



WOODSTOCK MINOR HOCKEY ASSOCIATION

MANUAL OF OPERATIONS

Table of Contents

1. Code of Conduct	3
2. Policies	4
2.1. Blog and Internet Policy	
2.2. Privacy Policy	
2.3. Discipline Policy	
3. General Information	5
3.1. Registration and Fees	
3.2. Equipment	
3.3. Parents and Spectators	
3.4. Sponsorship and Fundraising	
3.5. Ice Time	
3.6. Tournament and Exhibition Games	
4. Coaches and Team Staff	8
4.1. Team	
4.2. Coach	
4.3. Assistant Coach	
4.4. Trainer	
4.5. Treasurer	
4.6. Team Manager	
4.7. Parent Rep	
4.8. Coach Complaint Letters	
5. House League	12
5.1. House League	
5.2. Select	
6. Travel Teams	14
6.1. Selection of Travel Team Coaches	
6.2. Procedure for Selection of Travel Team Coaches	
6.3. Tryouts	

6.4. Team Size	
6.5. Player Movement	
6.6. Affiliated Players	
6.7. Rep and MD Fees	
6.8. Game Reports	
6.9. Dress Code and Uniform	
6.10. Ice Time and Expectations	
Appendix 1: Formerly By-Law Number 2 of WMHA Constitution	21
Appendix 2: Banner Fundraising Guidelines	23
Appendix 3: WMHA Volunteer Qualifications and Process	24
Revision History	25

Section 1 Codes of Conduct

1.1 WMHA Code of Conduct

The Code of Conduct identifies the standard of behaviour which is expected of all WMHA members and participants, which for the purpose of this policy shall include all players, guardians, parents, parent reps, coaches, officials, volunteers, directors, officers, committee members, conveners, team managers, trainers, administrators, referees, and employees involved in WMHA activities and events.

The WMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the WMHA shall conduct themselves at all times in a manner consistent with the values of the WMHA, values which include fairness, integrity, and mutual respect.

During the course of all WMHA activities and events, members shall avoid behaviour which brings the WMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of nonmedical drugs, and use of alcohol by minors. The WMHA members and participants shall at all times adhere to the WMHA's operational policies and procedures, to rules and regulations governing WMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the WMHA.

Members and participants of the WMHA 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.

Members of the WMHA 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 by WMHA per the ALLIANCE HOCKEY

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the Discipline Policy of the WMHA. Such action may result in the member losing the privileges which come with membership in the WMHA, including the opportunity to participate in WMHA activities and events, both present and future.

Where the WMHA Constitution or Manual of Operations is silent, the Alliance policy will govern.

OHF HARASSMENT, ABUSE, BULLYING AND MISCONDUCT POLICY

Section 2 Policies

2.1 Blog Internet Policy

With the explosion of the internet chat lines, text messaging, Facebook, and other forms of information transfer, we wanted to make all WMHA members, including coaches, trainers, managers, players, parents, chaperones, directors, volunteers, and employees of WMHA, aware that the WMHA Codes of Conduct also apply to all online forms of communication.

Refer to Alliance Minor Hockey By-law #17.

2.2 Privacy Policy

The Woodstock Minor Hockey Association believes in respecting everyone's right to confidentiality.

The WMHA collects personal information from prospective members, members, coaches, referees, managers, and volunteers for the purposes of conducting Hockey Programming.

Information specific to a player, such as a player's name, address, and date of birth, are collected to determine that the player's geographical, division of play, and level of play information are consistent with Hockey Canada/Branch regulations. Historical information concerning past teams played for is collected in order to determine if any Woodstock Minor Hockey Association transfer regulations may apply.

At no time are lists generated for the purpose of marketing or the sale of information.

Team Officials must comply with the WMHA Privacy Policy. Team lists and phone numbers are not to be shared with anyone outside of the Woodstock Minor Hockey Association and, specifically, may not be distributed to outside agencies, companies, associations, or individuals.

Photos on this site are provided by coaches and the WMHA Executive. If you do not wish to have your child's photo displayed on the Woodstock Minor Hockey Association web site and related marketing materials, please contact the President of the WMHA.

If you have any questions or concerns regarding the WMHA Privacy Policy or the use and distribution of personal information, please contact the President of the WMHA.

2.3 Discipline Policy

Refer to WMHA Constitution Article 11

2.4 Conflict of Interest Policy

Refer to Alliance Minor Hockey Conflict on Interest Policy

Section 3 General Information

3.1 Registration and Fees

- 3.1.1 After the registration period, a late charge will apply. Exceptions will be made for people moving into the area after registration dates. Further registration (if any is taken) will only be accepted by the Secretary or WMHA General Manager. No director or coach is to allow a player on the ice that has not been registered first.
- 3.1.2 Full refunds of normal registration fees will be given if the Board receives a written notice before the first scheduled ice time of the season (including house league evaluations). Amount paid by cheque will be delayed until the cheque clears at the bank. With Board approval, the balance of registration fees will be refunded as follows: until Nov. 30 – 60%; Dec. 31 – 40%; after January 1 no refund will be given. Refund will be minus administration and insurance paid
- 3.1.3 Each NSF cheque received by WMHA must be paid in full plus a \$25 administrative fee. When an NSF cheque is received, the individual will be contacted immediately via telephone or email requesting payment of the NSF cheque. If payment of the full amount is not received within one (1) week of initial contact, the individual will again be contacted about the required payment and due date. The individual will be informed that failure to meet this payment deadline will result in their player(s) not being permitted on the ice. The coach and/or the team manager will be notified via both telephone and email of any player who is not permitted on the ice until the office has received the NSF payment. Once payment is received, the coach and/or the team manager will be contacted again and informed that the player may return to the ice.

3.2 Equipment

- 3.2.1 Protective Equipment: **refer to Alliance Minor Hockey 28.0**
- 3.2.2 Goalies must wear an approved "goat's beard" throat protector for all games and practices.
- 3.2.3 All equipment should be properly fitted to ensure the maximum protection; no unauthorized alterations to equipment are permitted.
- 3.2.4 Hockey sticks must have a knob on the end of the handle that is large enough to prevent entry into a facemask. Failure to comply with this rule will result in a minor penalty and suspension of the player until the stick is corrected.
- 3.2.5 All WMHA equipment issued to teams is the responsibility of and must be signed for by the Coach and/or the Team Manager. A charge of \$150 will be given to the person who has signed for the equipment if (the borrowed equipment) is not returned by April 15 of the current season – at the discretion of the WMHA Equipment Director
- 3.2.6 All equipment assigned to a team must be carried by the coach and/or team manager. All goalie equipment issued to a House League team must be carried by the coach. Any deviation from this must be approved by the Equipment Director.
- 3.2.7 Minor hockey property must not be used for anything other than WMHA functions. However, upon written request, goalie equipment may be used for other functions providing a \$100 deposit is paid. Damage exceeding the deposit is the responsibility of the user.

3.3 Parent and Spectators

- 3.3.1 Parents and other spectators must adhere strictly to the rules set down by Hockey Canada, the Ontario Hockey Federation, Alliance Hockey, the WMHA and the team rules established by the team's Coaching staff.
- 3.3.2 While coaches are available to discuss matters of mutual interest, the only channel for complaints is the Parent Rep, a position which will be established for each team in every division. Parents will not complain directly to Coaches.

3.4 Sponsorship and Outreach

- 3.4.1 Team fundraising must receive prior approval from the Director of Outreach before being undertaken.
- 3.4.2 All teams fundraising are required to open a bank account under the name of the team with two signing officers (a team official and the team treasurer). Under no circumstances are the accounts of WMHA to be used for any purpose other than to conduct the business of the WMHA. The Treasurer is to be notified that such an account is in operation, and quarterly reports are to be submitted.
- 3.4.3 All teams fundraising must submit a quarterly budget to the Treasurer of the Board of Directors and the parents showing all income and expenses (from both fundraising and parents) and uses involving the money raised (or projected amounts).
- 3.4.4 The budget must be supported by all appropriate documentation. AP fees collected must be shown as a line item.
- 3.4.5 Team budgets may provide for the reimbursement of Coaching Staffs' reasonable expenses. Such expenses will be reimbursed by the team and not by the WMHA.
- 3.4.6 Team officials or parents are not to approach current sponsors for financial assistance or equipment. This must be processed through the Director of Sponsorship.
- 3.4.7 In support of our sponsors, any articles submitted to the local media must include the sponsor's name.
- 3.4.8 Fundraising shall be used only for team expenses, tournaments, or team clothing. Under no circumstances are these funds to be used to subsidize registration or Rep/MD/Select fees. Any excess fundraising above parents' contributions must be used for the players.
- 3.4.9 For specific guidelines on team banners, see Appendix 3: Banner Fundraising Guidelines.

3.5 Ice Time

- 3.5.1 No player is permitted on the ice until flooding has been completed and the arena attendants have left the ice and secured the rink doors.

- 3.5.2 If a team is unable to use any practice time which is allotted to them, the team must notify the Office Manager within a minimum of 35 days of the allotted time. This requirement allows the Office Manager to reassign or hand the ice back in to the City as per their requirement of 35 days' notice. If notice is less than 35 there will not get a replacement practice
- 3.5.3 Woodstock Minor Hockey will continue to assign ice time to each team until the team has been eliminated from regular season or play-off play.
- 3.5.3.1 Any extra ice time, other than that which is allotted by the Office Manager, is the responsibility of the team to arrange and pay for.
- 3.5.3.2 Any ice not obtained through the WMHA requires a travel permit (e.g., ice purchased directly from the City of Woodstock). It is the responsibility of the Coaching Staff to make sure that the forms are completed and approved.
- 3.5.4 At practice, only team players in full equipment and team officials (or replacement officials carded with WMHA) are allowed on the ice, the following exceptions may apply:
- 3.5.5 A player signed to any other minor hockey team insured by Hockey Canada, assignment could be either on bench or on ice assistance.
- 3.5.5.1 Under the age of 16 must be in full equipment
- 3.5.5.2 Over the age of 16 must have Respect in Sport and wear a certified helmet and hockey gloves
- 3.5.5.3 Must have completed the Transgender Training
- 3.5.6 Woodstock Junior C Club players may be used for demonstration skills.

Note: if these directions are not followed completely – disciplinary actions may be directed to the Team's Coaching Staff.

3.6 Tournaments and Exhibition

- 3.6.1 The WMHA General Manager must approve all tournament and exhibition game applications.
- 3.6.2 Applications for tournaments must be submitted for approval no later than 1 month prior to the tournament date.
- 3.6.3 Applications for exhibition games both home and away must be submitted and signed 7 days in advance.
- 3.6.4 If the WMHA General Manager has not signed the travel permits prior to the game date, the team is not covered by our insurance and will not be allowed to play. Failure to comply with this procedure will result in disciplinary action being taken against team Officials.

- 3.6.5 Until October 1st, teams may request WMHA to supply funds necessary to apply for tournaments; such funds are to be reimbursed by the team to WMHA by October 15th of the same year. After October 1st, any funds required will be the responsibility of the team. Should a team fail to meet its financial obligations, ice time may be suspended.
- 3.6.6 Teams wishing to arrange exhibition games must arrange for officials through the WMHA General Manager. The expense for these will be the sole responsibility of the team. WMHA will pay for officials for a maximum of 3 exhibition games during the year for Rep/B and MD.

Section 4 Coaches and Team Staff

Remember, at all times, team officials/support staff and players are representing the Woodstock Minor Hockey Association and the City of Woodstock. PLEASE CONDUCT YOURSELVES ACCORDINGLY!

4.1 Team

- 4.1.1 Every team (House League, Select, MD,B and Rep) playing in the Woodstock Minor Hockey system must have a qualified carded coach, a qualified carded trainer, and a Parent Rep.
- 4.1.2 All team officials/support staff must be carded and adhere strictly to the rules set down by Hockey Canada (HC), the Ontario Hockey Federation (OHF), Alliance Hockey, and the WMHA. Any team official who fails to comply with these rules will be subject to disciplinary action at the discretion of the Director of their league and the Board of Directors.
- 4.1.3 All coaches and support staff (assistant coaches, trainers, managers, and parent reps) are to be approved by the Board of Directors and provide a current police records check before their card is submitted to the Alliance and before they are allowed on the ice. A maximum of five (5) team officials will be allowed. If any more are needed, it will be the team's responsibility to pay the insurance fee.
- 4.1.4 When a player is ejected from a game or is otherwise removed from a game, a member of the support staff and the player's parent (if available) or other team parent shall go to the dressing room with the player. Team officials must complete and file with the WMHA office an Alliance Minor Hockey Incident Report as required by policies established by the Board of Directors.
- 4.1.5 Under no circumstances will a member of the coaching staff be alone with a player, as per dressing room policy

4.2 Coach

- 4.2.1 Coaches are responsible for the conduct of their players both on and off the ice while at the arena for their scheduled game or practice.

- 4.2.2 All Coaches must attend or send a team representative to all scheduled coaches' meetings.
- 4.2.3 Coaches are to check dressing rooms before and after games or practices for damages and cleanliness. Any damages and or other issues concerning the facility must be reported immediately to the Arena Facility Staff and/or WMHA/Tournament office, before the team enters the room. The Coach or team Manager must obtain the name of the Arena Facility staff member to which the report was made in case follow-up investigation is needed.
- 4.2.4 ALWAYS have someone else designated to be in attendance. Do not leave until all players have left the dressing room for all games home, away and practices. The Coaching staff must be the last to leave the dressing room. Do not leave until all players have left the room (home and away).

4.3 Assistant Coach(es)

- 4.3.1 To assist the Coach and to fill in when the Head Coach is unavailable.

4.4 Trainer

- 4.4.1 Must be aware of any allergies and remedies required by all players (e.g., an inhaler). However, the Trainer is never to administer any medications, not even an aspirin.
- 4.4.2 Must ensure that all player's equipment is properly fitted and adjusted and has in no way been altered to void CSA certification (e.g., painting of goaltender masks, ensuring that chin straps are in place and adjusted properly).
- 4.4.3 Must ensure that they have an accurate player profile of each player on file.
- 4.4.4 Must complete all injury reports, ensuring all completed reports are filed in the WMHA Hockey Office and send to the Alliance Office (as needed).
- 4.4.5 Must ensure that the first aid kit is stocked at all times.
- 4.4.6 Must ensure that all sticks have a knob on the top large enough not to enter the cage of a mask.
- 4.4.7 Must check that all player's equipment fits correctly, is in good shape and meets all certification/expiration requirements.
- 4.4.8 The Trainer's position is to look after the players, not to act as a Coach or Assistant Coach.

4.5 Treasurer (Rep,B, MD, and Select only)

- 4.5.1 Must open a bank account in the team name.
- 4.5.2 Account must have two signatures (Treasurer and one from the Coaching Staff).
- 4.5.3 Before the season begins, the Treasurer must submit a proposed team budget to the WMHA Office.
- 4.5.4 Must submit team financial statement and final bank account reconciliation by May 31st of current season.
- 4.5.5 The Treasurer must not be a spouse of the Manager or any of the Coaching Staff.

4.6 Team Manager (Rep, B, MD, and Select only)

- 4.6.1 The Team Manager must hold a parent meeting at the beginning of the year to discuss tournaments, how many and which ones, and The Team Manager shall notify the Rep/B/MD/Select Director of the first parent meeting - to allow the Director to make the parents aware of any rules that WMHA has put in place for the upcoming season or discuss any other potential issues.
- 4.6.2 Must conduct a vote within the Parent group to select a Parent Rep and Team Treasurer.
- 4.6.3 Hand out team rules that the Coaching staff has implemented.
- 4.6.4 Discuss the need for fundraising and fundraising itself with parents.
- 4.6.5 Look after hockey schedules, including practices, and always check in the WMHA Office for any available extra ice.
- 4.6.6 Book tournaments.
- 4.6.6 Must ensure Players and Coaches rosters are completed, signed properly and submitted to the WMHA Office before the first league game.
- 4.6.7 Must ensure all required paperwork is completed, including travel permits, AP sheets, game reports, etc.
- 4.6.8 Must ensure copies of all game sheets (paper and/or electronic) are submitted to the WMHA Office in a timely fashion; if there is a suspension on the game sheet, Team Manager shall submit the game sheet within 24 hours to the WMHA Office (including tournaments).

4.7 Parent Rep

4.7.1 Parent Representative cannot hold any of the following positions:

4.7.1.1 Coaching Staff (Coach, Assistant Coach or Trainer)

4.7.1.2 Partner or Spouse of the any or the Coaching Staff

4.7.1.3 or a WMHA executive member

4.7.2 The Parent Rep is the voice/line of communication between team Parents, the Coach, the team and the Division Director. An open, honest communication channel between the Coach and the Parent group is the main objective of this position.

4.7.3 If a parent has a problem the Parent must use the 24-hour rule before any discussion is to be held.

4.7.4 Take problems from the Parents to the Coach.

4.7.5 If it can't be resolved, contact the responsible Director.

4.7.6 If any printed matter is going out to the team, a copy must be forwarded to the responsible Director.

4.8 Coach Complaint Letters and Coaches' Files

4.8.1 Complaints will initially be investigated by the Director of the League in question.

4.8.1.1 If a matter is not serious, it must be handled by the Director, with the Director making a full report to the Board of Directors at its next meeting.

4.8.1.2 If the complaint is of a serious nature, the Director must immediately consult the WMHA Board of Directors for direction and assistance. The WMHA Board of Directors must then initiate an Appeals Committee (as determined necessary), to include a person who has a legal background and is independent of the WMHA (i.e., does not have a child, spouse, or significant other involved with WMHA). The Appeals Committee must follow the Alliance Procedure for Appeals. The Committee will then report its findings and recommendations back to the Board. As in all matters, the Board of Directors will have the final say in the disposition of the matter.

4.8.2 If the investigation of an unsigned complaint results in findings adverse to the Coach, the results of the investigation must be put into the Coach's file without the unsigned letter. If such an investigation finds no wrongdoing by the Coach, the matter will not appear in the Coach's file and will be stored by the WMHA at its office or it's solicitor's office for use in potential litigation.

4.8.3 The results of an investigation of a signed complaint will be attached to the signed letter of complaint and put into the Coach's file. The letter must be the original, and the appropriate WMHA official will write directly on the letter in indelible ink an accurate summary of the findings as agreed upon by the WMHA Board of Directors.

- 4.8.4 Only the Directors and the Coach have access to a coach's file. Coaches wishing to object to the contents of their file may request a review of the contents. In a procedure similar to that outlined above, a committee must then investigate the validity of any accusations, giving any interested parties a chance to appear and produce evidence. The committee must report to the WMHA Board of Directors, where the results of the decision must be placed on the document in question and will remain in the Coach's file.
- 4.8.5 The Director investigating the complaint must complete the Letter of Concern. This must be followed with a phone call to the Coach followed by a formal letter.
- 4.8.6 Investigation Process
 - 4.8.6.1 Call Coach or talk personally to him/her about complaint.
 - 4.8.6.2 Investigate complaint – talk to letter writer or complainant.
 - 4.8.6.3 Send official letter stating facts found or recommendations.
 - 4.8.6.4 If not solved, discipline.

Section 5 House League

5.1 House League

- 5.1.1 Coaches are expected to be reasonable in their demands on players' time, energy, and enthusiasm.
- 5.1.2 Due to insurance and liability issues, it is the responsibility of the Coaching Staff to ensure that only authorized persons (properly carded) are behind the bench during games and practices.
- 5.1.3 House League hockey strives to provide all players with approximately equal ice-time throughout an entire game, regardless of skill level and attendance at games and/or practices. Injuries and penalties are an obvious exception to this rule.
- 5.1.4 To assist further with equal ice-time in the U6, U7, U8/9 Divisions the following period lengths must be used.
 - 5.1.4.1 In U7 Division: One (1) 46-minute period with a 2-minute buzzer will be used. On the buzzer, ALL skaters are to be changed.
 - 5.1.4.2 In U8/9 Division: the same running time allotments will be used including a 2-minute buzzer during the half ice games leading up to Christmas. For the full ice games being played starting in January till the end of the season, the following period lengths will apply – 1st and 2nd period will be 10 minutes and the 3rd period will be 12 minutes. Changes on the fly can be carried out - but no player should be double shifted and all players be equally rotated through the bench.
 - 5.1.4.3 In both divisions, the clock will not stop for anything. Including timeouts and injury.
- 5.1.5 Period length for regular season games in U10/11 and U12/13 are; 1st = 10 minutes, 2nd = 10 minutes and 3rd = 12 minutes
- 5.1.6 Period length for regular season games in U14/15 are; 1st = 10 minutes, 2nd = 10 minutes and 3rd = 15 minutes, stop time.

5.1.7 Period length for regular season games in U16/18/21, depending on the ice time available are; 1st = 10 minutes, 2nd = 15 minutes and 3rd = 15 minutes

5.2 Goalies

5.2.1 **U7 and U8/9:** A player wishing to try the position of goal will be given the opportunity.

5.2.2 **Above U8/9:** If a team has two goalies, they should play every other game unless otherwise mutually agreed upon by the goalies (i.e., half a game each). The goalie not dressed should be prepared to skate out or sit every other game to ensure equal ice-time.

5.2.3 Time lost by a goalie for illness, injury, holidays, etc. will not be made up.

5.2.4 Playing rules are those set down by Alliance Hockey and the OHF.

5.2.5 There will be no body checking in ALL House League divisions.

5.2.6 Any team official who is ejected from a game shall be automatically suspended according to the OHF minimum suspension list. Depending on the severity of the offence, the Board of Directors may assign further suspensions.

5.2.7 A player may only play for his/her Alliance approved rostered team. An exception will be made in the following two instances:

5.2.7.1 If a team has no goalie available, a goalie from the same division or one division below may be used.

5.2.7.2 If a team is going to be short players for a regular season game, the team can call up from the major age group in the division below or borrow players from other teams in the same division. When playing Interlock Games, Tournaments or Championship games - select players cannot be called up. The Coach must indicate on the game sheet which players are call-ups by using code CU beside each of the player's name that are being called up.

5.2.8 The coach must notify the HL Director if the team made use of a call-up player.

5.2.9 A team can use a player a maximum of three (3) times, except in exceptional circumstances, as approved by the division Director.

5.2.10 If a team has less than 10 skaters and 1 goalie, then they can call up or borrow players from other teams up to a total of 10 skaters and a goalie.

5.2.11 If a House league player is an AP for a Rep A, Rep B, MD or Select team they cannot help out other House League Teams in their division.

5.2 Select

- 5.2.1 Select teams will be offered in all divisions dependent interest and availability of ice: for a team to be formed, at least 13 skaters and one goalie must be rostered. If insufficient numbers a combined team may be offered.
- 5.2.2 All players on a Select team must be the proper age for the Select team. In other words, there will be no playing up or playing down, regardless of the house league division in which the player plays. See further the WMHA Constitution, Bylaw #2, Article #1, Playing Up.
- 5.2.3 Each team will pay a set amount as determined by the Association. Teams (parents) will be responsible for all costs – ice time, referees, timekeepers, rostering, etc. The Association as needed may request additional funds.
- 5.2.4 All coaches must complete a police check, have required coaching certification, and be rostered to a team in the house league division. Select teams will be allocated ice based upon what the Rep A, Rep B, MD, and house league teams do not require.
- 5.2.5 The appropriate permits are required for all out of town games, exhibition games, or tournaments. Also any ice time not given from Woodstock Minor Hockey.
- 5.2.6 Select teams will be permitted to enter a maximum of three tournaments, which includes the Alliance Select Championships. Written approval will be evidenced by the issuance of a travel permit. U7 Select will be permitted to enter a maximum of three tournaments if there is no U9 division in the Alliance Select Championships.

Section 6 Travel Teams

6.1 Selection of Travel Team Coaches

- 6.1.1 The selection of all travel team coaches will follow By-Law #2, Article #3, of the WMHA Constitution.

6.2 Procedure for Selecting Travel Team Coaches

- 6.2.1 By the January Board meeting, the Coach Selection Committee and Coach Selection Chair shall be established for the upcoming season.
- 6.2.2 Rep Coaches
 - 5.2.2.1 Applications must be submitted before 11:59 pm on **January 31st** each year.
 - 5.2.2.2 The candidates will be notified by the end of **February** as to their interview date and time.
- 6.2.3 MD Coaches
 - 6.2.3.1 Applications must be submitted before 11:59 pm on **January 31st** each year.
 - 6.2.3.2 The candidates will be notified by the end of **February** as to their interview date and time.
- 6.2.4 The Chair shall be responsible for overseeing the proceedings, welcoming the candidates to the interview, answering any questions relating to the process, and ensuring that the proper procedures are adhered to.
- 6.2.5 The Chair shall compile the completed interview documentation to present to the board when interviews have been completed.

- 6.2.6 The Chair shall make recommendations as to which division the successful candidates can best serve the WMHA as coaches.
- 6.2.7 A representative from the Board of Directors shall contact each successful candidate and offer the candidate the team that the Board has recommended. If the candidate refuses the team that is offered, the next qualified applicant will be considered by the Board.
- 6.2.8 If no qualified candidate applies for a team, the Board shall advertise the vacancy on the WMHA website for not less than 14 days. In addition, the Board shall form a committee to recruit qualified applicants for the vacancy. The Coach Selection committee shall interview candidates that apply to the vacancy.
- 6.2.9 A candidate may request in writing to the Board, within 30 days of the date of notification of the result, to receive feedback as to the reason they were not selected.
- 6.2.10 Any candidate who provides false or exaggerated information to the Coach Selection Committee shall be eliminated from the process.

6.3 Try Outs

- 6.3.1 For tryouts to be held, at least 13 skaters and one goalie must be registered to try out for REP/B/MD Teams. Exceptional circumstances will be considered by the Board at both Rep and B levels.
- 6.3.2 Players trying out for REP teams are guaranteed the first three tryout times; a coach may release players any time after the third tryout. Players trying out for Rep B are guaranteed the first two tryout times.
- 6.3.3 Any player who cannot attend the first three scheduled tryouts must advise the Minor Hockey Office by the first scheduled tryout date.
- 6.3.4 No guarantees will be made for that player to be able to tryout after the first three scheduled dates.
- 6.3.5 Rep team tryouts
- 6.3.5.1 Rep team tryouts will begin around the first week in May.
 - 6.3.5.2 Rep teams must be finalized after 5 tryouts assigned by the WMHA.
 - 6.3.5.3 Exhibition games arranged with outside centres will not count as WMHA-assigned ice time.
 - 6.3.5.4 Rep team rosters must be finalized before B tryouts begin.
- 6.3.6 B Team Tryouts
- 6.3.6.1 B team tryouts will begin after Rep tryouts-
 - 6.3.6.2 B teams must be finalized after 4 tryouts assigned by the WMHA.
 - 6.3.6.3 Exhibition games arranged with outside centres will not count as WMHA-assigned ice time.
 - 6.3.6.4 B team rosters must be finalized 7 days after the final scheduled tryout.
- 6.3.7 Each year, the WMHA will commit to a minor and major team in each division at the Rep and B levels. Should the numbers at the first Rep tryout not support a roster, the WMHA

Board will meet to decide the best action to be taken. See Appendix 1: B/Select Team Decision Process for further information.

6.3.8 Players returning from AAA:

6.3.8.1 Any player who does not get signed to AAA before the first WMHA Rep Team tryout must attend WMHA spring tryouts to have the opportunity to be on the WMHA Rep team.

6.3.8.2 If a player leaves AAA for any reason to return to the WMHA after Rep and MD Team rosters are finalized, the player will be placed in House League unless a roster spot is available.

6.4 Team Size

6.4.1 Rep A and Rep B teams must carry a minimum of 13 skaters and one goalie, with a maximum of 19 players.

6.5 Player Movement

6.5.1 A player can only sign with one team.

6.5.2 After all teams are formed, player movement will be not be permitted unless the following apply:

6.5.2.1 Both coaches agree that the movement is in the best interests of the player.

6.5.2.2 The Directors involved have reviewed the request.

6.5.2.3 The Board of Directors have approved the movement.

6.5.3 Any player who quits Rep A or Rep B is ineligible to play in any division other than House League.

6.5.4 Goaltender exception

6.5.4.1 A further exception will be considered in the case where a team at the higher level only has one goaltender and the team one year younger has more than two. In this case, the older team may sign one of the younger goaltenders if the following apply:

6.5.4.2 Both coaches mutually agree which goaltender is to be released to the older team.

6.5.4.3 The Directors involved have reviewed the request.

6.5.4.4 The Board of Directors have approved the movement.

6.5.4.5 Upon Board approval, an agreement will be prepared and signed by the coaches, parents, and player. At the end of the year, the player will return to his or her own age level, and this procedure must be followed again.

6.5.5 Requests to play up

6.5.5.1 All requests to play up must follow By-Law #2, Article #1– Playing Up of the WMHA Constitution.

6.5.5.2 An independent evaluator will be put in place by the Board to evaluate the player to determine if they meet the following conditions to be eligible to play up:

6.5.5.3 Is the Player's skill level in the top three (3) skaters?

6.5.5.4 Are there any safety concerns with allowing the player to play up?

- 6.5.5.5 Is the goalie (who has applied to play up) clearly the top goalie on the team he has applied to play up with?
- 6.5.5.6 The evaluator will report back to the Board his assessment of the player based on the preceding criteria.
- 6.5.5.6 Upon Board approval, an agreement will be prepared and signed by the coaches, parents, and player. At the end of the year, the player will return to their own age level, and this procedure must be followed again.

6.6 Affiliated Players (AP)

***WMHA defines a full roster as one which is submitted to and approved by Alliance Minor Hockey.**

- 6.6.1 The intent of affiliated players is for temporary use only and not as replacement or as an additional player to a full roster.*
- 6.6.2 An affiliated player may only be used to replace a player in the event of injury, illness, league suspension, team discipline, or if a player is away on holidays.
- 6.6.3 Each REP/ B and MD Head Coach must select a minimum three (3) AP players at the beginning of each season from their age group that attended the tryouts. In addition to, but not to the exclusion of AP players of the same age group, teams can select up to two (2) additional players to AP from the age group below. These AP players are in addition to the three (3) required from the same age group. These selected AP players must be offered the opportunity to participate in at least 50% of the team's scheduled practices. If the minimum number of AP players cannot be obtained – the WMHA Boards of Directors will have the final approval on an alternate plan presented by the Head Coach.
- 6.6.4 The affiliated player must be from either the B/ MD team or House League of the same age group, and preference should be given to the players on the B team. In age groups with body-checking, affiliated players should have experience with body-checking.
- 6.6.5 Affiliation paperwork must be completed and signed by all parties before the player steps on the ice with the AP team and submitted to the WMHA office.
- 6.6.6 See Alliance Minor Hockey Section 20, 21, and 22 for clarification.
- 6.6.7 A coach requesting an affiliated player does this through the affected team's coach. The coach/manager requesting an AP player will inquire with the other team's coach or manager about the requested approved player's availability.
- 6.6.8 An AP player must be made available to the team requesting for use except when the following circumstances apply.
 - 6.6.8.1 League suspension
 - 6.6.8.2 Team discipline
 - 6.6.8.3 Player injury
 - 6.6.8.4 Conflict of schedule (there must be a minimum of 2-hour time frame between end of the first game to start time of the second game)

6.6.9 At no time is a coach to approach a player and/or parent from another team. The Director directly involved will advise the appropriate Director that the player is being used.

6.6.10 Failure to comply with the above section may result in disciplinary action at the discretion of the appropriate Directors.

6.6.11 Players may only be affiliated to one team.

6.6.12 Coaches should take advantage of this rule and should consider bringing affiliated players up to practice.

6.6.13 All affiliated players shall be charged a \$10 fee per practice if they are attending practices there is a maximum charge of \$100.00.

6.6.14 Affiliated players used during tournaments shall be charged a fee that is an equal share based on the number of players on the said tournament roster and cost of the tournament.

6.6.15 Fees collected from affiliated players cannot be classified as rep fees or fundraising.

6.7 Team Finances

6.7.1 Each year the WMHA Board of Directors will determine the Rep/B and MD Team fees.

6.7.2 Travel team fees (MD or Rep/B) will be collected for each player by the team treasurer.

6.7.3 The team treasurer will submit one team cheque to the WMHA office by November 30 of each calendar year.

6.7.4 Team budgets may provide for the reimbursement of coaching staffs' reasonable expenses, primarily in the case of non-parent coaches. Such expenses should be part of the team's budget from the beginning of the year and will be reimbursed by the team and not by the WMHA.

6.7.5 See General Information, Sponsorship and Fundraising, Part 2 (Section 3.4.2) and Coaches and Team Staff, Treasurer (Section 4.5) for more information.

6.7.6 All travel teams are required to open a bank account under the name of the team with two signing officers (a team official and the team treasurer). Under no circumstances are the accounts of the WMHA to be used for any purpose other than to conduct the business of the WMHA. The Treasurer is to be notified that such an account is in operation, and quarterly reports are to be submitted.

6.8 Tournaments

6.8.1 Alliance rules stipulate no tournament shall be approved after the cut-off date stated by the Alliance.

6.8.2 The WMHA office must approve all Rep/B and MD tournament travel permits.

6.8.3 Each Rep/B and MD team shall be permitted to attend a maximum of four (4) tournaments, one (1) of which may be an overnight tournament and the second tournament must have 80% of the players' parent's approval.

6.9 Game Reports

6.9.1 Team officials from both Rep/B and MD teams will give copies of all game sheets (paper and/or electronic) for all games including league, tournament, exhibition, and playoff games to the WMHA office at the first opportunity to do so following the game in question (within 24 hours if there is a suspension on the game sheet).

6.9.2 All Game Misconducts, Gross Misconducts, and Match Penalties must be reported by e-mail or phone message to the WMHA office within 12 hours of the end of a game or tournament.

6.10 Dress Code and Uniform

6.10.1 All coaches and players in the Rep/B and MD Division of WMHA must abide by the dress code established by the team. We are representing our City and our organization, and we hope that everyone shows that they are proud of the City that they represent. Trainers are allowed to and encouraged to wear running shoes or other rubber-soled shoes at games for safety purposes.

6.10.2 Team outerwear must have the official WMHA logo and be purchased through a vendor approved by the WMHA.

6.10.3 All Rep/B and MD teams are required to wear jerseys and socks supplied APPROVED by WMHA for all league, exhibition, playoff, play down, and tournament games. Practice jerseys may be purchased as long as it is covered under the team budget and recorded properly.

6.11 Ice Time and Expectations

6.11.1 Playing Rep/B or MD hockey requires ability, desire, and a good attitude, as well as a commitment to the team. The coaches are committed to be at both practices and games. The WMHA, the coaching staff, and teammates expect no less from each and every member of the team. As such, out of respect for all participants, any vacation time scheduled during the hockey season and other sport or club commitments should be addressed with the coaching staff prior to the selection of the team.

6.11.2 Rep hockey selection is based on ability, attitude, and knowledge of the game. The coaching staff should outline its coaching philosophy in a meeting prior to the signing of any players. Equal ice time is not guaranteed: the coaching staff will be responsible for the allocation of ice time. Parents should not have their child in Rep hockey if their expectations are that they will receive equal ice time throughout the hockey season. Coaches at this level are entitled and empowered to make decisions regarding ice time given the stage of the season and the particular circumstances of the game.

6.11.3 Although B and MD hockey does not necessarily guarantee equal ice time to all players, it should be understood that development of all players is a major consideration and that ice time during games is a major component of player development. While it is acknowledged some players may have exemplified an ability to perform well in key situations, it is expected the coaching staff will develop all players to be able to perform in key situations. It is expected that coaches will look for appropriate opportunities to maximize player development. The only acceptable reason for a coach to deviate from this is for effort or disciplinary reasons.

Appendix 1: Formerly By-Law Number 2 of WMHA Constitution

Article #1 Playing Up

Every player must register and play in his or her age division except as outlined below:

For “A” evaluations from U10 and above, an exception will be considered for a player to “play up” one division upon the following terms:

- a) Request to play up form must be completed and emailed to wmha.gm@outlook.com, no later than 30 days prior to the first evaluation.
- b) An additional evaluation fee will be charged.
- c) The Board of Directors will secure independent evaluators, separate to the WMHA Board, to specifically evaluate the player requesting to play up. OHF Playing-Up Regulations will be followed for all requests. If the independent evaluators approve, the WMHA Board will discuss with the head coaches from each division, and decide if the request is to be approved, or denied.
- d) At the end of each season, players must return to their own age level and follow the application procedure, in order to be considered for playing-up the following season.

Playing up or down requests will be considered on a case-by-case basis by the House League Director of the divisions in question.

For Select teams, Alliance Policy 2.6 will be followed:

“If a player is playing House League up an age category, the player must play House League Select at his/her own age category, unless the Association does not offer Select at that age category.”

For U7 and U8 players requesting to play-up 1 division on MD teams, an exception will be considered upon the following terms:

- a) Alliance and OHF Playing-Up Regulations will be followed for all requests.
- b) Request to play up form must be completed and emailed to wmha.gm@outlook.com, no later than 30 days prior to the first evaluation.
- c) An additional evaluation fee will be charged for players U8 and above.
- d) The Board of Directors will secure independent evaluators, separate to the WMHA Board, to specifically evaluate the player requesting to play up. The WMHA Board will take the recommendations from the independent evaluators, and determine if the request is to be approved, or denied.
- e) At the end of each season, players must return to their own age level and follow the application procedure, in order to be considered for playing-up the following season.

Hockey Development Co-ordinator

Co-ordinate and supervise all player development clinics (i.e. power skating, goalie body checking) for the Corporation, subject to approval of the Board of Directors. He/She will assist program directors in the setting up and running of house league 4-on-4 tournaments. Co-ordinate and oversee all coaches, trainers and speak – out clinics for the Corporation.

Article # 2 House League Formation

In house league, in order to provide as evenly matched teams as possible the respective Director shall be empowered to develop an “equalization system” to be used to place players on house league teams in their respective divisions. Winter/Spring evaluations shall provide a minimum of three separate assessments with each player being graded on a 1-4 scale (Lacking Skill, Needs Work, Good and Above Average), these categories will be further divided into major and minor age categories. Any two (2) players can only be protected if a parent/guardian is a member of the coaching staff (head coach, assistant coach or trainer). Protection of the head Coach’s son/daughter must be identified to the Director before team selection takes place.

The respective Directors shall select House league coaches with input from previous Director. All house league coaches must submit an application form and police check annually, even if they have been coaching at a particular level for a number of years.

a) Any person refereeing can not officiate a family member’s House League hockey game.

Article # 3 Selection of Travel Team Coaches

1. The selection of travel team coaches shall be conducted from the Board of Directors by an independent selection committee. The findings of the selection committee shall form the basis of a recommendation to the Board of Directors who shall make the final appointments. This shall include Rep, MD teams.
2. The selection committee will be comprised of independent representatives: that is individuals not directly involved with a team’s players, management or direction.
3. The selection process shall be based upon consensus following an application and interview process. Consideration shall be given to the applicant’s coaching experience, history and qualities.

Appendix 2: Banner Fundraising Guidelines

Please note: You must allow up to four weeks for the process outlined below to be completed. If you have any questions, please direct them to the Director of Sponsorship.

1. Teams are prohibited from approaching their team sponsor for a financial contribution towards the banner.
2. Your team is required to have your sponsor's logo at the top of the banner in a prominent position for their contribution.
3. Any organizations or individuals donating monies to the team and being recognized on banner are not sponsors. They are recognized as "supporters".
4. Teams are not to approach any WMHA sponsors. Sponsors can be found on the WMHA web page. It is your responsibility to ensure that none of your banner sponsors is a sponsor of the WMHA. If you are unsure, contact the Director of Sponsorship to confirm.
5. A final proof of the banner must be submitted to the Director of Sponsorship for approval **before** the banner goes to print. Please submit a detailed list of the banner sponsors and their addresses.
6. Please submit all detailed receipts showing:
 - a. The amount of each banner spot and sizes for each "supporter", and
 - b. All and any costs incurred.
7. Proof of advertisements, prices, and your gross monies raised (receipts) must be submitted along with the initial fundraising application (the team treasurer is still required submit these figures in the quarterly account submissions to the WMHA Treasurer).

Appendix 3: WMHA Volunteer Qualifications and Process

Below are the qualifications and process for all WMHA volunteers to be to receive the WMHA Registration Refund. Refund details can be found on the WMHA website.

Who is qualified;

1. WMHA Board of Directors

- a) All current elected WMHA Board Members

2. WMHA Coaching/Bench Staff

- a) Head Coaches, Assistant Coaches, Team Trainers, Team Manager, On Ice Helpers – to be qualified each participant must be on the team roster and have all the required certifications completed (for the position) along with police checks completed and submitted to WMHA.
- b) Team Treasurer

3. WMHA Members

- a) All WMHA members – including Life Members, Paid Members and those associated through WMHA registration

The WMHA Volunteering Process;

1. The WMHA Volunteering Process;

- a) All volunteering times must be completed during an official WMHA sanctioned event. Events, Dates and Times of volunteering opportunities will be posted on the WMHA website
- b) A minimum of TWO (2) HOURS must be completed (along with all requirements in the above section) in order to be qualified and receive the WMHA Registration Refund.
- c) When a volunteering event, date and time have been selected – the on-line Volunteering Request Form must be completed by the volunteer and submitted to WMHA. The request form is found on the WMHA website or as a reference at this link; [WMHA Volunteer Request Form](#)
- d) Once the volunteer time (as request) is completed, the Reimbursement Form for Volunteer Bond – found on the WMHA website (or as quick reference at this link; [Volunteer Bond](#)) – must be completed and signed (approved) by an active member of the WMHA Board of Directors.
- e) Once the Reimbursement Form for Volunteer Bond has been approved a cheque, payable to the volunteer indicated, will be mailed to the volunteer at the address indicated on the request form (or available at the WMHA Hockey Office).

- 2. Sanctioned WMHA events may include and not limited to – Canada Day, Cow-a-Palooza, Tryouts, Evaluations, Selected Tournaments or other events selected by WMHA.

Revision History

Previous Revision	New Revision	Date of Revision	Revised
02/15/2017	Rev 2	03/16/2018	Appendix 1: MD Team Decision Process
03/16/2018	Rev 3	08/18/2019	Reviewed all clauses and updated to current standards
8/18/2019	Rev 4	9/12/2019	Revised 6.6.3
09/12/2019	Rev 5	07/27/2023	Removed Appendix 1: MD Team Decision Process
07/27/2023	Rev 6	04/15/2024	Moving By-Law 2, as written, from Constitution to Manual of Operations, as "Appendix 1: Formerly By-Law Number 2 of WMHA Constitution"
04/15/2024	Rev 7	05/02/2024	Playing-up guidelines outlined in Appendix 1: Formerly By-Law Number 2 of WMHA Constitution"