

# Manual of Operations



**Rules and Regulations**  
**Code of Conduct**  
**Harassment Policy**  
**Privacy Policy**

# Manual of Operations

Frontenac Minor Hockey Association

---

## Table of Contents

### **SECTION 1**

Hockey Rules and Regulations .....3

### **SECTION 2**

Code of Conduct .....12

### **SECTION 3**

Harassment Policy .....17

### **SECTION 4**

Privacy Policy .....18

# SECTION 1

## Hockey Rules and Regulations

Frontenac Minor Hockey Association

---

### Table of Contents

1.0	Registration.....	4
2.0	Team Composition.....	4
3.0	Representative Teams .....	4
4.0	Affiliate Players .....	5
5.0	Game Regulations.....	5
6.0	Equipment.....	6
7.0	Coaching Selection .....	6
8.0	Ice Allocation.....	7
9.0	Dressing Rooms .....	7
10.0	Penalties and Suspensions.....	7
11.0	Appeals .....	9
12.0	Fundraising .....	9
13.0	Player Development Program.....	9
14.0	Player Selection Process .....	10
15.0	FMHA Name and Logo .....	10

# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

### 1.0 REGISTRATION

- 1.1 The executive reserves the right to limit the number of players registered and the number of players per team.
- 1.2 Late registrants will be charged a prorated fee, based on the number of months remaining in the season (insurance cost, fundraising fee and late fee are not prorated).
- 1.3 Refunds will be given up until January 1<sup>st</sup> on a prorated basis, less an administration fee (insurance cost (after November 15), fundraising fee and late fee are not prorated).
- 1.4 A late fee will be charged to registrations fees for registrations received after July 31<sup>st</sup>. The late fee will be waived for registrants who moved into FMHA jurisdiction after the July 31<sup>st</sup> deadline (of the current playing season).

### 2.0 TEAM COMPOSITION

- 2.1 A player may play house league in the age group below them if agreed upon by the parents/guardian, the Hockey Operations Coordinator and the OMHA (approvals required in order to attain an approved electronic roster).
- 2.2 The executive may change the teams in order to ensure a competitive balance in the house league/inter city league at any time up to January 1st.
- 2.3 In Novice and Atom house league divisions, all children are encouraged to play goalie at least once during the year.

### 3.0 REPRESENTATIVE TEAMS

- 3.1 All Representative teams will select players by following the player selection process outlined in this document.
- 3.2 Players can be released at any time during the year.
- 3.3 All representative teams will wear Flyers jerseys, with matching socks.
- 3.4 All representative teams are recommended to carry a minimum of three minor year players in that division if possible.
- 3.5 No player may play representative hockey in the age group above him or her. In rare circumstances where a player's skill level is extremely high, the executive can permit a player to play in the age group above their own.
- 3.6 A representative Head Coach has the right to play his players as they see fit.
- 3.7 A representative Head Coach may release a player at any time during the year.

# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

### 4.0 AFFILIATE PLAYERS

- 4.1 Affiliated house league/inter-city players must play for their house league teams if there is a conflict with the affiliated team.
- 4.2 If a player is affiliated from a lower age representative team they must play for their lower aged representative team first if there is a conflict.
- 4.3 Affiliate players must have the permission of their parents and their house league/inter-city coach before playing any games.
- 4.4 Affiliate Player must be listed on the affiliated team's approved electronic roster in order to participated.
- 4.5 The coaching coordinator must approve all affiliated players to assure a competitive balance in the older league.
- 4.6 House league/inter-city teams are only to use affiliated players in circumstances where the team is unable to ice a team of 10 skaters.

### 5.0 GAME REGULATIONS

- 5.1 Tyke games will be played with a 90 second buzzer system.
- 5.2 Each team will provide a qualified coach and trainer for each game. Qualified means the official is on an OMHA approved FMHA roster.
- 5.3 If one team's trainer is unavailable, the opposing team's trainer will act as trainer for both teams.
- 5.4 The team's coach or manager must deliver a completed/signed game sheet to the timekeeper before each game.
- 5.5 In the event of an injury, medical attention or first aid will be given immediately by the qualified trainer. Players must proceed to their bench immediately.
- 5.6 House league/inter city coaches must play all players equally each game regardless of skill level for the entire year. If two goalies are registered to a house league/inter city team they must split time equally.
- 5.7 All players must wear a numbered jersey and no two players may wear the same number.
- 5.8 Coaches are responsible for the behavior of all players on and off the ice.
- 5.9 House league/inter city teams are limited to 4 tournaments per year. Travel permits must be obtained and approved from the appropriate Frontenac Minor Hockey Executive member/members.

# **HOCKEY RULES AND REGULATIONS**

## **Frontenac Minor Hockey Association**

---

- 5.10 Executive approved travel permits are required for all tournaments and exhibitions games outside the OMHA district.
- 5.11 All house league/inter city teams must give priority to any Frontenac organized event before attending another tournament or exhibition game.

### **6.0 EQUIPMENT**

- 6.1 All players must wear full CSA approved equipment during games and practices.
- 6.2 All players must wear CSA approved neck guards, mouth guards and full facial protection during games and practice.
- 6.3 During practice coaches must wear a CSA approved helmet at all times.
- 6.4 No FMHA jersey should be worn during practice time, with the exception of tykes.
- 6.5 All equipment, pucks, pylons etc. loaned to a team must be returned to the equipment manager in good condition following a team's final game.
- 6.6 The purchase of all equipment, socks and team wear will be purchased through a supplier approved by the association.

### **7.0 COACHING SELECTION:**

- 7.1 Coaching selection for the upcoming year will be held in the spring/summer by a sub-committee appointed by the executive.
- 7.2 The executive has the right to reject a candidate presented by the sub-committee with reason.
- 7.3 All coaching candidates will be required to obtain valid accreditation for the entire upcoming season.
- 7.4 The sub-committee will consist of the coaching coordinator and at least three other individuals, committee to be approved by the Executive.

### **8.0 ICE ALLOCATION**

- 8.1 The executive will allocate ice time in a fair and equitable manner between the tyke, house league/ inter city and representative teams.

### **9.0 DRESSING ROOMS**

# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

- 9.1 It is the coach's responsibility to make sure the players are supervised by a team official at all times.
- 9.2 A separate dressing area will be provided for any girls on the team in ages above Atom.

### 10.0 PENALTIES AND SUSPENSIONS

- 10.1 Rules for play as set down by the Canadian Hockey Association, Ontario Hockey Federation and the Ontario Minor Hockey Association will govern with the following exceptions:
- 10.2 All players, coaches and executive must abide by the code of conduct of the Frontenac Minor Hockey Association.
- 10.3 The Vice President and Harassment Coordinator will handle Association discipline matters.
- 10.4 Any Player who receives a game misconduct in any game for any reason will follow the OMHA suspensions outlined in the OMHA Manual of Operations.
- 10.5 Any Person who is deemed to have abused any other person before, during or after a game, practice, team or FMHA function may be assessed a suspension of up to 3 games. A second instance of abuse committed before, during or after a game, practice team or FMHA function will be barred from further participation indefinitely until the Executive has held a hearing and approved the person's return to team play or practice.
- 10.6 Any Player, Coach, Trainer or Manager who swears, or otherwise uses foul or abusive language, or makes obscene or insulting gestures at or about an opponent/official/ fan or bystander shall be assessed a gross misconduct and will be suspended for the balance of the game and the next game.
- 10.7 Any Coach, Trainer or Manager who is ejected from a game for any reason will follow the OMHA suspensions outlined in the OMHA Manual of Operations.
- 10.8 The person acting as Coach shall be held responsible for the conduct of his players during the game. A Coach that has player's leave the bench during an altercation on the ice shall be suspended as per OMHA guidelines.
- 10.9 After a Player serves a first suspension for a major infraction during a season the following disciplinary actions will apply. (Major & Game Misconduct, Gross Misconducts and Match Penalties)
  - 10.9.1 Second infraction during a season will be a minimum of 3 games but not less than the OMHA suspension list and will be reviewed by the FMHA

# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

Executive. The player may be asked to attend a meeting with the FMHA disciplinary committee.

10.9.2 Third infraction during a season will be a minimum of 5 games but not less than the OMHA suspension list and will be reviewed by the FMHA Executive. The player must attend a meeting with the FMHA disciplinary committee.

10.9.3 Fourth infraction during a season will result in the player being suspended for the remainder of the year including playoffs. At this time the FMHA Executive committee will review the players' suspensions for the year and an additional suspension may be added to the start of the next season up to one full season. The player must attend a meeting with the FMHA executive before permission will be granted to play.

10.9.4 If a Player moves residence or is released it is the obligation of the FMHA to transfer all recorded FMHA player disciplinary actions to the new association.

10.9.5 The above actions do not include minor penalties that players also receive a game misconduct.

10.10 After 3 minor infractions that result in a game misconduct, the Vice-President and Harassment Coordinator will investigate a player's actions. A player may then be asked to attend a meeting with the discipline committee if deemed necessary.

10.11 The FMHA has the right, at any time, to bring a Player, Coach, Trainer, Manager, and Team Official before the Executive committee for disciplinary measures.

10.12 Exhibition games are not treated any differently than league game, tournament games and playoff games. Second season games are considered league games.

## 11.0 APPEALS

11.1 All parties have the right to appeal any decisions made by the Frontenac Minor Hockey Association. If the parties involved feel a further decision is warranted, a written appeal protest may be delivered to the FMHA Executive President or Vice President within 48 hours of the decision. The Executive is bound at that point to hold a special meeting to allow the parties involved to appeal the decision made within 14 days of receipt of the appeal.

## 12.0 FUNDRAISING



# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

- 12.1 To ensure our community partners are approached only a reasonable numbers of times throughout the season, the following guidelines must be followed for any fundraising initiatives undertaken by any FMHA players or teams;
  - 12.1.1 Any fundraising event will be approved through the Fundraising Coordinator. Information to be provided include the reason for the fundraising and the target area that funds will be solicited from.
  - 12.1.2 Any proceeds collected from the fundraising event are to be reported to the Fundraising Coordinator.

## 13.0 PLAYER DEVELOPMENT PROGRAM

A Roster Select (RS) team is comprised of players who are already playing on a FMHA house league/local league team and are seeking additional instruction and competition at a slightly higher level. Players on RS teams continue to play on their House League team while participating in this program.

- 13.1 The Executive shall make the determination, through the Hockey Operations Coordinator, on the viability of Roster Select Teams at each age group.
- 13.2 Criteria shall include (but not be limited to): available ice time, number of registered players in each age group, player interest in the program, talent pool, and availability of coaches.
- 13.3 Once a team has interim approval the Hockey Operations Coordinator shall advertise the need for PD team coaches to the General Membership.
- 13.4 It is recommended that candidates NOT be a current Head Coach of another team.
- 13.5 It is recommended that the Coach Selection Interview process be held, even if only one viable Coach Candidate steps forward.
- 13.6 Once ice time for tryouts has been established, the Hockey Operations Coordinator and the newly appointed RS Coach shall advertise the RS Team tryouts to the General Membership. Current FMHA Player Selection guidelines must be followed.
- 13.7 Players must reside within the current FMHA boundaries to be eligible to be rostered to a RS team as per the OMHA manual of operations.
- 13.8 Players must be rostered to an FMHA House League teams at the same Age Group as the RS team they are trying out for. If a player/goalie is moved to a higher division in order to balance teams, the player/goalie may participate on a roster select team of their age division.

# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

- 13.9 Players must be eligible as per OMHA rules (age, residency).
- 13.10 RS teams are NOT allowed to utilize an Affiliate Players list as per the OMHA manual of operations. Players may simultaneously play on a House League team, PD team and be affiliated to a Rep team.
- 13.11 RS teams are encouraged to carry a minimum of 15 players (3 full lines) plus 2 goaltenders, whenever possible, as the intent of the team is to provide further development of players.
- 13.12 RS teams are registered with the OMHA as ROSTERED SELECT teams and are therefore able to participate in tournaments and are insured.
- 13.13 If regular practice ice is available from the FMHA, the Treasurer shall establish a supplementary fee (similar to the REP fee) based on the amount of ice time available.
- 13.14 If the FMHA is not able to provide regular ice time, the RS team may secure their own ice at their own cost. The FMHA will not charge the supplementary fee in this case.
- 13.15 Current OMHA Manual of Operations rules regarding the number of exhibition games per month and the number of tournaments per year must be strictly adhered to.
- 13.16 All RS team activities must be authorized by the Hockey Operations Coordinator. This includes exhibition games, practices and tournaments.
- 13.17 RS team activities, practices, games or tournaments are NOT to conflict with regular House league or Local League (Intercity) activities, practices or games.

### **14.0 Player Selection Process**

- 14.1 All players wishing to tryout, for all competitive levels (Representative, Additional Entry), will be invited to a common selection camp. In order to be permitted to skate, players must meet the following conditions:
  - 14.1.1 Be registered for the tryout and pay the appropriate tryout fee.
  - 14.1.2 Have no funds owing to the organization, or outstanding jerseys or equipment.
  - 14.1.3 Have a release if the last hockey organization that they played for was not the FMHA.
- 14.2 Evaluation Process

# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

- 14.2.1 A player selection panel consisting of neutral observers shall be convened for each age category tryout. Responsibility for recruitment and assignment of observers rests with the Director of Hockey Operations, Coach Coordinator and the Tier One competitive level coaches. Observers must have appropriate hockey background and every attempt should be made to secure observers who are at “arm’s length” from players.
- 14.2.2 During the evaluation process, player names are not to be revealed to observers; players are to be identified by number or jersey colour only.
- 14.2.3 The Director of Hockey Operations will adjudicate (convene a council if necessary) any concerns that may arise as a result of the player selection process and tryouts.
- 14.2.4 The final selection of the team will be the responsibility of the coach with appropriate input from the selection panel. Evaluators rankings are the property of the organization and will be turned over to the secretary for filing and be made available for review in cases of dispute as requested by the Director of Hockey Operations or President.
- 14.2.5 Each player shall be given the opportunity of three on ice evaluations including a combination of skills observation and assessment; small group tactics; and hockey fundamentals and tactics. The basic format of the tryouts will allow for independent observers to provide an assessment to the Convener.
- 14.2.6 Each player shall be given a minimum of 3 hours of on-ice evaluations.
- 14.2.7 All players trying out for competitive teams at a particular age group shall be assessed together. Depending on the number of players trying out, a number of initial rounds of releases may be needed. Players released during these rounds shall be notified by letter, personally by telephone or in person with advice on elements of their game requiring improvement
- 14.2.8 The Final round of releases: These releases shall be coach to player in person with advice on elements of the game requiring improvement. The coach will contact the top 15 players to offer them spots on the top tier team. Should players decline to play for the Rep team, the next ranked player may receive this offer. Once the top tier team is completed, the coach will proceed in ranked order to identify the members of the rep team(s). After all teams are complete, any other players will be ranked. At this point the Director of Hockey Operations will advise the FMHA executive of their recommendations for the second tier team based for the season – additional entry or player development.
- 14.3 Players Unavailable for Tryouts

# HOCKEY RULES AND REGULATIONS

## Frontenac Minor Hockey Association

---

Where players cannot compete in tryouts due to injury or other unforeseen event, the player may petition to the Director of Hockey Operations for inclusion in the evaluation process. The Director of Hockey Operations shall determine if the player will be evaluated and if so, how the player will be included. This may include rankings from previous coaches or other observations. The Director of Hockey Operations shall provide this information to the head coach.

### **15.0 FMHA Name and Logo**

- 15.1 The use of the name Frontenac Minor Hockey Association and the FMHA Logo are part of the Association's incorporation as an "Ontario not for profit business". The logo is protected and cannot be used for any purpose unless specific written permission is granted from the FMHA Executive Committee. Such permission can be granted ONLY to approved vendors for the purpose for which it was intended such as merchandise, clothing, team sweaters or awards.
- 15.2 Registered FMHA teams must use NMFHA approved branding.

**CODE OF CONDUCT**

**Frontenac Minor Hockey Association**

---

**SECTION 2**

**Code of Conduct**

**Frontenac Minor Hockey Association**

---

**Table of Contents**

FMHA Code of Conduct.....11

Parent’s Code .....12

Spectator’s Code .....12

FMHA Code of Conduct Agreement.....13

# CODE OF CONDUCT

## Frontenac Minor Hockey Association

---

### FMHA Code of Conduct

This Code for Conduct identifies the standard of behaviour, which is expected of all FMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers, administrators and employees involved in FMHA activities and events.

FMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of FMHA shall conduct themselves at all times in a manner consistent with the values of FMHA which include fairness, integrity, mutual respect, safety and well being of others.

During the course of all FMHA activities and events, members shall avoid behaviour, which brings FMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

FMHA members and participants shall at all times adhere to FMHA's operational policies and procedures, to rules and regulations governing FMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of FMHA.

Members and participants of FMHA shall not engage in any activity or behaviour which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of FMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse will not be tolerated, and will be dealt with under OMHA's Harassment Policy.

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of FMHA. Such action may result in the member losing the privileges, which come with membership in FMHA, including the opportunity to participate in FMHA activities and events, both present and future.

Member of :  
Ontario Minor Hockey Association  
Ontario Hockey Federation  
Canadian Hockey Association

# CODE OF CONDUCT

## Frontenac Minor Hockey Association

---

### PARENT'S CODE

- a) Do not force an unwilling child to participate in hockey.
- b) Remember children are involved in organized sports for their enjoyment, not yours.
- c) Encourage you child always to play by the rules and to resolve conflicts without resorting to hostility or violence.
- d) Teach children that doing one's best is as important as winning, so that they will never feel defeated by the outcome of a game.
- e) Make your child feel like a winner every time by offering praise for competing fairly and trying hard.
- f) Never ridicule or yell at a child for making a mistake or losing a game.
- g) Children learn best by example. Applaud good plays / performances by both teams.
- h) Never question an official's judgement or honesty in public; children's attitudes towards authority are developed by example.
- i) Support all efforts to remove verbal and physical abuse (including profanity) from children's hockey games.
- j) Respect and show appreciation for the volunteers who give their time to allow the children to participate in the game of Hockey.
- k) Every player is someone's child, treat all players / children as you would expect yours to be treated.
- l) In the event of any breach of any of the above codes of conduct the FMHA reserves the right to remove any parent, guardian and spectator from the arena or facility.

### SPECTATOR'S CODE

- a) Remember that children play organized sports for their own fun. They are not there to entertain you and are not miniature pro athletes.
- b) Be on your best behaviour. Don't use profane language or harass players, coaches or referees.
- c) Applaud good plays by both teams.
- d) Show respect for your team's opponents, without them there would be no games.
- e) Never ridicule or scold a child for making a mistake during a competition.
- f) Condemn the use of violence in all forms.
- g) Respect the officials' decisions.
- h) Encourage players always to play according to the rules.
- i) In the event of any breach of any of the above codes of conduct the FMHA reserves the right to remove any parent, guardian and spectator from the arena or facility.

# CODE OF CONDUCT

## Frontenac Minor Hockey Association

---

### FMHA CODE OF CONDUCT AGREEMENT

I understand the FMHA code of conducts and agree to follow and uphold this type of behaviour when participating in a game, practice, team or FMHA function. I understand that any infraction of or failure to follow the FMHA code of conduct that I will be subject to suspensions as determined by the OMHA as per the suspension list and by the FMHA Executive as set out in the Hockey rules and regulations, Section 8 – Penalties and Suspensions.

Players Name: \_\_\_\_\_ Players Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Parent Signature: \_\_\_\_\_

Guardian: \_\_\_\_\_ Guardian: \_\_\_\_\_

Date: \_\_\_\_\_



**HARASSMENT POLICY**

**Frontenac Minor Hockey Association**

---

**SECTION 3**

**Harassment Policy**

Frontenac Minor Hockey Association

---

# HARASSMENT POLICY

## Frontenac Minor Hockey Association

---

### FMHA Harassment Policy

#### **Definition:**

Harassment is defined as conduct which is insulting, intimidating, humiliating, offensive or physically harmful.

FMHA places a high priority on providing a safe, welcoming and inclusive environment for our players, officials, coaches, families and spectators. To emphasize this priority an elected member of our board holds the position of Harassment Coordinator.

It is the responsibility of the Harassment Coordinator to actively promote the above priorities. In addition, the Harassment Coordinator plays the lead role in investigating and responding to any complaints received.

Investigations will be initiated upon the receipt of a signed incident report or written communication.

Once a complaint is received, the Harassment Coordinator will inform the FMHA President and the person whom the complaint has been lodged against. In the normal course of an investigation the Harassment Coordinator may interview the parties concerned, witnesses and seek third party advice and/or assistance.

At the conclusion of the investigation, the Harassment Coordinator will present his/her findings and any recommendations to the board at the next regularly scheduled meeting or at a special meeting called to address the complaint. Recommendations may include disciplinary action or a recommendation to take no action.

In the event a complaint is lodged against a member of the board/executive he/she will remove him/her self from all deliberations regarding the complaint.

In the event the complaint is lodged against the FMHA President, the Harassment Coordinator will coordinate his/ her investigation with the FMHA Vice President.

In the event the complaint is lodged against the FMHA Harassment Coordinator he/she shall pass on the complaint to the FMHA President who will him/her self investigate the complaint or appoint another elected member of the board/executive to conduct the investigation and make recommendations.

In the event that the complaint involves activity or behavior that warrants outside intervention, the Harassment Coordinator will be responsible for contacting such agencies as the Ontario Provincial Police, Children's Aid Society, Ontario Minor Hockey Association etc.

# **SECTION 4**

## **Privacy Policy**

Frontenac Minor Hockey Association

---

### **Table of Contents**

Background.....17

Purpose.....17

1.0 Accountability.....18

2.0 Identifying Purposes .....18

3.0 Consent .....20

4.0 Limiting Collection.....21

5.0 Limiting Use, Disclosure, Retention.....21

6.0 Accuracy .....22

7.0 Safeguards.....22

8.0 Openness.....23

9.0 Individual Access.....23

10.0 Challenging Compliance.....24

# **PRIVACY POLICY**

## **Frontenac Minor Hockey Association**

---

### **FMHA Privacy Policy**

#### **BACKGROUND**

The Ontario Minor Hockey Association (“OMHA”) is one of the governing bodies for amateur hockey programs in the province of Ontario. In co-operation with Ontario Hockey Federation (OHF) and Hockey Canada, the OMHA governs Hockey throughout its jurisdiction via their respective member associations/organizations. Frontenac Minor Hockey Association (FMHA) is a member association of the OMHA. FMHA is a community organization consisting of adult volunteers, whose primary purpose is the administration of minor hockey activities.

OMHA/FMHA hockey programming involves governing amateur hockey leagues, teams and games including training of coaches, trainers and referees, determining players eligibility for specific divisions and establishing appropriate rules and regulations for competition within the OMHA/FMHA.

To maintain the current programs, information is collected by the OMHA and the FMHA, for the purposes of certifying team officials and referees; registering players; determining if transfer regulations may apply; monitoring scouting; gauging the success of certain programs in order to improve upon them; facilitating emergency contact; providing educational opportunities and/or career opportunities; researching and facilitating electronic updates/contacts; maintaining a membership list of the FMHA for the purpose of determining membership status and voting eligibility .

#### **PURPOSE OF THIS POLICY**

The FMHA has developed this Privacy Policy for implementation beginning January 1, 2004. This Policy describes the way in which the FMHA collects, uses, retains, safeguards, discloses and disposes of the personal information of prospective members, members, and others including players, parents, trainers, coaches, referees, managers, volunteers and employees.

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

The FMHA reserves the right in its sole discretion to make whatever changes to its Privacy Policy it deems necessary and expedient. Any and all such changes will immediately be posted to the FMHA web site ([www.NFMHA.ca](http://www.NFMHA.ca)). A copy of the FMHA Privacy Policy is available on the FMHA website.

#### **1.0 Accountability**

# PRIVACY POLICY

## Frontenac Minor Hockey Association

---

- 1.1 The FMHA shall designate a Privacy Officer for the FMHA who will report to the FMHA President and they are jointly accountable to the FMHA Board of Directors for compliance with this Policy. The Privacy Officer will be responsible for the FMHA's compliance with PIPEDA privacy principles and for responding to access requests, corrections and complaints in accordance with this Policy.
- 1.2 The name(s) of the individual(s) listed as the Privacy Officer(s) for the OMHA and member Associations shall be made available upon request or by visiting the OMHA or FMHA website and Manual of Operations. In the case where neither of these individuals is available upon request, a delegate may act on their behalf.
- 1.3 The FMHA's Privacy Officer will ensure that the FMHA is accountable for all personal information in its possession including that, which may be transferred to a third party. Third party organizations that handle information on behalf of the OMHA shall be contractually obligated to adhere to the standards of the OMHA and FMHA Privacy Policy.
- 1.4 The FMHA will implement internal policies, which will facilitate adherence to the Privacy Policies including but not limited to the following:
  - 1.4.1 Security measures at all levels designed to protect personal information in its possession.
  - 1.4.2 Procedures designed to respond to complaints and/or inquiries
  - 1.4.3 Volunteer training in all facets of information management, including awareness of the FMHA's Privacy Policy and subsequent policies and procedures developed in accordance with the Policy.

## **2.0 Identifying Purposes**

- 2.1 The FMHA shall only collect information necessary to conduct hockey programming and fulfil our membership registration requirement as per the FMHA Constitution and By-Laws. Access to our Privacy Policies and procedures will be readily available. Similarly, the process by which challenges may be made to the FMHA's compliance and/or adherence to the legislation in question shall be readily available.
- 2.2 The OMHA and FMHA collect personal information for the purpose of providing hockey programming, which endeavours to meet the individual needs of each participant (Table1).
- 2.3 The FMHA recognizes that hockey by its nature is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such may be requested. While participants are under no obligation whatsoever to supply this information and may refuse to do so without penalty,

# PRIVACY POLICY

## Frontenac Minor Hockey Association

---

- the OMHA and FMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.
- 2.4 The FMHA will request individual permission for the use of any data collected which is extraneous to that which has been identified below in Table 1, unless said usage is authorized or required by law.
- 2.5 The information will be collected via an oral and/or written (electronic) agreement to allow the individual submitting information an opportunity to opt-out or opt-in to the use of personal information for third parties.
- 2.6 All information is kept for the duration of seven years or as long as required to fulfill the purposes identified, unless permission is obtained from the member providing the information to hold it for a different length of time.
- 2.7 The FMHA will endeavour to advise potential registration candidates of the purpose for the collection of their data at the time of registration. This information will be made available by reference to the OMHA and FMHA websites or Handbook. The FMHA will further endeavour to ensure that all collectors of the personal information are familiar with the potential use of the data. Any other purpose of collection will be stated at time of collection.
- 2.8 All data collected by the FMHA shall be maintained in the FMHA office.
- 2.9 The FMHA may also use information about user access to secure areas of the FMHA website. Information you are asked to provide during your use of the FMHA web site may include your name, address, e-mail address, age, sex and will be treated within the same parameters as other personal information collected by OHF or Hockey Canada through other means. It will always remain your choice to provide information in certain fields.

**Table 1**

<b>Type of Personal Information</b>	<b>Purpose of Collecting</b>
A participant's name, gender, place of residence and date of birth.	To determine that the participant's geographical, division and level of play information are consistent with OMHA and Hockey Canada regulations.
Historical information concerning past teams played for.	To determine if any Hockey Canada transfer regulations apply.
A participant's skill and development level and feedback on programs, honours and awards	To measure the success of our programs and maintain governance.

# PRIVACY POLICY

## Frontenac Minor Hockey Association

---

Type of Personal Information	Purpose of Collecting
received.	
A participant's parents (if applicable); name, address, telephone number(s), email addresses and fax.	To facilitate emergency contact information and to ensure compliance with Hockey Canada residency regulations and FMHA membership.
Educational information	To ensure all Hockey Canada residency regulations have been adhered to.
E-mail addresses and fax	To facilitate membership communication.
Skill levels, ability, emergency contacts and health concerns	To ensure our activities are carried out in a safe and secure environment.
Resumes/coaching applications	To identify potential future coaches, trainers, managers, volunteers or individuals running for FMHA positions.
Registration information	To administer the league. To conduct research studies including but not necessarily limited to hockey demographic type research. To be made available to related organizations, branches, associations, leagues and/or third party service providers.
Appeal Information	To administer appeals and any related proceedings, and the Rules, Regulations and By-Laws of the OMHA and FMHA.

### 3.0 Consent

- 3.1 The FMHA will use the personal information for the uses specified in section 2.
- 3.2 All members of the FMHA have the ability to consent to the use of their personal information on a yearly basis. A member of the FMHA agrees that the act of registering constitutes implied consent to such use of their personal information by the OMHA, its Member Partners, and their Associations and Hockey Canada.
- 3.3 Beginning with the 2004-2005-season registration, members will have the opportunity to choose whether information other than name, address, birth date,

# PRIVACY POLICY

## Frontenac Minor Hockey Association

---

and information concerning registration, discipline, and honours and awards received may be kept for a longer period than otherwise mentioned.

- 3.4 If at any time you wish to withdraw your consent to the use of your information for any purposes, you may do so by contacting the OMHA Privacy Officer and or the FMHA Privacy Officer at any time, subject to legal or contractual restrictions and by providing reasonable written notice. Previous consent will be removed from the OMHA and FMHA database upon receipt of a written request and that request will be communicated to all Member Partners and their Associations within 10 business days.
- 3.5 The OMHA may collect personal information without consent where reasonable to do so and where permitted by law.

### **4.0 Limiting Collection**

- 4.1 The FMHA shall only collect personal information in a fair and lawful manner as set forth in this Privacy Policy.
- 4.2 The FMHA shall not indiscriminately collect information. The amount and type of information collected shall be limited to that which is required to fulfill its identified purposes.
- 4.3 The FMHA will not use any form of deception in gaining personal information from its members.

### **5.0 Limiting Use, Disclosure and Retention**

- 5.1 The FMHA shall limit the use of personal information collected to purposes that are listed in Section 2.2 (Identifying Purposes) and 3.2 (Consent) and will not disclose the information for other purposes except as authorized or required by applicable law.
- 5.2 Prior to enlisting the services of third party organizations, the OMHA or the FMHA will contractually commit those parties to treat your personal information in a manner consistent with this Privacy Policy.
- 5.3 The FMHA may disclose your personal information to a government authority that has asserted its lawful authority to obtain the information or where the association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by applicable law.
- 5.4 The FMHA may at its discretion release personal information for the purposes of collecting debts, which may be owed to the FMHA.



# PRIVACY POLICY

## Frontenac Minor Hockey Association

---

- 5.5 The FMHA shall retain documents concerning registration, performance activities, discipline, events and honours and awards received for specific periods of time dependant upon necessity or destroyed accordingly when it is deemed appropriate.

More specifically:

- 5.5.1 Registration data will be retained for a three-year period after an individual has left the OMHA/FMHA programs in the event that an individual chooses to return to the OMHA programs after leaving.
- 5.5.2 Parental/Family information will be maintained for a similar three-year period after a member has left our programs.
- 5.6 Other personal information will be retained by the OMHA for regulated timeframes as requested by legislation governing its operation and/or the information provided, after, which time (unless consent is given to keep information for a longer period) the information will be destroyed in a secure manner.
- 5.7 If there is no legislative requirements to retain other information it will be kept for a minimum of 24 months from the time it was provided.

### **6.0 Accuracy**

- 6.1 The OMHA and FMHA shall strive to ensure to the extent that it can, that the information entrusted to it is maintained in an accurate manner. Members will have the ability to view and review data provided on their application for membership at any time through the Hockey Canada and OMHA database or FMHA database. The FMHA shall attempt to maintain the privacy interests of the individual and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.
- 6.2 The OMHA and FMHA shall only update information if a request is made in writing.

### **7.0 Safeguards**

- 7.1 Security safeguards will be implemented to ensure your personal information is protected from theft as well as unauthorized use or access, disclosure, copying, or modification thereof.
- 7.2 All information collected by the OMHA or FMHA (as per 2.2) will be considered highly sensitive. As such, a high level of security will be practiced at all times.
- 7.3 Methods of protection and safeguards to be employed shall include but in no way be necessarily limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption.

# PRIVACY POLICY

## Frontenac Minor Hockey Association

---

- 7.4 Information that no longer serves a purpose to the FMHA, will be destroyed in an appropriate manner so as to ensure against unauthorized access.
- 7.5 These measures will be subject to yearly reviews by the FMHA and its Privacy Officer(s) to ensure the best methods possible are being utilized to maximize effectiveness.

### **8.0 Openness**

- 8.1 The FMHA publicly discloses the methods by which personal information is handled. This information is readily available through its Privacy Policy, on its website or upon request by contacting the FMHA Privacy Officer.
- 8.2 The information available includes:
  - 8.2.1 The name address and phone number of the FMHA Privacy Officer.
  - 8.2.2 The forms to access your information or change your information.
  - 8.2.3 A description of the type of personal information and our general uses thereof (review chart in section 2.2 for more details).
- 8.3 If any participant shall have a question regarding the personal information collected, the investigation may be initiated to the FMHA Privacy Officer. .

### **9.0 Individual Access**

- 9.1 Upon request by the individual concerned, subject to applicable legislation, the FMHA shall disclose whether or not it actually holds personal information on an individual. The FMHA shall disclose the source of this information when requested and provide an account of third parties to whom the information may have been disclosed.
- 9.2 The FMHA may request sufficient information to confirm your identity before releasing any personal information to you.
- 9.3 Subject to applicable legislation, the FMHA shall endeavour to provide this information within 30 days of receipt of the request for information and only charge nominal fees for the purpose of satisfying its expenses incurred in the supply of requested information. This information shall be in format understandable to you.
- 9.4 A member may challenge the accuracy and completeness of the information through written request and any inaccurate information, which may be so validated, shall be corrected and any third parties shall be notified of the corrections as per 3.4 (Consent).

### **10.0 Challenging Compliance**

- 10.1 The FMHA has established a set of procedures for the resolution of grievances in the administration of its Privacy Policy.

## **PRIVACY POLICY**

### **Frontenac Minor Hockey Association**

---

- 10.2 Prospective members and staff may challenge the FMHA's compliance with this Policy by contacting the FMHA President or/and Privacy Officer(s). Upon receipt of a complaint the FMHA shall make available the complaint procedures, which will be simple and easy to access.
- 10.3 10.3. The FMHA shall investigate all complaints received. If the complaint is deemed justified, the FMHA shall take the appropriate steps to ensure that compliance is achieved and will make any necessary changes to its policies to allow for compliance in the future.
- 10.4 10.4. All complaints shall be addressed to the FMHA Privacy Officer. FMHA policies and procedures must be adhered to in order to have the challenge dealt with in an appropriate and timely fashion.