

OTTAWA VALLEY TITANS MINOR HOCKEY ASSOCIATION

POLICIES

AND

OPERATING MANUAL

**Issue: X
Amended: September 4, 2013**

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1. **OBJECTIVES**

To organize, promote and develop 'AAA' hockey within the area designated by the Ottawa District Minor Hockey Association (O.D.M.H.A.) known as District 4 and District 5.

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, managers), Initiation and Skills Programs instructors, minor hockey association and club system Board members, and any others, who, through their duties on behalf of our Association, may work directly with children and adolescents, undergo a criminal record check and where applicable, a Child Abuse Registry check with costs to be subsidized by the Association.

3. **PLAYER'S CODE/ROLE**

- a) I will play hockey because I want to, not because others or coaches want me to.
- b) I will play by the rules of hockey and in the spirit of the Game.
- c) I will control my temper – fighting, “mouthing – off”, or throwing/breaking of equipment can spoil the activity for everyone.
- d) I will treat others, as I would like to be treated.
- e) I will work equally hard for my team and myself – my team’s performance will benefit and so will my own.

- f) I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- g) I will acknowledge all good players and performances – those of my team and my opponents.
- h) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- i) I will remember that I am representing the OTTAWA VALLEY TITANS and my home association. Off-ice behavior is equally as important as on-ice conduct.

4. **COACH'S CODE/ROLE**

- a) I will carry out the objectives and policies of the Ottawa Valley Titans Minor Hockey Association, which are consistent with the objectives and policies of each home association.
- b) I will always adhere to the objectives of Speak Out/Respect In Sport (RIS) Program and will implement the “Two Deep Method” of supervision that is reference throughout Hockey Canada HCSP material and Hockey Canada coaching materials.
- c) 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.
- d) I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- e) I will ensure *all* athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- f) 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.

- g) I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
- h) I will follow the advice of a physician or other medical professional to determine when an injured player is ready to resume play.
- i) I will remember that players need a Coach they can respect. I will be generous with praise and set a good example.
- j) I will make a personal commitment to be informed on sound coaching principles.
- k) I will develop my team's season on a balanced basis between games and practices.
- l) 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.
- m) I will not be under the influence of alcohol at any time while I am responsible for any player or while a player is under my care.

5. **PARENTS' CODE/ROLE**

- a) I will not force my child to participate in hockey.
- b) I will remember that my child plays hockey for his or her enjoyment, not mine.
- c) I will put my child's health and well being ahead of the game. I will not have my child play injured or sick.
- d) I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- e) 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.
- f) I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- g) I will never ridicule or yell at any child for making a mistake or losing a game.

- h) I will remember that Children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- i) 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.
- j) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- k) 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.
- l) 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.
- m) 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**

- a) Carry out objectives and policies of the O.V.T.M.H.A.
- b) Ensure that practices, tournaments and exhibition games are arranged according to directions given by coach.
- c) Develop a budget at beginning of season that reflects the program outlined by the coach and present it to the parents.
- d) Actively support the coach in both on-ice and off-ice pursuits e.g. fundraising, discipline, philosophy.
- e) When around the team conform to the same rules as the rest of the team e.g. no drinking/smoking.
- f) Serve as liaison between coach, parents and executive.

7. **FINANCIAL**

(i) Purpose

The financial structure of the O.V.T.M.H.A. is designed to achieve the following basic aims:

- a) To minimize the financial impact upon the parents or players.
- b) To ensure that all teams are provided the basic needs to develop hockey skills.
- c) To ensure that benefits received by a team reflect the team's fund raising efforts.
- d) To ensure the availability of funds to meet current commitments of the Association and an adequate financial balance to facilitate the subsequent team's operations and/or long range plans.
- e) To ensure that an accounting is made to the parents for all funds received and disbursed on a team's behalf.

(ii) Basic Policy Statement

- a) All funds raised and expenditures incurred, in the name of the Association, shall be processed through the established Executive and approved books of account. There are basically four ways to generate funds: registration fees, parent donations, fund raising projects and sponsorships.
- b) It is the object of the Association to provide each team with at least a portion of the required equipment, game ice, one hour of practice time per week, league registrations, and if the financial position permits, a small advance to cover early operating expenses.

(iii) Recording System

The items mentioned in ii (b) i.e.: equipment, ice, etc. must be paid for in order that the Association as a whole remains solvent. Briefly, the following is an

explanation of how the Association will proceed with the re-payment for the listed items:

Each item is listed and set down in a team debit record. This is simply a listing of how much each team owes the Association. As each team raises funds this amount is reduced. The entire team indebtedness to the Association must be repaid not later than February 15. Any unpaid amounts by this date will be prorated amongst the parents and a special levy will be assessed.

NOTE: At no time shall a team maintain any form of bank account outside the control of O.V.T. i.e. all funds must be channeled through the Association's main account.

(iv) Registration Fees (see also Section 20)

- a) The registration fee, an assessment charged each player, shall be set by the Executive Committee based upon budget requirements. The complete amount of the registration fee is used to reduce the team debt and is payable in set installments, which will be outlined at the time of player registration. The registration fee shall be paid in five post-dated cheques given at time of carding of player.
- b) Players are encouraged to approach local business, entities, organizations or individuals to obtain Player Sponsorship. The total amount of Player Sponsorship must not exceed the amount owing by the player. Sponsorship funds received will be applied to the individual player's account. Any sponsorship amounts in excess of the player's fees will be considered a donation to the Ottawa Valley Titans Minor Hockey Association. Either the team manager or the Titan

Treasurer will be responsible for providing receipts in the sponsor's name for the amount sponsored. Parents/ players are responsible to thank their sponsors.

- c) Refunds of registration fees shall only be considered for medical reasons. Players who receive a long-term suspension due to their conduct on or off the ice are not entitled to a refund of their registration fees for any reason whether the reason is medical or not.

This policy does not apply to players who receive an injury or illness and subsequently return to play or practice during the same hockey season.

Players that withdraw from the OVTMHA and do not return to play for medical reasons are entitled to a refund of their registration fees in accordance with the following schedule:

<u>Date of Withdrawal:</u>	<u>% of Refund:</u>
Prior to November 15 th of each year	50%
From Nov 15 th to Dec 31 st of each year	25%
After Dec 31 st of each year	0%

All refund requests must be presented in writing to the OVTMHA on the attached form.

The refund request must be accompanied by appropriate medical documentation provided by a licensed doctor, dentist or medical practitioner stating that the player is unable to play hockey for medical reasons, a copy of which must be submitted with the request for refund form.

- d) National Insurance program:

- i. Each player is covered with a comprehensive accident insurance program at time of registration; the fee is included in his registration. Copies of this insurance coverage are available from your team management or coordinator or on the WEB at www.hockeycanada.ca. (Search under Insurance)

(v) Fund Raising Projects

All fund raising projects undertaken by the team will be submitted to the Executive for approval through the Social and Fund Raising Convener. In the event the Social and Fundraising Convener position is not filled at election, the project must be processed through the appropriate Convener.

(vi) Sponsorships (see also Sections 12)

No sponsorships shall be accepted if the donor insists on conditions, which are contrary to Association policies and/or detrimental to the Association.

(vii) Development Funds (see also Section 27)

Funds received from leagues of higher caliber i.e. Junior A, which are paid as a form of reimbursement for skills developed are to be held by the O.V.T. These funds are to be used for special projects or to offset registration fees for players who cannot afford to pay their registration fee.

(viii) Team Funds

Year-end balances in team accounts shall be actioned by September 30, of the following season as follows:

- a) Team debt to Association has been paid off - refunded directly to parents.

- b) Team debt to Association not paid off - sufficient team funds will be transferred to Association to clear team debt. Any excess funds will then be refunded directly to parents.

- (ix) Team Reporting
Year-end balances in team accounts shall be actioned as follows:
 - a) Team management must report the team financial position to the parents on at least three separate occasions throughout the playing season; end of October, end of January, and end of March. Team accounts must be available to parents upon request.

- (x) Delinquent Accounts

Recognizing that the O.V.T.M.H.A. operates on a user pay system and that any shortfall on a player's account must be made up by the remaining members, the following guideline will be used to provide some flexibility to families who have not met their commitment at season's end:

 - a) The player will be permitted to complete the season.
 - b) Families with delinquent accounts will be given until June 1st to pay the outstanding balance.
 - c) Any assistance that has been provided does not have to be repaid.
 - d) If the outstanding balance is not received before June 1st but is paid prior to tryouts in August, the Executive can, at its discretion, require payment in full (less any subsidy that may be forthcoming) for the upcoming season.
 - e) If a family is unable or unwilling to meet the above criteria, they shall be notified by registered mail that the player is ineligible to attend tryouts for the following season.

f) At the discretion of the Executive, the ODMHA / HEO (Hockey Eastern Ontario) may be advised of the delinquent account and a request put forward to keep said player out of registered hockey until such time as a suitable agreement is reached between said family and this Association.

(xi) Treasurer's Responsibilities

In order to protect the financial integrity of the O.V.T.M.H.A. the Treasurer shall ensure that as a minimum the following financial procedures are adhered to:

- a) All Association financial records including receipt and disbursement journals, bank statements and reconciliation's, cancelled cheques, deposit books, receipt books, regular financial statements and invoices shall be maintained for a period of five (5) years or the term of their office whichever is greater. These records shall be turned over to the Treasurer's successor immediately upon a change.
- b) Proper receipts and disbursement journals shall be maintained in a current condition at all times. These may be either in computer or manual format.
- c) All disbursements shall be made in the form of a numbered Association cheque that shall be signed by two signing officers of the club. A record of all cheques shall be maintained in the disbursement journal. This record shall show the cheque number, the amount and the purpose of the disbursement. The cheque register shall show as well the name of the payee.
- d) All cash receipts given to the Treasurer shall be recorded in a duplicate receipt book with one copy being maintained by the Treasurer with the other being given to the person giving the cash to the Treasurer.
- e) All funds shall be deposited to the Association's bank account. No cash disbursements shall be made from receipts. All deposits shall be numbered with the number being recorded on the deposit slip and in the receipt journal. A copy

of all deposit slips shall be maintained by the Treasurer. The source of the funds should be recorded on the Treasurers copy.

- f) A Petty Cash of \$100 may be maintained by the Treasurer. Reimbursement of petty cash shall only be made upon presentation of a proper itemized, signed expense account.
- g) A Bank Reconciliation should be carried out on a monthly basis and the results reported to the Executive at the next regularly scheduled meeting.
- h) A financial statement of receipts and disbursements of club funds should be presented to the Executive on a monthly basis at the time of regularly scheduled meetings.
- i) A full financial statement shall be given to Association Members at the Annual General Meeting. This shall be accompanied by whatever explanations the Treasurer considers necessary. The Membership must be given an opportunity to question the Executive about financial matters.
- j) Team management shall be provided with a statement of team accounts reflecting end of October, end of December, end of February and end of year status within 20 days of those dates.
- k) Financial records of the association shall be available for inspection by any member of the Executive at any time upon that member giving the Treasurer 48 hours notice.

(xii) Travel Expenses

Executive volunteers may incur costs while performing 'approved activities' associated with their assigned duties and these costs can be itemized on an Expense Report for payment.

- a) Travel expenses by personal motor vehicle will be reimbursed at the approved kilometer rate. The approved kilometer rate for each season will be based on the rates posted on the CRA website.
- b) Approved activities and are listed in 'Appendix D'.
- c) Planned activities not listed in 'Appendix D' must be presented to the Executive for approval prior to incurring the expense.
- d) Where the costs of the approved activity are compensated by other sources (i.e. hearings) that amount must be noted on their Expense Claim and will be deducted from their payment.
- e) Travel expenses above those listed in Appendix 'D' must have prior approval of the Executive.

(xiii) Audit Committee

An audit committee must be appointed from the current executive. The members (at least three [3]) must not be signing officers of the Association. The committee will verify the revenue and expenses of the OVTMHA not less than every two (2) months commencing at the beginning of the current season. The committee will receive monthly authorized statements/ reports signed by the bank on a designated day and will compare the balance on it with the balance on the treasurer's report to ensure consistency.

8. EQUIPMENT

O.V.T.H.A. will make available the following equipment:

a) *Team Equipment*

40 game pucks and 75 practice pucks, which will be charged to the team.

b) Player Equipment

Home and away sweaters will be purchased by the club in the official colours, the cost of which shall be passed on to the parents in registration fees and the player shall retain the sweaters.

The O.V.T.M.H.A. 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 Association in similar attire.

Team management is responsible for the return of all equipment to the Equipment Manager by the end of the playing season (30 April). All players must wear C.S.A. approved equipment.

Helmets and pants must be black.

Players must wear mouth guards for all on ice activities.

Sweaters, jackets and crests bearing the name and in the colours of O.V.T.M.H.A. shall conform to the approved pattern as designated by the Association.

c) Sponsor Recognition on Equipment

Appropriate space will be made available on the jersey to recognize a team sponsor. Team management must first consult with O.V.T.M.H.A. Equipment Manager regarding cresting.

The player's individual sponsor's name and/or logo will be displayed on back of their team sweaters below the player number in a prominent position. The sponsor bar is to be 14"W x 4"H. The home jersey sponsor bar is a white bar with black letters and the away jersey sponsor bar is a black bar with white letters.

NOTE: Only one sponsor bar is allowed on a jersey.

9. COLOURS

O.V.T.M.H.A. colours are burgundy, white and black.

10. JACKETS

The O.V.T.M.H.A. endorses the wearing of an approved Titan jacket. The Titan jacket will have the Ottawa Valley Titan's cresting. Additionally, we will allow for the player's name, position and number on each upper sleeve. Finally, there will be a clean back, without title, lettering or numbering. Optionally, there will be a maximum of one arm bar per sleeve, all of which may not deviate from the design, colours and style approved by O.V.T.M.H.A.

Individual teams are not permitted to purchase jackets that deviate from the approved styles. All jacket purchases must be made through the O.V.T.M.H.A. Equipment Manager, who will support each team Manager in sizing, ordering and supplying the approved jackets as described below:

The team is responsible for the purchase of jackets or Titan Clothing as described in the coaches' Expense Guideline.

The OVT jacket is suggested, not compulsory.

11. DRESS CODE

Each O.V.T.M.H.A. team is required to arrive and leave games neatly dressed.

- a) Players must wear neat clean dress slacks, dress shirt (tucked in) and a tie properly knotted and in place.
- b) Bench Staff Team Officials (excluding Trainer) must wear dress slacks, shirt and tie. An approved Titan coat, plain black coat or dress sports coat can be worn. Trainer can dress as above or wear a Titan sweat suit.

- c) Team jackets from other hockey associations / clubs should not be worn while participating in any titan event.

12. SPONSORS (See also Section 7 (vi))

Provision is made for two types of sponsorship: Team Sponsors and Player Sponsors. All sponsorship cheques must be made payable to O.V.T.M.H.A.

- a) Team Sponsor:

A Team Sponsor may be a corporation or organization that provides funding for the 'Team'. This funding is to be disbursed equally amongst the players' account.

Team management will provide its team sponsor with a schedule and a "thank-you".

Team management shall also provide some small token of appreciation e.g. team picture, crest, plaque, invitation to team party, OVT Banquet, etc.

- b) Individual Player Sponsor:

Players are encouraged to approach local business, entities, organizations or individuals to obtain Player Sponsorship. The total amount of Player Sponsorship must not exceed the amount owing by the player. Sponsorship funds received will be applied to the individual player's account. Any sponsorship amounts in excess of the player's fees will be considered a donation to the Ottawa Valley Titans Minor Hockey Association. Either the team manager or the Titan Treasurer will be responsible for providing receipts in the sponsor's name for the amount sponsored. Parents/ players are responsible to thank their sponsors.

Sponsors may be recognized on the players' sweaters as described in Section 8(c).

13. PLAYER AGE CATEGORIES

O.V.T.M.H.A. operates a minor/major system throughout the various age divisions as endorsed by the Hockey Canada operating guidelines. As such, the Association 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 through all AAA divisions). 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 and the Director of Program Development, will be identified to the Executive.*
3. *Only with unanimous agreement between the evaluators, as appointed by the President, that the player will meet the qualifying criteria described in Section 13.7 (a) below will the player be considered for movement to the upper level for tryout purposes.*
4. *The Director Program Development 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 13.7 (a) below, and how the final decision will be made.*
5. *The Director of Program Development and his "independent" Committee will assess the player(s), to determine whether the player(s) meet the criteria for movement.*
6. *The Director of Program Development will then pass on this recommendation from the Committee to the President for final resolution by the Executive Committee.*

7. *The President will advise the Director of Program Development of the final decision. The Director of Program Development will then inform the following:*
- a) Coach's of both teams who can then proceed with the selections for their respective teams.*
 - b) Parents of the player.*

It is understood by all parties that the qualifying criteria for a player to remain at a higher age category, is as follows:

- (i) The player must exhibit skills strong enough to rank above all other 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 skill-set compared to known standards.

14. CORRESPONDENCE

All correspondence purporting to represent the views and/or interest of O.V.T.M.H.A. must be approved by the Executive Committee prior to dispatch. In case of a game protest, the appropriate Vice President must be advised of circumstances and content of, prior to submission.

15. GRANTS

All grant applications, must be approved by O.V.T.M.H.A. Executive Committee, prior to submission.

16. TEAM PHOTOGRAPHS

The Fund Raising Coordinator will arrange for team photographs to be taken at a specific time, date and location.

All teams are expected to be present and must alter commitments to comply with the above.

The cost of team pictures will be charged to the individual team accounts.

17. TAMPERING WITH COMMUNITY ASSOCIATION REGISTERED PLAYERS

Team management is not permitted to contact registered Community Association players either directly or indirectly. Teams wishing to attract Community Association Registered players must advise the President of the O.V.T.M.H.A., who will review the request, and if deemed appropriate, will pursue with the President of the respective Community Hockey Association.

18. AFFILIATED PLAYERS

O.V.T.M.H.A. 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, due to accident, illness, vacation or absence for exams.

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.

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.

Before any affiliated players are permitted to "play-up" a sixth game, after January 10, under the affiliated player provision, Executive approval must be obtained.

As a practical suggestion, teams are advised to use their affiliated players towards the end of the season in meaningful situations.

19. 'AAA' GOALIE IMPORTS

In the event that no goalies with 'AAA' experience have registered for the Major Midget tryouts, a request by the Coach for an experienced 'AAA' goalie import will be considered by the Executive.

20. PLAYER RELEASES

(see also Section 7 (iv-c))

No players registered with O.V.T.M.H.A. teams may be released after October 20, without prior approval from the appropriate VP. Team management must make its wishes known in such cases to the appropriate Vice-President. Only in exceptional cases will releases be considered after October 20th of any playing season.

Players wishing voluntary release may approach the appropriate Vice-President directly if team management is not responding to his request for release. Such final requests for release must be brought to the attention of the appropriate Vice 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, and shall so advise the President.

If the request is not considered valid by the appropriate VP, then the VP shall so advise the President and the request for release will have to be brought up at the next Executive meeting. The President shall so inform the player and parent(s) of the decision and they may attend the subject Executive Meeting to request the release.

The President shall advise the players, that our budgeting necessitates that any player requesting a release for reasons other than illness, injury or moving out of District, shall not be considered as valid (other than for specific special cases), and shall be subject to financial penalty as per Item 7 (iv) (c) of this Guide, which states that all refunds are at the discretion of the Executive Committee.

Players requesting releases for invalid reasons, (i.e. because the team or the club is not doing well, or because they cannot accept the Operating Procedures of the club) shall be subject to Item 7 (iv) (c) of this Guide. The player is responsible for payment in full of the assessed individual budget prior to a letter of release being granted from the Ottawa Valley Titan Minor Hockey Association. Such players shall not be allowed to affiliate with any Titan team during the same playing season as the request for release.

21. TEAM ROSTERS

The O.V.T.M.H.A. believes that all teams should select and card at least 15 (fifteen) players.

Exceptions to this may be permissible if insufficient caliber players are available. Such a circumstance should be approved by the President and the appropriate Vice-President.

22. COACH SELECTION

Coaches are selected by, and responsible to the Executive Committee. Once selected, coaches will have the full support of the Executive unless recurring problems suggest that a review should be undertaken. The Executive Committee maintains the right to dismiss a coach at any time if the coach's conduct is detrimental to the aims and objectives of the Association.

Coach selection is made prior to the 31st of July. Those wishing to be considered for coaching positions should notify a member of the Executive Committee prior to this date for consideration for the forthcoming hockey season. All applicants will be notified as to the disposition of their application.

All coaching applicants must have their Intermediate Coach Level of the C.A.H.A. National Coaches Certification Program.

23. ASSISTANT COACH, TRAINER AND MANAGER SELECTION

Coaches are encouraged to seek their own Assistant Coaches, Trainers and Managers. The Association will assist where necessary. As a minimum, Assistant Coaches and Trainers must meet the certification requirements stipulated in the ODMHA Rules and Regulations. All appointments must be approved by the Executive prior to their appointment to the position.

The Executive Committee reserves the right to dismiss any Team Official whose actions are deemed not to be in the best interest of the O.V.T.M.H.A.

Assistant Coaches, Trainer(s) and Manager(s) must provide to the O.V.T.M.H.A. Risk and Safety Director their Criminal Record Check.

24. TEAM CONTACT WITH EXECUTIVE

Coach and Manager contact with the Board shall normally be through the Convener appointed to the team. Where a conflict of interest arises, the President shall designate the contact person.

25. TOURNAMENTS

Although the Executive Committee does not specifically restrict the number of tournaments a team may enter, consideration of both financial and league obligations must be considered. It is further suggested that team parents be involved in the selection and quantity of tournament entries.

The O.D.M.H.A. may rule on a maximum number of tournaments per team in a playing season. Although this ruling is subject to change from time to time we must abide with whatever current rulings are in effect.

Hotel/Motel Rooms

Most of the teams will attend at least two out-of-town tournaments and more than likely three to four. Each team is responsible for the provision of one room for the coach. It is at the discretion of the head coach how this room will be used; i.e. for the head coach alone or whether it will be shared with the assistant coach(s). Any additional costs incurred for accommodation required/requested by the coaches or team management (an additional room or hospitality suite) will be at the discretion of the team as a whole, and would require a majority vote by the parents.

In the event that a team attends a Provincial Championship that is out-of-town, the above guidelines are broadened. In addition to paying for the coach's room, the team is also responsible for meals for the coaching staff. This allowance will be decided by the parents, and it is expected to be a reasonable amount. A guideline for this expense would be the current per-diem amount allowed by the ODMHA or CAHA. *If funds are available, teams traveling to a Provincial Championship outside of the ODHA, will receive up to \$2,000 while teams attending Provincial Championship within the ODHA, will receive a % of the \$2,000.*

26. ALCOHOLIC BEVERAGES

The O.V.T.M.H.A. does not condone the use of alcoholic beverages by any of its registered players under any circumstances. *The O.V.T.M.H.A. does not condone the use of alcoholic beverages by any of its bench staff while they are responsible for any player.*

27. PLAYERS REGISTRATION ASSISTANCE

(See paragraph 7 (vii))

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

A request for assistance should be made through the team's coach, who, in turn, will pursue the matter with the Association President. Any requests for assistance will be treated in strict confidence.

28. ANNUAL MEETING

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

In addition to the current Officers and team management, membership in the Association extends to all parents or guardians of registered players of the Ottawa Valley Titans Hockey Teams. Special membership to a maximum of ten may be granted by the Executive Committee to persons who through their involvement have shown an interest in the affairs of the O.V.T.M.H.A.

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

The Executive Committee for the forthcoming season is elected at the Annual meeting. The Executive Committee consists of:

President
1st Vice-President
2nd Vice-President
Secretary
Treasurer
Registrar
OEMHL Convener
Equipment Manager
Ice Convener
Past President

Director, Risk Management
Special Events Co-coordinator (Non-voting)
Web Administrator (Non-voting)

29. YEAR END BANQUET

The Corporation will organize a 'Year End Banquet' for all members. This event will provide an opportunity to interact and to acknowledge the trials and successes of fellow members.

- a) The Year End Banquet will take place on a date and at a location to be determined prior to the start of the season.
- b) The Year End Banquet is an official Titan function. Team officials and players are expected to dress accordingly (ties, dress shirts and pants)
- c) Teams will receive 25 tickets to be charged in the team budget. Tickets are to be used for players. Remaining tickets can be distributed as decided by the team (typically to team officials, team sponsors, volunteers etc.)
- d) Price of tickets will be based on cost of event (meal, hall rental, guest speaker, master of ceremonies, decorations etc.)
- e) Awards listed in Appendix 'B' will be awarded at the Banquet.
- f) Special recognition awards as approved in advance by the Executive can be presented at the Banquet.
- g) All teams are to make every effort to attend the event. No travel permits for tournaments will be approved if they conflict with the Year End Banquet.
- h) A draft Agenda can be found in Appendix 'E'. Team presentations are to be made by an adult member of the team.

30. AWARDS

The Ottawa Valley Titan Minor Hockey Association, while striving for individual player development, emphasizes team play and team recognition. The OVTMHA discourages awards that would showcase one player over his teammates; therefore individual player awards are not permitted.

All awards presented in the OVTMHA must have prior approval of the standing Executive and this would include proven financial support for future years. The applicant(s) must make a presentation to the Executive and this must contain, as a minimum:

- a) A statement explaining the purpose of the award.
- b) The considerations to be used when deciding who will be the recipient(s).
- c) Who is to decide the recipient of the award.
- d) A statement of cost and, if requested, a proposed source of income to sustain ongoing presentation of the award.

To be considered for an award presentation at the end of a season, the presentation must be made at an Executive meeting prior to December 31 of that season.

A list of approved awards appears in Appendix 'B'.

31. 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 Association will make a donation of \$25.00 to the charity specified by the family.

32. PLAYER DEVELOPMENT

The OVTMHA is committed to develop the individual player skills and combine these to produce a well-rounded team player.

In its effort to improve the program, the standing Executive will, from time to time, provide various player development initiatives. In order to gain the maximum benefit from this program it is imperative that coaches and players place a high level of importance on these initiatives. The sessions approved for this season appear in Appendix 'C'

33. TITAN APPAREL / GIFTS

Various articles of apparel and gifts bearing the Ottawa Valley Titan logo are available for purchase. A list of approved items, appear in Appendix 'A'.

In order to maintain a high level of quality at reasonable cost, the Equipment Manager approaches various suppliers for samples (where necessary) and prices. Items which are deemed suitable by the standing Executive are added to the list.

The Titan logo must not be used without the express written consent of the Executive. Purchase of articles other than those listed must first be approved by the Equipment Manager who may chose to bring it to the Executive.

34. ORGANIZATIONAL STRUCTURE OF MINOR HOCKEY IN EASTERN ONTARIO

HEO Hockey Eastern Ontario (Branch of the Hockey Canada)

O.D.M.H.A. Ottawa District Minor Hockey Association

(Minor Hockey Extension of O.D.M.A.)

Districts – within the O.D.M.H.A.

District 1-2-3-4-5-B-9-10-11-12

District 4

- Almonte/Pakenham Minor Hockey Association
- Carleton Place Minor Hockey Association
- Ottawa Valley Titans
- Perth Lanark Minor Hockey Association
- Stittsville Minor Hockey Association
- West Carleton Minor Hockey Association

District 5

- Arnprior Minor Hockey Association
- Barry's Bay Minor Hockey Association
- Deep River Minor Hockey Association
- Eganville Minor Hockey Association
- Greater Petawawa Minor Hockey Association
- Muskrat Upper Ottawa Valley Minor Hockey Association
- Pembroke Minor Hockey Association
- Renfrew Minor Hockey Association

APPENDIX 'A'

OVT APPAREL / GIFTS

A variety of OVT apparel is available through Play It Again Sports at (613) 599-9937
OVT contact – Dave Jensen

APPENDIX 'B'

AWARDS

The following awards are presented at the annual Banquet:

Dave Lemay Memorial Trophy:

The Dave Lemay Memorial Trophy is presented each year in memory of Dave Lemay, a hockey dad who tragically lost his life at his work place.

This is presented each year to the Ottawa Valley Titan team that most exemplifies unity, inner strength, strong work ethics and perseverance to prevail through their trials and tribulations, as a team. The recipient team was continually challenged with obstacles yet overcame them with obvious success. These are qualities that Dave admired in a team.

The selection is made by the Executive based on observations throughout the season and will give consideration to nominations received from its membership.

Titan Commitment Ring:

This ring was first presented in 1982 and was initiated to recognize participants that had demonstrated commitment to the Titan program.

Commencing in the 2011-2012 season, the Titan Commitment Ring is presented to players who meet the following criteria:

- a) For the 1998 birth year and younger, players must have played a minimum of three seasons with the Ottawa Valley Titans and this shall include one year at the draft year or above. For the 1997 birth year and older, players must have played

a minimum of five seasons with the Ottawa Valley Titans (including one year at the draft year or above) **and**

- b) Players must have demonstrated commitment through adherence to the Code of Conduct, Policies and Operating Procedures and By-Laws and also through their words and actions **and**
- c) Players must be in good standing with the association.

Under 17 Recognition – Program of Excellence in Hockey:

The Under 17 Branch Camp is considered a mark of recognition and achievement in the OTTAWA DISTRICT BRANCH. This recognition is combined with head to head competition with other players of the same age and caliber. The players that are selected are named by the scouts to attend this camp.

In recognition of their being selected to the Under 17 Branch Camp, the successful OVT player nominees will have their names engraved on the 'Under 17 Camp' plaque and will each receive an individual plaque.

Ryan Baskin Memorial Award (Valedictorian):

The Valedictorian Award recognizes the graduating player (current ring recipient) selected to the position as Valedictorian.

The selection will be based on the following:

- a) Elected by secret ballot by all Midgets players.
- b) Input from the coaching staff.
- c) Letter of intent from the interested applicant.

The final decision will be made by the Executive based on all of the above.

In recognition of this achievement, the selected player will have their name and year engraved on a main display plaque and will receive an individual keeper plaque and a letter from the President.

APPENDIX 'C'

PLAYER DEVELOPMENT

The following programs are available to assist with the programmed development of the players.

1. Player Development Guide

The Player Development Guide was created by Brent Carty, along with Joe Marriner and Jeff Nolan. The Guide was developed over a two-year period. It identifies the various skills that a player should know for each level from Major Pee Wee to Major Midget. It also indicates whether the various skills should be introduced, taught, reviewed and reinforced.

APPENDIX 'D'

APPROVED TRAVEL EXPENSES

The following expenses are approved expenses that may be included on an Expense Report.

1. Travel to activities associated with duties of a volunteer in their capacity as an Association representative. These would include:
 - a. District Meetings
 - b. 'AAA' League Meetings
 - c. Hearings (Association, District, ODMHA, etc.) when required as participant / Association representative
 - d. Bingo meetings
 - e. Team meetings when requested by team officials.
 - f. Allowable maximums that may be claimed are:

President	\$500
Vice Presidents	\$350
OEMHL Rep.	\$250
Equipment Mgr.	\$250
Risk Mgt.	As Required
 - g. The approved kilometer rate for each season will be based on the rates posted on the CRA website.

APPENDIX 'E'

THE OTTAWA VALLEY TITANS ANNUAL YEAR END BANQUET

DATE TO BE DETERMINED

Location To Be Determined
Time To Be Determined

AGENDA

- 3:30 Doors Open - Social Hour (Cocktails)
- 4:15 Greetings / Opening Remarks
- 4:30 Team Presentations (5 MINUTES EACH)
 - Major Pee Wee
 - Minor Bantam
 - Major Bantam
 - Minor Midget
 - Major Midget
- 5:10 Grace
- 5:15 Dinner (Caterer)
- 6:00 Guest Speaker
- 6:20 Awards Presentations
- 6:30 Titan Commitment Rings Presentation
- 6:45 Valedictorian Address
- 6:55 Door prizes (if applicable).
- 7:00 Closing Remarks