



NORWOOD AND DISTRICT MINOR SPORTS INCORPORATED CONSTITUTION AND MANUAL OF OPERATIONS

(UPDATED May 31, 2025)

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CONSTITUTION AND MANUAL OF OPERATIONS**

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Constitution Last Updated by: Jennifer Stewart, Secretary, May 31, 2025

ARTICLE I - NAME

- a. The name of the association shall be herein referred to as NDMS.
- b. All games shall be played under the rules laid down by the EOMHL, OMHA, Leo League and NDMS.

ARTICLE II - AIM

To encourage, promote and develop minor hockey in Norwood and District for all youth, ensuring mutual respect and consideration for each individual, regardless of race, creed, age, gender, financial status or ability.

ARTICLE III - OBJECTIVES

- a. To play fairly in all circumstances and conditions.
- b. To give opponents a fair chance and avoid taking unfair advantage.
- c. To win modestly, accept defeat graciously, and take constructive actions afterwards.
- d. To refrain from unduly questioning or disputing official decisions.
- e. To commend the good efforts of any team or player.
- f. To make as many friends as possible within the Association.
- g. To ensure that unfair practices do not decide the outcome of any game.
- h. To ensure that all players are given equal development opportunities to build cohesive teams.
- i. To foster and encourage sportsmanship among all players for their physical and social well-being.
- j. To undertake all actions desirable in the furtherance of these objectives.

ARTICLE IV - OFFICERS

- a. Voting members of NDMS Executive shall be:
 - 1. Past President
 - 2. President
 - 3. 1st Vice President
 - 4. 2nd Vice President
 - 5. Secretary/Website/Social Media
 - 6. Treasurer

7. Ice Scheduler
8. OMHA Contact Person
9. Special Projects/Fundraising
10. Equipment Manager
11. Parent Liaison
12. Tournament Convenor
13. Referee in Chief
14. Coach Coordinator
15. Player Development Coordinator

b. The Executive shall be elected annually. In the event of an open/vacated position(s) on the Executive after the annual meeting, the present executive may appoint individuals to fill any open/vacated position(s) at its discretion.

c. Four non-voting Director positions will be appointed annually by the present executive through an openly posted application/nomination process. The executive will review applications/nominations and hold a vote to determine who will be appointed. In the event of an open/vacated Director position(s) after the appointment period or during the season, the present executive may appoint individuals to fill any open/vacated position(s) at its discretion.

ARTICLE V - DUTIES OF OFFICERS

a. The President shall act as Association Manager and shall have the authority to act on all matters affecting the welfare of the Association. The President shall preside at all General and Executive meetings. The President shall not have power to vote, except where a deciding vote is necessary. The President shall ensure that the rules and regulations of the Association are strictly enforced. The president shall be an ex officio member of all Committees.

b. The 1st Vice President shall have the authority to act for the President in absentia.

c. The Secretary shall be responsible for distributing the monthly meeting minutes to all executive members prior to the next meeting for review.

d. The Treasurer shall sign all cheques authorized by the Association and/or its Executive. The Treasurer shall have custody of the cash books and accounts of the Association and shall deposit all funds in the depository prescribed by the Executive. The Treasurer will be responsible for preparing a statement upon request by the Executive within a month of such a request. The Treasurer will be responsible for submitting a statement at the annual meeting of the Association. The President, 1st Vice President, and 2nd Vice President shall have signing authority for the organization, and one of those individuals must sign all Association cheques along with the Treasurer. Financial records and books of the Association shall be reviewed by a 3rd party as required.

e. Any Executive member who misses two consecutive meetings without just cause, which shall be determined by the executive, may have their position deemed vacant.

f. Any Executive member who is not fulfilling the duties of their role can be removed from their position by a majority vote cast at a meeting at which notice signifying the intention to pass such a motion has been given to the aforementioned executive member.

g. Any written material distributed and discussed in caucus will be collected and destroyed by the President upon completion of the meeting. Only one copy will be kept on file by the current standing President.

g. Duties of the Executive Members:

PRESIDENT

- Sit on finance committee
- Represent NDMS on the user group agreement committee
- Handle complaints and redirect individuals to the applicable executive member
- Attend all coaches meetings
- Incumbent must have served on the NDMS executive for the previous season as a voting member prior to being nominated and elected in order to be eligible for this position. If there is no eligible volunteer, the executive can decide to waive this requirement

1ST VICE PRESIDENT

- Represent NDMS with Leo League (attending monthly meetings, distributing minutes and any relevant information to the teams/executive, working with Ice Scheduler/Referee in Chief for games)
- Attend parent meetings in absence of Parent Liaison
- Attend all coaches meetings
- Incumbent must have served on the NDMS executive for the previous season as a voting member prior to being nominated and elected in order to be eligible for this position. If there is no eligible volunteer, the executive can decide to waive this requirement

2ND VICE PRESIDENT

- Attend parent meetings in absence of Parent Liaison
- Organize year end awards
- Manage timekeepers: hiring, scheduling and ensuring all NDMS games are assigned
- Incumbent must have served on the NDMS executive for the previous season as a voting member prior to being nominated and elected in order to be eligible for this position. If there is no eligible volunteer, the executive can decide to waive this requirement

SECRETARY

- Record, store and distribute minutes of all executive meetings
- Notify executive members of the time and place of meetings
- Provide copies of Constitution to membership and updates constitution annually
- Send out correspondence concerning NDMS to executive members and enrolled families
- Assist with registration emails and communications
- Create membership email groups for communications
- Sit on finance committee
- Attend coaches meetings; take and distribute minutes

- Communicate with team managers directly on manager duties and responsibilities including 50/50, fundraising, game sheets, etc...
- Keeps record of all approved team fundraiser for the season and shares that information with the treasurer for cross reference of financial reports
- Communicate association deadlines to team staff regarding AP (affiliated player) and final roster deadlines
- Assist OMHA Contact Person in ensuring that coaches, their staff and volunteers are aware of the process for OHF Centralized Screening
- Receive and organize coach surveys and provides copies to Coach Coordinator and President
- Run and maintain the NDMS Website and all other social media platforms
- Maintains and update website with current information from executive members and teams, including potential enhancements
- Assist the tournament convenor to ensure tournament schedules are uploaded to the website to link with Game Sheets

TREASURER

- Maintain all financial records for NDMS
- Make bank deposits
- Apply for all Lottery Licences required by the municipality and complete required reporting to close licences. Provide advice/guidance to team managers on lottery license requirements for team fundraising.
- Manages all funds being deposited and withdrawn from the NDMS accounts
- Administer referee and timekeeper wage payments
- Provide monthly financial reports for all NDMS meetings
- Ensure all teams submit a year-end financial report
- Sit on finance committee and prepare the budget for executive consideration
- Collaborate with OMHA Contact Person to confirm registrations

OMHA CONTACT PERSON

- Contact and distributor of information from the OMHA
- E.O.M.H.L. representative attends monthly meetings
- Source for information for all NDMS team staff
- Ensures all players are pre-registered before tryouts begin
- Assists new players/parents with the transfer process.
- Completes team rosters, including bench staff and affiliated players throughout the season prior to OMHA due dates.
- Fills out all requested Permission to Skate forms for junior hockey
- Completes OMHA playoff contracts with other centres.
- Completes travel permits for all tournaments and exhibition games.
- Ensures that officials (referee in chief), time keepers, arena, website organizer, ice scheduler are contacted as soon as games are cancelled.
- Responsible for play-off scheduling and working with ice scheduler
- Attends OMHA annual meeting as NDMS representative
- Attends all coaches meetings

- Inform all approved team officials and personnel of the OHF Centralized Screening process for vulnerable sector checks. Will not be able to be rostered until screening is complete

SPECIAL PROJECTS AND FUNDRAISING COORDINATOR

- Oversees the planning of all NDMS and Legacy Fund fundraising and special events organization
- Brings ideas and suggestions to the executive for approval
- Organize & Supervise Team Pictures. Has mounted for display at the arena
- Organizes the minor sports golf tournament

EQUIPMENT MANAGER

- Maintains and distributes minor sports equipment, sweaters, pucks, water bottles, socks and 1st aid kits.
- Finds sponsors and renews sponsors for sweaters with executive approval prior to the start of each season allowing time for delivery
- Keeps inventory of equipment and ensures storage unit is organized
- Ensures each team has someone designated to care for equipment assigned to teams
- Collects all equipment at end of season

PARENT LIAISON

- Deals with parents, players & staff issues/complaints
- Ensures all dealings and issues (teams, parents, players) are communicated to the President as they arise
- Calls on 1st or 2nd Vice when assistance is required, or a conflict of interest arises
- Assists 2nd Vice with Year End Awards
- Attends all Parent Meetings
- Attends Coaches Meetings

REFEREE IN CHIEF

- Has the option to schedule and ensure referees are at all games or to utilize an assigner
- Deals with any and all referees concerns/issues
- Advises new referees of clinics available
- Supervises all referees during the season
- Provides tournament conveners with list of officials

TOURNAMENT CONVENOR

- Submits dates and tournament applications for tournaments to OMHA for minor sports
- records and keeps track of all team registrations for tournaments. Works with Treasurer using spreadsheet to coordinate payments
- Send out invitations for our tournaments via email including details and applications.
- Prepares all tournament day paperwork and scheduling and hands over to each teams tournament convenor for day of tournament. Each team is responsible for providing a person to oversee the day's tournament. (Check-in, game sheets, pay timekeepers/referees, awards)

- Communicates with Game Sheets (provide team contact information) & Sportheadz (input tournament schedules into website and inform when done) to ensure tournament is prepared electronically
- Is the NDMS contact person for tournaments: works with the Treasurer to collect tournament fees, OMHA rosters & permission forms, registration forms
- Provides the dates and times needed for ice and millennium room(optional when available) to ice scheduler
- Arranges awards for tournaments and their presentation
- Communicates with tournament sponsor hotels

ICE SCHEDULER

- Prepares tryout schedule
- Prepares master schedule for games, practices & tournaments
- Is the NDMS contact with arena in regards to ice issues/conflicts
- Checks and verifies ice time allotment
- Meet with arena manager in early June to discuss upcoming season schedules
- Creates a list of dates for coaches/managers for all scheduling meetings.
- Provides dates and times to the OMHA rep and LEO rep for playoff scheduling.
- Routinely updates website ice schedule, including cancelled home games and practices as soon as possible.

COACH COORDINATOR

- Oversees the head coaching positions of each team
- Leads the development of coaches and trainers including attending practices and providing coaches with assistance in preparing and implementing practice and game strategies as required
- Leads the coaching interview committee (must be made up of at least 3 members, including one non-executive member) and after completing a scored interview process, brings defensible recommendations back to the executive. Recommendations must be listed in order of preference and all committee members are required to sign off on the report to the executive
- When a coach is not named for a team - make arrangements for a certified coach to be present on ice with players until a coach is assigned
- Runs the Coaches meetings and is the conduit between the Executive Board and the Coaches on a regular basis (i.e. what do the coaches need from the executive, what are the concerns, etc.)
- Work with the OMHA Contact Person to ensure all coaches, trainers, bench staff have the appropriate certifications and have completed Vulnerable Sector Checks as early as possible to avoid rostering delays
- Must have current coaching certification or past relevant hockey experience

PLAYER DEVELOPMENT COORDINATOR

- Leads the delivery of any development programs offered by the organization (ie. power skating, goalie clinics and prep skates)

- Assists the associations under 9 program coaches in implementing the OMHA Programming
- Works in coordination with the Coach Coordinator to assist the organization's player development including attending practices and providing assistance in preparing and implementing practice and game strategies as required
- Must serve on the coaching interview committee

DIRECTOR (4 positions available)

- Assists executive members with program delivery as assigned by the executive
- This is a non-voting position

ARTICLE VI - MEETINGS

- a. The Annual Meeting of the Association shall be held in May following Spring tryouts each year.
- b. The meeting is to be announced a minimum of 3 weeks in advance
- c. The Association Officers shall be elected at the Annual Meeting.
- d. The Association shall meet regularly each month on the second Monday at 7:00 P.M. except on holidays and will be rescheduled at the discretion of the executive.
- e. The Executive shall meet bi-weekly on Monday at 7:00P.M. from August 1st until Thanksgiving via zoom, as required.

ARTICLE VII - VOTING

- a. The following are members and are eligible to vote at the AGM of the Association. Currently active Officials, Parents and Legal Guardian of players under OMHA policy who played in Norwood for the current season
- b. No member of the executive or of its committee's shall have voting privileges when he/she:
 1. is part of the coaching staff of the team or player that is in question or grievance
 2. is the spouse or blood relative of the individual in question or grievance

Where a member has an interest in the above that member shall leave the meeting while the voting is taking place.

Where the numbers of members who are remaining are not of sufficient number to constitute a quorum, then the remaining number of members shall constitute a quorum providing more than 1 member remain.

c. Coaches will be recommended and thereafter approved by an executive committee.

ARTICLE VIII - EXECUTIVE COMMITTEE

a. The Executive Committee shall consist of the officers of the Association

b. The presence in person of at least one half of the voting members of the Executive shall be necessary to form a quorum at General Committee meetings.

c. Questions arising at any General Meeting shall be decided by a majority vote.

d. No member of the General committee shall, during the course of a game, attempt to overrule an official's decision by drawing to the official's attention that he/she does not agree with his decision affecting the game in progress.

e. Any Coach, Manager or any qualifying organization member is free to attend any regular General Meeting and can bring forward any question and/or grievance to the meeting. Such individuals are to notify the president and/or secretary in advance of a meeting to be added to the agenda. Immediate Past President shall remain on the Executive Committee in an advisory capacity, with full voting privileges.

ARTICLE IX - SPECIAL GENERAL MEETINGS

a. The Executive may, whenever they think fit, and they shall, upon requisition in writing by eight or more accredited members of the Association, convene a Special General Meeting.

b. The requisition shall express the objective of the meeting so called, and shall be delivered to the Secretary of the Association.

c. Upon receipt of such requisition, the Executive shall forthwith convene a Special General Meeting and if they do not convene a Special General Meeting within seven (7) days of receipt of requisition, the Requisitions, or any other (8) accredited members may themselves convene a Special General Meeting.

d. At meetings called in pursuance to a requisition, no business other than stated on the requisition as the object of the meeting, shall be transacted.

e. Only Executive members will be eligible to vote at special general meetings.

ARTICLE X - AMENDMENTS TO CONSTITUTION

a. The Constitution of the Association shall not be altered unless at the Annual Meeting or specially convened General Meetings duly called for that purpose.

b. All proposed alterations with the name of the proposer, must be in writing and received by President/Secretary no later than fourteen (14) days before the AGM or one day after annual awards evening WHICHEVER IS LESS.

ARTICLE XI - REGISTRATION OF PLAYERS

a. All players must be duly registered with the Association.

b. If the Executive of the Association has any doubt as to the eligibility of any players, they shall have the power to call upon such players, or the Divisions to which they belong, to prove to the satisfaction of the Executive that such player(s) is properly eligible to take part in the competition under the jurisdiction of the League, and failing such satisfactory proof, shall have the power to disqualify such player(s).

c. All players who register with NDMS will be required to pay a minimum deposit of a 1/3 to be paid on registration date, as set out by the Association, with the balance being due on November 1st. Any players not paid in full by November 1st may not be permitted on the ice for games or practices until registration is paid in full. When the President and Treasurer are in agreement, the above mentioned payment schedule can be deviated from.

d. Any player who registers after the early bird fee due date will be subject to a pay full registration fees at an increased rate. The amount to be approved by the current executive.

ARTICLE XII - FINANCES

a. This Association shall not be conducted for profit.

b. Any and all financial decisions for the organization, including but not limited to purchasing, expenditure payment, income generation, fundraising mechanisms and solicitation of donations, requires executive discussion and an approved motion before they can be actioned.

c. The Executive Committee shall assess such fees as required to cover the cost to operate the various teams.

d. All Teams are entitled to partake in 3 fundraisers total per season - either on their own or combined with another team of their choosing. Teams who qualify for the OMHA Championships are entitled to partake in 1 additional fundraiser per season to assist in offsetting the cost of the Championship weekend. Fundraising plans must be submitted to the Secretary for presentation to the executive no later than 2 weeks prior to the monthly NDMS Executive meeting (held 2nd Monday of the Month). The proposals will be reviewed to ensure minimal duplication and that all teams have an equal opportunity to raise funds. Executive will have final approval. Except in special circumstances approved by the executive, receipts will not be issued for team fundraising.

e. All Teams are subject to a Fundraising Payback per season. The amount of payback is to be set by the current executive each season. It is encouraged to collect that amount via 50/50 sales at home

games but if a team chooses to opt out of 50/50 sales or fundraising that is up to the team however, the funds are still required to be paid by each team. There are no exemptions.

f. Solicitation for financial assistance will be carried out only for uniforms (when the need arises) and must be sanctioned by the Executive Committee.

g. Solicitation for financial assistance for other purposes (such as team fundraising) may be sanctioned for extenuating circumstances. If approved by the executive, any remaining funds at the end of the season must be returned to NDMS for specific usage to benefit the program (equipment, uniforms, clinics etc...).

h. Surplus of funds at the end of any current year shall be retained as a bank balance for the operation of the Association for the next year, or put towards a special initiative (i.e. the Legacy Fund) as determined appropriate by the Executive Committee.

i. Transportation WILL NOT be provided at any level by NDMS.

j. Registration rates and annual budgets will be reviewed and approved annually by the executive committee.

k. Hornet Pins are available for teams to purchase at a fee set by the Executive Committee. In the event teams are attending an International Silver Stick tournament - there will be no charge for the required pins.

l. Executive members may request mileage if required to attend mandatory meetings in person in accordance with the CRA mileage rate

ARTICLE XIII - INJURY, LIABILITY INSURANCE

a. All players must be covered by appropriate insurance.

b. All players participating do so at their own risk, and must have the written consent of their parents or guardian to participate.

c. All coaching staff and on ice volunteers must be covered by appropriate insurance, registered by the association.

ARTICLE XIV - MEDICAL/RETURN TO PLAY

a. In the event of injury, NDMS Trainers and/or coaching staff have the right to request a doctor's letter to confirm a player is fit to return to play.

b. In regards to a concussion, all players MUST submit a doctor's note to confirm the player is fit to return to play.

c. Trainers will follow any instructions on the doctor's note and the Hockey Training Certification Program Return to Play Guidelines for any injuries reported to the team's coaching staff.

d. Injuries sustained in NDMS gameplay must be reported through the OMHA Injury Report.

<https://www.omha.net/page/show/925387-safety-initiatives-and-trainer-resources>

ARTICLE XV - ALL TEAMS

a. Team staff shall be approved by members of the Executive committee. Team staff are subject to all rules and regulations of NDMS and may be replaced at any time, if considered necessary, by a majority ruling of the Executive Committee.

b. All Rep Teams shall hold tryouts for their teams regardless of the number of players registered at that level. Teams are expected to carry fifteen players, however, where registration numbers might require Rep teams to carry more or less players than fifteen in order to facilitate icing additional Rep teams or additional teams at Leo League level, this will be communicated by the Executive to the coaches holding the tryout prior to the start of the tryout.

c. Second entry teams may be formed at the discretion of the executive.

d. Any additional player(s) additions after the three tryouts by a coach must first be reviewed by the Executive.

ARTICLE XVI- TRYOUTS

a. Tryouts shall be conducted in a manner which encourages all eligible players to attend tryouts but respect the level they are best suited to. All Players attending tryouts MUST first register. The goal of the tryouts is to identify and place the most qualified players at the highest possible level.

b. Coaches are required to clearly communicate to players/parents/guardians:

1. How tryouts are going to happen;
2. How cuts will take place;
3. How players will be informed; and,
4. What is next for the players cut (i.e. what team practice they should be attending now that they have been cut).

c. Any player wishing to tryout for a Rep team and cannot attend any tryouts needs to make arrangements with NDMS OMHA Rep in writing no later than 1 week prior to the start of tryouts.

d. Any players who choose not to attend any/all tryouts are required to pay current registration fees in full.

e. Any player who is registered to tryout and withdraws before the commencement of the season or after the Rep team has been selected shall receive their registration back minus an administration fee of \$150.00. If injuries are a factor in the decision to withdraw the executive will consider this on a case by case basis.

f. Players requesting permission to attend a tryout in a higher division must be in their last year of their appropriate division.

g.. Requests for movement to a higher division must be made by the parent/guardian no later than 1 week prior to the start of tryouts for the upcoming season to NDMS OMHA Rep.

h. Players requesting a tryout at a higher division must attend their appropriate age division tryouts as well.

i. Players may apply to tryout for the REP team ONLY in the level above. If a player is released at the higher level, they must return to their appropriate age division.

j. To allow for fair play of all NDMS players, any underage player granted permission to attend a tryout at a higher level must rank in the top 5 of ability for the team they are trying out for, as determined by an evaluation committee, in accordance with article below. If this ranking is not achieved then the player must be released and return to their appropriate age division.

k. In order for a player to be eligible as an AP (affiliated player) they must attend the Rep tryout. Exceptions to be reviewed by the executive.

l.. Coaches are required to have a minimum of (3) evaluators for their tryouts, one of which must be an executive committee member. The list of evaluators to be provided to the Coach Coordinator and President before the teams first tryout.

m. Missing tryouts due to injury - Coach decision-making process:

1.If the coach has enough prior knowledge and feels comfortable selecting the player for the team, he/she can proceed to do that with defensible rationale.

2.If the coach does not have enough prior knowledge about the players skills and abilities, NDMS can ensure that the player is an AP to the rep team, thus allowing him to play with the rep team if his/her skills match that team's level of play.

3. As final rosters aren't generally due until mid-January, the coach can hold off making any decision about the player's team status until such a time as the player can be evaluated against the rest of the team to determine placement.

ARTICLE XVII - DISCIPLINE

a. Players, Officials and spectators are only allowed to take part in, or attend games, on consideration that they observe the regulations and by-laws of the Association. Every player and team official is required to observe such rules, regulations and by-laws.

b. Every team is responsible to the Executive for the action of its players and officials, and is required to take all necessary precautions to prevent spectators threatening or assaulting officials and players during, or at the conclusion of games. No official of any team, referee, linesman or player shall be on any game under the jurisdiction of the Association, and on the contrary shall use every means in their power to prevent betting or objectionable language. In case of a breach of these rules, any player, official or spectator may be removed from any game.

c. The Executive Committee shall have the power to deal with any player or member of any group in an official capacity whose conduct is objectionable.

d. BEHAVIOURAL POLICY

OBJECTIVE: We represent ourself, our team, NDMS, town and our sport. A bad impression is hard to erase. We want to discourage obvious misuse of profanity and inappropriate behaviour on the ice, coming off the ice, in the dressing room, in the arena of spectators, at out of town facilities. and on social media platforms. A disciplinary committee has been formed to address all valid written reports made regarding the above Behavioural Policy. The committee consists of three people: President, Past President and Parent/Coach Liaison. If conflict of interest is declared among these three, the alternate will be 1st Vice President.

An incident can be reported by a team official, executive member, parent or spectator to any of the above three committee members, and must be in writing using Behavioural Incident Form (available from these committee members), email or letter. Incident reports must be in writing, as verbal reports will not be acted upon, but the incident reporter can choose to remain anonymous if requested.

Upon receiving a valid reported incident, the identified person (player or team official) will be notified by committee member, the identified person will be given right to attend a hearing dealing with the reported violation of Behavioural Policy. The Behavioural Policy Committee is committed to dealing with valid reports in a swift and efficient manner, rendering a decision with day(s) in writing.

Disciplinary Action will be as follows:

1st Offence Minimum 1 Game Suspension*

2nd Offence Minimum 2 Game Suspension*

3rd Offence Minimum 3 Game Suspension*

Also subject to Full Executive Review (Possible Season Suspension - with No Refund).

If we all work together, there will be no need for this policy to be acted upon.

e. The contents of Article XVII Section D, above, shall apply to all team officials, players and spectators either at home or away from home.

f. All players shall show the utmost respect for property both at home and away. Players failing to do so shall be subject to suspension by the officers of the Association.

g. A member of the Executive or Executive Committee shall not publish through any news media the name of any coach, players, or officer that the Executive have seen fit to suspend for breach of rules.

ARTICLE XVIII - COMMITTEES

The Committees for this Association shall be:

1. Special Projects, Publicity & Fundraising
2. Equipment (Hockey)
3. Parental Relations
4. Referee-in-chief
5. O.M.H.A. Tournament Convenor
6. Contact (Hockey)
7. House League Convenor /Ice Scheduler
8. House League Convenor
9. Finance
10. Player Registration Committee - composed of the Secretary, Treasurer, OMHA Rep, and President to meet 2-3 times annually to organize the registration process (dates, promotion, website, forms, etc.), ensure that all the required documents (birth certificates, proof of address, criminal records check, etc.) are uploaded to the HCR, ensure that all the required courses are completed (Respect in Sport - parents / bench staff, coaching / training courses, etc.), periodically update registration numbers to help make recommendations on the number of teams for the season. The registration committee will bring on other (s) on the executive deemed helpful in working with the committee by meeting (virtual or in person) weekly (or Bi-weekly) at the beginning of the NDMS season to ensure all logistical on-ice related decisions are being made prompt and effectively to ensure both registrations numbers ensure LL and rep teams are made up of an appropriate number of players as well as that the most appropriate additional coaches are recruited and selected to maximize our ability to both develop our players and be as competitive as possible in all leagues. These meetings will take place until all NDMS teams are rostered.

ARTICLE XIX - OPERATING RULES

- a. Any unusual set of circumstances are to be reported to the President immediately following the game in which such events took place. Note: If the President cannot be reached, contact the 1st Vice President.
- b. There may be movement of players from one Rep & Local League team to the designated Rep & Local League team above, providing no player from Rep & Local League teams sit outs. The above Rep & Local League team coach; must call or approach the lower team coach for consent. Any disputes must be brought before the President.

c. Any game time or practices that are not going to be used must be reported to the Ice Scheduler, at least forty-eight (48) hours before scheduled ice time. These valuable ice times can be given to other teams for practice, make-up games or for outside rental.

d. Every Coach will review the OMHA Handbook available online. It is wise for both coach and manager and other team officials to make an attempt to digest as much as possible from it.

ARTICLE XX - DUTIES OF THE MANAGER

a. The Manager must make sure that the game sheet app is correctly completed by both teams, and depending on home or away games, make sure it is delivered to the appropriate time-keeper/person(s).

b. The Manager must be cooperative with the opposing teams and officials as he/she is a Norwood representative.

c. The Manager must make sure that his/her players are notified about practice times, game times, tournaments and exhibition games.

d. Team sweaters are the responsibility of each "Team Equipment Person" and should be taken after each game by the Team Equipment Person/Manager to be dried out, washed when needed and properly looked after. At the end of the season the sweaters must be washed and given to the Equipment Manager, within fourteen (14) days of the conclusion of their season. All other equipment must be given to the Equipment Manager at the same time.

e. NDMS Jerseys and socks provided are for game wear only.

f. After every home game, the manager is to make sure electronic game sheets are locked, completed and are submitted. In the event they are undeliverable, the manager will contact the convenor to let them know.

g. The manager shall report within 12 hours all Game Misconducts, Gross Misconducts & Match Penalties for all games to the OMHA and LL Contact Person(s). Reports to be sent by email or text in written form. The manager shall ensure all player and staff suspensions are observed and reported on future electronic game sheets.

h. Submit team fundraising proposals to the NDMS Secretary for Executive approval no later than 2 weeks prior to the monthly NDMS Executive meeting (held 2nd Monday of the Month).

i. Managers are to maintain team financial reports for the entire season using the template provided by the Treasurer. This report is to include all money taken in and paid out by the team, a recording of all 50/50 events run including who collected the winning ticket, all costs incurred and must balance out at zero at end of the season. Such reports should be available at any time for members of the team or executive to view.

j. Applies for all Lottery Licences required for their individual team by the municipality and completes required reporting to close licences. Can ask Treasurer for assistance with application when required.

k. Ensures team fundraising and financial expectations are communicated to the team at the start of the season. This should include letting all members know there is a Fundraising Payback for every team in the season, amount to be determined by executive at the start of each season as well as about costs such as tournament, OMHA Championship and Year-end Wrap Up Tournaments which may be the responsibility of the team to pay for.

ARTICLE XXI - DUTIES OF THE COACH

a. To teach fundamentals and be an inspirational leader to their players, utilizing programs provided by Hockey Canada and/or OHF and recommended by the Executive.

b. To conduct efficient practices ensuring players are actively engaged and moving as much as possible.

c. All practices should be pre-planned to avoid any delays. Practices should be periodically reviewed with the Coach Coordinator to ensure continuity across age groups.

d. Report any abuse from parents to the Parent Liaison or President; coaches should not tolerate such behaviour in any circumstances..

e. Provide players with balanced development opportunities, aiming to build a cohesive team so that bench shortening (at the Rep level only) is a strategic, game-specific decision, when necessary.

f. Coaches and managers are to remember that movement of players will not be allowed. When conflicting games occur between teams, players must play for their rostered team. The affiliation rules as set out in the OMHA manual of operations shall be followed.

g. All coaches are required to assist and run pre-season skates as assigned by the Player Development Coordinator.

ARTICLE XXII- VULNERABLE SECTOR SCREENING

a. It is mandatory that all NDMS volunteers 18 years of age and older assisting with any team in any capacity or as an executive member MUST complete and submit an approved Criminal Record Check with a Vulnerable Sector Check

b. All team personnel and team officials are to follow the guidelines as indicated in the OHF Centralized Screening for Vulnerable Sector Checks.

c. No official can be rostered until this screening is completed and approved.

d. Follow the guidelines set out by the OHF Centralized Screening Process

ARTICLE XXIII- AWARDS

When organization funds permit:

a. Awards will be presented annually at a special awards ceremony, the date of which will be set by the Executive Committee.

b. Each award will be an individual trophy along with the winning player's name being inscribed on the plaque in the Arena. The award for each team will be present in recognition of the following:

- | | |
|--|---------------------------------|
| 1. U7, U8 | Most Improved |
| 2. U9 A, AE and LL | Most Valuable Player |
| 3. U11 A, AE, LL | Rookie of the Year |
| 4. U13 A, AE, LL | Ability and Conduct |
| 5. U15 A, AE | Most Valuable Player |
| 6. U15 LL | Most Desire |
| 7. U18 A, AE | Best Defensemen |
| 8. U18LL | Most Desire |
| 9. U21 | Most Consistent |
| 10. Junior Goaltenders Rep | U9-U13 |
| 11. Senior Goaltenders Rep | U15-U21 |
| 12. Junior Scoring Rep | U9-U13 |
| 13. Senior Scoring Rep | U15-U21 |
| 14. Junior Goaltenders LL | U9-U13 |
| 15. Senior Goaltenders LL | U15-U21 |
| 16. Junior Scoring LL | U9-U13 |
| 17. Senior Scoring LL | U15 - U21 |
| 18. Athlete of the Year | Dale Ryan Memorial |
| 19. Retiring President | (Optional) |
| 20. Retiring Executive | (Optional) |
| 21. Most Improved Players | Designer Trophies - Playoffs |
| 22. U18 Ability & Conduct | Bob & Elaine McCulloch Memorial |
| 23. Sportsmanlike Conduct &
Academic Ability- U15 | James Lytle Memorial |

c. ESSO Medallions to be presented to a player from each team as follows:

- Most Dedicated
- Most Improved
- Most Team Spirit

d. Special Awards shall be presented as follows:

1. LL Champions

A championship banner to be purchased for all A Championship LL Teams

2. Dale Ryan Trophy:

Norwood & District Athlete of the year, not necessarily to have gone through the NDMS organization.

The Dale Ryan Memorial award is presented annually to an individual judged to be “ The Athlete of the year for the Norwood area “ Created in 1984 in memory of long time executive member Dale Ryan. The award has covered a wide range of sports in the Norwood area from hockey, figure skating, speed skating, softball , lacrosse, football , rowing and auto racing.

3. Norwood Minor Sports Honour Award

Presented annually at Minor Sports Awards, a keeper plaque to recipient and honour plaque to be installed at the Arena, in recognition of contributions to Norwood Minor Sports.

Norwood Minor Hockey Honour award was created in 2003 as Minor hockey wanted to continue on with a Hockey Canada award that had started in 1999 but ended in 2003. The aim of the award is to recognize individuals who had committed in the past and continued to support Norwood Minor Hockey in various roles be it team staff, press coverage, executive duties, fundraising etc. The award takes into account not just hockey contributions but also contributions to other sports in the community.

4. David Andrews Memorial – Bursary

Presented annually at the Minor Sports Awards. The purpose of the fund is to provide financial assistance for the post secondary education of young people from our community who have played hockey in the local minor hockey system. Award, plaque and cheque presented by Brian & Jacquie Andrew and a representative from NDMS.

ARTICLE XXIV – TOURNAMENTS

a. Tournaments will be hosted annually, as approved by the executive.

b. The Tournament Convener, the Coach and Manager of the host team will organize and operate the tournament.

c. Other tournaments may be hosted subject to the approval of the Executive.

d. The Tournament Convenor shall submit a listing of tournament dates to OMHA by September 15th deadline as dictated by OMHA and request necessary permits to operate the same.

e. A copy of tournament schedules and rules are to be forwarded to the EOMHL convenor prior to each tournament. At the completion of each tournament - a copy of all rosters, travel permits and the suspension list is to be provided to the EOMHL convenor.

f. Teams not hosting a tournament shall be entitled to the amount of the entry fee NDMS charges teams to enter a tournament. Teams that pay lower registration rate for hockey shall be entitled to an appropriate percentage of an entry fee based on registration fees. Money must be used to enter a tournament.

g. Tournament Advances - Teams are entitled to request tournament advances from NDMS. If the advance is required prior to team selection, the advance is subject to a 60 day payback post team selection. Advances required during the regular season are subject to a 60 day payback term from the date of payment.

ARTICLE XXV - NDMS REGISTRATION REFUND POLICY

Regular Season Registration Fees

- All refund requests must be received in writing and given to the Treasurer for consideration/approval by the NDMS executive
- No refund request will be considered after November 30th of the current registration year.
- All refunds are subject to \$200.00 administrative fee
- All refunds requested due to medical, relocation (proof required) or personal purposes must be made in writing to the attention of the Treasurer for approval by the NDMS Executive. Each request will be considered on a case by case basis. Refunds will not exceed 50% of registration fees paid/due.

Refund Request for first Year U7

- Full refund of registration less \$100.00 admin fee - Provided request is made in writing prior to December 1 of the current registration year.

Refund Requested in writing prior to the start of REP TEAM TRYOUTS:

- Full refund of registration less \$100.00 admin fee

Refund Requested in writing prior to the start of season or after Rep team has been selected is indicated in our constitution as follows:

ARTICLE XXVI - TRYOUTS REFUND

a. Any player who is registered to tryout and withdraws before the commencement of the season or after the Rep team has been selected shall receive their registration back minus an administration fee of \$200.00. If injuries are a factor in the decision to withdraw the executive will consider this on a case by case basis.

ARTICLE XXVII - TOURNAMENT REFUNDS

a. Tournament Refund Policy:

- Up to 75 days prior to the tournament- full refund minus the administration fee (\$100)
- Up to 45 days prior to the tournament 50% refund minus the administration fees (\$100)
- After the 45 days there will be no refund given.