

**ELGIN MIDDLESEX HOCKEY ALLIANCE  
1083605 ONTARIO LIMITED**

**RULES & REGULATIONS**

**BE IT ENACTED AS THE RULES AND REGULATIONS OF THE ELGIN MIDDLESEX  
'AAA' HOCKEY ALLIANCE AS FOLLOWS:**

**ARTICLE 1 – ORGANIZATION**

We are a subsidiary of the MHAO (Minor Hockey Alliance of Ontario) and receive direction from the Ontario Hockey Federation and the Canadian Hockey Association. As such, we subscribe to their objectives to promote, govern and improve organized minor hockey.

**Mission Statement**

1. To provide a positive Minor Hockey experience for all members by organizing, co-ordinating and developing hockey programs for all age levels.
2. To protect and serve the mutual interest of all its members and to place the player and the game in the forefront.
3. To enhance the positive value of our hockey programs by providing leadership and initiatives to develop better citizens, to encourage and direct the fostering of a strong sense of community pride and participation of all communities large and small.
4. To develop coaches, officials and volunteers to carry out the expressed goals of our members.
5. To work with Provincial (OHF) and National (CHA) Hockey Associations to promote the co-operative development of hockey programs and their administration.

**ARTICLE 2 - TEAMS**

- 2.1 Prior to July 1 of each year, EMHA shall register and submit the appropriate entry fee to the MHAO.
- 2.2 When considered in the best interest of EMHA, it may cancel any team entry at any time.
- 2.3 Upon entry of a team into the MHAO, it automatically binds that team, its officials and players to comply with the Rules & Regulations as set by the MHAO and EMHA.
- 2.4 Any movement of players between home centres and the EMHA will adhere to the dates and procedures as outlined in the 'AAA' zone policy as set by the Minor Hockey Alliance (MHAO).
- 2.5 Teams will be comprised of players selected at scheduled tryouts prior to the first league game.

### **ARTICLE 3 – AFFILIATION OF PLAYERS**

- 3.1 Home Centre players must adhere to the policy and procedure for affiliation as set by MHAO
- 3.2 The EMHA Board will set policy yearly to address affiliation. In all cases, the integrity of the EMHA will be foremost. Written approval from the Board is required before any home centre player can participate in any EMHA game as an affiliate.
- 3.3 Players must affiliate up to the first immediate division, unless given special permission in writing from the Board, by a two-thirds majority vote, to affiliate to a higher division.
- 3.4 No player from a team's roster is to be displaced to accommodate an affiliated player.
- 3.5 In the event of a game and/or a practice conflict, a player's commitment is to the team to which he is carded.
- 3.6 An affiliated player must maintain eligibility to their carded team, and only when their carded team is eliminated from playoffs, Alliance and league, may the AP player continue past the 5 game restrictions for the team to which they are affiliated.
- 3.7 An affiliated player must have paid and attended that season's tryouts or the full tryout fee is applicable and due payable to EMHA. Each affiliated player will pay \$10 for every practice they attend to the team and pay their share of any off ice and on ice instruction outside of regularly scheduled practices.

### **ARTICLE 4 – ICE TIME**

- 4.1 Each season the Ice Scheduler will contract the ice hours necessary to adequately provide for all teams.
- 4.2 EMHA will strive to allot a game and an adequate practice time for each team each week of the season. If for any reason, a team is not scheduled for a practice time in any particular week, EMHA will schedule a practice when appropriate time becomes available.
- 4.3 EMHA will strive to ensure that the younger age groups (Minor Atom, Atom and Minor Pee Wee) will practice/play at the earliest possible times during the week and on weekends.
- 4.4 No practice will start before 5 pm Monday to Friday and 10:00 am Saturday & Sunday unless there are extenuating circumstances which, at that time, would need board approval.

### **ARTICLE 5 – REGISTRATION**

- 5.1 Before a player may tryout for EMHA, a player must have an OHF Tryout Permission Form signed by their Home Centre. Any players imported from another zone or 'AAA' team must provide a Form 1 release signed by the President of that Association. A player previously registered with EMHA in his/her minor year are not required to obtain a new Form 1 for his/her major year unless the player attends his/her home centre tryouts.
- 5.2 Before participating in any EMHA tryouts, scheduled practice or game, a player must be registered with the EMHA, have completed an EMHA registration form signed by his/her parent(s)/guardian(s), have a signed OHF Tryout Permission Form and a Form 1 (if out-of-zone), residential move form with all supporting documentation and the appropriate fees paid.
- 5.3 The registration fee shall be set annually by the Board.
- 5.4 Registration will be set by the Executive on a yearly basis prior to the start of try-outs. Registration payment will be as follows:

- Three (3) payments due on the first day of September , October and November respectively.
- The payments shall be calculated by dividing the total registration by 3. If the resulting payment is not an increment of \$100, the first and second payments shall be rounded up to the nearest \$100. The third payment will be calculated as the remaining outstanding balance. (i.e. a \$2,000 registration would be divided into \$700, \$700, \$600 payments.)

Should a parent/guardian request an alternate payment schedule from the schedule outlined above, the Executive shall be presented with the schedule in a written form. The schedule will be accepted if 2/3 of the Executive vote in favour of acceptance. Requests for an alternate payment schedule should only be accepted in extreme cases where extenuating circumstances exist.

The executive reserves the right to require the first registration payment to be split between the EMHA general bank account and the EMHA lottery account in proportions it deems appropriate. The portion contributed to the lottery account will be equal to the value of any lottery tickets each player will receive if the board operates a lottery for fundraising purposes during the course of the year. The Executive's decision to operate a lottery or not will have no impact on the registration required by each player.

**Refunds:**

Any player leaving the EMHA prior to the finalization of the player roster shall be entitled to a refund based on the number of weeks the player participated in the EMHA program. The player's participation will be deemed to be finished once written documentation is provided to the board by the players parents/guardian. The Executive shall make the final decision regarding the refund amount. The Executive has the right to provide any refund it deems appropriate in the case of an injury where the player is unable to participate in EMHA activities for a portion of the season.

**Partial Registration:**

Any player entering the EMHA program as a result of another player leaving will be required to pay registration in the amount set by the Executive. Generally the amount will be pro-rated based on the number of weeks the player will play in the regular season. The payment terms of the partial registration will be dictated by the Executive.

- 5.5 **Outstanding Fees** - The parent/guardian of any player incurring a debt to his team or the EMHA will be notified by the treasurer that the outstanding fees shall be paid within seven (7) days of being notified. Should the fees remain outstanding after 7 days the player shall be immediately suspended from the team until such time as the fees are paid or the Executive makes a decision to reinstate the player.
- 5.6 Each team is responsible for the total registration fees for 17 players. Should more than 17 players be carded, the full registration of the additional player (s) will be divided as \$500.00 non-refundable to EMHA, balance to the team, except for the Midget Team, The Midget Team can keep the full registration of the additional player(s), upon Board approval, to support the Midget Program.

- 5.7 In the event that the entry level or highest level teams cannot secure 17 players by September 15, that team's registration will be charged at full rate per player providing:
- a) documentation is provided to the Board detailing why 17 players could not be secured; and
  - b) without tampering, these teams be expected to fill their team roster to at least 17 players, when additional players become available.
- 5.8 No player is to be carded after September 15, without prior written approval from the EMHA Board.
- 5.9 Any player incurring a debt to his team or the EMHA, on January 1 will be notified in writing that they will be taken off the team roster and released on January 10 unless a letter is sent to the Secretary or President indicating a reason for the non-payment with arrangements of payment outlined. This outline requires approval of the Executive by 2/3 votes.

## **ARTICLE 6 – COACHES**

- 6.1 Coaches will be required to submit an application to coach prior to the date as determined by the Board for the upcoming season as set out in the Policy Manual under Coaches Selection Committee #2.
- 6.2 Coaches Selection Committee will prepare a slate of coaches for the upcoming season for approval by the Board.
- 6.3 Successful applicants, once approved by the Board, will be notified in writing and by phone by the Vice President of Operations or Coach Mentor and will be required to give his/her acceptance/withdrawal in writing within 24 hours of being notified by phone. Unsuccessful applicants will be notified in writing. Copies of all letters sent shall be kept on file by the secretary.
- 6.4 Once coach has accepted the position of Head Coach for the upcoming season, the coach shall receive the Coaches Manual. At the start of the season, once the Manager has been selected he/she shall receive the Managers Manual.
- 6.5 Coach Mentor will meet with coaches and managers on a regular basis to listen to concerns and resolve any potential problems.

## **ARTICLE 7 – EQUIPMENT**

- 7.1 All teams shall carry a First Aid Kit supplied by EMHA to all home and away games and practices.
- 7.2 Water bottles, pucks and home/away jerseys will be provided to the teams from the EMHA.
- 7.3 All players who receive any EMHA equipment are responsible for the care and maintenance of same and must return it or replace it upon request.
- 7.4 All home and away sweaters are to be carried by the team staff or an assigned parent volunteer. At no time are the players to carry their own sweaters unless approved by the board.
- 7.5 Coaches and managers are responsible for returning to EMHA all equipment supplied at the season end as pre-arranged with the Equipment Manager.

## **ARTICLE 8 – TRYOUTS**

- 8.1 Spring tryouts will be arranged by the Board of the EMHA. These tryouts will be run by the coaches. The coaches will use good discretion when selecting on-ice helpers, both parents and non-parents. Players may only be cut after the 3<sup>rd</sup> scheduled tryout. Players may be signed at the conclusion of any tryout.
- 8.2 A set tryout fee will be charged in the Spring. This fee will be decided upon by the Board of the EMHA prior to tryouts commencing.
- 8.3 All players will pay the Spring tryout fee prior to being carded.
- 8.4 All players must attend the tryouts to be considered for a spot on an EMHA team. However, if a veteran Chief Player is recovering from an injury and cannot attend the tryouts or other situations arise, the player can be signed, but only with the consent of 2/3 of the EMHA Executive.
- 8.5 All players must register on EMHA registration forms.
- 8.6 All players must present proper forms as per the 'AAA' zone policy as set by MHAO.
- 8.7 No player will be allowed to skate until the aforementioned forms have been completed in full and the conditions of the EMHA tryout policy have been adhered to.

## **ARTICLE 9 – FUNDRAISING**

- 9.1 Any team under the jurisdiction of the EMHA may not undertake to raise any monies without the prior consent of the Board. **Procedure:** parent rep. to submit a Request for Team Fundraising Form to the EMHA Fundraiser Co-ordinator, who will then present at the next scheduled Board meeting for approval. Once approved the form will be returned to the parent rep. A \$200 bond check must be given to the EMHA prior to their team fundraiser event. An accounting of all fundraising must be submitted to the EMHA Treasurer within 14 days of the completion of the fundraising event as set out in the Policy Manual under Fundraising. Teams will be charged the \$200 plus \$50/week until it is submitted. Failure to comply, the teams will forfeit practice times until such fine is paid and lose their Team deposit.
- 9.2 No team or team representative shall solicit additional funds for apparel for the players or the coaching staff.
- 9.3 EMHA will strive to run fundraisers during the course of the season to attempt to keep costs to EMHA participants to a minimum. All EMHA members must participate in these various fundraisers.

## **ARTICLE 10 – BOND CHEQUE/TEAMS RESPONSIBILITIES**

- 10.1 All Teams are to submit the following:
  - 1) Police Checks – police checks in accordance with the current OHF/Alliance Policy must **be submitted to the Board by the following dates:**
  - 2) Head Coach – First day of try-outs
  - 3) Bench Staff – First board meeting in October
  - 4) Failure to submit police checks by the above noted dates may result in removal from the team at the Board's discretion.
  - 5) Code of Conducts – signed by each player, parent and coaching staff due at 1st Board meeting in October;
  - 6) Parent Rep and/or Alternate Parent Rep – elected by membership by their respective EMHA teams and to attend all monthly Board meetings:

- 7) Team Income Statement- to be submitted to the EMHA Treasurer monthly including a bank statement.
- 8) Bond Cheque in the amount of \$500.00 due at 1st Board meeting. All teams complying with items #1 to #4 will be reimbursed their \$500.00 at the year-end banquet. Any team failing to comply with any items in #1 to #7 will forfeit their \$500.00 to EMHA.
- 9) A Team Budget must have 2/3 approval of their team and must submit the budget to the Board for approval at the 1<sup>st</sup> Board meeting in September.

## **ARTICLE 11 – SPONSORSHIP**

- 11.1 There will be no sponsorship bars attached to the player's sweaters. Teams will be responsible for sponsor advertisement through banners, player books etc. upon Board approval. All sweaters will have the players name bar affixed to the back of their sweater. The player's name bar shall be printed by EMHA at a cost set by the Board.
- 11.2 EMHA will attempt to find team sponsorship.

## **ARTICLE 12 – DISCIPLINE**

Protest and discipline of any team, coach, manager, trainer, player, parent or official connected with any team under the jurisdiction of the EMHA shall be reviewed by a discipline committee. This committee will be comprised of the Vice President of Operations and other members as selected by the Board. The recommendation of appropriate disciplinary action, made by the discipline committee shall be presented to the EMHA Board of Administration for discussion and subsequent majority vote.

- 12.1 Discipline for actions by parents or guardians shall be dealt with in isolation and shall not include suspension of the child or player of the parent or guardian except in extreme circumstances and only as a last resort.
- 12.2 Any issue arising from non-compliance with the Code of Conduct will be dealt with by the discipline committee.
- 12.3 Any issues not covered by the Code of Conduct must follow the EMHA complaint policy.
- 12.4 All of the above are subject to appeal process as defined under Article 25.

## **ARTICLE 13 – PLAYER MOVEMENT**

- 13.1 Player movement will be reviewed on an "exception" basis only.
- 13.2 The EMHA does not support the displacement of any divisions or subdivisions appropriate age player of equal talent.
- 13.3 The EMHA will attempt to card players at their appropriate age to maintain competitive teams and afford the opportunity for all players to tryout, compete and develop within their proper division or subdivision, at the 'AAA' category.
- 13.4 Coaches, their staff, and any EMHA official will not, under any circumstances, solicit movement from younger aged players. Advice, council or comments that encourage movement are prohibited. Simply refer interested parties to the EMHA Executive.
- 13.5 A player shall request to seek approval to play up one age group; such request must be received by the EMHA by April 1<sup>st</sup> in the year the movement would occur. The player's statistics from the prior season must accompany the players request to the Executive.

- 13.6 **13.6** The EMHA Board may move players up one age group, at their discretion, to fill roster compliment.
- 13.7 If a Player is approved by the EMHA Executive to attend tryouts of a team one age group up, the Coach Mentor shall form an Evaluation Committee and bring forward the names for approval by the Executive.
- 13.8 The Evaluation Committee's mandate will be to observe the player at the tryouts and make a recommendation through the Coach Mentor to EMHA Executive. If the committee's recommendation is to allow the player to play up one age group the following criteria must have been met and agreed to by the committee:
- 1) The player must be the top 3 forward or the top 2 defenceman or the top goalie in the tryouts of the upper age group.

## **ARTICLE 14 – ELIGIBLE HOME ZONE CENTRES**

- 14.1 There are 16 home centres from Elgin and Middlesex Counties that make up the EMHA zone. They are Lambeth, Mt. Brydges, Lucan, Aylmer, Ilderton, West Lorne, St. Thomas, Port Stanley, Dorchester, Strathroy, Belmont, Glencoe, CMO, Parkhill, Ingersoll and Thamesford and any other centres/areas as assigned by the MHAO.
- 14.2 The intent of the EMHA is to recruit and offer 'AAA' hockey to aspiring players from within the Elgin Middlesex zone. The Board will establish policies tailored to address any circumstances that may arise. Each team is allowed to sign up to a maximum of 3 out-of-zone players upon Board approval. An out-of-zone player can only be signed if he/she is substantially better than an in-zone player that will be displaced.

## **ARTICLE 15 – INSURANCE**

- 15.1 Player and Participant Insurance is provided through the MHAO.
- 15.2 This insurance provides for player and participants so long as they are involved in EMHA activities. This does not include summer teams.

## **ARTICLE 16 – GENERAL RULES**

- 16.1 Rules as set down by the CHA and MHAO shall govern all play.
- 16.2 Referees as appointed by the Ice Scheduler will officiate all league games.
- 16.3 Referees will be appointed by MHAO for playoff games and must be paid as per MHAO regulations plus mileage prior to games.
- 16.4 Coaches must convey to the appropriate Officer, all game sheets from their teams.

### **ARTICLE 17 – SUBSTANCE ABUSE**

17.1 Any performance enhancing drugs or consumption of alcoholic beverages or use of illicit drugs by a member of the team, the team management or its volunteers while involved with EMHA activities is prohibited. These matters will be strictly dealt with by the disciplinary committee of the EMHA.

### **ARTICLE 18 – RISK MANAGEMENT LIABILITY**

- 18.1 Risk Management is in keeping with guidelines limited the liability of all members of EMHA on insurance issues.
- 18.2 As per insurance, all players must be in complete equipment as stated by the MHAO rulebook. This is necessary at all on ice activities whether it be practice or play.

### **ARTICLE 19 – OUT-OF-ZONE PLAYERS**

- 19.1 EMHA allows for the use of out-of-zone players where the fielding of a team may be jeopardized by lack of players within the zone.
- 19.2 The EMHA directs coaches to select players within the zone first providing the players are of equal ability.

### **ARTICLE 20 – SIGNING A PLAYER**

- 20.1 EMHA registration form shall be completed prior to the player attending tryouts. Registration form to be kept on file by the EMHA Secretary. If requested by the Head Coach, he/she may be given a list of player's name and their home centre.
- 20.2 All teams are expected to card 17 players. Deviation from this requires approval from the Board of Administration.

### **ARTICLE 21 – RELEASING A CARDED PLAYER**

- 21.1 If a player/parent requests a release, they are to approach their Parent Rep. and proceed as per Complaint Policy.
- 21.2 If a coach contemplates releasing a carded player, he must contact the Vice President of Operations ASAP, BEFORE approaching the player or parent.
- 21.3 The Vice President of Operations shall appoint a committee to investigate and try to resolve the situation with the coach.
- 21.4 If the committee determines it is in the best interest of the player/the team/ the EMHA to release the player, such recommendation will be presented to the Board at an Emergency Meeting.
- 21.5 The release will be granted upon consent of 2/3 of the Board.
- 21.6 Details of a financial statement will be governed by Article 5.5 in the EMHA Rules & Regulations.



21.7 The Vice President of Operations shall notify in writing all parties concerned, adhering to player releases, as set by the 'AAA' zone policy. Copies of all letters sent shall be kept on file by the secretary.

### **ARTICLE 22 – WAIVER: FORM 1**

For the release of an EMHA zone player, to pursue a tryout/position on another 'AAA' zone centre. The requirements and restrictions, as set by the OHF must be maintained.

- 22.1 A Form 1 will not be considered until Spring tryouts.
- 22.2 Players requesting a Form 1 must attend Spring tryouts for assessment and pay the appropriate tryout fee.
- 22.3 After a child is cut by a coach he will approach the Vice President of Hockey operations for an F1 release. If a child wants a release before being cut he must discuss with his coach and the Vice President of Hockey operations will verify approval for release from coach.
- 22.4 The release will be granted upon consent of the appointed member(s) of the Executive. The EMHA Release Form will be completed and filed. Then the Form 1 will be issued to the player/parent.

### **ARTICLE 23 – INJURED PLAYER**

As per RISK MANAGEMENT, the following situation will be policed by each carded trainer as it pertains to their respective teams.

- 23.1 Any player leaving the ice due to any injury during team play and not returning during that session must have a doctor's note to return to on ice activities.
- 23.2 Any player that is injured and misses practice and/or games associated with their team must have a doctor's note to return to on ice activities.
- 23.3 All players on the ice must wear proper CAS approval and complete equipment.
- 23.4 When a player is injured the trainer must fill out a Hockey Canada Injury Report and submit it to the Board in a timely matter.

### **ARTICLE 24 – CODE OF CONDUCT**

In an effort to achieve a healthy hockey environment, the EMHA Code of Conduct shall be a contract signed between the membership and the Board of Administration stating that unbecoming behaviour will not be tolerated and violation will result in discipline. The Code of Conduct will be located in the EMHA Policy Manual.

### **ARTICLE 25 – ABUSE & HARASSMENT**

The EMHA will adopt and follow the OHF Abuse & Harassment Policies where applicable. This binder will be made available to any member upon request.

**ARTICLE 26 – APPEALS**

The EMHA Board of Administration shall appoint a Chair and 3 other persons from the EMHA membership, who do not sit on the EMHA Board or any EMHA committee, for an Appeal Committee. Where any member is absent or unable to perform their duties due to a conflict of interest, the Appeals Chair shall appoint a new member to fill the vacancy on a temporary basis. This committee shall hear and conclude with a ruling on all appeals arising from complaints, which have followed due process pertaining to EMHA Policy, Rules & Regulations and Constitution.

**Rights of Appeal**

Every member of the EMHA has a right of appeal against the decision or actions meted out to such member by the EMHA Board of Administration pertaining to complaints that have followed due process.

All appeals must be submitted in writing to the EMHA Chair within 7 days of receipt of written notice of decision from the EMHA designate.

The submission is to specify the decision/action being appealed, the grounds for appeal and the facts supporting the appeal. The submission is to deal strictly with the facts, outlining the original circumstances, the original decision, the result of the decision and where there is disagreement with the original decision. It is to be concise and to contain numbered paragraphs. The submission shall be accompanied by a \$150.00 fee returnable if the appeal is won.

Upon receipt of an appeal, the EMHA Chair will determine if the appeal has followed due process. In the case that due process has not been followed the EMHA Chair will notify the appellant of the proper procedure.

The EMHA Chair will notify the Appeals Committee Chair of appeals that are in order.

The Appeals Chair will notify the Appeals Committee and set a hearing date not more than 15 days from the submission date.

Once the hearing date is set, the Appeals Chair shall send written notice to all parties directly involved in the appeal. The notice shall include: date, time, place and the purpose of the hearing. It will also advise that if the appellant does not attend the hearing, the appeal may proceed in their absence and will void entitlement to any further notice of proceedings. Only persons directly involved at the time of the incident may be present at the hearing.

The appellant may call and examine witnesses, present arguments and submissions, conduct cross examinations of witnesses reasonably are required for a full and fair disclosure of facts given in evidence.

All persons appearing before this committee shall be given full opportunity to be heard. Each spokesperson shall be allowed to complete their submission/argument without interruption.

At the conclusion of each spokesperson address, all eligible persons in attendance are entitled to ask questions through the Chair.

The appeals Committee may only allow new evidence at the hearing to be introduced if that evidence was not available to the appellant at the time of their original interview. Evidence that was available at the time, but was not introduced or new evidence to prove that such evidence was not reasonably available at the time of the interview.

In rendering a final decision, the Appeals Committee may conclude that:

- a) dismiss the appeal, then the original decision/action stands; or
- b) vary the decision – decrease the suspension/action  
- increase the suspension/action

The Chair of the Appeals Committee shall present an oral decision within 7 days of conclusion of the hearing, followed within 7 days by a written report, to the Appellant, the Complainant and the EMHA Chair.

**PASSED BY THE BOARD OF ADMINISTRATION AND SEALED WITH THE CORPORATE SEAL THIS \_\_\_ DAY OF \_\_\_\_\_ 2015.**

\_\_\_\_\_  
Wendy Glover – Secretary

\_\_\_\_\_  
Darren Murray - President

**RESOLVED THAT THE FOREGOING RULES & REGULATIONS ARE HEREBY ENACTED BY THE DIRECTORS OF THE CORPORATION, PURSUANT TO THE CORPORATIONS ACT AS EVIDENCE BY THE RESPECTIVE SIGNATURES HERETO OF ALL THE OFFICERS THIS 8th DAY OF August , 2011.**

\_\_\_\_\_  
Wendy Glover – Secretary

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Darren Murray - President

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Randy McClinchy – Vice President

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Tim Geoffrey - Treasurer

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Lori Walcarius – Assistant Treasurer

\_\_\_\_\_  
Sandy Philip - Registrar

\_\_\_\_\_  
Janice Oldham – Ice Scheduler

\_\_\_\_\_  
Andrea Chisholm –Assistant Ice Scheduler

\_\_\_\_\_  
Brent Guest – Equipment Manager

\_\_\_\_\_  
Craig Robinson – Web & Communications

\_\_\_\_\_  
Jason Clark – Coach Mentor

\_\_\_\_\_  
James Alexander – Fundraising

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