



SouthEast Surge Hockey Club

"Every day is a great day for hockey." - Mario Lemieux

Policies and Bylaws

By-laws relating to the conduct of the affairs of the South East Surge Minor Hockey Club.

Operational Pilot for the 2025/26, 2026/27 Hockey Season under the Memorandum of Agreement: WOAA Shared Boundary Pilot.

All Bylaws/Policies will align with the WOAA Manual of Operations
Guided by OMHA Manual of Operations

Southeast surge bylaws are a living document and can be revised by the executive committee as needed

SouthEast Surge Code of Conduct

All youth participating in the hockey programs of the South East Surge Hockey Club enjoy the following rights and are entitled to the protection of these rights.

SPORTSMANSHIP: You have the right to participate in a program in which sportsmanship, honesty and integrity are the cornerstones.

RESPECT: You have the right to the respect of your coaches, coaching staff, your team-mates, the coaches, coaching staff and players of the opposing team, the referees and spectators and each of them has the right to expect the same of you.

PARTICIPATION: You have the right to participate fully in the activities of your team, but not necessarily equally.

SKILL DEVELOPMENT: You have the right to learn about your sport and develop your skills to the maximum of your potential.

FREEDOM FROM ABUSE: You have the right to say no to physical contact or interaction with any member of the coaching staff or any other person in a position of authority or influence.

FREE SPEECH: You have the right to speak freely without fear of recrimination.

FAIR TREATMENT: You have the right to be treated fairly and with impartiality.

FUN: You have the right to have fun

Code of Conduct

1. I will be responsible for my conduct at all times and I will always be a positive representative of the SESHHC .
2. I will always play by the rules of hockey, and in the spirit of the game.
3. I will, regardless of the outcome of the game, congratulate my team-mates, coach, coaching staff as well as the players and coach, coaching staff of the opposing team in a genuine and positive manner.
4. I will respect the referee's decision, I will let the coach or team captain address the referees and then shall do so only in a civil tone and manner.
5. I will control my temper, behavior and language.
6. I will work at achieving my personal best and to not get discouraged if it's not the best. I will work hard to improve my skills at practice and in games. I will make every reasonable effort to attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if I am unable to attend for any reason.
7. I will respect the rights and consider the safety of other players; I will not set out to intentionally maim or injure another player, in actions, words, conduct or inaction and I shall not encourage, support or approve of this such behavior by others.
8. I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are as important.

9. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

Harassment and Abuse Policies

SESHC strictly adheres to the Bullying Harassment and Abuse Policies outlined by Hockey Canada

<http://www.hockeycanada.ca/en-ca/HockeyPrograms/Safety/Essentials/Downloads.aspx>

SESHCs goal is to eliminate all forms of harassment and abuse, including physical and sexual abuse.

SESHC's first priority is to protect its players and at the same time, Coaches, Parents, and Officials can also be the targets of harassment and abuse.

SESHC believes that you should have the ability to discuss any concerns that might be classified as harassment or abuse.

SESHC also believes that false allegations can be devastating to a person's career and personal life. If you believe there is a need to discuss any incident that, in your opinion, is an issue of harassment or abuse please contact the SESH Competition Committee.

Any incidents of harassment and/or abuse will be handled directly by the SESH Executive.

Request for Review/Dispute Resolution

All disputes will be dealt with using the following schedule. When a dispute arises between a coach, parent or player. The 24 hour rule must be observed before contacting any party. Requests must come in writing, respectful language, with direct issues stated either party would like comment on.

1. Notification must be delivered to the team manager who will then distribute it to the coach or parent/family as needed.
2. If a resolution can not be defined at the team level, a written request may come to the South East Surge Risk Officer for review and comment.
3. If a resolution can not be defined at the Risk Officer level, the Executive committee will review written requests from both parties and level a resolution.

Executive

South East Surge Hockey Club executive will consist of equal representation from the feeder associations within the Zone boundaries.

Two members from each association will be asked to participate on the executive.
Executive Committee will consist of:

Chairperson
Vice Chairperson
Equipment Manager
Treasurer
Secretary
Risk Management/Discipline Officer
Ice Scheduler
Fundraising Chair

The Chairperson is to sit neutral, in guiding and directing the executive. When the chair is selected from a feeder association, a delicate will be selected from that association to replace them on the board to keep voting numbers equal.

Executive Committee will be voted on a two year term, voting will be conducted within the feeder association representatives prior to the Annual General Meeting.

Annual General Meeting

(AGM will be in place, after the Zone Pilot has Concluded)

South East Surge Hockey Club will operate as a strong transparent club. It will serve its members with dignity, integrity, and respect. The annual general meeting will be an open transparent format held the 2nd Friday night in June.

The following topics will be reviewed and presented to any active player or family registered to the hockey club, along with any executive members from the feeder associations.

Agenda Items:

- 1.Executive Members: Elections every 2 years or when a vacancy has occurred.
- 2.Financial Statement:Current Financials of the club including all account details, budget,
- 3.League Updates: Review of upcoming changes/rules for next season.
- 4.Round Table: Open discussion from members, all topics to be pre submitted prior to the meeting.

Executive Committees

Committees will be selected in the below categories to organize, work and guide aspects of hockey operations. Committees are to work on tasks, bringing solutions back to the Executive for approval. Once approved, the tasks will be executed within the committee to the hockey club.

Competition Committee: Directives include, conflict resolution, tryout evaluations, risk management.

Team Staff Committee: Sourcing team coaches, coach evaluations, bench staff approval. Support and guidance of team staff including managers, parent reps, coaches and trainers.

Coach Selection Process/Evaluation

South East Surge Hockey Club embodies and connects with our players through the coaching and team staff members. A transparent, objective application process will be observed and completed for all team staff members from the head coach to team volunteers.

Coach Application Intake Process

1. Coaching Application Window: November 15th through February 1st. Will be posted on the feeder association website, SESHHC website and all social media locations.
2. Executive chosen coaching committee will review applications, conduct interviews and provide recommendations to the SESHHC Executive for approval.
3. Coaches will be announced as per the OMHA guideline dates.
4. Announcements will be posted to the SESHHC website and social media outlets.
5. Any requests for coaches to receive any type of compensation or funds for participating as a coach prior to team budgets being set, will need to be approved by the SESHHC executive committee, prior to a coaching offer being sent out.

Player Parent Team Staff

SESHHC understands that our team staff in a lot of cases will include parents of players. Committed to providing fair and equitable, transparent team staff selection. Where the best candidate is chosen without impacting player selection.

Staff with players competing for a roster position on the team they have applied for, will be offered team staff positions under the Parent Team Staff Agreement (Appendix A). Where their position will not be solidified until third party evaluation identifies their player has been successful in the tryout process.

All efforts will be observed by the SESHHC executive and coaching committee to select the most qualified team staff to represent the organization.

COACHES/MANAGERS/TRAINERS

All team officials must be certified in accordance with the Governing Body.

South East Surge Hockey Club accepts significant responsibility with respect to all members, volunteers, and especially the hockey players that participate in its programs. The care to its members, volunteers, and to the community recognizing that some of the positions within the organization are of significant trust.

Members of SESHHC (all Executive, Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers) must complete a Vulnerable Sector Check (VSC) form as per OMHA Screening.

Once the applicant receives the completed VSC, the applicant is responsible to submit to the Center Contact. No applicant will be approved as a Team Official unless the Coaches Selection Committee has made a recommendation that has been approved by the board. Approvals for Executive and Bench Staff are subject to the individual receiving a police record check satisfactory to the SESHHC Board of Directors in accordance with the following guidelines:

- a) All applications for consideration must include a satisfactory VSC.
- b) All Executive representatives chosen at the Annual General Meeting are to submit a VSC form within 60 days of appointment.
- c) All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain a VSC from their local Police Detachment.
- d) Police Record Checks must be submitted with coaching application forms (Head Coach only)
- e) All Coaches, Assistant Coaches, Trainers, Assistant Trainers, and Managers are required to obtain and submit to the SESHHC a satisfactory VSC before they are allowed on the bench as part of any 'Bench Staff'.
- f) If the Coaching Selection Committee does not have the VSC attached to your application you will not be considered for a position until a satisfactory VSC has been submitted.
- g) All information obtained through a VSC is strictly confidential.
- h) It will be the responsibility of the SESHHC Risk Management Committee to evaluate unsatisfactory VSCs. Individuals with outstanding Criminal Code Convictions or charges pending, for certain offences will not be accepted by SESHHC as an Executive Member or as any part of a 'Bench Staff'.

Responsibilities of Coaches/Assistant Coaches

- a) Attend the coach's meetings as required or ensure another team official is in attendance.
- b) Arrange to have a qualified person in the coach's absence when necessary.
- c) Ensure that all players and parents are made aware of the playing rules.
- d) Show respect for all referee's decisions.
- e) Hold meetings at the start of season, and again at the start of the playoffs, with players and parents in order to make them aware of Coach's plans and aims for the season, explanation of Ontario Minor Hockey Association Roster sheets, fundraising and other matters that apply to the team. It is important to achieve consensus early as to the level of involvement in exhibition games and tournaments.
- f) Respect the ice time allotted with no exception.
- g) Ensure the allotted ice time is not wasted. Trade with fellow coaches.
- h) Ensure that all team personnel are informed of practice.
- i) Ensure that all equipment and facilities are available.
- j) Ensure that all team documentation is properly prepared, maintained and readily available when required.
- k) Complete appropriate evaluations and reports as required.
- l) Ensure that all regulations, safety measures and policies are observed.
- m) Assign 2 members of the coaching staff, trainer or manager to monitor dressing rooms before and after practices and games – home or away.
- n) Assign 2 adults to go to the dressing room with players who have been ejected from the game – home or away.

Responsibilities of Trainers

- a) Trainers' are to be certified, carded and are to conform to HTCP rules and procedures only.
- b) Inform the coach of the condition of players.
- c) Keep up-to-date records on players health and emergency contact information.
- d) Keep records of player needs (i.e. aerosol for asthma).
- e) Trainers' must immediately file an accident report to the Local Representative to the Governing Body, on any incident that necessitates a player being taken to an emergency health facility, or a player missing one or more games.
- f) When a player requires medical attention, a doctor's release is required before the player may return to practice or play.

Responsibilities of Managers

- a) Will assist other team officials with off ice activities including collecting moneys, booking tournaments and other team arrangements.

Responsibilities of Team Treasurer

- Establish a bank account in the team name. This bank account must have (2) two signing officers, two of whom are required at all times to write cheques or authorize any withdrawals.
- Provide a copy of your team budget to parents on your team and the SESHHC executive no later than one week after the budget was approved.
- Keep full and accurate accounts of all receipts and disbursements as well as monies obtained by fundraising and divide appropriately into team player accounts.
- Ensure each team member has a minimum of \$100.00 in their account. If the account has less than \$100.00 please inform your manager so they can speak to the parent re top up. Send team and player statements out to each team member's family On or by September 15th, December 15th and again at the end of the season.
- Send in balance sheet to the Surge Treasurer at the end of the season (due two weeks after completion of your season)
- Non Parent Team Staff Fees: Expenses incurred for non parent team staff can be part of the Team Budget. These expenses must be in line with expenses incurred by the non parent team staff throughout the season (Lodging, Fuel, Meals). All team budgets for these expenses must be approved by the South East Surge Executive Committee Treasurer. Fees for Parent team staff, are not permitted.

Responsibilities of Team Officials

- a) Team Officials are accountable to the Executive for their conduct and that of their players, before, during and after games and practices. They are expected to set a good example in conduct, language, dress and sportsmanship.
- b) Team officials shall become familiar with and enforce all rules, regulations and procedures of the SESHHC, and Governing Body. The trainer of the team is responsible for forwarding a copy of the "Canadian Hockey Injury Report" and the approval of "Returning to play" to the SESHHC Head Trainer.
- c) No SESHHC team shall participate in any practice or game (tournament, league or exhibition) where the opposing team is not a registered member of the Ontario Minor Hockey Association without permission from the Governing Body.
- d) Permission must be obtained by the Governing Body prior to participating against out-of-country teams.
- e) All teams shall inform their Local Representative of their acceptance in a hockey tournament.
- f) No player shall be allowed on the ice unless accompanied by a coach, trainer or manager from the SESHHC

Evaluation Tryout Process

South East Surge Hockey Club strives to create a positive competitive on ice product.

The evaluation process looks to select the best possible skilled players for our teams, well investing in all players development whether successful or not.

Tryout Layout will follow the OMHA guidelines for the number of tryouts and pre-skates.

Tryouts for "A" and "B" teams will happen in May. Excluding U18, that will be a fall tryout.

Players will have access to three on ice evaluations before being released. Three skates can be any combination between A and B tryouts (IE: 1 A tryout, released to B for 2 tryouts equalling 3 total). Full team rosters can be set after the first three tryouts.

Representative Program

South East Surge Hockey Club Representative Divisions range from U10A to U18A in all levels, as well as B entries as player numbers allow at certain ages. All team availability is registration dependent.

SESHC is classified as an 'A' OMHA Centre.

Tryout Eligibility will be based on OMHA guidelines including all residency and boundaries

Ice time is not guaranteed and the coaching staff will be responsible for the allocation of ice time, however we will strive to allocate fair ice time for all during the regular season, including goaltenders. All communication between parents and coaching staff should be conducted in a professional, respectful and courteous manner. Observing the 24 Hour cooling period.

Player Movement

South East Surge Hockey Club services 7 associations within its hockey zone. We serve the needs of representative hockey, committing to building a positive, competitive, environment for players to grow.

SESHC understands at times a player may exceed their skill set and performance level within their birth year. To provide the best development opportunity the following guidelines will be used for players wanting to play above their age group.

- 1.The player must notify the SESHC executive at time of registration
- 2.The player at their position must be at a level to start/make the first line of that year's team. (IE: Top 3 forward, Top 2 defensemen, Top Goalie).
- 3.The player must be able to demonstrate maturity to play and compete playing at the higher age group, talent level.
- 4.Player must attend pre-skates in their birth year age division

Affiliated Players

Player affiliation is an opportunity for players that narrowly missed making representative times at their age level. South East Surge Hockey Club promotes this tool for all members that are selected by Team staff to have the ability, maturity and compete level under the below guidelines.

1. Affiliation of players will serve all parties interests equally. The player, originally rostered team, affiliated team must all benefit from a player affiliating to another team.
2. AP's will be decided and signed to the team's roster no later than November 15th of the season. AP's must attend as many practice times for their affiliated team as possible to be introduced and comfortable skating with the higher level team. They are a part of the team and will be treated no differently than a rostered skater.
3. AP's can not negatively impact the relationship with their rostered team in any manner, be it missing ice times, being fatigued from AP obligations.
4. All AP's must play within the SESHHC, if a coach requests to AP players from outside the SESHHC, executive committee approval must be obtained.
5. All AP's must be approved by their rostered team's staff, AP'd teams staff, and the SESHHC executive.

Competition Structure

Games

- a) Exhibition games are not to interfere with league games. They will be played at the discretion of the coach as long as the proper people are contacted (i.e. referees, gatekeepers, ice convenor). Refer to the Governing Body of Rules when playing non-OMHA teams.
- b) Any team playing an exhibition game must use the proper game sheet and Qualified Officials.
- c) A copy of the game sheet must be forwarded to the League Convenor.
- d) Manual of Operations for lengths of games must be in accordance with Governing Bodies Rules.

Tournaments

- a) Each team is responsible for entering their own tournaments. Entry fee(s) are the responsibility of the team entering the tournament.
- b) Proper notice must be given to the league(s) and ice convenor for ice time rescheduling.
- c) Refer to the Governing Body of Rules.

Fundraising

The SouthEast Surge has specific guidelines for team fundraising to offset team expenses. Here are the key points:

1. Approval Required: All team fundraising events require approval from the Director of Fundraising and Special Events. Teams must submit a Fundraising Request outlining the proposed event before it begins.
2. Fundraising Request: This must should include:
 - A complete description of the project or event.
 - Commencement and completion dates.
 - Location of the event.
 - Team contact information.
 - Whether a lottery license is required.
 - Budget of expenses as well as expected profits raised through the event
3. Excess Funds: Fundraising that exceeds team expenses is not permissible. Any excess funds must be refunded to the advertisers if a player quits or cannot complete the season.
4. Team Banner and Web Page Advertising: Proceeds from these are credited to each player's account and must not exceed the player's team and registration expenses. Any remaining funds at the end of the season will be paid out to the appropriate families.
5. Team Sponsorship: Funds from corporate sponsors, which should be distributed equally among all players. If a sponsor wishes to support a specific player, the funds will go directly to that individual's account to cover their registration and team fees, up to \$1000.00, anything above that will be Team funds
6. Gifts and Donations: Teams may accept cash donations and gifts in kind to offset team expenses. Any excess funds must be returned to the donor unless directed otherwise. If not returned, the excess funds will be collected by the South East Surge Hockey club. This donation will be recognized on the SESHHC website.
7. Player Development Funds: Fundraising aids not only the team, but the South East Surge Hockey Club in growing and sustaining opportunities for all players regardless of financial status. As part of this initiative, funds from each team will be collected through the hockey club and dedicated to a hockey development fund used for on ice training, coaches, and needed equipment. \$300.00 dollars per year is asked from each team to grow this fund on behalf of all players.
8. Player Sponsorship: Max \$1000 per player, Funds above \$1000 will become team funds.
 - A: Gold sponsor- \$250 gets a logo on the banner (displayed at all games) and on the team website/players profile. Players are limited to at most two banner sponsors.
 - B: Silver sponsor- \$100 get your sponsors logo on the team website/players profile.(Players can collect \$1000.00 in total sponsorship, any funds above that will become team funds)

Sponsorship money is to be given to the team's manager/treasurer and can be applied to the kids team fees that are owed or returned to the family to help offset registration costs.
9. Jersey Sponsorships: No jersey sponsorships will be allowed on jerseys..

Registration

After the spring player evaluation process has concluded. Players selected to representative Surge teams will be asked to register and commit to the hockey club. Players will sign their respective cards/commitments to their selected teams within 24 hours of being offered a roster spot.

The below fee schedule will be followed for all players.

Fee Schedule

PreSkates and Tryout fees are non refundable
Payment must be received before the player can participate

Payment One Due at Signing: 30% of Team Registration
(Non Refundable: This covers items like jerseys, socks, season fee's)

Payment Two Due July 1st : 50% of Team Registration
Non Refundable

Payment Three Due August 15th: 20% of Team Registration
Non Refundable

SouthEast Surge Hockey Club understands the costs of competitive hockey have a large impact on our families. The staggered fee schedule is meant to allow players flexibility while creating a solid financial state for the Club's operations. If players or families require arrangements outside of the fee schedule please reach out to the Surge executive committee for assistance.

Southeast Surge executive committee can refund a player's registration due to medical issues with a 51% vote to do so at the executive committee level.

Appendix A

Parent Team Staff Agreement

South East Surge Hockey Club strives to provide the best coaching, development, opportunities for all players and families. As a community run association, coaches, trainers, managers, and team staff are often parents of players in the same age group.

Where a parent coach is selected as the best candidate through the coaching selection process. The following criteria will be used to separate parent coach applicants from the selection process. Maintaining the SESHHC's commitment to transparency in putting the best players on the ice in all situations without bias.

1. Coaching Position Offering: Where a parent has been selected and approved as the most qualified coach for an age group in which they have a player competitively trying out. The offer will be pending their player being selected by a third party evaluation process.
2. Third Party Evaluation: Evaluations will be made and overseen by the tryout committee to ensure transparency and non bias. Evaluators will rank the top 15 positional participants, rank the top 2 goaltending participants. If the parent coaches player is selected within these parameters, and is endorsed by the executive, the coach will then be solidified as the successful incumbent. If there is disagreement the tryout process will be followed for resolving then endorsed by the SESHHC executive committee.
3. Parent Coaches can not sign their player to the roster without one evaluation skate. Evaluators and the Executive Committee can wave this under certain circumstances
(IE: Player is returning for a higher division of hockey player the previous season "AA" or "AAA", Major Junior or other league classified as equal to or higher skilled then "A"). This decision will be made by the executive committee.
4. Executive Member Competing for Parent Coaching position: When an executive member is selected as the successful parent coach nominee for an age group in which their player is competing for. All evaluation, selection process, and coaching discussions will be made with the Executive member excused from the process.

Challenges from any part of the coaching/evaluation process will be reviewed by the competition committee, recommendation from the committee will be put towards the executive for final deliberations and decision.