

OUTLOOK MINOR SPORTS ASSOCIATION INC

REGISTERED UNDER THE NON-PROFIT CORPORATION ACT OF SASKATCHEWAN

BOOKLET

Constitution

Bylaws

General Policy & Procedures

Hockey Policy & Procedures

Ball Policy & Procedures (under review)

MISSION STATEMENT

Outlook Minor Sports Association Inc. is to provide a safe and enjoyable environment, which promotes skill development, respect, friendship, fair play and a love for the game in all participants, members and volunteers.

OUTLOOK MINOR SPORTS ASSOCIATION INC

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OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CONSTITUTION & BYLAWS	ORIGINAL CREATION DATE: MAY 1, 2001
	TITLE: CONSTITUTION	LAST REVIEW DATE: MARCH 19, 2014
CONSTITUTION & BYLAWS	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 30, 2014

CONSTITUTION

ARTICLE ONE – NAME

1. This organization will be called Outlook Minor Sports Association Incorporated, hereafter referred to as 'OMS'.
2. The registered office of OMS will be at:

Outlook Minor Sports
PO Box 574
Outlook, SK
S0L 2N0

Or at such other place in the Town of Outlook, as from time to time may be fixed by resolution of the Board of Directors.

ARTICLE TWO – AIMES AND PURPOSE

1. To govern within the framework of the Saskatchewan Hockey Association, Softball Saskatchewan and Saskatchewan Baseball Association.
2. To promote wellness and fairness in OMS.
3. To give opportunity for every child to play sports with OMS.
4. To make all players, parents and guardians aware of their responsibilities to their team, coaches and OMS.
5. To promote dedication by players, parents, guardians and coaches to OMS.
6. To foster and promote, respect, sportsmanship, citizenship and leadership.
7. To cooperate with community members and other organizations so that facilities are available for maximum effectiveness.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CONSTITUTION & BYLAWS	ORIGINAL CREATION DATE: MAY 1, 2001
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BYLAWS

ARTICLE ONE – MEMBERSHIP

1. Any parent or legal guardian who has children registered with OMS (one vote per family).
2. Other persons, by resolution of the Board of Directors, may become a voting member of OMS.
3. Membership shall run from the date of registration to registration date the following year.
4. No member shall be entitled to enter competition or be represented at the Annual General Meeting of the OMS, unless its financial commitments to OMS are in good standing.
5. The Board of Directors may terminate a Membership by a resolution passed by 2/3 majority of the Board of Directors at a meeting provided the member is given written notice of at least seven (7) days prior to the meeting at which the resolution is to be presented. An expelled member must be notified in writing that the Membership was terminated by resolution.

ARTICLE TWO – BOARD OF DIRECTORS AND OFFICERS

1. The Board of Directors of OMS shall consist of no less than eight (8) elected members to a maximum of twelve (12).
2. The voting Board of Directors of OMS will include:

Executive Board of Directors

President
Vice President
Treasurer
Secretary

Position Appointments May Include (by the Board of Directors decision)

Hockey Coordinator
Ball Coordinator
Fundraising Coordinator
Publicity Coordinator
Equipment Manager
Members at Large
Or others as deemed necessary by the Board of Directors.

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3. The nonvoting Board of Directors of OMS will include:

Advisory Board of Directors

Past President

4. The Board of Directors will be elected at the Annual General Meeting.
5. The Executive Board of Directors are to be elected by/and from the official Board of Directors at the board meeting following the Annual General Meeting.
6. Each Board of Director shall remain for a term of two (2) years.
7. Only one parent/guardian per family may serve on the Board of Directors in any one term.
8. A Quorum of Directors may fill any vacancy among the Board of Directors.

ARTICLE THREE – DUTIES AND POWERS

1. Board of Directors, hereinafter referred to 'Board'.
2. Executive Board of Directors, hereinafter referred to 'the Executive', shall consist of the President, Vice President, Treasurer and Secretary and such other Officer or Officers as the Board may determine.
3. The Executive shall assist the Board in carrying out the policies established. The Executive shall exercise such powers as are authorized by the Board. During the recess of the Board, the Executive shall exercise all the powers of the Board and shall report to the Board in writing any and all action taken.
4. Signing authority shall be Treasurer, President, Vice President and Secretary.
5. President
 - The President shall preside at all director and membership meetings and call all such meetings.
 - The President shall exercise all the duties and powers of the Executive when it is impossible, in case of emergency, to obtain a vote of the Executive.

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6. Vice President

- The Vice President will perform the duties of the President in the President's absence.
- The Vice President shall undertake such added responsibilities as may be assigned.

7. Treasurer

- The Treasurer shall assist the President and Vice President in day-to-day operation of OMS.
- Receive all funds for OMS and issue receipts.
- Deposit and distribute such funds with approval of the Board.
- Make payments by cheque with two (2) approved signing authorities.
- Deposit all gate admissions and ensure an accountable/useable float.
- Report financial statements at every regular board meeting.
- Prepare a year-end financial statement for the Annual General Meeting.
- Have books audited or reviewed annually as per The Non-Profit Corporations Act, 1995.

8. Secretary

- The Secretary shall assist the President and Vice President in the day-to-day operation of OMS.
- Record minutes for all Annual General Meetings and General Board Meetings.
- Distribute minutes of meetings and all other literature as required to the Board.
- Post OMS Policy & Procedures and to make them available upon request.
- Install and date any changes made to OMS Policy & Procedure Manual within one (1) month of the change.
- Maintain OMS files and records, as well as, file all required documentation.

9. Hockey Coordinator

- Receive all hockey registration forms, record and give monies to the Treasurer.
- Register all OMS Board of Directors, teams, team players, coaches, assistant coaches and managers on the Hockey Canada website.
- Hold coaches/managers preseason meeting, to schedule ice times and tournament dates.
- Coordinate coaching clinics and advise all coaches of these clinics.
- Coordinate any player development clinics and advise all eligible players of upcoming events.

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- Deal with complaints or issues brought to his/her attention by individuals or groups. If concerns cannot be resolved by the Hockey Coordinator, the Hockey Coordinator (with concerned party in attendance) shall present the concern to the Executive.
- Prepare and recommend to the Board, registration fee structure for the upcoming hockey season.
- Prepare registration and player medical forms.
- Be a liaison between OMS and the Referee Coordinator.
- Ensure enough SHA game sheets are on hand (found in Facility Manager's office).
- Attend or appoint representation to League and SHA meetings as required.
- It is recommended that the Hockey Coordinator be more than one person.

10. Ball Coordinator

- Receive all ball registration forms, record and give monies to the Treasurer.
- Register all teams, players, coaches, assistant coaches and managers with Softball Saskatchewan or Saskatchewan Baseball.
- Hold coaches/managers preseason meeting, to schedule diamonds, times and tournament dates.
- Coordinate coaching clinics and advise all coaches of these clinics.
- Coordinate any player development clinics and advise all eligible players of upcoming events.
- Deal with complaints or issues brought to his/her attention by individuals or groups. If concerns cannot be resolved by the Ball Coordinator, the Ball Coordinator (with concerned party in attendance) shall present the concern to the Executive.
- Prepare and recommend to the Board, registration fee structure for the upcoming ball season.
- Prepare registration and player medical forms.
- Be a liaison between OMS and Umpires.
- Ensure enough Softball Saskatchewan and Saskatchewan Baseball approved game sheets are on hand.
- Attend or appoint representative to League, Softball Saskatchewan or Saskatchewan Baseball meetings as required.

11. Fundraising Coordinator

- To sit as chair of the Fundraising Committee.
- Generate revenue for program operation other than registration fees.

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12. Publicity Coordinator

- Promote OMS's annual activities (registration night, Annual General Meeting, tournaments, etc) in a timely and effective manner; overseeing the content and the distribution of the information as required.
- Post notices in newsletters, OMS website, social media, papers, etc.

13. Past President

- A nonvoting advisor to the Board.

ARTICLE FOUR – COMMITTEES

1. Committees shall be formed as required.
2. Committee representative will report back to OMS.
3. Committee members may include non-board members.

ARTICLE FIVE – ANNUAL GENERAL MEETING

1. The Annual General Meeting will be held of each year, prior to September 30.
2. Notice of meetings shall be advertised in local media solutions for two (2) consecutive weeks prior to meeting date.
3. A quorum will consist of fifteen (15) members.
4. Meetings will be conducted using the Rules of Parliamentary Procedure or Roberts' Rules of Order.
 - A. Reading of minutes from previous Annual General Meeting
 - B. President's Report
 - C. Treasurer's Report
 - D. New Business
 - E. Amendments to the Constitution
 - F. Election of Board Members
 - G. Adjournment

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5. Voting privileges at the Annual General Meeting will be limited to members as per Bylaws Article One.
6. There will be no proxy votes.

ARTICLE SIX – BOARD OF DIRECTORS MEETINGS

1. The Board will meet at least once per month, except for July.
2. A quorum will be one half plus one of the members serving on the Board at that time.
3. Meetings will be conducted using generally accepted Rules of Parliamentary Procedures or Roberts’ Rules of Order.
 - A. Call to Order
 - B. Reading and Adoption of Minutes
 - C. Business from Minutes
 - D. Report of Directors
 - i. President
 - ii. Secretary – Correspondence
 - iii. Treasurer – Financial Report
 - E. Reports from Standing and Special Committees
 - F. Unfinished Business
 - G. New Business
 - H. Adjournment
4. Board Meetings shall be closed to the general public. Any individual or group may make an application to the Board to attend any meeting and make a presentation to the Board.
5. All discussions at meetings are confidential.

ARTICLE SEVEN – SPECIAL MEETINGS

1. Additional ‘Special Meetings’ can be called at the direction of a majority of the Executive.
2. Fifteen (15) members of OMS may, by written requisition, require the Executive to call a ‘Special Meeting’ of the Board for the purpose stated in their requisition.

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ARTICLE EIGHT – AMENDMENTS TO THE CONSTITUTION AND BYLAWS

1. Motions to amend or alter the OMS Constitution and Bylaws can only be approved at the Annual General Meeting.
2. Notices of the proposed amendments to the constitution will be sent to the secretary fourteen (14) days prior to the Annual General Meeting.
3. Any proposed amendment must be advertised through local media solutions for two (2) consecutive weeks prior to the Annual General Meeting.
4. For any amendment to be passed there must be a 75% majority vote of current Member present at the Annual General Meeting.

ARTICLE NINE – AMENDMENTS TO POLICIES AND PROCEDURES

1. The Board may amend or alter Policies & Procedures of OMS for the betterment of sport in the association as long as they are not contrary to the Constitution and Bylaws of OMS.
2. Once approved and adopted, these amendments will be sent to the association’s membership.

ARTICLE TEN – DISSOLUTION OF OMS

1. In the event of dissolution of OMS, all funds and other assets will be donated to local charitable non-profit organizations involving minor sports in the Outlook District.

ARTICLE ELEVEN – OMS BOOKLET

1. The OMS Booklet shall be set up to include:
 - Part I – Constitution
 - Part II – Bylaws
 - Part III – General Policy & Procedures
 - Part IV – Hockey Policy & Procedures
 - Part V – Ball Policy & Procedures
2. The OMS Booklet shall be made available to the membership at the time of registration in sporting activities via OMS website – www.outlookminorsports.com

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: GENERAL	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: PURPOSE	LAST REVIEW DATE: SEPTEMBER 09, 2015
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The primary purpose for the Outlook Minor Sports Association Inc. is to provide any child, regardless of status or ability, an equal opportunity to play as a wholesome and healthful recreation under conditions which teach and promote the principles of good team play, citizenship, sportsmanship, pure competitiveness and fair play, in an effort to assist the individual child to obtain a healthier and happier life. This Policy & Procedure Manual is to provide assistance and direction to those who are responsible for the operating needs of the Outlook Minor Sports Association Inc. (hereinafter referred to as OMS).

OMS exists with the support of volunteers and the membership, it is essential that all volunteers and membership be familiar with the Policy & Procedures set out by OMS. Efforts will continuously be made in order to assess, obtain and retain volunteers and membership. If at any time, the information in this document is not clear, please contact a member of the Executive of OMS. This Policy & Procedure Manual is designed as the reference source for all volunteers and membership within OMS.

The Board of Directors can only facilitate the functioning of OMS.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: GENERAL	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: OPERATION OF THE RINK & SPORTS GROUNDS	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: MAY 01, 2001

POLICY

The Jim Kook Recreation Complex is owned and operated by the Town of Outlook. The Recreation Director, as an employee of the Town, oversees the operation and function of all activities and use of facilities within.

PROCEDURE

1. All requests for use of ice or ball diamonds by any individual team representative or member should be directed to the office of the Recreation Director.
2. The Recreation Director will ultimately control the usage:
 - Scheduling of events and overall ice/ball diamond time
 - Posting on a visible board in the lobby of the Jim Kook Recreation Complex a listing of events.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: GENERAL	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: ANNUAL INSURANCE - PERSONNEL	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: MAY 01, 2001

POLICY

OMS is to maintain valid liability insurance with Saskatchewan Hockey Association, Softball Saskatchewan & Saskatchewan Baseball for all Board and Committee Members, registered players and all team coaches and managers prior to their deadlines.

The Board shall maintain a sufficient level of third party liability insurance to protect all members and associated team members (driving parents, guardians and coaches) traveling to and from games or associated hockey activities.

PROCEDURE

1. The OMS Hockey & Ball Coordinator shall register with the Saskatchewan Hockey Association, Softball Saskatchewan or Saskatchewan Baseball the names of the Board and Committee Members, all registered hockey players, all team coaches and managers prior to the set deadline.
2. The Treasurer shall register OMS with third party liability insurance.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: FINANCE	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: OPERATING	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: MAY 01, 2001

POLICY

OMS shall produce a budget and financial statements on an annual basis. Deficit budgeting/financing is not allowed. OMS fiscal year will be defined as August 1 to July 31. Financial statements must be reviewed (audited) annually. All revenues generated from any OMS sponsored activity shall be included in the general revolving operating budget.

PROCEDURE

1. OMS Treasurer will provide financial statements at the Annual General Meeting for all membership to view.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: FINANCE	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: MEMBER FEES	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

Each individual who is interested in participating in OMS affiliated programs must be registered. Fees will be set by the Board annually and shall reflect the budget. Nonresident fees shall reflect availability of parental participation.

- Resident (defined): Primary residence within the Outlook & District Region
- Nonresident (defined): Primary residence outside of the Outlook & District Region

Registrations will not be accepted without payment of fees. An additional \$100 will be charged on all late registrations. Under special circumstances (eg. new residents, health, etc) the Board may waive the late registration fee.

Under special circumstances (eg. injuries, moving, etc) the Board may consider a full or partial refund of fees. OMS will refund the player's registration fee, on a pro-rated basis based on date of request.

PROCEDURE

1. OMS will hold prior to each affiliated OMS program season. Registrations and fees are due at that time.
2. Members shall not to play or practice unless registration fees are paid in full.
3. OMS will notify the coach and manager of any membership unpaid, as they will ask the child/family to not participate until fees are collected.
4. All NSF cheques returned to OMS shall be charged an additional \$45 fee. Repeat offenders shall be sent to a contracted collection agent.
5. The player/parent must complete the Refund Request Form (please refer to *Appendix E* for a copy of this document), available through your manager or on the OMS Website, and the appropriate refund shall be calculated and forwarded. The Refund Request Form can be completed and handed into your manager, any OMS board member, mailed or emailed to OMS.
 - OMS will provide a written response to the request.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: FINANCE	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: ASSOCIATION FUNDRAISING	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

OMS will accept all unrestricted donations and will recognize that donation in a suitable manner. All restricted donations will be reviewed by the Board prior to being accepted.

OMS may, from time to time, embark upon fundraising activities as deemed necessary to meet budget requirements. OMS, from season to season, may participate in an association wide fundraiser; all registrants will be required to participate.

All solicitations for corporate sponsorship must be approved by the Board.

PROCEDURE

1. Restricted donations will be reviewed by the Board and will be accepted as deemed appropriate.
2. All registrants of OMS will be required to participate in fundraising activities.
3. Noncompliance from a registered family associated with OMS may not be able to register their child with an OMS affiliated sport until their account is cleared.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: FINANCE	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: TEAM FINANCES & FUNDRAISING	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 2	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

All teams shall manage their affairs in an appropriate and accountable manner and ensure the proper handling of team finances.

Teams will consult with the Board prior to approaching local businesses for corporate donations to prevent the over-solicitation of local businesses. Teams shall not be allowed to use the name of OMS when fundraising for their individual team.

All teams shall be allowed to borrow a specified amount of money from OMS at the beginning of each season. This money is a loan and shall be paid back to OMS by the end of the season. The amount of money that is to be made available to each team shall be determined by the Board on an annual basis.

- Responsibility of OMS - ice rental fees & ball diamond fees.
- Responsibility of Individual Teams - referees, advertising, trophies, decorations, auction items.

The Board may impose limits on team fundraising and or set maximum team budgets.

A player/parent shall not get back at season end more than they contributed in actual dollars (if a person has fundraised \$810.00 and contributed \$100 in cash for a total of \$910 with actual spending of \$600, then they can only receive \$100 at year end). These funds do not include the amount paid to OMS for registration fees or to an association wide fundraising activity.

Excess money at the end of the year should not include purchases of clothing, gift certificates or be given back as cash value.

PROCEDURE

1. Teams are required to keep a finance spreadsheet of their incoming and outgoing finances. At the end of the season, this spreadsheet of all finances is to be provided to the Treasurer of OMS, or when request.
2. Teams are required to have two (2) signing authorities on all team bank transactions.

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	TITLE: TEAM FINANCES & FUNDRAISING	LAST REVIEW DATE: SEPTEMBER 09, 2015
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3. Teams that borrow a specified amount of money from OMS shall be paid back to OMS by the end of the season.
 - If a team is required to refund the borrowed money back to OMS and cannot do so, each member of the affected team will be billed individually and required to pay the necessary funds.

4. Teams that encounter excess funds in their bank accounts at the end of the season should be dealt with in the following manner and priority:
 - Repay any borrowed money to OMS, which includes any start-up money for referees, umpires and tournament entry fees.
 - Replenish the bank account as it was at the beginning of the year.
 - Host a team wind-up. \$20 per player to a maximum of \$400 per team.
 - Any extra funds shall be donated back to OMS or to an OMS Association-wide fundraiser.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CODES OF CONDUCT	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: BULLYING, ABUSE, HAZING AND HARASSMENT	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 2	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

OMS follows and enforces the principles, protocol and intent of the Hockey Canada's *Speak Out* program and *Respect in Sport* program for all affiliated OMS sports, with focuses on coaches, managers, parents, players and administrators. The OMS policy on this is not limited to but instead in addition to the Hockey Canada's *Speak Out* and *Respect in Sport* program parameters and guidelines.

It is the policy of OMS that there shall be no abuse and neglect, whether physical, emotion ald sexual of any member in any of their programs. OMS expects every parent and volunteer to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

Bullying, abuse, hazing or harassment of any type of nature whatsoever, and whenever it occurs, will not be tolerated and will result in some form of sanction, which could include suspension of the athlete, parent or volunteer. OMS policy on these subjects include, without limiting the generality of the foregoing:

- OMS will support all Hockey Canada, Saskatchewan Hockey Association, Softball Saskatchewan, Saskatchewan Baseball and league directives and sanctions regarding bullying, abuse, hazing or harassment.
- Bullying, abuse, hazing or harassment may occur in person, in dressing rooms, on the bench, in field/on ice, at schools or elsewhere. If it directly or indirectly relates to an affiliated sport with OMS, it will be dealt with whenever the bullying or hazing occurs. Bullying or hazing via websites such as Facebook, Twitter, and the like, via email, or other electronic or written correspondence will be dealt with similarly.
- OMS will gather such information that it deems necessary from any and all available sources and decisions will be made accordingly.

PROCEDURE

1. The affected member shall report to the Board in writing by filling in an *Incident Report Form* (please refer to *Appendix F*), available through your manager or on the OMS Website. Verbal reports will not be accepted. The *Incident Report Form* can be completed and handed into your manager, any OMS board member, mailed or emailed to OMS.
2. The Board may review the incident with interviews from all associated individuals.

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	TITLE: BULLYING, ABUSE, HAZING AND HARASSMENT	LAST REVIEW DATE: SEPTEMBER 09, 2015
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3. The consequences of bullying, abuse, hazing or harassment may be as follows and will be determined as to severity of the incident(s):
 - a. Level One – a verbal and written warning, or up to a maximum three (3) game suspension.
 - b. Level Two or Failure to Comply with First Offence Action Items – a verbal and written decision with minimum three (3) game suspension.
 - c. Level Three or Failure to Comply with First and Second Offence Action Items – instant removal from any and all activities within OMS for one (1) year from the date of infraction to indefinite suspension.
4. If law enforcement authorities are investigating any incident involving an OMS member for bullying, abuse, hazing, harassment, or the like, OMS will cooperate fully and will provide all pertinent information to assist in the investigation.
5. OMS will give a written response to the affecting individuals.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CODES OF CONDUCT	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: CODE OF CONDUCT PHILOSOPHY	LAST REVIEW DATE: SEPTEMBER 09, 2015
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POLICY

Membership and participation in OMS's activities is a privilege, not a right. Players, coaches and all invitees, including spectators, shall abide by the OMS Codes of Conduct. Failure to do so may result in disciplinary measures, including suspension and possible expulsion.

- Win or lose, players shall emphasize sportsmanship towards other participants, including all players, coaches and officials. Derogatory comments are absolutely forbidden.
- The game officials (eg. referees, umpires, etc) are in charge of the game. They shall only be addressed in a respectful tone. Use of foul or abusive language is absolutely prohibited.
- Spectators shall provide only positive encouragement for players, coaches, game officials or fans. Derogatory comments from a spectator aimed at any player, coach or referee shall be addressed in accordance to OMS Code of Conduct/Town of Outlook *Zero Tolerance* guidelines.
- The coaching staff shall lead by example. Coaching staff of the team may not address players of the opposing team except to provide positive encouragement or congratulations.
- Discouraging or humiliating remarks, gestures or other communications to players, referees and opposing team shall be absolutely forbidden.
- In addition, coaching staff shall at all times, both at practices and games, treat their own players with respect and dignity. Humiliation, belittlement, embarrassment through words, actions or conduct are inappropriate forms of punishment and ineffective instructional methods and shall be absolutely prohibited.
- Each child is entitled to the benefit of constructive criticism and instruction in order to develop his/her skills to their maximum potential.
- Players and coaches alike shall participate in the game with honesty and integrity.

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	TITLE: CODE OF CONDUCT PHILOSOPHY	LAST REVIEW DATE: SEPTEMBER 09, 2015
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PROCEDURE

1. OMS has implemented a *Coaches Code of Conduct Contract*, as well as, *Parental/Guardian Code of Conduct Contract* and *Player Code of Conduct Contract* which all coaches, parents/guardians and players must agree to and sign on an annual basis. This agreement is effective from September 1st to August 31st the following year.

Preamble – please refer to *Appendix A* for this document. This document will be handed out to all members of OMS prior to signing of contracts.

Coaches Code of Conduct Contract – please refer to *Appendix B* for this document. It is available through your manager or on the OMS Website.

Parent/Guardian Code of Conduct Contract – please refer to *Appendix C* for this document. It is available through your manager or on the OMS Website.

Player Code of Conduct Contract – please refer to *Appendix D* for this document. It is available through your manager or on the OMS Website.

2. A player or coach who intentionally participates in any conduct which results in the intentional violation of the rules of eligibility governing OMS or otherwise intentionally circumventing the rules of eligibility shall be suspended immediately from participation and will subject review by the Board.
3. Prior to reporting or filing a complaint **ALL MEMBERS must wait 24 hours and then submit their concern(s)**. The proper flow of communication is as follows:
 - **Parent** → Coach/Team Manager → Hockey/Ball Coordinator → OMS Board
 - **Coach/Team Manager** → Parent → Hockey/Ball Coordinator → OMS Board

All concerns to Board level must be completed on *Incident Report Form* (please refer to *Appendix F* for a copy of the document), it is available through your manager or on the OMS Website.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CODES OF CONDUCT	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: CODE OF CONDUCT PHILOSOPHY	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 3 of 3	EFFECTIVE DATE: SEPTEMBER 21, 2015

4. Failure to comply with the Codes of Conduct will result in the following disciplinary scale:

- a. Mild - (Reprimand to Maximum Two (2) Game Suspension)
This would be applied when it is a first offence which is less severe in nature. The offending individual has shown true remorse and the actions are out of character. There is little chance of this person reoffending.
- b. Moderate - (Minimum of Three (3) Game Suspension)
This is for offences which are mild to moderate in severity. Application of this type of discipline would be for a second offence. It would be applied to individuals who have not accepted responsibility for their actions, show no remorse and the likelihood of reoffending is high.
- c. Severe - (Minimum of Five (5) Games to Lifetime Suspension)
This is for the most serious offenses. An example could be physically threatening or assaulting an individual. Applications of this type of discipline would be for individuals who have reoffended multiple times or have not accepted responsibility for their actions, show no remorse and are likely to reoffend.

5. OMS shall reply in writing to all incidents that have been reported.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CODES OF CONDUCT	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: SOCIAL MEDIA & NETWORKING	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 3	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

In accordance to Saskatchewan Hockey Association OMS will adopt their policies & procedures for all activities affiliated with OMS.

1. INTRODUCTION

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online. The policy will be applicable to all members of the OMS, players' family members and supporters.

OMS recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. OMS also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the membership of OMS on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the Team, the Minor Hockey Association, League and/or the SHA.

2. SOCIAL MEDIA GUIDELINES

- a. OMS holds the entire OMS Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b. Comments or remarks of an inappropriate nature which are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.
- c. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including Association and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CODES OF CONDUCT	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: SOCIAL MEDIA & NETWORKING	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 2 of 3	EFFECTIVE DATE: SEPTEMBER 21, 2015

- d. Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e. Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- f. If requested to participate in an online network, as a direct result of your affiliation with or participation in OMS, OMS recommends that you request approval from the Team or the Association.
- g. Players or hockey operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of a SHA game and at least one (1) hour following the completion of a SHA game.

1. SOCIAL MEDIA VIOLATIONS

The following are examples of conduct through social media and networking mediums that are considered violations of the OMS Social Media and Networking Policy and may be subject to disciplinary action by OMS, the League, Saskatchewan Hockey Association, Softball Saskatchewan or Saskatchewan Baseball.

- a. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- b. Divulging confidential information that may include, but is not limited to the following: player injuries; trades or other player movement; game strategies; or any other matter of a sensitive nature to a member Team, the Association or an individual.
- c. Negative or derogatory comments about any of the Team, Association, League and/or, programs, stakeholders, players or any member of an OMS Team.
- d. Any form of bullying, harassment or threats against players or officials.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: CODES OF CONDUCT	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: SOCIAL MEDIA & NETWORKING	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 3 of 3	EFFECTIVE DATE: SEPTEMBER 21, 2015

- e. Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing sexual exploitation, etc.
- f. Online activity that contradicts the current policies of OMS or any of its member Associations.
- g. Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with OMS policies and regulations on these matters.
- h. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

2. SUMMARY

When using social media and networking mediums, community of OMS should assume at all times they are representing the OMS membership, Associations or Teams. All members of the OMS community should remember to use the same discretion with social media and networking as they do with other traditional forms of media. Should the identity or image of any member of OMS be used in Social Media and Networking without the Individual, Team or Association authorization, this is considered to be a breach of one's privacy. Please notify your Board of any use of a player or team member's image or likeness without the written consent, as it is strictly prohibited in accordance with to the Saskatchewan Privacy legislations.

PROCEDURE

1. Fill out an *Incident Report Form* (refer to *Appendix F* for a copy of this document), available through your manager or on the OMS Website. The completed form can be handed into your manager, any OMS board member, mailed or emailed to OMS.

2. DISCIPLINE

The Team, Association, League and/or OMS will investigate reported violation(s) of this policy. If the investigation determines that a violation has occurred, the Team, Association, League and/or the Board involved will impose an appropriate discipline. Any appeal of the suspension will be dealt with as set out in OMS, League and/or SHA Handbook for other types of suspensions.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: PERSONNEL	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: COACHES & ASSISTANT COACHES	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 2	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

The role of the coach is to attempt to develop the talents of their team members through skills and attitude improvement, and to foster sportsmanship and respect for each other.

All coaches must be certified as required. OMS will reimburse coaches for registration fees for successfully completed certification courses necessary to coach their team.

Coaches are responsible for:

- The training and instruction of team members.
- The supervision and discipline of their team members during OMS games and practices.
- The ongoing communications with parents of their team members.

As a coach, your aim should be to:

- Help your athletes develop a positive self-image;
- Promote respect for the rules, officials and their decisions, and for opponents;
- Encourage a constructive attitude toward competition;
- Develop a sense of dignity under all circumstances;
- Provide an equal opportunity for all to learn skills in a 'fair play' manner; and
- Encourage these individuals to continue their participation in sport.

A meeting will be held with the coaches, managers, parents of team members and a representative of OMS prior to the season wherever possible. The coach will outline the guidelines as set out by OMS and an overview of the year; (eg. Expectations, number of games, philosophy, disciplinary actions, etc).

A coach may, from time to time, find it necessary to discipline a member of their team:

- During a game.
- Suspend him/her from subsequent games.

When these situations arise, the coach is responsible for explaining the reason for the disciplinary action to the parent/guardian of the team member as soon as possible after the incident. OMS must be advised of any suspension of a game or more in length.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: PERSONNEL	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: COACHES & ASSISTANT COACHES	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 2 of 2	EFFECTIVE DATE: SEPTEMBER 21, 2015

The coach(es) will endeavor to give all players fair opportunity to participate.

Unsportsmanlike conduct by any coach will not be tolerated by OMS.

Contributing to illegal activities (eg. providing liquor to minors) by any coach will result in immediate removal from the coaching position by OMS.

Coaches must conduct games in accordance with the rules and regulations under which OMS operates (eg. Saskatchewan Hockey Association, Softball Saskatchewan, Saskatchewan Baseball).

OMS will reimburse coaches for all telephone calls made on OMS business. Copies of bills are to be submitted to the Treasurer for payment.

All requests for equipment must be made to the Hockey/Ball Coordinator. OMS will not reimburse coaches for any equipment purchased without prior authorization.

All coach(es) are required to complete and submit a Criminal Record Check prior to assisting with any OMS affiliated sports. See Criminal Record Policy & Procedure for further details.

PROCEDURE

1. All coaching personnel are required to submit an *Application for Coaching Form* (please refer to *Appendix G* for a copy of this document which is available through the OMS Website or the Board) to OMS.
 - a. In the event of more than one application, OMS will delegate coaching titles.
2. All certification required to coaching staff will required a receipt given to the Treasurer prior to reimbursement.
3. If OMS is fined by Saskatchewan Hockey Association, Softball Saskatchewan or Saskatchewan Baseball due to uncertified coaching requirements, the fine will become responsibility of the affecting individual, not OMS.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: PERSONNEL	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: MANAGERS	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

Managers are responsible for the care of any uniforms and equipment for their team. All requests for equipment must be made to the Hockey/Ball Coordinator. OMS will not reimburse managers for any equipment purchased without prior authorization.

OMS will reimburse managers for all telephone call made on OMS business. Copies of bills are to be submitted to the OMS Treasurer.

A meeting will be held with the coaches, managers and parents of the team members prior to the season wherever possible.

Managers are responsible for:

- Accountable management of team finances.
- Scheduling of games.
- Booking/cancelling facilities for games and practices by contacting the office of the Rec Director.
- Facility preparation where required.
- Liaison between coaches and parents.
- Organizing workers as needed (eg. box, gate, goal judges, scorekeepers, umpires, etc).
- Collecting and returning all uniforms and equipment to OMS.
- Distributing team schedules to parents.

All managers are required to complete and submit a Criminal Record Check prior to assisting with any OMS affiliated sports.

PROCEDURE

1. Managers are required to keep a finance spreadsheet of their incoming and outgoing finances. At the end of the season, this spreadsheet of all finances is to be provided to the Treasurer of OMS, or when requested.
2. Managers are responsible for contacting the Rink Manager when cancelling or adding games/practices to ensure available ice time.
3. Provide the Rink Manager with the team schedule.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: PERSONNEL	ORIGINAL CREATION DATE: NOVEMBER 01, 2010
	TITLE: PLAYER RELEASES	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

OMS will approve and grant player releases under OMS, Saskatchewan Hockey Association, Softball Saskatchewan and Saskatchewan Baseball guidelines. The President may sign releases within the following specific guidelines.

- OMS may not grant any releases for players where OMS is their home center and a team exists for the player to play on.
- Player releases will be granted for any player qualifying for a “AA” competitive team.
 - Players intending to try out for a “AA” team are required to provide a letter of intent to try-out for another team.
 - Written confirmation of acceptance to a “AA” team must be provided and release will be provided by October 15 for hockey and in the spring for ball.
- Female player releases will be granted for female players to play on an all-female team, where OMS cannot provide a female team to play on. Otherwise, all guidelines must be followed.
- A release form needs to be requested each and every year played away; approval guidelines apply annually.

PROCEDURE

1. A request for release must be made in writing and submitted to OMS President, Hockey or Ball Coordinator.
2. If the guidelines are not met as stated in the Policy, the Board shall review, vote and grant the release only for a valid reason. Voting will be subject to quorum as detailed in Article Six Section 2 of the OMS Constitution.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: PERSONNEL	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: CRIMINAL RECORD CHECK	LAST REVIEW DATE: SEPTEMBER 09, 2015
POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

Record checks are to be done on a five (5) year basis for the Board, as well as, all coaching and managing personnel of each team.

Each completed Criminal Record Check must be handed into the Board prior to starting their duties within OMS.

PROCEDURE

1. Each clean Criminal Record Check declaring no criminal record will be reviewed by the Board, dated and initialed by two of the approved signing authority members.
2. If the Criminal Record Check comes back with a conviction, the President will discuss it with the affecting personnel and arrive at one of the following alternatives:
 - a. The affecting personnel gets secondary check after indicating what his/her record is for. The Executive will then unanimously approve that he/she can continue on a probation basis until detailed record is received, assuming the Criminal Record Check is what they told was what it was for.
 - b. The affecting personnel resigns, not willing to get secondary check and/or willing to indicate to the President what the conviction was.
 - c. The affecting personnel is denied affiliation with OMS duties and team duties after telling the Executive what the conviction was for.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: GENERAL - HOCKEY	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: AGE QUALIFICATIONS	LAST REVIEW DATE: SEPTEMBER 09, 2015
HOCKEY POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

Each team will be divided on age, as set out by SHA.

- Midget - 17 years of age and under
- Bantam - 14 years of age and under
- Pee Wee - 12 years of age and under
- Atom - 10 years of age and under
- Novice - 8 years of age and under
- Initiation Program - 6 years of age and under

All ages are as of December 31st of the current season.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: GENERAL - HOCKEY	ORIGINAL CREATION DATE: SEPTEMBER 09, 2015
	TITLE: CO-ED DRESSING ROOM	LAST REVIEW DATE: SEPTEMBER 09, 2015
HOCKEY POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

This policy has been adopted from SHA's policy, to create a safe and comfortable environment for all players.

From atom and down, mixed genders may change in the same room at the same time with the presence of two (2) adults.

Players, pee-wee and higher, may not change in the same room at the same time and it is the responsibility of the coach to ensure all are involved in both the pre-game and post-game activities.

PROCEDURE

1. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities.
2. If the facility does not have separate changing areas available, players shall address the issue by dressing, undressing, and showering in shifts. It is the responsibility of the team to provide a plan that will ensure the safety of individual players when they are dressing, undressing and showering.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: FINANCE - HOCKEY	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: GATE ENTRY FEES	LAST REVIEW DATE: SEPTEMBER 09, 2015
HOCKEY POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: SEPTEMBER 21, 2015

POLICY

To ensure that there are sufficient funds for the day to day operation of OMS hockey teams.

PROCEDURE

1. A gate admission will be charged for all non-tournament games.
2. All gate admissions for league, league playoffs, exhibition and SAHA games shall be set by the Board on an annual basis.
3. Children aged twelve (12) and under will be admitted free. All other individuals, including parents/guardians, are required to pay at all exhibition, regular or playoff games.

OUTLOOK MINOR SPORTS ASSOCIATION	SECTION: FINANCE - HOCKEY	ORIGINAL CREATION DATE: MAY 01, 2001
	TITLE: FINANCE RESPONSIBILITIES	LAST REVIEW DATE: SEPTEMBER 09, 2015
HOCKEY POLICY & PROCEDURE	PAGE: 1 of 1	EFFECTIVE DATE: MAY 01, 2001

POLICY

OMS shall supply each team at the beginning of each season a sum of money to help with costs incurred throughout the season. These funds may be used to help elevate costs of refs. Fees may be used for tournament entry fees until your team has fundraised money to cover the entry fees.

Hockey teams in each age group are encouraged to host a tournament. Revenues from all sources (eg. gate admissions, entry fee, 50/50, raffles, etc) and expenses shall be dealt with in the following manner:

- Responsibility of OMS - ice rental fees.
- Responsibility of Individual Teams - referees, advertising, trophies, decorations, auction items.

PROCEDURE

1. Teams are responsible for entire cost of all participating tournaments they wish to attend.
2. Shall a team require additional coverage from OMS for tournament entry fees, the team is required to repay OMS in full.

APPENDIX A

PREAMBLE

**To be handed out to all families of OMS
and coaching staff.**



SEASON EXPECTATIONS FOR COACHES, PLAYERS, AND PARENTS

Preamble

To have the most successful season possible all stakeholders on each team have the responsibility and duty to have open, transparent lines of communication. Questions and concerns often arise later in the season when the team HAS NOT convened to establish details concerning the operation of the team. OMS wants its teams to operate on the fundamentals of open communication, transparency, and most of all resolving conflicts if they arise in a respectful, timely and open manner. The intent of this document is to outline proactive, transparent procedures for teams to set them up for the greatest success.

1. All teams must have a start of the year coaches/managers / parent meeting to start the year.
2. Topics of discussion should include:
 - a) *Coaching philosophy and expectations of players and parents.*
 - b) *Open dialogue on playing time.*
 - c) *Team fundraising protocols and expectations.*
 - d) *Discussion of multisport / multi-activity players and how open communication is essential in problem solving roadblocks with scheduling etc.*
 - e) *All fair play contracts (player, team official and parent) will be discussed, signed and returned to the team manager prior to the season starting.*
3. Make reasonable projections and expectations for fundraising. If we are asking our communities to support kids in participating in hockey, the expectation is that fundraising is for team costs, tournaments and other expenses incurred by the team for hockey operations.
4. If a conflict or a grievance happens during the season it is the duty of those involved to discuss the issue openly with those involved in a respectful time frame, manner, and place.
 - a) If a conflict is not settled at the team level between involved parties, the concern can then be brought to the Board.

OMS has developed a formal grievance procedure starting with the 2015 – 2016 hockey season.

See our Code of Conduct policy & procedure within our OMS Booklet.

The Booklet is also found online at outlookminorsports.com.

APPENDIX B

COACHES CODE OF CONDUCT CONTRACT FORM

**To be handed out to all coaching staff
affiliated with OMS.**



OUTLOOK MINOR SPORTS
PO BOX 574 * OUTLOOK, SK * S0L 2N0
outlookminorsports@gmail.com



COACHES CODE OF CONDUCT

COACHES & ASSISTANT COACHES CONTRACT

It is the intention of this CONTRACT to promote fair play and respect for all participants within Outlook Minor Sports. All coaches must sign this CONTRACT before being allowed to participate in an OMS affiliated sport and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

- I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates.
- I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time.
- I will not ridicule or berate my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- I will make sure that equipment and facilities are safe and match the athlete's ages and ability.
- I will remember that children need a coach they can respect. I will be generous with praise and set a good example.
- I will obtain proper training and continue to upgrade my coaching skills.
- I will address concerns directly with the player, co-coach or parent.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by Outlook Minor Sports.

I also agree to abide by the rules, regulations and decisions as set by Outlook Minor Sports.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX C

PARENT CODE OF CONDUCT CONTRACT FORM

**To be handed out to all parents/guardians
affiliated with OMS participants.**



OUTLOOK MINOR SPORTS
PO BOX 574 * OUTLOOK, SK * S0L 2N0
outlookminorsports@gmail.com



PARENT/GUARDIAN CODE OF CONDUCT

PARENT/GUARDIAN CONTRACT

It is the intention of this CONTRACT to promote fair play and respect for all participants within Outlook Minor Sports. All parents/guardians must sign this pledge before being allowed to participate in an affiliated OMS sport and must continue to observe the principles of Fair Play.

FAIR PLAY CODE

- I will not force my child to participate in hockey/ball.
- I will remember that my child plays hockey/ball for his or her enjoyment, not mine.
- I will encourage my child to play by the rules and to resolve conflict without resorting to hostility or violence.
- 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.
- I will make my child feel like a winner every time by offering praise for competing fairly and hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public. I recognize officials are being developed in the same manner as players.
- I will support all efforts to remove verbal and physical abuse from children's games.
- I will respect and show appreciation for the volunteers who give their time to hockey/ball for my child.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by Outlook Minor Sports.

I also agree to abide by the rules, regulations and decisions as set for Outlook Minor Sports.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX D

PLAYER CODE OF CONDUCT CONTRACT FORM

**To be handed out to all players affiliated
with OMS participants.**



OUTLOOK MINOR SPORTS
PO BOX 574 * OUTLOOK, SK * S0L 2N0
outlookminorsports@gmail.com



PLAYER CODE OF CONDUCT

PLAYER CONTRACT

It is the intention of this contract to promote fair play and respect for all participants within Outlook Minor Sports. All players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in an OMS affiliated sport.

FAIR PLAY CODE

- I will play hockey/ball because I want to, not because others or coaches want me to.
- I will play by the rules of hockey/ball and in the spirit of the Game.
- I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone.
- I will respect my opponents.
- I will do my best to be a true team player.
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important.
- I will acknowledge all good plays and performances - those of my team and my opponents.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by Outlook Minor Sports.

I also agree to abide by the rules, regulations and decisions as set by Outlook Minor Sports.

For younger children, as a parent/guardian, you are to read these to your child and acknowledge your child understands by signing the form for them.

PRINT NAME: _____

SIGNATURE: _____

DATE: _____

APPENDIX E

REFUND REQUEST FORM

To be used when applying for a refund of registration fees.



OUTLOOK MINOR SPORTS
 PO BOX 574 * OUTLOOK, SK * S0L 2N0
 outlookminorsports@gmail.com



REFUND REQUEST FORM

REGISTERED PLAYER'S INFORMATION

NAME: _____ DATE OF BIRTH: _____
 ADDRESS: _____ LAST DATE OF PARTICIPATION: _____

PARENT INFORMATION

FATHER NAME: _____ MOTHER NAME: _____
 HOME PHONE: _____ HOME PHONE: _____
 CELL PHONE: _____ CELL PHONE: _____
 EMAIL: _____

REFUND INFORMATION

AGE GROUP APPLYING FOR: Initiation Novice Atom Pee Wee Bantam Midget
 REASON FOR REFUND: _____

I, as the parent/legal guardian acknowledges that by completing this form and submitting it to Outlook Minor Sports, that my child will be removed from participation in this activity for the remainder of the season.

**OMS PRO-RATES REFUNDS AFTER THE ACTIVITY HAS COMMENCED.
 NO REFUNDS ARE ISSUED AFTER JANUARY 1ST.**

Signature of Parent: _____ Date: _____

FOR OMS USE ONLY	
REGISTRATION REFUND: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	REFUND AMOUNT: _____
REQUEST APPROVAL OR DENIAL SENT BY: <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Other:	
DATE OF REQUEST NOTIFICATION SENT ON _____ to _____.	
OMS Chq# _____ and dated to be refunded on _____.	OMS TREASURER INITIAL: _____

APPENDIX F

INCIDENT REPORT FORM

**To be utilized for reporting an
incident/grievance.**



INCIDENT REPORT FORM

This form is to be utilized by anyone in the Outlook Minor Sports Association to report an incident of an individual who displayed unacceptable behavior, verbal or physical harassing/abusing, bullying or hazing.

GENERAL INFORMATION

Date & Time of Incident: _____ Name of Offending Individual: _____
Individual Involved: _____ Associated with (Team Age Division): _____
Name (s) of Additional Witnesses: _____

INCIDENT DETAILS

In this space provided, or on a separate attachment, please provide a clear description of the unacceptable behavior witnessed. Reports that are not legible will not be reviewed.

Description of Incident: _____

OUTCOME EXPECTATION

Please summarize your expectation of the outcome resulting from your report: _____

SUBMISSION DETAILS

Name: _____ Mailing Address: _____
Phone: _____ Cell: _____
Email: _____
Relation to Individual Involved (if other than self): _____
Signature: _____ Date of Submission: _____

Please scan and email or fax your Incident Report Form to Outlook Minor Sports or arrange with a Board of Director on how to hand in your application.

Email: outlookminorsports@gmail.com

APPENDIX G

HEAD COACH & ASSISTANT COACH APPLICATION FORM - HOCKEY

**To be utilized for all individuals wanting to
coach any affiliated OMS sports.**



HEAD COACH & ASSISTANT COACH APPLICATION FORM - HOCKEY

APPLICANT INFORMATION

NAME: _____ EMAIL: _____
 ADDRESS: _____ HOME PHONE: _____
 CELL PHONE: _____ WORK PHONE: _____
 Do you have a child on the team of interest to coach? Yes No

COACHING PREFERENCES

Head Coach Assistant Coach
 AGE GROUP APPLYING FOR: Initiation Novice Atom Pee Wee Bantam Midget

PAST HOCKEY COACHING EXPERIENCE

Indicate position served, (eg.) head coach, assistant coach, manager, etc.

YEAR	ASSOCIATION	AGE DIVISION	POSITION

PAST COACHING EXPERIENCE IN OTHER SPORTS

Indicate position served, (eg.) head coach, assistant coach, manager, etc.

YEAR	SPORT	ASSOCIATION	AGE DIVISION	POSITION

CURRENT COACHING CERTIFICATION

Indicate all certifications you have completed.

Coach 1 – Intro to Coach Coach 2 – Coach Level Respect in Sport
 Checking Certification Coaching Goaltender Certification Speak Out Certification
 Safety Certification First Aid/CPR Training - expiry _____
 Other (specify in detail) _____

ABOUT YOU

Identify Your Strengths as a Coach:

Identify Your Areas You Wish to Improve:

What is Your Coaching Philosophy:

Additional Comments:

REFERENCES TO YOUR COACHING EXPERIENCE

Indicate references that Outlook Minor Sports Board of Directors may contact during the selection process.

NAME	RELATIONSHIP TO APPLICANT	CONTACT NUMBER

As a coach with Outlook Minor Sports, you will be required to complete a Criminal Record Check.

You are also responsible to obtain the necessary courses for the age division which is outlined on SHA's website, <http://www.sha.sk.ca/>.

You will be required to sign a Coaches Code of Conduct form once positions have been granted.

Please scan and email or fax your Application Form to Outlook Minor Sports or arrange with a Board of Director on how to hand in your application.

Email: outlookminorsports@gmail.com