

# **Policies and Procedures**

**WHITEHORSE WOMEN'S HOCKEY ASSOCIATION**

**AS OF JULY 17, 2023**

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# Gender Inclusion Policy

## WWHA-01

### SCOPE

This policy outlines the WWHA's gender inclusivity. The policy is intended to create a safe and welcoming space for all current and future players in our league, regardless of their gender identity and/or expression.

### POLICY

Whitehorse Women's Hockey Association welcomes any player who was assigned female or intersex at birth, including transgender and non-binary individuals, and any player who lives and identifies as a woman.

This does not include cisgender men (except sometimes when we are short goalies).

### DEFINITIONS

Sex: a biological classification system based on an individual's reproductive organs and external genitalia.

Assigned sex at birth: refers to the biological sex assigned to a person, based solely on their reproductive and sexual anatomy (male, female, intersex).

Intersex: a biological sex assigned to individuals born with reproductive and sexual anatomy, chromosomes and/or hormones that include a combination of female and male anatomy.

Gender: the inner sense of who a person is and the relationship a person has to masculinity, femininity, neither or both. Gender is a socially constructed system of classification that ascribes qualities of masculinity and femininity to people. Traditionally, our society assigns a gender based on a person's biological sex. Sometimes a person's gender aligns with their assigned sex and sometimes it does not. Gender characteristics can change over time and are different between cultures.

Cisgender: refers to a person whose gender identity matches their assigned sex at birth (*i.e.*, assigned female at birth and identifies as female/a woman; assigned male at birth and identifies as male/a man).

Transgender: an umbrella term for people whose gender identity, expression or behaviour is different from those typically associated with their assigned sex at birth. Transgender is a term for a person who identifies with a different gender than the one they were assigned at birth (*i.e.*, a transgender woman is a woman who was assigned male at birth; a transgender man is a man who was assigned female at birth). It can also refer to people who identify as neither female nor male and/or as neither a man nor a woman (*i.e.*, non-binary, gender non-conforming, genderqueer,

etc.). Not all people who fall under the Trans umbrella self-identify as being Transgender. Transgender is correctly used as an adjective, not a noun (i.e., “transgender people” not “transgenders”)

Non-binary/Gender non-conforming: two commonly used words to describe an individual whose gender identity and/or expression is different from societal expectations related to gender, or a person who identifies as neither entirely male nor entirely female.

## **BACKGROUND INFORMATION**

This policy has been created as a reflection of the WWHA and greater Yukon community as we seek to create inclusivity within our sport. The policy is intended to create a safe and welcoming space for all current and future players in our league, regardless of their gender identity and/or expression. We want all our members to feel safe, loved and celebrated!

The WWHA, players, officials and community members are committed to the inclusion and celebration of all gender identities and expressions, ensuring that everyone’s rights are respected and protected.

The WWHA was created to address historical inequities that women faced in accessing sport. We recognize that trans and non-binary/gender non-conforming individuals experience similar barriers to full inclusion and participation in sport. Thus, we intentionally welcome people who have historically experienced or continue to experience gender-based oppression to ensure that everyone may benefit from the physical, mental and social aspects gained through sport.

The WWHA is a recreational league with a focus more on building community than competition. We are an inclusive league that welcomes all skills levels, from “where does this piece of equipment go?” to the “Legends”. There is a lot of natural variation in physical size and ability among our members, regardless of gender identity/expression. Skills like soft hands, raising the puck, and skating backwards are acquired and honed through practice and are not reflective of hormonal variations. The WWHA is first and foremost a place for community to come together to play hockey and have fun!

## **Gender Inclusion Procedures**

Any person who identifies with a gender within the scope of this policy may register in the WWHA.

### **1. WWHA Executive**

1. Will provide all members with access to the Gender Inclusion Policy.
2. Will provide all members with a reminder of the Gender Inclusion Policy at the beginning of each playing season.
3. Will provide, within the ‘Team Expectations’ guidelines and other correspondence, information about how Team Representatives, Team Captains and Assistant Captains and

all members can support their teams to adopt language and action that is representative of the Gender Inclusion Policy.

4. Will ensure that all referees and timekeepers are aware of the Gender Inclusion Policy and support them in using language and acting in a manner that aligns with the policy.

**2. Referee-in-Chief**

1. Will ensure that referees are aware of the Gender Inclusion Policy and support all referees in using language and acting in a manner that aligns with the policy.

**3. Team Representatives/Team Captains and Assistant Captains**

1. Will take on a leadership role within each team to ensure that all members are familiar with the Gender Inclusion Policy and will actively encourage teammates to use language and act in a manner that aligns with the policy.
2. Will lead a round of introductions at the beginning of the season, and again as needed throughout the season, that includes names and pronouns of each player on the team.
3. Will lead a discussion among their team regarding inclusive language and cheers that represent all of the players on the team.

**4. Members**

1. Will ensure they are familiar with the Gender Inclusion Policy.
2. Will support and treat respectfully, through language and action, all members of their team and all members of the league regardless of gender identity or expression.
3. Will use inclusive language in the dressing room, on the bench, and at all WWHA sanctioned events that aligns with the Gender Inclusion Policy.

**RELATED POLICIES**

None.

# Playing Rules Policy

## WWHA-02

### SCOPE

This policy outlines the playing rules of the hockey game.

### POLICY

The WWHA will follow the CARHA Hockey Official Rule Book and Suspension Guidelines.

All players will be encouraged to read the CARHA Hockey Official Rule Book.

Where the CARHA Suspension Guidelines recommend a review, a review of the penalty will go to the Executive and be delegated to the Disciplinary Committee.

WWHA may make modifications and additions to the playing rules as set forth in the CARHA Hockey Official Rule Book and Suspension Guidelines.

Where possible, the Executive will endeavour to establish all rule variations prior to commencement of the playing season.

Rule variations will be in effect for that playing season only, unless the rule variation is approved by members at a special meeting. All approved rule variations will be recorded in Appendix A.

Any additional rule variations required for playoffs will be established by the Executive prior to commencement of playoffs.

## Playing Rules Procedures

### 1. WWHA Executive

1. Will provide all members with access to the CARHA Hockey Official Rule Book.
2. Will provide each team with a hard copy of the CARHA Hockey Official Rule Book.
3. Will keep a hard copy of the CARHA Hockey Official Rule Book and Playing Rule Policy in the timekeeper's box.
4. Will notify members of any modifications and additions to the playing rules.
5. Notify CARHA of suspensions as outlined in CARHA Hockey Official Rule Book and Suspension Guidelines.

### 2. Referee-in-Chief

1. Will ensure that referees are aware of the Playing Rules.
2. Will provide referees with access to the CARHA Hockey Official Rule Book.

### 3. Team Drafters

1. Ensure that all team players are aware of the Playing Rules at the first team gathering.

### 4. Members

1. Understand the Playing Rules and make every effort to follow the rules.

### 5. Referees

1. Understand and know the Playing Rules.

2. Enforce the playing rules, and where required, inform the League Executive of penalties (e.g., Gross Misconduct).

## **RELATED POLICIES**

Discipline Policy

Code of Conduct Policy

Officiating Policy

## **Appendix A**

### **WWHA Rule Variations**

#### Start of Game (Variation to CARHA Rules 16 and 15a)\*

1. A team must have seven (7) skaters plus a goaltender to start the game.
2. A team will be allowed fifteen (15) minutes from start time of the game before forfeiting the game.
3. The use of the shooter tutor is permitted and is not a game forfeit. A maximum of four (4) goals can be scored in the lower slots. An unlimited number of goals can be scored in the upper slots.

#### Slap Shot (Variation to CARHA Rule 79)\*

The WWHHA allows slap shots. We ask that players use discretion when taking slap shots and remember that this is a recreational hockey league.

#### Stoppage of Play (Addition to CARHA Rules)\*

During play, if the puck hits the goalie's helmet, the whistle will be blown, and play will be stopped until the goalie is deemed fit to continue to play. A face off will occur in the end zone. This rule is for the safety of the goalie.

#### Penalty and Suspension Guidelines\*

The CARHA Suspension Guidelines stand unless otherwise indicated below:

#### **Excessive Penalties (Addition to CARHA Rules)\***

Misconduct minutes are not included in this rule. If a player should reach the following number of accumulated penalty minutes in one season, the impacts are:

30 minutes – 2 game suspension

60 minutes – 5 game suspension plus review

90 minutes – A suspension for the remainder of that current season, plus a review for the following season.

Penalty minutes accumulated when subbing for another team go towards a player's accumulated minutes.

Playoff penalty minutes are to be included in the accumulated penalty numbers for individual players in the context of the 30/60/90-minute rule. All suspensions will start with the team's next game and will carry over into the playoffs or the next season if not served during the regular season and playoffs.

#### Penalty Review\*

All Game Misconduct, Gross Misconduct, and Match penalties shall be reported to the League Executive.

#### **Game Misconduct Penalty (*Variation to Rule 32b*)\***

Under Rule 32 of the CARHA Rule Book, any player who is assessed a Game Misconduct penalty shall be ordered to the dressing room immediately *and shall be reported to the League Executive for further action.*

#### **Gross Misconduct (*Variation to Rule 33c*)\***

Under Rule 33 of the CARHA Rule Book, any player assessed a Gross Misconduct penalty shall be immediately ejected from the game and *shall be reported to the League Executive and further penalties may be assessed.*

#### **Match Penalty (*Variation to Rule 34a*)\***

Under Rule 34 of the CARHA Rule Book, any player incurring a Match penalty shall be ordered to the dressing room immediately for the balance of the game and will not be permitted to take part in any further games *until a review has been completed as per the Discipline Policy.*

\*Rule variations approved at WWHA AGM, May 9, 2017.

#### **High Stick (*Variation to Rule 62d*)\*\***

Under Rule 62 (d), "contacting the puck with the stick above the normal height of the player's shoulders is prohibited. When it occurs, play shall be stopped immediately, and a Minor penalty shall be assessed to the offending player." *Said infraction shall not incur a penalty but instead will result in a whistle and face-off.*

\*\*Rule variations approved at WWHA AGM, May 29, 2018.



# Code of Conduct Policy

## WWHA-03

### SCOPE

WWHA is committed to fostering a safe and welcoming space for all people to enjoy the game of hockey, both on and off the ice. The Code of Conduct Policy protects Whitehorse Women's Hockey Association (WWHA) members, directors, scorekeepers, referees, arena personnel and opponents from improper conduct at all WWHA events, meetings, and communications.

### POLICY

WWHA does not tolerate improper conduct by its directors, members, scorekeepers and referees.

WWHA will take disciplinary action (See Discipline and Complaints Policy) for any improper conduct by directors, members, scorekeepers, or referees.

All directors, members, scorekeepers, and referees will demonstrate good sporting behaviour and contribute to creating a safe and inclusive environment at all sanctioned WWHA events.

### DEFINITIONS

**Improper Conduct:** Improper conduct violates good sporting behaviour and creates an unsafe and/or disrespectful environment. The following types of conduct are examples of improper conduct:

- Insulting, slanderous, and/or derogatory language, including attempts to deliberately embarrass;
- Verbal/physical baiting or taunting;
- Verbal/physical harassment;
- Throwing of articles in a deliberate or aggressive manner;
- Threatening behaviours, including aggressive physical approaches to another individual or group;
- Intentional physical striking of another individual (including pushing, punching, shoving, etc);
- Attempting to provoke or entice violence in others.

**Good Sporting Behaviour:** Reflects sportsmanship as it pertains to ethical behaviour, fair play, and respect for the sport, participants, and spectators. Good Sporting Behaviour helps to foster a safe, welcoming environment for people to participate in or enjoy a sport, and should always be practiced, both on and off the ice.

### PROCEDURES

#### 1. WWHA Executive

1. Will conduct themselves in a profession manner and will strive to make decisions that are transparent, fair, and without conflict of interest.

2. Will support the enforcement of the Code of Conduct Policy and implementation of the Discipline and Complaints Policy.
  3. Will maintain records of all improper conduct and any disciplinary action recommended or taken.
- 2. Team Drafters**
    1. Ensure that all team players are aware of the Code of Conduct policy at the first team gathering.
  - 3. Team Captains**
    1. Encourage and support good sporting behaviour from their team.
  - 4. Members/Scorekeepers/Referees**
    1. Understand the importance of the Code of Conduct policy and make every effort to uphold the policy.
    2. Report any improper conduct following the procedures of the Discipline and Complaints Policy (see Reporting a Complaint).
  - 5. Referee-in-Chief**
    1. Will ensure that referees and scorekeepers are aware of the Code of Conduct policy.
  - 6. Referees/Scorekeepers**
    1. Provide details of improper conduct to the Executive and/or Discipline Committee Chair upon request.

#### **RELATED POLICIES**

Discipline and Complaints Policy

Conflict of Interest Policy

# **Discipline Policy**

**WWHA-04**

## **SCOPE**

This policy applies to players, referees, timekeepers, and spectators when involved in Whitehorse Women's Hockey Association games or sponsored activities. Any actions deemed unacceptable in the Code of Conduct Policy and any penalties that require review as set forth in the CARHA Suspension Guidelines are subject to this policy.

## **PURPOSE**

To foster a safe and welcoming space for all people to enjoy the game of hockey.

To provide clear expectations on expected behaviour and the consequences for non-compliance.

To ensure that league and team representatives and individual members are aware of their roles and responsibilities in responding to issues of conduct and the application of discipline.

## **POLICY**

The WWHA Disciplinary Committee will be formed each season and be comprised of one player from each team and will include the Discipline Director (or delegate).

The WWHA Discipline Committee, upon Executive request, is responsible for reviewing all behavior contrary to league policy.

The Discipline Committee will make written recommendations to the WWHA Executive.

The WWHA Executive will make all final decisions regarding disciplinary action.

Disciplinary action will be applied to all league games, Playoffs, Jamborees or other sanctioned WWHA tournaments.

## **DEFINITIONS**

None

## **RELATED POLICIES**

Code of Conduct

# Draft Policy

WWHA-05 - to be ratified at the 2024 Annual General Meeting by WWHA members

## SCOPE

This policy outlines the approach used in the formation of teams playing in the Whitehorse Women's Hockey Association (WWHA) league.

## PURPOSE

- To establish teams that have an equitable distribution of player skill level to create balanced competition between teams.
- To ensure that all players are safe to themselves and others.

## POLICY

WWHA teams are determined through a draft.

Draft procedures are determined by the WWHA Executive.

## BACKGROUND

WWHA is a recreational hockey league with members of all skill levels. Each year, teams will be determined through a draft and will be chosen to ensure a fair distribution of skill level per team. The draft procedure outlines the step-by-step process for the draft. The procedure may be altered to suit the current needs of the league, at the discretion of the Executive. However, all alterations must remain in the spirit of fair distribution and will be sent out to the league in due time before the draft.

## DEFINITIONS

Skill Levels:

**Level 1** - Players at this level are just learning to skate and have very limited knowledge of the fundamentals of the game i.e. positioning, rules, team concepts. This level is for the true beginner who has never played the game nor has had much experience watching or following the game. Skating - Stick handling - Passing - Shooting skills are all in the 1 to 2 out of 10 range.

**Level 2** - Players at this level are becoming more comfortable on their skates but still have a hard time with skating both forward and backwards. They've acquired some basic skills to get up and down the ice but still struggle with carrying the puck, making passes and taking shots. Players in this group would also include those who are not natural athletes and may take more time to develop their skills. Skating - Stick handling - Passing - Shooting skills are all in the 1 to 2 out of 10 range.

**Level 3** - Players at this level are becoming more comfortable on their skates, but still struggle going backwards. They are probably just getting comfortable with positional play, learning to skate with their heads up, learning the rules, team concepts and understand offensive and

defensive zones. Skating - Stick handling - Passing - Shooting skills are all in the 3 to 4 out of 10 range.

**Level 4** - Players at this level are comfortable skating forward and can now skate backwards fairly comfortably. They are starting to understand positioning, team concepts, can skate backwards, but are still working on stick handling, passing, crossovers etc. Skating - Stick handling - Passing - Shooting skills are all in the 3 to 4 out of 10 range.

**Level 5** - Most Level 5 skaters have not had significant coaching or played significant youth hockey as a child, but are generally athletic, have good knowledge of the game, skating and puck handling skills and can play at a general competitive level. Simply put, Level 5 players are solid in most areas of the game.

**Level 6** - Players at this level are comfortable in a fast paced game and are able to keep up with the play. They are in average physical shape. Skating - Stick handling - Passing - Shooting skills are in the 5 to 6 out of 10 range.

**Level 7** - Players have substantial hockey abilities, skills, knowledge and experience. Most Level 7's have been coached and have played considerable hockey in the past.

**Level 8** - Players at this level play at a high level in all areas of the game. They understand the rules, team concepts, are skilled a stick handling, passing, puck control etc. They are in good physical shape. Skating - Stick handling - Passing - Shooting skills are all in the 6 to 7 out of 10 range.

**Level 9** - Players at this level play at a high level in all areas of the game. They understand the rules, team concepts, are skilled a stick handling, passing, puck control etc. They are in above average physical shape. Skating - Stick handling - Passing - Shooting skills are all in the 8 out of 10 range.

**Level 10** - Confident and skillful team player, and may have played for a representative hockey team at one time (i.e., Senior A-AAA, University/College). Prefer a short bench, comfortable providing guidance to new players and communicating with refs.

## **RELATED POLICIES**

Registration, Refund & Waitlist Policy

## **Draft Procedures**

### **Drafters Eligibility**

- 1.1 All former WWHHA players will receive notification three weeks prior to the draft date and will be given the chance to express their interest in becoming drafters.
- 1.2 Two players must put their names forward by email to be drafters. The drafting pairs will be selected for each team by the Team Executive on a first come first serve basis.
- 1.3 Drafting pairs need to be different skill levels.
- 1.4 Goalies can not be drafters.
- 1.5 Drafters need to be equal to or higher than level 4.
- 1.6 To be eligible as drafter, players must have participated in the WWHHA for a minimum of three

years (not necessarily consecutively).

1.7 Both drafters must be present for the entire draft selection.

1.8 Board members can only be selected as drafters if not enough members volunteer.

### **Determining Draft Order**

2.1 The draft order for players will be determined through a randomized process using a deck of cards.

2.2 Each drafter will draw a card from the deck, and the order will be from the highest card (King) to the lowest (Ace).

2.3 In case of a tie, the suit of the card will determine the winner, following the order of Spades, Diamonds, Clubs, and Hearts.

### **Drafting Process**

3.1 The drafting process will follow a "snake" draft format, meaning the draft order will reverse after each round.

3.2 Drafter 1 will choose first, then Drafter 2, and so on until all players are selected.

3.3 After the last player is chosen, Drafter 2 will make the next pick, and the process continues in reverse order.

3.4 This "snake" draft will continue until all players levels 5-10 are selected for each team.

3.5 Pickers must pick themselves first within each sections.

### **Couples/Families Identification**

4.1 Players ranked Levels 5-10 who are part of a couple or family will be identified on the draft cards.

4.2 When a couple or family is selected by a drafter, it will count as two picks for the team.

### **Goalies and Level 3-4 Players**

6.1 Goalies and players ranked as Level 3-4 who are not chosen during the draft will be assigned to teams by the WWHA Executive priority will be given to players that are deemed safe and understand the basic principles of hockey.

6.2 Levels 3-4 will be assigned based on space and availability. All goalies will be assigned.

6.2 This assignment aims to help balance the teams, ensure fair competition and the development of players.

### **Team Sponsor/Jersey Assignment**

7.1 Team sponsors and jersey assignments will be determined at the end of the draft process.

### **Fairness and Transparency**

8.1 The draft process will be conducted with fairness, integrity, and transparency to ensure equal opportunities for all players.

8.2 Any concerns or disputes related to the draft will be promptly addressed by the WWHA Executive for resolution.

8.3 All players not picked during the draft will be added to the waitlist.

By implementing these procedures, the WWHA can conduct a fair and competitive draft process that provides equal opportunities for all players to join teams with balanced and competitive rosters. The randomized draft order and the "snake" draft format contribute to a transparent and equitable selection process, ensuring an enjoyable experience for all participants in the league.

# **Registration, Refund & Waitlist Policy**

WWHA-06 - to be ratified at the 2024 Annual General Meeting by WWHA members

## **SCOPE**

This policy outlines the requirements for member registration; refund allowances; and the waitlist process for the Regular League and Dark League.

## **PURPOSE**

- To establish a transparent process.
- To ensure that all players are safe to themselves and others.

## **POLICY**

### **WWHA Regular League Registration**

Members must register with the league each season in order to be added to the registrar.

Registration will be open for 5 days. Member registrations will be processed in the order in which they are received and given a number. All registered players levels 5-10 during this time period will be part of the draft.

The Executive determines the number of places available on the registrar each year.

Members must pay their full fees during the registration process in order to ensure their place is maintained.

Players must be 18 years of age or older to register in the WWHA.

Players must be ranked a level 3 or above to be eligible to register in the WWHA Regular League. Players ranked 1-2 are not eligible for the regular league. Players ranked Level 1 and 2 are encouraged to join our Dark League to develop their skills.

Registrar (Roster) for 12 out of 15 players on the team will be determined during the draft. The final three (3) players and goalies for each team will be assigned to teams by the WWHA executive. These players will be chosen from the remaining players not selected in the draft and players ranked 3-4. This will be done to ensure a fair team distribution and to ensure that players continue to develop within the league.

All new players to the league and players ranked Level 1-4 must attend at least 1 Development Skills Clinic in the pre season to establish their level.



## **WWHA Dark League Registration**

Members must register with the league each season in order to be added to the registrar. Players of all levels are welcome.

Players in the dark league do not need to be registered in the regular league - players can choose to be registered in both the regular and dark league.

Players must be 18 years or older to register in the WWHA.

### **Development League (Level 1-5)**

Registrations will be processed in the order in which they are received and given a registrar number.

The Executive determines the number of places available on the registrar each year.

Members must pay their full fees during the registration process in order to ensure their place is maintained.

### **Advanced League (Level 6-10)**

Registrations will be processed in the order in which they are received and given a registrar number.

The Executive determines the number of places available on the registrar each year.

Members must pay their full fees during the registration process in order to ensure their place is maintained.

One member from each team of 5 must email the board on behalf of their team. Each team must not contain an accumulative player level sum of 40. See dark League procedures below.

### **Refunds**

Whitehorse Women's Hockey Association (WWHA) is under no obligation to provide refunds of any kind once they are selected to a team.

Refunds will be provided to players that are not selected as part of the WWHA draft (see draft procedures)

### **Waitlist**

A waitlist will be kept identifying the order of those players who have registered during

registration but after all available spots on the registrar have been taken. Players who register but are waitlisted will be notified after the draft.

Waitlisted players will be offered (on the basis of their waitlisted order and skills level) a place on the registrar whenever a space becomes available.

Players who register after the closing of registration will be placed on a waitlist. New players may ask to be placed on the waitlist any time prior to the last 6 games of the regular season.

## **RELATED POLICIES**

Substitution & Guest Policy

Draft Policy

## **Dark League Procedures**

### **Advanced (Levels 6-10)**

#### **Team Formation and Level Ranking**

- a. Each team in the Dark League will consist of 5 players.
- b. For Advanced: Teams must ensure that the combined level ranking of their players does not exceed 40. Level ranking is determined based on individual player skill levels ranging from 6 to 10. The league will provide a list of registered players along with their level rankings to help teams in forming their rosters.

#### **Game Pairings and Rotation**

- a. Teams will be paired with other teams of 5 to play games.
- b. Game scheduling will be arranged in a rotational format, allowing all teams to play against one another throughout the season.
- c. Each team will accumulate points separately based on their performance in each game.

#### **Substitution Procedures**

- a. Subs will be taken from the teams sitting out on a particular game day.
- b. Team captains or designated representatives will coordinate with the league to identify and confirm the availability of subs.

### **Development (Levels 1-5)**

#### **Development Group Team Assignment**

- a. The Development Group players will be assigned to teams by the league.
- b. The league will ensure that each team consists of 15 players.
- c. Team assignment will be done to ensure a fair distribution of skill levels across all teams.

**Substitution Procedures**

- a. Subs will be taken from the teams sitting out on a particular game day.
- b. Team captains or designated representatives will coordinate with the league to identify and confirm the availability of subs.

**Game Scoring and Points**

- a. Points will be awarded to each team based on their performance in each game.
- b. The league will maintain a score table, recording points accumulated by each team throughout the season.

The Dark League is designed to provide both advanced and development players with an enjoyable and competitive hockey experience. By adhering to these procedures, we aim to ensure fair play, equal opportunities, and a positive environment for all participants.

For any questions or clarifications regarding the Dark League procedures, please feel free to reach out to the league's executive committee.

# Equipment Policy

## WWHA-07

### SCOPE

This policy applies to all players and guests during WWHA sanctioned games or on ice activities.

### PURPOSE

To ensure the safety of players and that CARHA insurance requirements are met.

### POLICY

To be allowed on the ice, players must wear the appropriate equipment as required for coverage by CARHA insurance.

WWHA players are required to wear or use the following equipment:

- Helmet and Facemask - CSA approved
- Shoulder pads and/or chest protector
- Throat protector- BNQ approved
- Elbow pads
- Hockey pants
- Gloves
- Shin pads
- Pelvic protector
- Hockey skates
- Socks and hockey sweater
- Hockey stick

Goalies must wear equipment as described in the CARHA Rule Book.

Players not wearing any one of the required pieces of equipment, will be asked to leave the ice until they put it on. If a player returns without the appropriate equipment, they will be suspended from that game.

Any equipment that is in disrepair or that may pose a hazard to the player, or any other player will not be permissible on the ice.

### DEFINITIONS

None

### RELATED POLICIES

None

# Substitution & Guest Policy

WWHA-08 - to be ratified at the 2024 Annual General Meeting by WWHA members

## SCOPE

This policy guides the use of substitute and guest players by teams.

## PURPOSE

- To encourage teams to be diverse in their selection of subs, so that all players have the opportunity to sub and to get to know players on other teams.
- The intent of the Guest Player Policy is to allow visiting, out-of-town players to skate with one of our teams.

## POLICY

### Player and Goalie Substitution

Teams may choose to call players from the substitution list if they have fewer than ten skaters (*i.e.*, less than two full lines) available. If ten or more players are available, subs will not be called.

On occasion, a team may anticipate the need for one or more sub players when fewer than 10 team members have confirmed their attendance. If the un-confirmed player(s) shows up to play, it puts the roster at more than ten players. In that case, rather than releasing the sub player(s), the team member(s) who failed to confirm their attendance will be asked to sit out the game, in order to keep the roster at 10 players.

If a team has fewer than six of their registered players (*i.e.*, five or more substitutes), they will automatically be considered to have forfeited the game. Nevertheless, the team has the option to choose to play despite the lack of registered players.

### Substitution for Playoffs

Players and goalies are encouraged to be available for playoff games to avoid using subs during playoffs. If subs are necessary, the same guidelines apply as during regular season play. Subs may only be called if a team has less than 10 players. The skill levels of substitute players should match the skill levels of the absentee players. Once playoff games have advanced to a point where one or more teams has been eliminated, sub coordinators should acquire subs from eliminated teams. As per the playoff policy, a sub player must have played the minimum required five (5) games with their original team throughout the season.

### Guest Players

Guest players can play up to five (5) games.

Guest players must be approved by the Executive.

Guest players will be assigned to a team by the Executive. A guest player must give the Executive at least 3 days warning ahead of time.

Guest players may not play in the playoffs or finals. Guest players must be insured by CARHA.

## **DEFINITIONS**

None

## **Subs Procedure**

### **Substitution Coordinator Designation**

1.1 Each team participating in the WWAHA shall designate a Substitution Coordinator responsible for managing the substitution process for the team.

### **Sub List Maintenance**

2.1 The WWAHA Executive will maintain a list of available player and goalie substitutes.

2.2 The Substitution Coordinator for each team will be provided with the updated list as needed throughout the season.

### **Sub Requests**

3.1 If a team has fewer than ten rostered players available for a game, the Substitution Coordinator may initiate the process of calling in substitutes.

3.2 When calling up subs, the Substitution Coordinator should try to maintain a balanced team roster by selecting substitutes whose skill levels match those of the absent players.

3.3 Subs should be called up based on an honor system, ensuring fairness and equal opportunities for all players.

### **Substitution Priority (Goalies)**

4.1 When looking for a goalie substitute, the Substitution Coordinator should follow these steps:

4.1.1 Ask existing League goalies on the sub list, including players who have indicated their willingness to be on the goalie sub list.

4.1.2 Ask players from the team to play goalie, with necessary gear provided by the Executive.

4.1.3 Ask a registered male goalie (limited to being registered in the League as a substitute goalie).

4.1.4 Use the "shooter tutor" method as outlined in the Playing Rules.

### **Substitutions during Playoffs**

5.1 Players and goalies are encouraged to be available for playoff games to avoid excessive use of substitutes during playoffs.

5.2 If substitutes are necessary during playoffs, the same guidelines mentioned in Section 3

should be followed.

5.3 Substitutes should be called only if a team has less than ten players available.

5.4 Skill levels of substitute players should match those of the absent players.

5.5 Once playoff games have advanced to a stage where one or more teams have been eliminated, Substitution Coordinators should seek substitutes from the eliminated teams. As per the playoff policy, a substitute player must have played the minimum required five (5) games with their original team throughout the season.

### **Guest Players**

6.1 Guest players are allowed to play in WWHA games on a limited basis, not exceeding five (5) games.

6.2 Guest players must coordinate with the WWHA Executive with at least three (3) days' notice.

6.3 The Executive will assign guest players to teams, with a preference for placing them on teams with fewer skaters to maintain competitive balance.

6.4 Guest players are not permitted to participate in playoffs or finals.

6.5 Guest players must be insured by CARHA.

### **Fairness and Communication**

7.1 To ensure fairness, Substitution Coordinators should communicate openly and honestly with all players about the substitution process.

7.2 Substitution Coordinators should prioritize maintaining competitive balance and the spirit of fair play when calling in substitutes.

7.3 Any concerns or issues regarding the substitution process should be promptly addressed with the WWHA Executive for resolution.

By implementing these procedures, the WWHA can ensure a fair and transparent process for calling in substitutes, fostering a positive and inclusive environment for all players in the league.

# Playoff Policy

## WWHA-09

### SCOPE

This policy outlines how playoffs will be conducted.

### POLICY

Playoffs will take place each season at the end of regular league games.

A player must play a minimum of five (5) league games with the team on which they are considered registered to be eligible for the playoffs. Exceptions to this ruling due to extenuating circumstances will be reviewed and decided upon by the WWHA Executive.

Goalies who have not played 5 league games but wish to be included in playoffs will be reviewed and approved by the WWHA Executive.

The standings, as of midnight on the last day of the regular current playing season, will be used to determine the playoff positions.

Any existing team ties at completion of the season's schedule will be decided based on the following (in descending order):

- Most wins during the regular season.
- The winner between the teams tied when played head-to-head.
- Greater goal spread in games between the tied teams (goals for minus goals against).
- Least goals against.
- Least penalized team.
- Flip of a coin.

### DEFINITIONS

None

### RELATED POLICIES

None

## Playoff Procedure

### 1. WWHA Executive

1. Organizes the playoff schedule.
2. Communicates the approved playoff format to Members by February of each playing year.



# Officiating Policy

## WWHA-10

### SCOPE

This policy addresses the role and responsibility of the Referee-in-Chief and Officials in the WWHA.

### POLICY

Officials are expected to conduct themselves in accordance with the WWHA Code of Conduct and Rule 41 of the CARHA Hockey Official Rule Book.

Officials who fail to uphold their responsibilities may be suspended or removed from the roster of officials pending formal review.

The minimum age of recruitment is 18 years.

Up-to-date certification is desired, but may be excused if the official has experience deemed sufficient by the WWHA Executive.

When recruiting new officials, the officials must have officiated within the last two seasons and/or have up-to-date certification.

The roster of officials for the season must be approved by the WWHA Executive.

Officials must sign score sheets to be eligible for payment.

### DEFINITIONS

None

## Officiating Procedure

### WWHA Executive

1.1. The WWHA Executive will appoint the Referee-in-Chief.

1.2. The Executive will approve the roster of officials for each season. Officials will be selected based on their compatibility with the WWHA, meaning their ability to work harmoniously with the Executive and its members. The Executive reserves the right to reject an official, regardless of their experience and certification.

### Referee-in-Chief

2.1. The Referee-in-Chief is responsible for:

- Recruiting officials for the season.
- Assigning officials to games.
- Maintaining game sheets.
- Providing the Treasurer with a monthly summary of payment owed to officials.

- 2.2. Before recruiting new officials, the Referee-in-Chief will contact all officials from the previous season's roster to determine who will return for the upcoming season.
- 2.3. New officials will be added to the roster as needed to schedule two officials per game. Once the roster is full, interested officials will be placed on a back-up roster. The back-up roster is a pool from which the Referee-in-Chief may draw as required. Officials on the back-up roster are not guaranteed games nor a spot on the primary roster if additional officials are needed. Officials under 18 may also be added to the back-up roster. They are held to the same standards as primary roster officials, except for age. The back-up roster serves to provide officials for league games and WWHHA events, assess potential new officials, and aid in their development.
- 2.4. The Referee-in-Chief will assign games fairly and equally to all officials.
- 2.5. Whenever possible, the Referee-in-Chief will schedule two officials per game.
- 2.6. The Referee-in-Chief will coordinate the collection, storage, and sharing of score sheets for the season with the statistics coordinator.

### **Referees**

- 3.1. Referees are expected to conduct themselves in accordance with the WWHHA Code of Conduct and Rule 41 of the CARHA Hockey Official Rule Book.
- 3.2. They will review, approve, and sign score sheets.
- 3.3. Referees must report any Match penalties immediately following the game, providing full details to the President as per Rule 41(n).
- 3.4. Any incidents of gross misconduct, game misconduct, or match penalties must be reported to the Referee-in-Chief within 24 hours.
- 3.5. Referees must have at least Hockey Canada Official Level 1 certification.
- 3.6. Completion of the CARHA Referee Training Modules is also required.

### **RELATED POLICIES**

Code of Conduct

# **In Camera Meeting Policy**

## **WWHA-11**

### **SCOPE**

There are times when discussions within WWHA Executive meetings must be kept confidential. Such discussions are considered to be “*in camera*” meetings. *In camera* meetings have a legitimate purpose but their use should be limited.

### **POLICY**

*In camera* meetings may be used by the WWHA Executive.

### **DEFINITIONS**

*In camera*: A private session without recorded notes or minutes.

### **GUIDELINES**

1. Because *in camera* meetings restrict the normal information reported to the Membership, their use should be limited to those occasions when they are absolutely necessary.
  - 1.1 *In camera* meetings should be considered where the following subject matter is to be discussed (the following list is not intended to be an exhaustive list, and other factors may be considered):
    - 1.1.1 Personal matters about any identifiable individual, including employees, Directors, participants, or Members of the WWHA;
    - 1.1.2 Commercially sensitive business matters, including matters subject to confidentiality agreements with third parties;
    - 1.1.3 Litigation or potential litigation; or
    - 1.1.4 The receiving of advice that is subject to privilege, including communications necessary for that purpose.
2. Minutes will not be taken; however, the start and end time of the *In camera* session will be recorded.

### **RELATED POLICIES**

None

# Shared Positions

WWHA-12 - to be ratified at the 2024 Annual General Meeting by WWHA members

## SCOPE

This policy guides the use of split positions in the league.

## PURPOSE

- The aim of this policy is to ensure the WWHA is inclusive and accommodating to players' diverse lifestyles, removing barriers that may hinder their participation.
- The possibility of sharing positions will allow players with various commitments to participate fully in the league without compromising their other responsibilities.

## Policy

Players of similar skill rank will be allowed to split a position within the WWHA league. To be eligible for a shared position, players must be within 1 rank from one another.

Both players sharing the position must register and pay half of the registration fees for the season.

It is strictly prohibited for both players to be on the ice simultaneously, including during substitution or any other circumstances. No exceptions will be allowed for this rule, and it must be strictly adhered to by the players involved.

The players sharing the position are responsible for ensuring the integrity of this arrangement. To maintain fairness, any violation of this policy may result in expulsion from the league for the current season.

## DEFINITION

None

# Privacy Policy

**WWHA-13 - to be ratified at the 2024 Annual General Meeting by WWHA members**

## Scope

The Whitehorse Women's Hockey Association (WWHA) is committed to protecting the privacy and personal information of its members, players, coaches, volunteers, and stakeholders.

## Purpose

- To outline how we collect, use, disclose, and protect personal information in compliance with applicable privacy laws.

## Policy

We collect personal information from individuals directly or from authorized representatives when they register to participate in the WWHA or engage in any league-related activities.

The types of personal information we collect may include, but are not limited to, the following:

- Full name
- Contact details (address, email, phone number)
- Date of birth
- Emergency contact information
- Gender
- Medical information (for health and safety purposes)
- Hockey skill level and history
- Photographs and videos (for promotional purposes with consent)

Personal information collected by the WWHA is used for the following purposes:

- Registration and enrollment in league activities
- Communication with members and participants
- Organizing and administering league events and games
- Ensuring health and safety during league activities
- Evaluating and improving league programs and services
- Responding to inquiries and addressing concerns
- Promotional purposes, with individual consent

By providing personal information to the WWHA, individuals are deemed to have given their consent for its collection, use, and disclosure for the purposes outlined in this Privacy Policy.

Participants have the right to withdraw their consent at any time by contacting the WWHA at [contact information]. Please note that withdrawing consent may limit or prevent participation in league activities.

The WWHA will not disclose personal information to third parties without obtaining consent, except in the following circumstances:

- When required by law or authorized by applicable privacy laws
- To protect the health, safety, or well-being of league participants or others
- When necessary to conduct league operations and activities
- With the individual's consent for specific purposes, such as promotional materials

The WWHA employs appropriate security measures to safeguard personal information from unauthorized access, disclosure, or misuse. These measures include physical, technical, and administrative safeguards.

The WWHA retains personal information only for as long as necessary to fulfill the purposes for which it was collected and to comply with legal requirements.

The WWHA may update this Privacy Policy from time to time to reflect changes in legal or regulatory requirements, as well as updates to our practices. The revised Privacy Policy will be posted on our website, and we encourage individuals to review it periodically.

By adhering to this Privacy Policy, the WWHA ensures the protection of personal information and maintains a transparent and responsible approach to privacy practices for all league participants and stakeholders.

## Appeal Policy WWHA-14

**“Organization” refers to: Whitehorse Women’s Hockey Association**

### Definitions

The following terms have these meanings in this Policy:

- a) *“Athlete”* – An individual who is an Athlete Participant in the Organization
- b) *“Affected Party”* - Any individual or entity, as determined by the Appeal Manager, who may be affected by a decision rendered under this Policy and who may have recourse to an appeal in their own right
- c) *“Appeal Manager”* - An individual, who may be any staff member, Committee Member, volunteer, Director, or an independent third party, who is appointed to oversee this Policy. The Appeal Manager will have responsibilities that include using decision making authority empowered by this Policy
- d) *“Appellant”* – The Party appealing a decision
- e) *“Days”* – Days including weekends and holidays
- f) *“Participants”* – Refers to all categories of individual members and/or registrants defined in the By-laws of the Organization who are subject to the policies of the Organization, as well as all people employed by, contracted by, or engaged in activities with the Organization including, but not limited to, employees, contractors, Athletes, coaches, instructors, officials, volunteers, managers, administrators, committee members, parents or guardians, spectators, and Directors and Officers
- g) *“Parties”* – The Appellant, Respondent, and any other Participants affected by the appeal
- h) *“Respondent”* – The body whose decision is being appealed

### Purpose

The Organization is committed to providing an environment in which all Participants involved with the Organization are treated with respect and fairness. The Organization provides Participants with this *Appeal Policy* to enable fair, affordable, and expedient appeals of certain decisions made by the Organization. Further, some decisions made by the process outlined in the *Discipline and Complaints Policy* may be appealed under this Policy.

### Scope and Application of this Policy

This Policy applies to all Participants. Any Individual who is directly affected by a decision by the Organization shall have the right to appeal that decision provided there are sufficient grounds for the appeal under the ‘Grounds for Appeal’ section of this Policy.

This Policy **will apply** to decisions relating to:

- a) Eligibility
- b) Selection
- c) Conflict of Interest
- d) Discipline
- e) Membership

This Policy **will not apply** to decisions relating to:

- a) Employment
- b) Infractions for doping offenses
- c) The rules of the sport
- d) Selection criteria, quotas, policies, and procedures established by entities other than the Organization
- e) Substance, content and establishment of team selection criteria
- f) Volunteer/coach appointments and the withdrawal or termination of those appointments
- g) Budgeting and budget implementation
- h) The Organization's operational structure and committee appointments
- i) Decisions or discipline arising within the business, activities, or events organized by entities other than the Organization (appeals of these decisions shall be dealt with pursuant to the policies of those other entities unless requested and accepted by the Organization at its sole discretion)
- j) Commercial matters for which another appeals process exists under a contract or applicable law
- k) Decisions made under this Policy

### **Timing of Appeal**

Participants who wish to appeal a decision have seven (7) days from the date on which they received notice of the decision to submit, in writing to the Organization, the following:

- a) Notice of the intention to appeal
- b) Contact information and status of the Appellant
- c) Name of the Respondent and any Affected Parties, when known to the Appellant
- d) Date the appellant was advised of the decision being appealed
- e) A copy of the decision being appealed, or description of decision if written document is not available
- f) Grounds for the appeal
- g) Detailed reasons for the appeal
- h) All evidence that supports these grounds
- i) Requested remedy or remedies
- j) An administration fee of one hundred dollars (\$100), which will be refunded if the appeal is upheld

A Participant who wishes to initiate an appeal beyond the seven (7) day period must provide a written request stating the reasons for an exemption. The decision to allow, or not allow, an appeal outside of the seven (7) day period will be at the sole discretion of the Appeal Manager and may not be appealed.

### **Grounds for Appeal**

A decision cannot be appealed on its merits alone. An appeal may only be heard if there are sufficient grounds for appeal. Sufficient grounds include the Respondent:

- a) Made a decision that it did not have the authority or jurisdiction (as set out in the Respondent's governing documents) to make
- b) Failed to follow its own procedures (as set out in the Respondent's governing documents)
- c) Made a decision that was influenced by bias (where bias is defined as a lack of neutrality to such an extent that the decision-maker appears not to have considered other views)
- d) Failed to consider relevant information or took into account irrelevant information in making the decision
- e) Made a decision that was grossly unreasonable



The Appellant must demonstrate, on a balance of probabilities, that the Respondent has made a procedural error as described in the 'Grounds for Appeal' section of this Policy and that this error had, or may reasonably have had, a material effect on the decision or decision-maker.

### **Screening of Appeal**

Upon receiving the notice of the appeal, the fee, and all other information (outlined in the 'Timing of Appeal' section of this Policy), the Organization and the Appellant may first determine the appeal to be considered under the Organization's *Dispute Resolution Policy*.

Appeals resolved by mediation under the *Dispute Resolution Policy* will cause the administration fee to be refunded to the Appellant.

Should the appeal not be resolved by using the *Dispute Resolution Policy*, the Organization will appoint an independent Appeal Manager (who must not be in a conflict of interest) who has the following responsibilities:

- a) Determine if the appeal falls under the scope of this Policy
- b) Determine if the appeal was submitted in a timely manner
- c) Decide whether there are sufficient grounds for the appeal

If the appeal is denied on the basis of insufficient grounds, because it was not submitted in a timely manner, or because it did not fall under the scope of this Policy, the Appellant will be notified, in writing, of the reasons for this decision. This decision may not be appealed.

If the Appeal Manager is satisfied there are sufficient grounds for an appeal, the Appeal Manager will appoint an Appeals Panel which shall consist of a single Arbitrator, to hear the appeal. In extraordinary circumstances, and at the discretion of the Appeal Manager, a Panel of three persons may be appointed to hear the appeal. In this event, the Appeal Manager will appoint one of the Panel's members to serve as the Chair.

### **Determination of Affected Parties**

In order to confirm the identification of any Affected Parties, the Appeal Manager will ask the Organization. The Appeal Manager may determine whether a party is an Affected Party in their sole discretion.

### **Procedure for Appeal Hearing**

The Appeal Manager shall notify the Parties that the appeal will be heard. The Appeal Manager shall then decide the format under which the appeal will be heard. This decision is at the sole discretion of the Appeal Manager and may not be appealed.

If a Party chooses not to participate in the hearing, the hearing will proceed in any event.

The format of the hearing may involve an oral in-person hearing, an oral hearing by telephone or other electronic means, a hearing based on a review of documentary evidence submitted in advance of the hearing, or a combination of these methods. The hearing will be governed by the procedures that the Appeal Manager and the Panel deem appropriate in the circumstances, provided that:

- a) The hearing will be held within a timeline determined by the Appeal Manager
- b) The Parties will be given reasonable notice of the day, time and place of the hearing

- c) Copies of any written documents which the parties wish to have the Panel consider will be provided to all Parties in advance of the hearing
- d) The Parties may be accompanied by a representative, advisor, or legal counsel at their own expense
- e) The Panel may request that any other individual participate and give evidence at the hearing
- f) The Panel may allow as evidence at the hearing any oral evidence and document or thing relevant to the subject matter of the appeal, but may exclude such evidence that is unduly repetitious and shall place such weight on the evidence as it deems appropriate
- g) If a decision in the appeal may affect another party to the extent that the other party would have recourse to an appeal in their own right under this Policy, that party will become a party to the appeal in question and will be bound by its outcome
- h) The decision to uphold or reject the appeal will be by a majority vote of Panel members

In fulfilling its duties, the Panel may obtain independent advice.

### **Appeal Decision**

The Panel shall issue its decision, in writing and with reasons, within fourteen (14) days after the hearing's conclusion. In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide to:

- a) Reject the appeal and confirm the decision being appealed
- b) Uphold the appeal and refer the matter back to the initial decision-maker for a new decision
- c) Uphold the appeal and vary the decision

The Panel's written decision, with reasons, will be distributed to all Parties, the Appeal Manager, and the Organization. In extraordinary circumstances, the Panel may first issue a verbal or summary decision soon after the hearing's conclusion, with the full written decision to be issued thereafter. The decision will be considered a matter of public record unless decided otherwise by the Panel.

### **Timelines**

If the circumstances of the appeal are such that adhering to the timelines outlined by this Policy will not allow a timely resolution to the appeal, the Appeal Manager and/or Panel may direct that these timelines be revised.

### **Confidentiality**

The appeals process is confidential and involves only the Parties, the Appeal Manager, the Panel, and any independent advisors to the Panel. Once initiated and until a decision is released, none of the Parties will disclose confidential information to any person not involved in the proceedings.

### **Final and Binding**

No action or legal proceeding will be commenced against the Organization or Participants in respect of a dispute, unless the Organization has refused or failed to provide or abide by the dispute resolution process and/or appeal process as set out in the Organization's governing documents.

