



Thorold Amateur Athletics Association  
OPERATIONS MANUAL

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- Scheduler
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- Director of Junior Hockey LL
- Director of Senior Hockey LL
- Director of Risk Management
- Head Trainer/ Development
- Equipment chair
- Tournament Chair
- Fundraising Chair
- Sponsorship Chair
- Information Technology
- Past President



## SECTION 1 - INTRODUCTION

### 1. PURPOSE

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It is the purpose of this Manual of Operations to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the City of Thorold through the listing and outline of various rules, regulations and policies which govern the day-to-day operations of the Thorold Amateur Athletics Association. From time to time, these items can be rewritten, revised, revoked and added upon by the TAAA Board at monthly meetings to meet the needs of the association on an ongoing basis. Changes will be posted to the website upon acceptance.

TAAA will operate and abide by the rules and regulations as set out by Hockey Canada, Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), Niagara District Hockey League (NDHL,) and any other league or governing body we are associated with.

In addition, we will be governed by our TAAA Bylaws No. 2 (April 2023 acceptance) and the general provisions in this TAAA Manual of Operations. This Manual of Operations will provide a set of guidelines to assist us throughout the day-to-day operations of the hockey organization.

*The TAAA Manual of Operations – as well as ALL Stand Alone TAAA Policies - will be posted on the website as frequently as possible and in the most up to date timeframe possible for members to view. Unforeseen exclusion from a posting of a certain item or portion of an item onto the website does not infer that the policy does not exist or is not enforceable.*

### 2. INTRODUCTION

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- a) Authority. The Thorold Minor Hockey Association (TAAA) shall have the authority to make rules and regulations governing such matters as discipline, participation in TAAA, duties of positions, registration, hockey procedures, fees, scheduling, general business practices, communication, and the association rules governing competition and playing of hockey and any other relevant matters; provided such rules and regulations are in no way repugnant to, or modify the By-laws and Governance of the TAAA. Proposed new rules and regulations or changes thereto shall be introduced at any meeting of the Board of Directors of the TAAA. Such proposed amendments shall require a simple majority vote of the Board members personally present to carry and will be done each month.



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- b) Emergency and/or Urgent matters. In the event of an emergency that is a matter which is not covered by other rules and regulations, or where a lack of time does not permit normal provisions to apply. The President of the Association may take appropriate action consistent with the objectives of the TAAA maintained. Such action shall be ratified at the next regularly scheduled meeting of the Board of Directors the TAAA.
- c) Confidentiality. The TAAA will release information it has obtained regarding any player, volunteer, or official only as required. All other requests for information will not be released unless a letter is received from the person it pertains to authorizing its release.
- d) Policy Development and Changes. TAAA Policy and Procedures Manual will undergo review and assessment frequently and/or as required. It is the member's responsibility to stay informed on recent policy changes, rules, regulations, bulletins and action items. The TAAA will ensure that this information is posted to the association website when changes occur in a formal announcement.
- e) Manual Precedence. This manual supersedes all previous policies. Where other information may contradict (TAAA old Website documents, previous printed versions, past practice) the Policy and Procedure manual shall take precedence. If information is similar but different between this manual and other directives, please consult with TAAA for clarification.

***This manual is meant to assist and not impede your ability to operate within TAAA.***

### 3. DEFINITIONS & TERMS

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**The following is a list a key definitions and terms used within the Manual of Operations.**

- AGM - Annual General Meeting
- Association - Thorold Amateur Athletic Association (or such other name as the Association may in the future legally adopt, to include Thorold Minor Hockey)
- Board - the Board of Directors of the Association
- HC – Hockey Canada
- HC -Hockey Canada (formerly the Canadian Hockey Association) or such other name as they may in the future legally adopt
- HL – house league which usually indicates “in house” programming where the team(s) is only playing within the confines of the Thorold Arena's.
- IP Initiation Program - to provide a safe and positive experience to make youngsters, ages 4 to 7 as their first contact or early years participating in the hockey experience age
- LL – local league hockey refers to those teams participating in the Niagara District Local League
- Members - all classes of membership in the Association (In good standing)
- NDHL – Niagara District Hockey League
- OHF – Ontario Hockey Federation



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- OMHA – Ontario Minor Hockey Association
- OMHA - Ontario Minor Hockey Association (or such other name as the OMHA may in the future legally adopt);
- TAAA – Thorold Amateur Athletic Hockey Association / Thorold Minor Hockey
- Policies - written statements governing issues affecting the affairs of the Association, which have been considered and approved by the Board of Directors of the Association.
- Registered Player - a player registered with TAAA, paid up to date, and playing with TAAA or a AAA/AA or A affiliation according to the current OMHA guidelines.
- Rep - a team or player who is associated with B or Rep established hockey (not house or local league hockey)
- RS – refers to a Roster Select team comprised of players from multiple LL/HL teams who are residentially eligible to play for a team selected within that age division

### 4. STAND ALONE POLICIES

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The following Thorold Minor Hockey Association policies are listed or referred to within this manual, but are stand-alone Policies not necessarily detailed within. Please refer to each policy specifically for details. To be found in the last section of this manual.

- a) Affiliated Player Policy
- b) Code of Conduct
- c) Dressing Room Policy
- d) Exceptional Player Policy
- e) Fair Play Code
- f) Fundraising Policy
- g) Harassment Policy
- h) Ice Time Policy
- i) Injury Reporting Policy and Return to Play Guidelines
- j) Local League Team Allocation Policy
- k) Logo and Color Policy
- l) Mobile Device / Phone Policy
- m) Police Screening Policy
- n) Policy on Dispute Resolution Processes
- o) Representative Hockey Tryouts Policy And Team Formation Agreement
- p) Rink Behavior Policy
- q) Roster Select Policy
- r) Social Media & Networking Policy
- s) Sponsorship Policy
- t) Website Policy



### 5. STAND ALONE DOCUMENTATION & TAAA GUIDELINES

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### 6. PRIVACY POLICY

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TAAA is committed to respecting the privacy of our members, adheres, and follows the OMHA Privacy Policy as implemented January 1, 2004. The OMHA Privacy Policy is outlined in the booklet "OMHA Privacy Policy"– Guidelines for OMHA Members – or may be accessed through the OMHA website – [www.omha.net](http://www.omha.net) – or by calling the OMHA at 905-780-6642.

TAA shall only collect information that is necessary to conduct hockey programming, which endeavors to meet the individual needs of each participant.

TAAA recognizes that hockey by its nature, is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency and as such, may be requested.

Participants are under no obligation to supply this information and may refuse to do so without penalty. TAAA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

Individual information that will be collected is identified below:

- a) participant's name, gender, place of residence and place of birth
- b) participant's email address (if applicable) - to facilitate communication
- c) historical information concerning past teams played for
- d) participant's skill and development level and feedback on programs, honors and awards received
- e) participant's parents (if applicable), name, address, telephone number, email addresses and fax (if applicable) – to facilitate communication
- f) educational information
- g) skill levels, ability, emergency contacts and health concerns

In addition to the Privacy Policy as stated by the OMHA, TAAA requests your permission to:

- a) Share your child's address and phone number with members on your child's team to facilitate team communication.
- b) Having your consent to photograph and provide your child's name in team or individual photos in hockey- related situations – whether through the local newspaper, our own organization or an outside organization (eg while at tournaments, etc.)

The Thorold Minor Hockey Association will use the email address provided at the time of registration as the main electronic contact address throughout the season for association related news, updates, and contact purposes unless specifically directed otherwise by the member to the TAAA Secretary.





### 7. INTRODUCTION TO THE TAAA PROGRAMS

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The Thorold Minor Hockey Association (TAAA) is a non-profit recreational sport association, incorporated under the laws of the Province of Ontario. TAAA is responsible for all Minor Hockey activities within the boundaries established by the Ontario Minor Hockey Association (OMHA). TAAA is responsible to and receives its mandate from the OMHA which in turn receives its authority from the Hockey Canada (HC).

#### **MISSION STATEMENT**

The Thorold Amateur Athletic Association is committed to creating a hockey program for the youth of Thorold that is affordable to all families, where participants can develop and learn the skills of the game, life skills, and good sportsmanship in a safe environment. The mandate of our program will also include

- The opportunity for all City of Thorold youth to participate in recreational league ice hockey and,
- The development of the participation in competitive representative ice hockey.
- The TAAA shall encourage and develop within the membership good fellowship, honesty, sportsmanship, integrity and feeling of responsibility towards themselves, their fellow members and the needs of the community
- Promoting the TAAA to other hockey organizations and affiliates, community sponsors, civic leaders and communities at large
- To develop a set of acceptable and moral values including behaviour on and off the ice, competition based on fair play and respect for authority and leadership
- Fostering community spirit among its members and all supporters
- TAAA will continue to encourage and support participation in the sport of hockey, and ensure that diversity, equality and inclusion are key considerations in our strategies, plans, actions, and operations.

The TAAA is also a participating member of the Niagara District Hockey League and the Beechy Juvenile League to which both leagues are under the OMHA . The TAAA receive authority from these leagues with regards to scheduling, rules and other areas covered within their operational documents; as members in good standing with these two leagues which we choose to be a member of each year.

All players will be placed on teams by the Association and team management at playing levels commensurate with each player's age, playing skill and experience. Age "DIVISIONS" within minor hockey are set by HC as follows: (Age is set by the players age as of midnight on December 31 of that year)

- Hockey School
- U 7 - 6 & 7
- U8
- U9
- U10/U11
- U12/U13
- U14/U15
- U16/U17/U18
- U19/U20/U21 (max U21)

Hockey in the City of Thorold is divided into "Rep" being the travel teams, Select and Local League teams.



### **LEVELS OF HOCKEY WITHIN THE TAAA:**

*All teams in the TAAA will participate at one of three playing levels*

#### **1. INITIATION PROGRAM**

The Initiation Program is regulated and follows the Hockey Canada Pathways Program .

These programs are to include Hockey School, U7, U8 levels. An introduction to hockey for young players. This level provides an opportunity to learn the fundamentals of skating – skating forward, stopping, falling and getting back up, introduction to skating backwards and puck handling – in a ‘fun’ environment. The players at this level are divided into small groups so that those that need to develop their skating skills can be done while those that have advanced will be instructed in more hockey based skills as the season progresses. The players are divided into teams, and by the final stages of the season will have their own versions of games to participate in on the ice. The program is run two session per week of approximately one hour each (Hockey School is one day per week). All games and practices are held at the Thorold Arenas, with the exception of U8 which would require to travel to away games.. All practices planned and skills are introduced in a progressive manner. We try to maintain a good ratio of qualified volunteer instructors to players. This allows us to attend to the individual requirements of the players. All of our instructors must attend a clinic that focuses on skill analysis and development, lesson organization, and communication.

U8 Level provides the grass roots development base for minor hockey in Thorold and is mostly comprised of 6- and 7-year-old players who have completed the IP program.

#### **2. LOCAL LEAGUE HOCKEY – NIAGARA DISTRICT LOCAL LEAGUE**

LOCAL LEAGUE level players not selected to play for Representative Teams or whom chose not to play on a Representative team, will play in the Niagara District Hockey League (NDHL). TAAA will be participating in league play. Teams will be combined with other associations to make up a “local league” or divisions of teams join the Niagara District Hockey League. The NDHL is comprised of local centers within the Niagara Peninsula who are members of the Niagara District Hockey League. These centers may include, but are not limited to West Lincoln, Lincoln, Wainfleet, Dunnville, Port Colborne, Grimsby, Welland, Pelham , Fort Erie, Stoney Creek and Niagara-on-the-Lake. These teams will be O M H A r o s t e r e d and will play at an interlocking level with approximately a 24 - 28 game schedule to include a playoff series based on team standings in the league. All levels will play in a non-body checking league.

All players will abide by the Rules and Regulations of the TAAA , NDHL and its governing bodies.



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### **3. REPRESENTATIVE HOCKEY – (B) NIAGARA DISTRICT HOCKEY LEAGUE**

Thorold Minor Hockey is classified as a B center within the OMHA. Players may try-out for a place on a B team as per their age level. The successful candidates are chosen to represent TAAA in the U11B through U21B age categories (U8 MD and U9MD if offered). Each team has a certified roster, and each player must qualify residentially to play for a Rep team. The B team will follow the current guidelines of the OMHA regulations for out of town players. The B Rep teams will play locally in the Niagara District Hockey League and will enter OMHA Playdowns as per OMHA current playdown schedules as well as Niagara District Playoffs as per NDHL playoff schedules. The NDHL will have approximately a 24-28 league game schedule commencing as per the NDHL Schedules and ending at the NDHL schedule. Preliminaries for the OMHA's will be played in a tournament or current OMHA playoff structure.

All players will abide by the Rules and Regulations of the TAAA, NDHL and its governing bodies. A Dress Code for all members of the TAAA B Rep teams shall be in effect as per the Head Coach of each team, which will fall within the approved apparel lineup of the Association.

There are additional costs involved in "Rep" hockey, and the TAAA will set and charge each season a "REP FEE" which must be paid by each successful signee. There are other costs incurred by participants on a Rep team set by the team itself for extra practices, tournaments and other operational costs during the season.

### **PHILOSOPHY OF TAAA PROGRAMS:**

*All teams in the TAAA will participate with these philosophies in mind*

### **PHILOSOPHY of THOROLD HOCKEY ASSOCIATION'S VERSION OF THE HOCKEY CANADA'S INITIATION PROGRAM**

The program's philosophy is not based on winning or losing - but on learning a new sport, making new friends, and just taking time out to be a kid. In a fun, non-competitive environment, the players learn hockey skills and fair play, with an emphasis on the development of self-esteem and self-confidence at the personal level. The IP promotes the belief that if the introduction to hockey is a positive one, the players will develop a lifetime love of the game.

Initiation Programming Philosophy & Objectives

- To provide children an opportunity to learn and develop hockey Fundamentals and Fitness in an environment of Fun and Fair play (The Four F's)
- Making hockey a very positive and fun-filled experience
- Having fun in a physical activity
- Learning the basic skills needed to play hockey



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- Creating and refining basic motor patterns
- Learning the concepts of cooperating and fair play
- Developing an understanding of teamwork
- Build self-esteem in the players' minds
- Develop all the players to the fullest and encouraging full participation

This is a hockey program for 4-7 year-olds. In a fun environment, the players learn hockey skills and fair play, with an emphasis on the development of self-esteem and self-confidence. We believe if the introduction to hockey is a positive one, the players will develop a lifetime life-long love of the game.

### **TAAA LOCAL LEAGUE PHILOSOPHY**

The philosophy of the TAAA Local League hockey is based upon a recreational and inclusive hockey theme. The Association will endeavor to provide recreational hockey with an emphasis on skill development and fair play for all players. Player ice time during games is to be as fair as possible with each player receiving an equal amount of ice time to be able to develop skills and play the game as a member of their team in all situations.

There is not a "win at all costs" philosophy. The Association will provide programs in which each participant may maximize their potential as an athlete and a human being.

### **TAAA REPRESENTATIVE B HOCKEY PHILOSOPHY**

The Travel B Representative teams will be comprised of players, coaches and parents who desire a higher level of competitive hockey. Player ice time during all games shall be equal with the exception of power play and penalty kill situations as well as during a portion of the third period of a game. Players who are subject to team discipline, which will result in less playing time than described by this policy, will be addressed by having their situation identified by the Head Coach to the Rep Director or Convenor prior to any discipline being enacted in a game/practice. Any "in-game" discipline shall again be identified to the Rep Convenor within 24 hours of the conclusion of a game.

Additional Entry (C)(it will be classed as a Tier 2 team – to be named as current OHMA classification) teams will be offered in U11, U13,U15,U18 where registration numbers permit. TAAA will offer AE teams in the above age groups only when the number of total players registered to participate in "Rep" evaluations is at least 34 (excluding goaltenders). Players may opt out of the evaluation process at any time and return to House/Local League and, as such, if the number of players participating in the AE evaluation process drops to less than 15 skaters then the AE team will be removed from that age group and the remaining players will be transferred to the House/Local League player lists. Coaches will strive to combine team progress with individual player development.

MD Teams will be offered for U8 and U9 if number of participants and skill level allows TAAA to offer.



## SECTION 2 – RISK MANAGEMENT & DISPUTE RESOLUTION

### POLICIES & PROCEDURES

## 8. CODE OF CONDUCT

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The Thorold Minor Hockey Association has a very clear Code of Conduct. This document can be found on the TAAA website. The Code of Conduct is also referred to in the Bylaws of the TAAA, and closely mirrors the Codes of Conduct of Hockey Canada, the OHF and the OMHA – all of which will also be utilized in determining standards for the TAAA members.

## 9. ZERO TOLERANCE

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TAAA continues to vigorously strive for the highest standards of sportsmanship in hockey. Every participant, whether player, coach, referee, official, administrator, parent or spectator has a responsibility to comply with and support ZERO TOLERANCE and to behave in a respectable manner.

**ZERO TOLERANCE** essentially means that everyone involved in ice hockey shall act in a respectful and sportsmanship-like manner so that ice hockey will be a strongly desirable and rewarding experience and that disrespectful and/or unsportsmanlike conduct will NOT be tolerated. Loss of control is never acceptable.

1. **ZERO TOLERANCE CLASSIFICATIONS** (including, but not limited to the following examples):

**A CLASS 1** - General disrespect and carelessness in choices of behavior

- i. Inappropriate verbal or Non-verbal abuse not covered in Class 2 or Class 3 during TAAA related functions and activities.
- ii. Non-compliance of the 24 hour cooling off period.
- iii. The sending of electronic mailings to members in any unsolicited fashion which criticize coaches, board members, fellow members, officials or players. These can potentially be just commentaries or outright accusations. This would also include publicly questioning Board and Association decisions, directions and directives in a negative and non-productive/non-inquisitive manner.
- iv. Rumor mongering, providing misleading and inaccurate information to members, and overt criticism of members and/or their actions



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**B CLASS 2**— escalated or more intense confrontational or reaction to specific events or triggers during TAAA functions and activities.

- v. Excessive disputing or arguing with the decision of an official, coach, administrator, spectator, or player - whether on or off the ice
- vi. Obscene or vulgar language or the use of a physical act which is vulgar or obscene, or swearing.
- vii. Encouraging abusive or unsportsmanlike behavior in any player, coach, official, administrator or spectator.
- viii. Taunting or ridiculing of officials, coaches, players, administrators, or spectators.
- ix. Throwing of any object directed in the spectator's viewing area, at a person, in the playing area (including bench area), the ice or as to create the potential of a safety hazard or issue.
- x. Not stopping ZERO TOLERANCE conduct once advised to do so.
- xi. Not voluntarily leaving a facility once advised to do so by any official, administrator or security personnel.
- xii. The use of Team/Association email distribution lists to self-promote or provide personal opinions of discontent with regards to subject matters pertaining to TAAA activities; which also violates the privacy policy
- xiii. A repeated incident of email distribution that is seen to infract upon the Code of Conduct or the Class 1 definitions
- xiv. Sending emails and/or openly speaking of previous items that may have been resolved or in process of resolution **after** being instructed not to send further communication regarding a subject, a case, or a Member

C . **Class 3** - Complete loss of self-control during TAAA related functions and activities

- xv. Off-ice physical violence or fighting or abusive physical contact while the person is upset or angry.
- xvi. Threats of any nature.
- xvii. Returning to a facility after being ejected.
- xviii. Any actions that require the use of third parties to control the conduct or situation, such as rink personnel, league personnel or security personnel or police
- xix. Threatening emails sent to someone
- xx. Outright false accusations or fabrications emailed or spoken to TAAA members and officers and staff that are serious in nature and are demonstrated to be false in nature

### 2. **ZERO TOLERANCE PENALTIES**

#### A. **GENERAL**

- i. Penalties listed are minimum and may be more severe, as in the case of aggravating circumstances or multiple offenses, or may remain at minimum if there are mitigating circumstances.
- ii. Suspensions and any appeals must comply with Niagara District, OMHA and HC By-Laws, Rules and Regulations.



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B.

C. **CLASSIFICATION**

1. Class 1 Violation:

You will receive a written letter certifying that you are being warned of this behavior and a copy will be kept on file by the Board. This warning will be accompanied by a 1 game suspension. Subsequent incidents will be dealt with as Class 2 Violations.

2. Class 2 Violations:

- i. 1st Occurrence - Minimum suspension 3 games - 5 games for those in official capacity (Board member, Coach, Manager, spectator, etc.)
- ii. 2nd Occurrence - Minimum suspensions at least doubled (6 - 10 games as above).
- iii. 3rd Occurrence - Minimum 30 day suspension

3. Class 3 Violations:

ONE year minimum suspension - Refer directly to OMHA.

Note: no registration refund will be given for any of the above Violations

## 10. COMPLAINT PROCESSES

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Thorold Minor Hockey has developed processes to properly deal with issues of concern of varying degrees in an attempt to mitigate escalating disagreements and/or situations. In order to ensure that your concerns are dealt with as quickly and promptly as possible, please follow the following procedures and ensure the proper form is completed. TAAA Incident and Complaint Policy

The four options for reporting your concerns and/or complaint so that the appropriate resolution process may begin are:

- 1) Contacting the Team Official directly through courteous and professional means.
- 2) Incident Report
- 3) Complaint Form
- 4) Harassment, Abuse, Bullying related complaint process

**Please note that verbal concerns are not dealt with by TAAA as official complaints.**

**ALL correspondence in writing MUST always be signed and dated.**

The following general considerations should be followed in matters of complaints:

- a) Any concerns regarding things seen at the rink, on the website, in or around the TAAA in general, or regarding an in-game item relating to the opponent should initiate their concern with an incident report.
- b) Any concerns pertaining to any member or associate of any team should first be brought to the attention of the Team Manager, or, in the absence of the Team Manager, the Team Coach. This process outlined in Section 13 can be activated.
- c) In the instance the complaint is about the Team Manager or Coach, complaints should be directed to the appropriate TAAA Convener, in writing. Please review Sections 11 and 12 to see which level applies.
- d) Any low level complaints/informal complaints that remain unresolved within a reasonable time frame by the Team Manager should be taken to the appropriate TAAA Convener to come to the TAAA Overall Chair for review on direction.



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- e) Any concerns pertaining to the members of the Board of Directors of TAAA should go directly, in writing through the form submission, to President.
- f) Complaints re: Referees & On Ice or Off Ice Officials - This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching staff, or others, should be reported, IN WRITING, to the Thorold Referee-in-Chief and a copy to the Vice President of the TAAA.

Additional notes of consideration regarding Complaints.

- Any conflict of interest, real or perceived, that involves an Executive or Board Member, when tabled by another Board Member – the Board Member in question shall remove him/herself from the room until the Board or Executive decide (by majority vote) that there is no conflict of interest. If the Board does declare a conflict of interest, then the Board will decide, by majority vote, what role, if any, that person will be allowed to be involved in for that which involves the conflict issue.

## 11. INCIDENT REPORTS

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If a TAAA member would like to report an incident, please complete the form entitled **Incident Report** which is found on the TAAA website. A completed form will be sent to the TAAA Board personnel appropriately positioned to deal with the incident. This is not necessarily a complaint, but can be used to report situations or concerns within the TAAA operations and team functionality. This would typically also correspond to the reporting of infractions against the TAAA Code of Conduct, and can be referencing a TAAA member or a visiting person/participant. These are also typically one time incidents that should still be documented.

Please review the document entitled: **TAA A Policy on the Dispute Resolution Process**

## 12. FORMAL COMPLAINTS

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If a TAAA member would like to file an official complaint, please complete the form entitled:

*Thorold Minor Hockey Association Incident Report or Complaint Form  
Found in the policy section on the website*

Please review the document entitled: **TAAA Policy on the Dispute Resolution Process**





### 13. Grievance Procedure Outline re: Team Issues

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The Grievance Procedure section is still in the review stage for potential inclusion in the future

### 14. DISPUTE RESOLUTION & DISCIPLINE COMMITTEE

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*We as an association are committed to creating a healthy, fair and efficient environment for resolving conflict.*

The goal of the Dispute Resolution Process – which involves a committee named the Dispute Resolution & Discipline Committee (DRDC) is to design a process for resolving disputes that are straightforward and easy to follow. Under the Dispute Resolution Process, all complaints are required to be handled in a timely and efficient manner. In more complex cases where additional time is required, the parties will be notified of the status of the matter, including the reasons for any delay. The DRDC is also able to capably issue sanctions or disciplinary measures if or when required or in certain cases. The DRDC reports directly to the TAAA Board and must provide formal documentation of their business.

These guiding principles will help to ensure that barriers to conflict resolution are eliminated.

There may be occasions where it may not be appropriate to follow the exact steps outlined in the Dispute Resolution Process due to extenuating circumstances. The President may make that determination on a case by case basis. The TAAA Risk Management Director and/or the Executive VP would typically be the presiding TAAA representative(s) in DRDC business, which maintains the President having impartiality should intervention be required at a later date.

**Please refer to the TAAA policy entitled :Dispute Resolution Policy**

### 15. HARASSMENT, ABUSE & BULLYING POLICY

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The Thorold Minor Hockey Association will adhere to any similar policy regarding Harassment, Abuse or Bullying listed on the Hockey Canada, Ontario Hockey Federation or the Ontario Minor Hockey Association website. All three governing bodies have clear policies regarding this topic, and all three indicate that member associations must also have their own parallel policy. The TAAA developed this policy directly from these documents.

The policy for TAA A is entitled: **TAAA Code of Conduct Stand Alone Policy** and is found on our association website.

Any complaints brought forward which fall under this category must follow the procedures outlined in the TAA



## TAAA OPERATIONAL MANUAL 2023

A policy relating to this type of complaint first.

Please utilize the provided Complaint Form specifically designed for the nature of this complaint which is located within the policy documentation itself.

### **Further resources and documentation supportive of this process can be found at:**

OMHA – Code of Conduct Policies and Procedures 2016 Version #4

[OMHA Code of Conduct Policies and Procedure 2016 Version 4](#)

OMHA – Risk Management Guide (for associations) (2006)

[OMHA Risk Management Guide](#)

OHF – OHF Harassment, Abuse, Bullying and Misconduct Policy (2014)

[ohf harassment- abuse and bullying policy 2014](#)

## **16. SAFETY AT PRACTICE**

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The TAAA has formalized a Safety at Practice plan/information for TAAA to refer to should questions arise. Numerous times the focus of safety has been documented for game situations however practice times for teams are also subject to the following guidelines.

### **a) HOCKEY HELMET POLICY:**

Thorold Minor Hockey Associate has a policy regarding CSA Certified helmet use by all "On Ice Personnel" that states:

ALL Hockey "On Ice Personnel" shall be required to properly wear a CSA Certified Helmet during all sanctioned on-ice instruction and activities at ALL times. This includes any coaches, staff, volunteers, professional service guests, and players.

In all cases of non-compliance to the wearing of a CSA Certified Helmet by On Ice Personnel, during all sanctioned on ice instruction and activities, the offending party shall be disciplined through the enforcement of the following provisions of this policy. In such cases where an on ice helper is not from the team regular composition, (i.e. a parent) the Head Coach shall be held responsible for any non-compliance of this policy.

### **b) ON ICE VOLUNTEERS:**

Team coaches sometimes require the assistance of extra helpers on the ice that are not a part of the official team staff. These are known as on ice volunteers (OIV).

Please refer to the OMHA Manual for more information regarding OIVs regarding age and equipment requirements, as well as qualifications required.

OIVs are only permitted to be on the ice if:

- 1) the person is actually participating in be of assistance to the staff (it is not extra ice or practice time for player's not on the team);
- 2) must be two years older than the maximum age of the division/team for which they are volunteering for;



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- 3) If not a TAAA player on an approved TAAA roster, they must register as an OIV with the TAAA registrar; An application for on-Ice- Volunteer must be filled out for approval.

This document can be found on our website under volunteer.

- 4) if over 18, the OIV must have also completed the Respect in Sport Activity Leader course;
- 5) The OIV must also have a valid police check submitted to the TAAA as per the Screening Policy of the TAAA.

### **c) TRAINERS:**

An approved trainer must be present at the arena either on or near the ice surface during any TAAA practice. Teams are not permitted to participate in practices without a trainer. Injuries and medical emergencies can occur at or during a practice time slot just as easily as a game.

### **d) INJURED PLAYERS PARTICIPATING:**

Players that are not able to play due to an injury (physical, concussion etc) and have not received full medical clearance to be participating in team activities are not permitted on the ice in "a lesser role" or as participants "just going for a skate". If you are not cleared to participate in a game, you are not cleared to be on the ice for practice.

### **e) PLAYER'S EQUIPMENT:**

Any TAAA player participating in a team practice must be in proper equipment including a neck guard and mouth guard. The same equipment expectations for a game apply at a practice. Players should not be practicing in half-equipment (example: lower half only).

### **f) OTHER PLAYERS PARTICIPATING ON A TEAM'S PRACTICE ICE:**

Players not currently listed on a practicing team's approved roster as a team member or as an Affiliated Player (AP) are not permitted to participate in their practice. (Unless that player is an OIV and is there assisting the team's coaching staff as per regulations).

At no time is a player of the same age group or younger age group permitted to be on the ice during another team's practice slot.

TAAA players have their team Scheduled ice allocated (to include shared ice when indicated) for that team/s to practice on; and therefore are not entitled to have additional practice ice with someone else or another team no matter what the circumstance or reasoning provided.

### **g) CLARIFICATION REGARDING SIBLINGS:**

At no time shall a sibling / family member be permitted on the ice during any TAAA scheduled ice time unless they are for their own practice time. Any persons on the ice should be a TAAA member covered under Hockey Canada insurance as well as assigned to that specific team roster.

Only rostered members of the booked TAAA ice time as well as approved OIV are permitted on the ice during the team practice.



## TAAA OPERATIONAL MANUAL 2023

### h) FACILITY:

Coaching staffs must be aware of any dangerous or unsafe conditions present within or around the ice surface when attending a practice. Some examples seen in the past year would be:

- Chopped up ice or rutted ice from previous ice user
- Nails sticking out from boards
- Broken latches on rink doors
- Open rink doors...or doors that are not fully closed or have a lip around an edge due to not being able to be closed squarely
- Broken rink glass panes
- Thin, damaged or melted area on the ice surface
- Leaking roof causing ice ruts/build up
- Damage to change room or area around the rink surface

If any items are observed please inform the rink staff immediately and please send a note to the TAAA administration team explaining the problem.

In some circumstances, if one or more of these conditions exist, please ensure that your team avoids worsening the problem and be prepared to stay away from the affected area if instructed by rink personnel.

Further, your ice time may have to be rescheduled should the problem be serious in nature or lengthy to get the fix completed.

### i) DISCIPLINARY MEASURES RELATING TO PRACTICES:

Should an incident of non-compliance to these safety related policies take place at a TAAA team practice, the TAAA will take the following disciplinary steps:

- 1) Upon the first verified Incident: A Verbal and Written notification warning is to be given to the offending party by an applicable member of the TAAA Board. The offending party is to sign off that this warning has been rendered, and such documented notification is to be kept on file by the Association.
- 2) Upon the second verified Incident (*by the same party*): A Hearing with the TAAA Vice President and convener of that age and division is to be held for the offending staff. Tolerance for non-compliance of this policy is not permitted and therefore the OMHA will be notified as well of the incident, and the offending party may be sanctioned further by them.
- 3) In such cases, the following discipline shall apply from the TAAA, IN ADDITION to any sanctions issued by the OMHA.
- 4) The offending party shall be suspended from participation (whether it include games or practices) for a period of the next five (5) consecutive scheduled Ice times of that team.



## TAAA OPERATIONAL MANUAL 2023

- 5) Upon the third verified offence of this policy (*by the same offending party*): This will result in immediate removal from the TAAA approved team player/coaching/staff list and, removal from all approved rosters for which they are listed for the duration of the season. Only upon a formal meeting with the Discipline Committee, will consideration be given to a future return in a different season to a player/coaching staff roster. The OMHA will also be officially notified of the decision and terms.

### 17. TEAM DISCIPLINE

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A Head Coach may administer in game disciplinary measures based on team rules (such as missed shifts) but should have reasons for said actions. Additionally, a coach may suspend, for discipline, any player for up to one game. Suspensions of more than one game must have the pre-approval of the Division Convenor and/or the Discipline Committee of the TAAA.

The Divisional Convenor shall be advised of all such suspensions. Documenting situations and sanctions may be requested at any time. Escalating instances may need to enter into the TAAA complaint process found within sections 13 and/or 14 of this Manual.

### 18. SPEAK OUT

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Please refer to the Ontario Hockey Federation website, and view the OHF document entitled **Speak Out: Promoting Positive Behavior in Hockey**. This will be the TAAA's governing documentation on this subject.

[Harassment, Abuse,](#)

[harassment- abuse and bullying policy.pdf](#)



## 19. DUTIES AND RESPONSIBILITIES OF BOARD of Directors

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To view the list of all current Board positions, and for details of the duties and responsibilities assigned to each position, please view the document entitled: Duties and Responsibilities of TAAA Board Members. This is found in the Appendices section of this manual.

### Duties and Responsibilities of TAAA Board Members

## 20. COMMITTEES OF THE TAAA

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As outlined in the TAAA By-laws, there will be standing committees and ad-hoc committees formed from time to time in the TAAA. Any of these committees may include Board and non-Board members as outlined in the TAAA By-laws or the TAAA Manual of Operations.

If our members are interested in participating on a committee please contact the TAAA Board.

Committees listed in the By-laws are:

- Hockey Committee
- Dispute Resolution & Discipline Committee

Other association committees that may be formed within the hockey season may include:

- Committees for a specific fundraising event
- Multiple Suspension Discipline Committee
- Committees for a tournament
- Policy Committee
- Other committees as decided by the Board
- Banquet – Year end Committee

## 21. ELECTION PROCEDURES FOR BOARD POSITIONS

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The TAAA will have an Administrative Staff and/or Election Committee to run the TAAA yearly Board position elections. The Elections Committee shall be responsible each season to design and announce the exact process and procedure being used each year. However, generally speaking, the Committee will open the nominations process, communicate which candidates are running, and will announce the process of voting, the voting dates & locations, and provide any clarification about result announcements. This information will be communicated within the prescribed dates and will be done primarily through the TAAA website, Social Media and with arena postings.

Please also refer to the **TAAA By-laws** for more information regarding the Committee and this annual process.



### 22. DUTIES AND RESPONSIBILITIES TEAM OFFICIALS

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Please review the TAAA Policy entitled: Team Officials - Duties and Responsibilities Within this policy there are descriptions for the following positions within a hockey team.

- Head Coach
- Trainer
- Team Manager
- Assistant Coach
- On Ice Volunteers
- Parent Representative / Parent Liaison

Further considerations regarding Team Officials;

- a) Team officials are required to have the proper certification.
- b) All team officials will be reviewed by the Board or committee, and need to receive certification approval from the TAAA Registrar, prior to commencing their participation with any team.
- c) A desire or expectation by a person to participate on a certain team as a Team Official in any capacity does not guarantee that TAAA will permit said participation.
- d) Any prospective or active Team Official may be asked to attain certain certification requirements if the TAAA sees fit
- e) Team Officials are expected to participate in any form of Coaching Staff meeting called by the TAAA or member of the TAAA Board (ie: training course, association coach's meeting, meeting with a Convenor)
- f) All team officials are to be leaders within the TAAA regarding policies of the association, including but not limited to the Codes of Conduct, and the behavioral related policies. Team officials that are not compliant with items outlined in section 2 of this policy manual will be subject to removal from staff listings.
- g) All team officials must familiarize themselves with and practice all TAAA Policies and any regulations of the governing bodies of the TAAA.

### 23. ASSOCIATION EQUIPMENT

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The TAAA will provide some equipment during the course of the season for our teams and/or members to use. Please report any deficient or damaged equipment to the TAAA Equipment Manager so that the items can be taken out of service and replaced .

The TAAA is not responsible to provide equipment to any member or any team outside of the regular hockey season (which concludes when a team has been eliminated from their playoffs or played their last regular game). Off season practices as a TAAA group, non-TAAA leagues, and personal training opportunities are not the TAAA's responsibility, and therefore it is up to the person/people participating



## TAAA OPERATIONAL MANUAL 2023

to supply their own equipment required. TAAA equipment is for TAAA use only.

This list of items supplied by the TAAA may include

### 1) GOALTENDING GEAR:

The TAAA provides goal tender gear for U9 and below on TAAA Teams only. Any request for goalie equipment for players in an older age division is subject to review and/or availability. Each team in the divisions listed is entitled to one full set of goalie specific equipment for the hockey season. The Equipment Manager will allow equipment to be signed out to the Team Coach. Items must be returned at season's end. Any request by a team/person in addition to the one allocated set will be reviewed after each team has been issued their items first on an individual basis.

### 2) PUCKS & PUCK BAGS & BOARDS

All teams are issued pucks in puck bags which are to be returned at the end of the hockey season. All teams are issued a training board that is to be returned at the end of the season.

### 3) PYLONS:

Pylons are stored in the TAAA Trainers room and are to be returned to this room after each practice. Pylons may be given out for the season to the coach but must be returned at the end of the season

### 4) First Aid Kit / Trainers Binder

Each team will receive a trainers kit to include first aid kit and trainers binder. Each first aid kit will be fully stocked at the start of the season. If items are required to be replenished, contact the Equipment Manager. Trainers binder is assigned to ensure all medical forms and trainer management items are included. Both items are to be returned at the end of the season.

### 5) CONFLICT JERSEYS:

At times in Local League hockey, a second color of jerseys is required due to color conflicts. At least one set is available for each age division and is kept in the storage area. Should a team require a set of jerseys to take to a tournament, please sign the entire set out in advance with notification to the Equipment Manager and return promptly at the end of the tournament. All Jerseys are to be returned washed and in the condition that they were given.

### 6) EXTRA TEAM JERSEY:

Each team will be issued at least one extra jersey with a number and the sponsor name included to match your team set. The Head Coach should carry this at all times in case it is required for a player forgetting theirs, or due to blood, or due to damage in game, or can also be used for an AP. If this jersey is introduced into full use rotation, please inform the Equipment Manager so that a back up can be assigned to the team.

### 7) GAME PUCKS:

Teams / Timekeepers will have have a brand new puck for each home game to present to the Referee before the game commences for use during that game.

### 8) Other items deemed required or necessary should be request through your Divisional Conveyor / Equipment Manager





### 24. TEAM JERSEYS AND SOCKS

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The TAAA Board will provide game jerseys for each team in the Association and will decide the design and details regarding jerseys. This plan and the purchase of association jerseys will be reviewed annually by the TAAA Board. Jersey acquisition may have an additional fee in any season that may be incurred by a player which is decided upon by the TAAA Board each season.

The TAAA will also look to National Programs (IE: Timbits/Tim Horton's hockey program and jersey supply offer) each season to assist in outfitting our players.

All Jerseys that are not part of the national program are the property of the TAAA. At the end of the each season the jerseys must be returned to the TAAA (via team representative /Equipment Manager). In the event there is damage /excessive wear the TAAA will notify the member that a new jersey replacement fee of \$75.00 will be applied with next season's registration. Any player that does not return the TAAA jersey assigned to them at the end of the season will be subjected to a \$75.00 restocking fee. TAAA will establish a jersey return deadline date year and communicate to the membership by memorandum.

The TAAA reserves the right to design or re-design and/or choose jersey style and all logo and cresting on any jersey used by a TAAA player while representing the TAAA in any game.

The TAAA will also supply each team with at least one additional jersey each season for replacement or emergency use throughout the season.

**NOTE: Starting with the 2023/2024 season the TAAA will be providing LL Teams with Jerseys that the participant will be able to keep and not required to Return providing in good standing with TAAA.**

**In the event of loss during the season the participant will be charged a \$75.00 replacement fee .**

Hockey socks – one set of game socks are provided to each player each season of the association's choosing.

Extras of either socks or jerseys may (if available) be ordered for personal use at the player's own expense through the TAAA Board.

If a jersey is deemed unfit for play, or lost, the cost of a replacement jersey will be the player's, unless reviewed by the Board due to special circumstances.



### 25. ICE ALLOCATION, RESPONSIBILITIES

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Prime time ice availability is the greatest asset of the TAAA. Its rental is the greatest single expense in our association. Its well-managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved regarding TAAA ice in the Thorold Arena:

- 1) ALL extra ice requests and potential bookings at the Thorold Arenas related to any TAAA team practice, game, or extra activity may only be booked through the TAAA Ice Scheduler. The City of Thorold will not conduct business regarding TAAA minor hockey teams and their ice needs and desires with team members.
- 2) The Ice Scheduler is the only person who can book ice for the TAAA. The City has been advised of this in writing. An ice hour is usually considered 50 minutes plus 10 minutes for the time it takes for rink staff to clean and resurface the ice as a target, but may not always be the case. Often practice ice is 50 minutes plus the ten minute flood period.
- 3) The Association registration fees are set to provide each participant with ice for games and practices each week/month.
- 4) It is understood that if the Association requires the use of ice on specific occasions, it may reassign previously allocated ice, i.e. for Association tournaments, playoff games, makeup games, etc.
- 5) **It is not "your" ice.** If a particular team has a particular hour of ice, weekly, and the ice is not needed by that team for a game (ie. the game is cancelled by the visiting center) there is no automatic right to that ice for that team and does not automatically become practice ice. The ice is to be returned to the Ice Scheduler to be used as required.
- 6) TAAA teams are not guaranteed a set practice time or slot each week. The Ice Scheduler communicates through the website scheduling and email if deemed required. It is your responsibility to check for any changes. (sign of for notification on the website)
- 7) The usage of TAAA ice is the full responsibility of the team in whose name it is in and which has been booked by the Ice Scheduler. If the team cannot use the hour from time to time, it must be returned to the TAAA Ice Scheduler with 8 days notice; failing which the team forfeits their practice time for that week.
- 8) Sale of TAAA ice given to a team to any outside parties is strictly prohibited.
- 9) Teams may not revise scheduled game times on their own. If a request for a game change is required, the following procedures must be followed:
  - a) Representative Teams: must first inform any game changes to the Ice Scheduler who will inform the Divisional Director, the NDHL the Referee-in- Chief and the timekeeper scheduler.
  - b) Local League Teams (U8 and above): must first inform any game changes and/or request to the Ice Scheduler who will inform the Division Director, the NDHL ,the Referee-in-Chief and timekeeper.



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- 10) Within a Division, an hour of ice may be shared by more than one team, subject to the scheduling arrangements by the Ice Scheduler.
- 11) Hours will be allocated to player development such as Goaltending Schools and Power Skating at the discretion of the Board and available funding.
- 12) All hours of ice booked by the TAAA should be accounted for by the Ice Scheduler and reported at monthly TAAA Board meetings.
- 13) No team shall book extra ice outside the TAAA ice hours unless that team pays for the ice themselves. All extra ice is required to be reported to the Divisional Convener./ Ice Scheduler  
Note: team is responsible for paying for insurance for the ice rental
- 14) TAAA teams may request the TAAA to assist in booking these ice times for them to assure the team is getting the youth hockey rate, however, this will only be done should the team provide the exact date, time and location of the ice being sought. Teams will have to pay for this ice within 7 days from the time it is booked, by providing a cheque or e-transfer to the TAAA to cover the costs.
- 15) If two teams, regardless of fault, arrive for the same hour of practice, this procedure should be adhered to:
  - a) Each team will use half of the ice
  - b) Coaching staff must ensure the safety for all players
  - c) The Ice Scheduler should be informed of the shared ice as soon as possible.
- 16) If two teams arrive for the same ice hour, one for a practice, the other for a game, the game team will have that hour of ice. Ice Scheduler and Divisional Director must be informed as soon as possible.

### IMPORTANT NOTE

**NO TEAM WILL BE GRANTED CANCELLATION OF ANY GAME HOME OR AWAY WITHOUT JUSTIFIED CAUSE. IN THE EVENT A GAME IS REQUIRED TO BE CANCELLED , A MINIMUM NOTICE OF 7 DAYS MUST BE SUBMITTED TO THE SCHEDULER.**

**THE TEAM WILL BE CHARGED BY THE TAAA, OR OPPOSING CENTRE OF ALL COSTS RELATED TO THE GAME IF NOT CANCELLED IN TIME. COSTS ARE TO INCLUDE ICE , REFEREES, TIMEKEEPERS. (GAME ICE IS EXTERMEY EXPENSIVE AS WELL AS SCHEDULED )**

**IN THE EVENT THE GAME REVERTS TO A PRACTICE AT LAST MINUTE THE TEAM WILL STILL BE CHARGED FOR ICE TIME RELATING TO THE GAME AS THE GAME STILL HAS TO BE RESCHEDULED )**



### 26. CONTROL OF CASH REVENUES FOR TEAMS

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TAAA, is a non-profit organization under the Ontario law, to which is staffed by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the TAAA Board.

**THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL DOCUMENTED MANNER.**

All organizers associated in any way with minor hockey activities follow uniform procedures for the control of all cash revenues and collections.

All coaching staff of TAAA teams should not be involved with the handling of, transfer of or receiving of cash and team monies, as this should be left to the Team Manager and one team parent.

A cash report is to be submitted to the treasurer at the end of the year showing funds and receipts.

### 27. PLAYER REGISTRATION & PAYMENT

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Please review the annual registration package posted on the TAAA website for details on registration and payment.

- a) No player may participate in Association activities unless he/she is properly registered. A player is registered when:
  - 1) ***Fees are paid in full*** - Registration will be rescinded if fees are not paid in full by October 1 of the current season. Players will not participate in TAAA ice times if monies are owing, and will not be placed on a TAAA team.
  - 2) A completed registration form has been filed with the Registrar of the Association and registration fees have been paid, or arrangements made for payment in accordance with TAAA policy.
  - 3) All NSF cheques must be made good within five (5) banking days of notification or registration will be rescinded. A NSF Cheque fee of \$50.00 will be applied (or cost from banking institution)
  - 4) Completed team lists on the appropriate required forms must be filed with the Registrar no later than September 30<sup>th</sup> for Rep teams who participated in Spring / Fall Tryouts, and October 15<sup>th</sup> for TAAA Local League teams who participate in the NDHL.
  - 5) OMHA "B" and "Tier 1 /2 and MD" Team Commitment forms must be completed, signed by player, parent and head coach and filed with the OMHA through TAAA's Registrar before the first team game. The Registrar will register local League players on appropriate OMHA forms before the first team game.
  - 6) TAAA Executive reserves the right to adjust the terms of conditions related to registration fees and schedule requirements on an annual basis. TAAA will provide a memorandum in advance with any changes to the membership .



## TAAA OPERATIONAL MANUAL 2023

- b) Each year in May , the TAAA Registrar will be responsible to announce the registration details for the following season on the TAAA website. Full details, fees, restrictions and specialty announcements relating to all Registration related topics will be formally announced during this time.
- c) Registration is completed through the Hockey Canada Registry database system (electronic registration) except where indicated.
- d) Contact information which is current and up to date must be provided by any person registering for the TAAA so that official TAAA contact can be made when necessary.

The signing of any player/coach/parent contracts as requested by the TAAA must be completed prior to the commencement of the hockey season.

The TAAA respectively reserves the right to deny any registration application it sees fit.

**Note: If there is any balance still owing at the end of the Season for any reason, The TAAA has the right to block the players in the Hockey Canada System as well as not release any AA, A AAA Junior , 3.5 etc paperwork . All funds must be paid and in good standing**

**Players must be registered and fees paid in full before participating in any game, practice, pre-season skate or try-out.**

## 28. WAIT LISTS FOR REGISTRATION

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Wait lists vary from year to year. This also is conditional on the conditions of an age group year to year and the years of birth of our members.

The following applies:

- a) Due to the number of players wishing to enroll with the TAAA, only returning TAAA players who were rostered to a TAA A team in the previous season, and registering by July 1<sup>st</sup> , will be guaranteed a place with the TAAA
- b) After July 1<sup>st</sup> , all registrants will be accepted on a first come, first served basis. Limits to registration have been set for each age division. Once the limits have been reached registrants any remaining participants interested in playing in the TAAA will be placed on a waiting list;
- c) Wait listed registrants will only be accepted once there is a vacancy in the appropriate age division;
- d) Wait Listed participants will be contacted in the following order:
  - i. Those who fill a specific need will be contacted first. (Ie: if the U15 LL division requires a goaltender to ice an additional team, that person who is on the wait list who can fill that position is the first to be contacted.)
  - ii. Those who are Thorold residents will be contacted next if they do not qualify as the person listed in previous point
  - iii. Non-Thorold residents who are arriving to the TAAA due to hockey not being available in their home centre will be contacted next



## TAAA OPERATIONAL MANUAL 2023

iv. Those who are non-Thorold residents and new to the TAAA will be contacted last to fill any remaining positions available in the TAAA.

e) The TAAA advertises on the TAAA Website and sends information directly to our TAAA membership list, in mid-May all registration information details for the upcoming season of hockey. It is up to the parents to keep themselves informed on registration dates, limitations, restrictions, conditions and payment terms, not the TAAA.

### 29. REQUESTS FOR TEAM PLACEMENT

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The TAAA is not able to accept personal requests for players to be placed on specific teams with specific players/friends. We cannot accommodate all requests, therefore it is unfair to only accommodate a few requests, so no requests are accepted.

If a member feels that “special circumstances” exist that a request should be considered, they must write a letter or email or contact via phone or meeting directly to the Registrar (hockey committee) for special consideration prior to September 14th in any hockey season. Special circumstances will be treated with confidentiality. Special requests should only pertain to circumstances that are deemed to be of a more serious nature, not just convenience.

The decision of the Registrar (Hockey Committee) will be final.

Any in-season requests must be received through the appropriate Complaint Procedure policy that is listed within this Manual pertinent to the situation. These will also be ratified at the TAAA Board level at the next TAAA Board Meeting.

### 30. FINANCIAL ASSISTANCE

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Playing hockey is a sport with increasing costs due to ice time charges, equipment expenses, game fess etc. The TAAA wants to supply this great sport to our local residents interested in participating. People in need of assistance should familiarize themselves with the following:

- 1) The TAAA is able to offer some advice and assistance to those who require financial assistance or a modified payment program upon request. We can also direct people to outside agencies who are willing to assist our community members with fees.
- 2) It is the responsibility of those seeking assistance to ensure that the TAAA receives all outstanding participation fees and not the TAAA's responsibility to find financial assistance.
- 3) Please view some of the programs (as advertised) available to get players into hockey programs (subject to qualification, change and/or availability).



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- a) **Jumpstart** - <http://jumpstart.canadiantire.ca/en/> = Jumpstart helps kids between the ages of 4 to 18 by assisting with the costs associated with registration, equipment and/or transportation for sports and physical activity programming, along with certain financial documentation to support their application for review and approval.
- b) **ProKids** - <https://www.niagararegion.ca/living/childcare/financial-assistance/recreation-culture-programs.aspx> Niagara's ProKids program supports the participation of eligible children and youth in the sport, recreational or cultural activity of their choice.
- c) **TAAA Relief Fund** - All subsidy applications or modified payment requests must be received by the TAAA no later than August 15<sup>th</sup> each year.
- d) **Hockey Canada Assist Fund** – Financial Subsidy program from Hockey Canada  
[Hockey Canda assit fund](#)

## 31. REFUND POLICY

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TAA A Refund/Withdrawal Policy:

- 1) **NO REFUNDS AFTER NOVEMBER 06 of the current season**
  - 2) All withdrawal requests must be submitted in writing to the registrar@thoroldminorhockey.com
  - 3) Any refunds prior to November 06 of the current season will be subject to a \$100.00 administration fee and subject to a fee of proration of used ice for that division as well as any supplied uniform costs. Credit Card fees will be deducted from the refund . (cost of sale)
  - 4) Late fees, Try out Fees are non-refundable.
  - 5) Please see our refund policy for "Season Ending Refund" for more detailed information
  - 6) ANY INTERRUPTION OF SEASON DUE TO PUBLIC HEALTH WILL BE REVEIWED AT THAT TIME.
  - 7) Any requests for refund due to Medical Reasons or extenuating circumstances must be submitted in writing and will be considered on a case by case basis.
  - 8) Season Ending Injury refund - Please refer to our Season Ending Refund Policy on website in libraries documents
- 1) Please allow 4 weeks for processing of the Refund cheques.



### 32. PLAYER LISTS AND OFFICIAL TEAM ROSTERS

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Team lists contain players' names and Parent's contact information (home address, phone number, and email address). Conveners must ensure that the use & communication of this information to Head Coaches complies with the OMHA Privacy Policy in Section 6.

Final team roster list must be submitted to the division Convenor by the Team Official. The Convenor must submit the team roster list to the TAAA Registrar within the time limits to process the Team Roster.

The official OMHA approved Team Rosters are required for teams participating in exhibition games, league play, playoffs and tournaments.

At the end of the season, contact lists, rosters and sensitive documentation shall be destroyed.

### 33. PLAYER MOVEMENT

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All player movement between teams during the season must be in accordance with TAAA/OMHA and Hockey Canada guidelines.

Any application from an Association member to move his or her child up to the next age level will only be approved if it is in the best interest of the next age level and if there is sufficient room in the other division. The final decision rests with the TAAA Board and the Hockey Committee. Please review the TAAA's Exceptional Player Policy for more details and the procedure.

Any player movements for practices or games, from any team, must follow the TAAA's Affiliated Player Policy. This policy applies in addition to any policies or regulations from our governing bodies, or any tournament specific rules.

All Hockey Canada, OMHA, NDHL and governing body rules will apply

### 34. INSURANCE

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- 1) Accident insurance shall be provided as outlined in the OMHA Manual and Hockey Canada documentation.
- 2) Only players registered in TAA A, coaching staff, registered on ice volunteers and other minor hockey officials are insured by the approved OMHA insurance. This insurance covers only TAA
- 3) A sanctioned participation.





### 35. TOURNAMENTS

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Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your TAAA Board encourages all teams with an approved TAAA/OMHA roster to participate in and support tournaments at home, in the Niagara District area, other areas of the province. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to your TAAA Hockey League (REP) and Ice Scheduler for approval:

- 1) All tournament arrangements must be in accordance with all Hockey Canada, OHF, OMHA, and TAAA rules and regulations.
- 2) Participation in tournaments will mean that teams are adhering to the rules and regulations of the Tournament, and any of their governing bodies as well. This may include different rules, different suspension lists, and different communication patterns.
- 3) Tournament entry fees are paid through team budgeting/funding, approved fundraising methods, and/or collection directly from parents. A team may ask the treasurer for a tournament payment advance paid directly to the hosting tournament treasurer. These funds must be reimbursed to the TAAA treasurer prior to attending the tournament (or special payment consideration)
- 4) Teams will only enter officially sanctioned and reputable tournaments in which TAAA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
- 5) At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- 6) Out of country tournaments must be pre approved by Overall chair of the TAAA and ensure that each family is in agreeance with attending an out of country (USA Only) tournament

Well in advance of departure, the following must be arranged:

- a) Teams are to notify the Ice Scheduler and their Division Convenor of the dates for ALL tournaments that they are entering as soon as they are identified, but no later than 1 month in advance of the start date.
- b) Notify the Ice Scheduler, rescheduling of any games during the away period.
- c) Through the TAAA Travel Permit form - a Travel Permit must be obtained using the online Travel Permit Request forms provided. The teams will receive the approved travel permit from OMHA. TAAA can obtain a copy if required (please contact Admin)
- d) If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- e) If necessary, ensure that ALL team members (including staff, players and parents) have the appropriate identification in advance of travel – especially considering travel to the United States where a PASSPORT will be required.



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Tournament Team restrictions;

### **Representative Teams :**

Will be allowed to Black Out (on TAAA Schedule ) no more than 3 tournaments per season (This is to include TAAA Tournament if offered in the current Season). Any other tournaments will be allowed during OMHA Scheduled Breaks or after Season. (pre season, Christmas and March Break are exceptions)

### **Local League Teams:**

Will be allowed to Black Out (on TAAA Schedule ) no more than 3 tournaments per season (This is to include TAAA Tournament if offered in the Current Season ) Any other tournaments will be allowed during OMHA Scheduled Breaks or after Season.

### **Select Teams;**

Will **NOT** be allowed to Black Out (on TAAA Schedule ) Tournaments only be allowed during OMHA Scheduled Breaks or after Season Christmas / March break

### **Special Note:**

TAAA will confirm in May of the Current Season (Start of Season) if they are able to host a Representative and Local League tournament. If TAAA hosts a tournament, each TAAA team will be entered in the TAAA tournament at no additional fee. If the TAAA does not host a division in this tournament the TAAA will offer the divisional teams an alternative tournament at the same cost of the TAAA tournament.

(The TAAA will require each home team to donate a basket (details will be submitted each season) for the fundraising raffle table . The type of requirement may change from year to year) Each team will also be responsible for the Timekeepers . You can choose to have qualified person or Payment can be made to the TAAA to hire a qualified timekeeper. This is a major fundraising event and is important that each team participates and helps with volunteers.

**If for some reason the TAAA is not able to host a tournament the TAAA is NOT required to compensate each team for another replacement tournament.**

**Note: TAAA does not host nor will reciprocate with U5/U7/ U8 / U9 / U21 teams . The Registration amount reflects no tournament as the cost was not increased along with the other teams to reflect hosted tournaments.**



### 36. TRAVEL & TRAVEL PERMITS

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All games must be sanctioned by the OMHA for insurance purposes. Travel Permits must be obtained to ensure insurance coverage and association notification of where TAAA teams are playing. ALL travel permits are processed through the OMHA Portal and are electronic. Teams can request a travel permit by submitting the Form – Travel Permit on the TAAA website – either for an Exhibition game or for a Tournament. The hosting Regional Director and/or Tournament Convenor may disqualify teams traveling without a permit from tournament play or void the exhibition game. Therefore, the permit must be available at all tournaments and available at all exhibition games.

Team officials are subject to disciplinary action for non-compliance with travel regulations.

The first offence of a team traveling without an appropriate travel permit will result in a 14 day suspension to the responsible team officials. Second offense will result in an indefinite suspension from the TAAA in any function. Coaches can also be held liable for injuries if appropriate permits have not been obtained.

Requests for Travel Permits must be made at least a week prior to game(s). Travel Permits MUST accompany a team to their game(s).

Upon completion of all Exhibition game(s) or Tournaments, the TAAA Overall Chair must be advised of any suspensions. If electronic game sheets are not utilized TAAA will require a copy of the game sheet(s), to be dropped in the TAAA Mail Box.

Travel Permits are required for:

- All tournaments whether hosted by the TAAA no matter the location.
- All Exhibition games no matter the location.
- All Roster Select team games & tournaments that are played whether the team is considered the Home team or the Away team.

Travel Permits are NOT required for:

- Regularly scheduled league games.
- Regularly scheduled league playoffs.
- Provincial/OMHA Play downs.

The team manager is responsible to maintain and have available the validated copy of the OMHA Approved Roster when traveling out of the home Regions and regular league play. The coaching bench staff must also have evidence of OMHA approval to be on the bench. In the case where a team is using another team's staff member or an at-large rostered staff member, then the team in which they are approved must provide you with a copy of their approved roster to carry with you as well.

Any Affiliated Player participating in such a game will need to be on your Approved Roster as an approved AP prior to be allowed to play.



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Player and Team Management Suspensions received within or from the TAAA, or Home Region/regular league play are also effective when traveling and apply to all tournament and exhibition game activities as per the current OMHA Manual of Operations. Please refer to this in advance.

All TAAA teams, as “representatives” of our City, Community and Association, will attend all games while travelling, whether home or away, in appropriate attire and are to adhere to any Association dress code – either all in shirt and tie or Thorold team wear, no shorts, no holes in the pants for all players and bench officials. Any contraventions of the TAAA Code of Conduct that may occur while travelling will be treated in the same fashion as would be in regular League or Association activities, no matter where the travel occurs.

### 37. GAME CANCELLATION AND RESCHEDULING

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There are instances where games are cancelled or re-scheduled due to unforeseen circumstances or due to another center’s issues. The TAAA will strive to have all games rescheduled and played in the fastest and most convenient method possible. The TAAA Ice Scheduler is the only person who can rearrange games when requested to do so by TAAA teams. The NDHL schedulers may also reschedule games.

*Bad Weather or Mechanical Failure* - In the event that bad weather or mechanical failure forces an unplanned closure of the Rinks used by TAAA, the Rink Manager (City) has been instructed to contact the TAAA's Ice Scheduler or President. The Ice Scheduler or President or Association Vice President will in turn relay the message to the managers and/or coaches of the affected teams, the Referee-in-Chief, timekeepers and the Niagara District Delegate or Coach of the visiting team. The TAAA webmaster or the Ice Scheduler would be responsible to get into the association website – which is linked to the NDHL database – and provide the proper electronic confirmation of the game cancellation – which will send out electronically generated cancellation notices.

*School Exams or Travel, Etc.* - As a general principal, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of exam/game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or to reschedule games. Coaches should make every possible effort to meet game commitments. Failure to do so unexpectedly when scheduled to visit other associations is likely to result in the other Association billing the team through TAAA for the cost of the scheduled games to include referees, timekeepers and ice not used.

***In the event a game is cancelled by a team and the TAAA receives an invoice or incur expenses for hosting of the cancelled game (Ice Referee timekeeper)the team will be responsible to pay for all costs . In the event the cancellation is at our arena, the ice is used for practice , the team shall loose an upcoming practice to compensate for this time and pay additional costs , as the games will be required to be rescheduled .***

***Please refer to Ice Allocation also***

***Please refer to Niagara District Hockey League Bylaws [Niagara District Hockey ByLaws](#)***



### 38. GATE COLLECTIONS

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2022 OMHA has mandated that no gate fees are to be collected  
Refer to the current OMHA manual to ensure this is still in effect

### 39. PLAYDOWNS & PLAYOFFS - CHOICE

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The TAAA allows Representative teams to enter both post-season streams available – the OMHA Play-downs, and the NDHL Playoffs.

The following conditions apply:

- a) The team must be prepared to play all games scheduled as per the OMHA Contracts and the NDHL Scheduler & Contracts. Teams cannot miss or skip or adjust any games or they will be charged the cost of putting that game on, and face any disciplinary sanctions imposed by a governing league for not fulfilling a contract. No Exceptions
- b) The TAAA will cover all costs of teams entering play downs and playoffs when a team is only participating in one stream at a time.
- c) Play downs often start early and therefore a team can be eliminated from Play downs prior to Playoffs even starting. If a team is eliminated from Play downs, they can continue with NDHL Playoffs and this is fully covered by the TAAA.
- d) All teams are currently assigned a weekend tournament style Play down. If a team is eliminated from that competition during the weekend, then they may enter the NDHL Playoff stream – and the TAAA will cover all costs of having participated in both.
- e) Teams must submit their intentions in writing to participate in both the OMHA Playdowns and the NDHL Playoffs with the District Chair Representative and the TAAA Ice Scheduler a minimum of 15 days before the NDHL Deadline. Teams must also sign a commitment form with the TAAA to bare all costs associated with the NDHL Playoffs.
- f) Teams that are in OMHA Play-downs brackets/competition **and** then still choose to participate in the NDHL Playoffs by the NDHL published declaration deadline, will be considered to have entered both streams of playoffs, and therefore will be responsible for all costs incurred as a result of those NDHL Playoff games (ie. Ice rental, referees, time-keepers). The participation in the NDHL playoff is a choice for teams still active in the OMHA Playdowns, and therefore teams choose to accept the costs involved in participating in the extra games. Teams may request an approximate cost in advance from the TAAA so that they are able to plan ahead and make an informed decision prior to signing up for both streams. Teams will be billed by the TAAA for these games and are therefore responsible to refund the TAAA for the expense.

\*\* Please note: If a team is then eliminated from the OMHA Playdowns while the NDHL Playoffs are still ongoing, the team must continue to fund the NDHL playoffs as a team (because if they had not chosen to enter the NDHL playoffs, their season would be finished).



### 40. CLINIC REIMBURSEMENT

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People who volunteer for a TAAA bench staff position are required to attain the proper certification. The TAAA will reimburse these expenses. To be reimbursed, simply email the TAAA Treasurer at [treasurer@thoroldminorhockey.com](mailto:treasurer@thoroldminorhockey.com).

**TAAA will reimburse these expenses over a two year term.** TAAA will pay half of the expense for the first season and the second half of the fees at the commencement of the second season. TAAA has implemented this two-year reimbursement to try and retain volunteers to our programming and provide incentive to return the following year . (in the event you do not receive a position due to TAAA bench staff choosing, the expense will still be reimbursed in the second year. )

**Note : only one certification will be reimburse per team as required**

**TAAA will not reimburse for a secondary certification when not required.**

To be reimbursed please email the [treasurer@thoroldminohockey.com](mailto:treasurer@thoroldminohockey.com). You must also include your official receipt / proof of purchase.

Please note: there will no reimbursement issued for any clinic after January 15th of said hockey year. Here are the certification courses that the TAAA will reimburse our volunteers for:

(to include any new certification required by OMHA)

- a. **Respect in Sport** – the Respect In Sport Activity Leader course is done only online.
- b. **Trainer Clinics/Online Trainer Refresher Course.** In order to be reimbursed:
  1. You must be on an Official Team List this year as a Trainer
  2. You must submit the receipt (proof of purchase) as indicated
- c. **Coach Refresher Clinics and Specialty Clinics.** In order to be reimbursed:
  1. You must be on an Official Team Roster within the TAAA in any position
  2. You must submit the receipt (proof of purchase) as indicated
  3. You must be pre approved for the Certification
  4. The certification must be beneficial to the current team
- d. **Coach Level 2**
  - i. All Coach level 2 Clinics must be paid up front.
  - ii. In order to be reimbursed:
    1. You must be on an Official Team List this year as a Coach or Assistant Coach
    2. You must do the following (may not be all inclusive) to be Certified:
      - a. Attend all Clinic hours
      - b. Complete all post course tasks/homework confirmation from OMHA that it has been received



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Above must be submitted within 90 days of course, and verified by OMHA or no reimbursement will be issued

- Submit the all items with the submission to the TAAA Treasurer

**Note-** you must have completed the clinic in full – both the pre task work and the in class portion to be reimbursed.

It is the coach's responsibility to ensure that the OMHA has received all post course tasks/homework and mentor letter and anything needed to be certified. It is not the responsibility of TAAA to do. We highly suggest that you receive confirmation from the OMHA that all required documents have been received.

### e. **Coach Development 1**

- i. All Development 1 Clinics must be paid up front;
- ii. In order to be reimbursed:
  1. You must be on an Official Team List this year as a Coach or Assistant Coach
  2. You must do the following (may not be all inclusive) to be Certified:
  3. Attend all Clinic hours
  4. Complete all post course tasks/homework and mentor letter
  5. Submit to OMHA and Receive confirmation from OMHA that it has been received
  6. Above must be submitted within 90 days of course, and confirmed by the OMHA or no reimbursement will be issued

- Submit all items to the TAAA Treasurer with your receipt

**NOTE:** It is the coach's responsibility to ensure that the OMHA has received all post course tasks/homework and mentor letter and anything needed to be certified. It is not the responsibility of TAAA to do. We highly suggest that you receive confirmation from the OMHA that all required documents have been received.

\*\* note there will be no reimbursements for any clinic taken after January 15th of each hockey year\*\*

## 41. **RESPECT IN SPORT PARENT PROGRAM**

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**All TAAA members** must have at least one parent/guardian who has taken the Respect in Sport Parent Module online course which is then linked to their player's registration profile. Instructions for accessing this program are found on the Association website. Players cannot be included on an approved roster until the player's parent/guardian has completed this course as per the OMHA. There is no reimbursement for this course. (TAAA does not reimburse for this parent course)

All members should continue to practice the Respect in Sport philosophies covered in the course material, and the TAAA Code of Conduct parallels this material. Please review this documentation frequently.

The TAAA may request that any member take the Respect in Sport Parent Program online course again should situations arise.



### 42. GENDER EXPRESSION & IDENTITY PROGRAM

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The OHF & OMHA have implemented Gender Identity and Gender Expression courses as well as a Guide to the Dressing Room Policy and Confidentiality Statement modules for all team officials, which is a mandatory requirement to be approved to a roster.

All team officials will require an eHockey account in the Hockey Canada Registry (HCR) in order to register for and complete the two Modules. Once completed, notification will be posted to the team officials' member profile on the HCR.

The first step in completing the training is to ensure all team officials have an eHockey account, in order to sign up for the required clinic. If you do not have an existing eHockey account, click here to create an account now.

<https://www.hockeycanada.ca/en-ca/team-canada/poe/under-16/my-account>

#### Gender Diversity – Pre-Season Chats

As a Team Official you must complete the e-learning training, specific to “Understanding Discrimination based on Gender Identity and Gender Expression” and A Guide to the Confidentiality Policy and Dressing Room Policy”. It is now important, and a requirement of your training that this information be passed on to the parents and players of your team as you create a safe and inclusive environment for the coming season.

The OHF requires the “pre-season chat” specific to Gender Diversity to take place at the beginning of each season. The “pre-season chat” take place at the outset of the season in order for everyone to be aware of the policy.

The following link below will take you to the “pre-season chat” checklist to be used in providing this important information to the teams. (Pre-Season Chat Checklist)

A pre-season chat checklist can be found here;

[OHF Pre Season Chat Information](#)

### 43. Vulnerable Sector Check

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#### Eligibility to Coach

It is imperative for all Team Officials to ensure their Vulnerable Sector Check is complete to be eligible to programs on and off the ice. This includes a valid Vulnerable Sector Check and the OHF Screening Declaration Form.

Before entering the OHF Screening Submission Portal, please ensure you are ready with the necessary documentation. You will need your:

- Hockey Canada Registry (HCR) Number; **AND**
- Vulnerable Sector Check (PDF) AND [OHF Screening Declaration Form \(PDF\)](#); **OR**
- Receipt of Vulnerable Sector Check (PDF) **AND** [OHF Screening Declaration Form\(PDF\)](#);





### **Please Note:**

1. All documents must be in PDF format to be accepted.
2. For the 2024-25 season, the OHF will be accepting copies of a Vulnerable Sector Check from 2022-23 or 2023-24 AND OHF Screening Declaration Form (PDF).

Full screening process details are available at <https://ohf.on.ca/risk-management/ohf-vulnerable-sector-checks/>

## **44. COACHING STAFF SELECTION & APPROVAL PROCESS**

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TAAA will strive to choose the best possible coaches for our teams by taking into account qualifications, experience, conduct and past relationship with our association. Coaches will be required to make a formal application in order to be considered. All coach applicants will be treated with respect and provided an opportunity to respond to issues raised during the coach selection process.

- 1) Coaching Selection shall involve the Hockey committee for the purposes of coach selection only. This committee shall involve members as follows:
  - a) Vice President TAAA
  - b) Overall Chair of Hockey TAAA
  - c) Niagara District Hockey Chair League (Rep
  - d) Niagara District Local League Chair
  - e) Senior District Local League Chair
  - f) Registrar
  - g) If required Two other additional individuals selected at the discretion of the Vice President.
  - h) These individuals shall be responsible for the selection of all representative, additional entry and local league coaches and staff for the presentation to the Board of Directors for final approval
- 2) In the event that any of the Hockey Committee is unable or unwilling to act replacement individuals will be submitted with the final approval of the Board of Directors. These individuals should at least have representation from Rep / LL divisions
- 3) In the event of a conflict of interest the individual with the conflict shall not be present during interviews or during discussions relating to candidate. (another person can be appointed as such above to replace this individual /s to ensure a fair vote.
- 4) The Coach's Selection Committee shall:
  - a) Review all applications that are received, and conduct interviews of every Applicant.
  - b) Rank all coaches as per the interview sheets supplied in numerical order for each coaching position based on results of the interview.



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- c) Present a report to the Executive of the conduct and process of the Interviews and the selections that have been made.
- d) Make recommendations to the Executive for final voting of the selected Coaches.
- e) The Executive will be asked to review the recommendation of the Coach Selection Committee before voting to accept or reject the recommendation made. The vote will be moderated by the President. The Executive reserves the right to request a second interview with a coaching candidate or to request any other reasonable information in order to make an informed decision and vote on the coach selection. It is incumbent on any Executive member to excuse themselves from the vote for an individual coach where there is a real or perceived conflict of interest. The decisions made by the Executive of Directors are final.
- f) Prepare and forward letters of acceptance or letters of non- acceptance (in email or written form) as the case may be to all Applicants.
- g) In the event that a coach is selected but declines the position, the coach applicant with the second highest ranking by the Coach Selection Committee will be named as his/her successor.
- h) The board reserves the right to request that an applicant consider taking a coaching position on a team for which they did not apply. The Committee may choose to fill an open position in this manner (subject to board approval) in place of reposting a position that was not filled. The Applicant in question will be given 48 hours to consider this offered position before providing the Committee a response to this request. Once a candidate has agreed or declined to accept an alternate position, the Committee and Board will follow the process accordingly. This process must be completed prior to any announcements being made to the outcome of the Coach Selection process.
- i) In the event that a coach resigns or is removed from a bench during the course of the season, the executive will be tasked with determining the best course of action under the specific circumstances.
- j) After tryouts have taken place and prior to the start of the season, each Head Coach must submit a complete list of their Team Staff to the Registrar and Overall chair. This Team Staff is subject to review and approval by the board. The board reserves the right to reject any member of a Team Staff, as they see fit. It will be the responsibility of the Head Coach to find a suitable replacement and submit this for review and approval for the Board of Directors.
- k) The TAAA will also take into consideration Coaching certifications already obtained through the TAAA.



### 45. TAAA TRAINERS

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- 1) OMHA Roster requirements include one member of each team's staff must be an Approved
- 2) Injury reporting and the returning to play provisions for players injured either at or away from TAAA events – please see the TAAA Policy entitled: **Injury Reporting Policy and Return to Play Guidelines**
- 3) Trainer Duties and Responsibilities – this is outlined in the document where the TAAA Staff Duties are listed also to include OMHA requirements
- 4) Trainer suspensions and penalties – Trainers assessed in-game penalties are viewed as a serious infraction by the OMHA. Should a Team Trainer receive a bench penalty, the OMHA will review each case directly. Trainers are to be on the bench to watch the play, act as the emergency response person for their team, or both teams, plus for the officials, should a situation arise. Trainers are NOT to be working a bench door (unless no other person is available), providing coaching tips to players or arguing with officials. Trainers are to attend to the duties and responsibilities of the Trainer's Role on the team.
- 5) Alternative Trainer Use - Teams may approach the opponent to act as their team's trainer if an urgent/emergency situation arises pursuant to the OMHA Manual. This is not to be used as fallback position by the TAAA. The TAAA must provide a trainer for each game played in the Thorold Arenas where a Thorold team is playing. Should a team require a trainer they are responsible for finding one from another rostered TAAA team which indicates an approved trainer, or from the At-Large Trainer roster. A game cannot start without a trainer on the bench who has signed the gamesheet as the team's trainer.
- 6) First Aid Kits – TAAA provides each team with a basic First Aid kit each season that is to be returned at season's end. The Risk Management and Equipment Manager will review the contents of team first aid kits prior to use at the start of the season. If items require replacement, please contact the Equipment Manager. Recommended content follows the OMHA Guidelines.
- 7) The player's Medical History form collected at the start of the season by each trainer for each player should also be present at all times. (Binder supplied to all trainers)



### 46. CONCUSSIONS

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TAAA has included in all binders Concussion Awareness Information.

\*\* Please note: It is important to keep knowledgeable on all new concussion awareness information as it arises due to new research and notices regarding Concussions and the Prevention of Concussions that may come forward from changes in Town or Provincial and/or OMHA / Hockey Canada policy or law on this subject.

The TAAA is committed to promoting awareness of safety of all players and recognizes that the health and safety of all players are essential preconditions for playing hockey. All stakeholders in minor hockey, including coaches, managers, trainers, and TAA A members have important roles to play in promoting player health and safety and in fostering and maintaining healthy and safe environments in which players can learn and enjoy the game.

A concussion...:

- is defined as a brain injury that causes changes in the way in which the brain functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioral (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);
- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness);
- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

A concussion can have a significant impact on a person student – cognitively, physically, emotionally, and socially. It is very important to TAAA players' long-term health that individuals across TAAA have information on appropriate strategies to minimize risk of concussion, steps to follow if they suspect that a player may have a concussion, and effective management procedures to a players' return to playing after a diagnosed concussion. TAAA will make available concussion awareness documentation on its website under "Panther Parents."

**In addition, concussions are referred to in the stand-alone TAAA Policy entitled: "Injury Reporting Policy and Return to Play Guidelines."**



### 47. TEAM SPONSORSHIPS

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The TAAA Board shall set team sponsorship rates in conjunction with the budget but not later than May 1 for the coming season. The TAAA Board position of Sponsorship Director shall then offer these sponsorship opportunities to sponsors from the past year first before any new sponsors are solicited. The TAAA will gladly accept offers to sponsor teams from new entities at any time. The TAAA will publish documentation and agreements for sponsors so that the relationship has been put in writing. This documentation is to be kept by the Treasurer.

In return for team sponsorship sponsors shall be entitled to the following:

- 1) Sponsor name on the back of each player's jersey (Home for Travel Team sponsorship)
- 2) Promotion of the sponsor through the TAAA website along with any link to the sponsor's business as provided
- 3) Sponsor name listing in any program or promotional material created by the association
- 4) Sponsor name (and any applicable logo) on any team banner produced
- 5) Sponsor name included with any media releases (Newspaper or social media)
- 6) Sponsor recognition plaque/item including team picture at the end of the year
- 7) The opportunity for a team jersey to be donated to the sponsor in certain scenarios as determined by the Board
- 8) Teams should provide contact information to the Team Sponsor, provide them with a schedule, forward the sponsor the website link, and invite them to a game to meet the team.

The Board may find certain situations where it is advantageous to have two sponsors for a team or a split sponsorship. In these cases, each sponsor will be charged the House League rate at Rep or an equal split of the rate for LL teams. They are going to be entitled to all of the above items with the exception that one sponsor shall be listed on the Home jerseys and the other sponsor shall be listed on the Away jerseys, or it will be dispersed evenly across the number of jerseys ordered.

There are also some national/provincial sponsorship programs that TAAA will pursue annually which enables the TAAA to provide jerseys and/or funding to the TAAA. These teams will need to comply with any conditions of those programs as well.



### 48. ICE AND PRACTICE ALLOCATION

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The TAAA currently is a member of the NDHL & Beechy. Both leagues provide a game schedule to their participants plus playoffs. Based on this, TAAA allocates approximately one practice session per week per Local League team, and two 50 minute per week per Rep hockey team. (Representative U9b/MD – U13B will utilize one of these ice hours at 6:30 am Practice ) The TAAA fees are accordingly set to reflect this difference and these amounts. Our U7 team has approx. two 50 minute ice scheduled per week per player.

**The ice provided by TAAA is not a team's ice....it is the association's ice.**

**At no time shall a non registered OMHA participant enter the ice area**

**At no time shall a non rostered participant for that team enter the ice area**

- 1) **ADDITIONAL PURCHASES:** If and when TAAA teams would like to have more ice, they are free to arrange their own practices outside of Thorold ice times at another neighboring arena. However teams must be mindful of insurance regulations required by some surrounding towns and/or arenas. Teams should also ensure they are trying to get the minor hockey rate offered at many facilities. The TAAA Ice Scheduler may also be of assistance in booking these times for teams IF teams contact the ice scheduler with the exact arena, time, date etc that the team desires to book. TAAA will track these booking for invoicing purposes.
- 2) TAAA teams are not permitted to arrange ice times within the TAAA Ice Allocation the City of Thorold without involving the TAAA Ice Scheduler. (note if you arrange additional time with the City you are responsible for insuring you purchase insurance . You will not be covered under the TAAA umbrella.)
- 3) **EXTRA:** There are times when the TAAA can issue "extra" practice times to TAAA teams above their allotted number however the team will be invoiced for these ice times and will be responsible for repayment within 15 days. This will be communicated with teams before the ice time has been accepted, and it is not mandatory to take an ice time offered to your team that is considered an "extra".
- 4) **NO FAULT CANCELLATIONS:** Practice times and game times are always subject to last minute changes and cancellations should TAAA require the ice slot for something else or if some occurrence happens that impacts the ice time (equipment failure or arena issue).
- 5) **LATE CHANGES:** Practices that are skipped by a team or cancelled by a team within 192 (8 days) hours of the ice time, will still have this time counted against their team's total. Teams that take an ice time with less than 1 days(24hours) notice will not be charged for this practice ice, and will not have it counted against their total time utilized for the season so it is in essence a "free practice".
- 6) **POST SEASON PLAY:** All teams will receive their practice times allocated up until they are eliminated from their league playoffs. When their season is done, their practices as supplied by the TAAA are completed. No exceptions. This end date could be anywhere from February 15 all the way until April 1 – dependent on the team's results.
- 7) Entering post season hockey tournaments does not constitute regular season programming, and therefore no practices should be expected from a team who may be entering a post season tournament.



### 49. BOARD or MEMBER MILEAGE REIMBURSEMENT

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TAAA members shall be reimbursed for mileage accrued while on official TAAA business for the association. The purpose of the trip shall be pre-approved by the Board and does NOT include activities to do with any TAAA team activities. The mileage will be paid at the posted current Ontario rate of \$0.??/km for all trips of greater than 15 kilometers (round trip) and shall be calculated using the Doherty Arena (or starting point to which is more favorable to the TAAA) as the beginning and ending point. When instances occur where multiple board members are attending the same function, members are encouraged to car pool to the utmost extent possible.

### 50. TEAM ACHIEVEMENT BANNER DISPLAY

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The TAAA will create a team achievement banner upon winning of the OMHA Championship.

Each banner will be displayed in the Doherty Arena providing the City of Thorold is still in agreement.

If the Niagara district provides a Championship Banner upon obtaining the championship the City of Thorold will display this banner for a period of one year .

Any team earned banners will be the property of that current team and the team will decide the end location . (Not to include the Thorold community Arenas)

### 51. ASSOCIATION COLOURS, LOGOS AND USE OF LOGOS

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Please refer to the **Thorold Minor Hockey Association's Colour and Logo Policy**.

- 1) TAAA Look: The TAAA's colours will be Red, white, Black and Grey. The primary jerseys for TAAA will be Red for home and Black for away in rep. The order of jersey colours for LL teams will be Red, Black , white, Grey if necessary as the base color. Any jersey ordering will be done by the Board. Any deviation from this will require Board approval. All TAAA jerseys will have the TAAA logo affixed to the front of the jersey, even if the jerseys are supplied by a sponsorship program (ie: McDonalds atoMc program) when possible. Socks will be ordered to match the jersey colours used by teams.
- 2) Rights: The TAAA retains all rights to the Association's Logos (*Primary, Secondary, and Word logo or other implied or frequently used TAAA logo items*) and any implied use of the Thorold Blackhawks hockey name in the minor hockey sphere. All logos are the exclusive property of the association and are not to be reproduced without the expressed written consent of the TAAA Board through a Logo Use Agreement or Supplier Contract.



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- 3) Issuance: TAAA may from time to time give permission to companies to use the association's logo. These will be considered the approved supplier, and TAAA members will be able to purchase their TAAA items through these businesses. PLEASE REFER TO SECTION 54 FOR THE LIST.
- 4) Restrictions: Teams and members, as well as non-members, and also suppliers in the Community, are NOT permitted to use the association's name or logo under any circumstances; especially in the ordering of apparel, jerseys, pucks, pins, banners, stickers, posters, advertising campaigns, signs, or other items not listed.

**The TAAA Board reserves the right to remove such items from circulation, and the creator of/designer of said items will be asked to report their actions to the Board. Additionally, the TAAA will pursue any damages or perceived damages from unauthorized use of the Association's name and logo in any form. Further, TAAA member non-compliance with this Policy may be subject to discipline from TAAA, including suspension and revocation of membership**

## 52. APPROVED TAAA SUPPLIERS

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The Thorold Minor Hockey Association will maintain a list of preferred and approved suppliers for items relating to all hockey team and association business. Please refer to this list when conducting association business. If there is an item not included, or a supplier who is not listed, the TAAA Board requires a request in writing prior to approving any businesses/individuals being given permission/conducting TAAA related business and TAAA related items.

The TAAA will strive to provide business opportunities to those businesses that support our organization through sponsorships, donations and/or membership. All association sponsors have indicated that when possible/applicable, they would like the business from the TAAA membership and teams.

As of September 2022, the TAAA Board has decided that the following businesses are the only approved suppliers of these items:

- Apparel and branded Merchandise (to include practice jerseys) – Front Row Sports
- Jerseys & Socks – J & A Athletics
- Printing – Impact Promotion Printing
- Custom decals, stickers, Impact Promotion
- Pins – Kingpins (in Kingston, ON) (to be determined)
- Photography for team photos – Digital Sports Photography





### 53. AAA MEMBER MEETING LIASON

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The person or persons who sit on the Triple A (AAA) Board of Directors known as the Niagara North Stars, who are representing the Thorold Minor Hockey Association, shall be appointed by the elected Board by majority vote. Such person or person may be appointed from within the elected Board members, or from outside of the elected Board members. The Liaison between the NNS Board and the TAAA Board should send a brief report prior to the TAAA each month so that important information, requests and/or communication can be conveyed formally in the monthly TAAA Board meeting agenda and minutes.

### 54. ASSOCIATION PINS

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TAAA is currently reviewing Association Pins at this time.

### 55. PARENT - CHILD GAMES

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Due to insurance regulations, association teams are NOT permitted to organize or participate in any type of parent/player games under TAAA's booked ice. This is strictly forbidden and will result in immediate team suspension from play.

TAAA ice is for rostered players, certified approved volunteers and staff only.

### 56. BUS or COACH TRAVEL

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The TAAA does not advise teams to utilize this form of travel. However, if teams feel this is an acceptable option for their teams, then a proposal can be put forward to the TAAA Board at least 3 weeks in advance of the proposed trip (when known). For playoff series usage, please provide as much advanced notice as possible in submitting the request for approval. These requests will be reviewed by the Board.

Teams are not to finalize usage of a Travelling Coach method without TAAA approval.

All TAAA Travel teams will be solely responsible for covering all costs for any bus rentals whether they be for regular season or playoff games. These costs should be built into the individual team budgets for the season or would have to be agreed upon in advance by the entire team proposing bus travel. All insurance and travel arrangements must be completed in advance and forwarded to the TAAA Board prior to the travel commencing.



### 57. POWERSKATING & GOALIE CLINICS

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This section is currently under review by the TAAA Board

### 58. NON SANCTIONED HOCKEY

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TAAA is a member association of the Ontario Minor Hockey Association (OMHA) and by extension Hockey Canada, the governing body of amateur hockey in Canada. There are many leagues that fall outside of OMHA and Hockey Canada. Participation in any of these leagues, while being an active member of TAAA, is not allowed and participating members may face certain sanctions imposed by OMHA and Hockey Canada, including suspension of TAAA membership for an extended period of time.

The Non- sanction hockey restriction only apply from September to April 15<sup>th</sup> of each year. TAAA does not impose restrictions through the Spring/summer Months

Please visit the OMHA and League Notices guidelines for additional OMHA and Hockey Canada information on Non-Sanctioned Hockey leagues.

### 59. THOROLD MINOR HOCKEY ASSOCIATION WEBSITE

[www.thoroldminorhockey.com](http://www.thoroldminorhockey.com)

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Members of TAAA should be aware that the website is considered the main conduit of information to our membership. Scheduling, registration, policies, forms, news and important announcements will be posted to the [thoroldminorhockey.com](http://thoroldminorhockey.com) website and will serve as the official notification avenue to our members. It is the responsibility of all members and staff to be in contact with the Association's website to stay informed of all TAAA related items.

Thorold Minor Hockey Association currently uses the MBSportweb platform as a host for our website and in conjunction with our neighboring associations we are all linked together through the DB One database system with the OMHA mainly for scheduling and game reporting purposes. This is highly advantageous for the association.

Teams can utilize the team microsite assigned to the team for all team scheduling and communication of team news and activities. Each season one team designate will be issued a season long login and password.

Please refer to the TAAA policy regarding proper use of the website entitled **TAAA Website Policy**. In addition, please also refer to the policy entitled **TAAA Social Media and Networking Policy**. It also should be noted that the **Privacy Policy** outline in section 6 of this manual is relevant to this section as well.



### SECTION 4 – HOCKEY TEAM RELATED POLICIES & PROCEDURES

## 60. CODE OF CONDUCT

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All members must:

- review the OMHA Code of Conduct.
- review the TAAA Code of Conduct.

Both documents can be found in their entirety in the Thorold Minor Hockey Association's Code of Conduct document in the policies section.

General Application for ALL Members of Thorold Minor Hockey Association In this section, guidelines pertaining to the definition of specific Misconduct are addressed. Any breach of the Code of Conduct will be dealt with according to the protocol in the Thorold Minor Hockey Association Complaint Policy or according to the protocol of the Thorold Minor Hockey Harassment Policy, unless the specific paragraph in this manual of Operation provides its own remedy or sanction.

Misconduct will include:

- Any conduct by a member that is deemed not to be in the best interest of the Association
- Any conduct by a member directed at another member of the Association that is deemed to be an act of sexual abuse, physical abuse or mental abuse
- Any verbal comments directed at another member of the Association that are meant to be malicious, insulting or degrading and are heard by persons at large.
- Any falsification or alteration of information or signature, on any official document associated with the operation of the Thorold Minor Hockey Association, for the purpose of misleading anyone. The term "document" will include: any game sheet, team roster, player registration card, affiliated player roster, player tryout form, financial report, written complaint, written statement or any correspondence to any official of Thorold Minor Hockey Association or any correspondence sent by an official of Thorold Minor Hockey Association to anyone.
- Any correspondence directed to anyone that implies or accuses a member of any type of misconduct, and is anonymous or not signed and the implication if misconduct is unsubstantiated.
- Any act of theft, fraudulent conversion or fraudulent misrepresentation of money, property or services belonging to the Thorold Minor Hockey Association or money, property or services associated to the Thorold Minor Hockey Association,
- Any conduct where a member of the Thorold Minor Hockey Association unfairly uses his/her position of authority to advantage himself/herself or another person, or to disadvantage another person.



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- Any conduct that is deemed to be in contravention of any specific directives set out by either the OMHA or Thorold Minor Hockey Association, without reasonable excuse.
- Any intentional damage of any property of Thorold Minor Hockey Association, or private/public property used in conjunction with the Thorold Minor Hockey Association. And further, any intentional damage of any public/private property while acting in the capacity of an active member of Thorold Minor Hockey Association.
- Any verbal threats directed towards another member of the Thorold Minor Hockey Association, or any verbal threats directed towards another person while acting in the capacity of an active member of Thorold Minor Hockey Association.
- Any physical gesture that implies a threat directed towards another member of Thorold Minor Hockey Association or any physical gesture that implies a threat directed toward another person while acting in the capacity of an active member of Thorold Minor Hockey Association
- Any comment made by a member directly or indirectly towards anyone that is considered by community standards to be racist.
- Any verbal intimidation that is deemed to be either extreme or beyond the scope of being reasonable
- Any conduct by a parent/guardian or responsible person of the player that is deemed to be intimidating in nature towards any member of the team or is deemed to be detrimental to the cohesiveness of team unity. This conduct must be corroborated by independent evidence prior to any sanctions being levied.

### Specific Application for Board of Directors of Thorold Minor Hockey Association

1. Any Board member found having breached a position of trust in relation to his/her duties with the Association shall be permanently barred from holding any position, elected or appointed within the Association. (Determination of guilt and removal of Board member is by majority vote of a quorum of the Board).
2. Board members are required to notify the Board of any situation in the execution of duties where a conflict of interest may exist. This includes, but is not limited to, potential financial gain or personal involvement to an extent that good judgment may be influenced. The Board as a majority will determine if the effected Board member will be in conflict
3. Board members are expected to refrain from publicly criticizing game officials, players, and coaches before, during or after games. Specific concerns are to be dealt with in the appropriate and professional manner
4. Board members are expected to refrain from public criticism of Board policy and/or other Board members.
5. Board members are expected to carry out their duties in a manner consistent with the Bylaws and Manual of Operations of the Association, and with the directives of the Board.
6. Members of the Board of Directors can be removed from their duties for nonperformance of duties by a vote of the Board of Directors, in which at least 2/3 majority members vote for removal.
7. A member of the Board of Directors of the Association who misses two consecutive monthly meetings of the Board without notice and/or just reason (for whatever reason), the circumstances of their absenteeism shall be reviewed and after such review at the discretion of the Board, they may be removed from the Board.



### 61. FAIR PLAY CODES

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#### FAIR PLAY FOR PLAYERS

- I will play hockey because I want to, not just because others or coaches want me to.
- I will play by the rules of hockey and in the spirit of the game.
- I will control my temper - fighting and "mouthing off" can spoil the activity for everybody.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my team and of my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

#### FAIR PLAY CODE FOR SPECTATORS

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- I will not have unrealistic expectations.
- I will remember that players are not professionals and cannot be judged by professional standards.
- I will respect the officials' decisions and I will encourage participants to do the same.
- I will never ridicule a player for making a mistake during a game.
- I will give positive comments that motivate and encourage continued effort.
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- I will show respect for my team's opponents because without them, there would be no game
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.

#### FAIR PLAY CODE FOR PARENTS

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 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.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example.
- I will applaud good plays and or performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public.



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### FAIR PLAY FOR COACHES & TEAM OFFICIALS

- I will be reasonable when scheduling games and practices, remember that players have other interests and obligations.
- I will teach my players to play fairly and to respect the rules, officials and opponents.
- I will ensure that all players get equal instruction, support and playing time.
- I will not ridicule or yell at my players 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.
- I will make sure that equipment and facilities are safe and match the players' ages and abilities.
- I will remember that participants need a coach they can respect. • I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will work in cooperation with officials for the benefit of the game.

## 62. DEVELOPMENT

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The TAAA is committed to excellence and providing the best "overall hockey experience" provided to our players. We believe strongly that an ongoing development of our players and coaches is essential for the long term growth and success of our players, coaches and teams. This assists their growth both in and out of the sport.

The development needs of the organization will be reviewed by the Board on an annual basis and the TAAA Player Development Plan will be updated/submitted to the Board for approval near the beginning of each season to meet any changing needs in the minor hockey sphere.

## 63. REPRESENTATIVE TRYOUTS / EVALUATIONS

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TAAA has developed processes and policies to oversee the tryouts and team selections for TAAA Rep teams each season.

Policy still in process.

## 64. LOCAL LEAGUE PLAYER EVALUTIONS & TEAM ASSIGNMENT POLICY

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TAAA house/local league age groups. The general basis for this is fairness and equality, spread across the TAAA teams, within any one age group. This also assists in the TAAA entering teams into the NDHL in a fair manner for our members so that one team is not highly disadvantaged skill wise.

All TAAA teams are subject to player movement (trades) to balance teams until the roster deadline. Optimally this would be done in the first 10 days after the teams have been divided in any one season.



## 65. SUMMER TEAM ACTIVITIES

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Policy in Process – Please refer to OMHA Guidelines

## 66. AFFILIATED PLAYER POLICY

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Please review the document entitled: **Thorold Minor Hockey Association Affiliated Player Policy**.

All OMHA, NDHL, NDLL and Tournament policies that may exist regarding the use of affiliated players are in effect, in addition to the TAAA Policy.

Should clarification be required, contact the Division Director BEFORE speaking with, signing, or using an AP.

## 67. ROSTER SELECT TEAMS

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The TAAA recognizes, on occasion, players and parents may wish to form an additional team for the purposes of enriching their hockey experience and providing an opportunity for further skill development and/or hockey experience beyond the traditional House or Local League programming.

Please refer to the document entitled **TAAA Roster Select Policy**.

## 68. MULTIPLE SUSPENSION POLICY - PLAYERS

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When a Player is issued a third (3rd) suspension, be it OMHA or TAAA derived, the following procedure will take place:

- 1) The player must download the TAAA Multiple Suspension Report Form from the FORMS section of the web site.
- 2) The player needs to complete Section A of the form with comments about their first three suspensions.
- 3) The player must then provide the form to their Head Coach to complete Part B: Coach's Comments.
- 4) The completed form is to be delivered to TAAA's VP-Operations.
- 5) Once the form has been received, a meeting will be called with the TAAA Multiple Suspension Discipline Committee, the player and a parent/ guardian. Please note that there will be a time lag between the receipt of the completed form and the date of the meeting. During this time the offending player is suspended even if the OMHA/TAAA suspension has been completed. No games can be played pending the outcome of the disciplinary meeting.

After the Multiple Suspension Discipline Committee meeting there can be several consequences.

- a) The committee may issue a verbal warning to the player.
- b) The committee may provide supplementary discipline.
- c) A combination of the above consequences.



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The results of the Committee's discussion, including further consequences, will be noted by the meeting Chair.

The meeting Chair will inform the player and parent or guardian of the Committee's decision within 48 hours as well as the TAAA Board at the next meeting.

**The purpose of this procedure is to have the player recognize their behavior and stop making poor choices. Unfortunately, not all players will do this.**

For subsequent suspensions:

- a) The player is suspended from play immediately until another discipline meeting is scheduled.
- b) The discipline meeting will be called at a cost of fifty dollars (\$50) to the player, paid by cheque to TAAA or cash prior to the meeting being scheduled.
- c) Consequences could include those listed above or suspension from TAAA.

If unacceptable behavior such as foul language or disrespect for the process is displayed at any time by the player or the parent/ guardian during this procedure, the meeting can and will be cancelled. The player will remain suspended until a new discipline meeting can be re-scheduled.

Any non-compliance or failure to adhere to the above process and subsequent outcome, by any of the stakeholders; player(s), coaching staff, parent(s) and/ or guardian(s) will be addressed in accordance with our standard Discipline Procedure and Code of Conduct guidelines.

### Composition of the Multiple Suspension Discipline Committee

- a) The Multiple Suspension Discipline Committee will be chaired by any member of the Board of the Thorold Minor Hockey Association who is available and not in a conflict of interest situation.
- b) The Chair conducts the meeting and reports the results back to the TAAA board in a timely fashion.
- c) The committee will consist of three members in total – two of which may be a TAAA Board member. The other Committee member(s) should be selected from a pool of candidates who are at arm's length to the TAAA, who have been screened and approved of by the Director of Risk Management for the TAAA
- d) Committee members listen to the player and parent and/ or guardian as well as possibly ask questions of both.
- e) Once the player and parent/ guardian have spoken, they will be asked to leave. The committee will discuss the case and levy any additional penalties if necessary.
- f) The results of the Committee's discussion, including further consequences, will be noted by the meeting Chair and reported to the Director of Risk Management.
- g) The Director of Risk Management will inform the player and parent and/ or guardian of the Committee's decision within 48 hours as well as the TAAA Board.





### 69. FAIR & EQUAL ICE TIME POLICY

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This policy is being reviewed

### 70. INTRODUCTION TO BODY CHECKING

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The TAAA will offer a clinic each year before Tryouts for the Introduction to Body Checking. Players who intend on participating in U15 Rep tryouts who have not played body-checking in a league previously must attend the clinic, or a suitable and approved similar clinic offered by a third-party, prior to participation in TAAA Tryouts.

This would be open to any minor U15 or major U15 player intending to attend tryouts for the upcoming season. In some cases, the TAA A may also consider the inclusion of a 15 and older age player to attend the clinic if they have no previous body checking game play experience. It is typically 2 hours in length as a minimum.

The clinic is not open to any player who has played on a team designated as participating in a Body Checking allowable league at any time in the past.

The clinic will be offered to TAAA Players who were on a rostered team in the previous season free of charge. If spaces are available, non-TAAA players (in the season previous) may participate at the cost of \$25 per session (an hour).

The list of participants will be capped at 28 players.

The clinics will follow the design of utilized in the 2015 version of the clinics annual version will be conducted by a TAAA appointed person (usually a Head Coach). Any design change requirements may occur at any time.

Sign up and attendance will be tracked and documented with the U15 Rep & AE teams to ensure participation can be confirmed and retained in the TAAA records.

#### **Disclaimer:**

*"Although care has been taken in preparing the information contained in this document, we do not and cannot guarantee the accuracy thereof. Anyone using the information does so at their own risk and shall be deemed to indemnify the Thorold Minor Hockey Association from any and all injury or damage arising from such use."*



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### SECTION 5 – HISTORY OF MANUAL

Date	Who	What was completed	Approved by
August 2022	TAAA Board	Complete Operational Manual	
February 15 2023	TAAA administration	Post manual on Website for TAAA AGM to adopt new manual of operations	
March 26 2024	TAAA Administration	Added Vulnerable Sector Check	Hockey Canada



## SECTION 6 – APPENDICES

### APPENDIX #1

## Thorold Minor Hockey Association Duties and Responsibilities of TAAA Board Members

### *“Job Descriptions”*

**Note: please refer to Job Descriptions posted on our website for up to date descriptions and responsibilities**

#### SECTION

#### DUTIES AND RESPONSIBILITIES OF TAAA EXECUTIVE

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The following four Board positions are mandatory TAAA Directors positions and are referred to individually as Executive Members of the Board and collectively as the Executive Committee;

President – The elected President shall be the Chief Executive Officer of the Association and shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the Board, supervise the affairs of the Corporation.

Executive Vice-President – The elected Executive Vice President shall serve the Association as the alternative should any of the other three (3) members of the Executive be unable to fulfill their obligations. The Executive Vice President shall, subject to approval of the Board, be responsible for overseeing Disciplinary items, Procedural items and Budget related items, as well as any other aspects agreed to with or by the Board.

Secretary – The elected or appointed Secretary shall attend and be the Secretary of all meetings of the Board, of the Members, and any Committees of the board to which they may be assigned. The Secretary shall enter or cause to be entered in the Corporation's meeting minutes, a record of all proceedings at such meetings. The Secretary shall give, or cause to be given, as and when instructed, notices of meeting to Members, Directors, and Members of Committees. The Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Association not otherwise related to finance or player registration.

Treasurer – The treasurer shall be open for election, or in the absence of a nominee, appointed to the Board by the President, and shall have such powers and duties as the Board may specify, and be the keeper of all Association documents related to finance; and be responsible for communication of Association finances through reports as specified at meetings of the Board and/or Members. **Note:** It is HIGHLY recommended that any member wishing to be elected/appointed to the position of Treasurer be an accountant or bookkeeper in their formal training or by profession, and this may be considered as a term of acceptance of the nomination by either the Elections Committee and/or the Board that exists at the time. The Association may ask for evidence of such training or profession.



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### All Board Members

- ✚ No Member of the Board will receive any special privileges for any child (related or not)
- ✚ No Member of the Board will receive any compensation in the form of Money , goodwill, Registration fees etc. (Unless predetermined by a recorded board vote )
- ✚ Obtain Valid Clearance - Police Check /PVSC as required
- ✚ Responsible for updating Duties of your position on Google Docs to include Action Dates and Requirements

### President (2 Years)

The President a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You will be responsible for overseeing the operations of the T.A.A.A.

#### Duties and Responsibilities:

- Is the senior officer of the Association, he/she should devote his/her time to the position so as to fulfill his/her office to the best of his/her abilities
- Is in charge of the general management and supervision of the affairs and operations of the Corporation the association.
- Shall be one of the signing Directors of the Corporation
- To preside over all meetings.
- Assist Treasurer in controlling financial operations.
- Chair all regular and committee meetings.
- Ensure all members are aware of their designated duties and supervise all members on the Executive.
- To lead the Association towards the goals it has set for itself.
- Represent the association with STA committee.
- Represent the association for all special functions and committees
- Assign duties to other executive members when required.
- Ensure all executive members perform duties as prescribed.
- Ensure all facets of the Association's constitution and by-laws are upheld.
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.



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### Vice President (2 years)

#### ***Job Overview:***

The Vice President is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members and Executive Board of the Association. The Vice President will work closely with all Board Directors to ensure they have all the tools and information required to fulfill their position requirements.

#### **Duties**

- Assist the President in all duties.
- Assume the duties of the President in the absence, for any reason, of the President or when requested by the president
- Assume the role of the President in the event they are not able to fulfill their duties for the balance of the term.
- Assist Treasurer in controlling financial operations.
- Shall be one of the signing Directors of the Corporation
- Participate in various TAAA committees as required.
- Be available to assist any Director requiring assistance in the completion of his or her functions
- Attend and represent the Association on City Committees.
- Promote the image of the association and of the sport of hockey within the community
- Oversee all aspects of the police record check process including maintaining records and compliance
- Available to hand out awards in tournaments and banquets in absence of President
- Responsible for arranging photographs of teams and players prior to season end (\* task can be taken over by an administrator )
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.
- Attend all monthly board meetings

### Secretary

#### ***Job Overview:***

The Secretary is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of recording and maintaining corporate minutes. You are responsible for maintaining all Meeting notes and provide communication to all Board Members of upcoming events, meetings.

#### **Duties**

- Record the minutes of meetings of members, Board meetings and Executive Committee Meetings, and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the policies and procedures established by the Board
- Ensure the proper custody of the Association's corporate seal, corporate Minutes and Resolutions and other corporate records and documents; Ensure all meeting notes are added to the corporate record book on a monthly basis
- Keeping and maintaining the Articles of Incorporation and bylaws. (filed in office)
- Ensure that members have, or have available a copy of this by-law and all policies;



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- Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association including being the host of the association webmail account;
- Provide a tentative agenda in advance for any regular Board Meeting and specify the business to be conducted in the case of a Special Board Meeting
- Provide a copy of the previous Minutes of the meeting to board members within 2 weeks
- Communicate with executive members' key dates for meetings or other necessary information.
- Bring proper minute books and record books to all meetings;
- Ensure that cards, flowers, and gifts are provided when appropriate;
- Recommend policy to the Board regarding internal and external communications of the Association
- Create a Members List as for Article#3 subsection c) by October (with the aid of Hockey Canada Association site)
- Create an Executive Board Member List with email and telephone contact (to be submitted to the city)
- Update and publish any changes to the Constitution or By-laws by October 1<sup>st</sup> that might have arisen from the previous Annual General Meeting.
- Post Job descriptions 10 days to 2 weeks prior to the Annual General Meeting
- Maintain Office Key List and Office Keys (distribute and collect as required ) ...2
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.
- Attend Monthly meetings and present reports / information relevant to your position

### Treasurer

#### **Job Overview:**

The TAAA is currently seeking a volunteer Treasurer to oversee the budget and financial management of the non-profit organization. The successful applicant will have previous experience in bookkeeping and will be an integral part of maintaining positive relationships with key community stakeholders and members of the Association. The Treasurer will work closely with Executive Committee to ensure appropriate financial systems have been put in place and are constantly monitored.

#### **Duties and Responsibilities:**

- Oversee all financial business for the TAAA.
- Collect mail from the PO Box
- Liaison with our accountant to ensure all functions are being performed correctly
- Prepare annual budget.
- Monitor annual budget to ensure operations on target.
- Maintain an accurate record of all monies received and disbursed and shall produce such records and books at all meetings for inspection. (utilizing on-line registration system)
- The treasurer shall be responsible for the recording of all monies received and disbursed and report monthly to the executive and annually to the association.
- The treasurer's books shall be reviewed by an independent accounting firm appointed by the executive.
- Review, process and pay all invoices in a timely manner.



## TAAA OPERATIONAL MANUAL 2023

- Ensure that receipts are issued when monies are received.
- Ensure all cheques are countersigned by the President or designate.
- Oversee insurance for the TAAA.
- Prepare registration forms, establishing fees and key dates. (in co-ordination with Registrar)
- Assist with Registration – payment process, budget for yearly fees
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.
- Attend Monthly meetings and present reports / information relevant to your position
- Submit Hst reporting on a quarterly basis
- Develop slide chart for refund policy
- Audit all Ice and Referee invoices for payment
- Co Signer on Association bank account

### **Overall Chair (2 years)**

#### **Job Overview:**

The Overall Hockey Chair is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You will be responsible for assisting and overseeing the Hockey Operations of the T.A.A.A.

#### **Duties and Responsibilities:**

- Oversee convenors of all divisions.
- Center contact with OMHA.
- Shall Chair the Coaches Selection Committee (final coaches to be approved by Board)
- Shall ensure all teams will have a minimum of one coach
- Shall ensure all coaches are certified in their respective divisions as per OMHA
- Shall ensure all potential and active coaches are notified of coaching clinics being offered
- Shall arrange and organize a full coaches /managers information meeting for the upcoming season
- Shall oversee all Dispute , Discipline and Grievance issues
- Shall oversee Team Selection and Player Evaluation
- Collect, present to committee and approve all A/P requests (submit to Registrar for processing)
- Represent Association in dealings with referees.
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.



## TAAA OPERATIONAL MANUAL 2023

### Representative Director

#### **Job Overview:**

The Rep Director is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You will be responsible for overseeing the Representative Divisions of the T.A.AA. . This is to include BB teams as well as Select Teams.

#### **Duties and Responsibilities:**

- Ensure NDHL teams, players, coaches, and parents are acting in compliance of Hockey Canada, OMHA, NDHL, and the Association by-laws and policies.
- Act as liaison between NDHL members and the Association executive (including disputes).
- Monitor NDHL teams and represent Association at all NDHL home games.
- Plan and coordinate with the Overall Chair team evaluations for Representative
- Plan and coordinate with the Overall Chair all coaches / Managers / parent meetings for Representative
- Member of hockey committee; responsible for coaching selections (to be approved by executive), overseeing all facets of on and off ice operations of teams, and dealing with disputes.
- Issue all AAA, AA Passports (to include keeping appropriate records)
- Participate in various committees as required.
- Assist in the operation of Association tournaments, registration days, and other special events.
- Attend monthly Association and provide update status as required of the NDHL teams.
- Attend monthly NDHL meetings, representing Association. Report back to executive as required.
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.

### Ice Scheduler (2 Years)

#### **Job Overview:**

This is a position of Ice Scheduler who is responsible for scheduling all of the ice times for the Association. This position will work collaboratively with the City of Thorold, league ice schedulers and ice schedulers for opposing centres. The successful applicant will have good interpersonal skills, the ability to interact and collaborate with others. This position requires strong organization skills, problem solving skills and must be proficient in computer software. The scheduler will work closely with Executive Committee and the team coaches to ensure ice scheduling is working in the best interest of the Association.

#### **Duties and Responsibilities:**

- Communicate and work collaboratively with City of Thorold to ensure proper ice time allotment.
- Establishment of the overall ice distribution policy and guidelines for the TAAA ice allocation in conjunction with and as agreed to by the Board of Directors of the TAAA
- To manage, allocate and maintain up to date records for the ice allocation of the TAAA within any financial or allocation budget plans put forth by the Board
- Maintain positive relationships with league ice schedulers, ice schedulers for opposing centres and team coaches.
- Overall responsibility of scheduling all teams' games and practices.(regular and playoff Season)
- Update schedules and revise as required.





## TAAA OPERATIONAL MANUAL 2023

- shall inform all TAAA Coaching staff of the Ice Time Policy regarding the scheduling, use of and cancellation of ice times assigned
- The Ice Scheduler or his/her designate shall assume the responsibility for obtaining referees for all games.
- Communicate changes in ice schedule as required with City of Thorold, referees, timekeepers, teams and opposing centres.
- Identify home game times for all teams and communicate with league scheduler.
- Communicate game schedules with teams, referees, timekeepers.
- Prepare pre-season tryout and practice schedules.
- Assign practice schedules and communicate with teams.
- Coordinate with other centers for rescheduling of games as required.
- Prepare tournament schedules. (If required)
- Prepare playoff ice times with league schedulers and opposing centre schedulers.
- Attend monthly board meetings and provide update status as required of ice scheduling.
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.

### **Registrar**

#### **Job Overview:**

The Registrar is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You will assist all participants in a smooth registration process and answer all related questions. The Registrar will work closely with the Treasurer, Hockey Committee and Registration committee to ensure communications and systems have been put in place and are constantly monitored.

#### **Registrar Duties**

- Establish registration information and procedures
- Recommend policy to the Executive Board regarding registration
- Using the Hockey Canada Database. Prepare On-line Registration system for on-line registration and conduct registration for all eligible to participate in the TAAA Hockey Programs.
- Organize In house / In person or alternative registration
- Establish team limits and objectives for registration with the Hockey Committee
- Work with OMHA on all registration for Participants
  - Ensure that all players are registered with the OMHA
  - Conduct Player transfer for players transferring from other centers
  - Submit rosters and roster updates/Changes (a/p, coaching) to OMHA for approval and provide Official Rosters to teams as required
- Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name (s)
- Forward all monies promptly to the treasurer for deposit to credit of the Association. (if applicable)
- Supply to executives of the hockey Committee current registration information in a timely fashion.
- Communicate any changes in registration immediately to such other Executive or other individuals who are affected by such change
- Ensure all supporting documentation accompanies registration where required.



## TAAA OPERATIONAL MANUAL 2023

- Identify to Head Coach, bench staff that requires certification either new or recertification
- Complete electronic rosters and obtain OMHA approval
- Notify Conveners of roster approvals
- Prepare a monthly report regarding Registration operations to the Executive
- Submit Team and Insurance Reconciliation forms to OMHA
- Participate in various committees as required. ( Registration Committee : Hockey Committee)
- Assist in the operation of the Association tournaments, registration days, and other special events.
- Attend monthly the Association and provide update status as required

### **Senior Local League Director**

#### ***Job Overview:***

The Senior LL Convener is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You will be responsible for overseeing the operations of the LL team programs, Bantam to Midget divisions.

#### **Duties and Responsibilities:**

- Shall enforce policies and procedures as they relate to the operations of your divisions
  - Ensure U15 to U18 NDLL teams (players, coaches, and parents) are acting in compliance of Hockey Canada, OMHA, NDLL, and the Association by-laws and policies.
  - Research all new phases of the divisions and implement changes (Pathway Programs) as required
  - Act as liaison between U15 to U18 NDLL teams (players, coaches, and parents) and the Association executive
  - Work with the Hockey Committee to confirm the number of Teams that can be rostered by the TAAA.
  - Aid in Team limits on numbers, Aid in ensuring each team has adequate goalies
  - Assist the Overall Chair in identifying potential head coach candidates and staff as needed
  - Ensuring appropriate accreditation are obtained for coaches, trainers, managers and on-ice volunteers and ensuring the Screening policy is followed (under the direction of the Overall Chair)
  - Assist with Overall Chair and attend Players evaluations , disburse and collect evaluation ledger for evaluation purposes
  - Assist with Overall Chair and attend team placements with Coaches – ensuring all players assignments to the teams ensure equitable distribution of player talent
  - Co-ordinate affiliate player signings for LL Teams – present to the overall chair for committee approval
- 
- Maintain and provide media releases pertain to the team accomplishments so that sponsors names are appearing in local media outlets when applicable
  - Participate in conflict resolution and/or disciplinary issues when required within the divisions assigned



## TAAA OPERATIONAL MANUAL 2023

- Provide Monthly reports regarding all teams within their divisions
- Attend monthly NDLL meetings, representing the Association. Report back to executive as require
- Monitor NDLL Bantam to Midget and represent the Association at all NDLL U15 to U18 home games.
- Member of hockey committee; responsible for coaching selections (to be approved by executive), overseeing all facets of on and off ice operations of teams, and dealing with disputes.
- Active participant of the board and Participate in various committees as required.
- Assist in the operation of the Association tournaments, registration days, and other special events.
- Attend monthly board meeting

### **Junior Local League Director**

#### ***Job Overview:***

The Junior LL Convenor is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You will be responsible for overseeing the operations of the LL team programs , Hockey School through to U13

#### **Duties and Responsibilities:**

- Shall enforce policies and procedures as they relate to the operations of your divisions
- Ensure Hockey School through to U13 NDLL teams (players, coaches, and parents) are acting in compliance of Hockey Canada, OMHA, NDLL, and the Association by-laws and policies.
- Research all new phases of the divisions and implement changes (Pathway Programs) as required
- Act as liaison between Hockey School to U13 NDLL teams (players, coaches, and parents) and the Association executive
- Work with the Hockey Committee to confirm the number of Teams that can be rostered by the TAAA.
- Aid in Team limits on numbers, Aid in ensuring each team has adequate goalies
- Assist the Overall Chair in identifying potential head coach candidates and staff as needed
- Ensuring appropriate accreditation are obtained for coaches, trainers, managers and on-ice volunteers and ensuring the Screening policy is followed (under the direction of the Overall Chair)
- Assist with Overall Chair and attend Players evaluations , disburse and collect evaluation ledger for evaluation purposes
- Assist with Overall Chair and attend team placements with Coaches – ensuring all players assignments to the teams ensure equitable distribution of player talent
- Co-ordinate affiliate player signings for LL Teams – present to the overall chair for committee approval
- Maintain and provide media releases pertain to the team accomplishments so that sponsors names are appearing in local media outlets when applicable
- Participate in conflict resolution and/or disciplinary issues when required within the divisions assigned
- Provide Monthly reports regarding all teams within their divisions
- Attend monthly NDLL meetings, representing the Association. Report back to executive as require
- Monitor NDLL Hockey School to Peewee teams and represent the Association at all NDLL U9 to U13 home games.
-



## TAAA OPERATIONAL MANUAL 2023

- Member of hockey committee; responsible for coaching selections (to be approved by executive), overseeing all facets of on and off ice operations of teams, and dealing with disputes.
- Active participant of the board and Participate in various committees as required.
- Assist in the operation of the Association tournaments, registration days, and other special events.
- Attend monthly board meeting

### **Tournament Director**

#### **Job Overview:**

The Tournament Chair is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of organizing successful and profitable tournaments for our organization. Tournaments is a main source of our fundraising efforts to subsidize hockey costs. The Tournament Chair will work closely with the Volunteer, Fundraising and Treasurer to ensure all needs have been covered to run tournament s

#### **Duties and Responsibilities:**

- Submit applications on OMHA Portal for Sanction Permits for Tournament
- Work with Sponsorship Chair to confirm Tournament Sponsors (Beaverloch and Henderson)
- Organize outline of each tournament IE: Divisions : # of teams ; # of Min games per team
- Download a copy of the OMHA Tournament Hosting Guide
- Create a budget for each tournament (ice time-referees-medals....)
- Ensure that proper Ice time has been booked (this should be done after each tourney – for following year)
- [Work with the Travel Company that books and offers hotel rebates](#)
- Update Tournament Website for Tournament information and Scheduling (copy from prev year)
- Create new registration form each year for website
- Recruit participating teams for the Beaverloch Farms and Henderson’s Pharmasave tournaments
- Coordinate operations for the tournament weekends, including:
  - a. OMHA permits from teams (travel permit and rosters) and communications
  - b. Scheduling (work with Scheduler – to schedule ice and referees)
  - c. Tournament Rules
  - d. Registration
  - e. Timekeeping
  - f. Record keeping (game sheet preparations and reviews)
  - g. Awards distribution - Make sure you have medals (need to be ordered 4 months in advance)
  - h. Vendors
  - i. Volunteers
- Submit all documentation after the tournament
- Submit written financial summaries upon tournament end
- Prepare a Participate in various committees as required.
- Attend monthly the Association and provide update status as required of tournaments.
- Active participant of the board and participate in various committees as required.
- Assist in the Association’s Special events (i.e.) tournament, registration days and other special events.



## TAAA OPERATIONAL MANUAL 2023

### Equipment Director

#### **Job Overview:**

The Equipment and Purchasing Director is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be responsible for purchasing and maintaining all equipment related to the game of hockey for TAAA. You will work closely with the Treasurer and Coaches.

#### **Duties and Responsibilities:**

- Maintain records of inventory for all the Association equipment, i.e. (coaching room keys, will be distributed by Admin), jerseys, goalie equipment, pucks, pylons, first aid kits, (I-pads for timekeeping- to be decided)
- Distribute inventory as required, coaches, and others. Records to be maintained to show where inventory has been distributed. (Coaches, players etc. Jerseys, training kits)
- Collect all inventory of the TAAA that was distributed at the end of the year.
- Ensure all hockey gear has been cleaned for the start of the new year.
- Communicate to all Coaches / managers/ parent rep Jersey Name Bar procedures
- be responsible for soliciting bids for, designing of, and the procurement of all association jerseys and socks after Board approval;
- responsible for soliciting bids for, designing of, the procurement of and availability of all association apparel items after Board approval
- Work with Tim Hortons for Hockey School to Novice for Jersey requirements each year .
- solicit bids and purchase hockey equipment / gear / PPE as required;
- act as the Purchasing Agent for the Association with respect to all Association hockey equipment purchases;
- Maintain Inventory of Tournament medals and order with Board Approval when required.
- make appropriate arrangements to maintain and repair all equipment owned by the Association when necessary
- Coordinate with Sponsorship to ensure Sponsorship Bars on Jerseys are correct
- recommend policy to the Board regarding purchasing and equipment - especially in the largest expenses of jerseys and apparel;
- responsible for coaches keys and master keys for the coaches rooms
- submit to the Budget Committee or Budget personnel in each year an estimate of revenues and expenditures of the Purchasing and Equipment business plans for the next fiscal year of the Association;
- File a report to the monthly Board meeting regarding purchasing and equipment
- Attend monthly the Association and provide update status as required of equipment inventory.
- Active participant of the board and participate in various committees as required.

Assist in the Association's Special events (i.e.) tournament, registration days and other special events.



## TAAA OPERATIONAL MANUAL 2023

### Sponsorship Director

#### **Job Overview:**

The position of Sponsorship is responsible for ensuring that all of our teams has a sponsor. This is a voting volunteer position. You will have good interpersonal skills, the ability to interact and collaborate with others. You will be our Representative for our organization to sponsors.

#### **Duties and Responsibilities:**

- Co-ordinate and arrange for Sponsors for all LL and BB teams.
- Confirm Sponsorship fees for the season
- Confirm Tournament Sponsors Beaverloch and Henderson
- Communicate with Equipment Manager Sponsorship changes needed in a timely manner
- Communicate the status of the sponsorship activity to the Board of Directors (as needed)
- Confirm payment of all sponsorship fees with the Treasurer (Collect funds)
- Maintain contact with all sponsors throughout the year
- Order and deliver Sponsor plaques if applicable.
- Assist Fundraising Chair in efforts throughout the year
- Perform other duties as assigned by the president.
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special events.
- Attend monthly the Association and provide update status as required

### Fundraising Director

#### **Job Overview:**

The Fundraiser Director is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You are responsible for selecting a fundraising program for players to participate in and other miscellaneous fundraising opportunities. You will work closely with the treasurer, Volunteer and tournament Directors.

#### **Duties and Responsibilities:**

- Develop / update all team fundraising policies.
- Approve (with VP and Treasurer) all team budgets (after development of policy)
- Assist teams in applying for appropriate OMHA Insurance for fundraising events
- Develop yearly plan for raising funds for the organization acting on own ideas and suggestions  
le; Ice Dog Game / TAAA nights etc.
- Co-ordinate Associations fundraising activities
- Communicate and organize all fundraising initiatives for all tournaments (raffle/ 50/50 other)
- Set up and attend 50/50 Fundraising events (if required)



## TAAA OPERATIONAL MANUAL 2023

- Apply for all appropriate permits and submit reports upon completion (Lottery / Gaming/ ACRO)
- Maintain accurate accounting of finances associated with fundraising and report at Executive Meetings
- Collect Fundraising monies owed to the Association
- Produce individual reports on fundraising initiatives
- Active participant of the board and participate in various committees as required.
- Assist in the Association's Special events (i.e.) tournament, registration days and other special

### **Risk Management Director**

To Be finalized

### **Head Trainer Director**

#### ***Job Overview:***

The Head Trainer is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. You will be responsible for overseeing the Training operations of the T.A.A.A. You will report to the Overall Chair and President.

#### **Duties and Responsibilities:**

### Head Trainer & Development

Will lead your Association's safety and risk management programs for the benefit of participants, parents and volunteers in the Association's hockey programs and activities.

The Head Trainer is the resource person in the Local Association, serving as a link between the OMHA Trainers Program and its Chair and both the Local Association and team trainer.

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### **Roles and Responsibilities**

1. Uphold and promote the goals and purposes of the Hockey Safety Program and the policies and procedures of Hockey Canada (HC), the Ontario Hockey Federation (OHF), the Hockey Development Centre of Ontario (HDCO) and the Ontario Minor Hockey Association (OMHA)
2. Provide leadership in promoting and maintaining the Hockey Trainer's Certification Program (HTCP) regarding all safety and risk management aspects of the Association's activities.
3. Ensure that Association Board members and hockey program participants are kept informed of current and emerging hockey safety and risk management information, programs and activities
4. Provide Boards with an assessment of the risks that may be faced by the Association and its members in the upcoming season and recommend strategies to eliminate, minimize or mitigate those risks.
- 5.



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6. Provide leadership for volunteer Trainers with the Association by promoting excellence in the delivery of the safety and risk management principles of the HTCP.
7. Promote and ensure that volunteer Trainers with the Association apply and abide by the 'Responsibilities' and 'Code of Conduct' of the HTCP.
8. Monitor and provide feedback to volunteer Trainers and other Association members and stakeholders to promote and instil excellence in the principles and application of the hockey safety and risk management program.
9. Ensure that each participant, parent and volunteer is aware of and adheres to the principles and practices of the HTCP.
10. Collect, monitor and ensure proper security and disposition of reporting forms relating to on and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official or other participant or stakeholder
11. Participate on a regular basis in hockey safety and risk management education activities sponsored or promoted by the OMHA, HC, OHF or HDCO.
12. Responsible for providing a list of items needed that the HTCP recommend all trainers have to the association.
13. To review and update policy in your department

### **A Local Association's Head Trainer will:**

- Hold current HTCP certification
  - Have a minimum of two years hockey experience in Trainer position
  - Be on an at-large or team roster with the association
  - Have a strong interest in promoting safety in hockey
  - Be willing to act as a mentor/coach for all Trainers in the association
  - Be able to provide timely responses to questions or requests
- 
- Active participant of the board and participate in various committees as required.
  - Assist in the Association's Special events (i.e.) tournament, registration days and other special events.

### **Banquet Director**

#### **Job Overview:**

The Banquet/Volunteer Co-ordinator is a volunteer position on the TAAA Board of Directors. This position is a Voting position. You will be an integral part of maintaining positive relationships with our members of the Association. The Banquet/ Volunteer Co-ordinator will work closely with the Tournament, Fundraising, Bond Co-ordinator to ensure volunteer positions are filled as required.





## TAA OPERATIONAL MANUAL 2023

### **Banquet/Volunteer Co-ordinator Duties**

#### **Volunteer**

- Advertise all volunteer opportunities available (forward information to social media contact)
  - .1.1. (August and during year) ie (evaluations / tournaments etc)
- Write up a letter to parent reps advising them of the participant's volunteer expectations for the year (ie: time clock / game sheets/ tournament requirements etc) (prior to season start)
- Liaison with
  - .1.1. BB Rep - # of Volunteers for Tryouts for check in table / bond cheques (Mid-August)
  - .1.2. Jr & Sr Rep - # of Volunteers needed for Evaluations Check in table / bond cheques (September)
  - .1.3. Jr Rep - # of Volunteers needed for Hockey School and Initiation Check in Bond Cheques
- Tournament Chairs – Volunteers required for Tournaments (timekeeping/50/50/ raffle)(October – Jan)
- Fundraising Chair – Volunteers required for fundraising events
- \*\*\* obtain volunteers for any other volunteer requirements.
- Respond to all volunteer Applications forms generated from the website

#### **Banquet**

- Have a discussion with the board in respect to the current year's banquet (October meeting)
  - .1.1. a/ what type of awards banquet? Food or no food, parents or no parents
  - .1.2. b/ bring forward what you would suggest
- Find a location that will suit the needs as discussed above.
  - .1.1. a/ Get quotes from various locations ( a minimum of 3)
    - .1.1.1.1. ie: Jonny Rocco's, Four points Sheraton, Club Capri, Club Belvedere etc...
  - .1.2. b/ present the information to the board, and have a budget approved (present at November Meeting)
    - .1.2.1. (ps budget will include trophies as well) Book Hall
  - .1.3. Note: Banquet is around 2<sup>nd</sup> week Saturday of April as the AGM must be on the 3<sup>rd</sup>
  - .1.4. Tuesday of April - please note that when booking the Banquet, a room is usually booked
  - .1.5. For the AGM at the same location – Small room required (should be free or a minimal
  - .1.6. Expense)
- Arrange for banquet – volunteers, decorating, reception table etc. ( March )
- Set up banquet with al trophies etc.
- Create an RSVP form to all parents to advise of attendance (March)
- Arrange Seating plan
- Confirm with the President that he will be presenting the awards
- Create a ba

#### **AWARDS (the recipients are to remain confidential until the banquet)**

- Discuss with the board the current year's awards (October / November)
  - Decide which awards will be given out – refer to awards list
- Create a form (we have one that can be tailored to awards needs) to be



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- Given to each team coach for award submission (make sure you have a completion date) (February)
- Discuss at the board meeting any overall awards that are to be given out
    - Heart Award –
    - Steve Colley Award (Goalie)
    - Coaching staff of the year award
    - Volunteer of the year Award
  - Confirm budget for Trophies ( December)
    - Order Trophies from (impact promotions if still a sponsor)
    - Supply list of award recipients to impact promotion – for plate engraving
    - Include engraving for wall plaques
  - Bring all Trophies and coordinating wall plaques to the awards banquet and set up

### **OTHER RESPONSIBILITIES**

#### **Hockey School Program- Initiation Christmas / year end**

Assist with Jr LL Convener for Jr. Hawks (Initiation) Christmas party and year end party

Assist with Jr LL Convener for Hockey School Christmas party and year end party

Discuss with JR. LL Convener (and the board) on end of year Memorabilia to each participant

2018- Banner with Name of child and number

2019- Bronze Medal

2020 – Hockey School – grab bags and plastic hockey sticks

Jr. Hawks / Novice Minor Trophy

2022 - Bronze Medal

Something different as these kids will have a few years in these programs

We typically pay around \$ per child