

# WDMHA Rules of Operation

(Passed May 30<sup>th</sup>, 2012)

(Up-dated April 16, 2016)

## Section 1.0 Governance and Objectives

### 1.1 Name

Waterford and District Minor Hockey Association is incorporated under the Corporation of Ontario and operates under its own Rules of Operation and in conjunction with the Manual of Operations of the Ontario Minor Hockey Association. For the purposes of clarity, Waterford and District Minor Hockey Association will be further referred to as “the Association”.

### 1.2 Aims and Objectives

- (a) To provide opportunity for the youth of Waterford and District to participate in an organized hockey league.
- (b) To educate participants in the use of proper skills and behaviour relative to minor sport and community development.
- (c) To provide a medium for competitive play and the development of sportsmanship.

## Section 2.0 Association Structure and Membership

### 2.0 Code of Conduct and Ethics

- (a) The Association reserves the right to reject or cancel membership in such cases where the member’s behaviour has proven to be a detriment to the Aims and Objectives of the Association.
- (b) Team officials must sign a Confidentiality Agreement and a Code of Conduct before assuming any bench duties. Failure to sign either, will result in immediate removal from volunteer activities.
- (c) Team officials will co-operate with Executive Members and parents in an effort to keep credentials current and of benefit to the Association.
- (d) Team officials will be approved by a majority vote of the Executive of the Association. Coaches will submit, after tryouts at the representative level, a list of bench staff for approval. Players may not be moved into/from the Representative or Local League division after October 30<sup>th</sup> without written authorization from the Executive.

## **2.1 Executive Officers**

The President shall appoint as many officers as deemed necessary to execute the business of the Association. Positions will be elected on an annual basis with a planned rotation of two year terms. Some positions may be appointed by the Executive.

Positions on the Association Executive may, but are not limited to the following:

Past President  
President  
1<sup>st</sup> Vice President/Rep Convenor  
2<sup>nd</sup> Vice President/LL Convenor  
3<sup>rd</sup> Vice President/LL Convenor  
Secretary  
Treasurer  
Ice Convenor  
Registrar  
Special Events/Fundraising Director  
Tournament Director  
Development Director  
Speak Out Director  
IP – Tyke Convenor  
Referee in Chief – Appointed 1 year  
Equipment Manager – Appointed 1 year  
Operations Director  
Media/Communications Director

The Executive officers of the organization have the right and obligation to act on behalf of the general membership and in accordance with the Rules of Operation and Bylaws, in all matters concerning the Association, without first bringing such matters to the attention of the general body. The Executive can institute policy to upgrade the standards of the organization by a majority vote of the Executive Committee. The Executive can be solely responsible for the spending of any monies for insurance, equipment, tournaments, special events and ice requests etc. The rules and regulations may be revised and implemented prior to the start of the next hockey season. Player releases are to be considered on an individual basis, and a majority vote of the Executive is required to release a player from the Association.

## Section 3.0 Registration

### 3.1 Player Eligibility

Player eligibility will be governed by those residency requirements established by the OMHA.

### 3.2 Registration *(Up-dated March 25, 2015)*

- a) Registration fees, payment processes, and refund policies will be established by the Executive and posted annually. Registration information will be posted and made available to the membership after approval.
- b) All registration fees and tryouts **must be paid in full** before the player can go on the ice.
- c) Registration received after October 1<sup>st</sup> shall be subject to a \$50.00 Administration Charge, with the exception of new membership to the Association.

### 3.3 Refunds *(Up-dated April 16, 2016)*

- a) Refunds shall be granted according to the date the written application is received by WDMHA Executive and the following table:

Up to September 30 <sup>th</sup>	-	100%
During the Month of October	-	80%
During the Month of November	-	50%
During the Month of December	-	0%

New players and Tykes will receive 100% refund

- b) No late charges will be refunded. An administration fee may be applied to all refunds.

### 3.4 Reduced Registration

Tyke IP Program shall have a reduced registration for **all WDMHA** four (4), Five (5) and Six (6) year old Tykes. Their registration shall be set by the Budget Committee. *(Up-dated March 6<sup>th</sup>, 2014)*

## **Section 4.0 Equipment and Branding** *(Up-dated April 16, 2016)*

### **4.1 Representative/Local League Teams**

- (a) Team colours shall be yellow, black and white.
- (b) Team uniforms will consist of socks, pants and jersey.
- (c) Socks will be of a style approved by WDMHA. *(Up-dated September 2013)*

### **4.2 Equipment**

- (a) It is mandatory that all WDMHA players wear all the required protective equipment identified in the OMHA Manual of Operations. This equipment will be worn at all times when a player is on the ice or on the bench, whether for practice or a game.
- (b) Any team officials participating in on ice activities must wear protective head gear as approved by the OMHA.
- (c) It is the responsibility of the Team Staff to ensure adherence to subsections (a) and (b).
- (d) Failure to comply with either subsection (a) or (b) may result in the suspension of the player or member of the bench staff by the Executive and/or the Disciplinary Committee.

### **4.3 Return of Equipment**

- (a) Players or team officials who accept equipment or uniforms from WDMHA must return it upon request.
- (b) Deliberate misuse of any WDMHA equipment or uniforms that results in damage, will result in the player or team official responsible being fined in an amount equal to the replacement cost of the damaged article.
- (c) Any player or team official who fails to return any equipment or uniform items shall be suspended until the item is returned to WDMHA in a condition satisfactory to the Executive.

### **4.4 Use of Logo** *(Up-dated April 16, 2016)*

WDMHA reserves the right to allow the use of our logo.

Prior written permission by the president and or vice president and approval by the executive to use our logo on apparel or merchandise must be obtained.

5% from all goods sold with the WDMHA logo will be donated back to WDMHA.

**Section 5.0 Player Movement** *(Up-dated March 25, 2015)*

- 5.1 (a) Surplus players from a Representative (Rep) team shall be assigned to a Local League Team no later than September 30<sup>th</sup>.
- i) All main cuts must be done after the three tryouts.
  - ii) A coach may take three (3) to five (5) players to a max. of four (4) exhibition games and/or games.
  - iii) Any cuts after exhibition games and/or games must be approval by the Convenor and the Executive.
- (b) Only players on an AP list may practice with the team to which they are AP'ed. Such players may practice with that team only when asked to do so by the coach of the team and only with the permission of the player's home team coach and the Rep and LL convenors.
- (c) An AP list shall be compiled for all teams. Lists are to be sent to the WDMHA Registrar no later than Thanksgiving Monday.
- (d) All players registered in a division shall be eligible to try out for Rep or Select teams in that division.
- (e) No Affiliated player may play more than five (5) games with the team to which the player is affiliated during the regular season (including tournament games). After the regular season, five (5) additional games may be played during the playoff/playdown period. After the fifth game, the player must be rostered to the team to which the player has been affiliated. Any games over the stated five will result in the removal of AP privileges and possible disciplinary action. This applies to players and bench staff.
- Goalies are exempt from this rule.
- (f) Any AP player's main commitment is to the team to which he is rostered.
- (g) A minimum roster may be considered in order to effectively distribute players based on skill level and development objectives.
- (h) A try out fee will be applicable to all players at the representative level. Three hours of ice will be provided for each team tryout. An exhibition game may be requested by the level coach. Team selection is to be complete by the end of the third tryout, or a predetermined exhibition game.

- (i) In the event a player is unable to attend tryouts, a decision on that player's eligibility must be made in conjunction with both the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents and President. That decision will be final upon notification of the Executive.
- (j) Any player wishing to try out for a team above their age group is able to do so. Placement on a team roster is subject to OMHA and Executive approval.
- (k) Any player that accepts a position on a representative team and then chooses to leave that team shall be assigned to a Local League team. The player is not eligible to be an AP player or play on any other representative team. The Executive reserves the right to deal with this issue on an individual basis.
- l) Failure to comply with any part of this section may result in a hearing before the Disciplinary Committee and sanctions being imposed on the offending party such as determined by the Disciplinary Committee.

## **Section 6 Conduct and Discipline**

**6.0.1 OMHA Code of Conduct** – as an affiliated member of OMHA we shall adhere to the OMHA Code of Conduct-

This Code of Conduct identifies the standard of behaviour which is expected of all Ontario Minor Hockey Association (“OMHA”) members and participants, including but not limited to all players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, convenors, team managers, trainers and administrators involved in OMHA activities and events.

The OMHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the OMHA shall conduct themselves at all times in a manner consistent with the values of the OMHA which include fairness, integrity and mutual respect.

During the course of all OMHA activities and events, members shall avoid behavior which brings the OMHA or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, use of non-medical drugs and use of alcohol by minors. OMHA members and participants shall at all times adhere to the OMHA operational policies and procedures, to rules and regulations governing OMHA events and activities, and to rules and regulations governing any competitions in which the member participates on behalf of the OMHA.

Members and participants of the OMHA shall not engage in any activity or behavior which interferes with a competition or with any player or team's preparation for a competition, or which endangers the safety of others.

Members of the OMHA shall refrain from comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment, abuse or bullying, will not be tolerated.

Failure to comply with this Code of Conduct may result in disciplinary action, in accordance with the OMHA Code of Conduct Policies & Procedures, including but not limited to, the loss or suspension of certain or all privileges connected with the respective Member Association in the OMHA including the opportunity to participate in the OMHA and its' Member Association activities and events, both present and future.

## **6.1 Complaints**

- (a) Complaints regarding the operation of WDMHA shall be submitted in writing to the WDMHA President or Secretary.
- (b) No action will be taken by WDMHA unless the complaint is in writing and includes the names of the complainant(s).
- (c) Written complaints will be included on the agenda of the next meeting of the Disciplinary Committee.
- (d) Upon receipt of a complaint the Disciplinary Committee will investigate the complaint and present recommendations to the Executive. For any issue of a serious nature, the President may convene a special meeting of the Disciplinary Committee or Executive to ensure prompt resolution of the matter.
- (e) Any complaints of a sensitive or personal nature will be discussed by the Executive "in camera" and shall be kept confidential by the members of the Executive.
- (f) All complaints shall receive a written response.**
- (g) Any person that is subject to a Disciplinary Committee Hearing shall be suspended from all activities of WDMHA, until the outcome of the Committee/Executive is released.
- (h) Any WDMHA player or member of a bench staff receiving a Match Penalty will be automatically required to appear before the WDMHA Disciplinary Committee. Further discipline in addition to OMHA may be issued by the committee. *(Up-dated September 2013)*

- (i) WDMHA Convenors will monitor all suspensions issued to WDMHA players and bench staff. Referrals may be made to the WDMHA Disciplinary Committee for further action as deemed necessary by the committee. *(Up-dated September 2013)*

## **6.2 Behaviour**

- (a) Players shall remain in the dressing room until a member of the bench staff gives permission to go on the ice. No player shall be sent to the dressing room unattended or be left unattended.
- (b) Players and bench staff shall leave the ice as soon as a game is completed and shall go directly to the dressing room.
- (c) Parents, players and members of bench staff are not to approach the Referee's Room at any time.
- (d) Decisions of a referee are final, unless OMHA rules allow for an appeal.
- (e) All arena rules shall be obeyed by all members of WDMHA.
- (f) All members of bench staff, referees and members of the executive shall enforce the rules of WDMHA.
- (g) WDMHA will provide written copies of the Code of Conduct policy. Parents, players and members of bench staffs will sign and date a document indicating they have read this policy.
- (h) No image capturing device of any kind is permitted in the dressing rooms of any arena, by any parent, player or member of a bench staff.
- (i) As role models for the players of WDMHA, no member of a bench staff shall consume an alcoholic beverage in the presence of any player under the age of 19 years. This includes any situation where a parent may permit their child to consume an alcoholic beverage.
- (j) At the discretion of the coach, any player may be benched for up to one period per game for not attending a practice without a valid reason, profanity on the bench or behavioural problems. Players must provide their coach with reasonable notice if they will not be present for a game or practice.



### **6.3 Dressing Room Policy**

- (a) Any member of a bench staff shall be accompanied by another adult when in the dressing room in the presence of players.
- (b) Whenever possible an adult female will tend to female players in a female only dressing room. If a female is not readily available, two male members of the bench staff (or one male member of the bench staff and another male adult) will tend to the female player.

### **6.4 Injuries – Return to Play**

- (a) After a player is injured, the player shall not return to play until the team trainer, in consultation with the player's parents or guardian, determines that the player is fit to play.
- (b) Where the team trainer is unsure the player is fit to return to play, the trainer shall request a doctor's note (at parent's expense) before the player is allowed to return to play.
- (c) The team trainer has the final word on whether a player returns to play.

## **Section 7 Team Officials**

- 7.1 (a) Applications will be invited each season for suitable head coaches for Rep and LL teams. The President shall convene a Coach Selection Committee to determine coaching assignments. In a case where there is no application for a coach position, the convenor shall determine a suitable coach.
- (b) Neither the president nor vice-presidents of WDMHA can assume a head coach position.
- (c) Any member of the Executive possessing coaching credentials may be entered on a "Roster at Large". In the event of an emergency the President, either Vice President or any other accredited member of the executive may temporarily take on the role of head coach of a WDMHA team.
- (d) Likewise, in the event of an emergency, any rostered coach within WDMHA may temporarily take on the role of head coach for another team.
- (e) Criminal Record Checks are required by all Executive, Bench Staff and all volunteers (See Section 11).

- 7.2 (a) No person shall be the head coach for more than two (2) consecutive years, where more than 50% of the team players are from the previous year.
- (b) In the event that no suitable coach can be identified for a team by the Coach Selection Committee, rule 7.2 (a) may be waived.
- (c) The intent of section 7.2 is to provide players in the WDMHA system with a variety of coaching styles during their time in the WDMHA system.

**7.3 Responsibilities of Team Officials**

- (a) Team officials are accountable to the WDMHA Executive for their conduct and that of their players before, during and after games and practices at any facility. They shall set a good example in conduct, language, dress and sportsmanship at all times.
- (b) Team officials shall be familiar with and enforce all rules, regulations, policies and procedures of WDMHA, Southern Counties, Inter-town and OMHA.
- (c) The trainer of a team shall be responsible for forwarding a copy of the "Canadian Hockey Injury Report" to the OMHA. A copy of the report will be provided to their League Convenor.
- (d) Only people who possess proper credentials are allowed on the bench during a game or practice. At the discretion of the coach anyone not rostered to the team may be removed from the dressing room.
- (e) Team officials shall exercise control of themselves and their players.
- (f) Team officials shall maintain a record of team finances related to tournaments or other expenditures. Copies of all records must be given to WDMHA Executive.
- (g) Team officials shall not solicit sponsorship from anyone, nor will sponsors be asked to provide funding above the sponsor's fee without the written permission of WDMHA Executive. All fundraising efforts must be submitted to the Executive for approval.
- (h) Team officials shall regularly check the team mailbox in the WDMHA office at the arena and email correspondence. Information will be distributed to players, parents and team officials in a timely manner.

- (i) Team trainers shall maintain proper credentials for the position. Trainers are responsible for maintaining a confidential record of health information for all players on the team. In the absence of the trainer, those records will be available to other team officials.
- (j) Team trainers will ensure that an emergency action plan is in place for all games and practices. The Trainer's Kit will be available on the bench for all games and practices.
- (k) Team officials shall cooperate with team officials from other teams with regards to shared ice at practices and Affiliated Players.
- (l) The Head Coach and other team officials shall meet with the parents before the beginning of the season as well as periodically during the season. At least one member of the WDMHA Executive will be present at the pre-season meeting.

These meetings will explain the following:

- Coaching philosophy
  - Team operations
  - Playing times
  - Team budgets and tournament expectations
  - Team rules
  - Responsibilities of player, parents and team officials
  - Any other matters the group wishes to discuss
- (m) No fundraising is to be undertaken by anyone without the written permission of WDMHA Executive. All teams are expected to participate in any approved fundraising effort approved by the Executive.
  - (n) Failure to comply with any rule or regulation of WDMHA, OHMA, Southern Counties or Inter-town may result in team officials being called before a hearing of the Disciplinary Committee.

#### 7.4 Parent Representative

- (a) Be elected by the parents
- (b) Act as a liaison between the parents and the coaching staff, in the teams interest and work in conjunction with the manager and coach
- (c) Know and understand the WDMHA Constitution, By-Laws and Policies
- (d) Encourage good sportsmanship and team relations

- (e) Bring unresolved issues to the proper convenor within our organization

**Section 8 On-Ice Officials and Timekeepers**

- 8.1 (a) The Referee-in-Chief will coordinate all On-Ice Officials. The Referee in Chief will ensure all games are appropriately covered as per OMHA guidelines.
- (b) All on-ice officials shall have the proper OMHA credentials.
- (c) WDMHA shall supply timekeepers for all home games.
- (d) On-Ice Officials shall be paid according to the OMHA pay scale.

**Section 9 Team Officials Training Cost Payment**

- 9.1 (a) WDMHA will pay 100% or a maximum of \$150.00/item, for the cost of bench designations as deemed appropriate by the OMHA guidelines, for those parents, or volunteers that are assigned to a team within WDMHA.
- (b) Payment will be made to the team official after successful completion of the course.
- (c) WDMHA will determine the number of team officials who require training.

**Section 10 Sponsorship**

- 10.1 (a) No sponsorship will be accepted from any brewery, distillery, winery or tobacco manufacturer or distributor.
- (b) The Operations Director shall determine the number of sponsors required for any given season. Sponsorship is for a period of one year. Sponsorship money will be collected only by the Operations Director.
- (c) No sponsorship will be paid directly to any team or team official. Monies or equipment donated to WDMHA is the property of WDMHA.

**SECTION 11 POLICE RECORD CHECK CRITERIA**

- 11.1 (a) W.D.M.H.A. accept its significant responsibilities to its vulnerable clients.

- (b) The Association owes a duty of care to its clients, to staff, and to the community. Acceptance of the duty will be reflected in all Association programs, services and activities, as well as in its policies and procedures.
- (c) W.D.M.H.A. will not discriminate/restrict against any person on the basis of these grounds (age, race, sex, marital status, etc.) unless there is a bona fide reason related essentially and explicitly to the position being applied for, and will do so with due consideration for the need to accommodate applicants where possible.
- (d) W.D.M.H.A. recognizes that some of the positions in the Association are of significant trust. People applying for and undertaking positions of trust will be subject to more intense initial and ongoing screening and supervision than individuals in placements which are not positions of trust.

**11.2 Policy on Volunteers and Members with Criminal Records**

- (a) Police record checks will be required for all for the following positions within W.D.M.H.A.:
  - Coaches
  - Managers
  - All assistants
  - Trainers
  - Treasurer
  - All W.D.M.H.A. Executive
  - All Billet
- (b) Once accepted as a volunteer with W.D.M.H.A. as a coach or member of the coaching staff, you will be required to complete a police check every 4 years.
- (c) In general, individuals with past Criminal Code convictions, charges pending or pardons for the following offences **will not** be considered for a direct service position (coaches, managers, trainers, etc,) with vulnerable clients.
  - Physical or sexual assault (no time limit)
  - Sexual exploitation (no time limit)
  - Invitation to sexual touching (no time limit)
  - Sexual interference (no time limit). (Criminal offences involving sexual exploitation, invitation to sexual touching, etc., are treated under Section 1.11.4 of OMHA Manual of Operations. These

offences are considered unforgivable regardless of pardon. Time limit will be at the direction of the Executive, based on circumstances).

- Current prohibitions or probation orders forbidding the individual to have contact with children under the age of 14 (no time limit).
- Indictable criminal offences of child abuse (no time limit).
- Outstanding convictions or charges pending for any violent offences, whether or not they involves weapons.

(d) Individuals with past Criminal Code convictions, ten years old or more recent, or charges pending for certain offences, will not be accepted for a direct service position (coaches, managers, trainers, etc.) with vulnerable clients. These offences include, but are not limited to, the following:

- Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving. Specifically the W.D.M.H.A. is looking at two or more criminal driving convictions in the past three years.
- Individuals with outstanding convictions (eight years old or more recent) for Provincial offences related to a bona find occupational requirement or qualification maybe excluded from a position of trust, depending on the circumstances.
- Intent to traffic or trafficking illegal substances.
- Individuals with past convictions or charges pending for drug offences under the CDSA (Controlled Drugs and Substances Act) or its predecessor.
- Applicants may be rejected as a result of other information gained during the Police Record Check process or through the screening process as a whole, or as a consequence of other factors. The applicant has the right to know why he or she is being refused and may appeal to the Board of Directors in writing for a review of their record.

(e) Applicants may be rejected as a result of other information gained during the police records check process or through the screening process, or as a consequence of other factors.

(f) Every staff member, volunteer, coaching staff member, executive member, etc... once accepted is obliged to inform W.D.M.H.A. Executive if he or she is charged, tried or convicted of any offence under the Criminal code or under other Provincial or Federal statutes, if that offence is relative to a position of trust held by the individual.

- (g) The W.D.M.H.A. will accept a completed Police Check by an applicant providing it is four months or more recent.

**SECTION 12 O.M.H.O Champion Merchandise** *(Passed May 13<sup>th</sup>, 2009 AGM)*

- 12.1 (a) Any WDMHA Team that concludes their season as an OMHA Champion, will receive half of the net gate receipts from a **Maximum two (2) Final** championship home games.
- (b) Net receipts determined as gate income, LESS all cost to the Association with ON & OFF ice officials, ice costs and gate keepers.
- (c) WDMHA will be responsible for the cost of purchasing the OMHA Championship Banner in the style and size consistent with those already in place within the Waterford Arena.
- (d) The gate receipts provided to the team must be used for Championship team merchandise. Prior approval is required from the WDMHA Executive, and funds will be administered through the Executive.