and Regulations governing any competitions in which any member of the PLMHA participates.
- Not engage in any activity or behavior which interferes with a competition or with any player of a team(s) preparing for a competition or which endangers the safety of others including the opposing team and their members (e.g. parents, players and officials).
- Refrain from comments or behaviors whether it is written, verbal or electronic (social media) which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviors which constitute harassment or abuse will not be tolerated.
- Acknowledge that the PLMHA Executive Members are non-paid volunteers and are here to support and develop our hockey program to better improve the game for all of its members. **The option is always available to the Association membership to become a member of the Executive Committee at any time should someone feel they too can improve the PLMHA.**

Failure to comply with this Code of Conduct may result in disciplinary action as outlined in the PLMHA Discipline Policy. Such action may result in the member losing all privileges which comes from membership in the PLMHA and all governing Associations which includes the opportunity to participate in PLMHA activities and events both present and future. This would also include the forfeiture of any membership fees. The PLMHA appreciates the gesture of members apologizing for misconducts under this Code of Conduct however apologies will not lessen the penalties for any breaches under this Code of Conduct.

Regulation 15 Coach Selection Process

(Director of Support Services / Coach Co-Coordinator responsibilities)

A committee will be formed for the purpose of selecting coaches for the season. The committee shall consist of not less than 3 and not more than 6 persons. The committee shall include: the President, Division Vice President, Director of Support Services/Coach Coordinator who will chair the committee and a maximum of 3 additional individuals that are not necessarily members of the Board of Directors.

Where there is a conflict (e.g. if a person is applying for a coaching position that is currently on the committee) that person shall remove himself/herself from the committee and be replaced by another person.

Information will be posted on the PLMHA website as well as any other PLMHA social media platform, and if required, in any local newspaper, requesting coaches to apply in writing the Director

of Support Services/Coach Coordinator or designate, for coaching positions. All coaches are required to submit an application and will be required to attend an interview, regardless of the number of applications. The ad will also indicate that coaches will be subjected to the Volunteer Screening Process.

Past evaluations are to be retained or passed on because the final recommendation of the Committee will be based on the interview, past experience, past evaluations and qualifications.

Prior to a coach being notified of the committee's decision, the Board of Directors will be presented with the names for approval.

Regulation 16 Exhibition games

After teams have been selected, referees / on ice officials for exhibition games must be paid for by the teams and not PLMHA. This includes games arranged by the host team when their tournament is cancelled.

Regulation 17 Representative Team Try-Out

Note: Tryouts will begin upon completion of the Ottawa Valley Titans and Ottawa Valley Silver Seven tryouts.

All team tryout ice times will be posted on the Association website. Individual notice will not be given to players at conditioning. Each player wishing to try out for the team shall attend this ice time or notify the Division Vice President of their intentions. Players **MUST** try out for their appropriate division based on their age; they will **NOT** be permitted to try out for a higher division unless their division is not being offered. There will be no exceptions to this. (i.e., if PLMHA is having both U10 and U11 rep teams, all U10 aged players (9 years old) must try out for the U10 team, they will not be permitted to try out for U11 team). There shall not be any rating of players by the coach or evaluators until the first try-out ice time. However, the coaches are encouraged to observe any clinics or gather information from previous coaches about perspective players. PLMHA agrees to accept import players however they must evaluate in the top 5 to be eligible to make the team (maximum of 2 player imports per team). Goalies must evaluate in the top 2 (maximum of 1 goalie import per team). Where there are not enough PLMHA players to form a full roster, more imports may be approved by the Board of Directors.

A fee will be charged for all participants taking part in the Competitive Rep B tryouts from U10 to U18, inclusive (U9 if applicable) and this fee **MUST** be paid at the first tryout ice time. Included in this fee, players will receive a jersey which they will keep and will attend a minimum of 3 tryout ice times provided he/she registers for tryouts at the first ice time. (If a player decides to register at the second or third ice times, they will be required to pay the entire fee however they will only be guaranteed 1 or 2 ice times depending on when they registered.)

The following format is a guideline which should be followed for the selection of all Competitive Rep B teams within PLMHA. The coach along with independent evaluators (a minimum of 2 other evaluators to a maximum of 4) and the Division Vice President shall participate in the evaluation and team selection. ****Note – The “independent” or “other” evaluators shall have no connection with the players trying out for the team****

A written evaluation sheet shall be compiled for each player.

Try-Out Procedure

a) First Ice Time:

On the Ice:

- Warm – up
- Testing skills; skating, puck handling
- Shooting on the goalies
- Any drills the coach and evaluators desire

b) The Second Ice Time:

On the Ice

- Warm-up
- Testing skills; skating, puck handling
- Shooting on the goal tenders
- Scrimmage (if numbers warrant this)
- Any drills the coaching staff desires

After this ice session the coach & evaluators will review all evaluations and may release players down to 20 skaters and 3 goalies.

Releases will be posted on the Association website within 24 hours of the completion of this tryout.

c) Third &, Fourth Ice Time:

Inter-Squad Games and or Exhibition Games (possibly have 2 games – depends on the number of players)

If Inter-Squad Game - Two teams will be formed for this game. The coach & evaluators will divide the players in such a manner to attempt to have two equal teams. The coach will list and post the sweater numbers and positions of the players for each team. During the game the teams will be coached by A & B neutral persons (should have no connection with players trying out for this team) and the Association will ensure that a certified trainer is available and referees have been scheduled.

If Exhibition Game – All players are to come to this tryout but some may be asked to sit out. The coach or an evaluator will discuss this on a one on one basis with the player and or parents. This game will be coached by neutral persons (should have no connection with players trying out for this

team) with the coach ensuring that a certified trainer is available and referees have been scheduled.

After either of these ice sessions the coach & evaluators will review all evaluations and may release players. Team selection may be made.

Releases will be posted on the Association website within 24 hours of the completion of this tryout.

Upon final team selections, all evaluators must agree on a minimum of the top 2/3s of the forward and defense players (i.e. 6 of 9 forwards). The remainder of the team selection will be the coach's decision.

Deadlines for Competitive Rep B team completions will be as per the PLMHA Regulation 1. A date/time can be arranged for players/parents to meet with the Head Coach to discuss the evaluation results and provide constructive feedback to the player so they can understand their strengths / weaknesses for conditional improvement. This must be done through and with the Division Vice President.

Any disputes will be forwarded to the Board of Directors through the Division Vice President (or alternate Vice President if a conflict exists). Such disputes will be handled under the appropriate appeal by-law.

Regulation 18 House Team Placement

House Team Placement

All players will be evaluated and ranked over an evaluation period that is a minimum of 3 sessions and no more than 4 sessions.

No players will be placed on a team at this time. Players will be placed to the appropriate grouping based on skill.

Upon arrival for each evaluation session, all players must sign in at the registration table in order to obtain a numbered/coloured pinney. The player will have the same numbered/coloured pinney for each session. All pinnies not returned, will be charged back to the parent at \$20/pinnie and will be required to be paid before the player can go back on the ice.

The first session will have players separated by last name. For example, the first session will be last names A - K, the next session L – Z (or split out so the numbers are as even per session as possible). A maximum of 30 skaters per session (a third ice time added if needed, depending on the number of registrations).

After the first session, the evaluators will separate the top ranked skaters from the bottom ranked skaters. The evaluators will provide the information to the Division Vice President who will ensure

the pinney number/colour are posted online for the next ice time. This process will be explained by the Division Vice President via email ahead of the sessions and sent via email after each session. The on-ice instructor will also explain the website postings to the skaters.

After the second session, the evaluators will meet again and decide if any of the top ranked skaters need to be moved down or any from the bottom ranked need to be moved up before the last session. Another email will go out before the third evaluation and the website updated accordingly.

The third session will include applicable coaches, if designated, or if the Division Vice President deems it appropriate.

After the third session, the evaluators and the Division Vice President will use the evaluation sheets to determine final placements. This process can involve applicable coaches if required.

If there are 2 (two) B teams for example, the teams will be split as evenly as possible based on the evaluations, however, sibling and other factors can be taken into account. An equalization game will take place after the evaluations to ensure the two teams are as equal as possible.

After teams have been solidified, the Division Vice President will provide the website convenor with the pinney numbers/colours to be posted. Posting will indicate the next ice time for each team and the pinney number/colour that pertain to each.

Evaluators

Every effort will be made to have a minimum of 3 independent evaluators with the goal of 4 for each session.

The Division Vice President will have the final say on who may or may not evaluate.

Each evaluator will be given the same evaluation template, which will be provided by the Division Vice President

Each evaluator will be explained the session drills before each ice time.

The volunteer distributing and collecting the pinney's or the Division Vice President will keep the registration roster after each session.

The Division Vice President shall keep all evaluations for a period of 1 month after the final evaluation.

Regulation 19

Dress Code

Coaches and Coaching Staff

Rep B teams

Casual pants, along with shirt and tie or collared shirt are permitted, however no jeans and no holes in pants. Appropriate jackets are required, not ripped or torn, preferably with the PLMHA logo but not required.

House teams

Casual pants, along with collared shirt or golf shirt are permitted. No jeans or holes in pants.

Players

Rep B teams

Casual pants, along with shirt and tie or collared shirt, as well as team track suits are permitted. No jeans or holes in pants.

House teams

PLMHA prefers that players arrive to their scheduled ice times, dressed appropriately to represent the association.

Regulation 20 Meeting Attendance

All Board of Directors members must attend a minimum of 50% of the Board of Directors meetings. This will be reviewed on November 1st, January 1st & March 1st.

It will be the right of the Board of Directors to question attendance lower than 50% for the person to continue on for the remainder of their term.

Regulation 21 Player Discipline / Suspensions

All offenses will be dealt with as per the PLMHA Discipline Policy.

Regulation 22 Non-Use of Scheduled Ice

Teams will be 'invoiced' the amount for ice that has been scheduled and not used unless proper notification has been given to the ice scheduler or bad weather prohibits attendance.

Regulation 23 Police Record Checks

All volunteers including but not limited to, coaches, trainers, managers, Board of Directors members and officials within the PLMHA will be required to have a Vulnerable Sector Check completed every three (3) years as per the Volunteer Screening Process. Vulnerable Sector Checks are the responsibility of the individual and must be completed no later than October 31st. If the Vulnerable Sector Check is not done by October 31st, the member will not be permitted to continue to perform volunteer duties until completed and submitted.

Completed Vulnerable Sector Checks must be presented to the Registrar so that the appropriate notation can be made in the Hockey Canada data base and they will not be kept by the Association but returned to the individual or discarded. It is the responsibility of the individual to keep the document in case it is needed at a later date.

All volunteers will be required to complete an Offense Declaration for the years in which a Vulnerable Sector Check is not required. The Offense Declaration must be completed and returned to the Registrar no later than October 31st for notation in the data base. If the Offense Declaration is not received by October 31st, the member will not be permitted to continue to perform volunteer duties until completed and submitted.

Regulation 24 Dressing Room

All team officials, parents and players shall be familiar with the Dressing Room policy and enforce it as written.

Regulation 25 Electronic Devices

The use of any form of camera, video camera, camera cell phone or personal digital assistant is prohibited from all dressing rooms being occupied by PLMHA players and for all PLMHA sanctioned events. All members of the Association including team officials, parents, players and volunteers should be familiar with the Electronic Device policy and enforce it as written.

REVISION HISTORY

April 30, 2012	Regulation 18 and Regulation 19
April 24, 2013	Add regulations 24 and 25
April 24, 2014	Regulations 8,11,12
July 13, 2015	Regulations 1, 4, 6, 14,15, 21
Sept 21, 2015	Regulations 17, 23
April 15, 2017	Regulations 17, 18 plus all reference to ODMHA has been removed and

replaced with HEO Minor and Executive replaced with Board of Directors

April 24, 2018

Only revised to include new logo

May 22, 2022

Regulations 6, 18, 19

February 26, 2023

Regulation 17