



# WELLAND MINOR HOCKEY ASSOCIATION

## OPERATIONS MANUAL



## TABLE OF CONTENTS

### Section 1 – Introduction

1. Purpose
2. Introduction
3. Definitions & Terms
4. Stand Alone Policies
5. Stand Alone Documentation & WMHA Guidelines
6. Privacy Policy
7. Introduction to the WMHA Programs

### Section 2 – Risk Management & Dispute Resolution Policies & Procedures

8. Code of Conduct
9. Zero Tolerance
10. Complaint Processes
11. Incident Reports
12. Formal Complaints
13. Dispute Resolution & Discipline Committee
14. Harassment, Abuse & Bullying Policy
15. Safety at Practice
16. Team Discipline
17. Speak Out

### Section 3 – Hockey Operations Policies & Procedures

18. Duties & Responsibilities of Board of Directors
19. Ice Scheduler Position
20. Registrar Position
21. Committees of the WMHA
22. Election Procedures for Board Positions
23. Duties & Responsibilities Team Officials
24. Association Supplied Equipment
25. Team Jerseys & Socks
26. Ice Allocation – Responsibilities
27. Control of Cash Revenues for Teams
28. Player Registration & Payment
29. Wait Lists for Registration
30. Requests for Team Placement
31. Financial Assistance
32. Refund Policy
33. Player Lists & Official Team Rosters



- 34. Player Movement
- 35. Insurance
- 36. Tournaments
- 37. Travel & Travel Permits
- 38. Game Cancellation & Rescheduling
- 39. Playdowns & Playoffs – Choice
- 40. Clinic Reimbursement
- 41. Respect in Sport Parent Program
- 42. Gender Expression & Identity Program
- 43. Coaching Staff Selection & Approval Process
- 44. WMHA Trainers
- 45. Concussions
- 46. Team Sponsorships
- 47. Ice & Practice Allocations
- 48. Board or Member Mileage Reimbursement
- 49. Association Colours, Logos & Use of Logos
- 50. Approved WMHA Suppliers
- 51. AAA Meetings Liaison
- 52. Association Pins
- 53. Parent – Child Games
- 54. Bus & Coach Travel
- 55. Power Skating & Goalie Clinics
- 56. Non-Sanctioned Hockey
- 57. WMHA Website

#### **Section 4 – Hockey Team Related Policies and Procedures**

- 58. Code of Conduct
- 59. Fair Play Code
- 60. Development
- 61. Representative Tryouts / Evaluations
- 62. Local League Player Evaluations & Team Assignment Policy
- 63. Summer Team Activities
- 64. Affiliated Player Policy
- 65. Roster Select Team Policy
- 66. Multiple Suspension Policy
- 67. Fair & Equal Ice Time
- 68. Introduction to Body Checking/Contact

#### **Section 5 - History of Policy Manual and Change Tracking Chart**

**Section 6 - Duties & Responsibilities of WMHA Board of Directors & Staff:**

- ❖ President
- ❖ Executive Vice President
- ❖ Secretary
- ❖ Treasurer
- ❖ Vice President of Representative Hockey
- ❖ Vice President of HL and LL Hockey
- ❖ Director(s) of Representative Hockey
- ❖ Directors of HL/LL Hockey
- ❖ Director of Risk Management
- ❖ Director of Hockey Development
- ❖ Past President
- ❖ Ice Scheduler
- ❖ Registrar
- ❖ Division Convenors
- ❖ Head Trainer
- ❖ Time Keeper Chairperson
- ❖ Building Chairperson
- ❖ Bingo and Fundraising Chairperson
- ❖ Sponsorship Chairperson
- ❖ Tournament Chairperson
- ❖ Equipment Manager
- ❖ Website and Media Coordinator
- ❖ Referee-In-Chief

**Section 7 - Appendices:**

- ❖ **Appendix A:** Organizational Chart
- ❖ **Appendix B:** WMHA Incident Report Form
- ❖ **Appendix C:** WMHA Complaint Form
- ❖ **Appendix D:** Notice of Motion Form
- ❖ **Appendix E:** Nomination and Application Form
- ❖ **Appendix F:** Bylaw Change Proposal Form
- ❖ **Appendix G:** Criminal Offence Declaration Form

**Section 8 - WMHA Related Policies: (also listed in Sec.1 sub-Section 4)**

Policy Description	WMHA Policy #	Date Created	Date Approved	Last Amendment Date
Affiliate Player Policy	OPM-21-001	April 9-2021	April 14 - 2021	
Coaches Manual	OPM-21-002	April 9-2021	April 14 - 2021	
Code of Conduct	CPM-21-001	April 9-2021	April 14 - 2021	
Dispute Resolution Policy	CPM-21-011	April 11-2021	April 14 - 2021	
Dressing Room Policy	CPM-21-003	April 9-2021	April 14 - 2021	
Exceptional Player Policy	OPM-21-004	April 9-2021	April 14 - 2021	
Fundraising Policy	CPM-21-004	April 9-2021	April 14 - 2021	
Harassment Policy	CPM-21-012	April 11-2021	April 14 - 2021	
HL and LL Team Allocation	OPM-21-003	April 9-2021	April 14 - 2021	
Incident and Complaint Reporting	CPM-21-005	April 9-2021	April 14 - 2021	
Injury Report Policy and Return to Play	SPM-21-001	April 9-2021	April 14 - 2021	
Logo and Branding	CPM-21-002	April 9-2021	April 14 - 2021	
Mobile Phone and Elect. Device Policy	CPM-21-006	April 9-2021	April 14 - 2021	
Rep. Hockey Tryout Policy	OPM-21-005	April 10-2021	April 14 - 2021	
Roster Select Policy	OPM-21-006	April 11-2021	April 14 - 2021	
Screening Policy	CPM-21-007	April 9-2021	April 14 - 2021	
Social Media and Networking Policy	CPM-21-008	April 9-2021	April 14 - 2021	
Sponsorship Policy	CPM-21-009	April 9-2021	April 14 - 2021	
Team Budget Policy	OPM-21-007	April 11-2021	April 14 - 2021	
Website Policy	CPM-21-010	April 10-2021	April 14 - 2021	



## SECTION 1 - INTRODUCTION

### 1. PURPOSE

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It is the purpose of this Manual of Operations to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in the City of Welland through the listing and outline of various rules, regulations and policies which govern the day-to-day operations of the Welland Minor Hockey Association. From time to time, these items can be rewritten, revised, revoked and added upon by the WMHA Board at monthly meetings to meet the needs of the association on an ongoing basis. Changes will be posted to the website upon acceptance.

WMHA will operate and abide by the rules and regulations as set out by Hockey Canada, Ontario Minor Hockey Association (OMHA), Ontario Hockey Federation (OHF), Niagara District Hockey League (NDHL), Niagara District Local League (NDLL) and any other league or governing body we are associated with.

In addition, we will be governed by our WMHA Bylaws No. 2 (April 2021 acceptance) and the general provisions in this WMHA Manual of Operations. This Manual of Operations will provide a set of guidelines to assist us throughout the day-to-day operations of the hockey organization.

***The WMHA Manual of Operations – as well as all stand alone WMHA Policies - will be posted on the website as frequently as possible and in the most up to date timeframe possible for members to view. Unforeseen exclusion from a posting of a certain item or portion of an item onto the website does not infer that the policy does not exist or is not enforceable.***

### 2. INTRODUCTION

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- a) **Authority.** The Welland Minor Hockey Association (WMHA) shall have the authority to make rules and regulations governing such matters as discipline, participation in WMHA, duties of positions, registration, hockey procedures, fees, scheduling, general business practices, communication, and the association rules governing competition and playing of hockey and any other relevant matters; provided such rules and regulations are in not in contradiction to, or modify the By-laws and Governance of the WMHA. Proposed new rules and regulations or changes thereto shall be introduced at any meeting of the Board of Directors of the WMHA. Such proposed amendments shall require a simple majority vote of the Board members personally present to carry and will be done each month.
- b) **Emergency and/or Urgent matters.** In the event of an emergency situation that is a



matter which is not covered by other rules and regulations, or where a lack of time does not permit normal provisions to apply, the President of the Association or designate may take appropriate action consistent with the objectives of the WMHA. Such action shall be ratified at the next regularly scheduled meeting of the Board of Directors the WMHA.

- c) **Confidentiality.** The WMHA will release information it has obtained regarding any player, volunteer, or official only as required. All other requests for information will not be released unless a letter is received from the person it pertains to authorizing its release.
- d) **Policy Development and Changes.** WMHA Policy and Procedures Manual will undergo review and assessment frequently and/or as required. It is the member's responsibility to stay informed on recent policy changes, rules, regulations, bulletins and action items. The WMHA will ensure that this information is posted to the association website when changes occur in a formal announcement.
- e) **Manual Precedence.** This manual supersedes all previous policies. Where other information may contradict (WMHA old Website documents, previous printed versions, past practice) the Policy and Procedure manual shall take precedence. If information is similar but different between this manual and other directives, please consult with WMHA for clarification.

### 3. DEFINITIONS & TERMS

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The following is a list of key definitions and terms used within the Manual of Operations.

- "AGM" means Annual General Meeting
- "Association" means the Welland Minor Hockey Association (or such other name as the Association may in the future legally adopt)
- "Board" means the Board of Directors of the Association
- "HC" means Hockey Canada (formerly the Canadian Hockey Association) or such other name as they may in the future legally adopt
- "HL" means house league which usually indicates "in house" programming where the team(s) is only playing within the confines of the arena in Welland
- "IP" means Initiation Program, which provides a safe and positive experience for ages 4 to 7, as a first contact to hockey programming.
- "LL" means local league hockey and refers to participating in the Niagara District Local League
- "Members" means all classes of membership in the Association
- "NDHL" – Niagara District Hockey League
- "NDLL" – Niagara District Local League
- "OHF" – Ontario Hockey Federation
- "OMHA" – means Ontario Minor Hockey Association;



- “WMHA” means Welland Minor Hockey Association
  - “Policies” - are written statements governing issues affecting the affairs of the Association.
  - “Registered Player” means a player registered with WMHA, paid fees are up to date, and playing with WMHA or AAA/AA or A affiliation according to the current OMHA guidelines.
  - “Rep” means a team or player who is associated with Representative Hockey in the A or AE hockey division (not house or local league hockey)
  - “RS” – refers to a Roster Select team comprised of players from multiple LL/HL teams who are residentially eligible to play for a team selected within that age division

#### 4. STAND ALONE POLICIES

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The following Welland Minor Hockey Association policies are listed or referred to within this manual, but are stand-alone Policies not necessarily detailed within. Please refer to each policy specifically for details. (*Sec.8 found at end of manual*)

- a) Affiliated Player Policy
- b) Coaches Manual Policy
- c) Code of Conduct
- d) Dispute Resolution Policy
- e) Dressing Room Policy
- f) Exceptional Player Policy
- g) Fundraising Policy
- h) Harassment Policy
- i) House League and Local League Team Allocation Policy
- j) Incident and Complaint Reporting Policy
- k) Injury Reporting Policy and Return to Play Guidelines
- l) Logo & Branding Policy
- m) Mobile Phone and Electronic Device Policy
- n) Representative Hockey Tryouts Policy
- o) Roster Select Policy
- p) Screening Policy
- q) Social Media & Networking Policy
- r) Sponsorship Policy
- s) Team Budget Policy
- t) Website Policy



## 5. STAND ALONE DOCUMENTATION & WMHA GUIDELINES

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### 6. PRIVACY POLICY

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WMHA is committed to respecting the privacy of our members and adheres and follows the OMHA Privacy Policy as implemented January 1, 2004. The OMHA Privacy Policy is outlined in the booklet “OMHA Privacy Policy” – Guidelines for OMHA Members – or may be accessed through the OMHA website – [www.omha.net](http://www.omha.net) – or by calling the OMHA at 905-780-6642.

WMHA shall only collect information that is necessary to conduct hockey programming which endeavours to meet the individual needs of each participant.

WMHA recognizes that hockey by its nature, is a contact sport and injuries are to a certain extent, inherent in the game. Medical records, medical history and medical forms of the individual may be of assistance in an emergency situation and as such, may be requested.

Participants are under no obligation to supply this information and may refuse to do so without penalty. WMHA will consider receipt of this information as consent for its subsequent use in an emergency medical situation.

Individual information that will be collected is identified below:

- a) participant's name, gender, place of residence and place of birth
- b) participant's email address (if applicable) - to facilitate communication
- c) historical information concerning past teams played for
- d) participant's skill and development level and feedback on programs, honours and awards received
- e) participant's parents (if applicable), name, address, telephone number, email addresses and fax (if applicable) – to facilitate communication
- f) educational information
- g) skill levels, ability, emergency contacts and health concerns

In addition to the Privacy Policy as stated by the OMHA, WMHA requests your permission to:

- a) Share your child's address and phone number with members on your child's team to facilitate team communication.
- b) Having your consent to photograph and provide your child's name in team or individual photos in hockey - related situations – whether through the local newspaper, our own organization or an outside organization (eg; while at tournaments, etc.)

If you do not want your child's information to be disclosed please contact WMHA Registrar and Secretary through the contact information found on the WMHA website - <https://wellandminorhockey.com/Staff/1003/>.





The Welland Minor Hockey Association will use the email address provided at the time of registration as the main electronic contact address throughout the season for association related news, updates, and contact purposes unless specifically directed otherwise by the member to the WMHA Registrar and Secretary.

## 7. INTRODUCTION TO THE WMHA PROGRAMS

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The Welland Minor Hockey Association (WMHA) is a non-profit recreational sport association, incorporated under the laws of the Province of Ontario. WMHA is responsible for all Minor Hockey activities within the boundaries established by the Ontario Minor Hockey Association (OMHA). WMHA is responsible to and receives its mandate from the OMHA which in turn receives its authority from the Hockey Canada (HC) through the OMHA.

### **MISSION STATEMENT**

WMHA will strive to provide a safe, healthy and positive environment for our players. Within that framework, we will focus on developing the skills of our players at all levels by teaching the fundamentals of the game of hockey with an emphasis on healthy competition, good sportsmanship and team play. The mandate of our program will also include an emphasis on developing good citizens.

The WMHA is also a participating member of the Niagara District Hockey League and the Niagara District Local League, and receives authority from those leagues as well with regards to scheduling, rules and other areas covered within their operational documents; as members in good standing with those two leagues which we choose to be a member of each year.

All players will be placed on teams by the Association and team management at playing levels commensurate with each player's age, playing skill and experience. Age "DIVISIONS" within minor hockey are set by HC as follows: (Age is set by the players age as of midnight on December 31 of that year)

- Initiation Program U7 and below
- U8 (Formerly Minor Novice)
- U9 (Formerly Novice)
- U10 / U11 (Formerly Atom)
- U12 / U13 (Formerly Peewee)
- U14 / U15 (Formerly Bantam)
- U16 / U18 (Formerly Midget)

Hockey in the City of Welland is divided into "Rep" and Additional Entry (A/E) being the travel teams, and Local League teams.



## **LEVELS OF HOCKEY WITHIN THE WMHA:**

***All teams in the WMHA will participate at one of three playing levels***

### **1. INITIATION PROGRAM**

The Initiation Program is an introduction to hockey for young players. This level provides an opportunity to learn the fundamentals of skating – skating forward, stopping, falling and getting back up, introduction to skating backwards and puck handling – in a ‘fun’ environment. The players at this level are divided into small groups so that those that need to develop their skating skills can be done while those that have advanced will be instructed in more hockey based skills as the season progresses. The players are divided into teams, and by the final stages of the season will have their own versions of games to participate in on the ice. The program is run one session per week for the first 8 weeks and then two sessions per week of approximately one hour each. All games and practices are held at the Welland Arenas. All practices planned and skills are introduced in a progressive manner. We try to maintain a good ratio of qualified volunteer instructors to players. This allows us to attend to the individual requirements of the players. All of our instructors must attend a clinic that focuses on skill analysis and development, lesson organization, and communication.

U8 Level provides the grass roots development base for minor hockey in Welland and is mostly comprised of 6- and 7-year-old players who have completed the IP program. The foundation of the program is the continuation of having FUN and learning the fundamentals of hockey in more formal game settings. Emphasis will be on improving skills, learning the rules of the game, becoming accustomed to the “team” concept, safety and fair play. Players are introduced to some competitive situations and more age specific game situations including half ice hockey games and small area skill stations for the first half of the season. There is an “in house” regular season schedule along with season ending competition and championship games. Teams are also permitted to enter local jamborees or festivals. U8 groups are on the ice two sessions per week which is a mix of practices and games.

### **2. LOCAL LEAGUE HOCKEY – NIAGARA DISTRICT LOCAL LEAGUE**

LOCAL LEAGUE level players not selected to play for Representative Teams or whom chose not to play on a Representative team, will play in the Niagara District Local League (NDLL). WMHA will be participating in league play. Teams will be combined with other associations to make up a “local league” or divisions of teams join the Niagara District Local League. The NDLL is comprised of local centers within the Niagara Peninsula who are members of the Niagara District Local League. These centers may include, but are not limited to West Lincoln, Lincoln, Wainfleet, Dunnville, Port Colborne, Grimsby, Pelham, Thorold, Fort Erie, or Niagara-on-the-Lake. These teams will be carded and rostered on roster sheets and will play at an interlocking level with approximately a 28-game schedule



and a playoff series based on team standings in the league. All levels will play in a non-body checking league.

All players will abide by the Rules and Regulations of the WMHA, NDLL and its governing bodies.

### 3. REPRESENTATIVE HOCKEY(A/AE) - NIAGARA DISTRICT HOCKEY LEAGUE

Welland Minor Hockey is classified as a Single **A** center within the OMHA. These players may try-out for a place on a A/AE team as per their age level. The successful candidates are chosen to represent WMHA in the U10 through U18 age categories. Each team has a certified roster, and each player must qualify residentially to play for a Rep team. The A/AE Rep teams will play locally in the Niagara District Hockey League and will enter OMHA Playdowns in late January/early February, AND/OR the Niagara District Playoffs commencing in February. The NDHL will have approximately a 28-league game schedule commencing at the end of September and ending at the end of January. Preliminaries for the OMHA's will be played in a tournament or Round Robin format.

All players will abide by the Rules and Regulations of the WMHA, NDHL and its governing bodies. A Dress Code for all members of the WMHA A/AE Rep teams shall be in effect as per the Head Coach of each team, which will fall within the approved apparel lineup of the Association.

There are additional costs involved in "Rep" hockey, and the WMHA will set and charge each season a "REP FEE" which must be paid by each successful signee. Typically, there are other costs incurred by participants on a Rep team set by the team itself for extra practices, tournaments and other operational costs during the season.

### **PHILOSOPHY OF WMHA PROGRAMS:**

#### PHILOSOPHY of WELLAND HOCKEY ASSOCIATION'S VERSION OF THE HOCKEY CANADA'S INITIATION PROGRAM

The program's philosophy is not based on winning or losing - but on learning a new sport, making new friends, and just taking time out to be a kid. In a fun, non-competitive environment, the players learn hockey skills and fair play, with an emphasis on the development of self-esteem and self-confidence at the personal level. The IP Program promotes the belief that if the introduction to hockey is a positive one, the players will develop a lifetime love of the game.

#### **Initiation Programming Philosophy and Objectives**

- To provide children an opportunity to learn and develop hockey Fundamentals and Fitness in an environment of Fun and Fair play (The Four F's)
- Making hockey a very positive and fun-filled experience
- Having fun in a physical activity
- Learning the basic skills needed to play hockey



- Creating and refining basic motor patterns
- Learning the concepts of cooperating and fair play
- Developing an understanding of teamwork
- Build self-esteem in the players' minds
- Develop all the players to the fullest and encouraging full participation

This is a hockey program for 4 to 7 year-olds. In a fun environment, the players learn hockey skills and fair play, with an emphasis on the development of self-esteem and self-confidence. We believe if the introduction to hockey is a positive one, the players will develop a lifetime life-long love of the game.

### WMHA LOCAL LEAGUE PHILOSOPHY

The philosophy of the WMHA Local League hockey is based upon a recreational and inclusive hockey theme. The Association will endeavour to provide recreational hockey with an emphasis on skill development and fair play for all players. Player ice time during games is to be as fair as possible with each player receiving an equal amount of ice time to be able to develop skills and play the game as a member of their team in all situations. There is not a “win at all costs” philosophy. The Association will provide programs in which each participant may maximize their potential as an athlete and a human being.

### WMHA REPRESENTATIVE 'A/AE' HOCKEY PHILOSOPHY

The A/AE Representative teams will be comprised of players, coaches and parents who desire a high level of competition. Player ice time during all games shall be equal with the exception of power play and penalty kill situations as well as during the third period of a game. Players who are subject to team discipline, which will result in less playing time than described by this policy, will be addressed by having their situation identified by the Head Coach to the Rep Director or Convenor prior to any discipline being enacted in a game/practice. Any "in-game" discipline shall again be identified to the Rep Director or Convenor within 24 hours of the conclusion of a game.

Additional Entry (AE) teams will be offered in U10 to U18 age groups where registration numbers permit. WMHA will offer AE teams in the above age groups only when the number of total players registered to participate in "Rep" evaluations is at least 34 (excluding goaltenders). Players may opt out of the evaluation process at any time and return to House/Local League and, as such, if the number of players participating in the AE evaluation process drops to less than 15 skaters then the AE team will be removed from that age group and the remaining players will be transferred to the House/Local League player lists. Coaches will strive to combine team progress with individual player development.



## SECTION 2 – RISK MANAGEMENT and DISPUTE RESOLUTION

### POLICIES and PROCEDURES

## 8. CODE OF CONDUCT

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The Welland Minor Hockey Association has a very clear Code of Conduct. This document can be found on the WMHA website. The Code of Conduct is also referred to in the Bylaws of the WMHA, and closely mirrors the Codes of Conduct of Hockey Canada, the OHF and the OMHA – all of which will also be utilized in determining standards for the WMHA members.

## 9. ZERO TOLERANCE

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WMHA continues to vigorously strive for the highest standards of sportsmanship in hockey. Every participant, whether player, coach, referee, official, administrator, parent or spectator has a responsibility to comply with and support ZERO TOLERANCE and to behave in a respectable manner.

ZERO TOLERANCE essentially means that everyone involved in ice hockey shall act in a respectful and sportsmanship-like manner so that ice hockey will be a strongly desirable and rewarding experience and that disrespectful and/or unsportsmanlike conduct will NOT be tolerated. Loss of control is never acceptable.

1. **ZERO TOLERANCE CLASSIFICATIONS** (including, but not limited to the following examples):

- A. **CLASS 1** - General lack of respect and carelessness in choices of behaviour

- i. Inappropriate verbal or non-verbal abuse not covered in class 2 or class 3 during WMHA related functions or activities.
- ii. Non-Compliance of the 24-hour rule – cooling off period.
- iii. The sending of electronic mailings, text messages, and/or social media dialogue to members in any unsolicited fashion which criticize coaches, board members, fellow members, officials or players. These can be commentaries and/or accusations. This would also include publicly questioning Board and Association decisions, directions and directives in a negative and non-productive/non-inquisitive manner.
- iv. Rumour mongering, providing misleading and inaccurate information to members, and/or overt criticism of members and/or their actions.



B. **CLASS 2** – Escalated or intense confrontation/reaction to specific events during WMHA related functions and activities.

- i. Excessive disputing and/or arguing with the decision of an official, coach, administrator, spectator, or player - whether on or off the ice.
- ii. Obscene or vulgar language or the use of a physical act which is vulgar or obscene, or swearing.
- iii. Encouraging abusive or unsportsmanlike behaviour in any player, coach, official, administrator or spectator.
- iv. Taunting or ridiculing of officials, coaches, players, administrators, or spectators.
- v. Throwing of any object directed in the spectator's viewing area, at a person, in the playing area (including bench area), the ice or as to create the potential of a safety hazard.
- vi. Not stopping ZERO TOLERANCE conduct once advised to do so.
- vii. Not voluntarily leaving a facility once advised to do so by any official, administrator, arena attendant or security personnel.
- viii. The use of Team/Association contact distribution lists (email or phone) to self-promote or provide personal opinions of discontent with regards to subject matters pertaining to WMHA activities; which also violates the privacy policy.
- ix. A repeated incident of email distribution that is seen to infract upon the Code of Conduct or the Class 1 definitions.
- x. Sending emails and/or openly speaking of previous items that may have been resolved or are in process of resolution **after** being instructed not to send further communication regarding a subject, a case, or a member.

C. **CLASS 3** – Complete loss of self-control during WMHA related functions and activities.

- i. Off-ice physical violence or fighting or abusive physical contact while the person is upset or angry.
- ii. Threats of any nature.
- iii. Returning to a facility after being ejected.
- iv. Any actions that require the use of third parties to control the conduct or situation, such as rink personnel, league personnel, security personnel or police.
- v. Threatening emails sent to someone.
- vi. Outright false accusations or fabrications emailed, spoken or in written format to WMHA members and officers and staff that are serious in nature and are demonstrated to be false in nature.

## 2. ZERO TOLERANCE PENALTIES

A. GENERAL

- i. Penalties listed are minimum and may be more severe, as in the case of aggravating circumstances or multiple offenses, or



- may remain at minimum if there are mitigating circumstances.
- ii. Suspensions and any appeals must comply with Niagara District, OMHA and HC By-Laws, Rules and Regulations.
- B. CLASSIFICATION
1. Class 1 Violation:  
You will receive a written letter certifying that you are being warned of this behaviour and a copy will be kept on file by the Board. This warning will be accompanied by a 1 game suspension. Subsequent incidents will be dealt with as Class 2 Violations.
  2. Class 2 Violations:
    - i. 1st Occurrence - Minimum suspension 3 games - 5 games for those in official capacity (Board member, Coach, Manager, spectator, etc.).
    - ii. 2nd Occurrence - Minimum suspensions at least doubled (6 - 10 games as above).
    - iii. 3rd Occurrence - Minimum 30-day suspension.
  3. Class 3 Violations:  
One year minimum suspension - Refer directly to OMHA.

## 10. COMPLAINT PROCESSES

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Welland Minor Hockey has developed processes to properly deal with issues of concern of varying degrees in an attempt to mitigate escalating disagreements and/or situations. In order to ensure that your concerns are dealt with as quickly and promptly as possible, please follow the following procedures and ensure the proper form is completed as outline in the WMHA Incident and Complaint Policy. (CPM-21-005)

The four options for reporting your concerns and/or complaint so that the appropriate resolution process may begin are:

- 1) Contacting the Team Official directly through courteous and professional means.
- 2) Incident Report (CPM-21-005).
- 3) Complaint Form (CPM-21-005).
- 4) Harassment, Abuse, Bullying related complaint process (CPM-21-012).

**Please note that verbal concerns will not be address by WMHA as official complaints.**

**ALL correspondence MUST be in writing always be signed and dated.**

The following general considerations should be followed in matters of complaints:

- a) Any concerns regarding things seen at the rink, on the website, in or around the WMHA in general, or regarding an in-game item relating to the opponent should initiate their concern with an incident report.
- b) Any concerns pertaining to any member or associate of any team should first be brought to the attention of the Team Manager, or, in the absence of the Team Manager, the Team Coach. This process outlined in Section 13 can be activated.
- c) In the instance the complaint is about the Team Manager or Coach, complaints should be directed to the appropriate WMHA Convenor, in writing. Please review





- Sections 11 and 12 to see which level applies.
- d) Any low-level complaints/informal complaints that remain unresolved within a reasonable time frame by the Team Manager should be taken to the appropriate WMHA Convenor to come to the WMHA Director of Risk Management and Conduct for review on direction.
  - e) Any concerns pertaining to the members of the Board of Directors of WMHA should go directly, in writing through the form submission, to the Risk Management Director and Conduct.
  - f) Complaints regarding Referees and Officials - This forum of complaint is not meant for coaches or others who do not like the way a referee or linesman called a particular game, nor is it for questioning interpretations or judgment calls. Any serious concerns by coaching staff, or others, should be reported, in writing, to the WMHA Executive Vice President and a copy to the Hockey League (REP) Vice-President or Local League Vice-President.

Additional notes of consideration regarding Complaints.

- Any conflict of interest, real or perceived, that involves an Executive or Board Member, when tabled by another Board Member – the Board Member in question shall remove him/herself from the room until the Board or Executive decide (by majority vote) that there is no conflict of interest. If the Board does declare a conflict of interest, then the Board will decide, by majority vote, what role, if any, that person will be allowed to be involved in for that which involves the conflict issue.

## 11. INCIDENT REPORTS

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If a WMHA member would like to report an incident, please complete the form entitled **Incident Report** which can be found on the WMHA website or as Appendix B at the end of this manual. A completed form will be sent to the WMHA Board personnel appropriately positioned to deal with the incident. This is not necessarily a complaint, but can be used to report situations or concerns within the WMHA operations and team functionality. This would typically also correspond to the reporting of infractions against the WMHA Code of Conduct, and can be referencing a WMHA member or a visiting person/participant. These are also typically one-time incidents that should still be documented.

Please review the document entitled: **WMHA Policy on the Dispute Resolution Process (CPM-21-011)**

## 12. FORMAL COMPLAINTS

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If a WMHA member would like to file an official complaint, please complete the form entitled:

- Welland Minor Hockey Association Incident Report or Complaint Form (Sec.7- *Appendix B and C at the end of this manual*).





- Please review the document entitled: WMHA Policy on the Dispute Resolution Process Policy (CPM-21-011).

### 13. DISPUTE RESOLUTION & DISCIPLINE COMMITTEE

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***We as an association are committed to creating a healthy, fair and efficient environment for resolving conflict.***

The goal of the Dispute Resolution Process – which involves a committee named the Dispute Resolution and Discipline Committee (DRDC) is to design a process for resolving disputes that are straightforward and easy to follow. Under the Dispute Resolution Process, all complaints are required to be handled in a timely and efficient manner. In more complex cases where additional time is required, the parties will be notified of the status of the matter, including the reasons for any delay. The DRDC is also able to capably issue sanctions or disciplinary measures if or when required or in certain cases. The DRDC reports directly to the WMHA Board and must provide formal documentation of their business.

These guiding principles will help to ensure that barriers to conflict resolution are eliminated.

There may be occasions where it may not be appropriate to follow the exact steps outlined in the Dispute Resolution Process due to extenuating circumstances. The President may make that determination on a case-by-case basis. The WMHA Risk Management Director and/or the Executive VP would typically be the presiding WMHA representative(s) in DRDC business, which maintains the President having impartiality should intervention be required at a later date.

**Please refer to the WMHA Policy entitled: Dispute Resolution Policy (CPM-21-011)**

### 14. HARASSMENT, ABUSE and BULLYING POLICY

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The Welland Minor Hockey Association will adhere to any similar policy regarding Harassment, Abuse or Bullying listed on the Hockey Canada, Ontario Hockey Federation or the Ontario Minor Hockey Association website. All three governing bodies have clear policies regarding this topic, and all three indicate that member associations must also have their own parallel policy. The WMHA developed this policy directly from these documents.

The policy for WMHA is entitled: **WMHA Harassment, Abuse and Bullying Policy (CPM-21-012)** and is found on our association website and at the end of this manual. (Sec. 8 at end of manual)

Any complaints brought forward which fall under this category must follow the procedures outlined in the WMHA policy relating to this type of complaint first.



Please utilize the provided Complaint Form specifically designed for the nature of this complaint which is located within the policy documentation itself.

**Further resources and documentation supportive of this process can be found at:**

OMHA – Code of Conduct Policies and Procedures 2015 Version #3

[http://assets.ngin.com/attachments/document/0043/6237/OMHA\\_CCPPAug2015v3.pdf](http://assets.ngin.com/attachments/document/0043/6237/OMHA_CCPPAug2015v3.pdf)

OMHA – Risk Management Guide (for associations) (2006)

[http://assets.ngin.com/attachments/document/0043/6243/risk\\_management\\_guide.pdf](http://assets.ngin.com/attachments/document/0043/6243/risk_management_guide.pdf) OHF –

OHF Harassment, Abuse, Bullying and Misconduct Policy (2014)

<http://www.ohf.on.ca/players-families/risk-management>

## 15. SAFETY AT PRACTICE

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The WMHA has formalized a Safety at Practice plan/information for WMHA to refer to should questions arise. Numerous times the focus of safety has been documented for game situations, however practice times for teams are also subject to the following guidelines.

### a) HOCKEY HELMET POLICY:

Welland Minor Hockey Associate has a policy regarding CSA Certified helmet use by all “On Ice Personnel” that states:

ALL Hockey “On Ice Personnel” shall be required to properly wear a CSA Certified Helmet during all sanctioned on-ice instruction and activities at ALL times. This includes any coaches, staff, volunteers, professional service guests, and players.

In all cases of non-compliance to the wearing of a CSA Certified Helmet by On Ice Personnel, during all sanctioned on ice instruction and activities, the offending party shall be disciplined through the enforcement of the following provisions of this policy. In such cases where an on-ice helper is not from the team regular composition, (i.e. a parent) the Head Coach shall be held responsible for any non-compliance of this policy.

### b) ON ICE VOLUNTEERS:

Team coaches sometimes require the assistance of extra helpers on the ice that are not a part of the official team staff. These are known as on ice volunteers (OIV).

Please refer to the OMHA Manual for more information regarding OIVs regarding age and equipment requirements, as well as qualifications required.

OIVs are only permitted to be on the ice if:

- 1) the person is actually participating in, be of assistance to the staff (it is not extra ice or practice time for player's not on the team);
- 2) must be two years older than the maximum age of the division/team for which they are volunteering for;
  - If 12 years of age or younger, and a registered player of WMHA – wear full equipment while on ice providing assistance.



## WMHA Manual of Operations 2021

- If 13 years of age or older, and a registered player of WMHA – wear helmet with full face shield, hockey gloves, and hockey skates.
- 3) if not a WMHA player on an approved WMHA roster, they must register as an OIV with the WMHA registrar;
- 4) if over 18, the OIV must have completed the Respect in Sport Activity Leader course;
- 5) if over 18 years of age, the OIV must have completed the gender expression training course as defined by the OMHA;
- 6) the OIV must also have a valid vulnerable sector police check submitted to the WMHA as per the Screening Policy (CPM-21-007) of the WMHA.

### c) TRAINERS:

An approved trainer must be present at the arena either on or near the ice surface during any WMHA practice. Teams are not permitted to participate in practices without a trainer. Injuries and medical emergencies can occur at or during a practice time slot just as easily as a game.

### d) INJURED PLAYERS PARTICIPATING:

Players that are out with an injury and have not received full medical clearance to be participating in team activities are not permitted on the ice in “a lesser role” or as participants “just going for a skate”. Players that are in casts or in an injured state where full participation is not possible are to remain off ice until cleared by a licensed physician.

### e) PLAYER'S EQUIPMENT:

Any WMHA player participating in a team practice must be in proper equipment including a neck guard and mouth guard. The same equipment expectations for a game apply at a practice. Players will not be permitted to practice in half-equipment (example: lower half only).

### f) OTHER PLAYERS PARTICIPATING ON A TEAM'S PRACTICE ICE:

Players not currently listed on a practising team's approved roster as a team member or as an Affiliated Player (AP) are not permitted to participate in their practice. (Unless that player is an OIV and is there assisting the team's coaching staff as per regulations).

At no time is a player of the same age group or younger age group permitted to be on the ice during another team's practice slot.

WMHA players have their own team and ice allocated for that team to practice on; and therefore, are not permitted to have additional practice ice with someone else or another team.

### g) CLARIFICATION REGARDING SIBLINGS:

It should be noted that siblings are included in this restriction – a sibling of a player who is on the ice practising is not entitled to be on the ice as well due to being a sibling. ALL on ice participants must meet the regulations to be considered approved to be on the ice



surface.

### h) FACILITY:

Coaching staffs must be aware of any dangerous or unsafe conditions present within or around the ice surface when attending a practice. Some examples seen in the past year would be:

- Chopped up ice or rutted ice from previous ice user
- Nails sticking out from boards
- Broken latches on rink doors
- Open rink doors or doors that are not fully closed or have a lip around an edge due to not being able to be closed squarely
- Broken rink glass panes
- Thin, damaged or melted area on the ice surface
- Leaking roof causing ice ruts/build up
- Damage to change room or area around the rink surface

If any items are observed please inform the rink staff immediately and please send a note to the WMHA Convenor for your team explaining the problem.

In some circumstances, if one or more of these conditions exist, please ensure that your team avoids worsening the problem and be prepared to stay away from the affected area if instructed by rink personnel.

Further, your ice time may have to be rescheduled should the problem be serious in nature or lengthy to get the fix completed.

### i) DISCIPLINARY MEASURES RELATING TO PRACTICES:

Should an incident of non-compliance to these safety related policies take place at a WMHA team practice, the WMHA will take the following disciplinary steps:

- 1) Upon the first verified Incident: A Verbal and Written notification warning is to be given to the offending party by an applicable member of the WMHA Board. The offending party is to sign off that this warning has been rendered, and such documented notification is to be kept on file by the Association.
- 2) Upon the second verified Incident (*by the same party*): A Hearing with the WMHA Vice President and convenor of that age and division is to be held for the offending staff. Tolerance for non-compliance of this policy is not permitted and therefore the OMHA will be notified as well of the incident, and the offending party may be sanctioned further by them.
- 3) In such cases, the following discipline shall apply from the WMHA, in addition to any sanctions issued by the OMHA.
- 4) The offending party shall be suspended from participation (whether it include games or practices) for a period of the next five (5) consecutive scheduled ice times of that team.



- 5) Upon the third verified offence of this policy (*by the same offending party*): This will result in immediate removal from the WMHA approved team player/coaching/staff list and, removal from all approved rosters for which they are listed for the duration of the season. Only upon a formal meeting with the Discipline Committee, will consideration be given to a future return in a different season to a player/coaching staff roster. The OMHA will also be officially notified of the decision and terms.

## 16. TEAM DISCIPLINE

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A Head Coach may administer in game disciplinary measures based on team rules (such as missed shifts, etc) but should have reasons for said actions. Additionally, a coach may suspend, for discipline, any player for up to one game upon approval of the Division Director. Suspensions of more than one game must have approval of the Discipline Committee of the WMHA.

The Division Director and/or Convenor shall be advised of all suspensions. Documenting situations and sanctions may be requested at any time. Escalating instances may need to enter into the WMHA complaint process found within sections 13 and/or 14 of this Manual.

## 17. SPEAK OUT

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Please refer to the Ontario Hockey Federation website, and view the OHF document entitled **Speak Out: Promoting Positive Behaviour in Hockey**. This will be the WMHA's governing documentation on this subject.



## SECTION 3 – HOCKEY OPERATIONS POLICIES & PROCEDURES

### 18. DUTIES & RESPONSIBILITIES OF BOARD OF DIRECTORS

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To view the list of all current Board positions, specific details of the duties and responsibilities assigned to each position, please view the document located in Section 6 of the WMHA Operations Manual:

#### **Duties and Responsibilities of WMHA Board Members.**

### 19. ICE SCHEDULER POSITION

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The Ice Scheduler is a paid position in the WMHA. Remuneration will be set at the January meeting of each year for the following term. Application forms to fill this position will be made available and considered by the Board every season following the Annual General Meeting (AGM). The term of the position will be annual. The membership will be informed when the WMHA Board is accepting applications for this position.

The President and/or designate will interview the applicants for the position and bring recommendations forward to the board for approval.

The position will be considered by the Board and the decision of the Board is final.

Payment schedule will be established with the Ice Scheduler upon acceptance of employment terms. WMHA agrees to pay the annual position in four equal installments unless negotiated otherwise.

The WMHA President or designate can/will appoint an Ice Scheduler for the Association should circumstances arise in the middle of a term where an Ice Scheduler may no longer be with the WMHA for the remainder or the term. Due to the importance of the position, the application process can and may be omitted when necessary, at the President's discretion so that the Association can function, and arbitrarily appoint a person.

Please view the document entitled: Duties and Responsibilities of WMHA Board Members. This is found in Section 6 of this manual.

### 20. ASSOCIATION REGISTRAR

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The Registrar is a paid position in the WMHA. Remuneration will be set at the January meeting of each year for the following term. Application forms to fill this position will be made available and considered by the Board each season.

The Registrar Scheduler is a paid position in the WMHA. Application forms to fill this position will be made available and considered by the Board every season following the



Annual General Meeting (AGM). The term of the position will be annual. The membership will be informed when the WMHA Board is accepting applications for this position.

The President and/or designate will interview the applicants for the position and bring recommendations forward to the board for approval.

The position will be considered by the Board and the decision of the Board is final.

The WMHA President or designate can/will appoint a Registrar for the Association should circumstances arise in the middle of a term where a Registrar may no longer be with the WMHA for the remainder of the term. Due to the importance of the position, the application process can and may be omitted when necessary at the President's discretion so that the Association can function, and arbitrarily appoint a person.

Please view the document entitled: Duties and Responsibilities of WMHA Board Members. This is found in Section 6 of this manual.

## **21. COMMITTEES OF THE WMHA**

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As outlined in the WMHA By-laws, there will be standing committees and ad-hoc committees formed from time to time in the WMHA. Any of these committees may include Board and non-Board members as outlined in the WMHA By-laws or the WMHA Manual of Operations.

If our members are interested in participating on a committee please contact the WMHA Board Committees listed in the By-laws are:

- Budget Committee
- Rep Coach Selection Committee
- Dispute Resolution and Discipline Committee
- Elections Committee

Other association committees that may be formed within the hockey season may include:

- Committees for a specific fundraising event
- Multiple Suspension Discipline Committee
- Committees for a tournament
- Committee for Sponsorship (if required)
- Policy Committee
- Other Committees as decided by the Board

## **22. ELECTION PROCEDURES FOR BOARD POSITIONS**

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The WMHA will have an Elections Committee to run the WMHA yearly Board position elections. The Elections Committee shall be responsible each season to design and announce the exact process and procedure being used each year. However, generally



speaking, the Committee will open the nominations process, communicate which candidates are running, and will announce the process of voting, the voting dates and locations, and provide any clarification about result announcements. This information will be communicated within the prescribed dates and will be done primarily through the WMHA website and with arena postings.

Please also refer to the **WMHA By-law No.2** for more information regarding the Committee and this annual process.

## 23. DUTIES & RESPONSIBILITIES TEAM OFFICIALS

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Please review the WMHA Policy entitled: Team Officials - Duties and Responsibilities. Within this policy there are descriptions for the following positions within a hockey team.

- Head Coach
- Trainer
- Team Manager
- Assistant Coach
- On Ice Volunteers
- Parent Representative / Parent Liaison

Further considerations regarding Team Officials:

- a) Team officials are also required to have the proper certification.
- b) All team officials will be reviewed by the Board or committee, and will require certification approval from the WMHA Registrar, prior to commencing their participation with any team.
- c) A desire or expectation by a person to participate on a certain team as a Team Official in any capacity does not guarantee that WMHA will permit said participation.
- d) Any prospective or active Team Official may be asked to attain certain certification requirements if the WMHA sees fit.
- e) Team Officials are expected to participate in any form of Coaching Staff meeting called by the WMHA or member of the WMHA Board (ie: training course, association coach's meeting, meeting with a Convenor).
- f) All team officials are to be leaders within the WMHA regarding policies of the association, including but not limited to the Codes of Conduct, and related policies. Team officials that are not compliant with items outlined in section 2 of this policy manual will be subject to removal from staff listings.
- g) All team officials must familiarize themselves and adhere to all WMHA Policies and any regulations of the governing bodies of the WMHA.





## 24. ASSOCIATION EQUIPMENT

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The WMHA will provide some equipment during the course of the season for teams and/or members to use. Please report any deficient or damaged equipment to your WMHA Convenor or Director so that the items can be taken out of service and replaced.

The WMHA is not responsible to provide equipment to any member or any team outside of the regular hockey season (which concludes when a team has been eliminated from their playoffs or played their last regular game). Off season practices as a WMHA group, non-WMHA leagues, and personal training opportunities are not the WMHA's responsibility, and therefore it is up to the person/people participating to supply their own equipment. WMHA equipment is for WMHA use only.

This list of items supplied by the WMHA may include:

- a) **GOALTENDING GEAR:** When applicable WMHA provides goaltender gear for U9 and below on WMHA teams only. Any request for goalie equipment from players in an older age division is subject to review and/or availability. Each team in the divisions listed is entitled to one full set of goalie specific equipment for the hockey season. Through the division director, the Equipment Manager will allow equipment to be signed out to the Team Head Coach. Items must be returned at season's end. Any request by a team/person in addition to the one allocated set will be reviewed after each team has been issued their items first on an individual basis.
- b) **PUCKS:** All teams are issued pucks which are to be returned at the end of the hockey season.
- c) **PYLONS:** Pylons are stored in the WMHA/coach room or locker and are to be returned to this room after each practice.
- d) **TRAINERS KIT:** WMHA Will offer each team a trainers kit. All kits are stocked at the start of the season. In the event items are used from the trainer's kit, the team trainer shall contact the Division Director or Convenor so that they can help replenish the stock of the kit.
- e) **CONFLICT JERSEYS:** At times in Local League hockey, a second colour of jerseys is required due to opponent colour conflicts. At least one set is available for each age division and is kept in the locker storage area. Should a team require a set of jerseys to take to a tournament, please sign the entire set out in advance with notification to the Divisional Convenor and return promptly at the end of the tournament.
- f) **EXTRA TEAM JERSEY:** Each team will be issued at least one extra jersey with a number and the sponsor's name included to match your team set. The Head Coach should carry this at all times in case it is required for a player in need due to blood, damage in game, or to be used for an Alternate Player (AP). If this jersey is introduced into full use rotation, please inform the Divisional Convenor so that a back up can be assigned to the team.
- g) **GAME PUCKS:** teams should have a brand-new puck for each home game



to present to the Referee before the game commences for use during that game.

- h) Any other items deemed required or necessary for certain age levels should be requested through Division Convenor.

## **25. TEAM JERSEYS AND SOCKS**

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The WMHA Board and Convenors will be responsible for providing game jerseys for each team in the Association and deciding the design and details regarding jerseys. This plan and the purchase of association jerseys will be reviewed annually by the WMHA Board. Jersey acquisition may have an additional fee in any season that may be incurred by a player which is decided upon by the WMHA Board each season.

The WMHA will also look to National Programs (i.e., Timbits/Tim Horton's hockey program, AtoMc Hockey, and jersey supply offer) each season to assist in outfitting our players.

All jerseys that are not part of a national program are the property of WMHA. At the end of each season, jerseys must be returned to WMHA. In the event there is damage, WMHA will notify the member that a new jersey replacement fee of \$50 will be applied with next season's registration. Any player that does not return the WMHA jersey assigned to them at the end of the season will be subjected to a \$50 jersey restocking fee. WMHA will establish a jersey return deadline date each year and communicate to the membership by memorandum.

The WMHA reserves the right to design or re-design and/or choose jersey style and all logos and cresting on any jersey used by a WMHA player while representing the WMHA in any game.

The WMHA will also supply each team with at least one additional jersey each season for replacement or emergency use throughout the season.

Players are strongly encouraged to purchase a branded garment bag for the duration of their hockey career with WMHA to store and carry jerseys to and from the arena.

As part of the WMHA uniform, each representative team is strongly encouraged to purchase pant shells through WMHA for their team to maintain brand consistency throughout all WMHA teams and ensure availability for the start of each season. The shells must have 3 stripes on each side (yellow, white, yellow) and the WMHA logo embroidered on one leg or be all black. Any questions regarding the ordering or stock available of WMHA pant shells must be directed to WMHA Executive Vice President.

Pant shells are optional for Local League teams.

Hockey socks – one set of game socks is provided to each player each season of the association's choosing. Extras of either socks or jerseys may (if available) be ordered for personal use at the player's own expense through the WMHA Board.



If a jersey is deemed unfit for play or lost, the cost of a replacement jersey will be the player's, unless reviewed by the Board due to special circumstances.

The WMHA does not permit heat press items on jerseys. All items with the exception of WMHA's embroidered crest, the Canadian flag, and stop sign, must be removable.

All removable items that are attached to WMHA jerseys must be done so using light stitching.

Individual player jerseys may be purchased through WMHA for use by U14-U17 players for the current season. Jerseys must be ordered and paid for through WMHA using the WMHA Personal Player Jersey Request form. Orders will not be placed without coach and executive member jersey number approval. Members may submit a completed WMHA Personal Player Jersey Request form to seek approval for the purchased jersey to be used for a second season.

## 26. ICE ALLOCATION, RESPONSIBILITIES

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Prime time ice availability is the greatest asset of the WMHA. Its rental is the greatest single expense in our association. Its well-managed usage is a high priority and responsibility for coaches and managers. The following guidelines are approved regarding WMHA ice in the Welland Arena:

- a) All extra ice requests and potential bookings at the Welland Arena related to any WMHA team practice, game, or extra activity may only be booked through the WMHA Ice Scheduler at the City's request. The City of Welland will not conduct business regarding WMHA minor hockey teams and their ice needs and desires with team members.
- b) The Ice Scheduler is the only person who can book ice for the WMHA. The City has been advised of this in writing. An ice hour is usually considered 60 minutes plus 10 minutes (for games) for the time it takes for rink staff to clean and resurface the ice as a target, but may not always be the case. Often practice ice is 50 minutes plus the ten-minute flood period.
- c) The Association registration fees are set to provide each participant with ice for games and practices each week/month.
- d) It is understood that if the Association requires the use of ice on specific occasions, it may reassign previously allocated ice, i.e. for Association tournaments, playoff games, makeup games, etc.
- e) **It is not "your" ice.** If a particular team has a particular hour of ice, weekly, and the ice is not needed by that team for a game (ie. the game is cancelled by the visiting centre) there is no automatic right to that ice for that team and does not automatically become practice ice. The ice is to be returned to the Ice Scheduler to be used as required for other teams as they see fit.
- f) WMHA teams are not guaranteed a set practice time or slot each week. The WMHA Ice Scheduler prepares and communicates through the WMHA website and email.
- g) The usage of WMHA ice is the full responsibility of the team in whose name it is



in and which has been booked by the Ice Scheduler. If the team cannot use the hour from time to time, it must be returned to the WMHA Ice Scheduler with 72 hours notice; failing which the team forfeits their practice time for that week.

- h) Sale of WMHA ice given to a team to any outside parties is strictly prohibited.
- i) Teams may not revise scheduled game times on their own. If a request for a game change is required, the following procedures must be followed:
  - 1) Representative Teams: must first inform any game changes to the Ice Scheduler who will inform the Divisional Director, the NDHL, and the Referee-in-Chief.
  - 2) Local League Teams (U9 and above): must first inform any game changes and/or request to the Ice Scheduler who will inform the Division Director, the NDLL and the Referee-in-Chief.
- j) Within a Division, an hour of ice may be shared by more than one team, subject to the scheduling arrangements by the Ice Scheduler.
- k) Hours will be allocated to player development such as Goaltending Schools and Power Skating at the discretion of the Board.
- l) All hours of ice booked by the WMHA should be accounted for by the Ice Scheduler and reported at monthly WMHA Board meetings.
- m) No team shall book extra ice outside the WMHA ice hours unless that team pays for the ice themselves.
- n) WMHA teams may request the WMHA Ice Scheduler to assist in booking these ice times for them to assure the team is getting the youth hockey rate. However, this will only be done should the team provide the exact date, time and location of the ice being sought. Teams must pay for the ice booking 5 days prior to use from the time it is booked, by providing a cheque to the WMHA to cover the cost.
- o) If two teams, regardless of fault, arrive for the same hour of practice, this procedure should be adhered to:
  - 1) Each team will use half of the ice.
  - 2) Coaching staff must ensure the safety for all players.
  - 3) The Ice Scheduler should be informed of the shared ice as soon as possible.
- p) If two Welland teams arrive for the same ice hour, one for a practice, the other for a game, the game team will have that hour of ice. Ice Scheduler and Divisional Director must be informed as soon as possible.

## 27. CONTROL OF CASH REVENUES FOR TEAMS

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WMHA is a non-profit organization under the Ontario law, is staffed by volunteers. Although we pay our referees, no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Board of WMHA.



**THE BEST WAY TO PROTECT PERSONAL INTEGRITY IS TO ALWAYS OPERATE IN AN OPEN AND WELL  
DOCUMENTED MANNER.**

Uniform procedures for the control of all cash revenues and collections are followed by all organizers associated in any way with minor hockey activities.

All Coaching Staff of WMHA teams should not be involved with the handling of, transfer of or receiving of cash and team monies, as this should be left to the Team Manager and at least one team parent.

**\*\*WMHA preference would be two parent representatives to manage team funds and allow coaching staff/management to direct their efforts with the team.**

## **28. PLAYER REGISTRATION & PAYMENT**

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Please review the annual registration package posted on the WMHA website for details on registration and payment.

- a) No player may participate in Association activities unless he/she is properly registered. A player is registered when:
  - 1) **Fees are paid in full** - Registration will be rescinded if fees are not paid in full by October 1 of the current season. Players will not participate in WMHA ice times if monies are owing, and will not be placed on a WMHA team.
  - 2) A completed registration form has been filed with the Registrar of the Association and registration fees have been paid, or arrangements made for payment in accordance with WMHA policy.
  - 3) All NSF cheques must be made good within five (5) banking days of notification or registration will be rescinded. All NSF cheques will be subject to a \$25.00 administration fee.
  - 4) Completed team lists/rosters must be filed with the WMHA Registrar no later than 30 days for Rep teams who participated in Spring Tryouts and 72 hours for Rep teams who participated in Fall Tryouts. For all WMHA Local League completed team lists/rosters, November 15<sup>th</sup> will be the deadline for submission to the WMHA Registrar for those teams participating in the in the NDLL. House League and Initiation Program completed team lists/rosters must be completed and submitted to the WMHA Registrar by November 30<sup>th</sup> each season or upon completion of hockey school and evaluations.
  - 5) OMHA "A" and "A/E" Team Commitment forms must be completed, signed by player, parent and head coach and filed with the OMHA through WMHA's Registrar before the first team game. Local League players will be registered on appropriate OMHA forms before the first team game by the Registrar.
  - 6) WMHA Executive reserves the right to adjust the terms of conditions related to registration fees and schedule requirements on an annual basis. WMHA



will provide a memorandum in advance with any changes to the membership.

- b) Each year in mid-April, the WMHA Registrar will be responsible to announce the registration details for the following season on the WMHA website. Full details, fees, restrictions and specialty announcements relating to all Registration related topics will be formally announced during this time.
- c) Registration is completed through the Hockey Canada Registry database system (electronic registration) except where indicated.
- d) Contact information which is current and up to date must be provided by any person registering for the WMHA so that official WMHA contact can be made when necessary.

The signing of any player/coach/parent contracts as requested by the WMHA must be completed prior to the commencement of the hockey season.

The WMHA respectively reserves the right to deny any registration application as it sees fit.

**Players must be registered and fees paid in full before participating in any game, practice or try-out.**

## 29. WAIT LISTS FOR REGISTRATION

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Wait lists vary from year to year are conditional of an age group, availability and the birth year of our members.

The following applies:

- a) Due to the number of players wishing to enroll with the WMHA, only returning WMHA players who were rostered to a WMHA team in the previous season, and registering by May 25th, will be guaranteed a place with the WMHA;
- b) After May 25th, all registrants will be accepted on a first come, first served basis. Limits to registration have been set for each age division. Once the limits have been reached registrants any remaining participants interested in playing in the WMHA will be placed on a waiting list;
- c) Wait listed registrants will only be accepted once there is a vacancy in the appropriate age division;
- d) Wait Listed participants will be contacted in the following order:
  - i. Those who fill a specific need will be contacted first. (eg: if the Bantam LL division requires a goaltender to ice an additional team, that person who is on the wait list who can fill that position is the first to be contacted.)
  - ii. Those who are Welland residents will be contacted next if they do not qualify as the person listed in previous point.



- iii. Non-Welland residents who are arriving to the WMHA due to hockey not being available in their home centre will be contacted next.
  - iv. Those who are non-Welland residents and new to the WMHA will be contacted last to fill any remaining positions available in the WMHA.
- e) The WMHA advertises on the WMHA Website and sends information directly to our WMHA membership list, in mid-April, all registration information details for the upcoming season of hockey. It is up to the parents to keep themselves informed on registration dates, limitations, restrictions, conditions and payment terms, not the WMHA.

### **30. REQUESTS FOR TEAM PLACEMENT**

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The WMHA is not able to accept personal requests for players to be placed on specific teams with specific players/friends. We cannot accommodate all requests, therefore it is unfair to only accommodate a few requests, so no requests are accepted.

If a member feels that “special circumstances” exist and that a request should be considered, they must submit a letter or email to the Registrar and President (or designate) for special consideration prior to September 14th in any hockey season. Special circumstances will be treated with confidentiality. Special requests should only pertain to circumstances that are deemed to be of a more serious nature, not just convenience.

The decision of the Registrar and President (or designate) will be final.

Any in-season requests must be received through the appropriate Complaint Procedure policy that is listed within this Manual pertinent to the situation. These will also be ratified at the WMHA Board level at the next WMHA Board Meeting.

### **31. FINANCIAL ASSISTANCE**

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Playing hockey is a sport with increasing costs due to ice time charges, equipment expenses, game fees etc. WMHA wants to provide hockey programming to our local residents interested in participating. People in need of assistance should familiarize themselves with the following:

- a) The WMHA is able to offer some advice and assistance to those who require financial assistance or a modified payment program upon request. We can also direct people to outside agencies who are able to assist our community members with fees.





- b) It is the responsibility of those seeking assistance to ensure that the WMHA receives all outstanding participation fees and not the WMHA's responsibility to find financial assistance.
  - c) Please review below some of the programs available to get players into hockey. (all is subject to qualification, change and/or availability).
- 
- 1) **Jumpstart** - <http://jumpstart.canadiantire.ca/en/> = Jumpstart helps kids between the ages of 4 to 18 by assisting with the costs associated with registration, equipment and/or transportation for sports and physical activity programming, along with certain financial documentation to support their application for review and approval.
  - 2) **ProKids** - <https://www.niagararegion.ca/living/childcare/financial-assistance/recreation-culture-programs.aspx> Niagara's ProKids program supports the participation of eligible children and youth in the sport, recreational or cultural activity of their choice.
  - 3) **OMHA Financial Subsidy** - The Financial Subsidy program is an initiative of the Minor Hockey Foundation of Ontario and provides financial relief to minor hockey players who are currently experiencing difficulty raising enough funds to participate in the game.  
[Minor Hockey Foundation of Ontario Website OMHA Financial Subsidy Application.pdf](#)
  - 4) **WMHA Bingo Volunteer** – The Association provides opportunity for the members to subsidise only registration fees through volunteering at the local Bingo Hall as a credit. Registration for volunteering opportunities can be coordinated through the WMHA Bingo Chairperson.

## 32. REFUND POLICY

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### WMHA Refund/Withdrawal Policy:

- a) No refunds of registration will be issued after January 1<sup>st</sup> each year.
- b) A full refund will be issued if child withdraws before October 1<sup>st</sup>.
- c) A full refund less a \$75.00 administration fee will apply if a player withdraws after October 1<sup>st</sup> but before November 15<sup>th</sup>.
- d) If a player withdraws between November 15<sup>th</sup> and January 1<sup>st</sup>, the refund will be prorated based on the number of ice times used, minus the \$75.00 administration fee.
- e) All refunds must be requested in writing to the Registrar of the association who will then notify the WMHA Treasurer. Requests can be forwarded to the Registrar by email. Refer to the WMHA website for contact information.





- f) Any requests for refund due to medical reasons or extenuating circumstances must be submitted in writing and will be considered on a case-by-case basis.
- g) There will be no partial refunds due to injury. If a player misses' weeks or months due to injury and does not withdraw, there is no partial refund of team fees or registration fees due to time missed.
- h) Please allow 4 weeks for processing of the refund.

### **33. PLAYER LISTS & OFFICIAL TEAM ROSTERS**

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Team lists contain players' names and parent's contact information (home address, phone number, and email address). Convenors must ensure that the use and communication of this information to Head Coaches complies with the OMHA Privacy Policy in Section 6.

Final team roster list must be submitted to the division Convenor by the Team Official. The Convenor must submit the team roster list to the WMHA Registrar within the time limits to process the Team Roster.

The official OMHA approved Team Rosters are required for teams participating in exhibition games, league play, playoffs and tournaments.

At the end of the season, contact lists, rosters and all sensitive documentation shall be destroyed.

### **34. PLAYER MOVEMENT**

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All player movement between teams during the season must be in accordance with WMHA/OMHA and Hockey Canada guidelines.

Any request from an Association member to move their child up to the next age level will only be approved if it is in the best interest of the next age level and if there is sufficient room in the other division. The final decision rests with the WMHA Board and the Vice President of the division.

The decision to move any player up an age level must meet all of the following criteria:

1. It is in the best interest of the entire organization
2. Ethically - the right decision. Not influenced by parent, coach, board member, etc.
3. Feasible for the player, team, association, etc.
4. Safety - the decision is not to put the player(s) in an unsafe situation.



5. Physical abilities and skill - the player is able to consistently perform and compete with the higher age group. This is determined without the opinion or influence of player, parent, coach, etc.

Any player movements for practices or games, from any team, must follow the WMHA's Affiliated Player Policy (OPM-21-001). This policy applies in addition to any policies or regulations from our governing bodies, or any tournament-specific rules.

## **35. INSURANCE**

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- a) Accident insurance shall be provided as outlined in the OMHA Manual and Hockey Canada documentation.
- b) Only players registered in WMHA and elected Board of Directors and selected coaching staff, registered on ice volunteers and other minor hockey officials are insured by the approved OMHA insurance. This insurance covers only WMHA sanctioned participation.

## **36. TOURNAMENTS**

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Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills competitively in an environment that encourages fair play, and above all, fun. Your WMHA Board encourages all teams with an approved WMHA/OMHA roster to participate in and support tournaments at home, in the Niagara District area, other areas of the province. Guidelines are as follows and should be strictly adhered to, with any exceptions referred to your WMHA Hockey League (REP) and Local League Vice-President for approval:

- a) All tournament arrangements must be in accordance with all Hockey Canada, OHF, OMHA, and WMHA rules and regulations.
- b) Participation in tournaments will mean that teams are adhering to the rules and regulations of the tournament, and any of their governing bodies as well. This may include different rules, different suspension lists, and different communication patterns.
- c) Tournament entry fees are paid through team budgeting/funding, approved fundraising methods, team sponsorship, and/or collection directly from parents. WMHA will not cover the expense for team tournament fees.
- d) Teams will only enter officially sanctioned and reputable tournaments in which WMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
- e) At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- f) Teams may apply to the WMHA Treasurer for tournament fee advancement. WMHA will assist teams with fees payable to the



tournament. All fee advancements must be reconciled with WMHA prior to November 15th of each season. Any team that is delinquent will be subjected to review, suspension or other disciplinary action.

Well in advance of departure, the following must be arranged:

- a) Teams are to notify the Ice Scheduler and their Division Convenor of the dates for all tournaments that they are entering as soon as they are identified, but no later than 1 month in advance of the start date.
- b) Through the Ice Scheduler, rescheduling of any games during the away period.
- c) Through the WMHA Registrar - a Travel Permit must be obtained using the online Travel Permit Request forms provided. Forms must include tournament dates and sanction numbers to be accepted by WMHA. The Registrar will notify the teams when their permit is approved.
- d) If necessary, travel insurance and extended medical coverage to suit the situation should be obtained.
- e) If necessary, ensure that ALL team members (including staff, players and parents) have the appropriate identification in advance of travel – especially considering travel to the United States where a passport will be required.

### 37. TRAVEL and TRAVEL PERMITS

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All games must be sanctioned by the OMHA for insurance purposes. Travel Permits must be obtained insurance coverage and association notification of where WMHA teams are playing. All travel permits are processed through the OMHA Portal and are electronic. Teams can request a travel permit by submitting the one of the **Request for a Travel Permit** forms on the WMHA website to the WMHA Registrar – either for an Exhibition game or for a Tournament. The hosting Regional Director and/or Tournament Convenor may disqualify teams traveling without a permit from tournament play or void the exhibition game. Therefore, the permit must be available at all tournaments and available at all exhibition games.

Team officials are subject to disciplinary action for non-compliance with travel regulations.

Requests for Travel Permits must be made at least a week prior to game(s). Travel Permits must accompany a team to their game(s).

Upon completion of all Exhibition game(s) or Tournaments, a copy of the game sheet(s) must be submitted to the WMHA Vice President Rep Hockey or Local League Vice-President. Please retain any and all game sheets no matter what jurisdiction your team participates in.

Travel Permits are required for:

- All tournaments whether hosted by the WMHA or not and whether inside of outside of the City of Welland.



- All Exhibition games no matter the location.
- All Roster Select team games and tournaments that are played whether the team is considered the Hometeam or the Away team.

Travel Permits are NOT required for:

- Regularly scheduled league games.
- Regularly scheduled league playoffs.
- Provincial/OMHA Play downs.

The team manager is responsible to maintain and have available the validated copy of the OMHA Approved Roster when traveling out of town and during regular league play. The coaching bench staff must also have evidence of OMHA approval to be on the bench. In the case where a team is using another team's staff member or an at-large rostered staff member, then the team in which they are approved must provide you with a copy of their approved roster to carry with you as well.

Any Affiliated Player participating in a game will need to be on your Approved Roster as an AP Player to be permitted to play.

Player and Team Management Suspensions received from the WMHA or during regular league play are also effective when traveling and apply to all tournament and exhibition game activities as per the current OMHA Manual of Operations. Please refer to this in advance.

Players and Coaches of WMHA teams are representatives of our Community and Association. Whether home or away, all representatives will be in appropriate attire and are to adhere to any Association or team dress code.

### **38. GAME CANCELLATION & RESCHEDULING**

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There are instances where games are cancelled or re-scheduled due to unforeseen circumstances. The WMHA will strive to have all games rescheduled and played when possible. The WMHA Ice Scheduler will reschedule games on behalf of WMHA. The NDHL and NDLL schedulers may also reschedule games.

*Bad Weather or Mechanical Failure* - In the event that bad weather or mechanical failure forces an unplanned closure of the Rinks used by WMHA, the Rink Manager (City) has been instructed to contact the WMHA's Ice Scheduler or President. The Ice Scheduler or President or Association Vice President will in turn relay the message to the managers and/or coaches of the affected teams, the Referee-in-Chief and the Niagara District Delegate or Coach of the visiting team. The WMHA webmaster or the Ice Scheduler would be responsible to log into the association website – which is linked to the NDHL/NDLL database – and provide the proper electronic confirmation of the game



cancellation – which will send out electronically generated cancellation notices.

*School Exams or Travel, Etc.* - As a general principal, team management must meet scheduled game obligations at home or abroad before committing to other interests. Players must advise coaches of exam/game schedule conflicts early enough to allow the coach to arrange for players from the affiliated team to fill in for missing players or to reschedule games. Coaches should make every possible effort to meet game commitments.

### 39. PLAYDOWNS and PLAYOFFS - CHOICE

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The WMHA is prepared to allow Representative teams to enter both post-season streams available – the OMHA Play-downs, and the NDHL Playoffs.

The following conditions apply:

1. The team must be prepared to play all games scheduled as per the OMHA Contracts and the NDHL Scheduler and Contracts. Teams cannot miss or skip or adjust any games or they will be charged the cost of putting that game on, and face any disciplinary sanctions imposed by a governing league for not fulfilling a contract. No Exceptions.
2. The WMHA is responsible to cover all costs of teams entering OMHA playdowns and/or NDHL playoffs when a team chooses to only participate in one of the elimination stream.
3. AE Playdowns often start early and therefore a team can be eliminated from Playdowns prior to Playoffs even starting. If a team is eliminated from Playdowns, they can continue with NDHL Playoffs and this is fully covered by the WMHA.
4. Rep teams are currently assigned a weekend tournament style Playdown. If a team is eliminated from that competition during the weekend, then they may enter the NDHL Playoff stream – and the WMHA will cover all costs of having participated in both.
5. Teams must submit their intentions in writing to participate in both OMHA Playdowns and the NDHL playoffs with their WMHA Division Rep Director and the WMHA Ice Scheduler a minimum 15 days before the NDHL Deadline. Teams must also sign a commitment form with the WMHA to borne all costs associated with the NDHL playoffs.
6. Teams that are in OMHA Play-downs brackets/competition **and** still choose to participate in the NDHL Playoffs by the NDHL published declaration deadline, will be considered to have entered both streams of playoffs, and therefore will be responsible for all costs incurred as a result of those NDHL Playoff games (eg. Ice rental, referees, time-keepers). The participation in the NDHL playoff is a choice for teams still active in the OMHA Playdowns, and therefore teams choose to accept the costs involved in participating in the extra games. Teams may request an approximate cost in advance from the WMHA so that they are able to plan ahead and make an informed decision prior to signing up for both streams. Teams will be billed by the WMHA for these games and are therefore responsible to refund the WMHA for the expense.

\*\* Please note: If a team is then eliminated from the OMHA Playdowns while the NDHL Playoffs



are still ongoing, the team must continue to fund the NDHL playoffs as a team (because if they had not chosen to enter the NDHL playoffs, their season would be finished).

## 40. CLINIC REIMBURSEMENT

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People who volunteer for a WMHA bench staff position are required to attain the proper certification. The WMHA will reimburse these expenses upon receipt of a completed Cheque Requisition Form and Receipt of payment. To be reimbursed, simply email the WMHA Treasurer at [treasurer@Wellandminorhockey.com](mailto:treasurer@Wellandminorhockey.com).

You must indicate your name and contact information clearly. You must also complete the WMHA Expense Form for submission to the Treasurer. You must also include your official receipt / proof of purchase.

Please note: there will no reimbursement issued for any clinic after January 15th. Below are the certification courses that the WMHA will reimburse our volunteers for:

1. **Respect in Sport** – the Respect In Sport Activity Leader course is done only online.
2. **Trainer Clinics/Online Trainer Refresher Course.** In order to be reimbursed:
  - a. You must be on an Official Team List this year as a Trainer
  - b. You must submit the receipt (proof of purchase) as indicated
3. **Coach Refresher Clinics and Specialty Clinics.** In order to be reimbursed:
  - a. You must be on an Official Team Roster within the WMHA in any position
  - b. You must submit the receipt (proof of purchase) as indicated
4. **Coach Level 2** - All Coach level 2 Clinics must be paid up front. In order to be reimbursed:
  - a. You must be on an Official Team List this year as a Coach or Assistant Coach
  - b. You must do the following (may not be all inclusive) to be Certified:
    - i. Attend all Clinic hours
    - ii. Complete all post course tasks/homework confirmation from OMHA that it has been received

\*\*Above must be submitted within 120 days of course, and verified by OMHA or no reimbursement will be issued.

\*\*You must submit the all items with the submission to the WMHA Treasurer

NOTE: you must have completed the clinic in full – both the pre task work and the in-class portion to be reimbursed.

It is the coach's responsibility to ensure that the OMHA has received all post course tasks/homework and mentor letter and anything needed to be certified. It is not the responsibility of WMHA to do. We highly suggest that you receive confirmation from the OMHA that all required documents have been received.



**Coach Development 1** - All Development 1 Clinics must be paid up front;

In order to be reimbursed:

1. You must be on an Official Team List this year as a Coach or Assistant Coach
2. You must do the following (may not be all inclusive) to be Certified:
  - i. Attend all Clinic hours
  - ii. Complete all post course tasks/homework and mentor letter
  - iii. Submit to OMHA and Receive confirmation from OMHA that it has been received
  - iv. Above must be submitted within 90 days of course, and confirmed by the OMHA or no reimbursement will be issued

**\*\*You must submit all items to the WMHA Treasurer with your receipt**

**\*\*NOTE:** It is the coach's responsibility to ensure that the OMHA has received all post course tasks/homework and mentor letter and anything needed to be certified. It is not the responsibility of WMHA to do. We highly suggest that you receive confirmation from the HEO that all required documents have been received.

**\*\*NOTE:** there will be no reimbursements for any clinic taken after January 15th of each hockey year\*\*

## **41. RESPECT IN SPORT PARENT PROGRAM**

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**All WMHA members** must have at least one parent/guardian who has taken the Respect in Sport Parent Module online course which is then linked to their player's registration profile. Instructions for accessing this program are found on the Association website. Players cannot be included on an approved roster until the player's parent/guardian has completed this course as per the OMHA. There is no reimbursement for this course.

All members should continue to practice the Respect in Sport philosophies covered in the course material, and the WMHA Code of Conduct parallels this material. Please review this documentation frequently.

The WMHA may request that any member take the Respect in Sport Parent Program online course again should situations arise.

## **42. GENDER EXPRESSION & IDENTITY PROGRAM**

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The OHF and OMHA have implemented Gender Identity and Gender Expression courses as well as a Guide to the Dressing Room Policy and Confidentiality Statement modules for all team officials, which is a mandatory requirement to be approved to a roster.

All team officials will require an eHockey account in the Hockey Canada Registry (HCR) in order to register for and complete the two Modules. Once completed, notification will be posted to the team officials' member profile on the HCR.

The first step in completing the training is to ensure all team officials have an eHockey





account, in order to sign up for the required clinic. If you do not have an existing eHockey account, click [here](#) to create an account now.

### **Gender Diversity – Pre-Season Chats**

As a Team Official you must complete the e-learning training, specific to “Understanding Discrimination based on Gender Identity and Gender Expression” and A Guide to the Confidentiality Policy and Dressing Room Policy”. It is now important, and a requirement of your training that this information be passed on to the parents and players of your team as you create a safe and inclusive environment for the coming season.

The OHF requires the “pre-season chat” specific to Gender Diversity to take place at the beginning of each season. The “pre-season chat” take place at the outset of the season in order for everyone to be aware of the policy.

The following link below will take you to the “pre-season chat” checklist to be used in providing this important information to the teams. (*Pre-Season Chat Checklist*)

A pre-season chat checklist can be found here;

[https://www.ohf.on.ca/media/xp1ntr4b/pre-season\\_chat\\_checklist-1.pdf](https://www.ohf.on.ca/media/xp1ntr4b/pre-season_chat_checklist-1.pdf)

## **43. COACHING STAFF SELECTION & APPROVAL PROCESS**

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WMHA will strive to choose the best possible coaches for our teams by taking into account qualifications, experience, conduct and past relationship with our association. Coaches will be required to make a formal application in order to be considered. All applicants will be treated with respect and provided an opportunity to respond to issues raised during the selection process.

- 1) Rep Coaching Selection shall involve an ad hoc committee for the purposes of coach selection only. This committee shall involve five individuals as follows:
  - a) Niagara District Hockey League (Rep) Vice President, Chair
  - b) Niagara District Local League Vice President
  - c) The Executive Vice President
  - d) Director of Rep Hockey Junior
  - e) Director of Rep Hockey Senior
  - f) In case of a conflict or absence of any of the above named executives, the chair will recruit a person without conflict where needed

**\*\*These individuals shall be responsible for the selection of all Representative Single A and Additional Entry (AE) Head Coach and Staff**

- 2) The Coach’s Selection Committee shall:
  - a) Review all applications that are received, and conduct interviews of every Applicant.





- b) Rank all coaches in numerical order for each coaching position based on results of the interview.
- c) Present a written report to the Executive Board regarding the applications for coaching and staff positions. A briefing note on the interview process and the voting results from the committee. Report must be submitted within 30 days of the final selection results to the WMHA Secretary as an addition to the agenda.
- d) The Executive will be asked to review the report and briefing note from the committee. The Vice President of Representative Hockey will motion the Board to approve the coaching and staff position based on the recommendation of the Rep Coach Selection Committee. 2/3 of the Board must approve by vote to accept or reject the selection made. The vote will be moderated by the President. The Executive reserves the right to request a second interview with a coaching candidate or to request any other reasonable information in order to make an informed decision and vote on the coach selection. It is incumbent on any Executive member to excuse themselves from the vote for an individual coach where there is a real or perceived conflict of interest. The decisions made by the Executive of Directors will be final.
- e) Prepare and forward letters of acceptance or letters of non- acceptance (in email or written form) as the case may be to all Applicants.
- f) In the event that a coach is selected but declines the position, the coach applicant with the second highest ranking by the Coach Selection Committee will be named as his/her successor.
- g) If there is no second candidate, the board will re-open and repost the vacant position(s). The vacant position(s) will remain open for a time specified by the Committee Co-Chairs. This reposting time may be extended, only if no additional applications are received and may remain open until such time that an applicant comes forward. When an applicant comes forward, they must apply for the position as all original candidates. They must go through an interview process with the Committee. Any applicant that has a successful interview at this point must still be recommended to the Executive for approval.
- h) The Committee reserves the right to request that an applicant consider taking a coaching position on a team for which they did not apply. The applicant will be given 72 hours to consider this offered position before providing the Committee Co- Chairs a response to this request. Once a candidate has agreed or declined to accept an alternate position, the Committee will follow the process accordingly.
- i) In the event that a coach resigns or is removed from a bench during the course of the season, the Rep Committee will be tasked with determining the best course of action under the specific circumstances and brought to the board for approval.

#### **LOCAL and HOUSE LEAGUE COACHING SELECTION**

The Division Director(s) in conjunction with Division Convenors shall be responsible for interviewing all Head Coaching applications of all Local League/House



League/Select teams, and shall recommend to the Board the Head Coaches for the upcoming season.

WMHA will post on the organizational website to solicit LL/HL coaches for application.

Each Division Director and Convenors will;

- j) Review all applications that are received, and conduct interviews of every Applicant.
- k) Rank all coaches in numerical order for each coaching position based on results of the interview.
- l) Present a written report to the Executive Board regarding the applications for coaching and staff positions. A briefing note on the interview process and the voting results from the committee. Report must be submitted within 30 days of the final selection results to the WMHA Secretary as an addition to the agenda.
- m) The Executive will be asked to review the report and briefing note from the committee. The Vice President of Local and House League Hockey will motion the Board to approve the coaching and staff position based on the recommendation from the Division Director/Convenors. 2/3 of the Board must approve by vote to accept or reject the selection made. The vote will be moderated by the President. The Executive reserves the right to request a second interview with a coaching candidate or to request any other reasonable information in order to make an informed decision and vote on the coach selection. It is incumbent on any Executive member to excuse themselves from the vote for an individual coach where there is a real or perceived conflict of interest. The decisions made by the Executive of Directors will be final.
- n) Prepare and forward letters of acceptance or letters of non- acceptance (in email or written form) as the case may be to all Applicants.
- o) In the event that a coach is selected but declines the position, the coach applicant with the second highest ranking by the Division Director/Convenor will be named as his/her successor.
- p) Division Directors and Convenors reserve the right to request that an applicant consider taking a coaching position on a team for which they did not apply. The applicant will be given 72 hours to consider this offered and response to this request. Once a candidate has agreed or declined to accept an alternate position, the Division Director/Convenor will follow the process accordingly.
- q) In the event that a coach resigns or is removed from a bench during the course of the season, the Division Director/Convenor will be tasked with determining the best course of action under the specific circumstances.

#### 44. WMHA TRAINERS

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- a) At least one member of each team's staff must be an Approved Trainer to qualify for an approved OMHA Roster.
- b) Injury reporting and the returning to play provisions for players injured either at or away from WMHA events – please see the WMHA Policy entitled: **Injury**



**Reporting Policy and Return to Play Guidelines (SPM-21-001).**

- c) Trainer Duties and Responsibilities – this is outlined in the document where the WMHA Staff Duties are listed.
- d) Trainer suspensions and penalties – Trainers assessed in-game penalties are viewed as a serious infraction by the OMHA. Should a Team Trainer receive a bench penalty, the OMHA will review each case directly. Trainers are to be on the bench to watch the play, act as the emergency response person for their team, or both teams, plus for the officials, should a situation arise. Trainers should avoid working a bench door unless needed. Trainers are to attend to the duties and responsibilities of the Trainer's Role on the team. Trainers do not dispute calls with officials.
- e) Alternative Trainer Use - Teams may approach the opponent to act as their team's trainer if an urgent/emergency situation arises pursuant to the OMHA Manual. This is not to be used as a fallback position by the WMHA. The WMHA must provide a trainer for each game played in the Welland Arena where a Welland team is playing. Should a team require a trainer they are responsible for finding one from another rostered WMHA team which indicates an approved trainer, or from the At-Large Trainer roster. A game cannot start without a trainer on the bench who has signed the gamesheet as the team's trainer.
- f) First Aid Kits – WMHA is to provide each team with a basic First Aid kit each season that is to be returned at season's end. The Division Convenor and team managers will review the contents of team first aid kits prior to use at the start of the season. If items require replacement, please contact the Divisional Convenor. Recommended content is as follows: good quality scissors, eye cup and patches, eye solution, band aids of various sizes, gauze and pads, adhesive tape, an antiseptic solution, rubbing alcohol, hydrogen peroxide, q-tips, Vaseline, 3" tensor bandage, slings (6), safety pins, tongue depressor, towel, tweezers, gauze rolls, small pocket knife. Each kit should also contain gloves and a few empty Ziploc bags.
- g) The player's Medical History form collected at the start of the season by each trainer for each player should also be present at all times. All Medical History forms shall be returned to players or destroyed at the end of the season.

## **45. CONCUSSIONS**

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The WMHA is committed to promoting awareness of safety of all players and recognizes that the health and safety of all players are essential preconditions for playing hockey. All stakeholders in minor hockey, including coaches, managers, trainers, and WMHA members have important roles to play in promoting player health and safety and in fostering and maintaining healthy and safe environments in which players can learn and enjoy the game.

A concussion:

- is defined as a brain injury that causes changes in the way in which the brain



functions and that can lead to symptoms that can be physical (e.g., headache, dizziness), cognitive (e.g., difficulty in concentrating or remembering), emotional/behavioural (e.g., depression, irritability), and/or related to sleep (e.g., drowsiness, difficulty in falling asleep);

- may be caused either by a direct blow to the head, face, or neck or by a blow to the body that transmits a force to the head that causes the brain to move rapidly within the skull;
- can occur even if there has been no loss of consciousness (in fact most concussions occur without a loss of consciousness);
- cannot normally be seen by means of medical imaging tests, such as X-rays, standard computed tomography (CT) scans, or magnetic resonance imaging (MRI) scans.

A concussion can have a significant impact on a person student – cognitively, physically, emotionally, and socially. It is very important to WMHA players' long-term health that individuals across WMHA have information on appropriate strategies to minimize risk of concussion, steps to follow if they suspect that a player may have a concussion, and effective management procedures to a players' return to playing after a diagnosed concussion. WMHA will make available concussion awareness documentation on its website.

**In addition, concussions are referred to in the stand-alone WMHA Policy entitled: "Injury Reporting Policy and Return to Play Guidelines" (SPM-21-001)**

## **46. TEAM SPONSORSHIPS**

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The WMHA Board shall set team sponsorship rates in conjunction with the budget but not later than April 1 for the coming season. The WMHA Board position of Purchasing and Equipment Director shall then offer these sponsorship opportunities to sponsors from the past year first before any new sponsors are solicited. The WMHA will gladly accept offers to sponsor teams from new entities at any time. The WMHA will publish documentation and agreements for sponsors so that the relationship has been put in writing. This documentation is to be kept by the Treasurer.

In return for team sponsorship sponsors shall be entitled to the following:

- a. Sponsor name on the back of each player's jersey (Home and Away for Travel Team sponsorship).
- b. Promotion of the sponsor through the WMHA website along with any link to the sponsor's business as provided.
- c. Sponsor name listing in any program or promotional material created by the association.
- d. Sponsor name (and any applicable logo) on any team banner produced.



- e. Sponsor name included with any media releases (Newspaper or social media).
- f. Sponsor recognition plaque/item including team picture at the end of the year.
- g. The opportunity for a team jersey to be donated to the sponsor in certain scenarios as determined by the Board.
- h. Teams should provide contact information to the Team Sponsor, provide them with a schedule, forward the sponsor the website link, and invite them to a game to meet the team.

The Board may find certain situations where it is advantageous to have two sponsors for a team or a split sponsorship. In these cases, each sponsor will be charged the House League rate at Rep or an equal split of the rate for LL teams. They are going to be entitled to all of the above items with the exception that one sponsor shall be listed on the Home jerseys and the other sponsor shall be listed on the Away jerseys, or it will be dispersed evenly across the number of jerseys ordered.

There are also some national/provincial sponsorship programs that WMHA will pursue annually which enables the WMHA to provide jerseys and/or funding to the WMHA. These teams will need to comply with any conditions of those programs as well.

## 47. ICE & PRACTICE ALLOCATION

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The WMHA currently is a member of the NDHL and the NDLL. Both leagues provide a game schedule to their participants plus playoffs. Based on this, WMHA allocates approximately one practice session per week per Local League team, and two hours per week per Rep hockey team. The WMHA fees are accordingly set to reflect this difference and these amounts. Our IP Program will receive one hour per week for the first 8 weeks and then two ice hours per week upon completion of a minimum 8 week hockey school.

**The ice provided by WMHA is not a team's ice....it is the association's ice.**

- **ADDITIONAL PURCHASES:** If and when WMHA teams would like to have more ice, they are free to arrange their own practices outside of Welland ice times at another neighboring arena. However teams must be mindful of insurance regulations required by some surrounding cities and/or arenas. Teams should also ensure they are trying to get the minor hockey rate offered at many facilities. The WMHA Ice Scheduler may also be of assistance in booking these times for teams. IF teams contact the ice scheduler with the exact arena, time, date etc that the team desires to book. WMHA will track these bookings for invoicing purposes.
- WMHA teams are not permitted to arrange ice times with the City of Welland without involving the WMHA Ice Scheduler.
- **EXTRA:** There are times when the WMHA can issue "extra" practice times to WMHA teams above their allotted number however the team will be invoiced for these ice



times and will be responsible for repayment within 15 days. This will be communicated with teams before the ice time has been accepted, and it is not mandatory to take an ice time offered to your team that is considered an “extra”.

- **NO FAULT CANCELLATIONS:** Practice times and game times are always subject to last minute changes and cancellations should WMHA require the ice slot for something else or if some occurrence happens that impacts the ice time (equipment failure or arena issue).
- **LATE CHANGES:** Practices that are skipped by a team or cancelled by a team within 72 hours of the ice time, will still have this time counted against their team's total. Teams that take an ice time with less than 48 hours notice will not be charged for this practice ice, and will not have it counted against their total time utilized for the season so it is in essence a “free practice”.
- **POST SEASON PLAY:** All teams will receive their practice times allocated up until they are eliminated from their league playoffs. When their season is done, their practices as supplied by the WMHA are done. No exceptions. This end date could be anywhere from February 15 all the way until April 1 – dependent on the team's fortunes.
- Entering post season hockey tournaments does not constitute regular season programming, and therefore no practices should be expected from a team who may be entering a post season tournament.

#### 48. **BOARD or MEMBER MILEAGE REIMBURSEMENT**

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WMHA members shall be reimbursed for mileage accrued while on official WMHA business for the association. The purpose of the trip shall be pre-approved by the Board and does not include activities to do with any WMHA team activities. The mileage will be paid at the rate of \$0.40/km for all trips of greater than 50 kilometers (roundtrip) and shall be calculated using the Welland Arena as the beginning and ending point. When instances occur where multiple board members are attending the same function, members are encouraged to car pool to the utmost extent possible. WMHA Board and Staff members must submit a cheque requisition and include travel details to the Treasurer for payment. Directors will require Executive President or Vice President signing authority prior.

#### 49. **ASSOCIATION COLOURS, LOGOS & USE OF LOGOS**

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Please refer to the **WMHA Logo and Branding Policy**. (CPM-21-002)

- a) **WMHA Look:** The WMHA's colours will be Yellow, Black and White. The primary jerseys for WMHA will be white for home and black for away in Rep. The order of jersey colours for LL teams will be Yellow, Black, White and then Grey if necessary, as the base color. Any jersey ordering will be done by the Board. Any deviation from this will require Board approval. All WMHA jerseys will have the WMHA logo affixed to the front of the jersey, even if the jerseys are supplied by a sponsorship program (ie: McDonalds AtoMc program) when possible. Socks will be ordered to



match the jersey colours used by teams.

- b) Rights: The WMHA retains all rights to the Association's Logos (*Primary, Secondary, and Word logo or other implied or frequently used WMHA logo items*) and any implied use of the Welland Tigers hockey name in the minor hockey sphere. All logos are the exclusive property of the association and are not to be reproduced without the expressed written consent of the WMHA Board through a Logo Use Agreement or Supplier Contract.
- c) Issuance: WMHA may from time to time give permission to companies to use the association's logo. These will be considered the approved supplier, and WMHA members will be able to purchase their WMHA items through these businesses.
- d) Refer to Section 51 for the WMHA approved Vendor list.
- e) Restrictions: Teams and members, as well as non-members, and also suppliers in the Community, are not permitted to use the association's name or logo under any circumstances; especially in the ordering of apparel, jerseys, pucks, pins, banners, stickers, posters, advertising campaigns, signs, or other items not listed.

**The WMHA Board reserves the right to remove such items from circulation, and the creator of/designer of said items will be asked to report their actions to the Board. Additionally, the WMHA will pursue any damages or perceived damages from unauthorized use of the Association's name and logo in any form.**

## 50. APPROVED WMHA SUPPLIERS

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The Welland Minor Hockey Association will maintain a list of preferred and approved suppliers for items relating to all hockey team and association business. Please refer to this list when conducting association business. If there is an item not included, or a supplier who is not listed, the WMHA Board requires a request in writing prior to approving any businesses/individuals being given permission/conducting WMHA related business and WMHA related items.

The WMHA will strive to provide business opportunities to those businesses that support our organization through sponsorships, donations and/or membership. All association sponsors have indicated that when possible/applicable, they would like the business from the WMHA membership and teams.

As of November 25, 2020, the WMHA Board has agreed in writing that the following businesses are the only approved suppliers of these items:

**\*\*in no particular order;**

- Team Apparel and WMHA Branded Merchandise – Front Row Sports
- Team Apparel and WMHA Branded Merchandise – Buckner's Source for Sports

**Refer to [https://wellandminorhockey.com/Pages/4879/Tigers\\_Online\\_Store/](https://wellandminorhockey.com/Pages/4879/Tigers_Online_Store/) for links to the online stores offered by the approved suppliers.**





## 51. AAA MEETINGS LIASON

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The person or persons who sit on the Triple A (AAA) Board of Directors known as the Southern Tier Admirals, who are representing the Welland Minor Hockey Association, shall be appointed by the elected Board by majority vote. Such person or person may be appointed from within the elected Board members, or from outside of the elected Board members. The Liaison between the STA Board and the WMHA Board should send a brief report prior to the WMHA each month so that important information, requests and/or communication can be conveyed formally in the monthly WMHA Board meeting agenda and minutes.

## 52. ASSOCIATION PINS

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WMHA will make available, to any team, association pins. The cost of these pins will be the responsibility of the team making the request. WMHA will only charge the teams what the cost price is to WMHA.

The WMHA Board will order all association pins for the WMHA.

Any team wishing association pins for any function or tournament must advise the WMHA Divisional Convenor in 30 days advance so that they can make arrangements to have pins in stock. All WMHA association pins will be distributed and sold through the Team Manager and the Board and must be paid for in advance.

For teams entering the Silver Stick tournaments where pin trading is promoted as a part of the event, the WMHA will supply pins to those teams for no cost at the following dispersal rates:

- 1) 22 pins per game played
- 2) 10 pins per player on the team

Any requests for association pins beyond these amounts will need to be purchased in advance.

All unused pins provided by the WMHA to teams for Silver Stick tournaments must be returned to the WMHA.

## 53. PARENT - CHILD GAMES

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Due to insurance regulations, association teams are NOT permitted to organize or participate in any type of parent/player games under WMHA's booked ice. This is strictly forbidden and will result in immediate team suspension from play.

**WMHA ice is for rostered players, certified approved volunteers and staff only.**



#### **54. BUS or COACH TRAVEL**

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The WMHA does not advise teams to utilize this form of travel. However, if teams feel this is an acceptable option for their teams, then a proposal can be put forward to the WMHA Board at least 4 weeks in advance of the proposed trip (when known). For playoff series usage, please provide as much advanced notice as possible in submitting the request for approval. These requests will be reviewed by the Board and the Team Manager.

Teams are not to finalize usage of a Travelling Coach method without WMHA approval.

All WMHA Travel teams will be solely responsible for covering all costs for any bus rentals whether they be for regular season or playoff games. These costs should be built into the individual team budgets for the season or would have to be agreed upon in advance by the entire team proposing bus travel. All insurance and travel arrangements must be completed in advance and forwarded to the WMHA Board prior to the travel commencing.

#### **55. POWERSKATING and GOALIE CLINICS**

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This section is currently under review by the WMHA Board.

#### **56. NON-SANCTIONED HOCKEY**

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WMHA is a member of the Ontario Minor Hockey Association (OMHA) and by extension Hockey Canada, the governing body of amateur hockey. There are many leagues that fall outside of the OMHA and Hockey Canada. Participation in any of these leagues, while being an active member of WMHA, is prohibited and participating members may face certain sanctions imposed by the OMHA and Hockey Canada, including but not limited to; suspension of WMHA membership for an extended period of time. The non-sanction hockey restrictions only apply from September to April of each year. WMHA does not impose restrictions through the Spring/Summer months.

#### **57. WELLAND MINOR HOCKEY ASSOCIATION WEBSITE**

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**[www.Wellandminorhockey.com](http://www.Wellandminorhockey.com)**

Members of WMHA should be aware that the website is considered the main source of information to our membership. Scheduling, registration, policies, forms, news and important announcements will be posted to website and will serve as the official notification avenue to our members. It is the responsibility of all members and staff to be in contact with the Association's website to stay informed of all WMHA related items.



## WMHA Manual of Operations 2021

The Welland Minor Hockey Association currently uses the MBSportweb platform as a host for our website and in conjunction with our neighbouring associations we are all linked together through the DB One database system with the OMHA mainly for scheduling and game reporting purposes.

Therefore, our teams will utilize the team microsite assigned for all team scheduling and communication of team news and activities. Each season one team designate will be issued a season login and password.

Please refer to the WMHA policy regarding proper use of the website entitled **WMHA Website Policy (CPM-21-010)**. In addition, please also refer to the policy entitled **WMHA Social Media and Networking Policy (CPM-21-008)**. It also should be noted that the **Privacy Policy** outline in Section 1. Sub-Section 6 of this manual is relevant to this section as well



## **SECTION 4 – HOCKEY TEAM RELATED POLICIES and PROCEDURES**

### **58. CODE OF CONDUCT**

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All members must:

- review the OMHA Code of Conduct.
- review the WMHA Codes of Conduct.

Both documents can be found in their entirety in the WMHA Code of Conduct document in the policies section.

Any breach of the Code of Conduct will be dealt with according to the protocol in the WMHA Complaint Policy or according to the protocol of the WMHA Harassment Policy, unless the specific paragraph in the Manual of Operations provides its own remedy or sanction.

Misconduct will include:

1. Any conduct by a member that is deemed not to be in the best interest of the Association.
2. Any conduct by a member directed at another member that is deemed to be an act of sexual abuse, physical abuse or mental abuse.
3. Any verbal comments directed at another member of the Association that are meant to be malicious, insulting or degrading and are heard by persons at large.
4. Any falsification or alteration of information or signature, on any official document associated with the operation of WMHA, for the purpose of misleading anyone. The term, document will include; any game sheet, team roster, player registration card, affiliated player roster, player try out form, financial report, written complaint, written statement or any correspondence to any official of WMHA or any correspondence sent by an official of WMHA to anyone.
5. Any correspondence directed to anyone that implies or accuses a member of any type of misconduct, and is anonymous or not signed and the implication of misconduct is unsubstantiated.
6. Any act of theft, fraudulent conversion or fraudulent misrepresentation of money, property or services belonging to WMHA or money, property or services associated to WMHA.
7. Any conduct where a member of Welland Minor Hockey Association unfairly uses his/her position of authority to advantage himself/herself or another person, or to disadvantage another person.



## WMHA Manual of Operations 2 0 2 1

8. Any conduct that is deemed to be in contravention of any specific directives set out by either the OMHA or WMHA, without reasonable excuse.
9. Any intentional damage of any property of WMHA, or private or public property used in conjunction with WMHA. And further, any intentional damage of any public or private property while acting in the capacity of an active member of WMHA.
10. Any verbal threats directed towards another member of WMHA, or any verbal threats directed towards another person while acting in the capacity of an active member of WMHA.
11. Any physical gesture that implies a threat directed toward another member of WMHA or any physical gesture that implies a threat directed toward another person while acting in the capacity of an active member of WMHA.
12. Any comment made by a member directly or indirectly toward anyone that is considered by community standards to be racist.
13. Any verbal intimidation that is deemed to be either extreme or beyond the scope of being reasonable.
14. Any conduct by a parent/guardian or responsible person of a player that is deemed to be intimidating in nature towards any member of a team or is deemed to be detrimental to the cohesiveness of team unity. This conduct must be corroborated by independent evidence prior to any sanctions being levied.

### Specific Application for Board of Directors of Welland Minor Hockey Association

1. Any Board member found having breached a position of trust in relation to his/her duties with the Association shall be permanently barred from holding any position, elected or appointed within the Association. (Determination of guilt and removal of Board member is by majority vote of a quorum of the Board).
2. Board members are required to notify the Board of any situation in the execution of duties where a conflict of interest may exist. This includes, but is not limited to, potential financial gain or personal involvement to an extent that good judgment may be influenced. The Board as a majority will determine if the effected Board member will be in conflict.
3. Board members are expected to refrain from publicly criticizing game officials, players, and coaches before, during or after games. Specific concerns are to be dealt with in the appropriate and professional manner.
4. Board members are expected to refrain from public criticism of Board policy and/or other Board members.
5. Board members are expected to carry out their duties in a manner consistent with the Bylaws and Manual of Operations of the Association, and with the directives of the Board.



6. Members of the Board of Directors can be removed from their duties for non-performance of duties by a vote of the Board of Directors, in which at least 2/3 majority members vote for removal.
7. A member of the Board of Directors of the Association who misses four consecutive monthly meetings of the Board without notice and/or just reason (for whatever reason), the circumstances of their absenteeism shall be reviewed and after such review at the discretion of the Board, they may be removed from the Board.

## **59. FAIR PLAY CODES**

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Fair play codes taken from the Hockey Canada website. Every member shall review the codes below and reference periodically.

### **FAIR PLAY CODE FOR PLAYERS**

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

### **FAIR PLAY CODE FOR SPECTATORS**

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

### **FAIR PLAY CODE FOR PARENTS**

- I will not force my child to participate in hockey.
- I will remember that my child plays hockey for his or her enjoyment, not for mine.



- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of the game.
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- I will never ridicule or yell at my child for making a mistake or losing a game.
- I will remember that children learn best by example.
- I will applaud good plays and or performances by both my child's team and their opponents.
- I will never question the official's judgment or honesty in public.

#### **FAIR PLAY FOR COACHES and TEAM OFFICIALS**

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

## **60. DEVELOPMENT**

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The WMHA is committed to excellence and providing the best overall hockey experience provided to our players. We believe that an ongoing development of our players and coaches is essential for the long term growth and success of our players, coaches and teams. This assists personal growth both in and out of the sport.

The development needs of the organization will be reviewed by the Board on an annual basis and the WMHA Player Development Plan will be updated/submitted to the Board for approval near the beginning of each season to meet any changing needs.

## **61. REPRESENTATIVE TRYOUTS / EVALUATIONS**

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WMHA has developed processes and policies to oversee the tryouts and team selections for WMHA Rep team each season.





Please refer to Welland Minor Hockey Association's document entitled: **WMHA Tryout Policy and Team Formation Agreement** (OPM-21-005)

## 62. LL PLAYER EVALUATIONS - TEAM ASSIGNMENT POLICY

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WMHA has developed processes and policies to oversee the evaluation process and player allocation process for all house/local league age groups. The general basis for this is fairness and equality, spread across the WMHA teams, within any one age group. This also assists in the WMHA entering teams into the NDLL in a fair manner for our members so that one team is not highly disadvantaged skill wise.

All WMHA teams are subject to player movement (trades) to balance teams until the roster deadline. Optimally, this would be done in the first 10 days after the teams have been divided in any one season.

Please refer to document entitled: **WMHA Policy on HL and LL Team Allocation** (OPM-21-003)

## 63. SUMMER TEAM ACTIVITIES

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WMHA has developed a policy which this subject is covered within.

Please refer to the document entitled: **WMHA REP Tryout Policy** (OPM-21-005)

## 64. AFFILIATED PLAYER POLICY

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Please review the document entitled: **Welland Minor Hockey Association Affiliated Player Policy** (OPM-21-001).

All OMHA, NDHL, NDLL and Tournament policies that may exist regarding the use of affiliated players are in effect, in addition to the WMHA Policy.

Should clarification be required, contact the Division Director/Convenor before speaking with, signing, or using an AP.



## 65. ROSTER SELECT TEAMS

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The WMHA recognizes, on occasion, players and parents may wish to form an additional team for the purposes of enriching their hockey experience and providing an opportunity for further skill development and/or hockey experience beyond the traditional House or Local League programming.

Please refer to the document entitled **WMHA Roster Select Policy (OPM-21-006)**

## 66. MULTIPLE SUSPENSION POLICY - PLAYERS

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When a Player is issued a third (3rd) suspension, be it OMHA or WMHA derived, the following procedure will take place:

- a) The player (guardian) must download the WMHA Multiple Suspension Report Form from the FORMS section of the web site.
- b) The player needs to complete Section A of the form with comments about their suspensions.
- c) The player must then provide the form to their Head Coach to complete Part B: Coach's Comments.
- d) The completed form is to be delivered to WMHA's VP-Operations.
- e) Once the form has been received, a meeting will be called with the WMHA Executives, the player and a parent/ guardian. Please note that there will be a review period between the receipt of the completed form and the date of the meeting. During this time, the offending player shall be considered suspended even if the OMHA/WMHA suspension has been served. The player may not participate in any WMHA activities, team practices and no games shall be played pending the outcome of the disciplinary meeting.

After the disciplinary meeting there may be several different consequences.

- a) The committee may issue a written warning letter to the player.
- b) The committee may provide supplementary discipline.
- c) A combination of the above consequences.

The results of the committee's discussion, including further consequences, will be noted by the meeting Chair. A briefing note will be provided to the WMHA Executive at the following meeting by the meeting Chair.

The purpose of this procedure is to have the player recognize their behavior and its consequences.

For subsequent suspensions:

- a) The player is suspended from play immediately until another discipline meeting is held.
- b) The discipline meeting will be called at a cost of fifty dollars (\$50) to the player, paid by cheque to WMHA to the meeting being scheduled.
- c) Consequences could include those listed above or suspension from WMHA.



If unacceptable behavior such as foul language or disrespect for the process is displayed at any time by the player or the parent/ guardian during this procedure, the meeting will be cancelled. The player will remain suspended until a new discipline meeting can be re- scheduled.

Any non-compliance or failure to adhere to the above process and subsequent outcome, by any of the stakeholders; player(s), coaching staff, parent(s) and/ or guardian(s) will be addressed in accordance with our standard Discipline Procedure and Code of Conduct guidelines.

### Composition of the Multiple Suspension Discipline Committee

- a) The Multiple Suspension Discipline Committee will be chaired by any member of the Board of the Welland Minor Hockey Association who is available and not in a conflict-of-interest situation.
- b) The Chair conducts the meeting and reports the results back to the WMHA board in a timely fashion.
- c) The committee will consist of three members in total – two of which may be a WMHA Board members. The other Committee member shall be the Director of Risk Management for the WMHA and shall be the Chair of the committee.
- d) Committee members listen to the player and parent and/ or guardian as well as possibly ask questions of both.
- e) The player and parent/ guardian will present to the committee. The committee will then discuss the case privately and levy any additional penalties if deemed necessary.
- f) The results of the Committee's discussion, including further consequences, will be recorded by the meeting Chair and reported to the Executive Board at the next available meeting.
- g) The Director of Risk Management will inform the player and parent and/ or guardian of the Committee's decision within 72 hours as well as the WMHA Board.

## **67. FAIR & EQUAL ICE TIME POLICY**

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This policy is under review by WMHA

## **68. INTRODUCTION TO BODY CHECKING/CONTACT**

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This policy is under review by WMHA. In the interim, use of the most recent OMHA Hitting Bulletin will be adopted by WMHA for the 2022-2023 season.



# WMHA Manual of Operations 2021



## COURSE COMPLETION

THIS CERTIFIES THAT

Has successfully completed the WMHA Introductory  
Course to Body Contact as per the requirements of the  
WMHA Manual of Operations, Version 2

DATE

\_\_\_\_\_  
WMHA Vice President of  
Representative Hockey



\_\_\_\_\_  
WMHA Executive President



## SECTION 5 – HISTORY OF MANUAL

### History of Policy Manual

#### Operations/Policy-Procedure MANUAL REVISION HISTORY

Here is WMHA's actual documented change history:

- **WMHA adopted: April 14, 2021**

Any new items and alterations to the manual shall be posted in the chart below as part of the review requirements by the WMHA Executive Board at the start of every hockey season:

Date	Who	What was completed	Approved by
August 25, 2022	V. Hudak	Updated: 25. Team Jerseys and Socks and 34. Player Movement	Board
February 4, 2022	V. Hudak	Updated: 43. Coaching Staff Selection & Approval Process, 60. Clinic Reimbursement 68. Introduction to Body Checking/Contact	Board



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## SECTION 6 – Duties and Responsibilities of Board of Directors

### Welland Minor Hockey Association Duties and Responsibilities of WMHA Board Members *“Job Descriptions”*

#### DUTIES AND RESPONSIBILITIES OF WMHA EXECUTIVE–WMHA By-Law No. 2

The following four Board positions are mandatory WMHA Directors positions and are referred to individually as Executive Members of the Board and collectively as the Executive Committee;

President – The elected President shall be the Chief Executive Officer of the Association and shall be responsible for implementing the strategic plans and policies of the Corporation. The President shall, subject to the authority of the Board, supervise the affairs of the Corporation.

Executive Vice-President – The elected Executive Vice President shall serve the Association as the alternative should any of the other three (3) members of the Executive be unable to fulfill their obligations. The Executive Vice President shall, subject to approval of the Board, be responsible for overseeing Disciplinary items in the absence of the Director of Risk Management, Procedural items, Purchasing and Budget related items, as well as any other aspects agreed to with or by the Board.

Secretary – The elected or appointed Secretary shall attend and be the Secretary of all meetings of the Board, of the Members, and any Committees of the board to which they may be assigned. The Secretary shall enter or cause to be entered in the Corporation's meeting minutes, a record of all proceedings at such meetings. The Secretary shall give, or cause to be given, as and when instructed, notices of meeting to Members, Directors, the public accountant and Members of Committees. The Secretary shall be the custodian of all books, papers, records, documents and other instruments belonging to the Association not otherwise related to finance or player registration.

Treasurer – The treasurer shall be open for election, or in the absence of a nominee, appointed to the Board by the President, and shall have such powers and duties as the Board may specify, and be the keeper of all Association documents related to finance; and be responsible for communication of Association finances through reports as specified at meetings of the Board and/or Members. **Note:** It is HIGHLY recommended that any member wishing to be elected/appointed to the position of Treasurer be an accountant or bookkeeper in their formal training or by profession, and this may be considered as a term of acceptance of the nomination by either the Elections Committee and/or the Board that exists at the time. The Association may ask for evidence of such training or profession.





## **Specifics for these positions within the WMHA**

### **PRESIDENT:** (2-year term) The President shall:

1. Be responsible for overseeing all areas of the association;
  2. Represent the association in the Community;
  3. Act as Chair of the Executive, the Executive Committee, the Budget Committee, and at all meetings of the membership of the Association;
  4. Exercise general supervision of the Association in accordance with policies determined by the Board and any governing association or municipal provincial entity that exists;
  5. May become a member of all committees and sub-committees of the Association, other than the Elections Committee;
  6. Attend and represent the association at meetings called by the City of Welland;
  7. May attend and represent the association at meetings for the NDLL, NDHL, OMHA;
  8. If required, appoint an Association Treasurer;
  9. Liaise with the Referee in Chief for operational requirements;
  10. Delegate tasks as necessary;
  11. Act as the final decision when resolution can not be determined;
  12. Coordinate interviews with WMHA Executives and recommend WMHA Staff positions annually to the WMHA Executive Board for approval within 30 days following the AGM. Those positions include but are not limited to;
    - Registrar
    - Ice Scheduler
    - Time Keeper Chairperson
    - Equipment Manager
    - Building Chairperson
    - Bingo and Fundraising Chairperson
    - Tournament Chairperson
  13. The President may appoint and recommend for approval, WMHA Board positions and staff position after the Annual General Meeting and deadlines. All approvals must receive 2/3 support from the WMHA Executive Board.
- Persons nominated for President, to be eligible, shall possess the following qualifications:
- Must have served time equivalent to minimum four hockey seasons on the Executive Board. Two consecutive seasons as a Vice President and two season previous as a Director at Large.
  - Be considered a WMHA member in good standing.



- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

**EXECUTIVE VICE PRESIDENT:** (2-year term)

The Vice-President shall:

1. Assume the duties of the President in the absence for any reason of the President or when requested by the President;
2. Be available to assist any Director requiring assistance in the completion their functions;
3. Carry out duties as assigned by the Executive Committee or the President;
4. Monitor status of and adherence to, by the Board and Members, all existing Policies of the Association and to inform the Executives with respect to any inconsistencies between existing Policies of the Association and a proposed policy for the Association;
5. Be a member of the Dispute Resolution and Discipline committee, and the Rep Coach Selection Committee;
6. Attend and represent the association at meetings called by the City of Welland;
7. Attend and represent the association at meeting for the NDLL, NDHL, OMHA.
8. Oversee the Director of Development and provide assistance and support with any development implementation when requested. Ensure any costs for a hired 3<sup>rd</sup> Party Development Coach follow the WMHA Procurement Policies;
9. Oversee the WMHA Sponsorship Chairperson. Support sponsorship initiatives and provide support and guidance to any sub-committees related to sponsorship;
10. Oversee the WMHA Equipment Manager with approval of the Board and ensure all equipment purchases follow the WMHA Procurement Policies;
11. Assist and oversee WMHA business with registration, purchasing, sponsors, ice allotments, the Budget committee, and team projections;
12. Responsible for all equipment, jerseys, WMHA game pucks, awards (including trophies and plaques), pins, buttons, novelties, and souvenirs to be purchased and owned by the Association;
13. Responsible for soliciting bids for, designing of, and the procurement of all association jerseys and socks after Board approval;
14. Responsible for soliciting bids for, designing of, and the procurement of all association spirit wear, apparel and online store agreements;
15. Maintain appropriate records of the items listed in items above either in inventory or on loan;
16. Manage all association assets, equipment rentals and tent rentals. Work with Directors to create and manage association equipment asset lists. Inventory all



## WMHA Manual of Operations 2021

- assets, storage locations, keys, etc;
17. Manage and supervise current sponsorship endeavours and relationships;
  18. Recommend policies to the Board regarding corporate, operational and safety requirements as needed;
  19. Be a member of the Executive Committee and the Budget Committee as required;
  20. Attend WMHA meetings as a Board voting member;
  21. Assist President with interviews for staff positions annually and take notes for the hiring committee;
  22. Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated for Executive Vice President, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to minimum two hockey season on the Executive Board. Two consecutive seasons previous as a Director at Large.
- Be considered a WMHA member in good standing.
- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

### **SECRETARY:** (2-year term)

The Secretary shall:

1. Record the minutes of meetings of members, Board meetings and Executive Committee Meetings, and ensure that Association records are regularly and properly kept and all business is conducted in accordance with any applicable statute or law, the Letters Patent and By-laws and the policies and procedures established by the Board or by the members of the Association;
2. Receive and coordinate requests for attendance to Board Meetings from Staff, Members and/or presentations from other community organizations or vendors;
3. Ensure the proper custody of the Association's corporate seal, corporate Minutes and Resolutions and other corporate records and documents;
4. Ensure that members have, or have access to a copy of the By-law No.2, Operations Manual and all WMHA policies;
5. Be responsible for receiving and distributing all correspondence received or sent by the Association and all communications within the Association including being the host of the association webmail account;
6. Provide a tentative agenda in advance as outlined in Bylaw for any regular Board Meeting and specify the business to be conducted in the case of a Special Board Meeting as outlined in by-laws;



7. Bring proper minute books and record books to all meetings;
8. Ensure that cards, flowers, and gifts are provided when appropriate;
9. Recommend policy to the Board regarding internal and external communications of the Association;
10. Oversee Building Chairperson, community room bookings, procurement of janitorial services. Obtain expenditures from the Building Chairperson and submit to the Treasurer on an as needed basis;
11. Submit cheque requisitions to the WMHA Treasurer and/or Book Keeper for purchases related to building expenditures, janitorial services;
12. Be a member of any Executive Committee and the Budget Committee for the purpose of record keeping, document control; and
13. Attend WMHA meetings as an Executive voting member.

Persons nominated for Secretary, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Meet the requirements outlined in WMHA Bylaw No.2
- A member in good standing with the Association.

**TREASURER:** (2-year term)

The WMHA Treasurer shall;

1. Ensure adherence to and implementation of financial policies and procurement policies in the financial administration of the Association;
2. Annual review of procurement policies and ensure compliance is met;
3. Work collaboratively with the Executive and Registrar to establish a budget and registration fees before March 31 of each year for approval;
4. Provide monthly detailed financial reports to the Executive Board at the second meeting of each month. All reports are to be submitted to the WMHA Secretary five (5) days in advance to the scheduled meeting, for inclusion in the agenda. The report shall include, an accurate record of all monies received and disbursed and the Treasurer shall liaise between the Executive Board and the hired bookkeeper;
5. Oversee the Bingo and Fundraising Chairperson. Follow up and ensure Bingo scheduling is completed on an annual basis. Support Fundraising initiatives. Provide periodic updates to the Executive Board related to fundraising;
6. Present a report from the previous year and a projected financial position for the current year to the Membership at the Annual General Meeting;
7. Evaluate, review and recommend updates to the financial policies to the Board;
8. Consult with the directors responsible for purchasing, sponsorship and fund-raising;
9. Establish and maintain an expenditure signing authority policy for the Association. Ensure



all Executive Board listed are in compliance of policy. Perform periodic review and update accordingly, at minimum annually. Manage new Board members, signing authority, signatures and expenditure limits;

10. Assist with the hiring of and be the main point of contact and relationship for the Association with the bookkeeper;
11. Be the main point of contact and relationship for the Association with the authorized financial institution;
12. Ensure all cheques are approved and signed adhering to the authorized signer's policy;
13. Ensure that receipts are issued when money is received;
14. Ensure and monitor WMHA budgets, and any Committee budgets are completed;
15. Ensure the submission of the books of account to any such Accountant of the Association at the end of the financial year and present when required the un-audited financial statements to the Membership at the Annual General Meeting of Members;
16. Ensure all team budgets are received in a timely manner through the Executive Board and reviewed as required. Review any team budget exceeding \$10,000 and provide a recommendation for action to accept or decline;
17. Be a member of the Executive Committee and the Budget Committee;
18. Attend WMHA meetings as a Board voting member;
19. Carry out such duties as are assigned by the Board, the Executive Committee or the President;

Persons nominated or appointed for Treasurer, to be eligible, shall possess the following qualifications:

- This position shall be filled by a person with formal education in, or hold a professional title in, the accounting field.
- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

### **VICE PRESIDENT OF REPRESENTATIVE HOCKEY:** (2-year term)

The Vice President of Representative Hockey (VP REP) shall:

1. Oversees the complete operation of all Representative teams (Rep and A/E);
2. Ensure that all association directives are carried out and enforce WMHA policies;
3. Attend and represent the association at all Niagara District Hockey League meetings;
4. Coordinate with the Director of Development to establish season developmental plan for players, coaches and other support staff;
5. Be a member of the Budget Committee if required;
6. Recommend policy to the Board of Directors regarding Representative (Rep) Hockey



operations;

7. Be a member of the Dispute Resolution and Discipline Committee when required and administer discipline to Representative team(s), players, coaching staff, and parents as required;
8. Participate and Chair the Rep Coach Selection Committee and process;
9. Attend pre-season, mid-season meetings with coaches;
10. Ensures the association has clear policies and procedures for the evaluation of all players at all levels;
11. Coordinate with the Director of Development to establish season developmental plan for players, coaches and other support staff;
12. Present a monthly report regarding the Representative (Rep) hockey program to the WMHA Board of Directors;
13. Submit a report on the Representative hockey program to the President for presentation at the Annual General Meeting;
14. Confirm WMHA's ability to roster a competitive Rep team;
15. Confirm WMHA's ability to roster a competitive AE team;
16. Oversee all aspects of tryouts and ensure all policies are communicated and adhered to prior to the commencement of, and throughout the process of tryouts and team selection;

Persons nominated for Vice President of Representative (Rep) Hockey, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to minimum two hockey season on the Executive Board. Two consecutive seasons previous as a Director at Large.
- Be considered a WMHA member in good standing.
- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

### **VICE PRESIDENT OF LL and HL HOCKEY:** (2 Year Term)

The Vice President of Local and House League Hockey (VP LL) shall:

1. Be responsible for, and in charge of all local league teams and House league teams including roster select if applicable pursuant to the Policies of the Association;
2. Attend and represent the association at all Niagara District Local League meetings;
3. Participate in Rep Coach Selection Committee and process;
4. Recommend policy to the Board of Directors regarding Local and House Hockey operations;
5. Be a member of the Budget Committee if required;



6. Be a member of the Dispute Resolution and Discipline Committee when required and administer discipline to Local League/House League team(s), players, coaching staff, and parents as required;
7. Oversee and chair the LL/HL team allocation meetings for every division and age group;
8. Coordinate with the Director of Development to establish season developmental plan for players, coaches and other support staff;
9. Attend WMHA meetings as a Board voting member;
10. Carry out such duties as are assigned by the Board, the Executive Committee or the President.

Persons nominated for Vice President of Local and House League Hockey, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to minimum two hockey season on the Executive Board. Two consecutive seasons previous as a Director at Large.
- Be considered a WMHA member in good standing.
- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

### **REPRESENTATIVE HOCKEY DIRECTORS** : (1 year term)

In cooperation with the Vice President of Representative Hockey, the two Directors listed are as follows:

1. Representative Hockey Director Junior - responsible for Rep teams in the age groups of U13 and Below;
2. Representative Hockey Director Senior- responsible for Rep teams in the age groups of U14-U18;

These Rep Hockey Directors shall oversee the operation of all Representative Hockey programs and teams of WMHA within their assigned age divisions.

These Rep Hockey Directors shall have authority to enforce the policies and procedures as they relate to the operations they are responsible for.

The Representative Hockey Directors shall:

1. Appoint and designate a maximum of two (2) Division Convenors to oversee the daily operations for the division assigned. Bring forward names of Convenors to the Executive Board no later than September 15<sup>th</sup> of each season for approval.
2. Conduct pre-season and mid-season meetings and performance reviews with all coaches;
3. Produce and distribute information bulletins for all coaches/players/parents within





## WMHA Manual of Operations 2021

the Representative League division;

4. Provide and submit a monthly report regarding all teams within their divisions to the VP Rep Hockey;
5. Ensure that each coach has and understands the OMHA rule book, league and WMHA rules and regulations;
6. Oversee the spring tryouts and maintain professionalism in your dealings;
7. Ensure each division follows the WMHA player evaluation policies;
8. Maintain and provide media releases pertaining to team accomplishments so that sponsors names are appearing in local media outlets when applicable;
9. Work closely with the Division Convenor and/or Coaches to ensure that all player and coaching staff records/information are completed and forwarded to the Registrar on a timely basis;
10. Support coaches and players in any development plan set for by WMHA as required;
11. Ensure that all information pertaining to hockey clinics, first aid clinics, etc. is available to all coaches, managers and trainers and, where numbers warrant, organize such clinics locally;
12. Carry out such duties as are assigned by the Board, the Executive Committee or the President; and;
13. Attend WMHA meetings as a Board voting member.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to minimum one hockey season previously as an Association volunteer.
- Be considered a WMHA member in good standing.
- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

### **LOCAL LEAGUE DIRECTORS:** (1 year term)

In cooperation with the Vice President of Local and House League Hockey, the three Local/House League Directors listed are as follows:

- 1) Director of Junior Divisions - responsible for U9 and Below divisions
- 2) Director of Intermediate Divisions - responsible for U10-U13
- 3) Director of Senior Divisions - responsible for U14-U18

These LL Directors shall oversee the operation of all Local League/ House League programs and teams of WMHA within their assigned age divisions.



## WMHA Manual of Operations 2021

These LL Directors shall have authority to enforce the policies and procedures as they relate to the operations of Local League/ House League they are responsible for.

In particular, these Local League Directors will be responsible for:

1. Coordinate with the Registrar the number of Local/House League teams that can be rostered by WMHA and identification of additional players (including goaltenders) as necessary to roster the number of Board approved Local/House League teams;
2. Appoint and designate a maximum of two (2) Division Convenors to oversee the daily operations for the division assigned. Bring forward names of Convenors to the Executive Board no later than September 15<sup>th</sup> of each season for approval.
  - i. \*\* Director of Junior Divisions are permitted a maximum of three (3) Division Convenors to provide additional assistance with programing for new hockey players
3. Identify potential head coach and team staff candidates as needed and submit to the WMHA Board for approval;
4. Coordinate with the Registrar to ensure appropriate accreditation are obtained for coaches, trainers, managers and on-icevolunteers and ensuring the Screening Policy is followed;
5. Where more than one team is to be rostered in a division, provide support to Division Convenors where necessary, with player assignments to the teams to ensure equitable distribution of player talent at the beginning of the season;
6. Receive and submit affiliate player signings to the WMHA Registrar for the Local League teams from Division Convenors;
7. Uphold and communicate the OMHA Rules and Regulations as well as WMHA Constitution, Operations Manual and all WMHAPolicies as required;
8. Maintain and provide media releases pertaining to team accomplishments so that sponsors names are appearing in local media outlets when applicable;
9. Oversee and participate in conflict resolution and/or disciplinary issues when required within the divisions assigned;
10. Liaise between Division Convenors and VP of LL/HL as needed for their divisions;
11. Provide and submit a monthly report regarding all teams within their divisions to the VP of LL/HL Hockey;
12. Attend WMHA Board meetings and participate as a voting member of the Board; and
13. Carry out such other duties as may be assigned by the Board.

Any person nominated for any of these three positions, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to minimum one hockey season previously as an Association volunteer.
- Be considered a WMHA member is good standing.



- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

**RISK MANAGEMENT DIRECTOR:** (2 year term)

The Risk Management Director shall:

1. Identify, assess, and prioritize any real or potential issue, with respect to a future event that threatens the well-being of the association and/or the association's reputation/stature in the community;
2. Implement and enforce all OMHA Risk Management Programs;
3. Chair the Dispute Resolution and Discipline Committee for all incidents;
4. Organize, investigate, categorize and retain all incident reports, complaints and formal complaints for the Association at both the Team and the Association level;
5. Prepare a monthly report for presentation at the WMHA Board meeting regarding upcoming events, ongoing issues or programs, and any other items requiring a status report within WMHA;
6. Recommend policies and procedures that limit the association from liability or hazards with respect to the conduct of its business and on ice hockey affairs;
7. Liaise with the WMHA and the OMHA. Provide information and/or training to WMHA teams with respect to safety and risk management guidelines, concerns, questions and planning;
8. Maintain and enhance procedures with respect to screening volunteers to protect the association, members and players from harm;
9. Serve as Association safety resource person and ensure documentation and record-keeping of regulated programs, materials and injuries;
10. Ensure that the Association's website has current postings and important documentation available for the members to find/read regarding safety, risk management and conflict resolution, as well as any associated forms required;
11. Appoint and oversee a Head Trainer to act as a liaison between the WMHA Board and the Team Trainers with respect to safety and Trainer issues as well as injury reporting;
12. Be aware of changes and procedures as they relate to safety and risk management in minor hockey;
13. Adhere to all relevant Federal and Provincial legislative privacy requirements as put forward in the Federal Personal Protection and Electronic Documents Act (PIPEDA);
14. Manage and coordinate all Vulnerable Sector Police Checks to assist with distribution, collection and retention of VSC. Ensure all VSC are confirmed with the WMHA Registrar, track and monitor the applicable forms as outlined by the Association's policy;



15. Attend WMHA meetings a Board voting member;
16. Carry out other duties as assigned by the Board, the Executive Committee or the President.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to minimum one hockey season previously as an Association volunteer.
- Be considered a WMHA member in good standing.
- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- A member in good standing with the Association.

### **DIRECTOR OF HOCKEY DEVELOPMENT:** (2 year term)

The Director of Hockey Development is responsible for providing leadership and support to WMHA in all areas of player and coach development. This role will work closely with the Executive Directors and will be key in enabling WMHA to offer best-in-class competitive and recreational hockey programs that bring forward the organizational plan for continuous improvements to WMHA players and coaches and focuses them in a common direction. The Director of Hockey Development is expected to assist the Executive Directors.

1. The Director of Hockey Development reports regularly to the WMHA Executive Vice President with oversight from the other VP's and the President;
2. Improving player skill and greatly enhancing the consistency and overall hockey experience;
3. It is strongly recommended that the Director of Hockey Development has previous successful high-performance coaching experience, as well as extensive experience in a hockey school or skill development programs.
4. The candidate must have or be able to obtain up to date coaching certifications and safety risk management credentials with the OMHA and WMHA;
5. Possess strong communication, organizational, motivation, teaching, and coaching skills;
6. Be a person of high character and moral values that will set a positive example for all players and member families of WMHA;
7. Develop, hire and oversee a skill programs to meet the needs and abilities of participants from U9-U18 in both Representative and HL/LL Hockey Divisions;
8. Arrange and implement for all WMHA volunteers yearly coaches, trainers, speak-out and other clinics as required under OMHA guidelines;
9. Submit budget requests to the WMHA by June 15 of each year for both coach and player development clinics, sessions, meeting, etc. Budget shall include any tangible purchases required to fulfill the development requirements.



10. Liaise with the WMHA Ice Scheduler to coordinate the annual WMHA introduction to body contact clinics as per Section 4. Sub Section 68 of the WMHA Operations Manual. Ensure registration of participants, issue completion certificates, submit participant list to the WMHA Vice President of Representative Hockey and the WMHA Registrar. Submit receipts and/or invoices for all costs associated with hosting the annual clinic to the WMHA Treasurer.
11. Participate with committees and sub-committees on a as need basis or when required;
12. Be responsible for the distribution and collection of all development program manuals, equipment and materials;
13. Recruit and train volunteers, including a Technical Instructors, to perform the functions required for technical development.
14. Ensure all WMHA Procurement Policies are followed when hiring any Technical Instructors or Specialized Skill Coaches.
15. Establish development programs and liaise with the Division Directors, Convenors and Coaches; and
16. Keep informed about changes to coaching requirements. Communicate such updates to the Board and WMHA coaches and trainers.

Persons nominated for this position, to be eligible, shall possess the following qualifications:

- Must have served time equivalent to minimum one hockey season previously as an Association volunteer.
- Be considered a WMHA member in good standing.
- Meet the requirements outlined in WMHA Bylaw No.2
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.

### **PAST PRESIDENT:**

The Past President will sit on the WMHA Board of Directors as a Non-voting member ex-officio. The duties shall include:

1. Act as a source of information for the Executive and the Board of Directors.
2. Attend Board meetings and may serve on committees if requested;
3. Assist with Association or Board business as needed or as requested by the Board;
4. May be considered for participation in the Dispute Resolution and Discipline Committee; and
5. The person in this position should obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.



## BOARD POSITIONS APPOINTED BASED ON APPLICATION PROCESS

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### **ICE SCHEDULER:** (Annual Renewal)

The Ice Scheduler is a paid position within our organization and as such they will be required to sign a formal contract with the WMHA on an annual basis.

The Ice Scheduler's general responsibilities are to manage, allocate and maintain up to date records for the allocation of the WMHA within any financial or allocation budget plans put forth by the Board.

The Ice Scheduler will report to the Board of Directors of the WMHA. Specific duties will include:

1. The Ice Scheduler shall be the main point of contact and liaise with the City of Welland to communicate the requirements of the association regarding ice time for the upcoming season;
2. The Ice Scheduler will provide copies of the rental agreements and permits to the Treasurer and Executive Vice President and President prior to the start of each season;
3. The Ice Scheduler shall assign the ice time schedules to all teams of the Association for games and practices throughout the season in a fair and equitable manner according to Board policy;
4. Prepare a memo to all WMHA Directors and Convenors of the Ice Time Policy regarding the scheduling, use of and cancellation of ice times assigned;
5. Shall be the WMHA centre contact for all WMHA game changes (NDHL/NDLL);
6. Liaise with the Referee-In-Chief and the Time Keeper Chairperson to ensure that games are properly staffed in a timely manner;
7. Schedule ice times for clinics and tournaments as required;
8. Maintain and monitor ice usage to ensure ice is always being utilized. Ensure ice is fairly and equitably distributed;
9. Ensure that all WMHA teams receive a copy of their game and practice schedules in a timely manner;
10. Notify WMHA of any related upcoming meetings for league or City ice allocations business;
11. Schedule all WMHA ice times before the start of the season, for the year at the Welland Arena and/or other designated arenas;
12. Publish the schedule on to the WMHA website at least 2 weeks in advance of the first ice time where possible. If 2 weeks in advance is not available, as much notice as possible will be provided;
13. Provide a written Ice Scheduling Report to the WMHA Secretary on a monthly basis to be included as part of the next meeting agenda. The report shall include a running account of all ice time utilized by Representative, AE and LL/HL teams;
14. Attend monthly WMHA Board meeting as a non-voting member;



15. Prepare the LL regular season and playoff game schedules for assigned division or divisions by Niagara District LL in conjunction with their master scheduler;
  16. Prepare the Rep and AE regular season and playoff game schedules for assigned division or divisions by NDHL and OMHA doing this in conjunction with the master scheduler;
  17. Communicate any changes to the ice schedule to the impacted parties, with a copy to the applicable Division Directors and Convenor(s);
  18. Assign any available ice times on a rotational basis ensuring fairness, with a copy to the applicable Division Directors and Convenor(s);
  19. Prepare reports to the Board for regular scheduled ice to be invoiced in a timely manner with a copy to the WMHA Treasurer;
  20. Prepare reports to the Board for additional ice to be invoiced in a timely manner with a copy to the WMHA Treasurer for any specific team use that was booked through the WMHA but is intended for Team purchase;
  21. Preparing tournament schedules for WMHA sanctioned tournaments (if any). The WMHA board may choose to pay an additional fee per each tournament schedule on top of the annual rate – this is to be handled on a case-by-case basis;
  22. Training of a replacement Ice Scheduler shall be permitted for a period of 3 months from the end of the tenure of the position. The WMHA board may choose to pay an additional fee for the training period, payable at the end of the 3-month training period – this is to be handled on a case-by-case basis;
  23. Recommend policy to the Board and/or Budget personnel each season regarding Ice Scheduling;
- While executing the duties as Ice Scheduler consideration shall be given to the following:
- Holidays, high school exams, tournaments and other user groups when scheduling.
  - Allocating ice time that minimizes conflicts between LL and Rep/AE times during Niagara LL playoffs, OMHA play downs, and Niagara District Hockey League play-offs.
24. Carry out other duties as are assigned by the Executive, the Executive Committee or the President; and
  25. Attend WMHA meetings as a non-voting Board member.

The Ice Scheduler will report to the President and/or designate of the WMHA.

Persons completing an application when posted by WMHA for this position, to be eligible, shall possess the following qualifications:

- A person with experience in computers and scheduling
- Be available during WMHA operational hours to respond to urgent matters regarding scheduling
- Obtain a valid police vulnerable sector clearance as per the WMHA Screening Policy
- Able to provide 3 references related to the position as requested by WMHA





## **REGISTRAR:** (Annual Renewal)

The Registrar is a paid position within our organization and as such they will be required to sign a formal contract with the WMHA.

The Registrar shall:

1. Be the primary contact for the OMHA on behalf of the Association;
2. Establish registration forms and procedures and oversee the all duties in relation to the registration of participants;
3. Using the Hockey Canada Database prepare system for on-line registration and conduct registration for all applicants eligible to participate;
4. Conduct player transfers for player transferring from other centres;
5. Maintain a current registration list of all players including mailing addresses, telephone numbers and Parent/Guardian name(s);
6. Supply to the Executives of Representative Hockey and House League Operations current registration information in a timely fashion;
7. Forward all registration payments received promptly to the Treasurer for deposit to the credit of the Association;
8. Ensure that all players are registered with the OMHA;
9. Submit rosters and updates/changes (e.g AP, staffing) to the OMHA for approval and provide Official Rosters to team, as required;
10. Submit Travel Permit requests to the OMHA for approval and provide Official Travel Permits to teams once approved. A copy shall be forwarded to the Division Director/Convenor and the Ice Scheduler;
11. Provide permission to skate forms for members attending tryouts in other centres;
12. Obtain Certificates of Insurance from the OMHA for teams requiring it;
13. Ensure team bench staff and volunteers hold and maintain qualifications necessary for their positions. Notify Division Directors and Convenors of non compliance in a timely manner;
14. Present a monthly written report to the WMHA Secretary regarding registration operations to the Executive Board;
15. Recommend policy changes/updates to the Executive Board regarding registration;
16. Represent WMHA at OMHA meetings, NDLL and NDHL Meetings, as well as with other stakeholders;
17. Act as a designated person for WMHA for the purpose of the Privacy Act;
18. Carry out other duties as are assigned by the Executive, the Executive Committee or the President; and
19. Attend WMHA meetings a non-voting Board member.





The Registrar will report to the President and/or designate of the WMHA.

Persons completing an application when posted by WMHA, for this position, to be eligible, shall possess the following qualifications:

- A person with experience in computers and database systems
- Be available during WMHA operational hours to respond to urgent matters regarding rosters
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy
- Able to provide 3 references related to the position as requested by WMHA

### **DIVISION CONVENORS:** (Annual Renewal)

Convenors are expected to understand all of the duties below as well as the Coaches' duties outlined in the WMHA Manual of Operations. Convenors must also become very familiar with the WMHA House League Operations Manual. The primary duty of the Convenor is to manage the day-to-day administration, information, activities of the players, teams and coaches within a specific division. The Convenor will coordinate with all teams within their division. Where the Convenor finds that the WMHA Rules, Regulations, By-Laws or Policies are being breached, they shall immediately report to the Director of the Division, and in extreme circumstances may remove any coaching staff or player where the Convenor feels that there is a risk of injury to any person, or where the party warned has flagrantly disregarded the warning, or where the interest of the WMHA can only be served by an ejection.

Specific duties for Division Convenors but not limited to:

1. Help ensure that all coaches and trainers and other Team Officials meet eligibility requirements for their positions in the respective division, and each team, at a minimum, have one certified coach and one certified trainer;
2. Frequently attend division games and/or ensure appropriate representation as approved by the Division Director;
3. Organize, facilitate and participate in the annual divisional player/team selection drafts and subsequent balancing of teams;
4. Act as a liaison between the WMHA Division Director and their respective divisions, including communication with Coaches, parents, etc.;
5. Provide WMHA with information regarding players, coaches and teams as required;
6. Ensure any player/coach suspensions are reported, served and accurately recorded on the electronic game sheet. This includes notifying coaches of suspensions prior to the next game being played;
7. Understand the rules of the WMHA and OMHA;



## WMHA Manual of Operations 2021

8. Ensure that the spirit and intent of the WMHA constitution is followed;
9. Ensure all teams are aware of the importance of games start and end time where possible;
10. Report any serious breach of the rules, regulations, bylaws or policies to the respective Division Director;
11. Report the circumstances surrounding, and recommend the need for, any disciplinary action as a result of events in their division, to the Division Director;
12. Provide the Division Director with a written incident report when requested;
13. Ensure all coaches are familiar with the use of electronic devices and data entry on the electronic game sheets for accuracy (before and after each game) and coaches are uploading correctly on the electronic device;
14. Assist with distribution at season start up and end of year jersey/equipment collection requirements for the WMHA season close out;
15. Ensure that all players are wearing the assigned league jerseys and socks; and;

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Recommended to have served time equivalent to minimum one hockey season as an Association volunteer.
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.

### **HEAD TRAINER:** (Annual Renewal)

On behalf of the Association, this position will lead the Association's Safety and Risk Management programs for the benefit of participants, parents and volunteers in the Association's hockey programs and activities. The Head Trainer will:

1. Hold current HTCP certification;
2. Have a minimum of two years hockey experience in Trainer position;
3. Provide monthly reports to the Director of Risk Management for WMHA board review;
4. Be on an at-large or team roster with the association;
5. Have a strong interest in promoting safety in hockey;
6. Be willing to act as a mentor/coach for all Trainers in the association;
7. Be able to provide timely responses to questions or requests from WMHA Team Trainers and provide guidance;
8. Liaison with the OMHA Chair of Trainers Program/OMHA Regional Safety Leaders;



9. Awareness of Association activities, including tournament dates, etc;
10. Prepare safety briefing (i.e. emergency phone locations, AEDs, etc.) for distribution to Team Trainers, and availability for visiting teams;
11. Availability to attend Association Board/Coaches meetings to promote the role of the Team Trainer and the Head Trainer position;
12. Meet with Board to discuss role and responsibilities;
13. Identify available resources - Maintain the Associations Emergency Action Plan;
14. Communicate with all active Trainers and ensure compliance of trainer requirements;
15. Provide and support in maintaining all necessary training documentation;
16. Organize pre-season safety meeting with all Trainers to ensure all trainers understand the requirements;
17. Track and report on all on-ice and off-ice incidents resulting in injury to a player, volunteer, team official, on-ice official; and;
18. \*\*Pandemic Requirements (COVID-19)-Collect, monitor and ensure proper security and disposition of reporting forms relating to COVID-19.

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Recommended to have served time equivalent to minimum two hockey seasons as an Association Trainer.
- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.

### **TIME KEEPER CHAIRPERSON:** (Annual Renewal)

Reporting directly to the WMHA President, the Time Keeper Chairperson responsibilities and duties include but not limited to:

1. Liaise with the Referee-In-Chief and the Time Keeper Chairperson to ensure that games are properly staffed in a timely manner;
2. Provide annual training to time keeper staff and stay up to date on game rule changes;
3. Recruit new staff and ensure ongoing pool of time keeper staff is readily available;
4. Schedule time keeping staff for all games and tournaments as required;
5. Monitor time keeper staff performance and conduct periodic inspections and



## WMHA Manual of Operations 2021

- check ups to ensure staff are in compliance with game operational requirements;
6. Make requests to WMHA for the purpose of payment and manage all payroll related to time keeper staff;
  7. Address time keeper staff if any poor performance is reported. Conduct reviews and ensure compliance;
  8. Be responsible for reporting all information pertaining to time keepers and game notes to the WMHA Board on a regular basis;
  9. Ensure electronic tablets are updated annually and all electronic games sheets are filed through the Game-sheet App; and
  10. Serve as a member of WMHA committees related to tournaments if required;

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.

### **BUILDING CHAIRPERSON:** (Annual Renewal)

Reporting directly to the WMHA Secretary, the Building Chairperson responsibilities and duties include but not limited to:

1. Coordinating community room rentals with members and outside stakeholders;
2. Maintaining a calendar, posting bookings and providing monthly reports to the WMHA Executive Board through the WMHA Secretary;
3. Direct payment to the WMHA Treasurer for all rentals and providing receipts for rentals of the WMHA community room;
4. Ensure rental deposit fees are collected and returned upon inspection of community room usage;
5. Ensure room is available for all WMHA Executive meetings, events and functions;
6. Managing keys and access for all WMHA spaces related to the lease agreement with the City of Welland;
7. Assist the WMHA Secretary with hiring of 3<sup>rd</sup> party cleaning services and overseeing the Vendor cleaning schedule and payment;
8. Monitor and inspect the hired cleaning services vendor performance and report any deficiencies;
9. Act as the designated spokesperson of the WMHA building committee if established and if required;
10. Report any damages to property and/or building to the WMHA Secretary once aware; and
11. Ensure all fire and life safety systems are checked on the required basis as per the Ontario Fire Code (eg; Fire Extinguishers, emergency lights, etc)



Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.

**BINGO and FUNDRAISING CHAIRPERSON:** (Annual Renewal)

Reporting directly to the WMHA Treasurer, the Bingo and Fundraising Chairperson responsibilities and duties include but not limited to:

**Bingo Roles:**

1. Operate and manage the WMHA Bingo program as it pertains to Welland Minor Hockey Association;
2. To be in charge of all aspects of the Bingo program, acting as a liaison between any government regulating agencies, the operators of the bingo facility and Welland Minor Hockey Association;
3. Be responsible for the recruitment and attendance of all personnel required for the operation of the bingo program and ensure a fair rotational schedule is established;
4. Be responsible for reporting all information pertaining to the bingo program to the WMHA Board on a regular basis;
5. Be responsible for forwarding all Bingo Bank Statements and information collected from the bingo program to the Treasurer of Welland Minor Hockey Association;

**Fundraising Roles:**

1. Establish a WMHA Fundraising committee and act as the chair;
2. Provide suggestions and recommendations to the WMHA Board annually for approval for association wide fundraising initiatives;
3. Ensure that all team-based fundraising is in accordance with the Policies and Procedures of WMHA, Local Municipal Bylaws and Permits, etc;
4. Coordinate and host fundraising events for WMHA during tournaments, special events and throughout the season;
5. Perform other duties and responsibilities related to fundraising as requested by the WMHA Board of Directors;
6. Be responsible for all deposits to the WMHA Fundraising account and ensure deposit books are up to date. Provide periodic financial statements and reports to the WMHA Treasurer for updates to the WMHA Board;
7. Serve as a member of other committees related to fundraising, tournaments and sponsorships;

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.



### **SPONSORSHIP CHAIRPERSON:** (Annual Renewal)

Reporting directly to the WMHA Executive Vice President, the Sponsorship Chairperson responsibilities and duties include but not limited to:

1. Lead the WMHA sponsorship program and look to increase sponsorships on an annual basis;
2. Represent WMHA with the local community and business sponsorship opportunities;
3. Fulfill sponsorship agreements and obligations for each sponsor;
4. Continually seek out and communicate to potential sponsors within the communities;
5. Ensure all proper recognitions are provided to sponsors based on sponsorship levels;
6. Review and approve all team banners and any team seeking additional sponsors to ensure there is no conflict with the association's current list of overall sponsors;
7. Provide suggestions and recommendations to the WMHA Board annually for approval for sponsorship opportunities/agreements;
8. Perform other duties and responsibilities related to sponsorship as requested by the WMHA Board of Directors; and
8. Serve as a member of other committees related to fundraising, tournaments and sponsorships;

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.

### **TOURNAMENT CHAIRPERSON:** (Annual Renewal)

Reporting directly to the WMHA President, the Tournament Chairperson responsibilities and duties include but not limited to:

1. Establish a WMHA Tournament committee and act as the chair;
2. Provide suggestions and recommendations to the WMHA Board annually for approval for association tournament initiatives;
3. Coordinate tournament events for WMHA and ensure OMHA sanctions are in place;
4. Perform other duties and responsibilities related to tournaments as requested by the WMHA Board of Directors;
5. Be responsible for all deposits are directed to the WMHA Treasurer and ensure deposit slips are up to date. Provide financial statements and reports to the WMHA Board for each tournament within 30 days of completion;
6. Serve as a member of other committees related to fundraising, tournaments and sponsorships as required;
7. Manage any 3<sup>rd</sup> party tournament operators, agreements, and vendors on behalf of WMHA on an annual basis;



## WMHA Manual of Operations 2021

8. Manage all tournament registrations for WMHA;
9. Coordinate with the WMHA Ice Scheduler to book ice related to tournament needs;
10. Submits tournament budgets to WMHA for approval;
11. Establish tournament rules and ensure teams, officials, volunteers are familiar to the rules and adhere;
12. Solicit quotes and order trophies, banners, swag needed for the tournament operations;
13. Work with the Travel Company that books and offers hotel rebates as needed;
14. Complete all documentation to be submitted to the OMHA;
15. Complete final balance sheet to provide to the WMHA Treasurer and Board of Directors before March 31<sup>st</sup> each year; and
16. Coordinate for tournament vendors, announcers, photographers, etc

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.

### **EQUIPMENT MANAGER:** (Annual Renewal)

Reporting directly to the WMHA Executive Vice President, the Equipment Manager responsibilities and duties include but not limited to:

1. Responsible for the storage, maintenance and distribution of all WMHA equipment, jerseys, socks, pucks and trainers kits;
2. Responsible to manage team lockers, keys and access points for volunteers;
3. Authorized to purchase needed equipment upon WMHA Executive approval;
4. Maintain an accurate inventory of all WMHA Equipment and Assets;
5. Develop and maintain an effective storage system to assure neatness and ease
6. of use of all WMHA equipment;
7. Develop and maintain a goaltender equipment supply program;
8. Work with the City of Welland employees annually basis to update Banner placement within the arena; and,
9. Maintain WMHA trophies and trophy cases.

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.



## **WEBSITE and MEDIA COORDINATOR:** (Annual Renewal)

Reporting directly to the WMHA President, the Website and Media Coordinator responsibilities and duties include but not limited to:

1. Possess strong knowledge of the digital media landscape, including various social media tools and platforms;
2. Responsible for posting and contributing website content, monitoring and posting on social networks, engaging with members, and optimizing our online presence;
3. Develop, monitor special events calendars on a weekly/monthly basis and post updates periodically;
4. Receive news articles from WMHA Board Directors and Executives. Proof read and post on designated sections of the WMHA website.
5. Provide WMHA Team managers annual access to team websites and pages;
6. Monitor team posts on the website to ensure all content complies with WMHA Policies;
7. Set up and establish WMHA emails through the website server on an annual basis;
8. Create engaging website and social media content and ensure online e-commerce store links are readily available for members;
9. Assist with the creation of promotional assets and graphics such as website and social media photos, banners, advertisements, etc;
10. In-depth working knowledge of Facebook, Twitter, Instagram, YouTube, etc; and
11. Monitor social media analytics (Google Analytics, Facebook Insights, etc.) and report bi-monthly to the WMHA Board;

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.

## **REFEREE-IN-CHIEF**(Appointed by Local Referee Association)

Coordinating directly with the WMHA President, the Referee-In-Chief will work collaboratively to ensure the success and safety of all hockey including but not limited to:

1. Manages the referee program, including development, evaluations and assignment;
2. Responsible for the development programs and training, recruitment, evaluation, mentorship, assignment and oversight of the Policies and Procedures related to referee program;
3. Ensures the referee program supports the Association needs, including the development, recruitment and succession plans to meet game and staffing demands;
4. Communicates and provides clarity on rule interpretation to WMHA Board for internal





communication to the members;

5. Communicates with the WMHA President and/or designate about game issues where conduct of WMHA member(s) requires attention;
6. Supervises referees periodically and provides response to referee complaints by memorandum to the WMHA President;
7. Communicates risk mitigation concerns to the WMHA President;
8. Provides written reports and briefing notes to the WMHA President on game issues, observations, and complaints as required;
9. Coordinate referees and ensure assignment for tournaments hosted by WMHA;
10. Attends WMHA Board Meetings periodically and provides reports for the association; and
11. Act as WMHA subject matter expert on game play rules. Stay up to date on game play rule updates and provide information to WMHA on a continuous basis.

Persons appointed to this position, to be eligible, shall possess the following qualifications:

- Obtain valid police vulnerable sector clearance as per the WMHA Screening Policy.
- Become and/or maintain status as a member in good standing with the Association.



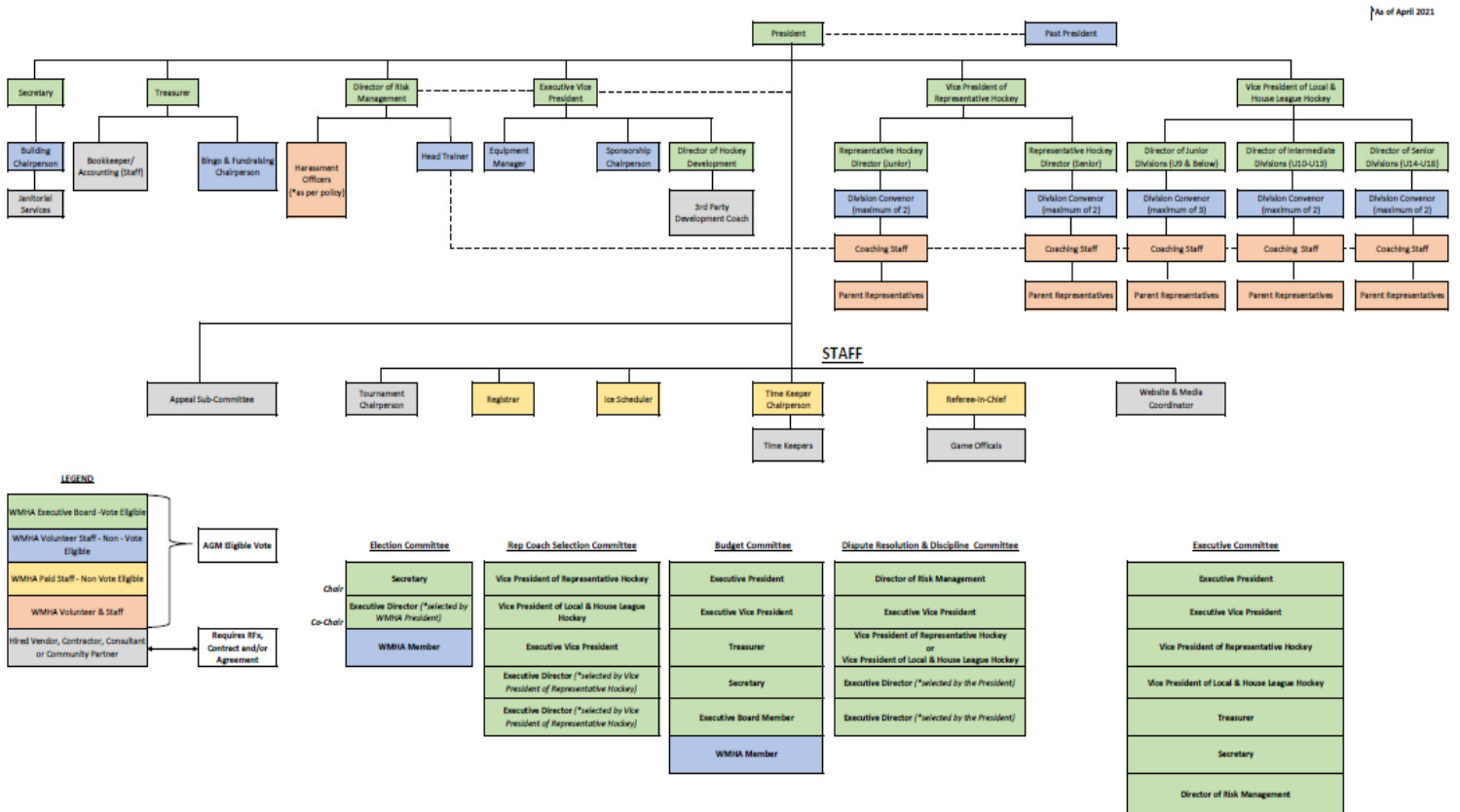
## SECTION 7 – Appendices

### APPENDIX “A” - ORGANIZATIONAL CHART

The WMHA Organizational Chart is a guide to the reporting structure and assigned duties.



Welland Minor Hockey Association Organizational Chart





## **APPENDIX “B” – WMHA INCIDENT REPORT FORM**



### **Incident Report or Complaint Form**

This notification form is to inform the Dispute Resolution & Discipline Committee and/or the Board of Directors of improper behaviour that was witnessed or is reported to have occurred at a WMHA Hockey event or function or within team business; potentially occurring in front of spectators, players, coaches, and/or officials. We bring this to your attention with the knowledge that your committee will review the incident and decide if the WMHA, OMHA or other policies and/or Code(s) of Conduct were violated and infringed upon.

#### ***Option #1: Single Incident Report***

Name of person(s)	
Team	
Date of Incident	
Location	
Please describe the incident or the issue being reported on	

Submitted by: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Witness #1: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Witness #1: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## **APPENDIX “C” – WMHA COMPLAINT FORM**



### *Option #2: Complaint Form*

Name of person(s)	
Team	
Date(s) of Incident	
Location	

Submitted by: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Particulars:** Provide a summary of the complaint. Your summary must answer the following questions. This section should be no longer than 2 pages. You may attach any additional documents as necessary.

1. Date of Complaint
2. Synopsis of the Complaint
3. How do the incident(s) relate to any WMHA or OMHA Policies?
4. Remedy/Resolutions you are seeking

Attached Complaint:

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## APPENDIX “D” – NOTICE OF MOTION FORM



Welland Minor Hockey Association

### Notice of Motion Form

**AMENDMENT TO or ADDITION:**

- ☐ WMHA Policy name: \_\_\_\_\_ Paragraph/Page # \_\_\_\_\_
- ☐ Operations Manual & Section # \_\_\_\_\_ Paragraph/Page # \_\_\_\_\_
- ☐ Additional or New Item(s) being proposed \_\_\_\_\_

Submission Information:					
Submitted By:		Signed:		Date:	
Seconded By:		Signed:		Date:	

Presently Reads:

Change/Proposed to Read:

Rationale:

Date-Motion #		Withdrawn	Tabled	In Favor	Vote Against	Vote Abstained
Carried	Carried as Amended		Defeated	Authorized by/Board position		



## APPENDIX “E” – NOMINATION and APPLICATION FORM



**Welland Minor Hockey Association**  
**NOMINATION & APPLICATION FOR WMHA**  
**EXECUTIVE BOARD POSITION**  
**20\_\_ – 20\_\_ SEASON**

Nominee / Applicant Name (Please Print): \_\_\_\_\_

Position Nominated / Applying For: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*Please accept this nomination for the above Executive Position.*

***\*Nominating person must be an Active Member or Parent/Guardian Member of WMHA as per Bylaw No.2  
Section 5.3 “Terms of Membership & Eligibility”***

Nominated By (Please Print): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Seconded By (Please Print): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

*I accept and understand that I have been nominated for the above-mentioned position on the Executive of the Welland Minor Hockey Association for the 20\_\_/\_\_ season. I have read and understand the duties and responsibilities of the position for which I am applying.*

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

The Nominee will be contacted by the Elections Committee Chair for the confirmation of the Nominated position.

**Deadline for Receipt of Nomination Forms: April 15, 20\_\_ (8:00pm)**

Return Completed Application by email and with subject line “CONFIDENTIAL” to:

1. Email [to](#): WMHA Secretary

Received Date	Election Comm.	Int.	Posted



## **APPENDIX “F” – BYLAW CHANGE PROPOSAL FORM**



### **WELLAND MINOR HOCKEY ASSOCIATION**

#### **NOTICE OF MOTION FORM - By-law Change Proposal**

Any member wishing to make a motion at a Welland Minor Hockey Association annual meeting of the members must do so in writing by completing this form, in its entirety, and ensuring its delivery to the WMHA Secretary, on or before the established deadline. In accordance with current WMHA Bylaw No.2 - Article 19 and 5.3 of the Constitution, which governs Welland Minor Hockey Association, the By-laws of the WMHA can be amended at a General/Annual Meeting of members by a two-third majority vote of those present at the meeting and entitled to vote.

Amendment to: By-law No. \_\_\_\_\_ Section No. \_\_\_\_\_

Moved by: \_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)

Seconded: \_\_\_\_\_ (print name)

\_\_\_\_\_ (signature)

Date Rec'd by WMHA Secretary: \_\_\_\_\_

*CURRENT WORDING:*

*PROPOSED WORDING:*

*RATIONALE FOR CHANGE:*

MOTION	Withdrawn	Tabled	Carried	Carried as Amended	Defeated

*\*use additional paper if necessary and attach to this form*



## APPENDIX "G" – CRIMINAL OFFENCE DECLARATION FORM



*Ontario Minor Hockey Association*  
25 Brodie Drive, Unit 3, Richmond Hill, Ontario, L4B 3K7 Tel:  
905-780-OMHA (6642) Fax: 905-780-0344 Go to the net at:  
[www.omha.net](http://www.omha.net) · E-mail: [omha@omha.net](mailto:omha@omha.net)



### CRIMINAL OFFENCE DECLARATION 2021-2022

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

OMHA Centre: \_\_\_\_\_

☐ I, \_\_\_\_\_, hereby declare that:  
(Print Name)

I have no convictions for offenses under the Criminal Code of Canada as outlined in the OMHA Police Record Check Policy, up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

☐ I have the following convictions for offenses under the Criminal Code of Canada as outlined in the OMHA police Record Checks Policy, for which a pardon under the Criminal Records Act (Canada) has not been used or granted:

\_\_\_\_\_  
\_\_\_\_\_

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

Declarations are currently being made for 2021, this is the year that you are required to make your declaration. The Declaration Year is set by the Board and may be different than the current year.

Please complete and submit in the envelope provided, to the Recertification Clinic you attend. If completing a crossover Registration, this form must accompany your Registration / Payment.

**OR:** Please submit to Welland Minor Hockey Director of Risk Management for inclusion in your member file.

Inquiries: Contact Mr. Bill Hutton, Risk Management Officer, OMHA Office.  
Inquires in Welland: Contact \_\_\_\_\_, WMHA Director of Risk Management



Member of:



Office Use Only:	Received on _____
	Recorded by _____





## SECTION 8 – WMHA Policies

Listed below are the current WMHA policies in alphabetical order. Policies are located on the WMHA Website and are reviewed and/or updated on an annual basis.

CPM – Corporate Policy Manual  
OPM- Operational Policy Manual  
SPM – Safety Policy Manual

Policy Description	WMHA Policy #	Date Created	Date Approved	Last Amendment Date
Affiliate Player Policy	OPM-21-001	April 9-2021	April 14 - 2021	
Coaches Manual	OPM-21-002	April 9-2021	April 14 - 2021	
Code of Conduct	CPM-21-001	April 9-2021	April 14 - 2021	
Dispute Resolution Policy	CPM-21-011	April 11-2021	April 14 - 2021	
Dressing Room Policy	CPM-21-003	April 9-2021	April 14 - 2021	
Exceptional Player Policy	OPM-21-004	April 9-2021	April 14 - 2021	
Fundraising Policy	CPM-21-004	April 9-2021	April 14 - 2021	
Harassment Policy	CPM-21-012	April 11-2021	April 14 - 2021	
HL and LL Team Allocation	OPM-21-003	April 9-2021	April 14 - 2021	
Incident and Complaint Reporting	CPM-21-005	April 9-2021	April 14 - 2021	
Injury Report Policy and Return to Play	SPM-21-001	April 9-2021	April 14 - 2021	
Logo and Branding	CPM-21-002	April 9-2021	April 14 - 2021	
Mobile Phone and Elect. Device Policy	CPM-21-006	April 9-2021	April 14 - 2021	
Rep. Hockey Tryout Policy	OPM-21-005	April 10-2021	April 14 - 2021	
Roster Select Policy	OPM-21-006	April 11-2021	April 14 - 2021	
Screening Policy	CPM-21-007	April 9-2021	April 14 - 2021	
Social Media and Networking Policy	CPM-21-008	April 9-2021	April 14 - 2021	
Sponsorship Policy	CPM-21-009	April 9-2021	April 14 - 2021	
Team Budget Policy	OPM-21-007	April 11-2021	April 14 - 2021	
Website Policy	CPM-21-010	April 10-2021	April 14 - 2021	



## WMHA Manual of Operations 2021

<b>WMHA Acceptance Date:</b>	APRIL 14, 2021
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<b>President or Designate:</b>	Chris Siddall
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*print*

*sign*

<b>Date:</b>	APRIL 16, 2021
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<b>Next Review Date:</b>	<b>JUNE 1, 2022</b>
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<b>Original Date Created:</b>	April 11-2021	<b>Approved:</b>	April 14-2021
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<b>Revision Date:</b>		<b>Approved:</b>	
	August 25-2022		August 28-2022