

WMHA

RULES OF OPERATION

UPDATED JULY 2011

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1. Registration

1.1 The Board will set registration dates and fees prior to March for the subsequent season.

1.2 The registration fee and details for each upcoming season will be posted on the WMHA website.

1.3 Families registering three or more players will receive a \$50.00 discount for the family.

1.4 Registration of a player after August 15 is subject to a \$100.00 administration charge. The only exceptions to this rule are Midget players where registration is permitted up to September 15 without payment of the late registration administration charge and new families registering regardless of registration date.

1.5 Cheques are not accepted for payment of registration fees.

1.6 No player may participate in any team activity, including tryouts, until he or she is registered with the Association. No families' registration is complete until all current and outstanding fees and charges have been paid, including any fees owed to a representative team from the previous season from any member of the same family.

Players with outstanding rep fees from the just concluded season will not be permitted to register with WMHA for the upcoming season until such time that all outstanding past due rep fee's are paid in full. Every player must be in financial "good standing" in order to register for the upcoming season. A player classified as "not in good standing" does not qualify for a triple A Waiver.

Refunds

1.7 Registration refunds, based on the \$450 registration fee for the 2009-10 season, will be granted according to the following table:

Up to August 15 \$400 (subsequent seasons: registration fee less administration charge)

Up to September 15 \$375 (subsequent seasons: registration fee less 17%)

Up to October 15 \$310 (subsequent seasons: registration fee less 31%)

Up to November 15 \$230 (subsequent seasons: registration fee less 50%)

No refunds after November 15.

1.8 All refunds are subject to a \$50.00 administration charge; this fee is reflected in the refund table.

1.9 Dates are based on the date the request form is submitted electronically.

Refunds will be processed monthly. Cheques will be mailed monthly.

First time players withdrawing prior to October 31 will receive a \$400 refund.

1.10 Any player who attends representative team tryouts during the spring tryout period and is not selected to a representative team, who does not desire to play in the WMHA House League, must apply for their registration refund prior to August 15th or no refund will be considered.

1.11 False Residency Claims and residency claims that cannot be substantiated will result in forfeiture of full registration fees.

2. Selection of Team Officials

Head Coaches

2.1 All final decisions regarding the selection of Head Coaches shall be made by the Board based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members: V.P. Rep, the Rep Directors, the OMHA Contact and a list of participants recommended by the Rep Committee and approved by the Board. Any approved additions to the Committee from outside of the Board would only be in place for the recommendation of Head Coach positions for the upcoming season. The Coach Selection Committee will be chaired by the V.P. Rep who will only vote on Head Coach recommendations in the event of a tie.

2.2 The conflict of interest provisions of the Association's By-law No. 1 apply to the entire coach selection process.

2.3 Applications for Head Coach positions in the next hockey season will be made available in December of the current season. Application forms will be available in the WMHA office at Iroquois Park Sports Centre and online at www.whitbyhockey.com. Completed applications should be delivered to the WMHA office (dropped into the door mail slot) and must be submitted on or before January 24th.

2.4 The Coach Selection Committee shall conduct all interviews for Head Coach positions. Other than in exceptional circumstances, no less than 3 members from the Coach Selection Committee will be present for any interview. Given the volume of applications and time constraints, some applicants may not receive an interview. Any applicant who specifically requests an interview will be given an interview.

2.5 Prior to making any Head Coach recommendations, the Coach Selection Committee will seek input from the Head Mentor Coach and the Associate Mentor Coaches.

2.6 All Head Coach positions will be reviewed and selected on an annual basis. Preference will generally be given to previous WMHA Head Coaches provided they have met the Association's expectations in the prior season(s). The Coach Selection Committee will consider player development needs and the capabilities, qualifications of the Head Coach candidates in their recommendation as to whether an existing Head Coach is put forth for another season in the same Category (AAA, AA, A or AE) but in the subsequent Division (e.g. Minor Bantam to Major Bantam) or whether a new Head Coach is recommended.

2.7 The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular Division and Category, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.

2.8 It is the policy of the Association to favour applicants for Head Coach who will not have a child on the team. If an applicant will have a child playing on the team, the skill level of the child will be a factor considered when determining whether the applicant should be selected.

Head Coaches: Coach Movement

2.9 If a Team Official moves up a Category level (i.e. from AE to A, from A to AA, or AA to AAA) to Head Coach within the same age group in consecutive seasons, and the Head Coach has a child on the team, then a Player Selection Panel would automatically be put in place for the tryouts to select the team.

Parent/Player Satisfaction Surveys

2.10 Every team must distribute the Player Satisfaction Surveys and Parent Satisfaction Surveys by the end of the first week of January. These forms should be returned to the WMHA Office by the end of January.

2.11 All surveys are kept confidential and only used for purposes of (a) evaluating the suitability of a Head Coach to return as Head Coach; (b) determining whether any other Team Official should be carded to a team; and (c) providing feedback to a Head Coach and the Association. The names of those who have submitted surveys will never be communicated to any Team Official.

2.12 Parent Satisfaction Surveys must be signed in order to be given serious consideration. Anonymous Parent Satisfaction Surveys are disregarded and destroyed.

2.13 All surveys will be destroyed after all Team Officials have been approved by the Board and league play has commenced.

Assistant Coaches, Trainers and Managers

2.14 Only prospective Head Coaches will be evaluated by application and possible interview for their suitability to the team(s) that they have applied to coach. The Head Coach is responsible for the selection of the team's Assistant Coach(es), Trainer(s) and Manager(s), however, all staff selections must be approved by the Board.

2.15 Once the Head Coach has decided on the team staff, the WMHA Acceptance of Requirements must be completed and forwarded to the OMHA Contact who will present it to the Board for approval. In most cases, the decision of the Head Coach is respected and all staff selections are approved. However, some of the staff may be required by the Board to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the Association.

2.16 No member of the Board may be a team official for any team.

2.17 No person can be a team official for more than one team without the approval of the Board.

3. Tryouts

3.1 The Association will provide ice time for a reasonable number of tryouts to each team. The Association will collect the tryout fees for all tryouts.

3.2 It will be the responsibility of the Association, not the team, to ensure that every player attending a tryout is registered with the Association.

3.3 At the first tryout, every Head Coach must provide a letter that outlines the tryout process, evaluation criteria and the anticipated costs for the season.

3.3 It is recommended that all Head Coaches use the WMHA Player/Parent Information Sheet at the first tryout. The Association will provide copies for all teams.

3.4 Players who played on an A team the previous season must tryout for the AA team in their division to be eligible to play on the A team. Players who played on a AAA or AA team the previous season must tryout out for the AAA team in their division and, if released, the AA team to be eligible to play on the A team. Players who played on an AE team the previous season must tryout for the A team in their division to be eligible to play on the AE team. If the Head Coach has a child playing in the Division and Category in which he/she will be coaching, the child must tryout to be eligible to play on the team – unless approved by the Rep Committee or if an accredited medical note is provided.

3.5 Tyke Silver Stick players, excluding underage players, must try out for Novice AAA and, if released, the Novice AA team to be eligible to play on the Novice A or AE team.

3.6 If a player does not wish to tryout, he or she must obtain an exemption from the Head Coach. If the player is required to tryout and refuses to do so, the player cannot be carded to any Rep team. If requested, the Rep Committee will review any decision of a Head Coach not to grant an exemption. If requested, the Executive Committee will review any decision of the Rep Committee not to grant an exemption.

3.7 If a player who is required to tryout does not attend the first required tryout and the Head Coach is not prepared to grant an exemption, the Head Coach must attempt to contact the player's parents immediately following the first required tryout to advise them of the consequences of not trying out.

3.8 For the AAA tryouts from Minor Atom to Major Bantam, the 1st tryout would exclude the AAA and AA players from the previous season. All other players wishing to tryout for the AAA team would attend the 1st tryout. After the 1st tryout the Head Coach would determine the players to invite to proceed to the 2nd tryout, but must invite a minimum of 5 players, excluding goalies. The AAA and AA players from the previous season will start at the 2nd tryout, along with the selected invitees from the 1st tryout. The Head Coach can release players after the 2nd tryout and after every subsequent tryout.

3.9 For the AA tryouts from Minor Atom to Major Bantam, the 1st tryout would exclude the AA and A players from the previous season and the AAA players from the previous season who did not make the AAA team. All other players wishing to tryout for the AA team would attend the 1st tryout. After the 1st tryout the Head Coach would determine the players to invite to proceed to the 2nd tryout, but must invite a minimum of 5 players, excluding goalies. The AA and A players from the

previous season will start at the 2nd tryout, along with the AAA cuts and the selected invitees from the 1st tryout. The Head Coach can release players after the 2nd tryout and after every subsequent tryout.

3.10 For the combined A/AE tryouts from Minor Atom to Major Bantam, the 1st tryout would exclude the A and AE players from the previous season as well as the AAA and AA players from the previous season who did not make the AAA or AA team. All other players wishing to tryout for the A and AE teams would attend the 1st tryout. After the 1st tryout the Head Coaches would determine the players to invite to proceed to the 2nd tryout, but must invite a minimum of 10 players, excluding goalies. The A and AE players from the previous season will start at the 2nd tryout, along with the AAA and AA cuts and the selected invitees from the 1st tryout. The Head Coaches can release players after the 2nd tryout and after every subsequent tryout. The tryout fees are waived for any player who has dropped two Category levels, once they have dropped two levels.

3.11 The tryouts for all Novice teams will proceed without any exclusions. For Novice, releases cannot be made until after the 2nd tryout at each grouping (AAA, AA and A/AE). A maximum per player payment amount for the Novice tryouts will be established.

3.12 The tryouts for all Minor Midget and Major Midget teams will proceed without any exclusion. For Minor Midget and Major Midget, the Head Coach can release players after each tryout.

3.13 The Rep Committee, along with the Coaching Mentor(s), will meet with coaches prior to the commencement of tryouts to establish some standard procedures and reporting requirements.

3.14 All Head Coaches must maintain an individual "report card" for every player invited to attend the final tryout for any team. Head Coaches may, but are not required to, use the WMHA Player Evaluation Report.

3.15 No players can be released following exhibition games played outside of Whitby.

3.16 Following the final tryout, the Head Coach may notify players whether they have been selected for the team either personally or by letter. If a letter is used to release a player following the final tryout, the player's report card must accompany the letter.

3.17 Any Head Coach who anticipates releasing more than 5 players from the previous season's team must advise the applicable Rep Director at least 24 hours before doing so.

3.18 No player shall drop more than two Category levels from one season to the next unless it is a player who tries out for a goalie position or a goalie who tries out as a player. In this case, the player will drop to the appropriate level of his skill in the position he tries out for.

3.19 The Rep Committee will have the option to identify teams for which a Player Selection Panel would be used to operate the tryout and select the players to roster for the upcoming season. The Rep Committee would establish a Player Selection Panel for each identified team, with an uneven number of members on each panel. The Rep Committee will identify someone to lead each panel. If a Head Coach, or prospective Head Coach, has been selected for the team, the Head Coach could participate as a member of the panel and would have equal input into player choices along with every member of the panel. If a Head Coach has not been selected, the team will be chosen by the panel and then a Head Coach will be recommended by the Coach Selection Committee. In

the absence of a Head Coach on the Player Selection Panel, the Panel Lead would perform the Head Coach functions during the tryout.

3.20 Players who have been selected and have accepted, through a signed offer of commitment to play given to the coach or manager of a rep team, who subsequently decide to quit the team, are financially responsible for their individual share of all team costs (depending on the number of players on the team) from the time that they have accepted to be on the team to the time that a replacement player accepts in writing the offer of commitment to play.

3.21 This includes the player's share of any tournament costs which may have been scheduled at the time the player was on the team, team parties, jerseys, or any other team costs that may have been planned, expended, or scheduled while the player was on the team.

3.22 Any income generated from fundraising activities either individual or through team events, while the player was part of the team and prior to a replacement player being signed on, will be the exclusive property of the team. Any donations or sponsorship money given to the team while the player is part of the team will be considered the property of the team. The exiting player will not be entitled to claim any part of that money, product, or service.

4. Team Composition

Rosters

4.1 All Rep teams are directed to roster a minimum of 17 players, including two goalies. Any deviation from the required minimum must be approved by the Rep Committee.

4.2 AAA teams must submit their WMHA Player Roster prior to the first AA tryout. AA teams must submit their Player Roster prior to the first A tryout. A teams must submit their Player Roster prior to the first AE tryout. Where there are combined tryouts, the higher level team must submit its Player Roster immediately after its last tryout. For any fall tryouts, Player Rosters must be submitted at least 7 days before the house league schedule commences for the age group.

4.3 No team will be permitted to sign any out of town players with AAA releases. The only exception to this rule is when there are not sufficient numbers of players in a certain age group to make up a team of 17 players.

4.4 Any decision to accept an out of town player must be made by a full vote of the Board.

AAA Waivers

4.5 AAA waivers may be granted to Whitby players who have tried out at the AAA level and were not selected for the team. To receive a waiver, the player must attend at least the minimum number of AAA tryouts and be found not suitable for the team. The Association is under no obligation to grant releases to players who do not attend the AAA tryouts.

Underage Players

4.6 Underage AAA Players/Goaltenders:

Feedback will be sought from the following groups to support any decision to roster an underage player to a WMHA AAA team:

Mentor Group

Technical Specialist(s)

Rep Directors for the underage age group and "of age" age group

VP of Rep

Current Rep Head Coach / Following Season's Head Coach

Development Director

Try Out Evaluators

This panel will apply the following criteria to support any decision to roster an underage player to a WMHA AAA team during tryouts at any age group:

- Player must be ranked in top 2 in terms of overall skill
- Goalie must be ranked as top 1 in terms of overall skill

Due to the high demand for Representative Programming in the WMHA, no AAA team will be permitted to carry more than 1 (one) underage player.

Player Movement

4.7 Before any player movement occurs which affects multiple Categories, a meeting will be coordinated between the Rep Directors, the OMHA Contact and at least one Team Official from each affected team to discuss the timing and parameters of all player movements.

Affiliated Players

<i>Level</i>	<i>AP From</i>	<i>Alternate AP</i>
AAA	AA (Same Age)	AAA (Lower Age)
AA	A Blue (Same Age) A White (Same Age)	AA (Lower Age)
A Blue	AE HL (After AE Selects APs)	A Blue (Lower Age)
A White	AE HL (After A Blue Selects APs)	A White (Lower Age)
AE	HL (AE has 1st pick of HL APs)	None
S7	Not Permitted	None
S6	Not Permitted	None

In summary:

- AE selects AP's from HL 1st
- A Blue selects AP's 2nd from HL
- A White selects AP's 3rd from HL

WMHA Affiliation Regulations:

- Novice to Bantam Rep teams may not affiliate more than 7 players and 2 goalies
- Minor Midget to Juvenile may affiliate 10 players and 2 goalies
- There is no restriction on the # of games an AP can participate in, except in an OHF year when the AP can NOT participate in more than 5 league games after Jan-10th to keep his eligibility.
- Scenario: Player is rostered to PeeWee AA. Player is AP'd to PeeWee AAA. The PeeWee AA team advances to the OHF championships. In order for that player to be eligible to play in the OHF's, he must have played 4 games or less as a call up for PeeWee AAA after Jan. 10th. Note: Exhibition Games & Tournaments do not count towards the 5 game cap.
- For more information on OHF Championship age/skill groups, please consult the OHF website, or the OMHA Manual Section 4.1
- When a Head Coach/Manager determines their team needs to use an AP, they notify the Head Coach and Manager on the AP's team that they will be using that player for a game or practice.
- Prioritization table below illustrates situations for AP usage:

Rep Request	Rostered Conflict	Result	
AP Requested to attend practice	None	AP attends practice	
AP Requested to attend league game	None	AP attends game	
AP Requested to attend practice	Practice	AP attends higher practice	
AP Requested to attend league game	Practice	AP attends game	
AP Requested to attend practice	League Game or Playdown Game	AP attends League/Playdown Game on rostered team; declines AP request to practice	
AP Requested to attend league game	League Game	AP attends higher game, not rostered league game	
AP Requested to attend playdown game	Practice	AP attends higher playdown game	
AP Requested to attend playdown game	Playdown Game	AP attends higher playdown game; Rep Committee will make decision	Rep Director must be involved and may mediate a compromise
HL Request	Rostered Conflict	Result	
AP for Rep League Game or Practice	None	Attends AP Rep Team	
AP for Rep League Game or Practice	HL Practice	Attends AP Rep Team	
AP for Rep League Game or Practice	HL Game	Must attend HL Game	
AP for Rep Playdown Game	HL Game	Must attend HL Game	

Note: Any violations of the above ROO entries will result in the suspension of the Head Coach (used AP's), length to be determined via discipline committee review.

4.8 Rep Head Coaches that AP House League players must provide a list of their selected AP Houseleague players to their Rep Director, once their AP list is complete. Rep Directors will notify the appropriate House League Director. Further, anytime a Rep Coach needs to use a House League AP, the Rep Director, House League Director, and the AP's House League Head Coach must be notified.

4.9 The Association expects full cooperation between coaches regarding the use of affiliated players. Any coach wishing to use an affiliated player must advise the coach or manager of the player's team before contacting the affiliated player. Any coach not extending cooperation to the requesting team will be subject to disciplinary action by the Association.

5. Equipment and Jerseys

Equipment

5.1 All players are required to wear full hockey equipment meeting current CSA standards and current OMHA regulations while on the ice during any game or practice. Coaches and trainers must advise players or parents of improper fitting or illegal equipment. Any player not appropriately dressed must be removed from the ice.

5.2 Hockey pants worn by all team players must be royal or navy blue.

5.3 Hockey helmets worn by all team players must be royal blue.

5.4 The manager and head coach are jointly responsible for any equipment on loan from the Association. Alteration of any WMHA equipment is prohibited.

5.6 Players can use any hockey bag that they choose. It is preferred that all players use a bag that has been approved by the Association with the WMHA logo.

5.7 Teams cannot require that players purchase a particular hockey bag, but a team can provide players with the option to purchase a team bag.

Jerseys

5.9 The colours of the Association shall be royal Blue, Navy Blue, Yellow and White.

5.10 Annually, each representative team player will purchase approved WMHA home and away jerseys and socks from the WMHA approved vendor.

5.11 In the case that a player keeps the same jersey number in subsequent years, and there are no other changes to the jersey, the coach may approve that a player keep his jersey for a second year depending on the condition and fit of the jersey to ensure appropriate team uniformity. This request must be placed to the team coach prior to the scheduled team fitting session. If there is a disagreement related to the appropriateness of a specific player's jersey, the Rep Director will make the final decision.

5.12 Each team manager will schedule jersey fitting sessions with the WMHA approved vendor at a time and place that is convenient for the team and agreed upon with the approved vendor. All sessions should be conducted prior to June 30 (excluding Midget).

5.13 Each team will incur the full cost of the jerseys/socks and be required to submit payment directly to the approved vendor upon receipt of the invoice. The vendor will bill each team specifically for the cost of the Jerseys. Players are financially responsible for the purchase cost of their jerseys from the time of the order and will be required to submit the payment for their jerseys/socks to the team manager at the time of the order. The team manager is responsible to collect the payments from the players' and complete the payment to the vendor directly at the time the order is placed. Each team will purchase two AP jerseys for the season. (see 5.16 for AP jersey numbering scheme).

5.14 Any alterations, repairs or the addition of name bars and sponsor bars must be done by the association's approved jersey vendor.

5.15 In the event that a jersey is required during the hockey season, the team manager must contact the WMHA approved vendor for the purchase of replacement or addition of a jersey. The team will be responsible for the payment at the time that the order is placed.

5.16 Players can select their own numbers. Numbers must be two digits or less. Two digit numbers cannot begin with a Zero. Restrictions on jersey numbers include 0, 00, 69, 99 and they may not be ordered, placed, or used on any jersey. Numbers 32 and 33 will be reserved for AP jerseys only. AP jerseys must be number 32 and 33 only.

5.17 Name bars cannot exceed 4 X 13 inches in size and must be placed at the bottom of the jerseys. Sponsor bars cannot exceed 4 X 13 inches in size and must be placed at the top of the jerseys. Name and sponsor bars are to be only blue and white in colour. The approved vendor has all the exact requirements. Team staff must ensure jersey uniformity between all the players and that all jerseys are to standard. Previous year name/sponsor bars which do not adhere to these standards may not be used.

5.18 Players are responsible for the full cost of their jerseys and socks. Players will keep their jerseys at the end of the hockey season.

5.19 Teams cannot require that players purchase a third jersey. Any team wishing to purchase souvenir or replica WMHA jerseys (third jersey) requires the signed approval of all parents on the team and the approval of the V.P. Rep. Such approval will only be granted in very special circumstances.

5.20 If a third jersey is approved, the criteria related to what games it can be worn must be reviewed and understood. Third jerseys are not to be worn during regular league games or during any tournament championship game. This third jersey may not be worn during official WMHA Photography sessions or pictured in the media as representing the WMHA. Team officials who do not follow these operating rules will be requested to meet with the Discipline committee for review and corrective action. All teams and players within WMHA represent the association and must only wear the official jersey as detailed above.

6. Head Coach Responsibilities

6.1 The head coach shall have ultimate responsibility for every aspect of the operation and management of the team, including the conduct of all team officials. Specific responsibilities of a head coach include:

- Conducting fair and objective tryouts
- Teaching all players to play fairly and to respect the sport, the rules, officials, opponents, teammates and coaches.
- Ensure that the WMHA Code of conduct is enforced
- Encouraging penalty free hockey
- Instilling in all players a sense of pride in their team and their Association
- Eliminating outright any profanity from players and team officials
- Coordinating the delegation of responsibilities to team officials
- Maintaining team discipline on the ice, in the dressing room and on arena property
- Ensuring that all WMHA, OMHA, league and team rules are observed by all team officials and players

6.2 The head coach is responsible for each individual player's:

- Safety
- Skill development
- Physical fitness and nutrition
- Equitable ice time
- Conduct on-ice, in the dressing room, or at team or Association events
- Appearance (dress code)
- Motivation/enthusiasm
- Self-confidence
- Enjoyment of the game

6.3 Head coaches are responsible for the condition of dressing rooms, both home and away. All teams will leave their dressing rooms in a clean state when exiting any arena. Teams are responsible for all damage caused to any arena property, home or away.

Team Rules and Player Discipline

6.4 It is the responsibility of the head coach to establish and enforce all team rules. Any team rule must be presented both verbally and in writing. Team rules must be applied equally to every player.

6.5 Parents must always be advised of any team discipline involving their child.

6.6 No player shall be disciplined for any action or inaction by the player's parent. Refer to the WMHA Membership Code of Conduct.

6.7 Discipline by the head coach and all team officials must be administered appropriately and in a controlled manner, mindful of the age of the player, with a clear goal of teaching appropriate behaviour. Discipline must not be used impulsively or out of anger, or to embarrass or humiliate players.

6.8 Head coaches are permitted to suspend a player for all or part of a game or practice or from the team for a period of time. The need for, and extent of, any discipline is at the discretion of the head coach, but any decision or action of the head coach is subject to review by the Rep Committee.

6.9 The head coach must report every team-imposed suspension of a player for one complete game or more to the applicable Rep Director.

Equitable Ice Time

6.10 Players on any team are never of equal ability. In many situations, the concept of equitable ice time is incongruous with competitive hockey. However, every player, regardless of ability, should receive ice time not significantly less than the average of all players on the team. "Equitable" is defined as equal over a maximum of 5 games.

6.11 For the benefit of the team, players of lesser ability may be used less in games of special importance when the outcome of the game is in doubt. Examples of games considered to be of special importance are OMHA playoffs and finals in tournament play. The head coach can try to enhance the team performance in these games without regard to whether every player has equal ice time, but all players must be used for a reasonable portion of such games. Games considered not to be of special importance include league games, preliminary rounds in tournaments, exhibition games and "second season" playoffs. These games are to be used to equalize ice time for players who may have received less ice time in other games.

6.12 Equitable ice time rules apply to affiliated players.

6.13 In all cases, the amount of ice time can be reduced for discipline reasons.

Team Parent Meetings

6.14 After a team is selected, the head coach must hold a team parent meeting in the presence of a member of the Rep Committee. At a minimum, the following matters should be discussed at the first parent meeting:

- *Coaching Philosophy.* The head coach should outline his basic method of operation and any other specific topics related to the players' development.
- *Team Rules.* Any team rules regarding matters such as punctuality, dress code, conduct of players, player discipline, sport conflicts and communications with team officials (i.e. 24 hour rule) should be thoroughly explained to the parents.

- *Budget.* A budget must be presented and discussed. Parents are entitled to know approximately what amount of money will be required to sustain the team and at what intervals the funds will be collected.
- *Fund-raising.* If the parents are interested in fund-raising, a discussion should take place.
- *Player Dress Code and WMHA rules.*
- *Tournaments.* Tournament plans (number, dates and locations) should be discussed.
- *League.* Travel commitments should be made clear.
- *Question Period.* Time should be set aside for any questions.
- *Team List.* Every parent should receive a list of all players and proposed team officials, their addresses, phone numbers and e-mail addresses. It should be explained that the selection of all team officials is subject to Board approval.

6.15 Throughout the season, the head coach should hold regular team parent meetings.

Coaches and Managers Meeting

6.16 The V.P. Rep will schedule WMHA coaches and managers meetings periodically throughout the season. All head coaches and managers must make all reasonable efforts to attend these meetings. If teams have any outstanding issues, or can offer any suggestions to the Association or other teams, this meeting is a good forum to do so.

7. Manager Responsibilities

7.1 The manager is primarily responsible for all off-ice activities. Specific responsibilities of a manager include but are not limited to:

- Dissemination of information to and from the team
- All financial matters including preparation of team budget and financial records
- Collect and manage the team fees and costs from each family.
- Advise the Association promptly when financial obligations are not met on time by any member of the team
- Liaison between the Association and team officials
- Liaison between the Ice Manager and team officials
- Liaison between the parents and team officials
- Fund-raising activities
- Tournament bookings
- Travel and hotel arrangements
- Coordinating the purchase of Team Jerseys and Off-Ice team apparel with the Authorized WMHA vendor
- Reporting scores to league conveners
- Reporting scores to local newspapers
- Completing game sheets (the Association will be responsible for forwarding the game sheets to the applicable league conveners)
- Working in cooperation with the OMHA Contact to ensure that all OMHA registration requirements are met
- Distributing Parent and Player Satisfaction Surveys

Team Budget and Financial Records

7.2 The Association has prepared a common financial reporting template using an Office 97 Excel spreadsheet. An electronic version of the template applicable to each division will be supplied to all managers prior to their first parent meeting. The templates can also be obtained from the WMHA Administrator.

7.3 The manager must prepare a budget using the standard template. All team expenses must generally adhere to the guidelines and limits set out in the template. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the applicable Rep Director.

7.4 The manager must keep an accurate, up-to-date record of all financial transactions. These records must be readily available for inspection by the Association's Treasurer. A sample ledger is as follows:

ATOM AAA HOCKEY TEAM

DATE ITEM RECEIVED PAID OUT BALANCE

Sept. 26 Parent Payments 1,700.00 1,700.00
Sept. 30 Refs - Ex. Game 30.00 1,670.00
Oct. 1 Parent Payments 600.00 2,270.00
Oct. 2 Sponsorship 1,000.00 3,270.00

Rep Player Fees

7.41 To ensure no financial burden is placed on either the bench staff or other parents, Rep Fee's owed to teams by families are due per the published payment schedule (Table 1.0) contained in the parent/team package shared before the season begins at the parent/team meeting.

7.42 In the event of non payment of any fees, including any amounts less than the total fee by means of the payment schedule, the Rep player will be classified by the WMHA as "not in good standing". As a result of this classification (not in good standing), the rostered player will not be eligible to participate in team practices, development, games, off ice conditioning, or any other WMHA Rep Team activity, until such time that outstanding fee's have been received by the Team Manager.

7.43 This period of time shall be defined as the difference between expected payment date (Day/Month/Year), contained in the parent package, and the received payment date (Day/Month/Year). In the event of non payment of the 1st payment detailed in the Team Managers payment schedule (defined as one of May/June/July payment), the player/family will forfeit their position on the Rep Team roster until the account is brought up to date. An AP player will fill the spot until payment in full is received. Exceptions will be managed by the Team Manager engaging the Rep Committee for remedy, and must be approved by the Rep Committee, Rep VP, and the Board of Directors of the WMHA.

Table 1.0 Example of Rep Fee Payment Schedule

June 2009	\$500.00
September 2009	\$500.00
December 2009	\$500.00

Note: A minimum of 2 payments will constitute a payment schedule – fee's will not be permitted to be collected as 1 full payment, with the exception of if the parent/family volunteers to make a single full payment (must match the date/timing of 1st payment of season).

7.44 All Player/Family Rep Fee's must be paid by December 1st (defined as in season)."

7.5 A financial report must be provided by the manager to the parents and the applicable Rep Director at least twice during the season (October 31 and December 31). A final report must be submitted prior to May 1.

7.6 The manager must handle team funds exclusively. Team "treasurers" are not permitted without prior approval of the Board. The manager will be held responsible for any missing, mishandled, or

mismanaged team funds. Any cash received by the manager should be deposited into a team bank account as soon as possible following receipt.

7.7 All WMHA team accounts must be opened through the approved WMHA bank. Any team bank account must require at least two authorized signatures (the head coach and one other person) to write cheques or withdraw funds.

7.8 Whether the personal expenses of non-parent team officials (for example, hotel rooms, travel and jackets) are to be paid from the team's budget must be dealt with as part of the budget approval process.

7.9 At the end of the season all accounts must be reduced to a zero balance. No team funds are to be carried over to the next season. All team bank accounts must be closed at the end of each season. The Rep director must be notified if accounts have not been closed for any reason.

7.10 No immediate family member of a head coach, assistant coach or trainer is permitted to be a manager without Board approval.

Fund-Raising

7.11 Every team is allowed to raise funds to defray operating costs. While the head coach is ultimately responsible for the overall administration of the team, the manager is principally responsible for all financial activities, including fund-raising.

7.12 All fund-raising activities must be approved by the applicable Rep Director.

7.13 Managers are responsible for ensuring that any fund-raising is conducted legally and in good taste. The Board reserves the right to cancel any fund-raising activity detrimental to the Association's image or reputation.

7.14 All teams serving alcohol at a dance must have a proper license and suitable liability insurance. It is strongly recommended that professional bartenders be employed at these dances.

7.15 Teams must provide a tangible product or service for monies received. Direct solicitation or begging for money is prohibited.

7.16 Teams wishing to conduct any fund-raising activities on Town of Whitby arena properties must receive permission from the Town.

7.17 No team can offer to sell any products that compete with products offered for sale by the WMHA.

7.18 All funds raised must be clearly itemized on the financial records of the team.

7.19 Cash rewards for children are forbidden. Token prizes such as hockey sticks for selling the most of something are allowed.

7.20 Any lottery, game of chance, or draw in a large scale requires a municipal license. Events on a limited scale such as hockey pools, product draws, or 50/50 ticket draws before a home game are permitted.

7.21 Generally, draws involving alcoholic products are prohibited; however, any team may place a request for pre-approval by the appropriate Vice President for a potential fundraising draw involving alcoholic products which may be deemed appropriate.

7.22 Any fund-raising activity that involves throwing anything onto the ice (for example, “chuck-a-puck”) is prohibited.

7.23 Fund-raising at all WMHA tournaments is only permitted with the approval of the tournament’s director.

7.24 The combined amount of fund-raising and sponsorship for any single team cannot exceed 35% of the team’s total expenses without approval from the Rep Committee. The only exceptions to this rule are teams hosting OMHA Championships or other special situations approved of by the Executive Committee.

7.25 The Association will not be held responsible for any losses or liabilities incurred by any team as a result of its fund-raising activities.

Admission Fees

7.26 Teams may not, collect admission fees for league games or league playoff games. OMHA Play-off gates will be negotiated within the Play-off contract as per league and OMHA by-laws.

7.28 Teams are not authorized to print or distribute any passes.

7.30 The Association has a zero tolerance policy for profanity, violence or harassment. The association also has a detailed Code of Conduct policy. The Association reserves the right to remove and/or permanently ban from any Whitby arena anyone who violates this policy.

Sponsorship

7.31 Teams may solicit sponsorship from any source other than current WMHA sponsors (for a list of current sponsors, teams can check the WMHA web site or contact the Sponsorship Manager). Tobacco companies and those sponsorships prohibited by the OMHA (breweries, distilleries and wineries) are not allowed. Teams can have a primary sponsor, secondary sponsors and/or individual sponsors. Teams are limited in the total amount of sponsorship that they can accept (see section 7.24).

7.32 WMHA may deny individuals or companies from sponsoring any team or event within the association.

7.33 Sponsors names cannot appear on any team jacket or clothing without permission of the Board. Sponsors names can appear on game and practice jerseys.

8. Assistant Coach Responsibilities

8.1 While the over-all responsibility for all team affairs lies with the head coach, the assistant coach assumes all of the same obligations to the players, team and Association, especially in the absence of the head coach.

8.2 The assistant coach is expected to reinforce all programs designed to develop and improve the team's performance.

9. Trainer Responsibilities

9.1 The trainer is responsible for the safety of all players on the team.

9.2 The trainer will protect his or her players from any unsafe conditions on and off the ice, and will react to any injuries to the players. The trainer will ensure that all players wear regulation protective equipment and conduct proper stretching exercises before any activity.

9.3 Every WMHA trainer is required to have on hand at all times an adequate first aid kit for use in any emergency. The trainer must also maintain health and injury records of the players and will recommend any necessary injury avoidance or muscle strengthening exercises. The trainer should also recommend proper diet, fitness, and nutrition programs for the players.

9.4 The trainer is responsible for completing and forwarding a copy of the "Hockey Canada Injury Report" following any hockey-related injury. If a player is removed from a game or a practice due to injury or serious illness and does not return to that game or practice, the player should obtain a note from a physician before he or she is allowed to return to play.

9.5 Any player who sustains a concussion injury must subsequently provide a doctor's note identifying that the player is fit to return to play hockey prior to joining the team for any game. Depending on the severity, other injuries may also require doctor's approval before returning to play. If required, the trainer may refer to the appropriate director for guidance.

10. Tournaments

10.1 Prior to July 31st of each season, all teams (with the exception of Midget) must provide the appropriate Director, OMHA Rep, and the Ice Manager, with the WMHA Tournament Schedule listing all the tournaments that the team plans to attend. The Ice Manager will attempt to schedule around such tournaments. However, the Association is under no obligation to schedule around any tournament if it conflicts with league or play-off games. League and play-off games take priority over all tournaments.

10.2 No team can enter any tournament without permission. Permission is obtained by submitting a WMHA Tournament Permission Request to the OMHA Contact for each and every tournament. Only the OMHA Contact can grant permission. Summer tournaments (prior to Labour Day) are not permitted.

10.3 Out of Branch (non-OMHA) tournaments require sanctioning by the OMHA. If your team plans on participating in one of these tournaments, the OMHA travel permit fee must accompany the WMHA Tournament Permission Request. Travel permits will be billed to teams at the OMHA Rate.

10.4 Teams can attend a maximum of five (5) tournaments during the season.

10.5 No team can attend more than two (2) tournaments that require over-night accommodation without the approval of the Rep Committee.

10.6 Teams cannot enter into any tournaments during playoffs without prior approval from the Rep Committee.

10.7 Participation in the following WMHA tournaments is mandatory:

- Canadian Thanksgiving Tournament
- International Silver Stick (U.S. Thanksgiving - last weekend in November)
(AAA North American Finals - Minor Atom, Minor Peewee, Minor Bantam and Minor Midget)
(AA Regional Qualifier - Minor Atom, Minor Peewee and Minor Bantam)
- International Exhibition Series – The Bantam AAA team will participate in an exhibition series with an international team (in the past with teams from Finland) during the Christmas break. It is expected that team families participate in the billeting of foreign players.

10.8 For the Canadian Thanksgiving Tournament and the International Silver Stick, each team must provide approximately 20 man hours of volunteer time which will be scheduled by the tournament director.

11. Dress Code

Players

11.1 All players must wear approved outerwear with the WMHA logo. Players must wear a white shirt, tie, black, navy or grey dress pants, and black dress shoes or boots.

11.2 Approved WMHA jackets include all jackets sold by the WMHA. Other jackets that are available through our approved vendor(s), which teams may request for approval by the WMHA. Any previously approved WMHA jacket is acceptable. OMHA Championship jackets are also acceptable.

11.3 If for financial reasons a player is unable to purchase a hockey jacket, he or she may place a request to the appropriate director to wear a plain blue jacket with no lettering, logos, brands, or company name of any kind.

11.4 Instead of the WMHA approved jacket, white shirt and tie, Atom and Novice teams (only) may opt to wear a common WMHA track suit with white or Navy Blue turtlenecks as long as the entire team is uniform.

11.5 Whatever dress code the team chooses, the players should be uniform.

11.6 WMHA Representative teams by definition, represent our association. As such, if WMHA teams wear/purchase team-common apparel or uniforms to travel or to participate in any function or activity representing the WMHA, the apparel must have an official Whitby Minor Hockey Association logo identified. Team clothing with the word 'Whitby' or 'Whitby Hockey' will not be acceptable for team uniforms, as they do not have an official WMHA logo which represents our association. Examples of Team apparel include track suits, warm up clothes, t-shirts, winter jackets, hats, shorts, or other off-ice team apparel that is purchased and worn by the majority of the team to attend or in-transit to events while representing the WMHA.

11.7 Any requests for deviation must be submitted to the Rep and Purchasing committees for pre-approval. Coaches and Managers must raise any potential concerns to the appropriate Rep director to ensure adherence to the dress code requirements.

11.8 It is the responsibility of the head coach to ensure that the dress code is followed.

Bench Staff

11.9 Bench staff is expected to meet or exceed the player's dress code. Trainers are an exception to this rule. Trainers are expected to wear appropriate attire given their function.

12. Ice Scheduling

12.1 If a team wants to schedule practices or exhibition games in August, it must arrange to purchase its own ice. No head coach can make attendance at any practice or exhibition game mandatory prior to the end of Labour Day weekend. No team can schedule practices or exhibition games prior to August 1.

12.2 Prior to the league scheduling meeting, each team will be given its tentative ice allocation for the entire regular season. After its scheduling meeting and prior to September 30, teams can return ice to the Ice Manager that conflicts with tournaments or away games scheduled. After September 30, teams may only attempt to have ice reassigned or exchange ice with the approval of the Ice Manager. Teams are not permitted to request reassignment or exchange ice prior to September 30.

12.3 No ice allocation to any team is official until the completion of the Select and A/E scheduling meetings.

12.4 No game changes are to be made by anyone other than the Ice Manager. If a team requires a game change, it must contact the Ice Manager. DO NOT contact the other centre. If any team official is approached by a team official from another center, he or she must advise the other centre that game changes must go through the ice schedulers.

12.5 The Ice Manager will attempt to reschedule games taking into account the team's commitments, but teams must be aware that league games will take priority over practices, tournaments, team fundraising events and other similar commitments.

12.6 Teams will be billed for their ice regularly during the season.

13. On-Ice Officials

13.1 The Ice Manager is responsible to provide the Referee Assignor(s) with the master game schedule for both Representative and House League games. The Ice Manager may delegate the responsibility, with board approval, for part or all scheduling functions to the WMHA administrator or other delegate to complete the season's Rep and/or House League schedules.

The Ice Manager, or delegate, will provide the Referee Assignor with the master game schedule for house league games and will make the Referee Assignor and all teams aware of any change to the Rep and House League master schedule.

13.2 The WMHA Administrator, or assigned delegate, will cross check and compare all assignment sheets with the scheduled games and will also insert the worksheets into the Referees Binder at IPSC front desk confirming that on-ice officials have been assigned.

Team Responsibilities

13.3 Rep teams are responsible to arrange for their own on-ice officials for all exhibition games by contacting the Referee Assignor and WMHA Administrator. On-ice officials for all league and play-off games will be assigned by WMHA or the OMHA. Rep teams must contact their respective director, the WMHA OMHA contact, and the WMHA Ice Scheduler to inform them of their intent and receive the appropriate approvals.

13.4 Upon arrival at the arena, rep team managers should check at the front desk for the Referee Binder to confirm that their game time and pad number are correct and that officials and a timekeeper have been assigned. If for any reason officials are not assigned to the game, managers should immediately try to contact the following persons in the following order:

Contact List

- Referee Assignor (officials)
- WMHA Administrator (timekeeper)
- Referee-in-Chief
- Local Referee Supervisor
- The names and telephone numbers for all persons on the Contact List will be given to Managers prior to the start of the season and will also be included in the Referee Binder

13.5 If there are ice issues such as double booking, managers must contact the Ice Manager, V.P. Rep. In the event of a conflict, games will always take priority over practices. If two games are scheduled, the Ice Manager, V.P. Rep, and OMHA Contact, will attempt to resolve the conflict.

13.6 If 15 minutes prior to game time, all expected officials have not signed in, the manager must check the referee's room. If there is another game going on, ask those officials if they are staying to do the next game. The manager must also check the front desk to see if any official has called to indicate that he or she will be late. If there are no officials in attendance at this point, managers should immediately start calling persons on the Contact List.

13.7 If 10 minutes prior to game time an on-ice official is still missing, the manager and official(s) present will work together to call persons on the Contact List, call other officials and/or find an official on another pad.

Referee Assigner and officials Responsibilities

13.8 The Referee Assignor will complete assignments at least 2 weeks in advance and forward copies to the Referee-in-Chief, OMHA Supervisor, WMHA Administrator and V.P. Rep each Thursday.

13.9 The Referee Assignor will provide each official with a report identifying who has been assigned as his partner(s) for each game.

13.10 All officials will be given a copy of the entire WMHA referee phone list for their personal use. The officials will carry this list in their equipment bag so that they can attempt to find a replacement official if the need arises. It is mandatory that officials provide emergency contact information for assignors and other officials.

13.11 When officials arrive for their assigned game, they should sign the WMHA "Officials Sign In" sheet at the entrance to the pad and be paid at that time.

13.12 Officials are expected to arrive not less than 20 minutes prior to game time. If any official for whatever reason is going to be late, he should contact the arena (905-668-7765) or one of his partners to leave a message of expected arrival time.

13.13 If 15 minutes prior to game time an official is still absent, those officials in attendance should immediately attempt to contact their missing partner.

13.14 Officials can determine amongst themselves who will skate if a replacement on-ice official is found and the originally assigned official shows up. They will also determine how the pay will be allocated. Two officials will not be paid for the same assignment.

13.15 The term 'Game Time' is defined as the time that a game is scheduled. It is not the time that the players are expected to be on the ice (after the Zamboni).

14. Timekeepers

14.1 The Referee in Chief (or other assigned board member) has the responsibility to ensure that trained Timekeepers are selected, trained, and assigned to all Representative and House League games. The WMHA Administrator, or other delegate, is responsible for assigning timekeepers for all House League and Representative exhibition, regular season, and playoff games.

14.2 All teams must use timekeepers that have been approved by the Association. The use of non-approved timekeepers is prohibited.

14.4 Timekeepers are to be paid according to rates established by the Association.

14.5 In the month of May, WMHA will post on its website, requests for Timekeepers required for the following season. Timekeeper requests will be evaluated for the specific requirements of that season, depending on the number of teams and attrition of returning Timekeepers. Criteria include but are not limited to: being a member of WMHA, previous volunteer work with the WMHA, age requirements, and chronological order of applications. Only applicants who meet the set criteria for the upcoming season will be interviewed. WMHA will provide training to new Timekeepers as required. The Referee in Chief, or other assigned board member, will lead and approve the criteria and selection process of the season's selected Timekeepers.

15. Houseleague Specific

15.1 Under Construction

16. Code of Conduct

16.1 This section sets out the Association's Code of Conduct.

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

16.3 All WMHA members and participants shall avoid behaviour that brings the Association or the sport of hockey into disrepute including, but not limited to, abusive use of alcohol, use of non-medical drugs and use of alcohol by minors.

16.4 All WMHA members and participants shall adhere to all of the Association's rules and policies and to all rules, regulations and policies governing any competition in which they participate.

16.5 WMHA members and participants shall not engage in any activity or behaviour that interferes with a competition or endangers the safety of others.

16.6 WMHA members and participants shall refrain from comments or behaviour that is disrespectful, offensive, harassing, abusive, racist or sexist.

17. Harassment and Abuse Policy

Scope

17.1 The policies and procedures in this section apply to all WMHA members and participants.

17.2 The Association adopts in their entirety the harassment and abuse policies of Hockey Canada dated April 24, 1998. These policies are reproduced in the OHF Handbook and can also be found online at www.hockeycanada.ca, www.ohf.on.ca and on the Association's website.

Complaint Procedures

17.3 In this section,

- (a) "Committee" means the Protest and Discipline Committee;
- (b) "Complainant" refers to the person who experiences harassment or the parent or guardian of such person;
- (c) "Harassment" has the meaning set out in Hockey Canada's harassment and abuse policies.
- (d) "Official" means a member of the Board; and
- (e) "Respondent" refers to the person against whom a complaint is made.

17.4 Any person who experiences harassment, any person who witnesses harassment, or any person who believes that harassment has occurred is encouraged to make it known that the behaviour is unwelcome and offensive.

17.5 If confronting the harasser is not possible, or if after confronting the harasser, the harassment continues, the matter should be reported to an Official.

17.6 Once an incident is reported, the role of the Official is to serve in a neutral, unbiased capacity in receiving the report of the incident, advise the parents/guardians of the incident (if the person who has experienced the harassment is a minor), and assist in an informal resolution of the complaint. If the Official considers that he or she is unable to act in this capacity, the complaint must be referred to another Official.

17.7 If informal resolution of the complaint is not appropriate or possible, the person who has experienced or witnessed the harassment, or who believes that harassment has occurred, may make a formal written complaint to the Association.

Investigation

17.8 If the Association receives a written complaint, the President shall appoint one or more individuals to conduct an investigation of the complaint. For serious matters, the investigator(s) should be experienced in harassment matters and investigation techniques, and may be outside professionals.

17.9 The investigator shall carry out the investigation in a timely manner and at the conclusion of the investigation submit a written report to the Committee which will include a recommendation that,

- (a) no further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within Hockey Canada's definition of harassment; or
- (b) the complaint has merit and should proceed to a hearing.

17.10 Within 10 days of receiving a written report of an investigator that recommends that there be a hearing, the Committee shall meet to hear the complaint.

17.11 At the discretion of the President, an investigation may be waived and a hearing scheduled within 10 days of receipt of a formal complaint.

Incidents Requiring Immediate Response

17.12 This policy shall not prevent a person in authority from taking immediate, informal, corrective and appropriate disciplinary action in response to behaviour that, in his or her view, constitutes a minor incident of harassment.

17.13 Harassment complaints arising during competitions may be dealt with immediately, if necessary, by a WMHA representative in a position of authority provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, sanctions shall be for the duration of competition only. Further sanctions may be applied but only after review of the matter in accordance with this policy.

17.14 If the alleged harassment is so serious so as to possibly jeopardize the safety of others, the Executive Committee may immediately remove the alleged offender from WMHA activities pending an investigation of the complaint in accordance with this policy.

Hearing

17.15 The Committee will govern the hearing by such procedures as it deems appropriate provided that,

- (a) the parties may be accompanied by a representative;
- (b) the hearing will be held in private;
- (c) the parties will be given written notice of the day, time and place of the hearing;
- (d) the Respondent will receive a copy of the formal complaint; and
- (e) the Committee may request that witnesses to the incident be present or submit written evidence.

17.16 As soon as possible following the conclusion of the hearing, the Committee shall present its findings in a written report to the President, with a copy to the Complainant and the Respondent. The report shall contain,

- (a) a summary of the relevant facts;
- (b) a determination as to whether the act(s) complained of constitute harassment;
- (c) discipline action to be taken, if the act(s) constitute harassment; and
- (d) measures to remedy or mitigate the harm or loss suffered by the Complainant, if the act(s) constitute harassment.

Sanctions

17.17 If the Committee determines that the act(s) complained of constitute harassment, it may consider the following options, singly or in combination, depending on the nature and severity of the harassment:

- (a) verbal apology;
- (b) written apology;
- (c) letter of reprimand;
- (d) referral to counseling;
- (e) suspension from WMHA events and activities including games or competition;
- (f) suspension or termination of employment or contract;
- (g) suspension of team service or other voluntary contribution to a team or the Association;
- (h) expulsion from membership; and/or
- (i) such other sanction the Committee deems appropriate.

17.18 Failure to comply with a sanction imposed by the Committee shall result in automatic suspension of membership in the Association.

Confidentiality

17.19 The Association recognizes the sensitive and serious nature of harassment and will strive to keep all matters relating to a complaint confidential.

Cyberbullying policy

17.20 It is the policy of the WMHA that harassment and bullying in all its forms will not be tolerated. Accordingly, all WMHA personnel (staff, volunteers, team or on-ice officials) and partners (parents, guardians) are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing or bullying behaviours, responding promptly and informally to minor incidents of harassment or bullying and following local or national policy guidelines for reporting or responding to more serious complaints of harassment or bullying. Players and other participants are expected to refrain from harassing or bullying behaviour and are encouraged to report incidents of harassment or bullying. With technology at the forefront, this policy also includes incidents of Bullying using any electronic media, or “Cyberbullying”.

17.21 Cyberbullying is the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, personal Web sites, online personal polling

Web sites, social networking Web sites such as MySpace, Facebook, message boards, forums, and or chat rooms, to support deliberate, repeated, or hostile behavior by an individual or group that is intended to harm others.

17.22 Cyberbullying includes, but is not limited to, harassing, teasing, defaming, intimidating, or threatening another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, Web site postings or blog postings.

17.23 Cyberbullying occurs between people at any age. It is inappropriate behaviours that are typically cruel, demeaning and hostile toward the bullying targets (most commonly occurs between children under the age of twelve) but may also constitute behaviours between youth or between adults.

17.24 The following is a non exhaustive list of tactics used by bullies to control their targets:

- continually criticizing the target's abilities
- blaming the target of the bullying for mistakes
- public ridicule of target and/or family members
- making unreasonable demands related to performance
- repeated insults or put downs of the target
- repeated threats to remove or restrict opportunities or privileges
- denying or discounting the targets accomplishment
- threats of and actual physical violence

17.25 Individuals who feel that they have been the victims of such misuses of technology or know someone being Cyberbullied or perpetrating Cyberbullying should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to their respective WMHA director [<list>](#). All reports of harassment in cyberspace will be investigated fully through the WMHA disciplinary committee. Sanctions may include, but are not limited to, suspensions, removal from the association, and referral to local law enforcement. For more information on Cyberbullying go to: www.cyberbullying.ca.

18. Criminal Record Checks (CRCs)

18.1 All Board members, team officials, house league convenors and WMHA employees must have a current (maximum 2 years old) CRC on file with the Association. CRCs can be obtained from the Durham Regional Police.

18.2 All CRCs must include a vulnerable persons sector check of offences for which a pardon has been granted.

18.3 Photocopies of CRCs are not acceptable. If a copy of the CRC is required for other purposes, an additional approved copy should be requested at the time of application.

18.4 CRCs must be provided for all team officials before the team's OMHA roster sheet will be released.

18.5 The Association will protect and maintain the confidentiality of all CRCs. CRCs will only be reviewed by the OMHA Contact unless the OMHA Contact determines that a review by the Executive Committee is warranted. If in the opinion of the Executive Committee there is anything in the CRC that raises a concern regarding the suitability of the person to be a team official, a confidential interview will be conducted with the person.

19. Prevention Review

19.1 All Board members, team officials, house league convenors and any other individual directly involved with players of the Association must complete the OHF prevention services or Speak Out training course.

20. Discipline

20.1 Membership in the Association, as well as participation in the activities of the Association, brings with it many benefits and privileges. At the same time, WMHA members and participants are expected to fulfill certain responsibilities and obligations, including complying with the Association's Code of Conduct and all other rules and policies of the Association. Individuals who fail to comply may be subject to disciplinary sanctions. This policy applies to discipline matters affecting all WMHA members and participants.

20.2 In this section,

- (a) "minor infractions" are infractions under the Association's Code of Conduct or violations of any WMHA rule or regulation which are not severe but which may warrant immediate corrective action as specified in section 20.5. Examples include,
 - (i) a single incident of disrespectful, offensive, abusive, racist or sexist comment or behaviour directed towards others, including peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
 - (ii) unsportsmanlike conduct such as angry outbursts or arguing;
 - (iii) a single incident of being late for or absent from WMHA events or activities at which attendance is expected or required; and
 - (iv) non-compliance with the rules and regulations under which WMHA events and activities are carried out;
- (b) "major infractions" are infractions under the Association's Code of Conduct or any WMHA rule or regulation which are more severe and may warrant disciplinary action as specified in section 20.15. Examples include,
 - (i) repeated incidents disrespectful, offensive, abusive, racist or sexist comment or behaviour directed towards others, including peers, opponents, players, parents, coaches, officials, managers, trainers, administrators, spectators and sponsors;
 - (ii) repeated unsportsmanlike conduct such as angry outbursts or arguing;
 - (iii) repeated incidents of being late for or absent from WMHA events or activities at which attendance is expected or required;
 - (iv) activities or behaviour which interfere with the organization of a competition or with any player's or team's participation for a competition;
 - (v) pranks, jokes or other activities which endanger the safety of others;
 - (vi) deliberate disregard for the rules and regulations under which WMHA events or activities are conducted;
 - (vii) abuse of alcohol;
 - (viii) any use of alcohol by minors;
 - (ix) use of illicit drugs or narcotics; and
 - (x) use of, or condoning of the use of, banned performance enhancing drugs or methods;
- (c) "Committee" means the Protest and Discipline Committee.

Minor Infractions

20.3 Disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the situation and the individual involved. This person may include a Board member, committee member, convener, tournament chairperson, official, coach, or team manager.

20.4 Procedures for dealing with minor infractions will be informal as compared to those for major infractions and shall be determined at the discretion of the person responsible for discipline of such infractions, providing the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident.

Sanctions for Minor Infractions

20.5 The following sanctions may be applied, singularly or in combination, for minor infractions:

- (a) verbal reprimand;
- (b) written reprimand;
- (c) verbal apology by the individual;
- (d) written apology by the individual;
- (e) suspension from WMHA events and activities including games or competition;
- (f) suspension of team service or other voluntary contribution to a team or the Association;
and/or
- (g) other sanctions as may be considered appropriate for the infraction.

Major Infractions

20.6 Any person may report a major infraction to the President.

20.7 Upon receipt of a report, the President shall determine if the incident is better dealt with as a minor infraction or if a hearing is required to address the incident as a major infraction.

20.8 If the incident is to be dealt with as a minor infraction, the President will inform the appropriate person in authority as described in section 20.3 and the alleged offender, and the matter shall be dealt with in accordance with sections 20.2 through 20.5.

20.9 If the incident is to be dealt with as a major infraction, the matter will be referred to the Committee for a hearing to take place as soon as possible.

20.10 Major infractions occurring within competition may be dealt with immediately, if necessary, by a WMHA representative in a position of authority, provided the individual being disciplined is told the nature of the infraction and has an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions shall be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out for major infractions.

Hearing

20.11 Any hearing dealing with a major infraction shall be governed according by such procedures as the Committee deems appropriate provided that,

- (a) the parties may be accompanied by a representative;
- (b) the hearing will be held in private;
- (c) the parties will be given written notice of the day, time and place of the hearing;
- (d) the individual who allegedly committed the major infraction will receive a copy of the report; and
- (e) the Committee may request that witnesses to the incident be present or submit written evidence.

20.12 As soon as possible following the conclusion of the hearing, the Committee shall present its findings in a written report to the President and all those involved in the infraction.

This report shall contain,

- (a) a summary of the relevant facts,
- (b) a determination as to whether the act(s) complained of constitute a major infraction; and
- (c) discipline action to be taken, if any.

20.13 Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Committee shall determine the appropriate sanction.

20.14 If the individual being disciplined chooses not to participate in the hearing, the hearing shall nonetheless proceed.

Sanctions for Major Infractions

20.15 The Committee may apply the following sanctions singularly or in combination for major infractions:

- (a) written reprimand;
- (b) written apology;
- (c) suspension from WMHA events and activities including games or competition;
- (d) suspension of team service or other voluntary contribution to a team or the Association;
- (e) expulsion from the Association; and/or
- (f) such other sanctions as may be considered appropriate for the infraction.

20.16 Unless the Committee decides otherwise, any disciplinary sanctions shall commence immediately.

21. Procurement

21.1 Annually, the WMHA determines which items that will be purchased, are to be placed for tender. At a minimum, these Requests for Tender will be posted on the WMHA website. The items may include but are not limited to products and services that the association requires. These decisions will be done by the Purchasing Committee and reviewed and approved by the board.

21.2 The length of the contracts awarded through these request for tenders will be appropriate to the needs of the association and reviewed and approved by the WMHA Board.

22. Privacy Policy

Purpose

22.1 This privacy policy describes the ways in which the Association collects, uses, retains, safeguards, discloses and disposes of the personal information of all WMHA members and participants to ensure compliance with all relevant federal and provincial legislative privacy requirements. It is based on the 10 principles identified in Schedule 1 to the federal Personal Information Protection and Electronic Documents Act (“PIPEDA”) and describes the methods of implementing each principle.

22.2 The Association will strive to meet or exceed all federal and provincial legislative requirements and will ensure that it remains current with changing technologies and laws.

Principle 1 – Accountability

22.3 The Association hereby designates the President as the person who will be accountable to the Board for compliance with this policy. The President will be responsible for the Association’s compliance with PIPEDA privacy principles and for responding to access requests, corrections and complaints in accordance with this policy.

22.4 The President shall ensure that the Association is accountable for all personal information in its possession including that which may be transferred to a third party. Third party organizations that handle information on behalf of the Association shall be contractually obligated to adhere to the standards of this policy.

22.5 The Association shall take all steps necessary to ensure compliance with this policy including security measures designed to protect personal information in its possession and staff training in all facets of information management.

Principle 2 - Identifying Purposes

22.6 WMHA hockey programming involves governing its teams and games including training of coaches, trainers and referees, determining players’ eligibility for specific divisions and establishing appropriate rules and regulations for competition. The Association shall only collect personal information for the purpose of providing such hockey programming.

22.7 The Association collects personal information for the following specific purposes:

Type of Personal Information Purpose of Collecting

- A player’s name, gender, place of residence and date of birth.
 1. To determine that the player’s geographical, division and level of play information are consistent with OMHA, OHF and Hockey Canada regulations.
 2. To be made available to related organizations and leagues for purposes of competition.
- Historical information concerning past teams played for.

3. To determine if any transfer regulations apply.
- A player's skill and development level and feedback on programs and awards received.
 4. To measure the success of the Association's programs and maintain governance.
 - A player's parents or guardian's names, addresses, telephone numbers and e-mail addresses.
 5. To facilitate emergency contact information.
 6. To ensure compliance with residency regulations.
 7. To facilitate membership communication.
 - Team official's names, addresses, telephone numbers, e-mail addresses, training and coaching certifications and qualifications.
 8. To facilitate membership communication and communications amongst other team officials and other minor hockey organizations.
 9. To certify team officials. On-ice and off-ice official's names, addresses, telephone numbers, e-mail addresses and HCOP level
 10. To facilitate communication amongst officials and the assignment of officials to games.
 11. To assist in the development of officials.
 - Educational information to ensure all residency regulations has been adhered to. Skill levels, ability, emergency contacts and health concerns
 12. To ensure all Association activities are carried out in a safe and secure environment.
 - Team and individual pictures
 13. to provide players with a memento of their hockey experience
 - Resumes
 14. To determine a prospective employee's suitability for a position within the Association.
 - Appeal Information
 15. To administer appeals and any related proceedings, and the rules, regulations and bylaws of the Association, OMHA, OHF and Hockey Canada.
 - Coaching Applications
 16. To determine a prospective head coach's suitability to coach a WMHA team.
 - Parent and Player Satisfaction Surveys
 17. To help evaluate the suitability of a head coach to return as head coach.
 18. To help determine whether any other team official should be carded to a team.
 19. To provide feedback to a head coach.
 - Player Evaluations
 20. To help balance house league teams.

- Criminal Record Checks

21. To help determine whether a person should be permitted to act in any official capacity (whether paid or volunteer) within the Association.

22.8 The Association shall request individual permission to use any personal information for purposes other than those identified in section 22.7 unless such usage is authorized or required by law.

22.9 The Association shall advise registration candidates of the purposes for the collection of their personal information at the time of registration by reference to this policy.

22.10 Where practicable, all personal information collected by the Association shall be maintained in the WMHA office.

22.11 The Association may require that personal information be provided to gain access to secure areas of the WMHA website. Any information so provided will be treated within the same parameters as other personal information collected by the Association through other means. It will always remain the user's choice to provide information in certain fields.

Principle 3 – Consent

22.12 All members of the Association agree that the act of registering constitutes implied consent to the use personal information for the purposes specified in section 22.7.

22.13 While participants are under no obligation whatsoever to supply medical records, medical history or medical forms and may refuse to do so without penalty, the Association will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

22.14 If at any time any person wishes to withdraw consent to the use of his or her personal information for any purpose, the person may do so by notifying the President in writing.

22.15 In exceptional circumstances, the Association may collect, use and disclose personal information without consent where it is both necessary and reasonable to do so and where permitted by law.

Principle 4 – Limiting Collection

22.16 The Association shall only collect personal information by fair and lawful means. The Association shall not indiscriminately collect information. Both the amount and type of information collected shall be limited to that which is required to fulfill the purposes identified in section 22.7 and such other purposes as are reasonably related to the objectives of the Association.

Principle 5 – Limiting Use, Disclosure and Retention

22.17 The Association shall not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the person to whom the information relates or as required by law.

22.18 No personal information shall be supplied to third party service providers or product suppliers without the consent of the person to whom the information relates.

22.19 The Association may disclose personal information to a government authority that has asserted its lawful authority to obtain the information or where the Association has reasonable grounds to believe the information could be useful in the investigation of an unlawful activity, or to comply with a subpoena or warrant or an order made by the court, person, or body with jurisdiction to compel the production of the information or otherwise as authorized or required by law.

22.20 If any WMHA team has collected personal information from its players, parents or team officials, it must adhere to the principles set out in this policy. Specifically, no WMHA team may use or disclose personal information supplied to it directly or by the Association for purposes other than those set out in section 22.7 without the consent of the person to whom the information relates. This includes the disclosure of personal information on any web page.

22.21 The Association may release personal information for the purpose of collecting debts that are owed to the Association.

22.22 Personal information shall only be retained as long as is necessary to fulfill the purpose identified unless consent is given to keep information for a longer period of time.

22.23 Registration data shall be retained for a three-year period after a player has left the Association. Parental/family information shall be maintained for a similar three-year period after a member has left the Association.

22.24 Personal information that is no longer required or permitted to be retained by the Association will be destroyed in a secure manner.

Principle 6 – Accuracy

22.25 The Association shall strive to ensure, to the extent that it can, that the information entrusted to it is maintained in an accurate manner. All WMHA members and participants will have the ability to view and review personal information retained by the Association. The Association shall attempt to maintain the privacy interests of all individuals and attempt to ensure that decisions are not made for or about an individual based on personal information that may be flawed.

22.26 The Association shall only update personal information in its possession if a request is made in writing.

Principle 7 – Safeguards

22.27 Security safeguards will be implemented to ensure that all personal information is protected from theft as well as unauthorized use or access, disclosure, copying or modification.

22.28 All information collected by the Association will be considered highly sensitive. As such, a high level of security will be practiced at all times. Methods of protection and safeguards include but are not limited to locked files, offices and storage areas, security clearances and need to know access as well as technological measures such as passwords and encryption. These measures will be subject to yearly reviews by the Association and the President to ensure the best methods possible are being utilized to maximize effectiveness.

Principle 8 – Openness

22.29 Upon request, the Association shall provide a copy of this policy to any WMHA member or participant. The Association shall also make this policy available to all WMHA members and participants on the WMHA website.

22.30 If anyone has any questions, comments or concerns regarding this policy, they can contact the President in writing at the office of the WMHA (500 Victoria Street West, Whitby, Ontario L1N 9G4), by calling the WHMA at 905-444-WMHA (9642) or by email at president@whitbyhockey.com. Any forms required by this policy shall be made available on the WMHA website.

Principle 9 - Individual Access

22.31 Upon request, the Association shall provide access to personal information in its possession to the individual to whom the information relates or to the parent/guardian of such individual. The Association shall disclose the source of the information when requested and provide an account of any third parties to whom the information may have been disclosed. The Association shall endeavor to provide such information within 30 days of receipt of the request and only charge nominal fees for the purpose of satisfying its expenses incurred in supplying such information.

22.32 The Association may request sufficient information to confirm an individual's identity before releasing any personal information.

22.33 A WMHA member or participant may challenge the accuracy or completeness of the information and any inaccurate information shall be corrected and any third parties shall be notified of the corrections.

Principle 10 - Challenging Compliance

22.34 Anyone wishing to challenge the Association's compliance with this policy can contact the President or any Board member.

22.35 The Executive Committee shall investigate all complaints received. If the complaint is deemed justified, the Association shall take the appropriate steps to ensure that compliance is achieved and will make any necessary changes to its policies to allow for compliance in the future.

23. Miscellaneous

Use of the Official WMHA Logos

23.1 The Association logos are registered to the WMHA. Any depiction or duplication of the WMHA logos without written permission is strictly prohibited by law.

23.2 The Whitby Wildcats logos are for the official use of the Board. They are copyrighted and are not to be used without permission from the President.

Development Clinics

23.3 WMHA members and participants attending any development clinic hosted by the Association will only be charged the OMHA rate for the clinic. All other costs (e.g. ice and hall rentals) will be paid for by the Association. WMHA members and participants attending any development clinic not hosted by the Association will be responsible for payment of the full amount charged by the host association.

Exhibitions Games

23.4 The OMHA Contact must be informed of all exhibition games so that the games can be registered with the OMHA for insurance purposes and any necessary approvals can be obtained. The OMHA Contact must be advised of the date, location and teams.

24. Application of Rules

Scope

24.1 The affairs of the Association are governed according to its Constitution, By-Law No. 1 adopted May 12, 2003, and the constitutions, by-laws, rules, regulations and policies of the Ontario Minor Hockey Association, Ontario Hockey Federation and Hockey Canada applicable to it. Each representative league (ETA, YSMHL and Lakeshore) also has rules and regulations that govern the activities of its teams. These Rules of Operation must be read and applied in conjunction with all such rules and regulations.

Interpretation

24.2 In these Rules, all capitalized terms have the same meaning as in the Corporation's Bylaw No. 1.

24.3 In these rules, "WMHA members and participants" includes all players, parents, guardians, coaches, officials, volunteers, directors, committee members, convenors, team managers, trainers and administrators involved in any WMHA business, activities or events.

24.4 In sections 2 through 14 (REPRESENTATIVE TEAMS),

- (g) "Rep" means Representative and "Rep Committee" means the Representative Operations Committee;
- (h) "team" means a representative team; and
- (i) "team official" means a head coach, assistant coach, trainer, assistant trainer, manager and/or assistant manager.

24.5 There will be situations where a WMHA rule or policy appropriate in most situations would not be fair or just in a specific case. In such situations, the WMHA rule or policy may be waived or varied, or exceptions to the rule or policy may be granted, in order to ensure that the objectives of the Association are respected and/or promoted.

24.7 If there is a conflict between these Rules and any OMHA, OHF or Hockey Canada rule or regulation, the OMHA, OHF or Hockey Canada rule or regulation shall prevail.

24.8 These Rules will be interpreted broadly in a manner that respects and promotes the objectives of the Association as set out in the Association's Constitution and by-laws.