

GRAND VALLEY & DISTRICT MINOR HOCKEY ASSOCIATION

Rules of Operation

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1. Preamble

Through the various programs set by the Association, the GVDMHA is attempting to give an opportunity for all participants to play in the level where the caliber of play is equal to their ability and provides a wholesome environment and an experience for personal growth. “Winning at-all-cost” attitudes are never the focus and will not be accepted at the expense of fun, respect, and good sportsmanship.

1.1. Levels

Introduction to Hockey (Initiation Program (U7), Minor Novice (U8), and Novice (U9))

Players who are younger than the age of 8 years as of December 31st will participate in an on-ice program that will emphasize fun and skill development. Coaches at this level will be certified with Coach 1 Intro to Coach qualification (Minor Hockey Alliance of Ontario), which equips them with the skills and instruction to deal with the beginner hockey player. Teams at this level will participate in exhibition games as set up by the Coaches or regular games as scheduled by the Georgian Bay Triangle Local League (GBTLL) and may, at the Coaches' discretion, participate in tournaments as allowed by the OMHA. All GVDMHA teams at these levels shall follow the guidelines as outlined by Hockey Canada.

Recreational Hockey – Georgian Bay Triangle Local League

The Local League will provide grass roots development for minor hockey in Grand Valley. Emphasis will be placed on skill development, learning the rules of the game, fair play, and respect. Local League teams will compete in the GBTLL, as registration permits. This is a well-established traveling Local League and the opposing centres played during the regular season may change from season to season dependent on which participating centres field teams in the same age division as our teams. Travel to away games can become more distant during the GBTLL playoff schedule.

Throughout the regular and playoff season, the emphasis at this level will be fun, fair play, and good sportsmanship. GVDMH teams competing in GBTLL will agree to abide by the GBTLL constitution, rules, regulations, policies, and codes of conduct.

Rostered Select Team Hockey – Georgian Bay Triangle Local League

Rostered Select Teams may be made available as registration permits for any level. Rostered Select Teams will comprise of players who desire a higher level of competition and are willing to make the time and financial commitment to both the Local League and Rostered Select Team, provided it does not interfere with any regular scheduled game or practice during the regular or playoff season. The teams are encouraged to place emphasis on further skill development, introduction of team strategies, fun, and respect. All teams will abide by the constitution, rules, regulations, and Code of Conduct in force by the GBTLL.

Women's Hockey – Western Ontario Athletic Association (WOAA)

Women's hockey may be made available as registration permits for any level. Emphasis will be placed on player development, fun, fair play and good sportsmanship. Teams will participate in the WOAA Women's Hockey League. All teams will abide by the constitution, rules, regulation, and Codes of Conduct in force by the Ontario Women's Hockey Association (OWHA), WOAA and GVDMHA.

2. Definitions

In these Rules of Operation of the Association, unless the context otherwise requires:

“AGM” means the Annual General Meeting of the membership of the Association;

“AP” means an affiliated player;

“Association” means the GVDMHA

“Board” means the Board of Directors of GVDMHA;

“Convenor” means the Convenor of GVDMH as appointed by the Board;

“Discipline & Ethics Committee” means the Discipline & Ethics Committee of GVDMH as appointed by the Board;

“GBMHL” means the Georgian Bay Minor Hockey League;

“GBTLL” or **“Local League”** means the Georgian Bay Triangle Local League;

“GVDMHA” means the Grand Valley & District Minor Hockey Association;

“HC” means Hockey Canada;

“OHF” Ontario Hockey Federation;

“OMHA” means the Ontario Minor Hockey Association;

“OWHA” means the Ontario Women's Hockey Association;

“WOAA” means the Western Ontario Athletic Association;

“Policies” means the membership of GVDMHA;

“President” means the individual who has been appointed President for GVDMHA;

“Registrar” means the Registrar for GVDMHA as appointed by the Board;

“Secretary” means the individual who has been appointed Secretary for GVDMHA;

“Technical Director” means the individual who has been appointed Technical Director for GVDMHA; and

“Two-Deep Rule” means the standard of maintaining two personnel in the company of players;

3. Code of Conduct and Ethics

This Code of Conduct identifies the standard of behaviour that is expected of all OMHA members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in OMHA activities and events.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior that brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. OMHA members and participants shall at all times adhere to the OMHA Code of Conduct, Policies & Procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.

Members and participants of the OMHA shall not engage in any activity or behavior that interferes with a competition or with any player or team's preparation for a competition, or which that the safety of others.

Members of the OMHA shall refrain from comments or behaviours that are disrespectful, offensive, abusive, racist, or sexist. In particular, behaviour that constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, in accordance with the OMHA Code of Conduct, Policies & Procedures, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its Member Association activities and events, both present and future. For information regarding the OMHA Code of Conduct, Policies & Procedures please see <https://www.omha.net/page/show/885511-code-of-conduct> (Retrieved on January 4, 2020)

In addition to this Code of Conduct, the *Five Basic Principles of Fair Play* will be recognized and adhered to by all GVDMHA members including players, parents, team officials, spectators and the Board of Directors. The *Five Basic Principles of Fair Play* are:

1. Respect the rules
2. Respect the opponents
3. Respect the officials and their decisions
4. Have everyone participate
5. Maintain your self-control at all times.

4. Eligibility and Registration

- 4.1. Rules of player eligibility will be adhered to as prescribed by the rules of the OMHA/OWHA and participating league rules.
- 4.2. Participation is open to all persons eligible under Section 4.1 upon payment of the prescribed registration fees and in compliance with registration requirements including provision of proof of age as herein after provided.
- 4.3. The GVDMHA Board shall determine registration procedures, fees, and dates annually.
- 4.4. Full registration fees shall be paid or on file with the Treasurer in the form of post-dated cheque, prior to the start of the season. The GVDMHA Board is empowered to prohibit any player from practicing or playing until these conditions have been met.
- 4.5. In the event that Section 4.4 creates undue hardship, an appeal may be made to the GVDMHA Board. Each case will then be taken into consideration and a plan will be developed on an individual basis. All reasonable attempts will be made to ensure a process that benefits both the specific case and the GVDMHA. All proceedings will be confidential.
- 4.6. All applications must be completed on a designated registration form as decided by the GVDMHA. At registration, a parent or legal guardian must sign the GVDMHA application form and any applicable league registration.
- 4.7. All new GVDMHA registered players must provide a copy of the players' birth certificate at the

time of registration. No player will be allowed to participate in on-ice activities or be put on a player roster until a parent/guardian living in the same household has completed the *"Respect In Sport – Parent Program"* and a copy of the player's birth certificate is provided to the Registrar. All previously registered GVDMHA players must have a copy of their birth certificate on file and proof of having completed the *"Respect In Sport – Parent Program"* with GVDMHA. In the event that these copies are misplaced, the parent/guardian must supply another copy at the request of the Registrar.

- 4.8. Ages per division will be those set by HC.
- 4.9. Any requests for refunds of registration fees must be in writing. All refunds granted after hockey operations for the season have commenced will be subject to a non-refundable administration charge of \$25.00 and will be pro-rated based on the hours of ice-time provided to the player.
 - a) No refund will be issued until any equipment belonging to GVDMHA is returned in acceptable condition.
 - b) No partial refunds will be issued due to illness or injury for part of the season.
 - c) No requests for refunds will be accepted after December 1st of the current season, unless the family moves or unless there are medical reasons.

5. Equipment and Uniforms

- 5.1. The GVDMHA will supply two sets of sweaters to all Local League teams whenever possible. All teams will wear the colours prescribed by the Board.
- 5.2. No banners are to be attached to GVDMHA sweaters, other than sponsor banners or those approved by GVDMHA.
- 5.3. GVDMHA sweaters are to be used in game situations only, unless prior approval is granted by the Equipment Director.
- 5.4. Sweaters, other than those provided for TimBits and McAtoms sponsored teams, are to be collected after each game, and kept in good condition by a team official (Coach, Manager or Trainer).
- 5.5. Coaches and all other on-ice volunteers must wear Canadian Standards Association (CSA) protective headgear during practices including properly fastened chinstraps.
- 5.6. All players during games and practices must wear the proper protective equipment as follows:
 - a) Approved facemasks with full-face protection and CSA approved headgear including properly fastened chinstraps. Note that any alteration to the original CSA headgear will void the CSA approval and no longer be acceptable.
 - b) Approved athletic supporter and cup or jill.
 - c) Approved hockey gloves.
 - d) Approved hockey shin pads.
 - e) Hockey pants, shoulder pads and elbow pads.
 - f) A regulation hockey stick must be used for all practices and games.
 - g) Approved neck guards.
 - h) Mouth guards.
 - i) Goaltenders must wear, in addition to the above equipment, a HC facemask and CSA approved helmet, chest pad, goalie gloves, goalie pads, neck guard, throat protector, and regulation goal stick.

- 5.7. GVDMHA shall supply goaltender's equipment for the age divisions U11 (Atom) and below. Goalies in age divisions U12 (Peewee) and over are recommended to supply their own equipment, however in the event that this creates undue hardship, an appeal may be made to the GVDMHA Board. Each case will then be taken into consideration and a plan will be developed on an individual basis.
- 5.8. The responsibility of the care of the goaltenders' equipment lies with the Coach if the goaltender is a rotating position on the team, or the goaltenders' parent/guardian, if they are the primary user of the equipment.
- 5.9. Permanent team goalies that use GVDMHA supplied equipment will pay a deposit fee per season as determined by the Board. Equipment must be returned in acceptable condition in order to receive any refund of deposit monies. Rotational goalies will be excluded from this charge.
- 5.10. All equipment must be as per the requirements of the HC, OMHA, OWHA or any group with whom the GVDMHA may be affiliated.
- 5.11. The Coach will be responsible for returning any equipment issued to their team, including sweaters, goaltending equipment, pylons, pucks or other practice equipment to the Equipment Director, immediately following the completion of their playoff season.

6. Player Movement

All players are encouraged to play at the level of their ability.

6.1. Player Evaluation and Team Selection

- a) When enough players exist to form more than one team at any level, evaluation of all players will take place before teams are selected.
- b) Qualified members of the coaching staff as approved by GBDMHA will conduct evaluations.
- c) The Technical Director may recruit volunteers for the evaluation process, as they deem necessary.
- d) The final evaluation of a player will be based on playing ability, competitiveness, and personal attitude.
- e) All teams will be selected based on the evaluation process.
- f) Team sizes will be determined by registration.
- g) Every effort will be made for an even distribution of player caliber.
- h) In the spirit of forming balanced teams, no special requests will be considered unless they involve members of the same family.

6.2. Player Movement

- a) No player may be transferred or moved to another team without the approval of the Technical Director and the President.
- b) Underage player eligibility will be at the discretion of the Board.
- c) Overage player eligibility will be at the discretion of, and subject to the evaluation process provided by the GBTLL.

6.3. Affiliated Players

- a) All Coaches will establish an affiliated players list through the following method: (i) the affiliating Coach will advise the coach of the player whom they wish to affiliate; (ii) the affiliating Coach will then contact the parents of the player to obtain permission to put the player on the affiliation list; and (iii) the affiliating Coach is strongly encouraged to explain their philosophy or reason for the affiliation request to the parents at this time so as to avoid misunderstandings during the season.
- b) An OMHA/OWHA approved affiliated players list must be completed and approved by the Technical Director before any affiliated player may participate in any games.
- c) Any additions to an affiliated players list must be made through the Technical Director. No additions will be accepted after OMHA/OWHA deadlines.
- d) No player may be deleted from an affiliated players list.
- e) Players are only allowed to affiliate to one team.
- f) Any player may play as an affiliated player, provided they are on the approved affiliated players list and it does not interfere with any regular scheduled game or practice for their initially rostered team during the regular or playoff season.
- g) Affiliated players are required to pay a nominal fee for the additional ice time, games, and administrative time. Affiliated players that play less than 10 games with the affiliated team will be charged a fee of \$50. Affiliated players that play 10 or more games with the affiliated team will be charged a fee of \$100.

6.4. Rostered Select Teams

- a) As per the GBTLL guidelines, a Rostered Select Team may be possible provided that: (i) there are two or more teams of that level (e.g U11), and (ii) there is enough interest and coaching staff to facilitate a Rostered Select Team. Players, coaches, and parents must prioritize the commitments of the Local League team over that of the Rostered Select team.
- b) Rostered Select Teams may fundraise and solicit team sponsors with prior permission from the Board, provided there is no interference with current GVDMHA sponsors or fundraising initiatives.
- c) Rostered Select Teams may either: (i) pay for and schedule their own ice time; or (ii) pay for the ice time but use GVDMHA Ice Scheduler to assist in scheduling available ice time. It is expected that a proportion of funds raised by a Rostered Select Team are contributed back to GVDMHA for administration costs. The proportional amount of funds raised is to be determined by the Board and is dependent upon/taking into account, among other things, the scope and intentions of the Rostered Select Team.
- d) Rostered Select Teams are expected to operate as part of GVDMHA using the name, logo, and colours, unless prior permission is approved by the Board.
- e) Rostered Select Teams are only permitted to schedule games and tournaments after the Local League games and tournaments have been scheduled.

7. Conduct and Discipline

7.1. Conduct and Consequences

- a) Any GVDMHA Member, Board Member, Committee Member, Coach, Manager, Trainer or player shall be subject to:
 - i. suspension from GVDMHA activities for the contravention, in any way, of the General By-Law(s) or the Rules of Operation of the GVDMHA.
 - ii. disciplinary action and/or suspension for conduct not befitting the intent or objectives of the GVDMHA.

The Discipline & Ethics Committee will make all decisions regarding such disciplinary actions or suspensions.
- b) Any Coach, Manager, Trainer, player or member of GVDMHA who deliberately damages or defaces facilities used by, or equipment of, the GVDMHA shall forthwith be suspended from the GVDMHA until the cost of repair or replacement of the damaged equipment has been paid in full. In addition to the suspension and the payment of damages, the offending individual may be subject to further disciplinary action and/or suspension at the discretion of the Discipline & Ethics Committee.
- c) The use of alcohol or drugs at any GVDMHA sponsored function, or in any arena or other facility used for such function, by any GVDMHA Coach, Manager, Official, Trainer or player will not be tolerated and may lead to suspension, without refund (where applicable), for the balance of the season. This includes games, practices, tournaments and any other trips made by the relevant team.
- d) All Coaches are required to hold a team meeting prior to the start of the regular season. The Coach must make available the team rules to the players and parents/guardians. These rules will include the Coach's philosophy on ice time, player position rotation, discipline, costs, extra practices, tournaments, fundraising and communication.
 - i. Any Coach who deems suspension to be necessary against an individual player on their team, for any reason, must approach the Board and have in writing the reason for the suspension, the effective date and length of suspension. This suspension must be delivered to the individual in person by the GVDMHA.
 - ii. If a Coach recommends that circumstances warrant immediate suspension (disciplinary problem of a violent nature of drug/alcohol nature), then suspension may be immediate but must be brought to the Discipline & Ethics Committee meeting within 48 hours of the incident.
- e) Any player who willfully plays, or any Coach or Manager who allows a player to play, who is under suspension/found to be ineligible shall be subject to disciplinary action and/or suspension.
- f) HC, OMHA, OWHHA and GBTLL playing rules will govern discipline and suspension for players, Coaches and Trainers.
 - i. Any player, Coach, Trainer or Manager who is suspended by the OMHA/OWHA and/or under GBTLL rules may, at the discretion of the Discipline & Ethics Committee, have their suspension reviewed by the Discipline & Ethics Committee for further action.

- ii. The Discipline & Ethics Committee can automatically indefinitely suspend any GVDMHA player, who takes part in any fighting before or after the game on arena property, or in the parking lot, subject to review by the Board.
- g) Forwarding or posting of the game sheets (whether electronic or paper game sheets) is to be done within 24 hours of the conclusion of the GBTLL or respective league game.
- h) Coaches are responsible for enforcing any player suspensions. For any suspension that cannot be completely served in a given season the remainder of the suspension will carry into the following season.
- i) At no time will a team be allowed to re-schedule a game after a suspension has been assessed in order to lessen the severity of a suspension.

7.2. Complaints

- a) All complaints must be brought to the coaching staff first after following the 24-hour cool-down rule set out in Section 7.5. If the complaint is still not resolved, the complaint will then be taken to the Convenor, who will bring it to the Board of the GVDMHA.
- b) Any complaints dealing with prevention services issues must be received in writing by the GVDMHA Prevention Services Director within five days of the incident.

7.3. Conflicts of Interest

- a) Board and Discipline & Ethics Committee members must declare a conflict of interest if they have a business or personal relationship with any other member of the Board or the Discipline & Ethics Committee.

7.4. Confidentiality & Attendance

- a) All Board and Discipline & Ethics Committee Meetings are classified as confidential and items discussed must remain within the confines of the members present. Any Board member not adhering to this policy will face suspension.
- b) Any member of the Board that misses: (i) two consecutive meetings without a valid reason; or (ii) four meetings regardless of the reason, may be asked by the Board to resign their position.

7.5. 24-Hour Cool Down Rule

- a) All Coaches, players and parents/guardians must wait 24 hours before lodging a complaint. After the 24 hours cool down period has expired, the complaint can be filed as per Section 7.2.

7.6. Dressing Rooms

- a) All Coaches are responsible for supervision of their dressing room from a 1/2 hour before practice or game time, until the last player leaves the dressing room after a practice or

game. The Two-Deep Rule is in effect at all times.

- b) All female players may use the allocated dressing room provided by the GVDMHA.
- c) Coaching staff are prohibited from and must never use dressing room showers at the same time as players.
- d) Any policies adopted by the OMHA regarding co-ed teams will be in effect.

7.7. Affiliated Players

- a) The use of Affiliated Players shall never be used as a threat for demoting a regular player or sacrificing a regular player's playing time.

7.8. Transportation of Players

- a) Transportation to and from any scheduled game, practice or other team activity is the responsibility of the player's parent/guardian. No team official is allowed to transport a player without the prior consent of the player's parent/guardian. If a team official does transport an unrelated player, the Two-Deep Rule must be followed at all times.

7.9. Injuries

- a) No GVDMHA player is allowed to play with an injury. A player with an injury that requires a visit to a physician must have medical certificate before being allowed to return to play. The team Trainer will have final say on when a player returns to play after a minor injury.

7.10. Road Trips

- a) Any team attending a tournament or a game that requires an overnight stay must follow the GVDMHA transportation of players rule set out in Section 7.8. Further, no coaching staff member and unrelated player shall share accommodations without the prior written consent of the player's parent/guardian consent.

7.11. Releasing Children From Supervision

- a) Parents/guardians are responsible for picking up GVDMHA players on time following practices, games, tournaments and special trips, including arranging for another caregiver to pick up the child. If, for any reason, this is not possible a message should be communicated to the coaching staff as soon as possible. An alternative contact person's number will also be made available to the Coach for every player on a team. If a player is not been picked up on time, the following procedure will be followed:
 - i. After 10-15 minutes: The Coach will check messages for instructions from parent/guardian. The Coach will then wait with the player until pickup.
 - ii. After 30 minutes: The Coach will try to contact the parents/guardians at their work/home. If unable to reach the parents/guardians, the Coach will contact the alternative contact person for the player. The Coach will remain with the player until

- the parent or alternative contact picks up the player.
- iii. After 45 minutes: The Coach will contact local police to inquire about accidents. The Coach will continue to call the alternative contact to try to arrange for pickup of the child.
- iv. Over 1 hour: Coach will contact the local Child Protection Agency for advice and instructions.

At all times throughout the above described process, the Two-Deep Rule will apply.

7.12. Volunteers/Members with Criminal Records

GVDMHA owes a duty of care to its clients, to staff, and to the community. Acceptance of this duty is reflected in all our programs, services and activities, as well as our policies and procedures. GVDMHA recognizes that some of the positions in the Association are of a significant level of trust. Individuals applying for and undertaking these positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements which are not positions of trust.

- a) GVDMHA will not discriminate against any person on any basis protected by the *Canadian Human Rights Act* (including but not limited to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability, and conviction for an offence for which a pardon has been granted) unless there is a bona fide reason related essentially and explicitly to the position being applied for and will do so with due consideration for the need to accommodate applicants where possible.
- b) Individuals with: (i) *Criminal Code of Canada* convictions within the last ten years; or (ii) charges pending for certain offences, may not be accepted for a direct service position with players. These offences include, but are not limited to the following:
 - i. Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving.
 - ii. Individuals with past convictions or charges pending for drug offences.
 - iii. Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.
- c) Individuals with past Criminal Code convictions, charges pending or pardons for any of the following offences will not be considered for any position:
 - i. Physical or sexual assault.
 - ii. Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14.
 - iii. Indictable criminal offenses for child abuse.
 - iv. Sexual exploitation.
 - v. Sexual interference.
 - vi. Invitation to sexual touching.
- d) Applications may be rejected as a result of other information gained during the police records check process or through the screening process by the Board.
- e) Once accepted as a volunteer with GVDMHA, every volunteer is required to:
 - i inform the Prevention Services Director if they are charged, tried or convicted of

- ii any offence under the *Criminal Code of Canada*; and
 - ii complete a police record check every four years.
- f) GVDMHA will accept from a volunteer applicant a police record check that has been completed within the past 12 months.

7.13. Situations

- a) Situations arising during the season that are not covered under these Rules of Operation will be referred to the Discipline & Ethics Committee for their consideration and ruling.
- b) Any ruling by the Discipline & Ethics Committee will stand for the season and may be referred to the Board for future consideration.
- c) Similarly, in a game situation, the Convenor may make decisions regarding any situation that arises that is not covered in the GBTLL By-laws. In the Convenor's absence the referee has that responsibility. In such cases, the rulings of the Convenor and the referee will immediately be referred to the Discipline & Ethics Committee for future application during the season.
- d) No team may appeal the game as a result of any decision made under the above rulings.
- e) Any rule changes affecting OMHA/OWHA or HC teams made by those bodies before or during the season will be in force immediately and included in the next revision of the GVDMHA By-laws as required.

8. Coaches/Trainers/Managers

8.1. Team Composition and Conduct

- a) As per the OMHA Manual of Operations, each team must have at least two different persons, a Coach and a Trainer, with proper qualifications. After the Coach and Trainer, positions are filled, additional team officials may be designated (up to a maximum of five) as either Assistant Coach, Assistant Trainer, or Manager, with each having the proper qualifications. Teams may only have one Manager on their roster.
- b) All team officials on the bench during any game must enter and sign their names on the official game sheet.
- c) No person, certified or otherwise, that has not completed a registration certificate, will be allowed to be on any bench of any team during a game.
- d) Coaches, Trainers, Managers or volunteers who disregard their responsibilities shall be liable to disciplinary action.
- e) Head Coaches are responsible for their team's affairs. Discipline in team matters will be addressed by the head Coach.
- f) Coaches and Trainers must be certified as per qualifications prescribed by the OMHA/OWHA.
- vii. Every effort will be made to ensure the Trainer for each team is certified as a Level 2 Trainer, which means in addition to the required HTCP certification, they possess a current and recognized First Aid and CPR Certificate.
- g) The GVDMHA will host certification clinics each year, when feasible. If circumstances do

not exist for GVDMHA to host the required certification clinics, it is the responsibility of the Technical Director to secure registration for volunteers requiring new certification or re-certification.

- h) All Coaches, Trainers, Managers and other volunteers affiliated with GVDMHA must complete the *"Respect In Sport – Activity Leader"* training.
- i) Coaches, Trainers and Managers shall not smoke, swear, or be under the influence of alcohol while in the presence of their players.
- j) Junior Coaches (practice helpers) must be at least two years older than the group they are assisting with. Full hockey equipment is required for any helpers younger than 14 years. Helpers 14 years and older may wear the same equipment required by the Coaches.
- k) All Coaches, Trainers, and on-ice volunteers must wear CSA approved helmets while on the ice during practices.
- l) Consideration should be given to the players if any of the team officials are of the opposite gender. While the Two-Deep Rule applies, players should be allowed to dress with team officials of the same gender present in the dressing room. All team officials can return to the dressing room, for the pre-game talk.

8.2. Responsibilities of Coaches

It shall be a Coach's responsibility to:

- a) Ensure the proper observance of the Constitution, By-laws, Rules of Operation and Codes of Conduct of GVDMHA, the OMHA/OWHA and league that their team participates in.
- b) Acquaint their team members with the HC, OMHA/OWHA, GVDMHA Rules of Operation, regulations, policies, constitutions and Codes of Conduct.
- c) Exercise control of the conduct of their players and themselves. They must endeavor at all times to prevent disorderly conduct before, during and after any games or practices, on or off the ice, in any arena or while taking part in GVDMHA activities.
 - i. Coaches who fail to conduct themselves to a standard acceptable to GVDMHA, or who repeatedly are ejected from games due to their conduct on the bench or in the stands, will face disciplinary action by the Discipline & Ethics Committees.
- d) Be in attendance of their appointed team at all times. This means in the dressing room prior to and following a game or practice (as outlined in Section 7.16). The Two-Deep Rule should always be adhered to by the coaching staff.
- e) Provide a completed, signed game sheet to the game timekeeper prior to the commencement of the game.
- f) Ensure that the required numbers of players are ready for every game.
- g) Advise the Technical Director if they are unable to fulfill their obligation to attend a scheduled practice or game. The Technical Director will ensure that another qualified Coach will be in attendance to conduct or assist with the practice or game.
- h) Report the intent of the team to participate in any exhibition games or tournaments to the GVDMHA Ice Scheduler prior to the event. Failure to report this participation may result in disciplinary action.
- i) Complete their league schedules as provided to them. Any Coach whose team does not attend a regularly scheduled game may face disciplinary action from GVDMHA and/or the

- league.
- j) Ensure the care, keeping and return of all GVDMHA equipment used by their team during the season.

8.3. Responsibilities of Managers

It shall be a Manager's responsibility to:

- a) Ensure the efficient operation and decorum of their team throughout the season. The Manager shall ensure that the Rules of Operation of the GVDMHA, OMHA/OWHA and the respective league are strictly followed.
- b) Keep and maintain a record and account of the team's financial affairs. Submit team monies to the GVDMHA Treasurer on a monthly basis.
- c) Appoint parents, on a rotating basis, to run the gate for scheduled games. The GVDMHA Treasurer will issue a team float at the beginning of the regular season. The GVDMHA Treasurer will supply monies for game officials to the Manager in advance of the games. All team floats and remaining monies must be returned to the GVDMHA Treasurer immediately following the last home playoff game.
- d) Pay the game officials (on-ice referees and game timekeeper) immediately before or following the completion of all home games.
- e) Assist and support any fundraising promotions as determined by the GVDMHA.
- f) Assist the Tournament Director with the organization and co-ordination of parent volunteers at the team's home tournament.
- g) Prepare and submit a financial statement showing all income and expenses incurred at the said team's home tournament.
- h) Solicit permission from the Board for any team fundraising initiatives.
- i) Other duties as agreed to with the Coach.

8.4. Responsibilities of Trainers

It shall be a Trainer's responsibility to:

- a) Supervise the health and incidents of injury of the players on their team. It is recommended that all Trainers request a "return to play" medical certificate for any player injured during a game or practice (resulting in the loss of significant playing time or as the result of an opponent's match penalty) before that player returns to the team.
- b) Completion of an accident report if a player receives an injury during a game or practice as directed by the Hockey Trainers Certification Program. A copy of this report must be sent to the OMHA office and supplied to the Board immediately.
- c) Ensure that the team parent group is familiar with procedures involving the Emergency Action Plan (EAP) for all games and practices.
- d) Ensure that the Trainer's kit is available at all games and practices.
- e) In the event of the absence of the Trainer from the opposing team, serve as Trainer for both teams participating in a game.
- f) Be an active participant in the Two-Deep Rule while players are in the dressing room.

8.5. Coaches and Teams

- a) Every player dressed for a Local League game must be given fair ice time. Blatant disregard by the Coach of this rule will result in disciplinary action, which could include immediate suspension.
- b) No player will be allowed on the ice or bench without:
 - i. Being dressed in full hockey equipment as outlined in Section 5;
 - i. Meeting registration requirements of GVDMHA; and
 - ii. A member of the coaching staff being in attendance.
- c) All Coaches must adhere to OMHA/OWHA Coaches' Guidelines.
- d) Safety precautions must be taken during all games and practices (i.e. all player and penalty box doors must be closed and locked during practice and games and no players shall enter onto an ice surface until the appropriate signal has been given by the arena staff that the ice is ready).
- e) GVDMHA will hold Coaches responsible for player conduct. As Coach, you are responsible for player conduct on the ice, on the bench, and in the dressing room. Emphasis should be placed on fair play and respect between all players. Conduct unbecoming of teammates will not be tolerated.
- f) It is essential for Coaches to keep the lines of communication open and, as such, Coaches must regularly communicate either directly or through the team Manager with team parents throughout the hockey season. Communications should include:
 - iii. Coaching philosophy;
 - iv. Team operations;
 - v. Playing times;
 - vi. Team budget (including tournaments);
 - vii. Team rules;
 - viii. Responsibilities of Coaches, Players and Parents; and
 - ix. Any other points that either group wishes to discuss.

8.6. Budget and Financial Statements

- a) Team budgets and finances will be the responsibility of each team Manager.
- b) GVDMHA recommends that all team funds be submitted to the GVDMHA Treasurer, who will conduct all banking on behalf the team.
- c) All fundraising projects by individual teams must be approved by the Board.
- d) Without prior written approval of the Board, each team or individual, as applicable, is responsible for and must settle any debts or bills incurred by such team, team official, or player in the GVDMHA. GVDMHA will not honour these debts.
- e) Any team or individual incurring debts in the name of the GVDMHA without prior written approval shall be liable to suspension.

9. Board of Directors

9.1. Pre-Selection of the Board of Directors

- a) An email will be sent to the Membership in January to provide information regarding the roles that will become available next season (role descriptions included) and request member nominations for those position or that members fill out an application to express their own interest. Applications are to be submitted before a mid-February deadline determined in advance.
- b) The Secretary will receive the applications, respond to questions, and provides more information to the applicants as requested.
- c) The Secretary will present the applications to the current Board to review and discuss. The Board may meet with applicants to discuss roles, or request further information, as needed.
- d) The Secretary will also send out an email to the Membership with the names of the applicants and the roles they are interested in (not the full application) to elicit feedback from the Membership. Feedback from the Membership will be due to the Secretary by early March.
- e) Once the deadline for feedback from Membership has passed, the Board will vote for applicants (by ballot or online) to determine a tentative appointment with the understanding that each applicant will be officially voted into the role at the AGM. The Secretary will notify successful applicants and connect each applicant with the person currently fulfilling that role for training and mentoring. Applicants are to be informed that they will be officially fulfilling the role after they are voted in at the AGM. If two equally qualified applicants are interested in the same position on the Board, they can both be mentored and trained until the Membership votes at the AGM.
- f) An email will be sent to the Membership informing them of the candidates that have been tentatively selected for each role and that training will commence, but that the fulfilment of roles by newly elected directors will not take place until after each has been officially voted in at the AGM in April.

10. Selection of Coaches

10.1. Selection of Coaches

- a) Those interested in applying for a volunteer coaching position shall complete the required GVDMHA Application for Coaching and submit by the date approved by the Board.
- b) All head Coaches, Trainers and Managers must be at least 18 years of age. Assistant Coaches must be at least two years older than the group of players they are coaching.
- c) The Board will select all Coaches in accordance with the timing and process of coaches selection.

10.2. Timing of Coaching Selection

- a) The timing of the selection process will be managed by the Technical Director and should be completed by the April AGM for the following hockey season.
- b) Posting for the upcoming season's coaches shall be communicated to the Membership no later than March 1st. The posting will remain open for applicants from the date of the posting until March 31st.
- c) Only head Coaches are required to submit an application, however Assistant Coaches are welcome to submit an application to make their intent known.
- d) The coaching selection will be made no later than the AGM of the current season.
- e) In the event that there are no applicants for a particular age group, the posting will remain open until July 31st, which will be communicated at the AGM along with the selected coaches.
- f) Beyond July 31st, the Technical Director may appoint any suitable coaching applicant immediately. In the event that there are no suitable applicants beyond the second Saturday in September, the Technical Director, in cooperation with the Board, will make a decision regarding whether or not to ice a team for that particular age group, and the necessary steps to put a plan into motion.

10.3. Coaching Selection Process

- a) Coaching applicants are asked to submit their name, address, coaching qualification (or intent to obtain the necessary qualifications prior to the start of the next season), coaching and playing experience, team they wish to coach, along with two names of reference either by email or hand delivered to the Technical Director by the communicated deadline.
- b) Applications are reviewed by the Technical Director and interviews are offered to qualified candidates where there is more than one person interested in a coaching position. Interview questions are developed to assess the skill, teaching ability, and hockey philosophy of the applicants.
- c) If any member of the Board wishes to apply for a coaching position, they are excluded from all coaching interviews in all divisions.
- d) The Technical Director presents their recommendations to the Board, and a formal vote is held for each coaching position.
- e) Any member of the Board with a child potentially involved in a division will not vote on the coach selection but will be able to offer insight into the applicant's past performance.
- f) The Technical Director will offer the successful candidates the position and inform non-successful candidates of the decision.
- g) Feedback will be provided to the non-successful candidate when requested.
- h) Coach selection is final once announced, unless the successful coach is no longer able to continue.
- i) Should there be insufficient applications from qualified persons or no applications to fill any coaching position, or a Coach can no longer fulfil the position, the Board shall be empowered to appoint a Coach. If an appointed Coach is a current member of the Board,

they shall have the option of continuing in their Board position or resigning. Should the appointed Coach choose to continue as a member of the Board position, all applicable conflict of interest policies shall be in force during any Board discussion and voting procedures.

- j) All coaches will be required to complete a police record check.

11. Officials and Timekeepers

11.1. Treatment and Scheduling of Officials and Timekeepers

- a) Certification and pay scales of on-ice officials will be as defined by the OMHA and the respective league.
- b) GVDMHA recognizes the need to foster the growth and learning process of young officials for the betterment of the game. To this end, GVDMHA will not tolerate abuse of officials by any member of the GVDMHA.
- c) Any member of GVDMHA who verbally abuses on-ice officials will first be issued a warning. If further verbal abuse instances occur, the member may face suspension at the discretion of the Discipline & Ethics Committee.
- d) Any member of GVDMHA who physically assaults an on-ice official will be subject to immediate suspension, and further discipline at the discretion of the Discipline & Ethics Committee.
- e) On ice officials are to be assigned by the Referee in Chief or delegate for all regular season and League playoff games.
- f) The rate of pay for game timekeepers will be determined by the GVDMHA during the budgeting process.
- g) The Board will solicit applications for timekeepers at the beginning of the season.
- h) Game timekeepers will be assigned by the Ice Scheduler or Head Referee, as determined at the beginning of the season.
- i) The Tournament director will assign game timekeepers for tournaments hosted by the GVDMHA.

11.2. Subsidization for Certification

- a) To meet the requirements prescribed by the OMHA/OWHA for Team Officials, GVDMHA will incur the cost of the required certification or re-certification. Estimated funding for these clinics will be included in the budgeting process.
 - i. An amount determined annually by the Board during the budgeting process, will be provided for the certification of on-ice officials.
 - ii. The Referee in Chief will assist in determining how this amount will be provided to the game officials to assist with their certification or re-certification.
- b) Funding for advanced or specialized training (i.e. Goalie coaching clinics, Super Coach clinics) will be provided at the discretion of the Board.

12.Fundraising

- a) All profit from funds raised by any individual team will be allocated 75% to the team 25% to GVDMHA. These funds will be used for the general operations of GVDMHA, and primarily used to further develop our players through clinics, additional ice time or other means as prescribed by the Board.
 - i. In the event this creates undue hardship, an appeal may be made to the Board. Each case will be reviewed and considered and, as appropriate, a plan will be developed on an individual team basis. All reasonable attempts will be made to ensure a process that benefits both the team and GVDMHA.
- b) Individual teams will be allowed to hold 50/50 draws at their scheduled home games, provided the Board has a valid AGCO lottery license and the 50/50 draws adhere to the rules outlined within the AGCO licensing guidelines.
- c) The Board will establish guidelines for teams to fundraise at their home tournaments on a season to season basis, and the Tournament Director will communicate this information to the team Coach and Manager.
 - i. The registration fees for a team home tournament, collected by GVDMHA, will not be included in the team income. The hosting team is not required to pay an entry fee for a home tournament, provided the team agrees to have team parent volunteers run the tournament and put forth an effort to fundraise at the tournament. Of all team monies raised at home tournaments, 75% of the income will be allocated to the team and 25% to GVDMH to assist with general operational costs. If a team chooses not to fundraise at their home tournament, the team will pay the same tournament entry fee as the visiting teams.
 - ii. All monies collected at GVDMHA hosted tournaments must be turned over to the Treasurer with an accompanying financial statement showing all team income and expenses. The Treasurer will deposit all funds in the General Accounts of GVDMHA to be held In Trust for team expenses.
 - iii. If any outstanding debt is owed to GVDMHA by the team, this will first be deducted from the team share, and any remaining funds to be allocated to the team will be issued back by the Treasurer.
- d) The Board must provide prior approval of all other donations and fundraising initiatives by an individual team. Of all team monies raised, 75% of the income will be allocated to the team and 25% to GVDMHA to assist with general operational costs.
- e) In order to obtain prior approval for a team fundraising initiative, the Manager of said team must contact the Secretary, after which the matter will be included on the agenda and in attendance at the next meeting of the Board. The team Manager must attend the Board meeting present purpose for the fundraising and the expected financial gain to the Board.
- f) If the Board approves the fundraising initiative, a financial statement for the event must be submitted within 10 days of holding or substantially completing the event.
- g) Under no circumstances will a fundraising event be approved if it conflicts with GVDMHA-run events. GVDMHA carries out various fundraising events and teams are cautioned not to make commitments until their events have been approved by the Board.

- h) Teams that organize and participate in unauthorized fundraising events will not be covered by insurance and have all future fundraising privileges revoked for the remainder of the season.
- i) Any funds raised by any individual team that exceed their team expenses in a given season must be turned over to the Treasurer at least one week prior to the AGM. These funds will be used for the general operations of GVDMHA, and primarily used to further develop our players through clinics, additional ice time or other means as prescribed by the Board.

13.Sponsorship

- a) **Members should contact the GVDMHA Sponsorship Director if a specific sponsor wishes to support a specific GVDMHA team.** Sponsorships of any individual team will be allocated 75% to the team 25% to the organization. These funds will be used for the general operations of GVDMHA, and primarily used to further develop our players through clinics, additional ice time or other means as prescribed by the Board.
 - i. In the event this creates undue hardship, an appeal may be made to the Board. Each case will be reviewed and considered and, as appropriate, a plan will be developed on an individual team basis. All reasonable attempts will be made to ensure a process that benefits both the team and the GVDMHA.
- b) GVDMHA will approve all sponsorship of teams, provided it is not taking the place of a seasonal sponsorship of the organization.
- c) The GVDMHA, as required, will solicit new sponsors.
- d) The Board will determine sponsorship fees.
- e) All approved sponsorships shall be for a duration of one playing season, unless the Board has agreed to other arrangements.
- f) The GVDMHA Equipment & Sponsorship Director will be responsible for collecting such fees from the sponsors.
- g) All monies, equipment, etc. from sponsors must be paid to the GVDMHA.
- h) Sponsor bars on GVDMHA team sweaters will be displayed on the back of the sweater, and are not to be removed at any time during the season, unless direction to do so comes from the Board.
- i) Sponsorship will be granted under the stipulation that it is solely a financial sponsorship and does not imply or afford the sponsor further involvement with the team.
- j) Members should contact the Sponsorship director if a specific sponsor wishes to support a GVDMHA team. The GVDMHA Equipment & Sponsorship Director will follow-up with the sponsor.
- k) All equipment donated will be of a type and standard approved by the GVDMHA.

14.Practices and Games

14.1. Team Practices

- a) The Ice Scheduler will designate all team practice times.

- b) Practices may be alone or shared with another team or a combination of both throughout the year, based on the number of teams and ice availability.
- c) Every effort will be made to ensure teams practice not less than once per week during the regular season, where ice availability and game scheduling allows.
- d) Practice time during the playoff season for the levels of U9 (Novice) and above, will be noticeably reduced due to game scheduling.
- e) The Ice Scheduler is to ensure that all teams are given practice time on a fair rotation during the playoffs, as the ice is available.
- f) The Ice scheduler is responsible to notify one team official of their designated practice time, and that team official is responsible for notification of the team members.
- g) If the Coach turns back an allotted practice time, there will be no guarantee that a replacement practice will be scheduled.
- h) If a team misses an allotted practice time to attend a tournament, there will be no guarantee that a replacement practice will be scheduled.

14.2. Games

- a) No GVDMHA team may participate in more than three games in any one day.
- b) All regular season and playoff games will be subject to the playing times as outlined in the rules of the respective leagues.
- c) Regular season game schedules will be provided to the teams, as soon as they are delivered to the league Convenors. At no time may a Coach or other team official, re-schedule a game with another centre, or decide not to attend a scheduled game.
- d) Failure to comply with this rule may result in disciplinary action from the League and/or the GVDMHA.
- e) If a regular scheduled game needs to be rescheduled it will be the responsibility of the Ice Scheduler.
- f) With the exception of a game postponed due to severe weather conditions, there are no guarantees that a request for a re-schedule will be granted by the GVDMHA or the other affected centre.
- g) If a requested game cannot be rescheduled, the team will attend the game as it was originally scheduled or may face disciplinary action from the League and/or GVDMHA.

14.3. Playoffs

- a) All teams will participate in league playoffs in the format determined by the respective league.
- b) Game schedules, and length of playoff series, will be decided by the league Convenors of the two centres.
- c) The GVDMHA Ice Scheduler will provide information to the teams involved in playoff series as soon as possible after the series has been determined.
- d) Once a playoff series is set up, no re-schedules will be done, unless severe weather interferes with a game being played.

- e) If severe weather interrupts a series, and another game cannot be rescheduled before the next scheduled game in the series, the team will attend the next game, even if it means they no longer have the home ice advantage.
- f) Once a team has been eliminated from their respective playoffs, their regular practice time will no longer be issued, and no more than one additional ice time for the team will be guaranteed.

14.4. Tournaments

- a) GVDMHA hosted tournaments shall comply with the rules and regulations of the OMHA.
- b) Local League teams may not enter more than three tournaments in any season.
- c) All teams must report the tournaments they are attending to the Ice Scheduler as early as possible in the season.
- d) Teams are required to meet their respective league commitments before attending any tournaments.
- e) Financing for the tournament registrations and accommodations, if required, are the responsibility of the team.
- f) GVDMHA may advance, at their discretion, tournament registration funds for up to three tournaments per team. The team Coach and Manager must sign a promise to repay note, before such funds will be issued.
- g) All funds advanced to teams during the season must be repaid to the Association as soon as possible, or by March 25th at the latest. If the team has hosted their home tournament, funds will be allocated 75% to the team 25% to the organization. These funds will be used for the general operations of GVDMHA, and primarily used to further develop our players through clinics, additional ice time or other means as prescribed by the Board.
- h) The President will issue a letter of permission to attend a tournament upon request.
- i) The President can, on the advice of the Board, deny permission for any team to attend any tournament, if circumstances warrant.
- j) No team may participate in any tournament unless such tournaments have a sanction permit from the OMHA/OWHA or unless the team has permission from the OMHA/OWHA and GVDMHA.
- k) No team will participate in concurrent tournaments.
- l) A Coach and Manager wishing to enter their team in a tournament should familiarize themselves with the Participating Regulations included in the OMHA/OWHA Manual of Operations.

14.5. Exhibition Games

- a) All teams participating in exhibition games in Grand Valley or in another centre must report such games to the GVDMHA Ice Scheduler at least 48 hours prior to commencement of the game.
- b) Rostered Select Teams and Local League teams may only participate in exhibition games with another OMHA/OWHA registered team.

- c) The costs of exhibition games (officials and timekeepers) are the responsibility of the team.

15.Social Media and Networking Policy

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, LinkedIn, Snapchat, YouTube, and any other social media network that allows users to communicate online.

The policy will be applicable to all members of GVDMHA, including members of the Board, teams, GVDMHA members and staff, on-ice and off-ice officials, players, players' family members and supporters. GVDMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. GVDMHA also respects the right of all teams and GVDMHA personnel to express their views publicly. At the same time, we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the GVDMHA community on the risks of social media and to ensure all teams and GVDMHA personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the team or GVDMHA.

15.1. Social Media Guidelines

- a) GVDMHA holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a team, GVDMHA, as association of which GVDMHA is a member, or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or team personnel, players, corporate partners and the media can review social media communications. Members should conduct themselves in an appropriate and professional manner at all times.
- d) All Members shall refrain from divulging confidential information of a personal or team related nature. Only divulge information that is considered public.
- e) All Members shall use their best judgment at all times – pause before posting. Once comments are posted they cannot be retracted. Ultimately, users of social media are solely responsible for their own comments published for the public record.

15.2. Social Media Violations

The following are examples of conduct through social media and networking mediums that are considered violations of the GVDMHA Social Media and Networking Policy and may be subject to disciplinary action by the team or GVDMHA.

- a) Any statement deemed to be publicly critical of GVDMHA officials or detrimental to the

welfare of a member Team, GVDMHA or an individual.

- b) Divulging confidential information or any other matter of a sensitive nature to a member Team, GVDMHA or any individual.
- c) Negative or derogatory comments about any member of the team, GVDMHA, league staff, programs, stakeholders, players, or any member of an opposing team.
- d) Any form of bullying, harassment or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior.
- f) Online activity that contradicts the current policies of GVDMHA.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

15.3. Discipline

The Team or GVDMHA will investigate reported violation(s) of this policy in the manner set out in the GVDMHA By-Laws for other types of violations. If the investigation determines that a violation has occurred, the team and or GVDMHA will impose appropriate disciplinary actions.

15.4. Social Media Summary

When using social media and networking mediums, GVDMHA members should assume at all times that they are representing GVDMHA, the associations they are members of and their teams. All members of GVDMHA should remember to use the same discretion with social media and networking as they do with other traditional forms of media or face-to-face communication.

GVDMHA members agree to adhere to all conditions set forth within this Social Media Policy. It is understood that violating the guidelines set forth within this policy will lead to appropriate disciplinary action against both parents and or child/player.