

OKANAGAN MAINLINE
AMATEUR HOCKEY ASSOCIATION



POLICY

SEPTEMBER 2015

OMAHA reserves the right to amend the OMAHA Policies at any time by advising of the amended terms to the membership. All amended terms shall automatically be effective 15 days after they are initially distributed by a bulletin.

POLICY MANUAL



OMAHA POLICY MANUAL

TABLE OF CONTENTS

SECTION 1: DISTRICT POLICY

1.01	Alcohol & Tobacco advertising	4
1.02	Doping Control.....	4
1.03	Affiliation.....	4
1.04	Minor Hockey Tier Designations.....	4
1.05	Overage Players in Hockey League/Recreation Programs.....	4
1.06	Registration of Players: Residential Qualifications.....	4
1.07	Registration of Players: Non-Canadian Citizens	4
1.08	Residential Waivers.....	5
1.09	Tournaments.....	5
1.10	Cash Prizes.....	5
1.11	Transferring of Goaltenders from another Association for Registration on Carded teams.....	5
1.12	Hockey Canada Sports School registration and participation in OMAHA Leagues.....	5
1.13	Joint Team Policy.....	6
1.14	Wait List Policy.....	6
1.15	Oversize Team Policy.....	6
1.16	Minor Hockey Moves after January 10.....	6
1.17	Recreational Tournament Teams.....	6
1.18	Request for Recreational Player Replacement Relief.....	6
1.19	Leagues & Playoffs	7
1.20	Initiation/Novice Structure (under development).....	7
1.21	Atom Development Structure.....	7
1.22	OMAHA Recreational Playing Rules.....	8
1.23	CRC/VPC.....	10

SECTION 2: EXECUTIVE COMMITTEE

2.01	Executive Committee.....	12
2.02	OMAHA Administrator.....	12
2.03	Conflict of Interest.....	12

SECTION 3: FINANCES

3.01	Finances.....	14
3.02	Fines – Game reports.....	15
3.03	Fees – Game Changes.....	15
3.04	Fines – Meeting Attendance.....	15



TABLE OF CONTENTS

SECTION 4: INSURANCE/SAFETY & RISK MANAGEMENT

4.00	Harassment and Bullying.....	16
4.01	Insurance.....	21
4.02	Safety & Risk Management.....	21
4.03	Injured Player Return to Play.....	21
4.04	Helmet Policy.....	21
4.05	Coaching Certification.....	21
4.06	Officiating.....	21
4.07	Social Media.....	22

SECTION 5: PRIVACY POLICY

5.01	Purpose of the Policy.....	25
5.02	Identifying purposes, type, of information collected and website.....	26

SECTION 6: DISCIPLINE/INVESTIGATIVE HEARINGS

6.01	Discipline.....	27
6.02	Investigative Hearing.....	27
6.03	Appeal.....	28

SECTION 7: MEETINGS

7.01	AGM – Resolutions.....	29
7.02	September Training Seminar.....	29
7.03	Scheduling.....	29
7.04	Semi-Annual.....	29
7.05	Ice Ambassadors.....	29
7.06	Executive.....	29
7.07	District Presidents.....	29
7.08	BC Hockey AGM.....	29

SECTION 8: AWARDS

8.01	Scholarships.....	30
8.02	Officiating School.....	30
8.03	Association of the Year.....	30
8.04	Koteles Awards.....	30
8.05	Margie Moss Award.....	30
8.06	Allen Philcox.....	30
8.07	John Boscha.....	30

APPENDIX LISTING

APPENDIX A Discipline Guidelines.....	31
APPENDIX B Letter of Discipline – Suspension.....	32
APPENDIX C Letter of Discipline – High Risk Warning.....	33
APPENDIX D Request for Fine.....	34
APPENDIX E Request for Game Change.....	35
APPENDIX F Schedule of Fines and Fees.....	36
APPENDIX G Conflict of Interest.....	37
APPENDIX H Game Timing.....	38
APPENDIX I Tie Breaking Procedure.....	39
APPENDIX J Game Report.....	40
APPENDIX K Game Report Instructions.....	42

1.01 ALCOHOL & TOBACCO ADVERTISING
REFER TO BC HOCKEY POLICY 1.01

1.02 DOPING CONTROL
REFER TO BC HOCKEY POLICY 1.02

1.03 AFFILIATION

OMAHA minor hockey players must be registered with a BC Hockey registered Association (Tier 1, Tier 2, Tier 3 Tier 4, Female, and Recreation) to be eligible to affiliate to a higher category or division team. All players shall be registered as an affiliate player as per HC/BCH regulations prior to participation with his/her affiliate team in any Exhibition, Tournament, OMAHA League or OMAHA Playoff games. Refer to HC Reg. 35 a & b.

1.04 MINOR HOCKEY TIER DESIGNATIONS

The registration numbers determining tier designation will be reviewed every third year. This review will be done by a Committee chaired by the BC Hockey Minor Hockey Chairperson.

1.05 – OVERAGE PLAYERS IN HOUSE LEAGUE/RECREATIONAL PROGRAMS

There are no overage players on Tiered/Carded Teams.

1. Refer to BC Hockey Policy 1.12 for guidelines
2. At all levels of hockey, the overage player is limited to a maximum of one (1) year older than the upper age limit of the lower division.
3. Teams **at Bantam and below** will be limited to a maximum of 2 overage players. (excluding goaltenders).

4. Overage players at Midget and above, will not be permitted. Requests for overage goaltenders will be reviewed on an individual basis.

5. Should a player have participated at the Tiered/Carded level the previous two (2) seasons, the application will be denied.
6. Requests for overage players on a team must be submitted to the OMAHA District Registrar for review and approval/denial. All requests are to be submitted on the OMAHA Overage Player Request form and an evaluation of the overage player may be requested.
8. Should an overage player be rostered to a team or participates with a team prior to District approval being sought and given, the player will be deemed “Ineligible”. (Refer to BCH Reg 6 and OMAHA Reg. 3000).
8. OMAHA reserves the right to rescind approval based on a review of the players performance.

9. All requests for Overage Players must be submitted to the OMAHA Registrar by December 1st. Requests submitted after this date will not be considered.

1.06 REGISTRATION OF PLAYERS: RESIDENTIAL QUALIFICATIONS

REFER TO BC HOCKEY POLICY 1.13

OMAHA Procedure:

The following documentation must be provided to the OMAHA Registrar for all “Move with Parent” transfer requests:

- a) Completed Player Movement form
- b) Purchase or Tenancy/Lease agreement
- c) Either a Utility (e.g. Fortis Gas, etc) bill or a Driver’s license showing new address under the parent(s)/guardian(s) name.
- d) Canada Post change of address form.

1.07 REGISTRATION OF PLAYERS: NON-CANADIAN CITIZENS

REFER TO BC HOCKEY POLICY 1.14

1.08 RESIDENTIAL WAIVERS

1. Residential Waiver-Carded
 - a) Residential Waiver-Carded form must be completed and submitted to OMAHA Registrar for all Residential Waiver-Carded transfer requests.
 - b) With respect to the Residential Waiver-carded transfer request-participation will be allowed upon the approval of the transfer request on the HCR by BC Hockey. The player is to be pre-registered by the New Association. Should the player NOT be selected for a carded/rep team, the player will then return to their Home Association.
2. Residential Waiver-Recreation
 - a) Residential Waiver-Recreation form must be completed and submitted to OMAHA Registrar.
 - b) NO participation is allowed until the HCR transfer request has been reviewed and approved by a committee comprised of the BC Hockey Chair of Minor, District Director(s) and District President and the player's profile is in the New Association's database.
3. Residential Waiver-Waitlist and Other (Refer to OMAHA Policy **1.15**)
 - a) These transfer types will be dealt with on an individual basis.
 - b) OMAHA District Registrar will advise as to proper procedure and the documentation required.
4. All Residential Waiver transfer requests

On ALL Residential Waiver forms, the Home Association President must verify that the Association will not be having a team in the player's specific age division and category.

1.09 TOURNAMENTS

REFER TO BC HOCKEY REGULATION 3

OMAHA Procedure

All League and Playoff games take precedence over tournament games. At the discretion of the Division Director and President a League Game commitment may be fulfilled by a tournament game. Specific criteria may be applied to satisfy individual applications to the Director. All teams participating in tournaments or exhibition games outside of the District must request a Travel Sanction number prior to their participation.

1.10 CASH PRIZES

The awarding of cash prizes at minor hockey tournaments shall be prohibited.

1.11 TRANSFERRING OF GOALTENDERS FROM ANOTHER ASSOCIATION FOR REGISTRATION ON CARDED TEAMS

Where an Association, for whatever reason, does not have a Goaltender or a Second Goaltender; then that association can apply to OMAHA Central Office to register another Goaltender or Goaltenders from the next nearest association in their District. OMAHA Central Office will then canvas to obtain a Goaltender or Goaltenders. Once this is done the following approvals must be obtained:

1. Written request from the Association asking permission to pick up a Goaltender or Goaltenders and the reason why. They should also name the Goaltender(s) they wish to transfer and from which Association.
2. Letter from the Association the named Goaltender(s) are coming from giving permission for this move.
3. Letter from Parents of the named Goaltender(s) giving their permission for this move.
4. Letter of support / non-support from the District President.

The above shall be sent to the CEO for BC Hockey ** The intent of this policy is not to penalize teams who wish to card but are unable to because of no Goaltender. It should also be understood that the Goaltender being picked up not be necessarily the best available Goaltender in their District and does not allow an Association to ignore an eligible Goaltender from their own Association because of questionable assumptions.

1.12 HOCKEY CANADA SPORT SCHOOL REGISTRATION

REFER TO BC HOCKEY POLICY 1.19

OMAHA Procedure

The MHA will forward a request to the District should they wish to be granted blanket approval to participate in games within the District. Should the District endorse this request, the following parameters will apply:

- a) Written permission from the District must be filed with the OMAHA Administrator.
- b) The HCSS teams shall be subject to all District governance relative to games played with District teams.
- c) Only those players approved by BC Hockey by way of the HCR will be eligible to participate in OMAHA League games.

4. Fees

All HCSS teams approved by BC Hockey will be assessed a fee of \$250.00 per team each season for participation in OMAHA League play.

1.13 JOINT TEAM POLICY

REFER TO BC HOCKEY POLICY 1.24

Any two or more associations that register less than eight (8) recreational players in any division may combine with another Association to form a recreational team in that division for the purposes of participation in sanctioned recreational tournaments and exhibition games. Approval for such will be considered annually by the Executive Committee.

1.14 WAIT LIST POLICY

REFER TO BC HOCKEY POLICY 1.25

- 1. Minor Hockey Associations must register all participants who have been placed on a wait list via the HCR. Registrants are to be placed in order of their registration date as openings become available.
- 2. Registration openings are to be made available to wait-listed players on a chronological criterion (i.e. when an open spot becomes available, it shall be offered to the wait-listed player who registered earliest).
- 3. Minor Hockey Associations who have players currently registered on a wait-list may not accept a player by way of residential waiver.
- 4. Minor Hockey Associations must submit to OMAHA their intent as to the maximum number of players to be registered to recreational teams in each Division.

1.15 OVERSIZE TEAM POLICY

- 1. This policy pertains to Recreational teams only.
- 2. The maximum allowed will be:
 - a) Bantam and below – 23
 - b) Midget – 25
- 3. The request must be submitted to the District President and District Registrar on Association letterhead signed by the Association President indicating the following:
 - a) the reason(s)
 - b) the Division
 - c) number of players over the maximum 19 allowed by Hockey Canada and names of players to be registered to the team
- 4. No overage players will be allowed on oversize teams
- 5. Request will be reviewed by a committee of the District President, District Registrar and the applicable Divisional Director
- 6. This policy does not apply to HCSS.

1.16 MINOR HOCKEY MOVES AFTER JANUARY 10

A player of minor hockey age who changes residence after January 10 may transfer to a new association for the balance of the season. A player so registering shall be eligible for tournament or exhibition play but shall not be eligible to participate in OMAHA League or District Playoffs which lead to BC Hockey Championships.

1.17 RECREATIONAL TOURNAMENT TEAMS

REFER TO BC HOCKEY POLICY 1.28

1.18 REQUEST FOR RECREATIONAL PLAYER REPLACEMENT/RELIEF

REFER TO BC HOCKEY POLICY 1.29

OMAHA District shall allow for the playing of replacement relief recreational players in accordance with the BC Hockey Policy as noted.

1.19 LEAGUES AND PLAYOFFS

a) OMAHA Teams will declare their intent to participate in Leagues through a series of declarations. The final declaration will be utilized to determine the individual league structures.

- Participation in leagues will be confirmed in September of each playing season no later than the Scheduling Meeting.

- The OMAHA Administrator will circulate the final declarations to the membership prior to the Scheduling Meeting.

- The President, Directors and OMAHA Administrator will set out the structure and preside over the Scheduling Meeting.

- Teams withdrawing or requesting to change Tiers after the scheduling meeting will result in a fine of \$250 should the request be granted.

Teams required to change tiers as a result of BC Hockey tiering decisions will continue to play league games in their existing Tier and carry their win/loss percentage to the new Tier for playoff seeding **(pending on review/approval of the OMAHA Executive)**. No fine will apply.

b) Applications from non OMAHA members to participate in OMAHA Leagues may be accepted and are to be ratified at the Annual General Meeting each year.

- Guest Teams will have a \$250.00 fee levy to offset the administrative expenses of the League and web site.

c) Changes to scheduled league games will be done in writing on the form supplied (see Appendix 5). A \$100.00 fee will be assessed for changes to scheduled date of the game, after the expiration of the grace period to be determined on a yearly basis. No fee will be charged for time, location or date changes between more than one team in an association participating in the same league. The team asked to reschedule will receive \$50.00 of the \$100.00 fee once the fee has been paid and the game played. **Game changes for Recreation will be assessed a \$25.00 fee.**

d) Playoff games will be determined and announced at the Semi-Annual Meeting.

1.20 INITIATION/NOVICE

Under Development

1.21 ATOM DEVELOPMENT

1. TEAM REGISTRATION

a) League may consist of 2 Conferences/4 Divisions – Koteles Conference, Berg/Fisher Division A, Strachan/Jamieson Division B and Michie Conference Adolphe Division C, Henderson Division D (Michie is pronounced Mickey and Koteles is pronounced Koe-tell-less)

b) OMAHA President and Division Director's decision shall be final and binding for disputes pertaining to and conference seeding.

c) Any association registering greater than 175 players at the Atom Development level must have 2 teams

2. CONDUCT

a) OMAHA Development League promotes fair ice time and the concept of player development.

b) Team Parents, Officials and Players are required to read, sign and honor the Team First Contracts.

c) The OMAHA Director shall monitor player and team conduct and those not compliant shall be notified through their President of any disciplinary action to be taken.

d) Disputes brought to the attention of the OMAHA Director shall be addressed through the director and the Association President.

3. DECLARATION AND LEAGUE

a) The league may be split into Four Divisions - Berg/Fisher, Strachan/Jamieson, Adolphe and Henderson. First declarations shall be completed by Labour Day and forwarded to OMAHA Central Office. Final declarations shall be submitted no later than 5:00 pm, the Sunday prior to league scheduling. Any exhibition game information must be sent to the Atom Director to help with seeding,

- b) OMAHA Atom Development league play will commence the weekend following the scheduling meeting and be completed by the last weekend in February.

4. DECLARATION AND LEAGUE

- a) The following OMAHA regulations shall apply:
- Regulation 3 - Playing Regulation
 - Regulation 4 - Default of Game
 - Regulation 5 - Penalties
 - Regulation 10 - Discipline
 - Regulation 11 - Protests
- b) League and Playoff games shall be a minimum of 1.5 hours (90 minutes) in duration. A minimum 2-man officiating is required. Games will consist of 3 - 20 minute periods. First half running time, second half stop time. Time outs are not permitted, ice cleans are discretionary depending on ice time allotted for the game. Penalties will be 3 minutes running time and 2 minute stop time.
- c) Statistical information from the completed game sheet is to be entered into the OMAHA data base within **24** hours of the completion of the game. A \$15.00 fine shall be assessed to the home team for data not entered as per the Regulation 3007(f). Originals must be scanned and e-mailed, faxed **or a printable photograph within 2 business days and the originals mailed weekly.** A \$15.00 fine shall be assessed to the home team if postmarked after this date as per Regulation 3007(f).

5. PLAYOFF TOURNAMENTS

All declared teams will be eligible to compete in playoffs.

Playoff structure will be determined by the **OMAHA Executive** and announced at the Semi-Annual meeting in January.

1.22 RECREATION LEAGUE RULES.

OMAHA Recreational Playing Rules

All games will be played under Hockey Canada, BC Hockey, and OMAHA rules, regulations and policies.

GAME FORMAT (minimum standard)

Priority must be given to league games. See OMAHA Regulation Four for violation of this rule.

All periods are 20 minutes in duration. ***There are no time outs.***

Atom and Pee Wee

1 hour 30 minutes - The first period and to the 10 minute mark of the 2nd period as straight time the remaining 10 minutes as stop time. The 3rd period 20 minutes stop time.

There are no ice cleans.

Bantam and Midget

1 hour 45 Minutes - First period and to the 10 minute mark of the 2nd period as straight time the remaining 10 minutes as stop time. The 3rd period 20 minutes stop time.

One ice clean 1/2 way through game.

Running time periods will be 3 minute penalties and stop time will be 2 minute penalties.

Other Game Formats are based on available ice times. (See OMAHA Policy Appendix H)

If a game cannot be completed due to extenuating circumstances, equipment failure, power outage, etc. after 2 periods, the game is considered complete. Less than 2 periods, game is incomplete and will be rescheduled (if possible) no points being awarded. See OMAHA Regulation 3008 d.

The home team will enter game results for both teams on the OMAHA website (OMAHA administered leagues) for all home games within **24** hours of the scheduled completion time of the game Refer to OMAHA Reg 3007 f) and mail the White copy (unless withheld by the Referee then Yellow) of the Game Report to OMAHA Central Office (refer to OMAHA Reg. 3007 f).

SUPPLEMENTAL DISCIPLINE

In addition to the Hockey Canada, BC Hockey, O.M.A.H.A. rules, the offending team(s) **may** impose the following suspensions for penalties assessed for fighting. (See OMAHA Policy Appendix A). High Risk play and inappropriate behavior will not be tolerated. Overage players are subject to further sanctions at the discretion of the OMAHA Executive.

GAME OFFICIALS

Three game officials are required for Bantam and Midget. The two game official system is appropriate for Pee Wee Divisions and below. A minimum of 1 game official can be used to prevent game cancellation. (see also Hockey Canada Rule 5.2). Where possible the Referee should be a minimum of 2 years older than the division of play.

TEAMS

A team shall consist of a minimum of 10 players and one goaltender, one qualified/certified coach, qualified safety person and a maximum of one qualified manager with all having Respect in Sport/Speak out in order to be registered.

All players and affiliates from a lower division are to be rostered to the team prior to participation in any league, playoff or tournament game.

A "Hockey Canada Official Team Roster" must be completed prior to league commencement. Multi-Team Associations should create balanced teams as best as possible. Teams cannot play any other player/goalie that is not rostered to their Hockey Canada Roster.

Teams rostered at the Bantam and Midget Recreational level, there is to be no body checking. When the minimum roster of 10 players or no goaltender threshold is not obtained, teams may utilize rostered affiliated players to complete their roster.

Affiliated players are to be indicated on the Game Report as **AP**.

A minimum of 6 rostered players are required to start a game (Hockey Canada Rule 2.2a) in order to avoid forfeiture.

OVERAGE PLAYERS:

Overage Players are limited to 2 per team **at the Bantam age and below** (excluding goaltenders). **There are no overage players at the Midget age and above. Requests for overage goaltenders will be reviewed on an individual basis.**

Refer to OMAHA Policy 1.05. An Overage player must be approved by the OMAHA District Registrar and rostered on the HCR to the player's applicable team prior to an Overage Player participating in League play.

Refer to BCH Policy 1.12 and OMAHA Policy 1.05. Overage players are to be indicated on each Game Report as "OA".

FINAL STANDINGS

All teams are eligible for playoffs. Final standings are based on teams with the highest point in league play.

In case of a tie after league play BC Hockey Regulation 5.26 will be used to determine seeding placement.

PLAYOFFS

Playoff seeding is based on OMAHA playoff formats determined by the number of teams in the league. The highest seeded team will play the lowest seeded team and retain home ice advantage for the third game if required.

Playoffs are the best of three.

If teams are still tied after regulation, the following format will be used **(stop time period)**:

“In case of a tie at the end of regulation time, the puck shall be faced off at centre ice and the play shall continue with a 5 minute sudden victory overtime period playing 4 on 4. If the score remains tied after the sudden victory a 5 minute overtime period will occur **playing 3 on 3.** **Should** the teams **remained tied after the 10 minutes they** would take the normal between period break and return to play 20 minute sudden victory periods.”

The winner of the playoff finals will be awarded the designated Recreational Banner and will be the representative at the OMAHA final tournament.

1.23 Criminal Record Checks/Vulnerable Sector Check/Respect In Sport

- a. OMAHA requires persons elected or assigned to volunteer positions within our organization to submit for a Consent for Criminal Record Search form (CRC) and Vulnerable Sector Check (VSC) by July 01st of the current season and OMAHA Central Office must be in receipt of the completed CRC and VSC by September 01st of the current season. . Failure to provide a CRC and a VSC will prevent the individual from retaining a position. The application for the CRC and VSC is required upon initial appointment or election and maintaining the position is contingent upon the results of the checks coming back satisfactory to OMAHA. A CRC and VSC must be renewed every three (3) years.
- b. All OMAHA Executive members must be certified in the Coaches Respect In Sport program by September 01st of the current season.
- c. All OMAHA volunteers are required to report charges or convictions of any new offence under the Criminal Code of Canada and/or the Controlled Drugs and Substances act on an on-going basis to the OMAHA Risk Manager.
- d. **Policy Guidelines:**
A CRC and VSC consists of a criminal record name check performed by municipal police or local RCMP detachment. OMAHA will reimburse elected and/or appointed board members for the cost of the CRC and VSC. When filling out the Consent for Criminal Record Search form and VSC, the applicant must authorize the municipal police or RCMP to disclose all information regarding his/her CRC and VSC to OMAHA Central Office at to the attention of the OMAHA Risk Manager. The CRC and VSC will either indicate that the individual does not have a criminal record or that a criminal record may or may not exist. If the CRC or VSC indicates that the individual may or may not have a criminal record, the individual will be required to attend the police detachment and have fingerprints taken to satisfactorily complete their CRC or VSC requirements to determine that the CRC or VSC is for the correct individual or to confirm that no mistakes have been made.
A satisfactory CRC or VSC is either:
 - i) Confirmation from the police that no criminal records and/or charges exist; or
 - ii) That any existing convictions and/or charges are not relevant to the position, as determined by the BFL Canada's legal counsel as provided under OMAHA insurance (hereafter referred to as legal counsel)

If no further investigation regarding an individual CRC or VSC is required, the Criminal Record information will be kept in the secured, confidential electronic file. Applicants will only be contacted if their CRC or VSC is “flagged” as a potential risk to OMAHA by the legal counsel

In determining whether any convictions and / or charges are relevant to the position, the OMAHA Risk Manager will gather information which may include telephone or personal interview with the individual and / or other persons or agencies.

The legal counsel, in making the final decision, will consider the following:

- a) relationship of the offence(s) to the nature of the position;
- b) number and nature of the charges and / or convictions;
- c) relevant offences listed in Schedule 1 of Criminal Records Review Act, R.S.B.C. 1996, c.86;
- d) when the offence(s) occurred; and
- e) what the individual has done since the date of the offence.

If the legal counsel determines that the individual poses a risk and is not an appropriate candidate for the position, the legal counsel will immediately notify the OMAHA Risk Manager of OMAHA in writing of the legal council's decision, and the OMAHA Risk Manager will notify the individual.

All notes, information and informal materials pertaining to an individual's CRC and VPC will be kept in a secure, separate file by the OMAHA Administrator. They will not be contained in the individual's BC Hockey file.

OMAHA will not refuse a position to an individual because he or she has been charged with, or convicted of an offence of a type which does not pose a risk to OMAHA, as determined by legal counsel, considering the duties of the position the person is seeking to occupy.

2.01 EXECUTIVE COMMITTEE

a) TRAVEL

Executive Committee travel shall have the prior approval of the President. Expenses will be as per By-Law Seventeen. A brief report on the trip is to accompany the expense account submitted.

b) CONFERENCE CALLS / MEETINGS

Conference Calls and Meetings shall have the prior approval of the President. A brief report on the meeting or calls to follow within 48 hours.

c) JACKETS

Each Executive Committee member shall be entitled to a OMAHA crested jacket, the cost to be paid by OMAHA and the member on a 2/3 OMAHA 1/3 member bases. Additional attire costs shall be shared on a 50/50 basis.

f) NEW MEMBERS

Newly elected Executive Committee members shall be reimbursed for their travel costs and per diem to the Annual General Meeting (as per By-Law Seventeen).

g) NOMINATIONS

A Nominating Committee shall be struck to accept nominations for positions of the Executive Committee. All nominations must be in the hands of the Nominating Committee Chairperson no later than May 1 on the prescribed OMAHA nomination form. Names of all nominees shall be circulated to the membership at least 14 days prior to the Annual General Meeting.

h) ASSIGNMENT OF DUTIES

In addition to the regular duties of the Officers, District Director(s) and Divisional Directors as outlined in the By-Laws and Regulations of the society, the President may assign the following duties annually:

- Risk Manager
- Chairperson - Appeal Committee and at least two other qualified persons to serve on the Appeal Committee.

2.02 OMAHA ADMINISTRATOR

- Resolutions Committee
- Coordinate & supervise the selection of the Annual award nominations
- **Coordinate the collection of Nomination Forms for the OMAHA AGM Election process**
- Fulfill all responsibilities as set out in By-Law Nine.

2.03 CONFLICT OF INTEREST

1. Directors have an obligation to behave openly and honestly in dealings with and for the Society.
2. It is the duty of directors to act in good faith on behalf of and for the Society and to do nothing to bring discredit to the Society.
3. A director must not profit directly or indirectly from their association with the Society. This includes his/her family, as any profit to a family is profit to the director.
 - a. Family means the director's immediate family
 - b. Profit means any gain or advantage whether monetary or otherwise.
4. The activities of the director must not give the appearance of being a conflict between his/her duties to the Society and any other interests he or she might have.
5. A potential conflict of interest is deemed to arise when a director is involved:
 - a. As a member of an Amateur Hockey Association, team or league
 - b. In receiving remuneration of any amount for any position of an Amateur Hockey Association, team or league
 - c. In holding any position in an Amateur Hockey Association, team or league.
6. The directors must be seen by all to be open, honest, correct and unbiased in the performance of their duties.

7. The directors must reveal to the Executive any actual or potential conflict by way of submitting an Executive Disclosure Form or before June 01 of every year. Should a conflict arise after this date, or anytime during the balance of the season, the director is responsible to notify OMAHA Central Office.
8. Any potential conflicts will be reviewed by the Executive.
9. All CRC and VSC will expire after 3 years.

Executive Disclosure Form: See APPENDIX G

Executive Members are required to complete and submit an Executive Disclosure Form to the OMAHA Administrator on or before June 1 of every year. Any change in status during the season should be relayed to OMAHA Central Office immediately.

3.01: FINANCES

a) PURCHASE REQUESTS

All purchases on behalf of OMAHA shall have prior approval of the OMAHA Administrator/President

b) EXPENSE ACCOUNTS

The following expenses shall be reimbursed by OMAHA as follows:

i) Transportation

- Private automobile
- Executive members and appointed personnel shall be reimbursed as per OMAHA By-Law Seventeen
- Airfare
- The most economical airfare, or actual bus fare will be paid in accordance with OMAHA By-Law Seventeen and must be supported by receipts
- Parking Charges
- Parking Charges will be paid at actual cost and must be supported by receipts
- Automobile rentals
- All use of automobile rentals must have the prior authorization of the President
- The most economical rental will be obtained including basic collision and third-party liability coverage

ii) Accommodation

- Hotel rooms will be reimbursed at actual cost and must be supported by receipts
- Should a spouse or other person accompany the BC Hockey representative, reimbursement for accommodation will be limited to the expense that would have been incurred if that person had traveled alone.
- All personal expenses for meals and telephone, etc charged against the hotel account should be paid directly to the hotel before checking out, if the room is being paid directly by OMAHA
- Hotel room expenses for the evening following a meeting are not claimable unless the representative is unable to make reasonable arrangements home that evening

iii) Meals

- OMAHA Executive and Personnel shall be reimbursed as per By-Law Seventeen

iv) Telephone / Fax Charges

- All claims for long-distance calls / fax transmissions related to OMAHA business must be supported by the original telephone company billing or hotel account and an itemized explanation of the calls
- OMAHA will approve telephone & facsimile service as it relates to OMAHA business.

v) Photocopying

- OMAHA Central Office will forward to Executive all pertinent BC Hockey Bulletins and it should not be necessary to duplicate these mailings

vi) Overdue / Interest Charges

- OMAHA shall not reimburse for overdue or interest charges incurred

vii) Incidental Expenses

viii) Expense Account Forms

- All requests for reimbursement shall be on an OMAHA Expense Claim form
- Expense accounts are to be submitted monthly, accounts submitted more than one month late will be referred to the Finance Committee.

3.02 FINES

In accordance with OMAHA Regulation Three the "Game Report" shall be handled in a specific manner. Failure to do so shall result in a \$15.00 fine for each non-compliant occurrence of Regulation 3007 including:

- failure to forward game reports within the required time limits
- failures to enter the stat data on the OMAHA website within the required time limits
- failure to submit an OMAHA approved game report form
- failure of Official to submit Write up within the required time limits
- submission of an incomplete game report (refer to Appendix J and Appendix K)

OMAHA Central Office shall:

- keep accurate records of late Game reports, keeping envelopes as evidence in case of disputes. Game reports must be **scanned and emailed or a printable/readable photograph sent no later than the second business day and mailed weekly.**
- OMAHA Central Office, on a bi-weekly bases, of the application of Regulation 3, paragraph f) and including submission of an incomplete game report, using the provided form (APPENDIX D). Central Office shall issue and collect fines.

3.03 GAME CHANGE FEE

- All Game Changes will be sent to OMAHA Central Office for all League Game Change requests by forwarding the completed game change form. See APPENDIX E
- OMAHA Central Office shall issue, collect and distribute fees as set out in OMAHA Regulation Three **and Policy.**

3.04 MEETING ATTENDANCE

The attendance of specific members or designates at meetings is necessary to ensure all Associations receive current information and exercise their right to input on District matters. Failure to attend will result in a \$100.00 fine per Association not in attendance as required. The OMAHA Administrator will notify the Association of fines which is to be paid in no less than 30 days.

NOTE: Failure to pay any outstanding fines or fees may result in a MEMBER NOT IN GOOD STANDING notice to be issued.

Applications for a variance to have a fine or fee waived may be made by an Association President to the OMAHA Administrator and shall be addressed on its' individual merit by the Executive committee.

SECTION 4: INSURANCE / SAFETY / RISK MANAGEMENT / SOCIAL MEDIA**4.00 HARASSMENT and BULLYING POLICY**

The purpose of this policy (in part), is to protect those individuals that are being harassed, and or bullied when the game officials or associations are not able to.

Harassment

Harassment is offensive behavior – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

Examples of Harassment;

- a) written or verbal abuse or threats, including but not limited to social media sites;
- b) unwelcome remarks, slurs, jokes, taunts, or suggestions about a person's body, clothing, race, national or ethnic origin, colour, religion, age, sex, marital status, family status, physical or mental disability, sexual orientation, pardoned conviction, or other personal characteristics;
- c) unwelcome sexual remarks, invitations, or requests;
- d) displays of sexually explicit, sexist, racist, or other offensive or derogatory material;
- e) practical jokes that embarrass or insult someone;
- f) any form of hazing;
- g) leering (suggestive staring) or other offensive gestures;
- h) unwelcome physical contact, such as patting, touching, pinching, or hitting;
- i) patronizing or condescending behavior;
- j) humiliating someone in front of their peers;
- k) abuse of authority that undermines someone's performance or threatens his or her position;
- l) Physical or sexual assault.
- m) Comments or actions that isolates the victim

Definition of Abuse

Child abuse is any form of physical, emotional and / or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and / or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band appointed child protective services. A child may be need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

Some examples include:

- a) physical abuse;
- b) emotional abuse;
- c) sexual abuse;
- d) neglect;

Bullying is not...

- a) Conflict between friends
- b) An argument between people of equal power
- c) Accidental
- d) Normal relational development challenges
- e) A "one-time" event (usually)
- f) Friendly teasing that all parties are enjoying

4.00.01 Player Education

See Team First, bullying program, can be taught, free to d/load at:

<http://www.bchockey.net/RiskManagement/TeamFirst.aspx>

Coaches will discuss the problems of bullying/harassment openly with their players *and* parents at the 'Get to Meet" meeting *and* prior to any players entering the ice surface. Players should be encouraged to do the following to stop and discourage bullying/harassment tactics.

- a) If a player is bullied or harassed at any hockey sanctioned activity, or if the threat is media driven in relation to ones hockey 'performance' or situations, they should be encouraged to immediately inform their coach. Telling is not tattling (ratting) and the player should be reassured that no consequences will result to them for coming forward. If possible, players should write down what happened, when it happened, and identify who bullied them.
- b) If players are concerned or nervous about coming forward, they should be encouraged to talk with a friend or teammate. Team captains and assistant captains should be encouraged to intervene in any bullying situation when possible.
- c) Players should be encouraged to not fight back when confronted by a bully. They should calmly tell the player to stop, or say nothing and walk away. Again, they should report the incident to one of their team officials, parent(s), or the OMAHA Harassment Advisor.

4.00.02 Adult Education

In the case of adults reported to be bullying and or harassing members of the Hockey Association. (E.g.: Players, Board members, Volunteers, Officials, or any member of OMAHA). Adults constitute any person the age of eighteen (18) or older, be it a player, spectator, parent, Team Officials, Board member or volunteer.

4.00.03 Submitting a Complaint

- a) If the wishes to file a formal complaint, they shall forward a written complaint to the OMAHA Harassment Advisor within forty eight (48) hours of the alleged incident.

Please complete the following;

Person making the complaint. Circle one:

Player	Parent	Volunteer	Official	Employee
--------	--------	-----------	----------	----------

Name: _____

Mailing Address: _____

Phone Number _____

E-Mail: _____

Person on behalf the complaint is made: (to be completed if different from above)

Name: _____

Relationship _____

Name of person(s) against whom you are complaining:

Name: _____

Title/Role _____

Association: _____

When did the last incident occur (Date): _____

Please circle the grounds(s) that best describes your complaint:

Type of behavior:	Conduct	Gestures	Comments		
Based on:	Race	Ethnicity	Disability	Colour	Religion
	Age	Sex	Marital Status	Family Status	
	Sexual Orientation		Pardoned Conviction		
	Physical	Emotional	Sexual	Neglect	
Abuse:	Physical	Verbal	Relational	Reactive	

OMAHA will not investigate reports of abuse that do not meet the definitions provided.

Provide a summary of the incidents you are complaining about. Your summary must answer the following questions.

Please limit your complaint to be no longer than 2 pages. You may attach any additional documents as necessary.

Where did the incident(s) happen?

Who was involved?

What happened?

How were you treated differently from others (if at all)?

How do the incident(s) relate to the ground(s) you selected?

4.00.04 The role of the OMAHA Harassment Advisor is to:

- b) receive complaints – maintain confidentiality – need to know only,
- c) provide information on the harassment and abuse policy and complaint procedure;
- d) inform the complainant of his or her options, including seeking legal advice if necessary;
- e) If the complainant chooses to seek legal options, the OMAHA Harassment Advisor will report the incident to OMAHA in writing, and then take no further actions.
- f) The OMAHA Harassment Advisor's findings does not constitute harassment, or bullying, the OMAHA Harassment Advisor will report the incident to OMAHA in writing, and then take no further action.
- g) Investigate complaints by conducting detailed interviews with the Complainant, Respondent, witnesses and any other individuals who may be involved.
- h) The OMAHA advisor may request the respondent's written response to be submitted within 5 days of notice. Failure to respond will be considered no defense offered.
- i) Submit a written report of the investigation results to the Discipline Committee of OMAHA within seven (7) days of the formal complaint. The report shall contain all documentation filed by both parties along with recommendations and findings of the OMAHA Advisor.
- j) A report containing the resolutions and recommendations must also be provided to both the Concerned Person, Respondent, legal guardian if non-adult, and the risk manager of the associations involved. Examples of recommendations include:
 - 1. written apology;
 - 2. letter of reprimand from OMAHA;
 - 3. removal of certain privileges of membership or employment;
 - 4. temporary suspension;

4.00.05 Discipline Committee

- a) The Discipline Committee (members of the committee need to be unbiased, without personal or professional involvement with either the Concerned Person or Respondent, and without prior involvement with the complaint being resolved) shall be appointed as required by the President. The Discipline Committee shall be comprised of, the 1st Vice President or designate, appropriate Division Director, and one other officer.
- b) The Discipline Committee will review the documentation received, from the OMAHA Harassment Advisor, and thru their discussions shall come to a majority agreement and report to the President their findings in writing, doing so within three (3) days.
- c) The President is to update the HCR profile, and to advise the association President of the outcome.

Determining Factors

The following are definitions that will be used to determine the grounds on which the complaint is made and the process to address it.

Misconduct

Misconduct refers to the behaviour or a pattern of behaviour that is found, by a formal (i.e., an independent investigation) or informal process (i.e., an internal fact finding)

Bullying

Bullying describes behaviours that are similar to harassment, but occur between children under the age of twelve or behaviours between youth or between adults that are not addressed under human rights laws. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational (i.e., trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive (i.e., engaging in bullying as well as provoking bullies to attack by taunting them).

Harassment

Harassment is offensive behaviour – emotional, physical, and or sexual – that involves discrimination against a person because of their race, national or ethnic origin, age, colour, religion, family status, sexual orientation, sex or gender, disability, marital status, or pardoned conviction. Harassment occurs when someone attempts to negatively control, influence or embarrass another person based on a prohibited ground of discrimination.

Abuse

Child abuse is any form of physical, emotional and / or sexual mistreatment or lack of care which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and / or breach of trust.

Abuse is an issue of child protection. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child may be in need of protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting must occur according to child protection legislation is available at www.hockeycanada.ca.

4.00.06 Procedure for Association Board Members, Parents, Players and Coaches

In all cases, strict confidentiality shall be maintained

- a) Parents should report bullying incidents to the OMAHA Harassment Advisor. In all cases of reported bullying, the parents of the player who was bullied shall be informed immediately and may be asked to meet to discuss the incident.
- b) The bullying/harassment behaviour or threats of, will be investigated by the OMAHA Harassment Advisor. The parent of any player who is reported to be bullying will be contacted and asked to meet to discuss the incident.
- c) If necessary and appropriate, cases may be referred to the police, social services or judicial complaints procedures as laid out by BC Hockey and / or Hockey Canada.

4.00.07 Outcomes

- a) For a first offence situation involving bullying/harassment, a suspension of all association activities will be administered for a period of no less than fifteen (15) days. The bully (bullies) may be asked to apologize in writing to those affected. If practical, an attempt will be made to reconcile the situation between the players. Other consequences or disciplinary alternatives to stop bullying may also be considered by the parents, coach and or the Association Board.
- b) After the incident(s) have been investigated and dealt with, the situation will continue to be monitored by the respective coach, board members, players and parents to ensure repeated bullying/harassment does not transpire.
- c) If the bullying/harassment persists in any manner be it the same recipient or not, immediate disciplinary action will be taken by the appropriate Division Director and President. Disciplinary actions include, but are not limited to, suspension from participation in the hockey program for a period up to two years which includes all sanctioned team activities.
- d) If the offender is an adult, bullying or harassing any member (egg: any player, spectator, coach, volunteer, official or board member), disciplinary actions taken by the OMAHA Director, and President in consultation with the Association President, may include, but are not limited to, suspension from participation attendance in the hockey program. Suspensions may be for a period up to two years which includes all sanctioned team activities,

Anti-Bullying and Harassment Acceptance

As a member of the _____ Minor hockey Association,

I hereby agree to adhere to the Harassment and Bullying policy by signing below:

Print Name of Participant: _____.

Position: Please circle one. Parent / Player / Volunteer / Official/Coach / Board Member

Signature: _____ **Date:** ____ / ____ / ____

4.01 INSURANCE

OMAHA is to be protected against accidental loss or losses that, in the aggregate during any financial period, would significantly affect members, property, the budget or the ability of OMAHA to continue to fulfill its responsibility to its members. In no event shall any loss of life or Major personal injury to its members or members of the public be acceptable. OMAHA will secure annual coverage as offered through HC/BF Lornzetti for legal fees.

4.02 SAFETY/RISK MANAGEMENT

The OMAHA President shall appoint a member to act as District Risk Manager at the Annual General Meeting each season.

The appointee shall act on behalf of the District on all pertinent matters and report back to the President on any investigation or reported matter.

The appointee shall give a semi-annual and annual report.

4.03 INJURED PLAYER RETURN TO PLAY POLICY

Coaches and Association Officials are well aware of the variety of injuries that occur to players and they know that despite all attempts to remove risk, injuries can happen. Team Officials should not force a player to play after they are injured or play a player without a medical certificate following illness or injury.

When an injury that prevents a player from participating in regularly scheduled practices or games occurs, it is essential that a medical certificate from a Physician authorizing the player's return to active participation be presented to a Team or Association Official.

Team officials should not allow an injured player to be on the player's bench during a practice without Hockey Canada / BC Hockey required protective equipment.

4.04 HELMET POLICY – MINOR HOCKEY PRACTICES/EVENTS REFER TO BC HOCKEY POLICY 1.23

4.05 COACHING CERTIFICATION REQUIREMENTS

a) All BC Hockey coaches shall meet the requirements as set out in the BC Hockey By-Laws and Regulations to coach at their team's category. Coaches will have until March 31st of the season in which they attend the course to submit post tasks. Any appeal shall be directed to the Chair of the Coach Committee.

Team Official Qualifications/Certifications Timelines

1. In order to be rostered to a team, **ALL** Team Officials must have a minimum of Respect in Sport/Speakout.
2. **Recreational Team Officials** - must have the qualifications/certifications applicable to assigned Team Official position by December 15th. Failure to do so will result in an individual being released from the team rostered to.
3. **Tiered/Carded Team Officials** - must have the qualifications/certifications applicable to assigned Team Official position by December 01st. Failure to do so, will result in an individual being released from the team rostered to.

4.06 OFFICIATING

a) All On-Ice Officials shall be certified as per BC Hockey requirements.

OFFICIATING UNSANCTIONED GAMES

The following BC Hockey Policy will apply to BC Hockey officials who officiate in NONSANCTIONED hockey games:

- The only unsanctioned games a BC Hockey official may receive permission to officiate shall be those games described as BENEFIT GAMES
- The official must receive approval from the BC Hockey President prior to the game to qualify for Medical and Liability coverage
- The official shall donate all services on this occasion

b) GAME REPORTS/WRITE-UPS

Must be received by fax, email **or a printable/readable photograph within 24 hours after the completion of the game** and original to be mailed within 24 hrs of completion of the game. Reporting procedures for Gross and Match penalties are pursuant to BC Hockey Reporting Guidelines (at the conclusion of the game). A fine of \$15.00 for each occurrence will be assessed to the host association for officials contravening this policy.

4.07 SOCIAL MEDIA

1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as 'BBM' or 'texting'.

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

The purpose of this policy is to educate the OMAHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by their local MHA, League and/or OMAHA.

2. SOCIAL MEDIA GUIDELINES

a) OMAHA holds the entire OMAHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

b) Comments or remarks of an inappropriate nature which are detrimental to a Team, Association or an individual will not be tolerated and will be subject to disciplinary action.

c) It should be recognized that social media and comments such as 'texting' are on the record and can be instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.

e) Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent they cannot be retracted. Ultimately, you are solely responsible for your comments.

f) If requested to participate in an online network, as a direct result of your affiliation with or participation within OMAHA, OMAHA recommends that you request approval from the local MHA prior to participating.

g) Players or hockey operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of an OMAHA Sanctioned Game and at least one (1) hour following the completion of an OMAHA Sanctioned Game.

3. SOCIAL MEDIA VIOLATIONS

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

a) Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.

b) Divulging confidential information that may include, but is not limited to the following:

- player injuries;
- trades or other player movement;
- game strategies; or
- any other matter of a sensitive nature to a member Team, the Association or an individual.

c) Negative or derogatory comments about any of the Team, Minor Hockey Association, League and/or OMAHA staff, programs, stakeholders, players or any member of OMAHA.

d) Any form of bullying, harassment, intimidation or threats against players or officials.

e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:

- drug use,
- alcohol abuse,
- public intoxication,
- hazing
- sexual exploitation, etc.

f) Online activity that contradicts the current policies of OMAHA or any of its member Associations.

g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with OMAHA policies and regulations on these matters.

h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

4. DISCIPLINE

The MHA, or OMAHA will investigate reported violation(s) of this policy in the manner set out in the OMAHA Handbook for other types of violations. If the investigation determines that a violation has occurred, local Minor Hockey Association, and /or OMAHA may impose an appropriate suspension. Any appeal of the suspension will be dealt with as per OMAHA Appeal Procedure outlined in the OMAHA Handbook.

5.SUMMARY

When using social media and networking mediums, the OMAHA community should assume at all times they are representing OMAHA and/or its member Associations or Teams. All members of the OMAHA community should remember to use the same discretion with texting, etc., social media and networking as they do with other traditional forms of media.

Should the identity or image of any member of the OMAHA community be used in social media and networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify the OMAHA Divisional Director or the OMAHA Central Office immediately. Any use of a player or team member's image or likeness without the written consent of OMAHA is strictly prohibited.

4.07.01 SOCIAL MEDIA AND NETWORKING POLICY ENFORCEMENT GUIDELINES

Because social media violations may vary in terms of their seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself. That is not to say that these types of violations are minor, but rather, some may be more serious than others. This document is intended to assist Minor Hockey Associations as they assess social media violations.

Factors that can be considered when dealing with social media violations include:

- **The intent of the violator**
- **Whether harm, physical or otherwise, resulted from the violation**
- **The circumstances of the violation**
- **The effect the violation had upon its recipient, the recipient's family, the team, the Association, or the community**
- **Any previous social media violation history**

Possible disciplinary measures therefore depend on a number of factors. Please consider the following suggested responses for various conducts:

-Implicit or implied threats of death or serious bodily harm: indefinite suspension, referral to OMAHA Discipline Committee for investigation and punishment (also refer to police)

- Encouraging someone to do themselves serious harm: indefinite suspension, referral to OMAHA Discipline Committee for investigation

- Posting of pictures of a threatening nature: indefinite suspension, referral to OMAHA Discipline Committee for investigation and punishment (also refer to police)

- Slurs against someone's race, religion, sex, or sexual orientation: lengthy suspension

- Slurs against another or their family: warning or short suspension

- Posting comments and/or pictures of self of an implied sexual nature: short suspension

- Posting comments and/or pictures of someone else of an implied sexual nature: indefinite suspension, referral to OMAHA Discipline Committee for investigation and punishment (also may refer to police)

- Gossip - Posting or sending cruel gossip to damage a person's reputation and relationships with friends, family, and acquaintances: warning or short suspension - Breaking into someone's e-mail or other online account and sending messages that will cause embarrassment or damage to the person's reputation and affect his or her relationship with others: indefinite suspension, referral to OMAHA Discipline Committee for investigation and punishment (also refer to police)

- Posting or sending unwanted or intimidating messages: suspension

- Tricking someone into revealing secrets or embarrassing information, which is then shared online: short suspension

-Negative or derogatory comments about Team, etc.: warning or short suspension

SECTION 5: PRIVACY POLICY**5.01 PURPOSE OF THIS POLICY**

This Policy describes the way that OMAHA collects, uses and dispose of the personal information of prospective members, members, and others including players, coaches, referees, managers and volunteers.

This Policy describes the way that OMAHA will, subject to applicable legal requirements, adhere to all relevant federal and provincial legislative privacy requirements. The Policy follows the 10 Canadian Standards Association (CSA) principles identified in the federal Personal Information Protection and Electronic Documents Act (PIPEDA). OMAHA will strive to meet or exceed federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

5.02 IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE

a) OMAHA shall only collect the information reasonably necessary to conduct hockey programming. Access to our Privacy policies and procedures will be readily available.

b) OMAHA collects personal information from prospective members, members, coaches, referees, managers and volunteers for the purposes of conducting Hockey Programming.

Specifically:

- A player's name, address and date of birth are collected to determine that the player's geographical, division of play and level of play information are consistent with Hockey Canada/Branch/District regulations.
- Historical information concerning past teams played for is collected in order to determine if any of the BC Hockey/District transfer regulations may apply.
- Information concerning an individual's skill level and development and feedback of programs is collected to measure the success of our programs in order that we may better plan future programs.
- Information as to a player's parents' name, address, telephone numbers and email addresses may be collected in order to facilitate emergency contact information as well as to ensure compliance with the BC Hockey residency regulations.
- Educational information may be collected in order to ensure all OMAHA / BC Hockey residency regulations have been adhered to.
- E-mail addresses may be collected for the purposes of facilitating membership communication related to upcoming events and programs.
- Information about skill levels, ability, emergency contacts and health to ensure our activities are carried out in a safe and secure environment.
- Personal information collected for the purposes of hockey registrations may also be used for hockey specific research purposes including but not necessarily limited to hockey demographic type research.
- Affiliates. OMAHA has numerous organizations, which offer hockey programs under their auspices. These include, but are not necessarily limited to the Canadian Hockey League, Vancouver Canucks, Canadian Inter-University Sport, Hockey Canada and provincial and local Branches, associations, and leagues. Hockey Canada, its Branches and/or Associations may disclose the personal information described above to all of these organizations in order to facilitate Hockey Programming and ensure compliance with rules and regulations.

5.02 IDENTIFYING PURPOSES, TYPE OF INFORMATION COLLECTED AND WEBSITE

c) OMAHA will endeavor through associations/leagues/Directors to advise potential registration candidates of the purpose for the collection of the data requested at the time of registration or by reference to our web site at www.omaha.ca or the local Association/Branch web site. We will further endeavor to ensure that all collectors of the personal information are familiar with the potential use of the personal data. All personal data collected by BC Hockey shall be maintained in either our office(s) and/or with Privacy Officer.

d) OMAHA will request individually permission for the use of any personal data collected which is to that which has been identified above, unless said usage is authorized by law.

d) OMAHA may also use information about an individual who accesses secure areas of www.omaha.org or other member Branch/Association web sites. Information you are asked to provide during your use of our web site may include your name, address, e-mail address, age, sex [and the other types of personal information listed above). All such personal information will be treated within the same parameters as other personal information collected by OMAHA through other means. It is always your choice to provide information in certain fields although failure to complete certain sections may inhibit your ability to fully access all areas of the web site. Our web site also collects non-identifiable information about users such as the users IP address, the sections of the web site visited and the information downloaded. OMAHA may use this non-identifiable information and disclose it to service providers, for system administration purposes and to improve the web site.

6.01 DISCIPLINE

OMAHA Division Directors will monitor misconducts, Game Misconducts, high risk play and incidents resulting in the use of ineligible players or team officials. See Appendix A for discipline guidelines.

Copy the District President on all/any correspondence pertaining to discipline matters.

Acknowledge co-operation when you receive it.

On all correspondence, give a definitive time limit for responses. Keep notes on all telephone conversations pertaining to discipline.

*All referee reports and related documents are strictly confidential to OMAHA and BCAHA.

Carry Over Penalties

Any Suspension resulting from a Match Penalty, Gross Misconduct, or Supplemental Discipline Suspension assessed by Hockey Canada, BC Hockey or OMAHA which has not been served in its entirety will carry over into the following season. The Suspension will remain in effect until the required number of Games are served. For carry over suspensions, the season start date shall be considered October 1st.

Note: All Exhibition Games must be sat out while under suspension; however, they do not count towards the suspension. Tiering Games scheduled by a Team or a Minor Hockey Association are considered Exhibition Games and would not count towards the serving of the suspension.

Only those games listed in paragraphs 1-3 listed below would count towards a Suspension being served.

1) OMAHA League Games, OMAHA Approved Exhibition Games, OMAHA Playoff Games and BC Hockey Championship Games.

2) BC Hockey Sanctioned Tournaments (including Spring Tournaments) which the days and games of the Tournament would count towards the Suspension.

3) District scheduled Tiering Games would count towards the serving of the suspension.

The number of days between the last scheduled League Game or Tournament Game prior to the Christmas Break, and the first scheduled League Game or Tournament Game after the Christmas Break; shall not be included in determining the number of days served for a Time Period Suspension in effect prior to/or during the Christmas Break.

6.02 INVESTIGATIVE HEARINGS

OMAHA shall conduct investigative hearings in a manner that promotes procedural fairness. This will include the right to a hearing, the right to an unbiased decision maker, and the right to appeal the decision resulting from the investigation.

PROCEDURES

Where an individual has been indefinitely suspended as per the BC Hockey Match / Gross Misconduct Bulletin or an individual or incident is being investigated by the Okanagan Mainline Division Directors, OMAHA Regulation 10, the following procedures shall apply:

- The individual shall be notified, through their Association, League or Team President, on the appropriate OMAHA notification form or letter.
- The notification form or letter shall indicate the individual or incident under investigation, the reason for the investigation, the procedures for a telephone or in-person hearing, and a time frame for the investigation and decision.
- The OMAHA Executive Member conducting the investigation shall be excused if the President or the Executive member considers there to be a conflict of interest or a real / perceived bias in their conducting the investigation.

- The individual under investigation shall have the right to have both; **a)** supporting documentation presented on their behalf and **b)** have a support person / parent present during the hearing.
- If the individual is to be shown any of the correspondence that resulted in the investigative hearing being established, then either a summary should be provided or anywhere where it could lead to the complainant being identified must be removed.
- Any hearings shall be conducted using the BC Hockey Guidelines for conducting investigative hearings.
- The Executive Member responsible shall maintain notes (not verbatim) of the investigative hearing and submit them to the Executive Director upon request pending a request for an Appeal hearing.
- If an in-person interview takes place, a third person, preferably a representative of the local hockey Association / League, shall be present.
- The decision based on the investigative hearing shall be communicated to the individual(s), through the Association, League or Team President, in writing stating the length of any suspension, the reason for it and advising the individual of their appeal opportunities.
- Should the person under investigation fail to respond by the date outlined in the notification form or letter, the decision letter shall note this.

6.03 APPEALS

Appeals shall be conducted in accordance with OMAHA By-Law Fifteen.

SECTION 7: MEETINGS**7.01 AGM OMAHA By-Law 5**

The OMAHA AGM is hosted no later than the last Sunday in the month of May.

Resolutions are to be submitted to the OMAHA Administrator on the supplied form no later than March 15, of the current season. Submitted resolutions will be circulated to the membership not less than 14 days prior to the AGM.

7.02 Scheduling

All Associations participating in League play shall attend a meeting at which time the full OMAHA League schedules will be set out. OMAHA will preside over the meeting. Members Ice Ambassadors or designates are to attend and submit ice time availability to satisfy the competing teams commitment.

7.03 Semi-Annual

OMAHA will host a Semi-Annual Meeting the second weekend of January wherever possible.

7.04 Ice Ambassadors

At the discretion of the President, an Ice Ambassador's Meeting may be called to assess the current season and to recommend options to the Executive Committee for the upcoming season.

7.05 Executive

At the discretion of the President, Executive Meetings will precede all General Meetings and a year-end meeting will be held in April.

7.06 District Presidents

OMAHA President or designate will attend the Branch hosted District President Meeting.

7.07 BC Hockey AGM

OMAHA will send delegates to the BC Hockey AGM. The OMAHA Administrator will make all accommodation, voting, and delegate arrangements. District representation will be based on funding, voting and availability of delegates.

SECTION 8: AWARDS By-Law 16**8.01 Scholarships**

April 30 deadline for submission to Central Office/OMAHA Administrator.

8.02 Officiating School

OMAHA will sponsor 3 candidates to attend an Officiating School. OMAHA Central Office/OMAHA Administrator will accept qualifying nomination forms (http://www.omaha.ca/forms/bc_hockey_app_referee_summer_school.pdf) from Association Referees-In-Chief or Referee Committee Member up to March 15. Candidates must be between the ages of 13 and 16 and fulfil the requirements as noted on the application form. See By Law 1603 f.

8.03 Association of the Year

OMAHA Central Office/OMAHA Administrator will accept submissions up to but no later than March 15. The successful submission may be forwarded as a nomination for the BC Hockey Frank Spring Award.

8.04 Koteles Award

As set out in By-Law 16.

8.05 Margie Moss Award

As set out in By-Law 16.

8.06 Allen Philcox

As set out in By-Law 16

8.07 John Boscha

As set out in By-Law 16

8.08 Life Member

As set out in By-Law 16

NOTE: The successful nominations and submissions will be announced at the OMAHA AGM. Plaques, scrolls and letters notification will be presented by the OMAHA Executive Committee.

OMAHA Supplemental Discipline Guidelines
All Divisions

The following is the supplemental discipline penalties to be enforced by the Okanagan Mainline Amateur Hockey Association (OMAHA) Division Director.

These penalties are in addition to penalties incurred under Rule 4.6 c or 4.7 c of Hockey Canada playing rules, HC Minimum Suspensions, or BC Hockey Suspension Guidelines.

High Risk Penalties

A player receiving seven (**10**) high risk penalties in the current playing season and for each recurring five (5) HR penalties will incur one of following;

On receipt of 10 HR	On receipt of 15 HR	On receipt of 20 HR	* For each additional multiple of 5
Warning Letter	Min 1 game suspension.	Min. 2 game suspension.	Double previous suspension

* Continued high risk play will result further sanctions at the discrepancy of the OMAHA Division Director.

High Risk Penalties are;

Boarding, Body Checking, Charging, Checking from behind, Head Contact, Elbowing, Kneeing, Fighting, Roughing, Cross Checking, High Sticking, Slashing, Spearing, Butt Ending

10 Minute Misconducts:

Player 1st 10 Minute Misconduct	No Action, unless circumstances dictate otherwise
Player 2 nd 10 Minute Misconduct	Warning Letter, unless circumstances dictate otherwise
Player 3 rd 10 Minute Misconduct	Minimum of an additional 1 Game Suspension
Player 4 th 10 Minute Misconduct	Minimum of an additional 3 Game Suspension

Game Misconducts:

Player 1st Game Misconduct	Warning Letter, unless circumstances dictate otherwise
Player 2 nd Game Misconduct	Minimum of an additional 1 Game Suspension
Player 3 rd Game Misconduct	Minimum of an additional 3 Game Suspension
Player 4 th Game Misconduct	Minimum of an additional 6 Game Suspension
Team official 1 st Game Misconduct	Minimum of a Warning Letter or additional 1 Game Suspension unless circumstances dictate otherwise
Team official 2 nd Game Misconduct	Minimum of an additional 3 Game Suspension
Team official 3rd Game Misconduct	Minimum of an additional 6 Game Suspension

Ineligible Players and Team Officials:

Player playing while ineligible	Game forfeit, 1 st time minimum of an additional 1 Game Suspension, unless circumstances dictate.
Player playing while ineligible	Game forfeit, Unregistered, intent or subsequent occurrence.
Team Official ineligible	Game forfeit, 1 st time (no intent) minimum of an additional 1 Game Suspension, unless circumstances dictate otherwise.
Team Official ineligible	Game forfeit, Unregistered, intent or subsequent occurrence.

References:

Hockey Canada Rule 4.5(b), 4.6 (b) & 4.7(a)
BC Hockey Section 4 BC Hockey Policy – Suspension Procedures, Guidelines and Policies
OMAHA Regulation 5 & 10



**OKANAGAN MAINLINE
AMATEUR HOCKEY ASSOCIATION**

DATE:

TO:

It is your responsibility to advise the individual listed in the box below that:

- 1. He / she has been suspended for one (1) League, Playoff or Sanctioned Tournament Game for “high risk” play. Exhibition Game(s) must be sat out while serving a suspension, but do not count towards the suspension. There is no time limit attached to this suspension. If his / her play does not improve, further disciplinary action may be taken.**

NAME:

TEAM:

DATE OF PENALTY:

RULE NUMBER:

Appeal procedures are in accordance with OMAHA Bylaw # 15.

Signed:

Okanagan Mainline Amateur Hockey Association

Copies: OMAHA President
BC Hockey District Director



OKANAGAN MAINLINE
AMATEUR HOCKEY ASSOCIATION

Date: _____

To: _____

Association designate: _____

It is your responsibility to advise the individual(s) listed below that:

He / she has been identified for "high risk" conduct.

Additionally, a letter from the association is requested to be sent to the applicable Division Director confirming receipt of the notification as well as outlining remedial actions that will be taken to avoid further penalties within 10 days of receipt of the notification.

Team: _____

Player: _____ (9 HR penalties: 0/7)

1	2
2	3
3	2
4	2
5	3
6	2
7	2
8	2
9	2

If his / her conduct does not improve, further disciplinary action will be taken.

Appeal procedures are in accordance with OMAHA Bylaw # 15.

Note: This Notification does not preclude additional disciplinary action by the player's home association.

Signed:

OMAHA President

cc: _____; OMAHA Central Office; OMAHA Administrator

cc: _____; President

Midget Division: midget@omaha.ca

Bantam Division: bantam@omaha.ca

Female Division: female@omaha.ca

All others: admin@omaha.ca

A player receiving:

- 10 – 14 High Risk Penalties is issued a warning letter;
- 15 to 19 High Risk Penalties is assessed an automatic one game suspension;
- 20 to 24 High Risk Penalties is assessed an automatic 2 game suspension;
- Any player receiving over 25 High Risk Penalties will have their suspension doubled and be reviewed by a Committee of the Division Director, OMAHA President and the Association President.



**OKANAGAN MAINLINE
AMATEUR HOCKEY ASSOCIATION**

DIVISION DIRECTOR'S

REQUEST TO ISSUE FINE

Date:

Director:

Division:

ASSOCIATION	TEAM/OFFICIAL	GAME #	DATE PLAYED	LGR	LOR	IGR	LPM	LWE	GRNR

Please send to OMAHA Central Office: Facsimile (250) 558-5686

Date Issued:	FAX:	Email:	Mail:
Central Office Use Only.			

***LGR** - Late Game Report **LOR** - Late Officials Report **IGR** - Incomplete Game Report
LPM - Late Postmark **LWE** - Late Web Entry **GRNR** - Game Report Not Received



OKANAGAN MAINLINE
AMATEUR HOCKEY ASSOCIATION

RESCHEDULE REQUEST

As per OMAHA Regulation Three, paragraph 3008 (c)

Today's Date: _____ Association: _____

Phone: _____ Fax: _____

Division: _____ Tier: 1 2 3 4 Atom (circle one)

Requesting a change for league game # _____ Date: _____

Home Team: _____ vs Visiting Team: _____

Time: _____ Location: _____

TO:

Home Team: _____ vs Visiting Team: _____

Date: _____ Time: _____ Location: _____

Reason: _____

Game change requested by: _____

Name (signature)

Association Position

Game change approved by: _____

Name (signature)

Association Position

OMAHA Division Director: _____ Fax: _____

Approval: ☐ Granted ☐ Denied Date: _____

Signature: _____

FOR OMAHA USE ONLY

Division Director: _____ Fax: _____

Application Status: ☐ Granted ☐ Denied Date: _____

Signature: _____

Comments: _____

Processed by Central Office

Date: _____
yy / mm / dd

Fee Collected

Date: _____
yy / mm / dd

Fee Distributed

Date: _____
yy / mm / dd

SCHEDULE of FINES/FEES

	FINES		
Failure to submit Game Report within time limits via scan and e-mail, fax or <u>printable photograph</u> within 2 business days			\$15.00
Failure to update website within time limit (24 hours)			\$15.00
Failure to submit OMAHA approved Game Report			\$15.00
Submission of Incomplete Game Report (no game number, missing team officials, missing game data, no sign off)			\$15.00
Failure to submit Official Write Up of Game Incidence	Association of Game Official making call		\$15.00
Failure to attend all OMAHA scheduled meetings	Per Association		\$100.00
Team fails to make game commitment		Could also include ice/official costs incurred by the aggrieved Association	\$250.00
Team withdrawing from league after scheduling meeting			\$250.00
	FEES		
Initiation fee for new members			\$100.00
Annual Membership Fees	Per HC Registered Member		\$11.00
Sport School requesting to participate in league schedule (per team)			\$250.00
Guest team requesting to participate in league schedule (per team)			\$250.00
Game Change Request-Carded			\$100.00
Game Change Request- Rec.			\$25.00
Protest			\$50.00
Appeal			\$250.00
Referee Game Fees – Midget			\$40.00
Referee Game Fees – Bantam			\$35.00
Referee Game Fees – Pee Wee			\$30.00
Linesman Game Fees – Midget			\$30.00
Linesman Game Fees – Bantam			\$25.00
Linesman Game Fees – Pee Wee			\$20.00
Travel Fee	Per Km.		.40
Meals – Breakfast			\$10.00
Meals – Lunch			\$10.00
Meals – Dinner			\$18.00



**OKANAGAN MAINLINE
Amateur Hockey Association**

OMAHA DISCLOSURE

NAME: _____ DATE: _____

Mailing address: _____

Street Address if different than mailing address: _____

E-mail: _____ Tele: _____ Fax: _____

Executive Position: _____ Director Responsibility: _____

Name any positions or areas of involvement you or anyone in your immediate family has with hockey groups other than OMAHA: _____

Give specific details of the duties and responsibilities or type of participation mentioned above:

Do you foresee any areas of conflict of interest for yourself because of the above involvement?

Are you willing, and would you qualify to be bonded? (If you are unsure of your answer, please consult with the OMAHA President in confidence.) _____.

Are you willing to undergo a RCMP Criminal Records check? _____

Signature: _____

Date: _____

Game times

The following is the suggested timing of games based on ice time availability.

- Referees, please ensure the game starts “on time”

Remaining Ice time	Warm up	1 st period	2 nd period	3 rd period	Ice Clean	Time out
1 hour	3 min	20 min straight	20 min straight	Remaining time	None	No
1hr 15 min	3 min	20 min straight	20 min straight	20 min straight	None	No
1hr 30 min	5 min	20 min straight	10 min straight 10 min stop	20 min stop	None	No
1 hr 45 min (no ice clean)	5 min	20 min stop	20 min stop	20 min stop	None	yes
1hr 45 min (with ice clean)	5 min	20 min straight	10 min straight 10 min stop	20 min stop	Half way through 2 nd period	No
2 hours	5 min	20 min stop	20 min stop	20 min stop	Half way through 2 nd period	yes
More than 2 hours	5 min	20 min Stop	20 min stop	20 min stop	After each period	yes

- Penalties for all games, all Divisions, **3 minutes running time and 2 minutes stop time.**
- Tournament game times may be modified.
- Break between periods should not be more than 1 minute when there is no ice clean.

5.26 Tie Breaking Procedure

In the event Teams are tied for a playoff position after a Round Robin series is completed, the following procedure shall be utilized to determine the placing of the tied teams:

- a) If two (2) teams are tied, the winner of the Round Robin game between those two (2) teams will receive the higher placing. If three (3) or more teams are tied, the team which has accumulated the most points in games against the tied teams will receive the highest placing, the team with the next most points in games against the tied teams will receive the next highest placing, and so on.
- b) If any teams remain tied after (a) has been applied, then the Team with the most wins in the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only) will receive the higher placing, and so on.
- c) If any teams remain tied after (a) and (b) have been applied, then the team with the best goal average in games between the tied teams will receive the higher placing, and so on. The goal average of the teams is to be determined by dividing the total number of goals for and against into the total number of goals for, with the Team having the highest percentage will be awarded the higher position.
- d) If any teams remain tied after (a), (b) and (c) have been applied, then the team with the best goal average in the round robin series (note that this includes all games in the round robin series and is not limited to games between the tied teams only) will receive the higher placing, and so on. The goal average of a team is to be determined by dividing the total number of goals for and against into the total number of goals for, with the Team having the highest percentage will be awarded the higher position. (Example: Goals for 10, goals against 4; percentage is $10/14 = .714$). In determining the goal average the maximum goal differential that may be applied in any single game shall be seven (5).
- e) If any teams remain tied after (a), (b), (c) and (d) the team that received the least minutes in penalties in the round robin games between the tied teams will receive the higher placing, and so on.
- f) If teams are still tied after all previous methods have been applied, then the winner of the playoff position will be decided by the toss of a coin.

Game Report

The official record of a hockey game is the game report and must be filled out completely, accurately and legibly. The OMAHA game report must be used for all district games. Print firmly so that information is transferred to all 4 copies of the game report. A team official, *usually the manager*, is responsible for preparing the game report with only those players or team officials that should be on the bench. Refer to HC Rules 1.9 (c) and 2.2 for further information. Only a certified/qualified coach is eligible to verify the team roster (players and team officials) and sign the game report. Game Reports must be **PRINTED FIRMLY AND CLEARLY**.

PROCEDURE:

A) A home team official will enter the game details on the game report (starred details are required)

- *Game number: all games must be identified by the game number listed on the OMAHA website under the appropriate league and division. (If it is a tournament the sanction number should be included)
- *Played at: Town or City
- *Type of game: league/playoff, tournament/exhibition?
- *Date: DD/MM/YYYY
- *Start time/End time: actual times
- *Home Team/Visiting Team:
- *Rec/Dev or Carded
- *Division: ie Midget or Female Midget
- *Level/Tier: Male -1,2,3,4, Rec or Female-A, Rec

B) The visiting team official will then fill out their team roster

- List players participating in the game and indicate, Captain, Assistant Captains, Goalie, S/G spare goalie, AP Affiliate Player OA Overage player,
- List team officials -coaches, safety people, manager to a maximum of 5 (five). If any team official is not on the bench they are not included on the game report.
- Suspended players should also be listed and a single line drawn through their name.

C) The home team official will fill out the home roster and give the game report to the time box officials. The game report should be completed 15 minutes prior to the start of the game. At the end of the game get the game report from the scorekeeper and give a copy to the visiting team official (third copy-pink). The home team must enter the results of the game on the OMAHA website, within **24** hours of the game. Scan and email game report to **OMAHA Central Office** (Refer to OMAHA Regulation 3007).

D) Scorekeeper (Scorer)

- Print and sign game report
- Record all goals and penalties (only record 1 penalty per line)
Goals legend: PER (period), TIME (time on the clock), Sc (player scoring) Asst (players assisting the goal, maximum of 2.)
Penalties legend: PER (period), # (player number), Serv (# of player serving the penalty in cases where the offending player has been ejected), Offence (penalty code, refer to attachment), Min (minutes assessed 2,4,5,10) Start (start time of the penalty), On (penalty expired)
- Time out, where applicable, record the time (each team is allowed 1 time out per game which includes OT (overtime) -Refer to HC Rule 10.17(f)
- Shots on goal – not required

E) Timekeeper (Time)

- Print and sign game report
- Operate the time clock
- Open the gate for penalized players to return to play (if applicable)
- Ensures the gates are closed

F) Referee and Linesmen

- Verify the number of players and officials on the bench
- Print and sign game report at the end of the game.
- Give game report to scorekeeper for distribution.

G) Game Report Distribution

- White Copy - If there is a major penalty assessed during the game, the official will take the White copy. If not, the white copy goes to **OMAHA Central Office**.
- Yellow Copy - If the White copy has been taken by the Official, the Yellow copy is to be sent to OMAHA **Central Office**. If the Yellow copy is not sent to **OMAHA Central Office**, then it is given to the Home team.
- Pink Copy - goes to the Visiting team.
- Goldenrod Copy - File copy for the Home team/Association.

Appendix K

PRINT CLEARLY AND FIRMLY

HOME

ROSTER

player # (list numerically)
print -last name: first name
indicate C, A's, AP's, G, SG, OA,
team official (maximum 5)

DATE: _____ END TIME: _____

HOME TEAM: _____ VISITING TEAM: _____

☐ REC ☐ REP/DEV ☐ DIVISION: _____ LEVEL/TIER: _____

☐ LEAGUE/PLAYOFF GAME ☐ EXHIBITION GAME

Team Official completes this section

OFFICIAL GAME REPORT

PLAYED AT _____

Referees and Linesmen
Print and sign name
(at completion of the game)

Referee: _____ Sign: _____

Linesman: _____ Sign: _____

Timekeeper and Scorekeeper
Print and sign name

Timekeeper: _____ Sign: _____

HOME SCORING

No	PER	TIME	Sc	Ass
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

HOME SHOTS ON GOAL

#	P1	P2	P3	OT	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

TIME OUT: _____

VISITOR SCORING

No	PER	TIME	Sc	Ass
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

VISITOR SHOTS ON GOAL

#	P1	P2	P3	OT	Total
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

TIME OUT: _____

Coach signature (print and sign)

HOME: _____ VISITOR: _____

HOME

ROSTER

VISITOR

ROSTER

duration of the penalty (2, 4, 5, 10 min)

time penalty starts

time penalty ends