

POLICIES

York-Simcoe Express Hockey Association Inc.

An Ontario Incorporated Association # 853190
Incorporated October 20, 1990 under Letter Patent
Passed by the Membership on October 30, 1990

Amended by the Membership

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Forward

This Policy Manual for the York-Simcoe Express Hockey Association Inc. is intended to provide guidelines under which the Executive members, Team Officials and Players operate. By printing and distributing this manual to all members of the association and then being prepared to entertain necessary changes to it, it is hoped that there will be a consistency throughout the association and equity among all the teams in it.

As has been, is, and will forever be the case, policy and rules stem from a real or perceived abuse of a system. The point here in publishing a policy manual for our associations is to ensure that our members know the structure that exists and the guidelines that apply.

In the case of Team Officials and Players, their participation in the Association is contingent upon them abiding by these policies. To do otherwise leaves them open to disciplinary action.

In developing the policies that follow, the thought and the concern is for the majority. As stated above, none are 'carved in stone' and all can be considered for change. Change however must come about based on benefit, and benefit for all.

Policies

Article 3.1 Affiliation

1. There are two types of affiliation available:
 - A) Vertical Affiliation (minor-up to major-up to minor)
 - B) Horizontal Affiliation (by age from the nine member centres)
2. When affiliating horizontally, the player must be cleared by the Executive of the Member Centre first.

Article 3.2 Coaches Selection

Coaches shall be appointed for a single season. Should the incumbent coach wish to be involved with the team in the next season, he or she must apply again. All things being equal, preference will be given to coaches who do not have a child on the team. The Head Coaches for each team are not eligible to serve as Executive members.

YSEA coaches are expected to be volunteers. Accordingly, the following guidelines apply for all YSEHA coaches:

- YSEHA does not condone or support the concept of paid coaches.
 - Team budgets showing a line item for coach remuneration will not be approved, with the exception that a budget may show a line item for reasonable coaching expenses. Such expenses are subject to approval by the Executive, and may include, but are not limited to, team clothing, food and lodging for tournaments, and mileage.
 - In any case where it can be established that a player was released from a team as a result of an inability or unwillingness to pay a coach, the coach in question shall be subject to discipline, including but not limited to suspension or dismissal.
1. All applicants for the position of Coach or Manager shall be reviewed by the Selection Committee. The Committee will conduct the necessary interviews to determine the best candidates. (Incumbents may not necessarily be interviewed.)
 2. All applicants and then a slate of the recommended applicants shall be presented to and approved by the Executive. All applicants will be advised of the decision.
 3. The Coaches shall submit a list of their proposed team officials to the Executive for approval.
 4. A deadline for applications and a date for the selection of coaches shall be announced each year. All selections will await the end of the teams' playing season.

Article 3.3 Duties and Responsibilities of Team Officials

Coach

1. To attend all scheduled games and practises.
2. To supervise and maintain good control over players and team officials at all times.
3. To read and agree to abide by the rules and policies of the OMHA and YSEHA as a condition of being given a team.
4. To treat the players that he or she has chosen for the team with respect and fairness.

5. To conduct him or herself in an appropriate manner both on and off the ice.

NOTE: All coaches must have completed the OMHA required Coaches Certification Programs.

Failure of a Coach (or any team official) to adhere to their duties and responsibilities as outlined and/or to any subsequent League directives will result in disciplinary measures, including dismissal from the team.

Manager

1. To prepare and maintain a current team list of players and officials.
2. To provide players and team officials with information regarding game and practise times and any changes in same.
3. To ensure the availability of a first-aid kit for the team.
4. To arrange for necessary off-ice officials (Timekeepers and Gatekeepers) for all home games.
5. To have game sheets available for all home games and to ensure that all game sheets are filled out accurately and completely.
6. To be responsible for all team/league equipment.
7. To assume all team/league/OMHA related administrative responsibilities, including requests for player refunds.
8. To be the designated liaison between the team and the YSEHA Executive.

Trainer

1. Each team must have a duly carded OMHA Trainer on the bench at the beginning of every game.
2. The Trainer is responsible for the well-being of each player and should have the first-aid kit available at all games and practices.

Article 3.4 League Finances

1. The Treasurer of YSEHA shall handle all financial transactions.
2. The annual registration fee is struck on the basis of covering the operating costs of the League.
3. Sponsorships and fundraising monies will be directed to offset the annual operating expenses.
4. Where the YSEHA sponsors a League fundraising event, it is expected that it will be supported by all members of the Association.
5. The latest financial report will be available to any member upon request.

NOTE: The YSEHA will not assume responsibility for expenses incurred on behalf of any team unless the team has been given such approval in writing prior to incurring the expense.

Article 3.5 Team Finances

1. Each team is responsible for raising any funds necessary to cover its expenses beyond those raised by the Association.
2. Fundraising projects proposed by any team will be first submitted to the Executive in writing for approval.

3. Funds remaining at the end of the year must be disbursed back to the team members and/or parents, or with the parents' approval may be turned over to the YSEHA Treasury to assist with League operations.
4. Team budgets must be presented to the Executive for approval by October 1.
5. All YSEHA bank accounts must have at least two signatures for withdrawals.
6. Copies of all team bank statements and cancelled cheques must be submitted to the Treasurer once in December and at year end, in addition to a receipt and disbursement report.

Article 3.6 League Equipment and Colours

1. The YSEHA will provide two sets of crested, numbered sweaters and four pairs of socks. (One home sweater and one away – two home socks and two away.)
2. The sweaters may carry a sponsor crest and the player's name as the only addition.
3. The YSE colours are red, white and black. The only cresting to be used is the approved YSEHA Crest.
4. All players on YSEHA teams are required to wear short black pants, black helmets and black gloves.
5. The only official YSEHA jackets are the ones approved by the Executive and available through the Association.
6. Dress Code for Coaching Staff and Players is to be determined by the York Simcoe Express Executive at the start of each season and announced at the first Coaching Staff Meeting.

NOTE: The official YSEHA logo and name is a Registered Trademark and is to be used only with consent of the YSEHA Executive. There is only one such logo and teams are not to take it upon themselves to develop alternatives.

Article 3.7 Team Tryouts

1. The YSEHA will run tryout camps enough in advance of the season to allow coaches to view and select their teams.
2. All players are eligible to attend open tryouts upon payment of the tryout fees and one of the following:
 - a) Proof of registration in one of YSEHA's nine member centres.
 - b) A signed letter of intent to register in one of YSEHA's home centres.
 - c) An OHF Tryout form signed by either the President or Secretary of the player's home centre.
 - d) An OHF form 1 waiver from an adjacent centre.
3. There will be a minimum of three skill sessions prior to any exhibition games. (In any second set of tryouts there will be at least one skill session prior to exhibition games.)

Article 3.8 Registration

All players on YSEHA teams must be registered with their Home Association as well as with the YSEHA and must have all registration fees paid prior to the first league game. Failure to comply makes the player ineligible to play.

Article 3.9 Player Refunds

1. Players leaving a TSEHA team prior to January 1 will be refunded at a pro-rated basis, based on a six month period, as long as all requirements are met as per OMHA regulations and are returning to their home centres. Players leaving other than stated above will be entitled to a refund only by approval of the Executive.
2. Players leaving a YSEHA team after January 1 will be entitled to a refund only under extenuating circumstances to be determined by the Executive.
3. Players joining a YSEHA team during the season will pay a pro-rated fee which will be determined by the Executive.
4. Players moving out of the zone will be entitled to a pro-rated refund as determined by the Executive.
5. All requests for refunds must be in writing by the team manager and must be supported by appropriate documentation.
6. The player's card must accompany the request for a refund.
7. Players will be asked to sign a Player Commitment Form, complete with a cheque for \$100.00 upon agreeing to sign with the team. There will be no refunds once this form has been processed and the cheque cashed.

Article 3.10 Team Roster

1. Each team will carry a maximum of 19 players, including 2 goaltenders.
2. Each team will submit a roster to the Executive by the first Monday in September, except for Midget age.
3. Players must be signed from local Associations by September 15th. An exception would be made for players of the Midget age, or players moving into the zone after that date.
4. Use of Affiliated Players in regular season, tournament and playoff game situations will be limited to replacement of sick, injured, vacationing, suspended or otherwise absent regular roster players. It is not the intention of the Association to condone the use of Affiliated Players on a team's Roster on a regular basis.
5. Preference will be given to players from within the Member Centres.

NOTE: It is the intention of the YSEHA to work with the Local Associations to minimize the disruptions in their house league and rep team setups. They too want to set their teams and it is most difficult if they are always awaiting cuts or having players pulled up to the AAA teams. Where there is intent to move players, the coach should first think of the player(s) he is affecting.

Article 3.11 Ice Time

1. All ice time for which the YSEHA assumes responsibility will be coordinated by the Ice Director.
2. In cases where scheduled ice is not used by a team and the Ice Director is not notified forty-eight hours in advance, the team will be liable for the cost of same.

Article 3.12 Player Injury

Each Manager will have the required OMHA insurance report /injury forms. Any reportable injury must also be communicated to the Executive.

Article 3.13 League Liaison

The Vice President/Director of Hockey Operations will be designated as a Liaison person with all other leagues (MTHL, OMHA, CTA etc.) with whom we have dealings.

Article 3.14 Referees

The YSEHA will appoint a Referee-in-Chief. It will be his responsibility to:

1. Ensure the availability of referees for all exhibition and league games.
2. Supervise referees.
3. Provide a liaison with the YSEHA Executive.
4. Sit on the Discipline Committee when required.

Article 3.15 Sponsorships

1. The Fundraiser/Sponsorship Director will be responsible for recruiting and delegating sponsors for each team.
2. The Sponsorship fee will be established each year by the Executive.
3. There will be no additional solicitation of funds by a team from the team sponsor.

Article 3.16 Disciplinary Structure

Playing rules, for the most part, are under the jurisdiction of the OMHA and disciplinary action is handled by the representative of that body. In our Association, the Executive has established policies that it believes to be in the best interests of all of its members. It is made clear to everybody, players and team officials, that to participate one must first agree to abide by the policies of the Association. By so agreeing, no one should be surprised at being called to account for contravening same. Following is the Disciplinary Review Structure:

1. The Chairperson of the Committee has the authority to call a meeting to request that the players or Team Officials, in contravention of YSEHA rules and or policies, appear before it.
2. A member of the Committee will act as a recording secretary to make the necessary notes as to what transpires.
3. The Committee is empowered to make decisions and to impose disciplinary actions as it sees fit following the hearing.
4. The Chairperson is at liberty to take the committee's findings to the YSEHA for additional consideration. In so doing the Committee is still empowered to hand out a suspension pending this review. The Executive review will be held and a decision will be made within seven days of being notified of the requirement for a further review. The decision will be communicated to the individuals involved immediately.

Article 3.17 Appeals

In cases where an individual feels he or she has cause to appeal any disciplinary committee decision, he or she may submit an appeal in writing to the Secretary of the Association. The Executive will review the findings of the Disciplinary Committee and hand down a decision.

Article 3.18 Executive Members & Coaches Eligibility

An Executive member cannot sit on YSE Executive and have a child who is eligible to play for YSE, play outside the OMHA. Coaches cannot coach and have a child who is eligible to play for YSE play outside OMHA. Junior clubs are exempt. To be eligible to run for an executive position, a member must be in good standing in the Association. Any member who is in contravention of any York Simcoe Express AAA Hockey Association's Constitutional Rules, Regulations or Policies or who owes money to the Association is not considered to be a member in good standing.