

NEWCASTLE VILLAGE MINOR HOCKEY ASSOCIATION INC.



POLICIES & GUIDELINES

Revised: April, 2015

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Code of Conduct for NVMHAI Members

1. This Code for Conduct identifies the standard of behaviour which is expected of all Newcastle Village Minor Hockey Association Inc. (NVMHAI) members and participants, which for the purpose of this policy shall include all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, team managers and trainers involved in NVMHAI activities and events.
2. The NVMHAI is committed to providing an environment in which all individuals are treated with respect. Members and participants of NVMHAI shall conduct themselves at all times in a manner consistent with the values of NVMHAI, which include fairness, integrity and mutual respect.
3. During the course of all NVMHAI activities and events, members shall avoid behaviour, which brings the NVMHAI 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.
4. NVMHAI members and participants shall at all times adhere to NVMHAI's operational policies and procedures, to rules and regulations governing NVMHAI events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the NVMHAI.
5. Members and participants of the NVMHAI 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.
6. Members of the NVMHAI 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.
7. Failure to comply with the Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the OMHA. Such action may result in the member losing the privileges, which come with membership in NVMHAI, including the opportunity to participate in NVMHAI activities and events, both present and future.

Code of Conduct for NVMHAI Board of Directors

1. Directors are ambassadors of the NVMHAI and will uphold the values of the NVMHAI Bylaws and Policies at all times.
2. Directors will not make disparaging remarks about the Association, other Board Members or NVMHAI members in public.
3. Directors shall not disclose confidential information gained from or about the Association.
4. Directors shall acquaint themselves with the rules and proper conduct of meetings so the Board meetings may be conducted in an efficient and expeditious manner.
5. Each Director shall have a duty to provide “full disclosure” and report to the Board in the event that he/she becomes aware of any breach by a Board of Director, Member, official, parent or guardian, player, team official, or volunteer of any of the provisions in the Code of Conduct for NVMHAI Members.
6. Directors shall; attend a Speak-Out Clinic and provide the Association with their PRS Number, and provide the Association with a “clean” CRIF on or before October 30, of each year.
7. Directors shall represent themselves as Executive Members at meetings unless declared otherwise.

Hockey Jersey Policy

1. NVMHAI to supply each House League teams with one set of league jerseys and each Rep Team with two sets of league jerseys, one home set and one away set, at the beginning of the hockey season.
2. NVMHAI may have an additional set of jerseys available to be borrowed by a team in case of a conflict with team colours during league play or for use during tournaments.
3. NVMHAI may allocate non-issued sets of jerseys to approved select teams.
4. NVMHAI league jerseys are not to be worn for any other purpose than league games, tournaments, team pictures, banquets and/or other team functions.
5. NVMHAI league jerseys are not to be worn at practices.
6. NVMHAI coaches/managers are responsible for their team jerseys. Coaches are to pickup jerseys after each game and keep the jerseys in their possession.
7. NVMHAI members that lose a NVMHAI league jersey must replace that jersey with a new jersey from an approved supplier of the Newcastle Village Minor Hockey Association Inc. at their expense. Players will not be permitted on the ice until the lost jersey is replaced or compensated for.
8. NVMHAI members that damage a NVMHAI league jersey must repair the jersey to the satisfaction of the Equipment Director of the Newcastle Village Minor Hockey Association Inc. at their expense. Players will not be permitted on the ice until the damaged jersey is repaired or compensated for.
9. Requests to purchase additional team jerseys by a NVMHAI team must be approved in writing or by e-mail from the Equipment Director of the NVMHAI prior to being purchased regardless of who is paying for the jerseys.
10. NVMHAI teams are not permitted to wear jerseys that were not supplied by NVMHAI while representing Newcastle Village Minor Hockey in any capacity unless written or e-mail approval has been received from the Equipment Director of the NVMHAI
11. Additional jerseys purchased by NVMHAI teams must only be purchased through an approved supplier of the Newcastle Village Minor Hockey Association Inc. The NVMHAI Equipment Director will provide the details of the approved suppliers.
12. NVMHAI sponsor bars must be placed above the number on the back of the jersey.

13. NVMHAI teams are not permitted to display the name of any sponsor on their team bought jerseys other than the sponsor that is on their NVMHAI league jersey. The coaching staff will be held accountable for any violations of this policy.
14. All home jerseys must have a NVMHAI sponsor bar on them, regardless of who purchased the jerseys. All away jerseys for Rep Teams must have a NVMHAI sponsor bar on them, regardless of who purchased the jerseys.
15. Secondary sponsor bars can be sewn on practice jerseys, player hockey and/or garment bags.
16. Player names bars are allowed to be loosely sewn (not ironed) on NVMHAI league jerseys during the season but must be removed before the jerseys are handed in at the end of the season.
17. Player name bars must be placed below the numbers on the back of the jersey only.

Discipline Policy

1.0 Introduction

1.1 Membership in the Newcastle Village Minor Hockey Association Inc. (NVMHAI), as well as participation in the activities of the NVMHAI, brings with it many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations, including but not limited to complying with the; Code of Conduct for Members, Code of Conduct for Board Directors, and Policies of the NVMHAI.

1.0 The NVMHAI Code of Conducts and Policies identify the standard of conduct that is expected of members, and other persons involved in NVMHAI or OMHA activities and events. Individuals who fail to meet this standard may be subject to the disciplinary sanctions identified within this policy.

2.0 Application

2.1. This policy applies to all members of the NVMHAI, as well as to all individuals participating in activities, including but not limited to players, parents or guardians, coaches, officials, volunteers, directors, committee members, team managers and trainers.

2.2. This policy applies to discipline matters, which may arise during the course of all NVMHAI business, activities and events, including but not limited to competitions (including exhibition games), practices, tryouts, meetings and travel associated with these activities.

3.0 Types of Infractions

3.1. There are three types of infractions identified, which may warrant discipline:

3.2. Technical infractions - these are violations of the Regulations and Rules of Competition of the OMHA, which shall result in automatic sanctions as specified by the OMHA.

3.3. Minor infractions - these are infractions under the NVMHAI Code of Conducts which are not severe but which may warrant immediate corrective action as specified in this Policy (Appendix A).

3.4. Major infractions - these are infractions under the NVMHAI Code of Conducts, which are more severe and may warrant disciplinary action by the NVMHI as specified in this Policy (Appendix A).

4.0 Discipline Procedures

- 4.1. Minor Infractions – Informal Process: Disciplinary situations involving minor infractions occurring within the jurisdiction of the NVMHAI will be dealt with by the appropriate person having authority over the situation and the individual involved (this person may include, but is not restricted to, board or committee member, tournament chairperson, official, coach or team manager).
- 4.2. Informal procedures for dealing with minor infractions shall be determined at the discretion of the person responsible for discipline of such infractions, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.
- 4.3. Major Infractions – Formal Process: Any member of the NVMHAI may report to the Vice President a major infraction in written form.
- 4.4. Upon receipt of the report, the Vice President shall determine if the incident is better dealt informally, or if a hearing is required to address the incident formally.
- 4.5. If the incident is to be dealt informally, the Vice President will inform the appropriate person in authority and the alleged offender, and the matter shall be dealt with according to Sections 4.1 and 4.1.1 of this Policy.
- 4.6. If the incident is to be dealt with as a major infraction and a hearing is required, the alleged offender shall be notified as quickly as possible and in any event no later than 10 days from date of receipt of the report, and shall be advised of the procedures outlined in this Policy.
- 4.7. Major infractions occurring within competition may be dealt with immediately, if necessary, by an NVMHAI representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this Policy for major infractions.
- 4.8. Major infractions committed by Board of Directors shall be subject to the same due process outlined in Section 5.0.

5.0 Hearing

- 5.1. Within 5 days of receiving the report, the Vice President shall forward the report to the President, or President's delegate who shall appoint three individuals to serve as a Discipline Panel.

- 5.2. The Discipline Panel shall hold the hearing as soon as possible, but not more than 17 days after the Incident Report is first received by the President.
- 5.3. The Discipline Panel shall govern the hearing as it sees fit, provided that:
- 5.4. The individual being disciplined shall be given 7 days written notice of the day, time and place of the hearing;
- 5.5. The individual being disciplined shall receive a copy of the report;
- 5.6. Members of the Panel shall select from among themselves a Chairperson;
- 5.7. The Chairperson shall assign a Panel member to take minutes of the proceedings;
- 5.8. A quorum shall be all 3 Panel members and decisions shall be by majority vote where the Chair carries a vote;
- 5.9. The individual being disciplined may be accompanied by a representative;
- 5.10. The individual being disciplined shall have the right to present evidence and argument;
- 5.11. The hearing shall be held in private;
- 5.12. The Panel may request that witnesses to the incident be present or submit written evidence;
- 5.13. Once appointed, the Panel shall have the authority to abridge or extend timelines associated with all aspects of the Hearing.
- 5.14. The Discipline Panel shall render its decision, with written reasons within 14 days of the Hearing. A copy of this decision shall be provided to all of the parties to the hearing and the President of the NVMHAI and the Director. Preventative Services of the OMHA.
- 5.15. The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent NVMHAI or OMHA Policy, such as those dealing with harassment, abuse, doping, personnel or event-specific matters.
- 5.16. Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Panel shall determine the appropriate disciplinary sanction. The Panel may hold a hearing for the purpose of determining an appropriate sanction.
- 5.17. If the individual being disciplined chooses not to participate in the hearing, the hearing shall nonetheless proceed.

6.0 Sanctions for Major Infractions

- 6.1. In the event that a Board of Director is found to have committed a major infraction as described in Section 3.0 - Types of Infractions, and further outlined under Appendix A – Discipline Policy, the said Board of Director shall be immediately removed from the Board for a period not less than two years. Other discipline actions may also be warranted as defined under Section 6.0 – Sanctions for Major Infractions. Furthermore, the offending Board of Director

shall be required to attend a Speak-Out Clinic before he/she may hold any of the following positions: any position on the NVMHAI, Coach, Assistant or Associate Coach, Trainer, Manager, Assistant or Associate Manager, Referee, Timekeeper, Parents or Guardians, or Representative.

- 6.2. The following disciplinary sanctions may be applied, singly or in combination, for major infractions:
- 6.3. Verbal reprimand;
- 6.4. Written reprimand to be sent to the individual;
- 6.5. Verbal apology by the individual;
- 6.6. Written apology by the individual;
- 6.7. Termination of Team service or other voluntary contribution to the team or the NVMHAI;
- 6.8. Suspension from the current competition and/or for a specified number of games;
- 6.9. Expulsion from the NVMHAI;
- 6.10. Other sanctions as may be considered appropriate for the offence
- 6.11. Unless the Discipline Panel decides otherwise, any disciplinary sanctions shall commence immediately.
- 6.12. In applying sanctions, the Disciplinary Panel may have regard to the following aggravating or mitigating circumstances:
- 6.13. The nature and severity of the offence;
- 6.14. Whether the incident is a first offence or has occurred repeatedly;
- 6.15. The individual's acknowledgment of responsibility;
- 6.16. The individual's extent of remorse;
- 6.17. The age, maturity or experience of the individual.
- 6.18. Notwithstanding the procedures set out in this Policy, any member or participant of the NVMHAI who is convicted of a criminal offence involving sexual exploitation, invitation to sexual touching, sexual interference or sexual assault, shall face automatic suspension from participating in any activities of the NVMHAI for a period of time corresponding to the length of the criminal sentence imposed by the Court, and may face further disciplinary action by the NVMHAI in accordance with this Policy.
- 6.19. Except where otherwise provided, an appeal of any disciplinary matter will be done according to the Appeals Policy.

Discipline Policy - APPENDIX A

Examples of minor infractions, but not limited to:

- a) a single incident of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
- b) un-sportsman like conduct such as angry outbursts or arguing;
- c) a single incident of being late for or absent from NVMHAI events and activities at which attendance is expected or required;
- d) non-compliance with the rules and regulations under which NVMHAI events are carried out.

Examples of major infractions, but not limited to:

- a) repeated incidents of disrespectful, offensive, abusive, racist or sexist comments or behavior directed towards others, including but not limited to peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
- b) repeated un-sportsman like conduct such as angry outbursts or arguing;
- c) repeated incidents of being late for or absent from OMHA events and activities at which attendance is expected or required;
- d) activities or behaviors which interfere with the organization of a competition or with any player's or team's preparation for a competition;
- e) pranks, jokes or other activities which endanger the safety of others;
- f) deliberate disregard for the rules and regulations under which NVMHAI or OMHA events are conducted;
- g) abusive use of alcohol where abuse means a level of consumption which impairs the individual's ability to speak, walk or drive; causes the individual to behave in a disruptive manner; or interferes with the individual's ability to perform effectively and safely;
- h) any use of alcohol by minors;
- i) use of illicit drugs and narcotics;
- j) use of, or condoning the use of, banned performance enhancing drugs or methods.

Appeal Policy

1. Introduction

This Policy applies to all categories of members in the NVMHAI, as well as to all individuals participating in activities of the NVMHAI, including but not limited to, players, parents, coaches, officials, volunteers, directors, committee members, team managers and trainers.

2. Timing of the Appeal

An individual who wishes to appeal a decision ("Appellant") shall have 7 days from the date on which they received notice of the decision, to submit written notice of their intention to appeal, along with detailed reasons for the appeal to the President of the NVMHAI.

Any party wishing to initiate an appeal beyond the 7 day period must provide a written request to the President of the NVMHAI stating reasons for an exemption to the requirement of Section 2.1. The decision to allow, or not allow an appeal outside the 7 day period shall be at the sole discretion of the President.

3. Grounds for Appeal

- a. A decision cannot be appealed on its merits alone. An appeal may be heard only if there are sufficient grounds for the appeal. Sufficient grounds include the Discipline Panel, which made the decision being appealed ("Respondent"):
- b. Making a decision for which it did not have authority or jurisdiction as set out in the NVMHAI's governing documents;
- c. Failing to follow procedures as laid out in the Bylaws or approved Policies of the NVMHAI;
- d. Making a decision that was influenced by bias, where bias is defined as a lack of neutrality to such an extent that the all or one of the decision makers is unable to consider other views;
- e. Exercising its discretion for an improper purpose;
- f. Making a decision which was grossly unreasonable.

4. Screening of Appeal

Within 7 days of receiving the Notice of Appeal, the President shall decide whether or not the appeal is based on one or more of the categories of possible errors by the Respondent as set out in Section 3.1. The President shall not determine if the error has been made, only if the Appellant bases the appeal on such an allegation of error. In the absence of the President, a member of the Board of Directors shall be designated to perform this function.

If the appeal is denied on the basis of insufficient grounds, the Appellant shall be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President, or designate, and may not be appealed.

5. Appeals Panel

If the President is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original Notice of Appeal he or she shall appoint an Appeals Panel (Panel) comprised of three individuals who shall have no significant relationship with the Appellant or Respondent, shall have no significant involvement with the Discipline Hearing being appealed, and shall be free of any other actual or perceived bias or conflict. The Panel's members shall select from themselves a Chairperson. The Chairperson shall assign a Panel member to take minutes during the proceedings;

6. Appeals Preliminary Conference

The Panel may determine that the circumstances of the dispute warrant a preliminary conference:

The matters, which may be considered at a preliminary conference, include date and location of hearing, timelines for exchange of documents, format for the appeal, clarification of issues in dispute, any procedural matter, order and procedure of hearing, remedies being sought, identification of witnesses, and any other matter, which may assist in expediting the appeal proceedings.

The Panel may delegate to its Chairperson the authority to deal with these preliminary matters.

7. Procedure for the Appeal

The Appeal Panel shall govern the appeal by such procedures, as it deems appropriate, provided that:

- a) The appeal hearing shall be held within 14 days of the Panel's appointment;
- b) The Appellant, Respondent and affected parties shall be given 7 days written notice of the date, time and place of the appeal hearing;
- c) Decisions shall be by majority vote, where the Chairperson carries a vote;
- d) Copies of any written documents that any of the parties would like the Panel to consider shall be provided to the Panel, and to all other parties, at least 5 days in advance of the hearing;
- e) A representative or advisor may accompany any of the parties;
- f) The Panel may direct that any other individual participate in the appeal;
- g) In the event that one of the Panel's members is unable or unwilling to continue with the appeal, the matter will be concluded by the remaining two Panel members;
- h) Unless otherwise agreed by the parties, there shall be no communication between Panel members and the parties except in the presence of, or by copy to, the other parties.

8. Appeal Decision

Within 7 days of concluding the appeal, the Panel shall issue its written decision, with reasons. In making its decision, the Panel shall have no greater authority than that of the Discipline Panel. The Panel may decide:

To void or confirm the decision being appealed;
To vary the decision where it is found that an error occurred and such an error cannot be corrected by the original Discipline Panel for reasons that include, but are not limited to, lack of clear procedure, lack of time, or lack of neutrality;
To refer the matter back to the initial Discipline Panel for a new decision.
A copy of this decision shall be provided to each of the parties and to the President of the NVMHAI and the Director, Preventative Services of the OMHA.

9. Appeal Referral of Dispute

If any party believes the Appeal Panel has made an error such as those described in Section 3.1, the party may pursue an Appeal with the OMHA. For all other matters, the decision of the Appeal Panel shall be final and binding.

Team Selection

Rep Teams

1. The assigned Rep Coach is required to contact (phone) all **eligible** registered players in their respective division advising of the date and time of the first three Rep tryouts. Each player can attend at least three tryouts but Rep Coach can advise parents/players, as early as completion of 1st tryout, the player's potential of being offered a roster spot.
2. All potential Rep and AE players must attend the 1st Rep Tryout, absence to be approved by Coach Selection Committee; advisement is the responsibility of the player's parent(s).
3. Final releases must be completed no later than the completion of the (immediately after the completion of the) 4th ice time. Unless rep coach/exec coach guy/ and AE coach agree to extend this duration.
4. The selection of players on all Rep teams will be the decision of the assigned Rep Coach.
5. The assigned Rep Coach is responsible for booking their ice times for their tryouts. All monies and costs associated with Rep Tryouts will be the responsibility of the assigned team. Tryouts can be held in the Spring or Fall.

AE Teams

1. The assigned AE Coach is required to contact (phone) all eligible registered players in their respective division advising of the date and time of the first three AE tryouts. Each player can attend at least three tryouts but AE Coach can advise parents/players, as early as completion of 1st tryout, the player's potential of being offered a roster spot.
2. All potential AE players must attend the 1st AE Tryout, absence to be approved by Coach Selection Committee, advisement is the responsibility of the player's parent(s)
3. Final releases must be completed no later than the completion of the (immediately after the completion of the) 4th ice time. Unless AE coach and parent/player agree to extend this duration.

4. The selection of players on all AE teams will be the decision of the assigned AE Coach.
5. The assigned AE Coach is responsible for booking their ice times for their tryouts. All monies and costs associated with AE Tryouts will be the responsibility of the assigned team. Tryouts can only commence once Rep Team final releases have been made.

House League

1. If the number of registered players at any level warrants more than 1 team, then the selection of all players to each team will be done by the coaches of the respective teams.
2. All players in each age category will be rated. This will be done using two methods. The first method is evaluation forms filled out by the coaches at the end of the previous season. The second method will be a coach evaluation during the preseason practices. All new and returning players will have at least 2 ice times for player evaluation.
3. For both methods of evaluation, players will be rated A, B, C or D level.
4. Coaches are encouraged to select their own staff, if possible.
5. Coaches are allowed a maximum of 4 staff/players to be assigned to their teams. Any more requires approval of the NVMHAI.
6. A draft system is applicable for the selection of the remaining players.
7. The first round of the draft will even out the teams based on the ratings of the players so that each team will have an equal amount of players from each pool level, e.g., A, B, C and D.
8. Teams will select remaining players in turn from each pool based on a predetermined order until all players have been selected.
9. During the selection of players to each team, two or more members of the NVMHAI Executive must be present. At the end of the team selection, all coaches must be in agreement that the teams are equally balanced. There will be no movement of any players after this time.

Select Teams

1. Any group or person(s) wishing to ice a select team during the season must 1st receive permission from the Executive.

2. All players playing on a select team will abide by all OMHA rules regarding participation on the select team.
3. The NVMHAI will not incur any costs associated with the operation of any select team with the exception of a Tyke Select team. The Executive will endeavor to assist a Tyke Select team both administratively and financially at the discretion of the Board. All associated costs for any other Select Team will be borne by all participating players and their respective families.
4. The NVMHAI will not provide any ice time for any select team with the following exception:
 - if the ice convenor receives any ice time turned back in and is unable to fill the time with a Rep or House League team, then they may offer the ice time to the Select team.
5. Section 1 to 4 under Rep Teams also applies to Select Teams.

Team Numbers

1. The total number of players that each Rep team will be required to carry will be based on the total number of players registered for that particular level, after the final registration date.
2. The Coach will be given a minimum and a maximum number. Further to the Rep team selection, financial expectations for each team will be based on a minimum of 15 players per team. If any team does not meet the required number of players, for any reason, the team will be responsible for a financial commitment of at least 15 players.
3. Team numbers will be based on the total number of players registered divided by the total number of teams, keeping in mind the Executive will attempt to not go lower than 12 or higher than 15 skaters plus 2 goalies per Local League team. It is also to be noted that if after the final registration has taken place and the number of players per Local League team is lower than 15 we will take additional late player registration.
4. The Executive's goal is to never to turn anyone away from the opportunity to play hockey.

Membership Fees and Refund Policy

1. Membership Fees include registration fees and Rep team fees. Rep team fees only apply to those players choosing to play NVMHAI Rep hockey.
2. Registration fees shall be established annually by the Budget Committee and approved by the Board prior to the Annual General Meeting.
3. Registration fees are fully refundable up to September 30th.
4. A minimum charge of \$25 will apply for any registration fee refund issued after October 1, and the amount to be refunded will be prorated by the Treasurer with the approval from the Board of Directors.
5. Registration fees for any unexpired term of membership are not refundable after November 1st.
6. Registration fees must be paid in full in order to participate in NVMHAI Rep tryouts.
7. No player shall be removed from a team without the permission of the NVMHAI Board of Directors (the Board). A coach needs to make a formal (written) request to the Board to remove a player.
8. Rep/AE team fees will be established by October 1st and shall be paid in two installments.
 - a. First Installment, no later than October 15th
 - b. Second Installment no later than December 1st
9. For the purpose of this article, refunds will only apply to fees paid.
 - a. Any fundraising participation or monies WILL NOT be included in the calculation of any refund.
 - b. Rep/AE teams receiving funding from “sponsors” need to be approved by the Sponsorship Rep. Sponsorship cheques are to be made payable to NVMHAI, not directly to the team or team rep and in return the team will receive a credit on their NVMHAI Rep Fee. NO refunds will be given for outside sponsorship without consent of the Board of Directors.
10. Rep/AE team fees for any unexpired term of membership are not refundable by the NVMHAI. Refunds of Rep/AE team fees will be payable from the Rep/AE team’s own funds and will be based on the attached schedule through collaboration with the team rep and the NVMHAI Treasurer.
11. If a player quits or is removed from the team for just cause, the following penalties/refunds will be assessed:

- a. Quits or is removed prior to Oct. 15th: 100% refund minus player's share of any expenses already incurred related to practice times or exhibition games that are outside of the normal rep fees.
 - b. Quits or is removed between Oct. 15th and Oct. 31st: 75% refund of fees paid.
 - c. Quits or is removed between Nov. 1st and Nov. 15th: 50% refund of fees paid.
 - d. Quits or is removed between Nov. 16th and Nov. 30th: 25% refund of fees paid.
 - e. No refunds will be issued after November 30th.
 - f. The date used to determine the appropriate refund from the above schedule will be the date of written notice given to the Board (email will be considered an acceptable form of written notice). In the case of a player being removed from the team, the notice must come from the coach; in the case of a player quitting the team, the notice must come from the player's parents (or the player themselves if they are of legal age).
12. The Board of Directors may, in its sole discretion, grant a request for a refund of Rep/AE fees based on the schedule outlined in section 5 above in extenuating circumstances defined as follows:
 - a. as a result of injuries the player cannot complete the season and a doctor's note is provided; or
 - b. a player moves out of the NVMHAI area and is unable to complete the season.
13. In the case of a player quitting or being removed from a Rep/AE team, the team jersey(s) shall remain the property of NVMHAI and will be returned immediately.
14. All Rep/AE fees as assessed by the Treasurer are due no later than December 15th. Failure to pay the fees will result in the team not being allowed on the ice until all fees are paid.
15. Team managers are required to submit financial reports/statements to the Treasurer and Administrator as per the following schedule:
 - a. September 30th: Team budget that includes fundraising initiatives
 - b. October 31st: Financial Statement Update
 - c. December 31st: Financial Statement Update
 - d. End of Season: Final Financial Statements and Reports including Budget Variance
 - e. At any other time at the request of the Board.

Reimbursement of Administrative Expenditures

Executive of the Newcastle Village Minor Hockey Association Inc., are allowed to claim the following expenses and will be reimbursed by a cheque from the Treasurer. Any request must be accompanied by detailed receipts and must be signed by the individual requesting reimbursement. The following is a list of reimbursable expenditures;

1. Phone usage and associated long distance calls incurred on behalf of the Association.
2. Administrative expenses, e.g., toner cartridge, printing charges, paper supplies, postage, OMHA registrations, etc.
3. Travel expenses based on a kilometre rate of \$0.42/km (must include a travel log).
4. Any expenses incurred on behalf of the Association for an event that the Association will benefit from, e.g., fundraising dances, BBQs, tournaments, raffles, etc.
5. Any expenses not listed above can be submitted for reimbursement; however, the request must be in writing and the expenditures must justify the necessity of the expense. Any such expenses will require approval by the Executive.