



2020-2021 HANDBOOK

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# Guidelines and Procedures 2020 - 2021 Season,

V.1.1

## MISSION STATEMENT

Zurich Minor Athletic Association (ZMAA) is a volunteer-based corporation whose sole purpose is to provide children aged 3-18 an opportunity to play organized hockey in a positive atmosphere.

ZMAA strives to respect and support each player's aspirations and skill level within the confines of a team sport. It is our intention to be open with our membership, and this manual outlines the rules, regulations and policies by which the Executive will govern the organization.

The ZMAA Executive is dedicated to the advancement of minor hockey in our community through progressive leadership and ensuring that our members enjoy this exciting sport in an enjoyable, safe and sportsmanlike atmosphere. Organized team sports provide an excellent opportunity for our children to have a wholesome outlet for youthful energy while developing skills which will benefit them throughout their lives; commitment, teamwork, self-discipline, respect for others, fair play, good sportsmanship, responsibility and the ability to win or lose with a positive attitude.

There is some excellent information provided within this manual that documents the organizations philosophy, goals, fair play principles, registration, tryout processes, volunteer opportunities, membership expectations and more. The policies outlined within this manual are intended to best serve the children participating in the program as a whole. Please use common sense when interpreting this document. Note that this is a working document and the final interpretation of these policies rests in the hands of the ZMAA Executive. While the Executive strives to respect and support the aspirations, rights and interests of each individual child, these policies will be interpreted and supported in a way that serves the best interests of all the children within the organization.

Participation in Zurich Minor Hockey is a PRIVILEGE, not a RIGHT. In order to enjoy ongoing participation all players, families and volunteers are required to adhere to the regulations set out in the ZMAA Constitution, the ZMAA Code of Conduct and Hockey Canada's Bullying and Harassment Policy.

**ALL MEMBERS OF ZMAA ARE STRONGLY ENCOURAGED TO REVIEW ALL PORTIONS OF THIS MANUAL PRIOR TO THE BEGINNING OF EACH HOCKEY SEASON. IT IS EACH MEMBER'S RESPONSIBILITY TO BE AWARE OF THE POLICIES OUTLINED WITHIN.**

Should you find an error with this Handbook please make the ZMAA Executive aware of it so that we may correct or refine this document for future editions. If you have any suggestions for improvements or additions to this document, please make them in writing to Zurich Minor Executive. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/>

Additions or amendments to the Handbook may be undertaken at the regular monthly meetings of the ZMAA executive. **PLEASE NOTE THAT THIS MANUAL IS AUTHORED TO PROVIDE A FOUNDATION OF GUIDELINES AND NO MANUAL CAN TAKE THE PLACE OF COMMON SENSE.**

### Hockey and Policy Committee

The policy committee shall consist of a minimum of 3 members including the Vice President and two (2) ZMAA members in good standing whom may be executive members, or members of the general membership. If you wish to join the hockey and policy committee please send an email expressing your interest in writing to the Zurich Minor Executive. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/>

# ZMAA PHILOSOPHY

ZMAA believes that all children who wish to learn the skills of hockey should have the opportunity to do so, within the limitations of available facilities, financial restrictions and volunteers. ZMAA strives to provide an environment in which children can learn hockey skills, play at a level consistent with their aspirations, learn good sportsmanship and develop into young men and women that their parents and the community can be proud of. In order to support this philosophy, ZMAA will make every attempt to:

## **Player Development**

Provide instruction and leadership that maximizes the athletic potential of all players in a positive and enjoyable atmosphere while promoting personal growth through team development both on and off the ice.

## **Coach Development**

Provide a program that promotes the coaches' talents in leadership, youth development, and hockey instruction while providing ongoing education for coaches in a defined and structured program which utilizes OMHA clinic instructions.

## **Parents and Guardians**

Offer an enjoyable program that includes the volunteer involvement of parents/community citizens in key positions which provides the positive energy required to strengthen and direct our program to higher levels.

## **Zurich Minor Hockey Association (ZMAA)**

Provide the stewardship, facilities and financial foundation to direct the efforts of players, coaches, and parents into a proud, ethical and cohesive unit. Through example, teach these children to always play by the rules as they apply to minor hockey, be good sportsmen, to work hard to achieve the goals they aspire to within their limitations and to, above all, HAVE FUN!

# COMMUNICATION

General information with regard to ZMAA is available on our website at: [www.zurichminorhockey.ca](http://www.zurichminorhockey.ca)  
If you have a specific team related issue, the appropriate initial step is to contact your team's Parent Liason who, if unable to resolve the issue, will bring it forward to the Executive for review, guidance and resolution.

If you have a suggestion, complaint or observations you would like to communicate to ZMAA please feel free to do so in writing to the Executive. Executive contact information available at

<https://zurichminorhockey.ca/Staff/1003/> Please include your name, phone number and email address to facilitate a timely response.

Code of Conduct Incident Report Forms can be downloaded from our website, [www.zurichminorhockey.ca](http://www.zurichminorhockey.ca) located under the "ONLINE LIBRARY" heading. They must be signed, dated and submitted to the ZMAA President in order to be investigated and addressed.

Any electronic/written communication with any ZMAA Executive member becomes property of the ZMAA.

# REGISTRATION

If you have not yet registered for the current hockey season and wish to do so, please contact the ZMAA Director of Registration. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/>

## **General Registration Information**

No player may participate in ZMAA activities unless he/she is properly registered.

Any returning player who does not register for ZMAA during designated registration period, will be subject to a per player late fee as determined by the Executive.

Registration will be rescinded if fees are not paid in full by the dates outlined by the Executive prior to registration.

## **RETURNING PLAYERS**

All returning players must register with ZMAA prior to Awards Banquet. Any returning player who has not registered before that date shall be subject to a \$300 late fee. Please note that this is a PER FAMILY late fee, not per player late fee.

## **TYPICAL REFUND POLICY**

Notice of intent to withdraw a player's registration must be submitted to the ZMAA Treasurer in writing. As per the Constitution, refunds will be granted based upon the date of receipt of a member's written request as follows:

- from date of registration through August 15th: 100%
- August 15th to October 15th: 75%
- October 15th to November 15th: 50%
- November 15th to December 15th: 25%
- after December 15th there will be no refunds

\* Please note that the circumstances of the 2020-2021 will result in a more limited refund policy. Please see the details outlined on the 2020-2021 Registration Information.

The above refund policy is required to cover payments which must be made to the OMHA for player registration fees and insurance. These payments are made prior to the season commencing. As such, the above refund rates are not negotiable.

### **NSF CHEQUES**

There is a ZMAA administration fee of \$35.00 fee for all NSF cheques. One NSF cheque during a hockey season may result in the member being required to pay their next season's registration fees in full by cash or money order.

Upon notification of an NSF cheque, the member has two weeks from the date noted on the letter or, if verbally notified, one week, to rectify the situation. All NSF cheques must be made good by making arrangements with the ZMAA Treasurer.

If the above conditions are not met, the ZMAA Treasurer will notify the member that the player is no longer eligible to participate in any ZMAA activity, including games and practices, until the situation is rectified. Should the player be suspended, the Treasurer will inform the member once the player is again eligible to play.

### **FAQ REGISTRATION**

*How is ZMAA hockey funded?*

Zurich Minor Hockey is funded in three ways:

1. Organizational Fundraising
2. Sponsors
3. Registration Fees

Where do my registration fees go?

Registration fees go towards paying the following:

- Hockey Canada player insurance, volunteer insurance and membership fees
- WOAA and OMHA membership fees
- Coach, Trainer and Referee Clinics
- Administrative costs (printing fees, forms, etc...)
- Management costs (accounting fees, lawyers' fees, office equipment, etc.)
- Equipment (jerseys, goalie equipment, pucks, training aids and first aid kits)
- Referee and Timekeeper wages
- Ice rental
- Year-end banquet, trophies

How are registration fees determined?

The Executive, taking into account all of the above noted expenses, and ice requirements per division, establishes ZMAA fees on a yearly basis. Efforts to control the impact of rising costs through organization-wide fundraising are undertaken annually.

## **PLAYER SELECTION**

The tryout schedule can be found on the ZMAA website at: [www.zurichminorhockey.ca](http://www.zurichminorhockey.ca) . Tryout fees are included in registration costs.

All players within ZMAA shall be given all opportunity to play hockey at his/her ability level within his/her age grouping. I.e. Rep Team, Alternate Entry (AE) Team, or Local League (LL) Team (based on team availability as prescribed by the ZMAA Executive).

Rep tryouts shall consist of on-ice sessions which evaluate the individual player's skills and abilities. It is extremely important that Rep Coaches during evaluations be neutral in their comments or in any gestures that may be incorrectly perceived by players or parents. It is strongly suggested that Rep Coaches, during evaluations, refrain from speaking with either parents or players being evaluated, unless necessary. A Rep Coach cannot participate in the evaluation if he/she has a child involved in the on-ice sessions.

Selection of players for the Rep team shall occur first. Player selection shall be determined by a three-person committee consisting of the Head Coach of such team and two (2) unbiased evaluators identified and approved by the Executive committee.

## **ALL PLAYERS MUST ATTEND REP TRYOUTS IN ORDER TO TRYOUT FOR THE AE TEAM IN THEIR AGE DIVISION.**

Players must attend all selected tryouts in order to qualify for the Rep team. Exceptions (due to injury, vacation, etc.) may be granted by receiving written consent prior to the tryouts from the ZMAA President. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/>

## **TEAM COMPOSITION**

The ZMAA Executive will determine the number of players each Rep/AE Coach is to select by the end of tryouts to comprise his/her initial roster. This number may vary based on registration numbers at each age level. The Head Coach will have final authority in team selection.

## **TRYOUT FORMAT**

Coaches shall NOT use the parents of potential players as assistants on the ice during tryouts. Coaches are encouraged to utilize other Coaches/Trainers within the organization that do not have a child trying out for that particular team or volunteers from outside of the organization. At no time will "lobbying to have another look" by any member be directed towards a coach. Such practice WILL NOT be tolerated. Rep Coaches shall not participate in the on-ice drills during evaluations but will evaluate players from an off-ice vantage point.

It is the responsibility of all the selected Rep Coaches in each division to arrange for two (2) skilled assistants to run the pre-determined on-ice drills for their division. Drills/scrimmages shall be determined in advance by the Head Coach, and simply carried out by the on-ice assistants. Said drills/scrimmages are used to highlight the evaluation categories. The Head Coach shall advise the ZMAA who his/her on ice assistants are prior to the end of the first week of September. A Vulnerable Sector check shall be submitted to the ZMAA Secretary prior to on-ice tryouts commencing for all on-ice assistants.



Each selection committee member will use an evaluation form, provided by ZMAA to score each skater in the categories as pre-determined by ZMAA. A rating of 1-5 shall be given in each category, with 5 being the best score possible. Each selection committee member will then hand in their evaluation forms at the completion of each tryout to one of the assigned Executive members observing that age division.

The ultimate goal of the tryout process is to provide players with the best possible experience in an environment where they can grow as hockey players and young people.

**Objectives of the try-out process:**

- provide a fair and impartial assessment of player(s) hockey skills during the skating and scrimmage sessions
- ensure that players have a reasonable opportunity of being selected to a team appropriate to their skill levels as determined during the on-ice evaluations of the current year
- provide coaches with the opportunity and flexibility to build a team based in part on their own coaching philosophy, player skill and attitude
- provide uniformity and consistency in the evaluation process such that player and parent expectations are consistent from year to year as players move through the various levels of the association's programs
- form teams to maintain balanced and competitive play where the athletes can develop and participate equitably and have fun playing hockey during the season
- Provide feedback in order to develop players.

## PLAYER SELECTION CRITERIA

The following is a reference that will be provided to evaluators prior to the player selection process. An age specific skill list can be found in the Hockey Canada Player Evaluation and Selection Guide. A copy of the guide can be found on the ZMAA website under "Forms".

**Skating** – acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace.

- ☐ Can the players perform the basic forward and backward stride?
  - ☐ Are the players knees well bent with the back slightly forward and the head up, or is the player hunched over, bending at the waist with little knee bend?
  - ☐ Good skaters will use long strides with a complete recovery of the stride leg before striding with the other leg. Their strides will look very smooth and appear not to require much effort to move around the ice?
  - ☐ Does the player look smooth when they skate or do they appear off balance?
  - ☐ Can the player turn in both directions with little trouble or do they struggle to turn in one or both directions?
  - ☐ Can the player stop in both directions? Younger players will often have trouble stopping in one direction?
  - ☐ Can the player keep up with the play or do they struggle to stay with the other players on the ice?
- Passing** – passing, receiving, passing choices, on backhand, unselfish with the puck, presents a good target, receives and retains with control, touch passing.
- ☐ Can the player pass the puck to its intended target with minimal effort?
  - ☐ Can the player make an accurate pass to a moving target?
  - ☐ Can the player receive a pass on their backhand or do they tend to shift their body to receive the pass on the forehand?
  - ☐ Can the player pass the puck off the backhand with some speed and accuracy?
  - ☐ Does the player call for the puck vs. banging their stick on the ice or saying nothing at all?

❑ Does the player passing the puck make eye contact with the intended receiver or do they just pass the puck blindly?

❑ Can the player execute a saucer pass over sticks and other obstacles?

❑ Can the player pass the puck off of the boards to another player?

**Puck Control** – heads up, smooth and quiet, good hands, protection, in small spaces, in traffic.

❑ Does the player have the basic skills to execute a forehand pass?

❑ When the player passes the puck do they slap at it or is the motion smooth with the player following through to the intended target?

❑ Does the player appear to be comfortable handling the puck while skating or do they appear to fight the puck and have trouble skating with some speed while handling it?

❑ Can the player keep his/her head up while carrying the puck?

❑ Can they execute dekes and fakes with the puck?

❑ Can they stop quickly or change directions while handling the puck?

❑ Can the player continue to handle the puck while in traffic and under pressure?

❑ Does the player get pushed or checked off the puck easily?

**Shooting** – power, accuracy, quick release, can shoot in motion, goal scorer, rebound control, variety of shots.

❑ Can the player execute the technique of a wrist shot and backhand?

❑ Does the player follow through to the target on all shots?

❑ Can the player raise the puck?

❑ Is the puck shot with some velocity?

❑ Does the puck sit flat in the air or does it wobble?

❑ Can the player execute a one-time shot?

❑ Is the player accurate when shooting?

**Positional Play** – ability to see the play developing both offensively and defensively and moves to support, judgement, anticipation, understands systems, disciplined.

❑ Does the player seem to understand where he/she are to play on the ice?

❑ Do they support the puck in defensive and offensive situations?

❑ Does the player show patience or do they tend to panic when pressured?

❑ Do they protect the mid lane and force opposing players inside out?

❑ Can the player angle another player off the puck?

❑ Does the player force they play or do they wait too long?

**Checking Concept** – angling, good body position with balance and control, defensive side position, aggressive checker, strength, taking checks.

❑ Can the player execute basic stick and body checks?

❑ Does the player check properly with their hands down or do they get their arms up to give a check?

❑ Can the player receive a check properly, not turning their back and staying close to the boards?

❑ Can the player check an opposing player and pin them on the boards?

❑ Does the player shy away from other players?

**Attitude and Work Ethic**

❑ What is the player's attitude toward the scrimmage?

❑ What is the player's attitude toward drills?

❑ Does the player have a willingness to work?

❑ Does the player demonstrate team play or individual play?

❑ Willingness of the athlete to take instruction and direction

❑ Leadership qualities demonstrated by the athlete.

❑ Ability of the athlete to handle criticism and learn from mistakes.

❑ Respect exhibited by the athlete towards coaches, officials, opponents, etc.

### **GOALTENDER EVALUATIONS**

Goaltenders shall be evaluated on basic skating skills, position-specific movement skills, positional/save movement skills, rebound – control/recovery/tactical, transitional play, and advanced positioning. The evaluation process will incorporate these 6 basic areas. An evaluation form shall be provided by ZMAA Executive to the player selection committee to evaluate goalies specifically.

### **RELEASING PLAYERS**

The release of players can be a very traumatic experience for young players. A coach must handle this with

tact, care and caution. He/she must be very thoughtful and careful in his/her selection of words when releasing players.

Rep coaches shall submit their proposed final roster to the ZMAA Secretary by noon on September 30 for the season.

All players participating after the 3rd tryout shall be contacted by the Head Coach by TELEPHONE within 48 hours, and as soon as possible of selecting his/her final roster to release players or to welcome them to the team AFTER the rosters have been approved by the Executive.

There shall be no “face to face” team selections occur at the arena at any time.

ZMAA will encourage all Head Coaches to use the Affiliate Program.

### **PLAYER SELECTION REVIEW PROCESS**

A player/parent has the ability to request that there be a review of his/her (child's) release within 48 hours of the selection process being completed. A review has to be in writing and submitted to the ZMAA Secretary. Said review will be discussed between the Head Coach and assigned ZMAA Executive rep(s). The Executive will then make a decision on the review and in writing will explain the decision that has been made.

# COACHING SELECTION

## HOCKEY COMMITTEE

The ZMAA Hockey Committee will be formed annually at the ZMAA Annual General Meeting (AGM) and shall be comprised of the Vice-President, and at least one other Executive member and two members of the general membership (non-executive). The committee will consist of a minimum of five members (including the two aforementioned Executive members and either the President or Vice President). In addition, an alternate may be chosen. The alternate's mandate will be to assume the role of any Hockey Committee member who may have to remove themselves from the selection process due to a conflict of interest or an extended absence. The alternate will attend the interviews for all coaching applicants of the age level(s) in question until the final determination of the successful candidate has been made. The Hockey Committee shall set a coaching selection criteria based on the suggestions found in the OMHA Coach Development Handbook. When considering ability of a coaching applicant, ZMAA will consider the following:

- current hockey coaching certification
- hockey and other coaching experience (level of team(s) coached and number of years coaching at each level)
- hockey playing experience (level of team(s) played for and number of years at each level)
- results of the applicant's criminal record search for the current year
- potential for the applicant to be in a conflict with players and/or parents
- all signed, written complaints received by ZMAA regarding the applicant
- knowledge of the rules and regulations of ZMAA, WOAA and OMHA.

The Hockey Committee shall convene meetings to interview and select head coaches for the respective teams.

The Hockey Committee will make recommendations to the ZMAA Executive who have the final approval of the selection of the Head Coaches.

## COACH SELECTION

### Qualifications and Eligibility

Head coaching appointments are to be made as early as possible. Coaches must be, or must be willing to:

- a) be certified in accordance with the OMHA Manual of Operations.
- b) if holding a NCCP Coach Level Certificate, must obtain the 20 points required to recertify either through a refresher clinic or by specialty clinics at a minimum of once every three (3) years.
- c) attend a mandatory coaches meeting to review the ZMAA Handbook.

### Coaching Applications

ZMAA will advertise that they are taking applications for head coaches for the upcoming hockey season in the spring of each season. Applications for coaching positions are available to complete online from the ZMAA website. ZMAA Executive will establish and announce an application deadline for all applications to be received by ZMAA adopts the coaching selection process as outlined by the OMHA "Coach Development Handbook" which can be found on the ZMAA website under "Forms."

Selection of Coaches Rep, AE, and Local League coaches will be recommended for selection by the Hockey Committee. The committee will meet independently to consider all coaching applications and bring recommendations and reasons for such recommendations to the ZMAA Executive. All applications will be given to the ZMAA Secretary prior to this meeting. The ZMAA Executive will by majority vote, either accept or reject the Rep, AE, and Local League coaching recommendations. All remaining applicants must be notified of the Executive's decision by the Vice-President forthwith.

In any division where there is more than one applicant for the position of Head Coach, an interview of each applicant by the Hockey Committee will be arranged.

Any member of the current ZMAA Executive or any member of the Association nominated to run for the ZMAA Executive may apply for or hold a Rep, AE or Local League coaching position.

Should there be insufficient applications from qualified persons or no applications to fill any coaching position, the Hockey Committee and the ZMAA Executive shall be empowered to appoint a coach.

Any coach, who feels that his/her application has not been given fair consideration will, upon written request, be given the opportunity to state his/her case to the ZMAA Executive. All such requests must be made to the ZMAA Secretary within seven days after receiving notification of the decision. The ZMAA Executive will be authorized to either reconsider or uphold the original decision.

### **Selection of Assistant Coaches, Trainers and Managers**

The Head Coach for each team shall request approval from the ZMAA executive for his/her bench staff including: Assistant Coach(es), Trainer/Assistant Trainer and Team Manager.

The number of team officials to be selected will be accordance with OMHA.

All ZMAA team coaches and assistant coaches must be certified in accordance with the OMHA regulations.

Trainers for teams shall hold a valid HTCP certificate.

All officials on any bench must have a Vulnerable Sector Check conducted by the local police detachment and RIS Activity Leader certificate.

# SPONSORSHIPS

Team sponsorships are an important and integral part of ZMAA organizational funding. ZMAA arranges for team sponsors and the fees paid are directed to general organizational needs. Sponsors have committed to making a substantial contribution to ZMAA and are under no obligation to provide additional support to the Association.

## **TEAM OBLIGATIONS**

Team Manager shall provide their jersey sponsor with a schedule of game times.

Team Manager shall provide the team jersey sponsor with 2 free gate passes to use at their discretion.

The GMHI Registrar will provide these to the team manager for delivery to the jersey sponsor.

All team submissions into the newspaper and on the website **MUST** include the name of the team jersey sponsor. At the end of the season, thank-you letters signed by everyone on the team should be sent to the team sponsor along with a framed picture showing the team name, sponsor, and year the picture was taken.

While maintaining good financial stewardship, ZMAA should encourage the purchase of goods and services from local businesses and/or businesses which are providing current financial support to the Association.

## SPECIAL EVENTS

### **THUNDER APPAREL SALE**

Thunder branded merchandise shall be available for purchase in October. Order forms will be available in advance of the apparel sale.

# VOLUNTEERING

ZMAA is a non-profit organization which relies on its volunteers to operate effectively. There are many opportunities for members to become involved in either the day-to-day operations of the organization or to assist in a less time-consuming role. All team staff and executive will be required to submit a vulnerable sector check prior to initiating their volunteer work with ZMAA. As per OMHA guideline, a vulnerable sector/police check is required every three (3) years. However, on the last two (2) years of three (3) years of uninterrupted service, a volunteer may choose to sign an "Offence Declaration". A ZMAA volunteer shall provide a new criminal record/vulnerable sector report upon request of the ZMAA Executive and must disclose any new criminal allegation(s) that may impact on their role as a volunteer with ZMAA immediately. ZMAA will only accept volunteers that are able to provide clear VSC and Criminal Record Checks.

Youth requiring volunteer service hours are also encouraged to become actively involved in ZMAA in either on or off-ice activities. Only the Team Manager or Head Coach is able to sign off on a youth's volunteer service form.

Parents are also expected to actively volunteer in ZMAA. Available roles include: Executive member, coaching staff, manager, jersey manager, gate manager, team webmaster, parent liaison, etc.

## **ZMAA EXECUTIVE**

The ZMAA Executive is elected by a majority vote at the ZMAA AGM. These elected Officers of the Corporation form a select committee for the enforcement of the by-laws and policies of the Corporation.

Details of the responsibilities of each Executive position can be found within the ZMAA Constitution at: [www.zurichminorhockey.ca](http://www.zurichminorhockey.ca).

All positions, with the exception of the President, hold a two year term in office. The President shall be elected annually. At each AGM, all Executive positions are open to any member in good standing. An individual wishing an executive position must be nominated and have a seconder for the nomination. The individual must accept the nomination. Should there be more than one individual wishing the position a blind vote shall occur to determine the successful candidate.

### **Mandatory Equipment for On-Ice Volunteers**

OMHA Guidelines for equipment to be worn by individuals assisting as a volunteer in On-Ice activities are as follows:

A volunteer who meets the minimum age requirement for CHIP certification (ie 14 years and above), would be eligible to wear the same equipment as an on-ice Team Official (CSA Certified Helmet, skates, gloves, etc.)

A volunteer below the minimum age requirement for CHIP certification (ie age 13 years and below), would be required to wear full player equipment.

Note: On-Ice Volunteers must be at least two years older than the division age limit they are assisting. (Minimum age, 9 years old).

All on-ice coaches and assistants SHALL wear a C.S.A. approved helmet during all on ice activities, which is securely fastened, as per OMHA guidelines. Any coach/on-ice helper found not wearing a fastened helmet shall be warned once for the violation. If the infraction is discovered a second time the Coach Mentor and the ZMAA President shall consider possible consequences, including but not limited to suspension of the coach/on-ice helper. Fastened chin straps on helmets are required by all on-ice players and helpers for insurance purposes.



## TEAM OPERATIONS

Once a team has been selected, a team meeting shall be hosted whereby at least two Executive members are present to review expectations of ZMAA and answer any ZMAA organizational questions.

### **Team and Individual Photos**

ZMAA will request pricing from photographers and make a decision on hiring a photographer based on pricing, quality of end result, ability to do on-ice photography, etc. The ZMAA Executive shall hire a photographer by the first scheduled ice time for the season.

A schedule will be posted on the ZMAA website with each team's time slot. Please be on time!  
Team Managers will distribute order forms prior to photo day.

## TEAM RESPONSIBILITIES

### **Head Coach**

Attend coaches' meetings as required. There will be a mandatory coaches meeting prior to the season commencing to review Handbook, tryout expectations, and ice scheduling.

Ensure all unused ice time is returned to the ZMAA Ice Scheduler at least 72 hours in advance. This includes game slots and shared or ice max practice times.

Ensure the cancelling of referees/timekeepers for games is done in a timely manner by contacting the ZMAA Referee-In-Chief. If teams do not inform the Ice Scheduler and dead ice results, a team MAY lose their next scheduled practice. Dead ice will be tabulated at the end of each season and identified in the year-end financial reporting.

Encourage the team to actively participate in all team and organizational fundraising endeavors.

In the case of discipline of a player by a coach, a coach may elect not to play a player for not more than one game per occurrence. If the coach feels further discipline is required, the coach shall contact the

### **Coach**

Mentor, who shall bring the matter to the ZMAA Executive.

### **Trainer**

Attend trainer's meetings as required. There will be a mandatory trainers meeting prior to the season commencing or soon after.

The primary responsibility of Team Trainer, in accordance with HDCO instruction, is to ensure player safety during all hockey related activities, both on and off the ice.

All ZMAA Team Trainers shall ensure up to date certification with HDCO.

Furthermore, all Hockey Trainers should utilize a proactive, preventative approach to safety while being prepared to react in the event of accidents, injuries or medical emergencies.

As a Hockey Trainer and team official you must play a leadership role in implementing effective risk management programs with your own teams, enhancing the safety of players and all involved in amateur hockey.

The following are some responsibilities that the Hockey Trainer should assume:

- Implement an effective Risk Management program with your team that strives to prevent injuries and accidents before they happen.
- Assume a proactive role in identifying and minimizing or eliminating risks during all activities, and if ever in doubt, always err on the side of caution.

- Promote and reflect the values of Fair Play and strive to instill these values in all participants and others involved in minor hockey.
- Ensure that all players are provided with meaningful opportunities and enjoyable experiences free from physical and/or emotional maltreatment.
- Conduct regular checks of players' equipment to ensure proper fit, protective quality and maintenance, and advise players and parents regarding the selection or replacement of equipment.
- Promote proper conditioning, warm-up, and cool down techniques as effective methods of injury prevention.
- Maintain accurate medical information files on all players and team officials and bring these to all team activities.
- Maintain a Player Injury Log.
- Maintain a fully stocked First Aid Kit and bring it to all team activities.
- Implement an effective Emergency Action Plan with your team and practice it regularly to ensure all involved understand their roles and are prepared to act promptly when an incident occurs.
- Recognize life-threatening and significant injuries, and be prepared to deal with serious injury.
- Manage minor injuries according to basic injury management principles and refer players to medical professionals when necessary.
- Recognize injuries that require a player to be removed from action. Refer players to medical professionals and coordinate return to play.
- Promote a healthy lifestyle with all hockey participants by being a good role model and by educating participants regarding hygiene, performance-enhancing substances, drug and alcohol abuse, nutrition and hydration.
- Facilitate communication with players, coaches, parents, physicians, therapists, paramedical personnel, officials and other volunteers regarding safety, injury prevention and player's health status.
- Act as a Hockey Trainer for both your team and your opponents if only one Hockey Trainer is present.

### **Affiliated Players (AP)**

ZMAA fully supports the proper use of the affiliated player (AP) list. Players from a lower level team may be asked to affiliate with a higher team. All rules outlined by the ZMAA Constitution and the OMHA/WOAA must be strictly adhered to with regard to affiliated players. The affiliate program is an important part of developing player skills and **Coaches at all levels are strongly encouraged to support the use of affiliated players. Forms should be filled out and handed in to Secretary 72 hours before game time.**

The AP's primary coach must be in agreement with the player's usage. At no time is the coach wishing to use a lower category player permitted to speak directly to the player or his/her parent(s) without the consent of the coach of the player's primary team.

Coaches must contact Affiliated Player's Head Coach EACH time he intends to use this player. Coaches shall release all Affiliated Players to the requesting team provided it does not interfere with games or practices of the player's own team. Any dispute among the coaches regarding the application of the AP rules will be referred to the President for a final decision.

At no time is a player to play for another team if his/her own team has a conflicting game. An exception shall be if an opportunity presents for a player to play in a second round of play offs vs. an exhibition game. In support of the program, AP's should be given permission to attend practices and games as noted above.

### **Parent Liaison**

The Parent Liaison is appointed by the team's parent group. The Parent Liaison acts as a liaison between the coaching staff and a parent/group of parents. Should there be more than one individual wishing the position the team shall hold an election by secret ballot. The parent with the most votes is elected the Parent Liaison.

A Parent Liaison is responsible for acting as an unbiased liaison between the players, parents, Coaches and other team officials. Coaches contribute a great deal of time and energy to the team and should not be approached by players or parents with any issue(s) relating to the team and/or individual team member. All concerns should be addressed to the Parent Liaison who will work with the parties involved to resolve issues. Should the Parent Liaison be unable to resolve an issue, they will contact the ZMAA Executive for support if apparent/group of parents has a complaint which is minor in nature, they should follow the 24 hour rule. After waiting the 24 hours after the alleged incident, the concerned parent(s) are encouraged to contact the Parent Liaison to advise of the issues. If a suitable solution cannot be agreed upon or the complaint is of a more serious nature, the complaint should be put in writing and forwarded to the ZMAA President.

Complaints of abuse must be reported immediately to the ZMAA President and will be dealt with as per the OMHA Harassment and Abuse Complaint Procedure.

### **Team Manager**

All ZMAA Team Managers shall attend a MANDATORY meeting to review the Handbook and review ZMAA policies and expectations. Said meeting shall occur as quickly as possible after tryouts have concluded and bench staff determined.

The Team Manager is a central figure in creating the flow of communication – not only within the team (players, parents and coaches), but between the team and all support systems such as ZMAA Executive, league managers, other teams, referees and officials. The OMHA provides more detailed information about the roles and responsibilities of a manager which can be found at:

<http://www.omha.net/page/show/884934-team-managers>

The Team Manager is responsible for the general organization of the team and the overseeing of team funds and expenses. Parents and players are expected to assist the Team Manager on the successful running of the team, for example; staffing the gate during a game and participating in team and organizational fundraising initiatives.

## **TEAM FUNDS**

### **Tournament Funds**

ZMAA families may be requested to provide additional funds into their team account to cover expenses such as tournament fees, additional ice etc. These funds are not considered fundraising funds and should excess funds exist at the end of the season a majority vote at a parent meeting should decide how it is distributed. (ie. team party, return to families, purchase a gift for players or coaches).

**AS PER THE ZMAA CONSTITUTION TEAMS ARE NOT PERMITTED TO REQUEST FUNDS FROM PLAYERS FOR ANY ON ICE OR OFF ICE ACTIVITY (POWERSKATING, EXTRA ICE TIME, TOURNAMENTS, ETC...) WITHOUT THE COMMITMENT OF 66% OF PARENTS DURING A BLIND VOTE.**

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

**GATE FEES**

Each team is responsible to collect gate fees at every OMHA/WOAA home game including the playoffs. All gate money collected is the property of ZMAA and is used to offset the costs of referees and timekeepers for all teams. All games shall have an adult collecting gate fees at minimum one hour before the game time.

At the beginning of the season the ZMAA Treasurer shall provide the Team Manager with a folder containing all necessary financial documents for the gate including 5 season's passes that will be available for sale through each team's gate float. The ZMAA Treasurer shall deposit a \$200 gate float directly into the team cash box prior to the ZMAA ice contract commencing. It is the Team Managers responsibility to have funds available for the teams cash box float.

It is the Team Manager's responsibility to ensure that proper records of income and outflows with regard to the gate fees are kept. The ZMAA Treasurer shall provide a folder to the team Manager with all necessary documents prior to the season commencing.

If the gate balance begins to get low, please submit the Gate Cash Flow form(s) to the ZMAA Treasurer in order to receive additional funding via a top up deposited directly into the team account electronically.

All gate money shall be deposited into the ZMAA bank account no later than two weeks after the final home game.

Gate funds are to be used to pay referees and timekeepers. Payment schedules are found below can be found in gate manual.

### **Referee Pay Schedule**

Referee payments will be in accordance with current OMHA policy which is included within this manual for reference.

If a referee is traveling to cover a game, the OMHA mileage rate will be compensated. If a Referee is travelling to cover more than one game, they will only be paid mileage for the first game they are covering. The team running the gate for the first game will be responsible for paying the mileage.

### **Timekeepers**

Timekeepers must be a minimum of Peewee age. Team Managers will send out a timekeeper's schedule at the beginning of the season.

## **TEAM SCHEDULE**

Teams MUST notify the ice scheduler of all games, practices, tournaments and any other changes to their schedule.

### **Regular / Exhibition Games and Tournaments**

Regular scheduled games shall not be changed in order to play exhibition games for any reason.

Any team playing in an exhibition game must use an official game sheet and certified officials.

All ZMAA teams will be limited to entering three (3) tournaments throughout the season. A fourth tournament may be entered into with ZMAA Executive approval.

### **OMHA Playoffs and Playdowns**

Guidelines regarding support for travel for OMHA playoffs shall be referred to the ZMAA Constitution.

### **GOALIE EQUIPMENT**

ZMAA may provide goalie equipment for a ZMAA goaltender from Atom age and younger, if requested. At all times, the equipment remains the sole property of ZMAA. Once the hockey season has concluded, the equipment shall be returned to the ZMAA Equipment Manager forthwith. Upon request, all equipment must be immediately returned to ZMAA. Deliberate misuse of any equipment will result in a fine to the player equal to the replacement costs of the damaged equipment.

### **PLAYER EQUIPMENT**

All ZMAA players are expected to represent their team, ZMAA and their home community by wearing their Thunder branded clothing with pride.

It is the responsibility of the player and/or his parents to provide the necessary equipment required for the protection of the player during practices and games (skates, athletic support, pants, elbow pads, sticks etc.).

The only exception would be the following:

- game sweaters
- goalie protective equipment (trapper, blocker, leg pads, shoulder pads and belly pad) for Novice and Atom goalies only if requested

Fastened chin straps on helmets are required by all on-ice players and helpers for insurance purposes. There should be NO additional stickers or defacing of a helmet as this disrupts the integrity of the helmet.

It is mandatory that all players wear approved mouth guards as set out in the OMHA Mouth Guard policy and C.S.A. approved helmets with earpiece covers attached as set out in the OMHA Helmet Policy. Team Trainers shall ensure that each individual player's helmet has not expired.

Thunder branded game socks MUST be worn to all games. Game socks are available for purchase during tryouts at a cost of \$15 a pair. ZMAA socks are designed so that only one pair suffices for both home and away game socks. If socks are required during the season the ZMAA Equipment Manager can be contacted by e-mail. Executive contact information available at

<https://zurichminorhockey.ca/Staff/1003/>

It is expected that all ZMAA players wear a black helmet, black gloves, black pants and Thunder approved game socks.

## **TEAM JERSEYS**

Please use the utmost care with team jerseys, as sponsors have made significant financial contributions and jerseys are expected to remain in excellent condition for a minimum of four (4) years.

Each team shall appoint one or two parents to care for and clean a team set of jerseys for the season.

Jerseys shall be maintained as a team set, and NOT be given to players to house in their personal hockey bags, or taken home.

Once the season has concluded a team representative shall return both home and away jersey sets to the Equipment Manager. All jerseys shall be washed and name bars removed prior to their return.

## **RESPECT IN SPORT**

ZMAA is responsible for implementing these mandated requirements as established by the OMHA.

The Respect in Sport (RIS) Parent Program is a proactive educational program that empowers parents with the tools to ensure the game is enjoyable and respectful for themselves, their children and all other stakeholders in the game. This portion of the program is only one of the three pillars of our respect platform.

At least one parent or guardian of each player registered in the OMHA will be required to complete the online Respect in Sport Parent Education Program as a condition of their child's participation. Failure of a parent or guardian to complete this program will prevent your child from participating in ZMAA, as they will not be approved on their team's roster. Proof of completion of the course must be submitted to the Director of Registration prior to fall try-outs. All supporting documentation shall be submitted prior to a player participating in the ZMAA hockey school or tryouts, whichever comes first.

ZMAA would encourage participants to complete this training prior to registration and be able to provide hard copy certification of successful completion at this time. This would support a seamless registration process. The Respect in Sport Parent Program can be found on the OMHA website. Click the 'players' drop down tab on the OMHA homepage, select parent's page. There you will find more in depth information on the program and a link "register for the RIS on-line program" which will allow you to complete the program.

Please ensure that you provide feedback as requested upon completion of the program.

Parents are responsible for the online cost for the Respect in Sport certification.

The Respect in Sport Activity Leader Program is currently a condition of participation for all Team Officials (Bench Staff) and will be a requirement for all on-ice volunteers and all on-ice referees (aged 16 and above).

# ICE SCHEDULE

ZMAA is committed to ensuring that all players receive relatively equal ice time at each age level.

Over the course of their minor hockey experience with ZMAA, all players will have received a relatively equal ice allotment. ZMAA is also committed to reducing costs while at the same time gaining as much ice time as possible for our players.

Each ZMAA team shall average a minimum of two scheduled ice times per week over the regular season which will include shared ice practice times, ice max times, or game slot times. Exceptions do occur during holidays and when special events affect the ZMAA ice contract with the Municipality. ZMAA reserves the right to remove a team's ice time if it is not being utilized to its full extent.

In order to be cost effective and maximize ice usage ZMAA shall adopt the recommendations set out by Hockey Canada for "shared" ice practices and/or "ice max" practices. On-ice coaches and staff are expected to be respectful during shared practices and vacate the ice at their specified time.

Ice Max Scheduling is where team A receives 1/2 an hour of full ice then team B comes on the ice. Team A leaves after the additional half hour. Team B completes the practice in 1/2 hour. Flood occurs. This allows 2 teams to practice in 1-1/2 hours.

Should a Head Coach decide to forgo their regularly scheduled ice time to participate in an out of town event, ie. Exhibition game and have the ZMAA ice sit empty, said team may be charged the cost of their usage and made payable to ZMAA. Options are available for coaching staff to switch practices, with notice being provided to the ZMAA Ice Scheduler.

All Coaches are required to give the Ice Scheduler 72 hours' notice if they are not able to use their scheduled ice time.

ZMAA teams will follow the OMHA Policy in regards to length of games played within the specified game slot time available.

Where there are back to back games with floods between periods. There will be no flood after the 1st game. Coaches please have your teams ready to go on the ice. In the 2nd game the flood will occur after the 1<sup>st</sup> period. Coaches also have the option of deciding to forgo a flood during a game and instead use a 2-3 minute rest period.



## **HALF-ICE PRACTICES – from HOCKEY CANADA**

The most common complaint heard in discussions concerning minor hockey is, “There just isn’t enough ice time”. This complaint is voiced by administrators, coaches, parents and players alike.

It seems, however, that when we compare the number of ice facilities that we have in Canada versus other traditional hockey playing nations it is apparent that this complaint is not necessarily valid.

Our challenge is that we have large numbers of users, including those who either are not hockey players or are not under the jurisdiction of the minor hockey association. Obviously we need to become much more innovative in our approach to the whole subject of ice utilization.

The Open Ice Summit discussed several issues that have direct relevance to the subject of practice planning including skill development, practice to game ratio, creativity and thinking skills.

Without risking opportunities for our youth to play the game, the challenge is to come up with alternatives to the usual practice / game structure, used by a majority of our minor hockey associations, which will develop skill our players need and allow them to practice more often. In order to do this, can each practice be shorter and still be effective? What can we do off the ice to compliment on-ice

activities, including skill development, in order to make the on-ice practice more efficient? Can our coaches learn to be more organized and prepared as well as plan better in order to improve practices? What can we do to change the connotation that practice is boring and a necessary evil? Can practice be less structured and still effective? Can half-ice practices have a positive impact or are they a waste?

What about shared or combined practices? The answers to these questions are definitely positive, as coaches we can implement all of the above ideas to improve player develop, the next step involves implementation. The following are examples of modified practices that provide a great opportunity for skill development:

- 1.Practice two teams together. Treat the players as one big group as in a hockey school, with 30+ kids and 6–8 coaches the ice time can be run very efficiently.

- 2.Invite another team to your full ice practice and vice versa, that way you get more ice time, but no extra cost. Realistically, professional NHL or Junior A teams run practices with 23 – 25 players every day, and they are a lot bigger and take up more room than minor hockey players.

- 3.Practice together for half the practice and then utilize half ice after that. It is a great way to get full ice skating drills in if you need.

- 4.Ice – Max . This system works by having one team come on the ice by themselves for half an hour having full ice. Then a second team comes on the ice for the second half an hour, thus sharing the ice for the second half hour. Then the first team leaves after the half hour of shared, giving the second team full ice for their second half hour. This enables two teams to utilize 1.5 hours instead of the traditional 2 hours, which over the course of a day or evening, more ice is available.

- 5.Go watch Midget AAA, Junior or Pro teams warm up before a game. The two full teams (18 players) on the ice are basically doing two half ice practices. You will see lots of good drills and get some good ideas.

- 6.Develop practices that teach skills through small area games. These games promote fun and skills develop as each player is given ample opportunity to skate, shoot, pass, handle the puck, check and score. Rule modifications can be made depending on what the coach wants to teach, including individual skills and tactics where players are forced into situations that build read-react abilities (hockey sense). Best of all small area games put players into situations that they cannot handle and creates a real “need to know” mentality amongst them (I need to get better at that, how can I ...). Skill and tactical drills that address deficiencies then become an easy sell – they have relevance for the players and they buy in.

Remember REDUCE THE SPACE, INCREASE THE PACE!

Hockey Canada now has available through Breakaway a half ice / share ice manual. To order your copy call 1- 800-667-2242 or go to [www.hockeycanada.ca](http://www.hockeycanada.ca) Author Dean McIntosh, Manager of Coaching, Hockey Canada.

## **FAQ: Ice Scheduling**

### ***What happens if a coach needs to cancel a game or practice?***

Schedule changes can be made by coaches after the schedule is published to our website, keeping in mind the overall goal is to use all our ice - ice shouldn't sit empty (i.e. don't "burn" ice).

The process to initiate a change is for the coach (or other designate) of the team wanting to make the change (Team A) to contact our other teams and see if anyone is willing to switch ice times with Team A or take the practice off their hands. If Team A can arrange a switch of ice times with one of our other teams or get another team (Team B) to take the slot all that's needed is an email message to the Ice Scheduler from each of the teams involved and the change will be made on the website.

### ***Why have we moved to the shared ice format?***

In the past teams, often during full ice practices, teams used half the ice for some or a large portion of their practice. It didn't matter whether the team was Novice through to Midget there were practices that were in effect run as half ice practices. This isn't necessarily a bad practice as confined space practices (i.e. half ice practices) most mimic game situations and prepare players for games. However, maximizing the ice must still be a priority.

In recent years Hockey Schools and Power Skating sessions that many of our players attend, are executed with good tempo, variety and with more than 30 students on the ice. These schools have received positive feedback, good attendance and at a relatively comparable cost to Minor Hockey fees. Ultimately shared ice is going to be part of the "new way" hockey and ice management that is already prevalent in larger centers. We recognize this is new thinking, and coaches need to be supported through this change. We must better educate, listen and work with the membership to find the right balance of shared and individual ice to maximize learning.

### ***What are some of the goals for on ice practices that are hoped to be accomplished from the shared ice format?***

Many practices this season will be shared-ice. In the past "shared ice" has meant Team 1 at one end and Team 2 at the other end. We would like to discourage an "us" and "them" way of thinking; the sole focus is developing skills and making it fun. The majority of practices could be set up with multiple skill stations across the whole ice, maybe a small area game at one end and players rotating through stations having exposure to both teams' coaches and both teams' players. This will allow all the skaters to take advantage of the knowledge and skill of all coaches on the ice and an equal opportunity for development. The mandate of the coaches is to improve the skill level of all players and share his/her knowledge with players. We hope to increase the amount of time players get to be on the ice, and allow players to become more skilled through increased ice time.

### ***What are the benefits of shared ice to our organization, and to our players?***

The cost of ice, fees, and expenses around the sport we love will continue to climb. For minor hockey working at keeping the sport affordable to as many people in our community as possible is important. Shared ice gives our players more practice ice time without increasing our ice costs. As the hourly ice cost for ice continues to increase our coaches will be skilled in shared ice practices enabling the association to maintain affordability while improving/maintaining the competitiveness of our teams. Shared ice brings the focus of practice back to teaching skills, not teaching schemes/plays/breakouts/offside. Systems practices do have a place, but often these types of practices leave players watching or waiting to participate.

Shared ice gives players access to a larger variety of coaches and experiences. As many as 8 coaches can be on the ice, to help spot areas for player improvement and to create a unique learning experience. Shared ice practices allow coaches of Local and Rep levels to create common goals and teachings. This allows

players to better adapt from team to team, year to year with common learning terms, association goals, and skill development.

***What is ZMAA doing to help coaches learn new coaching skills for half ice practices?***

We have a copy of a half ice/shared ice manual produced by Hockey Canada specifically for half ice practices. Emails will be sent with links to half ice drills, videos and updated information on the ZMAA website with links to training and drills will be available. Communication is key, and we will continue to listen. Any comments or suggestions regarding ice and half-ice practices can be sent in writing to the executive. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/>

## FUNDRAISING

From time to time, parents and players will be expected to make contributions to meet team and organizational expenses through fundraising efforts. During all fundraising initiatives ZMAA members have a responsibility to project a positive image of their team, ZMAA, our community and minor hockey. At all times a ZMAA member's conduct and appearance must be above reproach.

### ORGANIZATION FUNDRAISING

It is our policy to provide fundraising opportunities for our membership to assist in the expense of participation in hockey. Suggestions for organizational fundraising opportunities can be directed to the Executive. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/> Information on organizational fundraising will be provided during the season and communication to the membership shall be made via the ZMAA website and the Team Managers.

ZMAA will work with local businesses for sponsorships and to arrange organization-wide fundraising events which will benefit all members. **All ZMAA families are encouraged to actively participate in organization- wide fundraising efforts.**

### TEAM FUNDRAISING

ZMAA teams shall be able to fundraise the expenses of extra ice, off ice conditioning, tournament fees, year- end gifts for players/coaches, hotel hospitality suite and any other team venture as agreed upon by 66% of the team and with the approval of the ZMAA Executive. **All fundraising proposals MUST be approved in advance by the Executive.** All receipts for said expenses MUST be submitted along with a year-end financial summary to the ZMAA Treasurer.

Fundraising that exceeds the teams expenses shall be returned to ZMAA. ZMAA teams are welcomed to fundraise for, or be actively involved in other non-profit ventures/fundraising efforts however must first notify the Executive of their intentions.

Teams MUST be actively supporting organization fundraising first and foremost. Failure to do so will mean not receiving approval for any team fundraising.

All financial records must be made available upon request to the ZMAA Executive.

All fundraising programs must be well supervised with an **emphasis on team building**. Fundraising should not be initiated if it provides financial benefit to any of the team officials or their immediate family. Should a team participate in a fundraising initiative that is not approved by the ZMAA Executive all revenues associated with that event must be returned to ZMAA to be used on an organizational-wide basis.

Due to lottery licensing fees and reporting requirements it is not feasible for ZMAA or any teams to hold 50/50 draws during games or at any other time. Please do not set up these draws as the team will be responsible for any fines incurred by ZMAA resulting from the sale of 50/50 tickets at their games.

Teams are not to approach local businesses for support with fundraising activities. Our local businesses already provide a great deal of financial support to our organization.

Team fundraising will not be approved that infringes on the traditional fundraising efforts of other service organizations within our community or ZMAA organizational fundraising.

Examples of an individual team fundraising event that would be considered by the Executive include car washes, bottle drives, raking leaves, shovelling snow, a dance (no alcoholic beverages may be served), etc.

Think outside the box and try to focus on events that require participation of the players rather than the parents.

To obtain approval for a team fundraising initiative the following process applies:

- A parent meeting must be held to approve the fundraising event with a blind vote resulting in a 66% team majority.
- A letter must be submitted to the Executive. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/> The letter is to include details of the planned fundraiser, the amount the team hopes to raise and the intended use of the funds.
- The Executive will review the request at their next scheduled meeting. Team officials are strongly encouraged to attend the first 15 minutes of the meeting to provide additional information about the planned event.
- If approval is forthcoming, the Team Manager must submit a financial report to the Treasurer within 15 days of the events completion disclosing the amount raised and the expenses incurred (please provide receipts).

### **ZMAA LOGO AND TRADEMARK**

The ZMAA logo, letterhead may NOT be used in any capacity without the written consent of ZMAA Executive. Only the Executive Equipment Manager is approved to organization distribution of Thunder branded merchandise.

## **AWARDS AND BANQUETS**

### **BANQUETS**

ZMAA hosts one award banquet during mid-April to celebrate and honour the successes of ZMAA players and volunteers.

Teams are NOT to hand out year-end gifts to players at the banquet but instead are encouraged to have a year-end get together to distribute any parting gifts. Team jerseys are not to be handed in at the banquet but must be done by contacting the Equipment Manager to arrange a time.

### **ZMAA TEAM AWARDS**

Each team will hand out three (3) Esso Medals of Achievement to members of their team: Most Sportsmanlike, Most Dedicated and Most Improved.

# PLAYER SAFETY

## CONCUSSION MANAGEMENT

Bantam and Midget players are encouraged take part in baseline concussion management testing. Younger teams will have access and may use this service at their discretion. A list of available baseline resources will be made available to Team Trainers.

Click here to obtain the pocket SCAT: [http://www.cmrg.ca/downloadable\\_PDFs/Pocket\\_SCAT\\_2.pdf](http://www.cmrg.ca/downloadable_PDFs/Pocket_SCAT_2.pdf)

**IMPORTANT: IF THE PLAYER, PARENT(S) OR THE TEAM TRAINER HAS ANY HEALTH CONCERNS, OR IF HEAD INJURY IS SUSPECTED, OR HEAD INJURY SYMPTOMS DEVELOP OR WORSEN, PLEASE PROCEED TO YOUR NEAREST EMERGENCY DEPARTMENT IMMEDIATELY.**

### *What to do...*

**If at any time, you or your child experience symptoms including repeated vomiting, confusion, disorientation, escalating headache or repeated loss of consciousness or fainting go directly to the Emergency Department. If you are at all concerned please see your family doctor or go to Emergency at any time during these steps.**

**Step 1:** Rest. Rest. Rest. Just like any other injury your brain needs time to rest. That means no school, no intense video games, no reading, no homework, and no activity until all the symptoms are gone.

**Step 2:** You can now start some reading, and then try school and very light activity, like a walk or playing some video games. If you get your symptoms back go back to step one. Continue this for at least 2 to 3 days before moving to step 3.

**Step 3:** Back to School full time, increase your activity level at home, bike riding, can try recess and if going well can then move on to non-contact gym activities. You cannot step on the ice until you have seen one of the doctors and have had your post-concussion assessment. If step 3 is going well, you can make an appointment for this assessment. If you get recurrence of symptoms you go back to step 2 and stay home from school for another day or 2. For those who are interested this is the time should consider consulting a medical professional regarding your symptoms.

### ***How to get your appointment for a retest/return to play.***

Call the Maitland Family Health Team at 519-524-6060 and explain you need a concussion appointment follow up. The reception will take your information and will get back to you either that day or the next day with a follow up appointment.

At that appointment you may be doing the ImPACT test again, plus seeing one of the doctors and either getting the ok to try a skate/non-contact practice or a return appointment for retesting in another week or so. The appointment may take 60-70 minutes.

**If step one is progressing longer than 7 days follow up with your family doctor.**

**Step 4:** You are allowed to try a skate, and then some skating drills on the ice. You are not to have a stick. You are not to do any body contact drills, scrimmage or things that might involve something other than air touching your head, body or helmet. If that skating goes well you can move to step 5. If you get symptoms, stop and wait a week to try again. If symptoms recur see your family doctor.

**Step 5:** Full practice and scrimmage. If this goes well you are ok to play.

## **FAIR PLAY POLICY**

ZMAA's Fair Play Policy is intended to promote a culture of safety and respect by establishing a standard of acceptable behaviour for the ZMAA Executive, Coaches, Players, Parents (Spectators) and Officials during any and all participation in the ZMAA program.

In order to promote the safety and wellbeing of all children participating in the ZMAA program, all Coaches Trainers and Team Officials are required to obtain a Cleared Child Protection Record Check every three years in addition to the Certificate of Conduct. It is the responsibility of all Team Officials to notify ZMAA if any changes in their status arise during this 3 year period.

All ZMAA Members are reminded that hockey is a TEAM SPORT. One of the greatest life skills our children can learn from this experience is the ability to operate as a positive team member.

### **FAIR PLAY PROGRAM**

The Fair Play Program will:

- Make all individuals aware that participating in the ZMAA program is a privilege, not a right.
- Outline a clear set of expectations and guidelines that everyone can follow.
- Promote and develop a positive set of values for Coaches, Players, Parents and Officials.
- Develop a guide for the ZMAA Executive to follow in settling issues in addition to the existing OMHA and ZMAA rules, regulations and objectives.

### ***5 Basic Principles of Fair Play***

1. Respect the Rules
2. Respect the Players and the Parents
3. Respect the Coaches and the Officials and their decisions.
4. Allow everyone to participate.
5. Maintain your self-control at all times.

### ***Positives of the Fair Play Program***

- Increased SAFETY and RESPECT on and off the ice
- Foster team unity
- Encourage appropriate spectator behaviour
- Decrease the "win at all costs" attitude
- Participants take more responsibility for their actions
- Increase in sportsmanship
- Parents become promoters of positive attitudes
- Provide fair ice time for all Players
- New participants are drawn to the game of hockey by the positive aspects of Fair Play
- Refocus of the intent of minor hockey as a positive recreational program for many young players and other participants.

## **FAIR PLAY CODES OF CONDUCT**

### ***Players***

All ZMAA players are ambassadors of ZMAA, the community of Zurich and their teams. All players must understand that minor hockey is a recreational activity. ZMAA encourages all players to be as competitive as possible while playing within the rules of the game. All ZMAA players must maintain SAFETY and RESPECT during all hockey activities.

Players agree to abide by the following Fair Play code:

- 1.I WILL play hockey because I want to, not just because my parents or Coaches want me to.
- 2.I WILL play by the rules of hockey and in the spirit of the game.
- 3.I WILL control my temper. Fighting or verbal abuse can spoil the activity for everyone.
- 4.I WILL respect my opponents.
- 5.I WILL do my best to be a true team player supporting the efforts of my team-mates at all times.
- 6.I WILL remember that winning isn't everything. Having fun, improving skills making friends and doing my best are also important.
- 7.I WILL acknowledge all good plays and performances, both of my team and my opponents.
- 8.I WILL remember that the Coaches and Officials are there to help me. I will accept their decisions and show them respect

### ***Parents, Guardians and Spectators***

Parents/ Guardians are role models for all of the players on the ice. Parents and other spectators must understand that minor hockey is a recreational activity. The Players are on the ice because you, as a parent/guardian paid for your child to participate in a minor hockey program and your child enjoys playing the game.

#### **DON'T IMPOSE ADULT EXPECTATIONS ONTO THE PLAYERS. BE POSITIVE AND SUPPORTIVE TO ALL PLAYERS.**

Please note: While it is the policy of ZMAA that all players are to receive relatively equal ice-time over the course of the season, parents are not to take a stop-watch approach to determining the ice-time of each player on their child's team. It is unrealistic to expect coaches to maintain equality to that level of exactness. Only large discrepancies in ice-time will be addressed.

Parents agree to abide by the following Fair Play Code:

- 1.I WILL NOT force my child to play hockey
- 2.I WILL remember that my child plays hockey for his or her enjoyment, not mine.
- 3.I WILL encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- 4.I WILL teach my child that doing their best is as important as winning, so that my child will never feel defeated by the outcome of a game.
- 5.I WILL make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 6.I WILL NEVER ridicule or yell at my child for making a mistake or losing a game.
- 7.I WILL remember that children learn best by example. I will acknowledge good plays and performances by both my child's team and their opponents.
- 8.I WILL NEVER question the official's judgment or honesty in the public forum.
- 9.I WILL support all efforts to remove verbal and physical abuse from minor hockey games.
- 10.I WILL respect and show appreciation for the volunteer Coaches who give their time to coach hockey for my child.

### ***Coaches***

All ZMAA Coaches are role models for the players they have been selected to coach. Coaches are also ambassadors for ZMAA, the community of Zurich and their teams. All coaches must understand that our minor hockey program is a recreational activity.

ZMAA expects all coaches to be as competitive as possible while playing within the rules of the game. The primary focus of any ZMAA Coach must be ensuring that all their players have FUN and that all players are given an equal opportunity to contribute to the team's efforts. Coaches must encourage and foster SAFETY and RESPECT during all hockey activities.

No matter how important a game seems to be at the time, Coaches are expected to treat all participants with respect. At all times it is expected that ZMAA Coaches will demonstrate self-control to their players and use appropriate communications skills. As a coach you must also demonstrate respect for the opposing team, the Officials and their decisions. Remember, in many cases, the Officials are also learning their game.



## **HOCKEY IS A TEAM SPORT**

ZMAA expects you to utilize all your players during every game and that each player will receive relatively fair ice time. Regardless of how important a game is, all players need to experience playing in pressure situations. Your main goal is to ensure your players have fun, remain competitive, maintain their love for the game of hockey and learn positive teamwork.

ZMAA Coaches agree to abide by the following Fair Play code:

- 1.I WILL be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- 2.I WILL ensure that all players get equal instruction, support and playing time
- 3.I WILL NOT ridicule or yell at players for making mistakes or for performing poorly
- 4.I WILL remember that players play to have fun and must be encouraged to have confidence in themselves and their abilities
- 5.I WILL teach my players to play fairly and to respect the rules, Officials, team-mates, spectators and their opponents
- 6.I WILL act as a mature role model, providing positive reinforcement and recommendations to players to improve their skill level
- 7.I UNDERSTAND that the needs of my players come first, not the needs of other Coaches or parents.
- 8.I WILL emphasize teamwork, and attempt to build a love for the game in our players
- 9.I WILL respect other Coaches within our system and work with them to ensure maximum benefit to players
- 10.I UNDERSTAND that fun, fair play, teamwork, skill development, love of hockey and winning is the philosophy of each team, and is to be taught in this order.
- 11.I UNDERSTAND that school takes precedence over hockey.

All questions regarding this Fair Play Policy should be directed to the ZMAA Executive. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/> All concerns or breaches of this Fair Play Policy should be directed to your teams Parent Liaison using proper protocol.

## **DISCIPLINE, HARASSMENT AND ABUSE POLICIES**

ZMAA will strictly adhere to the policies put into place by Hockey Canada with respect to harassment and abuse. To view the policy, please visit the Hockey Canada website at: [www.hockeycanada.ca](http://www.hockeycanada.ca). It is the responsibility of all ZMAA members to ensure the safety of all ZMAA players. Should any member wish to report an incident of harassment, abuse and/or violation of the ZMAA Code-of-Conduct they may do so by filling out an **Incident Report Form** which can be downloaded from the website at: [www.zurichminorhockey.ca](http://www.zurichminorhockey.ca). under the online library, under the heading "Forms and Applications". All reports must be signed and submitted to the ZMAA President. Executive contact information available at <https://zurichminorhockey.ca/Staff/1003/>. The ZMAA Executive will treat all reports and investigations with the utmost confidentiality.

### **HOCKEY COMMITTEE**

Each year the ZMAA Executive shall appoint a Hockey Committee. The Hockey Committee will present their recommendations to the ZMAA Executive. Any person wishing to suggest an amendment to the policies and procedures shall submit such proposed amendment, in writing to: The Hockey Committee shall review such request and shall forward same to the ZMAA Executive together with a report (whether verbal or written) indicating whether the Hockey Committee supports such amendment. The ZMAA Executive shall consider such proposed amendment at its next regularly scheduled meeting and shall invite the person proposing such amendment, to speak in favor of such amendment at such meeting. Any policy contained in this manual may be varied by the ZMAA Executive by a simple majority vote, at any regularly scheduled meeting of the ZMAA Executive. The Hockey Committee shall publish an updated on-line Policy and Procedures Manual, available for inspection by any member of the Association.

The Hockey Committee shall consist of the ZMAA President (or his/her designate) and two other persons (either Executive members OR members in good standing) chosen by the President who are in no way related to the grievance matter or having a conflict of interest. The two additional persons shall be approved by the ZMAA Executive.

All grievances shall be in writing, signed and delivered to the ZMAA President as soon as possible after the events giving rise to such grievances. The complainant must state in the written complaint whether the complainant wishes to appear before the Committee. The Committee will review the complaint as soon as possible and, if the complaint is about an individual, coach or committee, the Committee shall call on that individual or the members of that committee for a response.

The Committee shall provide a response to all complaints within two weeks of the meeting(s), while attempting to mediate any interpersonal disputes as soon as possible. The decision of the Hockey Committee shall be by way of recommendation only. Any person dissatisfied with the recommendation of the Hockey Committee may appeal such recommendation to the Executive in writing.

If a recommendation is appealed to the Executive, any members of the Executive who are also members of the Grievance Committee shall be entitled to vote, however if the recommendation appealed relates to any other committee of the association, any member of the Executive who is a member of that committee or an executive member directly shall not be entitled to vote regarding such recommendation.

### **DISCIPLINE and ETHICS COMMITTEE**

Generally, Ontario Minor Hockey Association rules dictate the penalties and suspensions which may be levied against a player or Team Official for conduct on, or off, the ice. However, some types of conduct, whether on or off the ice, may warrant additional discipline or suspension. All OMHA penalties and suspensions shall be considered to be minimum penalties, and any penalty set out in this policy will be in addition to such penalty.

The Executive shall establish a Discipline and Ethics Committee consisting of the Vice-President (or his/her designate) and two other members and shall be assigned on an as needed basis. The Discipline and Ethics Committee may suspend a team official, player or any association member, for any actions deemed "conduct unbecoming to the Association". A determination of whether "conduct unbecoming to the Association" has occurred, shall be at the discretion of the Discipline and Ethics Committee. The Discipline and Ethics Committee shall determine the length of the suspension up to and including an indefinite suspension of the player, team official or association member. If a team official is suspended by the Discipline and Ethics Committee, the Executive may name a team official to take the place of the suspended official for the duration of the suspension.

Any team official, player or association member may appeal any suspension levied by the Discipline Committee, in writing, to the Executive, which shall hear such appeal as soon as a quorum can be established. During the period in which such appeal is pending, the persons appealing shall be permitted to continue unless subject to any suspension which may have been levied by a game official or the OMHA. The ZMAA Executive shall have the power to vary the Discipline and Ethics Committee suspension by increasing, decreasing, or overturning such suspension.

In any situation where a player is believed by the members of the Discipline and Ethics Committee to constitute a risk to himself or herself, other players, game officials or team officials, the Discipline and Ethics Committee may request that the Executive suspend such player for an indefinite period of time until that player is able to present to the Executive evidence that the player no longer presents such a danger. Such evidence may be in the form of medical or psychological evidence, or proof that the player has taken steps to deal with anger management as may be deemed advisable by the Executive.

If an indefinite player suspension occurs less than one-half way through the regular season of the team on which the player played (i.e. prior to December 15), the player or the player's parents shall be entitled to request that the player be deleted from the roster of such team and ZMAA will refund the player's registration fee according to the cancellation policy.

### **Conduct**

**Profanity, abusive language and un-sportsman like behaviour will not be tolerated. Players, parents or team officials guilty of this practice will be subject to suspension.**

**All team players and officials guilty of unbecoming conduct and/or causing of damage to arenas may be barred from further competition and may be assessed a fine equal to the amount of damage caused.**

**ZMAA will follow the guidelines of the O.M.H.A. Harassment and Abuse Policy.**

**The use of alcohol and/or narcotics by players and/or team officials prior to or during any unlicensed ZMAA sanctioned event is strictly forbidden and will be cause for immediate suspension and may result in termination.**

### **Complaints**

(a) A person who thinks he or she has been subjected to conduct which constitutes harassment, abuse, or misconduct under this policy (the "Complainant") is encouraged to make it known to the person responsible for the conduct (the "Respondent") that the behaviour is unwelcome, offensive, and contrary to this policy.

If confronting the Respondent is not possible, or if after confronting the Respondent the conduct continues, the Complainant should take the issue to a team official. All avenues of resolution should be exhausted in an effort to resolve said issue. Failing a resolution, the issue should be taken to the appropriate convenor for advice.

(b) Upon receiving the complaint, the President shall obtain from the Complainant a statement in writing outlining the details of the incident(s) and the names of any witnesses. The statement should be dated and signed by the Complainant.

- (c) The President will give a copy of the written complaint to the Respondent. Included with the written complaint a copy of this policy and a notice that the Respondent has the right to be represented by any person of choice at any stage of the process when the Respondent is required or entitled to be present.
- (d) The Respondent will provide a written response to the President within ten (10) days of receiving the written complaint. If there are special circumstances, the President may extend the time for response.
- (e) The President will receive and clarify the response from the Respondent.
- (f) Within thirty (30) days of receiving the initial written complaint, the President shall conduct an investigation and prepare a written Investigation Report.
- (g) All investigations stemming from this complaint shall follow the principle of natural justice, which states that:
  - Everyone has the right to a fair hearing in the course of determining whether an infraction has been committed;
  - The issues should be clearly and concisely stated so that the accused is aware of the essentials of the complaint;
  - The accused has a right to have a representative present his or her case;
  - Relevant information must be available to all parties;
  - The accused has the right to call and cross-examine witnesses;
  - The accused has the right to a written decision following the judgement;
  - The accused has the right to appeal a decision (if there are grounds);
  - The decision-maker has a duty to listen fairly to both sides and to reach a decision untainted by bias.
- (h) The Investigation Report from the President should contain: A summary of the relevant facts;

A determination as to whether the acts in question constitute harassment, abuse, or misconduct as defined in this policy;

If the act(s) constitute harassment, abuse, or misconduct, a recommended disciplinary action against the Respondent.

- (i) When recommending disciplinary action to be taken, the President shall consider factors such as: The nature of the harassment, abuse, or misconduct;

Whether there was any physical contact involved;

Whether the harassment, abuse, or misconduct was an isolated incident or part of an ongoing pattern;

The nature of the relationship between the Complainant and the Respondent;

The relative age of the Complainant and/or Respondent;

Whether the Respondent had been involved in previous harassment, abuse, or misconduct incidents;

Whether the Respondent retaliated against the Complainant.

- (j) On completion of the report, the President shall forward a copy of the Investigation Report to the Complainant, the Respondent, and the ZMAA Executive.

- (k) After considering the Investigation Report, the Executive shall:

Make a determination as to whether the Respondent has engaged in conduct constituting harassment;

and If the Executive determines that Respondent has engaged in conduct constituting harassment, order such disciplinary action to be taken against the Respondent as is appropriate in the circumstances.

- (l) When imposing disciplinary action against the Respondent, the Executive may impose such disciplinary action as it considers appropriate in the circumstances which may include, but is not limited to:

A verbal apology; A written apology;

A letter of reprimand from the sport organization; A fine or levy;

Referral to counselling;  
Sensitivity training in harassment issues;  
Removal of certain privileges of membership or employment; Demotion;  
Temporary suspension;  
Termination of employment of contract; Expulsion from membership.  
(m) The Executive shall, not more than ten (10) days after it makes its decision, send a notice to the Complainant and the Respondent.

### ***Discipline***

a) Any association member, executive committee member, board member, committee member, coach, manager, trainer or player shall be subject to:

Suspension from the Association's activities if he/she contravenes in any way the Constitution, Rules, Regulations or Policies of ZMAA;

Disciplinary action and/or suspension for conduct not befitting the intent or objectives of ZMAA.

Disciplinary action(s) and/or suspension(s) will be administered or approved by the Discipline and Ethics Committee.

b) Any member of ZMAA, coach, manager, trainer or player who deliberately damages or defaces facilities used by, or equipment of ZMAA shall forthwith be suspended from ZMAA until the cost of repair or replacement of the damage equipment has been paid in full.

c) 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 and Ethics Committee.

d) The use of alcohol and/or drugs in contravention of ZMAA policy by any member of ZMAA will not be tolerated and may lead to suspension without refund (where applicable) for the balance of the season.

e) Any coach who deems disciplinary action to be necessary against a player on his/her team must institute the use of an approved Progressive Discipline plan.

f) If a coach decides that circumstances warrant immediate suspension (disciplinary problem of a violent or drug/alcohol nature) then suspension may be immediate. Notification of suspension must be communicated to the VP of Travel Hockey in accordance with Regulation 10 n).

g) Any player who willfully plays, or any coach or manager who allow a player to play, who is found to be ineligible shall be subject to disciplinary action and/or suspension.

h) Smoking is prohibited on the bench and in the dressing rooms. Disregarding the By-Law is grounds for disciplinary action.

i) Situations arising during the season that are not covered under the rules will be referred to the Discipline and Ethics Committee for a recommendation, to be presented to the Executive for approval. That ruling will stand for the season and be referred to the Executive for the future.

j) No team may appeal the game as a result of any decision made under the above ruling.

k) Any rule changes affecting OMHA, Alliance or WOAA teams made by those bodies before or during the season will be in force immediately.

l) All incidents must be submitted to the Vice President within 24 hours. The Disciplinary and Ethics Committee shall convene and render a recommendation in an expedient manner. If a member of the disciplinary committee cannot attend an emergency meeting, then another Executive member shall stand in their place as long as they do not have a conflict with the team in question. The recommendation will be referral to the Executive for approval

### ***Sanctions and Suspensions***

**Executive powers regarding sanctions:** The President or a Vice President, in consultation with at least two (2) members of the Executive committee, shall have the authority to suspend, expel, discipline or reprimand any affiliated team, coach, player and team official, parent, or volunteer which is a member of the association.

**Sanctions:** After being notified of a particular incident of unsportsmanlike or inappropriate behaviour that contravenes one or more of the Codes of Conduct, the Discipline and Suspension Committee will decide on the level and kind of sanction that will be applied, depending on the severity of the infraction, the kind and level of harm or injury done, whether it is the first time the individual or team has behaved this way, etc.

Any member of ZMAA, coach, manager, trainer, player, parent or Official who deliberately damages or defaces facilities used by, or equipment of ZMAA shall forthwith be suspended from ZMAA until the costs of repair or replacement of the damage 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 and Ethics Committee.

The use of alcohol and/or drugs is strictly prohibited by any member of ZMAA and may lead to suspension without refund for the balance of the season.

#### **Sanction Action Levels**

**Level One:** A warning (verbal or written) will be sent or communicated to the individual(s) involved by the respective Vice-President, possibly to team(s); clearly stating that the behavior displayed is unacceptable, warning of consequences if it is repeated;

**Level Two:** Warning letter prepared by the respective Vice-President, specific sanction relevant to individual(s) involved - e.g., suspension from one (or more) game(s) if player(s), coach(s), trainer(s) involved; parent(s) barred from attending one (or more) game(s); specific level of sanction to be determined by Executive Committee based on how serious incident was, whether it is the first time it has occurred, etc.

**Level Three:** Formal disciplinary process invoked; association to follow league disciplinary processes as appropriate if player, coach, trainer, official involved; if parent involved, follow disciplinary process established by association. Sanctions could include banning from arena, barring registration or participation for part of season, all of season.

**Level Four:** Police called (possibly child protection authorities as well). Association would suspend the individual(s) involved in such an incident, pending decisions made by police/child protection authorities. If charges were laid, individual(s) would be suspended pending the disposition of the charges. If no charges were laid, move to level three sanctions.

The President, or Vice-President may issue a "Letter of Reprimand". It shall be confidential and related to improper behaviour. When a Vice-President issues this type of letter the President shall be informed. A copy of said correspondence shall be maintained in a personnel file which is property of ZMAA.