

**AYR ROCKETS GIRLS HOCKEY ASSOCIATION
(ARGHA)**

**MANUAL OF OPERATIONS
Updated June 15, 2020**



(By-Law Number 3)

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INTRODUCTION

The Ayr Rockets Girls Hockey Association Constitution and By-Laws, Regulations and Rules and the Ontario Women's Hockey Association (OWHA) and its Constitution and By-Laws, Regulations and Rules, govern the Ayr Rockets Girls Hockey Association. The OWHA is a member of the Ontario Hockey Federation and the Canadian Hockey Association.

For the purpose of this document, 'The Rockets' refers to the Ayr Rockets Girls Hockey Association or ARGHA. The Rockets will be known as the 'Ayr Rockets' for purposes of registering clubs with their respective leagues, divisions and categories.

The focus of The Rockets hockey association is to provide girls the same opportunity as the boys of North Dumfries; to play hockey in their local centre with their friends and have fun participating in the sport of hockey.

Our mission is to grow and sustain the sport of girls hockey within the community of North Dumfries so that girls of all ages will be able to remain within the community of North Dumfries. The organization should offer all girls the opportunity for a fun and participation-based format first, as well as a competitive level for those seeking a different challenge. In short, we want all the girls of North Dumfries who are playing hockey for The Rockets to grow our association. So that it remains vibrant and strong, we will extend our borders to those communities unable to offer girls hockey to their local youth. To that end, we extend our membership to the girls of the County of Brant and Blandford-Blenheim until such time as a girls hockey association is available in those centers.

The Rockets have the ability to offer two levels of hockey, based on annual registration: Local League and Representative League. The Representative teams are an extension of the Local League teams and are not to be viewed as an entitlement due to residency. All girls who play Local League have the opportunity to try out and play on a Representative team. Participation in a fair try out and selection process is encouraged.

Import rules are in place to ensure each girl of North Dumfries is given every opportunity to make the team. They are also in place to encourage competition and personal skill development for local girls looking to remain in a competitive environment, while promoting life skills they will take forward with them, surrounding dedication and perseverance in a team environment.

ADMINISTRATION PRACTICES

The Rockets shall have a category of policies and practices known as Administrative Practices.

Registration:

Each player must submit a registration application form, properly completed and accompanied by registration fees as determined by The Rockets. All registration fees must be paid in full prior to the beginning of the season, unless previous arrangements have been made with the Registrar.

Registration Eligibility:

There are two types of registrants, North Dumfries residents and non-North Dumfries residents. At this time, there is no distinction between Local League and Representative League registrants. North Dumfries residents will be given first priority to fill available registration positions.

After the cutoff date or completion of registration, all registrants go on a waiting list in order, regardless of residency.

Registration Payment Policy:

Registration will be set by the Executive annually and is to be paid in the following manner:

- a) Any player who makes a finalized roster in the spring must sign a 'Letter of Commitment' and pay a \$250 deposit upon selection. This \$250 deposit will be non-refundable and will be applied towards the player's representative team fees.
- b) All player registration fees are to be paid in full upon registration, or by the payment schedule set by the board that year.
- c) Failure to pay within this schedule will result in the player(s) being suspended until such time the registration is paid in full.
- d) Registration after January 1 of the current season will require that a percentage of the amount owing, (determined by the Board of Directors) be paid in full.
- e) There will be a \$75 charge added for each NSF cheque received. Any NSF cheque(s) will result in the player being suspended; their spot will become open until registration and NSF fee(s) are paid in full.
- f) Players must be registered with The Rockets before being allowed to participate in any activities with the Association. Team staff and the Registrar shall monitor to ensure all players have been registered.
- g) A late registration fee of \$50 will be added to all registrations received after the date set by the board.
- h) All roster positions will be accompanied by a full registration payment.
- i) Full registration payment must be made before participating in any sanctioned team event, unless previous arrangements have been made with the Registrar.

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Additional Fees:

In addition to registration fees, fundraising and/or volunteer fees may be assessed and added to the annual registration fee.

Refund Policy

- a) The \$250 deposit paid by players of any teams finalized in the spring, are non-refundable.
- b) Application for a refund for registration fees must be made in writing, to the Registrar. Withdrawal refund requests will only be accepted up until November 30th of the current hockey season.

- c) Applications for a refund (in writing) due to a major injury or critical illness may be accepted anytime by Executive approval. Regarding major injury or critical illness, a percentage-based ratio will determine the refund based on the number of games and practices participated in versus missed.

NOTE: To be considered, players must have missed 50% of the scheduled regular season games and practices. Medical documentation must also support the application. A full refund will be granted should a player injury occur before the start of the regular season, and the player is unable to participate in said season.

d) Registration Fee refund structure will be as follows:

- On or before Aug 31st, full registration fee minus a \$25.00 admin fee.
- Sept 1st to September 15th, full registration fee minus a \$75.00 admin fee.
- September 16th to October 31st, full registration fee minus a \$150.00 admin fee.
- November 1st to November 30th full registration fee minus a \$300.00 admin fee.

e) Representative team fee refund structure will be as follows:

- Up to November 15th, two thirds of the carding fee will be refunded
- November 16th to December 31st, half of the carding fee will be refunded

On-Ice Eligibility:

Any player stepping on the ice under the jurisdiction of the Rockets for any program must be properly registered (appropriate release forms if required) with the Rockets and insured. This includes pre-season practices and Rep tryouts.

Rockets Team Names:

All teams in the Ayr Rocket Girls Hockey Association will play as the Ayr Rockets and will not create sub-names for their team. If there are multiple teams in a Local League division, they will be called AYR ROCKETS 1, AYR ROCKETS 2 and so forth. A team will not amend their name to something like AYR WILD ROCKETS, AYR ROCKETS FLASH, AYR NOVICE FLASH, etc.

Sponsorship:

All sponsors must receive the approved sponsorship form and all contracts are to be for a minimum of one (1) year duration.

All equipment purchased or donated by a sponsor shall become the property of the Rockets. Purchase of goods must be made through the Association. Therefore, all colour combinations, designs, and logo qualities must have the approval of the Board of Directors.

LOCAL LEAGUE

OVERVIEW

The Rockets teams will play in the Kitchener Girls Local League (KGLL) against other associations affiliated with the KGLL. The KGLL membership can change annually.

The Local League season starts on or around the first Saturday in October and runs through until Championship Day (held late March/early April). The League schedule will be approximately 20 games.

The number of players on a team will range from 10 to 17. All house league teams in the same division will be balanced numerically, and by skill level.

In order to ensure maximum enrolment and participation of girls wanting to play for The Rockets, consideration will be made to roster girls in a manner that achieves the above-mentioned numbers and maintains competitive balance. Movement between age divisions is subject to the approval of the KGLL and the OWHA. Parents and players will be presented with this option but will not be forced into moving up by the Board of Directors.

Example: Registration has 18 Atom and 11 Peewee players. 3 Atoms could be moved to Peewee to rebalance the numbers at 15 Atom and 14 Peewee players.

Teams that are short players will be able to ask players from the Local League teams of the lower division to fill in for absent players, based on guidelines set forth by the KGLL and agreed upon by the associated contacts.

Local League teams may, provided there are enough team members present, participate in the KGLL's Jason Cripps Memorial Tournament held over Christmas. The entry fee is included in the team's acceptance into the KGLL. Local League teams can participate in other tournaments, as they desire, based on guidelines found in the 'Tournament Limitations'. Participation is also dependent upon agreement from the coaches, players and parents to participate. Additional tournaments shall not conflict with the Jason Cripps tournament or the league playoffs.

All costs associated with additional tournaments and extra ice times are the responsibility of the team. Please be aware that a minimum, three days notice must be given to provide game officials for any extra exhibition games. All requests for game officials must be made to the Director/Scheduler of Timekeepers and Referees.

As part of the ongoing effort for open communication, coaches should have a series of team meetings as follows:

- Prior to the start of the regular season to discuss goals, expectations, schedules, house league tournaments, and house league select opportunities.
- Meetings, as required, to deal with matters arising on an on-going basis.

LOCAL LEAGUE ADMINISTRATION

Team Selection:

For Local League team selection, the appointed Director, in consultation with the remaining Executive, shall be empowered to develop an 'equalization system'. The equalization system will be used to place players on Local League teams in their respective division while maintaining competitive balance.

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Players who are properly registered will be notified of the first ice time location for their particular age grouping. The respective Director, with no less than ten (10) players per team and no more than eighteen (18) players per team, will establish Local League rosters. Where registration figures do not support this number of players, the appointed Director shall determine the number per team, subject to ratification by the Executive.

Non-North Dumfries Residents:

House League will be subject to the general rules of eligibility with regard to non-North Dumfries residents. In other words, there will be no restrictions or quotas on non-North Dumfries resident players in the Local League program if it is determined by the Association that there is space for them in the program.

Novice Division:

To be determined, pending discussion with the KGLL and OWA regarding the new rules of play for the Novice Division.

Equal Ice Time:

In Local League, from Novice to Midget, each player shall receive equal ice time, every game. Failure to observe this rule will warrant a warning from the appointed Director, who shall refer to the Board of Directors for discipline. In the case of a team carrying two or more goaltenders, each shall dress and play equal portions of the game or alternating games. It is suggested that the goalie not playing the game be dressed and playing out as a forward or defenseman. (Registration numbers will dictate whether this will apply.)

Equal ice time for all players must be followed without exception. Only in the last 2 minutes of play should any bench be shortened to play the players who are performing better than others in that game.

Numerical Strength:

In this subsection, numerical strength is defined as the number of players allotted to each team and shall only be changed by the appointed Director or her/his delegated authority because of unusual circumstances.

Novice to Midget Local League teams having less than six (6) players in uniform prior to the start of the game may forfeit the game to the opposing team unless there is an unusual circumstance that will be decided by the appointed Director or their delegate.

Game Times:

All home games shall start on the official starting times as laid down by the League schedule. If a team fails to ice a starting line-up (as above) at the official starting time, the appointed Director in charge (or her/his delegated authority) shall investigate and make a decision based on the information received.

. All home games will consist of a minimum of thirty-two (32) minutes of stop time play (10, 10, and 12). However, the third period could be run time, based on the actual time left on the clock should the remaining game time exceed 10 minutes prior the scheduled flood by arena staff.

Time keepers are responsible to maintain this 'curfew' to ensure no other scheduled games are impacted. Time keepers will notify the referee they are switching to run-time at the first available stoppage in play. The need to do so will be assessed at the end of the second period by the time keeper in consultation with the referee. Rockets coaches are to note the "curfew" time on all home game time sheets and both teams are to initial the stated time.

Playoffs:

Playoffs are a round robin format,(single or double) depending on the number of teams, or as otherwise determined by the KGLL. A, B and C (if number of teams allows) divisions will be established following the Christmas break to ensure all games are competitive. Playoffs for each division will follow, upon completion of the regular season games.

Tournament Limitations:

All Local League teams are registered to participate in the Jason Cripps Memorial Tournament (as noted above). Local league teams may enter additional tournaments provided the tournament does not interfere with League and play-off schedules. All tournaments must be communicated to the Scheduler and Director of Coaches and Player Development by Oct 31st or at least 6 weeks before the scheduled tournament. The Scheduler will make all effort to move already scheduled league games, however, failure to provide at least 6 weeks notification of tournament dates may mean games cannot be rescheduled.

The recommended guidelines with respect to the maximum number of tournaments that should be played at each age level:

Age Group	Number of Tournaments
Novice	2
Atom	3
Peewee	3
Bantam	3
Midget	3
Intermediate	3

Development Stream Teams:

Development Stream (DS) teams are offered by the OWHA. These teams must be made of girls from a minimum of two different local league teams in the same division. This team can then have practices and play other DS teams in exhibition games and tournaments at a more competitive level than local league. The team selection is made through a tryout process. There is an additional cost to play on this team. Whenever the Rockets have two or more local league teams in a given

division, the Association will strive to offer this opportunity, given there is enough interest and ice available to do so. More detailed information about the DS program can be found on the [OWHA site](#).

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REPRESENTATIVE LEAGUE

OVERVIEW

All Ayr Rockets teams will play in the Lower Lakes Female Hockey League (LLFHL) against other associations affiliated with the LLFHL.

The Representative league season runs from the beginning of September to the end of April. In the off-season (June 1st until the middle of August, or as otherwise posted), the Rockets will not sanction nor support any on ice or off ice team activities, including tournament play. In addition, coaching staff already named for the following season by the Executive shall not participate in coaching hockey (at any level), involving any players (other than their own child) that could potentially be named to their team in September.

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The Rockets shall set the roster size for all representative teams at a maximum of seventeen (17) to include fifteen (15) skaters and two (2) goalies. The minimum roster size will be set by the Board of Directors and will be dependent on the skill level of players and total number of registered players in the division.

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All costs associated with additional tournaments and extra ice times are the responsibility of the team. Please be aware that a minimum three days notice must be given to provide game officials for any extra exhibition games. All requests for game officials must be made to the Director/Scheduler of Timekeepers and Referees.

SELECTION OF COACHES AND COMPETITION COMMITTEE (SCCC)

A SCCC will be made up of three executive members and will be established for each representative team and division for the purpose of selecting the Head Coach, facilitation of team try-outs and selection as well as evaluation of the Head Coach's proposed categorization classification.

Committee members will not be appointed or consist of members whose daughters are competing in the particular age group. (See By-Law One, Article 5.12 – Conflict of Interest)

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REPRESENTATIVE LEAGUE ADMINISTRATION

Team Selection:

Public tryouts typically start in April or the beginning of September, as decided by the Board of Directors each season.

The Rockets encourage all players to compete at the top level of hockey that they possibly can. Along with having fun, the association wants to field the most competitive teams at each level of play. In the past seasons, Representative teams have played at a BB/B level. Exhibition games will be used to determine the appropriate level a team should play at.

Representative team player selection will be based on ability, knowledge of the game and attitude.

The coaches will provide an outline of the tryout schedule and their expectations for the season to the parents and players upon registration for tryouts. An additional form will be provided once the team has been selected, and will include the budgetary overview, practice and game philosophy, expected tournaments etc.

Tryout Format:

Coaches will facilitate a minimum of three to a maximum of six tryouts (or 3-6 hours, if ice availability is limited), including designated Rocket try out ice times and exhibition games to pick their teams. Coaches may schedule one (1) home exhibition game as part of the tryout process, for which related fees will be absorbed by the Rockets Association.

The coaches will be responsible for finding on-ice instructors for tryouts with no conflict of interest pertaining to the girls trying out on ice. One proposed Assistant Coach may lead the on-ice evaluation activity pending approval of the Director of Player Development & Coaches and submission completed five days prior to the first tryout.

Tryout Attendance:

Each player must attend a minimum requirement of 65% of the scheduled tryouts. It is recommended that all players should be at all tryouts to have the best opportunity to make the team.

If a player has a scheduling conflict and cannot attend a try-out session, discussion with the head coach is necessary. If a player has a conflict and cannot attend two or more try-outs, this will be brought forward by the coach for approval with the Director of Player Development & Coaches.

If a player is injured and unable to attend tryouts, they must show a doctor's note. At the discretion of the coach, the player may be granted a spot on the team based on the coach's evaluation of the player and pending approval by the SCCC. This decision must occur before the tryouts at the next lower level begin.

Player Evaluation:

A minimum of three outside evaluators (with no conflict of interest with that team. i.e. relation, parent of daughter trying out for the team) and a list of these evaluators will be approved by the Director of Player Development & Coaches., five days prior to the first try out period to the head coach.

Coaching staff, other than the Head Coach, will not participate in the player evaluation or on-ice evaluations until the last two player selections are ready to be made.

Head Coaches and independent evaluators are asked to use the evaluation forms provided by The Rockets for all players, in order to present a fair and seamless team selection process. These evaluation forms are available through the Director of Player Development & Coaches.

The Head Coach must approach the SCCC to evaluate the last two players, as identified by the coaching staff and evaluation team. Formal notice to the SCCC must occur prior to the next to last try-out activity; and the evaluation must occur by the last try-out activity.

The SCCC must provide their recommendation to the Head Coach immediately following their evaluation. Any request to carry additional players on any level of Rep team must also be approved by the SCCC. Final approval for any deviations from the set roster size must be validated by the Board of Directors.

Player Releases:

Releases will only be made after the first two home tryouts. All Head Coaches are reminded that no players releases are to be made following exhibition games that are played at an out of town arena. If releases are required due to timing and following an out of town game, coaches are expected to make them in person, following their return. It is suggested that the player's parent / guardian attend the feedback session to support their child. Participants in this feedback session are reminded to follow the Ayr Rockets Code of Conduct.]

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Final releases will be made one to one with a suggested development plan outlined for player reference over the season.

Upon completion of team selection, Head Coaches will forward all evaluation packages to the Director of Coaches and Player Development for association record keeping. A reference of three years will be maintained.

Import Policy:

The acceptance of permission to skate forms will be subject to the approval of the Director of Coaches and Player Development.

Import players will be defined as not meeting the following criteria.

A player shall not be considered an import:

- If her parents / guardians pay taxes to either the Township of North Dumfries, the County of Brant or Blandford-Blenheim, and she has not played for another Girls Hockey Association.
- If they reside in a town where there is no girls' hockey program for their age category.
- If they reside in a centre which does not provide a representative program.
- If they were registered with the Ayr Rocket Girls Hockey Association in the immediate previous season.

North Dumfries, County of Brant and Blandford-Blenheim residents who have only played in the Rockets organization and then move out of North Dumfries, will be allowed to continue to play in the Rockets organization.

The use of non-North Dumfries, County of Brant or Blandford-Blenheim residents on Representative teams shall be governed by the teams ranking within the Association and the teams divisional classification. The number of imports allowed per team shall be as follows:

DIVISION REGISTRATION NUMBERS	IMPORT ALLOWANCE
20 Registrants and under	Maximum 6 imports
26 – 21 Registrants	Maximum 4 imports
27 Registrants and over	Maximum 2 imports

Import goalies are exempt from this total.

NOTE: For the purposes of the import policy, the Tier 1 team is the highest rank team within the Ayr Rocket Girls Hockey Association regardless of its ranking by the Ontario Women's Hockey Association (OWHA).

In order to be placed on a Representative team, the Import player must be assessed by all evaluators as having a skill level in the top one-third of all players trying out, per position.

The practice of allowing restricted numbers of import players is designed to support a feeder system that will encourage and promote new registration; this in turn allows for the growth of the association so that the girls of North Dumfries will always be able to play hockey in a local setting, with their friends.

Exceptions to for number of imports accepted may be granted in the event registration numbers will not sustain a both representative and local league level teams in the same age division. Such an exception will be granted by the Executive.

Import Status:

The following guidelines will determine the player status for the upcoming season:

- All out of town players who were registered for at least one season (immediately prior to the current season) with the Rockets will not be considered an import player.
- If a player leaves the Rockets and registers elsewhere for at least one season and then returns, she will be considered an import. This will not apply if said player left to compete at a higher level of competition that is not offered by the Rockets.
- Imports are not permitted to register with the Rockets unless they meet the requirements outlined above in the Import Policy.
- If registration is full at any level, import players will not be allowed.

Affiliation of Players:

All OWHA rules and guidelines regarding movement of players will be adhered to by the Rockets along with any rules and guidelines that the Rockets adopt as an Association standard, as stated in our Constitution.

Fair Ice Time:

At the Representative League level, it is the responsibility of the coaching staff to provide fair ice time to all team players throughout the course of the entire season. It is also the responsibility of the coaching staff to raise the skill level of all players on the team.

No player should miss more than one shift simultaneously, with the exception of injury, discipline or on a voluntary basis for any reason. If a team has more than one goalie, each goalie will split ice-time equally by either playing half-games or alternating games. Any absences from games, for example, due to injuries, sickness, suspensions and vacations (but not limited to the foregoing

examples) will not justify any additional effort to provide fair ice time. An exception to fair ice time may be confined to the last 5 minutes of any game and should only be employed in games that will extend tournament play or the season for any given team.

In the short-term, fair ice time will be affected by penalties, injuries and general game conditions that do arise. In the longer term or over the course of the entire season, it is the responsibility of the coaches and players to keep ice time as fair as possible for all.

Pick Up Players:

Each representative team is encouraged to select and develop Pick-Up Players (PUs) from a tier below, to attend regular representative practices and be called up to replace absent players. The PUs can still play and practice with their normal team.

The approval for all PUs rests with the Director of Coaches and Player Development. A coach wanting to use a PU must first consult with the Director of Coaches and Player Development before approaching the player under consideration. The Representative team head coach will notify the head coach of the player as well as the player and her parents.

All coaches shall strive to bring PUs out to practices on a regular basis, beginning on or around the first weekend in November.

OWHA and LLFHL rules do not allow for PUs to be used after January 31st or the last day of the regular season, whichever comes first. If requesting a PU to be used for play-offs or provincial qualifying games / tournament, application must be made following the appropriate LLFHL or OWHA process.

All PUs must attend activities using the following priorities:

- Their own games, including league, playoff and tournament games.
- The games of the team for which they are a PU.
- Their own practices.
- The practices of the team for which they are a PU.
- Attendance at social activities are at the discretion of the player and her parents.

PUs are defined as either:

- The same age level and lower classification (e.g. Bantam BB can call from Bantam B or Bantam Local League)
- A lower age level and the same classification or lower (e.g. Bantam BB can call from Peewee BB or Peewee B)

NOTE: A PU cannot be called from a lower age level with a higher classification (e.g. Bantam BB cannot call from Peewee A)

Game Times:

All home games shall start on the official starting times as laid down by the League schedule. If a team fails to ice a starting line-up (as above) at the official starting time, the appointed Director in

charge (or her/his delegated authority) shall investigate and make a decision based on the information received.

All games played in the KGLL and LLFHL will be governed by the rules of said league (see link on Rockets website for reference). Guidelines for game times are as follows:

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Novice, Atom, Peewee A/BB/B, Bantam BB/B and Midget B :

- one hour time allocation (50 minutes on ice, 10 minutes flood) for all home games.
- home games will be stop time and consist of a minimum of thirty-two (32) minutes of stop time play (10, 10, 12).

Peewee AA, Bantam AA/A, Midget AA/A/BB, Intermediate A and all Senior levels:

- one hour and thirty minute time allocation (120 minutes on ice, 10 minutes flood) for all home games.
- home games will be stop time and consist of a minimum of forty-two (42) minutes of stop time play (12, 15, 15).

Tournament Limitations:

All Representative teams have the option to participate in tournaments throughout the season. All tournaments should be selected by the Representative team coaching staff and discussed with the players and parents.

All travel permits and other necessary documentation, as required by the tournament, is the responsibility of the Head Coach and such forms must be processed no later than 3 days prior to the tournament date.

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All tournaments must be communicated to the Scheduler and Director of Coaches and Player Development by Oct 31st or at least 6 weeks before the scheduled tournament. The Scheduler will make all effort to move already scheduled league games, however, failure to provide at least 6 weeks notification of tournament dates may mean games cannot be rescheduled.

The Director of Coaches and Player Development reserves the right to limit the number of tournaments each team can go into. Below are recommended guidelines with respect to the maximum number of tournaments that should be played at each age level:

Age Group	AA/A	BB/B	C
Novice	3	2	2
Atom	4	3	3
Peewee	4	3	3
Bantam	5	4	3
Midget	5	4	3
Intermediate A	5	4	3

Fees:

Tryout Fees:

All players will pay a fee for tryouts. Fees will be determined each year by the Executive. This fee is over and above the basic registration fees.

Representative Team Fees:

All representative fees will be determined each year by the Executive. This fee is over and above the basic registration fees. Representative fees shall be determined no later than September 1st of each year and the fee shall be posted on The Rockets web site as soon as they are available. For teams selected in the spring, a \$250 deposit will be collected when the Letter of Commitment is signed. The deposit will be applied the balance owing for team fees.

Representative fees offset the costs associated with full ice practices and additional OWHA and LLFHL annual registration fees. Upon qualification and acceptance to the LLFHL championship weekend and/or the OWHA Provincial Championships, tournament registration fees will be paid for by the association.

Player Release:

A player may be released from a Representative level team up until October 30th of the current hockey season. This will allow the said player to join another team and remain eligible for Regional and Provincial Playdowns by December 31st of the current hockey year.

Any request for player release by a coach must be put forward to the Director of Coaches and Player Development for review. The Director will review the request and look at the player during a game situation (2 game mandatory requirement). The Director will then make a recommendation to the Executive regarding the release of the said player. It is at the discretion of the Executive to grant or deny the request for release. The player (and her parents) to be released shall not be notified of the intent to release until her coach has been given a decision by the Executive.

If the player release is related to the Rockets Code of Conduct, coaches must approach the Director of Coaches and Player Development and the Director of Conflict Resolution prior to release of the said player and the above noted timeframes do not apply. The Executive will render a decision regarding the release of the player and the Director of Conflict Resolution will communicate the same to the player and her parents. If a player is released from a team for Rockets Code of Conduct reasons, no other team shall be required to accept the released player.

A player that has been released from a higher level team shall be assigned to the lower level team. Should the released player choose not to play at the lower level, a request to be released from this team must be put forward by the player to the Director of Coaches and Player Development and it is at the discretion of the Director of Coaches and Player Development to grant or deny the request. The released player shall then have the option to play at the house league level or be granted a release and have the option to move to another organization.

In the event that a replacement player is required, they must be selected from the team classified below the representative team from which the release is being considered. In order to be moved to the higher level team, the player and her parents must be contacted first by her current coach. A subsequent meeting with the higher level coach and the Director of Coaches and Player Development will then take place.

Coaches are requested to explore all options and consequences before beginning this process. The Director of Coaches and Player Development and Director of Conflict Resolution must be up to date on all issues and concerns prior to this option being considered.

Playing in Higher Divisions:

Our current policy is to promote development within each girl's respective age category so as not to further remove opportunities from girls in that respective category.

Application for consideration of moving up a division or age group to try out for a representative team can be approved by the Executive.

TEAM STAFF

Coaching Mandate:

The Rockets' guiding principles are to promote individual skill development and knowledge of the game while teaching teamwork and sportsmanship. It is the organization's goal to make hockey a positive, fun, and rewarding experience for each participant so they continue to play in future years.

The guiding principles for the Rockets teams and the organization as a whole are:

- To foster and encourage participation in the sport of amateur girls hockey in the village of Ayr and the surrounding area.
- To foster and encourage leadership in all areas of female hockey in the community.
- To promote hockey as a game played for enjoyment, while also promoting sportsmanship and development of life skills.
- To conduct operations in a manner consistent with the Ontario Women's Hockey Association (OWHA).

It is very important that all our coaches and officials follow these principles. Remember, the Rockets program is about children playing hockey for **their** recreational enjoyment, and it is the organization's responsibility to make it a positive, rewarding and learning experience for them.

Staff Guidelines:

Each team's coaching staff should consist of the following:

- one Head Coach
- up to three Assistant Coaches
- one Trainer
- one Manager

The total number of coaching staff may not exceed eight (8) registered members on the roster. It is recommended that an alternate trainer be designated, to cover in the event of absence by the main team Trainer. The team coaching staff positions will be composed of a minimum of one (1) female member. The Rockets will cover the cost of insurance for up to five (5) bench staff and/or on-ice staff members. Payment for all others will be the responsibility of the team.

In accordance with the requirements of the OWHA, The Rockets require that at least one staff member shall have NCCP Level Coach certification, and that each team have a certified trainer. There must be one certified coach and trainer on the bench at all times. All bench staff and on-ice staff must be insured with the OWHA and registered on the official OWHA roster. For more details regarding certifications please see Certification Document.

Commented [BP12]: Insert link for Certification document from Nanette and Colleen

It is also mandatory that any members of a coaching staff obtain their 'Respect in Sport for Activity Leaders' Certification and provide a current (within 2 years) Police Check - Vulnerable Sector before assuming any bench duties.

All Rockets coaches and team personnel are subject to the C.H.A., O.H.F. and O.W.H.A. Constitution, Bylaws and Rules and Regulations.

All coaches will be required to take additional training as designated by the Board of Directors. The Rockets will reimburse the full cost of **required** clinics for coaches and trainers, provided a receipt is submitted to the Treasurer and the course requirement is confirmed by the Registrar and/or Director of Coaches and Player Development.

Coaching Selection:

All prospective coaches must submit an application each year. Application forms will be posted on the Ayr Rockets website each year.

The Director of Coaches and Player Development, with the assistance of the Executive will interview prospective coaches for the upcoming season.

All Rockets coaches are expected to attend regularly scheduled Coaches meetings hosted by the Director of Coaches and Player Development. It is expected that if you are unable to attend, you will designate an appropriate substitute to represent your team.

Coaches are expected to support all Rockets development activities, and have teams attend development skating sessions as laid out by the respective Director.

Commented [BP13]: COLLEEN – Do these exist?

Ratification of Coaching Staff:

All coaching and team personnel positions for the Rockets teams shall be reviewed by the Director of Coaches and Player Development and ratified by the Executive as being official.

Female Dressing Room Supervisors:

Each team must have two (2) designated Female Dressing Room Supervisors (FDRS) or female coaching staff members. Their duty is to be in the dressing room with the girls. They will let the male members of the coaching staff know when all the players are dressed and are ready for the pre-game talk.

They will also let parents know, at Novice/Atom level, when all players are dressed so that they can enter the room for skates to be tied.

UNDER NO CIRCUMSTANCES ARE THERE TO BE ANY MALES PRESENT IN THE DRESSING ROOM WITHOUT A BENCH MOM OR FEMALE STAFF MEMBER WHEN PLAYERS ARE GETTING DRESSED OR UNDRESSED.

The FDRS should also be present in the dressing room during the pre-game and post-game talks, and should accompany a male trainer onto the ice to attend to an injured player.

FDRS are encouraged to complete and acquire 'Respect in Sport for Activity Leaders' credentials and must provide a current (within 2 years) Police Check - Vulnerable Sector.

High School Volunteers:

All teams are permitted to use high school volunteers as practice assistants or coaches, provided they notify and receive approval from the appropriate Director once all insurance requirements have been verified.

High school volunteers who are coaches must be at least 16 years of age and must obtain appropriate certifications/qualifications. Proof of certification must be provided to the appropriate Director prior to commencing their work with the team.

All high school volunteers must also comply with all on-ice requirements of the Rockets, including wearing a helmet and having the appropriate skates and gloves for their on-ice role.

All forms verifying the participation of high school volunteers can be signed by the coach or Executive .

On-ice Volunteers:

Coaches are allowed to engage additional on-ice volunteers to assist with practices. However all volunteers must be approved by the S.C.C.C. and the Head Coach must submit the name of the volunteer and their role at practice.

All on-ice volunteers must be registered and insured on an OWHA registration form or a Hockey Canada registration form. Volunteers who are not registered with either of these organizations for the current year do not carry the proper insurance to be on the ice with OWHA registered players and could make void, the proper insurance coverage in the case of an injury to a player.

All on-ice volunteers must comply with all on-ice conditions of the Rockets including wearing a helmet and having the appropriate skates and gloves for their on-ice role.

Police Check – Vulnerable Sector:

All Executive Members and Coaching Staff members are required to complete a Police Check – Vulnerable Sector with a Police Department in the municipality where the individual resides, within 60 days of notification of appointment each season. If this deadline is not met, the Rockets will suspend a coaching staff member until proof of the request has been given.

If a coaching staff member has submitted a Police check in the previous season, they do not require a new police check form. After three full seasons, a new Police check is required. Returned police checks will be reviewed only by the Registrar and will be kept strictly confidential.

Presentation of a letter from the President will be required to receive the reimbursed discounted rate from the Police Department. The Rockets will reimburse the cost of the police checks (amount allocated with presentation of letter from the Rockets) upon submission of your receipt.

NOTE: The Rockets will only reimburse a maximum of \$10.00 for a police check.

Parent Representation:

It is recommended that a parent representative should be selected to act as a liaison with the coaches. Parents should have access to the grievance procedures through the parent rep as outlined in the Manual of Operations.

Commented [BP14]: Link to applicable section.

TEAM OPERATIONS

Team Meetings:

All coaches must hold an initial team meeting with players and parents. During this meeting, the coaches should clearly establish their objectives, expectations and team rules for the season. The Rockets will provide coaches with a standard set of rules for to guide the creation of team rules. Should coaches wish to deviate or add an addendum to these rules, a written copy will be submitted to the Director of Coaches and Player Development for review.

It is essential that players and parents have a clear understanding of the coaches' expectations regarding behavior and team rules, as well as the consequences should any breaches occur.

The coaches should also outline a list of proposed tournaments for the parents to consider (if applicable) and provide a proposed budget for the parents to review. Agreement from the parents regarding the team budget and proposed tournaments by a simple majority vote is required.

An executive representative will be present for the beginning of season team meeting.

It is recommended that each team in the Association open a bank account in the name of said team at the beginning of each season. Alternatively, the team may vote at the first team meeting of the year to have an individual be Finance Manager and use their own bank account. The Finance Manager must issue a financial statement with all funds collected, paid and a current balance of the team account to the parents by December 15th (mid-year).

All teams that become involved in fundraising and receive parental contributions and/or possess a bank account, must submit the following to the Treasurer of the Rockets.

- a) An initial budget submitted for approval by November 30th of the current season.
- b) A year-end financial statement by May 15th of the current season.

NOTE: Budget forms are available on the Rockets website.

Commented [BP15]: Add team budget form

Coaches/teams incurring fines from a league/tournament will be responsible for the payment of said fees. The Rockets Organization will not bear responsibility for payment.

Team Staff Expenses:

A maximum of four (4) active non-parent team staff may claim for tournaments, travel etc. All eligible team staff will be permitted to charge the following expenses to team budgets:

- a) One (1) standard accommodation hotel room, at actual cost per two (2) eligible active team staff members, for events where overnight accommodation is required. Where four (4) team staff are eligible, to a maximum of two hotel rooms.
- b) Return mileage for one vehicle to out of town games and tournaments, to be paid at the most recent mileage rates determined by Canada Revenue Agency (see www.cra.gc.ca). 100% of bus or air travel shall also be paid if necessary.
- c) Meal allowances for to a maximum of \$45.00 per day per eligible staff member. Meal allowance can only be claimed for overnight trips, tournaments, friendship series, etc. unless authorized in advance by the parents. Maximum meal costs will be reimbursed using the following guideline:

Breakfast - \$10.00
Lunch - \$15.00
Supper - \$20.00

NOTE: Receipts must be submitted, and only food and non-alcoholic beverage costs will be reimbursed.

Fundraising Activities:

All Rockets teams must participate in Association fundraising campaigns.

The Rockets have a Director of Fundraising, who has responsibility to develop, review, and make recommendations regarding all Fundraising activities of the Rockets.

Team specific requests to hold additional fundraising events must be submitted to the Director of Fundraising (using the fundraising form found on the website) for review, and approved by the Executive **prior** to the event. To submit a request, the following steps must be taken:

1. Applications are to be made and submitted to the Director of Fundraising.
2. Application forms must be signed by both the team Coach/Manager and the Parent Representative.
3. Team Budgets, duly approved by the Director/Parents must accompany each application.
4. Applications must include a budget relating to the Fundraising project.
5. The selling of goods are considered to be fundraising activities and accordingly must be approved.
6. Complete financial reports must be filed with the Director of Fundraising 30 days after the completion of a fundraising project.

NOTE: Activities commencing prior to/without approvals will result in disciplinary action.

Corporate or individual sponsorship options are not allowed at the team level.

CONDUCT AND DISCIPLINE

Code of Conduct:

It is expected that parents and players will review and sign-off on the Rockets Code of Conduct at the beginning of each season. The Code of Conduct must be followed when members (players, parents, coaches) are representing the Ayr Rockets in public. [Link to code of conduct](#).

Commented [BP16]: Insert Code of Conduct

Commitment:

The Executive, coaches and team volunteers make a considerable commitment to the organization and the teams they support. Participation in hockey, as a competitive sport, requires commitment from both the players and their parents. It is the expectation of the Rockets that all players (and by extension, their parents and/or families) will be dedicated members of the teams they are members of. It is important for players to attend practices, development sessions, and other team events (i.e. dryland training etc) on a regular basis, to ensure their continued development. Failure to attend team sessions without prior notice to the coaching staff can and will result in disciplinary action.

Discipline:

When a player has broken a team rule, displayed inappropriate behavior, or violated the Code of Conduct, corrective action may be necessary. Removal of ice-time from a player for disciplinary reasons is permitted and is the only effective method of discipline a coach can use. The discipline applied should be consistent with that outlined at the initial team meeting. This MUST be applied fairly & consistently for all players on the team regardless of ability.

Example: if a team establishes a rule that players arriving late for games will miss the first period, then this must be followed through with in every instance, even if it involves the team's best player.

Where the infraction involves disruptive or abusive behavior during practices, games or in the dressing rooms, the coach should discuss the incident and the impending disciplinary action with the parent(s) involved prior to the removal of the ice-time. This will give the parent(s) an opportunity to participate in correcting the behavior as well as give the parent fair warning that their child will be missing ice-time in an upcoming game.

The Rockets Executive recommends to all coaches that they should involve the team parent rep in a face-to-face meeting with the parent, however, this may not be practical in all circumstances.

Should future incidents occur and the behavior not be corrected, further progressive discipline will result including game suspension(s) and possible removal from the team. Such serious measures would require a disciplinary hearing with the Director of Conflict Resolution.

If a member of the team staff has displayed in appropriate behavior or violated the Code of Conduct, corrective action will be determined by the Executive and/or the OWHA.

Obscene Language:

Swearing and obscene gestures by coaches, players and parents in the Rockets is prohibited and shall be governed by the O.W.H.A., Hockey Canada, and the Rockets Code of Conduct.

Alcoholic Beverages and Drugs:

The consumption of alcoholic beverages and/or the taking of drugs is strictly forbidden for any coaching staff members and players during any sanctioned team activity including games, practices, and travel to and from these events. Failure to observe this rule may result in disciplinary action including suspension. The person(s) involved must appear before the Director of Conflict Resolution.

Smoking and the use of e-cigarettes (vaping) is prohibited in all Township of North Dumfries Facilities. Suspension(s) shall be levied to players and team staff who fail to adhere to this bylaw.

O.R.F.A Facility Alert – Phones and Personal Digital Assistants:

Please note the Ontario Recreation Facilities Association Facility Alert **prohibiting** the use of cell phones and personal digital assistants in **all** recreation facility change rooms.

EQUIPMENT AND UNIFORMS

Protective Equipment:

The required equipment for participation includes:

- Helmet – CSA approved
- Facemask – CSA approved
- Chest protector (shoulder pads)
- Neck Guard – BNQ approved
- Elbow pads
- Hockey pants
- Gloves
- Shin pads
- Pelvic protector (Jill)
- Hockey skates
- Socks
- Hockey stick
- Jersey – provided by organization

For all Rockets registered players, mouthguards are strongly recommended.

All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule

The Rockets will supply full protective goal equipment in the Local and Representative divisions, with the exception of goalie mask and skates. All equipment provided by the Rockets may only be worn during official Rockets activities.

NOTE: Game uniforms may only be worn during Association game conditions – they are not to be worn during practices or for other hockey leagues.

Equipment Purchase and Off-Season Rental:

There shall be no general purchase of hockey equipment by hockey teams unless specified purchases are approved via written request to the Board of Directors, submitted by the Equipment Manager.

Equipment Distribution:

Distribution of the Rockets equipment shall be as follows:

All Teams – equipment, including goaltending equipment & sweaters, will be assigned to the team coach who is held responsible for the equipment for the season. The coach is responsible to return all items at the end of the season and will be held accountable for lost and/or damaged items.

Each team is responsible for the care and maintenance of the jerseys during the season. This includes washing. Jerseys must be returned in a clean condition.

It is recommended that Local League Rockets jerseys are not to be distributed to the players. The jerseys are to be kept by a team official or parent volunteer (usually one volunteer has the home set and the other has the away set) unless a Jersey Agreement Form is signed and a garment bag is purchased by the player. Representative team jerseys are to be distributed and returned at the end of the season in the same condition, subject to the signed Jersey Agreement.

No modifications are to be made to team jerseys at any time, without the approval of the Equipment Manager. This includes, but is not limited to, the addition of 'A' and 'C' designations on the jerseys. Any jerseys found to have been modified will be subject to replacement, subject to the signed Jersey Agreement.

All Rockets equipment is to be used only for Association games and practices unless special permission has been given by the Equipment Manager.

All equipment and jerseys must be returned by the end of the season, the date for the return of equipment and jerseys will be set by the Equipment Manager and/ or Board of Directors on or before April 30th.

On-Ice Uniform:

The approved uniform to be worn during representative and house league games is:

- Jersey, as authorized by the Rockets.
- Socks, as authorized by the Rockets.
- Predominately black helmet.
- Solid black pant
- Gloves are recommended to be predominately black; preferred trim is red and/or white.
- Goalie pads and gloves are recommended to be Rockets colours of black and/or white and/or red.

Under no circumstances may teams purchase unauthorized pieces of the uniform.

Off-Ice Uniform:

The approved off-ice uniform to be worn by players and bench staff to games and tournaments listed below for Representative teams. This is optional for Local League teams.

1. Jacket, as authorized by the Rockets.
2. Pants, as authorized by the Rockets.

Under no circumstances may teams purchase unauthorized pieces of the uniform.

Off-ice attire should be appropriate and respectful to represent the Ayr Rockets.

HOCKEY OPERATIONS

GAME OFFICIALS

For all games, officials must be booked through the Scheduler of Referees and Timekeepers.

It is the responsibility of the coaches of representative teams to notify the Ice Scheduler once their game schedules have been finalized. Upon receiving notification of the final game schedule for each representative team, the Ice Scheduler shall enter the games into the Ayr Rockets website to notify the Scheduler of Referees and Timekeepers. Local league coaches do not need to provide notification of game schedules as the Ice Scheduler arranges the game times.

Due to the ice-return policy of the Township, it is recommended that coaches do not make changes to scheduled games without thirty (30) days notice to the Scheduler. However, in extreme circumstances (player illness, weather etc), the game may be rescheduled. The team must use the originally scheduled ice time for a team practice, and surrender a future practice time to reschedule the game. If the coach cannot field a team for practice on the originally scheduled time, they must offer the ice to an alternate Rockets team.

For all exhibition games, regardless of the league or division, teams shall be provided with three game officials including a timekeeper and two referees.

- 1) For all Local League divisions and Novice, Atom, PeeWee, Bantam (Tier BB/B) and Midget (Tier B) regular season and playoffs games there shall be three game officials including a timekeeper and two referees.
- 2) For all Bantam (Tier AA/A), Midget (Tiers AA/A/BB) and Intermediate Tier I games there shall be four officials including a timekeeper, referee and two linesmen.

All on ice officials must be certified to officiate for the OWHA.

PROTESTS

All protests relating to games and their regulations shall proceed as follows: shall follow the procedures outlined in the Constitution;

- a) All protests having to do with games and their Regulations shall be filed with the appropriate Director within twenty-four (24) hours after the game to be protested. The

Commented [BP17]: COLLEEN: Please confirm accuracy/relevance of this section. Protests can be filed for one of two reasons – a referee ruling that affects the outcome of the game or the presence of an in-eligible player -
Please refer to the OWHA , notice must be provided to the organization within 24 hours of the incident.

Commented [MOU18R17]: Protests are covered in the OWHA hand book on page 3-21. I think we should use the same verbiage as the process they set out. For our internal process: section a) we need the notice within 24hrs as it needs to go to the OWHA within 48hrs. In section b) a copy needs to go to both coaches and then from there we should follow the process laid out by the OWHA.

protests shall be in writing and shall set out the Rules and Regulations involved, and the alleged violations. Supporting evidence must accompany the protests.

- b) Upon receiving a protest, the Director shall forward a copy to the Manager or Coach of each other team involved, and will provide notification to the OWHA, based on the process outlined in the OWHA Handbook
- c) Decisions of the OWHA shall be final and binding on members, with no possibility of further appeal within the Corporation.

Protest on a referee's decision will not be considered unless it concerns a question of misapplication of a rule, in which case the protest shall follow the procedures outlined in the OWHA Handbook.

SUSPENSION

The Rockets Local and Representative Leagues have adopted the current OWHA. Minimum Suspension List. It is the responsibility of Director of Coaches and Player Development/Director of Conflict Resolution (if applicable) to ensure that at least one coach on every Rockets Team (House league, and Representative) has a copy of the **Current OWHA Handbook and the Ayr Rockets Constitution and By Laws.** The Rockets reserve the right to issue additional suspensions, including upholding any suspensions that may be handed down by the KGLL or LLFHL.

Commented [BP19]: Insert link on these.

SUSPENSION AND DISCIPLINE HEARINGS

In the case of additional or non-automatic suspension, the Rockets Director of Coaches and Player Development/Director of Conflict Resolution shall contact the player/coach concerned; who shall have the opportunity to verbally defend his/her action prior to setting the length of the suspension.

A suspension/discipline hearing must be scheduled and a committee formed to hear the evidence by the individual (s). The Director of Conflict Resolution shall hear the evidence at a Special Meeting. The Director of Conflict Resolution shall make a suspension recommendation to the Board of Directors to have it ratified.

GRIEVANCES & APPEALS

To Appeal, you must submit written documentation stating the reason(s) for the appeal and facts supporting the appeal. The appeal shall be filed according to the process in Article (5.11) of the Rockets Constitution, and accompanied with a cheque or money order in the amount of \$200.00 payable to the Rockets.

Refund for an appeal is granted when the appeal is in favor of the claimant only.

TEAM ICE ALLOTMENT

Local League Teams:

All Local League teams shall be guaranteed a minimum of thirty-five (35) ice times per season as outlined by the Rockets fee breakdown schedule. This shall consist of twelve (12) half-ice practices, ten (10) home games, ten (10) away games (all games to be scheduled by KGLL), and 3

guaranteed Jason Cripps Tournament games. In the event that teams are scheduled fewer games; the Rockets shall distribute additional ice times to equal the guaranteed total amount.

Advancement to both Cripps and KGLL Finals adds an additional four (4) games to a team's seasonal total.

In addition, all Local League teams advancing to the League finals at the end of the season shall be awarded at least one extra practice prior to the final games, dependent on ice availability.

All House League teams may equally be awarded extra ice times throughout the season depending upon ice availability and finances. This shall be at the discretion of the Ice Scheduler and the Director of Coaches and Player Development.

Representative League Teams:

All Rockets Representative Teams shall receive their seasonal ice allotment at the beginning of the season. The ice times shall be available after tryouts, at the beginning of the season and conclude when the team is no longer in league playoffs and provincial Playdowns.

Ice times shall be distributed equally amongst all Representative teams. The times allotted shall be used for both scheduling league games and practices.

Depending upon ice availability two (2) or three (3) extra practice times shall be awarded to ALL Representative teams advancing to the OWHA Provincial Finals in April. Teams may also schedule one (1) home exhibition game as preparation for the Provincial Finals. Expenses (i.e. timekeepers and referees) for any additional home exhibition games scheduled will be the responsibility of the team, to be paid from the team budget.

In total, Representative teams will have 3 home exhibition games allotted by the Rockets, with related expenses being the responsibility of the Rockets organization. The games will occur as follows:

- 1) A home game for the purposes of assessing players in game situations during the tryout process
- 2) A home game for the purposes of seeding the team at the beginning of the season (September)
- 3) A home game for the purposes of playoff or provincial tournament preparation.

Any additional home exhibition games scheduled will be at the cost of the team.

All teams that are eliminated from league play-offs and provincial playdowns shall forfeit any remaining ice time allotments.

EXTRA ICE

In the event that there is surplus ice available, the Rockets shall offer that ice to ALL teams, Representative and House league, on a predetermined scheduling priority list established at the start of the season.

Once a team has declined the extra ice, solicitation will begin at the next team following on the list. Coaches will have 30 minutes to reply.

In the event that a team wishes to have extra practices over their weekly ice allocation, a request must be submitted to the Ice Scheduler. If the Ice Scheduler deems there is enough

Rocket Association ice available to meet this request the team can purchase the ice from the Rockets. All payments should be made to the Rockets Association on a monthly basis.

UNUSED SCHEDULED ICE

Any team found not using an allotted ice time shall forfeit one of its other ice times not scheduled for games, or be subject to a penalty at the discretion of the Board of Directors. Forfeit of ice shall be at the discretion of the Ice Scheduler and the Director of Coaches and Player Development. The team shall have the option of buying that said ice or another ice time, from their team budget, from the Rockets or the Township of North Dumfries at the current rate.