

# **GREY BRUCE HIGHLANDERS**

## **POLICY MANUAL**



**Ratified May 25, 2015  
Amended May 15, 2016  
Amended May 27, 2019  
Amended May 17, 2023  
Annual General Meeting  
Grey Bruce Highlanders**

**GREY BRUCE HIGHLANDERS  
POLICY MANUAL  
TABLE OF CONTENTS**

<b>POLICY</b>	<b>PAGE</b>
Affiliate Players	3
Cancellations/Schedule Changes	4
Clothing (Apparel)	5
Coach/Trainer Certification	6
Team Staff Expenses	7
Complaint Resolution	8
Dressing Room Supervision	9
Equipment	10
Fund Raising/Sponsorship	11
General	13
Goalie Program	14
Memorials	15
Penalty Management	16
Player/Parent Meetings	17
Policy Administration	18
Team Finances	20
Team Rosters	22
Travel Permits	24
Try Outs	25
Underage Players	26
Waivers	27

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Affiliate Players

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

The Association encourages the use of Affiliated Players in games to supplement a Team Roster that is short due to disciplinary action, injuries, illness or other valid reasons. Affiliated Players are encouraged to attend practices when requested by the Head Coach. The use of Affiliated Players provides a transition opportunity for players to prepare for AAA hockey in subsequent seasons.

## **POLICY**

1. Preference should be given to players within the Association from lower age groups. There is no charge for such players to AP with a Team.
2. Affiliated Players from outside the Association must be OMHA registered with a designated "In Zone" Home Centre. Such players will pay a fee of \$10.00 per practice and \$20.00 per game or \$300 for the season. Fees collected from Affiliated Players is to the benefit of the Team and must be reported in the year end Financial Statement.
3. Affiliated Players must obtain written permission from the Home Centre prior to being considered as Affiliated Players. The prescribed OMHA form is required to secure this permission.
4. Affiliated Players must be submitted to the Association Registrar for registration as such with the OMHA. Affiliated Players may not participate in games or practices until such time as the OMHA registration has been confirmed in writing. Affiliated Players must be signed and approved prior to January 15th.
5. The signing and use of Affiliated Players must comply with OMHA Regulation.
  1. Must have the approval to participate from the Home Centre.
  2. Home Centre team is the priority in the event of a schedule conflict.
  3. Limited to signing 19 Affiliated Players, including goalies.
  4. Affiliated Players are limited to 10 league games (excludes Tournament & Exhibition games).
  5. Penalty suspensions also apply to Affiliated Players.
  6. The OMHA Regulation prevails in the event of a contradiction with this Policy.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Cancellation/Schedule Change

**EFFECTIVE DATE:** April 1, 2015

**APPROVAL DATE:** January 19, 2015

## **PURPOSE**

Establish rules and guidelines for the cancellation or change of the practice/game schedule.

## **BACKGROUND**

The authority for cancellation or schedule changes has been assigned to the Association Registrar/Ice Scheduler. Central control of this authority ensures consistent decision making and avoids mis-communication with other AAA Centres.

## **POLICY**

1. In the event of inclement weather, the Team will be responsible for providing input to the Ice Scheduler regarding cancellation. Under no circumstances will a Team or Family be required to attend a game or practice if they determine it is unsafe to drive.
2. All cancellations or schedule changes must be managed by the Ice Scheduler. This includes communication with other AAA Zones and Arena Staff.
3. Team requests to change scheduled games will only be considered in extraordinary circumstances and must be submitted in writing and have the approval of the President.
4. Team requests to cancel practices will be considered provided at least one (1) week's notice. If requested by the Team, the Ice Scheduler will attempt to re-schedule the practice if alternate ice time is available and there is no charge for the cancelled practice.
5. Teams are not allowed to switch practice times unless the Ice Scheduler has approved.
6. In the event of forecasted inclement weather, the Ice Scheduler will monitor the weather reports, consult with the Team, communicate with the other AAA Zone. The Ice Scheduler will advise the Executive of all ice cancellations.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Clothing (Apparel)

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

To establish central control for the purchase of mandatory Team Apparel, including sweaters, socks, warm up suits etc. In addition, any supplementary apparel must be purchased through our approved supplier. Teams are not allowed to source apparel independently.

This policy ensures the proper and consistent use of GBH logos and establishes a quality standard that is established for the Association. The policy of sole sourcing allows for the best pricing through volume discounts.

## **POLICY**

1. The Treasurer will be responsible for tendering the Clothing (Apparel) requirements as guided by the Board.
2. The Clothing (Apparel) requirements will be reviewed by the Board in sufficient time to make any changes for the following season.
3. Clothing (Apparel) will be tendered to a Supplier that can best meet all of the GBH requirements and must consider other important factors other than just price.
4. Mandatory Player Clothing (Apparel) will be sized and ordered immediately after Spring Try Outs with delivery required prior to September 1st.
5. Optional Player Clothing will be available for individual purchase at the Team Picture Day in August.
6. The Highlander logo is a trademark of the Association and can only be used by authorized parties with prior approval. The Highlander colours are Black with Red and White trim (Away) and White with Black and Red trim (Home).

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Coaching/Trainer Certification

**EFFECTIVE DATE:** May 1, 2014

**APPROVAL DATE:** April 7, 2014

## **PURPOSE**

To comply with Hockey Canada requirements for Coach Certification. Effective the 2015/16, Head Coaches at the Minor Bantam, Bantam, Minor Midget and Midget age groups must be HP1 Certified.

## **POLICY**

1. Association will support the certification of Coaches/Trainers per the Hockey Canada Certification Program.
2. Reimburse course cost for Coaches/Trainers that require certification or re-fresher certification, including Head Coaches that require HP1 certification.
3. If available, applicants must apply for applicable bursaries or subsidies to reduce the cost to the Association.
4. Travel/accommodation costs associated with attending certification courses is the responsibility of the Coach/Trainer. Non parent Coaches may submit travel/accommodation costs for reimbursement under the Coach Expense policy .
5. Coach/Trainer certification costs will be paid by the Association. Receipts for certification course costs are to be submitted to the Treasurer for approval and payment.
6. Association reimburses Team Staff for the cost of obtaining required Police Clearances. Receipts are to be submitted to the Treasurer for approval and payment.
7. In addition to the above costs, the Association will maintain a Coach Development Budget for other development initiatives managed and paid for by the Association.

# GREY BRUCE HIGHLANDERS POLICY MANUAL

## GBH Position Descriptions

**POLICY:** Team Staff Expenses

**EFFECTIVE DATE:** May 15, 2016

**APPROVAL DATE:** January 19, 2015

May 15, 2016 (amended)

May 15, 2023 (amended)

## PURPOSE

Volunteers, at the Team level, are critical to the success of our Association and incur significant expenses in the discharge of their responsibilities. These expenses should be partially reimbursed to acknowledge this commitment and to encourage non-parent Team Staff to volunteer.

## POLICY

1. Team Staff is defined as the following volunteer positions with the Team:  
Head Coach, Assistant Coaches (rostered positions), Trainer and Manager.
2. Non-parent Team Staff will be reimbursed for the additional costs associated with tournaments, playoffs and provincial championships to a maximum amount of \$3,000 for non-parent Head Coaches and \$1,500 for non-Parent Team Staff. Valid expenses include fuel, meals, and accommodation. This reimbursement is payable from Team Funds and must be included in the Team Budget.
3. In addition to #2, all Team Staff will receive an honorarium. The honorarium will be paid in two (2) equal instalments: at the end of December; and, at the end of the Season. The final instalment will not be paid until the Team Financial Report has been submitted to the Treasurer. This honorarium is paid by the Association from Registration Fees.
  1. A \$3,500 honorarium will be paid to a non-parent Head Coach and a \$1,500 honorarium will be paid to other Team Staff.
  2. A \$1,000 honorarium will be to each Parent Head Coach and a honorarium of \$500 will be paid to other Parent Team Staff.
4. The Team Manager is responsible for approval of non-Parent Team Staff expenses and maintaining appropriate records until the end of the season.
5. Non-parent Team Staff expenses are to be submitted to the Team on a periodic basis and paid such that there is sufficient hold back of funds until the end of the season.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Complaint Resolution

**EFFECTIVE DATE:** May 1, 2015

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

The Association encourages the timely resolution of complaints and promotes a transparent management philosophy.

## **POLICY**

1. Should an issue/complaint arise between Members of the Association, the parties are encouraged to meet and discuss the situation to seek understanding and/or resolution. A 24-hour cooling off period is required prior to this initial meeting. At the Team level, the Parent Rep may be requested, by either party, to participate in the meeting as a mediator. In situations beyond the Team level, the 2nd Vice President of the Association may be called upon to act as a mediator.
2. In the event the issue/complaint is not satisfactorily resolved in Step #1, either party may appeal the matter to the Executive Committee. Such appeal is to be submitted in writing to the President and is to include: a description of the issue/complaint; steps taken to resolve it; and, the desired resolution.
3. The President will conduct an investigation of the issue/complaint including: interviews with the parties involved; a review of policy/past practice; and, consultation with the Executive Committee.
4. Upon completion of Step #3, the President will provide a written response to the parties involved, including the determination of the Executive Committee.
5. Matters of a serious/urgent nature may by pass Step #1 and be submitted directly to the President in order to expedite the investigation process outlined in Step #3.
6. Issues/complaints that are a matter of Association Policy are submitted directly to the President and by pass Step #1.
7. In the event the issue/complaint is not satisfactorily resolved in Step #4, either party may appeal the matter to the Board and the parties will be provided an opportunity to present to the Board. The resolution of the Board will be provided in writing.
8. In the event the issue/complaint is not satisfactorily resolved in Step #7, either party may appeal the matter to the OMHA, conditional upon the issue/complaint being within the scope of the OMHA Rules & Regulations.



# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Dressing Room Supervision

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** December 19, 2011

## **PURPOSE**

To confirm the responsibility for Dressing Room Supervision and ensure appropriate supervision is in place to safeguard the well being of the players and the facilities.

## **POLICY**

1. Ultimate responsibility for the Dressing Room rests with the Head Coach. The Head Coach must develop a plan to ensure the appropriate level of Supervision based on the following guidelines.
2. The Team plan will be governed by the following principles:
  1. To provide a safe and healthy environment at all times during the hockey experience.
  2. Level of direct supervision is dependent upon the age and maturity of the players.
  3. Indirect supervision is defined as intermittent checks of the Dressing Room and a Team Staff presence in the immediate area outside the Dressing Room door.
  4. Supervision must be in place 30 minutes prior to practice and 60 minutes prior to games. Players arriving before these periods are to stay in the common area of the Arena and are the responsibility of the respective parent.
  5. Designate responsibility for pre/post checks of the Dressing Rooms and report any damage to the Arena Manager immediately.
  6. Age groups that require parental involvement in the Dressing Room will establish specific rules (times allowed, mixed gender considerations, etc.)
  7. Players in violation of Dressing Room rules will be subject to disciplinary action.
  8. Reimbursement of the cost of any damage to a Dressing Room under supervision will be the responsibility of the Team.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Equipment

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

To confirm the Equipment requirements and expectations for each Team. Unless stated the cost of Equipment is the responsibility of the Team.

## **POLICY**

1. The Association provides the following equipment at the start of the season:
  - a. Water bottles for each player;
  - b. Game pucks with GBH logo.
2. Each Team must provide a First Aid kit and have it available for all on ice activities.
3. Players must wear all mandatory equipment during all on ice activities.
4. All on ice volunteers must wear an OMHA approved helmet.
5. The Trainer is responsible for monitoring compliance with this policy.
6. A decision to provide practice sweaters rests with the Team and is a Team cost.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Fund Raising/Sponsorship

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

As the cost of minor hockey increases, the need to partially offset this cost through fund raising and sponsorship initiatives is encouraged by the Association. These initiatives must strictly comply with this Policy and in the event of uncertainty, the obligation rests with the Team Manager to seek clarification with the Board.

## **POLICY**

1. Each Team is responsible for securing a primary sponsor to offset the cost of jerseys. The Sponsor's name is to be displayed on the back of the jersey. The amount of annual Team sponsorship will be determined by the Board. A Team Sponsor will be promoted on the Association and League website at no extra cost.
2. Each Team is allowed to produce a Team Program and may charge advertisers up to the amount set by the Board. Normally the advertisers are secured by individual players. The total amount of advertising secured by any individual player will be established by the Board.
3. Other Fund Raising activities must be in compliance with local by-laws and provincial laws (eg. lottery license, municipal approvals, etc.).
4. Fund Raising activities involving the participation of players must be in compliance with OMHA Liability Insurance Guidelines and have the approval of the Board.
5. The Team Manager must submit a Fund Raising/Sponsorship Plan for Board approval by May 15th of the upcoming season. Changes to the Plan throughout the year, also, require Board approval.
6. Under no circumstances shall Fund Raising/Sponsorship/Advertising provide a surplus to any individual player and/or the Team. In the event of such circumstance the surplus will be transferred to the Association.
7. The Team Manager must ensure a full and accurate accounting of all Funding Raising/Sponsorship initiatives and report accordingly in the annual Financial Report to the Team.
8. The Association may initiate Fund Raising programs. The total net benefits of these programs will be assigned to the general revenues of the Association.

## **GREY BRUCE HIGHLANDERS POLICY MANUAL**

9. The Board will have the final authority on all Fund Raising/Sponsorship initiatives.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** General

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

This Policy Manual is to assist the Board and Members in the efficient and effective management of the Association.

At all times the policies of the OMHA, OHF and Hockey Canada will prevail in the event of an inconsistency or contradiction.

## **POLICY**

1. Rules set down by the OMHA will govern play and games.
2. The Referee in Chief assigns the Officials for all games. The Team Manager arranges for the payment of the Officials at the completion of the game. Payment must be in compliance with the OMHA Fee Schedule and prescribed mileage rate.
3. The assignment and payment of the Timekeeper and Scorekeeper is the responsibility of the Team Manager. This payment is from Team Budget.
4. All Board Members, Team Officials and players are covered by OMHA Insurance and must operate within the Liability Insurance Guidelines in order for this insurance to be in effect.
5. The Board has the authority to amend, create, delete policies through majority vote of the Board. Such changes require ratification at next Annual General Meeting.
6. All Board Members, Team Officials, Players, Parents must follow the Policies of the Association. Failure to comply will subject the individual to Executive review and possible disciplinary action as determined by the Executive.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Goalie Program

**EFFECTIVE DATE:** April 1, 2014

**APPROVAL DATE:** March 9, 2015

## **PURPOSE**

Goalies are a critical position on any hockey team, our Association is no different. To recognize the unique development needs of our Goalies, the Goalie Program was enhanced for the 2014/15 season.

## **POLICY**

1. Source and retain a qualified organizational Goalie Mentor.
2. Goaltender development sessions are held every 4 weeks.
3. Sessions are limited to 4 goalies per session.
4. Goalie Mentor will conduct goalie evaluations during the Spring Try Outs.
5. Cost of Development Sessions is paid by the Association from Registration Fees.
6. Each Team is required to appoint a Goalie Coach (Bench Staff or On Ice Volunteer).
7. Goalie Mentor to schedule a Goalie 101 session at the start of the season for Team Goalie Coaches.
8. Goalies are reimbursed for outside Goaltending Instruction (max. \$250). Receipt must be submitted for approval and reimbursement to the Association Treasurer.
9. Goalie Mentor is available for individual Team assistance on a per diem basis. These costs are the responsibility of the Team.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Memorials

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** February 20, 2012

## **PURPOSE**

A committee of the Board discussed various aspects of player memorialization and developed this Policy for Teams that experience the death of a player during the playing season, or in the off-season.

## **POLICY**

The Executive will be the main source for assistance and guidance to co-ordinate grief counseling and player support. If this happens during the playing season, every effort will be made to offer assistance in scheduling changes, arranging of meeting rooms etc.

We will attempt to establish a permanent memorial display in our home arena (Chesley) with a section to honour each player. Depending on space limitations, this exhibit can include a sweater and/or a photograph, and a brief biography or summary of why this player is being memorialized. The amount of space will determine the layout and location of such a display.

There are a number of ways that all teams within the organization can show sympathy, respect, and support to the deceased player and bereaved family. These include, but are not limited to, numbers or stickers worn by other players on other teams, patches sewn onto uniforms, wristbands etc.

The website will have a link to a memorial page where each honoured player would have a page with a photograph, summary and information. (Upon consent from the bereaved family).

More permanent memorials, such as scholarships should be initiated and maintained outside of the organization. Based on precedent, the organization can contribute to such memorials as the executive sees fit.

In honour of the deceased player, his sweater number will be unavailable for use for the tenure of his former team. It will again be available when the team "ages out". This information will be retrievable on the website, which will list the teams affected, and which numbers are unavailable at any given time. The incoming Manager for that team will be so advised before the team selection process so all new players will be informed.

All Highlander players who pass away will be memorialized as outlined above, subject to Executive's direction. It is our intention to honour the life of the player, not the death.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Penalty Management

**EFFECTIVE DATE:** September 1, 2014

**APPROVAL DATE:** May 12, 2014

May 27, 2019

## **PURPOSE**

This policy is to reflect the expectations of Minor Hockey to promote a “Respect in Sport” philosophy. The objectives of this policy:

1. Establish the thresholds that trigger action by the Coach and/or Executive.
2. Establish the definition in determining Total Penalty Minutes.
3. Place more accountability on the Coach for the management of excessive PIM’s.
4. Utilize a penalty free strategy as a competitive advantage.

## **POLICY**

1. The PIM total will be tracked for each player and will include all games played during the current season.
2. Each Team will be responsible for the administration of PIM tracking each month and will submit to the 1st Vice President no later the 10th of the following month.
3. If a Player reaches any one of the following thresholds, the Coach will schedule a formal meeting with the Player/Parent(s) to communicate the Association philosophy regarding penalty management:
  1. Two (2) Misconducts; or
  2. One (1) Game Misconducts;
  3. More than 10 PIM’s in any month.

The Parties will develop an action plan to reduce the PIM’s going forward. The details of this meeting are to be recorded for future reference.

4. For purposes of calculating PIM’s, only Minor (2 minutes) and Major (5 minutes) will be counted. Misconducts and Game Misconducts will not be added to the total.
5. If a player reaches any one of the following thresholds, a Disciplinary Meeting will be held with the Executive and the Player/Parent(s)/Head Coach. Based on the outcome of the meeting the Executive has the right to issue further discipline, suspension or expulsion from the Association:
  1. Three (3) Misconducts; or
  2. Two (2) Game Misconducts; or
  3. One (1) Match Penalty/Gross Misconduct; or
  4. More than 10 PIM’s in three (3) months during the season.
6. The Executive reserves the right to take action with any Player, Team or Team Staff regardless of the above thresholds if the situation calls for immediate action.
7. The PIM record for each Player will be maintained and submitted to the incoming Coach prior to the Try Out selection process for the next season.



# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Player/Parent Meetings

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

Open communication is the cornerstone of our transparent management philosophy. This Policy establishes the minimum communication that is required by the Head Coach/Team Manager to Players and Parents. Additional communication is encouraged as the circumstances dictate.

## **POLICY**

1. The Head Coach/Team Manager shall hold a pre Try Out meeting with the Parents of prospective players. This meeting will outline the specifics of the hockey plans for the season, including but not limited to: Team Rules; Coaching Philosophy; Playing Time; Tournament Plans; Game/Practice schedule; Roster size (including AP's); Costs to Play; Preliminary Budget.
2. A follow up Parent Meeting shall be held post Try Outs once the players have been selected for the Team. The purpose of this meeting is to: confirm the Roster registration process; collect registration fees; and, finalize plans for the upcoming season.
3. During the season the Head Coach/Team Manager shall schedule a minimum of two (2) Parent Meetings. The purpose is update the parents: on progress against the plans; present the financial report; and, to address any concerns that may arise.
4. During the season the Head Coach/Assistant Coach shall schedule a minimum of two (2) individual Player Interviews. The purpose of the interview is to discuss the player's strengths and areas for improvements. Also, it provides a forum to address individual player/parent concerns. For Pee Wee level and down, it is mandatory that the player's parent be in attendance. At Minor Bantam and above the player's parent may participate at their request.
5. The Head Coach should act quickly to address any concern or complaint initiated by a player or parent. Timely resolution increases the opportunity for satisfactory resolution of a concern or complaint. The 24 hour cool down period shall be observed in all such situations.
6. Any concern or complaint that is not resolved in #5 shall follow the procedure outlined in the Complaint Resolution Policy.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Policy Administration

**EFFECTIVE DATE:** November 1, 2014

**APPROVAL DATE:** October 20, 2014

## **PURPOSE**

Establish the protocol to introduce a new or amend an existing policy. All policies must have majority approval of the Board and will be in effect until ratified by the Membership at the next Annual General Meeting.

## **BACKGROUND**

The current Association policies have evolved over the years with no consistent format nor easy retrieval system. As a result, in many instances you need to reference several documents to determine the full implications of a policy.

As a result there have been instances of inconsistencies in the interpretation and application of a policy. Also, it is difficult to locate policies on our website as there is information in several places on the same subject.

## **POLICY**

1. Any Member of the Association is entitled to submit a new or amended policy to the Board for consideration. Such policy will come into effect upon the majority vote of the Board as prescribed by the Constitution. The policy will be in effect until ratified by the Membership at the next Annual General Meeting.
2. The policy under consideration is to be submitted in the prescribed format by the Originator. In some instances, it may be appropriate to request that the President establish a sub committee to assist the Originator.
3. In consideration of a proposed policy, the Board may accept, reject or accept with amendments. The Board will determine the Effective Date and identify/consider any implications to other policies and for the Association.
4. The Secretary is responsible for maintaining a library of approved and rejected policies. The status of a policy considered by the Board must be accurately reflected in the minutes of the Board Meeting along with the disposition. New or amended policies approved by the Board and must be submitted to the Membership at the next AGM by the Secretary for Membership ratification.

## **GREY BRUCE HIGHLANDERS POLICY MANUAL**

5. Abbreviated versions of all policies will be posted on the website. However, in all instances the master document will prevail in the event of an error or omission. Policies will be posted in alphabetical order under the tab "Policy Manual".

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Team Finances

**EFFECTIVE DATE:** May 1, 2015

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

The Association assigns responsibility for managing Team Funds to the Team Manager who shall appoint a Team Treasurer. As the control of finances is delegated to the Team level, it is mandatory that appropriate controls and reporting be in place.

## **POLICY**

1. The Team Manager shall appoint a Team Treasurer who will manage and report on all Team Finances.
2. A bank account is to be established for the Team and the Team Manager and Treasurer will be co-signatories on the account and cannot be related individuals.
3. The Treasurer must ensure all team financial activities are in compliance with Association policy.
4. The Treasurer is responsible for the collection of Registration Fees on behalf of the Association. These funds are to be forwarded to the Association on the dates established by the Board. The Treasurer will issue a receipt, if requested by a parent, for the Registration Fees.
5. The Association will advance to the Team the funds to pay for the Referees throughout the year. Appropriate records of payments (Referee Payment form) to Referees must be maintained by the Treasurer.
6. The Treasurer will collect and report on all monies collected through Team Fund Raising/Sponsorship.
7. The Treasurer will collect the Team Fee payment that is to be used as pre-payment for early entry into Tournaments. This amount will be established by the Board.
8. The Financial Report will be completed and submitted to the Parents and the Association Treasurer at the completion of the season. Final Coach Honorariums will not be issued until such time as this Financial Report is submitted.

## **GREY BRUCE HIGHLANDERS POLICY MANUAL**

9. The Board reserves the right to audit any Team's finances and in extreme circumstances will assume authority for managing the finances for the balance of the season.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Team Roster

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

May 16, 2022

## **PURPOSE**

Team Rosters must be in compliance with OMHA Regulations. In addition, the Association has established specific Team Roster requirements.

## **POLICY**

1. The Team Roster is to be submitted for approval to the Association Registrar. The Registrar will complete the electronic registration process with the OMHA.
2. All Team Staff must be submitted to the Executive for approval prior to being registered with the OMHA. The Team Manager and non Parent Staff Members may be approved and announced prior to Try Outs. In the instance of Parent Staff Members approval will take place after Try Outs once the Staff Members' child has proven capable of making the Team.
3. All Team Staff candidates must have the appropriate certification to be considered for approval by the Executive, including PRS.
4. Approved Team Staff must have a current Police Clearance. This Clearance must be updated every 2 years (as of September 1st). In the event, the Clearance is delayed in the process, proof of submission must be provided to the Executive.
5. A Team must consist of a minimum of 16 players, including 2 goalies. Exceptions to this requirement requires approval of the Board.
6. Out of Zone players may be considered for the Team Roster, however, they must be better than In Zone players. A Team is limited to a maximum of four (4) Out of Zone players. Exception to this Policy requires the approval of the Executive.
7. Teams are encourage to consider Affiliate Players as prescribed by the Affiliated Player Policy.
8. Players, Team Staff and Board Members are covered by OMHA Insurance policies if conduct is in compliance with these policies.

## **GREY BRUCE HIGHLANDERS POLICY MANUAL**

9. In the event a Player rescinds his commitment to a Team after signing there will be no refund of monies paid. Should the Association release a Player from a Team the refund will be on a prorated basis based on the time of the season.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Travel Permits

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

To establish the requirement for securing Travel Permits for non league games.

## **POLICY**

1. The Ice Scheduler is responsible for scheduling all League Games and OMHA Play Downs.
2. Teams that schedule Exhibition Games, Tournaments or Team Trips must secure a Travel Permit from the Registrar. The Travel Permit request must be submitted in sufficient time to obtain the appropriate levels of approval using the Travel Permit Request form.
3. Teams are limited to three (3) in season Tournaments as prescribed by the SCTA. Tournaments prior to the start of the season, during the Christmas Holidays and after the completion of the season are exempt from this limit.
4. Overseas travel/tournaments will be governed by the OMHA procedure for approval.
5. Teams can only participate in Tournaments sanctioned by the OHF.
6. Teams participating in events outside of Ontario must ensure players have obtained appropriate medical insurance.
7. League Games and OMHA Play Downs take priority over all other Team activities.



# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Try Outs

**EFFECTIVE DATE:** Re-issued

**APPROVAL DATE:** April 20, 2015

## **PURPOSE**

To provide an orderly approach to Try Outs and to ensure all participants receive a fair opportunity to demonstrate their skill and ability.

## **POLICY**

1. Try Out dates are scheduled by the Association in compliance with OMHA Regulations.
2. The Head Coach/Team Manager is to hold a Parent Meeting at the start of Try Outs per our Player/Parent Meeting Policy.
3. The Association will appoint a Try Out Committee who will be responsible for the organization and administration of the Try Outs. The focus of the Head Coach is on player selection.
4. An Exhibition Game with another Centre may be scheduled during one of the Try Out sessions. A Travel Permit must be secured according to the Travel Permit Policy. The Association will pay for cost of Referees and Timekeeper/Scorekeeper for this game.
5. All players released from Try Outs must be so advised in a personal interview with the Head Coach. This is not a long discussion and is to be respectful of the players interest in the Grey Bruce Highlanders. At the Pee Wee level and below the players must have a parent in attendance.
6. Players participating in Try Outs must present a signed Permission to Skate from their Home Centre prior to going on the ice. Out of Zone players must provide an approved F1 Waiver(s) per OHF Regulation.
7. The cost of Try Outs will be established annually by the Board.
8. The Head Coach is to submit a list of players released after each Try Out session. Only players released from Try Outs are eligible to request a F1 Waiver.
9. The issuance of F1 Waivers is governed by the Waiver Policy.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Underage Players

**EFFECTIVE DATE:** April 1, 2015

**APPROVAL DATE:** January 19, 2015

## **PURPOSE**

To manage situations where a player wants to try out for a higher age level team or an underage player is selected to the entry level team. The Association encourages players to try out at the same age level except in the case of the entry level team.

## **POLICY**

1. The Association recognizes that players may try out at a higher level. In addition, players are encouraged to try out at their same age level in order to have a fall back option and to be eligible for an F1 Waiver.
2. Underage players on the entry level team need to be skilled enough to make the team and once selected for the team will then be governed by item #3 going forward in subsequent years. This policy will be communicated to the player and parents at the time the underage player registers for Try Outs.
3. Underage players with any team other than the entry level team will need to be classified as having exceptional hockey skill to be eligible to seek permission to play as an underage player on that team.
4. During Try Outs, Coaches of both teams (age appropriate and up a level) will coordinate together to arrive at a decision as to what is in the best interest of the player's development, by the third Try Out session.
5. During Try Outs, if a Coach is considering signing an under age player, he must notify the Executive after the second Try Out session. All underage players must be approved by the Executive and all decisions will be final.
6. There will be a maximum of one underage player per team. An exception may be made at the entry team level at the Executive's discretion or at another age group if there is insufficient age appropriate players available.
7. All players approved as under agers must be notified of this policy and that under age status is subject to review each season.
8. Players from another AAA Zone who have been issued a F1 Waiver will not be allowed to register at Try Outs as an underage player.
9. The Executive, at its discretion, may exempt a player from any provision of this policy under exceptional circumstances.

# **GREY BRUCE HIGHLANDERS POLICY MANUAL**

**POLICY:** Waivers

**EFFECTIVE DATE:** June 1, 2014

**APPROVAL DATE:** May 12, 2014

## **PURPOSE**

The Association mission is to provide In Zone players an opportunity to play AAA hockey. To ensure the competitiveness of the Association it is critical that In Zone Players play for the Highlanders if offered a position. Out of Zone players are to be considered only if In Zone players of AAA potential are not available.

## **POLICY**

1. There will be no F1 Waivers issued prior to Try Outs.
2. Players must attend scheduled Try Outs before a F1 Waiver may be requested.
3. The Head Coach determines the evaluation process and the criterion for player selection to the Team.
4. Players released by the Head Coach during the evaluation process may request a F1 Waiver.
5. All requests for F1 Waivers must be submitted in writing to the Registrar and must be approved by the President or Executive alternate.
6. If a player is offered a position on a Highlander Team and declines the offer, the player must return to their Home Centre per OMHA policy.
7. Out of Zone players requesting a "pass through" F1 Waiver will not be required to attend Try Outs, as required in #2. A copy of the Home Centre/Zone F1 Waiver must be submitted to the Registrar along with the written request as outlined in #5.
8. Teams are allowed to sign up to three (3) Out of Zone players. Exemption from this provision requires the approval of the Executive.