

POLICIES AND PROCEDURES MANUAL



WINFIELD AND DISTRICT MINOR HOCKEY ASSOCIATION

Revision Date September 16, 2011

The content of this Policy and Procedures Manual is for the guidance of all members of the Winfield and District Minor Hockey Association (WDMHA).

Unless expressly stated in the WDMHA's Constitution and Bylaws, the content of this Manual is not legally binding on the membership of the WDMHA

Any changes or revisions to this Manual must be approved by the WDMHA Executive Committee

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POLICY AND PROCEDURES MANUAL

1. Objectives and Purposes of the WDMHA

Legal Objectives

The legal Objectives of the Winfield and District Minor Hockey Association (WDMHA) as defined the WDMHA's Constitution and Bylaws are:

- a. To foster, improve and perpetuate the playing of the game of hockey, and to encourage sportsmanship and good citizenship by all Association members.**
- b. To ensure that the game of hockey participated in by all Association members is done with sportsmanship and in accordance with the playing and registration rules as laid down by the Association, the Okanagan Mainline Amateur Hockey Association, the British Columbia Amateur Hockey Association and the Canadian Hockey Association.**
- c. To provide a safe environment for all members in all aspects of the Association's activities.**

Non-Legal Objectives

The WDMHA will strive to:

- provide a continuous opportunity for all youth in the Lake Country area to participate in the great game of hockey at both the recreational and more competitive representative level;
- provide an opportunity for all youth in the Lake Country area to participate in the great game of hockey regardless of their ability to pay for equipment and registration;
- ensure that all members are aware of, and follow the intents of, the BCAHA's TEAM First programme;

The WDMHA reserves the right to determine at what level or division each player will participate. Playing hockey in the WDMHA is a privilege not a right, therefore the WDMHA reserves the right to determine who will play hockey in the Association or participate in the Association's activities.

The WDMHA has the right to rule on any game infractions over and above all OMAHA, BCAHA, and CHA regulations governing the game of hockey.

1.1 Operating Policies

Conduct of Members, Parents, Guardians, Officials and Volunteers

All members as well as parents and guardians of members, coaches, officials, and volunteers will abide by the laws and policies of the Canadian Hockey Association, the BC Amateur Hockey Association, the Okanagan Mainline Amateur Hockey Association and the Winfield and District Minor Hockey Association.

Executive Committee

Membership and Attendance

The voting membership of the Executive Committee will be President, 1st Vice President, 2nd Vice President, Treasurer, Secretary, Registrar, Junior Director, Senior Director, Coach Coordinator, two Directors at Large and the immediate Past president.

In an exofficio capacity it is expected that the Referee-in-Chief and the Ice Ambassador will attend Executive Committee meetings.

Each member will be expected to prepare and deliver a report on their portfolio responsibilities at each meeting.

Any member in good standing with the Association is welcome to attend Executive Committee Meetings as observers. Members are welcome to make presentations to the Executive Committee with the prior approval of the President and the inclusion on the meeting agenda.

The President has the authority to declare certain portions or all of a particular meeting as “in camera”. The in camera sessions will only be attended by the voting members of the Executive Committee

Position Descriptions

Position Descriptions for the Executive Committee members can be found in Article 20 of the Association’s Constitution and By Laws.

Meetings

Meetings will be called at the discretion of the President. It is recommended that the Executive Committee meet at least once per month during the hockey season.

Quorum

A quorum for the Executive Committee is defined in Article 14 (d) of the Association's Constitution and By Laws

Spending Discretion

The following spending limits without prior approval of the Executive Committee are suggested. All spending must be reported and recorded at the next possible Executive Committee meeting following the expenditure.

President	- up to \$500
Registrar	- up to \$500
1 st VP	- up to \$100
2 nd VP	- up to \$100
Coach Coord.	- up to \$100
Treasurer	- up to \$100
Junior Dir.	- up to \$50
Senior Dir	- up to \$50
Secretary	- up to \$50
Past Pres.	- up to \$50

Registration

Registration Dates and Processes
Registration Refunds
Transfers of Players inside the WDMHA
Transfers of Players into the WDMHA during a Season

Ice Allocation

Practice Ice and Scheduling
Game Ice and Scheduling
Recommended Number of Games per Season

Coaching

Coach Selection Process
Coach Training
Maximum number of Games
Use of Affiliated Players
Use of Registered Players to Assist in Practices and Games

Players

Player Selection Process
Maximum Number of Players per Team
Minimum Number of Players per Team
Affiliated Player Process
Ice time
Players Driving

Officials

Referee in Chief
Officials Training
Allocation of Games
Payment Schedule
Time Keeping

Parents and Guardians

TEAM First

Discipline

Discipline Committee

A. MEMBERSHIP

The Disciplinary Committee (D.C.) shall consist of the Divisional Directors and three parent representatives appointed by the Executive Committee (EC) of the Winfield & District Minor Hockey Association (WDMHA). One of the three parent representatives shall be elected chairperson of the committee by the members of the committee.

The parents' representatives shall serve as members of the committee for a two year term.

B. AUTHORITY

The D.C. shall deal with "on-ice" issues as required by the Executive of the WDMHA. The D.C. will deal with disciplinary matters related to players, coaches and managers. Other disciplinary related matters shall be dealt with by the Executive directly. The Chairperson of the D.C. shall be responsible for communications to D.C. members and to the Executive Committee via the president.

C. POLICIES

1. The objectives of the D.C. are:

- a) To foster, improve and perpetuate the playing of the game of hockey in a safe, sportsmanlike and responsible manner by members of the WDMHA. As well to encourage good sportsmanship and citizenship by all WDMHA members.
 - b) To ensure that all practices and games that include WDMHA members are conducted in accordance with the playing and registration rules as set out by WDMHA, OMAHA, BCAHA and the CHA.
 - c) To provide a safe environment for all members of the WDMHA in all aspects of the associations' activities.
2. The D.C. will track the penalty times of all players within the organization from the Atom D level and up, from the game sheets.
 3. The D.C. will respond in writing to any written correspondence received by the WDMHA related to the conduct of any WDMHA player, coach or manager.

D. PROCEDURES

1) Warning Letter.

The D.C. will write a standard form letter to any player who has incurred the following in one season of play:

- a) Minor penalties whose total exceeds an average of four minutes per game.
- b) More than 10 minor penalties and 2 or more major penalties.
- c) Any number of minor penalties and 5 or more major penalties.
- d) Any number of minor or major penalties and two or more game misconducts.

This letter will be addressed to the player concerned with cc's to the player's parents and the head coach of the player's team. The letter will document the incidents, focus on the objectives of the WDMHA and in a friendly way let the player, parents and coach know that there is need for correction. The letter will also state that further penalties will cause the D.C. to take more severe disciplinary action. Copies of these letters will be kept on file with the WDMHA. The D.C. will also schedule a meeting with the player, one or both of his parents and his coach at which time a written plan of action to proactively decrease the possibility of future penalties, will be submitted by the player and reviewed by all present.

2) Suspension Letter

The D.C., with the approval of the executive and with prior discussion with the head coach of the player's team, will write a standard form letter to any player who has incurred the following in any one season of play:

- a) A warning letter plus any one of the following:
 - i) Minor penalties whose total exceeds an average of five minutes per game.
 - ii) More than 20 minor penalties and 2 or more major penalties
 - iii) Any number of minor penalties and 8 or more major penalties.
 - iv) Any number of minor or major penalties and 3 or more game misconducts.

- b) A match penalty.

This letter will be addressed to the player with cc's to the player's parents and the head coach of the player's team. It will document the incidents, repeat the objectives of the D.C. and demand immediate corrective action. The letter will carry a suspension of up to 3 league games if the player is registered with OMAHA or 3 scheduled games if the player is not registered with OMAHA. Typically this letter will be delivered to the player at a meeting attended by the player, one or both of his parents, the player's head coach and the D.C.

3) Game Sheets

All divisions from Initiation "D" up must leave a copy of all game sheets in the minor hockey room in the trays provided within one week of the date of the game. Failure to provide copies of these sheets in a timely manner will not be tolerated.

Reporting Game Misconducts & Match Penalties.

- a) Match penalties must be reported by the head coach of the team to the divisional director immediately.
- b) Game misconduct penalties must be reported by the head coach of the team to the divisional director within 24 hrs. of the incident.

As directed under section 1 & 2, the divisional director will call a meeting of the D.C. This meeting will be scheduled to take place within 6 days of the date of the incident.

- 4) All written correspondence received by the WDMHA pertaining to on-ice disciplinary matters will be responded to in writing within 30 days of receipt.

The chairman of the D.C. will use his/her discretion to call a meeting of the D.C. Responses to correspondence will be reviewed by the executive for their approval, sending and signing.

- 5) Members of the Disciplinary Committee who are personally involved in a team or who is related to a player who has his record reviewed by the committee will remove themselves temporarily from the committee during any discussions involving that team or player.
- 6) All decisions of the D.C. will be carried by a simple majority vote.

Appeals

Coach Selection
Player Selection
Discipline

Mutual Aid

Coverage
Process for Claim

Risk Management

Fund Raising
Tournament Organization

Equipment Management

Team Pictures

Travel Costs

Communications

Concession Management

Volunteer Assignments

2. Divisions of Play and Objectives of Each Division

2.1 The Junior Division

Guidelines for Junior Division Evaluation (Initiation, Novice and Atom):

Pre-season evaluations will be based on the Hockey Canada Player Evaluation and Selection Guidelines.

Initiation and Novice divisions:

- Coaches will perform pre-season evaluations on all players for purpose of player/team assignments.
- The Hockey Canada Player Evaluation and Selection scoring will be used to equitably divide the players amongst the teams.
- The Junior Director will recommend to the Executive the player/team assignments as agreed with the evaluating coaches
- The final approval of player team assignment rests with the Executive.

Atom division:

1. All Atom players wishing consideration for the Development team shall pay a non-refundable fee as per Section 14, Operations in consideration of the additional costs of the evaluation process.
2. The Coach Coordinator and Junior Director, with Executive approval, shall jointly appoint a minimum of two independent and qualified player evaluators and one independent and qualified goaltender evaluator to perform pre-season evaluations on all players who sign up for Atom Development.
3. A minimum of three Atom Development pre-season evaluation sessions will be offered with independent evaluators present. One of the sessions shall be to use the Hockey Canada Player Evaluation and Selection testing. Player attendance is mandatory unless prior, written exemption has been provided by the Executive. The Executive reserves the right to make special consideration on extenuating circumstances including sickness, injury, academic commitments and personal matters.
4. The Hockey Canada Player Evaluation and Selection system will be used as the primary method to rate Development players. Evaluation sheets will be recorded and maintained for each player. Relative comparisons of total aggregate scoring for each player shall be the basis of the selection of the Atom Development team. Each player's evaluation will be maintained in the WDMHA records and follow-up

evaluations at mid-season and season's end shall be conducted to evaluate and report on player progress.

5. The Junior Director will seek input from the Coach(s) and will then recommend to the Executive within 48 hours of the final evaluation session a "preliminary" Development player roster as agreed with the evaluators.
6. Recommendations of any underage players should come from the Junior Director to the Executive for approval.
7. The final approval of the "preliminary" development team roster rests with the Executive. The executive will approve or direct amendments to the Junior Director.
8. Once approved by the Executive, the Junior Director will contact the parents/guardians of the Players wishing consideration for the development team. Players who have not been selected should be contacted prior to those that have been selected. The Junior Director shall provide the areas for improvement as designated on the Hockey Canada Player Evaluation and Selection scoring.
9. When the Junior Director informs the parents/guardians of the non-selected players, the Junior Director will also explain the terms of player movements after the pre-season selection process
10. The maximum roster for Atom Development is 17 players including 2 goaltenders. The minimum roster size is to be as per Hockey Canada at 12 players including 1 goaltender.
11. After pre-season selection an Atom player may be recommended by the Junior Director to move up to the development team on the following conditions:
 - a. The player and parents agree to have their child move up
 - b. The evaluation fee is paid
 - c. The development team can accommodate an additional player
 - d. The house team(s) can accommodate losing a player to move up without compromising the safety and development opportunities of the remaining house team players
 - e. Supported by independent evaluation using the Hockey Canada Player Evaluation and Selection criteria
 - f. Approval of the Executive

Recreation (House) Team(s) Selection:

1. The Executive Committee will determine the number of teams in this division
2. A minimum of two on-ice evaluations, one of which will utilize the Hockey Canada Player Evaluation and Selection criteria, shall be conducted by the same evaluators

who conducted the development team selection evaluations to assure consistent benchmarking of player ratings.

3. All players that have not been selected to the development team must attend the evaluation ice session(s) to facilitate the recreation team selection.
4. The entire pool of players will be evaluated according to Hockey Canada Player Evaluation and Selection.
5. Players will be assigned to teams according to their Hockey Canada Player Evaluation and Selection scoring with the intent of creating balanced teams in numbers and skill levels.
6. The Junior Director will recommend to the Executive the recreation team roster(s) as agreed with the evaluators within 48 hours of the final evaluation session.
7. The final approval of the recreation team roster(s) rests with the Executive.

Definitions

Initiation

Age: Generally aged 5-6 years in their first or second year of hockey.

Objective: Introduction to hockey, full emphasis on fun and skill development

League: No league standings and score not to be recorded.

Score Clock: not to be used for tracking goals, can be used later in season to time shift changes and length of game.

Referees: no referee, parents with whistles for games and practices. Offside rule may be taught, but not enforced in games. Initiation of play after a goal should be possession given to the team that was just scored on, near their net with a fair opportunity to get the puck out of their end zone. Penalty shots should be awarded if required. No player should be sent to the penalty box.

Ice Usage: Half ice sheet, two teams may be on the ice at the same time for practice and games. Line changes are to take place by the clock at a maximum of two or three-minute intervals.

Practice Ice Times: every effort will be made to ensure that this group has one practice ice time per week, typically shortly after elementary school gets out in the afternoon. This

practice may be shared with another group. A second ice time on the weekend may periodically be provided.

Game Ice Times: games may be played in this division, but consideration should be given to not playing games before December 1st and not away from Winfield until after Christmas. A maximum of 16 games per season unless given written authorization from the WDMHA's Junior Director

Travel: limited to the north by Lumby and Vernon and the south by Kelowna and Westside. Any additional travel must have the approval of the WDMHA's Junior Director

Balance: There should be at least two practices for every game played.

Coaches: Coaches must have a minimum training of the BCAHA's "Initiation" level of coach certification in their first year and "Coaches" level in second and subsequent years. An integrated station approach is suggested with every practice ice session consisting of skills and drills focused at skating and puck handling will be emphasized. A maximum of four coaches and one manager can be "mutual aid" certified by the WDMHA. If the team wishes to have more than four, the team will pay for any additional coach mutual aid certifications.

Manager: One (may be a coach as well). The manager needs to ensure communication within the team, ice allocations with the WDMHA's Ice Ambassador and game scheduling as required.

Schedule: Must be submitted to Junior Director when set, including updates as season progresses.

Novice

Age: Generally aged 7-8 years in their second or third year of hockey.

Objective: Introduction to hockey, full emphasis on fun and skill development

League: No league standings and score not to be recorded.

Score Clock: not to be used for tracking goals, should be used to time shift changes and length of game.

Referees: one referee or parent with whistles for games and practices. Offside rule should be taught, but not enforced in games. Initiation of play after a goal should be possession given to the team that was just scored on, near their net with a fair opportunity to get the puck out of their end zone. Penalty shots should be awarded if required. No player should be sent to the penalty box.

Ice Usage: Half ice sheet for practices, two teams may be on the ice at the same time. Games are recommended to use half the ice sheet. Line changes are to take place by the clock at a maximum of three-minute intervals.

Practice Ice Times: every effort will be made to ensure that this group has two practice ice times per week, typically shortly after elementary school gets out in the afternoon. These practices may be shared with another group.

Game Ice Times: games may be played in this division after October 31st with a maximum of 20 games per season unless given written authorization from the WDMHA's Junior Director

Travel: limited to the north by North Okanagan and Salmon Arm, and the south by Penticton. Any additional travel must have the approval of the WDMHA's Junior Director

Balance: There should be at least two practices for every game played.

Coaches: Coaches must have a minimum training of the BCAHA's "Initiation" level of coach certification in their first year and "Coaches" level in second and subsequent years. An integrated station approach is suggested with every practice ice session consisting of skills and drills focused at skating and puck handling will be emphasized. A maximum of four coaches and one Manager can be "mutual aid" certified by the WDMHA. If the team wishes to have more than four, the team will pay for any additional coach mutual aid certifications.

Manager: One (may be a coach as well). The manager needs to ensure communication within the team, ice allocations with the WDMHA's Ice Ambassador and game scheduling as required.

Schedule: Must be submitted to Junior Director when set, including updates as season progresses.

Atom House

Age: Generally aged 9-10 years in their second, third or fourth year of hockey.

Objective: Introduction to hockey, full emphasis on fun and skill development

League: League standings and score may be recorded.

Score Clock: Can be used for tracking goals and time of the game

Referees: typically the two official system will be used, with the full set of CHA, BCAHA and OMAHA rules in effect.

Ice Usage: Half ice sheet for practices, two teams may be on the ice at the same time. Games should be full ice whenever available.

Practice Ice Times: every effort will be made to ensure that this group has two practice ice times per week. These practices will most likely be shared with the Atom Development group.

Game Ice Times: games may be played in this division with a maximum of 30 games per season unless given written authorization from the WDMHA's Junior Director

Travel: limited to within OMAHA. Any additional travel must have the approval of the WDMHA's Junior Director. Travel outside of BC must have the approval of the District Director of the BCAHA.

Balance: There should be at least two practices for every game played.

Coaches: Coaches must have a minimum training of the BCAHA's "Initiation" level of coach certification in their first year and "Coaches" level in second and subsequent years. An integrated station approach is suggested with every practice ice session consisting of skills and drills focused at skating and puck handling will be emphasized. A maximum of four coaches and one Manager can be "mutual aid" certified by the WDMHA. If the team wishes to have more than four, the team will pay for any additional coach mutual aid certifications.

Manager: One (may be a coach as well). The Manager needs to ensure communication within the team, ice allocations with the WDMHA's Ice Ambassador and game scheduling as required.

Schedule: Must be submitted to Junior Director when set, including updates as season progresses.

Atom Development

Atom Development is not a "rep" team; however, the competitive nature of this league may be recognized by the Association. There will be additional costs and benefits accruing to Atom Development players. Whenever possible, ice time for single-team Atom Development practices will be made available; two sets (home and away) of team uniforms will be provided by the Association; and extra ice time for the home tournament will be awarded when possible.

Age: Generally aged 9-10 years in their second, third or fourth year of hockey.

Objective: Introduction to rep hockey, full emphasis on fun and skill development

League: Typically a league will be set up within the OMAHA rep structure.

Score Clock: Can be used for tracking goals and time of the game

Referees: typically the two official system will be used, with the full set of CHA, BCAHA and OMAHA rules in effect.

Ice Usage: Half ice sheet for practices, two teams may be on the ice at the same time. Games should be full ice whenever available.

Practice Ice Times: every effort will be made to ensure that this group has two practice ice times per week. These practices will most likely be shared with the Atom House group.

Game Ice Times: games may be played in this division with a maximum of 36 games per season unless given written authorization from the WDMHA's Junior Director

Travel: limited to within OMAHA. Any additional travel must have the approval of the WDMHA's Junior Director. Travel outside of BC must have the approval of the District Director of the BCAHA.

Balance: There should be at least two practices for every game played.

Coaches: Coaches must have a minimum training of the BCAHA's "Initiation" level of coach certification in their first year and "Coaches" level in second and subsequent years. An integrated station approach is suggested with every practice ice session consisting of skills and drills focused at skating and puck handling will be emphasized. A maximum of four coaches and one Manager can be "mutual aid" certified by the WDMHA. If the team wishes to have more than four, the team will pay for any additional coach mutual aid certifications.

Manager: One (may be a coach as well). The Manager needs to ensure communication within the team, ice allocations with the WDMHA's Ice Ambassador and game scheduling as required.

Schedule: Must be submitted to Junior Director when set, including updates as season progresses.

2.2 The Senior Division

Guidelines for Senior Division Evaluation (Peewee, Bantam, Midget, Juvenile):

The Rep program and the Recreation (House) program is for the following players:

- Pee wee Division - 11 and 12 year olds
- Bantam Division - 13 and 14 year olds
- Midget Division – 15, 16 and 17 year olds

The Representative (Rep) Program

The Rep program is designed to challenge the more competitive and skilled players in our organization. It is expected that each year WDMHA will field at least one rep team in the Pee wee, Bantam and Midget divisions if the population and skill levels warrant it. Once the rep team has been chosen, the level of rep (Tier 1, Tier 2, Tier 3) will be recommended to the Executive Committee by the Coach Coordinator in consultation with the team head coach by the OMAHA deadline.

1. Pre-season evaluations will be based on the Hockey Canada Player Evaluation and Selection Guidelines. Additional factors to consider include:
 - a. the player's responsiveness to coaching
 - b. attitude
 - c. work ethic
 - d. size
 - e. self-discipline
 - f. dedication to hockey
 - g. competitiveness
 - h. desire to win

In order for the additional factors to alter a player's relative ranking according to aggregate scoring using the Hockey Canada Player Evaluation and Selection Guidelines, there must be clear documentation in the evaluation sheet of each player that provides sufficient reason to override. Otherwise, the Hockey Canada Player Evaluation and Selection Guidelines shall prevail in the ranking of players for Rep team selection.

2. All Senior Division players wishing consideration for the Rep team shall pay a non-refundable fee as per Section 14, Operations in consideration of the additional costs of the evaluation process.
3. The Coach Coordinator and Senior Director shall jointly appoint a minimum of three independent and qualified player evaluators and one (preferably two) independent and qualified goaltender evaluators to perform pre-season evaluations on all players who sign up to try out for a Senior Division Rep Team. These appointments are subject to approval of the Executive Committee.
4. A minimum of three Rep Team evaluation sessions will be held, of which, one of the sessions is to utilize the Hockey Canada Player Evaluation and Selection

Guidelines. Player attendance is mandatory unless prior, written exemption has been provided by the Executive. The Executive reserves the right to make special consideration on extenuating circumstances including sickness, injury, academic commitments and personal matters.

5. In addition to the evaluation time referred to in 2.2 paragraph 4, and before final cuts are determined, at least one exhibition game shall be part of the evaluation process. All goaltenders seeking a position on the rep team shall receive a minimum of 60 minutes of exhibition game evaluation.
6. The Senior Director, Coach Coordinator, Team Head Coach and appointed evaluators (Evaluation Team) shall meet at the conclusion of the evaluation sessions to rank players as the basis for the recommended roster for each Rep team. A preliminary roster including affiliated players may be proposed which satisfies the minimum initial roster requirements of OMAHA.
7. The Senior Director will recommend the preliminary and/or final Rep Team rosters as agreed with the evaluator team to the Executive for approval. If applicable, the preliminary roster including affiliated players shall be submitted to the Executive within 48 hours of the final evaluation session.
8. The final approval of the rep team rosters rests with the Executive.
9. Once approved by the Executive, the Senior Director will contact the players that tried out for each Rep team. Players who have not been selected should be contacted prior to those that are selected/affiliated.
10. When the Senior Director informs the non-selected players, the Senior Director shall provide the areas for improvement as designated on the Hockey Canada Player Evaluation and Selection scoring. The senior Director shall also explain the terms of Affiliated Player status as applicable.
11. In the event that a player wishes to appeal the decision of the Rep Evaluation Committee, the player will have one opportunity to provide a written appeal to the Executive Committee within 72 hours of hearing the decision as to the reason(s) that he/she should be reconsidered for participation on the rep team. If the Executive decides that the player should be reassessed, the player shall attend one practice and, if possible, one exhibition game. The practice and the game shall be attended by at least two of the original evaluators (at least one of the goaltender evaluators, as applicable) as well as the Coach Coordinator. The Coach Coordinator will make recommendation to the Executive and the Executive's decision will be final.

Rep System

- Rep players must be “carded” by OMAHA through the WDMHA Registrar and will play in leagues of their division within OMAHA. They are committed to play a set

schedule and the team is responsible for any fines levied by OMAHA due to an unfulfilled game commitment.

- Wherever possible 16 players shall be carded according to deadlines from OMAHA and BCAHA. The balance of the cards, to the maximum allowed, can be used to card players for reasons of illness, injury or discipline.
- The team head coach shall select one or two assistant coaches in consultation with the Coach Coordinator and with the approval of the Executive Committee. Appointment of a manager is critical to the smooth operation of a rep team; this will be the choice of the team with the approval of the Executive Committee.
- Rep team players are to be dressed for all games and played fairly according to the Coaches Code of Conduct.
- Game sheets for all home games, whether exhibition, league, tournament or play-off, are the responsibility of the manager and they shall be sent to OMAHA the first business day following the date of the game being played. The team is responsible for any fines levied by OMAHA due to a delinquent game sheet. Game sheets shall also be provided to the Division Director.
- Copies of all game sheets must be forwarded to the WDMHA Discipline Committee.

Emphasis: on competition

League: Okanagan Mainline

Ice: full ice for games and one team at practice

Coaches: Intermediate level with focus on individual and team tactics.

Travel: unlimited at discretion of manager and coaches with approval of parents. Travel outside of BC must be approved by the EC.

Recreation (House) Team(s) Selection:

1. The Executive Committee will determine the number of teams in this division.
2. A minimum of two on-ice evaluations shall be conducted by the same evaluators who conducted the Rep team selection evaluations to assure consistent benchmarking of player ratings.
3. All players that have not been selected to the Rep team must attend the evaluation ice session(s) to facilitate the recreation team selection.
4. The entire pool of players will be evaluated according to Hockey Canada Player Evaluation and Selection Guidelines.

5. Players will be assigned to teams according to their Hockey Canada Player Evaluation and Selection Guideline rating with the intent of creating balanced teams in numbers and skill levels.
6. For Midget House, overage players will be assigned to teams according to their previous years' Hockey Canada Player Evaluation and Selection scoring with the intent of creating balanced teams in numbers and skill levels.
7. The Senior Director will recommend to the Executive the recreation team roster(s) as agreed with the evaluators within 48 hours of the final evaluation session.
8. The final approval of the recreation team roster(s) rests with the Executive.
9. Recreation team coaches will be named by the Coach Coordinator after the team rosters are determined

The House System

The House system is designed to retain the recreational flavor of hockey and to teach hockey and life skills that will enable the player to become a lifelong participant in the game. Players who do not wish to compete for a spot on the rep team will be assigned to a team at their appropriate age level. Coaching will be determined after the make-up of the teams are decided. Teams can choose to play within an Okanagan league (such as the Pee Wee and Bantam Super League); the Coach Coordinator will be tasked with knowing and relaying information regarding such leagues. Copies of all score sheets must be sent to the WDMHA Discipline Committee.

Objective: Emphasis on recreation and team concepts

League: League competition is advisable when accessible

Ice: Full ice for games and two teams in same division at practice.

Coaches: Coach or intermediate level utilizing integrated approach and full ice drills; half ice for team drills if practice ice is shared.

Travel: Unlimited throughout Okanagan including Kamloops, Merritt and Revelstoke; travel beyond after consultation with parents. Travel outside of BC must be approved by the EC.

2.3 Transfer of Players Within and Without WDMHA

No player will transfer from one team to another without permission of the Divisional Director. No player will play or practice on two different teams or division without

permission of the Divisional Director. No player may substitute on another team for even a single game without approval of both team head coaches involved.

2.4 Minimum/Maximum Players per Team

Teams in the WDMHA will be assigned a roster of no more than 19 players per team. Atom Development and Rep teams will carry a minimum of players as per Hockey Canada Guidelines. Members of the evaluation teams will strive to balance the teams in numbers as closely as possible; including Rep and House teams belonging to one division.

2.5 Traveling

1. When traveling to out of town games, only adults will be recruited as chaperones or drivers. No player under the age of 19 is to drive him/herself and/or teammates to any out-of-town games.
2. Coaches and the WDMHA Risk Management Committee will monitor weather and road conditions and will take no undue risk with unsafe travel conditions.
3. Teams leasing buses or vans must notify the Risk Management Committee to ensure appropriate licensing and insurance.

No WDMHA teams will play outside of BC without approval of the EC.

2.6 Playing in Exhibition/Tournament Games

1. Exhibition games may be held early in the season as an aid to evaluation of team balance.
2. Teams must receive permission from the Divisional Director to participate in a tournament. Score sheets must be submitted upon return to the Discipline Committee.
3. Any player additions or substitutions for exhibition/tournament play must be approved by the Divisional Director and all coaches involved.

3. Coaches and other Team Personnel

3.1 The Role of Coach Coordinator

3.1.1 Qualifications of the WDMHA Coach Coordinator should be:

- 1) a strong interest in and personal commitment to coaching
- 2) ability to design and implement programs at the association level
- 3) ability to conduct evaluations of coaches
- 4) ability to evaluate players for team selection
- 5) a strong commitment to BCAHA coaching at the local association level

3.2. Duties of the Coach Coordinator

- Conduct of coach evaluations and presentation of results to the Executive by May of each year
- Selection of evaluators by June 30 of each year
- Proposal of potential coaches for rep teams to the Executive by June 30 of each year
- Establish interviews of candidates by the Coach Selection Subcommittees (Junior and Senior Divisions) by June 30 of each year.
- With approval of the Executive, publish the listing of rep team coaches by July 15 of each year.
- Develop and present on-ice training programs for the coaches.
- Represent WDMHA coaches on the Executive Committee
- Liaise with BCAHA District Coaching Coordinator regarding coaching clinics
- Recommend coaches to EC for attendance at higher level clinics
- Meet with association coaches to discuss problems and solutions
- Participate in player evaluations in collaboration with Division Directors at beginning of season
- Co-ordinate meetings of coaches and players with local referee-in-chief or BCAHA Rules Committee Member for better understanding of game rules
- Follow Head Coaches Manual for BCAHA and OMAHA

3.3 Selection of Coaches

Selected coaches will meet the following criteria:

- Be able to communicate effectively
- Understand the strategies and basics of hockey
- Be able to build a strong, positive relationship with the athlete
- Be willing to listen to the athlete and his parent/guardian, and to consider individual preferences in keeping with the welfare of the entire team
- Be able to play all players fair and in consistent fashion
- Be able to demonstrate mature behaviour both on and off the ice, within WDMHA and without.

The Team Head Coach

The team head coach is responsible to the Divisional Director, and must work cooperatively with the WDMHA Coach Coordinator. He/she is responsible for:

- allotting fair ice time to all players regardless of ability

- conducting himself in a sportsmanlike manner consistent with the aims of WDMHA and as a consequence setting a good example for his players
- ensuring that all players are adequately protected with the appropriate equipment
- acting in a courteous manner toward parents, fans and game officials
- ensuring that in the event of an injury that proper medical aid is obtained as quickly as possible
- discouraging rough tactics and rowdy play of all players while they are on or off the ice
- personally not using alcohol, drugs or tobacco in any form immediately before or during practices and games
- ensuring all equipment assigned to his team is cared for properly
- informing the Divisional Director of any damaged equipment and handing it over for repairs
- ensuring internal team problems are dealt with as soon after the occurrence as possible and if necessary, referred to the Divisional Director
- ensuring that his team is on time for all ice sessions and for clearing the ice immediately after the allotted time has elapsed
- attending all meetings called by the Divisional Director
- ensuring timekeepers as required are available
- providing dressing room discipline and for ensuring the dressing room is locked while the team is on the ice
- shall hold an introductory parent/coach meeting prior to Oct. 15, to which the Divisional Director will be invited
- shall ensure that all players on his team have received the coverage of Mutual Aid, and in the case of a representative team head coach, also that all players are “carded” by OMAHA and BCAHA deadlines.

3.4 Training of Coaches

- Training will be provided at no cost through clinics either in Winfield or neighbouring communities. The Association will strive to host and/or inform our coaches of such opportunities.
- The Coaches Professional Development Committee will consist of three members and will be appointed prior to the season. They will elect a chairperson who will report to the Coach Coordinator.
- The Committee will be tasked with planning clinics, promoting the clinics, and organizing the clinics hosted by WDMHA. The Association will endeavor to host an Initiation Coaches clinic every second fall (late September is best) and a Coaches level clinic each March.
- The Committee is also tasked with promoting the dates and locations of nearby Coaches Clinics to the local Coaching complement.
- The Committee will also undertake the Coaches Evaluation survey at the end of each season.
- All coaches must have a minimum of BCAHA Initiation Level by Dec. 31 of the season in which they are playing.

- All Rep coaches will have at least BCAHA Coaches level in their first year as rep and the Intermediate Level in all subsequent years in accordance with BCAHA guidelines.
- The Okanagan Public Library in Winfield will maintain a small hockey coaching library, to which our coaches will be directed.

3.5 Coach Forms

Attached are copies of Coach applications and Coach evaluation forms.

3.6 Underage Coaches

The WDMHA when and where possible will promote coaches under the age of 21 years old (hereafter referred to as youth coaches) as follows:

- Persons wishing to youth coach will be encouraged to be assistant coaches or on-ice helpers. Only under extraordinary circumstances will youth coaches be asked to be a team head coach.
- Youth Coaches in the Novice and higher level of play must be 15 years old and have as a minimum qualification an “Initiation Level” clinic.
- Youth Coaches in the Initiation level of play must be playing or eligible to play in a division of play that is four divisions senior to the division being coached.
- Preference may be given to persons who have attended a BCAHA “Initiation Level” clinic, or have obtained a BCAHA “Coaches Level” or higher coaching certification.

3.7 Managers

- Managers are responsible for liaising with the league and arranging exhibition games when necessary. They will also take the lead role in planning and executing the team’s home tournament.
- Managers will be selected by the team head coach but this choice must be forwarded to the Divisional Director and approved by the EC.
- Every team must have a manager; only in Initiation may a coach take a dual role as manager.
- A manager will be appointed by every team within the first week of play, with the name to be forwarded to the Executive via the Divisional Director.
- Managers must attend one mandatory meeting at the beginning of the season.
- Managers must be responsible, along with coaches, to see that no players are allowed on the ice who have not paid their registration fees and/or are not insured through Mutual Aid.
- Managers of Atom Development and all senior teams must forward game sheets to the WDMHA Discipline Committee.
- Managers will be informed that teams must pay for their own expenses (ie the Association does not pay for phone calls regarding team business); and that funds remaining in a team’s account at season’s end should be considered for WDMHA’s Disadvantaged Players fund or otherwise approved by the Executive.

4. Referees

The value of a body of well-trained, mature referees must be recognized and enhanced through all actions of WDMHA and all their members. The importance of such a group should be communicated by WDMHA to all members of their organizations and to visiting organizations as well; by definition, this includes authority and respect for the referee in all situations. Without the referee, the game cannot go on while the absence of skilled and knowledgeable refereeing impedes and devalues the progress of the players and therefore the Association.

4.1 The Referee Professional Development Committee

- A Referee Professional Development Committee of three persons will be appointed prior to the beginning of the season and will report to the 1st Vice President.
- The Committee will be tasked with planning, implementing and maintaining a system that promotes respect of referees and development of referee skills at all ages. This may include “no tolerance” rules for spectators, players and coaching personnel; promotional campaigns, etc., lobbying OMAHA or BCAHA for more sensible certification rules, recommendations for fee increases, etc.
- The Committee will be tasked with planning Referee clinics in the fall and throughout the year as need be, and informing referees and potential referees of said clinics.

4.2 The role of Referee in Chief

The Ref in Chief will be appointed prior to the beginning of the season and will report to the 1st Vice President. The RIC will have a minimum qualification of _____

Duties will include:

- Evaluating all WDMHA referees and addressing concerns about any WDMHA referees.
- A resource to the Referee Professional Development Committee.
- Work with the Referee Scheduler to ensure that all games are covered by appropriately skilled referees.
- Co-ordinate meetings of coaches and players with local referee-in-chief or BCAHA Rules Committee Member for better understanding of game rules
- Ensuring that a three-man ref system is used for Rep games and Atom Development games; and a two-man system for all other games.

Payment of Referee in Chief

WDMHA shall pay the head referee a fee for each evaluation of referees throughout the season. For the season of 1998/99, this amount was set at \$5 per game.

4.3 The Role of Referee Scheduler

The Referee Scheduler will be appointed and will report to the 1st Vice President. The Scheduler will be tasked with:

- keeping a current list of referees, their qualifications and their availability, and assigning them games according to WDMHA rules and regulations.
- preparing a payment form for the Treasurer bi-weekly during each month of the season, outlining the amounts owed to each referee, and then will ensure that they are distributed to the referees in a timely fashion.
- Ensuring that a three-man ref system is used for Rep games and Atom Development games; and a two-man system for all other games.

4.4 Referee Development and Training

- WDMHA will offer a Referee clinic at the beginning of each season
- WDMHA will provide ongoing upgrading and training during the season.
- At the discretion of the Head Referee, WDMHA will provide a three-man ref system for Rep games and Atom Development games; and they will provide a two-man system for all other games. This policy was effected in the 1998/99 season to provide for development of referees (as opposed to linesmen) in the Senior Divisions.

5. Timekeepers

- Development/Training: _____
- Liability: Timekeepers should be reminded that they are not necessarily covered by Mutual Aid insurance so they should be getting to and from the timekeeping box through the benches.
- Officials have the authority to remove timekeepers from their duties.

6. Code of Conduct

- As previously stated, all members as well as parents and guardians of members, coaches, officials, and volunteers will abide by the laws and policies of the Canadian Hockey Association, the BC Amateur Hockey Association, the Okanagan mainline amateur Hockey Association and the Winfield and District Minor Hockey Association.

6.1 TEAM First Contracts

- WDMHA follows the Team First Initiative and requires all Members, Parents, Guardians, Coach's, Officials and Volunteers (further referred to as the **TEAM**) to also abide by this Initiative, and honor it by signing their Team First Contracts. Failure to do so may result in their suspension from the WDMHA.
- The WDMHA Risk Manager will be responsible for delivering the team first message to the members and will keep records of the contracts.
- It is important that the members are educated in the process of resolving issues and in complaint handling procedures as outlined in the Team First Program as well as in this policy.
- Members should also be advised of the consequences of breaking the Code of Conduct as outlined in Section 6.2

6.2 Inappropriate Conduct

- Any members of the **TEAM** who violate their Team First Contract, may in more serious cases, have their case reviewed by the code of conduct committee, for recommendation of disciplinary action.
- Serious cases include, but may not be limited to verbal and physical abuse.
- Minimum Suspensions for such abuse will be as follows:
 - 1) Verbal Abuse – 15 day suspension.
 - 2) Verbal Abuse including profane language – 30 day suspension.
 - 3) Verbal Abuse and threats – 45 day suspension.
 - 4) Physical Abuse – Suspension for 180 days.
 - All suspensions if necessary will carry over into the next seasons.
 - The above Suspension times are all for first times offences.
 - Repeat offenders will have suspension times tripled and if they continue may lead to a life suspension.
 - Any individual suspended under the violation of their team first contract, will not be allowed to participate in any W&DMHA sanctioned event, Team event Or minor hockey related activities.

6.3 Conduct of Team Personnel

- Coaches, assistant coaches, manager, trainers and bench personnel must be registered as such with the WDMHA. Any individual who needs to step on the ice must be covered with Mutual Aid Insurance.
- Every participant is responsible for proper observance of the BCAHA's Constitution and Bylaws, Operating Policy, Rules and Philosophy. Team personnel should place betterment or welfare of hockey and their players above their personal, team and association interests.

- It is the responsibility of the coaches to promote and foster good conduct of all team personnel and supporters at all hockey functions, and to help ensure respect for all hockey officials, participants and spectators.
- Team and association personnel and supporters should refrain from approaching any official or member of the EC at or immediately following a game with reference to situations within that game. They are encouraged to vent concerns through the appropriate channels: first the Division Director, and then to the EC in form of a letter.
- All members and supporters of all team and associations, when in public and recognized as hockey members and supporters, must conduct themselves in such a manner as to always enhance the image of minor hockey.

6.4 Hazing or Initiation

- Any WDMHA official, player or team member found to be involved in the practice of “Hazing” which shall be defined as unpleasant or humiliating tasks, bullying, pranks, ridicule, humiliating horseplay, verbal physical or sexual harassment of players, shall be suspended for a minimum of 1 year.
- Any WDMHA official, player or team member found to be involved in the practice of “Initiation” which shall be defined as ceremonies, rites or practices which are morally and/or physically detrimental to the well being of players, shall be suspended for a minimum of 1 year,
- Any Manager, Coach or WDMHA Executive Member who knowingly allows “Hazing” or “Initiation” to take place on a team, or within our association, shall be suspended for a minimum of 1 year.

OPERATIONS

1. The Executive Committee (EC)

The business and affairs of the Association shall be carried on by the Executive Committee (EC), which shall consist of twelve (12) voting officers whose decisions shall be made with input and advice from appointed personnel of the WDMHA.

1.1 Job descriptions

1.1.1 The President:

- Shall preside over EC meetings, ensuring there is a quorum of six (6) members each time (President, or 1st Vice-President, or 2nd Vice-President and five(5) other executive members).
- Shall ensure an agenda is prepared for each meeting, with reasonable opportunity given to each and every EC member and/or concerned member to speak to an issue
- Shall cast a vote only in the case of a tie

- Shall ensure minutes are recorded at each meeting
- Shall ensure the confidentiality of personnel matters by undertaking discussion of such matters only with EC members in camera
- Shall fully inform members of the Executive in a timely manner of all activities brought to the President's attention, and that the EC be asked to make all decisions (except in discipline situations as outlined next here) regarding the effective and orderly management of WDMHA
- Shall have the power to suspend summarily any team, manager, coach or player; such suspension shall be effective until such time as the Discipline Committee has had an opportunity to review and recommend further action. This review must happen within 15 days of such a suspension; in the absence of a Discipline Committee, the EC will make the determination
- Shall ensure the mannerly and cooperative conduct of all WDMHA representatives at each meeting
- Shall work to ensure all positions of the Executive are filled, either by election/acclamation at the Annual General Meeting or by appointment of EC
- Shall be a signing officer of the Association
- Shall exercise general supervision of all activities of the Association
- Shall serve as the Association's representative to the BCAHA and OMAHA, or shall delegate such representation to another member of the EC
- Shall oversee the operations of the Ice Ambassador
- Shall oversee the operations of the Divisional Directors
- Shall oversee the operations of the Volunteer Director
- Shall serve two-year terms beginning in odd years (1999/2000)

1.1.2 The Past President:

- Shall attend all Association and EC meetings to provide continuity of purpose
- Shall oversee the operations of the Discipline Committee
- Shall serve two-year terms beginning in odd years (1999/2000)

1.1.3 The 1st Vice-President:

- Shall assist the President in general supervision and in the absence of the President shall have the full powers of the President
- Shall ensure all legal contracts of the Association are maintained in good standing and inform the Executive of the need to negotiate or re-negotiate contracts as required: contracts such as general insurance contract and the concession lease.
- Shall be responsible for the maintenance and timely updating of the Policy and Procedure Manual
- Shall be a signing officer of the Association
- Shall oversee the operations of the Referee in Chief, the Referee Scheduler, and the Referee Professional Development Committee
- Shall oversee the operations of the Photograph Director
- Shall serve two-year terms beginning in odd years (1999/2000)
- Shall oversee the operations of the Website Design and maintenance

1.1.4 The 2nd Vice President:

- Shall in the absence of the President and the 1st Vice-President, act with full power of the president
- Shall oversee the operations of the Equipment Manager/s
- Shall oversee the operations of fundraising efforts, including the Dance Committee, the Bingo Director, and the Tournament Program Committee
- Shall oversee the operations of the Tournament Director
- In the event that the Past President is not active, the 2nd Vice will oversee the operations of the Discipline Committee.
- Shall ensure all legal contracts of the Association are maintained in good standing and inform the Executive of the need to negotiate or re-negotiate contracts as required: contracts such as a general insurance contract and the concession lease.
- Shall serve two-year terms beginning in even years (1998/1999)
- Shall sit as the chair for the Risk Management Committee and shall ensure that BCAHA Risk Management policies and guidelines, as received from time to time, are followed.

1.1.5 The Secretary:

- Shall be responsible for distributing all incoming correspondence of the Association to appropriate members and for writing letters on behalf of the Association at the request of the President and/or the Executive Committee
- Shall record the minutes of all Executive, Annual, Special or General meetings
- Shall work with the president to create an agenda prior to each meeting
- Shall distribute and collect WDMHA keys to EC members
- Shall be responsible to ensure the legal standing of the Association is maintained by informing OMAHA and BCAHA of changes in the EC.
- Shall oversee the operations of the Communications Committee
- Shall oversee the operations of the Risk Management Committee, including Mutual Aid.
- Shall serve two-year terms beginning in odd years (1998/1999)
- Shall ensure that the Association remains in good standing with the Societies' Act.

1.1.6 The Treasurer:

- Shall receive in the name of the Association all funds which shall be deposited in the financial institution of the Association's choice; and to pay by written cheque, direct deposit or on-line payment, all accounts owing by WDMHA
- Shall be a signing officer
- Shall ensure that all WDMHA accounts require two signatures with three signing officers available: the President, the 1st Vice-President and Treasurer
- Shall establish a budget each year and communicate the budget to the AGM
- Shall delegate and oversee work of the assistant bookkeeper
- Shall oversee the operations of the Concession liaison/bookkeeper
- Shall serve two-year terms beginning in even years (1998/1999)

- Shall ensure that books are audited annually by an outside accountant, preferably an accountant based in Lake Country.

1.1.7 The Registrar:

- Shall be responsible for registering all players both with the Association and OMAHA and BCAHA, and arrange any necessary transfers
- Shall be responsible for ensuring Mutual Aid coverage for all players, coaches and other necessary personnel
- Shall maintain an up-to-date record of members and circulate a complete list to EC, Division Directors, and to post one in the WDMHA office
- Shall delegate to and oversee the operations of the Assistant Registrar
- Shall oversee the operations of the Bursary Committee
- Shall serve two-year terms beginning in odd years (1999/2000)

1.1.8 The Coach Coordinator (Head Coach)

- Shall be responsible for overseeing coach appointment and development. See Hockey Operations 3.1 for job description.
- Shall serve one-year terms

1.1.9 The Senior Director

- Shall in co-operation with the Coach Coordinator be responsible for the selection of coaches and teams for the Peewee, Bantam and Midget Divisions
- Shall facilitate effective communications between the Ice Ambassador, the Equipment Manager, the Junior Director and all the Peewee, Bantam and Midget team coaches and managers
- Shall sit as a member of the Discipline Committee
- Shall serve two-year terms beginning in even years (2002/2003)

1.1.10 The Junior Director

- Shall in co-operation with the Coach Coordinator be responsible for the selection of coaches and teams for the Initiation, Novice and Atom Divisions
- Shall facilitate effective communications between the Ice Ambassador, the Equipment Manager, the Senior Director and all the Initiation, Novice and Atom team coaches and managers
- Shall sit as a member of the Discipline Committee
- Shall serve two-year terms beginning in even years (2002-2003)

1.1.11 Directors at Large

- Shall provide continuity to the new executive
- Shall conduct projects and accept duties as assigned by the executive

1.2 Meetings of the EC

Meetings of the EC shall be held at least monthly. From beginning of August to end of October, it is recommended that the EC meet every two weeks. A regular location of

said meetings will be determined at the beginning of each season. A location should be chosen for space and security, such that interested members of the Association can attend but also so that confidential matters may be conducted by the voting members of EC 'in camera' (in confidence).

1.3 Correspondence

The Secretary shall be charged with picking up mail weekly and distributing it to the EC as per the individual or position to whom it is addressed. Correspondence addressed only to WDMHA (and not to an individual) shall be opened by the Secretary and in consultation with the President, distributed to the appropriate individual. Correspondence regarding confidential and/or personnel matters shall be dealt with by the EC in camera.

1.4 Establishment and Appointment to Sub-Committees

Sub-committees shall be established and disbanded by vote of the EC. Appointments of sub-committee members will be recommended by the President and the Volunteer Director, after consultation with the registration list, and approved by vote of the EC. Committees established at the time of this writing, the 1998/99 season, include: the Discipline Committee, the Dance Committee, the Bursary Committee, the Tournament Program Committee, the Communications Committee, the Risk Management Committee, the Coaches Professional Development Committee and the Referees Professional Development Committee.

1.5 Keys & Security of WDMHA space

- The office (located above the ice surface near the Concession end of the building) will be accessible only to EC members and that information will be posted on the door. The Rink Attendants will also be reminded each year.
The Secretary will presume responsibility for distributing keys to EC members and collecting them at the season's end.
- The Minor Hockey Room will be accessible to team personnel only. The Equipment Manager will have responsibility for distributing two room keys to each team and two keys to the equipment cages, and will collect them back at the end of season.
- Team personnel will be warned that the room must be secure if they are not inside. Those who leave the room open and unattended can have their keys

removed. This room is designed to be a secure space for equipment owned by both WDMHA and for equipment stored temporarily by our hockey players. The room should be posted thus to remind team personnel.

1.6 Annual schedule (partial only; needs additional material)

May:

Annual General Meeting

June to July:

Ice allotment meetings with municipal users

Inform OMAHA and BCAHA of new Executive members
Final budget prepared
Registration fees and pro-rated schedule for refunds set
Deadline for Societies Act
EC must choose Rep coaches
OMAHA annual meeting

August

Registration, first through mail-out and then in person
OMAHA Registrar's seminar

September

Evaluations begin
BCAHA annual meeting
Ice allocation meetings for rep teams in OMAHA Initiation
Coaches Clinic for WDMHA (every 2nd year) Executive meeting with coaches

October

Regular season begins
Rep players to be carded: check OMAHA deadlines
Payment deadline for Mutual Aid monies to OMAHA

November

Final day for post-dated registration fees (Nov. 30)
Insurance to be renewed
Photo Day

December - January

Minor Hockey Week
Final deadline for carding rep players

February:

Rep playoffs

March:

Regular season ends
Coaches level clinic
Ice times for next season's evaluations (rep tryouts) must be booked now

April:

Draft Budget to be prepared for presentation at the AGM
EC to choose and present awards either at separate function or the AGM

2. Registration

Registration fees will be determined by the EC based on ice time and referees needs at the applicable level of play. Rep fees and evaluation fees will also be determined on this basis. Deadline for fee structure is June of each year.

2.1 Method

- The first step of registration each year will be a mail-out to previous members with a

deadline set to encourage early returns. A discount of \$50 will be applicable to registrations returned by Registration Day.

- The second step will be Registration Day, open to newcomers as well as returning players. This is not always used since the introduction of on-line registration
- Any exceptions to these rules must be agreed upon by the EC. It is expected that this would happen only in the case of a new division/team to be formed such as a girls' team or a Midget house team. In every case, however, Mutual Aid expenses and pro-rated ice time must be covered and cannot be returned.
- WDMHA will accept any new players who have moved from another association provided they are registered with Mutual Aid and pay a pro-rated registration fee but the player will NOT be assigned to Atom Development or Rep after Dec. 1 and no late comers will be accepted after Feb.1.

2.2 Payment and Penalties

- Half of the total registration fee must be paid on or before Sept. 15 with any post-dated cheques for the remainder due in full by Nov. 30. Players cannot step on the ice if the half-payment is not in the bank. This is to ensure that WDMHA is reimbursed for Mutual Aid costs and ice times if players decided to quit early in the season.
- Registrations received late – after Registration Day -- will be accepted individually by the Registrar. An administration fee will be imposed on late registration and the registration fee can be pro-rated, taking into account Mutual Aid and rep costs. The EC reserves the right to close off registration if teams within a division are filled to capacity.
- Any player who wishes to be evaluated for Rep or Atom Development must include with registration fees a post-dated cheque (no later than Oct. 1) for the appropriate level at time of registration.
- The EC will set out all penalty fees and administration fees prior to the beginning of the season.

2.3 Refunds

- No refunds will be granted after Jan. 1.
- Refunds must be applied for and may be granted until Dec. 31. Any refund will deduct Mutual Aid cost, Rep carding (if applicable) and pro-rated ice time used.
- All refunds must be approved by the EC upon recommendation of the Registrar with amount applicable to be determined and issued by the Treasurer.
- The EC will set out the pro-rate for refunds prior to the beginning of the season.

2.4 Mutual Aid

- The Mutual Aid fund provides assistance to injured players and volunteers.

The assistance provided is for expenses not provided by a medical or dental plan of the player or his parents/guardians.

- All players must be registered with BCAHA Mutual Aid Fund before participating in any WDMHA activity.
- Mutual Aid registration takes place at the same time as the player's Minor Hockey registration and the fee is inclusive.
- A full explanation of Mutual Aid operation is available in the OMAHA and BCAHA manuals.

2.5 Financial Assistance for Families in Need

- WDMHA will strive to apply to programs such as BCKidSport and the SILK Rainbow of Opportunities for financial assistance for families who have indicated a need.
- The annual registration form should prompt needy families to write a letter to the Registrar by Sept. 1, explaining their situation. The EC will rule on individual requests.

2.6 Photographs

- The registration fee will include the cost of a team photograph and an individual photo. Photos will be taken and distributed by early December. When possible, photos will be taken at a regular practice.
- Co-ordination of the team photographs is the responsibility of the Photograph Director. (see #12 - Operations)

3. Ice Allotment

3.1 Role of Ice Ambassador

The Ice Ambassador will be appointed by the President with the approval of the EC, and will report to the President.

The Ice Ambassador will be tasked with:

- With the President or his/her appointed delegate from the EC will attend the ice allocation meetings during the off season.
- Will recommend to the EC appropriate standard practice times for the season and will be charged with delegating weekend and/or tournament ice time throughout the season.
- Will attend coaches' meetings at the beginning of the season to explain procedure about cancelling practice ice or game ice.
- Will attend managers' meeting at the beginning of the season to explain about the delegating of weekend ice, weekday practice ice, and about cancelling practice or game ice.
- Will communicate with the Tournament Director at the beginning of the season to figure out appropriate tournament dates.
- Will work with the Junior Director and Senior Director about delegating

weekend game ice.

- Shall book the evaluation ice time (rep tryouts) in the middle of March for the following season. Evaluation ice times take place in the last three weeks of September.

3.2 Ice Time Allocation

- For weekday practice ice, the Ambassador gives coaches of Midget Rep, Bantam Rep, PeeWee Rep, then Bantam House and Atom Development (in this order) a choice of which morning they would like.
- Try to keep practices 30 hours apart during the week.
- Length of games in regular season: Midget Rep – 2 hours:10 minutes to 2:30
Midget House – 1:50 or more
Bantam Rep – 2:10 to 2:30
Bantam House – 1:40 or more
PeeWee Rep – 2:00 or more PeeWee House – 1:30 or more Atom Development – 1:30 or more Atom House – 1:30 or more Novice – 1:00 or more Initiation – 1:00
- Playoff games:
Midget Rep – 2:30 or more
Bantam Rep – 2:15 or more
PeeWee Rep – 2:00 or more
Atom Development – 1:50 or more

4. Discipline

4.1 Discipline Committee

- The Discipline Committee will consist of 3 appointed members, plus the Division Directors. At their first meeting of the season, they will elect a chairperson who will then report to the Past President (or the 2nd Vice in absence of a Past President.)
- The Committee is tasked with overseeing the discipline of players, in on-ice situations.
- The Discipline Committee will meet at regular intervals during the season and follow the guidelines set on the attached Discipline Committee Policies & Procedures.
- The Discipline Committee will recommend to the EC disciplinary action in all on-ice player situations within 7 days of the investigated action, and will always provide an opportunity for the player and parent/guardian to have a personal audience with the Committee.

4.2 Code of Conduct Committee

- The President (or EC member acting in his/her absence) may suspend summarily any individual until the EC, through the Code of Conduct Committee, has investigated and approved final disciplinary action. The EC may also refer matters, when appropriate, to the RCMP.
- The EC will immediately strike a Code of Conduct Committee to deal with an official complaint in writing of transgression of the Code of Conduct regarding coaches, parents, officials, spectators and players in off-ice situations.
- It is expected that the Committee membership will rotate on each occasion but will always include three members: two EC members and a third from outside the EC (can include a member of the Disciplinary Committee, an Association member at large, or a non-member with relevant experience.) Members of this Committee will be appointed with three considerations: that they can make the immediate time commitment to hear and address the complaint; their expertise, if applicable; and that they are not in conflict with the issue at hand.
- The Committee must offer a personal audience to the individual charged with Code of Conduct violation, and is obligated to prepare a recommendation for the EC within 14 days of the incident or within 7 days of conclusion of an RCMP investigation.
- The EC will review the documentation and must rule on the Committee's recommendation at the earliest possible opportunity. The EC will have final authority on disciplinary action.

4.3 Appeals

- An individual wishing to appeal a disciplinary action by the EC must deliver an appeal in writing within 7 days of receiving notice of the decision. The appeal must be accompanied by a \$100 cheque.
- The EC will then strike an Appeal Committee within 7 days. It will consist of 3 individuals (2 Executive and 1 from outside the Executive), to review the documentation. The Appeals Committee will deliver a binding recommendation to the EC and the complainant within 14 days. If they uphold the original decision, the \$100 is forfeited to the Association. If they do not uphold the decision, the \$100 will be returned to the complainant.
- There is no stay of discipline during the appeal process.

5. Equipment

Players are generally required to purchase and maintain their own equipment. WDMHA will maintain sets of goalie gear for Initiation, Novice and Atom teams with annual updates.

5.1 Role of Equipment Manager/s

- The Equipment Manager/s will maintain an inventory of WDMHA equipment and

- recommend upgrading and additions when applicable.
- The Manager/s must purchase pucks and equipment each year as needed. Limit the number of pucks per team in this fashion: rep teams and Atom Development – 70 to 80 pucks; house teams - 35-50 pucks. Offer rewards for return of pucks. Teams can purchase more above the limits with their own money from sports stores or from WDMHA.
 - As soon as the number of members per team is determined, the Manager/s will ensure that socks are provided to each team by Oct. 15 and that jerseys are signed out by managers, who will then be responsible for the return of jerseys at season's end. Official jerseys should *not* be used for tryouts.
 - The Manager/s will also distribute locker and cage keys to appropriate managers and coaches and collect them at the end of the year, as well as the uniforms. There is a ratio of two keys per team for the Minor Hockey Room and cage.
 - The Manager/s will also be charged with maintaining a complete set of First Aid equipment in an accessible place in the Coaches' room. First Aid kits have to be checked and all supplies restocked before beginning the year. Maintain supplies to restock the kits.
 - The Manager/s must ensure "stop" signs are available for all jerseys and delegate the attaching of said signs.
 - The Manager must arrange for sponsor bars to be applied to appropriate jerseys.
 - The Manager must arrange for repair of all equipment as it comes to his/her attention.
 - The Equipment Manager/s will report to the 2nd Vice-President.

5.2 Safety

- Every player must provide their own water bottle and it is recommended to sanitize after each use.

6. Risk Management

6.1 The Risk Management Committee

6.1.1 Membership

The Risk management Committee (RMC) shall consist of the 2nd Vice-President as the chairperson and one representative from each team who has successfully completed the Canadian Hockey Association's (CHA) Safety Trainers Program. Committee members will serve a one-year term.

6.1.2. Policy

The program is to implement effective risk management for teams, where safety, both on and off the ice, is the first priority. All members of the RMC will have completed the CHA Trainers Safety Program and will have access to the manual established by CHA.

6.1.3 Procedures

Members will meet periodically to review and discuss concerns. The chair will report to EC. Members will follow guidelines provided by the CHA manual, for responsibilities, code of ethics and fair play codes. Members will be responsible to liaise and collect all information for Disciplinary Committee should an incident occurs on their team.

6.2 Training

- First Aid training will be provided by WDMHA at no cost. Information about accessible clinics will be provided to coaches and other WDMHA personnel at the beginning of the season.
- Risk Management seminars will be provided to WDMHA team personnel either in Winfield or at nearby arenas.

7. Fundraising

7.1 Concession

- The Concession is leased from the District of Lake Country; the current lease runs from May 2006 until May 31, 2011. It has been a major fundraiser for WDMHA, often raising as much as \$10,000 per season.
- A Concession liaison/bookkeeper will be appointed by the Executive Committee to oversee the operations of the Concession and the significant issue of employees and cash flow.
- The Concession liaison/bookkeeper will report to the Treasurer
- Volunteers from the Parent's Auxiliary will be requested to maintain a high quality of service during weekends and to develop a sense of "ownership" among the membership.
- Parents' Auxiliary members to be appointed by the EC. This body will recommend changes and improvements on an ongoing basis.

7.2 Advertising

- A master WDMHA Tournament Program will be published at the beginning of each season, with interchanging centerfolds to identify tournament participants.
- A Tournament Program committee of three members will be struck to solicit advertising from local businesses to be included in the Master Program and it will oversee the production of the Program.
- The committee will provide a list of advertisers to the Tournament Organizer who will make them known to individual Tournament organizers. These advertisers are not to be solicited a second time in one season by individual tournament organizers.
- At its first meeting of the season, the committee will elect a chairperson who will report to the 2nd Vice President.

7.3 Tournaments

- Each division will be allotted one home tournament during the season where ice time permits.
- The amount of ice time will be allotted by the Ice Ambassador according to the level of play.
- A Tournament Director will be appointed at the beginning of the season, and will be tasked with updating the Tournament Reconciliation Form (attached) and distributing it early in the season to all team managers.
- The Tournament Director will act as a resource for individual division organizers.
- The Tournament Director will report to the 2nd Vice-President.
- The Tournament Director must sanction all tournaments at the beginning of the season with BCAHA in consultation with the Ice Ambassador. Be advised that it is not necessary to sanction tournaments in which there are no playoffs
- The Director will be guided further by the BCAHA Tournament Guide, as attached.

8. Bursary Committee and Account

- A Bursary Committee will be struck early in the season and will be tasked with distributing funds for three bursaries: one recipient of the Carolee Weller Memorial Fund and two recipients of the WDMHA awards.
- The Committee will elect a chairperson at the beginning of the season who will report to the Registrar.
- A separate Bursary Account will be maintained by the Treasurer.
- (Attached is the Policy and Procedures of the Bursary Committee.)

9. Communications

- On-going communications are handled electronically via information and news posted on the WDMHA website and via newsletters sent directly to members' email addresses

10. Volunteer Director

- The Volunteer Director will be appointed and will report to the President.
- The Volunteer Director will be tasked with assigning volunteer positions after registration with the direction of the President and with the approval of EC.
- The Volunteer Director will continue to assist during the season if volunteers should be delinquent in their duties. He/she will also work with the Concession Director and the Bingo Director to ensure volunteers are reminded of their ongoing duties during the year.

11. Bingo Director

- The Bingo Director will be appointed and will report to the 2nd Vice President.
- The Bingo Director will be tasked with receiving from the Volunteer Director a list of volunteers for the season and will remind them about dates and responsibilities
- The Bingo Director will receive the monthly Bingo reports and cheques from the Bingo Hall and deliver them to the treasurer.
- The Bingo Director will assist the Treasurer or the Bookkeeper in writing and filing the year end Bingo Report due to the Gaming Commission.
- As of this date Bingo Volunteers are not required as per the Gaming Commission.

12. Photograph Director

- The Photograph Director will be appointed and will report to the 1st Vice-President. .
- The Photograph Director will ask for and receive bids from photographers. If prices of Lake Country photographers are not too exorbitant, it is advised that WDMHA “shop at home.” EC will approve choice of a photographer.
- The Photograph Director will proceed to schedule the team photographs and assist in managing the event itself.
- The Photograph Director will deliver the team photographs to the appropriate teams.

13. Expenses and other Financial Issues

- Travel: WDMHA will pay EC members or their delegates to attend OMAHA and BCAHA meetings. The travel rate will be the same as OMAHA.
- Meetings etc: WDMHA will pay EC members or their delegates reasonable out-of-pocket expenses to attend OMAHA and BCAHA meetings only if receipts are provided. WDMHA will pay the registration fee for one (or two) EC members to attend the annual general meeting of the BCAHA.
- Cheques: Although common practice in many volunteer organizations, the practice of pre-signing cheques is highly discouraged. This is for the protection of both signatories.
- Teams must be notified each year that the Association **is not responsible** for expenses related to team activity such as phone calls to arrange exhibition games.
- WDMHA books are to be reviewed annually by a designated independent accountant within three months of year end.

define when year end is

define process of bookkeeping

define spending limits

define cash management of registration and concession define

cheque signing policy

14. Amendments to Policies and Procedures

- The Policies and Procedures Manual reflects a dynamic process and is expected to need adjustments and additions on an annual basis.
- The responsibility for this lies with the President, with the guidance of the EC.

Document Revision Date - September 16, 2011