

**Wasaga Beach Minor Hockey Association**



**Rules of Operation**

**Season 2017-2018**

**Version 1.2**

**RECORD OF AMENDMENTS**

Version	Date	Description	Changed By
<a href="#"><u>1.0</u></a>	<a href="#"><u>9-Apr-18</u></a>	<a href="#"><u>Approved by the Wasaga Beach Minor Hockey Executive at the April 2018 Regular Meeting (Resolution #2018-04-06).</u></a>	Gabriel Doré
<a href="#"><u>1.1</u></a>	<a href="#"><u>9-Apr-18</u></a>	<a href="#"><u>Changes made to section 5.1 Underage Players approved by the Executive at the April 2018 Regular Meeting (Resolution #2018-04-07).</u></a>	<a href="#"><u>Gabriel Doré</u></a>
<a href="#"><u>1.2</u></a>	<a href="#"><u>9-Apr-18</u></a>	<a href="#"><u>Added section 5.2.9 to clarify the policy for allowing players to try out for a Rep team after the completion of regular tryouts (Resolution #2018-04-08).</u></a>	<a href="#"><u>Gabriel Doré</u></a>

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**1 GOVERNANCE AND SCOPE**

Wasaga Beach Minor Hockey operates under the governance of its Constitution, By-Laws, and the Manual of Operations of the Ontario Minor Hockey Association.

## **2 CODE OF CONDUCT**

The Wasaga Beach Minor Hockey Executive is responsible for establishing, maintaining, and enforcing standards for participants, including all players, parents, team officials, officials, executives, and volunteers. The standards are comprised of, but not limited to, the following principles.

### **2.1 All Members Code**

- 2.1.1 Members must respect the rights, dignity and worth of every human being and treat everyone equally within the context of their activity.
- 2.1.2 Members have a responsibility to declare a high degree of commitment and perform to that level of commitment.
- 2.1.3 Members must communicate and cooperate with other sports organizations, non-sports organizations, medical practitioners and educational institutions in the best interest of the players.
- 2.1.4 Members must encourage executives, parents, players and officials to obey the rules and spirit of the sport, and to treat each other in a courteous manner.
- 2.1.5 Members must never advocate the use of performance enhancing drugs or banned substances.
- 2.1.6 Members must be clear as to what is to be regarded as confidential information and not to divulge any such information without expressed approval of the individuals concerned.
- 2.1.7 Members must consistently display high personal standards both professionally and personally.
- 2.1.8 All reasonable steps must be taken to establish a safe environment in keeping with the regular and approved practices within the sport.
- 2.1.9 Participants have a responsibility to themselves and the Association to maintain their own effectiveness, resilience and abilities.
- 2.1.10 Members must not display an affiliation with any business or organization in a manner that falsely implies sponsorship or accreditation by that group.
- 2.1.11 Members must respect the rules of the arena facility. Any team causing damage to the facility/change rooms will be responsible for cost of repairs.

### **2.2 Team Official Code**

- 2.2.1 Be a resource person able to assist the athlete to develop his/her athletic potential and self-dependency.
  - 2.2.2 Recognize individual differences in athletes and always think of the athlete's long-term best interests. Aim for excellence based on realistic goals. The activity undertaken must be suitable for the age and ability of the players.
  - 2.2.3 Lead by example. Teach and practice co-operation, self-discipline, respect for officials and opponents and proper attitudes in language, dress and deportment. Rules are mutual agreements that no one should evade or break.
  - 2.2.4 Make sport challenging and fun. Skills and techniques need not be learned painfully. Ensure that all equipment and facilities meet current safety standards.
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- 2.2.5 Be honest and consistent with athletes. They appreciate knowing where they stand.
- 2.2.6 Be prepared to interact in a positive manner with administrators, league officials, on-ice and off-ice officials and parents.
- 2.2.7 Be responsible people who are flexible and willing to continually learn and develop.
- 2.2.8 Follow the advice of a physician when determining when an injured player is ready to play again.
- 2.2.9 Set and monitor the boundaries between a working relationship and friendship with players. Team officials must realize that certain situations or friendly actions could be misinterpreted, not only by the player, but also by others motivated by jealousy, dislike or mistrust and could lead to allegations of misconduct or impropriety.
- 2.2.10 Conduct of the team on and off the ice is the responsibility of the Team Officials.

### **2.3 Parents Code**

- 2.3.1 Do not force an unwilling child to participate in sports.
- 2.3.2 Remember, children are involved in organized sports for their enjoyment, not yours.
- 2.3.3 Encourage your child always to play by the rules.
- 2.3.4 Teach your child that honest effort is more important than victory so that the result of each game is accepted without undue disappointment.
- 2.3.5 Turn defeat to victory by helping your child work towards skill improvement and good sportsmanship. Never ridicule or yell at your child for making a mistake or losing a competition.
- 2.3.6 Remember that children learn best by example. Applaud good plays by your team and by members of the opposing team.
- 2.3.7 Do not publicly question the officials' judgment and never their honesty.
- 2.3.8 Support all efforts to remove verbal and physical abuse from the children's sporting activities.
- 2.3.9 Recognize the value and importance of volunteer team officials. They give their time and resources to provide recreational activities for your child.
- 2.3.10 Set an example by supporting and respecting your child's team officials. When problems arise, communicate on an individual basis after the 24 hour cool-down period. Public comments are not appropriate.

### **2.4 Players Code**

- 2.4.1 Play for the fun of it, not just to please your parents or coach.
- 2.4.2 Play by the rules
- 2.4.3 Never argue with the officials' decision. Let your captain or coach ask any necessary questions.
- 2.4.4 Control your temper – no mouthing off, breaking sticks, throwing gloves or other equipment.
- 2.4.5 Work equally hard for yourself and your team – your team's performance will benefit and so will you.

- 2.4.6 Be a good sport. Cheer all good players, whether it's your teams or your opponents.
- 2.4.7 Treat all players as you would like to be treated yourself. Don't interfere with, bully, or take unfair advantage of any player.
- 2.4.8 Remember that the goals of the game are to have fun, improve your skills and feel good. Don't be a show-off or always try to get the most points or penalties.
- 2.4.9 Co-operate with your team officials, teammates and opponents, for without them, you do not have a game.
- 2.4.10 Remember, you are representing yourself, your parents, your team, your sponsor and your town at all times to and from the arena.

## **2.5 Spectators Code**

- 2.5.1 Remember that children play organized sports for their own fun and enjoyment. They are not there to entertain you and they are NOT miniature pro athletes.
- 2.5.2 Be on your best behaviour. Don't use profane language or harass players, team officials or on-ice and off-ice officials.
- 2.5.3 Applaud good plays by your own team and the visiting team.
- 2.5.4 Show respect for your team's opponents. Without them, there would be no game.
- 2.5.5 Never ridicule or scold a child for making a mistake during a competition.
- 2.5.6 Condemn the use of violence in all forms.
- 2.5.7 Respect the officials' decisions.
- 2.5.8 Encourage players always to play according to the rules.



### **3 ELIGIBILITY AND REGISTRATION**

#### **3.1 Residency**

- 3.1.1 All players must habitually reside within the eligible boundaries of the WBMHA, as on file with the OMHA, with their custodial parents or legal guardians.
- 3.1.2 Out of town players will be permitted to play in the WBMHA provided they do not prevent a local player from playing.

#### **3.2 Player Identification**

- 3.2.1 All registrants new to WBMHA must provide a photocopy of the player's birth certificate (not birth registration) and a photocopy of their parent's/guardian's Driver's License reflecting the address provided on the registration form. Where a new registrant was born in a country other than Canada the player may provide a document from Employment and Immigration Canada which verifies the date of birth of the player. Registration is not considered complete and will not be accepted without the above-mentioned documentation.

#### **3.3 Registration Dates**

- 3.3.1 There will be at least three regular registration dates established at the discretion of the WBMHA Executive. The first one shall coincide with the Annual General Meeting. With the exception of new residents to the Town of Wasaga Beach, registrations received after August 1<sup>st</sup> shall be considered ineligible for the early registration discount.

#### **3.4 Registration Requirements**

- 3.4.1 Registration fees are set by the Executive prior to the first registration event of each hockey season.
- 3.4.2 A parent or legal guardian must sign the player registration form and accompanying waiver.
- 3.4.3 Registration is not considered complete until the Registrar receives all fees, bond cheques, registration forms, and if applicable, photocopies of birth certificate and parent/guardian's driver's license.
- 3.4.4 All cheques are to be made payable to Wasaga Beach Minor Hockey Association, in the amounts and dates specified for the current hockey season.
- 3.4.5 Separate payments are required for Registration, Bond Hours, and if applicable, Rep Player fees and Rep Tryout fees. Where applicable, cheque amounts and dates payable shall be set by the Executive and made available to the membership at the time of Registration.
- 3.4.6 The registration fee may be paid in two instalments, with a minimum of 50% of the total fee covered by the first instalment. The instalment dates will be determined by the Executive and indicated on the current registration form.
- 3.4.7 Bond hours shall be set by the Executive not later than November 30<sup>th</sup> each year based on the projected number of families and number of hours of service required overall.
- 3.4.8 The Rep Tryout fee must be received by the Registrar not later than a date set by the Executive prior to the start of the tryouts. The Rep player fees will be collected once the Rep teams have been selected and must be paid prior to the first scheduled ice time. Late Rep tryout fee and Rep player fee payments will be subject to a late fee of \$25.00. The only exception to this rule is in the case of new registrants and new residents. Any player eligible by age and residency may tryout for the Rep team. Players not trying out will be assigned to local league teams.

- 3.4.9 A player shall pay the Rep Tryout fee for each age division that he/she is trying out for.
- 3.4.10 When a cheque is returned, for whatever reason, the Treasurer will contact the Registrar, who in turn will contact the parent/guardian. The parent/guardian will be informed that:
- a. The returned cheque must be replaced immediately, and before the player(s) step on the ice, with a certified cheque, cash or money order.
  - b. The parent/guardian is responsible for applicable bank and administrative charges.
  - c. The player will no longer be able to participate in any WBMHA sanctioned event until payment is complete.
- 3.4.11 When a required Registration payment is refused by a financial institution (e.g. NSF cheque), the Registrar shall contact the player's coach and inform him/her that, until further notice, the player will not be able to participate in any WBMHA sanctioned event. The Registrar shall not disclose the reason. Discretion may be used for alternative payment arrangements.
- 3.4.12 Players requiring financial subsidy must first apply to the YMCA Jumpstart Program. Any further request for subsidy may be submitted in writing to the President. The Registrar, Treasurer and President will then meet with the applicant to determine the validity of the request. The request will then be submitted to the rest of the Executive, maintaining confidentiality of the applicant. The Registrar will then notify the applicant of the result of the petition for subsidy.
- 3.4.13 If the WBMHA does not have enough players to assemble a team in a particular age category, letters of permission will be issued to the affected players, thus allowing them to register in another center. The decision to issue letters of permission shall be made by the Executive.
- 3.4.14 Players may not be on the ice unless registered to this Association and registration fees and bond cheques must be in order before that player steps on the ice.
- 3.4.15 All Team Officials must be registered on Official OMHA roster. These are the only people allowed on the bench during any game.
- 3.4.16 Insurance for all players will be mandatory and such charges will be incorporated in the player registration fees.
- 3.4.17 Any member of Wasaga Beach Minor Hockey Association with monies owing to Wasaga Beach Minor Hockey or owing individual team participation fees (tournament participation, extra ice if attended, etc.) will be considered "members not in good standing" and will not be allowed to register until payment is made in full.

### **3.5 Refunds**

- 3.5.1 Refunds of registration fees will be arranged on a pro-rated basis under one or more of the following conditions:
- a. Presentation of a medical certificate.
  - b. Player signing with OHL, OHA or AAA club.
  - c. Player moving beyond the eligibility boundaries of the WBMHA.
  - d. In the event there is no appropriate team for the player to play for.
  - e. Other requests for refunds in special circumstances will be at the discretion of the Executive.
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- f. In the event of long term diagnosis of season ending injury, refunds will be backdated to players last date of play and must be accompanied by trainer's report, doctor's note, and game sheet noting the last date of play.

3.5.2 Refunds will be granted according to the date the written application is received by the Registrar or Secretary and according to the following rules:

- a. Up to September 30<sup>th</sup>: 90%
- b. During the Month of October: 75%
- c. During the Month of November: 50%
- d. During the Month of December: 0%

NOTE: The CHIP program is recognized as a program and not a WBMHA team. Participation in the CHIP Program is open to any player new to hockey up to the age of 10.

## **4 EQUIPMENT AND UNIFORMS**

### **4.1 WBMHA Colours**

4.1.1 All WBMHA teams will wear approved colours. The uniforms are currently the colours of the Dallas Stars third jersey with the current WBMHA logo and socks selected by the Executive.

### **4.2 Approved Players' Equipment**

4.2.1 All players' equipment shall be CSA approved and shall follow the OMHA guidelines.

### **4.3 WBMHA Logo**

4.3.1 The WBMHA Logo is the property of the Association and may not be used by anyone without express written permission from the Executive.

4.3.2 Teams wishing to purchase merchandise with the WBMHA logo, must purchase these products through the WBMHA, using its official supplier(s), if applicable. If the merchandise is unavailable through the supplier(s), then special written permission to use the logo may be granted.

### **4.4 Mouth Guards**

4.4.1 It is mandatory for all players to be equipped with proper fitting mouth guards, as per OMHA guidelines, when participating in any WBMHA sanctioned event such as games and practices.

### **4.5 Number of Sweaters**

4.5.1 Each team will be provided home and away sweaters, the numbers ranging from #1 to #20 and #31. #9 has been retired in honour of Jason Amott.

4.5.2 All team sweaters must have the "STOP" sign sewn on the back.

### **4.6 WBMHA Equipment**

4.6.1 All equipment, including sweaters, are the property of the WBMHA and shall be returned to the Equipment Manager clean and in good repair at the end of each playing season.

4.6.2 All Coaches shall submit a \$100.00 Bond Cheque to ensure the proper care of the team sweaters.

4.6.3 Team Officials are responsible for the equipment allotted to their team. Game sweaters must be returned to the Team Officials after each game. Players are not to wear game sweaters for any reason other than sanctioned events and games, unless approved by the Executive prior to the event.

4.6.4 Goaltending equipment is the responsibility of the player and the parent/guardian must sign for it at the beginning of the year, excluding Tyke.

4.6.5 The Executive must approve all equipment, uniforms, clothing and trophies.

4.6.6 No subsidized equipment, clothing or apparel may be purchased without approval of the Executive. WBMHA offers goaltending equipment up to and including the Atom Rep level.

4.6.7 CHIP players will be allowed to keep their Jerseys provided that they are donated by Tim Horton's and will be of no cost to WBMHA.

## 5 PLAYER MOVEMENT

### 5.1 Underage Players

- 5.1.1 The Executive, at its discretion, and always taking player safety into consideration, may choose to allow underage players in a higher division in order to better balance player numbers between divisions. However, notwithstanding the preceding:
- a. The WBMHA does not actively support or promote the fast tracking of players upwards between age divisions;
  - b. The Executive will only consider fast tracking under exceptional circumstances, not on a routine basis;
  - c. Size alone is not determinate if a player has the capabilities to succeed in a higher division;
  - d. The player must clearly exhibit maturity beyond that of his peers;
  - e. The player's skill level must be a stage where he/she exceeds the minimum requirements for the next age division;
  - f. It is expected that upon evaluation in his/her own division, the player should easily be a top-echelon player, if not placed directly on the top;
  - g. The decision of the Executive is final and not subject to appeal.
- 5.1.2 Applications must be received a minimum of 14 days prior to the tryouts (for Rep) or Player Selection (for Local League) and must include the following supporting documents:
- a. Player Resume that includes:
    - i) List of teams and category
    - ii) List of additional programs or clinics attended.
  - b. Previous coach's endorsement detailing:
    - i) Skills assessment (both acquired and lacking)
    - ii) Summary of player development through past season
    - iii) Team systems and situational awareness
  - c. Coach Liaison report detailing:
    - i) Player maturity and conduct
    - ii) Rapport with other players
    - iii) Any discipline issues
    - iv) Level of parental involvement
- 5.1.3 All players may move up one age division into Local League or Rep programs provided that they are not taking the spot of a player in that age group. Any underage player shall be evaluated before he/she can be registered with the higher age group. Consideration will be given to the players of the higher age group first. Final decision lies with the WBMHA Executive.
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## 5.2 Team Selection

- 5.2.1 The Executive reserves the right to determine the number of players for any team within the Association with respect to Rep teams, AE teams, Local League and House League teams.
- 5.2.2 Rep team tryouts are open to any player eligible by age and residency provided the proper fee is paid.
- 5.2.3 The coach of the team will make Rep team selection unless otherwise determined by the Executive, immediately following the last scheduled tryout. After this date, players cannot be cut from the Rep team. A list of players is to be submitted to the Executive immediately upon completion of team selection.
- 5.2.4 Only those players participating in Rep tryouts are eligible to play. An exception to this rule may be made for:
- a. A player moving to Wasaga Beach after the tryout deadline.
  - b. A player returning from an AAA, OHA, or OHL team during the current season.
  - c. A player that was not able to attend the Rep tryouts due to medical reasons or extenuating circumstances accompanied by a letter in advance.
- 5.2.5 Only those players participating in Rep tryouts, and who have been cut from the Rep team, will be eligible to tryout for the AE team in the same age division. In a case where there is a single-entry team in an age division, the Executive may request that the player be looked at by the GBTLL. The decision of the GBTLL will be binding and be made by November 15th.
- 5.2.6 If there are insufficient numbers to ice a team, registered players will be issued a Letter of Permission to play in another center. Those players will be required to register with the WBMHA, their home center, for the following season.
- 5.2.7 Local league players shall go on the ice according to the age division they are registered in.
- 5.2.8 In the event that non-resident players are invited to try out for the Juvenile WBMHA Rep team due to insufficient numbers, no Juvenile player registered with WBMHA will be cut from the team in favour of a non-resident Juvenile player.

5.2.9 In the event that a player requires a tryout as a result of one of the conditions listed in paragraph 5.2.4, this tryout must be conducted during a practice with the knowledge of the Executive.

## 5.3 Player Selection

- 5.3.1 Local League Teams will be selected using the following procedures:
- a. All coaches involved will rate all the players using the format provided by the Executive.
  - b. All coaches involved will agree on the ratings.
  - c. Coaches will provide as much information as possible on the player's ratings.
  - d. Team Selection Committee will divide the teams as equally as possible.
  - e. The Team Selection Committee may move players as required if the teams are not equal. (NOTE: Any Executive member with children involved at the local league level will be ineligible to participate in the selection of teams.)
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- f. After the final team selections have been made, the Head Coach is then free to recruit the rest of his team officials, if they are to be chosen from the player's parents/legal guardians.
- g. Requests for players to play on the same Local league team will be at the discretion of the Team Selection Committee.

#### **5.4 Playing or Ice Time**

- 5.4.1 Local League Team Officials are to ensure that equal ice time is given to all players. The Executive reserves the right to rectify the abuse of this policy.
- 5.4.2 Rep Team Officials are to offer fair ice time to all players. The Executive reserves the right to rectify the abuse of this policy.
- 5.4.3 No players shall participate in practices of another team, unless that specific player is rostered as an affiliated player to that team on the ice.
- 5.4.4 If a player is used as an on-ice volunteer, that player must be at least two divisions older than the age division on the ice and must wear full approved equipment as outlined in Section Four (4).
- 5.4.5 Only players and officials registered with the Wasaga Beach Minor Hockey Association may be on the ice during practices.

#### **5.5 Rep Tryouts**

- 5.5.1 Dates and times of Rep tryouts will be posted on the WBMHA website.
- 5.5.2 Rep tryout fees will be set by the Executive and all efforts will be made to ensure that the fees cover the costs of the ice time required.
- 5.5.3 No refunds will be issued to those players not selected for the Rep team.
- 5.5.4 Players are guaranteed the first two scheduled tryouts.
- 5.5.5 Dry land training cannot occur before team selection.
- 5.5.6 Coaches may not pre-select their team officials, positions can be offered only after the final team selection.
- 5.5.7 Coaches may enlist the help of other Coaches, players or individuals (subject to the helper rules and/or possess CRC) to assist with tryouts and evaluations.

#### **5.6 Affiliated Players**

- 5.6.1 Affiliation will be as per OMHA Manual of Operations, Rule 7. In addition to Rule 7.1:
    - a. No player may be put on an affiliated player list without the consent of the player's parents, legal guardians and rostered coach.
    - b. No player may be used as an affiliated player without the consent of the player's parents/legal guardians and Coaches permission.
  - 5.6.2 Affiliation will only be permitted under the following circumstances:
    - a. When a team is missing one or more players from its approved roster due to illness, injury, suspension, vacation, work or personal business.
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- b. Where a team has an unusually low number of rostered players. (Please Note: The WBMHA Executive will determine if a team qualifies for these criteria upon request of the team Coach. Hereby referred to as the "TOP UP RULE." This rule will allow teams with low numbers of rostered players to use AP players up to the maximum roster size. The AP players are eligible to participate in regular rotation with the rostered players for every game).

5.6.3 Ice time for affiliated players will be as follows:

- a. An Affiliated player may take regular shifts as determined by Team Officials.
- b. An affiliated player may see minimal or no ice time in a game they have been called up for.
- c. All affiliated players should be invited to participate in team practices, bearing in mind that the affiliated players' primary team responsibilities must come first.

5.6.4 Goalie Affiliated Player Rule:

- a. If there are 2 goalies rostered to a team and one of the goalies is unavailable, the affiliated goalie may be brought up, but the rostered goalie must start the game.
- b. Away tournaments: An affiliated goalie must play at least one game.
- c. If there is only one goalie rostered, an affiliated goalie can be called up but the rostered goalie must start the game.

5.6.5 Any coach found in contravention or purposely misusing the Affiliated Player rule will face immediate disciplinary action, including suspension.



**6 CONDUCT AND DISCIPLINE****6.1 Alcohol and Illegal Drugs**

6.1.1 All WBMHA sanctioned events where minors are present shall be alcohol and drug free, including associated transportation busses. Any team found to be in violation will face suspension of the coaching staff.

**6.2 Code of Conduct**

6.2.1 Any violation of the WBMHA Rules of Operation, the WBMHA Constitution or OMHA Code of Conduct by any member shall render such member liable to disciplinary action in accordance with the Disciplinary Policy of WBMHA or the OMHA (contained in the OMHA Manual of Operations).

6.2.2 The Player, Parents or Guardians (collectively referred to as "Participants") must agree to this Code of Conduct ("Code") as a condition of membership in the Wasaga Beach Minor Hockey Association (WBMHA). At the start of each season each Participant must sign this code of conduct prior to beginning any team ice sessions.

6.2.3 For disciplinary purposes, any team official who receives two (2) GM20 or GM21's will have a hearing with the Disciplinary Committee and will receive an additional 2-game suspension from the WBMHA.

6.2.4 For disciplinary purposes, the following will be enforced for players of the WBMHA:

- a. 3x M20 or M21 = 1-game suspension
- b. 2x GM20 or GM21 = 2-game suspension
- c. Any 2 or more fighting or stick game misconducts = 3-game suspension

6.2.5 Any WBMHA player who receives a match penalty will have it reviewed by the Disciplinary Committee and will receive a letter of warning from the Committee, which states the consequences that may be imposed on the player if any further similar suspensions occur in the season.

**6.3 Governing Standards of Conduct**

6.3.1 We, the Participants, understand that being allowed to play hockey with WBMHA is a privilege and that full compliance with the Code is required at all times.

6.3.2 I, the Player, agree to abide fully by the rules of the game applicable to the level of play in which my team participates.

6.3.3 We, the Participants, understand that we must not publicly criticize or question Coaches, Officials, Teammates, or Opponents and shall confer any concerns in a civil and respectful manner.

6.3.4 We, the Participants, understand that the authority of an Official must be respected during any and all games, that we will abide by their decisions and will not question or confront an Official before during or after a game.

6.3.5 We, the Participants, understand that any irresponsible or disrespectful behavior, either in our Arena or at any facility that we are a visitor, towards any Coach, Official, Player or Parent before, during or after any game or practice is inappropriate and will not be tolerated.

6.3.6 We, the Participants, understand that we must set an example, and always conduct ourselves respectfully and with courtesy towards everyone involved, knowing that the Team, the Association and ourselves will be judged by our behavior.

- 6.3.7 We, the Participants, understand that abuse will not be condoned. Yelling, taunting, racial or ethnic slurs, obscene gestures or language, striking or attempt to strike (except as allowed under "Body Contact" rules of the OMHA) of Players, Officials, Coaches or Spectators will not be tolerated.
- 6.3.8 I, the player, understand that I have committed to a "Team" sport and for the benefit of my teammates, Coaches and myself am expected to attend every practice and game to the best of my ability, to participate in all skill development sessions and Team functions when made available. I am to abide by all "Team" specific rules and it is my responsibility to notify my coach if I am unable to attend and I understand that repeated absence may result in discipline as determined by my coach.
- 6.3.9 I, the Player, realize that winning is not everything and that having fun, improving skills, making friends and learning sportsmanship is the primary goal of WBMHA. I will conduct myself with dignity and respect whether winning or losing the game. We, the Participants, understand the Code is necessary to provide a safe fun environment for the continued good of our sport and that failure to abide by this Code of Conduct will result in disciplinary actions as set out in this document.

#### **6.4 Disciplinary Actions Resulting from a Breach of the WBMHA Code of Conduct**

##### 6.4.1 First Offense

- a. Player: Verbal warning to the player, head coach will also provide a written notice to the Wasaga Beach Minor Hockey Association - OMHA Rep or Local League Rep.
- b. Parent or Guardian: Report of issue to Disciplinary Committee who will conduct investigation and issue a written warning.

##### 6.4.2 Second Offense

- a. Player: Written warning by head coach to the player along with an automatic one game suspension. The head coach will provide a written notice to the Wasaga Beach Minor Hockey - OMHA Rep or Local League Rep who will forward on a copy to WBMHA Disciplinary Committee.
- b. Parent or Guardian: Upon report of a 2nd issue, the Disciplinary Committee will conduct an investigation and issue Second Written Warning.

##### 6.4.3 Third Offense

- a. In the case of a player, immediate suspension from all team activities until further notice. The head coach will provide a written notice to the WBMHA Disciplinary Committee who will initiate a review of the player's conduct and issue a formal written response along with details of the term of suspension.
- b. In the case of a parent/guardian, upon receipt of a 3rd complaint, immediate suspension of rights to attend all team activities until further notice. The WBMHA Disciplinary Committee will initiate a review of the parent/guardian's conduct and issue a formal written response along with details of the term of suspension.

##### 6.4.4 Fourth Offense

- a. In the case of a player, immediate suspension from all team activities until further notice. The head coach will provide a written notice to the Wasaga Beach Minor Hockey Association - OMHA Rep or Local League Rep who will provide a copy to the Disciplinary Committee. The Disciplinary Committee will initiate a review of the player's conduct and issue a formal written response informing the player of his suspension for the remainder of the season. At the Executive's

discretion, the player may also permanently lose his/her right to membership in the WBMHA.

- b. In the case of a parent/guardian, immediate suspension of rights to attend all team activities. The head coach will provide a written notice to his Wasaga Beach Minor Hockey Association - OMHA Rep or Local League Rep, who will provide a copy to the WBMHA Disciplinary Committee who will initiate a review of the parent/guardian's conduct and issue a formal written response informing the parent/guardian of their suspension for the remainder of the season. At the Executive's discretion, the parent/guardian and therefore the associated player may also permanently lose their right to membership in the Wasaga Beach Minor Hockey Association.

- 6.4.5 The WBMHA Executive will maintain a permanent record of all breaches of the WBMHA Code of Conduct and will take into account historical information when ruling on disciplinary action.

## **6.5 Speakout**

- 6.5.1 If a Team Official is accused of abuse or harassment, the Abuse and Harassment Committee will immediately meet to discuss the details. Based on the information provided, the committee will make recommendations as to the required course of action. This can include but is not limited to:

- a. Contacting the OPP (if necessary) and following any advice that they may offer;
- b. Informing the OMHA;
- c. Suspending the Team Official in question;
- d. Interviewing the complainant; and
- e. Interviewing the parents of the team in question.

- 6.5.2 If the OPP conducts an investigation, the WBMHA must suspend its activities until the matter is concluded with the OPP. The WBMHA may then continue with disciplinary action if deemed necessary by the Abuse and Harassment Committee.

## **6.6 Team Fines**

- 6.6.1 If any team receives a fine from the GBMHL or GBTLL, the team shall be responsible for paying the fine.

## **6.7 Team Meetings**

- 6.7.1 Each team will abide by and forward a copy of a standard team rules form to each family. The standard team rules will be established by the Executive and be relevant to each age division. Any additions must be approved by the Executive.

- 6.7.2 Team officials will hold a team meeting prior to the start of the season to go over the standard team rules and outline what they want to accomplish during the year and may ask to have an Executive member present.

- 6.7.3 Team Officials will have their written standard team rules signed by the parents at this meeting. A copy of each team's rules and a copy of the parent's signature sheet must be submitted to the OMHA and Local League Contact person.

- 6.7.4 Local league signed rules must be given to the Executive by October 31st and Rep signed rules must be given to the Executive by September 30th.

## **6.8 Criminal Reference Checks**

- 6.8.1 All Executive members, Team Officials, Parent Reps, and any person(s) having direct contact with the players (e.g. extra volunteers used at practices, parents required to supervise players in the female change room, etc...) must have a valid Criminal Reference Check and Vulnerable Sector Verification on file with the WBMHA. The CRC validity period is in accordance with OMHA policies.
- 6.8.2 The President shall manage all Criminal Reference Checks and Vulnerable Sector Screening (CRC/VSS).
- 6.8.3 All CRC/VSS must be received by the President before October 31st. Team officials/volunteers failing to meet this deadline shall be suspended from their duties until an acceptable CRC/VSS is provided to the President.
- 6.8.4 An applicant/volunteer will be asked to step down by the WBMHA if convictions or any outstanding charges involve:
- a. Any sexual assault or sexual exploitation (no time limit);
  - b. Any criminal code charges/convictions involving children (no time limit);
  - c. Any assault conviction/charge within the last 10 years;
  - d. Any theft/fraud related convictions/charges within the last 5 years;
  - e. Any convictions/charges relating to Uttering Counterfeit Currency;
  - f. Any possession or trafficking of narcotics within 5 years; or
  - g. Any violent offence involving weapons within the last 10 years.
- 6.8.5 If Impaired Driving convictions/charges are found, a letter will be sent to the applicant/volunteer from the WBMHA advising him/her that he/she is not allowed to drive children to and from games, practices or WBMHA sanctioned events if:
- a. He/she is unlicensed;
  - b. He/she has had an Impaired Driving related charge/conviction in the last 5 years; or
  - c. He/she is under suspension.
- 6.8.6 If an applicant/volunteer fails to produce an acceptable CRC/VSS, the President shall contact that person to explain the situation. The person will be given the option to resign his/her position, or if he/she feels the information on the CRC/VSS is in error, he/she will be given one week to resolve the matter with the Ontario Provincial Police. A letter clearing him/her will then be required. If a letter cannot be obtained within the week, that person will again be given the option of resigning or being removed from his/her position until the matter can be resolved. This process shall be executed while maintaining total confidentiality and the reason shall not be divulged to anyone, including the Executive.
- 6.9 Twenty-Four Hour Cool Down Period**
- 6.9.1 All Members of the Association must abide by the 24-hour cool down period. When the 24 hours has passed, the Member may then initiate contact to solve the problem.
- 6.9.2 The member must follow the standard team rules signed at the beginning of the season.
- 6.10 Complaint Procedure**
- 6.10.1 In the event of a conflict, no player or parent shall protest less than 24 hours after the initial incident.
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- 6.10.2 If a situation arises that cannot be resolved between the coaching staff, player and/or parent, the member can opt to forward to the President of the WBMHA an anonymous letter or a signed letter.
- 6.10.3 If the member chooses to forward an anonymous letter it must not include names of any identifiable individual(s). Anonymous letters naming individuals will not be dealt with. The letter must outline general concerns about a particular team. They may request that representation from the WBMHA Executive attend a game or practice to witness these concerns. In the case of an anonymous letter no written response will be given from the Executive as the complainant will be unknown. It will be at the discretion of the WBMHA Executive representatives attending the game/practice as to whether any issues with the team need to be dealt with. The Executive representatives will update the Executive Committee at their next regular meeting or at any emergency meeting if required. If no action results from the attendance of Executive members at a game/practice, and the complainant does not find this satisfactory, they will need to follow the signed letter complaint procedure.
- 6.10.4 If the member chooses to forward a signed letter to the President/Designate it will be at the discretion of the President/Designate whether the complaint will be forwarded to the Abuse and Harassment Committee or if it will be brought forward to the Executive as a whole. This will be dependent upon the nature of the complaint. The complainant will receive a written response as to how their complaint is being dealt with. The President/Designate will make the Executive members aware that correspondence was received with regard to a specific team and that it has been forwarded to the Abuse and Harassment Committee. No further details will be given at that time.
- 6.10.5 If the Abuse and Harassment committee feels it is a complaint to be dealt with by their committee, they will contact all parties involved during their investigation. The WBMHA Executive will not be part of this process.
- 6.10.6 If the complaint is not an issue requiring a decision by the Abuse and Harassment Committee, the President/Designate will bring the written letter of complaint to the next meeting of the WBMHA Executive. Each Executive member present must sign the back of the original letter entered into the minutes of that meeting. The Executive will not listen to or deal with hearsay. All parties to the complaint have the option of appearing at the Executive meeting to resolve the complaint.
- 6.10.7 All complaints and responses to complaints relating to any member of the WBMHA must be in writing including complaints made by members of the Executive. Verbal complaints will not be dealt with.
- 6.10.8 All decisions of the Executive are final pending an appeal and no exceptions will be granted, unless the decision is reversed by the OMHA, CHA or OHF with all associated costs at the complainant's expense.
- 6.10.9 All letters must be received by the President no more than ten days after the initial incident. Letters will not be accepted after the ten days has passed.
- 6.10.10 All response letters to complaints dealt with by the WBMHA Executive will be mailed by the President/Designate.

### **6.11 Abuse and Harassment Complaint Procedure**

- 6.11.1 All complaints or concerns must be submitted in writing no longer than 10 days after the initial incident.
- 6.11.2 All letters shall be given directly to the President/Designate (no copies are to be kept on file except by the President/Designate).
- 6.11.3 The President/Designate shall decide if the letter should be forwarded to the Abuse and Harassment Committee or if the Executive can handle it.
- 6.11.4 If the letter goes to the Abuse and Harassment Committee, the Committee will begin its investigation by
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contacting the member(s) who was(were) involved in the incident. The person(s) being complained about will be presented with the complaint letter and given an opportunity to respond to the letter in front of the Abuse and Harassment Committee. This investigation will be conducted independent of the Executive.

- 6.11.5 The Committee shall follow through with disciplinary action (if necessary) and a letter shall be sent to the person(s) being complained about explaining the consequences for their actions and the reasons why this discipline is being enforced. A letter shall then be sent to the person(s) who wrote the letter of complaint, explaining that there has been an investigation into the incident and that the matter is now closed. The Committee shall report back to the President, who shall be a member of the Committee.

## **6.12 Appeal Procedure**

- 6.12.1 If the person(s) being disciplined want to appeal the decision, they must write a letter to the WBMHA President/Designate requesting an appeal and why they feel they should be granted an appeal (they must have new evidence or witnesses to justify the appeal) within seven (7) days after the decision.
- 6.12.2 The President/Designate has seven (7) days to decide whether to grant an appeal. Appeals shall not be granted on the basis that the person being disciplined doesn't like the decision; they must have a compelling reason.
- 6.12.3 If an appeal is granted, the Executive talks to the person appealing and examines the new evidence with the Abuse and Harassment Committee present at the next Executive meeting to decide whether or not to overturn the original decision. The disciplinary action stands until a decision is made regarding the appeal.
- 6.12.4 If an appeal is not granted, the appellant has the right to request adjudication from the OMHA.
- 6.12.5 There is a \$100.00 fee payable to Wasaga Beach Minor Hockey Association to request an appeal. The fee is refunded only if the appeal is denied.

## **6.13 Conflict of Interest**

- 6.13.1 In accordance with the WBMHA Constitution, Conflict of Interest, Section 10.10 (a), (b), (c), (d), (e), and 3.1 (d).

## **6.14 Confidentiality**

- 6.14.1 In accordance with the WBMHA Constitution, Confidentiality, Section 10.12.
- 6.14.2 Confidentiality is an absolute must when dealing with matters pertaining to the WBMHA. In-camera discussions at an Executive meeting are confidential. Motions and their outcomes are public information.

## **6.15 Female Player Dressing Room Policy**

- 6.15.1 All players Atom and above will be assigned a gender specific change room. Below Atom, players have an option of either change room, providing co-ed players either arrive in full equipment or wear a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
- 6.15.2 Team Officials will assign two adult females to supervise the dressing room when it is being occupied by a player of their team. Adults supervising the female change room shall have a CRC/VSS on file with the WBMHA.
- 6.15.3 Team officials will inform female players that the dressing room may be shared with female referees.

6.15.4 Female referees will be advised where the separate dressing room is located upon arrival. They will also be informed that the dressing room may be shared with female players.

#### **6.16 Change Room Policy**

6.16.1 Team Officials, Referees, Executive members and Parent Reps will never shower with players.

6.16.2 Change rooms must be supervised at all times with at least two (2) Team Officials or parents with a CRC/VSS on file with the WBMHA in the room. In the event that this rule is not followed, the coach will be suspended.

#### **6.17 Transportation of Athletes**

6.17.1 All bussing contracted for WBMHA teams to transport WBMHA players, Team Officials and parents/legal guardians, to WBMHA sanctioned events, will be alcohol free.

#### **6.18 Injuries (Return to Participation)**

6.18.1 The trainer will fill out a Hockey Canada Injury Report any time a player is removed from the ice (practice or game) due to injury. A copy of the report will be forwarded to the OMHA Center Contact. The trainer will retain the original and a copy will be sent to the WBMHA GBT League/OMHA Rep.

6.18.2 The OMHA Center Contact will forward a copy of all Hockey Canada Injury Reports to the Regional Executive member (REM) and the OMHA. If the injury is serious the OMHA Center Contact will inform the REM and the OMHA immediately.

6.18.3 Any player requiring medical attention by a medical professional for any injury requiring that player to miss any ice time practice or game must produce a doctor's note, to the trainer, to return to participation regardless of whether the injury was hockey-related or not. A Copy of the doctor's note will also be given to the WBMHA GBT League/OMHA Rep.

#### **6.19 Releasing Children from Supervision**

6.19.1 In accordance with the WBMHA standard team rules.

#### **6.20 Discipline**

6.20.1 Written complaints about members will be dealt with individually by the Executive as per the complaint procedure.

6.20.2 After thorough investigation, the Executive will make a decision and inform the member, in writing, of that decision.

6.20.3 All written complaints, written responses, documentation pertaining to the complaint and the WBMHA written response will be kept on file with the WBMHA.

6.20.4 Disciplinary action may include but is not limited to the following:

- a. A meeting with the Executive;
  - b. A meeting with the Executive and complainant;
  - c. A letter of apology;
  - d. A short-term suspension from all or some WBMHA sanctioned events and activities;
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- e. A long-term suspension from all or some WBMHA sanctioned events and activities;
  - f. A permanent suspension from all or some WBMHA sanctioned events and activities.
  - g. Return WBMHA equipment; and/or
  - h. Reimburse funds.
- 6.20.5 There will be zero tolerance for members who abuse the alcohol, illegal drug, and affiliation rule and abuse and harassment policies of the WBMHA.



**7 TEAM OFFICIALS**

7.1.1 All Team Officials must be registered on Approved Rosters. Only approved and rostered Team Officials will be allowed on the bench during any game.

**7.2 Responsibilities of the Head Coach**

7.2.1 The Head Coach will receive 100% of his/her bond hours.

7.2.2 Follow the Constitution and Rules of Operation of the WBMHA.

7.2.3 Attend all WBMHA scheduled Team Official's meetings.

7.2.4 In the case of a Rep Head Coach, select the players for the Rep teams. In the case of a Local League Head Coach, evaluate and rank Local League players so that the Team Selection Committee can make an informed decision when evenly dividing the teams.

7.2.5 In conjunction with the other Team officials, be responsible for the team during all WBMHA sanctioned events.

7.2.6 In conjunction with the other Team officials, plan and execute all practices and game plays.

7.2.7 Be responsible for all WBMHA equipment and all WBMHA coaching materials.

7.2.8 Collect all WBMHA sweaters after each game.

7.2.9 Hold a team meeting at the beginning of the season to outline the standard team rules to players and parents/legal guardians. A copy of the team's rules and a copy of the parent's signature sheet is submitted to the OMHA and Local League Contact person.

7.2.10 Attend 80 % of his/her team's games and practices; failure to do so may result in suspension and reversion of bond hour time credited.

7.2.11 The Coach is responsible for selecting one of his/her approved team officials to manage the Team Fundraising Finances.

7.2.12 Other duties as required.

**7.3 Responsibilities of the Assistant Coach**

7.3.1 The Assistant Coach will receive 100% of his/her bond hours.

7.3.2 Follow the Constitution and Rules of Operation of the WBMHA.

7.3.3 In conjunction with the other Team officials, be responsible for the team during all WBMHA sanctioned events.

7.3.4 In conjunction with the other Team officials, plan and execute all practices and game plans.

7.3.5 Assist with collection of team sweaters and equipment.

7.3.6 Helping players with equipment in the dressing room.

7.3.7 Attend 80% of his/her team's games and practices; failure to do so may result in suspension and reversion of bond hour time credited.

7.3.8 Other duties as required.

#### **7.4 Responsibilities of the Manager**

7.4.1 The Team manager will receive 100% of his/her bond hours.

7.4.2 Follow the Constitution and Rules of Operation of the WBMHA.

7.4.3 In conjunction with the other Team officials, be responsible for the team during all WBMHA sanctioned events.

7.4.4 Provide a player list to the Registrar immediately following Rep selection (if applicable).

7.4.5 Locate dressing rooms for the team each ice time.

7.4.6 Fill out game sheets.

7.4.7 Collect team copies of game sheets after each game.

7.4.8 Ensure that the dressing room is locked and left tidy.

7.4.9 Maintain a record of individual and team statistics, if required.

7.4.10 Ensure newspaper game reports are forwarded to Beach Booster.

7.4.11 Attend 80% of his/her team's games and practices; failure to do so may result in suspension and reversion of bond hour time credited.

7.4.12 Attend a game sheet training session and throughout the season be responsible for the accurate completion of game sheets for all home games.

7.4.13 Other duties as required.

#### **7.5 Responsibilities of the Trainer**

7.5.1 The Trainer will receive 100% of his/her bond hours.

7.5.2 Follow the Constitution and Rules of Operation of the WBMHA.

7.5.3 In conjunction with the other Team officials, be responsible for the team during all WBMHA sanctioned events.

7.5.4 Ensure first-aid kit is stocked and water bottles are available for each activity where they are required.

7.5.5 Collect completed medical information forms for all players, including all Affiliated Players and maintain a file of same. All forms must be collected by the first regular season game or the player cannot participate until the form is complete.

7.5.6 Check all players' equipment prior to games and practices.

7.5.7 Make necessary repairs and adjustments. If beyond the scope of the trainer, inform the parent/legal guardian of what is required.

7.5.8 Lead team in stretching exercises prior to ice time.

- 7.5.9 Attend to injured players.
- 7.5.10 The trainer will fill out an OMHA Canadian Hockey Injury Report any time a player is removed from the ice and requires medical attention due to injury during either practices or games. A copy of the Injury Report will be forwarded to the OMHA Center Contact. The trainer will retain the original. If the injury is serious the OMHA Center Contact will inform the REM and the OMHA immediately.
- 7.5.11 Any player requiring medical attention for ANY injury causing that player to miss hockey (practice or game) will need to produce a doctor's note, to the trainer, to return to practice or play. The trainer will attach the note to the original injury Report.
- 7.5.12 Attend 80% of his/her team's games and practices; failure to do so may result in suspension and reversion of bond hour time credited.
- 7.5.13 Trainers are responsible for the safety of the players on the ice. They should not be opening a door on the bench or questioning calls made by the on ice officials.
- 7.5.14 Other duties as required.

## **7.6 Responsibilities of the Parent Rep**

- 7.6.1 The Parent Rep will receive 100% of his/her bond hours.
- 7.6.2 Follow the Constitution and Rules of Operation of the WBMHA.
- 7.6.3 Attend all scheduled WBMHA Parent Rep meetings.
- 7.6.4 Inform all players and/or parents/legal guardians of games and practices and pass information from the Team Officials and the Executive.
- 7.6.5 Complete team fundraising applications and submit to the Executive for approval. The fundraising applications must be submitted with adequate time for approval and before the fundraising event is to commence.
- 7.6.6 Keep a detailed summary of all bond hours that all team parents have completed in the time box. Provide this information to the parent rep scheduling when requested. Ensure all parents have equal opportunity to these time box hours during all regular season games and all playoff games.
- 7.6.7 Keep accurate records of all fundraising initiatives the team is approved to do.
- 7.6.8 Perform the duties as outlined; failure to do so may result in reversion of bond hour time credited.
- 7.6.9 Other duties as required.
- 7.6.10 Remind parents in April of the Annual General Meeting.

## **7.7 Budgets and Financial Statement for Fundraising**

- 7.7.1 The Parent Rep and the Team Officials shall not spend any team fundraising funds without first discussing it with the parents.

## **7.8 Selection of Coaches**

- 7.8.1 Coach Selection Committee
    - 7.8.1.1 The committee will consist of at least 3 individuals who have a broad hockey knowledge and background.
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When sourcing members each year, weight should be given to finding members who are outside the association. This removes bias and past issues.

- 7.8.1.2 The committee chair (i.e. Coach Liaison) will provide support to all coaches from the application process through the entire season. The Coach Selection Committee will make the coach selection recommendations to the Executive Committee for approval.
- 7.8.1.3 There is no set term for committee members but it would be preferable to keep some consistency from year to year.
- 7.8.1.4 Anyone interested in joining the Coach Selection Committee should contact the Coach Liaison at any point before June of each year.
- 7.8.1.5 The Coach Liaison will report back to the Executive Committee with information on meetings held.
- 7.8.2 Coach Selection Process
  - 7.8.2.1 Applications for coaches will be advertised annually on the website with a deadline set by the executive.
  - 7.8.2.2 All candidates will receive confirmation of receipt of application.
  - 7.8.2.3 The Coach Liaison and the President will review the coach evaluations from the past season.
  - 7.8.2.4 All applicants will be interviewed based on hockey and coaching experience.
  - 7.8.2.5 All applicants must provide a current valid police check.
  - 7.8.2.6 The Coach Selection Committee may consider applicants for positions other than applied for, and may actively recruit potential coaches.
  - 7.8.2.7 The Coach Selection Committee will select by secret ballot their recommendations for coaches. The Coach Liaison will bring the number of applicants per position and final recommendations to the Executive Committee for approval.
  - 7.8.2.8 If the Coach Liaison or another member of the Coach Selection Committee is also applying for a coaching position, the President will be asked to chair that portion of the coach selection process. The affected member will then be excused from the interview process for that specific program.

**8 OFFICIALS****8.1 Off-Ice Officials**

- 8.1.1 Off-Ice officials must conduct themselves accordingly. Off-Ice officials must be unbiased at all times while performing their duties in the time box. Cheering for their team while in the time box is not acceptable.
- 8.1.2 At least one off-ice official should have experience in the time box.
- 8.1.3 Off-Ice officials must be at least fourteen (14) years of age. One Person in the time box must be at least eighteen (18).

**8.2 Category Requirements (Levels)**

- 8.2.1 As of December 31<sup>st</sup> of the current season in accordance with the following table:

Division	Age
CHIP	5-6*
Tyke	7
Novice	8
Atom	9-10
Peewee	11-12
Bantam	13-14
Midget	15-17
Juvenile	18-19

\*And any first-time players up to 10 years old with the approval of the Executive Committee.

**9 SUBSIDIZATION****9.1 Courses**

- 9.1.1 The WBMHA will pay the cost for any approved coach to attend an OMHA approved clinic up to and including the Development I Level. The WBMHA will pay the cost for any approved coach to attend an OMHA approved coach level Refresher clinic. In order to be reimbursed, coaches shall provide a receipt.
- 9.1.2 The WBMHA will pay the cost for any approved trainer to attend an OMHA approved HTCP clinic up to and including Level 2. The WBMHA will pay the cost for any approved trainer to attend an approved course to re-certify their Level 2. In order to be reimbursed, trainers shall provide a receipt.
- 9.1.3 The WBMHA will pay the cost of any Member who is required to have prevention Services Certification to attend an OMHA approved PRS clinic. In order to be reimbursed, Members shall provide a receipt.
- 9.1.4 WBMHA will keep on file an updated list of all certified Team officials, to be maintained by the Registrar and forwarded to the Secretary for official record keeping.
- 9.1.5 New Referee Clinic costs will be reimbursed after completion of 10 games for the WBMHA. If this referee is not offered 10 games within the year, a refund will be granted. House league officials will have their criminal reference checks covered by the Association.

**9.2 Executive Expenses**

- 9.2.1 All Executive members attending the OMHA AGM will have their receipts reimbursed to a maximum of \$25.00 per day for cost of food. Hotel expenses will be paid in advance by the WBMHA.
- 9.2.2 Executive members attending meetings out of town, required by their position on the Executive will receive \$.42 per km mileage reimbursement.
- 9.2.3 Executive members will be reimbursed for out of pocket expenses such as long-distance charges, fax paper, postage etc.

**10 FUNDRAISING****10.1 Team**

- 10.1.1 Team fundraising is limited to one major fundraiser per team per season.
- 10.1.2 Teams wishing to do a fundraiser must fill out a fundraising application form and submit it to the Fundraising Chairperson- Events or the President before the fundraiser is to commence.
- 10.1.3 The application will be brought before the Executive at their regularly Scheduled Executive meeting for consideration and approval.
- 10.1.4 The team must declare what they want to do, how much it will cost, how they will pay for it, what it is for and be responsible for the cost of the fundraiser.

**11 SPONSORSHIP****11.1 Wineries, Brewers, Tobacco**

11.1.1 Wasaga Beach Minor Hockey Association will not accept or endorse sponsorships from any wineries, brewers, or tobacco companies.

**11.2 Sponsorship Fee Guidelines**

11.2.1 Sponsorship fees are to be set by the Executive each season.

11.2.2 First time sponsor pay for the cost of the sponsor bars in addition to the sponsorship fee.

11.2.3 If a sponsor changes their name at a later date, they are responsible for the cost of replacing the sponsor bars.

11.2.4 Sponsors not submitting a cheque and their commitment to sponsoring a team prior to September of the upcoming season will be eliminated from the Sponsor list and the next available Sponsor will be contacted.

**11.3 One Sponsor Per Team**

11.3.1 The Association will allow only one sponsor per team, as per the sponsor bar sewn on the sweater.

11.3.2 The Association will allow sponsors for sweaters, embroidered on the sleeve of the sweater to recover costs of team sweaters and set-up fee.



**12 GAMES, PLAYOFFS, TOURNAMENTS, EXHIBITIONS****12.1 Admission and Season Pass****12.2 Playoff Games**

12.2.1 All WBMHA playoff games are governed by their respective leagues (i.e. OMHA, GBMHL, and GBTLL).

**12.3 Tournaments**

12.3.1 All Tournaments must have a sanction permit from the OMHA. This permit must be prominently displayed at all tournaments.

12.3.2 All Tournaments must follow the OMHA Tournament Regulations.

12.3.3 All Tournament rules in addition to the OMHA Tournament Regulations must be provided to each team registered as well as being posted in and around the Convenor's table.

12.3.4 All Tournament budgets are to be approved by the Executive.

12.3.5 All WBMHA Tournaments shall be alcohol free.

12.3.6 All WBMHA Rep teams are entered in the Regional Silver Stick Qualifier held in Wasaga Beach free of charge. The WBMHA will pay the entry fee of any WBMHA team that qualifies for the International Silver Stick Finals. The entry fee will come from the Silver Stick Account. If the Silver Stick Director is unable to provide a home tournament for a WBMHA team(s) the team will receive a sum equal to the Wasaga Beach Silver Stick entry fee to enter another tournament.

12.3.7 All WBMHA Local League teams are entered in the respective WBMHA Local League Tournament free of charge. Should the Tournament Director be unable to provide a home tournament for a WBMHA team, that team(s) will receive funds equal to WBMHA tournament fees to participate in another tournament. House League teams will be allowed to opt out of the home tournament provided and no extra funds will be provided for doing so.

12.3.8 Each team will be provided with a tournament fund, if funds are available. The amount will be decided on by the Executive at the beginning of each season. This fund will only be used for tournament entry fees and if necessary, tournament travel permits. Any unused monies will remain in the WBMHA general operating account.

12.3.9 The Referee in Chief is required to notify the Treasurer with the amount of funds required to pay the referees at the tournament.

12.3.10 The Treasurer is required to set up the floats for the door, the kitchen, Nevada tickets, the pin table and any other areas a float is required. A list of each float should be included.

12.3.11 Each Executive member, collecting cash from the various stations must have the person they are collecting it from initial the sealed envelope, and then the amount, the place and the time must be recorded in the Tournament book and place the money in a secured box. At the end of the day, the Convener and the Floater will verify all envelopes are accounted for and sealed.

12.3.12 After each tournament, the Treasurer is required to collect all monies received and do a breakdown of each area collected to enable that person to prepare a balance sheet of said tournament. Each work area is required to put their monies in an envelope and list date, area worked and money enclosed. This is to be counted with an Executive member present at the tournament, initialed by both and sealed.

12.3.13 All game sheets for Local league tournaments must be forwarded to the Regional Executive Member (or

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his/her convenor) immediately following the tournament. All game sheets for Silver Stick tournaments must be forwarded to the Regional Executive member immediately following the completion of each tournament division.

12.3.14 The Tournament convenor will immediately notify the Regional Executive Member of any Match Game Suspensions or multiple Automatic Game Suspensions.

12.3.15 Coaches are only permitted to enter one (1) three-day tournament and one (1) one-day tournament during the regular season, excluding their home tournament and Silver Stick International tournaments unless otherwise approved by the Executive.

#### **12.4 Exhibition Games**

12.4.1 Exhibition games are arranged by the Team officials.

12.4.2 Team Officials must notify the Referee in Chief and the Arena (705-429-0412) of the game so officials and rooms can be arranged.

12.4.3 The Referee in Chief will arrange for the door to be covered.

12.4.4 Wasaga Beach Minor Hockey Association will cover the cost for referees for one exhibition game per team.

#### **12.5 Bond Hours**

12.5.1 Each family registered with WBMHA must complete all bond hours that is set by the Executive in November each year. Bond hours are based on the projected number of families and projected number of hours of volunteer service required.

12.5.2 Bond hours are not transferable and must be designated to the appropriate player prior to or on the day the hours are being served.

12.5.3 Only family members 14 years of age and older can perform bond hours with the exception of cooking and money handling that must be performed by adults 19 years of age or older.

12.5.4 Members signed up to perform bond hours but fail to show for their assigned shift or are asked to leave by an Executive member or Tournament Convenor as a result of inappropriate behaviour shall have the number of bond hours in their assigned shift added to their remaining bond hour requirements for the season.

12.5.5 Bond hour replacements will be paid at the rate of \$10.00 per hour.

**13 APPENDIX****13.1 Executive Meetings****13.1.1 Officers and Duties****a. President. The President shall:**

- 1) Represent the Association in the community and lead the Association to its goals and objectives.
- 2) Act as chair of the Executive, the Executive Committee and at all meetings of the Membership.
- 3) Exercise general supervision of the Association in accordance with Policies determined by the Executive.
- 4) Be a non-voting Member of all committees and sub-committees of the Association.
- 5) Report regularly to the Executive on matters of interest.
- 6) Receive all letters of complaint and appeal.
- 7) Delegate tasks as necessary.
- 8) Set up committees and appoint chairpersons.
- 9) Request and receive the Criminal Reference Checks and Vulnerable Sector Screenings.

**b. Vice-President. The Vice-President shall:**

- 1) Assume the duties of the President in the absence, for any reason, of the President.
- 2) Register all Local League tournaments or may delegate that job to persons approved by the Executive.
- 3) Set up tournament formats, entry fees, awards, dates and times with the approval of the Executive. Actual hours spent convening individual tournament will be allotted such that the Vice-President will complete no less than 25 hours. The Vice-President shall attempt to fill the remaining hours with responsible volunteer members (on Executive approval) and the remaining hours shall be divided as equally as possible among Executive members.
- 4) Arrange a home tournament for every Local League team (CHIP teams excluded). If the Tournament Convenor is unable to do so, the team(s) shall receive additional funds in order to participate at another tournament.
- 5) Update the season's recipients of the Jason Arnott Award on the Jason Arnott Trophy.
- 6) Carry out other duties as assigned by the Executive, the Executive Committee or the President.

**c. Treasurer. The Treasurer shall:**

- 1) Ensure adherence to and implementation of Financial Policies in the financial administration of the Association.

- 2) Ensure the submission of the books of account to the Qualified Examiner of the Association at the end of the financial year.
  - 3) Present a Report of the Examiner from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting.
  - 4) Evaluate, review and recommend financial policy to the Executive Committee and to the Executive.
  - 5) Be responsible for accurate accounting and handling of all Association funds.
  - 6) Prepare an income and financial statements and provide bank balances for each monthly executive meeting.
  - 7) Prepare floats for tournaments.
  - 8) Be responsible for collection of money at each tournament.
  - 9) Be able to provide an accurate account of all Association funds upon request of any member or Executive member.
  - 10) Carry out duties assigned by the Executive, the Executive Committee or the President.
- d. Secretary. The Secretary shall:
- 1) Record or delegate the recording of the minutes of General Meetings of the Membership, Executive Meetings and Executive Committee Meetings and ensure that WBMHA records are regularly and properly kept and all business is conducted in accordance with the Constitution and the Policies and procedures established by the Executive or by the Membership and present them at the following Executive meeting.
  - 2) Book the meeting rooms for all Executive meetings and the Annual General Membership meeting.
  - 3) Be responsible for receiving and distributing all correspondence received or sent by the WBMHA and all communications within the WBMHA.
  - 4) Recommend policy to the Executive regarding internal and external communications of the WBMHA.
  - 5) Ensure that all necessary and appropriate insurance has been purchased.
  - 6) Carry out duties as assigned by the Executive, the Executive Committee or the President.
  - 7) Update and maintain the WBMHA Website.
  - 8) Collect and maintain records of all awards winners from the current year provided by the Vice-President, maintain record of team achievement for the current year provided by the OMHA and GBTLL Reps to be maintained and passed on as a permanent record of WBMHA accomplishments.
  - 9) Be responsible for distributing keys to each Executive member at the Executive change over meeting for the WBMHA storage room. Executive members not returning as a member of the Executive must hand their key back to the secretary. A record is to be kept of key holders.
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- e. Past President. The Past President shall:
- 1) Be available to assist any Executive member requiring assistance in the completion of his or her functions.
  - 2) Preside over meetings if the President and the Vice-President are absent.
  - 3) Carry out other duties as assigned by the Executive, Executive Committee, or the President.
- f. OMHA Centre Contact/AAA Representative/Georgian Bay Minor Hockey League Representative. The Georgian Bay Minor Hockey League Representative/OMHA Centre Contact/AAA Rep shall:
- 1) Act as a contact between the OMHA, the Georgian Bay Minor Hockey League, and the Association.
  - 2) Attend all relevant meetings.
  - 3) Fill out all Rep/AE and Affiliated Player and team rosters.
  - 4) Attend OMHA Annual General Meeting.
  - 5) Attend annual pre-season scheduling meeting.
  - 6) Verify that all Team Officials are up to date with all qualification and certification requirements.
  - 7) Order GBMHL OMHA Championship and Finalist mini banners at the end of each season.
  - 8) Carry out other duties as assigned by the Executive, Executive Committee, or the President.
  - 9) Act as a liaison with the AAA Zone Governing Committee.
  - 10) Authorize forms required for a Local League player to play in another centre, with approval of the Executive.
  - 11) Ensure that each Convenor receives a copy of the Referees rule book and OMHA Manual of Operations.
  - 12) Fax all regular season game sheets within 7 days and playoff game sheets within 48 hours to the GBMH statistician and OMHA REM.
  - 13) Fill out and authorize all permission to skate forms for AAA tryouts, NRP (Non-Resident Passport) forms for AA and A tryouts, and update the information on each player' profile on the Hockey Canada Registry.
  - 14) Receive proposed players names from coaches to attend the All Stars Game and bring the names forward to the Executive for their approval.
  - 15) Provide teams with tournament permission letters or OMHA travel permits for tournaments that take place outside of the OMHA.
- g. Georgian Bay Triangle Local League Representative. The Georgian Bay Triangle Local League
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Representative shall:

- 1) Attend all Local League meetings.
- 2) Fill out all Local League and Affiliated Player and team rosters.
- 3) Attend OMHA Annual General Meeting if possible.
- 4) Attend annual pre-season scheduling meeting.
- 5) Check that all Local League Team Officials are up to date with their qualification and certification requirements.
- 6) Order GBTLL "A" Championship and "A" Finalist mini banners at the end of the season.
- 7) Carry out other duties as assigned by the Executive, Executive Committee, or the President.
- 8) Fax all regular season game sheets within 7 days and playoff game sheets within 48 hours to the GBMLL statistician.
- 9) Receive proposed players names from coaches to attend the All Stars Game and bring the names forward to the Executive for their approval.
- 10) Provide teams with tournament permission letters or OMHA travel permits for tournaments that take place outside of the OMHA.

h. Equipment Manager. The Equipment Manager shall:

- 1) Take inventory of all equipment prior to and after each season.
- 2) Order any necessary replacements with Executive approval.
- 3) Log all equipment on loan, collect all equipment by the Awards Ceremony, complete an inventory by the date set for the AGM.
- 4) Prepare a budget, at the end of the year, for equipment for the following year.
- 5) Be responsible for the embroidery of all team sweaters
- 6) Carry out other duties as assigned by the Executive, Executive Committee, or the President.

i. Registrar. The Registrar shall:

- 1) Ensure all players are registered and paid in full prior to the start of the season.
  - 2) List all players by age and category and supply Executive and Team Officials with said lists.
  - 3) Arrange for team pictures.
  - 4) Carry out other duties as assigned by the Executive, Executive Committee, or the President.
  - 5) Advertise for all paid duty positions.
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- j. Referee in Chief. The Referee in Chief shall:
- 1) Ensure there are enough referees in place to officiate all games.
  - 2) Arrange to contact Door Attendant when games are scheduled.
  - 3) Forward written complaints to the OMHA contact.
  - 4) Recruit, train, monitor and evaluate performance of referees and Silver Stick time box keepers.
  - 5) Schedule referees and Silver Stick time box keepers maintaining accurate records for payment.
  - 6) Send all top copies of the game sheets to OMHA.
  - 7) Carry out other duties as assigned by the Executive, Executive Committee, or the President.
- k. Sponsorship and Fundraising Chairperson. The Sponsorship and Fundraising Chairperson shall:
- 1) Assemble a committee of up to 3 persons to aid the chairperson as required, to be approved by the Executive. Those chosen will receive all bond hours. Those persons will be non-voting members and separate from the Executive.
  - 2) Obtain all sponsors for yearly team sponsorship and associated fees.
  - 3) Contact all sponsors for tournament door sponsorship and associated fees.
  - 4) Contact all sponsors for trophy awards and retain associated fees.
  - 5) Contact all sponsors for hockey program books.
  - 6) Be responsible for any license/permit required for fundraising purposes.
  - 7) Be responsible for monitoring newspaper write-ups by team managers.
  - 8) Co-ordinate all Association fundraising activities and obtain liquor licenses for WBMHA sanctioned events, if necessary.
  - 9) Co-ordinate any activity approved by the Executive, to ensure winners prizes are mailed/delivered immediately after each draw and winner is contacted.
  - 10) Approve written applications for all individual team fundraising activities.
  - 11) Carry out other duties as assigned by the Executive, Executive Committee, or the President.
- l. Parent Representative/Purchasing. The Parent Representative/Purchasing shall:
- 1) Be responsible for stocking the kitchen for all tournaments and make arrangements for the year end banquet.
  - 2) Be responsible for obtaining health certificates when required.
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- 3) Be responsible for conducting inventory of supplies before and after each tournament and at the end of the season.
  - 4) Carry out other duties as assigned by the Executive, the Executive Committee or the President.
- m. Parent Representative/Scheduling. The Parent Representative/Scheduling shall:
- 1) Meet with all team Parent Representatives prior to the start of the season.
  - 2) Keep track of all bond hours completed for each family from time box, tournaments and fundraising.
  - 3) Arrange for staffing of all necessary jobs for all tournaments.
  - 4) Advise Registrar of Bond Cheques that need to be cashed of number of bond hours worked.
  - 5) Carry out other duties as assigned by the Executive, the Executive Committee or the President.
  - 6) Keep track of all community hours completed by students.
- n. Silver Stick Director. The Silver Stick Director shall:
- 1) Comply with and follow all requirements of the Silver Stick Tournament Committee reporting to the Executive on all related matters.
  - 2) Liaise with the International Silver Stick Committee and fulfil its requirements in accordance with its policies and regulations.
  - 3) Obtain all necessary registration forms, pins, badges, etc, and attend the opening ceremonies and trophy presentations each year.
  - 4) Attend the Annual International Silver Stick Annual General Meeting on behalf of the Association, or arrange for a delegate to attend in his/her place.
  - 5) Carry out other duties as assigned by the Executive, the Executive Committee or the President.
- o. Coaching Liaison. The Coaching Liaison shall:
- 1) Ensure that team officials have the required qualifications and certifications.
  - 2) Organize and help book and arrange courses for team officials requiring certification (i.e. training, coaching, certification, prevention courses etc.)
  - 3) Keep Wasaga Beach Minor Hockey Association Executive updated and aware of the process and achievements of the teams; write letters of recognition on behalf of the Executive to teams for outstanding accomplishments and achievements.
  - 4) Keep team officials informed and updated on all relevant Executive decisions.
  - 5) In conjunction with the Georgian Bay Minor Hockey League Representative and the Georgian Bay Triangle Local League Representative, ensure that team officials are aware of any new or important OMHA and league decisions and rules.
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- 6) Be available to assist with any team that may require assistance on the bench during a game or for a practice due to suspensions, work, illness, etc.
  - 7) If required, be able to offer any assistance or direction to resources, tournament sites, books, videos, web sites or other knowledgeable people.
  - 8) Organize and chair the annual coaching meeting at the beginning of each season.
  - 9) Notify all coaching applicants with the final coach selection decision.
  - 10) Carry out other duties as assigned by the Executive, the Executive Committee or the President.
- p. Risk Management Officer. The Risk Management Officer shall:
- 1) Be certified or obtain Trainer certification prior to the start of the regular season.
  - 2) Act as liaison between all Association trainers and the WBMHA Executive.
  - 3) Act as liaison between all Association Managers and the WBMHA Executive.
  - 4) Coordinate any activity or training directly related to the safety of players or coaches.
  - 5) Ensure completion and maintain proper OMHA documentation regarding all player injuries.
  - 6) Obtain and maintain a record of all player "Return to Play" letters.
  - 7) Carry out any other duties as assigned by the Executive, Executive Committee or the President.

## **13.2 Committees**

13.2.1 Standing Committees. The following committees shall be Standing Committees of the Executive:

- a. Executive Committee
- b. Silver Stick Committee
- c. Abuse and Harassment Committee
- d. Code of Conduct Committee

13.2.2 Nothing in this Rules of Operation shall be construed to limit the ability of the Officers and Membership of the Association from abolishing or creating Standing Committees by constitution or from establishing such ad hoc committees or subcommittees by Executive's Resolution as may be desired or required from time to time.

13.2.3 Executive Committee. The Executive Committee shall be chaired by the President, and shall consist of the Vice-President, the Secretary, the Treasurer, the Georgian Bay Minor Hockey League Representative, the Georgian Bay Triangle Local League Representative, the Equipment Manager, the Registrar, the Referee In Chief, the Sponsorship and Fundraising Chairperson, the Parent Representative/Purchasing, the Parent Representative/Scheduling, the Coaching Liaison, the Silver Stick Director, and the Past President, and shall be responsible for the day to day management of the affairs of the Association, including monitoring of all Committees to ensure all Policies of the Association are being complied with. The Executive

Committee shall:

- a. Conduct the business of the Association authorizing all expenditures in connection therewith;
- b. Enter all teams in competition and appoint coaches not later than October 1st each year. The Executive shall approve all Team Officials;
- c. Approve all fundraising programs;
- d. Determine the annual registration fees;
- e. Approve all team sponsorship;
- f. Maintain full control of the affairs of the Association. The Executive Committee has the power to deal with all disagreements and protests, any unbecoming conduct on the part of the Team Officials, players or members, either on or off the ice, or any matter pertaining to the objectives of the Association;
- g. Deposit all monies into accounts at the TD Canada Trust, Wasaga Beach branch, under the name of the Association;
- h. Have the President and the Treasurer as the signing officers. In the absence of the President or Treasurer, the Vice-President or Secretary will sign;
- i. Hold monthly Executive meetings and at any other time as may become necessary due to the urgency of Association business;
- j. Provide all coaches and team Parent Representatives and any member who requests, an electronic copy of the constitution, complete with any amendments at the start of each season, via the WBMHA Website;
- k. Shall have the authority to develop any new policies as required during the hockey season related to any matter pertaining to the objectives of the Association. All such policies developed during any hockey season will be inserted into the Rules of Operation and amendments may be made by the membership at the Annual General Meeting each year. The Rules of Operation are to be posted on the WBMHA Website. All Executive positions are required to review the Rules of Operation and any changes to an existing policy must be voted on by the Executive as a whole;
- l. Shall provide for an annual examination of all WBMHA accounting books. A qualified examiner will be nominated at the general meeting. The qualified examiner must have access to all records dating back to the previous examination. Every member of WBMHA will receive a balance sheet at the Annual General Meeting;
- m. Deal with any other matters assigned to it by the Executive or by the President;
- n. The Executive shall establish guidelines for the evaluation of Coaching applicants and the Executive as a whole will be responsible for interviewing and selecting all coaches;
- o. The Executive will approve players selected to attend All Star Games.

13.2.4 Silver Stick Tournament Committee. The Silver Stick Tournament Committee shall consist of the Silver Stick Director and up to three volunteers, approved by the Executive. The Silver Stick Tournament Committee shall:

- a. Be fully responsible for planning and operating the Annual Silver Stick tournament having all expenditures approved by the Executive;

- b. Appoint convenors and additional members (also approved by the Executive) to assist in the operation of the tournament, if necessary;
- c. Have a proposed budget and a schedule by May 30th and a list of the volunteer time required by September 1st of each hockey season. This is to be presented to the Executive as a whole and approved prior to implementation;
- d. Keep all monies in a separate Silver Stick bank account. All costs for running the tournament are to be paid from that account. The Treasurer of the association will be responsible for maintaining separate financial records of the Silver Stick Tournament. At the conclusion of the annual tournament, all the money (except for \$5,000.00 or an amount to be determined by the Executive) raised will be transferred to the Association General Account.

13.2.5 Abuse and Harassment Committee. The Abuse and Harassment Committee shall consist of up to five members. No more than two members can be associated with Wasaga Beach Minor Hockey Association and the other(s) must have no connection to the Wasaga Beach Minor Hockey Association and be wholly separate from the Executive Committee, able to make and carry out its decisions. The Abuse and Harassment Committee shall:

- a. Receive all abuse and harassment complaints;
- b. Appoint two members of the Abuse and Harassment Committee to conduct the investigation into the complaint (no more than one member from the Association should conduct interviews);
- c. Upon completion of an investigation, the Committee shall meet to decide if disciplinary action is required. The Committee shall proceed with disciplinary action, if required, and reports back to the Executive with the decision (immediately to the President or Designate). At this point, the Executive can add to the Committee's discipline, but cannot take away from the disciplinary action.
- d. Any Abuse and Harassment Committee members associated with Wasaga Beach Minor Hockey will receive full bond hours up to a maximum of two members.
- e. These positions are not voted on and the Committee should try to stay the same year after year. If a Committee member leaves, it is up to the Committee to replace the member. All members of the Committee must have a valid CRC/VSS.

13.2.6 Code of Conduct Committee. The Code of Conduct Committee shall:

- a. Receive all complaints or “Code of Conduct” violations that do not fall under the Abuse and Harassment Committee’s jurisdiction directly, from the President or Designate.
- b. Two members of the Code of Conduct Committee will conduct the investigation into the complaint or Code violation.
- c. Once the investigation is complete, the committee meets to decide if disciplinary action is required. The Committee proceeds with issuing a written warning as per the “Code of Conduct”, and reports back to the Executive with the decision (immediately to the President or Designate).
- d. If disciplinary action requires removal of player/offender from membership the Executive as a whole will execute this decision up to and including co-ordination with the Town of Wasaga Beach Recreation Department and the Police.
- e. The Committee will keep record of all warnings issued by forwarding to the Abuse and Harassment Committee to be kept on file with WBMHA in a secure location only to be accessed

by the Committee members.

### **13.3 Paid Duty Positions**

#### **13.3.1 Ice Convenor.** The Ice Convenor shall:

- a. Attend all relevant meetings.
- b. Be responsible for scheduling all games and practices.
- c. Inform all Team Officials and Referee in Chief of all games.
- d. Attend annual pre-season scheduling meeting.
- e. Carry out other duties as assigned by the Executive, Executive Committee, or the President.

#### **13.3.2 Door Attendant.** The Door Attendant shall:

- a. Adhere to game schedule as communicated by the Referee in Chief.
- b. Collect admission from spectators at all games and account for all funds for deposit by the Treasurer.
- c. Attend all relevant meetings.
- d. Carry out other duties assigned by the executive.

### **13.4 Pictures**

13.4.1 The WBMHA provides to each player, a team photograph and one individual photograph, provided the player attends the photo session.

13.4.2 The Registrar shall contact photographers in August or early September to compare pricing and arrange a photo night.

13.4.3 When the Registrar has decided on the date, a large dressing room should be booked for the pictures to be taken in.

13.4.4 The Registrar completes a schedule and notifies the Parent Reps for each team of their photograph time.

13.4.5 Players should come to the arena dressed except for skates at least 15 minutes prior to their time. All players should be ready to go if we are ahead of schedule.

13.4.6 The Registrar should have already given the Parent Reps order forms from the photographer. These need to be completed in advance of having the picture taken. The player hands this to the photographer immediately prior to having their picture taken.

13.4.7 The Registrar is responsible for distributing the photos to the Parent Reps of each team.

13.4.8 If a re-take is required, parents are to contact the Photography Company

13.4.9 Refrain from asking the photographer to take additional shots as this puts everyone behind.

### **13.5 Publicity**

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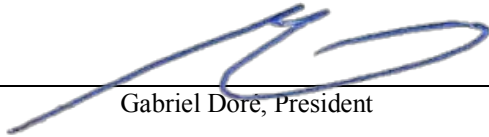
- 13.5.1 At the start of the season, the Registrar shall contact the local newspaper, The Wasaga Sun, to obtain the name of the contact person for WBMHA.
- 13.5.2 The Registrar is required to run ads publicizing Registration, for at least two weeks before the first registration date. Information such as cost, tryout dates and times, forms required must be included.
- 13.5.3 The Registrar is required to run ads publicizing the Annual General Meeting, as well as any Additional General Meetings at least thirty (30) days prior to the meeting.
- 13.5.4 The Registrar will also run ads as deemed necessary by the Executive Committee.

### **13.6 Forms**

- 13.6.1 The forms available from WBMHA Executive Members, WBMHA Website and the OMHA Website are as follows:
    - a. Coaching Application – Rep
    - b. Coaching Application - Local League
    - c. Application for a Tournament Sanction Permit
    - d. Letter - Local League Tournament -Acceptance, rules, entry form, team roster Team Official list
    - e. Local League Tournament Game Schedule
    - f. Local League Tournament Rules
    - g. Letter- Local League Tournament- Tournament full
    - h. Letter- Silver Stick Tournament- Acceptance, rules, entry form, team roster, game schedule
    - i. Letter - Silver Stick Tournament - Tournament full
    - j. Silver Stick Tournament rules
    - k. Team Sweater Acknowledgement Form
    - l. Equipment Check List
    - m. Player Registration Form
    - n. Registration Information Sheet
    - o. Letter of Permission Form
    - p. Subsidy Application
    - q. Team Fundraising Application
    - r. Team Fundraising Report
    - s. Declaration of Right of Choice
    - t. Residential Questionnaire
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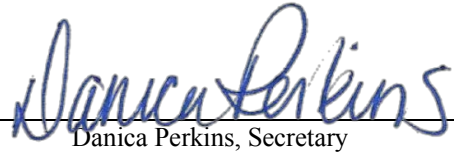
- u. Play down Agreement
- v. OMHA Play down Game Report
- w. Injury Report
- x. Hockey Injury Claim Form
- y. OMHA Classification Appeal Form
- z. OMHA Travel Permit
- aa. Georgian Bay Playoff Agreement
- bb. Notice of Reschedule
- cc. Tryout Form
- dd. Coaching Staff Information Sheet
- ee. Criminal Reference Check Release Form
- ff. Standard team rules

**14 APPROVAL**



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Gabriel Doré, President



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Danica Perkins, Secretary