



**WESTLOCK AND DISTRICT MINOR HOCKEY
ASSOCIATION**

POLICY AND PROCEDURES

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ARTICLE I – GENERAL

1. PREAMBLE

- 1.1 The Operational Policies and Procedures outline the regulations under which Westlock and District Minor Hockey Association conducts hockey operations. Notwithstanding any item contained in these Operational Policies and Procedures, all participants (individuals and teams) in Westlock and District Minor Hockey, all members of the Association, including player, parent/guardian, coach, team, official or team, follower and fan, are bound by the Bylaws and Operational Policies and Procedures of the Westlock and District Minor Hockey Association, Hockey Alberta and Hockey Canada. Policy is a definite course or method of action which determines present and future actions, and guidelines and procedures outline the method by which the policy is to be employed or followed.
- 1.2 The Operational Policies and Procedures may be revised or amended from time to time as determined by the Executive Board of Directors. However, prior to any revision or amendment to the Operational Policies and Procedures, a careful review must be undertaken by the Executive Board of Directors to ensure any such revision or amendment is in the best interests of the membership and the Association as a whole. Any changes, amendments or revisions to the Operational Policies and Procedures shall be voted upon by the Executive Board of Directors using voting procedures outlined in the Bylaws. The Executive Board of Directors shall have the responsibility of updating Policies and Procedures and shall be responsible for ensuring current Policies and Procedures are available to the membership. Further, revisions or amendments made to the Policies and Procedures must be indicated by date (i.e. Updated/Adopted September, 2019) at the bottom of the applicable section which has been revised or amended.

2. MISSION STATEMENT AND PHILOSOPHY

- 2.1 The mission and philosophy of the Westlock and District Minor Hockey Association is to foster and promote minor hockey, and to provide a minor hockey program designed to develop the abilities and skills of all participants at all levels.

3. VALUES

- 3.1 The Westlock and District Minor Hockey Association shall value the game of hockey and shall strive to operate under a set of Bylaws, policies, and procedures which ensures a fair, equitable and enjoyable hockey program that provides for the development of participants at all levels.
- 3.2 The Westlock and District Minor Hockey Association shall value its volunteers and staff and shall value open communication to its members. Decisions shall be made by individual's subject to Executive Board of Directors approval under the current Bylaws, policies, and procedures of the Association.
- 3.3 WDMHA shall strive to apply the Bylaws and Policies, and Procedures of the Association consistently.

4. **WDMHA**

4.1 The Westlock and District Minor Hockey Association shall be referred to in this document as “WDMHA” or the “Association”.

- Westlock and District Minor Hockey home arena is:
Rotary Spirit Centre
9603 110th street, Westlock, AB, T7P 1Y1
- WDMHA mailing address is:
Westlock and District Minor Hockey Association
P.O. Box 5837, Westlock, AB, T7P 2P6
- The website for Westlock and District Minor Hockey Association is:
www.westlockminorhockey.org
- Hockey Alberta is the governing body of hockey in Alberta. The website for Hockey Alberta is www.hockeyalberta.ca
- Hockey Canada is the governing body of hockey in Canada. The website for Hockey Canada is www.hockeycanada.ca

5. **BYLAWS**

5.1 The Bylaws of WDMHA are available on the website of WDMHA. The Bylaws are governed by the Societies Act of Alberta and can **only** be changed or amended by vote of the membership as outlined in the Bylaws at a General Meeting of the Association.

6. **MANUALS**

6.1 Manuals or such other written information pertaining to WDMHA shall be available on the WDMHA website or as provided by the Association including:

- Bylaws
- Policies and Procedures
- Fair Play Code
- Contact Information for Board of Directors

7. **POSITIONS OF THE WDMHA BOARD OF DIRECTORS**

7.1 The current positions on the Executive of WDMHA are listed below and the responsibilities of such positions shall be as described in the Bylaws.

PRESIDENT
VICE-PRESIDENT
TREASURER
REGISTRAR
SECRETARY

The current remaining positions of the WDMHA Board of Directors consist of: Equipment Director, Referee and Chief, Ice Scheduler, Fundraising Director, Game and Conduct, League Representative, Member at Large (optional) and Past President. Further from within the Board of Directors or members at large Division Representatives will be assigned for: U7, U9, U11, U13, U15, U18.

8. **BOARD OF DIRECTORS**

- 8.1 The Board of Directors shall ensure that the business and affairs of the Association are conducted in accordance with the Societies Act of Alberta, the Westlock and District Minor Hockey Association Bylaws and the Operational Policies and Procedures that may be enacted by the Board of Directors from time to time. In general, the Board of Directors supports a position of open access by its members and shall give full consideration to the affairs brought to its attention by any Director or member.
- 8.2 The Board of Directors shall:
 - a. determine the general policies and procedures with respect to the organization, administration and operation of the Association;
 - b. operate hockey programs at all levels;
 - c. provide for the development of players, coaches and officials and monitor the status of all required certification;
 - d. make policies and guidelines respecting the enrolment of players and their access to Programs operated by the Association on a fee for service basis;
 - e. consider questions brought before it with due consideration of the opinions of petitioners.
- 8.3 Regarding the Order of Business for meetings of the Board of Directors:
 - a. The items of Business at any regular meeting of the Board of Directors shall follow WDMHA Bylaws;
 - b. If there are agenda items which require specific members to be present, and they are not present, the Chairperson shall immediately have those items tabled to the end of the meeting. If at the end of all other business, those members are still not present, those items shall be tabled until the next meeting;
 - c. Meetings of the Board of Directors are open to any WDMHA member upon 48 hours written notice stating the reason for attendance and the President and/or Board will deem if attendance is necessary.
- 8.4 Minutes of the Board of Directors meetings shall:
 - a. include a record of attendance, motions considered and their disposition, reports received either explicitly or as attachments and at the latest prior to the onset of the next regular meeting;
 - b. be presented for ratification at the next scheduled Board of Directors meeting, but shall not be made public until ratified;
 - c. shall be available upon request within seven (7) days;
 - d. be reviewed for individual names of members and any information of a sensitive nature will be removed before making minutes public.

- 8.5 Voting privileges at the Board of Directors meetings:
- a. Every voting member present shall vote on every matter unless excused by resolution of the Board of Directors from voting on a specific motion, or unless disqualified from voting by reason of a conflict of interest as noted in WDMHA Bylaws 6.2.h;
 - b. At all meetings of the Board of Directors every question shall be decided by a majority of the votes cast on the question. Each Member of the Board of Directors shall be entitled to one vote on every question. In the case of a tie vote, the President of WDMHA or acting Chairperson of the meeting, shall be entitled to cast a vote;
 - c. Members of the Board of Directors shall not vote on any question: with regards to conflict of interest whenever a director has a financial or personal interest (i.e. player, placement, discipline) in any matter coming before the Board of Directors, the affected person(s) shall a) fully disclose the nature of the interest and b) withdraw from voting on the matter;
 - d. No absentee voting shall be allowed;
 - e. A Board of Directors' member may request their vote to be recorded in the Minutes;
 - f. A member may call for a secret ballot on any contentious issue of a personal nature.
- 8.6 Board of Directors meetings shall follow *Robert's Rules of Order, Revised* as amended from time to time.
- 8.7 A member may participate in a meeting of the Board of Directors by means of telephone or any form of communication that permits all persons participating in the meeting to hear each other, and the member participating in such a meeting by such means shall be deemed to be present at the meeting.
- 8.8 A resolution signed by all members of the Board of Directors, as such, shall be as validated effectual as if it has been passed at a meeting of the Board of Directors, duly called and constituted, and shall be held to relate back to any date therein stated to be the date thereof.
- 8.9 Expenses:
- a. all members of the Board of Directors shall be entitled to reimbursement for reasonable expense incurred while engaging in business approved by the Board of Directors. The President and Treasurer shall countersign all expense claims and ensure their validity;
 - b. expense claims for the Treasurer or President shall be approved by the Board of Directors;
 - c. an individual having a cheque issued to them personally cannot sign the cheque;
 - d. WDMHA cheques will not be issued without a detailed receipt;
 - e. expenses must be authorized prior by the Board of Directors.

9. **BOARD OF DIRECTORS STANDARDS OF CONDUCT**

- 9.1 These standards of conduct shall apply to all Directors of the Association, whether elected or appointed, and shall specifically apply to the members of the Board of Directors. This statement does not attempt to define all items of acceptable conduct. These items are minimum standards of behaviour which Directors are expected to observe. Violation of the standards by a Director may lead to a review by the Board of Directors and/or the Discipline Committee for subsequent exoneration, reprimand or expulsion.
- 9.2 Members of the Board of Directors must be members in good standing with WDMHA and Hockey Alberta.
- 9.3 In the event a member of the Board of Directors is found to be not a member in good standing with Hockey Alberta, as determined by Hockey Alberta, such member shall not be permitted

to serve as an officer or director of WDMHA, that member shall be required to resign from their position.

- 9.4 Board of Directors must sign an Executive Code of Conduct and Confidentiality Agreement (See Appendix A).
- 9.5 Members of the Board of Directors shall adhere to Association policy and seek to change such policy through the proper channels of the Association.
- 9.6 Members of the Board of Directors shall maintain the integrity of the Association at all times, and do not initiate or participate in any activity that will place the Association in ill repute.
- 9.7 Members of the Board of Directors shall honour commitments made on behalf of the Association.
- 9.8 A Board of Directors' member shall resign in writing from their position immediately if they become unable to fulfill the duties or obligations of the position.
- 9.9 In relation to other members of the Board of Directors, a member shall:
 - a. not criticize the sphere of operation of another Director except to that Director or the President. Criticism or reports to the President shall only be made after the Director has been made aware of the nature of the criticism to be levelled;
 - b. not comment, render opinion or decisions, with respect to operations not under their control, to members of the general public;
 - c. refer to appropriate Association Director's issues arising in the community with respect to their sphere of operation;
 - d. not undermine the confidence of Association members in other offices.
- 9.10 In relation to the Membership, a member of the Board of Directors shall:
 - a. fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of **ALL** participants registered with the Association;
 - b. treat members with dignity and respect and be considerate of their circumstances;
 - c. not use their position for personal profit, or for the profit of immediate family members;
 - d. not use their position to influence the placement of any players;
 - e. not use their position to influence the selection of any coach or team official.

10. COMMITTEES AND SUB-COMMITTEES

- 10.1 The Board of Directors shall be at liberty to appoint Committees or Sub-Committees to assist in carrying out the operations of the Association. Such Committees or Sub-Committees should be composed of, but not limited to Members in good standing of the Association and Hockey Alberta and all Committees or Sub-Committees shall report to and be governed by WDMHA Board of Directors.
- 10.2 Any recommendations, activities or projects undertaken by a Committee or Sub-Committee are subject to approval by the Board of Directors.
- 10.3 All members must sign a Committee Code of Conduct and Confidentiality Agreement (See Appendix A).

- 10.4 Committees or Sub-Committees subject to appointment by the Board of Directors may include, but are not limited to the following:
- a. **Division Representative** for each of U7, U9, U11, U13, U15, U18 will be the liaison between the teams and the WDMHA board of directors, and shall represent each Division within the Association as follows:
 - be responsible for the WDMHA Division (U7, U9, U11, U13, U15, U18);
 - conduct meetings and attend meetings regarding the Division as required by the Board of Directors;
 - act as liaison between parents/coaches and WDMHA board of directors;
 - attend coaches and parent's information meeting prior to October 15th of each year (U7 November 1st);
 - submit any written reports to the Board of Directors as required;
 - ensure that each coach has up-to-date League Rules and Association Policies and Procedures;
 - ensure all coaches league schedule is up to date where required;
 - encourage that each of the coaches use appropriate hockey curriculum as determined by level and governing body (ie. U7 and U9 HA curriculum);
 - ensure in conjunction with the registrar all on-ice personnel have completed all required programs and coaching clinics and submitted all required documentation;
 - ensure all teams have completed medical history forms prior to first game of the season (current medical forms will be posted on WDMHA website);
 - submit a report regarding the Division at the Annual General Meeting of the Association.

At no time shall an individual serve as the Division Representative of WDMHA if their child, or children as the case may be, is registered in said Division.

- b. **Fundraising Director** shall:
 - be responsible for fundraising and sponsorship programs; coordinate and schedule year end awards evening (along with VP), as required;
 - draft sponsor letters on behalf of WDMHA.
- c. **Equipment Director** shall:
 - submit a list of required equipment for the upcoming season and meet with the Board of Directors regarding same;
 - arrange for handling, storage, repairing, cleaning and inventory of equipment;
 - ensure that all equipment, documentation and supplied reference material is returned by March 30th, or one week after last game played;
 - ensure completed and signed Equipment Registry (Appendix B: form posted on website) is forwarded to the Treasurer for reimbursement of equipment deposit;
 - receive from Team Managers a Team Directory by Oct 15th with current contact information to be submitted to the Equipment Director for registry with Board of Directors (form posted on website);
 - prepare a minimum of two tenders (when possible) for equipment for the upcoming playing season as required;
 - arrange pictures and apparel for the season.

- d. **Director at Large (optional)** shall:
 - perform all duties as required by WDMHA Board of Directors.
- e. **Website and Publicity:**
 - promote the Association and the Association's activities to the community at large through appropriate promotional vehicles;
 - responsible for the maintenance of the Association's website;
 - prepare required press releases and advertising to the media.

11. PLAYER ELIGIBILITY AND BOUNDARIES

- 11.1 The Association shall provide programs for players in the U7 through U18 levels, resident in the boundaries of Westlock and District Minor Hockey and its associated rural areas as determined by Hockey Alberta.

ARTICLE II – OPERATIONS AND GUIDELINES

12. REGISTRATION AND PAYMENT OF FEES/WITHDRAWAL & REFUND POLICY/RELEASES

- 12.1 General registration fees and league surcharges will be established annually by the Board of Directors, including any late payment penalties, fundraising fees and out of boundary player fees.
- 12.2 The Association shall provide for membership on the basis of registering one or more children in the hockey program. The Association endorses in principle that the responsibility for financial planning rests entirely with family unit, but also recognizes certain family circumstances may exist that can produce undue financial hardship. Such hardship can be alleviated by the cooperation of a number of community organizations and agencies.
- 12.3 All players must be registered with WDMHA and pay a minimum of 75% of fees and arrange a payment plan with the Treasurer for the remainder of fees prior to first day of conditioning in order to participate.
- 12.4 Respect in Sport Parent must be completed before first on ice.
- 12.5 All players **MUST** be registered with WDMHA and *supply post-dated cheques prior to a "Notification to Try out Form" being completed and issued.* This is to allow the WDMHA registrar appropriate tracking of all WDMHA players. Refunds will be provided as per Refund of Fees 12.9.
- 12.6 Registrations from returning WDMHA players for U9 and up received after July 31st will be charged a late fee to be determined annually by the Board of Directors.
- 12.7 A family defaulting on a payment plan shall have all registrations declared immediately null and void. Late fees will be in effect, if applicable.

- 12.8 Payment plans and receipts:
- a. shall be annually approved by the Board of Directors;
 - b. shall have last installment payment by October 1st of the current hockey season unless an agreement in writing is reached with the Treasurer;
 - c. duplicate receipts shall be charged a \$50 administrative fee prior to being issued;
 - d. NSF Cheques: The NSF fee for a returned cheque is \$35.00. On receipt of an NSF cheque, the Treasurer and or Registrar have the option to attempt through any reasonable means possible to collect the funds owing.
- 12.9 Refund of Fees: Refunds for players withdrawing from the program will be paid, upon written application to the Registrar prior to December 31st of the current season, on a pro-rated basis as determined by the Board of Directors:
- a. If a player has not skated, full refund less a \$50 administrative fee will be refunded;
 - b. Players suspended or expelled for disciplinary reasons shall be ineligible for a refund of fees;
 - c. The Board of Directors are charged with the responsibility of using reasonable discretion with respect to portioned months:
 - An automatic \$50 administration fee based on a **6-month** hockey season;
 - Deduct Hockey Alberta fees;
 - Deduct training/conditioning fees (if applicable);
 - Deduct fundraising fees;
 - Total season divided by 6 months = per month;
 - Total fee divided by number of months played - \$50 administration fee – hockey Alberta fee – Fundraising fee = refund. Ex: U15 plays for 2 months.

Example:

\$735	- \$245	- \$50	- \$47.80	- \$200	\$192.20
\$122.50 per month X 2	2 month period of play	Admin fee	Hockey Alberta fee	Fundraising fee	Total refund

- d. Refunds will not be issued for the following reasons:
 - Dissatisfaction of team placement/teammates
 - Dissatisfaction of coach selection

12.10 Equipment Fees: The Board of Directors reserves the right to set equipment fees for Jerseys, pucks, etc. These fees are primarily to ensure the return of WDMHA equipment in a timely and good condition. There will be no charge levied for the return of jerseys or WDMHA equipment, if returned in good condition. See equipment policy.

13. ASSOCIATION LOGO, APPAREL LOGO, COLOURS AND SUPPLEMENTARY CLOTHING

13.1 The Association recognizes that a standard set of colors provides the recognition of teams when participating in provincial competition or league play; cost benefits for equipment

purchase; and a unifying influence for players, team officials and followers. Supplementary clothing (i.e. third jerseys, coats or track suits) is entirely optional.

- 13.2 The WDMHA Apparel logo shall be “Westlock Warriors”. No changes shall be without the written permission of the Executive Board of Directors.

14. **EQUIPMENT**

- 14.1 WDMHA will provide game jerseys with set guidelines. Each athlete registered must provide a cheque made payable to the Association and post-date it April 1 of the following year in the amount of \$150 as a security deposit prior to a player being issued a Jersey number.
- 14.2 WDMHA will supply goaltending equipment including stick (excluding skates, pants and helmets) up to and including U13 level (Excluding stick at U13 level).
- 14.3 The lending of property belonging to the Association shall be dealt with on an individual case basis. The request must be in writing and presented to the board of directors for approval.
- 14.4 Parent/guardians shall have the responsibility to ensure their child has all necessary equipment and that such equipment is worn properly in accordance with Hockey Canada requirements. Full Safety equipment including approved helmet, face guard and neck guard must be worn and properly secured by all players when on the ice for evaluations, practices, warm-ups or games. Where league rules require the use of mouth guards shall be mandatory. Otherwise, the use of mouth guards shall be at the parent/guardian(s)’ discretion.
- 14.5 Association shall provide each team with two numbered sets of game jerseys – away and home. It is recommended that game jerseys should not be used for practice purposes.
- 14.6 Team game jerseys are the property of the Association and shall be cared for accordingly.
- 14.7 Name bars are not permitted on jerseys.
- 14.8 Jersey sets will be allocated to categories by the Equipment Director.
- 14.9 A return policy shall be in effect to efficiently account for the return of the game jerseys at the end of the minor hockey season. A list will be distributed to each team manager to record the jersey numbers, player names and deposit (Appendix B: Jersey Deposit Record). Once completed, the list will be returned to the Equipment Director. At the end of the hockey season, the Equipment Director will ensure that each jersey assigned to a team has been returned to Westlock Minor Hockey Association and then assess the state of the jersey set in preparation for return of deposit.
- a. Start of Season Procedures:
- Team Manager will collect jersey deposit cheques for the entire team. No jerseys sets will be issued until all deposits collected.
 - The Coach or Manager of each team receives equipment (jersey, puck bags, and first aid kits) at the designated place and time;
 - The Equipment Director will issue (2) sets of jerseys once appropriate paperwork regarding responsibility for equipment is completed and Jersey deposits are submitted by the team representative for the jerseys sets, puck bag, first aid kits;
 - Jersey Care Guidelines: wash in cold, with non-bleach detergent, hang to dry;
 - Hand stich or sew any “C” or “A” letters (No iron on or tape letters).

- b. End of Season Procedures:
 - Jerseys will be cleaned and put in numerical order by the respective team designate in the appropriate Home and Away bags;
 - The Coach or Manager is required to return ALL of the jerseys, puck bag, first aid kits, etc. issued to him/her at a time and place designated by the Equipment Director;
 - Athletes cheque will be cashed if their jersey is not returned, damaged (beyond normal wear expected) or stained from sports drinks;
 - Natural wear and tear, puck marks, pilling, small hitches from Velcro, rub marks, etc will not be billed;
 - If a jersey is damaged from faulty rink facilities, this damage should be noted at the time and an email sent to the Equipment Director as soon as possible to:
westlockmhaequipment@gmail.com.
- 14.10 In case of cheque being cashed and returned NSF, that player's registration will then have a hold placed on it for the following season until payment is received.
- 14.11 Varsity jackets are reserved for U18 players and orders need to be approved by equipment director.

15. SPONSORS

- 15.1 WDMHA shall seek the support of local businesses and individuals to sponsor WDMHA. WDMHA is fortunate to have continued annual sponsorship from business and organizations in our community. These funds support the whole Association.
- 15.2 WDMHA encourages members, player and parent/guardians to support local businesses and individuals who support WDMHA.
- 15.3 Team officials, members and followers are **expressly prohibited** from soliciting additional financial support from local businesses unless a parent or player has a **direct** connection to the people who manage the business. This is to avoid taxing our community.
- 15.4 Prior to individual teams approaching any business or organization Fundraising Director approval must be given. These businesses should not be solicited for additional funding by teams.
- 15.5 The names of sponsors shall be acknowledged in a manner approved by the Board of Directors.
- 15.6 Sponsor Guidelines
 - a. **Corporate Sponsors and National Programs:** Corporations that run national programs may be applied for. The Association will follow the guidelines of the program; however, if no specific designation for monies is defined, monies will be used to benefit the Association as a whole. Two corporate examples:

- Dodge Caravan Kids: Dodge Caravan Kids is a U9 program that can be applied for. Funds received from this program are earmarked for U9 teams. Details must be given by teams as to what activities it will be used for.
 - Scotia Bank: Scotia Bank Kids is a program that can be applied for where the Association designates an entire level of Minor Hockey. Scotia Bank Kids provide keepsakes for players; however, monies are deposited into general coffers to support the entire Association.
- b. **Provincial Funding**
- All teams are encouraged to strive to represent our Association and community at Provincials. The cost of Provincials can put extra burden on our families. WDMHA has been fortunate to receive sponsorship for Provincials from businesses and organizations on an annual basis. Out of respect to these entities, they will **be approached by the Association and funds will be distributed evenly to all teams** to cover all **entrance or tournament fees**. This includes but is not limited to: Town of Westlock, Elks, County of Westlock, Legion, and/or Rotary. No further solicitation of these organizations is permitted. We encourage teams who receive funding to give back to these organizations in the form of service when requested.
 - Teams may also seek both sponsorship and team fundraising to help cover the cost of other provincial tournament expenses like, team events, team meals, coaches' gifts, banners, and provincial apparel. Teams wishing to do extra fundraising must get approval from the Fundraising Director.

16. **FUNDRAISING**

- 16.1 Members are required to participate in the fundraising opportunities organized by the Association at the Association level unless the family has chosen the opt out option and paid the fundraising opt out fee.
- 16.2 Members not fulfilling Association obligations by providing the necessary volunteer services will have their fundraising deposit cheque cashed.
- 16.3 **All** fundraising activities beyond the Association level require the approval of the Fundraising Director.
- 16.4 Fundraising for individual teams shall be a team activity and responsibility. The Association does recognize the desirability for individual teams to participate in fundraising activities to defer the costs of tournaments, additional ice rentals, etc. Team fundraising activities may include: bottle drives, car washes, product sales (ie: chocolate) which do not involve solicitation of businesses. Teams and individuals that undertake such activities are representing the Association (intentionally or not) and are therefore subject to the Association policies and procedures and accountable for their actions.
- 16.5 Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.
- 16.6 All team fundraising activity is to be documented, collected and disbursed as per WDMHA policies and procedures and Alberta Gaming and Liquor Commission (AGLC) guidelines. Documentation must be submitted to the team parents and Fundraising Director within 30

days of the event. The Fundraising Director will present the report to the Board of Directors. (See template on WDMHA website).

- 16.7 Any refunds to parent/guardians or players are not to exceed the amount of cash contributed to the team by the individual parent/guardian or player. In other words, there is to be absolutely no fundraising for individual gain.
- 16.8 Certain activities, such as raffles (i.e. 50-50 tickets), requires approval and licensing by the AGLC. It is the responsibility of the individuals obtaining such approval to ensure that all requirements are met and the Association is not penalized.
- 16.9 Use of the name, logo or other property of the Association for fundraising purposes requires prior approval of the Board of Directors.
- 16.10 These guidelines apply to groups of teams (i.e. tournament committees and their constituents) as well as individual teams and their members.

17. WDMHA WEBSITE

- 17.1 The WDMHA website shall be the primary information source for the membership and players in relation to registration information, teams, ice schedules, current events, tournaments, developmental clinics and other related information.
- 17.2 All Westlock and District Minor Hockey Association teams will submit all coach, assistant coach and team manager names and contact information to the **Equipment Director** (ideally completed for Jersey pick up). The Head Coach and Manager contact information will be posted on the team's webpage at www.westlockminorhockey.org within two weeks of teams being set. This form can be accessed on the website.

ARTICLE III – HOCKEY OPERATIONS

18. HOCKEY OPERATIONS

- 18.1 The Board of Directors shall be charged with the responsibility of managing WDMHA's Hockey as set out in the Bylaws, Policies and Procedures and any other manual of the Association relating to hockey operations to ensure the orderly operation of all hockey programs. The Board of Directors shall set the operational parameters for each program. This will include among other items, ice allocation per division, practice and game scheduling, tournament and playoff scheduling, equipment distribution and coaching selection.
- 18.2 Any member of WDMHA, in good standing, can ask to have a policy or procedure changed/reviewed providing they:
 - give 21 days' notice, in writing, to the Board of Directors with 2/3 general membership for a special meeting as per bylaws 1.7(b) or 21 days prior to the AGM;
 - explain, in detail what policy or procedure they want changed, why they want it changed and what benefit the change will be to WDMHA membership.
- 18.3 Policy and procedure changes will be posted on the WDMHA website. Ideally, 21 days' notice will be given to the general membership of WDMHA before any policy or procedure will be changed by the Board of Directors.

19. DIVISIONAL ORGANIZATION

- 19.1 The Association shall support a program for all players residing within established boundaries irrespective of talent or ability. Access to the program is via registration with the Association and is non-restrictive. Program organization is based on criteria, which supports recreational endeavor while pursuing excellence and personal development.
- 19.2 Teams are categorized by rules established by Hockey Canada, Hockey Alberta and governing leagues. The Board of Directors annually reviews WDMHA participation in various leagues and will determine the entrance into such leagues based on which is “in the best interests for WDMHA”.
- 19.3 The year of birth shall determine the category in which a player can play.
- 19.4 WDMHA will attempt to make every effort to have teams in the following divisions:
 - a. U7;
 - b. U9;
 - c. U11;
 - d. U13;
 - e. U15;
 - f. U18;
 - g. Each division may be further split into subdivisions to support the objective of providing a developmental and competitive experience for players at a variety of skill and commitment levels; odd number of players at any level will be dealt with on a yearly basis by the executive board of directors.
- 19.5 With respect to players in the U15 divisions, WDMHA will make every effort to provide a checking clinic for U15 players prior to the commencement of the hockey season. Participation in the checking clinic is strongly recommended. Alternatively, WDMHA recommends that all first-year U15 players participate in a checking clinic, whether it is a offered by WDMHA or another organization.

20. COACHES SELECTION

- 20.1 The Board of Directors will choose a head coach from qualified applications. Coaching applications are required prior to Evaluation and may be submitted to WDMHA Vice-President.
- 20.2 All coaching staff will adhere to the Coaching policy set down by the Association and wear a CSA approved helmet at all practices.
- 20.3 At least one member of the coaching staff must be certified as designated by Hockey Canada and Hockey Alberta, and be present on the bench at all times.
- 20.4 Coaches will be in charge of picking his/her own team manager and assistant coach(es) once teams have been approved by the Board of Directors. These members must be approved by the Board of Directors before given notice by the coach.

21. TEAM SELECTIONS

- 21.1 The Board of Directors has final deciding authority of all coaching staff.
- 21.2 All players must register with their age group as set out by HA.
- 21.3 Player movement is in accordance with HA guidelines.

- 21.4 Any player movement in teams or age category must be approved by the board.
- 21.4.1 When player movement has been recommended, a subcommittee of at least three board members not in conflict of interest will be struck to discuss and decide on recommendation.
- 21.5 Evaluation participation is mandatory for all WDMHA registered players, with the exception of U7. Any absences must be approved by the vice president. A fee of \$100 may be charged for late evaluations and must be collected prior to the evaluation.
- 21.6 Affiliation rules set out by the Association and Hockey Alberta can and will be used properly with the consent of parents and the all coaches. Elite hockey affiliation will be set out by HA.

22. **TEAMS**

- 22.1 Generally, the following shall apply to all WDMHA teams:
- a. Players must report to player evaluations within their own category;
 - b. All players must be registered with the WDMHA before participating in any on-ice activity as defined in 12.3 and 12.5;
 - c. Additional team fees or fundraising shall be established by parent/guardians as required;
 - d. Rosters on all teams, U11 through U18 are to defer to HA Minor Regulation for more than 19 players;
 - e. No person, other than those officials working the games, will be allowed in the Games Officials room at any time;
 - f. Ice schedules will be distributed by the Ice Scheduler as soon as they become available. If a practice or game time ice cannot be used, then minimum fourteen (14) days' notice of cancellation to the Ice Scheduler and Ref in Chief is required;
 - g. Coaches shall report all incidents regarding league, exhibition and tournament games that may result in disciplinary action to the President and League Rep as soon as reasonably possible after they occur. Coaches or Team Managers failing to report promptly may be subject to suspension. Incidents that may be reported and may warrant disciplinary action are as follows:
 - Profanity by players, team officials or club representatives;
 - A player who receives a game misconduct, gross or match penalty;
 - A team assessed two or more bench minors in one game;
 - A coach, or bench assistant, who is ejected from a game;
 - A team, who in the opinion of the Division Representative, is being assessed too many penalties of a serious nature;
 - A team member or a team follower who brings discredit and misrepresentation of the team and WDMHA, through deceitful, inappropriate, violent, abusive or gross behaviour, on or off the ice.
- 22.2 Players, team representatives and team followers are expected to conduct themselves in a manner consistent with their status as representatives of the Association and the community. In order to enhance this image, the following will apply:
- a. The dress code of the team members shall be at the discretion of the Head Coach in consultation of parent(s) and or guardian(s);
 - b. behaviour in or at hotels shall be the team's responsibility;
 - c. the use of alcohol and/or illegal substances by WDMHA players, coaches and team representatives prior to and during scheduled on-ice activities is prohibited and subject to disciplinary action;
 - d. the consumption of alcohol on team buses or in any arena is prohibited;

- e. the team will be held accountable for any charges or damages incurred (see Dressing room policy for additional information).

23. ICE ALLOCATION

- 23.1 The WDMHA Ice Scheduler shall assign all ice for the Association. Ice is allocated to teams as fairly and equitably as possible on a basis of ice availability, number of teams, tournaments and related issues.
- 23.2 Practice Ice:
 - a. Every effort will be made to offer two (2) ice slots (shared or alone) per week between Monday to Thursday, for teams from U9 to U18 (U7 1 weekday and 1 Sunday). The days and times will be based on availability of the ice and age of the team. That is, the younger the team, the earlier the slot and the older the team, the later the slot;
 - b. Every effort will be made to keep the practice consistent from week to week.
- 23.3 Extra Practice Ice: teams wanting additional practice ice not scheduled through WDMHA Ice Scheduler must secure and pay for ice and insurance on their own.
- 23.4 Scheduling of League Games:
 - a. All league games will be scheduled by length of ice slot, time of day, and day of the week according to the league in which the team plays. The venue of home games will depend solely on the best use of the ice available. The days and times will be based on availability of the ice and age of the team;
 - b. Once league games are scheduled, changes must be made through the Ice Scheduler and follow league protocols.
- 23.5 Exhibition Games: all ice available on weekends not allocated for league games will be given to teams for exhibition games, practices, or to schedule league games.
- 23.6 Ice unable to be utilized by WDMHA can be sold to other user groups.

24. LEAGUE GAMES

- 24.1 Unless rink attendants indicate otherwise, all games will end at the scheduled time regardless of the time started.
- 24.2 Player Boxes: maximum **4 team officials** registered with Hockey Alberta allowed in player's box at any time.
- 24.3 Precedence: The order of precedence is defined as per Hockey Alberta and league bylaws and regulations. Teams defaulting on scheduled games may lose all rights to future games or playoff positions, and maybe assessed an additional fee.

25. TOURNAMENTS

- 25.1 With respect to local tournaments:
 - a. All costs for a tournament shall be the responsibility of the host team including ice fees and referee costs.

b. Teams wishing to host a tournament will submit a written tournament proposal to the Fundraising Director, who in turn will present the proposal to the Board of Directors for approval. The proposal will include:

- the desired dates;
- proposed entry fee;
- the division/category;
- the number of teams expected;
- ice allotment required and proposed ice budget considering: format, length of games;
- number of games, number of floods, number of teams eligible to play;
- estimated budget for referees if applicable;
- estimated miscellaneous costs such as but not limited to: food, swag bags, door prizes/raffle items, trophies etc.;
- proposed additional fundraising such as raffles, 50/50, prize tables, draws, etc.;
- names and contacts of tournament chair and cosigning authority (two persons non-cohabitating) who will handle all financials;
- planned use for fundraising proceeds;
- tournament chair to work with Fundraising Director to have AGLC licenses issued; and must be in communication with WDMHA Treasurer, by utilizing a spreadsheet/template for accounting purposes posted on WDMHA website

25.2 Must represent WDMHA with respect, dignity, and professionalism at all times.

25.3 All teams may only enter and host HA sanctioned tournaments. Upon approval teams must request a HA sanction number from Game and Conduct Director.

25.4 After the tournament, the Tournament Chair and co-signer will pay all invoices related to tournament; complete AGLC reporting in conjunction with Fundraising Director and submit completed financial statement to WDMHA within 30 days of the tournament.

25.5 The WDMHA encourage that all proceeds of fundraising be HA sanctioned activities such as player development, team building, future tournament expense reduction, travel cost reduction (bus), apparel cost deferment.

25.6 Head coaches and or managers shall be responsible to invite and solicit teams to participate in a tournament hosted by a WDMHA Team.

26. TRAVEL PERMITS AND SANCTIONS

26.1 Travel permits and sanctions shall be required by teams travelling to tournaments or exhibition games as per HA regulations. Travel permits and sanctions shall be obtained as per Hockey Alberta regulations through WDMHA Game and Conduct Director.

26.2 Game sheets for exhibition games or tournament games MUST be forwarded by fax or emailed to the Zone 3 Discipline for HA within twenty-four (24) hours of the completion of the exhibition game or tournament.

26.3 WDMHA teams are responsible to ensure that any exhibition or tournament games are accompanied with a Travel Permit and Sanction.

26.4 There are no exceptions to the Travel Permit Regulations.

- 26.5 WDMHA teams wishing to play Exhibition and Tournament games (this rule does not apply to regular league games) must have an authorized Travel Permit before participating in these games. The process to request and secure a Travel Permit and Sanctions is as follows:
- a. Communicate requests with the Game and Conduct Director, providing details required by HA. The Game and Conduct Director email address is provided on the WDMHA website. Please note, Travel Permit Requests must be submitted a minimum of seventy-two (72) hours prior to the team departing for an event;
 - b. Once Hockey Alberta has issued the Travel Permit, an email will be sent to the individual requesting the Travel Permit indicating the Travel Permit Number.
- 26.7 Please note, failure of a team to abide by the above instructions and rules will result in the following sanctions:
- a. Hockey Alberta Sanctions to WDMHA:
 - first offence shall result in a two (2) week ban on travel permits;
 - second and any subsequent offence shall result in a four (4) week ban on travel permits.
 - b. WDMHA Sanctions to Individual Teams:
 - additional disciplinary action may be given to the offending team(s) by the WDMHA Board of Directors;
 - repeat offending team(s) will be suspended from obtaining any further travel permits for the duration of the season.

27. SOCIAL NETWORKING POLICY

- 27.1 For the purpose of this Social Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, LinkedIn, Vimeo, Foursquare, Instagram, Snapchat and any other social media network that allows users to communicate online. This policy will also include emailing as a form of social networking.
- 27.2 The policy will be applicable to all members of Westlock and District Minor Hockey Association (WDMHA), including Board Members/Directors, Volunteers, Teams, WDMHA members and staff, on-ice and off-ice officials, players, players' family members and supporters.
- 27.3 WDMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. WDMHA 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.
- 27.4 The purpose of this policy is to educate the WDMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by WDMHA.
- 27.5 **Social Media Guidelines:**
- a. WDMHA holds the entire WDMHA 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.
 - b. Comments or remarks of an inappropriate nature which are detrimental to a Team, WDMHA or an individual will not be tolerated and will be subject to disciplinary action.

- c. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including WDMHA and/or Team personnel, players, corporate partners and the media can review social media communications. WDMHA members should review social media communications and conduct themselves in an appropriate and professional manner at all times.
- d. Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e. Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- f. If requested to participate in an online network, as a direct result of your affiliation with or participation in the WDMHA, the WDMHA recommends that you request approval from the Team or WDMHA.

27.6 Social Media Violations:

- a. The following are examples of conduct through social media and networking mediums that are considered violations of the WDMHA Social Networking Policy and may be subject to disciplinary action by the WDMHA Discipline Committee.
- b. Any statement deemed to be publicly critical of WDMHA volunteer / officials or detrimental to the welfare of a member Team, the Association or an individual:
 - Divulging confidential information that may include, but is not limited to the following: player injuries; Players placement on a team in a division; game strategies; or any other matter of a sensitive nature to a member Team, WDMHA or an individual;
 - Negative or derogatory comments about a team, League, programs, stakeholders, players or any member of WDMHA;
 - Any form of bullying, harassment or threats against players or officials. This includes emailing of a harassing nature to/from Board Members/Directors, Teams, WDMHA members and staff, on-ice and off-ice officials, players, players' family members and supporters;
 - Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing, sexual exploitation, bucket boxing etc.;
 - Online activity that contradicts the current policies of WDMHA;
 - Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the WDMHA Policies and Procedures on these matters;
 - Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

27.7 Discipline:

- a. WDMHA will investigate reported violation(s) of this policy in the manner determined by the WDMHA Discipline Committee. If the investigation determines that a violation has occurred, WDMHA will impose an appropriate fine and/or suspension. When using social media and networking mediums, the WDMHA community should assume at all times they are representing the WDMHA. All members of the WDMHA community should remember to use the same discretion with social media as they do with other traditional forms of media.

28. DUTIES OF COACHES

- 28.1 Association Head Coach, is a person primarily responsible for directing and guiding the actions and efforts of his/her team. Along with assistant coach(es) and a manager, he/she is responsible for the conduct of the players before, during and after the game or the practices in all arenas.
- 28.2 Delegation of responsibilities to assistant coaches, managers and parent/guardians is necessary, desirable and encouraged. Supervision over delegated responsibilities is a necessary function of the Head Coach, who may request changes to the staff in consultation with the division representatives.
- 28.3 Coaches are expected to:
- a. be responsive to directives of the Board of Directors and operate the team within established policy and guidelines;
 - b. respond to the needs and skills of individual players, ensuring that each player has the opportunity to develop their potential and encourage and motivate their players towards enjoyment of the game, team concept and skill development;
 - c. recognize their responsibilities as leaders, educators and role models for young players;
 - d. conduct towards players, parent/guardians, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse or profanity is strictly prohibited and shall be subject to disciplinary action;
 - e. be sensitive to parent/guardian concerns, and be prepared to respond cordially;
 - f. recognize that while hockey may be the major winter activity of the player, it is not the only activity. In Priority it comes after family, religious and educational responsibilities, and reasonable accommodation to these other factors is expected;
 - g. be committed to the continued development of all players for the full season;
 - h. abide by the WDMHA Fairplay Code (posted on WDMHA website) and as such deal fairly with players at all times. Rewards or considerations to players or parent/guardians should be those reasonably available to all members of the team. Coaches should not accept gifts, favours or other considerations from players or parent/guardians that may place themselves in a situation where their actions may be compromised because of such considerations;
 - i. develop a set of rules for the team, which are clearly communicated and acceptable to the majority of the players, parent(s)/guardians(s);
 - j. pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Association;
 - k. comply with normal administrative directives such as adhering to the Dressing Room Policy, maintenance of WDMHA equipment etc.;
 - l. hold a meeting of parent/guardians of players as soon as the team is formed. The Division Rep is also expected to attend this meeting and should be considered in planning. Items to be covered include:
 - ice rentals and other purchases;
 - support manger in development of team directory;
 - expectations regarding WDMHA equipment and personal player equipment;
 - number of games and practices planned;

- coaching strategies and philosophies should be made known to parents;
 - outline of procedure for addressing issues and concerns;
 - items of Association policy;
 - All activities above and beyond Association planned program, i.e. exhibition games, tournaments, additional practices, fundraising, etc. is a team decision;
- m. encouraged to foster an environment between parent/guardian, player and themselves that communicate continued development throughout the season;
 - n. should have a practice plan prepared for their practice;
 - o. plan and provide **dressing room supervision of two adults** both before and after practices and games at all times;
 - p. abide by the team rules that are agreed to with the team, which includes arrival times for games and practices;
 - q. upon accepting a coaching position, the coach is provided with the policies listed above and understands their responsibilities;
 - r. responsible to ensure that the Team Manager and Team Treasurers also know their responsibilities and WDMHA policies and procedures;
 - s. fulfill their duties and if a coach is unable to fulfill their duties, during temporary absences, they must be assigned an alternate coach with that team, registered through Hockey Alberta, to act in their absence.

29. DUTIES OF TEAM MANAGERS

- 29.1 Team Managers shall be directly responsible to the Head Coach.
- 29.2 In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the Head Coach to concentrate on instruction and player development.
- 29.3 Team Managers are expected to:
 - a. read and follow League Manager Guidelines (NAI);
 - b. be responsive to directives of the Board of Directors and operate the teams within established policy, guidelines and regulations;
 - c. create and submit a team directory to the Equipment Director including Team Official Positions, emails, and other contact information (See Appendix C)
 - d. along with Head Coach establish system of regular communication with parent/guardians regarding games, practices, schedules, fundraising, etc. this may be via the manager;
 - e. ensure record keeping of WDMHA equipment including jersey numbers and jersey deposits;
 - f. ensure financial record requirements to the Association are fulfilled;
 - g. assist the Head Coach in monitoring off-ice conduct by team members and team followers, to ensure that the team's role as a community and Association ambassador is maintained;
 - h. establish, maintain and enhance communication with other Association team managers at the appropriate level;
 - i. establish, maintain and enhance communication with League Governors, representatives and participants.

29.4 While the following is not a comprehensive listing of all duties for managers, it may serve as a guide, for tasks which the head coach may delegate:

- a. Gathering of player medical history data;
- b. Creating a timebox schedule for home games (2 minimum- 4 maximum) depending on division the numbers increase as age increases;
- c. Obtaining of travel permits;
- d. Obtaining Special Event Sanctions;
- e. Organization of parent meetings and confirm appropriate Division Rep is in attendance;
- f. Participate in formulation of team objectives and rules;
- g. Supervise and monitor collection of money and fund raising;
- h. Present financial statements to parent/guardians and Association as required;
- i. Arrange team transportation, accommodation and subsistence;
- j. Arrange for additional ice;
- k. Confirm officials for home games (exhibition play);
- l. Confirm scheduled away games;
- m. uploading/entering games sheets within required deadlines (48 hours during regular season; 24 hours playoffs);
- n. filing incident reports within required deadlines (24 hours); no player with an incident report should be played until Discipline has been confirmed;
- o. verify away games sheets online within required deadlines (24 hours);
- p. Confirm any changes to team schedules with regards to officials and ice times;
- q. Act as coordinator for Provincial competition;
- r. Organize and manage parent/guardians or parent committees as may be required from time to time i.e. Team Treasurer, Fundraising Coordinator, Statistician, etc.

29.5 If a Team Manager is unable to fulfill their duties then they must assign a team official to act in their absence.

29.6 The Team Manager, upon accepting their position as Team Manager, is expected to review WDMHA Policies and Procedures and any manuals pertinent to their duties. Accepting the position assumes documents have been read and understood.

30. **DUTIES OF TEAM TREASURERS**

30.1 Teams wishing to engage in fundraising and/or host a tournament must designate two (2) team officials, other than the Head Coach, for the collection, receipting and disbursement of team funds and the maintenance of appropriate records and accounts. All treasurers must establish an account at a bank designated by WDMHA. All team accounts must be reduced to \$100 by April 30th of the current hockey season. Any money remaining will be put into WDMHA general revenue account.

30.2 Team financial accounts shall be a team activity and responsibility. The Association assumes no liability or responsibility in the management of team accounts. The Association recognizes that local team officials, by whatever name: coach, assistant coach, manager, treasurer(s), etc., are placed in a position of trust with respect to the Association, parent/guardians and players.

As such, individuals appointed to these positions shall accept the responsibility for operating within Association guidelines, be accountable for their actions and will ensure all parent/guardians are aware of the following rules and guidelines.

30.3 These Team Officials:

- a. Prepare at minimum a yearly financial statement to be distributed to parents and filed with WDMHA Executive at year end (**See [template/spreadsheet for Financial Reporting on Website](#)**). Major fundraising events must have financials prepared and submitted to the Fundraising Director within 30 days the event (ie. Tournament). Ensure financial statements are available at any time upon request;
- b. Follows proper financial procedures including the depositing of all monies to such accounts. All fund monies with all team revenues to be deposited to such account and documenting all expense charges. All expenses must be supported by official original receipts. Records are to be maintained up to date at all times;
- c. Provides, under their immediate supervision, any parent/guardian or team member to review the team's financial operation. Any parent/guardian or team member who requests in writing to review the team's financial records is to be provided, without question, within 3 business days of making the request, full access to the team's financial records including original bank statements and records, original expense receipts and any other related financial items of the team's financial operation so as to perform a full and complete audit of the team's accounts and financial operation;
- d. Must obtain a second signature on all cheques.

30.4 Any person becoming aware of discrepancies in accounting or reporting is charged with the responsibility of reporting the facts of the case to the Head Coach, Division Representative or a member of the Board of Directors immediately.

- a. Head Coaches or the Board of Directors members becoming aware of such a problem will immediately report the matter to the President;
- b. The President, upon receiving a report, shall initiate corrective action, in an attempt to solve the problem internally and with minimum embarrassment to the individual and the team involved. Such action may include a range of activities:
 - Meetings with team officials and affected parties;
 - General meeting of team parent/guardians;
 - Involvement of other Board of Directors members, President, Treasurer, etc.

30.5 Should the above informal activity not bring the problem to resolution, the matter will be reported to the Board of Directors who may elect to take other action as deemed necessary.

30.6 The Team Treasurer, upon accepting their position as Team Treasurer, is charged with reading these policies and agrees to and understands them.

31. DUTIES OF PLAYERS

31.1 Players shall recognize that coaches, managers and other team officials are placed in a position of "loco parentis" (acting as responsible and reasonable parents) by the Association. As such they are charged with controlling and directing player behaviour both on and off the ice, at all hockey or team activities, while representing the Association. Players are, therefore, subject to disciplinary action at the team, league or Association level, should they exhibit behaviour that transgresses these guidelines/expectations.

31.2 Players shall:

- a. comply to and obey all reasonable direction of the coaching staff, manager and team officials, providing such direction does not transgress normal moral, ethical or religious standards;
- b. wear proper safety equipment on ice at all times including games, practices and volunteering; compliance may be requested by any Team Official, Manager or Board Executive member, non-compliance is a significant safety issue subject to Association discipline;
- c. protest unreasonable direction in a respectful, courteous fashion;
- d. comply with all Association, League, and Hockey Alberta and Hockey Canada rules;
- e. demonstrate a positive attitude to the game, practice and learning in general;
- f. arrive for games, practice and other team functions at the time specified by the team;
- g. have all equipment maintained in good repair and ready for use prior to games and practice; returning any Association property to appropriate officials in a condition similar to that when issued other than normal wear and tear;
- h. advise the appropriate team official if unable to attend a game or practice due to illness, injury or other commitment, well in advance of the activity;
- i. demonstrate respect for game officials, teammates, opposing players and officials by refraining from profanity, verbal, physical or any other abuse (including physical gestures) at all times;
- j. maintain dressing rooms in a clean and orderly fashion. Vandalism of any sort is expressly prohibited and shall be subject to appropriate disciplinary action;
- k. dress cleanly and smartly for all team activities, recognizing that teams may specify a dress code (normally agreed at a team meeting, which does not place excessive financial burden on the player or parent/guardian);
- l. refrain from the use of; or associating with those (excluding parent(s) or guardian(s)) who use; alcohol, tobacco, vaping, chewing tobacco or other banned or illegal substances, while participating in a team activity;
- m. recognize that they are subject to the authority of the Team and the Association for the time spent in the arena before, during and after any game or practice, and for the full extent of any road trip from the time of leaving Westlock until its time of return. Further, any road trip is a fully functional team activity and behaviour in hotels, restaurants and other arenas is to be consistent with these guidelines/expectations.

31.3 Travel Policy for U18 Players

- a. Players who are of legal driving age are following policy for theirs and their teammates safety
 - i. Away games: Players will not be permitted to drive themselves, or any of their teammates, to any games/tournaments outside of Westlock unless a parent or guardian is present in the vehicle

32. PARENT/GUARDIAN AND SPECTATOR RESPONSIBILITIES

- 32.1 Parent/guardians and spectator responsibilities shall be centered on commitment and support.
- 32.2 Registering with WDMHA means not only a commitment to your child, but a commitment to the coaching staff and other players on the team. Parent/guardians must be committed to their team from the beginning of the season until the completion of the team's hockey season.
- 32.3 Parent/guardians shall make every effort to ensure their child attends all practices and games for the team and arrives at the time specified by the team.
- 32.4 WDMHA will not tolerate inappropriate behaviour by Coaches, Managers, Assistants, Players, Parent/guardians, or Fans. Such individuals will be subject to discipline as determined by the Disciplinary Committee.
- 32.5 Conduct of Spectators and Team Followers: Parent/guardians or spectators who are abusive to referees, game officials, players, team officials or other spectators will be subject to discipline as determined by the Disciplinary Committee.

33. DRESSING ROOM POLICIES ALL VENUES

33.1 Coaches in the Dressing Room

- a. Players should always be supervised. The "Two Deep Method" of supervision requires **two team officials be in the dressing room at all times**, when players are present. Team officials should never be in the dressing room with players, alone, at any time, in particular when they are showering or changing.
- b. All coaching staff that will be in the presence of children in the dressing room shall have the following minimum certifications (as revised by HA from time to time):
 - Respect In Sport!
 - Criminal Records Check (CRC) & Vulnerable Sector Check!
- c. The following criteria must be followed based on the team rules that state expected show up times for games and practices. For example, if the team rule is that all players are expected to be in the dressing room one hour prior to the start of a game or practice, then two (2) authorized coaching staff/team representative(s) are expected to be there at that time also. This same rule applies after the game or practice; the players should not be left alone.

33.2 Parents in the Dressing Room

- a. U7, U9 and U11 level parents are permitted in the dressing room to assist their child in getting their hockey gear on and off. Once the child is dressed in their hockey gear, the parents are required to leave the dressing room. After the game or practice, parents will be permitted back into the dressing room to assist their child in removing their hockey gear, only after the coaching staff has had the opportunity to address any issues from the game or practice.
- b. U11 aged players should be encouraged to start tightening their own skates and dressing themselves. Coaches may assist if need be.
- c. U13, U15, and U18 level parents are not permitted in the dressing rooms. The following instances are the exceptions: A medical emergency where the parents' presence may be essential to the wellbeing of their child; or an invitation is extended by the coaching staff.

33.3 Co-Ed Dressing Room

- a. U7, U9 and U11 according to HC allows co-ed dressing room situations to exist provided participants in a co-ed situation either arrive in full equipment or wear at a minimum gym shorts or long underwear as well as a full t-shirt (no tank tops) all of which must be in good condition and without holes/tears.
- b. U13, U15, and U18 levels the following conditions will apply in all co-ed team environments:
 - Females and males will change in separate rooms;
 - Both genders shall congregate in one dressing room fully prepared to participate in the game/practice not more than 15 minutes prior to the scheduled ice time unless otherwise indicated (to be there earlier) by the coaching staff;
 - The lesser represented gender shall depart the dressing room not more than 15 minutes after the game/practice unless otherwise indicated (to stay longer) by the coaching staff;
 - The gender in the majority shall not begin changing, helmets, gloves and skates excepted, prior to the departure of the lesser represented gender;
 - Showers must be offered where facility permits to both genders. When necessary, due to facility limitations, showering shall be done in shifts with the gender in the majority dressing and showering first. Once the room with shower facilities has been fully vacated the lesser represented gender may use the shower facilities.

33.4 Electronic Devices in Dressing Rooms

- a. Electronic Devices such as cell phones, ipads, ipods, Personal Digital Devices, or any device with a camera function ***shall not be used at any time inside the dressing room.*** (See Social Media Policy);
- b. **Absolutely no** online media is permitted in the dressing room;
- c. Players and coaches are permitted to use devices once outside the dressing room;
- d. A single device for the sole purpose to play music is permitted if it stays on or near the stereo and is always in plain view of the coaches;
- e. This no electronic device policy is for the protection of all players and coaches.

33.5 Alcohol, Drugs, Tobacco, and Vaping

- a. Alcohol, Drugs, Tobacco, and Vaping are strictly prohibited in the dressing room or anywhere inside the facility or property including guest arenas. There is a **Zero Tolerance** for the use or distribution on any of these substances.

33.6 General Dressing Room Conduct

- a. Horseplay of any kind is not permitted within the dressing room;
- b. Players should be mindful of minimizing bare feet in the dressing room especially when other players have their skates on;
- c. Goaltenders should wear both glove and blocker if they are on the floor while they are assisted with their pads, to protect their hand from skates;
- d. No stick handling, passing or shooting pucks or balls within the dressing room or in the hallways;
- e. Dressing Rooms should be cleaned up by the team before they leave the room after practices or games;

- f. Teams will be held responsible for state of a dressing room; coaches should assess dressing rooms before and after each use including all areas; Team Officials must report any issues to arena staff; WDMHA will not tolerate vandalism in any arena facilities and will require reimbursement for repairs and/or cleaning.

34. **TEAM RULES**

- 34.1 Players are representatives of their team and of WDMHA at all times and are expected to conduct themselves in an exemplary manner both on and off the ice. The following rules apply to team activities which shall also include team functions.
- 34.2 Players **may be suspended indefinitely for violation of these rules:**
 - a. all athletes bear the sole responsibility of ensuring that they comply with all rules, regulations, laws, policies, and guidelines regarding the team's operations;
 - b. alcohol, drugs, smoking, vaping, chewing tobacco and sunflower seeds, will not be tolerated under any circumstances. These rules also apply to parent/guardians and team officials on buses during road trips;
 - c. players will refrain from using profanity at all times;
 - d. road trips are a team activity for the purpose of playing hockey. The focus is the game itself. Players on road trips will stay under the supervision of the Team Manager and the coaching staff and/or delegated parent/guardians. Players on road trips wanting to leave the motel or arena on their own or with relatives or friends will only be allowed to do so with the permission of the Team Coach;
 - e. curfews will be established by the coaching staff and must be strictly adhered to;
 - f. all players are expected to be on time for all activities. Check regularly with a member of the team staff for any changes in schedules;
 - g. proper conduct is expected at all times. Treating other groups and opponents with respect and courtesy is a normal expectation;
 - h. dressing rooms will be left clean and tidy after each use. All players are expected to do their part in cleaning up the dressing room after each use. Should any part of a dressing room be damaged in any way, the cost of such repairs or maintenance will be borne by the team;
 - i. fighting will not be tolerated off the ice. Anyone involved in fighting will face disciplinary action;
 - j. it is the sole responsibility of the players and parent/guardians to ensure they know understand and obey all WDMHA, league rules, HA and HC regulations, policies and guidelines.
- 34.3 Additional Team rules may be set by Team Official provided they do not contravene WDMHA Policies and Procedures.

35. PLAYER AWARDS & SCHOLARSHIPS

- 35.1 Individual Player Awards shall be selected by the teams' coaching staff.
- 35.2 Any awards exceeding the number of awards set out by WDMHA shall be done so at the teams' discretion and cost.
- 35.3 Special / Memorial Awards shall be selected in accordance with the criteria set out by the Award Presenter and ratified by The Board of Directors.

36. AFFILIATION

- 36.1. WDMHA shall establish affiliations annually as deemed necessary for hockey operations within Hockey Alberta and Hockey Canada regulations for the current season.

37. PLAYER PERMISSION TO TRY OUT

- 37.1 The sole intent of releasing players to another Association is to allow either U13, U15 or U18 aged players to play at either the AA or elite stream levels if they are capable.
- 37.2 Players wishing to try out will need to follow HA Elite Stream Model procedures.

38. HOCKEY CANADA, HOCKEY ALBERTA, AFFILIATION & PROVINCIALS

- 38.1. See HC, HA and League Guidelines for current season.

39. PLAYER ICE TIME

- 39.1 U11, U13, U15, U18: The intended goal of the Association is to develop all players. The competitiveness of the team shall be derived from the development of all players not the overutilization of more developed players.
- 39.2 Coaches shall within reason give equal playing time to all team members. There may be variations on the implementation of this in terms of discipline issues, suspensions, and other matters. While participation on a team gives the player the right to equal ice time, a player's attitude, and behaviour can negatively impact the amount of ice time a player receives.
- 39.3 Coaches will ensure that all athletes get equal instruction and opportunity to develop.
- 39.4 U7 and U9 Divisions will adhere to HA Intro To Hockey Model.

40. TEAM AND COACH SELECTION

- 40.1 Teams will be evaluated by independent evaluators with extensive hockey knowledge and approved by the Board of Directors. The board will adhere to the evaluator's skills, practices and game play program.
- 40.2 The board will follow the bylaws regarding conflict of interest issues of player and/or coach placement.

- 40.3 WDMHA will provide jerseys with numbers to be assigned by the Association to each player for the period of evaluation. Names or historical team placement will not be supplied to evaluators. At end of evaluations, jerseys must be returned.
- 40.4 All coaches interested in coaching at any level:
- a. must have coach's application form to the WDMHA Vice-President by the first day of Evaluation;
 - b. supporting documents (Criminal Record Check, Child Intervention Check, required coach courses) will be required by November 15th for the current season.
- 32.5. Registrar will:
- a. check "HCR" records for applicant's completed courses;
 - b. keep accurate records of courses and supporting documents.

41. **COACH DEVELOPMENT**

- 41.1 WDMHA shall strive to develop coaches to Hockey Canada coaching levels and shall cover the cost of registration at all coaching, training and coaching related clinics for WDMHA members. Submit receipts for reimbursement to Treasurer a minimum of one month prior to the end of the hockey season.
- a. In January, parents can complete a midseason evaluation on coaches. The format of the evaluation will be determined by the Association.

ARTICLE IV – DISCIPLINE

42. **RISK MANAGEMENT**

- WDMHA will adhere to the risk management policies outlined by Hockey Canada and Hockey Alberta. Risk Management in Alberta amateur hockey refers to Insurance, Safety and Abuse Issues.
- 41.1 Insurance Issues:
- a. Insurance is purchased by WDMHA through Hockey Alberta for the protection of coaches, assistant coaches, managers, and players on a team with the exception of guest coaches with special event sanctions;
 - b. Only coaches, managers, and players registered or affiliated to WDMHA teams are protected. Players that are not registered to a WDMHA team will not be allowed on ice for practices or games;
 - c. Violation of this policy puts the coach, parent/guardians and players of the team and the Association at a high level of personal financial risk.
- 41.2 Regarding abuse:
- a. Hockey Canada has adopted a zero tolerance policy on abuse. WDMHA supports this policy (HC Bullying Prevention in Sports);
 - b. HC provides extensive definitions and examples of abuse and harassment which should be reviewed. It is mandatory for all parents to complete the Respect in Sport as per HA guidelines subject to change from time to time. Hockey Canada has developed education

information which is available on Hockey Canada's website www.hockeycanada.ca and Hockey Alberta's website www.hockeyalberta.ca;

- c. It is the policy of Hockey Canada that any member who has reasonable grounds to believe abuse or harassment is occurring should report the abuse or harassment immediately to the local child protection agency and/or local police service. WDMHA and its members will follow this policy. The reporting member shall advise the WDMHA President if such reports occur.

43. INJURY REPORTS

- 43.1 The Hockey Canada Injury Report form shall be used to report injury incidents (Refer to HC Appendix M-1).
- 43.2 Instructions on completing the Hockey Canada Injury Report form are contained in the document called "Accident Report Forms Reporting" form. Coaches and/or Managers can download copies of the injury report on Hockey Alberta website. It is recommended that a supply of forms be printed and maintained along with medical forms. www.hockeyalberta.ca.
- 43.3 Regardless of whether a claim is to be made, the Hockey Canada Injury Report form must be completed within 90 days of the accident and a copy filed with the WDMHA secretary till the end of hockey season and then must be shredded.
- 43.4 Concussions: WDMHA will follow HA Concussion protocol.
- 43.5 WDMHA will follow Hockey Alberta's Helmet Policy (Refer to Appendix M-3).

44. CODE OF CONDUCT AND ZERO TOLERANCE POLICY

- 44.1 Membership and participation in the Association's activities is a privilege not a right. Members, players and participants are required to abide by the Bylaws and Policies and Procedures of the Association, and behaviour is expected to mirror the spirit of the Bylaws and Policies and Procedures, and this Code.
- 44.2 All members and participants of the Association shall respect other members, officials, parent/guardians, players, fans, team officials, volunteers, Executive Board of Directors members, employees and property of the Association. Any inappropriate conduct, threats, harassment or abuse (including the use of profanity) directed towards game or team officials, members, parent/guardians, players, fans, volunteers, the Board of Directors members, employee or damage to the property of the Association or of another association will not be tolerated.
- 44.3 All members, fans and participants of the Association shall respect the game of hockey and shall behave in a manner so as not to make a travesty of the game.
- 44.4 The Association will not tolerate obscene, obnoxious Coaches, Managers, Assistant Coaches, Players, Parent/guardians, or Fans. Such individuals will be subject to disciplinary action as outlined in the disciplinary Section of WDMHA Bylaws.
- 44.5 Two (2) carded team officials must be in the dressing room at all times at all levels (See 33 Dressing Room Policy).

- 44.6 Parent/guardians are not permitted in the dressing rooms except to assist their child in changing before or after a game.
- 44.7 In no circumstances is a parent/guardian or fan to enter the opposing team's dressing room.
- 44.8 Coaches and other team officials, players, parent/guardians and fans are not permitted in the official's dressing room, nor are they permitted to confront game officials about the game. Officials are not to be consulted regarding any suspension infractions.
- 44.9 Violation by any member, fan or participant of any provision of this Code of Conduct may result in disciplinary action being taken by the Association against such individuals as provided in the Bylaws or the Policies and Procedures of the Association.

45. INCIDENT REPORTS

- 45.1 The Incident Reporting shall be done as per League Requirements for league sanctioned games and HA for HA sanctioned events.

46. OFFICIATING INCIDENT REPORTING POLICY

- 46.1 WDMHA is not responsible for officials. The Association does not have the authority to conduct hearings into the conduct of game officials acting in their capacity as such. Referees and other on-ice officials are governed by HA.
- 46.2 Complaints or incident reports concerning referees must be made in writing as per Hockey Alberta policy. <https://officials.hockeyalberta.ca/standards/complaints/>
- 46.3 Reporting process:
 - a. Team members and team representatives shall not speak to the officials about officiating concerns during intermissions or after the game, nor contact the Referee Assigner;
 - b. The complaint shall be provided in writing to the Referee In Chief, signed by the Head Coach or Team Manager, within 48 hours. The incident reporting form may be used for this purpose;
 - c. the complaint shall include specific details of teams playing, game date, time, location, names of officials in attendance (if available), and rule infractions, rule interpretations or conduct incidents giving rise to the complaint.
- 46.4. The Referee-in-Chief will investigate complaints and incident reports received concerning referees and respond to the complaint as per HA guidelines.

47. ISSUES AND CONCERNS

- 47.1 All issues and concerns must be dealt with; in a spirit of shared mutual respect, within one week of incident occurrence.
- 47.2 Regarding general issues and concerns:
 - a. Unless otherwise specified, the procedure for resolving Issues and Concerns in WDMHA is to take the Issue and Concern through the following levels in order:
 - 24 Hour cool off period;
 - Team Manager;
 - Head Coach;

- Division Representative;
 - File Formal Grievance (Refer to WDMHA Bylaws for procedures).
- 47.3 WDMHA will not entertain lawyers present at the Board of Directors meetings, with the exception of a lawyer representing WDMHA.
- 47.4 Regarding team issues and concerns:
- a. The Head Coach has the ultimate responsibility for the team and will discuss Issues and Concerns with parent/guardians; however, some practical etiquette and common sense must be remembered. If you have an Issue and Concern, about or at a particular game, discuss the issue after waiting for 24 hours. Following the procedures outlined by the coach and waiting for 24 hours will result in a better discussion and more effective resolution to the issue.
 - b. The Head Coach is expected to exercise a high level of integrity and confidentiality in dealing with Issues and Concerns. A Head Coach is to strive to do the best job they can for the players, parent/guardians and team. Raising an Issue and Concern cannot be held against a player.
- 47.5 Regarding evaluation issues and concerns:
- a. The VP shall be the contact for all Evaluation Issues and Concerns along with the appropriate Division Representative.

48. **DISCIPLINE**

- 48.1. All members, coaches, players, participants and fans are expected to abide by WDMHA's Bylaws and Policy and Procedures.

49. **STANDARDS OF BEHAVIOUR**

- 49.1 Standards of behaviour should be clearly defined and maintained throughout the season. It is recognized, however, that behaviour may transgress acceptable standards and disciplinary action may be required. Such discipline may be applied to any member of the Association including the Board of Directors, and Team Officials (Coaches, Assistants, Trainers, and Managers, etc.), Players, Parent/guardians and spectators and may take the form of, but are not limited **to**:
- A verbal reprimand;
 - A written reprimand;
 - A demand for an apology, either written or verbal, or both, to any affected party;
 - A suspension from participation in or at Association activities;
 - A recommendation for an expulsion from the Association; or
 - A combination of two or more of the above.

50. **COMPLAINT AND DISCIPLINE PROCEDURE**

50.1 Refer to **WDMHA Bylaws Section 10 Violations of Bylaws and Policy and Procedures.**

50.2 Examples of incidents which may warrant disciplinary action are as follows:

- a. Profanity by any member of the Association;
- b. A player or team official who receives a game misconduct, gross or match penalty;
- c. A team assessed two or more bench minors in one game;
- d. A coach or players who through league notification has been assessed too many penalties of a serious nature;
- e. Any member of the Association who repeatedly brings discredit to the team and the Association, through violent, abusive or gross behaviour, on or off the ice;
- f. Use of alcohol, or other illegal substances, while representing the Association, through participation in a team activity;
- g. Any other inappropriate incident or behaviours.

50.3 A Complaint may be raised by any member of the Association, by members of another association (through their Association's Executive or Board of Directors), by league officials or by members of the Association's Board of Directors acting in response to a report from game officials or by any other party.

50.4 A Complaint must be in writing, must identify the Discipline Issue by providing a summary of the incident and must identify the Complainant.

**WESTLOCK AND DISTRICT MINOR HOCKEY ASSOCIATION
EXECUTIVE CODE OF CONDUCT & CONFIDENTIALITY**

As an executive member of the WDMHA or as a Committee Member I agree to:

- Make decisions for the good of all the players, parents and the Association
- Help create an atmosphere where there is a high level of cooperation and trust
- Put my personal differences aside so that I can work with others towards a common goal knowing that each person must support the group consensus:
- Respect the dignity of others and ensure that I am criticizing the ideas presented rather than the person presenting them. Personal attacks are unacceptable.
- Be knowledgeable, well organized and research facts, as well as listen to each and every person, before making a decision.
- Carry out the duties assigned to the best of my abilities, with the experienced helping the inexperienced. I will ensure that the task is clearly understood, accepted and completed.

Signature: _____ Date _____

**UNDERTAKING OF EXECUTIVE POSITION
WESTLOCK AND DISTRICT MINOR HOCKEY ASSOCIATION**

I, _____, acknowledge that as a member of the Executive Committee of Westlock and District Minor Hockey Association I may receive personal information and other confidential information relating to members of the WDMHA and other people. I agree to hold all such information strictly confidential. I further agree to be bound by the provisions of all federal and provincial privacy legislation. I acknowledge and agree that the Executive Committee of the WDMHA may remove me from my position as Executive of that association if I fail, refuse or neglect to comply with this undertaking.

Signed at _____, Alberta, this _____ day of _____.

Name: _____

Signature: _____

(Please print)

Witness as to the signature of: _____
