

WARBURG MINOR HOCKEY ASSOCIATION



**POLICIES & PROCEDURES
MARCH 2015**

Warburg Minor Hockey, Box 3, Warburg, Alberta T0C 2T0

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POLICY # 1.0 – DEFINITIONS & EXPLANATIONS

The Warburg Minor Hockey Association shall be referred to in this document as WMHA or the Association.

PURPOSE AND OBJECTIVES

- To give every child an opportunity to participate on an equal basis
- To teach good sportsmanship
- To develop hockey skills in a planned sequence
- To develop self-confidence and pride in individual and team achievements
- To teach responsibility and respect to self, team officials, on ice and off ice officials
- To maintain the quality of on ice officials

MISSION STATEMENT

To develop young people's physical fitness and minds, and to make it an enjoyable experience for all involved.

RULES & GUIDELINES

1.1 WMHA does not have an office.

1.2 WMHA has a mailbox and whose mailing address is P.O. Box 3, Warburg, Alberta, T0C 2T0.

1.3 The Phone numbers, Fax Numbers, and email addresses of the association will be referred to by the individual Board Members as identified on the WMHA website. WMHA's web site is at www.warburgminorhockey.com.

1.4 Hockey Alberta is the governing body of hockey in Alberta. Hockey Alberta has a web site at www.hockeyalberta.ca.

1.5 Hockey Canada is the governing body of hockey in Canada and will be referred to in this document as CHA or Hockey Canada and has a web site at www.hockeycanada.ca.

Warburg Minor Hockey Association is the recognized governing body for minor hockey in the Village of Warburg. The Association Executive is charged with conducting the business of minor hockey in accordance with the Bylaws and Constitution of the Association and the Policies & Procedures of the association. Throughout this document the association may be identified as WMHA.

16/60 League & North Central Minor Hockey Association are the hockey leagues that Warburg teams participate in. Throughout this document the leagues may be referred to as 16/60 & NCMHA. Warburg Minor Hockey Association is a member of the 16/60 & NCMHA. WMHA shall supply a representative to attend the 16/60 & NCMHA meetings for each playing season. This member is responsible to communicate and correspond or liaise between WMHA and the leagues.

Hockey Canada – formerly known as Canadian Amateur Hockey Association is the governing body for amateur hockey in Canada. Throughout this document the association may be identified as HC.

Hockey Alberta is formerly known as Alberta Amateur Hockey Association. It is the governing body for amateur hockey in Alberta. Warburg Minor Hockey is a member of Hockey Alberta. Throughout this document may be referred to as HA.

POLICY # 2.0 – BOUNDARIES

The Warburg Minor Hockey Association along with all Hockey Alberta member associations participated in the 1999 Zone 4 Boundary Project. Original copies of these agreements are kept on file the Warburg Minor Hockey executive. The defined boundaries are listed below:

North Boundary

The North Saskatchewan River, from range road 22 on the east to range road 49 on the west.

East Boundary

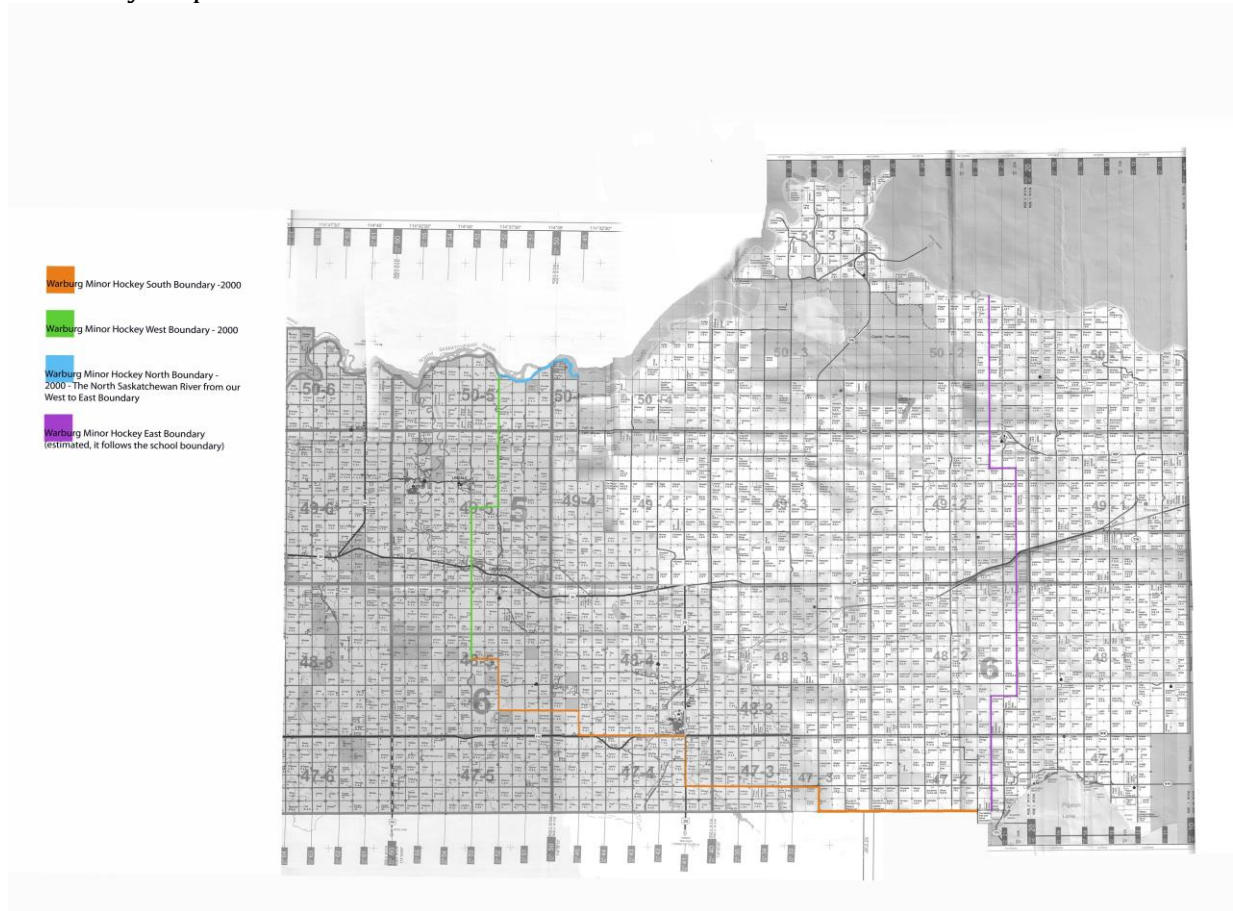
South Boundary

The shared boundary line for Warburg and Winfield will commence at the SE 23-47-2 and proceed straight west for 7 miles to the SW corner of 23-47-3. Proceed 1 mile north to the SW corner of section 26-47-3 and then proceed 5 miles west to the SW corner of section 25-47-4. Go 2 miles north to the SW corner of section 1-48-4. Proceed 4 miles west to the SW corner of section 5-48-4, proceed 1 mile north to the SW corner of section 8-48-4, proceed 3 miles west to the SW corner of section 11-48-5, proceed 2 miles north to SW corner of section 23-48-5. Proceed 1 mile west to Drayton Valley boundary SW corner of 22-48-5.

West Boundary

Beginning at the SW corner of section 22-48-5, proceed 6 miles north to the SW corner of section 22-49-5. Proceed 1 mile east to SE corner of 22-49-5, then north to the North Saskatchewan River.

Boundary Map



POLICY # 3.0 – CATEGORIZATION & TEAM STRUCTURE

The organization called Warburg Minor Hockey Association is set in place to provide opportunities for the youth of Warburg to play the game of hockey at the level they are capable of and wish to play. Warburg Minor Hockey Association provides opportunities for a competitive structure with participation in leagues operated under the auspices of Hockey Alberta. Participation in league play is optional at the discretion of parents and coaches. In the event of a dispute regarding participation in league the executive will make the final decision.

“Hockey Alberta encourages competition on both a competitive and recreational level for those who enjoy hockey for the sportsmanship, skill and enjoyment it can provide.”

Categorization of Teams & Players

All players registered in WMHA agree to abide by the rules and regulations of Hockey Alberta and Hockey Canada. Some of these rules and regulations along with those of

Hockey Alberta determine the level that Warburg teams must compete at in terms of provincial competitions. This also applies to the leagues that Warburg participates in.

League Information

In the 16/60 & North Central Minor Hockey League our teams may participate at different levels depending on their skill level in relation to other teams in the league. The leagues will determine in which tiers each WMHA team will participate after the tiering portion of pre-season play. Please note: Hockey Alberta provincial categorization does not come into consideration for league tiering. For example: Some of our teams although categorized as a “D” center by Hockey Alberta, may play in tier 1 or tier 2 depending on the skill level.

Provincial Information

Under Hockey Alberta guidelines. In 2011, Hockey Alberta adopted a new provincial model for categorization. The details can be reviewed in Appendix V of the Hockey Alberta Bylaws and Regulations. Included is an excerpt for the new categorization (Minor Male Hockey):

A. PROVINCIAL CATEGORIZATION

1.0 Provincial Categorization is based on the number of Players registered in each LMHA, in each Division, based on actual registration (excluding; Players registered on Elite Hockey teams, and adjustments for Player Movement) in the current Hockey Season.

Clarification: Those associations with Elite Stream teams will not have those numbers count towards their Provincial Categorization as outlined in A 2.0 below.

2.0 Categorization for Provincials will be as follows:

Category Number of Registered Players in an Association’s Division

AA Major 115 and up	B 24-40
AA Minor 58-114	C 17-23
A 41-57	D 10-16

Clarification: The Categorization for Provincials for an LMHA’s Division will be determined on January 10th of the current Hockey Season.

3.0 Each Division within an LMHA will have the top Team placed in the appropriate Category according to the current Hockey Season’s registration numbers. The remaining Teams within the Division will be automatically placed in the next lowest Category. There will be no movement down in Category for any reason.

NEW IN 2014-15

In the case where an LMHA creates multiple “equal” teams within the same Division of hockey, and enters them as so during Regular Season Play, the “equal” team will all be placed at the same Provincial Categorization. Remaining team(s) within the Division will

be placed in the next lowest division.

Minor Female Hockey - please refer to HA Regulations in Appendix "II".

Reference to Hockey Alberta provincial guidelines of categorization will always be deemed as the most current information for provincial play.

All registered teams of WMHA will play at the designated Hockey Alberta levels. These levels will be reviewed annually and import players may be sent home to better accommodate the appropriate competitive level.

Imported players take their community's registration numbers when they move to another MHA. This directly impacts the level that a community must play at – provincially.

Provincial Tournaments & Play Downs

All WMHA teams, that wish to participate in Hockey Alberta provincial play downs, must state their intentions to the WMHA. The registrar will communicate entry deadlines to team managers. Deadlines from HA are subject to change year over year so a specific date is not mentioned herein. Requests must be received by the registrar by the communicated deadline or teams will forfeit their opportunity and will not be placed in provincial competition.

WMHA must notify Hockey Alberta before January 10th of the playing season if any of its teams do not wish to participate in provincial play downs. If a minor hockey association does not notify Hockey Alberta of its decision to not participate and then fails to meet its commitment, it will be declared ineligible for provincial competition the following season or assessed a \$700 reinstatement fee.

From HA Bylaws and Regulations 10.1 (d)

All LMHAs with teams entered in Provincial Play shall participate in Provincial Playdowns, unless written notice is given to Hockey Alberta that their Team(s) will not be participating on or before January 10th of the current Hockey Season. Any LMHA, whose team(s) have been scheduled by the Minor Regulation Committee for Provincial Play downs, but fail to fulfill its' commitment to participate shall be ineligible for Provincials in the subsequent season, unless a reinstatement fee of \$700.00 is paid to Hockey Alberta on or before October 15th of that calendar year. All Team Officials of the Team failing to fulfill its' commitments to Provincials, shall be suspended, beginning May 1st of that calendar year, for a minimum of one (1) year. At the discretion of the Minor Regulation Committee Chair (where exceptional circumstances beyond the control of the Team Officials and/or the LMHA precluded participation in the Provincials) the LMHA's reinstatement fee and/or suspensions of Team Officials may be waived.

POLICY # 4.0 – TEAM OPERATIONS & STRUCTURE

- a) WMHA has implemented a team process where all coaches, parents, and players work together to set values, define team direction and ensure ALL participants are aware of the team's goals and values. Disciplinary guidelines should be implemented for the upcoming season. These team guidelines shall not supersede WMHA's discipline actions but are meant to work in addition to WMHA's actions. At the beginning of each season, as the teams are formed, it is recommended that each team meet, including parents and coaches, and review the coach guidelines.
- b) WMHA recommends that each team hold parent meetings as required throughout the season to ensure that the team is on track and following the guidelines set at the beginning of the year.
- c) Each WMHA manager shall have all coaches, parents (and legal guardians) and complete the code of conduct forms provided by WMHA for each new season. These codes are set by Hockey Canada and the Respect in Sport Group. Codes are in referenced in Policy 18.
- d) Each team must be represented by a team representative at all scheduled WMHA monthly meetings. The team representative may be the coach, manager, parent liaison, or parent. The representative must update the board on that team's progress, development, conflicts or any other goings on.
- e) WMHA will not allow co-parents to hold both head coach and manager positions on the same team, beginning the 2015-2016 season.

POLICY # 5.0 – PLAYER REGISTRATION FEES & INFORMATION

- a) WMHA will determine registration dates on an annual basis. This information will be presented to the secretary for advertisement in the local papers.
- b) WMHA registrar shall coordinate all volunteers during the registration sessions.
- c) The registrar shall present the Executive with an accurate listing of all players, after registration has been completed. This shall be updated on a monthly basis with copies available to all WMHA executive members.
- d) All registration fees and Fundraising/Equipment bond fees must be paid (or arrangements made with the treasurer/registrar via payment plan and/or assistance program funds approved) before the player will be allowed on the ice for practices or games. All fees must be paid in full before the player will be signed to the current season roster.
- e) The WMHA Executive will set the registration fees on a yearly basis.
- f) WMHA requires that each family provide one fundraising bond/season/registered player to a maximum of 2 per family/season. The amount of this bond will be determined yearly by the WMHA executive.
- g) Fundraising bonds are to be provided upfront each season for the required number of players (ref point f) in each family. These bonds are cashed and

kept with WMHA for the duration that player or family who requires the bond(s) is a member of WMHA.

- h) In instances where fundraising requirements were met in the previous season and bonds were not requested to be returned, there will be no requirement to provide a new fundraising bond the following season.
- i) In instances where fundraising requirements were not met in the previous season, a new fundraising bond will be required the following season.
- j) In circumstances where WMHA has no team in a particular division and a player must be released to another association, the fundraising bond will be returned along with any registration fees paid.
- k) A late registration fee of \$110 shall be charged after a specified date set out annually by the Executive.
- l) In general, the full registration fee is expected at the time of registration as set out by the WMHA registration information. The association may, at their discretion, accept a registration without full payment of fees when extenuating circumstances prevail and payment plan as detailed, is defined.
- m) Respect In Sport Parent is **MANDATORY** for all new hockey registrants and must be completed before the player will be allowed on the ice for practices or games.
- n) For any cheques returned to WMHA due to NSF, there will be a NSF fee of \$25. This fee must be paid prior to the player(s) of this family participating on ice during WMHA events.
- o) WMHA Registrar/Treasurer has the option to demand cash only or determine reasonable payment methods or any means possible to obtain payment of fees.

PAYMENT PLAN

- a) Any member who is requesting a payment plan must request the desire for the payment plan in writing (via email) to the registrar.
- b) Community and county based programs may be available in certain circumstances and these are all required to be requested and administered through the registrar. These programs also require confirmation via third party for qualification.
- c) All fundraising bonds are to paid in full.
- d) Equipment bonds are required to be provided at the registration deadline in June.
- e) Payment plan schedule will consist of two payments:
 - Payment 1 – 50% of full registration fee (including any late fee) on or before July 1.
 - Payment 2 – 50% on September 15.

REFUND POLICY

- a) All registration refunds will withhold Hockey Alberta fees (as per HA Registration & Insurance Fees – Appendix “I” plus \$10 WMHA administration fee.

- b) Refunds of registration fees and fundraising bonds will be given for players who quit the WMHA according to the following schedule:

<u>Date Player Leaves</u>	<u>Refund Amount</u>
Up to October 15	100%
Oct 16 – Oct 31	75%
Nov 1 – Nov 30	50%
Dec 1 – Dec 31	25%
After Jan 1	0%

- c) Where fundraising commitment was fulfilled full amount of fundraising bond will be returned
- d) Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees.
- e) For players withdrawing as a result of a residential move outside of WMHA's boundaries, the \$10 administration fee will not be charged. Proof of new residence will be required along with written application to withdrawal.
- f) Late Fees are non-refundable regardless of the reason for the registrants with drawl.
- g) There will be no refund issued until all equipment assigned to the player, parent or team is returned in satisfactory condition. There will be no charge levied for jersey or WMHA equipment returned in good condition.

NOTE: No refunds will be processed after January 1.

LATE REGISTANT/NEW PLAYER POLICY

Registration fees for late registrants shall follow the following schedule:

<u>Date Player Joins</u>	<u>Amount of Registration Fee</u>
Up to November 15	100%
Nov 16 – Dec 31	75%
Jan 1 – Jan 10 (or later pending HA Approval)	50%

POLICY #5.1 – NUMBER OF PLAYERS ON A TEAM

WMHA will determine the number of players per team, based on the number of registrations received in each division.

POLICY # 5.2 – PLAYER REGISTRATION, PLAYER AFFILIATION, PLAYER MOVEMENT & PLAYER ACCELERATION

PLAYER REGISTRATION

- 1) Eligible players shall register in their appropriate age division as set out on the WMHA registration form.

- 2) **Learn to Play (3-5 yrs)** – will strictly be a “Learn to Play” program. The program will be focused on learning the game, learning to skate in some cases, learning to play “games” that teach the fundamentals of team work and cooperation.
- 3) The Learn to Play & Initiation programs will follow Hockey Canada and Hockey Alberta’s recommendations for play - <http://www.hockeycanada.ca/en-ca/Hockey-Programs/Players/Essentials/Categories/Initiation> (see below)

Goals for the Initiation age category are:

- fun
- introduction of basic skills
- reviewing of basic skills
- refining of basic skills

The Initiation program recommends the following practice time allotment:

- 85% technical skills
- 15% individual tactics
- 0% team tactics
- 0% team play
- 0% strategy

From the Hockey Canada Minor Hockey Association Development Guide
<http://www.hockeycanada.ca/en-ca/Hockey-Programs/MHA> (see below)

A Game by the Numbers (applies to all divisions):

- Players will have the puck on their stick for an average of 8 seconds per game.
- Players will take an average of 1 - 2 shots per game.
- 99% of the feedback coaches give players is when they have the puck. Ironically, players only have the puck on their stick for 0.2% of the game.
- 1 efficient practice will give a player more skill development than 11 games collectively.

If you look at these stats, how can we expect kids to develop when they are playing more games than practicing? Studies show that the better kids are at something, the more they will enjoy it, and the longer they will play. Many kids quit hockey because they get to the level where they can’t compete due to lack of skill – therefore it is no longer fun.

At the ages of 5 – 6 or 5 – 7, the practice to game ratio should be even higher (6:1) and realistically there is no need for formal games.

- 4) Only (19) nineteen players can be registered on a team at any one time. Of those 19 maximum, 2 must be goaltenders and be registered to their team as goaltenders. i.e. the 18th and 19th players on a team MUST be registered as goaltenders with HA. (ref HA regulation 4.7 – Number of Players on a Team)

- 5) Any player can be added to a team on or before January 10th of the current playing season providing:
 - a) That player has not signed with another team for the current playing season, or
 - b) They have received a player release from another team or association prior to January 10th of the current playing season.
- 6) HA Regulation 13.6 (Discipline): Any Team official who is party to or had knowledge of or adds an unregistered or ineligible player's name or unregistered team official or trainer's name to a game sheet for the purposes of competing in a game:
 - a) May be suspended for a period of 3 years or as determined by the Director of Operations from playing or holding office with any team, club or association;
 - b) Shall have games defaulted whether said player(s) played or not.

PLAYER AFFILIATION

The purpose of the player affiliation program in WMHA is to assist teams where they may have an injury(s) or do not have enough players to compete in a game situation. The affiliation agreements allow a higher-level team to "bring up" identified or affiliate players from a lower level team. In most cases the affiliated players are "brought up" in the case of an injury situation. Coaches who bring up affiliated players and then sit their own team's registered players will be reprimanded by WMHA.

WMHA can, under Hockey Canada and Hockey Alberta playing rules, affiliate a lower-level team to higher-level team. (E.g. Novice team affiliated to Atom team)

The number of games that a player can play "up" as an affiliated player is as follows:

- a) Providing affiliation has been properly filed, an affiliated Player may play with the Hockey Team to which the player is affiliated up to a maximum of ten (10) games, excluding exhibition and tournament games.
- b) Should an affiliated Hockey Player play more than ten (10) games with the Hockey Team to which the player is affiliated, he/she shall be considered an "Ineligible Player". However if the player's registered team completes its regular season and playoffs before the player's affiliated team, the player may therefore affiliate an unlimited number of times.
- c) Only league and provincial games count in the ten (10) game rules
- d) An affiliated player can play any number of exhibition or tournament games
- e) Players registered in the division of Initiation are not eligible for participation in provincial games.
- f) Appearance of a registered Player's name on the official game report shall be considered participation in the game except in the case of the alternate goalkeeper, in which case actual participation only shall be considered as taking part in the game and such participation shall be specifically noted on the official game report.
- g) Team Managers will be responsible for keeping track of player affiliations.
- h) Novice Affiliation – refer to Hockey Alberta regulation 8.9. Points to note:

- i. affiliated players only allowed for sickness, injury and inadequate numbers of registered team players to play a game
 - ii. maximum number of players on a game sheet with affiliated players is twelve (12). i.e. an affiliated player cannot be added if your total players on the game sheet is twelve (12) or more. (HA regulation 8.9 (b))
 - iii. Affiliated novice players may not play more than five (5) games with the affiliated team in the current hockey season (HA regulation 8.9(f))
- i) There is **NO AFFILIATION** allowed in the division of **INITIATION**.

WMHA reserves the right to determine on a yearly basis how the association teams will be affiliated.

The process that coaches and teams must follow when using affiliated players is as follows:

- a) The WMHA Registrar or President must be notified to confirm eligibility of the affiliation.
- b) Contact the AP's head coach for their permission to use the AP being requested, or approval to use that head coach's recommended AP for that game.
- c) Contact the AP's parents for their permission.

PLAYER MOVEMENT

Player Movement may take place before the January 10th deadline after consultation with player, parents, and coaches and with the approval of WMHA. No player movement will be allowed after the January 10th registration deadline. After the deadline, access to players will be done through the affiliation process.

Permission to Try Out - Player Movement forms will only be issued to players wishing to try out for Bantam AA, Bantam AAA, Midget AA and Midget AAA.

PLAYER ACCELERATION

The purpose of this policy statement is to provide a process for a hockey player who has demonstrated exceptional skill and ability during the evaluations and pre-season, to play above the evaluated level or above his normal age category. To allow the development of a player's abilities, by advancing him/her to the division which best suits them.

- a) **Eligibility** – to be considered under this policy the player must demonstrate “extraordinary skill levels” compared to his peer group including but not limited to:
 - i) Skills – players must demonstrate skills that would be equivalent to or higher than the top 20% on the highest tiered team.
 - ii) Physical & Emotional maturity

- iii) Desire & Attitude
- b) **Identification** – identification of hockey players eligible for acceleration can include but is not restricted to, any member of the association, executive or involved coaching staffs. A written request to the WMHA president is a prerequisite for the committee to consider the approval. All acceleration requests must be forwarded to the ‘Acceleration Committee’ as outlined below.
- c) **Acceleration Committee** – the acceleration committee will consist of the coach of the higher level, the coach of the lower level and the president of WMHA. Once this committee has reviewed the acceleration form and made its recommendations, the form must be forwarded to the WMHA executive for final approval before the player may play at the accelerated level. The WMHA President or his designate will make notification to the player and parents. The committee shall be empowered to draw upon any resource available to assist in making its recommendation.

POLICY # 5.3 – ON ICE OFFICIALS REGISTRATION & FEES

- a) WMHA shall determine the dates for the annual referee’s clinic in conjunction with the Hockey Alberta Zone Committee.
- b) All officials must attend a clinic prior to December 31 of each year to maintain certification.
- c) WMHA will determine the cost of the clinic and this information will be forwarded to the Secretary for advertisement in the local paper.
- d) Hockey Alberta and the Zone referee’s committee set all fees for referee registration.
- e) All officials must be insured through Hockey Alberta, this fee is payable at registration unless the official is a registered hockey player, hockey coach or other registered team official. In this case and this case only NO insurance fees need to be collected.
- f) All officials must provide their own mandatory equipment (i.e. uniform, helmet, visor, etc.)
- g) Referee rates are established by Hockey Alberta and are presented to all officials at the annual fall clinic.
- h) WMHA recommends that where possible for Atom hockey and above, a (3) three-man system will be used. Novice groups will utilize a (2) two-man system.
- i) In instances where WMHA hosts the referee clinic:
 - i. WMHA refs will not be responsible for their clinic fees
 - ii. WMHA may reimburse a referee for clinic fees (or portion thereof) after referee has refereed a minimum of 3 games.

POLICY # 6.0 – PLAYER TRAVELLING

- a) Players are NOT to drive themselves to away games. They must be transported by an adult, 18 years & over with the understanding that the parent is responsible for their safety and conduct.
- b) Drivers must have a valid driver's license and adequate insurance (recommended of at least a minimum \$1 Million liability)
- c) The CHA National Insurance program covers "Transportation directly to and from the arena or venue", this "MAY" include reasonable team sanctioned stops. Sanctioned stops may include but are not limited to, team meals, vehicle consumables and vehicle repairs.

POLICY # 7.0 – COACH SELECTION PROCESS

The executive must approve all coaching appointments in any given year. The Executive of WMHA reserves the right to reject any coach deemed to be unacceptable to them as well as if the coach has demonstrated unacceptable behavior previously or in past seasons.

All coaches in WMHA must meet the minimum requirements for certification as indicated by Hockey Alberta and the Hockey Canada by November 15 of the current hockey season. All teams must have coaches properly certified according to HA rules and regulations (Refer to Section E) at the Coach Stream level. Other coaching staff members and team officials must have Respect in Sport Coach, and at least one registered team official (coach, manager, parent, follower) must have a valid Hockey Canada Safety Program Certification.

All coaches will be required to:

- sign a Code of Conduct contract before being accepted as a coach in the WMHA.
- Provide a current Criminal Record Check (CRC) at the beginning of each new season. All Hockey Alberta certifications must be complete by November 15 of each season, therefore all CRC checks will be due by November 15 as well.
- CRC will be required for all coaches as well as all other team officials including managers and safety personnel.
- CRC forms and requests must be made through the registrar.

POLICY # 8.0 – DRESSING ROOM & ARENA ETIQUETTE

It is the responsibility of the coaching staff to ensure dressing rooms are kept in good condition. Should any damage occur the team at fault would be held responsible for all charges levied against WMHA. To ensure that your team is paying for previously damaged property the coach and/or manager should inspect the dressing room, BEFORE players enter the room and AFTER they leave the room. If any damage is noted contact the arena attendant and have such damage noted.

Guidelines for MIXED Team Dressing Rooms

- a) WMHA mixed teams from the PEEWEE category and up will require all FEMALE athletes dress and undress in separate dressing rooms or in a designated room that has enough space to accommodate this request.
- b) After dressing, female athletes will be allowed to enter the main dressing room. The coaching staff will ensure a team rule exists to support the situation and that adequate supervision is available at all times.
- c) All players must be in an acceptable state of dress, including the female player before entry to main dressing room is allowed.
- d) Pre and Post game strategy sessions should allow 5 – 10 minutes for the coach to address the players. After the Post game session the coach should have the female(s) leave for their own dressing room.
- e) Female athletes are to obtain the dressing room key from the arena staff. Distribution of the key will be handled on the “honor” system and must be returned after each use. If at any time this honor system is abused i.e. key is lost or stolen, further security measures will be enforced. For all out of town games the coach/manager should ensure every effort is made to stay within these guidelines.

POLICY # 9.0 – TRAVEL PERMITS

- a) Travel permits are subject to Hockey Alberta rules and regulations.
- b) The WMHA Travel Permit Coordinator is responsible for receiving any travel permit requests from team managers (required for all travel outside zone 4 for exhibition and tournament games). The coordinator will forward this request to Hockey Alberta, upon approval the document shall be returned to the originating team. Verification for out of zone travel will now be considered complete.
- c) No WMHA team shall be permitted to play exhibition or tournament inter branch games of any kind, without the written or faxed permission of Hockey Alberta and WMHA.

Inter-Branch Travel

- a) To obtain permission to take a Hockey Alberta and WMHA team for an inter-branch trip, the team must notify the WMHA Travel Permit Coordinator of the receipt of the invitation and the request to participate in the stated event. The Coordinator will apply to Hockey Alberta for the required travel permit.
- b) An approved WMHA representative must travel with the team at all times.
- c) The individual represents the WMHA and Hockey Alberta, some of his/her responsibilities include the control and discipline of the players, coaches, managers and parents, and to attend all meetings of the team planning the trip.
- d) All WMHA bylaws, policies and procedures apply to all team members while participating in this event. The WMHA representative will immediately forward to Hockey Alberta, any notice of suspensions from such event for review by Hockey Alberta.

POLICY # 10.0 – NUMBER OF GAMES AND TOURNAMENTS

- a) the leagues will determine the number of games that each team will play each season
- b) At the initiation level , Hockey Canada recommends a practice to game ratio of 6:1.
- c) Each team who hosts a home WMHA tournament shall received their entry fee to 1 (one) away tournament paid by WMHA equal to or less than the host division entry fees.

POLICY # 11.0 – ICE ALLOTTMENT

- a) Each year after reviewing the number of registrants and number of teams, WMHA may assign ice slots to enable each team to have TWO regular scheduled practice times per week.
- b) If any team cancels their scheduled ice time, they must give the ice scheduler 48 hours notice or WMHA will be charged for this ice time.
- c) Each team manager must keep a record of cancelled ice times and forward this to the Treasurer.
- d) All teams shall ensure they complete their scheduled game in the designated time allowed. If, in the last 5 minutes of the time allotted for the game, it is determined by the referee and home coach that the game will not complete in the allotted time, the referee, in conjunction with the coaches, will stop the game and reset the clock for 5 minutes of straight time.
- e) Hockey Alberta Provincial play downs take precedent and will NOT have the clock reset. These games will be completed in their entirety. Schedules may have to be adjusted to accommodate these games.
- f) Pre-game warm-ups shall not exceed FIVE (5) minutes.
- g) Tournament dates will be chosen at the beginning of each season. Each team must host 1 tournament per season. Funds raised go to WMHA to subsidize fees.

POLICY # 12.0 – EQUIPMENT & JERSEYS

- a) The Equipment Manager will distribute all WMHA equipment at the start of the hockey season. The Equipment Manager will record this distribution of equipment and copies of said distribution kept on file for the current season.
- b) Team management is responsible for the return of all assigned equipment and will be held accountable for its return at yearend.
- c) All equipment supplied by WMHA will remain the property of WMHA.
- d) WMHA may provide goaltender equipment for goalies as required.
- e) All players who participate in WMHA on-ice activities must wear all mandatory protective equipment as outlined by the Hockey Canada and Hockey Alberta. Failure to do so can result in suspension or disqualification from the association. This means all players must wear at minimum a CSA approved

helmet with facial protection and throat protection. Players, who are injured, but still practicing on ice or on the bench with their team, must wear full equipment at all times.

- f) It is **MANDATORY** that all coaches in minor hockey wear a helmet on ice at all times.
- g) Jerseys and protective equipment are **NOT** to be used for non-team functions.
- h) Parents shall keep the jerseys and socks clean and mended.
- i) Name bars are not permitted on jerseys in order to prevent damage to jerseys.
- j) When supplied equipment is lost or damaged the team manager or coach that signed for the equipment must report the incident to the WMHA equipment Manager.
- k) The Equipment Manager shall complete all jersey purchases. Jerseys not purchased by WMHA shall not be worn for WMHA sanctioned events. This does not include practices.
- l) At the beginning of each new season players will receive a jersey bag containing both home and away jerseys for that season. It is the responsibility of the parent(s) to ensure these jerseys are laundered and maintained throughout the season. Laundering instructions come with the jersey bag. Jerseys must be returned at the end of the playing season on the specific jersey return day.
- m) All WMHA goaltender equipment shall be returned to the WMHA Equipment Manager within 2 weeks of the end of the current season.
- n) WMHA goaltender equipment must be signed out by:
 - i. A coach or manager if the equipment is to be shared by more than one player on that team.
 - ii. A parent if a single player will be using the equipment in that season.

POLICY # 13.0 – FUNDRAISING

- a) All fundraising activities must be approved by Alberta Gaming & Liquor Commission; therefore all fundraising activities will be applied for through and the by the Association. No individual team may apply for Alberta Gaming & Liquor Commission Approval.
- b) It is the responsibility of the WMHA Executive to approve and/or endorse all fundraising projects within the association. Fundraising projects should be submitted to the Vice President of WMHA, for review by the WMHA Executive Committee.
- c) A tournament statement and sponsors list must also be submitted to WMHA Executive Committee following tournaments.
- d) WMHA Executive will be responsible for determining each seasons fundraising activities. These activities can include but are not limited to selling raffle tickets, Edmonton Oilers or Oil Kings events, casino or other fundraising opportunities that are deemed appropriate.
- e) Each player's bond (to maximum of 2 bonds per family) must be fulfilled each season.

POLICY # 14.0 – SPONSORSHIP

Major team and/or tournament sponsors must be approved by WMHA. All sponsor requests shall be forwarded to the WMHA Vice President for review and approval by the executive. Major WMHA Sponsors shall not be approached for individual team donations.

POLICY # 15.0 – ZERO TOLERANCE – ABUSE & HARASSMENT

WMHA believes that all players, coaches, officials and volunteers have a right to participate without fear of ridicule, verbal or physical abuse from others involved in the game. Today's hockey game, across North America, is increasingly brought into the spotlight for the abuses heaped on coaches, officials and volunteers. WMHA will take a Zero Tolerance attitude towards any offender who abuses other participants in this game. The Executive of WMHA will deal with any and all written complaints with seriousness and penalties may include suspension of members.

As WMHA is a member of Hockey Alberta, we are bound by that membership to follow and abide by the guidelines set forth by Hockey Alberta. All issues of abuse and harassment as defined by Hockey Alberta and Hockey Canada will be dealt with as prescribed by the Child Protection Laws of Alberta and Canada.

POLICY # 16.0 – CODE OF CONDUCT PROGRAM

Warburg Minor Hockey's Code of Conduct program shall herein after be referred to as:
"For the Love of the Game"

PHILOSOPHY

Over the past several years it has become increasingly apparent that participation in the Game, whether as a player, coach or spectator, has become less and less enjoyable. People are leaving the game for the wrong reasons and with bad memories. Conduct of spectators, coaches and players amongst themselves is increasingly more unacceptable, both on and off the ice.

The WMHA views this program as a support mechanism, to the many excellent volunteers, coaches and parents who are in the majority and who have always practiced and subscribed to the fundamental principles of fun, respect and positive development of the game. We see this program as a vehicle to assist them to further these values and make the Game even better and more enjoyable. One could view the Code of Conduct Program as a celebration of the positive elements of the game that will overwhelm those negative elements that have unfortunately tainted the reputation of the Game today.

Those few who may question the program are the very ones that many of the elements of the program are aimed at and are indicative of a problem and not a solution. It is not time to be defensive, but rather offensive and proactive in advocating a program that is totally positive. We encourage the majority to confidently come forward with the energy and support of our program, "For the Love of the Game", to make our Game even better.

OBJECTIVES

To provide a program which plays a significant role in the development of a young person's values, morals, social maturity, physical fitness and mental fitness? To promote acceptable conduct, this provides:

- RESPECT FOR PERSONS
- PROTECTION FROM HARM
- DEVELOPMENT OF ETHICAL CONDUCT TOWARDS OTHERS
- NOTIONS OF JUSTICE, FAIRNESS AND EQUALITY
- CARING ATTITUDES
- FREEDOM TO ENJOY - TO FLOURISH
- RESPECT FOR THE GAME

It is a must that every participant abides by these principles. A participant is defined as (but not limited to) a player, coach, official or spectator.

This program is not intended to be a new process for complaints about officiating or general hockey rules. The objective is to promote and ensure acceptable behavior.

WHAT IS UNACCEPTABLE BEHAVIOR?

- a) An individual is displaying unacceptable behavior if they are verbally or physically harassing and/or abusing a game participant (player, coach, spectator or official).
- b) When there is a situation of "Unacceptable Behavior", the responsibilities of the WMHA coaches, spectators and on-ice officials are as set out herein. The focus is on achieving the program objectives. Confrontation should be avoided and reporting is encouraged, as it is an important step in attaining the objective.

WMHA SPECIFIC RULES

- a) Beginning in the 2003-2004 season all coaches, players, parents and officials shall ensure they complete the appropriate **MANDATORY** pledge form, before league play begins. Failure to do so will result in a temporary disqualification from the association pending a review by the executive.

- b) The use of illegal drugs or alcohol (or causing a disturbance due to the use of illegal drugs or alcohol) by a player, coach, parent, spectator or official, at any time during the season at a sanctioned WMHA function, is strictly prohibited. This individual will face suspension and/or disqualification from the association. The length of suspension or disqualification will be determined by the Discipline Committee.
- c) All suspensions received from Hockey Alberta, 16/60, or the NCMHA, shall be reviewed by WMHA executive. The executive, depending on the severity and/or type of infraction, may allot additional suspensions.

COMPLAINT PROCEDURE

- a) The reporting of unacceptable behavior by a director, coach, player, parent, spectator or official is the triggering event of the complaint handling procedure.
- b) This reporting process will govern the person(s) responsible for investigating the complaint. The methods of enforcement will vary dependent on the severity of the event.
- c) Incident report forms are available from the an executive member. The incident report form should be submitted to the President of WMHA for review and action.

RESPONSIBLE REPORTERS

On/Off Ice Officials

- a) If, in the opinion of an official (on-ice or off-ice), an individual is verbally or physically harassing or abusing a game participant (coach, player or official), the official will, at a stoppage of the play, identify the offending individual and through discussion with one or both coaches, request that the offending individual(s) be removed from the arena area.
- b) The official will document the offence on a game incident report form and forward the form to the President of WMHA triggering the complaint handling process.

Directors, Spectators, Players and Parents

- a) If in the opinion of a director, spectator, player or parent an individual is verbally or physically harassing or abusing a game participant, an incident report form is to be completed by the individual and forwarded to the President of WMHA triggering the complaint handling process.

ENFORCEMENT

- a) An Executive majority shall have the power to suspend summarily any player, coach, trainer, manager, official or spectator of any team, under the auspices of the Association, for any conduct on or off the ice which in the discretion of the executive is deemed to be unbecoming or detrimental to the game.

- b) The Executive, in conjunction with the arena staff, shall have the power to prevent summarily any spectator from viewing any game or other activity or entering the facility to view such game or activity under the auspices of the Association. This includes any conduct, which in the discretion of the Executive is deemed to be unbecoming or detrimental to the game. Further to this the Executive shall have the power to suspend summarily any player, coach, team official or the team to which the spectator is attached.
- c) The power and delegation granted to the Executive allows for effective and quick action against conduct unbecoming or detrimental to the game and its participants, as well as action against the team of the contravening spectator. The association is prepared to enforce these provisions as required as they are an integral part of the reporting and enforcement initiatives.

APPEAL PROCESS

The Secretary upon receiving a written request for an appeal, shall forward the appeal to the Vice-President, who in turn shall convene the Grievance Committee. BY-LAW XXII of the WMHA Bylaws and Constitution document shall govern grievance procedures.

POLICY # 17.0 – DISCIPLINE & APPEAL PROCESS

Under Bylaw XXII, the Executive of the Association have the power, authority and duty to discipline members who demonstrate behaviors and conduct that is not appropriate in a minor hockey setting.

General Policy

The WMHA expects all team officials to exhibit leadership qualities that promote player sportsmanship and decorum, as well as acceptable levels of propriety, towards opponents, game officials, and spectators.

As such, standards of behavior should be clearly defined and maintained throughout the season, within a climate of mutual respect. It is recognized, however, that from time to time, sanctions may be necessary, from an external source, for behavior, which transgresses acceptable standards. Such sanctions may be applied to any player, team official, team follower, parent, or member, and may take the form of:

1. A verbal reprimand
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above

The WMHA through its elected or appointed officials, have the authority to discipline any player, team official, team follower, parent or member. The President shall ensure

that written policy or regulations exist with respect to the application of discipline that ensures that each disciplinary incident is dealt with consistently within the process set out below:

Three different Discipline Stages are possible, namely:

- Stage 1 - The Informal Process
- Stage 2 - The Formal Process
- Stage 3 - The Appeal Process

Some incidents that may warrant disciplinary action are as follows:

1. Profanity by players, team officials or club representatives
2. A player who receives a game misconduct, gross or match penalty
3. A team assessed two or more bench minors in one game
4. A coach or bench assistant who is ejected from a game
5. A team, who in the opinion of the Executive, is being assessed too many penalties of a serious nature
6. A team member or team follower who repeatedly brings discredit to the team and the Hockey Association, through violent, abusive, or gross behavior, on or off the ice
7. Use of alcohol or other illegal substances while representing WMHA through participation in any team activities
8. A parent or guardian who exhibits conduct unbecoming the integrity of WMHA
9. A player, parent or guardian, coaching staff, team official as defined by HA, or team followers that post any derogatory comments about any person(s) associated with WMHA or WMHA in general on social media.

WMHA Executive situation that will warrant disciplinary action:

Any elected or appointed member of the WMHA Executive, who, by a vote of the executive, is deemed to be doing an unsatisfactory job, shall by a 75% majority vote be relieved of his or her duties.

POLICY # 17.1 – STAGE 1 – THE INFORMAL PROCESS

STANDARD SUSPENSIONS

Where the CHA current Rule Book dictates a suspension for a player for a rule transgression, and game officials determine, by a write-up, that such a transgression took place, the coach, as a matter of routine will implement the suspension.

NON-STANDARD SUSPENSIONS

When incidents occur which may warrant disciplinary action the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

The Executive and coach(s) shall meet, investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult game officials, players, parents or other observers that they may deem necessary to gain the relevant facts of the incident.

The coach(s) implements the sanctions with the player(s). A file must be created and established with the Secretary until the end of the season. The file will be maintained with the WMHA executive for the duration of the player's WMHA career. The Secretary must inform the Vice President of the sanction or discipline as soon, as is possible.

APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent feel that Stage 1 has not satisfactorily resolved the issue, it may be appealed to Stage 2 in writing to the WMHA Secretary, requesting an appeal to the decision and paying an administration fee of \$100. If the appeal is successful, this amount will be refunded. However, Stage 1 sanctions remain in effect until Stage 2 is complete.

For incidents of a very serious nature, the coach shall immediately contact the WMHA President, whom may elect to suspend the player(s) indefinitely and proceed directly to Stage 2.

Any appeal of discipline must occur within 72 hours of notification of the original discipline being communicated. The appeal must be in writing to the Vice President.

POLICY #17.2 – STAGE 2 – FORMAL PROCESS

The **Discipline Committee** shall consist of a coach, but not the coach involved in a Stage 1 decision, and another executive member approved by the President, and shall be no less than 3 people.

The Vice President, on receiving a written appeal or request shall convene a Discipline Committee meeting.

The Discipline Committee shall establish a hearing and invite such persons, as they deem necessary to provide information to the Committee.

The Discipline Committee shall, with all dispatch, render a decision and communicate that decision to the offending party. Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the WMHA Secretary.

The Vice President reports the outcome of the hearing to the President.

APPEAL OF DISCIPLINE

Notwithstanding the above, should a coach, player, or parent feel that Stage 2 has not satisfactorily resolved the issue, it may be appealed to Stage 3 by writing to the WMHA Secretary, requesting an appeal to the decision and paying an administration fee of \$200. If the appeal is successful, this amount will be refunded. This appeal must occur within 72 hours of the decision being communicated.

POLICY #17.3 - STAGE 3 - THE APPEAL PROCESS

The WMHA Secretary, on receiving a written request for an appeal, shall place the item on the agenda for the next regular meeting of the WMHA Executive, and inform the President, Vice President and respective Coach of its receipt.

The WMHA Executive may provide up to 30 minutes of meeting time for the person making the appeal to state their case. After the statement has been given, the executive will discuss the case in private.

The WMHA Executive shall render its decision by motion, and a simple majority of those members in attendance shall suffice.

The decision of the WMHA Executive of a Stage 3 appeal shall be final and binding on all parties, except for those avenues of recourse provided by Hockey Alberta and Canadian Hockey.

Without restricting the foregoing the following general guidelines apply:

- a) First Infractions by players will normally be satisfactorily concluded at Stage 1.
- b) Second Infractions by players could proceed directly to Stage 2 under extreme circumstances.
- c) Infractions that involve coaches, team followers or parents will normally proceed directly to Stage 2.
- d) Suspensions, when applied to players shall specify:
 - i) The number of game to which the suspension applies, both league and exhibition, or
 - ii) The time period for which the suspension applies.
- e) Player suspensions include no activity in bench area, prior to or after the specified games, or during the specified time period.
- f) Suspensions, when applied to parents, coaches, or team followers shall normally restrict the access of those persons to dressing rooms, bench area, and possibly spectator areas of arenas.

POLICY #18.0 - GRIEVANCE OR COMPLAINTS PROCESS

- a) The Vice President of the Association shall convene the **Grievance Committee**. Members of the Grievance Committee shall be the Vice President, Secretary,

Respective Coach and Referee in Chief. In the event of a conflict of interest or named person unavailable, the Executive will name another designate.

- b) Parental, player or team problems not resolved by the Team Manager shall be addressed to the respective Coach.
- c) Resolution not received at the above level shall be directed to the Grievance Committee via the appropriate Coach.
- d) All grievances must be initiated in writing by the complainant to the President or Vice President of WMHA.
- e) Upon receipt of written notification, a Grievance hearing date shall be set within seven (7) days.
- f) The decision of the Grievance Committee shall be given in writing within forty-eight (48) hours.
- g) All decisions shall be subject to appeal to Hockey Alberta as provided for in By-Law XIII of Hockey Alberta. Pursuant to By-Law 13.19 of Hockey Alberta.

POLICY #19.0 – FAIR PLAY CODES

Fair play codes/ Codes of Conduct will be signed at the beginning of each new season. These codes are set by Hockey Canada and the Respect in Sport Group and supported by WMHA.

PLAYERS

I will play hockey because I want to, not because others or coaches want me to. I will play by the rules of hockey and in the spirit of the game. I will control my actions, knowing that negative actions can spoil the activity for everybody. I will respect my opponents and do my best to be a true team player. I will remember that winning is not everything and that having fun, improving hockey and life skills, making friends and doing my best are also important. I will acknowledge good plays by those on my team and those by my opponents. I will remember that coaches and officials are there to help me; I will accept their decisions and show them respect.

PARENTS

I will not force my child to participate in the game of hockey. I will remember that my child plays hockey for his/her enjoyment, not mine. I will encourage my child to play by the rules and to resolve conflict without resorting to violence or hostility. I will teach my child that doing one's best is as important as winning. I will make my child feel like a winner every time by offering praise for competing and trying hard and will never allow him to feel defeated by the outcome of the game. I will never ridicule or yell at my child or other players for making a mistake or for losing a game. I will applaud good plays by my child's team as well as their opponents. I will never question the official's judgment or honesty and will support all efforts to remove verbal and physical abuse from the game. I will respect and show appreciation to the

coaches who give their volunteer time to coach my child's team. I support the coach's decisions and employ the 24 hour rule when discussing any concerns with the coach.

COACHES

I will be reasonable when scheduling games and practices remembering that players have other interests and obligations. I will teach my players to play fairly and to respect the rules, officials and opponents. I will ensure that all players get equal instruction, support and playing time. I will not yell at the players I coach, ridicule them making mistakes or for playing poorly. I will build confidence in the players and remember that players play to have fun. I will remember players; parents, officials and spectators need a coach they can respect. I will continue to upgrade my coaching skills and work in cooperation with officials for the betterment of the game.

SPECTATORS

I will remember that participants are not playing to entertain me but are playing for their enjoyment. I will abide by all facility rules and regulations and respect the official's decisions. I will never ridicule a player for making a mistake and will give positive comments that will motivate and encourage continued effort. I will not support violence of any type and will express my disapproval in an appropriate manner to the coaches and officials. I will show respect for my team's opponents and applaud excellence on both teams.

OFFICIALS

I will ensure that each and every player has an opportunity to perform to the best of his/her abilities, within the rules of the game. I will avoid any situation that threatens the safety of the players and maintain a healthy environment for competition. I will not permit the intimidation of any player by words or actions. I will not tolerate unacceptable behavior towards officials, other players, spectators or myself. I will be objective and consistent in calling infractions, regardless of my personal feelings toward a team or individual player.

WMHA EXECUTIVE MEMBERS

Executive members shall expect no special rights or privileges and understand that they have an obligation to abide by the policies of the WMHA. Failure to do so could result in dismissal from the executive board. Members should accept that because you are a representative of WMHA, your actions either positive or negative reflect back on all other members of the organization.

UPDATED BY THE WMHA POLICIES & PROCEDURES COMMITTEE

APPROVED BY WARBURG MINOR HOCKEY ASSOCIATION BOARD

March 15, 2015

Stephanie Swartz

Jason Gidosh

Jennifer Diehl

Rhonda Smith

Tera Lange

Judy Tollenaar

Susan Wright-Amendt

Sarah Blackmore