

RICE LAKE HOCKEY ASSOCIATION

RULES OF OPERATION



Adopted by the 2008 – 2009 Executive

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RICE LAKE HOCKEY ASSOCIATION

www.rlha.ca

RULES OF OPERATION

THESE RULES OF OPERATION have been prepared to provide guidance and direction to all RLHA teams with respect to day-to-day matters directly affecting teams and players. They are designed to ensure that all RLHA teams are managed and operated as efficiently and effectively as possible in a manner that respects the objectives of the Association as set out in the Association's By-laws. These Rules are not intended to control the coaching or management of teams. To the contrary, the RLHA Board does not want to become involved with the routine functions of any team unless required. It prefers to be an active partner supporting all team officials in the achievement of the Association's objectives and the development and maintenance of a hockey organization second to none in the Province of Ontario. New ideas or suggestions for change are always welcome.

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1. DEFINITIONS

<u>Local League:-</u>	Recreational Hockey – the Association will endeavour to provide recreational hockey with an emphasis on skill development and fair play.
<u>Rep Hockey:-</u>	Rep teams will consist of players, coaches and parents who desire a higher and more disciplined level of competition requiring more effort, discipline and commitment from all participants. Players, parents and coaching staff are expected to make a greater commitment to the team.
RLHA -	Rice Lake Hockey Association
HC -	Hockey Canada
LL -	Local League (which will also include the Initiation Program)
OMHA -	Ontario Minor Hockey Association
UCHL -	United Counties Hockey League
REP -	Representative Hockey
VMMC -	Vincent Massey Memorial Centre
AP -	Affiliated Player
IP -	Initiation Program

2. REGISTRATION

2.1 Dates and Fees:-

1. The Board will set registration dates and fees prior to March 30th for the following season.
2. Cheques that are returned to the RICE LAKE HOCKEY ASSOCIATION “Non-Sufficient Funds” are subject to a **\$50.00** administration charge payable to the RLHA in addition to any bank fees imposed.
3. No player may participate in any team activity until he/she is registered with the Association and all monies owing, whether due to registration or fundraising or NSF or administration charges, are paid in full.

2.2 Refunds:-

1. All requests for refunds of registration fees must be made in writing addressed to the Registrar and set out in detail the reason why the refund is being requested. The Board of the RLHA will make all decisions respecting refunds for registration fees based on the specific circumstances of each request and in particular whether the person making the request has acted in good faith and is seeking a refund with just cause as determined by the Board. Just cause can be defined as relocation, medical condition or other unforeseen circumstances that prevent a player from participating.
2. Any request for a refund will only be considered by the Board upon full payment of all fees.
3. Registration refunds will generally be granted according to the following table:

Prior to September 1: full refund – less \$50 Administration Fee;

Prior to October 15: 75% of registration paid – less \$50 Administration Fee;

**October 16 to October 31: 25% of registration paid – less \$50 Administration Fee,
IP only receive full refund up to October 31**

On or After November 1: No Refund all levels

4. All players must register with RLHA as a local league player and pay the appropriate fees. If a player decides to try out for a rep team an additional fee is required and the player must have all registration fees paid in full prior to tryouts commencing (no post dated cheques). It is understood and accepted by all members that if a player is not chosen to a rep team they will then remain with RLHA and play local league where they may be rostered to a rep team as an AP player.

3. SELECTION OF TEAM OFFICIALS

3.1 Head Coaches:-

1. All coaching candidates must declare a conflict of interest including as a parent or guardian of a prospective team player and any other similar relationship to a prospective player.
2. The Coach Selection Committee will be made up of the Coaches Convenor and two members selected by the Board.
3. Coaches will be selected from those applicant's who submit an application form as provided by the Board. Applications must be submitted in the timeframe established by the Board. The Board will post a Notice as to when the Coaching Selection process will begin with application forms being made available.
4. The Coach Selection Committee shall conduct all interviews for head coach positions. Other than in exceptional circumstances and with the consent of the Applicant, no less than two members from the Coach Selection Committee will be present for any interview.
5. All decisions with respect to the selection of head coaches shall be approved by the Board based upon the recommendations of the Coach Selection Committee.

3.2 Parent/Player Satisfaction Surveys:-

1. The Coaches Convener will organize the distribution and collection of Parent/Player Feedback Forms during the season.
2. The primary purpose of the Feedback Forms is to assist the Association and head coaches with evaluating and improving our overall program. In addition, the Coach Selection Committee may also use the Feedback Forms when making selection decisions.
3. All Parent/Player Feedback Forms will be kept confidential with the Board and utilized as the Board deems necessary.

3.3 Assistant Coaches, Trainers and Managers:-

1. The Head Coach is responsible for the selection of the Team's Assistant Coach(es), Trainer(s) and Manager(s).
2. Once the Team's staff has been selected, the head coach must forward all names to the Board for approval.
3. No person can be a team official for more than one team without the approval of the Board.
4. All RLHA coaches and trainers must have a current OMHA certificate prior to being approved on an OMHA roster. All members of a coaching staff must also have the Prevention Services (PRS) course. This includes Managers, part-time coaches and/or any adult/parent who has contact with the players unless otherwise approved by the Board.

4. REP TRY-OUTS

1. The RLHA will provide ice time for try-outs for each rep team. The schedule for try-outs will be posted by the Board as far in advance of the scheduled ice time as possible.

2. It will be the responsibility of the Registrar and the head coach of each team to ensure that every player attending a try-out is registered with the Association and all fees paid prior to skating.
3. The Association will be responsible for the collection of try-out fees.
4. The head coach of each team will only utilize evaluators during try-outs who do not have an interest in any of the children trying out for the team. It is expected that independent evaluators will be utilized to assist coaches in determining which players have sufficient skills for a rep team. Try outs should consist of drills which focus on skills evaluation while players are not wearing uniforms which will identify the player's name.
5. If there is no rep team at any given level then players may be given a one-year conditional release. OMHA rules apply to all releases requested and considered.
6. No players can be cut from the team until the player has completed two try-out practices. The Head Coach should notify players in person while in the company of another RLHA member and the player's parent.
7. The Head Coach will supply the signed letters of intent from all players selected to the OMHA Rep following the final try-out practice, unless authorization is granted for extensions.
8. A firm date for final cuts must be defined by the head coach and complied with.

5. TEAM COMPOSITION

5.1 Rosters:-

1. No rep team will be permitted to sign any non-RLHA resident players on the team except under exigent circumstances and with Board approval.

5.2 Releases:-

1. Will be granted in accordance with OHF Rules as determined by the Board.

5.3 Underage Players:-

1. The Association discourages the signing of underage players, however, players can be chosen provided they are determined to be sufficiently skilled and physically capable to compete at the required level.
2. Any underage player wishing to play on an older aged team for a second or subsequent year must meet the same criteria each year.
3. Requests to try-out for an older aged team must be in writing to the Board and received prior to the commencement of try-outs and approved by the Board.

5.4 Player Movement:-

1. The OMHA Rep must be notified of all player movement after a team's Player Roster has been submitted and only in exigent circumstances. All player movement must be approved by the Board.
2. Team officials must not contact players or their parents about a possible position on a team without first having contacted the OMHA Rep, and, if applicable, the UCHL Rep. Any player movement must be coordinated through the applicable Reps, parents, players and team officials.

5.5 Affiliated Players:-

1. The RLHA Affiliated Player Roster must be submitted to the Registrar and approved by the OMHA Rep, and the OMHA before any Affiliated Player is eligible to play any League or Tournament games.
2. The Association expects full cooperation between coaches regarding the use of affiliated players. Any coach wishing to use an affiliated player must advise the coach or designate of the player's team before contacting the affiliated player. A player's responsibility should be first and foremost to the team whom they are signed; except in exigent circumstances. Any coach not extending cooperation to the requesting team will be subject to disciplinary action by the Association as determined by the Board. AP players should be encouraged to practice with both teams.

6. TEAM RESPONSIBILITIES

6.1 Team Budget and Financial Records:-

1. The team manager/treasurer must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for inspection by the Association's Treasurer.
2. The team manager must handle team funds exclusively. The manager will be held responsible for any missing, mishandled, or mismanaged team funds.
3. No immediate family member of a head coach, assistant coach or trainer is permitted to be a manager without prior Coaching Convener approval.

6.2 Fundraising:-

1. All fundraising activities must be approved by the Board. Ten percent (10%) of all monies raised must be remitted to the Association.
2. Head Coaches are responsible for ensuring that any fundraising is conducted legally and in good taste. The Board reserves the right to cancel any fundraising activity that it deems may be detrimental to the Association's image or reputation.
3. Any team activity that involves alcohol must have a proper license and suitable liability insurance. It is mandatory that professional bartenders (i.e. Smart-Serve) be employed at these events.
4. Teams must provide a tangible product or service for monies received. Direct solicitation or begging for money is prohibited.
5. Teams wishing to conduct any fundraising activities on VMMC arena properties must receive permission from the VMMC as well as RLHA.
6. No team can offer to sell any products that compete with products offered for sale by the RLHA without proper approval.
7. Cash rewards for children are forbidden unless approved by the Board. Token prizes such as hockey sticks for selling the most of something are allowed.
8. Any lottery, game of chance, or draw in a large scale is prohibited unless specific approval is given by the Board.
9. Draws involving alcoholic products with player involvement are prohibited.
10. Fundraising at all RLHA tournaments is only permitted with the approval of the Board.
11. The Association will not be held responsible for any losses or liabilities incurred by any team as a result of its fundraising activities.

6.3 REP Admission Fees/Gates:-

1. OMHA and OMHA League officials are exempt from paying admission at any RLHA home game upon presentation of an approved pass. Team officials and bus drivers from the visiting team are also not required to pay an admission fee. (Maximum of 5 people)
2. The RLHA will operate a gate and charge an admission fee; it cannot exceed the fee approved by the applicable representative league.

6.4 Sponsorship:-

1. Teams may solicit sponsorship from any reputable source.
2. Teams are encouraged to utilize RLHA colours with sponsored clothing.
3. Teams should advise the Board of possible sponsorship as soon as possible.

6.5 Equipment:-

1. All registered players are required to wear full hockey equipment meeting current CSA standards and current OMHA regulations while on the ice during any game, practice or any on ice activity at any level. Coaches and trainers must advise players or parents of improper fitting or illegal equipment. Any player not appropriately dressed must be removed from the ice.
 - Facemasks with full protection including properly fastened chin strap
 - Athletic support and cup or "Jill"
 - Hockey gloves
 - Hockey shin pads
 - Hockey pants, shoulder pads and elbow pads

- Regulation hockey stick must be used for all play and/or exhibition games
 - Neck guards
 - Mouth guards
2. Goaltenders must wear, in addition to some of the above equipment, a CHA facemask and CSA approved helmet, chest pad, goalie gloves, goalie pads, neck guards, throat protector and must use a regulation stick.
 3. The player's parents are jointly responsible with the player for any equipment on loan from the Association. Alteration of any RLHA equipment is prohibited without authorization from the Equipment Director and the Board.
 4. Nothing other than Name bars, Sponsor bars, "C" and "A"'s, Canadian Flag, S.T.O.P. patch and the RLHA Logo will be placed on the sweater without prior approval of the Board.
 5. All on ice volunteers must wear helmets and approved equipment.

7. HEAD COACH RESPONSIBILITIES

- 7.1. All head coaches are representatives of the RLHA and the Board of Directors, and as such must familiarize themselves with all rules regarding OMHA/HC/RLHA to ensure that such rules are followed. All head coaches must abide by the rules regarding insurance liability and risk management in order to minimize risk and liability to players, the coaching staff and to the Rice Lake Minor Hockey Association. These include, but are not limited to the following:
 - Equipment;
 - On and off ice activities;
 - Fundraising activities;
 - Volunteer Insurance.
2. The head coach is responsible to the RLHA and shall have the ultimate responsibility for every aspect of the operation and management of the team, including the conduct of all team officials.
3. Specific responsibilities of a head coach include:
 - Ensuring all rules as stated in Section 5 ABOVE are complied with;
 - Conducting fair and objective try-outs;
 - Teaching all players to play fairly and to respect the sport, the rules, officials, opponents, teammates and coaches;
 - Encouraging penalty free hockey;
 - Instilling in all players a sense of pride in themselves, their team, their Town and their Association;
 - Eliminating outright any profanity from players and team officials;
 - Coordinating the delegation of responsibilities to team officials;
 - Maintaining team discipline on the ice, in the dressing room by and on any arena property;
 - Ensuring that all team members observe all RLHA, OMHA, OHF, HC, league and team rules;
 - Ensuring RLHA and OMHA Codes of Conduct are being followed and if necessary deal with any minor infractions and report any major infractions of the Codes.
4. Head Coaches are responsible for the condition of dressing rooms, both home and away. All teams will leave their dressing rooms in a clean state when exiting any arena. Teams are responsible for all damage caused to any arena property, home or away.
5. It is the responsibility of the Head Coach to ensure a member of the coaching staff is present in the dressing room at any and all time a member of the team is in the room, both before and after any game or practice regardless of age group. Keeping risk management in mind and being cognizant of the "Two-Deep Rule".

7.2 Team Rules and Player Discipline:-

1. It is the responsibility of the head coach to establish and fairly enforce all team rules. Any team rule must be presented both verbally and in writing. Team rules must be applied equally and consistently to every player.
2. Parents must always be advised of any team discipline involving their child.
3. No player shall be disciplined for any action or inaction by the player's parent.
4. Discipline by the head coach and all team officials must be administered appropriately and in a controlled manner, mindful of the age of the player, with a clear goal of teaching appropriate behaviour. Discipline must not be used impulsively or out of anger, or to embarrass or humiliate players.
5. Head coaches are permitted to discipline a player for all or part of one game or practice. The need for, and extent of, any additional discipline is at the discretion of the head coach, but any decision or action of the Head Coach shall be forwarded to the Board.

7.3 Equitable Ice Time:-

1. Players on any team are never of equal ability. In many situations, the concept of equitable ice time is incongruous with competitive hockey. Coaches should attempt to provide equal ice time to all players as circumstances permit.

7.4 Team Parent Meetings:-

1. After a team is selected, the head coach must hold a team parent meeting.
2. Throughout the season, the head coach should hold team parent meetings as required.

7.5 Coaches and Managers Meetings:-

1. The Coaches Convener will schedule RLHA coaches and managers meetings periodically throughout the season as deemed necessary.

8. MANAGER RESPONSIBILITIES

1. The manager is primarily responsible for all off-ice activities. Specific responsibilities of a manager may include:
 - Dissemination of information;
 - All financial matters including preparation of team budget and financial records;
 - Liaison between the Association and team officials;
 - Liaison between the parents and team officials
 - Fundraising activities;
 - Tournament bookings;
 - Travel and hotel arrangements;
 - Reporting scores to local newspapers;
 - Completing game sheets (the Association will be responsible for forwarding the game sheets to the applicable league conveners);
 - Pay game officials for home games prior to the start of the game;
 - Working in cooperation with the OMHA Director/Local League Director to ensure that all OMHA/Local League registration requirements are met;
 - Distributing Parent and Player Satisfaction Surveys;

9. ASSISTANT COACH RESPONSIBILITIES

1. While the over-all responsibility for all team affairs is with the head coach, the assistant coach assumes all of the same obligations to the players, team and Association, especially in the absence of the head coach.
2. The assistant coach is expected to reinforce all programs designed to develop and improve the team's performance.

10. TRAINER RESPONSIBILITIES

1. The trainer is responsible for the risk management of all players on the team as per their training through the approved OMHA trainer's course.

11. "REP" TOURNAMENTS

1. Out of Branch (non-OMHA) tournaments require sanctioning by the OMHA. If the team plans on participating in one of these tournaments, the OMHA travel permit (for signature) must accompany the RLHA Tournament Permission Request. Teams are responsible for obtaining OMHA approval for the OMHA Travel Permit, and any fees for such.
2. Participation in all RLHA tournaments is mandatory.

12. "REP" DRESS CODE

12.1 Players:-

1. Dress Code is to be determined by the head coach, however, it should include a dress shirt, tie, black pants, and black shoes or black boots to all League, Playoff, Tournament and Exhibition games, both home and away.

12.2 Coaching Staff:-

1. Dress Code for staff is to be determined by the head coach.

13. APPAREL

1. The RLHA Board must approve all apparel. Any proposed use of the RLHA logo must be requested in advance in writing, to the Board.
2. The RLHA Board must approve any distributor/supplier of any RLHA approved piece of apparel. No unauthorized purchase of apparel may be purchased for use by any RLHA member.

14. ICE SCHEDULING

1. Pre-season practices or exhibition games are to be arranged and paid for by the team.
2. Prior to league scheduling meetings, each team will be given its tentative ice allocation for the entire regular season. Ice Scheduling is the responsibility of the ice scheduler and teams will be responsible for using their ice or arranging for its use by other teams.
3. The Ice Scheduler will make changes as is necessary.
4. The Ice Scheduler will take control of all RLHA ice for the season and will post the ice allocations as soon as possible to avoid conflict. Teams must not assume they have their regular ice slots due to scheduling requirements. Teams will be allotted ice on a weekly basis and efforts will be made to keep ice time equal.
5. No game changes are to be made by anyone other than the UCHL Rep and OMHA Rep. The UCHL Rep and, OMHA Rep may cancel games due to inclement weather.

15. ON-ICE OFFICIALS

- 15.1** The Ice Scheduler will provide the Referee-In-Chief with the master game schedule. The Ice Scheduler will make the Referee-In-Chief and all affected teams aware of any changes to the master schedule.

15.2 Team Responsibilities -

1. Teams are responsible to have prior approval by the UCHL Rep and/or the OMHA Rep for any exhibition game. When games are approved, and pending the availability of on ice officials, the RLHA will arrange for such officials for home exhibition games by contacting the Referee-In-Chief. On-ice officials for all league and play-off games will be assigned by RLHA or the OMHA.
2. Managers should check that officials have arrived 15 minutes prior to the game time. If for any reason officials are not present, managers should immediately try to contact the following persons in the following order:

Ice Scheduler

Referee-In-Chief
OMHA Rep/UCHL Rep

3. The names and telephone numbers for all persons on the Contact List will be given to managers prior to the start of the season.
4. As per OMHA rules, no game will commence with only one official. If a game is delayed, attempts must be made to locate a second official. No game will be delayed or cancelled awaiting a third official. Any on-ice official must be currently certified as per OMHA regulations.
5. If there are ice issues such as double booking, managers must contact the Ice Scheduler, UCHL Rep or OMHA Rep. In the event of a conflict, games will always take priority over practices.

15.3 On-Ice Officials/Referee-In-Chief Responsibilities:-

1. The Referee-In-Chief may complete assignments at least 2 weeks in advance and forward copies to the Ice Scheduler.
2. When officials are paid, they should sign the team's RLHA "Game Officials Sign In" sheet provided by the team Manager. Pay Rates for Officials are as published in OMHA Manual of Operations.

16. OFF-ICE OFFICIALS

16.1 Timekeepers:-

1. RLHA Timekeeper assignor is responsible to arrange for timekeepers for all home games whether exhibition, league or play-off. Each timekeeper will be scheduled in advance.
2. Teams must use timekeepers that are qualified for the appropriate division.
3. Timekeepers are to be paid according to rates established by the RLHA at the beginning of each season.

16.2 Gate Attendant:-

1. Only persons authorized and assigned by RLHA will be provided to work league and playoff games for RLHA. Each person who attends a game in Bewdley will be required to pass through the gate to enter the arena. All members of the team coaching staff are to identify themselves to the Gate Attendant and sign in to the Attendant.
2. Gate Attendants will be required to attend one hour in advance of games and to stay in their position until the end of the first period, unless authorized by the RLHA.

17. LOCAL LEAGUE - GENERAL

1. The Coaching Staff must read and follow all Local League rules set out by the Local League Board.

18. CODE OF CONDUCT

18.1 All Members:-

1. This section sets out the Association's Code of Conduct.
2. The Association is committed to providing an environment in which all individuals are treated with respect. All RLHA members and participants shall conduct themselves at all times in a manner consistent with the values of the Association, which include fairness, integrity and mutual respect.
3. All RLHA members and participants shall avoid behaviour that brings the Association or the sport of hockey into disrepute including, but not limited to, abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.
4. All RLHA members and participants shall adhere to all of the Association's rules and policies and to all rules, regulations and policies governing any competition in which they participate.
5. RLHA members and participants shall not engage in any activity or behaviour that interferes with a competition or endangers the safety of others.
6. RLHA members and participants shall refrain from comments or behaviour that is disrespectful, offensive, harassing, abusive, racist or sexist.

7. The Association has a zero tolerance policy for profanity and violence. This applies to all conduct during RLHA events. The Association reserves the right to remove and/or permanently ban from the VMMC arena, anyone who violates this policy. Anyone who violates the RLHA Code of Conduct or OMHA Code of Conduct may also be removed and/or permanently banned from the VMMC arena during RLHA functions. Board members are held to a higher standard and violations of this rule by Board members can result in removal from the Board as determined by a majority of Board members (not including the subject member)

18.2 Parents'/Guardians Code:-

1. Do not force an unwilling child to participate in hockey.
2. Remember, children are involved in organized hockey for their enjoyment, not yours.
3. Encourage your child to play by the rules.
4. Teach your child that an honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
5. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a game.
6. Remember that children learn best by example. Applaud good plays by your team and members of the opposing team. Without them, there would be no game.
7. Do not publicly question the officials' judgment and never their honesty.
8. Support all efforts to remove verbal and physical abuse from hockey.
9. Recognize the value and importance of the volunteer coaches and staff. They give their time and resources to provide recreational activities for your child.
10. Set an example by supporting and respecting your child's coach. When problems arise, communicate on an individual basis following the Association's Policy and Procedure. Public comments are not appropriate. REMEMBER THE 24 HOUR RULE – THINK ABOUT IT FOR 24 HOURS AND IF YOU FEEL THAT THERE IS STILL A PROBLEM, THEN PROCEED IN THE APPROPRIATE MANNER.
11. Always remember that your child is participating in a team atmosphere with other children and all children like the same opportunities.

18.3 Players' Code:-

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

19. HARASSMENT AND ABUSE POLICY

19.1 Scope:-

1. The RLHA policies and procedures regarding harassment apply to all RLHA members and participants.

1. The Association has a Conflict/Discipline Committee that shall deal with all harassment and abuse complaints as well as all other discipline issues that have been brought to the attention of the Board.
2. The Conflict/Discipline Committee shall be comprised of three persons selected by the Board. All decisions of the Conflict/Discipline Committee shall be forwarded to the Board. All appeals from the Board are to be made in accordance with the OMHA guidelines for Abuse and Harrassment.

19.2 Criminal Record Checks (CRCs):-

1. All Board members, team officials, Local League convenors, RLHA employees, on-ice assistants and treasurers, must obtain a CRC for each season. The CRC must be on file with the Association prior to the commencement of the season. The CRC must be obtained from the Police Service for the community in which you live.
2. All CRCs obtained must include a vulnerable person's sector check of offences for which a pardon has been granted.
3. Photocopies of CRCs are not acceptable. If a copy of the CRC is required for other purposes, an additional approved copy should be requested at the time of application.
4. CRCs must be provided for all team officials before the team's OMHA roster sheet will be approved.
5. The Association will protect and maintain the confidentiality of all CRCs. CRCs will only be reviewed by the person designated by the Association, designated person determines that a review by the Board is warranted. If in the opinion of the Board there is anything in the CRC that raises a concern regarding the suitability of the person to be a team official, a confidential interview will be conducted with the person.

19.3 Rules for exclusion:-

1. Individuals with outstanding Criminal Code convictions or charges pending, will not be accepted based on, but not limited to the following offences without specific Board approval:
 - Physical or Sexual assault;
 - Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14;
 - Criminal offenses for child abuse;
 - Outstanding convictions or charges pending for any violent offences, whether or not it involved weapons;
 - Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving;
 - Applicants may be rejected as a result of other information gained during the Police Check process or through the screening process as a whole, or as a consequence of other factors.
2. Any applicant or volunteer has the right to know why they are being refused, and may appeal to the Board in writing within 10 days of the date of written notice of refusal.
3. It should be noted that every volunteer, coaching staff member, Board member or any other person in authority in the RLHA once accepted, is obliged to inform the Board if he or she is charged, tried or convicted of any offence under the Criminal Code or under other Provincial or Federal Statutes, if that offence is relative to a position of trust held by that individual.

19.4 Prevention Services:-

1. All Board members, team officials, Rep and Local League convenors and any other individual directly involved with players of the Association must complete the OHF prevention services or an equivalent, acceptable Speak Out training course. It is recommended that all parents complete the PRS course within three years of joining RLHA.

20. PROCUREMENT

1. The Rice Lake Minor Hockey Association will, in all purchasing, make best efforts to support community businesses within the immediate area.

21. PRIVACY POLICY

The Rice Lake Hockey Association adopts the OMHA Privacy Policy.

22. USE OF THE OFFICIAL RLHA LOGOS

1. The use of the Association logo is not permitted without the consent of the Board.

23. COMMUNICATIONS

23.1 Bulletin Board:-

The Bulletin Board at the VMMC will be utilized to put any posters, notices or communications from the RLHA, OMHA, OHF or Hockey Canada.

23.3 Forms:-

Copies of the RLHA forms can be obtained from the RLHA office or online at www.rlha.ca

24. APPLICATION OF RULES

24.1 Scope:-

The affairs of the Association are governed according to its By-Laws and Rules of Operation adopted April 19, 2009, and the by-laws, rules, regulations and policies of the Ontario Minor Hockey Association, Ontario Hockey Federation and Hockey Canada applicable to it. Each representative league also has rules and regulations that govern the activities of its teams. These Rules of Operation must be read and applied in conjunction with all such rules and regulations.

24.2 Interpretation:-

1. In these Rules, all capitalized terms have the same meaning as in the Corporation's Bylaw.
2. In these rules, "RLHA members and participants" includes all players, parents, guardians, coaches, officials, volunteers, directors, Board members, committee members, conveners, team managers, trainers and administrators involved in any RLHA business, activities or events.
3. In the following sections (REPRESENTATIVE TEAMS),
 - "Rep" means Representative and "Rep Committee" means the Representative Operations Committee;
 - "Team" means a representative team; and
 - "Team official" means a head coach, assistant coach, trainer, assistant trainer, manager and/or assistant manager/treasurer.
4. There will be situations where an RLHA rule or policy appropriate in most situations would not be fair or just in a specific case. In such situations, the RLHA rule or policy may be waived or varied, or exceptions to the rule or policy may be granted, in order to ensure that the objectives of the Association are respected and/or promoted.
5. If there is a conflict between these Rules and any OMHA, OHF or Hockey Canada rule or regulation, the OMHA, OHF or Hockey Canada rule or regulation shall prevail.
6. These Rules will be interpreted broadly in a manner that respects and promotes the objectives of the Association as set out in the Association's By-laws.

25. CONFLICT OF INTEREST

Members of the RLHA are required to declare a conflict of interest in matters where their vote could potentially result in their own personal benefit – financially or otherwise. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

THE FOREGOING Rules of Operations is hereby enacted, ratified, sanctioned, confirmed and approved without variation by the affirmative vote of the Members of the Association at a General Meeting of the Members of the Association duly called and held at in the Village of Bewdley, Ontario, and at which a quorum was present on the 19th day of April, 2009.