



UPPER CANADA CYCLONES
POLICIES AND
OPERATING MANUAL

Revised October 2017

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1. OBJECTIVES

- 1) To organize, promote and develop “AAA” hockey within the area (Zone 1) designated by Hockey Eastern Ontario (HEO)
- 2) To ensure that the team management provides the opportunity for each member of a team to improve his skills and knowledge of hockey, while emphasizing good sportsmanship and citizenship.

2. RISK MANAGEMENT

- 1) In keeping with HC recommendations, all team officials (including, but not necessarily limited to coaches, trainers, managers). Initiation and Skills Programs instructors, minor hockey association and club system Board Members, and any other, who through their duties on behalf of our Association, may work directly with children and adolescents, undergo a criminal record check and where applicable, a Child Abuse Registry check with costs to be subsidized by the Association.

3. PLAYER’S CODE/RODE

- 1) I will play hockey because I want to, not because others or coaches want me to.
- 2) I will play by the rules of hockey and in the spirit of the game.
- 3) I will control my temper – fighting, “mouthing-off”, or throwing/breaking of equipment can spoil the activity for everyone.
- 4) I will treat others, as I would like to be treated.
- 5) I will work equally hard for my team and myself – my team’s performance will benefit and so will my own.
- 6) I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important.
- 7) I will acknowledge all good players and performances – those of my team and my opponents.
- 8) I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
- 9) I will remember that I am representing the Upper Canada Cyclones AAA Hockey Association and my home association. Off-ice behavior is equally important as on-ice conduct.

4. COACH’S CODE/ROLE

- 1) I will carry out the objectives and policies of the Upper Canada Cyclones AAA Hockey Association, which are consistent with the objectives and policies of each home association.
- 2) I will be reasonable in my demands on the player’s time, energy, and enthusiasm. I will remember that they have interests and responsibilities other than hockey.
- 3) I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.

- 4) I will ensure that all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- 5) I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- 6) I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
- 7) I will follow the advice of a physician to determine when an injured player is ready to resume play.
- 8) I will remember that players need a Coach they can respect. I will be generous with praise and set a good example.
- 9) I will make a personal commitment to be informed on sound coaching principles.
- 10) I will develop my team's season on a balanced basis between games and practices.
- 11) I will discuss the proposed team tournament schedule with parents prior to final team selection, so that a dissenting parent will be provided the opportunity to alter the proposed approach or withdraw from the team consideration.

5. PARENT'S CODE/ROLE

- 1) I will not force my child to participate in hockey.
- 2) I will remember that my child plays hockey for his or her enjoyment, not mine.
- 3) I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- 4) I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game.
- 5) I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- 6) I will never ridicule or yell at any child for making a mistake or losing a game.
- 7) I will remember that Children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- 8) I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as the players.
- 9) I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 10) I will recognize the value and importance of volunteer coaches and manager. I will comply with reasonable requests of team management e.g. arrival times prior to practices and games, etc.
- 11) I will not criticize the coach and manager in front of my child. I will discuss my concerns directly with the coach or manager in order to ascertain their objectives and idea
- 12) I understand that there are some extra expenses that I can expect to pay regarding the coaches, and these are clarified under sections 10 and 25 of this guide.

6. MANAGER'S CODE/ROLE FINANCIAL

- 1) Carry out objectives and policies of the Upper Canada Cyclones AAA Hockey Association.

- 2) Ensure that practices, tournaments and exhibition games are arranged according to directions given by the coach.
- 3) Develop a budget at the beginning of the season that reflects the program outlined by the coach and present it to the parents.
- 4) Actively support the coach in both on-ice and off-ice pursuits e.g. fundraising, discipline and philosophy.
- 5) When around the team conform to the same rules as the rest of the team e.g. no drinking/smoking.
- 6) Serve as liaison between coaches, parents and Board of Directors.

7. FINANCIAL

The Upper Canada Cyclones do not permit Team Bank Accounts. Any team wishing to do any fundraising must first have prior approval by the Executive. (May 2017)

REFUND POLICY:

TRYOUT REFUND:

There will be NO REFUND of tryout fees AFTER the start of tryouts.

ANY REFUND of tryout fees will be subjected to a \$50 Administration fee.

Any request for refund must be **made in writing** and the circumstances surrounding the request **will be considered** before any refund is granted.

REGULAR SEASON REFUND:

A PRO-RATED REFUND plus a \$50 Administration fee is available within a 72-hour period following the Cyclones registration day.

After the 72-hour period following the Cyclones registration day NO REFUND will be available with the exception of a serious medical condition or injury of a Cyclones Player which must be confirmed by a medical doctor's written note.

If a refund for a medical condition or serious injury is granted by the Cyclones Executive, a pro-rated refund and a \$50 Administration fee will be issued."

Approved: September 2017

8. EQUIPMENT

The equipment manager will be responsible to arrange a RFP (Request for Proposal) to determine the supplier of jackets, jerseys and other equipment as directed by the Board of Directors.

The Upper Canada Cyclones AAA Association will make available the following equipment:

- 1) Home and away sweaters will be purchased by the club in the official colours, the cost of which shall be passed on to the parents in registration fees and the player shall retain the sweaters.

The Upper Canada Cyclones AAA Association may provide more equipment depending on the amount of sponsorship received; however, each player is required to purchase whatever equipment is not supplied so as to coordinate all teams within the Association in similar attire.

- 1) Team management is responsible for the return of all equipment to the Equipment Manager by the end of the playing season (May 15th)
- 2) All players must wear C.S.A. approved equipment. Helmets and pants must coordinate with the Association's chosen colors.
- 3) Players must wear neck guards for all on ice activities.
- 4) Sweaters, jackets and crests bearing the name and in the colours of the Upper Canada Cyclones AAA Association shall conform to the approved pattern as designated by the Upper Canada Cyclones AAA Association and approved by the League, to avoid duplication and conflict in the designs and colours of other AAA Association, Team Sweaters.

Sponsor Recognition on Equipment:

- 1) Appropriate space will be made available on the jersey to recognize a team sponsor. Team management must first consult with the Upper Canada Cyclones AAA Association Equipment manager regarding cresting.
- 2) The player's individual sponsor's name and/or logo will be displayed on the back of their team sweaters below the numbers in a prominent position. The sponsor bar is to be 14" W x 4" H. The home jersey sponsor bar is a white bar with navy letters and the away jersey is a navy bar with white letters.
- 3) NOTE: Only one sponsor bar is allowed on a jersey.

9. LOGO AND MARKETING

The AAA Board of Directors will determine the Upper Canada Cyclones Association logo, branding and marketing.

10. DRESS CODE

Each Upper Canada Cyclones AAA Association team is required to arrive and leave games neatly dressed. The dress code is neat, clean dress slacks, dress shirt, dress shoes and tie (no jeans and no hats).

Upper Canada Cyclones players may wear their Upper Canada Cyclones wind-suits to tournament games, but all players must be uniform. **Approved October 23, 2017**

11. SPONSORS AND FUNDRAISING

Provision is made for two types of sponsorship: Team Sponsors and Player Sponsors. All Sponsorship cheques must be made payable to the Upper Canada Cyclones AAA Association.

Team Sponsor:

- 1) A team sponsor may be a corporation or organization that provides funding for the "Team." This funding is to be disbursed equally amongst the players' account.
- 2) Team management will provide its team sponsor with a schedule and a "Thank You." Team management shall also provide some small token of appreciation e.g. team picture, crest, plaque, invitation to team party, Banquet, etc.

Individual Player Sponsor:

- 1) The allocations of sponsor funds will be done after the cost of the sponsors' plaque and sponsor's bar have been paid. 100% of the sponsorship shall be credited.
- 2) All sponsorship monies are to be paid to the Upper Canada Cyclones AAA Association. Sponsorship refunds will be made 30-60 days after the receipt of the sponsorship monies. Sponsorship refunds will be made once per month in a batch form with all other sponsorship refunds owed at that point in time.
- 3) Sponsors may be recognized on the player's sweaters as described in Section 8(c).
- 4) All fundraising activities must be approved by the Board of Directors.

12. PLAYER AGE CATEGORIES

The AAA Association operates a minor/major system throughout various age divisions as endorsed by Hockey Canada operating guidelines. As such, the Association operates under the premise that all players will play within their respective age group. (i.e.: a minor will play minor and a major will play major).

Exceptions to the above will only be permitted under very special warranted circumstances, providing the following procedure is followed:

1. The player(s) must try out with his/her own age group for the first two sessions.
2. Players identified as "Obviously superior" to others at that level, by the Coach of the upper level and the Board of Director President, will be identified to the Board.
3. Only with unanimous agreement between the evaluators, as approved by the President, that the player will meet the qualifying criteria described in Section 12.8 below will the player be considered for movement to the upper level for tryout purposes.
4. **The Upper Canada Cyclones President will ensure that the potential player(s) and his/her** parents understand the upward movement is for try-out purposes only, that the player must qualify based on the criteria described in Section 12.8 below and how the final decision will be made.
5. The President will assess the player(s), to determine whether the player(s) meet the criteria for movement.

6. The President will then pass on this recommendation to the Board of Directors.
7. The President will then inform the following:
 - i. Coaches of both teams who can then proceed with the selections for their respective teams.
 - ii. Parents of the player.
8. It is understood by all parties that the qualifying criteria, for a player to remain at a higher age category, are as follows:
 - 1) The player must exhibit skills strong enough to rank above all other players on the upper level team.
 - 2) A Goalie, when evaluated by qualified “Goalie” evaluators, must be the best goalie at the upper age level.

Note: Due to the specialty skills associated with this position, qualified goalie evaluators should be retained to fairly evaluate the individual’s skill-set compared to known standards.

13. CORRESPONDENCE

All correspondence purporting to represent the views and/or interest of the Upper Canada Cyclones AAA Association must be approved by the Board of Directors prior to dispatch. In case of a game protest, the President must be advised of circumstances and content of, prior to submission.

14. GRANTS

All grant applications must be approved by the Upper Canada Cyclones AAA Association Board of Directors prior to submission.

15. Blank

16. AFFILIATED PLAYERS

- 1) The Upper Canada Cyclones AAA Association endorse and uses an affiliated system whereby teams of a higher age category are permitted to affiliate with a lower age category team so that players may be used occasionally by the higher team in accordance with the league and branch rulings. Affiliated players are only to be used in game situations in the absence of a regular player, due to an accident, illness, vacation or absence for exams.
- 2) Coaches and/or managers wishing to use affiliated players must obtain permission from that player’s coach or manager. At no time shall the player in question be approached prior to approval being obtained.
- 3) The requesting coach or manager must advise the appropriate Vice- President prior to the use of the affiliated players, so that a record of player movement can be maintained.
- 4) Before any affiliated players are permitted to “play-up” a sixth game, after January 10, under the affiliated players’ provision, Board of Directors approval must be obtained.
- 5) Affiliated players should be asked to participate in practices so as to become familiar with players, coaches and for the purpose of development.

17. PLAYER RELEASES

(See also Section 7.4)

1) Players requesting releases for invalid reasons (i.e. because the team or club is not doing well, or because they cannot accept the Operating Procedures of the club shall be subject to Item 7.4 of this Guide. The player shall be **responsible for payment in full of the assessed individual budget** prior to a letter of release being granted from the Upper Canada Cyclones AAA Association. Such players shall not be allowed to affiliate with any other team AAA Team during the same playing season as the request for release.

2) No coach may release players registered with the Upper Canada Cyclones AAA Association without prior approval from the President of the Executive Board. The Team Coach must make his/her wishes known in such cases to the President.

3) Only in exceptional cases will releases be considered i.e. Illness, injury, or moving out of the Upper Canada Cyclones AAA Association Zone boundaries. The request for release must be brought to the attention of the President, who shall endeavor after a thorough review to resolve the situation and shall act at his discretion, deciding if the request is valid or not.

4) If the Upper Canada Cyclones AAA Association Executive Board does decide to release a Player for the above stipulated reasons; the District where the player is designated to play will decide where he/she will be play according to their internal policies.

18. TEAM ROSTERS

The Upper Canada Cyclones AAA Association teams shall select and card at least 15 (fifteen) players, plus 2 (two) goaltenders.

Exceptions to this may be permissible if insufficient caliber players are available. Such a circumstance should be approved by the President and the appropriate Vice- President.

19. COACH SELECTION

1) Coaches are selected by, and responsible to the Upper Canada Cyclones AAA Association Board. Coaches will have the **full support** of the Board of Directors unless recurring problems suggest that a review should be undertaken. The Board of Directors maintains the right to dismiss a coach at any time if the coach's conduct is detrimental to the aims and objectives of the Association.

2) The Selection Committee will be formed by the Upper Canada Cyclones AAA Association Board President, and will be compromised of no less than 3 (three) and no more than 5 (five) Committee members. No parent of an active player may participate in Coach Selection at their child's age level. This restriction will also apply to any person that the Board considers to have a close familial relationship to a child in the Upper Canada Cyclones AAA Association Zone.

3) Please see Addendum A (Coach Selection Criteria)

4) Coach Selection is made prior to the 31st of May. Those wishing to be considered for coaching positions should notify a member of the Board of Directors prior to this date for

consideration for the forthcoming hockey season. All applicants will be notified in writing as to the disposition of their application.

5) All coaching applicants must have their High Performance 1 Coach Level of the Hockey Canada National Coaches Certification Program.

20. ASSISTANT COACH AND MANAGER SELECTION

1) Coaches are encouraged to seek their own Assistant Coaches and Managers. The Upper Canada Cyclones AAA Association will assist where necessary. All appointments must be approved by the Board of Directors.

2) The Board of Directors reserves the right to dismiss any Assistant Coach or team manager whose actions are deemed not to be in the best interest of the Upper Canada Cyclones AAA Association.

3) All Team Staff must complete a Criminal Records Check.

21. COACH EXPENSES

With the objective of recruiting non-parental Coaches and Assistant Coaches, the Association will partially cover expenses in a minimum allowance of \$4,000 per year, or an amount as determined by the Board of Directors. Each team can decide if more allowance is required, i.e. Hotel rooms, courses, seminars, etc. with the approval of the Board of Directors.

22. TEAM CONTACT WITH BOARD OF DIRECTORS

Contacts between the Coach and Manager and the Board shall normally be through the President and/or his/her designate.

23. TOURNAMENTS

1) Although the Board of Directors does not specifically restrict the number of tournaments that a team may enter, consideration of both financial and league obligations must be considered.

2) The HEO Minor rule 12.o (e) states, "No team may play more than six (6) Out of Branch Tournaments. This does not include Provincial, Regional or National Championship play downs."

3) The ruling is subject to change from time to time. All Associations shall follow the current rulings in effect.

4) In the event that a team attends a Provincial Championship that is out-of-town, the Upper Canada Cyclones AAA Association may make *funds available, to teams travelling to a Provincial Championship outside of HEO, the amount will be determined by the Upper Canada Cyclones AAA Board of Directors.*

24. ALCOHOLIC BEVERAGES

1) The Upper Canada Cyclones AAA Association does not condone the use of alcoholic beverages by any of its registered players under any circumstances.

2) “Players/Coaches/ Managers/ Trainers...” All Team staff must avoid consumption of alcohol the day of a game or practice.

24(a) Use of Alcoholic Beverages/Non-Medically Prescribed Drugs - Players:

1) It is the policy of the Upper Canada Cyclones AAA Hockey Association that the use/possession of alcoholic beverages or non-medically prescribed drugs is counterproductive to the development and well-being of any player.

2) It is the policy of the Upper Canada Cyclones AAA Hockey Association that the use and/or possession of alcoholic beverages and/or non-medically prescribed drugs is strictly prohibited from any hockey associated event such as, games, tournaments or team functions.

3) Any player who uses/possesses any alcoholic beverage or non-medically prescribed drugs while participating in an Upper Canada Cyclones AAA Hockey Association sanctioned event will be subject to disciplinary action. This includes anytime during attendance at tournaments or any related team, association or league event.

4) Any player found to be in use/possession of any alcoholic beverage or non-medically prescribed drug will result in the player being suspended immediately and removed from the event.

5) Prior to any return to the Upper Canada Cyclones AAA Team, the offending player shall attend a meeting with the Upper Canada Cyclones Executive, at which time a hearing may take place and further sanctions may be imposed.

25. PLAYERS REGISTRATION ASSISTANCE

For those players who might otherwise not be able to play competitive hockey due to financial hardship, assistance may be forthcoming from the Association.

A request for assistance should be made through the team’s coach, who in turn, will pursue the matter with the Association President. Any requests for assistance will be treated in strict confidence.

26. ANNUAL MEETING

The Annual Meeting is held following completion of the hockey season and no later than the 15th of May. Email notification is to be made at least (20) twenty days prior to the Annual Meeting to each member in good standing.

In addition to the current Board of Directors and team management, membership in the Association extends to all parents or guardians of registered players of the Upper Canada Cyclones AAA Association Hockey Teams. Special membership to a maximum of ten may be granted by the Board of Directors to persons who through their involvement have shown an interest in the affairs of the Upper Canada Cyclones AAA Association.

Voting at the Annual or General meetings of the Association shall be on the basis of one vote per parent or guardian per registered players, one vote for each special membership, each

lifetime membership, each member of the Board of Directors and each registered member of team management (coach, assistant coach, manager etc.)

The Board of Directors for the forthcoming season is elected at the Annual meeting. The Board of Directors consists of:

- 1) President
- 2) 1st Vice-President
- 3) 2nd Vice-President -Director of Player Development
- 4) Secretary
- 5) Treasurer
- 6) Registrar
- 7) Equipment Manager
- 8) Tournament & Ice Convenor
- 9) Past President
- 10) Director of Risk Management

27. CONDOLENCES

In the event of a death in the immediate family of a registered player and a non-parent coaching staff member (mother, father, sister or brother) the Association will make a donation of \$25.00 to the charity specified by the family.

28. PLAYER DEVELOPMENT

The Upper Canada Cyclones AAA Association is committed to develop the individual player skills and combine these to produce a well-rounded team player.

In its effort to improve the program, the Board of Directors will, from time to time, provide various player development initiatives. In order to gain the maximum benefit from this program it is imperative that coaches and players place a high level of importance on these initiatives.

29. RETURN OF AN INJURED PLAYER (taken from HEO website)

Hockey Eastern Ontario Concussion Return to Play Protocol

HEO follows and will continue to follow the Hockey Canada Six – Step method for return to play for Concussion in sport. When a potential Concussion has occurred the team Trainer is the first point of contact with the injured player. The trainer will evaluate the player in question, using appropriate protocols and will make a determination based on their assessment of the player. If the trainer determines that the player may be concussed or is showing symptoms of a possible concussion then they **WILL** deem that player unfit to play until assessed by a Physician. No player can return to play until the attending Physician has given the player clearance to do so in writing. The trainer's decision is final and cannot be overturned by the Coaching staff or the Parents until the above mentioned criteria has been met.

Return to Play Process

The return to play process is gradual, and begins after a doctor has given the player clearance to return to activity. If any symptoms/signs return during this process, the player must be re-evaluated by a physician. No return to play if any symptoms or signs persist. Remember, symptoms may return later that day or the next, and not necessarily when exercising!

Step 1: No activity, only complete mental and physical rest. Proceed to step 2 only when all symptoms are gone. This includes avoiding both mental and physical stress.

Step 2: Light aerobic exercise, such as walking or stationary cycling. Monitor for symptoms and signs. No resistance training or weight lifting.

Step 3: Sport specific activities and training (e.g. skating).

Step 4: Drills without body contact. May add light resistance training and progress to heavier weights. The time needed to progress from non-contact to contact exercise will vary with the severity of the concussion and the player.

Only go to step 5 after medical clearance. (Reassessment and note)

Step 5: Begin drills with body contact.

Step 6: Game play. (The earliest a concussed athlete should return to play is one week).

Note: Players should proceed through return to play steps only when they do not experience symptoms or signs and the physician has given clearance. Each step should be a minimum of one day. If symptoms or signs return, the player should return to step 1, and be re-evaluated by a physician.

Never return to play if symptoms persist!

An Injury Report must be completed when:

- A player required the assistance of a trainer due to an injury which results in the course of a hockey event.
- A player is taken by ambulance to a hospital.
- If the injury will not allow the player to return to active duty based on a physician's diagnosis.
- If the possibility exists that there could be any expenses related directly to the injury or if a possible claim/suit could result from the injury against the Hockey Canada insurance program.

It is the Team Management's/Trainers Responsibility to file claims and reports.

RETURN OF INJURED PLAYER POLICY



When a player has left practice or game because of an injury and has seen a physician the following needs to happen prior to the player returning to practice or a game environment.

Player returning to a practice excluding body contact drills:

Player must provide the trainer with a **medical professional** note stating the player can participate in a practice environment excluding body contact drills or a note from the **Player's parent/legal guardian** waiving the Upper Canada Cyclones from all liability if the player is re-injured during practice. (See sign-off from attached).

Player returning to a sanctioned full body contact game or full body contact practice:

Player must provide the trainer with a **medical professional** note stating the player can participate in a full body contact sanctioned game or full body contact practice.

**UPPER CANADA CYCLONES POLICY FOR INJURED PLAYERS
PARENT AUTHORIZATION FORM TO RETURN TO PRACTICE**

I _____ parent/legal guardian of player _____, request he/she be allowed to return to non-contact practice. I accept full responsibility for this decision and I acknowledge that I am returning my son/daughter to practice without written approval of a medical professional. I release the Upper Canada Cyclones and the head coach of my son's/daughter's team from any and all liability associated with this decision.

Signature of parent/legal guardian

Date

30. RETURNING PLAYER – UNABLE TO PARTICIPATE IN TRY OUTS DUE TO MEDICAL REASONS

If a returning player is unable to participate in try outs due to medical reasons that has been confirmed in writing by a General Practitioner, the decision as to whether or not the player is selected to the team will be decided by a **committee** consisting of Head Coach, Director of Player Development & Operations and Director of Risk & Safety. The player must register and pay for try outs prior to the start of try outs and the try out fee is **non-refundable**.

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