



**Start with a Dream, Achieve your Goals, Flyers for Life**

**WMHA Executive Handbook**

# Flyers Mission and Values

## Flyers Mission

Start with a Dream, Achieve your Goals, Flyers for Life

## Flyers Values

WMHA and all of its participants will agree to and promote the following Flyer values:

- Safety
- Good sportsmanship and fair play
- Truth, honesty and integrity at all times
- Development of hockey skills and knowledge
- Value of hard work, determination, the pursuit of excellence and success in all activities
- Promotion of teamwork, and the belief that what a group can achieve as a whole is greater than that which can be achieved by individuals
- Community involvement

## Flyers Logo with Mission



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## Executive Role Definitions



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# President & VP Role Definition



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Task List	Deliverable Timeframe
<b>Meetings</b> Set Agenda and attend all WMHA Executive meetings Attend PVMHA AGM Attend Hockey Manitoba AGM	Ongoing April May
<b>Discipline</b> Suspend teams, coaches, players or Refs that breach WMHA Constitution	As Required
<b>In the event of Emergency</b> Exercise the powers of the Executive	As Required
<b>General Management</b> Lead, guide and support WMHA Executive	Ongoing
<b>Vice President</b> Act in place of the President in his absence or inability Assume other duties as designated by the President	

# Secretary Role Definition



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Task List	Deliverable Timeframe
<b>WMHA Executive Meeting Notification</b> Email Executive in advance of meeting - Agenda, date, time, place Attend meetings and record minutes	Ongoing Ongoing
<b>WMHA AGM Meeting</b> Publish notice of meeting through use of various social media platforms Attend meeting and record minutes	2 weeks before AGM
<b>Communication Director</b> Control and standardize bulk email communication to WHMA users Advertise / notify public of Registration on Social Media Create Teams and add Players to SI App Update Website as required Establish an active Social Media plan for the year, it should include but not be limited to - promoting teams home and away tournaments, playoffs and Provincials	Ongoing July-September September Ongoing Ongoing
<b>WMHA Conditioning and Evaluation Process</b> Provide assistance in coordinating off ice portion of event	Preseason
<b>WMHA Meetings</b> Attending WMHA Executive meetings and record meeting minutes Collect yearly reports from WMHA Executive prior to AGM meeting and send to Association members along with Agenda	Ongoing Yearly

# Treasurer Role Definition



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Task List	Deliverable Timeframe
<b>Budget</b> Send year over year comparative income statements to exec Provide budget worksheets for exec to complete Compile budget information and prepare a recommended budget	April April May
<b>Bank Rec</b> Confirm books align with the bank account	Monthly
<b>Accounts Receivable</b> Create sponsor invoices and forward to the fundraising chair Check mail for cheques	June - October Ongoing
<b>Account Payable</b> Check the mail, email and booth for invoices to be paid Enter invoices to Sage 50 and send funds	Ongoing Ongoing
<b>Financial Reports</b> Prepare monthly reports to share at exec meetings Prepare a year to date statement for the AGM along with report	Monthly April
<b>50/50 Reporting</b> Track 50/50 sales and deposits Prepare and send 50/50 financial reports to MLGCA	Through out the Flyers season Quarterly
<b>Registration Requirements</b> Create invoices for players on Sage 50 Prepare a float for registration night Use Quickenroll website to track and invoice all online registrations Process refunds for players that quit or don't have a team to play with	June to November Registration night (Sept) June to November Sept to Teams have been established
<b>Coop Fundraiser</b> Apply to run the fundraising campaign through the Coop Marketing Dept Provide information to team managers Set a date to collect the master list and funds from team managers Separate and disburse Coop gift cards to the team managers	September Coach/Manager Meeting (October) Mid October Late October
<b>Disburse Funds to Team Managers (All entered on Sage 50)</b> Tournament fees collected with player registration Ref pay funds along with the tracking spreadsheet Money fundraised through the Coop fundraiser Tournament allowance to the tournament organizer Team portion of Winkler Flyers 50/50 earned through regular season	October October October October February

## Ref in Chief Role Definition



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Task List	Deliverable Timeframe
<b><u>Referee Contact</u></b> Assist new potential Refs throughout summer in becoming certified and arrange for repayment of clinics Provide Sports store with list of new officials to receive jerseys Contact all previous year officials to confirm who will be returning	Ongoing  Beginning of September
<b><u>Meetings</u></b> Attend Coaches Mangers meeting to share any upcoming changes Attend Pembina Valley RIC meeting Assist Tournament Chairs with Rule clarification as needed Attend WMHA Tournaments or appoint another Senior official to be present Liase with other Associations RIC's to share information our help as available	September  Jan/Feb/Mar  Ongoing
<b><u>Evaluations and Regular Season</u></b> Ensure there are enough officials available for all evaluation games Communicate with Scheduler as required during season Mentor / work with young officials to continue development Ensure to schedule level appropriate officials for games Deal with Coach / Player disputes as they arise Set up a mid season clinic if possible or as needed Train Time Keepers as available	Mid September Ongoing
<b><u>Payment</u></b> Propose fee schedule for season and bring to Executive for approval Ensure WMHA Team Managers are paying officials right after games	Before Season begins Ongoing

## Booth Liaison & 50/50 Role Definition



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Task List	Deliverable Timeframe
<b><u>Management</u></b> Fill Booth Manager position for the season Review scheduling system used to communicate with member volunteers Complete all Leese Agreements, Permits, Licenses or Inspections Mediate issues as they arise from operation of booth Ensure member volunteers are adequately trained	July  Ongoing
<b><u>Menu</u></b> Connect with Suppliers, priority to be given to local business Review and establish menu with pricing for the season Have sinage created to display menu on booth Creativity encouraged for evening or weekend sales as required	August  Ongoing
<b><u>Inventory and deposits</u></b> Monitor and report monthly inventory of stocks on hand Investigate and impliment other methods of payment than cash Ensure deposits are made daily or at the end of a larger event	Ongoing
<b><u>End of Season</u></b> Clean and sell off remaing booth inventory	April

# Player Development Role Definition



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Task List	Deliverable Timeframe
<b>Evaluations</b> Develop and monitor WMHA Evaluation Criteria Active involvement during evaluations and team tiering process, document successes and identify challenges for discussion with Coaches Committee or On Ice Committee	August / September
<b>Development Plans</b> Review, develop and implement Development plans with Coaches Committee Consult Hockey Canada Long Term Development (LTPD) model as required Research and liaise with Regional and or Provincial LTPD as required Engage Coaches Committee to create practice plans that best suit all divisions Identify and where possible implement clinic and enhanced services Develop and monitor WMHA Evaluation criteria	Ongoing
<b>Clinics and Camps</b> Identify Clinics and Camps that are available in the area In consultation with Coaches Committee and Scheduler look for opportunities to host Clinics Ensure all players (Goalies and Skaters) are given equal opportunity	Ongoing

# Fundraising Role Definition



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Task List	Deliverable Timeframe
<b>Connect with Sponsors</b> Draft a WMHE approved Sponsorship letter Identify Sponsors that may want to partner in larger Raffle prizes Personally deliver or email Sponsorship letter to both new and existing sponsors Follow up in person, email, phone or txt as required Brainstorm new and creative ways to fundraise	July August Ongoing
<b>Advertise Sponsors</b> Connect with Sign company to create a sponsor board for arena Promote Sponsors through WMHA Website or Social Media platforms as able	Early September Ongoing
<b>Raffles</b> Apply for raffle ticket licence Create and print raffle ticket books Distribute raffle books to managers	August September
<b>End of Season Follow up</b> Send a creative letter and or photos from season thanking Sponsors Brainstorm other ways to thank Sponsors - Players with Jerseys on attend for picture with Sponsor, collectables the Sponsor receives each year to have a collection over the years etc.	February

## Tournament Role Definition



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Task List	Deliverable Timeframe
<b>Tournament Dates and Fees</b> Work with Scheduler to determine dates available after Ice Users meeting Establish entry fees with WMHE and compare with other communities Block off enough rooms with local hotels, typically 30-40 Quality Inn is our major tournament sponsor - info@qualityinnwinkler.com 204-325-4381 or 204-325-9656 Days Inn - reservations@daysinnwinkler.ca 204-325-8888 or 204-325-5488 Best Western - opening new hotel in Winkler 2020/2021 Best Western - Morden.j.enns@mordenbw.ca 204-822-6116	March / April
<b>Advertise Home Tournament</b> Create PDF with all WMHA Tournament dates and information Post on WMHA website and Social Media platforms with entry form Send same information to PVMHA for them to post on their website	July / August
<b>Sanctions</b> Purchase sanctions for all WMHA Tournaments through HMB website **Only <b>one</b> sanction required per tournament - ie// Atom Gold, Silver, Bronze is one category so only one sanction is required**	Early September
<b>Entry and Fee Collection</b> Receive entry requests Work with Treasurer to arrange collection of entry fees Preference is for teams to etransfer funds to winklerminorhockey@gmail.com using the password of Hockey	September
<b>Medals</b> Gold, Silver and Bronze Medals are awarded in each category Quality Inn will also need to be notified to be in attendance to award Cup and pose for pictures with winning team 2019 Medals were ordered from Prairie Sky Promotions with the following spec; 2" Econo Medallion with 32" black/orange ribbon	September
<b>Event Programs</b> Quality Inn should be listed on the program cover as Major Tournament Sponsor Fundraising Chair to provide list of all other sponsors to be included in program Design a template to be used for all tournaments for the season	October
<b>Coaches Managers Meeting</b> Establish Tournament Committee Chairs from Managers of each category Provide Managers with an information package	Early October
<b>Tournament Weekend</b> When all entries have been accepted, get rosters from each team for program Design Program and have printed 2-4 weeks in advance ( Eagle Eye Printing ) Check in with Tournament Committees to ensure they have all the information and supplies (game sheets, medals, etc) to ensure successful event Be available or in attendance at all Tournaments if possible as a resource Prepare income/expense statement for each tournament to guide future decisions	Nov/Dec/Jan

# Female Rep Role Definition



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Task List	Deliverable Timeframe
<b><u>Annual PVMHA Female Council Meeting</u></b> Attend meeting when arranged by PVMHA - Review of season, changes, opportunities upcoming	End of season
<b><u>Promote and Recruit Female Hockey Players</u></b> Use Social Media, flyers or other approved communication tools Maintain / update Instagram and Facebook pages	Summer On going
<b><u>Pre-Season PVMHA Female Council Meeting</u></b> Discussion and updates on the upcoming season Information on upcoming Female hockey opportunities provided	Pre-Season Pre-Season
<b><u>Female Hockey Registration Numbers</u></b> Communicate registration numbers received Determine teams to be hosted by WMHA or join other communities as required	After Registration / Before Season After Registration / Before Season
<b><u>Coaches and Managers</u></b> Arrange for Coaches and Managers for the WMHA hosted Female teams Confirm certification compliance of Coaches with WMHA Registrar	After Registration / Before Season After Registration / Before Season
<b><u>Communicate any Female Hockey Opportunities</u></b> Peewee Prospects, Esso Fun Days, Novice Jamboree, Future Hawk, etc.	Ongoing
<b><u>Winkler Hosted Events</u></b> Attend, help and oversee where needed	As needed

# Equipment Role Definition



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Task List	Deliverable Timeframe
<b><u>Budget</u></b> Identify Equipment needs Complete budget worksheet for Treasurer	Ongoing May
<b><u>Provide Teams with Equipment</u></b> Distribute equipment - Goalie, First Aid Kits, Jerseys, Team Locker Keys, Puck Bags Collect postdated cheques (200.00) from Atom Goalie parents for WMH equipment	After Coaches / Managers Meeting After Coaches have Goalies
<b><u>Make list of Equipment</u></b> Create an ongoing list through out the year for Budget Track repairs and approved purchases	Ongoing Ongoing
<b><u>Equipment Collection</u></b> Collect and store jerseys in complete sets in WMH Storage room Collect Puck Bags, first aid kits, team locker keys and goalie equipment	End of season End of season
<b><u>AGM</u></b> Prepare a report for the year and attend meeting	April
<b><u>Order New Jerseys and Equipment</u></b> Identify equipment needing replacement and Jerseys required	June
<b><u>WMHA Equipment Room</u></b> Maintain and keep this space organized	Ongoing

# Scheduler Role Definition



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Task List	Deliverable Timeframe
<b>Recreation Program Ice Users Meeting</b> Attend meeting when arranged by Winkler Recreation Programmer Prebook September Ice	July - August
<b>First Ice</b> Schedule ice for preseason Conditioning and Evaluations Assist with off ice organization	September As Required
<b>First Half of Season Game Ice</b> Prepare first half game slots Assign game slots to teams, send to Managers before the Scheduler Meeting Managers arrange away games at PVMHA Scheduling Meeting with other teams Attend PVMH Scheduling Meeting with Managers and assist Upload all home games on SI Play App Prepare a spreadsheet with all home games and send to RIC	October    As Required October
<b>Second Half of Season Game Ice</b> Prepare second half game slots Assign to teams and email Managers before first half completed Teams schedule games as per PVMHA Convenors request and then send Managers game dates Prepare a spreadsheet with all home games and send to RIC Upload all home games on SI Play App	December Mid December
<b>Provincials</b> Schedule play down games as teams request ( applies only to teams registered for Provincials)	January
<b>Playoffs</b> Prepare playoff game slots Schedule teams as they request ice, one round at a time	February
<b>Practices</b> Schedule weekly practices and post on SI Play App Update SI Play App and notify RIC asap when games are cancelled	Ongoing

# Registrar Role Definition



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Task List	Deliverable Timeframe
<b>Initial Registration</b> Receive email from Hockey MB allowing access to set up registration Go into Hockey Canada Registry (HCR) and set up registration screens for online registration Send email to all participants from previous with link to access registration Promote early registration link via WMHA social media platforms	Early June
<b>Registration</b> Prepare for in-person registration In person registration, have Treasurer present, forms as well as amounts owed and not paid online Have Parent Respect in Sport instructions available for new registrants Reference binder for specific in person registration details Maunally enter in-person registrations in HRC Communication with Treasurer is key to ensure balances are paid Create player transfers in HRC if players are transferring from other association Overage applications need to be completed for players requesting to play in a division lower than age. See Hockey MB website for restrictions	End of August
<b>Rosters</b> Once Roster is set, enter teams ( including Coaches, Assistant Coaches, Managers and Safety) Coaches/Managers/Safety all need to be certified by December 1 Rosters must be submitted to the HCR no later than December 1 Submitting rosters earlier than deadline is strongly suggested	September
<b>Certification</b> Ensure all coaches are certified and have connected certification to HRC profile	Mid November
<b>Provincial Applications</b> Teams wanting to participate in Provincials must advise Registrar prior to Dec 1 Teams withdrawing from Provincials have 4 weeks before heavy penalties apply	Mid November
<b>Extended Hockey Teams</b> Extended Rosters must be submitted by coaches to Registrar Email sent in late February with all instructions Rosters must be complete before submitting to Hockey MB Hockey MB rosters all extended season teams Tournament allowance to the tournament organizer Team portion of Winkler Flyers 50/50 earned through regular season	February / March     October February

# Coach Chair Role Definition



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Task List	Deliverable Timeframe
<b>Build Coach Roster</b> Confirm interest from coaches who expressed interest during registration Reachout to additional prospect coaches who may not have expressed interest Ensure all coaches are in good standing with all Hockey regulatory bodies.	Immediately after registration Immediately after registration Immediately after registration
<b>Organization of Evaluations</b> Organize on-ice instructors as required Develop standardized on-ice plans for skill sessions, games and pre-evaluation conditioning camps. Develop evaluation criteria for evaluation committee Organize player lists, jerseys and other required items for tryouts.	Immediately after registration Immediately after registration Immediately after registration Immediately after registration
<b>Participate in Tiered Team Evaluations and Selections</b> May participate as on-ice instructor Participate on evaluation panel and team selection committee	During Evaluations During Evaluations
<b>Placement of Head Coaches with Teams</b> Assist Head Coaches with Assistant Coach placement Seek additional coaches within parent coaching pool Seek additional coaches outside the parent coaching pool	Immediately after evaluations Immediately after evaluations Immediately after evaluations
<b>Communicate coaching certification guidelines to all coaches</b> Communicate certification deficiencies and co-ordinate as required with hockey regulatory boards Communicate available certification clinics to coaches, follow up on progress.	Season start to Nov 30 Season start to Nov 30
<b>Communicate available resources and development opportunities</b> Communicate available coaching resources to coaches as applicable Communicate coach development opportunities as applicable. Co-ordinate development opportunities both within WMH and utilizing third party resources	Season start & ongoing Season start & ongoing Season start & ongoing
<b>Answer questions from coaches as applicable</b>	Ongoing
<b>Coach and Parent Feedback</b> Conduct periodic surveys with parents to evaluate coaches and provide feedback Conduct periodic surveys with coaches to determine what resources they require Develop framework for upcoming season based on coach/parent feedback	Season end Season end Summer

# Past President Role Definition



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Task List	Deliverable Timeframe
<b>Core Function</b> The Past President is a member of the Executive Committee and will assist the current President as required	
<b>Clarification</b> The person who has most recently held office as the President will automatically assume the position of Past President upon election of successor. Exception to this would be taken if the President resigned or was removed of their duties as President  Should the most recent President be unable or unwilling to serve as Past President, Executive can appoint immediate predecessor.  Past President will be entitled to receive notice of and attend meetings, however, will not be entitled to vote	

# CONSTITUTION OF WINKLER MINOR HOCKEY ASSOCIATION



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## **Flyers Mission**

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## **Flyer Values**

*WMHA and all of its participants will agree to and promote the following Flyer values:*

- Safety
- Good sportsmanship and fair play
- Truth, honesty and integrity at all times
- Development of hockey skills and knowledge
- Value of hard work, determination, the pursuit of excellence and success in all activities
- Promotion of teamwork, and the belief that what a group can achieve as a whole is greater than that which can be achieved by individuals
- Community involvement

## **Article I – General Provisions**

- a. The name of the organization will be “Winkler Minor Hockey Association’
- b. The association will be part of the Pembina Valley Minor Hockey League
- c. The association will be under the authority of Hockey Manitoba

## **Article II – Purpose**

The objectives of this organization are:

- i. To foster, promote and encourage Minor Hockey in the city of Winkler
- ii. To promote good citizenship and sportsmanship
- iii. To provide every player who registers with the association, with an opportunity to play organized hockey in a league according to his/her age and ability
- iv. To establish and maintain teams for the various categories within its jurisdiction and to conduct play-off competition to decide a winner of each category; and to develop teams in each division to represent the association in provincial and tournament competition
- v. To be responsible for all Minor Hockey from Timbits up to and including Juvenile levels in the city of Winkler, under the supervision of Hockey Manitoba
- vi. To do all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the association

### **Article III – Amendment Process**

The constitution of the Winkler Minor Hockey Association cannot be altered except at an annual meeting and notice of the proposed alteration shall be given to the secretary in writing at least one month before the day of the meeting, and the secretary shall immediately notify the Executive Committee of the proposed changes. Notice of the proposed amendments shall be sent to the members of the association. An amendment to this constitution can only be made at an annual meeting by a two-thirds majority of the members voting thereon.

### **Article IV – Organization**

- a. The membership of the association will consist of:
  - i. Parents or guardians of all players registered for any of the teams under its jurisdiction
  - ii. Coaches and managers of all teams under its jurisdiction
  - iii. Life members
  - iv. Executive members
  - v. Other appointed officials
- b. One-half of the members of the Executive shall be elected at each annual meeting for a term of two years
- c. The appointment of the Executive Officers shall be made within the Executive at its first regular meeting of the year and shall be subject to the following provisions:
  - i. A nomination shall be accepted for the office of President only if that person has served in the Executive during one of the two years prior to his/her nomination
  - ii. A nomination shall be accepted for the office of Vice-President only if that person has served on the Executive during one of the two years prior to his/her nomination.

### **BY-LAW 1 – COMPOSITION OF THE EXECUTIVE**

The Executive shall consist of fourteen (14) elected members plus the past president.

### **BY-LAW 2 – EXECUTIVE OFFICER’S DUTIES**

The Executive shall have the power to:

- i. Control the affairs of the Association
- ii. Fill and/or assign any vacancy that might occur in its membership
- iii. Amend or alter regulation of the Association
- iv. Suspend or discipline any Executive member, coach, manager, player, referee or other official connected with the association

### **BY-LAW 3 – MEETINGS**

- a.* The Annual Meeting of the Association is to take place in the month of April of each year. It shall deal with elections, constitutional changes or special items of business decided by the Executive. The duties of the new Executive are to commence within thirty days of the said meeting.
- b.* All meetings of the Executive shall be at the call of the President, except as outlined under item “c” below.
  - i.* A quorum for the Executive meetings shall consist of fifty percent or more of its members. A quorum is required for the transaction of business at any and all Executive meetings
  - ii.* The President shall call regular Executive meetings during the entire year, and as often as deemed necessary during the hockey season
- c.* At the request of three Executive members, the President shall call a special meeting. No subject shall be discussed or considered at a special meeting except that specified in the notice

### **BY-LAW 4 – VOTING**

- a.* The following will be eligible to vote at Annual Meetings:
  - i.* All parents or guardians of all players registered for any of the teams under the jurisdiction of the Association
  - ii.* All coaches and managers for each team under the jurisdiction of the Association
  - iii.* Elected Executive members
  - iv.* Life members
- b.* Each eligible person attending the Annual Meeting will have one vote
- c.* A quorum for the Annual Meeting will consist of the eligible members present
- d.* Only elected Executive members will be eligible to vote at Executive meetings

### **BY-LAW 5 – ELECTION OF EXECUTIVE MEMEBERS**

- a.* A slate of candidates shall be presented at the Annual Meeting by the Nomination Committee consisting of the Past-President, President and Vice-President. Further nominations shall be accepted from the floor.
- b.* Voting shall be by secret ballot
- c.* Candidates receiving the highest number of votes will be declared elected

### **BY-LAW 6 – LIFE MEMBERS**

Life membership is the highest honor that can be bestowed by this Association and should be awarded only for very distinctive service to the Association. Life Members shall be nominated by the Executive and elected at the Annual Meeting by a two-thirds majority of the members voting.

## **BY-LAW 7 – SPECIFIC DUTIES OF OFFICERS**

All specific roles/duties of the executive committee members are assigned and agreed upon by the current executive committee. The position of President needs to be voted in by a majority vote of the then current executive committee.

### **Past President:**

The Past President is a member of the Executive Committee and will assist the current President as required. The person who has most recently held office as the President will automatically assume the position of Past President upon election of successor. Exception to this would be taken if the President resigned or was removed of their duties as President. Should the most recent President be unable or unwilling to serve as Past President, Executive can appoint immediate predecessor. The Past President will be entitled to receive notice of and attend meetings, however, will not be entitled to vote.

### **President:**

- Exercises the powers of the Executive in case of emergency
- Has authority to act in the name of, but within the jurisdiction of the Association
- Signs as one of the signing officers of the Association
- Presides at all meetings
- Suspend teams or players subject to notification of the next meeting of the Executive
- Sits on all Committees as an ex-officio voting member

### **The Vice President:**

- In the absence of the President, or in the event of their inability to act, will have and exercise powers of the President
- May assume other duties as designated by the President
- Will assume position of or delegate a Liaison for each WMHA team

### **The Secretary:**

- Keep an accurate record of the proceedings of the Association and Executive meetings
- Make meeting minutes available to WMHA members
- Notify Executive of the time and place of meetings
- Post notice of the Annual Meeting on various WMHA Social Media platforms two weeks prior to the meeting
- Conduct official correspondence of the Association such as bulk email communication upon receiving direction from Executive
- Advertise registration
- Manage and update WMHA Website
- Manage and continually update WMHA Social Media Platforms

### **The Treasurer:**

- Keep record of all moneys received and disbursed
- Make available all bills for payment to the Executive
- Create and implement a budget for each hockey season
- Track 50/50 sales and deposits, prepare report for MLGCA

- Disburse funds to team Managers as required
- Present a report at each Annual Meeting
- Be one of the signing officers for the Association
- Assist in registration of players and such other duties as necessary or as designated by the Executive

**The Coaches Committee Chair:**

- Recommend the appointment of coaches, managers and other personnel required to operate teams
- Have authority to temporarily suspend those deemed incompetent or undesirable to run a team, however, the Executive makes the final decision on all head coaching positions. The Executive is to hold a hearing within one week of the time of suspension to rule on the suspension and to take, if necessary, further disciplinary action including dismissal
- Act as liaison between the Coaches and Executive
- Provide assistance to Coaches through clinic and instructional material
- Call meetings of Coaches and Managers when deemed necessary
- Provide or update a list of rules and regulations for all Coaches and Managers
- Ensure all Coaches, Managers, and Safeties have the proper credentials and records of such according to Hockey Manitoba
- Ensure all teams get every parent, player, coach, and manager to agree to and sign a copy of the Code of Conduct for his/her position

**The Scheduling Committee Chair:**

- Work out a suitable ice-scheduling scheme with the Recreation Director of the City which will include adequate pre-season training time, regular practice time, league, exhibition, and playoff game time
- Ensure all re-scheduling of ice-time, cancellation and exchanges be made through him/her
- Upload all home games on the SI Play App
- Ensure RIC is informed of all WMHA home games
- Approve all ice time used by teams under the Association's jurisdiction

**The Equipment Committee Chair:**

- Responsible for the recording, handling, storage, repairing, cleaning and inventory of equipment, lockers, supplying of keys, trophies/medals and jerseys
- Responsible for the distribution and end of season collection of all WMHA equipment
- Submit a list of equipment requirements and, when authorized, be responsible for the purchase of same
- Responsible for organizing the sale of used equipment, if deemed advisable, at either the beginning or end of season

**The Fundraising Committee Chair:**

- Responsible for all WMHA fund raising
- Solicit funds from other sources and by other means such as deemed necessary by the Executive
- Ensure all Licenses and Ticket Raffles have been applied for and are in place for season
- Ensure all Sponsors are recognized in arena through use of signage, Social Media platforms as allowed and or Website

**The Referee-in-Chief:**

- Through the aid of clinics, train and supply a sufficient corps of referees to satisfy the demands of the Association
- Responsible to appoint properly qualified referees for all regular, exhibition and playoff games and these appointments will be final. PVMHA has the right to place officials for playoff series as they require
- Propose a referees' fee schedule to the Executive for approval
- Authorize payment only for referees who are properly appointed for a particular game
- Should be informed immediately by the Manager or Coach of the home team if a referee misses a game or arrives late
- Will appoint a referee other than from his regular corps when he cannot secure the services of any of the regular referees or for special reasons considered in the interests of the Association
- Train and instruct timekeepers provided by the team for games as required
- Has authority to suspend or dismiss a timekeeper and to temporarily suspend a referee deemed incompetent or unsuitable. The Executive shall hold a hearing within one week of the time of suspension of a referee to rule on the suspension and to take further disciplinary action including dismissal if necessary
- Provide or update a list of rules and regulations

**The Registrar:**

- Organize and arrange Minor Hockey registration in September of each year
- Ensure public registration announcement made on WMHA Social Media platforms in September
- Complete roster for each minor hockey team and forward to Hockey Manitoba
- Process additions/deletions of players/coaches for team rosters and forward to Hockey Manitoba
- Provide each minor hockey team with official roster and AP lists when these are available
- Apply to Hockey Manitoba for provincial play down entries as requested
- Complete both insurance and team applications before forwarding to Hockey Manitoba

**The Booth Liaison:**

- Responsible to have a Booth Manager assigned for the year
- Ensure that the Booth is cleaned, stocked and ready for the season
- Priority to source local community providers first where possible
- Responsible for all lease agreements, permits, licenses or inspections to be completed
- Mediate any issues which may arise during the functioning of the booth

**The Tournament Committee Chair:**

- Together with Executive, schedule designated tournaments for the hockey season
- Create invitations and distribute same to other Minor Hockey Associations in Manitoba
- Register teams and collect fees
- Responsible for scheduling all home tournaments draws
- Assist, train, and/or delegate responsibilities to the host team's Managers
- Contact local Hotels to book blocks of rooms for home tournaments
- Attend or have an authorized decision maker at all tournaments to mediate
- Purchase sanctions (one per tournament) from Hockey MB for all WMHA hosted tournaments
- Approve out of town tournaments attended by any teams under the jurisdiction of their association, subject to the Executive's approval

**Player Development:**

- Review, develop and implement Development plans together with Coaches Committee
- Consult Hockey Canada Long Term Development Model (LTPD) as required
- Research and Liaise with Regional and or Provincial LTPD as required
- Engage Coaches Committee to create practice plans that best suit all divisions of WMHA
- Identify and where possible implement clinics and enhanced services
- Develop and monitor WMHA Evaluation criteria

**Female Player Representative:**

- Promote and recruit Female Hockey players
- Correspond with PVMHA Female Council to obtain information and direction as required
- Arrange for Coaches and Managers for any WMHA hosted Female team
- Communicate all Female Hockey opportunities with parents and players as they become available

## **BY-LAW 8 – ORDER OF BUSINESS**

The following order of business shall be observed at all meetings:

- a. Reading of Minutes from last meeting and/or special meeting(s)
- b. Business arising out of Minutes
- c. President's Address
- d. Committee Reports – **Financial** – (Treasurer, Booth Liaison, Fundraising, Tournaments)  
**On Ice** – (Coaches Committee, Player Development, Female Player Rep, Equipment, Ref-in-Chief)  
**Off Ice** – (Registrar, Scheduler, Secretary)
- e. Resolutions, general or new business
- f. Adjournment

## **BY-LAW 9 – EXECUTIVE COMMITTEE ADDITIONS**

- a. The Executive shall have the authority to add such duties as it deems necessary for any member of the Executive or any of its Committee Chairs. Such additions would be regarded as temporary and could be modified or deleted without a constitutional change
- b. The Executive shall also have the authority to approve additional committee chairs for such responsibilities as they shall decide

## **BY-LAW 10 – CODES OF CONDUCT**

WMHA is dedicated to following the Codes of Conduct for the parents, coaches, players, officials, executive committee, and spectators that are attached to By-Law 10 in this document. All Codes of Conduct must be signed by the appropriate person (parents, players, officials, etc) before that individual is allowed to fulfill his/her assigned role for that hockey season. All Codes of Conduct will be posted in our arena(s).

### **CODE OF CONDUCT FOR PARENTS**

- I will not force my child to participate in hockey
- I will remember that my child plays hockey for his or her enjoyment, not mine
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game / event
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard
- I will never ridicule or belittle my child for making a mistake or losing a competition
- I will remember that children learn best by example. I will applaud good plays / performances by both my child's team and their opponents
- I will not question the official's judgment or honesty in public
- I will support all efforts to remove verbal and physical abuse from children's hockey activities
- I will respect and show appreciation for the volunteer coaches who give their time to provide hockey experiences for my child

### **CODE OF CONDUCT FOR COACHES**

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- I will teach my players to play fairly and to respect the rules, officials and opponents
- I will give all players my best instruction and support
- I will not ridicule or belittle my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves
- I will make sure that equipment and facilities are safe and match the players' ages and abilities
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
- I will obtain proper training and be willing to upgrade my coaching skills
- I will work in cooperation with officials for the benefit of the game

### **CODE OF CONDUCT FOR PLAYERS**

- I will play hockey because I want to, not just because others or coaches want me to
- I will play by the rules of hockey, and in the spirit of the game
- I will control my temper - fighting and "mouthing off" can spoil the activity for everybody
- I will respect my opponents
- I will do my best to be a true team player
- I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important
- I will acknowledge all good plays/performances - those of my team and of my opponents
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect

### **CODE OF CONDUCT FOR OFFICIALS**

- I will make sure that every player has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules
- I will avoid or put an end to any situation that threatens the safety of the players
- I will maintain a healthy atmosphere and environment for competition
- I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators
- I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player
- I will handle all conflicts firmly but with dignity
- I accept my role as a teacher and role model for fair play, especially with young participants
- I will be open to discussion and contact with the players before and after the game
- I will remain open to constructive criticism and show respect and consideration for different points of view
- I will obtain proper training and be willing to upgrade my officiating skills
- I will work in cooperation with coaches for the benefit of the game

### **CODE OF CONDUCT FOR SPECTATORS**

- I will remember that participants play hockey for their enjoyment. They are not playing to entertain me
- I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards
- I will respect the officials' decisions and I will encourage participants to do the same
- I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort
- I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials
- I will show respect for my team's opponents, because without them there would be no game
- I will not use bad language, nor will I harass players, coaches, officials or other spectators

### **CODE OF CONDUCT FOR WMHA EXECUTIVE COMMITTEE**

- I will do my best to see that all players are given the same chance to join a team, regardless of gender, ability, ethnic background or race
- I will absolutely discourage, any sport program from becoming primarily entertainment for the spectator
- I will make sure that all equipment we provide and facilities we use are safe and match the athletes' ages and abilities
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective
- I will distribute the Code of Conduct forms to all coaches, players, officials, and parents and post them in our arena(s) including the Code of Conduct for spectators
- I will make sure that coaches and officials are capable of fulfilling their assigned roles/duties promoting good sportsmanship as well as the development of good technical skills
- I will ensure that all coaches and officials have the proper accreditation and training as per Hockey Manitoba guidelines
- I will try my best to fulfill the roles and duties that are assigned to me by the President of WMHA and/or the executive committee
- I will do my best to attend all WMHA executive meeting and inform the President in advance if I cannot be in attendance
- I will attempt to be a good example of one holding to and abiding by the Codes of Conduct, Mission Statement, and Core Values of WMHA always keeping the focus on the betterment of the whole organization ahead of any one individual or team

**Discipline action if the Codes of Conduct are not adhered to will include the following:**

- In the following disciplinary actions, the term “incident” is defined as any action of non-compliance within the Codes of Conduct as reported by parents, coaches, officials, players, or executive members to the executive committee. Each incident will be reviewed, validated and forwarded to the WMHA executive for a final decision and that decision will be viewed as final
- WMHA reserves the right to bypass steps listed in the disciplinary action or any portions thereof if the incident is deemed extremely excessive and a serious detriment to the WMHA and its members

**For parent and player Code of Conduct violators:**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive:
- The second reported incident will result in suspension from your child’s hockey games and practices for a period not to exceed 3 games
- period not to exceed 3 games
- The third incident will result in suspension from your child’s hockey games and practices for the remainder of the hockey season
- Failure to adhere to suspensions as indicated in numbers 2 and 3 will result in suspension of your child from the WMHA organization for an indefinite period of time

**For coaches and officials Code of Conduct violators**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive. (For officials, all incident reports will be handled in conjunction with the Referee-In-Chief.)
- The second reported incident will result in suspension from coaching/officiating for a period not to exceed 3 games
- The third incident will result in suspension from coaching/officiating for the remainder of the hockey season
- Failure to adhere to suspensions as indicated in numbers 2 and 3 will result in suspension from the WMHA organization for an indefinite period of time

**For spectators Code of Conduct violators that do not have a child registered in WMHA**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive
- The second reported incident will result in suspension from attending any WMHA games for a period not to exceed 3 games
- The third incident will result in suspension from attending any WMHA games for the remainder of the hockey season

**For WMHA executive committee Code of Conduct violators:**

- The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive
- The second reported incident will result in termination from the WMHA executive committee for the remainder of his/her term

**Reviewed and revised: March 23, 2020**

**Approved by the membership at the annual meeting**

## Policies and Procedures



Start with a Dream, Achieve your Goals, Flyers for Life



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## **Executive Code of Conduct Agreement**

**As an executive member of the Winkler Minor Hockey Association I agree to:**

- I will do my best to see that all players are given the same chance to join a team, regardless of gender, ability, ethnic background or race.
- I will absolutely discourage, any sport program from becoming primarily entertainment for the spectator.
- I will make sure that all equipment we provide and facilities we use are safe and match the athletes' ages and abilities.
- I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- I will distribute the Code of Conduct forms to all coaches, players, officials, and parents and post them in our arena(s) including the Code of Conduct for spectators.
- I will make sure that coaches and officials are capable of fulfilling their assigned roles/duties promoting good sportsmanship as well as the development of good technical skills.
- I will ensure that all coaches and officials have the proper accreditation and training as per Hockey Manitoba guidelines.
- *I will try my best to fulfill the roles and duties that are assigned to me by the President of WMHA and/or the executive committee.*
- *I will commit to attempt to attend all WMHA executive meeting and inform the President in advance if I cannot be in attendance.*
- *I will attempt to be a good example of one holding to and abiding by the Codes of Conduct, Mission Statement, and Core Values of WMHA always keeping the focus on the betterment of the whole organization ahead of any one individual or team.*

**For WMHA executive committee Code of Conduct violators:**

1. The first reported incident (\*) of non-compliance with the Code will result in a written warning from the WMHA executive.
2. The second reported incident will result in termination from the WMHA executive committee for the remainder of his/her term.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **Executive Confidentiality Agreement**

I, \_\_\_\_\_, acknowledge that as a member of the Executive Committee of Winkler Minor Hockey Association I may receive personal information and other confidential information relating to members of the Winkler Minor Hockey Association and their family. I agree to hold all such information strictly confidential. I acknowledge and agree that the Executive Committee of the Winkler Minor Hockey Association may remove me from my position as Executive of the association if I fail, refuse or neglect to comply with this undertaking.

Signed at \_\_\_\_\_, Manitoba, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_



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## **Social Networking Policy**

Social networking is defined as using the Internet to send messages, videos, images, writing blog entries, etc. Social networks focus on building communities online with others of similar interests. The WMHA understands and appreciates the importance of social networking as it relates to the personal lives of its members

Some common sense rules should guide WMHA members when using social media. Failure to follow these guidelines may result in disciplinary action from the WMHA executive.

Members should not make statements that are demeaning to WMHA volunteers, its programs, employees, on-ice or off-ice officials, players, members, coaches, sponsors or any other persons associated with WMHA

Members should not communicate confidential information that may include medical history (injuries or other), family situations, game plans or strategies and any other information that is deemed confidential.

Members should not share photos, videos or comments that promote negative influences or criminal behavior, including but not limited to: physical violence, drug use, alcohol abuse, public intoxication, etc. (Example, posting a fight on line would be considered inappropriate).

Members should not post inappropriate, derogatory, racist or sexist comments of any kind that contradict the policies outlined by the WMHA.

Members should be advised that WMHA owns and maintains all legal rights to its email and network. Keep in mind emails may be backed up, otherwise copied, retained, or used for legal, disciplinary, or other reasons and it may be subject to use for purposes not anticipated by the sender. Any email sent to or from certain public or governmental entities may be considered public record. Do not expect privacy when using a corporate network and corporations have the right to monitor any and all use of their compute network.

Members should not contact other players, coaches, team officials or referees via any form of social media.

The use of cameras of any type is prohibited within team dressing rooms, washrooms and shower areas or other areas where privacy should be expected (i.e. hotel rooms).

As of March 2, 2020



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## **Winkler Minor Hockey Refund Policy**

The policy is to ensure a consistent approach is taken when dealing with a player that has signed up, paid registration fees and decides to withdraw from Winkler Minor Hockey.

All refund requests must be submitted via email to the Winkler Minor Hockey Registrar and will be handled confidentially by the executive.

Refunds will be granted as follows:

- Until the first conditioning skate: Full refund less administration fee of \$50
- From the first conditioning skate till teams have been announced: Full refund less administration fee of \$100
- After teams have been announced to the start of the season: 50% refund with administration fee of \$50
- After the start of league play: No refund

Winkler Minor Hockey will accept refund requests initiated by a major/season ending injury on a case by case basis.

Refunds will be paid out via e-transfer or cheque issued by the Winkler Minor Hockey Treasurer.

Effective date of this policy is April 1, 2020



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## **Team Forming and Selection Process**

WMHA has worked toward bringing clarity and definition to the team forming and selection process. Our goal has been to come up with a process that aligns with our core values and best serves our association. Here is a holistic view of our team forming and selection process.

### **Non-Tiered Team Selection (U7, U9 and U15)**

- Teams will be drafted by head coaches who will be preassigned to teams.
  - Head coaches may pre-select 1 assistant coach in the event all head coaches agree.
- Draft will take place shortly after the conditioning and evaluation schedule. In the event a head coach is unavailable on the proposed draft date(s) we will either allow the head coach to participate via phone or web service, or have the assigned assistant fill in.
- Head coaches are encouraged to evaluate players during the evaluation process.
- A limited group of outside evaluators or committee members will evaluate coaches children in order to rank them for the purposes of the draft.
- Teams will draft in a traditional snake order. Draft placement to be determined by the ranking of the coach's child (Lowest ranked player picks first, highest ranked picks last).
- Coaches children will be preassigned to teams prior to the draft process but will be assigned to a specific draft spot based on their ranking amongst overall player group. For example, if a coaches child ranks as a first round pick, that coach would not have a selection in the first round.
- Executive to approve all pre-draft rankings of coaches children prior to the draft and final teams after the draft before teams are finalized.
- Prior to the draft, a liaison for the age category or draft facilitator will communicate to all parents within the age group to solicit any special accommodations and requests. No guarantees of accommodation can be made and only higher priority accommodations will be considered. Notes on accommodation requests will be consolidated and shared with coaches and facilitators prior to the draft.

## **Tiered Team Selection (U11 and U13)**

- Evaluation committees of a minimum of 5 people will be formed to select teams. We will attempt to utilize coaches of the players from prior years to give as well rounded a perspective as possible on all players in the age group. The evaluation committee will have a minimum of 1 executive member (without a child in the age category) to act as the facilitator for the group and evaluate as an outside viewpoint.
- All evaluators for an age group will independently prepare the tiered teams as they see best fit. Evaluators will then come together and compare teams as step 1 in the selection process.
- Any players that are unanimously selected by all evaluators to a team are automatically placed on that team. For example, if all evaluators have designated a player as silver, that player is then designated to the silver level team.
- Following the 1<sup>st</sup> round of player placements all players that were not assigned go back into the pool of available players. Evaluators will perform another round of placements independently with only those players. Evaluators will once again come together and place any unanimous selections.
- Following the 2<sup>nd</sup> round of player placements all players that were not assigned go back into the pool of available players. Evaluators will discuss unassigned players as a group as well as consult with any outside people they deem necessary to make the best decision. After consultation, a 3<sup>rd</sup> independent assignment will be made by each evaluator. The decision in this 3<sup>rd</sup> round will be based upon the majority vote from the evaluators. In the event of a tied vote the evaluation committee would go to either the assigned head coach for the higher tiered team or WMH president to break any tied votes.
- As a general rule, the direction given to evaluation committee is to place players where they will have the greatest opportunity to achieve their goals and where they best fit with the overall team. Players will not generally be selected by position, particularly for Atom aged players, as they are not overly defined in a position at this point.

## **General Evaluation Process and Structure**

- Any games for evaluations should not have more than 15 skaters per team max. We will choose to play a number of shorter games instead of full 1hour games to achieve this, dependent on number of players.
- Major and minor age players will be mixed for skills sessions.
- No parents will be allowed to coach on their child's bench during evaluations.
- We will opt for more skills and small area games for evaluations over full ice games in the event of limited ice time.
- Team selection may take up to 1 week after on ice evaluations are completed. Pre-set date will be posted so this is clear to players and parents. This will allow for needed time for evaluators and selection committee to do due diligence.
- Evaluation committee may choose to remove players from games, at their discretion but only with the intent to have a better view of the collective group of players.

## Determining Team Size

Team sizes are roughly determined based upon the total number of skaters in the age bracket, not including goaltenders. Executive will typically lean towards smaller teams where possible. All team size decisions will be made by vote of the executive committee before finalizing each year as there are budgetary and ice time implications. Charts below are to serve as a guideline only, WMHE reserves the right to make changes as required.

U7	Total # of Skaters	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
	# of Teams	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
	Skaters Per Team	12.5	13.0	13.5	14.0	14.5	15.0	10.3	10.7	11.0	11.3	11.7	12.0	12.3	12.7	13.0	13.3	13.7	14.0	14.3	14.7	15.0
U9	Total # of Skaters	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
	# of Teams	3	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	5
	Skaters Per Team	8.3	8.7	9.0	9.3	9.7	10.0	10.3	10.7	11.0	11.3	11.7	9.0	9.3	9.5	9.8	10.0	10.3	10.5	10.8	11.0	9.0
U11	Total # of Skaters	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
	# of Teams	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4
	Skaters Per Team	12.5	13.0	13.5	14.0	14.5	10.0	10.3	10.7	11.0	11.3	11.7	12.0	12.3	12.7	13.0	10.0	10.3	10.5	10.8	11.0	11.3
U13	Total # of Skaters	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
	# of Teams	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4
	Skaters Per Team	12.5	13.0	13.5	14.0	14.5	10.0	10.3	10.7	11.0	11.3	11.7	12.0	12.3	12.7	13.0	10.0	10.3	10.5	10.8	11.0	11.3
U15	Total # of Skaters	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
	# of Teams	1	1	1	1	1	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3
	Skaters Per Team	15.0	16.0	17.0	18.0	19.0	10.0	10.5	11.0	11.5	12.0	12.5	13.0	13.5	14.0	14.5	15.0	10.3	10.7	11.0	11.3	11.7

U7	Total # of Skaters	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
	# of Teams	4	4	4	4	4	4	4	4	4	4	4	5	5	5	5	5	5	5	5	5
	Skaters Per Team	11.5	11.8	12.0	12.3	12.5	12.8	13.0	13.3	13.5	13.8	14.0	11.4	11.6	11.8	12.0	12.2	12.4	12.6	12.8	13.0
U9	Total # of Skaters	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
	# of Teams	5	5	5	5	5	5	5	5	5	5	6	6	6	6	6	6	6	6	6	6
	Skaters Per Team	9.2	9.4	9.6	9.8	10.0	10.2	10.4	10.6	10.8	11.0	9.3	9.5	9.7	9.8	10.0	10.2	10.3	10.5	10.7	10.8
U11	Total # of Skaters	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
	# of Teams	4	4	4	4	5	5	5	5	5	5	5	5	5	5	6	6	6	6	6	6
	Skaters Per Team	11.5	11.8	12.0	12.3	10.0	10.2	10.4	10.6	10.8	11.0	11.2	11.4	11.6	11.8	10.0	10.2	10.3	10.5	10.7	10.8
U13	Total # of Skaters	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65
	# of Teams	4	4	4	4	5	5	5	5	5	5	5	5	5	5	6	6	6	6	6	6
	Skaters Per Team	11.5	11.8	12.0	12.3	10.0	10.2	10.4	10.6	10.8	11.0	11.2	11.4	11.6	11.8	10.0	10.2	10.3	10.5	10.7	10.8
U15	Total # of Skaters	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55
	# of Teams	3	3	3	3	3	3	3	3	3	3	4	4	4	4	4	4	4	4	4	4
	Skaters Per Team	12.0	12.3	12.7	13.0	13.3	13.7	14.0	14.3	14.7	15.0	11.5	11.8	12.0	12.3	12.5	12.8	13.0	13.3	13.5	13.8