



WHISTLER MINOR HOCKEY ASSOCIATION

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OPERATING POLICIES

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Whistler Minor Hockey Association has a number of policies designed to ensure player, parent and spectator safety, preserve WMHA equipment, and ensure WMHA provides a productive and positive learning environment for our young hockey players.

This is a compendium of our policies and is intended to help you understand the protocols and procedures of WMHA, the governance structure Minor Hockey operates under, and to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the Whistler Minor Hockey Association.

General information and things players and families need to know

OUR HOCKEY HISTORY

Whistler Minor Hockey Association (WMHA) was incorporated as a Society in 1992 and became a part of the Pacific Coast Amateur Hockey Association (PCAHA) a short time later, only through the hard work and perseverance of many long-time Whistler families, eager to bring minor hockey to our community. Among those dedicated community members was Tony Tyler, in whose honour jersey # 4 has been retired.

WMHA appreciates the strong support received from the Whistler area business community each year. Without this, our association would not flourish. Our players proudly wear the name "Whistler" on the front of their jerseys, knowing they are on the ice with the support of the whole extended community.

Among our members are players residing in Pemberton, Mount Currie, and D'Arcy to the north, and as far south as Black Tusk. Our players, whether participating in recreational or representative hockey, come together to form a sports community, all of us traveling long distances for games throughout the Lower Mainland and Washington State, through all weather conditions, for the love of the sport.

WMHA takes pride in our hockey community, and strives to meet the needs of a small but diverse membership of all levels and ages of players. Whether taking their first skate at U6, or U18 players progressing to elite levels, they are all on the Whistler team.

REPRESENTING WMHA

Membership is a PRIVILEGE, not a right, and with that membership come inherent responsibilities and obligations to protect the sport, and most importantly, the growth and development of our children.

- All participants - players, parents/spectators/volunteers, coaches, officials, and sport administrators - are equally responsible partners in this endeavor. Every individual involved must examine his/her attitudes, actions, and behaviors and make a personal commitment to the principles of Respect, Integrity, and Fair Play.
- This is a condition of membership in WMHA.

VOLUNTEERING

Volunteers are what make the association work in our community. Without volunteers, there wouldn't be an opportunity for your child to play hockey. There are so many ways to help and so many reasons why. As we all know there isn't much funding in youth sports. We need parents who are involved, engaged and supportive. Not only does your involvement provide extra bonding time with your child, but it also gives you more insight into the backstage area of keeping a team organized.

One small way you can improve the world is by making positive changes in your local community. By helping out your child's team, you are getting involved in your local community and offering the skills and time they need to offer a better service. By volunteering, you could help the team reach out to more children, improve their game and offer the children better opportunities.

OMBUDSMAN

The Association has an Ombudsman, who will adjudicate matters that have not been solved at the team division or process level. The Executive has the discretion to refer a matter directly to the Ombudsman. The Ombudsman will review and consider any complaint made or any problem arising with respect to the affairs of the Association and attempt to resolve the complaint or problem on an informal basis and where he or she considers it necessary or appropriate, refer the complaint or problem to the Directors with a recommendation for disposition. Please try to resolve any problems or issues by working with your team manager, coaches, and board policy processes first.

AROUND THE RINK

Parents, unless they are team officials, are not permitted on the bench at any time.

Only those team officials and pre-approved persons with the required Hockey Canada certifications are permitted on the ice.

Siblings should not play in the dressing room and hallway or anywhere near the bench. Keep small children away from the dressing room doors.

Do not dress your child in the lobby, the stands or on the bench. Each player needs his/her own water bottle at every game and practice.

For the younger players, once your child is fully dressed, parents and siblings must leave the dressing rooms and dressing room hallway. Please RESPECT the privacy of the other players in the room.

Parents shall not discipline or critique other players; any on-ice or off-ice behavioral issues must be brought to the coaches' or manager's attention and can only be dealt with by team officials or board members.

Shouting at, or any form of abuse of on-ice officials will not be tolerated. They have the authority to have you removed from the arena, and you set a very poor example to the young athletes and officials. The officials' calls may not always be perfect, but they are learning as well, and shouting at them is not an option. It is our job, as adults, to support junior officials in training, regardless of whether in our home rink or another. Let the team officials handle the situation under the authority they are granted.

TIMELINESS

Arrive at the rink at least **15 minutes** before practice – or earlier, as per Coach's instructions.

Players are to be **fully dressed and ready at least 5 minutes before ice time** for each practice.

Players MAY NOT go on the ice without a Coach.

Your coach will advise you what time to arrive at a rink prior to a game - as a rule, the expectation is one hour prior to start time.

If you can't make a game or practice please let the team manager or coach know in advance.

SPORTSMANSHIP

All players, team officials and parents must recognize that they are representatives of both our Association and our greater community. Our members are expected to recognize that their personal actions can have an impact on the reputation of our Association. We are all ambassadors of WMHA, and it is critical to our success that we take pride in who we are, and maintain our integrity and an honourable reputation both within minor hockey and the greater community.

Accordingly, as indicated in our bylaws, the Board has the power to suspend or terminate membership of any player, coach, manager or officer of a team, or parent of a player, for inappropriate conduct on or off the ice, including abusive language to any official, coach, player, or other person.

Bullying and harassment of any kind, by anyone, will not be tolerated. Violators will be dealt with according to these policies and with Hockey Canada safety rules.

We dedicate ourselves to the advancement of our players not just as hockey players, but also as individuals within the community. Hockey is more than a game; it is an education. It is also an important part of your child's upbringing, and the success of future generations depends on how well we teach life skills today.

Please remember that kids play the game for their own enjoyment, not for the entertainment of others.

All WMHA parents and players are required to sign the Fair Play Code contract available from your team's manager.

'24 HOUR' RULE – PARENT TO COACH COMMUNICATION

"A" Teams - Parents who are not rostered as team officials on REP (A) teams should **never** initiate communication directly with the coach, except during pre-defined team meetings between the parents and the coaches.

"C" Teams - Because Competitive (C) and Novice/Initiation coaches are usually parents of team players, the same process as Rep applies, but only to coaching issues, as social communication is normal between parents and parent-coaches;

HOWEVER, if there is an issue with the coaches that the parent would like to address, the parent needs to follow the protocol in that all coaching issues need to be processed through the team manager.

24-Hour Rule: If you have anything to say to the coach that could be contentious, you must wait 24 hours after the event or game before discussing it, and your first contact at that time is with the manager. By this time, you have a better perspective and a lot of arguments naturally are eliminated in the process.

ALL parent complaints go through the team manager FIRST.

At no time shall a parent initiate the discussion directly with the Coach.

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SECTION 1 - GLOSSARY OF TERMS

AFFILIATE PLAYER (AP) - A registered player who is temporarily included on the game roster of a team in a higher division or category as per the rules/regulations of Hockey Canada, BC Hockey and/or PCAHA.

ASSOCIATION – Whistler Minor Hockey Association (as approved by BC Hockey)

BC HOCKEY - British Columbia Amateur Hockey Association

BYLAWS – Bylaws of WMHA

CARDING - The act of registering a player on a specific 'A' team as per the rules/regulations of HC, BC Hockey and/or PCAHA.

CASUAL PLAYER – A registered player who plays on a casual basis with a team in the next highest category within the same division in WMHA. As per the rules/regulations of PCAHA, the casual player rule effectively applies only to U11 "A" teams.

COMPETITIVE 'C' TEAM – A WMHA team playing in a structured PCAHA "C" league within the Lions Gate League, formerly referred to as a "house" team.

CONSTITUTION – Constitution of WMHA.

EXECUTIVE – The Board of Directors of WMHA as defined by the Bylaws and updated from time to time at the discretion of the Board.

EXECUTIVE COMMITTEE – A standing committee made up of the President, Vice-President, Coaching Coordinator

FEMALE 'F' TEAM - A WMHA team playing in a structured PCAHA "C" league within the Lions Gate League.

HC - Hockey Canada (also referred to as Canadian Amateur Hockey Association).

LG – Lions Gate League – division of PCAHA in which WMHA 'C' leagues operate.

MPSC – Meadow Park Sports Center, our ice location for practises and home games

ON-ICE HELPERS – Volunteers not on the official roster, but assisting the coaching team on the ice at practices *ON-ICE*

OFFICIALS – Referee and Linesman

OFF-ICE OFFICIALS – Official Timekeeper and Scorekeeper, responsible to the Referee *PCAHA* - Pacific Coast Amateur Hockey Association.

PARENT(S) – The parent(s) or guardian(s) of a registered WMHA player

POI – Police Information Check or Criminal Record Check (CRC)

REFEREE IN-CHIEF (RIC) – Member of WMHA Executive appointed to manage our home game referees/lines persons.

REPRESENTATIVE 'A' TEAM – A WMHA team playing in a structured BC Hockey and/or PCAHA "A" or "B" league, also known as "rep".

RETURNING PLAYER – A player registered with WMHA during the immediately preceding season *RMOW* – Resort Municipality of Whistler operates MPSC

TEAM OFFICIALS – The Head Coach, all Assistant Coaches, the Hockey Canada Safety Person, and the Team Manager as rostered on the team with Hockey Canada.

VPS – Vulnerable Sector Check – a required part of the Police Record Screening process *WMHA* – Whistler Minor Hockey Association.

NOTE: Unless otherwise stated, all references to positions such as President, Vice President, Treasurer, Secretary, Executive, Director, Board, Committee, etc. refer to the Officers of WMHA, as elected at an Annual General Meeting and/or Appointed.

SECTION 2 - MISSION STATEMENT

Whistler Minor Hockey Association operates as a Registered Society within the Province of BC.

1. The Mission of WMHA is set out in its Constitution. As per the Constitution, the mission of the Association is to:
2. To encourage and foster amongst its members sportsmanship and good fellowship;

3. To establish, maintain and increase an interest in amateur hockey;
4. To provide guidance and formulate an effective hockey program for the members of the Society; and,
5. To maintain good standing and affiliation with the Canadian Amateur Hockey Association, BC Amateur Hockey Association, Pacific Coast Amateur Hockey Association and any other associations with a similar purpose to that of the Society.

SECTION 3 - CONSTITUTION AND BYLAWS

The original Constitution and Bylaws came into effect on December 14, 1992.

1. All members of the Association are entitled to request and receive a copy of the Constitution and Bylaws, but may be charged a fee as permitted by the Society Act of British Columbia. All requests must be made in writing to the Secretary.
2. Directors and Officers of WMHA are laid out in the By-laws of the Society.
3. See Appendix "A" – Executive Positions

Note: WMHA Constitution and Bylaws transitioned into new Act June 27, 2018.

SECTION 4 - EXTERNAL RULES, REGULATIONS, AND POLICIES THAT GOVERN WMHA

1. WMHA is governed by various external and internal rules, regulations, and policies that:
 - a. Provide safety and protection to all participants;
 - b. Provide fairness and integrity to the game of hockey; and
 - c. Provide guidance in the management and operation of the Association.
2. Whistler Minor Hockey Association is affiliated to, and governed by, the rules, regulations and policies of Hockey Canada, BC Hockey, and Pacific Coast Amateur Hockey Association. WMHA must adhere to the rules, regulations and policies as set out by these governing bodies; thus, it is important for everyone involved in the management and operations of WMHA to be diligent in the execution of their respective role(s) to ensure compliance with these rules, regulations and policies.
3. WMHA is also governed by its own Constitution and Bylaws under authority of the Societies Act of BC.
4. WMHA has the authority to implement internal policies that are within its jurisdiction (e.g. Disciplinary Policy). In matters where the WMHA policies are silent, the Executive shall refer to the HC, BC Hockey, and/or PCAHA rules, regulations and policies for guidance, and if appropriate based on the circumstances, WMHA Constitution & By-laws, the Societies Act, and the most recent edition of Robert's Rules of Order.
5. The purpose of this manual is to detail the internal policies of WMHA.
6. If any internal WMHA policy conflicts with or contradicts any rule, regulation or policy of our governing bodies, then the rule, regulation or policy of the governing body shall take precedence over the internal WMHA policy. WMHA policy shall apply in all situations where the WMHA policy meets or exceeds the minimum standard set by the governing body.
7. It is the responsibility of the Secretary of the Society to maintain this manual with current policies.

SECTION 5 - OFFICIAL WMHA COLOURS

1. The official colours of WMHA, as registered with PCAHA, are Red with Gold and Black/White trim. White Jerseys to be used only if there is a conflict in jersey colours during home games.

SECTION 6 - CORRESPONDENCE, USE OF WMHA LETTERHEAD AND OTHER OFFICIAL BUSINESS

1. ACTING IN WMHA OFFICIAL CAPACITY

- a. No one shall represent WMHA in an official capacity, except for the Executive (including individual members of the Executive) or anyone specifically granted permission by the Executive.

2. USE OF WMHA LETTERHEAD, CORRESPONDENCE, AND SURVEYS

- a. No one shall use the WMHA letterhead for any reason, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.
- b. All official written correspondence sent by any WMHA member must be approved by the President and copied to the Secretary.
- c. No one shall conduct any surveys or opinion polls for any reason in relation to WMHA, except for the Executive board or anyone granted permission by the Executive.

3. USE OF WMHA MEMBER CONTACT INFORMATION

- a. No one may collect or use WMHA team contact lists or a member's personal information for use not authorized by WMHA and its governing bodies.
- b. Under no circumstances may player contact information collected for administering WMHA teams be shared, except for the express purpose of managing a team as authorized by WMHA.

SECTION 7 - USE OF WMHA LOGO

1. No one shall use or reproduce the current or any past WMHA logo for any reason, except for the use of the Executive or anyone granted permission by the Executive. In order to obtain permission, a letter outlining why and how the logo is to be used must be sent to the Executive for consideration and possible approval, except:

- a. Team jerseys as authorized by the Executive (see Jerseys - Section 22.12)
- b. Goalie Masks as authorized by the Executive
- c. Team Fundraising materials as authorized by the Executive

SECTION 8 - EXPENSES RELATING TO WMHA

1. DEBTS

- a. No one is permitted to incur any debts on behalf of WMHA, except for the Executive (including individual members of the Executive) or anyone granted permission by the Executive.

2. REMUNERATION

a. As per the Bylaws, all members shall work on a voluntary basis with no remuneration other than expenses that are directly related to the activities of the Association, except the following positions, which receive an annual stipend as set by the Executive from time to time, except where these functions are being carried out by a Director:

- i. Registrar/Administrator
- ii. Bookkeeper
- iii. Non-parent coaches as approved by the Executive

b. Registration fees for Team Officials courses as required and authorized by WMHA (ie., Coaching Certification, RIS certification, HCSP certification).

- i. Pre-approved courses will be reimbursed on provision of receipt and proof of successful completion of the course.

c. Expenses for the Executive or other members incurred while representing WMHA on official business:

- i. Must be pre-approved by the President
- ii. Will be reimbursed at the BC Gov't rate in effect at the time the expense is incurred.

SECTION 9 - REGISTRATION AND FEES

9.1 GENERAL

1. General - The registration of players is governed by HC, BC Hockey and PCAHA, but WMHA does have jurisdiction over various issues such as the number of players that will be registered within the Association and the number of teams that the Association will have in each division.

2. Pre-Registration and Spring Evaluation – at the option of the board, members may be required to pre register for a fee of \$50.00 or other fee as set by the board each year. The full registration fee will be reduced by the amount paid for pre-registration. Pre-registration will secure the player a spot in his/her correct age division should a waitlist be needed, and would cover the participant's Spring Evaluation fee.

3. Residential Requirement - A player, to be registered with WMHA, must reside within the geographical zone of the Association as set by PCAHA and must not be registered or playing for another PCAHA member Association or League.

a. PCAHA defines WMHA boundaries as all areas within Resort Municipality of Whistler, south to Pinecrest Estates, to the north including all Pemberton Valley, Mt. Currie, and D'Arcy residents.

b. New applicants are not permitted on the ice until approval from PCAHA is received by WMHA.

c. Exceptions to this rule may be considered by the Executive in situations deemed beneficial to WMHA that are allowed by way of changes to BC Hockey Policy (ie: the formation of joint teams, shared draw zones, zone teams, etc).

4. Returning Players - The parent(s) of a returning player must be a member in good standing in order to register their child(ren) for the upcoming hockey season.

5. First Time Registrants - As per HC, BC Hockey and/or PCAHA rules/regulations, every player applying for registration for the first time shall submit a birth certificate (or other approved document permitted by HC regulations), issued by a competent authority, confirming the player's date and place of birth, along with all additional documents required by BC Hockey.

6. Canadian Players With International Birth Certificates – As per HC, BC Hockey and/or PCAHA rules/regulations, every player, regardless of age or prior playing history must provide all documents required by BC Hockey in addition to the items referred to in Item 5 above.

7. International student registration

a. Applications for International Student players must be completed in full and submitted as a package with all the requirements of PCAHA for entry into Canadian Minor Hockey and our Association. The player's family must contact WMHA Registrar for a full application package.

b. Applications must be submitted to WMHA by May 1st. Approval process must go through multiple amateur hockey governing levels including IIHF, through to applicant's home association, and all hockey-related governing bodies of WMHA. All levels of approval must be received by BC Hockey before player can complete registration with WMHA and be rostered on a team. The process takes 3-4 months to receive all approvals.

c. Applicants are not permitted on the ice until approval from PCAHA is received by WMHA.

d. The International player is eligible to play on a "C" team within the association and not allowed to play rep ("A") or be a rep affiliate under an International Under 18 Player Transfer, as per PCAHA/BCH regulations.

8. Waitlist - In the event of over-registration in a division, WMHA must maintain a waiting list that contains the names of interested applicants that were denied the opportunity to register with WMHA due a lack of available space. The applicants on this list will be entitled to register in the future as set out in Section 9.2.1b

9. Maximum Player Numbers - Prior to the start of each hockey season, and/or upon pre-registration player numbers, the Executive must decide on the number of players that will be allowed to be registered in the Association and the number of teams per division, taking into consideration various factors such as the number of registrations received per division, the number of players interested in playing goal, the minimum and maximum numbers of players per team, the availability of ice, etc.

10. Registrar - The Registrar, under the direction of the President, is responsible for the overall management of the registration

process of the Association, including the entering of information about team officials and players into the current registration system(s) used by HC, BC Hockey and/or PCAHA, collecting all fees, and ensuring all players have paid all fees prior to being rostered on a team. Additionally, the Registrar is responsible for the overall management of the 'A' carding process and the entering of information relating to affiliate players. The Registrar is also responsible for coordinating International Student Applications and liaising with governing bodies and families on behalf of WMHA.

11. On-ice requirement - No one (e.g. coaches, players, volunteers) is permitted on the ice for any reason (e.g. practice, game, evaluation) unless they have been registered by WMHA into the current registration system(s) used by HC, BC Hockey and/or PCAHA; thus it is important that the required information is provided to the Registrar in a timely fashion and as directed

12. Team official limits - WMHA will register all active coaches to a maximum 5 officials per team. Additional individuals will be considered for registration on a case-by-case basis by the Executive. If the Executive cannot sponsor the number of coaches the team desires, the team may opt to pay the costs to register those additional coaches.

9.2 PROCESS FOR REGISTRATION

1. The following is the order of acceptance for the registration of players:

- a. Currently registered players returning for the next hockey season, including players who registered with WMHA in the previous season and were subsequently selected to elite teams with other associations or Hockey Canada organizations;
- b. Applicants that could not be placed on a team due to a lack of available space and wanted to be placed on a waiting list;
- c. New applicants.

9.3. CONDITIONAL REGISTRATION

1. All new "C" players must meet a minimum requirement of hockey and skating skills to participate in their age division, and must not be a "risk player" to him/herself or others as determined by a panel of three Executive board members.

2. Alternative options such as moving the risk player to a lower division until he/she is safe to move up to his/her own age division, or denying the player's registration if there is no space in the appropriate division for their skill level, may be considered.

3. Every attempt will be made to accommodate the 'risk' player in an appropriate division; however, if that is not possible, a full refund will be given to the player if registration is declined for this reason. The player will be encouraged to attend development clinics and skate lessons to 'catch up', and re-apply at a later time.

9.4 GOALIE REGISTRATION LIMITS

1. U11 through U18: Each hockey season, all players wishing to play as goalies must declare their intention to do so at the time they register.

- a. Each team is allowed a maximum of 2 goalies during the season; thus, some of the declared goalies will have to be prepared to play at another position if the number of goalies exceeds the number of positions available.
- b. If this should occur, the parent(s) of the affected goalies will be advised and provided with the option that their child may be registered to play as a skater. These players may practice in goal from time to time at the discretion of the Head Coach.
- c. Goalies (2/team max) will receive a discounted registration fee, when supplying their own equipment (blocker, catcher, pads, chest protector, and stick). They will also be strongly encouraged to attend WMHA goalie clinics at no additional charge.

2. WMHA Goalie Equipment:

- a. Novice – U13: WMHA has a limited amount of novice-U13 sized goalie gear available for players who wish to try goaltending. Novice goalies will also be provided with the option of attending WMHA goalie clinics at no additional charge.
- b. U15 – U18: To address the onerous financial burden of outfitting growing goalies in the later years with their "C" teams, and to encourage interested athletes to pursue the goaltender position as well as to retain athletes in this position throughout their minor hockey years, WMHA will make available to each of the U15 and U18 "C" teams, a set of goalie equipment to use for the season. A deposit and equipment maintenance fee may apply, at the discretion of the board. "C" Players interested in trying the goaltending position with the use of the WMHA gear should consult with their respective coaches.

9.5 REGISTRATION FEES AND REFUNDS

1. Registration will be in the form prescribed by the Executive.
2. Pre-registration from year to year will be at the discretion of the Executive.
3. Each year prior to the registration process, the Executive must assess the current registration fees, the fiscal financial position, projected budget, and determine if the current fees are appropriate for the next season. At its discretion, the Executive may lower, raise or keep the fees the same for the next season.
4. As per the Bylaws, the Executive has the discretionary power to waive the registration fee of a player in exceptional circumstances.
5. Existing WMHA members will have three (3) options in which to pay their registration fees:
 - a. Pre-registration fee of \$100.00, when offered by the Executive;
 - b. The full amount less the amount of pre-registration fees paid by cash, e-transfer, or credit card; or
 - c. Other methods, with prior approval of the President, in exceptional circumstances.
6. Registration Fees paid in full by June 15th are at the annual posted rate. Registration will open to returning players on May 1, new players on May 15 and registration closes June 15.
Bears will be refunded less a \$25 admin fee.
7. Registration late fee of \$100 will be applicable after June 15.
8. U11 – U18 Goalie, max 2 goalies per team, supplying their own equipment as per 9.4.1 at \$150 for the 2022/23 season.
9. Registration Fees must be paid in full prior to the player participating in WMHA sanctioned events or at practices, except as approved in advance by the President.
10. First time players wishing to skate before committing to registration, may register for a 4x tryout. A non refundable fee of \$60.00 will be charged, this fee will be deducted from registration fees if the player decides to register for the season. Players having completed a 4-time trial, and wishing to continue playing must be registered, placed on a HC roster, with all fees paid before returning to the ice following their trial period. The trial is for practises only, players must fully register before participating in a game.
11. Players must be registered (online or by the WMHA Registrar) into the current Hockey Canada registration system(s) prior to being allowed to participate in any Association related event, including being on the ice for any tryout, practice or game.

12. Refunds

- a. The following costs will not be included in refunds:
 - i. Any fees to register the player as levied by HC, BC Hockey and/or PCAHA;
 - ii. Any insurance fees as levied by HC, BC Hockey and/or PCAHA;
 - iii. Any Carding fees paid by WMHA to register the player on a "A" team
 - iv. Players rostered on a team that folds prior to Dec 1st due to lack of players, who are not subsequently eligible to roster with another WMHA team, will be refunded 100% of their registration fees.
- b. All requests for refunds must be submitted in writing to the Registrar by the parent(s) of the player. In order to receive a refund under this provision, the request must be made in writing to the President and the request must be supported by appropriate evidence (e.g. doctor's report, family move).
- c. Registration fees will be refunded, less a \$25 administration fee as follows:
 - i. By June 14th - 100% of fee less any costs;
 - ii. By Oct 31st - 75% of fee less any costs;
 - iii. November 1st – December 1st - 50% of fee less any costs;
 - iv. After Dec 1st – no refund except by permission of the President under exceptional circumstances, such as an occurrence that is outside the control of the player and/or the parent(s) of the player.
- d. WMHA will refund the registration fee for a U18 or Juvenile player who makes the final roster of a Major U18 or Junior team, or, where there is no WMHA Rep team in a WMHA division, to a player who is selected to a Rep team in a

neighbouring association, less a \$25.00 administration fee.

e. A refund will not be provided for any player who is unable to play by reason of having been expelled and/or suspended from playing hockey.

9.6 REPRESENTATIVE 'A' TRYOUT FEE AND REFUNDS

1. Each year prior to the registration process, the Executive must assess the current 'A' tryout fee and determine if the current fee is appropriate for the next season. At its discretion, the Executive may lower, raise or keep the 'A' tryout fee the same for the next season.

2. The Executive may offer the Rep Tryout process over two opportunities:

a. Spring Evaluations (fee included in Pre-Registration fees)

b. Fall Try-outs (separate fee)

3. The parent(s) of a player may request a refund of their 'A' tryout fee if the player will not be trying out for an 'A' team.

a. This request must be submitted in writing by the parent(s) of the player to the Registrar; and b. Must be made before tryouts begin.

4. There will be no refund of 'A' tryout fees after Day 1 of tryouts, except under exceptional circumstances.

a. An example of an exceptional circumstance would be a player incurring a serious injury after paying the 'A' Tryout Fee, but prior to the start of the 'A' tryouts, and this injury would prevent the player from playing on an 'A' hockey team for the season.

b. In order to receive a refund under this provision, the parent(s) of the player must make the request to the President in writing and the request must be supported by appropriate evidence (e.g. doctor's report). The President, at his/her discretion, may approve the request and then refund the 'A' tryout fee.

5. The "A" Team Selection Committee has the authority to remove any player from the 'A' tryout process if there is a concern about the safety of the player. Should this occur, a full refund of the 'A' tryout fee will be given to the parent(s) of the player.

9.7 REPRESENTATIVE 'A' PLAYER FEE AND REFUNDS

1. Each year, prior to the registration process, the Executive must assess the current 'A' player fee and determine if the current fee is appropriate for the next season. At its discretion, the Executive may lower, raise or keep the 'A' player fee the same for the next season.

2. Before carding his/her team, the head coach of each 'A' team must have a coach/parent meeting outlining the plan and budget for the season so that all parents are aware of the expectations (e.g. costs and time commitment) prior to having their child carded to the team. If the expectations are too high (e.g. financially), then the parent(s) may make a request to the Executive to have their child moved to another team.

3. At the time of carding, the 'A' player fee must be paid as directed by the Registrar. 4. There will be no refund of the 'A' carding fee once a player is carded to a team.

SECTION 10 - AGE DIVISIONS, CATEGORIES, AND PLAYER MOVEMENT

10.1 DIVISIONS - AGES OF PLAYERS

1. All players will be placed on teams according to age levels established by amateur hockey governing bodies. **The executive of the WMHA may establish player limits in each age category, to ensure sufficient numbers of players are available to each team.**

2. The age groups of minor hockey are defined by HC, BC Hockey and/or PCAHA (age as of midnight, December 31st), and are as follows:

a. Juvenile Division - Open to players 20 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 18, 19 and 20.

b. U18 Division - Open to players 17 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 15, 16 and 17.

- c. U15 Division - Open to players 14 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 13 and 14.
 - d. U13 Division - Open to players 12 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 11 and 12.
 - e. U11 Division - Open to players 10 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 9 and 10.
 - f. U8/9 Division - Open to players 8 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 7 and 8.
 - g. U6/7 Division - Open to players 6 years old and younger on December 31 of the current playing season. In essence, this division is for players aged 5 and 6.
- (Note: The Tyke and Novice divisions are currently referred to as U7- U9, as PCAHA has established specific rules/regulations in relation to these divisions.)

10.2 TEAM FORMATION

Due to the size of our Association, the Board will declare teams based on numbers and skill level of players at each division. The Board reserves the right to declare only an "A" team and/or only a "C" team. The Board will support "F" teams where numbers and skill level of players permit.

10.3 COMPETITIVE "C" HOCKEY

1. All players not electing to try out for "A" teams, or not selected to play on an "A" team will compete in the Lions Gate League on a "C" team (competitive league).
 - a. These teams will play in a division from Whistler to North Vancouver, including Sunshine Coast.
 - b. U11 – U13 divisions play 1 game per week alternating home and away each week
 - c. U15 & U18 divisions play 2 games per week, both 1 home and 1 away game each week
 - d. U7, U8, U9 have a limited number of league games as set out by Lions Gate League
2. This program is the type of hockey played by the majority of amateur players, youth to adult. It is recreational hockey with the emphasis on fitness, sportsmanship, skill development and teamwork. The objective is to promote a game that allows an athlete to develop individual and team hockey skills while still participating in other sports and activities.
3. No body checking is permitted in "C" leagues, body contact is permitted as per BC Hockey rules
4. While the "C" leagues are significantly less competitive than the "A" leagues, participants should be aware that it is still a team game, that the team plays in a league that competes for league and playoff championships, and that a reasonable level of commitment is necessary to avoid negatively impacting your teammates.
 - a. Equal ice time applies to all Novice and "C" teams.
 - b. WMHA policy allows for reduced playing time for an individual in certain circumstances, as per Section 11.2

10.4 FEMALE "C" HOCKEY

1. This program is designed for players who have the desire to play on a female team.
 - a. The level of hockey offered is dependent on the age, skill level and number of the females registered with WMHA.

10.5 REPRESENTATIVE "A" HOCKEY

1. This program is designed for players who have the desire and ability to play at a high level of competition and are willing to invest a substantial amount of time and effort.
 - a. This type of hockey is played at the U13, U15, and U18 levels.
 - b. At the U11 level, "A" has a different structure, called U11 Development, and PCAHA has additional rules that apply (ie: equal ice time, no travel or playoffs beyond the GVRD zone, casual player rule, etc.)
2. The objectives are to achieve a degree of excellence according to a player's interest and potential, and to provide an opportunity for achievement in a highly competitive environment.

3. U13 – U18 "A" teams will play in a league formed by PCAHA. These teams will also compete for the PCAHA Zone to be eligible to attend Provincial Championships. This league encompasses all of the Lower Mainland from Whistler – Chilliwack including Sunshine Coast and Washington State. See all sections in this handbook for "A" team selection and participation.
4. All divisions, U11 – U18, play 2 games per week.
5. No body checking is permitted in U11 and U13 divisions; full body checking rules apply in U15 and U18 divisions, as per BC Hockey regulations.

10.6 REQUEST TO MOVE A PLAYER TO A LOWER DIVISION

1. As per PCAHA rules/regulations, a parent may request that their child be allowed to play in a lower division if the player is intending to play at the Competitive ("C") level - the approval for this type of request falls under the jurisdiction of PCAHA.
2. A parent making this type of request must advise the Coaching Coordinator and the Head Coaches of both divisions (e.g. a parent of a U15 aged player who wants to move their child to the U13 Division must advise both the U15 and U13 coaches as well as the Coaching Coordinator).

10.7 REQUEST TO MOVE A PLAYER TO A HIGHER DIVISION

1. Player movement must not displace a player in the next division or category.
2. Competitive 'C' Teams - WMHA players will not generally be allowed to play in a higher division; however, the Executive, on the recommendation of the Coaching Coordinator, has the discretion to allow the movement of players up to a higher 'C' division in the event that the higher division is short of players and the player is deemed sufficiently skilled, mature, and safe to play at the higher division, and the higher division Head Coach agrees to accept the player.
3. Representative 'A' Teams – as per PCAHA regulations on player movement apply.
 - a) WMHA U13 aged players will not be advanced to a U15 team. The Executive, at its sole discretion, may elect to advance a U13 player to U15 in very exceptional circumstances. No appeal of the Executive decision on a placement application will be permitted.

ELITE PLAYER AGE ADVANCEMENT:

If an elite player desires to participate in an age group at a higher level, the following process and criteria will be adhered to:

- a) The player's parents will provide an email or letter to the executive requesting the player to be moved to a higher division and must include a support statement from the player's Head Coach from the previous hockey season.
- b) The parents will submit a fee of \$100 with the written request.
- c) The player must try out for the age division they are registered and the higher age division team.
- d) The parents must pay the tryout fee for both divisions
- e) The player must attend all tryout ice times for both divisions
- f) The parents will be responsible for any other extra costs incurred in Elite Player Age Advancement
- g) All players being considered for movement will be evaluated by an Assessment Committee consisting of individuals who are not in conflict and including the coach of the team the player wished to join. Each committee member has a minimum of three years coaching experience.
- h) The player must be assessed as one of the top four players on the team for which he/she is trying out. The assessment criteria will include hockey IQ, skills, skating ability, physical size and social considerations. The committee may also seek input from the players head coach from the previous season.
- i) After the committee has reached a decision, they will make a recommendation to the WMHA Executive who are responsible for making the final decision after factoring in the following criteria:
 - a. Player numbers must work for the overall association, including the age division the player is registered and the age division the player is seeking to join.
 - b. At no time will a player of the lower division displace a player in the higher division.
 - c. To allow an elite player age advancement, the maximum number of players per division cannot exceed 34. For the purposes of clarity, at no time shall a player's advancement result in an oversized team whereby a player would be forced to sit out a game due to exceeding maximum player numbers allowed per team.

- d. The minimum and maximum number of players required per team is in accordance with PCAHA rules for each season.
- e. For purposes of calculating overall association numbers, the numbers will be based on the registration numbers as of the Sunday of Labour Day weekend.

10.8 U7 TO U9 - PLAYING AT A LOWER OR HIGHER LEVEL

1. Players may play at a higher or lower level as per the rules/regulations of PCAHA. The Executive, on the recommendation of the Coaching Coordinator, has the authority to move players within the Novice Division as long as any placement adheres to the rules/regulations of PCAHA.

SECTION 11 - FAIR PLAY AND EQUAL ICE TIME

11.1 FAIR PLAY

1. Defined by, and is a requirement of PCAHA. It is in place to ensure that each player gets fair and equal participation at all levels and divisions.
2. U13, U15, and U18 "A" teams – WMHA is committed to providing equal opportunity for development to all players; however the allocation of ice time in games is at the sole discretion of the Head Coach.
3. Fair play applies equally from U7 to U11, on every team, in every category, including 'A' teams.

11.2 EQUAL ICE TIME

1. As nearly as possible, in every game, Equal Ice Time applies to all novice teams, all "C" teams, and to U11 "A". This means that the next players due to go onto the ice, are the next players on the ice.
 - a. Some discretion is permitted in circumstances where penalties require the juggling of lines or where there are discipline issues.
2. The establishment of Power Play or Penalty Kill Units is strictly prohibited. All players will be provided the opportunity to play on these units.
3. Coaches may reduce ice time only for specific reasons. Specific reasons include:
 - a. disruptive behaviour during a game
 - b. excessive penalties during a game
 - c. systematic absences from practices and/or games
4. Ice time may not be restricted as a consequence of illness or injuries, occasional missed practices, excused absences and return from suspension.
5. Coaches will consult with the Coaching Coordinator in these situations. Any complaints regarding Fair Play should be made in writing to the Disciplinary Committee.
6. Infractions of the Fair Play and Equal Ice Time rules will be dealt with severely.

SECTION 12 - TEAM OFFICIALS

12.1 GENERAL

1. WMHA is committed to selecting the best available coaches to fill the various coaching positions.
2. All persons interested in coaching must complete and submit a WMHA coaching application form to the Coach Coordinator.
3. All coaches (head and assistant) must be approved by the Executive as detailed below.
4. The Executive has the authority to remove any team official from their role at any time due to any situation, event or behaviour that is deemed by the Executive to be unacceptable or inappropriate.
5. Coach Supervision and Evaluation
 - a. The Coaching Co-ordinator will provide supervision and evaluation through on-going contact with coaches.

b. All Head Coaches must have experience working with children and youth from any sport, from a school or community activity.

c. All coaches need to have, or obtain before Dec 1st, appropriate certifications for the level they are coaching, as required by Hockey Canada, as well as volunteer screening tools as required by WMHA and BC Hockey.

12.2 SELECTION PROCESS FOR 'A' TEAMS HEAD COACHES AND TEAM OFFICIALS

1. In preparation for each hockey season, the Executive must select the Head Coaches in a reasonable time frame based on the availability of qualified candidates.

2. Head Coaches: The following are the guidelines to be used to select the head coaches for 'A' teams:

a. The Executive must form an 'A' coach selection committee. This committee must consist of two Executive members, the Coach Coordinator, and one or two other persons from the greater hockey community who are knowledgeable about hockey, to be selected at the discretion of the President and Coach Coordinator.

i. In the event that the Coach Coordinator, or a member of the Coach Selection Committee applies to be the head coach of a team,

1) the committee for that specific division must consist of two Executive members and two or three other persons knowledgeable about hockey to be selected at the discretion of the two Executive members and the President.

2) The Coach Coordinator and each of the Selection Committee members is allowed to fulfill his/her role in the 'A' coach selection process for the rest of the divisions.

b. All candidates who apply within the deadline to submit an application are to be considered, with the ultimate goal to select the best possible candidate to fill each position.

c. Where practicable, non-parent coaches will be recruited and selected to the position of Head Coach on Rep teams U13 – U18.

d. A parent, as long as he/she is the best applicant, may be selected as the head coach of any 'A' team and this includes a team on which the coach has a child playing.

i. As per the 'A' team selection policy (Section 14) the child of the head coach must be rated sufficiently high enough during the 'A' tryout process before a parent can be named as the head coach to any 'A' team.

e. The 'A' coach selection committee must interview all interested candidates with the goal of being as consistent as reasonably possible during all the interviews. The purpose of the interviews is to assess the knowledge, skills, and character of each applicant. After the interviews at each division, the 'A' coach selection committee must rank all the applicants in an order of preference.

i. The Selection Committee must approve the final selection of all the candidates for each division.

ii. At the discretion of the Selection Committee, additional candidates may be sought prior to final selection if there is a concern for any reason that more applicants should be considered, ie.

1) the children of the current candidates may not be rated sufficiently high enough to have the applicant named a coach for that 'A' team;

2) none of the candidates have sufficient experience;

3) no qualified candidates are able to commit to the head coach position;

4) the selected candidate is under suspension

f. The Coach Coordinator or a selection committee member must advise the applicants of their final rankings.

g. All applicants who are parents that may have a child on his/her team may only be advised of his/her ranking and that he/she may be awarded a team based on his/her ranking and the ranking of his/her child during the 'A' tryout process.

h. In the event there is a need to replace the Head Coach later in the season, the Coach Coordinator must first obtain permission from the Executive Committee. The appointment must be reviewed and approved by the Executive Committee within a reasonable period of time, and at the discretion of the Executive Committee, the newly added person may be removed from their role.

3. Assistant Coaches

- a. The Coach Selection Committee may name candidates as assistant coaches.
- b. Alternatively, the Coach Selection Committee may delegate selection of assistant coaches for a team to the head coach, to be carried out as follows:
 - i. An assistant coach may be named at any time if he/she does not have a child on the team.
 - ii. If the proposed assistant coach has a child trying out for the team, then this person cannot be named as an assistant coach until such time that it is determined that his/her child is rated sufficiently high enough to be on the team.
- c. All assistant coaches are to be named within 3 days of team selection.
- d. The appointment of all the assistant coaches must be reviewed and approved by the Executive and at the discretion of the Executive, an assistant coach may be removed from this role.
- e. In the event there is a need to add an assistant coach later in the season, the team must first obtain permission from the Coaching Coordinator. The appointment must be reviewed and approved by the Executive within a reasonable period of time, and at the discretion of the Executive, the newly added assistant coach may be removed from this role.

4. Team Manager and Hockey Canada Safety Person

- a. The head coach of each 'A' team must select his/her team manager and Hockey Canada Safety Person within 5 days of team selection.
- b. In the event there is a need to add a team manager or Hockey Canada Safety Person later in the season, the team must first obtain permission from the Executive. The appointment must be reviewed and approved by the Executive within a reasonable period of time, and at the discretion of the Executive, the newly added person may be removed from their role.

12.3 SELECTION PROCESS FOR COMPETITIVE 'C' TEAMS HEAD COACHES AND TEAM OFFICIALS

1. Head Coach

- a. Candidates are to be considered with the ultimate goal of selecting the best possible applicant to fill each position.
- b. The Coach Selection Committee will recruit and consider the available candidates. It is the responsibility of the committee to assign the head coaches to each of the teams.

2. Assistant Coaches, Team Manager, and Hockey Canada Safety Person

- a. The head coach of each team may select two assistant coaches, the team manager and the Hockey Canada Safety Person. The head coach must name all the assistant coaches, the team manager, and the Hockey Canada Safety Person by September 30th.
- b. The appointment of all the head coaches, assistant coaches, team managers, and Hockey Canada Safety Persons must be reviewed and approved by the Executive prior to the first scheduled game, and at the discretion of the Executive, a person may be removed from his/her role.
- c. In the event there is a need to make any changes to a position later in the season, the Coach Coordinator must first obtain permission from the Executive Committee. The new appointment must be reviewed and approved by the Executive Committee within a reasonable period of time, and at the discretion of the Executive Committee, the newly added person may be removed from their role.

12.4 HOCKEY CANADA SAFETY PERSON ROLE

1. All WMHA teams must have Hockey Canada Safety Person (HCSP) on their bench for games.
2. The HCSP manages all injuries on and off the ice. Coaches are to remain on the bench to supervise the team.
3. At least two HCSP's are recommended for each team (U11 to U18) to ensure one is always on the bench for all games to manage injuries.

12.5 ON-ICE HELPERS

1. On-ice helpers are permitted by BC Hockey, including players and volunteers.
2. WMHA permits the use of on-ice helpers. All on-ice helpers must be approved by the Coach Coordinator and complete all volunteer screening and HC certification required before participating.

3. See attached Appendix "B" for the current procedures and rules as issued from BC Hockey from year to-year.

SECTION 13 - ACCOUNTABILITY OF TEAM OFFICIALS

1. It is important for all team officials to understand that there are potential serious consequences for themselves, the players and/or the Association for violating the rules, regulations and/or policies of WMHA and/or its governing bodies.
2. It is the responsibility of all team officials to familiarize themselves with the rules, regulations and policies of WMHA and its governing bodies to avoid a violation of a rule, regulation or policy. If in doubt, it is the responsibility of the head coach or another team official to make appropriate inquiries in order to ensure that they are not violating any rule, regulation or policy of WMHA and/or its governing bodies.
3. The head coach has the overall responsibility to ensure the rules, regulations and policies of WMHA and its governing bodies are followed, thus will be held accountable for a violation of any rule, regulation or policy.
4. Although the head coach is ultimately responsible for their team, all team officials have a responsibility to ensure the rules, regulations and policies of WMHA and its governing bodies are followed – thus, depending on the circumstances, may also be held accountable for a violation of any rule, regulation or policy.
5. The violation of any rule, regulation or policy of WMHA and/or its governing bodies may lead to disciplinary action by WMHA and/or its governing bodies.

SECTION 14 - SELECTION OF REPRESENTATIVE 'A' TEAMS

14.1 GENERAL

1. Playing rep level is a privilege and not a right. The selection process is not perfect, and making the rep team does not mean that you are there for the season.
2. Players can be moved up and down at any time before the PCAHA deadline of January 10th, in accordance with PCAHA, BCH and HC policies.
3. In order to assess and categorize each player the following tryout procedure has been adopted, for rep players only.
4. Each tryout should be limited to a maximum of 40 players on the ice, in order to avoid confusion and allow proper evaluation.
5. Each player will be assessed while performing basic or advanced hockey skills.
6. Player assignment should be done with the utmost dispatch.
7. The Executive will advise players individually and privately whether or not they have been selected to the team. Players will be advised within 24 hours of the final selection.
 - a. To protect the privacy of all of the players, team members' names and assignments will **NOT** be posted on the public portion of the WMHA website or any other public site.
8. At registration parents and players should be given information regarding
 - a. Tryouts - procedures, starting dates, ice times, length.
 - b. Rep teams - financial and time commitments.
 - c. Competitive teams - Starting dates, ice times, length, costs.
9. Tryout fees are paid prior to tryout date and non-refundable.
10. Each player will be allowed to participate in a minimum of three practices.
11. Target date to finalize team rosters will be in accordance with BCH and PCAHA rules.
12. No players are guaranteed a position on a Rep team based on the previous year's performance.
13. Rep Fees must be paid in full at the time of carding or the player may not play. "No Exceptions". The President who may suspend the player until the payment is made.

14.2 Team Selection – Skaters

1. Selection will be made over several on-ice sessions by a WMHA designated group of evaluators.
2. Where appropriate, WMHA may contract for external expertise to assist in the evaluation process.
3. All Players, U11 to U18, have the opportunity to try out for Rep. The Selection Committee may re assign a player to a “C” Team at anytime during the tryouts, without there being a requirement for game play assessment, if in his/her sole opinion, the player is not suitable to play at the Rep level.

14.3 Team Selection – Goalies

1. A maximum of two goalies can be selected per team.
2. The assessment and team placement recognizes all aspects of goaltending including:
 - a. Statistics and performance including: save percentage.
 - b. Athletic Ability including; conditioning, strength, agility and quickness.
 - c. Goaltending technique including: general ability, positional play, technique, and vocalization to the team.
 - d. Attitude and ‘coach ability’ for prior and current year including commitment, attendance, mental strength, drive to improve, team player.
 - e. The team head coaches and the Association Head Coach shall not override the objective skill level Report of the goalie but can modify the goalies seniority based on their knowledge of the goalies historical effort, attitude and commitment.
 - f. Where two or more goalies are competing for the same placement and where there is no clear difference in skill level, the qualified goalie coach will provide input on the relative skill level of the goalies in game situations

SECTION 15 - SELECTION OF COMPETITIVE ‘C’ TEAMS

15.1 GENERAL

1. Where there are sufficient numbers for more than one ‘C’ team in a division, WMHA is committed to forming balanced teams as required and regulated by PCAHA. It is the responsibility of everyone (e.g. Coaching Coordinator, Selection Committee, coaches, etc.) involved in the process of rating players and selecting teams to ensure that the teams are of a truly competitive balance.
2. The minimum and maximum number of players per team will be determined each hockey season by the Executive, taking into consideration the numbers permitted by PCAHA, along with other internal factors such as the amount of available ice and player numbers for formation of teams in other categories.

15.2 SELECTION PROCEDURE (U11 TO U18)

1. A Selection Committee, established at the discretion of the President, Vice President, and Coaching Coordinator, shall determine the format for the selection of the ‘C’ teams.
 - a. The Selection Committee must supervise the process with the objective of creating competitively balanced teams based on the ratings of all the players.
 - b. Head Coaches named for each team will participate in the team selection where practicable.

SECTION 16 - AFFILIATION OF PLAYERS

16.1 GENERAL

1. WMHA and its teams are governed by the rules of HC, BC Hockey, and/or PCAHA with respect to the affiliation of players. All team officials must strictly adhere to the rules/regulations surrounding the use of affiliate players due to potentially severe disciplinary consequences. The rules change from time to time, so it is the responsibility of the Head Coach to ensure they are following current policy, as per *PCAHA Rules & Regulations, Section C – Player Registration*.

16.2 "A" TEAMS

1. 'A' teams are allowed to affiliate individual players to their teams; thus, they become part of their roster and may be used when required.
2. All 'A' teams are encouraged to affiliate numerous players in case their team is short of players due to various possible reasons. Each season, as directed by the Executive, each 'A' team will be provided with an opportunity to affiliate players from within the Association.
3. 'A' teams can only use an affiliate player when the team will not have a full roster for a game. Additionally, the team cannot use more affiliate players than required to produce a full roster for the game. The minimum number of players considered as a full roster is set by PCAHA.
4. All 'A' teams are encouraged to use their affiliate players as often as possible (e.g. during practices) as this will assist in the development of the affiliate players. Use of all affiliate players is encouraged to give all players the opportunity to develop.
5. 'A' teams must affiliate players in accordance with regulations set by PCAHA.
6. Please refer to the WMHA Affiliate Player Program Guide.

16.3 COMPETITIVE 'C' TEAMS

1. 'C' teams do not affiliate players on a permanent basis – rather, 'C' teams can only use affiliate players under certain situations as set out by the rules/regulations of PCAHA. Currently, the 'C' team manager must receive written permission from the Lions Gate League Manager of their division to use a lower division player for a game.
2. As 'C' teams cannot affiliate a goalie on a permanent basis, it is important that all head coaches familiarize themselves with the rules/regulations of PCAHA in order to use a replacement goalie when required.
 - a. Currently, 'C' teams may have unlimited use of a lower division goalie to replace a sick or injured goalie. Team officials may communicate with their Lions Gate League Division Manager for current procedures each year.
 - b. To replace an absent goalie who is not sick or injured, separate rules apply.
 - c. As with affiliate skaters, the LGL Manager must give written approval to use a lower division goalie.

16.4 PROCEDURE ('A' AND 'C' TEAMS)

1. The number of times a player plays as an affiliate must be monitored, especially towards the end of the season as there are HC, BC Hockey and/or PCAHA rules/regulations that govern the number of times an affiliate player can play for another team without negative consequences to his/her regular team.
 - a. In general, a player who plays as an affiliate more than the allowed number of league and/or playoff games after a specified date (currently 10 games excluding tournaments and exhibition games) will not be allowed to play for his/her regular team.
 - b. WMHA is committed to ensuring that players used as affiliates must remain with their regular team for the entire season, except under exceptional circumstances and if approved by the Executive (e.g., the player's regular team is finished for the season and the player is required for his/her affiliated team that is still in the playoffs).
2. The following procedure must be adhered to throughout the hockey season to use an affiliate player:
 - a. The team that wants to use an affiliate player must obtain permission from a coach of the player's regular team each time and one parent of the player along with having PCAHA permission from the league manager.
 - b. The affiliating team manager and player's regular team manager must monitor the number of times an affiliate player is used during the hockey season to ensure that all affiliated players have an opportunity to play on the higher category team.
 - c. After the date set by BC Hockey and/or PCAHA that restricts the number of times an affiliate player can play without jeopardizing the position on his/her regular team, all parties (both teams) must closely monitor the number of times each player plays as an affiliate player to ensure that the player does not lose his/her position on his/her regular team.

SECTION 17 - CODE OF CONDUCT AND DISCIPLINE

17.1– DISCIPLINARY PROCESS

1. In accordance with our mission and mandate, the WMHA executive has adopted a formal code of conduct and disciplinary process for players, parents, and team officials.
2. The disciplinary process is designed to create a fair, unbiased, and objective process for disciplining behaviour that violates our codes of conduct.
3. The intent is to ensure that any disciplinary actions carried out by the WMHA executive with support from the Risk Manager are consistent regardless of who is being disciplined or who is making a ruling on behalf of the executive.
4. WMHA reserves the right to discipline players, parents, or team officials in addition to, and regardless of any discipline that may have occurred through PCAHA or BC Hockey if they have violated WMHA codes of conduct.
5. Harassment and Bullying, as defined by the Hockey Canada Code of Conduct, will not be tolerated therefore the disciplinary process has included specific treatment in violations one (1) and (2) to enable the WMHA executive to ensure a positive team environment and the discretion to act more quickly to these types of accusations.
6. *Refer to Appendix "D", WMHA Disciplinary Process*

17.2 DISCIPLINARY HEARING PROCEDURE

1. In accordance with our mission and mandate it is the intent of this policy to provide direction in terms of conducting Association disciplinary hearings.
2. *Refer to Appendix "E", WMHA Disciplinary Hearing Procedure*

17.3 PENALTIES - PLAYERS AND TEAM OFFICIALS

1. All penalties are governed by HC, BC Hockey, and PCAHA; however, WMHA has the jurisdiction to impose additional penalties and/or suspensions to those assessed by HC, BC Hockey, and/or PCAHA.
2. It is the responsibility of all team officials, but ultimately the head coach, to ensure that all suspensions are served.
3. WMHA, in an effort to promote good sportsmanship and a safe environment to play hockey, has implemented a policy to apply additional penalties and/or suspensions to those assessed by HC, BC Hockey, and/or PCAHA. A team official must notify the President, or in his/her absence the Vice President, within 24 hours of any of the following penalties assessed to their team (a team official or player).

17.4 PENALTY MINUTE ACCUMULATION POLICY

1. For leagues with body checking (U15 and U18 rep) focus will be more on high risk penalties e.g. boarding, slashing, cross checking, high stick, knee, kick, hit to head, hit from behind, etc.
2. For all levels, exclude certain types of penalties such as delay of game, too many men, or serving a bench minor for the coach, etc.
3. For all levels the input from coaches will be taken into account i.e. type of player, number of dangerous penalties taken, etc.
4. For all levels, the number of games played will be a consideration.
5. Suspensions in this policy are in addition to any suspensions assessed out by the referees or the league.
6. U11/U13/U15/U18 Penalty Minutes
 - a. A player with over 40 penalty minutes - The player and parent(s) will meet with the President, Vice President and Coach. At that time, the player may be suspended for up to one game.
 - b. A player with over 70 penalty minutes - the player and parent(s) will meet again but with an Executive member, Vice President and Coach. At that time, the player may receive up to a 3- game suspension.
 - c. A player with over 90 penalty minutes - the player will receive a supplementary suspension as determined by the Disciplinary Committee that may include an "indefinite" suspension, at the discretion of the Committee. This could affect acceptance of the player's registration for the following season, as well as the membership status of the player.

17.5 PARENT DISCIPLINE

1. Each year, parents must sign a Hockey Canada Parent Contract, a WMHA Player Code of Conduct contract, as well as a Sportsmanship Contract for first time participants.
2. Parents play an important role in promoting a positive environment for all participants in hockey; thus, WMHA will not tolerate poor conduct by the parents of the Association at any WMHA event.

3. Parents are responsible for their own conduct and the conduct of the children in their company at all Association related events (e.g. games, practices, tournaments attended by the team, etc.). Parents and children must not exhibit any disorderly, abusive, harassing, or disrespectful conduct before, during or after any Association related event.
4. Parents and/or spectators may be ejected from a game by an on-ice official for any behaviour deemed inappropriate by an on-ice official. Parents and spectators ejected from a game by an on-ice official are expected to, immediately and without further incident, depart from the area as directed by the on-ice official.
5. If a parent or a child spectator is ejected from an arena, a team official must notify the President, or in his/her absence the Vice-President, within 24 hours of such an occurrence. The President may, at his/her discretion, initiate action to investigate the matter and take the appropriate disciplinary action (e.g. refer the matter to the Discipline Committee).
6. In the event of a serious breach of WMHA Policies or By-laws, or those of our governing bodies, the parent may have membership in WMHA revoked.

17.6 TEAM OFFICIALS DISCIPLINE

1. Each year, team officials must sign a Hockey Canada Team Official Contract, and have current HC Respect-In-Sport training. Failure to do so will result in the team official being removed from his/her role on the team.
2. Team officials, as representatives of WMHA and the leaders of their teams, are required to act in a highly professional manner before, during and after all hockey related activities (e.g. games, practices, etc.).
3. Team officials are responsible for both their own behaviour and the behaviour of their team.
 - a. All team officials must behave in a professional manner at all times before, during and after Association events.
 - b. Additionally, team officials are responsible for supervising and controlling the conduct of their team before, during and after each event (e.g. vandalism to a dressing room, a brawl during a game, fighting in a lobby or parking lot, etc.).
 - c. A team official who breaches the terms of the HC Team Officials Contract, or fails to behave professionally and/or to control the conduct of their players may be reprimanded or removed from his/her position, at the discretion of the Disciplinary Committee.

SECTION 18 - DRESSING ROOMS, 2-DEEP SUPERVISION, CELL PHONES, PLAYER BEHAVIOUR

18.1 2-DEEP METHOD, PLAYER SUPERVISION

1. Dressing Room Safety

- a. Players should be supervised at all times.
- b. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together; which is called the "Two Deep Method" of supervision.
- c. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision under the "Two Deep Method".
 - i. Please refer to the BC Hockey Co-ed Dressing Room Policy.

2. Injury Treatment

- a. The safety person must not treat injuries out of sight of others.
- b. Use the "Two Deep Method" (two adults) supervision system.

3. Female Teams

- a. Hockey Canada recommends that, when using the "Two-Deep Method" with female hockey teams, there shall be 2 female supervisors with the players where possible.
- b. If not possible there may be one (1) male and one (1) female supervisor.

- c. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players.
- d. Please refer to the BC Hockey Co-ed Dressing Room Policy included in this WMHA policy for dressing room dress codes on Co-ed teams.

4. Road Trips

- a. Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits.
- b. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is observed at all times.

5. Physical Contact

- a. Team personnel should avoid touching a player.
- b. Use the “Two Deep Method” (two personnel, or two players) supervision system.
- c. The comfort level and dignity of the player should always be the priority.
- d. Limit touching to “safe areas” such as hand to shoulder.

6. Isolated Spaces

- a. Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system).

7. Sport and Training Facilities

- a. Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or a team personnel member (use the Two Deep Method).

18.2 DRESSING ROOM AND OFF-ICE BEHAVIOUR

1. General: WMHA Code of Conduct Contract and Disciplinary Process applies to all of WMHA policies. As well, where the WMHA Code of Conduct policy is silent on, or may require a lesser consequence than that of BC Hockey or Hockey Canada, the policies of the governing bodies will prevail.

2. Hazing WMHA strictly adheres to all Hockey Canada guidelines prohibiting hazing, as quoted below, and hereby establishes the Hockey Canada Statement of Regulations as WMHA Internal Policy:

- a. Hockey Canada takes hazing very seriously and urges all team staff and those involved with teams across Canada to implement strict policies against hazing regardless as to the level of hockey you are involved with.
- b. The Hockey Canada policy currently defines hazing as “an initiation practice that may humiliate, demean, degrade, or disgrace a person regardless of location or consent of the participant(s)”.
- c. HC Regulation O4 reads as follows:
 - i. A player, team official, executive member, team, club or association, or any other Hockey Canada registered participant found, by an investigative process, to have condoned, initiated or, to the detriment of another, participated in hazing actions or behaviours shall be subject to discipline up to and including expulsion from Hockey Canada registered programs. Discipline must relate to the degree of severity of the incident(s).
 - ii. Any party failing to cooperate with the fact-finding process may be subject to suspension as determined by WMHA, and by BC Hockey and Hockey Canada.
 - iii. All discipline decisions related to hazing must be approved by the Branch.
 - iv. All hazing matters involving Hockey Canada High Performance programs will be dealt with by the Hockey Canada Board of Directors.
 - v. Hockey Canada urges all those involved to educate and create awareness around the negative consequences of hazing and to help create a positive environment for all Hockey Canada members in the 2017-2018 season.

d. Any member parent accused of being in violation of this section, or to have been involved as per item (c) i & ii above will be immediately suspended pending the investigation; further, if the findings of the investigation confirm the violation, the person's WMHA membership in the society will be revoked at the earliest possible opportunity permitted under the BC Societies Act.

- e. Any player found to be in violation of this section, will be immediately suspended pending the investigation; further, if the findings of the investigation confirm the violation, the person's WMHA membership in the society will be revoked at the earliest possible opportunity permitted under the BC Societies Act.
- f. Any incidents of hazing will be dealt with immediately and severely under the methods outlined in the WMHA Disciplinary Process, as well as any disciplinary action required by BC Hockey and/or Hockey Canada.
- g. All WMHA Coaches will ensure this information is shared with players and parents.

3. Dressing Room Behaviour- Failure to adhere to these rules will result in disciplinary action which may include, but not be limited to, the suspension of play.

- a. All RMOW and MPSC usage policies will be observed, along with all usage policies at 'away' rinks.
- b. Players will be attended in or around the locker room by coaches.
- c. The following behaviour is prohibited in all locker rooms:
 - i. Running, climbing, horseplay or locker boxing
 - ii. Foul or vulgar language
 - iii. Use of hockey sticks: Sticks are either lined up along a wall or placed in a receptacle specifically designated for hockey sticks.
 - iv. Throwing of snow/ice from skates, used tape, equipment or personal belongings v. Misuse of lavatory or shower facilities
 - vi. Failure to keep locker rooms free from debris including used hockey tape, wrappers, cups etc.
 - vii. Pounding, kicking or any misuse of lockers or benches or other locker room fixtures viii. Behaviour that demonstrates a lack of respect for teammates, coaches, and others.
 - ix. Behaviour that demonstrates a lack of respect for the personal belongings of others.
 - x. Destruction/Damage to Locker Room Facilities
 - 1. Teams will be held financially responsible for any damage to locker rooms including but not limited to being held directly financially responsible for the loss, damage and/or destruction of another player's personal belongings or equipment as a result of the inappropriate actions of individuals occupying locker room facilities both home and away.

4. Vaping and Tobacco Use – zero tolerance

- a. Any child caught vaping or using tobacco products anywhere while participating in a WMHA sanctioned event will have the device/item confiscated, and their parent(s) will be notified. Players wishing the items to be returned to them must go to the coach, manager or whichever official took the device from them, with their parent, who will return it to the parent at the parent's request.

5. Alcohol, Controlled Drugs and Illegal Substance Use – zero tolerance

- a. WMHA is unequivocally opposed to illegal drug and alcohol use and is sincere in its duty to uphold the laws of the land in which its members operate. WMHA is similarly unequivocally opposed to the use of banned and restricted substances for the purpose of performance enhancement. Zero tolerance means that behaviour contrary to that above will not be tolerated. Incidents are to be dealt with on an individual basis. This applies to any controlled substances for whom consumption is restricted to adults age 19 and over.

18.3 2-DEEP COMMUNICATION BETWEEN OFFICIALS AND PLAYERS

- 1. WMHA recognizes that there are many social media outlets that are used by closed groups for communications between players/parents/coaches.
- 2. Please refer to *Section 27, Communications and Media Relations*

18.4 PARENTS IN DRESSING ROOMS

The intent of this policy, which follows Hockey Canada regulations, is not to restrict parents from accessing their children, or to exclude parents in any way, but to protect the privacy of all of the children. Remember that you are not the parent of the children

sitting on the bench beside your child.

1. Parents are required to respect the privacy of all players in the dressing room ahead of the need to assist their own player.
2. Except for players at the younger age groups [H1 – H3], parents are not permitted to enter dressing rooms unless it is truly necessary. In that event, they must first ask a team official to either bring the player out or to accompany the parent in, at the discretion of the team official, based on the particular situation and the age of the players in question.

a. At no time should a parent enter a U9, U11, U13, U15, or U18 aged dressing room while players are in the process of changing.

- i. In the event of an injury, team officials and players will take necessary steps to accommodate the player's and parent's immediate needs.
- b. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will need to help the player. The team official will assist as with section 2 above.
- c. Naturally, with our youngest age groups it is usually necessary for parents to assist the players with gear. As the room quickly becomes congested, we ask the following:
 - i. Parents should help their player change quickly, and then vacate the room to leave space for others. Players need the dressing room for changing and receiving coach instructions; conversation between parents is easily done anywhere else in the building.
 - ii. Preferably only one parent per player in the dressing room at a time.
 - iii. Older siblings and others should not accompany the parent into the room unless they are needed to assist the player.
- d. WMHA encourages parents to teach their young players how to get dressed independently as early as possible.
- e. In circumstances where parents are permitted in the locker room to assist with dressing, they are required to vacate the room for 15-20 minutes before and after the games so that the coaches may address the team.

18.5 CO-ED DRESSING ROOM POLICY

This policy is in accordance with BC Hockey regulations.

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 - a. Male players will not undress to less than a minimum of shorts while females are present.
 - b. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
 - c. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above.
 - i. Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room.
 - d. When separate facilities do not exist for both male and female participants:
 - i. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - ii. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
 - e. It is the responsibility of the team – officials, players, and parents - to ensure that these requirements are followed.

18.6 CELL PHONES AND OTHER RECORDING DEVICES

1. **Use of cell phones and recording devices are not permitted in dressing rooms at any time by anyone.**
 - a. Smartphones and other mobile devices with recording capabilities, including voice recording, still cameras, and video cameras, are not permitted to be used in the dressing rooms.
 - i. Take team pictures in the hallway, on the ice, or somewhere else in the building

- ii. Pictures should never be taken in the dressing room, even when all the players are fully geared or dressed.
 - b. Cell phones must be turned off and put away; they may not be open or visible anywhere inside or within view of the dressing room.
 - c. Voice recording devices of any kind are also prohibited inside the dressing room, or anywhere capable of recording the voices in the room.
- 2. If phones or other mobile devices must be used, they must be taken outside of the locker room, away from the doorway.
 - 3. Players may use music playback devices in the dressing room, provided that the team officials have first confirmed that the device has no voice or image recording capability.
 - 4. Please refer also to *Section 28 - Social Media Policy*
 - 5. Violation of this policy will result in immediate disciplinary action.

SECTION 19 - ON-ICE OFFICIALS

19.1 GENERAL

- 1. The Referee in-Chief (RIC) – Is appointed by the WMHA Executive to Manage the Referees and Officials. The RIC is a non-voting Executive member of WMHA, and attends Board meetings.
- 2. The RIC manages the WMHA Assignor, ensures officials are in place for all games, and updates the Referee section of the WMHA Updated Ice Schedule.
- 3. The WMHA Assignor will provide officials for the Initiation-U13 “C” levels.
- 4. U15s and above are assigned by the PCAHA Referee Assigning Centre
- 5. All persons interested in becoming an official must contact the RIC directly at the contact address on the WMHA website.
- 6. New and returning officials have to be certified.
 - a) Their course fees will be refunded after officiating at 5 games throughout the season.
 - b) Certification course information is posted to the WMHA website by the RIC, under the “Referees” tab.

19.2 REGULATIONS

- 1. The RIC is not allowed to officiate over his/her son/daughter’s own games, unless deemed absolutely necessary due to no other available officials.

19.3 TEAM OFFICIALS – SCHEDULING AND REF FEES

- 1. Team Managers are required to provide a copy of their game schedules to the RIC and Ice Scheduler immediately on receipt from their League Manager. Any revisions, reschedules, exhibition games, or any function requiring officials must be forwarded to the RIC on receipt.
- 2. Team Managers are required to provide 72 hours’ notice that they require officials for their upcoming home game. Game schedules are often delayed so that less than 72 hours notice is available. The RIC will anticipate this, but must receive your game schedule as soon as it is circulated in order to book officials.
- 3. If a home game is canceled or postponed for any reason, the team manager is responsible for calling the RIC to advise of the cancellation.
- 4. WMHA provides each team manager with funds to cover the season’s anticipated home game referee fees. The team manager pays the refs after each game with these funds and keeps a reconciled balance of funds in the format required by WMHA.
- 5. Each team is responsible for payment to the officials at each game in the form of cash contained in separate marked envelopes with correct denominations for each of the officials (ie.: one “Ref” envelope, two “Linesman” pay envelopes). They also must be prepared for a situation in which only 2 officials are available, in which case each would receive the “Ref” fee in a separate marked envelope).
- 6. Officials’ pay envelopes are to be left in the score booth at the start of the game. The Referee will collect the pay envelopes

when he/she verifies the final game report.

19.4 CONDUCT

1. It is important for all officials to understand that there are potentially serious consequences for themselves, the players and/or the Association for violating the rules, regulations and/or policies of WMHA and/or its governing bodies (PCAHA, BC Hockey, Hockey Canada).
2. The RIC will not tolerate any abuse from players, parents or coaches whether at home or away. The violation of any rule, regulation or policy of WMHA and/or its governing bodies may lead to disciplinary action by WMHA and/or its governing bodies.
3. Volunteers in the score booth running the clock and game sheet are under the supervision of the Referee.
4. It is the responsibility of the Officials to familiarize themselves with the rules and regulations as well as taking the appropriate clinics prior to December 1 for the season.
5. If a player, who is also an official, is suspended from his/her team as a player, he/she is sustained from officiating during the duration of the suspension.

19.5 OFFICIATING PROGRAM AND DEVELOPMENT

1. WMHA is committed to encouraging any member who wishes to dedicate themselves to an officiating career.
2. WMHA will strive to provide the most conscientious individuals to represent our Association.
3. WMHA will assist youth referees in reaching higher skill levels. This will be accomplished by providing leadership and direction from the Referee-in-Chief and from the refereeing membership.
4. Where funds are available, this may include financial contribution to selected applicant(s), who are at grade level 1-6, to attend higher level training opportunities, at the discretion of the Executive.
5. We will provide opportunities to develop skills through practical training, on ice training sessions, as well as actual game situation training.

SECTION 20 - ICE ALLOCATION & SCHEDULING

20.1 ICE SCHEDULING

1. The Ice Schedule is developed annually by an Executive Committee consisting of President, Vice President, Coach Coordinator, and Ice Scheduler. The President will appoint a person(s) to act as Ice Scheduler in the absence of an elected Board member in the role.
 - a. The Ice Scheduling Committee liaises with Meadow Park Sports Centre scheduling staff to establish available ice for the season, and, in accordance with **Policy 20.2 Ice Allocation**, prepares an ice schedule for approval of the Board prior to the season start up.
2. The Ice Scheduler is responsible for managing the ice time throughout the season, including notifying the MPSC Scheduler of any vacant WMHA ice times within the notice period required by RMOW, **currently 7 calendar days**, to avoid being charged for that ice.
3. Use of WMHA Ice
 - a. Teams may only use ice times they are scheduled for, including ice times swapped with other teams. Under no circumstances may a team use open ice without first obtaining permission from the Ice Scheduler or the President. This is an insurance issue.
 - b. Teams wishing to purchase additional ice from MPSC may only do so with the prior approval of the President, and must book it through WMHA to be insured.
 - c. Only those individuals insured by Hockey Canada, ie: team officials, players, and on-ice helpers, on-ice game officials, and certified contract instructors are permitted on WMHA ice.
4. Team Managers' ice scheduling responsibilities:
 - a. Provide their team home game schedule to the Ice Scheduler on receipt of each schedule (ie: tiering, league, playoffs).

- b. Advise the Ice Scheduler of any changes to the practice ice times allocated to the team.
- c. Advise the Ice Scheduler of any home game time/date revisions or reschedules a minimum of 7 days in advance where possible.
- d. Ensure the team uses ONLY the dressing room(s) assigned by RMOW as posted on the arena notice board.
- e. Ensure the team adheres to Meadow Park Sports Centre usage policies, time allotments, and that the room(s) are left clean.

5. Unused ice time reserved for WMHA:

- a. Conflict game reschedules will take priority over extra practice time, ie: a team that doesn't have a game in its regularly scheduled game slot will not automatically be given the time for an extra practice if it is needed to resolve another team's conflict game.
- b. The team not having the game may request to hold a practice in the unneeded game slot.
- c. The Ice Scheduler will offer unusable ice time to all other teams, ensuring that the distribution of all extra ice time is done as fairly as possible.

20.2 ICE ALLOCATION

1. The background to this policy is to establish specific ice allocation procedures reflective of the operating agreements between WMHA and MPSC/RMOW, the ice time made available to WMHA for the season, and BC Hockey requirements.

2. Ice times for games are allocated in accordance with ***PCAHA Rules & Regulations Section G: Game Times and Schedules***.

3. Consideration for age of players and game time commitments is given when allocating practice times. In general, the youngest players have the earliest practice times and the oldest players have the latest practice times, consistent with PCAHA game time rules.

4. Player registration fees cover the following, with respect to weekly ice time:

- a. Ice allocation changes each season based on registration numbers, ice allocation and team formation. Generally, teams will receive 1-3 ice slots per week.
 - i. As per 20.1.3(b), teams may purchase additional ice time if and when available. The team is responsible for paying WMHA for any ice fees incurred under this section.

5. On occasion, ice slots may be withdrawn from WMHA due to special RMOW events.

- a. Re-scheduling of missed practice time will be attempted, as practicable, dependent on ice availability.
- b. Practises missed due to unforeseen events (ie: power outage) will not be rescheduled; however, the missed time will be taken into account by the Ice Scheduler when offering unused ice to all teams.

6. Ice Assignments Changes - Requested by team

- a. Rescheduling practices - Teams wishing to change a practice time due to a conflict with an away game that will result in missing the practice may attempt to reschedule the practice time by trading dates with another team.
 - i. When such a trade is arranged, the Ice Allocator must be notified in advance.
 - ii. Teams unable to trade ice assignments with other teams shall notify the Ice Allocator a minimum of seven (7) calendar days in advance of the affected date.
 - iii. The Ice Scheduler will then offer the open time to all other WMHA teams, if no team can use the time, the Ice Scheduler returns it to MPSC within the no-charge time limit.
 - iv. Teams must notify the ice scheduler immediately of any league games that are in conflict.
- b. Subletting of WMHA Ice
 - i. Absolutely no subletting of WMHA ice is permitted to any other user groups under any circumstances.
 - ii. The only exception to this rule is for special events that require a motion of the Board of Directors.

SECTION 21 - DRESS CODE

21.1 GENERAL

1. Team dress projects a powerful, professional image and identifies teams from our Association; thus, it is important that all teams dress appropriately when they represent WMHA.

21.2 REPRESENTATIVE 'A' TEAMS

1. 'A' teams, due to their higher profile, must adhere to a higher standard of dress.
2. The Head Coaches will determine appropriate dress code for team officials and players in the spirit of these operating policies.
3. Players and officials are responsible for purchasing their own WMHA team logo wear.

21.3 COMPETITIVE 'C' TEAMS

1. Appropriate dress is mandatory for all players and team officials. Whatever the team choice is, each team player must dress similarly.
 - a. 'C' teams (team officials and players) also represent the Association and are expected to dress respectfully in both home and away rinks.
 - b. WMHA supports individual competitive team players and officials collaborating on a dress code for their own team, provided that the dress code reflects the spirit of this policy.
 - c. U15 and U18 aged players are encouraged to formulate an appropriate dress code for their individual teams, with the approval of their team officials.
 - d. Novice to U13 aged team officials and players are encouraged to work out an appropriate dress code for their individual team
 - i. Executive recommendation is for H1 – U13 aged teams to wear red WMHA logo t-shirts and team jackets to games, if shirts and jackets are available.
 - ii. Purchase of team wear is not mandatory for "C" teams.

SECTION 22 - EQUIPMENT & UNIFORMS

22.1 UNIFORMS

1. Jerseys and socks are provided by WMHA for all players. Players must provide the deposit as per section 9.11. Hockey socks are for the players to keep.
2. Custom Jerseys:
 - a. WMHA permits teams to purchase their own custom jerseys using WMHA Executive pre approved design.
 - i. This requires a full team decision, the team bears all costs, and the players keep their jerseys.
 - ii. The players must all wear the same uniform jersey, whether the set is WMHA jerseys or custom jerseys.
 - iii. Association colours are red body, with black, white and gold colours and WMHA logo. A template for custom jerseys can be ordered through Sport Stop, Whistler.
 - iv. Numbers not permitted are 4, 13, and 99.
 - b. Jerseys may be funded by team sponsorship.
 - i. Minimum total per team to cover jersey cost is currently \$1,500
 - ii. Minimum of 1 sponsor, no maximum number of sponsors
 - iii. \$500 minimum contribution for sponsorship.

iv. Jerseys must include “Scotiabank” and “Whistler-Blackcomb” logos as organization sponsors

v. Refer to Section 31 - Fundraising

3. All players and skaters must wear CSA approved gear, as prescribed by Hockey Canada. 4. Players missing gear or wearing unsafe gear, will not be permitted on the ice.

22.2 JERSEY DEPOSIT

1. A \$100.00 deposit will be collected from each player by the team manager, when the team is using the WMHA Jerseys.

2. This deposit will be in the form of a post-dated cheque for April 1st, and will be held until the end of the season and will be returned once the jersey is returned clean and in good condition.

3. The deposit is required to ensure that jerseys are treated with care and are returned in an acceptable condition (as detailed in Section 22).

4. At the Executive’s discretion, the deposit may be increased, lowered, or remain the same for the next season.

22.3 OTHER EQUIPMENT

1. First aid kits – one issued per team

2. Set of practice pucks and puck bag

3. Novice size goalie equipment available on request, see Section 9.4.2

4. U15 & U18 goalie equipment as available to “C” teams. The Executive, at its discretion, reserves the right to request a deposit on the goalie equipment if deemed appropriate to the user.

SECTION 23 - PLAYER & COACH EQUIPMENT

23.1 PLAYER EQUIPMENT

1. Parents must ensure that their player's equipment is well maintained, and that he/she is wearing all of the Hockey Canada required equipment on the ice. All gear should be labeled with the player's name, particularly for Novice – U11 aged players.

2. A full set of required player equipment includes:

a. Neck guard

b. Jock/Jill shorts with velcro sock fasteners

c. Shin pads

d. Hockey socks (provided by WMHA)

e. Hockey pants

f. Skates

g. Elbow pads

h. Shoulder pads

i. Practice Jersey (game jersey provided by WMHA)

j. Helmet with CSA sticker showing current certification for ice hockey

k. Gloves

l. Stick (does not come into the dressing room, leave it in the rack at the door)

m. Water bottle – labeled with player's name

3. A full set of required goalie equipment includes:

a. Goalie cut neck guard

b. Goalie cut jock/jill with velcro sock fasteners

c. Hockey socks (provided by WMHA)

- d. Goalie pants
- e. Goalie skates
- f. Leg pads
- g. Chest protector
- h. Goalie cut jersey (game jersey provided by WMHA)
- i. Goalie mask with CSA sticker showing current certification for ice hockey
- j. Blocker
- k. Glove
- l. Goalie stick (leave in rack at the door)
- m. Water bottle – labeled with player's name

4. Team HCSP and coaches are required to inspect each player's gear periodically, and advise players and parents of any deficiencies (ie, loose straps, broken pieces, outgrown gear). Players will not be allowed on the ice if the team HCSP deems a piece of equipment to be unsafe due to size or condition, and continued use would put the player at risk of injury. Parents will be notified immediately of such serious equipment deficiencies.

a. Full gear checks of all players will be conducted by team HCSP and coaches as follows:

- i. Before the first game or September 30th, whichever comes first;
- ii. December 1st
- iii. February 1st

b. Helmets are a critical piece of a player's safety gear. To protect the player as designed, a helmet:

- i. must have current CSA label;
- ii. is required to have a CSA face mask attached;
- iii. must be the correct fit for the growing athlete;
- iv. should be clear of unofficial stickers, as per HC notice;
- v. must not have cracks or other visible damage;
- vi. must be kept in good working order at all times;
- vii. Parents/players are required to inspect their own helmets, preferably weekly, to ensure all straps and fasteners are intact, and all screws around the mask and chinstrap are securely in place.
- viii. A helmet repair kit is a recommended piece of equipment for each player to carry in his/her hockey bag. Basic repair kits contain extra snaps, screws, and screwdriver for emergency repairs.

c. HCSP and / or parents should inspect the player's helmet for damage any time the player has been involved in a head contact situation in practices or games.

5. Neck protectors are mandatory. Any player on the ice not wearing a neck guard will be required to leave the ice immediately, and may not return until they are wearing one.

6. Water bottle – this is a required piece of player equipment at all practises and games. a. Parents and players should ensure his/her water bottle is washed after each use. b. Water bottles must not be shared

7. Skate sharpening – parents/players should ensure they have the player's skates sharpened regularly. This affects performance, player experience, and can be a safety issue.

8. All pieces of hockey equipment should be properly dried after every use.

9. *See Appendix "F" - Player Equipment*

23.2 COACH EQUIPMENT

1. As per BC Hockey policy 1.2.:

- a. All Minor Hockey Coaches are to wear a CSA approved helmet during BC Hockey on-ice sanctioned events.

- b. The chin strap of the helmet shall be securely fastened under the chin in accordance to Hockey Canada Official Playing Rules with respect to Protective Equipment.
- c. The failure to wear a helmet by a minor hockey coach in a BC Hockey sanctioned activity will result in the pulling of BC Hockey's sanction of the event. Unsanctioned events are not covered by the association's insurance policy.

SECTION 24 - COACH / PARENT MEETING AND TEAM RULES

24.1 COACH / PARENT MEETING

1. As early as possible in the season, but before September 30th, or the first game, the team will have a Coach/Parent meeting.
2. Parent attendance is mandatory.
3. The meeting agenda shall include, among other items:
 - a. Fair Play and Sportsmanship in the Stands
 - b. Review of Code of Conduct for Parents and for Players
 - c. Disciplinary Procedure
 - d. Coaching plan
 - e. Ice time
 - f. Expectations of players and families
 - i. For all "C, F and A" teams: commitment required of players
 - g. Establishment of Team Rules and Dress Code
 - h. Volunteering
 - i. Fundraising
 - j. Jerseys

24.2 TEAM RULES

1. Team rules should be determined at the first coach/parent meeting of the year and communicated to the players and parents at the first opportunity. Ongoing evaluations of these rules are encouraged and any changes must be communicated to the team immediately.
2. The emphasis of any rule should be to create a sense of responsibility and commitment. These are life skills that are essential to all.
3. All rules should be designed to create expectations for players and parents and maintain a safe environment for all participants.
4. Requirement for team rules will be as follows:
 - a. PLAYER DO'S
 - i. Respect team ice and facility officials
 - ii. Show up on time for all team activities
 - iii. Listen to direction given by team coaching staff
 - iv. Bring any concerns to the attention of your parents or team officials
 - b. PLAYER DON'TS
 - i. Do not criticize fellow team members, opponents or officials
 - ii. Do not touch other team member's equipment without permission
 - iii. Do not vape or use tobacco (including chew), drugs or alcohol
 - iv. Do not cuss or swear at any time

- v. Do not use verbal or physical behaviour that is threatening to others

c. PARENT DO'S

- i. Volunteer and assist in team activities
- ii. Cheer on all team players and opponents for their accomplishments
- iii. Ensure your child is on time for all team activities
- iv. Pay team fees when due

d. PARENT DON'TS

- i. Do not speak negatively about your team's players, opponent's players or parents, team officials, association officials and on ice officials
- ii. Do not use drugs or alcohol at team activities
- iii. Do not coach your child from the stands

5. Failure to adhere to these rules could result in discipline under Code of Conduct Policies.

6. All team rules must conform with:

- a. All policies of the WMHA.
- b. The spirit of WMHA's policies
- c. Rules should be written out and handed to each family so they are aware of the team rules both on and off the ice.

SECTION 25 - TRANSPORTATION

25.1 GENERAL The transportation of players is a daily chore for parents, team managers, and coaches involved with Whistler Minor Hockey. Safety at all times is important but takes on special significance when out of town travel is involved. The following are the guidelines when transporting players:

1. Team officials may not drive alone with a single player who is not a family member.
2. It is mandatory that any vehicle associated with a team outing, game, practice or tournament, whether in town or out-of-town, must have third party liability insurance of at least \$ 2,000,000.
3. If a rental vehicle, such as a van or bus is involved, the vehicle must be covered for the number of people who will make the trip. Buses should have insurance coverage for all passengers.
4. Any vehicle used regularly for transporting groups of players such as a team bus or van should be safety certified.
 - a. Volunteer team drivers shall submit proof of a clean driver's abstract each year, indicating they are licensed for the class of vehicle to be driven.
5. Consumption of alcohol or drugs by drivers is forbidden when transporting WMHA players to practices, games or tournaments.
6. When using school buses for transport, players' equipment should not be stored at the rear, or blocking the emergency exits. The middle seating section of the bus should be used to stow equipment bags.
7. Hockey is a winter sport and for this reason away games and tournaments are at the mercy of weather. For out of town trips, plan ahead.
 - a. Review the route and check the weather reports before leaving.
 - b. Whenever possible, stick to main highways that are better maintained during inclement weather, even if it means slightly greater mileage.
 - c. Re-check highway conditions before returning home from away games.
 - d. Communication amongst team drivers is recommended.
8. When highway conditions present an unacceptable risk factor, it is better to default on a game than risk involving players in an accident.

- a. Teams must communicate with their opponent, League Manager, and WMHA president advising the game is a conflict due to road closures or extreme conditions.
- b. If a home game, the team manager also needs to advise the RIC immediately.

25.2 PLAYER DRIVING POLICY

WMHA recommends the following, should families choose otherwise, they bear the risk.

1. No player with an `N` Drivers Licence shall drive teammates to an out of town game.
2. It is recommended that players with an `N` Driver Licence be accompanied by a person with a valid Driver Licence when attending an out of town game.
3. This is a Risk Management issue.

SECTION 26 - RISK MANAGEMENT AND VOLUNTEER SCREENING

26.1 RECOGNITION AND PREVENTION OF ABUSE OR HARASSMENT

1. WMHA is committed to providing all participants involved in the game of hockey with a safe environment by protecting participants from all forms of abuse and harassment. This policy is guided by the principles set out by HC. Any HC information relating to this topic should be considered as a resource and be used as additional guidance in relation to this issue.
2. It is important to note that some behaviours, which might be described as harassment when directed towards an adult, may constitute abuse when directed towards a child or youth by any person with power or authority over that child or youth. The policies regarding the Recognition and Prevention of Abuse are to be applied in such situations.
3. WMHA will not tolerate any form of abuse or harassment in relation to any of the events or programs provided by the Association. Everyone involved in the Association, including but not limited to the Executive, members, team officials, parents, on-ice officials, and volunteers must make reasonable efforts to uphold this commitment.
4. All incidents of harassment shall be handled in a timely, sensitive, responsible and confidential manner. There shall be no tolerance of reprisals taken against any party who makes a complaint. Additionally, the names of the parties involved in the matter and the circumstances of the matter should be kept confidential, except where disclosure is necessary for the purposes of investigation or taking disciplinary measures.
5. Anyone making a complaint that is found to be clearly unfounded, false, malicious or frivolous will be subject to possible disciplinary action.

26.2 VOLUNTEER SCREENING, POLICE INFORMATION CHECKS / VULNERABLE SECTOR CHECKS

1. Application Process- All coaches are to fill out the application form available on our website:
<http://www.whistlerminorhockey.com/team-positions>
2. WMHA is committed to providing all participants involved in the game of hockey with a safe environment by protecting the participants from persons who have been convicted of serious criminal offences. Police Information Checks and Vulnerable Sector Checks must be conducted as part of the Association's ongoing management of its elected officials (the Executive) and volunteer screening.
3. Police Information Checks/Vulnerable Sector Checks must be submitted every three (3) years as directed by the Executive,
 - a. **Volunteers must show proof of applying for a PIC before participating in any event that includes children,**
 - b. Completed checks must be submitted directly to the WMHA Risk Manager by September 30th.
 - c. All volunteers and persons in WMHA paid positions who have any interaction with players require a PIC and Vulnerable Sector Check, and this list will include all positions defined in guidance from Hockey Canada/BC Hockey.
 - d. All suppliers of hockey services must also have these record checks completed for all personnel directly involved with WMHA.
4. Eligibility will be defined by Hockey Canada guidelines on background checks.
5. WMHA maintains a list of all staff and volunteers, including those registered as team officials with Hockey Canada, and those who are casual volunteers. This is to ensure that all adults interacting with players have met the PIC/Vulnerable Check

requirements.

26.3 INSURANCE & VOLUNTEER SCREENING FOR PRIVATE INSTRUCTORS

1. Please note the following with respect to insurance coverage for WMHA teams and programs that enlist the services of entrepreneurial or private instructors and groups (e.g. power skating instructors, goaltender experts, dryland instructors, etc.)
2. In order for activities involving entrepreneurial or private instructors and groups to be sanctioned by BC Hockey, the following must apply:
 - a. All participating organizations and individuals must be members of BC Hockey.
 - b. Entrepreneurial or private instructors and groups can become Associate Members by way of the process set out below.
 - i. If an individual is already a member of BC Hockey, therefore registered with a member organization for the current season, they can still submit an Associate member application to be posted on the list, but they will not be charged the insurance fee.
 - ii. All instructors must be certified in Respect in Sport.
 - iii. All instructors must fulfill the Criminal Record Check requirements with BC Hockey.
 - IV. Associations and teams must submit a Special Event Sanction form for the planned activities.

26.4 INJURIES (UNDER DEVELOPMENT)

26.5 CONCUSSION

1. See WMHA website for concussion information: www.whistlerminorhockey.com/safety-hcsp

SECTION 27- COMMUNICATIONS AND MEDIA RELATIONS

27.1 MEDIA RELATIONS & PUBLICATION POLICY

1. In order to protect the integrity of WMHA's youth program, its officials, coaches, players and parents/guardians, no individual or group may represent WMHA's Directors, coaches, players or parents/guardians in any public medium without the expressed consent of the President.
 2. Additionally, no personal information of players, parents/guardians, or WMHA officials will be made public without the written consent of the interested parties
 3. This includes but is not limited to:
 - a. Print: Newspapers, magazines, and periodicals
 - b. Internet & Social Media
 - c. Television and Radio
 - d. All press releases shall be forwarded to the President for approval prior to distribution. Teams will not submit press releases directly to the press.
 - e. WMHA is not responsible required to maintain communication via TeamSnap for their individual teams. This includes:
 - i. Maintaining the list of team members and officials;
 - ii. Maintaining the team's schedule of games and practices;
 - iii. With the approval of the team, posting game results and stats to share with the team and/or the association.
- Recommendations to observe Fair Play and sportsmanship:
- a. Teams H1 – H3 should not maintain team standings or any form of statistics;
 - b. Teams H4 - U13 age should not maintain any form of statistics;
 - c. Teams U15 – U18 age should exercise discretion on whether to maintain or display team statistics, based on the category of team, and the team culture.

c. Alternative communications websites and social media

- i. Teams choosing an alternative communications site to WMHA are responsible for any costs incurred.
- ii. Teams may not use an alternative website until it has been approved by the Executive.
- iii. Team members declining to use a site other than WMHA secured site must have permission of all members before posting member information.
- iv. Team Manager is responsible for closing out and deleting all personal information from the alternative website at the end of the season, no later than April 15th each year.

27.3 TEAM OFFICIALS COMMUNICATION – 2 DEEP COMMUNICATIONS

1. The WMHA Team Officials Communication Policy has been developed to provide Team Officials guidelines for communicating with their teams in today's day and age of rapid mobile communications.
2. No policy can cover all forms of communication and therefore this policy is to provide recommended guidelines for Team Officials (both Parent and nonparent) in respect to communication with their teams.
 - a. Team Officials should always abide by the "Two-Deep" method for all communications, whereby at least two rostered Team Officials and/or a parent is included in communications.
 - b. With regards to electronic forms of communication, the "Two-Deep" policy would result in no private messages and no one-on-one direct for any media, parent or team postings.
 - f. Violation of this policy can lead to disciplinary action and/or expulsion from WMHA.

27.2 WMHA WEBSITE AND SOCIAL MEDIA COMMUNICATIONS

1. Section 27.1 applies to all public pages of the website.
2. WMHA maintains a secure interactive website, www.whistlerminorhockey.com
 - a. Public pages: A Communications Committee, including the President, the Manager Coordinator, and (2) other members of the Executive, is responsible for planning, maintaining, and developing the public pages of the site, and may delegate the authority to post approved messages and information to an executive member, regular member, staff, contractor, or combination of same.
 - i. The website will be maintained with timely information to communicate information of interest to members and the public.
 - ii. A high standard of professionalism and accuracy will be observed in all postings.
 - iii. The President must authorize all material posted on the public pages.
 - b. TeamSnap: Managers are not in contact through Facebook messages, Twitter direct messaging, Skype, SnapChat, or other instant messaging provided through social media sites and communication platforms
 - c. Additionally, no personal information of players, parents/guardians, or WMHA officials will be made public without the written consent of the interested parties.
3. Specific Recommendations for Coaches & Team Officials (parent and nonparent)
 - a. The purpose of the policy guidelines in this section is to protect coaches and other team officials under the 2-Deep method, with respect to electronic communications. Officials should make every attempt to communicate with players in a method that includes at least one other adult, whether a team official or a parent.
 - b. **Telephone & texting** - It is recommended that an official should not engage in telephone conversations or direct texting with only a player, unless an official or parent is on speakerphone or group text.
 - i. In certain urgent situations it may be appropriate for players to communicate an event to the coach or official, that does not require a full conversation, (ie: late for the game, illness, rink address, etc).
 - 1) In this case it would be appropriate for a coach to confirm receipt of the communication, or provide the information as needed.
 - 2) Conversations that require engagement should include a parent/guardian or 2nd team official.
 - c. **Email** - It is recommended that Coaches engage in email communications with players only when parents or other team officials are included as part of the communication by copying the other(s) on the email.

d. **Social Media** – This policy is meant as a guideline for social media to assist Team Officials, and is not inclusive of all social media platforms.

i. **Facebook and group apps** - It is recommended that Coaches and officials not be 'Friends' with any players on Facebook. It would be acceptable for a team to have a 'Facebook Group' for their team.

ii. **Direct Message Apps** - Coaches should not communicate with any player via direct messaging, or any app that is not part of a group message, except in an emergency situation, or where it is possible to include another adult in the message.

SECTION 28 - SOCIAL MEDIA

28.1 INTRODUCTION

1. For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as SnapChat, Instagram, Twitter, Facebook, MySpace, LinkedIn, Foursquare and any other social media network that allows users to communicate online.

2. The policy will be applicable to all members of the WMHA Community, including the executive, staff, contractors, members, on-ice and off-ice officials, billets, players, players' family members and supporters.

3. The WMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The WMHA also respects the right of all teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

4. The purpose of this policy is to educate the WMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate will be subject to disciplinary action by the Team, the Minor Hockey Association, League and/or the WMHA.

28.2 SOCIAL MEDIA GUIDELINES

1. All members of the WMHA community should remember to use the same discretion with social media and networking as they do with other traditional forms of media.

2. The WMHA holds the entire WMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.

3. Comments or remarks of an inappropriate nature which are detrimental to a team, the association or an individual will not be tolerated and will be subject to disciplinary action.

4. Refrain from divulging confidential information of a personal or team related nature. Furthermore, do not discuss injury information about any player. Only divulge information that has officially been made public.

5. Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be 'unseen'. Ultimately, you are solely responsible for your comments.

6. If requested to participate in an online network, as a direct result of your affiliation with or participation in the WMHA, the WMHA recommends that you first request approval from the team or the association.

28.3 SOCIAL MEDIA COMMUNICATIONS BETWEEN TEAM OFFICIALS AND PLAYERS

1. See section 27.3 - Communications

28.4 SOCIAL MEDIA VIOLATIONS

1. WMHA Disciplinary Process applies to this section.

2. The Team, Minor Hockey Association, League and/or the WMHA will investigate ALL reported violation(s) of this policy in the manner set out in the WMHA Operating Policies for other types of violations, ie: WMHA Disciplinary Process.

3. If the investigation determines that a violation has occurred, the Team, Minor Hockey Association, League and/or the WMHA Disciplinary Committee will impose an appropriate suspension or other consequence to the member as deemed appropriate.

4. Should the identity or image of any member of the WMHA Community be used in Social Media and networking without the individual's permission, and/or Association authorization, this is considered to be identity theft. Please notify your WMHA Team

Management or the WMHA Office immediately you are made aware of the violation.

5. Any use of a player or team member's image or likeness without the written consent of the WMHA is strictly prohibited.

SECTION 29 - PRIVACY AND PHOTO RELEASE

29.1 PERSONAL INFORMATION PRIVACY ACT

1. The BC Government enacted the Personal Information Protection Act, which came into effect on January 1, 2004. The purpose of this privacy legislation, in general terms, is to regulate the private sector's collection, use and disclosure of personal information.

2. Most personal information will be collected directly from you through the registration system and player and parent forms.

3. Your information may be disclosed to (or may be accessible by) the association volunteers, their staff and members for the normal operations as a Minor Hockey Association or as required by the rules and regulations of the PCAHA, BCAHA and CHA.

4. Not all of your information will be accessible to each of the above mentioned entities and the general public will not have access to your information.

5. Your personal information will only be used for purposes disclosed to you and for which we have gathered your prior consent. Should the association need to use your information for purposes other than those already listed, we will explain the purpose to you and obtain your consent - before we use it.

6. YOUR WMHA REGISTRATION INDICATES YOUR ASSENT TO YOUR CHILD BEING PHOTOGRAPHED WHILE PLAYING HOCKEY, INCLUDING VIDEOTAPING GAMES AND PRACTICES FOR SKILLS ASSESSMENT/REVIEW.

a) If you are comfortable with personal information used as described above you need only retain this notice for your records.

b) If you wish to withdraw your consent for any of the other uses and disclosures described above, or if you have any other concerns, please contact THE WMHA PRESIDENT president@whistlerminorhockey.com

SECTION 30 - TOURNAMENTS

30.1 HOSTING A TOURNAMENT

1. Approval to host a tournament must be obtained first by WMHA Executive, then approval from BC Hockey and PCAHA. This must be obtained at least 30 days prior to the tournament date. (Monetary penalties apply if not submitted in the stated time frame.)

2. Fundraising policy applies as per *Section 31*.

3. A preliminary budget must be submitted to WMHA - 30 days prior to the tournament date.

4. A final financial report must be submitted to WMHA within 30 days after the tournament has been completed.

30.2 ATTENDING A TOURNAMENT

1. All WMHA teams must adhere to the rules/regulations of HC, BC Hockey and/or PCAHA with respect to attending tournaments (including any tournaments hosted by WMHA). All WMHA teams must obtain the required permission prior to attending any tournament, the required permission is currently explained in Section L – Exhibition Games and Tournaments of the PCAHA rules/regulations.

2. At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and parents both on and off the ice.

3. WMHA supports fundraising for teams to attend tournaments.

4. Tournament fees are the responsibility of each individual team.

5. During the regular season and playoffs, league play takes precedence over any tournaments.

6. No regular season games may be rescheduled without permission of both the opposing team and the divisional manager.

7. If playing in the USA, extended travel insurance is recommended.

SECTION 31 - FUNDRAISING

31.1 ASSOCIATION FUNDRAISING

1. The Executive may decide to hold Association fundraising events for various purposes, such as to offset increased operating expenses, replacement of equipment, player and/or coach development, etc.

- a. All teams, players, and parents are required to participate in Association fundraising events as directed by the Executive.
- b. No reference can be made that the event is related to WMHA without prior approval of the Executive.
- c. The WMHA logo may not be used in any fashion without prior approval of the Executive.
- d. WMHA jerseys may not be worn or used in any fashion without prior approval of the Executive.
- e. All teams and participants have a responsibility to project a positive image of the team, our Association and Minor Hockey.
 - i. At all times the public image of the WMHA membership, conduct and appearance must be above reproach.
- f. All fundraising initiatives must have the approval, prior to being implemented, of the executive of the WMHA.
- g. Direct public support can be requested through activities such as car washes, candy sales, raffles, etc. **Alcohol beverages MAY NOT be used as a prize.**

31.2 TEAM FUNDRAISING - 50/50 DRAWS

1. Each manager must register their own team to receive a BC Gaming gambling licence at the website below.

2. Applications for a 50/50 draw license are done online through the BC Gaming site to apply for a 50/50 draw licence

- a. <http://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/class-d>
- b. Team Manager is responsible for full compliance of all Gaming license regulations including provision of financial reporting of Gaming funds to WMHA
- c. All gaming funds must be expended by March 31st each year, or such earlier date required by Gaming license regulations.

31.3 TEAM FUNDRAISING - OTHER

1. At their discretion, individual teams may hold fundraising events for their own needs; however this fundraising must be done in accordance with the following:

- a. See Section 31.1(b-g) above, all apply.
- b. All required financial records and reconciliations will be completed by the Team Manager and provided to the WMHA Bookkeeper by March 31st each year, or earlier upon request.
 - i. Team Manager is responsible for collecting all funds and forwarding to the Bookkeeper for deposit to WMHA accounts
 - ii. Team Manager is responsible for making timely requests for payment of fundraising expenses to the Bookkeeper
 - iii. Any team fundraising not expended by the team as of March 31st of each year will be retained by WMHA as general association fundraising
 - iv. Under no circumstances will team funds be carried forward from year to year
- c. Many corporations make substantial contributions to our Association through the sponsorship of teams, tournaments and Association programs. The Vice-President may provide a list of these corporate sponsors. Teams should avoid approaching these sponsors for additional funding.
- d. All fundraising programs must be well supervised and controlled.

- e. All profits from individual fundraising programs are deemed to belong to the team.
- f. Fundraising programs should be carried out chiefly within our Association boundaries.
- g. Team management is responsible for ensuring that Association guidelines and Municipal bylaws are followed.
- h. Teams may plan, budget and fundraise for the following purposes:
 - i. Tournament team registration fees.
 - ii. The cost of hotel/motel accommodations at an away tournament.
 - iii. Additional ice time.
 - iv. Team jackets, team sweat suits, hats equipment bags, etc., provided they meet executive approval.
 - v. Provincial Championships.
 - vi. Custom Jerseys.

2. All fundraising and raffles require prior approval from the WMHA executive.

3. Fundraising programs must be carried out within our Association boundaries. (i.e. No solicitations of prizes, donations, or sponsorship from, ie, North Vancouver businesses or companies.)

SECTION 32 - CORPORATE SPONSORSHIP

- 1. The Executive may allow sponsorship to occur on an Association level.
- 2. Individual teams are allowed to use sponsorships with permission from the WMHA executive.

SECTION 33 - DEVELOPMENT SUBSIDIES

- 1. The Executive will consider and may approve requests from members (e.g. coaches, referees, managers) to subsidize courses for training and development purposes. These courses must directly benefit WMHA in order for them to be approved by the Executive.
- 2. There will be an emphasis on referee development to promote and train WMHA players interested in taking on the role of on-ice officials.
- 3. Requests must be made in writing and directed to the Executive. The requests must be made prior to the course and received in a timely fashion so that the Executive will have time to consider the merits of the request.
- 4. Subsidy requests are subject to the available funding of the Association and the Executive shall be the final authority for subsidy approval.
- 5. Subsidy requests will be considered on a case-by-case basis; thus, decisions will not be deemed to create a precedent for subsequent subsidy requests of a similar nature.

SECTION 34 - COMPLAINTS

34.1 MINOR COMPLAINTS

- 1. WMHA recognizes and understands that, throughout the hockey season, there may be minor issues that arise on teams that may lead to complaints (e.g. a parent to a coach in relation to the amount of ice time received by their child, a coach to a parent about the parent's inappropriate behaviour, etc.). The following are guidelines to deal with minor team related complaints:
 - a. Initially, all complaints must be dealt with between the parties (e.g. a coach and a parent facilitated by a team manager) in an effort to resolve the complaint.
 - b. Neither party may approach the other about the issue for forty-eight (48) hours; however, the issue may be brought to the attention of the team manager after twenty-four (24) hours for his/her information.

- c. If one party wishes to discuss the issue with the other party after forty-eight (48) hours, this must be arranged through the team manager and the team manager must participate in the discussion as a neutral facilitator and observer.
- d. In the case of coaching issues, if, after the above-noted discussion the issue is not resolved, the party making the complaint may take the complaint to the Coaching Coordinator. The Coaching Coordinator may direct that the complaint be submitted in writing. The Coaching Coordinator must deal with the complaint and attempt to resolve the issue.
- e. If the Coaching Coordinator cannot resolve the issue to the satisfaction of the party making the complaint, then the person making the complaint may take the complaint to the Executive Committee in writing. The Executive Committee must initiate action in an attempt to resolve the complaint, or forward the complaint to the Ombudsman. The Ombudsman will report back to the Executive, whose decision regarding how to resolve the complaint will be final and no appeal of the decision will be allowed.

2. If the team manager is one of the parties involved in the complaint, then

- a. the head coach or a team official will act as the neutral facilitator and observer, and,
- b. the Manager Coordinator will work together with, or replace entirely, the Coaching Coordinator in items (d) and (e) above, as appropriate to the nature of the complaint.

3. If all team officials are involved in the complaint, then the issue will be considered as a major complaint, and dealt with in accordance to Section 34.2

34.2 MAJOR COMPLAINTS

1. WMHA recognizes and understands that, throughout the hockey season, there may be issues that arise on teams that may lead to major complaints (e.g. a coach is not promoting a positive environment by repeatedly swearing at players or game officials, a significant lack of discipline on the team, a parent or player repeatedly using abusive language towards referees, coaches, players, opponents, etc.). The following are guidelines to deal with major complaints:

- a. The party making the complaint should forward the complaint to the Board in writing. The Executive Committee must initiate action in an attempt to resolve the issue. The Executive Committee may, at their discretion, forward the complaint to the Ombudsman.
- b. The Ombudsman will report back to the Board, who will make the final decision regarding how to resolve the complaint, and no appeal of the decision will be allowed.

SECTION 35 - TROPHIES AND BANNERS

1. All trophies and banners won by WMHA teams in league play, playoffs and tournaments are to be turned over to the President by the end of each playing season, or by the Annual Banquet for presentation, but no later than April 15th).

2. It is the responsibility of teams winning banners or trophies to have their team information (e.g. team name, names of players) engraved on the trophy or placed on the banner; however, the team may submit a request to the Executive for their consideration and possible approval to have the Association pay the cost for the team.

SECTION 36 - WMHA AWARDS

1. WMHA will present the following awards at the end of each season based on surveys or feedback from parents or participants:

- a. Each team will present Esso Fair Play medals to 3 of its players – Most Sportsmanlike, Most Improved, Most Dedicated – to be chosen by the Head Coach.
- b. All players Novice – U11 will receive participation trophies.
- c. All players U13 – U18 will receive participation medals.

2. Presentation of WMHA Grad jerseys – Grads receive a complimentary official WMHA white jersey, personalized with the player's name and jersey number.

SECTION 37 - SCHOLARSHIPS

37.1 PCAHA SCHOLARSHIPS

1. Each year, PCAHA awards scholarships to PCAHA players based on defined qualifications. WMHA players meeting the qualifications are encouraged to apply for these scholarships. The details about these scholarships and information as to how to apply may be obtained from PCAHA.

37.2 BC HOCKEY SCHOLARSHIPS

1. Each year, BC Hockey awards scholarships to BC Hockey players based on defined qualifications. WMHA players meeting the qualifications are encouraged to apply for these scholarships. The details about these scholarships and information as to how to apply may be obtained from BC Hockey.

37.3 WMHA SCHOLARSHIPS

1. Each year, WMHA will appoint a committee to award a minimum of one (1) \$500.00 scholarship to a U18 or Juvenile player based on the following:

- a. Years in Association as either a player or official
- b. Planned enrollment in a Post Secondary Institution
- c. Grade Point Average

SECTION 38 - MEMBER FEEDBACK PROCESS

<http://www.whistlerminorhockey.com/contact-us>

SECTION 39 - LINKS TO GOVERNING AGENCIES

1. PCAHA <http://www.pcaha.bc.ca/>
2. BC Hockey <http://www.bchockey.net/>
3. Hockey Canada <https://www.hockeycanada.ca/en-ca/hockey-programs>
4. Societies Act of BC http://www.bclaws.ca/civix/document/id/lc/statreg/15018_01

APPENDICES

- A. Executive Positions
- B. On-Ice Helpers
- C. Player Code of Conduct, Player Contract U11-U18
- D. Disciplinary Process
- E. Disciplinary Hearing Procedure
- F. Player Equipment

APPENDIX “A” - EXECUTIVE POSITIONS

The Board is comprised of unpaid volunteers who donate a considerable number of hours so that their kids and yours can play hockey. If you have an issue that requires resolution or an idea that you feel is worth looking into, please raise it in a respectful and pleasant manner and you are more likely to see a quick resolution.

Duties of vacant positions are filled by existing board members or appointees.

The positions and responsibilities are as follows, current contact information is on the WMHA website:

Position & Responsibility:

Voting Members

(*Executive Committee)

1. President*
2. Vice President*
3. Treasurer
4. Secretary
5. Initiation Coordinator
6. Coaching Coordinator*
7. Risk Manager
8. Manager Coordinator
9. Disciplinary Coordinator
10. Member at Large
11. Development Coordinator

Non Voting Members

Goalie Coordinator
Referee-in-Chief
Ice Scheduler
Fundraising Coordinator
Ombudsman

Other – Remunerated Volunteers, attend board meetings – non-voting

Registrar/Administrator
Bookkeeper

APPENDIX “B” - ON-ICE HELPERS

The following information has been included in this document for ease of access to volunteers wanting to help on the ice. These are not policies set by WMHA; they are established by our governing body – BC Hockey – and change from time to time.

Included below are the current regulations. For further details, or to check for annual updates, follow this link and check for current bulletins: <https://www.bchockey.net/Administration/Bulletins.aspx>

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TO: BC Hockey Membership

FROM: Brianna Davey, Vice President Member Services - Minor & Female

SUBJECT: On-Ice Helpers

The following guidelines are in place for on-ice helpers; the chart (link below) is provided to assist in ensuring all on-ice helpers are compliant with policies and expectations of the insurance program:

1. Any on-ice helpers must be a current registered member of BC Hockey / Hockey Canada. If the individual is not currently registered through a BC Hockey Member or as an Associate Member, the Hockey Canada Registry (HCR) needs to be updated to include this person on the roster as a “volunteer” with the team(s).
2. Any helper, 16 years and older must take Respect in Sport. Additionally, the helper must be under the direct supervision of the certified team officials. Concussion Awareness Training Tool is not mandatory for on-ice helpers.
3. Non-members offering coaching or other on-ice help for a fee are not volunteers, and therefore, must become a BC Hockey Associate Member prior to participation. Any person working in this capacity should not be rostered with a Minor Hockey Association (MHA).
4. MHAs are not to create “Volunteer” teams within the HCR for volunteers or executive members who do not participate in on-ice activities with the registered participants.
5. Application form for Criminal Record Check can be obtained at the following link <http://www.bchockey.net/Content.aspx?id=30>
6. Please contact your District for any specific rules for On-Ice Helpers in your area.

APPENDIX “C” - PLAYER CODE OF CONDUCT, PLAYER CONTRACT FOR U11 – U18

It is the intention of this contract to promote fair play and respect for all participants within the Association.

All players must sign this contract stating that they will observe the principles of the Player Code of Conduct before being allowed to participate in hockey.

PLAYER CODE OF CONDUCT

I will:

Play hockey because I want to, not because others or coaches want me to.

Respect and adhere to the ideals, policies (see new policy added for 2017- 2018 season below, and rules determined by Hockey Canada, BC Hockey, PCAHA, Whistler Minor Hockey Association (WMHA) and my team. Respect the rules of the game, opponents, officials and their decisions.

Control my temper – fighting or “mouthing off” can spoil the game for everyone.

Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.

Respect other athlete's dignity; verbal or physical behaviours that constitute harassment or abuse are totally unacceptable.

Refrain from participating in or condoning any actions involving hazing or inappropriate behaviour that degrades, demeans or segregates certain players from the team

Never advocate or condone the use of alcohol, mind altering drugs or other banned performance enhancing substances.

Consistently display high personal standards and project a favourable image of their sport. Specifically, athletes shall: Refrain from public criticism of athletes, coaches or officials.

Refrain from the use of profane, insulting, harassing or otherwise offensive language towards teammates, coaches, officials or opponents

Attend as many games and practices as reasonably possible.

Follow the annual training, competitive programs, and rules of conduct as mutually agreed upon by Coaches and Athletes, recognizing the responsibilities of the Athletes to adhere to and complete. Participate in a manner that ensures the safety of athletes, coaches and officials also participating in the game.

Be present before games and practices in a timely manner.

Notify the coach/manager ahead of time if I will be absent.

Respect the facilities and other user groups, either home or away, in which I'm privileged to play. Exhibit a high degree of sportsmanship, teamwork and positive attitude at all times when representing my team and the Association.

Uphold the rules of the sport, the spirit of such rules and encourage other athletes to do the same. Show respect for the decisions, judgment & authority of the officials and timekeepers.

Treat opponents and officials with due respect both in victory and defeat. Encourage other athletes to act accordingly. Show respect for the feelings & abilities of the players on the other team.

Direct comments or criticism at the performance rather than the individual.

Accept the capabilities of other players.

Accept defeat gracefully - love the game above the prize. Breach of this Code of Conduct will be subject to review by the WMHA Executive and face possible disciplinary action as per the WMHA Disciplinary Policy & Procedures which can be found on our website. New Policy for 2017-2018 Season Penalty Minute Accumulation Policy:

For leagues with body checking (U15 and U18 rep) focus will be more on high risk penalties e.g. boarding, slashing, cross checking, high stick, knee, kick, hit to head, hit from behind, etc.

For all levels, exclude certain types of penalties such as delay of game, too many men, or serving a bench minor for the coach, etc.

For all levels the input from coaches will be taken into account i.e. type of player, number of dangerous penalties taken, etc.

For all levels, the number of games played will be a consideration. U11/U13/U15/U18 Penalty Minutes

A player with over 40 minutes - The player and parent(s) will meet with the President, Vice President and Coach. At that time, the player may receive up to a one (1) game suspension.

A player with over 70 minutes - the player and parent(s) will meet again but with an Executive, Vice President and Coach. At

that time, the player may receive up to a three (3) games suspension.

A player with over 90 minutes - the player will receive an indefinite suspension. Reinstatement will be at the discretion of the Disciplinary Committee.

I have read and understand this Code of Conduct and agree to abide by the principles contained therein.

DATE: _____

PLAYER'S NAME: _____

PARENTS' NAMES: _____

TEAM: _____

PLAYER: x _____

PARENTS X _____ X _____

APPENDIX “D” - DISCIPLINARY PROCESS

Discipline Committee

When policies are violated, or, where in the reasonable opinion of team officials, formal discipline is required, it is the responsibility of the team to take appropriate disciplinary action, make reparations as necessary, and to report to the Board.

Whistler Minor Hockey Association (WMHA) Disciplinary Process

1. Introduction

In accordance with our mission and mandate, the WMHA executive has adopted a formal code of conduct and disciplinary process for players, parents, and team officials.

The disciplinary process is designed to create a fair, unbiased, and objective process for disciplining behavior that violates our codes of conduct. The intent is to ensure that any disciplinary actions carried out by the WMHA executive with support from the Risk Manager are consistent regardless of who is being disciplined or who is making the ruling on behalf of the executive.

WMHA reserves the right to discipline players, parents, or team officials in addition to, and regardless of, any discipline that may have occurred through PCAHA or BC Hockey if they have violated WMHA codes of conduct.

Harassment and Bullying, as defined by the Hockey Canada Code of Conduct, will not be tolerated therefore the disciplinary process has included specific treatment in violations one (1) and (2) to enable the WMHA executive to ensure a positive team environment and the discretion to act more quickly to these types of accusations.

Note: References in this process to ‘parent’ shall include both parents and/or guardians.

1.1 High Risk Behaviour Intervention Process:

The Board reserves the right to place any player, parent, volunteer, referee or team official under immediate and indefinite suspension, if, at the discretion of the board, the player, parent, volunteer, referee or team official's behaviour is deemed to put other player(s), parent(s), volunteer(s), referee(s) team official(s), or any other individual(s) at risk of serious injury or puts the other person(s) health and safety at risk.

2. Disciplinary Process

2.1 All players, parents and team officials must sign the appropriate Code of Conduct. Parents must sign the parent code of conduct prior to their child's first ice time. Players and team officials must sign by October 1st.

2.2 It will be the team manager's responsibility to collect the codes of conduct at the start of each hockey season and submit the signed copies to the Manager Coordinator.

2.3 After October 10th no team official or player may be involved in a team function on or off the ice, if they or their parents have not returned a signed code of conduct to their team manager.

2.4 For divisions U11 and above, the team official (Head Coach or Manager) and HCSP (Risk and Safety) official should attempt to resolve the code of conduct violation(s). The Risk Manager can be requested to participate upon the request of the team or involved parties. If this is not possible or appropriate, then a formal complaint can be submitted to the executive by any of the involved parties. Submission can be made by way of the following:

2.4.1 Email to the Registrar info@whistlerminorhockey.com

2.4.2 In writing to the Risk Manager. The complaint will be formally documented.

2.4.3 For divisions below U11 (H1-4 Level), the Initiation Manager may be contacted.

2.5 The hearing committee will be made up of a minimum of the Risk Manager and two (2) executive members appointed by the

President or VP, with one (1) executive member acting as Chairman.

2.6 At any time if the WMHA Executive deems necessary, it may involve its own legal counsel.

Violation #1

The first violation of any part of the code of conduct will be met with a written warning from the President or Vice President after an investigation to determine whether a violation occurred. Upon a first violation, the offender and parent or guardian will also be asked to complete the appropriate version of the on-line Respect in Sport course at his or her own expense. Confirmation of completion must be provided to the executive.

or

Upon a first accusation of bullying or harassment, a meeting will be organized ASAP with the accused player, parent, or team official, all involved parties, and an executive member and Risk Manager. If, after investigation, the executive believes that bullying did, in fact, occur, the offending player will be suspended for a designated number of games as determined by the executive.

Violation #2

The second violation of any part of the code of conduct will be met with an in-person meeting with two appointed executive members and any involved parties. If the executive members confirm that a violation occurred, the player or team official in question will be automatically suspended for one week (7 days) from all WMHA related activities. If a parent is in violation, the parent will not be allowed in the arena for one week (7 days) as well as any WMHA related activities.

or

In the situation of a second case of bullying or harassment, the player, parent (or guardian), or team official will be suspended indefinitely until a meeting can be arranged. If the executive believes that a second instance of bullying did occur, the offending individual will be suspended for the rest of the season. There will be no refund, (if applicable) of association fees.

Appeal Process

Both the complainant and respondent shall have the right to appeal the executive disciplinary decision. Formal written notification to the executive is required within 5 Business days. An Appeals Committee and hearing will be organized within seven (7) days.

An appeals committee will consist of three members. The executive board appointees will include two (2) executive individuals and WMHA's Legal Counsel making up the 3rd member. (Of the 2 WMHA Executives, one executive must be from the first violation, and a 2nd executive who was not a part of the initial disciplinary process.)

Upon Completion of the Appeals Committee hearing, the committee will have 72 hours to consider their decision pertaining to the matter. The Chairman of the committee will be responsible for contacting the involved parties and advising them of the decision and following up with a written summary.

This Appeals Committee ruling will be final.

APPENDIX “E” – DISCIPLINARY HEARING PROCEDURE

DISCIPLINARY HEARING PROCEDURE

In accordance with our mission and mandate it is the intent of this policy to provide direction in terms of conducting Association disciplinary hearings.

1. Should it be necessary for Whistler Minor Hockey Association (WMHA) to conduct a Disciplinary Hearing, the following procedures will go into effect:

1.1 The hearing will be conducted within seven (7) days from the date when the WMHA executive is advised of the situation. Player participation is allowed to continue until a hearing and decision is made.

1.2 The hearing committee will be made up of a minimum of two (2) board members so appointed by the executive, one (1) executive board member.

2. Upon completion of the hearing, the committee will have 72 hours to consider their decision pertaining to the matter. The chairman of the committee will be responsible for contacting the parties and advising them of the decision and following up with a written summary.

2.1 Should those brought to a Disciplinary Hearing disagree with the ruling of the hearing committee, they shall have the right to appeal the ruling. In this case, the appeal must be submitted in writing within 48 hours upon receipt of the decision to the Association Administrator.

2.2 Once received, the secretary will contact the chairperson of the appeals committee who in turn will have seven (7) days in which to schedule the appeal hearing.

2.3 An appeals committee will consist of three members. The executive board appointees will include two (2) executive individuals and WMHA's Legal Council making up the 3rd member.

2.4 Upon Completion of the Appeals Committee hearing, the committee will have 72 hours to consider their decision pertaining to the matter. The Chairman of the committee will be responsible for contacting the involved parties and advising them of the decision and following up with a written summary.

This Appeals Committee ruling will be final

APPENDIX “F” – PLAYER EQUIPMENT

Proper sizing, placement and maintenance of equipment go a long way in ensuring player safety.



Proper sizing, placement and maintenance of equipment goes a long way in ensuring player safety.

As players, coaches, officials and parents we owe it to ourselves to read booklets like Hockey Canada's **Safety Requires Teamwork & Safety for All** among many others available.

Go online at www.hockeycanada.ca

Shared respect...
let's turn our attention to prevention!

Open, read and learn.
Safety Requires Teamwork is available from your Branch, local hockey association or online at www.hockeycanada.ca

Ouch Resistant
Be informed about the proper wearing of all hockey equipment.

Labels for equipment parts: HELMET, FACEGUARD, MOUTHGUARD, CHIN STRAP, THROAT PROTECTOR, SHOULDER PADS, ELBOW PADS, ATHLETIC SUPPORT, PELVIC PROTECTOR, WRIST PADS, PANTS, GLOVES, SHIN PADS.

Labels for booklet: SAFETY REQUIRES TEAMWORK & SAFETY FOR ALL, Hockey Canada, 2014-2015.