

SOUTH DUNDAS MINOR HOCKEY ASSOCIATION

BYLAWS



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- abuse inflicted upon Team Officials, Game Officials, Players, or Association Members (including players, parents/guardians, and Executive Members)
- c) Abuse of alcohol, cannabis or illegal drug use by any Team Officials, Game Officials, Players, or Association Members (including players, parents/guardians, and Executive Members)
- d) Maltreatment, Bullying, or Harassment by or inflicted upon Team Officials, Game Officials, Players, or Association Members (including players, parents/guardians, and Executive Members). Please refer to 6.3 Maltreatment, Bullying, or Harassment Protection and Prevention Policy at HEO
- e) Breach of Confidentiality by any Executive Committee Member

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SDMHA has a ZERO TOLERANCE policy towards any of the following:

- a) Physical Abuse inflicted upon Team Officials, Game Officials, Players, or Association Members (including players, parents/guardians, and Executive Members)
- b) Verbal Abuse, Written Abuse or Social Media

TABLE OF AMENDMENTS

Amendment	Summary of Changes	Date
0	New Issue of Bylaws #1 - #11 Appendix A – SDMHA Jersey Policy Appendix B – Hearing, Appeal, and Disciplinary Process	April 14, 2025
1	Code of Conduct, Rules and Discipline and Risk and Safety Roles, Complaint Resolution and Discipline Process	September 15, 2025

INTERPRETATION

Term or Abbreviation	Definition
Upper Canada Minor Hockey League (UCMHL)	League governed by District 1 for all house and rep team play.
District 1	Governing body for all minor hockey activities within its boundaries, as defined and governed by HEO.
Hockey Eastern Ontario (HEO)	The governing body of minor hockey within the eastern part of Ontario, Canada
Hockey Canada (HC)	The national governing body of ice hockey
Hockey Canada Registry (HCR)	The universal platform for managing all Hockey Canada participant registration
Spordle	A complete management solution for sports organizations in which has been adapted by Hockey Canada
Vulnerable Sector Check (VSC)	A type of background check that provides information related to criminal convictions, charges, and other relevant details for individuals seeking volunteer opportunities with vulnerable persons.
Affiliated Player	A player who is rostered to a lower-level team but is allowed to play for a higher-level team under certain conditions (like injuries, illnesses, or suspensions on the higher-level team)
AGM	Annual General Meeting
Bench Staff	A group of team personnel who are permitted on or near the bench/ice during games, practices, and in dressing rooms
Black Out Date	Any date that a team is unavailable for a home game or practice due to a tournament, exhibition game, or other team event
Complaint Resolution Committee	A designated group within SDMHA responsible for reviewing and addressing formal complaints related to conduct, policies, or procedures. Its purpose is to ensure that all concerns are handled fairly, confidentiality, and in accordance with SDMHA and our governing bodies' policies.
Division Convenor	A volunteer or appointed representative responsible for overseeing all matters in regard to the organization and process of tryouts and sorts for their respective level.
Good Standing	A member (player, parent, coach, volunteer) who has fulfilled all financial, behavioural, and administrative requirements of SDMHA and is eligible to participate fully in its activities. This includes: • Payment of all registration or team fees in full • Adherence to SDMHA's Code of Conduct and policies • Compliance with all team, league, and governing body rules (i.e. HEO, HC)
House League	A recreational level of minor hockey designed to provide players of all skill levels with a fun, inclusive, and development-focused experience
LiveBarn	A company that provides live, on-demand streaming of hockey
On-Ice Helper	A volunteer who is a youth (under 16) who assists certified coaches during practices and development sessions

Qualified Evaluator	An individual who has a strong knowledge of hockey fundamentals and has previous playing, coaching, or instructing experience
Rep (Representative)	A competitive level of minor hockey that involves teams selected to represent their association at higher levels of competition and usually involves more travel
Risk Management	Refers to the strategies, policies, and practices implemented to prevent accidents, injuries, and other hazards that could affect players, coaches, officials, volunteers, and spectators.
SDMHA	South Dundas Minor Hockey Association
SportsHeadz	A comprehensive platform offering website and app capabilities designed to streamline youth sports
Zero Tolerance	Refers to a strict policy that prohibits abusive, disrespectful, or inappropriate behavior towards players, coaches, officials, volunteers, and spectators. It's designed to promote a safe, respectful, and positive environment in all aspects of the game, on and off the ice.

BYLAW #1 – DUTIES OF EXECUTIVE COMMITTEE MEMBERS

1.1 All Executive Committee Members shall:

- a) Attend all Executive Committee Meetings as called by the Board;
- b) Complete a SDMHA Executive Code of Conduct form at the 1st General Meeting following the AGM, and provide a valid VSC;
- c) Familiarize themselves with South Dundas Minor Hockey Constitution, Bylaws, and Policies
- d) Participate and support on one of the following: Lions Day or hosted tournament days

1.2 President shall:

- a) Preside at all Executive Meetings;
- b) Responsible for setting all meeting dates and to call all meetings as deemed necessary;
- c) Act as a co-signer with the Treasurer for cheques drawn from funds for the Association;
- d) Act as co-administrator for SportsHeadz Website and Facebook page;
- e) Make emergency decisions that are not defined in the South Dundas Minor Hockey Constitution, Bylaws or Policies, and will present for discussion at the following Executive meeting
- f) Be responsible for their role in the Dispute Resolution Policy
- g) Submit applications for sanctioned tournaments being run by SDMHA to HEO
- h) Sign all travel permits as required and acquire signature from District 1 Chair
- i) To represent SDMHA at all UCMHL and District 1 Meetings
- j) Support Coach and Managers Handouts and attend coach and manager meetings at the beginning of the season
- k) To vote on the Executive Committee only as necessary to break a tie vote

The President must be in good standing and have previously served on the Executive.

1.3 Past President shall:

- a) Act in an advisory capacity only and shall not vote on any question before the Board

1.4 Vice President shall:

- a) Perform the duties of the President, in his or her absence
- b) Be responsible for tender of vendor to complete award and trophies as required for the Association and Tournaments, if required
- c) Be responsible for the organization of the annual Lions Banquet
- d) Secure and coordinate all duties associated with Photo Day
- e) Coordinate and be the Executive Liaison for all tournaments and activities
- f) To assume other duties time to time as assigned by the President
- g) Exercise the privilege of voting on all decisions of the Executive Committee

1.5 Risk and Safety Manager shall:

- a) Be responsible on behalf of SDMHA for instituting a Risk Management program in accordance with HC and HEO, Fair Play Codes, and HC Insurance Program
- b) Represent SDMHA at any UCMHL or HEO Risk and Safety Meetings
- c) Provide all members with recommendations and guidance on risk and safety management issues
- d) Be responsible for ensuring Code of Conduct forms are completed for all non-parent bench staff and Executive Committee members
- e) Be responsible on behalf of SDMHA for instituting a Risk Management program in accordance with HC and HEO, Fair Play Codes, and HC Insurance Program
- f) Responsible for off ice incidents
- g) Be responsible for their role in the Complaint Resolution and Discipline Process
- h) To assume other duties time to time as assigned by the President
- i) Exercise the privilege of voting on all decisions of the Executive Committee

1.6 Secretary shall:

- a) Issue all notice of meetings, prepare minutes and proceedings, send copies of minutes and proceedings to Executive Committee Members
- b) Distribute all correspondence addressed to and by the Association
- c) Act as the Administrator for LiveBarn
- d) Coordinate, with coaches and managers, and display Player of the Month
- e) Support Coach and Managers Handouts and attend coach and manager meetings at the beginning of the season
- f) Assume other duties time to time as assigned by the President
- g) Exercise the privilege of voting on all decisions of the Executive Committee

1.7 Treasurer shall:

- a) Be responsible for all monies received and dispersed in the name of SDMHA and to record the same in Accounting Ledger
- b) Report to the Executive Committee at each Monthly Meeting
- c) Report annually to the Association at the Annual General Meeting
- d) Act as a co-signer with the President for cheques drawn from funds for the Association
- e) Prepare a budget to determine registration fees for the following season
- f) Prepare and send information to district when requested

- g) Assume other duties time to time as assigned by the President
- h) Exercise the privilege of voting on all decisions of the Executive Committee

1.8 Registrar shall:

- a) Coordinate the registration of members for the Association in accordance with HCR
- b) Create teams declared by SDMHA in HCR and assign players and officials to rosters
- c) Ensure that all team officials have appropriate certification, and will work alongside Risk and Safety Manager to ensure these are completed
- d) Communicate directly with District 1 Registrar as required
- e) Facilitate final roster approval by District 1 Registrar
- f) Assume other duties time to time as assigned by the President
- g) Exercise the privilege of voting on all decisions of the Executive Committee

1.9 Rules and Discipline shall:

- a) Be responsible for all on ice incidents
- b) Report to Executive Committee at all regular monthly meetings of all Rules and Discipline Issues
- c) Assume other duties time to time as assigned by the President
- d) Exercise the privilege of voting on all decisions of the Executive Committee

1.10 Referee in Chief shall:

- a) Periodically assess the performance of all Game Officials of the Association by attending games throughout the season
- b) Arrange training for all Game Officials of the Association
- c) Ensure all Game Officials within the Association are accredited for the current season
- d) Be the main contact for referee inquiries and concerns
- e) Assume other duties time to time as assigned by the President
- f) Exercise the privilege of voting on all decisions of the Executive Committee

1.11 Referee Assignor shall:

- a) Schedule referees using Horizon software. Make every attempt to not schedule three green arm bands on a single game
- b) Work alongside Referee in Chief to facilitate training for all Game Officials as required
- c) Arrange for payment of the Game Officials with assistance from the Treasurer
- d) Ensure documentation is up to date to provide to Executive Committee that best efforts are made to ensure equality in scheduling
- e) Provide monthly updates on the total number of referee hours, home and out of town referees, as well as allocation per referee
- f) Assume other duties time to time as assigned by the President
- g) Exercise the privilege of voting on all decisions of the Executive Committee

1.12 Development Coordinator shall:

- a) Coordinate all specialized player and goalie development sessions
- b) Ensure Hockey Canada Pathways is being adhered to for U9-U15 groups
- c) Be a designated pathways evaluator for the U7 and U9 for SDMHA and send appropriate documentation to District 1 Hockey Development Coordinator
- d) Requires Development 1 Training Course at a minimum

- e) Represent the association at District 1 hockey development meetings
- h) To assume other duties time to time as assigned by the President
- i) Exercise the privilege of voting on all decisions of the Executive Committee

1.13 Coach Mentor shall:

- a) Oversee Coach Selection Process
- b) Lead discussion regarding Team Declarations for UCMHL at a SDMHA executive meeting
- c) Provide guidance to Coaches with practice planning, etc. as required
- d) Be involved with any disciplinary matters involving Coaches, Players or other bench staff
- e) Assist with setting coaches up for use of the hockey office and LiveBarn for training purposes
- f) Support Coach and Managers Handouts and attend coach and manager meetings at the beginning of the season
- g) Assume other duties time to time as assigned by the President
- h) Exercise the privilege of voting on all decisions of the Executive Committee

1.14 Equipment Manager shall:

- a) Provide, catalogue and maintain equipment in order to be prepared for the upcoming season
- b) Provide each Team Manager within the Association with suitable equipment and game materials for the upcoming season
- c) Attend manager and coaches' meetings at the beginning of the season
- d) Assume other duties time to time as assigned by the President
- e) Exercise the privilege of voting on all decisions of the Executive Committee

1.15 Ice Scheduler shall:

- a) Work with Township of South Dundas regarding ice allocation
- b) Secure in ice rentals at other facilities if required
- c) Create conditioning, tryout and sorts schedules
- d) Create and input practice schedules. (League association games will need to be input should the association change their platform)
- e) Work closely with the Referee in Chief as well as the Referee Assignor
- f) Act as the main contact for ice inquiries and ice escalations
- g) Be on call during inclement weather to communicate with the Township and Teams regarding ice changes
- h) Work with the secretary for scheduling of LiveBarn
- i) Attend the coach and manager meetings at the beginning of the season
- j) Assume other duties time to time as assigned by the President
- k) Exercise the privilege of voting on all decisions of the Executive Committee

1.16 Fundraising Coordinator shall:

- a) Be responsible for all Association fundraising campaigns
- b) Chair Fundraising Committee to plan annual Lions Day
- c) Provide fundraising ideas to Team Managers as requested
- d) Assume other duties time to time as assigned by the President
- e) Exercise the privilege of voting on all decisions of the Executive Committee

1.17 Communications shall:

- a) Be responsible for posting all pertinent information supplied by Executive Committee on Website and social media
- b) Enter Team Rosters into SportsHeadz as well as support coaches and managers with SportsHeadz management and inquiries
- c) Assume other duties time to time as assigned by the President
- d) Exercise the privilege of voting on all decisions of the Executive Committee

1.18 U7 Coordinator shall:

- a) Ensure the U7 program is a progressive, learn-to-play teaching curriculum
- b) Introduce skills like skating, passing, puck control and shooting in a progressive manner
- c) Assist in coach selection and manage three groups of players (U7 – Year 1, U7 – Year 2, U7 – Year 3) based on ability and skills
- d) Coordinate U7 Fun Day organization, preparation and execution
- e) Assume other duties time to time as assigned by the President
- f) Exercise the privilege of voting on all decisions of the Executive Committee

BYLAW #2 – ASSOCIATION SUPPLIED EQUIPMENT

- 2.1 Home and Away Jerseys will be provided to each player within SDMHA. Please see Appendix A – Jersey Policy.
- 2.2 U7 will be provided with jerseys and socks at the commencement of the season and will be theirs to keep
- 2.3 Pucks, Puck Bags, and a First Aid Kit will be supplied to each team. Puck Bags are to be returned with jerseys at the end of the season

BYLAW #3 – REGISTRATION AND REFUNDS

- 3.1 Registration will commence June 1st, pending the opening of Spordle, of each year. A late fee of \$100 per family will be charged for players registering on or after August 15th. There will be no late fee applied to families registering within SDMHA for the first time.
- 3.3 The deadline for payment of fees will be September 1st of each year. All accounts not paid in full by this date will incur a \$100 late fee. Exemption to the September 1st payment date is the following:
 - a) Those trying out for AA/A league for U9 and U18
 - b) Members who have applied for funding from outside organizations; the treasurer and Registrar must be made aware of the application for funding prior to September 15th
 - c) Those who have an approved payment plan (approved by the Registrar and President)
- 3.4 An administration fee of \$50 will be deducted from ALL refund requests. Any monies applied to registration by means of funding from outside organizations will be deducted from the amount of the player's refund and forfeited back to SDMHA. The refund policy is as follows:
 - 90% refund before October 1st
 - 75% refund between October 1st – October 31st
 - 50% refund between November 1st – November 30th

50% refund between December 1st – December 31st for any member who has sustained an injury in which they cannot complete the season (a doctor's note is required)
No refunds after December 31st for any reason

BYLAW #4 – COACH SELECTION PROCESS

- 4.1 The Competitive Coach selection process will be completed by the Bench Staff Selection Committee which will consist of the Coach Mentor, the President, and one or three executive members as per the selection of the Coach Mentor. It is recommended that the Interview process includes the appropriate Division Convenor for interviews.
- 4.1a The Competitive Coach selections must be approved by the executive once they have been selected by the Bench Staff Selection Committee.
- 4.2 Criteria for being considered for Head Coach:
 - a) Current Coaching Certifications/Qualifications
 - b) Coaching Experience/Hockey Knowledge
 - c) Any previous Disciplinary Matters (suspensions, or any matters in any other previous Associations)
- 4.3 B Rep Head Coach Applications will be open by June 15th on the website and will be advertised on social media. The deadline for applications to be submitted is July 15th by midnight prior to season start. All candidates are required to have an interview from the Bench Staff Selection Committee.
- 4.4 House League Head Coach Applications will be open August 1st on the website and will be advertised on social media. The deadline for applications to be submitted is August 30th by midnight prior to season start. All candidates are required to have an interview from the Bench Staff Selection Committee. Upon completion of player evaluations, the Bench Staff Selection Committee will select coaches for each House team.
- 4.5 All B Rep Head Coaches and House League Head Coaches must submit a list of Assistant Coaches, Trainer, and Manager candidates for approval to the Bench Staff Selection Committee within 5 days of the teams being formed.
The following criteria will be used to determine selections:
 - a) Current Certifications/Proper Qualifications
 - b) Previous Experience/Hockey Knowledge
 - c) Any previous Disciplinary Matters (suspensions, or any matters in any other previous Associations)
- 4.6 All teams must have their official rosters secured by no later than November 15th for approval of District. This includes the following:
 - a) All Bench Staff
 - b) Players
 - c) Affiliated Players (exclusions for those in U9 who cannot affiliate until after January 15th)

- 4.7 All Bench Staff must sign Coach Code of Conduct form prior to first ice time and return it to Risk and Safety Manager

BYLAW # 5 – PLAYER SELECTION PROCESS

SDMHA will possibly accept import players for Rep teams prior to and during the tryout process. SDMAH will notify parents ahead of time so that they can tryout elsewhere if necessary.

The player selection process can be stressful for all of those involved, including players, their families and evaluators. SDMHA strives to provide fairness and to ensure selections are done in the best interest of the player and his or her development.

- 5.1 A Division Convenor will be selected for tryout/sorts only for each age level (U9 – U18) at the August executive meeting. This Convenor can be a current Executive Member or a Volunteer in good standing within South Dundas Minor Hockey. The Convenor will be responsible to be available for all B Rep tryouts and House evaluations and, if possible, will not have a child trying out for B Rep in their age level.
- 5.2 The role of the Division Convenor during tryout/sorts is as follows:
- a) communicates dates and times of evaluations to all selected independent evaluators and players for the B Rep selection process and the House evaluations
 - b) communicates with B Rep players and House players that a tryout number will be provided for the duration of the tryout but must be returned at the end of the tryout.
 - c) collects the completed HC evaluation forms following each session from the evaluators
 - d) communicates, via email, to all participants after the tryouts have occurred. See 5.4e.
- 5.3 Evaluation Team (for B Rep Tryouts and House Evaluations)
- The Evaluation team will consist of a minimum of three (3) independent, qualified Evaluators and a minimum of one (1) goalie Evaluator (only for all B Rep tryouts, U11 and up).
- The Evaluators will be selected by the Division Convenor, Coach Mentor and President. It is recommended that the Evaluators be selected based on the following criteria:
- The evaluator must have a strong hockey knowledge, whether be from playing and/or coaching
 - The evaluator must be available for all sessions
 - If possible, the Evaluator is from outside SDMHA jurisdiction and/or has no conflicts of interest to any players or Head Coach
 - The goalie Evaluator should have either experience playing or has goalie training certification through HEO.
- 5.4 **B Rep and B House Tryout Timeline**
- The tryout process identified below is strongly recommended but can be modified at the discretion of SDMHA based on ice time availability, number of players trying out, etc. The on-ice coordinator will be selected by the Coach Mentor and Development Coordinator.
- a) First Evaluation

The first evaluation will be skill-based drills by the on-ice Coordinator. If needed, assistance can be given by the Coach Mentor and/or Development Coordinator. Goalies trying out will be allotted ¼ of the ice (with net and crease) to be evaluated on specific goalie drills.

b) Second Evaluation

The second evaluation will be a minimum one-hour scrimmage with a maximum of 30 skaters. It is recommended that the two teams are divided up based on the results/ranking from the first evaluation, but positions may need to be considered.

c) First Release

Following the first and second evaluation, the Evaluators along with the Division Convenor will reduce the number of players to twenty (20) and two (2) goalies (if applicable). If there are less than 20 skaters present for the first two evaluations, all will proceed to Final Evaluation.

First Release will be communicated by the Division Convenor in the following manner:

- Email will be sent as a BCC (Blind Carbon Copy) to those not successful with a thank you note, including the date for the House Evaluations and to be signed off to include the Head Coach.
- The remaining players advancing will be sent an email, congratulating the player in advancing to the next evaluation session.

d) Third Evaluation

It is recommended that the third evaluation be conducted as an Exhibition Game. The Head Coach has the right to not dress the top two (2) to five (5) ranked players to allow a better look at other players. Should there be no opponent to secure, another scrimmage can take its place. The goal of the Final Evaluation is to secure the top roster spots. A discussion between the Head Coach, President, and Coach Mentor will determine the last two (2) to five (5) spots depending on roster size. The final number will be determined by the President and Coach Mentor ahead of time.

e) Final Release

Following the third evaluation, there will be a 24-hour review process. The Division Convenor will input the remaining evaluation results and rank the players accordingly. The Division Convenor will receive the final roster from the Head Coach, Coach Mentor and President. The Division Convenor will then notify all successful players in one email, cc'ing the Head Coach congratulating them to the B Rep Team and a separate email to those released via BCC to advise of dates of House evaluations.

5.5 C House Sort Timeline

C House Team Sorts will consist of one (1) on-ice skill and game play. The number of groups will be based on number of players remaining in the C House Team Sorts.

a) House Player Allocation

Once Evaluation Sessions are completed, the Division Coordinator will review the player evaluation data with the Coach Mentor and President and together will create teams of equal strength (if more than one level team is declared i.e. U15 B1 and U15 B2), based on evaluation data.

The Division Convenor, Coach Mentor and President will then strive to secure a Head Coach for each team based on the process in BYLAW #4, and the Division Convenor will contact the Head Coach candidates to secure a Head Coach.

The Division Convenor will send a welcome to the team email to each player by BCC, CC'ing the Head Coach. Once players are notified of their teams, there will be no changes.

Once players are notified, the Division Convenor will send the Head Coach their full roster, including parent(s) name, email, and phone number. The Division Convenor will provide SDMHA Registrar with the Team Lists immediately to create roster in HCR. Head Coach must select Bench Staff within 5 days of team announcement and then follow Bylaw 4.6.

BYLAW #6 – PLAYER INJURED OR UNAVAILABLE FOR THE TRYOUT PROCESS

- 6.1 All injured players or players unavailable (illness, family emergency) for the tryout process will be considered during the tryout process based on a case-by-case scenario. In each situation, the previous year team placement, coach reviews and feedback, expected return date as well as executive feedback and decision will be considered in placing the player in the appropriate level, in consultation with the head coach of the team they are trying out for.
- 6.2 Affiliation opportunities may be made available if the player was misplaced as a result of missing the tryout process.

BYLAW #7 – COMPLAINT RESOLUTION AND DISCIPLINE PROCESS

The Complaint Resolution and Discipline Process has been implemented to provide guidance for how SDMHA receives and responds to complaints.

Many of the individuals that make SDMHA a success are volunteers that selflessly give up their time to support the Association. There is NO justification at any point for acting belligerently toward those individuals regardless of the circumstances.

Any member of the SDMHA shall be subject to disciplinary action, up to suspension and/or removal from the Association and its activities, if that person contravenes in any way, the Constitution, By-Laws and/or policies of the Association.

- 7.1 The 24-Hour “Cool Off” period is mandatory. Any complaint received prior to this will not be addressed. This “Cool Off” period is required so matters can be addressed in a calm manner.
- 7.2 All reported incidents will be investigated and dealt with on an individual basis. It is required that Chain of Command is adhered to, and is as follows:
 - 1) Coach or manager of the team involved
 - 2) President (or Vice President whereby the President is in a position of conflict of interest) - who will direct the complaint to either the Risk and Safety Director for off ice incidents or the Rules and Discipline Director for on ice incidents
 - 3) District 1
 - 4) HEO

Note – results of any complaint may be appealed at a higher governing body. Each governing body sets the associated fee to be paid.

- 7.3 The process below is designed to formalize the steps that all parties are required to take when dealing with an issue.
- a) The complainant has documented specific details surrounding the issue(s) including dates, names, locations, bystanders, and actions that took place and sent to the President within 30 days of the alleged incident. The President will then assign the complaint to the appropriate director (Risk and Safety or Rules and Discipline) for further investigation in accordance with the Hockey Canada Investigation Guidelines for Branches and Minor Hockey Associations.
 - b) The complainant submits an email with the detailed information to the President who will then assign the complaint to the appropriate director.
- 7.4 Following the completion of an investigation, the director will review the information with the Rules and Discipline Committee who will determine if there is a breach of SDMHA's Constitution, Bylaws or Code of Conduct.
- a) If it was determined by the Rules and Discipline Committee that a breach occurred, then a hearing will take place in accordance with Appendix B: Hearing, Appeal and Disciplinary Processes.
 - b) If it was determined by the Rules and Discipline Committee that a breach did NOT occur, a written response to the complainant will be issued by the Director responsible providing them with an opportunity to appeal to a higher governing body.
 - c) Rules and Discipline Committee members will consist of any three (3) current Executive Members who do not have a conflict of interest with the complaint. In the situation where three (3) current members are unable to participate, the President may reach to any District 1 Association for assistance.
- 7.5 SDMHA, the Rules and Discipline Committee and/or the Executive Committee reserves the right to impose any sanctions in accordance with the Disciplinary Process (see Appendix B) to any member (including players, parents/guardians, coaches or referees).

BYLAW #8 – SOLICITATION OF FUNDS AND MATERIALS

- 8.1 All donations and grants will be accepted by the SDMHA in order to provide the best possible minor hockey program.
- 8.2 There will be no soliciting by any teams or individual players to local area businesses to secure donations or monetary sponsorships for such individual teams or players or division tournaments.
- 8.3 The SDMHA Executive reserves the right to solicit local businesses in an attempt to gain donations or sponsorships for the entire membership body. The SDMHA Executive will use above mentioned donations to help offset increasing operating costs as well as the purchasing of new equipment as needed to benefit all members of the association. Any team found not in compliance will be subject to a fine/penalty as set out by the SDMHA Executive.

BYLAW #9 – TOURNAMENT INFORMATION AND REGISTRATION

- 9.1 SDMHA will apply to HEO to run 2 one-day sanctioned tournaments each season, and one U7 fun day. Rules and Regulations for SDMHA tournaments can be found on the website.
- 9.2 Dates and teams will be selected at the August Executive Meeting.
- 9.3 The President will complete the application in a timely manner and the Ice Scheduler will coordinate with the Township of South Dundas and other ice users as required.
- 9.4 SDMHA reserves the right to cancel a tournament that is not filled two weeks before scheduled date
- 9.5 Teams are permitted to attend sanctioned tournaments during the season, at their own expense. SDMHA policy is that the first responsibility of a team is to fulfill its District 1 commitments for regular season games and playoffs

BYLAW #10 – REFEREE OVERVIEW AND SELECTION PROCESS

- 10.1 SDMHA will reimburse yearly HEO referee certification costs to referees once they have completed 8 games as an official with SDMHA. A receipt must be provided by the referee to the referee assignor in order to obtain reimbursement and Referee Assignor must confirm the completed games.
- 10.2 Only Referees are allowed in the referee's room at any time during the hockey season. Under no circumstance is any Head Coach, Team Official, Member of an Association, Player, Parent, or Spectator allowed to enter the Referee's dressing room before, during, or after a game.
- 10.3 Referee and linesmen are to be respected by everyone and not to be baited, harassed, abused or assaulted, either before, during or after a game, including on social media.
- 10.3 The Referee Selection Committee will consist of the Referee-In-Chief, Referee Assignor, Senior Referee, Coach Mentor and President. Applications provided by each candidate will be reviewed at the Referee Selection Committee meeting. The Referee-In-Chief will interview the top candidates and make a selection based on the following:
 - how many new candidates are needed each season
 - how many referees are returning
 - number of teams and the level of teams for that particular season.
- 10.4 The Referee-In-Chief will send an email to all previous season referees to determine their intent to return for the following season by June 15th, 2025.

- 10.5 The referee assignor will provide the executive with a monthly report indicating how many paid referee hours were given from within the association as well as outside. Also, the report will include total number of hours paid to each referee.

BYLAW #11 – ICE ALLOTMENT POLICY

Consistent, effective communication between team officials and ice scheduler are to be maintained to manage costs and ice needs.

11.1 **Understanding Ice** - SDMHA is granted 33.5 hours (2025-2026) standard weekly ice allocation from the Township of South Dundas which is negotiated yearly. The ice allocation is currently as stated below.

- 11 hours are Monday through Friday
- 22.5 hours are Saturday and Sunday
- At times, SDMHA has the option when available to purchase ice from other user groups as they are surrendered

Current ice cost is at a rate of \$115 per hour (excludes HST)

Our 33.5-hour ice allotment with Township of South Dundas includes practice ice and league games, plus two tournaments, which are at the discretion of SDMHA Executive.

11.2 Ice Allocation

Game Schedules as decided by UCMHL prior to the start of each season:

U9 – 11 home games
U11 – 12 home games
U13 – 12 home games
U15 B rep – 14 home games
U15 B/C – 12 home games
U16 B Rep – 14 home games
U18 B Rep – 14 home games
U18 – 14 home games

U7 season will begin as soon as conditioning camps are finished and ice is available.

11.3 Practice Schedules

Practice ice allotment is attempted to be calculated as follows:

Full-ice practices (1 hour)
Full-ice practices (1.5 hours for U13-U18 only)
Split ice practices (1/2 ice)
Overlap ice practices (each team receives 1 hour of ice, 30 minutes of full ice and 30 minutes split ice. Ex. 7 – 8:30pm practice, team A 7 – 8 and team B 7:30 – 8:30)

Lions' Teams:

- U9/U11 1 full-ice practice in a 6-week cycle
- U13 to U18 1 full-ice practice in a 4-week cycle

Practice schedules are released once UCMHL game schedules have been released.

- Practices from October to December are released after game schedules. Christmas break is a seasonal break however, practices may be scheduled and are not mandatory to attend for SDMHA.
- Practices for January and February (during regular season) are released on or before December 15th of the calendar year.
- Practices for February and March will be provided based on availability during playoffs. March break is a seasonal break however, practices may be scheduled and are not mandatory to attend for SDMHA.
- A practice tally based on number of hours is maintained throughout the season and is made available at the AGM. A practice tally is based on the number of hours and not the number of ice times.
- UCMHL may determine additional seasonal breaks.

Consistency of practice schedules are contingent on the following:

- Your team's league and tournament schedule
- League game scheduling regulations
- Coaching/volunteer availability
- Availability of ice

Practices scheduled at 7am will be counted towards a team's ice allotment. These full ice practices are not negotiable and will count towards a full-ice practice in team rotations. Should a team choose not to use this ice time allotment, the ice scheduler is to be made aware in advance.

Manager Responsibilities

- Manager is to advise ice scheduler of ALL black out dates as soon as they are scheduled.

11.4 Members Allowed on the Ice and/or Bench during practices – SDMHA will strictly enforce that only team members, (including affiliated players), on-ice helpers and qualified coaches are allowed on the ice/bench during the scheduled ice times. Only players rostered to that particular team are allowed on the bench at any time.

APPENDIX A - SDMHA Jersey Policy

South Dundas Minor Hockey jerseys are proprietary to SDMHA.

Each team manager is responsible for distribution of team jerseys at the start of the season, tracking of distributed jerseys, and collection of jerseys following the season.

Release of Jerseys

Managers must attend the managers meeting at the beginning of the season to obtain jerseys. They will be given a tracking sheet at this time.

Recommendations for Jersey Use

- It is recommended that
 - a jersey or garment bag be used to transport jerseys to and from games and not be put in hockey bags
 - jerseys are to be hung to dry following each use.
 - jerseys are washed inside out, if required, and hung to dry to preserve the crest on the jersey
 - Name bars and letters are loosely stitched on (NOT IRONED ON) and are not mandatory
 - Jerseys are to be used for games only. Practice jerseys or alternate jerseys are to be used for practices

Collection of Jerseys

- Jerseys are to be washed, hung on hangers, with name bars and letters removed.
- Jerseys are to be inspected upon return by team manager to ensure there are no damages. All damages must be reported to the equipment manager.
- Team manager must return home and away jersey sets no later than April 15th. Jersey return date and location will be posted on website and Facebook as well as communication sent through email to the team managers.
- Failure for a player to return jerseys will result in a player being placed not in good standing and will affect registration for the following season.
- Any jerseys lost or damaged will result in a \$200 charge per set (\$100 for single jersey) and must be paid in full prior to registration for the following season.

APPENDIX B – HEARING, APPEAL AND DISCIPLINARY PROCESS

HEARING PROCESS

The individual will be notified 72 hours prior to the hearing date. The individual will have an opportunity to state their case to the panel members. The decision of this hearing is final within SDMHA. Following a SDMHA hearing, an appeal can be made to District 1 within 72 hours after receiving the results of the hearing.

APPEAL PROCESS

Any appeal is to be made in writing to District 1 for the following reasons and include the necessary fees required to District 1.

- New evidence not used in the original hearing can be presented which may influence the decision
- On the grounds of irregularities in the proceedings of the original hearing that may have caused an unjust decision
- On the grounds that the decision from the original hearing was too severe or too lenient
- On the grounds that there is proof to establish the decisions was reached in an unjust manner

DISCIPLINARY PROCESS

SDMHA has the right to impose any penalty that is considered appropriate including a recommendation that the member be expelled from the Association. Other penalties may include:

- Verbal warning (formal or informal)
- Written warning
- Suspension from playing one or more games
- Suspension from membership of the Association for a period to be defined
- No further action

SDMHA supports a Head Coach imposing the following to players:

- Verbal warning (formal or in-formal)
- Written warning
- Suspension from team activities
- Suspension from playing for a maximum of two games

Any discipline that a Head Coach imposes must be sent to the President, Secretary, Rules and Discipline and Risk and Safety.

Appendix C- Code of Conduct (Waiver signed when registering on Spordle)

Hockey is a sport built on teamwork, dedication, and passion. To protect the integrity of the game and uphold its core values, the South Dundas Minor Hockey Association (SDMHA) has established this Code of Conduct. All participants—including players, parents, guardians, coaches, officials, and administrators—are expected to adhere to the standards outlined below to foster a respectful, inclusive, and positive environment.

As a parent, guardian, and/or player, I agree to comply with the rules, regulations, and by-laws of SDMHA, Hockey Canada, and Hockey Eastern Ontario (HEO). I understand that the HEO Code of Conduct can be found at HEO Policies.

I confirm that all information provided during registration is truthful, accurate, and up to date. I acknowledge that providing false information may result in disqualification from participation in SDMHA programs.

I will always conduct myself in a respectful and ethical manner. This includes refraining from any abuse, harassment, or disrespect toward referees, coaches, team, bench staff, volunteers, or arena personnel. I will support all players, coaches, and volunteers, in alignment with the Hockey Canada Fair Play Pledge.

All concerns or complaints must be submitted only after observing a mandatory 24-hour “Cool Off” period, ensuring that issues are addressed calmly and constructively. Complaints must follow the established Chain of Command:

1. Team Coach or Manager
2. SDMHA Rules and Discipline Committee and President
3. District 1
4. HEO

SDMHA reserves the right to hold individuals accountable for inappropriate behavior occurring at any SDMHA event or arena. If necessary, individuals will be notified in writing and may be required to participate in a disciplinary hearing—either in person or online—with a panel of members of the SDMHA Executive. Members may be brought in from another association panel should a non-biased candidate be available within SDMHA. Following the hearing, the panel may issue consequences ranging from verbal or written warnings to game suspensions, membership suspension, or even expulsion from the Association. Decisions will be communicated in writing, along with instructions for appeal to District 1 if applicable.

Appeals beyond SDMHA incur a fee as determined by the governing body. While SDMHA encourages resolution at the team level, serious or unresolved concerns should be escalated according to this process.

By committing to this Code of Conduct, all members of SDMHA contribute to a safe, respectful, and supportive hockey community. Together, we ensure that hockey remains a source of joy, personal growth, and community pride for current and future generations.