

AGREEMENT FOR "The BLUES"

REP B HOCKEY PARTNERSHIP

Between

Eastend Minor Hockey Association

and

Blackburn Minor Hockey Association



GENERAL PROVISIONS

- A. The Eastend Minor Hockey Association (EMHA) and Blackburn Minor Hockey Association (BMHA), collectively and/or individually referred to herein as the "Associations", agree to field REP B competitive hockey teams with registered players drawn from the two noted associations. The teams will be called the "The Blues".
- B. One team will generally be made at each of the following levels:
- U10
 - U11
 - U12
 - U13
 - U14
 - U15
 - U16
 - U18

However, some conditions may occur that would allow for two teams at the same level. The final decision, as to fielding a second team at a particular level, would be decided by a 2/3 vote of the representatives in C below.

- C. To facilitate the application of this Agreement, a Rep B Committee shall be formed, immediately upon signing this agreement, consisting of two representatives from each association who will generally be:
- The Director of Competitive Hockey, President or their delegate from EMHA;
 - The Rep B Convenor, President or their delegate from BMHA.

Each association will have a maximum of 2 votes at each committee meeting. Where there is a tie vote, additional discussion will take place and a second vote taken. Where there remains a tie after the second vote, only the Association Presidents will vote again. If still tied, the host association will have the final vote and if it's not a host-related issue, the GHA VP Competitive will be the tie breaker vote.

As the Director of Competitive Hockey and the Rep B Convenor are the subject matter experts for the Blues and their respective members, when present at GHA-level meetings, the Presidents will represent and advocate on behalf of the level Directors.

- D. The Rep B Committee shall:
- Select Head Coaches for each team per Appendix 1;
 - Ensure that teams collect the top up fee from all players
 - Oversee the player tryout process and team formations in accordance with the attached Appendices;
 - Determine Rep B registration fees and address any financial matters or issues impacting this agreement;
 - Oversight of Discipline matters
 - Establish a development program for both players and goalies; and
 - Administer this agreement.

- E. Each Association shall share administrative responsibility for registrations, roster submissions and collection of home registration fees. That said, administrative oversight and control of levels are assigned as follows:

Rotating yearly (2026-27 Season):

BMHA - responsibility for U11, U13, U14 and U15 Teams

EMHA – responsibility for U10, U12, U16 and U18 Teams

- F. At the annual January Blues meeting, hosting will be reviewed; adjustments to the administrative oversight may be made on a year-by-year basis as required and approved by the Rep B Committee.
- G. If one association has less than 68 players (or 17 players multiplied by the number of teams they are hosting), the other association will provide a monetary player registration fee bring them up to 68 players.
- H. At their discretion, the Blues can provide either association with a monetary team top up fee of up to \$100 per player, per team they host.
- I. The monetary player registration fee will be the lesser of the two association's early bird fees for the least expensive level between U10-U18.
- J. This agreement, including all appendices, shall come into effect upon the signature of all parties.
- K. Changes to any terms may be made at any time by a majority vote of the Rep B Committee. Any change to APPENDIX 7.3 requires both Association Boards to be notified and the changes are approved by a majority of the Association Boards.
- L. This agreement may be terminated by either Association by written notification no later than February 1 of the active year and the effective date shall not be before the end of the active year's season.

APPENDIX I – COACH SELECTION

- 1.1 The Rep B Committee shall agree upon a common notification to initiate the coach application process by no later than March 1st of each year.
- 1.2 Coaching applications for all levels shall be made available on the Blues website no later than March 1st of each year, unless the Rep B Committee mutually agrees on another date. Candidates are to be invited to submit their Coaching applications prior to a date to be specified by the Blues Committee, concluding no later than April 1st. Initial Interviews will begin following the application deadline and conclude by May 1st.
- 1.3 Minimum coach qualifications to be included with the submission of each coach's application shall be: 1) evidence of completed Coach Stream Certification as determined by HEO (recognizing that Development 1 Certification will be required before start of season, if the candidate is selected as Head Coach); 2) minimum previous coaching experience; 3) proof of current (within 3 years) Ottawa Police Check; and 4) completed The Shift Forward program (otherwise known as the Speak Out course or Respect In Sports Activity leader).
- 1.4 A Blues Coaching committee ("Coach Selection Committee") will be established and will be comprised of each Associations Director of Competitive/Rep B Convenor or their delegate. The Coach Selection Committee will meet to review all Coach applications received. All applicants who meet minimum criteria will be interviewed and ranked by the Coach Selection Committee for presentation to the Rep B Committee. Head Coaches will be selected by a majority vote of the Rep B Committee.
- 1.5 A Blues Coaching committee ("Coach Selection Committee") will be established and will be comprised of each Associations Director of Competitive/Rep B Convenor or their delegate. The Coach Selection Committee will meet to review all Coach applications received. All applicants who meet the Blues minimum criteria will be offered an interview and ranked by the Coach Selection Committee for presentation to the two association Presidents or their delegate. Head Coaches will be selected by a majority vote of the two association Presidents or their delegate by May 1st and all candidates will be notified shortly thereafter.
- 1.6 Prior to the start of interviews, the Coach Selection Committee shall develop a list of questions to ensure a consistent interview for all Coach applicants.
- 1.7 The Coach Selection Committee shall evaluate the Coach applicants based on their interviews and/or Coach reviews submitted from players and parents from the previous season. A list of all candidates, in preferred order, for each team shall be prepared.
- 1.8 Each Association representation will notify their respective Association Board or Executive of the selected coaches.
- 1.9 In the event that an appointed Coach resigns, or is not available at the time of evaluations, the Rep B Committee shall assume sole responsibility for selecting the team. The Rep B Committee shall endeavor to have a Head Coach in place prior to the end of evaluations but will maintain responsibility for the operation of the team until such time as a Head Coach is in place.
- 1.10 The Head Coach and his/her team officials shall be responsible to their Host Association and shall follow the Rules and Regulations, By-Laws and/or Constitution of the Host Association and all the Blues policies throughout the playing season.
- 1.11 Coaches are responsible to submit their season plan to the Host Association's Rep B representative Director prior to the start of evaluations or a date established by the Rep B Directors. This season plan must adhere to the principles established in Hockey Canada's long-term development program and the Blues policies. It will be the on-going responsibility of the Coach to communicate any adjustments to the plan with the Rep B host Director throughout the season.

1.12 At all times, Coaches are accountable to the committee and are expected to be aware of all applicable Rules & Policies. The committee reserves the right to dismiss a coach, or any other team official, if at any time their conduct is deemed to be detrimental to the aims and objectives of the Blues.

1.13 Candidates should be aware that, if they are the only candidate for a specific team, this does not guarantee them the position.

1.14 COACH HONORARIUMS AND EXPENSES:

- a) All Blues teams or the Blues will provide the Head Coach with an annual honorarium of \$500-\$2500.
- b) Non-parent coaches shall be reimbursed for 2 track jackets (or one-track jacket and one coat).
- c) On top of the coach honorarium, non-parent coaches shall be granted a travel expense. Blues teams are to reimburse up to four (4) non-parent bench staff expenses to travel to B league games played outside the Ottawa city limits and to out-of-town tournaments. For greater clarity, there will be NO reimbursement of travel costs to B league games or team practices within the Ottawa city limits. The following expenses are eligible for reimbursement at the rates specified:
 - 1. For league/Exhibition play, 40 cents per km to cover fuel, per coach.
 - 2. For out-of-town tournaments, limited to two vehicles as carpooling is expected, additional vehicle's fuel costs at coach's expense (Maximum of 1200km).
 - 3. Hotel rooms for each night of the tournament booked at the same hotel and rate as the team – double occupancy (maximum of 2 rooms for four coaches or 1 room for two), additional rooms or nights at coach's expense.
 - 4. Per diem to cover meals of \$55 (\$15 breakfast, \$15 lunch, \$25 dinner).
 - 5. Coaches are limited to scheduling up to three (3) out-of-town tournaments in a season for which expenses will be reimbursed – additional out-of-town tournaments will be at the coach's expense. Exceptions are made for additional events such as the Silver Stick or Provincial Championships whereby additional expense coverage will be required for the coaches.
- d) The honorarium, travel expenses and kilometric rates will be reviewed and approved annually by the Blues executives.

APPENDIX 2 – PLAYER EVALUATION PROCESS

- 2.1 Each player must be registered with his or her own respective Home Association before their first evaluation session.
- 2.2 Players from the BMHA and EMHA may register for Blues tryouts at their appropriate level. Players must have paid their Rep B tryout fees and registration with their Home Association must be confirmed, in order to attend Blues tryouts.
- 2.3 The Blues shall use the funds generated from evaluation fees to reimburse the costs of ice, referees, tryout jerseys/socks, meeting expenses, evaluator expenses, external training providers, and other evaluation incidentals. The balance of these evaluation funds, should there be any, shall be used for team development, practice ice and Blues operational expense.
- 2.4 The Blues committee will develop a schedule for tryout sessions which will be posted to the Blues web site and to each of their respective Association websites by a date to be determined by Rep B Committee. There shall be a minimum of 2 try out sessions and up to six evaluation sessions per team prior to final selections. If after 6 sessions

the coaches and evaluators need to hold extra sessions, a request may be made to the Rep B committee. Separate goalie evaluation session for all levels may be convened based on sufficient registration numbers.

2.5 The Rep B Committee will develop a website posting which will include registration information, evaluation and/or clinic fees and the orientation meeting date, time and location and other Blues or hockey related stuff.

2.6 Prior to the start of evaluations, the Rep B Committee will organize an orientation meeting for the coaches, parents and players. Suggested session topics shall be:

- Introduction of coaches;
- Evaluation process;
- Commitment and expectations to the Blues program;
- Coaches expectations in terms of ice time, tournaments and team fees;
- Distribution of final tryout schedule; and
- Question and answer period.

2.7 The Rep B Committee will provide an evaluation form or access to an application with scoring criteria to each head coach or a proposed evaluation form can be submitted by the Head Coach for approval by the Rep B Committee prior to the commencement of evaluations. These approved evaluation forms must be completed for each player at each evaluation session. Head Coaches must have written documentation for all player selections and player releases.

2.8 The Rep B committee can decide to assign independent evaluators to oversee the evaluation process and the host association will assign the independent evaluators as they see fit.

2.9 Coaches are responsible to engage four independent evaluators (i.e. evaluators cannot have a child playing hockey at the level they are evaluating) as per the Blues Tryout Evaluation Policy to help them evaluate the players and to assist in selecting the team. Coaches will advise the Rep B Committee in advance of the tryout sessions as to who the four independent evaluators will be.

2.10 Prior to the beginning of tryouts, the Rep B Committee, are responsible to be prepared for each of the evaluation sessions as follows:

- Obtain the necessary attendance list, evaluation and registration forms;
- Provide tryout jerseys;
- Provide pucks;
- Ensure referees are scheduled; and
- Ensure bench coaches and trainer are available.

2.11 If an independent evaluator determines that the coach's player selections are significantly different than their objective evaluation, the discrepancy may be forwarded to the Rep B Committee who will review the matter with the coach. A final decision on team selection will generally be left with the coach. Where, however, the Rep B Committee concludes a player selection or release was the result of bias, impartiality or was fundamentally incorrect, then the Rep B Committee may impose a resolution.

2.12 The intention of this partnership is to select players from within the two Associations to form its Rep B teams. Transfers-in will not generally be accepted except in those circumstances where there would be insufficient players to form a team at a particular level due to an insufficient number of players trying out from within the Associations.

APPENDIX 3 - RELEASE OF PLAYERS

- 3.1 At the completion of the second evaluation session, the coach may choose to release players.
- 3.2 At the Head Coach's discretion, for reasons of safety, a player may be released after the first evaluation session. In such instances the player shall be reimbursed the tryout fee.
- 3.3 The first and second round of releases will be made by posting on the Blues website. At the end of the evaluation process, the Coach will reduce the team to the final team roster. All players will be notified via email (through the Host Association representative) or by posting on the Blues website.
- 3.4 If an opening occurs on a team roster after the team is selected and the roster is finalized; the Coach should fill this opening. Players eligible for consideration to fill roster openings are limited to those players who ranked in the top 20 of the evaluators' selections for that level. Any exceptions must be approved by the Blues Committee.
- 3.5 Financial adjustments will be made expeditiously following any player changes arising from releases and/or roster changes.

APPENDIX 4 - TEAM ROSTER

- 4.1 Typically, the Team Roster for all Blues teams will be nine (9) forwards, six (6) defensemen, and two (2) goalies for a total of 17 players. In cases of insufficient numbers, the Head Coach and the Blues Committee are each obligated to make all attempts, and explore all options, until such time as this Team Roster has been filled. Coaches at U14 and above can seek permission to ice an expanded roster to the maximum number of players as per Hockey Canada.
- 4.2 Players who reconsider after being selected to a Rep B team will be offered a spot on a House League Team (but not necessarily an "A" team) with their respective Home Association.

APPENDIX 5 - TEAM BUDGETS

- 5.1 The Team shall, within 7 days of the team formation, convene a parent meeting; where the Head Coach is to propose a budget for approval by the parents. The parents are to be notified of the meeting with as much advance notice as possible. A member of the Rep B Committee must be in attendance of the meeting.
- 5.2 Decisions are to be made by vote, one vote per players' family, and should include;
- The payment dates and budgeted amounts of team fees;
 - How fundraising money will be attributed towards individual team fees;
 - How sponsorship money will be attributed towards individual team fees;
 - The Coach's plans for tournaments, extra ice, outside training, etc.
- 5.3 Refunds if a player quits or is unable to continue with the team:
- Between 1-10 days of the established roster date, team fees are fully refundable.
 - Between 11-30 days of the established roster date, based on a 3-payment schedule, team fees are 50% refundable of the first installment payment (doesn't include player top-up fee).
 - Between 31-60 days of the established roster date, based on a 3-payment schedule, team fees are 40% refundable of the first installment payment (doesn't include player top-up fee)
 - There are no refunds 61 days of the established roster date.
 - Refunds not described above may be processed at the discretion of the Blues Executive.
 - The home association is responsible to collect and remit any outstanding fees due to a player quitting or being unable to continue with a Blues team once they have been selected.

- 5.4 Failure to comply with payment(s) of team fees as agreed shall prevent the player from continuing with the Blues program and should be reported to the Blues Committee in a timely manner.
- 5.5 Votes to modify the team budget after the start of season, regardless if the vote is to increase or reduce the budget, require 65% approval (one vote per players' family).
- 5.6 Team fees are not to exceed \$1200. Team budgets may be increased through the use of sponsorship funds or fundraising. The table below outlines the required % of parent votes for different team fee amounts. For clarity purposes, a team fee of \$1200 requires agreement by 88% of the parents voting (ie. 15 of 17 sets of parents).

<u>Team Fees</u>	<u>% of Vote</u>
\$1000	Minimum Team Fee
\$1100	13 of 17 sets of parents (76%)
\$1200	15 of 17 sets of parents (88%)

- 5.7 The Rep B Committee will establish guidelines on team and player sponsorships.

APPENDIX 6 - TEAM MANAGEMENT

- 6.1 The Head Coach shall recommend a list of qualified team officials to the level Director. These selections will be reviewed by the level Director, including verification of any required qualifications.
- 6.2 The Head Coach and all other Team Officials are to recognize that they are responsible for being familiar with all rules of the Blues and the Associations.
- 6.3 The Head Coach is to present, for majority vote (50% + 1, one vote per players family) a list of team rules with consequences.
- 6.4 The Head Coach is to provide each player and team official with a copy of the approved team rules, with clearly laid out consequences, which are to be reviewed with the players at a team meeting.
- 6.5 The Head Coach, team officials and parents must all recognize the rules surrounding fair ice time for all. These rules specifically include the entire game, including overtimes, regular season games and playoffs.
- 6.6 Budgets and financial statements shall be provided to their respective host association Rep B Director.
- 6.7 All player and/or coach suspensions, misconducts, etc. MUST BE reported by the Head Coach or Team Manager reporting via the Discipline module on the GHA Website (TTM - Total Team Management) after the incident occurs, and in line with the Blues requirements. Reports are to be made within 24 hours of the incident.
- 6.8 Discipline Code of Conduct/Risk and Safety Information Session: At the Beginning of each season "Discipline Code of Conduct/Risk and Safety" information Session will be given to all of the Rep B Coaches as well as all players at the U14 to U18 levels. This session is meant as strategic in mitigating/reducing the number of disciplinary issues throughout the season. Although this session is mandatory for all Head Coaches or their delegate, it is highly recommended that the assistant coaches attend as well.

APPENDIX 7 - PLAYER COMPETITIVE REP B REGISTRATION FEES

- 7.1 The intention of this agreement is that each Home Association will pay all expenses (GHA registration, Hockey Canada Insurance, practice and game ice, referees) related to the Blues teams they are hosting. At the end of each season, the Blues will review the breakdown of players by Home Association, and adjust the division of teams accordingly (for the following year) so that team costs are split as evenly as possible between Home Associations. All other costs related to Blues teams will be paid for by the Blues as per clause 7.2.

Rotating yearly (2026-27 Season):

BMHA - responsibility for U11, U13, U14 and U15 Teams

EMHA – responsibility for U10, U12, U16 and U18 Teams

- 7.2 Prior to tryout registration opening, the Rep B Committee will agree and set the player top-up fee for each level, based on the expected season administrative costs of the Blues teams. This fee will cover items such as but not limited to: B-League registration, meeting expenses, Goalie and Player Development, coach certification, extra playoff ice and referees, honorariums, the reimbursement of 15 hours of practice ice per hosted team in accordance to 7.3 and any other incidental costs. This top up fee shall be collected by the team at the start of the season, and then paid to the Blues by November 1st of that year.
- 7.3 The Host Association is responsible to provide 40 hours of practice ice for U10 and U11, 38 hours of practice ice for U12 and U13, 30 hours of practice ice for U14 and U15, and 25 hours of practice ice for U16 and U18. The host associations will also make available additional practice ice for purchase at the team's expense. The Blues will reimburse each host association for 15 hours of practice ice for each team they are hosting.
- 7.4 The Blues will pay for one certification (coach, assistant, or trainer) per Blues team. All other required certifications shall be paid through the respective Blues team budget.

APPENDIX 8 - RULES & REGULATIONS

- 8.1 Once teams are formed, they fall under the responsibility and control of the Host Association. The Host Association will be responsible for some aspects of administration, such as team registration and roster submission and all discipline matters will be addressed by the host level Director, President and/or Discipline Director. It is the responsibility of parents and team officials to familiarize themselves with the operational guidelines of their Host Association.
- 8.2 The Blues will also ensure that Rules & Regulations are in line with the Associations and are posted on the Blues website.

CHANGE LOG

Date	Author	Revision
June 10 th , 2025	EMHA / BMHA Presidents	V1: Initial Draft – EMHA / BMHA
June 7 th , 2026	Blues Executive	V2: Update Host associations (General Provisions E / Appendix 7.1), Appendix 1.3 as per Program change