

WHITEHORSE MINOR HOCKEY POLICIES AND PROCEDURES



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Introduction to the Policies and Procedures Manual

When referring to the contents of this document, a “policy” will be a *consistent guide to be followed under a given set of circumstances*.

A “procedure” is a *sequence of steps for completing a given activity*.

Realizing that memos and oral tradition are insufficient vehicles to disseminate policies and procedures Whitehorse Minor Hockey (WMHA) will adopt this document and expect all members, coaches, board of directors, executive and all others involved with the association to abide by it's contents.

The association understands that it cannot operate effectively without written policies and procedures. While control of all decisions and situations may not be possible this document will serve as the framework for the forward momentum of the association.

This manual is designed to encourage logical and consistent thinking and to provide an opportunity for all WMHA members, coaches, board of directors, executive and all others involved with the association an opportunity to be informed and in compliance of our Association's standards.

Process for Changes to Whitehorse Minor Hockey Policies and Procedures Manual

The following procedures outline steps to be followed in proposing new or revised policies and procedures for Whitehorse Minor Hockey.

It is intended that all members of the association will be informed of any proposed change and that anyone who would be affected by the change will have an opportunity to comment on the proposal before it is presented to the Board of Directors for approval.

Initial Proposal of Change

A member of the Whitehorse Minor Hockey Board of Directors or Executive can initiate proposals for new or revised procedures.

A proposal of change must be submitted using a Proposal of Policy or Procedure Change form found in the appendix of this document. The forms will be submitted electronically to the President who will then communicate that proposal to the Board of Directors and Executive.

The President shall respond to the transmitter of the within 30 days of its receipt. The President shall take the proposal to the Board of Directors and Executive for approval.

Tracking Approved Changes

When a change is made to an existing policy or procedure, the policy or procedure and the Change Tracking form at the end of this document, will be updated.

About Whitehorse Minor Hockey Association

Whitehorse Minor Hockey Association is a volunteer driven Minor Hockey Association with a vision to be a progressive Association that develops positive life and hockey skills and contributes to the building of good citizens through the sport of hockey.

Mission Statement

Whitehorse Minor Hockey's mission is to provide opportunities for youth to participate in a positive and inclusive hockey environment to promote and encourage the personal and athletic development of each player.

Values and Beliefs

- a. We believe that honesty and integrity and fairness must be demonstrated in all aspects of our Association.
- b. We believe that respect and open communication will be the foundation of our Association.
- c. We believe that through co-operation and commitment we will be an Association that we are proud of.
- d. We will strive to be creative and flexible to meet the needs of all stakeholders.
- e. By demonstrating the values and beliefs of the Association we will be accountable and responsible to all stakeholders.
- f. Emotional and physical safety is paramount in all aspects of our operations.

Purpose and Objects

- a. To promote and support equal access to hockey programs and services for all youth regardless of income, gender, sexual orientation, ethnic origin, race or religion;
- b. To assist members in their pursuit of excellence by providing effective programs and services through available resources;
- c. To monitor and review services, benefits and programs available to members in order to meet their changing needs;
- d. To emphasize and encourage the involvement of those volunteers who put the interest of the game ahead of their personal interests;
- e. To evaluate the awareness of the responsibilities of the hockey public in ensuring the game is played in a positive environment;
- f. To present a common voice on behalf of the members in all discussions that could affect them at the national and international levels.

Whitehorse Minor Hockey Association Membership

Members of the Association ("Members") shall be the parents or legal guardians of players registered in good standing with the Association for the given season, members of the coaching and management staff of current Association teams, the Board of Directors, the Administrative Staff and other persons who become Members in accordance with Bylaw _____. (waiting for approved bylaws).

Player Eligibility

Players are eligible to play hockey within Whitehorse Minor Hockey Association provided that they

- a. Meet BC Hockey's player eligibility criteria;
- b. Reside within the city limits of Whitehorse. A player's parents, parent or legal guardian must reside within the WMHA boundaries and the player must habitually reside within WMHA boundaries. Falsification of address will result in a one-year suspension from the association; or
- c. Reside within the rural area surrounding Whitehorse within the boundaries specified by BC Hockey;
- d. If the above is not the case, qualify as Import Players for the Pee Wee, Bantam and Midget MUSTANGS teams;
- e. Be approved within the Elite Player model;
- f. Be accepted and approved by the WMHA Executive.

Age Qualifications by Division

Midget- 15, 16 and 17 years old on December 31st of the season they wish to play.

Bantam-13 and 14 years old on December 31st of the season they wish to play.

Pee Wee-11 and 12 years old on December 31st of the season they wish to play.

Atom- 9 and 10 years old on December 31st of the season they wish to play.

Novice- 7 and 8 years old on December 31st of the season they wish to play.

Timbit- 5 and 6 year old on December 31st of the season they wish to play.

*Falsification of age in any division will result in a one-year suspension.

Player Release

Players who's designated Minor Hockey Association is WMHA may require a release to another association for numerous reasons including

- a. To play at a higher level than available to them thru Whitehorse Minor Hockey
- b. To attend a sports school and play hockey outside of Yukon
- c. To play hockey while attending a school outside of Yukon for educational reasons

Registration Fees

All registration fees must be paid (or acceptable arrangements made with the registrar) before the beginning of the season. It is the responsibility of the player's parents/guardians to make arrangements for payments. WMHA will provide information and access to funders such as Jump Start when available. The WMHA Board of Directors, on a yearly basis, using a cost recovery, user pay model sets registration fees for every division.

REFUNDS

Players who are expelled or suspended because of disciplinary reasons will not be eligible for any refund from the Association. Refunds are given on a prorated basis for those players who are moving away from Whitehorse.

Section 1-Team Structure

Categorization of WMHA Teams

Categorization levels reflect WMHA's view that all players registered in the association play at the level consistent with their skills and abilities and that as players move from level to level the emphasis is on developmental hockey. The difference between Mustangs Program, Development and House League level hockey within a division simply reflects varying abilities and skill levels of groups of hockey players for that particular year, who are at various levels of development. Categorization in no way reflects any negative connotation on any child's future ability, as each year is different and children grow and develop from year to year. There are as many instances where a child does not play at a competitive (Development or Mustangs) level until Bantam or Midget, as there are instances where players have consistently played travel in Atom, and Pee Wee and not in Bantam and Midget. For hockey to be fun and developmental all players need to play at the level consistent with their skills and abilities.

1.1 House League

WMHA has House League teams in the Timbit, Novice, Atom, Pee Wee, Bantam, and Midget divisions. These teams are run by the division conveners and overseen by the President and Vice-President. The House League teams play the majority of their games in Whitehorse arenas.

Each season the House League convener will issue a division overview and season outline to all coaches and managers. This outline will detail the requirements for the season and must be adhered to by each team.

1.3 Development (Travel)

WMHA has development teams in the Atom, Pee Wee, Bantam, Midget and Female divisions. The main stream teams will be identified as the Whitehorse Black Aces, while the all female teams will, under the direction and approval of the WMHA Executive have the ability to brand themselves. These teams are run by their division convener and overseen by the Vice-President.

1.3.1 Development League Practice Structure

Development teams will practice 1 to 2 additional times per week (in addition to their regular house league practices). A high level of commitment is expected from individuals playing on WMHA Development teams.

1.3.2 Development League Game Structure

1.4 Mustangs Program

WMHA has three Mustangs teams (Pee Wee, Bantam & Midget depending on registration numbers) 100 per cent attendance is expected by all Mustangs Program players for all team events.

1.4.1 Mustangs Program Practice Structure

See program document in appendix for details

1.4.2 Mustangs Program Game Structure

See program document in appendix for details

1.4.3 Number of Players per team

The number of players per team on Mustangs teams will be decided by the Executive with input from the division convener and registrar.

Section 2-Evaluation Process

2.1 House League

On ice skills evaluation scores will be used to divide players equally on to house league teams. Each player will have the opportunity to skate for one of the evaluation times.

2.1.1 Player Absence from House League Evaluations

Those players who are unable to skate for House League evaluations will be given a ranking based on their team placement in the prior season and discussions with their prior coach or division convener.

2.2 Development

A combination of Hockey Canada's National Skills Testing Time Trials and on ice scrimmage and skills evaluation scores will be used to place players on WMHA Development teams. The specific evaluation process is outlined in the "Evaluations Manual" which will be made available to players and members each season on month prior to the start of Evaluations.

2.2.1 Player Tryout Eligibility

Whitehorse Minor Hockey players are eligible to tryout for all teams in their age assigned division only. Acceleration possibilities are looked at on an individual basis for more information on acceleration see the Acceleration Policy in this document.

2.2.2 Player Absence from Development Evaluations

Players who are unable to attend development team evaluation skates must inform the convener/coach at which time their eligibility for making the development team will be determined by the WMHA executive and division convener based on last season's coach recommendation.

Section 3-Coach Selection

3.1 Coaching Eligibility

Only coaches who apply through the online application process will be considered to coach within Whitehorse Minor Hockey. Coaches with a wide range of experience and background will be eligible for Head Coaching positions within the association.

First year coaches are required to complete an interview with the Executive Director and other members of the WMHA coach selection committee.

All WMHA Coaches must pass a RCMP background and vulnerable sectors check.

3.2 Coaching Selection Committee

Coaching Selection Committee shall consist of the following:

- Two executives or board members
- Convener of appropriate Division
- Executive Director

*Coaching Selection Committee develops a standard set of coaching interview questions and Ranking Process. (See Ranking Process)

*Applicants will be individually interviewed in person or via video-conference.

* Review and analyze ranking of coaching applicants with the Coaching Selection Committee.

* Executive Director to maintain confidentiality of all applicants ranking.

* Executive Director will work closely with conveners in placing coaches at appropriate levels. However, the convener of the division will make the final decision, if necessary

* Executive Director will contact successful applicants.

3.3 Interview Process

*Each selection committee member will score each interview question independently and without influence or prejudice.

*Individual members will total the scores of their interview questions for each candidate.

*The executive director will collect all the sheets.

3.4 Ranking Process

The ranking process will consist of four components:

- Year-End Coaches Evaluation (WMHA NEEDS THESE FOR THEIR RECORDS)
- Coach Candidate Interview
- Coach Candidate Resume
- Past WMHA involvement including coaching and support of development initiatives.

Section 4-Team Staff

The minimum volunteer staff of each team in every category will be 3, Head Coach, Assistant Coach and Manager. Each team may carry up to 6 coaches. Additional coaching cards can be purchased for \$40 by making arrangements with WMHA.

4.1 Head Coach

Coaching candidates will be given the information regarding the rules and regulations contained in the WMHA Policies and Procedures Manual.

- Coaches must encourage clear, open and consistent communication amongst themselves, assistants, managers, and parents/parent groups.
- It is mandatory for coaches to actively participate in the Team Meeting process.
- All house league coaches are expected to follow the WMHA Fair Play Policy
- Establish team rules and exercise discipline in a fair, consistent and reasonable manner
Build a positive relationship with all players.
- Cultivate the respect of athletes in order to provide a positive influence, not only in the hockey aspect, but in their personal growth and development through mentorship.
- Coaches shall encourage good sportsmanship, discipline and team/community spirit.
- Motivate, provide encouragement and build players confidence.
- Consistently display high personal standards and project a favorable image of hockey and coaches, including being an ambassador of WMHA.
- Refrain from public criticism of fellow coaches, athletes, officials and volunteers.
- Abstain from the use of alcohol or drugs while involved in any BC Hockey or WMHA event including travel and lodging unless all responsibilities have been directly handed off to another recognized coach, parent, or guardian.
- Refrain from the use of profane, insulting or offensive language.
- Ensure the safety of all athletes.
- Ensure all players are properly registered with WMHA prior to involvement in any team activity.
- Must be highly committed and organized.
- Utilization of the entire coaching staff is paramount to the successful development of the entire team.
- Provide player development, patience, understanding and positive feedback.
- Receptive to new ideas and suggestions.
- Better yourself by attending clinics, seminars, etc.
- Head coach assistant coach must actively participate in all WMHA coaching development clinics specific to their division.
- Coaches will ensure that no team will be on the ice without a recognized Coach or Assistant present.
- Coaches will ensure that all players are wearing all mandatory protective equipment, in good repair, worn as recommended by the manufacturer and properly fastened.
- No Coach or Manager will sign, convey or relate any literature on protests or rulings in support of individuals or situations without first notifying the WMHA Executive.
- The Coach must ensure that absolutely no Hazing or Initiation rites are permitted by or within the team, either with or without his knowledge. Further, the Coach should counsel his team against any such action(s).

- The Head Coach shall be engaged in the position for the forthcoming hockey season and, unless the coach resigns or is relieved of his duties by the WMHA, the coaching term shall extend to the end of the hockey season.
- The end of the season shall be the conclusion of playoffs or any subsequent sanctioned tournament, approved by WMHA in which the team may participate, whichever is later in date.
- The Head Coach and or Assistant Coach(s) shall be responsible for all players involved in all sanctioned hockey events including travel and lodging until such time as responsibility has been directly handed off to the parent/guardian of the player(s).

These guidelines are representative of coaches duties but are not limited to those stated above. WMHA Coaches are held at a high standard and will be expected to act as ambassadors of our Association and stewards of our sport.

4.1.2 Coaching Requirements

All coaches within WMHA must meet or exceed the BC Hockey minimum coaching requirements for their specific division.

Whitehorse Minor Hockey (and Hockey Yukon) will cover the costs associated with certifying coaching staff up to the minimum requirement for their division.

Coaching certification receipts must be submitted to the association no more than one month after the completion of the course to be eligible for reimbursement.

4.1.1 Co-Head Coach

In situations where two Coaches would like to work together to accommodate work schedules etc WMHA will allow, upon approval by the division convener a co-coach situation.

4.2 Assistant Coach(s)

- Assist with planning, organizing and conducting practices
- Assist with the operation of the team during the games
- Assist with pre-game preparation
- Assist with the supervision of players on and off the ice (off ice meaning at all sanctioned activities (tournaments, fundraisers, team functions etc)
- Assist with the formulation of the game plan
- Report to the head coach

Head Coach may designate one assistant coach to take on Head Coach responsibilities in his/her absence.

4.3 Manager

Each team within WMHA will appoint a manager. The head coach prior to the first team meeting can either appoint a team's manager or a manager can be appointed or voted in by the parents at the first team meeting. In some cases individuals may chose to co-manage a team to share the responsibilities outlined below.

- Attend the mandatory WMHA Manager's meeting prior to the start of the season.
- Assist in organizing the initial team meeting as soon as possible after the team is selected.
- After the team meeting ensure that *Parent Season Understanding* forms are submitted to the division convener.
- Ensure that a travel permits are in place, if required.
- Provide Convener with a list of team officials and players.
- Assist in the planning and coordination of any home tournaments the team is participating in.
- Ensure the aims and objectives of WMHA are being met and followed.
- Ensure that any unused scheduled ice is returned to the Administrative Coordinator.
- Ensure that the most updated league schedule is being followed
- Ensure that trained timekeepers, scorekeepers and penalty box attendants are in place prior to the start of all home games.
- Ensure that the referee and linesmen are in place for all home games.
- Organize all exhibition games.
- Ensure that copies of all league game sheets are kept and filed as on league requirements.
- Ensure that copies of all exhibition games sheets are properly kept.
- If applicable, organize chartered bus transportation and all applicable player hotel/motel accommodations required for away games and tournaments. Ensure both busses and rooms are left in the condition they were before the team arrived.
- Work with the team parent volunteers to ensure that all outstanding team debts are paid in full prior to dissolution or hand off of team bank account at the end of the season. Likewise, ensure that all applicable parent fees are collected prior to the completion of the season. A copy of the team budget and a financial statement showing a zero balance at the end of the season shall be submitted to the WMHA office.
- If a team wishes, some of the financial responsibilities listed above may be taken over by a team treasurer who will in turn work closely with the team manager.

4.4 Treasurer

4.5 Fundraising

4.6 Other

Section 5-Team Operation

5.1 Parent Meeting

WMHA has implemented a Team Process where the coaches, parents, and players work together to set values and define their team, a team where ALL stakeholders are aware of the “what for and how to” of the team operations. At the beginning of each season as the new teams are formed, each team will go through this process. A defined agreement will

be created and submitted to the Convener of that team's division. This agreement will be initialed for the purposes of acknowledging that an individual has read the agreement

Each team will hold a mid-season meeting to review the defined agreement to ensure that the team is "on-track".

5.2 Expectations

5.2.1 Parent

At least one WMHA parent/guardian per player is required to have Respect in Sport certification. The Board of Directors and Coaches request that the parents reinforce the team member's rules and conduct themselves in a manner consistent with good sportsmanship and the philosophy of WMHA and the team.

Each parent will support WMHA and the team their child plays on to the best of their ability. This includes providing assistance with transportation, fundraising (if team decides to), score keeping, time keeping, team sweater care, managing the team's finances by setting up an account and collecting fees, and disbursing expenses, handing out information, appointing a parent representative to act as a spokesperson for all of the team parents, etc. It is expected that all parents will contribute their "fair share" of volunteer duties on the team.

WMHA also expects that parents act as worthy ambassadors of WMHA and the City of Whitehorse while attending out-of-town games with their son/daughter.

Parents are required to agree to, and follow, the Whitehorse Minor Hockey Association Parent Code of Conduct.

5.2.2 Players

Team members are expected to act in a sportsman-like manner at all times, on and off the ice.

Conduct that WILL NOT BE TOLERATED includes:

- Abusive language directed at coaches, teammates, teammates parents, officials, or members of other teams,
- Throwing of equipment in anger
- Intentionally attempting to injure another player whether is it a teammate or an opposing player.
- Intentionally ignoring instructions
- Disruptive horseplay

Players must be on time for practices and games. Time regulations will be set by the team's coaching staff. If a member cannot attend, every effort must be made to notify one of the coaches or manager. Players who are on development teams must also play and practice with their house league team.

All Players are required to agree to, and follow, the Whitehorse Minor Hockey Association Player Code of Conduct.

5.2.3 Coaches

All WMHA Coaches must have Respect In Sport Leader Certification. Coaches are expected to act in a sportsman-like manner at all times, on and off the ice. Coaches will ensure that all players are wearing all mandatory protective equipment, in good repair, worn as recommended by the manufacturer. Coaches WILL NOT permit a player on the ice if he/she is not fully equipped.

Coaches are required to agree to, and follow, the Whitehorse Minor Hockey Association Coaches Code of Conduct.

5.3 Budget

All Development and Mustangs teams must complete a team budget (sample found of WMHA website under manager's tab). Team budgets will be submitted to the Executive Director for review and approval on or before October 1st of each season.

5.3.1 Parent Contributions

Once a team budget is set and fundraising and sponsorship initiatives agree upon, parent contributions are expected to cover in part or in whole the additional costs of the team's season. The amount must be equally allocated among team members. All parent contributions will be made payable directly to the team. It is extremely important to respect the financial matters of each individual family.

Team managers/treasures can collect unpaid parent contributions via postdated cheques or on a cash call basis.

5.3.2 Unpaid Parent Contributions

If a team member/parent is unable or refuses to pay their portion of the contribution the team must make a decision. The team can decide to subsidize the player or to release the player. Prior to the latter case, the team manager must submit in writing to the WMHA office the issue and WMHA can try for a period of one week to recoup the costs. After a period of one week if a payment arrangement has not been made, the player will be declared a member not in good standing and BC Hockey will be notified.

5.4 Code of Conduct

Code of conduct forms can be found in the appendix of this document.

5.5 Fair Play Policy

Whitehorse Minor Hockey believes that all players within our association regardless of skill level deserve the opportunity to play in all situations in order to maximize their development.

5.5.1 House League Teams

It is not acceptable for a coach or assistant coach to remove a player from a regular rotation on the bench in order to gain an advantage over their opponent. We ask that all coaches embrace the spirit of the Fair Play Policy and encourage the development of all players to succeed in all game situations.

- Forward lines and defense pairings should be rotated.
- Goaltenders will start and play every second game. Younger divisions may choose to split games or other arrangements (goalies playing out when not in net).

5.5.2 Development and Mustangs Teams

All coaches must remember that their impact on the individual player is never neutral. Each coach must endeavor to have a positive impact and not demoralize or make decisions that diminish the player's love of the game.

Coaches may adjust the rotation once a period in the first and second period of each game, with the understanding that if a line misses a shift, the time will be made up immediately in the subsequent period.

Development and Mustangs coaches may play players in any rotation at their discretion during the last 5 minutes of the game (3rd period) with no expectation of having to make up the time during the next game. This measure cannot be taken if the team is winning or losing by 4 or more goals in the 3rd period.

5.6 Goaltenders

5.6.1 House League

Timbit and Novice teams will not have a designated goaltender. Individual players can fill the spot of goaltender no more than 25 % of the season. Goalie equipment is made available to those Timbit, Novice and Atom teams who require it.

5.6.2 Atom and above

- Atom and above will have designated goaltenders on each team.
- Atom goaltenders are expected to play equal number of games in goal
- Atom goaltenders can play out during games that they are not assigned to the net- this must be agreed upon by players, parents and coaching staff to encourage skating ability and overall interest in the game.

Often goaltenders are required to play up/down across all leagues in WMHA due to a goaltender shortage. Should a coach require a goaltender in the absence of their regular goaltender they must contact their division coordinator to initiate arrangements.

5.6.4 Development/Female

Development teams will have two designated goaltenders when registration numbers permit. It is expected goaltenders will alternate games.

5.6.5 Mustangs Program

Mustangs teams will have two designated goaltenders. It is expected that goaltenders will play an equal number of games, goaltenders will be informed a minimum of one practice prior to their next game who the starting goalie will be. There should not be back up goaltenders in Minor Hockey

5.7 Equipment

5.7.1 Game Jerseys

Deposit

All teams will be provided with at least one set of WMHA issued jerseys.

Jersey Care and Maintenance

The team jerseys shall remain in the possession of a team equipment manager through the season; the equipment manager shall keep the jerseys in good order and report any flaws to their convener.

Jersey Use

All teams are required to wear their WMHA issued jerseys for all games (league, exhibition and tournaments etc). Development, Female and Mustangs teams will be issued home and away jerseys and House League League will be issued one set of jerseys and can ask the equipment manager to supply them with a temporary away set of jerseys for tournaments or other circumstances if required.

5.7.2 Practice Jerseys

Teams may choose to purchase practice jerseys at their own expense. Practice jerseys should not be considered a necessity for any team within the association. Should a team choose to purchase practice jerseys, those practice jerseys may not be worn during any form of game play (league, exhibition or tournament).

5.7.3 Use of Practice or Custom Jerseys during Game Play

Teams found wearing anything other than their WMHA issued jerseys will be subject to the removal of travel permits and loss of jersey deposit.

5.7.4 Pucks

All teams will be issued 20-25 pucks at the beginning of the season, restoring the team's puck supply will be the financial responsibility of each individual team. Remaining pucks will be returned to the association at the end of the season.

5.7.5 Goaltending Equipment

WMHA has goaltending equipment (upper body gear, pads, blocker, catcher and sticks) available for the younger divisions (Novice and Atom) should your team require this equipment arrangements must be made with the WMHA Equipment director. All goaltending equipment is expected to be returned in good condition at the end of the season.

5.7.5 Coaching Tools

WMHA has an assortment of coaching tools available for loan to coaches within our association; these tools include whiteboards, manuals, pylons and timing equipment. If you are interested in borrowing any of this equipment please contact your convener.

5.7.6 First Aid Kits

First aid kits are mandatory on every bench for every team during games and practices. WMHA makes available first aid kits at the beginning of the season; it is up to each team to restock the kits based on individual need.

5.7.1 Team Socks

All teams will be expected to wear matching team socks. Socks are provided at the beginning of the season and are to be kept by the players at the end of the season. The coaches are provided with extra socks to cover additional players or mishaps.

5.8 Rules of Play

5.8.1 House League

All House League Teams will follow the rules as set out by Hockey Canada in conjunction with the following set of Recreation League Rules.

5.8.2 Development

All WMHA Development teams will follow the rules as set out by Hockey Canada and BC Hockey.

5.8.3 Mustangs Program

All WMHA Mustangs teams will follow the rules as set out by Hockey Canada and BC Hockey.

5.9 Team Fundraising

Participation in fundraising events must be a team decision. If the majority of the team agrees that fundraising is a venture they would like to take on, the team will appoint a Fundraising Coordinator. Parents and players cannot be forced into fundraising initiatives and must be given a cash buy out option. For example, if a team decides to sell raffle tickets for \$10 and a profit of \$5 per ticket is expected with each player expected to sell 50 tickets. The cash buy out option would be \$250 not \$500. If the expected profit from a raffle is 100 per cent, then the expected cash call would be 100 per cent.

Fundraising is to be kept to a reasonable level for justifiable hockey team expenses.

All fundraising activity is to be documented, collected, disbursed and recorded.

Any refunds to parents or players MUST not exceed the amount of cash contributed to the team by the individual parent or player. There is to be no fundraising for individual gain.

The sole purpose of team fundraising is to increase the financial resources required to enhance player development. This includes the following:

- Tournament entry fees
- The purchase of additional ice within Whitehorse
- Guest speakers or material to develop the physical or mental skills of the player
- Travel (air, ground) costs for games or tournaments (funds cannot be allocated for personal vehicle use)
- Mustangs head coach expenses if the person is non-parent coach
- Dryland training (equipment/gym rental)
- Team sponsor recognition
- Officiating fees not covered by WMHA

Fundraising funds may not go towards the following:

- Team parties
- Tournament accommodations (other than for players only on Mustangs teams)
- Coach's gifts

Proper licensing must be obtained for raffles and other activities.

Use of the name, logo or other property of Whitehorse Minor Hockey for fundraising purposes requires the prior approval from the WMHA office.

Excess fundraising is to be turned over to the association at the end of the playing year. These funds may be designated for specific purposes, such as the equipment expense, development expenses etc.

5.10 Team Sponsorship

5.10.1 House, Development and Mustangs Teams

Teams are able to garner corporate or individual sponsorship and use the sponsorship money towards their operational costs. These initiatives are coordinated and directed by the Whitehorse Minor Hockey Director of Sponsorship.

5.10.2 Sponsorship Recognition

House league teams cannot recognize anyone other than their main team naming sponsor on their game jerseys.

Sponsors can be recognized on practice jerseys.

Sponsors can be recognized on supplemental apparel in accordance to the apparel guidelines.

Section 6-Ice and Arena Use

6.1 Game and Practice Structures

Game and practice structure for each division and stream can be found in the appendix under Program Overviews

6.2 Ice sale or resale

WMHA teams are NOT permitted to sell or re-sell ice that has been allotted to them thru regular practice or game scheduling.

6.4 Vandalism and Dressing Room Conduct

All WMHA teams are expected to conduct themselves in an appropriate manner. It is the responsibility of the coaching staff at all levels of Whitehorse Minor Hockey Association to ensure dressing rooms are in good condition at the end of their practice or game. The coaching staff may elect to appoint players to this task however the coaching staff will remain ultimately responsible. To ensure you are not paying for someone else's damage coaches/managers should check the dressing room BEFORE players enter and AFTER they leave. If any damage is seen this must be reported to the rink attendant immediately.

A fine from the City of Whitehorse will be applied to all dressing room or rink vandalism. Fine payment will be the responsibility of the team.

6.5 Locker Room Policy

6.5.1 Locker Room Monitoring

• Dressing Room

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

• Injury Treatment

The safety person should avoid treating injuries out of sight of others. Use the "Two Deep Method" (two adults) supervision system.

• Female Teams Recommend that when using the "Two-Deep Method" with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

• Road Trips

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

• Physical Contact

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

- **Isolated Spaces**

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

- **Sport and Training Facilities**

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

- **Parents in Locker Rooms**

Except for players at the younger age groups [Atom and below], we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is or may be injured, or a player’s disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player. Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t-shirts.

6.5.1 Co-Ed Dressing Rooms

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 - a. Male players will not undress to less than a minimum of shorts while females are present.
 - b. Female players will not undress to less than a minimum of shorts and a tee-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team [co-ed] dressing room).
3. When separate facilities do not exist for both male and female participants:

a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above. b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.

4. It is the responsibility of the team to ensure that these guidelines are followed. Smart Phones and Other Mobile Recording Devices Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

6.5.2 Inclusion and Equal Treatment

All players, staff, volunteers, and the parents/guardians of players of the Whitehorse Minor Hockey Association have the right to be respected and equal participants of the Whitehorse Minor Hockey Association. This means that they have a right to define and express their gender identity without fear of discrimination, harassment or penalization within Whitehorse Minor Hockey. This includes their right to request the use of and the right to be referred to by their self identified name(s) and pronouns, as well as the right to have access to safe, inclusive and equitable dressing rooms and/or other gender segregated spaces, such as washrooms, that are in accord with their gender identity and/or gender expression and/or that meets any accommodation needs they may have.

Respecting the rights of players, staff, volunteers and the parents/guardians of players to inclusion and equal treatment (including the removal of any discriminatory requirement, factor or other barrier), may need no accommodation at all. However, if a player has a code-related need (such as requesting separate change facilities due to religious reasons or relating to their transition or gender identity), then there is a duty to accommodate, limited only by undue hardship.)

There are many possible reasons why someone might request dressing room accommodations:

- Gender identification
- Need for privacy
- Body image concerns
- Religious reasons
- A combination of any of these reasons

Knowing the reason behind an accommodation request is not necessary for providing accommodations and respect. It is up to the player's discretion as to whether or not they choose to disclose why they require the accommodation.

In order to ensure all players and parents/guardians are aware of and understand the Dressing Room Policy, it is crucial that coaches and bench staff take opportunities to provide education and affirm your team's commitment to dressing room safety, inclusion, and equity.

Coaches Check List Surrounding Dressing Room Policy

- I have developed or adapted a pre-existing Code of Conduct that speaks to the new Dressing Room Policy and the process for seeking accommodations
- I have taken 10 minutes of a pre-season talk with parents/guardians to discuss the Dressing Room Policy and the process for seeking accommodations
- I have taken 10 minutes of a pre-season talk with players to talk about the Dressing Room Policy and the process for seeking accommodations when discussing respect and anti-bully

Section 7-Acceleration Realignment

(Play Up/Play Down)

7.1 Objective

The objective of the WMHA is to develop players within their specific age group, and not to displace the players from their age Division by facilitating the movement of underage players. All underage players will only be considered as an exception. In all cases a league policy will supersede the WMHA policy.

7.2 Eligibility

A player to be considered under this policy is one who must demonstrate “extraordinary attributes” compared to his/her peer hockey group including, but not limited to, the following:

- Hockey skills
- Physical maturity
- Psychological and emotional maturity
- Attitude
- Desire

7.3 Identification

The identification of the eligible hockey player shall include, but not be restricted to, the following criteria:

- Underage players will only be considered if they are one year younger than the age Division they are applying to participate in;
- An underage player approved for participation in the Evaluation Camp, must evaluate in the top third of skaters in the division by position; *The player must evaluate as a top three forward, top two defenseman, or the top goaltender, to make the higher division team in question.*
- The underage player’s participation with the higher division team must be determined within the first seven days of the Evaluation Camp, through a minimum of two ice times.

7.4 Eligibility Deposit

The family of the player wanting to be considered for acceleration into the divisions of Pee Wee and above will be required to pay a \$200 deposit to Whitehorse Minor Hockey. Should the player successfully qualify for acceleration, the funds will be placed against the player’s account. Should the player be unsuccessful in acceleration, the funds will remain with Whitehorse Minor Hockey.

7.5 Committee

The acceleration committee will be appointed as required by the WMHA executive and will consist of not less than three members of the WMHA Executive including the President, Vice-President and Player Evaluation Coordinator. This committee shall be empowered to consider and approve recommendations for the realignment of the hockey player. The committee shall also be empowered to draw upon any resource available to

assist it in making its decisions. This committee shall be empowered to consider and render a final decision on the recommendations for the realignment of the hockey player.

7.5 Over Aged Players

Whitehorse Minor Hockey understands the responsibility in providing opportunities for all players to enjoy the game. Nevertheless, our potential risk increases under these circumstances and therefore the following measures will be taken to ensure that we can be seen as exercising good judgment. * Overage players are not eligible to play Rep Hockey.

7.5.1 House League Teams

Some considerations that could be taken into account prior to a Whitehorse Minor Hockey approving an overage player to play at the lower level are:

- a) Atom to Novice and Pee Wee to Atom
 - i. Very small
 - ii. Health reasons
 - iii. No skills appropriate for this level of hockey
 - iv. No team at proper category

- b) Bantam to Pee Wee
 - i. Extremely small and frail structure
 - ii. No skills or aptitude for the game of hockey (i.e. first year in country or first year of hockey)
 - iii. No team in category

- c) Midget to Bantam to Midget
 - i. Doctor approved medical reason
 - ii. Extremely small
 - iii. No team in category

Note: At the Midget level, the over aged player is limited to a maximum of one year older than the upper age limit of the lower division. This process is to be monitored by the District.

When a player has been allowed to participate at the younger age level, a note should be attached to their registration form indicating both the placement and the reason.

Whitehorse Minor Hockey will apply due diligence in allowing overage players to participate. The participation of overage players must be brought to the attention of the Officials and opposing team management prior to each game and the Coach should indicate "OA" on the game sheet after the name of each overage player.

Criteria for Continuing Overage Status

Please note that with having applied for special overage status with WMHA parents/guardians have some conditions that must be met and maintained to assure your status as an overage player will be kept intact for the current season.

1. Overage players are not eligible to play Rep Hockey.
2. Overage status will be granted for one year only.
3. Any major penalty incurred will result in a 1 game suspension.
4. Any match penalty will result in suspension for the remainder of the playing season (which can be appealed through the proper appeal process).
5. Player must be in the bottom 1/4 of his team in penalty minutes.
6. The original circumstances for approval have not changed.
7. Overage players are not eligible as affiliates to Rep Hockey.
8. No roster can exceed the maximum as set by policy.
9. Can play in House League tournaments but tournament organizer must be aware of overage status

**Should a parent/guardian have a desire for their player to be held back in a division and play as an over aged player they are required to contact the Whitehorse Minor Hockey office for information and further details.*

Section 8-Affiliation

8.1 Purpose

To provide players to replace those unable to play due to injury, sickness or non- team suspension only. Affiliate players MAY NOT be used in place of available team players. Secondly, affiliation can provide an opportunity for the AP to gain exposure and experience at higher levels of competition.

Please note: Affiliate teams are not farm clubs for the higher division teams and should never be considered as such.

8.2.1 Choosing Affiliates

The chart found on the WMHA website will be used to designate affiliate players for each eligible team in WMHA. This chart is updated yearly based on number of teams and league requirements.

When the season is underway coaches and managers will follow the chart and begin choosing their Affiliate Players.

8.2.2 Affiliates Attending Practices

Coaches may invite confirmed affiliates to their practices either prior to them attending a game or randomly at their discretion throughout the season.

8.2.3 Process for Calling Up Affiliates

NO PLAYERS WILL BE AFFILIATED UNTIL A MINIMUM OF TWO WEEKS AFTER THE TEAMS ARE FORMED; this is to aid in the team carding process and to allow players to settle onto teams etc. Once players have been affiliated to each team, the

process below will be followed when bringing up affiliated players:

- 1. Coach identifies the need for affiliates for the next game. The coach then contacts the affiliate's coach requesting affiliate players.*
- 2. The team requesting affiliates then contacts the player(s) and asks them to play.*

The goal of this process is to have teams communicate and work together on the affiliation process allowing our players the best opportunity while not hurting any team. If coaches are not following this process or denying requests then WMHA will step in to make decisions on affiliation requests. In the event that a coach or manager is unable to be reached the division convener can make a decision on the AP.

Section 9-Injuries

9.1 Reporting

If an injury to a player or coach occurs while partaking in a WMHA event (game, practice, dryland etc) the follow process must be followed.

- 1. Injury reported to coach/manager*
- 2. Injury assessed and if medical attention is required, it is sought immediately*
- 3. A BC Hockey Injury Report form found on the WMHA website under forms must be filled out and submitted to BC Hockey for injuries that have required medical attention. This is the responsibility of the parent.*

9.2 Follow-up Requirements

If an injury to a player occurs while taking part in an WMHA event (game, practice, dryland etc) and the player has needed to seek medical attention, the player may not return to play until he is given clearance by a doctor. A doctor's note stating that they are healthy and able to return to play must be presented to the Coach and kept on file by the Manager.

9.3 Concussion Protocol

Whitehorse Minor Hockey teams are required to learn about the BC Hockey/Hockey Canada Concussion Protocol and adhere to it.

Section 10-Suspensions

10.1 House League

- If a penalty occurred in a House League league game and has the potential to result in a suspension, the head coach or manager must contact your Convener immediately, they will review the penalty along with our discipline committee and inform you of further proceedings.
- Whitehorse Minor Hockey Directors/Conveners will follow the most current set of Minimum Suspensions Guidelines as set out by BC Hockey.

- In the event that a player is a repeat offender or receiving the same penalty on numerous occasions the division convener has the authority to add additional games to the suspension over and above the BC Hockey guidelines.
- It is very important that if it is not known for sure if a player will receive a suspension to be cautious and not play the player until it is known for sure.
- The coach can be suspended from coaching if he/she plays a player who has a suspension.
- If the penalty occurred in a Tournament or Exhibition game: The tournament committee or home team will look after ensuring that the penalty is reviewed by BC Hockey.

10.2 Development

If a penalty occurred in a tournament game and has the potential to result in a suspension, managers must contact the tournament chairperson immediately; they will review the penalty along with the discipline committee and inform of further proceedings.

10.3 Mustangs Program

If a penalty occurred in a tournament game and has the potential to result in a suspension, managers must contact the tournament chairperson immediately; they will review the penalty along with the discipline committee and inform of further proceedings.

Team managers must ensure that potentially suspended players do NOT step on the ice for game play until their penalty has been reviewed by the appropriate contact.

Section 11-Communication

11.1 WMHA Basic Lines of Communication

Player/Parent



Team Manager



Team Coach



Division Convener

And or League Governor if applicable



Stream VP



President

11.1.1 House League, Development and Mustangs Teams

The communication within all teams and divisions must follow the Basic Lines of Communication. It is essential that the 24hr rule be followed before approaching volunteers with concerns that have the potential to create conflict. Under NO circumstance is it acceptable to bypass a line in the communication chain and contact a member of the executive or the President directly with team concerns. Emailing, phoning, texting or approaching an Executive member or the WMHA President can result in serious consequences.

Section 12-Travel and Busing

Teams traveling outside of our Zone must obtain a travel permit. The travel permit application form is found on the WMHA website.

12.1 House League

Transportation to and from practices, games and other team events is the responsibility of each individual family.

12.2 Development and Mustangs Teams

For the most part, transportation to and from practices, games and other team events is the responsibility of each individual family. Development teams may choose to fly or take a bus to out of town exhibition game series or tournaments. The team with the majority ruling, must agree upon transportation and associated expenses.

12.5 Player Driving

Bantam and Midget aged players with valid drivers licenses are permitted to drive themselves to practices within the City of Whitehorse. Players are not permitted to drive themselves to out of town games or practices.

Section 13-Dress Code

13.1 Development and Mustangs Teams

Each development team will agree upon a dress code for games. This code will take into consideration that the teams will be representing the association and the City of Whitehorse while playing out of town therefore they should look respectable, and dress with class.

Section 14-Respect Matter Corrective Measures and Discipline Policy

14.1 Statement of Principles

- A. Membership and participation in Whitehorse Minor Hockey Association (WMHA) is a privilege, not a right.
- B. WMHA is firmly committed to creating and fostering a positive minor hockey environment for all of its members.
- C. WMHA is committed to being a progressive minor hockey association, leading the way in its efforts to enhance the minor hockey experience for all of its members.
- D. Every member of WMHA is responsible to create and maintain a respectful minor hockey environment. It is expected that all members respect the game of hockey and behave in an acceptable manner.
- E. WMHA expects its members to engage with others in an appropriate manner. Interactions should be respectful and absent of intimidation, sarcasm, harassment or discrimination.
- F. Where a member has violated this policy, appropriate action will be taken which could include education, training and/or disciplinary action up to and including expulsion from WMHA.

14.2 Definitions

WMHA: Whitehorse Minor Hockey Association.

WMHA Discipline Committee: Committee that is chaired by the current elected WMHA Discipline/Risk Management Director whose responsibility is to investigate Respect Concerns.

WMHA Member: As defined in Section 4 of the WMHA Bylaws.

Complainant: Person(s) making formal complaint to WMHA of a breach of this policy.

Position of Trust & Authority: A member of WMHA that occupies one or more of these positions: Executive Committee Member, Board of Directors Member, Administrative Staff, Head Coach, Assistant Coach, Team Manager

Respect Concern: An incident or allegation of incident constituting a breach of Section 7 of this policy that is appropriately reported to WMHA.

Subject(s): Person(s) who are the subject of any review / investigation by the WMHA Discipline Committee as to their role in a breach of any section of this policy.

Witness(es): Any person(s) who is not directly involved in an alleged incident however may have had occasion to witness and provide material fact to the WMHA Discipline Committee.

14.3 Purpose

WMHA recognizes that minor hockey is a unique and special environment where the thrill of youth competing in sport is always present. This environment, however has the potential to create emotional circumstances for its members and this policy is intended with intent to ensure such emotional circumstances remain appropriate at all times and that Members keep their WMHA experience in appropriate perspective.

It is the purpose of this policy to:

- Promote positive cheering behaviors for spectators;
- Increase the level of understanding among spectators of the importance of creating a positive and supportive environment for minor hockey participants;
- Reduce or eliminate abusive behavior directed to all players, coaches, assistant coaches, managers, officials, volunteers, and WMHA Board members;
- Reduce or eliminate abusive behavior from WMHA sanctioned activities; and
- Foster an environment of mutual accountability within WMHA.

It is the purpose of this policy to ensure that all Respect Concerns are:

- i. promptly and impartially investigated and resolved; and
- ii. that preventative and sustainable measures are put into practice to maintain a respectful minor hockey environment for all members.

This policy is based on education, training and early resolution of Respect Concerns. Respect Concerns involving serious or repeated behaviours may result in progressive discipline.

14.4 Scope

This policy applies to all WMHA members.

This policy applies to all locations where WMHA sanctioned activities are carried out, including but not limited to local hockey facilities, out of town hockey facilities, hotels, busses, vehicles and meeting rooms.

14.5 WMHA Discipline Committee

- A. The WMHA Board of Directors shall be responsible for ensuring that a Discipline Committee is formed for each WMHA season.
- B. The WMHA Discipline Committee shall be chaired by the current elected Director of Discipline/Risk Management.
- C. The WMHA Discipline Committee shall be comprised of a total of three (3) Members including the chair.
- D. The chair will report to the Executive at the start of each season in writing as to who will be the other four (4) members of the WMHA Discipline Committee and their relevant qualifications to be a part of such committee.
- E. The chair will select a panel of no less than three (3) members of the Discipline Committee to review / investigate Respect Concerns.
- F. All Respect Concerns brought forward to the WMHA Discipline committee shall be reviewed / investigated as soon as is practicable, however, the investigation shall commence no later than seven (7) days after receiving the Respect Concern.
- G. The subject(s) of any Respect Concern review / investigation by the WMHA Discipline Committee shall be notified in writing that they are the subject of said review / investigation at commencement of said review / investigation.
- H. The WMHA Discipline Committee has the authority to request that a subject(s), complainant(s), and/or witness(es) be present or provide written documentation to

address the nature of the Respect Concern. Nobody can be compelled to provide documentation and all involvement with an investigation shall be voluntary.

I. When reviewing / investigating a Respect Concern, the WMHA Discipline Committee shall consider the following factors:

- a) nature and security of Respect Concern;
- b) the physical nature of Respect Concern;
- c) whether the Respect Concern is an isolated incident or part of a pattern;
- d) WMHA history of the subject(s);
- e) the nature of the relationship of the parties involved;
- f) the age of the subject(s), complainant(s), and witness(es); and
- g) the post incident behaviour of the subject(s). ie. Have the subject(s) appropriately accepted responsibility and expressed a genuine desire to change the behaviour in the future.

J. Upon review / investigation of the Respect Concern by the WMHA Discipline Committee, the WMHA Discipline Committee shall present its findings via written report to the President of WMHA with a copy of the report also provided to the subject(s). The report shall contain:

- a) all elements of paragraph "I";
- b) a summary of the relevant facts;
- c) a determination as to whether the alleged Respect Concern constitutes a breach of this policy and is sustained or not sustained; and
- d) recommended corrective and / or discipline action to be taken, if any.

K. The standard of proof required to conclude a Respect Concern or allegation will be a balance of probabilities.

14.6 Respect Concerns

Abuse of Authority: The improper use of one's power and authority inherent to their position in WMHA that interferes with another's performance or that may be seen to endanger, threaten, or influence a member's position, or office. Behaviours could include yelling, belittling, intimidation, coercion, blackmail, unwanted sexual advances, favouritism, inappropriate reprimands in front of others and improperly withholding information a member requires to perform effectively.

Abuse of Game Officials: Game Officials include on-ice referee(s) and linesman(s) as well as off-ice time keeper(s), score-keeper(s) or other off-ice official(s). Abuse is: Disrespectfully disputing or arguing any decision made by a game official. Entering of an official's dressing room is prohibited by coaches, team officials, players, parents and fans. Creating confrontation with officials during or after a game.

Bullying: A pattern of inappropriate behaviour that lowers a person's self-esteem or causes them anguish, torment or dejection. An act that badgers another with threats or intimidation. This may be in the form of abusive, aggressive or obnoxious behaviour. Jokes or hoaxes that create anxiety are deemed to be a form of bullying. This includes harmful actions that are communicated via written or electronic media on-line and have a nexus to WMHA activities.

Cause Disturbance: The use of obscene or vulgar language in a boisterous manner at anyone at any time. The throwing of articles in a deliberate or aggressive manner.

Damage to Property: Vandalism or deliberate destruction of another person or entities equipment or property.

Discrimination: Treatment of a person or group in a way that illegally or unreasonably distinguishes them from other people, or denies legitimate opportunities to that person or group, based on a characteristic not pertaining to WMHA requirements.

Harassment: Conduct, comment, gesture, deed or physical contact that is unwelcome, offensive, intimidating, hostile, or demeaning, or causes embarrassment to an individual or group of individuals. Specific types of harassment include:

- **Electronic Harassment:** Harassment via electronic transmission including: email, fax, voice mail, texting and computers.
- **Racial Harassment:** Any action, including jokes, that expresses or promotes racial intolerance, prejudice, discord or hatred or racially offensive material. It also includes refusing to cooperate with a person based on race, colour, place of birth, citizenship, ancestry, or ethnic background.
- **Sexual Harassment:** Any conduct, comment, gesture, or physical contact of a sexual nature that is unwelcome, offensive, intimidating, hostile, humiliating, demeaning to any person or that may on reasonable grounds be perceived by that person as placing a condition of a sexual nature on any opportunity for WMHA related activities. This includes written materials, jokes and images of a sexual nature.
- **Systemic Discrimination:** Where the application of policies, practices, procedures, action or inaction has an adverse effect by excluding or discriminating against individuals or groups for non-hockey-related reasons.

Threats: Direct or implied expressions that may reasonably be perceived as an expression of intent to inflict harm or point out consequences that are out of proportion with the cause or circumstances. Includes written or verbal threats.

Violence: Attempted or actual exercise of physical force by a person against a member that causes or could cause physical injury to the member. Violence includes: Threatening physical acts such as shaking fists, throwing objects, property damage; or physical contact such as hitting, shoving, pushing or kicking.

14.7 Keeping Records

WMHA shall continuously maintain an effective electronic database that will appropriately record all the details and results of all formal Respect Matters reviews/investigations. This database will be referred to as the “WMHA Respect Concern electronic data base”.

The current elected Director of Discipline/Risk Management is responsible for the proper and continued maintenance of the pre-existing WMHA Respect Concern electronic database.

The information contained within the WMHA Respect Concern electronic database are strictly confidential and are on a need to know basis as determined by the Executive Committee.

The purpose of the WMHA Respect Concern electronic database is to:

- Allow WMHA to identify emerging trends of behaviour contrary to this policy.
- Allow WMHA to provide support and guidance to person(s) who are part of emerging trends to facilitate changes in behaviour prior to it becoming a discipline issue.
- Allow WMHA to track specific details of historical Respect Concerns breaches that will be considered by the WMHA Discipline Committee in determining appropriate sanctions to impose upon a subject(s).

Database Threshold

It is recognized that each and every Respect Matters breach will have its' own specific set of circumstances. Specifically some will be more serious than others.

- On Ice Matters-All serious and flagrant on-ice incidents will be added to the database.
- Off Ice Matters-All sustained serious Respect Concerns will be added to the database.

14.8 Possible Sanctions

1. The resolution of a Respect Concern may involve non-disciplinary and / or disciplinary sanctions:

a. Non-disciplinary

i) May include Respect training, counseling, coaching, mediation, conflict resolution, facilitated discussion, and / or offering an apology to the affected person(s).

b. Disciplinary

i) Disciplinary action may be instituted where non-disciplinary action has not been effective, or immediately. Disciplinary action may be initiated and include the following sanctions:

1. *Formal written reprimands to be placed in individuals file and on the database.*
2. *Letter of Expectation.*
3. *Suspension from certain WMHA events, which may include suspension from the current game or competition or from future competitions*
4. *Suspension from certain WMHA activities such as competing, coaching, managing, officiating, etc for a designated period of time.*
5. *Suspension from all WMHA events and activities for a designated period of time.*
6. *Expulsion from WMHA.*

7. Other sanctions as may be considered appropriate given the totality of the circumstances.

14.9 Suspensions/Expulsions

Suspensions that are imposed upon a member by the President of WMHA are binding. There is no internal WMHA appeal process.

Failure to abide by the terms of the suspension shall constitute grounds for progressive suspensions or expulsion.

Expulsions that are imposed upon a member by the President of WMHA are binding. There is no internal WMHA appeal process.

An ex-WMHA member who fails to abide by a WMHA expulsion and continue to attend WMHA sanctioned events will be deemed to be a trespasser, and Police may have lawful authority to remove the expelled ex-member from the facility. The ex-member may also be charged pursuant to the Trespass to Premise Act at the discretion of the Police.

14.10 Reporting Procedure

Any WMHA Member who is aware of or affected by a Respect Concern is encouraged to take appropriate action.

If an WMHA Member is experiencing a Respect Concern, there are three categories of response options available. They are summarized below:

1. “Independent Response Procedure”

- i) Whenever practicable, members are encouraged to resolve their Respect Concern directly with the person that is the cause of the concern.
- ii) The Independent Response Procedure is an effective and immediate avenue for resolution where all parties are encouraged to examine their own behaviour to ensure it is conducive to a respectful environment.
- iii) Where the Independent Response Procedure is not practical or has not been effective in resolving the Respect Concern, members may use the other procedures as listed below.

2. “Assisted Response Procedure”

- i) Any WMHA member who is aware of or affected by a Respect Concern may use an Assisted Response Procedure to resolve the Respect Concern. The first step in the Assisted Response Procedure is for the member to contact the first person from the list below that he or she feels is an appropriate resource and support:
 - (a) Assistant Coach;
 - (b) Head Coach;
 - (c) Team Manager;
 - (d) Stream Convener (WMHA Board); or
 - (e) WMHA Discipline/Risk Management Director (WMHA Board)
- ii) The WMHA Member and the person contacted will determine the appropriate procedure to be followed.

iii) Where the person contacted believes there may be a perceived or real conflict in his or her ability to be objective regarding the Respect Concern, he or she will find an alternate person to assist in resolving the Respect Concern. Strong consideration should be given to involving the WMHA Discipline/Risk Management Director at this point.

iv) Any Respect Concern involving criminal behaviour or systemic discrimination will be brought to the attention of the WMHA Discipline/Risk Management Director.

3. “Alternate Response Procedure”

i) Anonymous reports will be considered under this policy.

(a) Anonymous reports of a Respect Concern can be made to a Division Convener or the WMHA Discipline/Risk Management Director .

(b) The person receiving the anonymous report will determine if the concern warrants action and if so, who will be notified of the concern.

(c) Anonymous reports are subject to inherent constraints which may limit WMHA’s ability to take action.

(d) Anonymous reports will be documented and tracked by the WMHA Discipline/Risk Management Director.

14.11 Interference/Reprisal

WMHA Members shall refrain from:

a. Behaving in any manner that attempts to unduly influence or interfere with an ongoing Respect Concern;

b. Attempting to or actually coercing or intimidating any witness; and

c. Soliciting, threatening, or acting in reprisal against any person that is engaged in proceedings under this policy.

B. WMHA Members who believe they have been subjected to reprisal by any of the methods identified above may refer the matter to their Division Coordinator or WMHA Discipline/Risk Management Director.

C. All reports of interference and reprisals will be taken seriously and investigated under this policy. Should an investigation confirm that an interference or reprisal has occurred, the persons responsible will be held accountable and may be subject to disciplinary action.

14.12 Bad Faith/False Complaints

Bad faith and false complaints will be seen as a serious violation of this policy.

Where it is deemed that a Respect Concern was filed with malicious intent, or if it was filed and was known to be false, the person(s) responsible may be subject to disciplinary action.

14.13 Confidentiality

Confidentiality is not the same as anonymity. In order for the policy to be effective, steps will be taken to ensure that every stage of the process is conducted with as much confidentiality as can practicably be afforded.

The nature of the Respect Concern and any subsequent investigation may require that other parties are made aware of the concern.

14.14 Criminals Matters

When the Respect Concern brought forward is determined potentially constitute a criminal offence subsequent to an WMHA Discipline Committee review / investigation, the WMHA Discipline Committee will detail the specifics of the situation and make recommendation to the WMHA President what WMHA action should be taken.

Possible recommendations include:

Advise the complainant(s) that their Respect Concern is believed to be criminal in nature and encourage the complainant(s) to report the incident outside of WMHA to the appropriate police agency.

In the most serious cases, contact the appropriate police agency to file a third party complaint alleging a criminal offence requiring police intervention / investigation.

Respect Concerns constituting criminal offences that are being investigated by Police in no way precludes WMHA from enforcing its own internal sanctions as necessary.

14.15 Game Play

Serious and flagrant game play violations of this policy shall be reported to the WMHA Discipline/Risk Management Director.

WMHA maintains the authority to provide supplemental discipline beyond that of BC Hockey mandatory minimum suspensions.

The following penalties are considered as serious and flagrant violations of this policy:

All Match penalties;

All Abuse of Official penalties;

14.16 Legal Considerations

It is essential to recognize that WMHA is legally responsible for creating a safe environment for all of the children who participate in WMHA activities. WMHA representatives and persons in positions of trust or authority are fundamentally liable with their interactions with children.

WMHA is bound by Child Family Services Act which makes it legally mandatory for WMHA to report any and all incidents where it is believed on reasonable and probable grounds that a child is at risk of child abuse.

Duty to report

22(1) A person who has reason to believe that a child is in need of protective intervention shall immediately report the information on which they base their belief to a director or peace officer.

(2) Subsection (1) applies even if the information on which the belief is based (a) is confidential and disclosure of the information is prohibited under another Act; or (b) is privileged, except as a result of a solicitor client relationship.

(3) No person shall knowingly report to a director or peace officer false information that a child is in need of protective intervention.

(4) No action for damages may be brought against a person for reporting the information unless the person knowingly reports false information.

(5) No person shall disclose, except as required by an order of the court or a judge, the identity of or information that would identify a person who made the report without the consent of the person.

(6) For greater certainty subsection (5) does not apply to a peace officer providing information to a director under subsection 40(1)

(7) This section prevails over the Health Information Privacy and Management Act. S.Y. 2013, c.16, s.130; S.Y. 2008, c.1, s.22

All WMHA members who are in a position of trust or authority are bound by the statutes of the Criminal Code of Canada. The age of sexual consent is 16 years of age in Canada, however, when a person maintains a position of trust and authority over a child, sexual consent cannot be given. Section 153 (Sexual Exploitation) of the Criminal Code of Canada reads as follows:

153. (1) Every person commits an offence who is in a position of trust or authority towards a young person, who is a person with whom the young person is in a relationship of dependency or who is in a relationship with a young person that is exploitative of the young person, and who

(a) for a sexual purpose, touches, directly or indirectly, with a part of the body or with an object, any part of the body of the young person; or

(b) for a sexual purpose, invites, counsels or incites a young person to touch, directly or indirectly, with a part of the body or with an object, the body of any person, including the body of the person who so invites, counsels or incites and the body of the young person.

Section 15-Board of Directors Roles and Responsibilities

Each year a WMHA Annual General meeting will be held during which elections for the below board positions will take place. A board orientation meeting will be set for then new board and ALL board members must attend. Before any board member can act in any official capacity or represent WMHA they must first have attended an orientation and familiarized themselves with the By-Laws and Policies and Procedures of the association. Should any board member not be able to attend a board orientation, they must contact the President and the executive director to complete an orientation prior to the start of the next hockey season.

Officers

- a. Directors shall be elected by the Members in accordance with the Bylaws to the following Board offices:
 - i) president
 - ii) vice-president recreation
 - iii) vice-president high performance
 - iv) vice-president female hockey programs
 - v) secretary
 - vi) treasurer
- b. Directors, other than those elected to the above Board offices shall be elected as directors at large. Directors at large may be assigned one of the roles below, but do not hold an officer position.
 - i. coaching coordinator
 - ii. referee in chief (must be a certified official)
 - iii. communication director
 - iv. equipment director
 - v. business affairs director
 - vi. discipline/safety officer

Tykes/Timbits Convener
Novice Convener
Atom Convener
Peewee Convener
Bantam Convener
Midget Convener

President

- Ensure corporate programs, Vision and Mission statements, Core Values, and Policies and Procedures are being adhered to.
- Chairman of meeting responsibilities include:
- Achieve results while maintaining harmony and order during meetings.
- Be familiar with all items on an agenda and the reason for their discussion at the meeting.
- Confirm that meetings have been duly called and properly constituted.
- Start and finish (or adjourn) the meeting according to the schedule.
- Introduce guests or observers at the beginning of the meeting
- Ensure that all members are given full opportunity to express their opinions
- Conduct the meeting in an orderly way, according to the association's By-Laws and current rules for association meetings.
- Decide who may speak.
- Limit discussion to the matters within the scope of the meeting and decide when there has been sufficient debate on each motion.
- Call for votes.
- Declare the results of voting.

- Ensure that proper minutes of the meeting are kept. Sign the minutes of the previous meeting which he/she presided.
- Understand and adhere to any By-Laws and Rules and Regulations in the context of how they relate to WMHA ie) By-Laws for the following: WMHA, CAHL, SCAHL, BC HOCKEY, and HOCKEY CANADA
- Co-ordinate year-end review of bylaws and Policies and Procedures for the Association and ensure recommendations and implementations for change/improvements are implemented

VICE-PRESIDENT

- Oversees the operation of all WMHA programs ensuring the goals of the Whitehorse Minor Hockey Association are achieved.
- Assist directors and conveners with coordination of coaching clinics, and ensures that coaches have an opportunity to attend this clinic
- Assists directors
- Oversees the operations of all Development Programs impacting Whitehorse athletes, coaches and officials.
- Works closely with the other board members to ensure development programs are being implemented and followed
- Works with all board members of the Association in identifying and developing appropriate Risk Management Policies and Procedures for Whitehorse Minor Hockey.

VP OF FEMALE PROGRAMS

- Direct the activities concerning female programs within one or more divisional levels.
- Understand and adhere to policies set forth by the WMHA.
- Responsible for coordinating all information regarding Female programs offered by WMHA.
- Assist in transfers of females to other associations for programs WMHA does not currently offer in conjunction with the Registrar.
- Look for ways to grow female hockey in Whitehorse and Yukon and pursue/provide additional opportunities for female players.

TREASURER

- Chief financial officer of the Association.
- Accountable for all the funds of the Association.
- Exercise all the responsibilities of a treasurer including but not limited to; collecting of registration fees and other income, paying all debts and invoices as directed, managing all financial records and bank accounts, and filing all annual income tax forms as applicable, all in accordance with *Societies Act* and regulations.
- Manage the collection of funds with the Registrar, Fundraising Director and Marketing Director.

- Provide the Board with a financial report on a monthly basis and the annual financial report at the AGM to the membership.
- When required, sets up new bank accounts for fundraising events that are sanctioned by gaming including the preparation and submission of all required financial reporting.
- Setting up and maintaining the electronic transfer of funds accounts from members and to the organization providing the service.

SECRETARY

- Attend to all correspondence of the Association.
- Official custodian of the records of the Association; attending to filing all reports or certificates as may be required under the *Societies Act*.
- Attend and keeps accurate minutes of all Board and Association meetings.
- Issue notices of Board meetings or as directed by the Board.
- Prepare agendas for Board meetings and requests agenda items from board members to be added to the agendas.
- Ensure all documents are well maintained and filed in accordance with all *Freedom of Information and Protection of Privacy Act* (FOIP) guidelines and policies.

TIMBIT CONVENER

- Ensure all coaches are following Hockey Canada's Initiation program
- Assists equipment director in getting equipment out to teams

CONVENERS (Novice, Atom, Pee Wee, Bantam and Midget)

- Carry out duties as outlined they relate to division Player Evaluations
- Carry out duties as outlined as they relate to Coaching Selection
- Assist equipment director in getting equipment out to teams
- Assist in organizing tournaments as required for their division.
- Ensure that players, coaches, and team managers are properly carded and team sheeted. with the help of the WMHA Office Manager
- Communicate information
- Take information from the teams to the stream and take the same back.
- Ensure that executive decisions are being carried out at the team level
- Liaison with managers of each team
- Field complaints from parents, players, and coaches throughout the season. Attend grievance meetings in your division, should they arise.
- Become familiar with WMHA bylaws and policies
- Liaise with Office Manager and Executive Director. Make sure any extra ice given to the division is recorded and disburse equally between the teams
- Attendance commitments: WMHA meetings as well as any emergency meetings that may arise. Be prepared to attend any team meeting that you may be asked to, attend the coaches/manager meeting at the beginning of the season
- Coordinate and communicate team sponsorship agreements with the office and equipment coordinator

-

EQUIPMENT COORDINATOR

- Is responsible for supplying teams with jerseys, pucks and any necessary equipment.
- Ensures the equipment and jerseys are in good condition and replace as necessary.
- Maintains adequate inventory control over jerseys and equipment.
- Ensures the equipment room is organized and secure.
- Ensure that purchase of new jerseys follows WMHA's policies and procedures
- Collect the jerseys and equipment at the end of the season
- Year-end review of responsibilities/processes and recommendations for changes

COACHING COORDINATOR (director at large)

- Purpose is to ensure coaching selection and evaluation processes are followed and handled in a confidential manner.
- Purpose is also to develop and maintain coaching programs.
- Coordinates coaching applications.
- Gather and maintain pertinent information on coaches.
- Ensure reference checks have been completed.
- Assist in setting up Coaching Selection Committee.
- Organize Coaches meeting to explain Coaching Criteria and Process for Coaching Selection.
- Set up coaching interview questions and ensure all committee members have copies.
- Coordinate coaching interview times and sit in on all coaching interviews.
- Review and analyze coach ranking ensuring confidentiality.
- Work closely with Directors in placing successful candidates on appropriate teams.
- Set up and schedule coaching clinics with BC Hockey.
- Develop and maintain coach mentorship program.
- Assist Directors in ensuring L.E.A.D. program processes are being adhered to.
- Review team practices and assist coaches in developing better practices.
- Promote and coordinate coaching certification.
- Coordinate mid-season and year-end coach evaluations.
- Perform year-end review of responsibilities/processes and any recommendations for change.
- Direct Calls and inquiries – as needed

PLAYER EVALUATION COORDINATOR (director at large)

- Purpose is to maintain and improve WMHA's player evaluation process.
- To ensure WMHA players are evaluated fairly and are playing hockey at their appropriate skill level.
- Coordinate "Player Evaluation Process"
- Communicate the process to parents / players

- Recruit and coordinate evaluators.
- Work closely with Directors in ensuring that the “Player Evaluation Process” is being followed.
- Establish an evaluation form for use by the evaluators.
- Work closely with the Directors / Coaches in placing players and picking teams.
- Liaise with Directors / Coaches / Players in any conflict resolution pertaining to the “Player Evaluation Process”.
- Year end review of the responsibilities / processes and recommendations for change.

DIRECTOR OF DISCIPLINE AND RISK MANAGEMENT

**Please note this is an “overview” other duties may arise or have been overlooked and will be added to this draft at a later date.*

RISK MANAGEMENT

- Checks to ensure that local facilities are safe for players and reports and safety concerns to the City of Whitehorse Operations staff.
- Checks in on practices to ensure that all coaches and players are following safety requirements for equipment and that they are conducting safe drills etc.

DISCIPLINE

- Understand the WMHA Respect Policy and make recommendations to improve those policies on a continual basis.
- Act as Discipline Committee Chairperson when a situation arises.

DISCIPLINE COMMITTEE

- If WMHA deems an infraction requires investigated through a hearing, the alleged offender will be notified as quickly as possible no later than three days after the infraction.
- The Discipline Coordinator will amass a panel of no less than three other WMHA board members to review the incident.
- The Discipline Coordinator will ensure that the Panel meets as soon as possible but no more than seven days after the infraction has been brought forward.
- The Discipline Committee may request that witnesses to the infraction be present or submit written evidence.

After reviewing and deciding the infraction matter, the Discipline Committee shall present its findings in a written report to the President of WMHA with a copy provided to the Alleged. This report shall contain:

1. A summary of the relevant facts
2. A determination as to whether the acts complained of constitute an infraction as defended in WMHA policy.
3. Disciplinary action to be taken, if the acts constitute an infraction.

When directing appropriate disciplinary sanction, the Disciplinary Committee shall consider factors such as:

1. The nature and security of the infraction
2. Whether the infraction involved any physical contact.
3. Whether the infraction was an isolated incident or part of an ongoing pattern
4. The nature of the relationship between the parties involved
5. The age of the Complainant
6. Whether the alleged had been involved in previous infractions of similar nature
7. Whether the alleged admitted responsibility and expressed a willingness to change

Review and recommendations by the Discipline Committee, depending on the circumstances, may include:

- Discussion with the chair and co-chair of the Discipline Committee
- Discussion with the Discipline Committee
- Meeting(s) with Discipline Committee and the player, parents and/or player personnel
- Written reprimand
- Suspension by WMHA
- Termination of play for a season.

Where the individual acknowledges the facts of the incident, he or she may waive the hearing, in which case the Discipline Committee shall determine the appropriate disciplinary sanction. The Discipline Committee may hold a hearing for the purpose of determining an appropriate sanction.

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

The Disciplinary Committee may apply the following disciplinary sanctions singly or in combination, for major infractions:

1. Written reprimand to be placed in individuals file
2. Written apology by the individual
3. Suspension from certain WMHA events, which may include suspension from the current game or competition or from future competitions
4. Suspension from certain WMHA activities (i.e. competing, coaching or officiating) for a designated period of time
5. Suspension from all WMHA activities for a designated period of time
6. Expulsion from WMHA
7. Other sanctions as may be considered appropriate for the offence

The preceding sanctions may be modified, or added to, as required by the provisions of

any other pertinent WMHA Policy, such as those dealing with harassment, cyber bullying, personnel or event-specific matters.

Failure to comply with a sanction as determined by the Committee shall result in further disciplinary action up to and including legal action if required.

There are many expectations of coaches, players, officials, volunteers and executive for players and player personnel with a goal the hockey is fun and as competitive as possible.

As a result, circumstances will arise where behaviour may become subject to discipline review.

All matters handled by the Discipline Committee shall be treated with the utmost confidentiality, except where recommendations of the Discipline Committee require communication with the player, parents, player personnel or the executive of the WMHA. All illegal activities will be reported to the authorities and when required WMHA will take action on their duty to report. When formal meetings of the Discipline Committee occur with respect to any individual, the Committee shall meet with a minimum of three members present and if a Committee member is related or biased in any way, they will not be allowed to attend.

DIRECTOR OF COMMUNICATIONS

- Ensure all the WMHA internal communications are met and communicated in a timely manner to the Association members.
- Develop a comprehensive communication plan to provide regular updates to the Association members including newsletters and email updates.
- Maintain website and ensure the site is functioning properly. Examine and analyze site traffic as necessary.
- Coordinate social media involvement by posting content, photos and videos.
- Ensure the web server, hardware and software are operating accurately.

DIRECTOR OF SPONSORSHIP & BUSINESS AFFAIRS

- Set up an accurate recording system covering income and disbursements relating to sponsorship for delivery to the Treasurer.
- Actively pursue new sponsorship projects.
- Manage and supervise current sponsorship endeavors.
- Coordinate and communicate sponsorship agreements as they relate to jerseys with the division Conveners.
- Coordinate and communicate advertising agreements to the Director of Communications, Tournament Coordinators and Office Staff as required.
- Present a report regarding sponsorship to the Board.
- Recommend policy to the Board regarding sponsorship.
- Review for approval all fundraising events proposed by WMHA representatives and house league teams.

- Coordinate all licensed fundraising activities with the appropriate government bodies.
- Ensure that Sponsors are provided with information pertaining to sponsored team, including communication of the Corporation's appreciation for the Sponsors' support.

*Directors may deem it appropriate to delegate certain tasks to Directors at Large and/or work together with other members of the Board and Executive to fulfill their duties.

REFEREE COORDINATOR

- Assign officials to game dates.
- Maintain communication with division convener and/or office manager in resolving conflict game rescheduling, play off, and exhibition game rescheduling.
- Balance the game assignments between qualified officials, depending on availability and/or evaluations.
- Arrange at a minimum on time per year a Referee Clinic to be held in Whitehorse.

Section 16-Employee Roles and Responsibilities

16.1 OFFICE MANAGER

This position is one of two paid positions within the Association reporting directly to the President.

16.2 Executive Director

This position is one of two paid positions within the Association, reporting directly to the President.

Section 17-Officials

Section 18-Team Photos

18.1 Photographer Contract

The WMHA team and individual photo is rewarded through an RFP process every two years.

18.2 Photography Scope

Each team will be scheduled for a photo shoot for their team in individual photos. Whitehorse Minor Hockey covers the cost of some of a portion of the team photo service

while parents pay for their individual photo requirements. Photos schedules are arranged by and at the discretion of the photographer, issues about scheduling must be forwarded to the photographer.

18.3 Photo Use and Privacy

WMHA team photos will be distributed to the local media for the purpose of advertising Minor Hockey Week and showcasing our teams in the print media.

Section 19-Tournaments

19.1 Tournament Date Scheduling

The dates for WMHA tournaments being held in Whitehorse will be scheduled prior to the start of each season and included in the special events calendar. Tournament dates are scheduled by the WMHA President based on demand and ice availability.

19.2 Tournament Coordination

Each division hosting a tournament will do so by first creating a tournament committee. The committee will consist of the division convener, a tournament chairperson and two parent representatives from each team hosting the tournament.

19.3 Tournament Committee Responsibilities

The tournament committee's responsibilities include

- Creating and adhering to a tournament budget
- Organizing visiting team invitations
- Determining tournament format and game and game schedules
- Coordinating ice use and payment with the City of Whitehorse
- Coordinating and obtaining gaming licenses from AGLC
- Coordinating referee coverage and payment for tournament
- Deciding prior to the start of the tournament should there be funds remaining, what those funds will be directed towards.
- When possible the tournament committee is expected to follow the RFP and Purchasing Policy.

All WMHA tournaments should run autonomously and at no time will Whitehorse Minor Hockey be responsible for cost overages. Proper budgeting of all aspects of the tournament are extremely important to ensure no financial loss is incurred.

Section 20-Advertising

20.1 Website Advertising

WMHA has available for sale spots on its website for advertising of businesses and services. The WMHA staff manages the advertising. Funds from website advertising sales are directed back into the administration costs of the website.

Team sponsors and other corporate sponsorship is recognized on the WMHA website with a link to the sponsoring or donating businesses websites when applicable.

Section 21-RFPs and Purchasing

The WMHA Executive is responsible to ensure the proper expenditure of Association funds and to achieve the best possible cost in relation to such expenditures.

Authority to Purchase

Authority to Purchase shall be through established budget or by vote of the Board

All major purchases (major purchases consist of items valued at \$500.00 and above) shall be authorized by vote (majority) of the Executive. In addition, the following restrictions apply:

Items and services valued less than \$1,000 must be supported by two written quotations if possible.

Items and services valued between \$1,000 and \$5,000 must be supported by three written quotations if possible.

Items and services valued greater than \$5,000 must be supported by public tender through an RFP process.

The only exception to the above process is the purchase by the association of ice time within the City of Whitehorse

Requests for Proposal Process

Preparation of the "RFP" is the responsibility of the Executive Member under whose budget the purchase will be made (e.g. purchase of Jerseys is the _____), with the creation and collection of RFPs will be supported by the Executive Director or their designate.

RFPs will be approved by the Executive Committee prior to distribution.

Contracts will be awarded by majority vote of the Executive with the President having an equal vote in the process. Factors to consider when awarding a contract should include, but are not limited to:

1. Quality of presentation/product
2. Total cost
3. Reputation of supplier
4. Guaranteed delivery date
5. Cost of replacement and/or extra items
6. Location (if a local supplier is within 5% of an out of town bid, preference should be given to the local bid, all else being equal).
7. Sponsorship and past support of WMHA

Section 21-WMHA Apparel

WMHA approved apparel is updated regularly on the WMHA website. Apparel may be purchased from a supplier of an individual or team's choice. If a team, individual or supplier wants to use the WMHA logo they may do so on APPROVED APPAREL ONLY.

The WMHA logo will be made available upon request to any members or suppliers for

use on approved apparel and other team items (ie. bags, hats, water bottles, etc.)

Use of the WMHA logo for anything else without expressed written consent by Whitehorse Minor Hockey is STRICTLY FORBIDDEN.

DRAFT

WHITEHORSE MINOR HOCKEY ASSOCIATION

Code of Conduct Board of Directors

As a member of the Whitehorse Minor Hockey Association I agree to:

- Make decisions for the good of all 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 idea 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.

Initial: _____ Date: _____
(Only for the purpose of acknowledgement that document has been read.)

OATH OF CONFIDENTIALITY

While I am working with the Whitehorse Minor Hockey Association, I realize that I might become privy to information relating to players or coaches that should not be repeated outside of the board of directors. I, the undersigned, understand that the information that I encounter in the course of my work is of a confidential nature.

Dated at _____ in the Yukon Territory, this _____ day of _____ 20 _____.

Initial: _____ Date: _____
(Only for the purpose of acknowledgement that document has been read.)

DRAFT

WHITEHORSE MINOR HOCKEY ASSOCIATION

**FAIR PLAY AGREEMENTS
FOR
COACHES AND MANAGERS**

I, _____, AGREE TO:

- Always play with the rules
- Never argue with the officials
- Respect the officials call
- Remember that children play for their fun
- Provide plenty of positive encouragement to the players because that is the best way to learn
- Teach my athletes that officials are an important part of the game and that we should not question their honesty and integrity
- Encourage positive values and integrate those values into the operation of the team
- Applaud the value and effort of all coaches and officials
- Remember that children only learn what we teach them and our modeled behaviours
- Fair play and good sportsmanship start with the coach and parents.
- **If I am selected as a coach, I understand that my resume and subsequent evaluations will be kept on file for future use by the Whitehorse Minor Hockey Association.**

Initial: _____ Date: _____
(Only for the purpose of acknowledgement that document has been read.)

WHITEHORSE MINOR HOCKEY ASSOCIATION

Code of Conduct for Players, Coaches, Managers, Parents, Referees And Board of Directors

Goals:

- To enforce a code of conduct for players, coaches, managers, parents, referees, and board of directors
- To teach everyone the five fair play rules
- To have all parents sign the attached fair play agreement.
- To have each coach and manager teach and enforce the fair play rules
- To post the principles of fair play in our facility
- To encourage all players to have fun and subscribe to our motto, “Hockey for a Lifetime”

Objectives:

- To establish a player’s contract and have each player sign this before playing the first league game. For example:

I, _____, agree to follow the rules of WMHA to the best of my ability,
or

(Player’s Name)

accept the consequences. I will:

- Attend practices
- Let the coach know when I am unable to attend a game or practice
- Dress appropriately for games
- Remember that I am representing Whitehorse and I will behave respectfully
- Use clean and courteous language at all times
- Not put down or ridicule any member of my team
- Wear all my mandatory equipment every time I step on the ice or in the player’s box
- Not attend extra practices or games with affiliated teams without my coach’s permission.

If I do not follow these rules, the coach or Association has the right to discipline me in a manner appropriate to my age and the situation.

Name of Player

Team of Player

Signature of Player

Date

DRAFT

WHITEHORSE MINOR HOCKEY ASSOCIATION

LETTER OF UNDERSTANDING

Between

WHITEHORSE MINOR HOCKEY ASSOCIATION

And

This letter is to provide a clearly outlined set of guidelines and expectations for your membership in Whitehorse Minor Hockey Association (WMHA).

They are:

1. Understand Regulation #3 “Code of Conduct” in its entirety
2. Understand Regulation #4 “Fair Play Codes” in its entirety
3. Put personal differences aside so that we can work with each other towards a common goal knowing that all must support the WMHA rules and regulations.
4. Respect the dignity of each other. Personal attacks are unacceptable.
5. Encourage positive values and integrate those values into the operation of the WMHA and its various teams.
6. Fair play and good sportsmanship start with the child and parents.

If these guidelines/rules and regulations between WMHA and _____ are not followed and abided by, be it understood that WMHA has the right to discipline appropriately and fairly.

(Parent #1)

(Parent #2)

Witness

Signed on:

Date

DRAFT

**Policy Notification Form
Policy Change Request Form**

Policy Title:			
Policy number:			
Requested by:			
Date:			
1. Is this a new policy?			
Yes <input type="checkbox"/>	No <input type="checkbox"/>		
2. If a new policy, please explain why it is necessary:			
4. If revising a policy, please check the appropriate boxes:			
<input type="checkbox"/>	Type of Change		
<input type="checkbox"/>	Typo		
<input type="checkbox"/>	Clarification		
<input type="checkbox"/>	New Material		
<input type="checkbox"/>	Format		
<input type="checkbox"/>	Other		
Describe Changes (attach old policy and new policy)			
5. What will be the major impact and the overall goal of the new/revised policy?			
6. Determine whether the new/revised policy will have a financial impact. Will new resources be required in order to implement the policy? Will there be any cost savings that result from the new/revised policy?			
7. What are the risks of not establishing/revising the policy?			