

Constitution

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I. Name of Association

The name of this organization shall be the Windsor Minor Hockey Association, hereinafter referred to as “WMHA” or “the Association”.

II. Objectives

The objectives of this Association shall be:

- 1. To promote, encourage, develop and govern hockey for boys and girls in the City of Windsor, in the Juvenile, Midget, Bantam, Peewee, Atom, Novice and Tyke divisions.**
- 2. To protect the mutual interests of each team and player affiliated with the Association.**
- 3. To organize leagues and carry out competition for championships in Windsor and to develop challengers for competition in such hockey leagues and against such other hockey Associations, as may be determined by the executive of this Association.**
- 4. To teach boys and girls respect for the concepts of sportsmanship; fair play, to take defeat graciously, to give credit to the winning team, to abide by referees' decisions and to love the game above the prize.**

III. Membership

The general membership of this Association shall consist of the following:

- 1. The coaches, assistant coaches, managers and trainers of all minor hockey teams affiliated with this Association.**
- 2. The elected and appointed members of the Board of Directors of this Association, including executive officers and Directors.**
- 3. The appointed convenors of divisions of minor hockey affiliated with this Association.**
- 4. The immediate Past-President of the Association's Board of Directors.**
- 5. Players who are registered with this Association and their parents/guardians.**
- 6. Life members, who, based on exceptional service to the Association, shall be elected by a 2/3 majority vote of the general membership at the annual general meeting.**
- 7. Appointed members of the various committees that operates within the Association.**

IV. Board of Directors

- A. The Board of Directors of this Association shall consist of the executive officers, as well as Directors who are either elected or appointed to the Board of Directors and are hereinafter collectively referred to as the “Board” or the “Board of Directors”.
- B. The executive officers of this Association shall consist of President, Past-President, Executive Vice-President, Vice-President of Travel, Vice-President of House Minor, Vice-President of House Major, Vice-President of Novice, O.M.H.A. Representative, Treasurer, Registrar, Abuse and Harassment Advisor and Secretary/Insurance. (revised
- C. With the exception of the Past-President, the executive officers shall be elected for a two-year term at the annual general meeting. The positions of President, Vice-President of Travel, Vice-President of House Minor, Treasurer, Registrar and O.M.H.A. Representative shall be elected on odd numbered years. The positions of Executive Vice-President, Vice-President of House Major, Vice-President of Novice, Secretary/Insurance and the Abuse and Harassment Advisor to be elected on even numbered years.
- D. The Directors of this Association shall consist of the Directors of Fundraising, Ice Scheduling, Equipment, Tournaments, Coaching, Referees, Tournaments, Skills Development and Directors-at-large appointed by the executive officers.
- E. **Five (5) of ten (10)** Directors’ positions are filled, without portfolio, by election at the annual general meeting to two-year terms. The remaining positions would be appointed by the executive officers to a one-year term. (revised April 28th, 2008)
- F. Once elected or appointed, Directors will be assigned to a portfolio by the executive officers of the Association.
- G. The Past-President position is automatically assigned to the immediate Past-President of the Association.
- H. Mid-term vacancies of any position on the Board shall be filled for the balance of the term by appointment through a majority vote of a quorum of the Board.
- I. Job descriptions and responsibilities for executive officers and Directors are as outlined in the bylaws of the Association.
- J. The total number of officers and Directors of this Association, including elected and appointed, shall not exceed **twenty-five (25)**. (revised April 28th, 2008)
- K. The Board of Directors of this Association must be active members in the Association at the time of election or appointment. The President, Executive Vice-President and all Vice-Presidents must reside within the city limits.

- L. No Board member will hold a position in any other Minor Hockey Association with the exception of the VP of Travel or an alternate who will sit on the Windsor “AAA” Zone Board. *(revised April 28th, 2008)*
- M. In the event that the Past-President serves as an elected officer, his position will be filled by the Board as a Director-at-large.
- N. If you are a Board member in good standing for two (2) years, in the third year, you will be able to receive one (1) free registration of the lowest value. This registration could be used towards the registration of the Board members’ child or if the Board member so desires, can be applied to another player that wishes to register. This would be done on an annual basis.

V. Conduct - Board of Directors

- 1. Any person found guilty (as determined by majority vote of a quorum of the Board) of having breached a position of trust with this Association shall be permanently barred from holding an elected or appointed office in the Association.
- 2. A member of the Board of the Association, who misses three (3) consecutive meetings of the Board without notice and/or just reason, may be suspended for the balance of his/her term through a majority vote of a quorum of the Board.
- 3. Board members are expected to refrain from publicly criticizing game officials, coaches or players, before, during or after games. Concerns must be addressed with the appropriate individual, at the appropriate time.
- 4. Members of the Board 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 constitution and bylaws of the Association and with the directives of the Board.
- 6. Members of the Board can be removed from their duties for non-performance of duties by a vote of the Board, in which at least sixteen (16) members vote for removal. *(revised April 28th, 2008)*
- 7. Board members are required to notify the Board of situations where a conflict of interest might exist in the execution of duties related to the Association. This includes, but is not limited to, potential financial gain or personal involvement to an extent that judgment could be influenced. The Board shall decide whether or not the member shall be excluded from discussion and/or voting.

VI. Indemnification of Officers

- A. Where a member of the Board of the Association is a defendant in a civil action for damages because of acts done in an attempted performance in good faith of his/her duties as a Director, he/she shall be indemnified for

the necessary and reasonable legal costs incurred in the defence of such an action in the following circumstances only:

1. Where the Association is not joined in the action as a party and the Association does not defend the action on behalf of itself and of the Director as joint tortfeasors at the Association's sole expense.
 2. Where the Association and or the President is joined as a party or elects to defend the action, but the solicitor retained on behalf of the Association and/or President and the members, views that it would be improper for him/her to act for both the Association and/or the President and the member in that action.
- B. Where a Director intends to apply to the Association for indemnification hereunder, the Director shall, within thirty (30) days of receiving notice of the legal proceedings covered herein or receiving notice that he/she will not be represented by counsel retained by the Association, apply in writing to the Board for approval to retain counsel and for approval of the counsel to be so retained. In the event of any dispute concerning counsel to be retained, the matter shall be resolved by the Board. The term counsel herein shall be restricted to counsel whose practice is located in the County of Essex.
- C. For greater certainty, Directors shall not be indemnified for legal costs arising from the actions or omissions of Directors acting in their capacity as private citizens.
- D. For purposes of this provision, necessary and reasonable legal costs shall be based on the account rendered by the solicitor performing the work subject initially to the approval of the Board and in the case of dispute between the solicitor doing the work and the Board, assessment on a solicitor and client basis.

VII. Meetings

A. Annual General Meeting:

1. The President of the Association will chair the annual general meeting.
2. The annual general meeting shall be held each at a time and place as decided by the Board.
3. The order of business at the Annual General Meeting shall be as follows:
 - a) Minutes of previous meeting
 - b) President's report
 - c) Correspondence – Secretary/Insurance
 - d) Treasurer's report
 - e) Board members' reports
 - f) Old business
 - g) Constitutional amendments
 - h) Election of officers
 - i) New business
 - j) Adjournment

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B. Board of Director's meetings:

The Board will meet monthly, at a place and time as decided by the President of the Association.

1. The President may call a meeting for the Board at any time he/she deems it necessary in order to continue the smooth operation of the Association, provided that sufficient notice of the meeting is provided to all Board members.
2. The President shall call a meeting of the Board within seven (7) days of a request of three (3) or more members of the Board.
3. Meetings of the Board shall be chaired by the President of the Association or in the President's absence, by the Executive Vice-President.
4. A quorum will be declared for a meeting of the Board if two-thirds (2/3) of the Board members are present. The Board cannot conduct business unless a quorum has been declared.
5. Attendance at meetings of the Board is restricted to the following:
 - a) Members of the Board.
 - b) Life members.
 - c) Individuals invited to the meeting by one (1) or more Board members, with the permission of the President.
 - d) Individuals desiring to make presentation to the Board, who have first obtained permission from the President to do so (such permission not to be unreasonably withheld).

VIII. Voting Procedure - Board of Directors' Meetings

A. Voting on issues raised in Board meetings will be carried out in the following manner:

1. A motion must be made which clearly states the issue and what will be implemented if a "yes" vote carries.
2. The motion must be seconded by someone other than the person making the motion.
3. There will be a discussion prior to a vote, during which time each Board member will have opportunity to express an opinion on the issue. At any time during the discussion of a duly seconded motion, the motion can be amended or tabled for disposition at a later meeting, by a motion, a second and a majority vote.
4. A vote will be taken by show of hands, with the decision made by a simple majority of those present and eligible to vote. At the request of one (1) or more eligible voters, the vote will be taken by secret ballot. Such a

vote will be conducted by the Secretary/Insurance and scrutinised by the President.

B. Each member of the Board in attendance at the meeting is entitled to one (1) vote, with exception of the President, who shall vote only in case of a tie. No proxy votes shall be allowed. Life members and general members do not have voting privileges.

IX. Election Procedure - Annual General Meeting

A. Anyone not on the current Board of Directors who wants to run for a position on the Executive for the upcoming season must notify the Secretary before the last day of February. **(new April, 2009)**

B. The voting procedure for elections shall be conducted by the President, unless the President's position is up for election, in which case elections shall be conducted by the Executive Vice-President. The President or the Executive Vice-President can designate an alternate individual to conduct the voting.

C. Voting to fill available positions will proceed one (1) position at a time, starting with positions of higher responsibility. This will allow unsuccessful candidates for any position to be nominated and to run for subsequent positions.

D. Only individuals having served at least one (1) of the previous two (2) years as an elected member of the Board are eligible for nomination to the positions of President or Executive Vice-President.

E. The Board may propose, through vote at a Board meeting, a nominee for each position. In addition, nominations will be accepted at the annual general meeting from any member of the Association who is present. In order to be considered the nominee must consent to stand for election (verbally or in writing) and the nomination must be seconded. A nominee need not be present to be considered. A closing of nominations will be called with due notice prior to the election for each position.

F. Election voting shall be by secret ballot, with the position given to the individual receiving the most votes.

G. Two (2) ballot counters and one (1) scrutineer will be selected at random from amongst the general membership present at the meeting. In addition, each nominee will have the option of appointing a scrutineer, who will be allowed to monitor the ballot count. Results for each position will be reported prior to the nominations for the next position.

H. A list of individuals who are entitled to cast ballots at the annual general meeting (for both constitutional amendments and election of officers) will be compiled by March 1 of each year and posted in the appropriate arenas by March 15. After posting in the arenas, the approved voters' list can only

be amended by a majority vote of the Board. The following individuals are entitled to be included on the approved voters list:

1. Each member of the Board.
 2. Individuals whose names are submitted to the Board by the division convenors, to include up to five (5) officials, of each team affiliated with the Association and in good standing at the close of the previous season.
 3. Special and earned positions not mentioned above, as determined by a majority vote of the Board.
- I. In instances where an individual falls under more than one (1) category of eligible voters, that individual will be entitled only to one (1) vote, with priority given to highest office and cannot assign voting rights to another individual.
- J. If an election dispute is raised prior to the taking of a vote, the individual with responsibility for conducting the vote has the authority to make a ruling on the dispute, after which the voting procedure will continue. If an election dispute is raised after the taking of a vote but prior to the adjournment of the annual general meeting, the ballots relevant to the dispute shall be sealed in an envelope and turned over to the individual responsible for conducting the election. The dispute will be ruled on by a majority vote of the Board. Election results not contested prior to the adjournment of the annual general meeting will be considered final and not subject to appeal.

X. Petty Cash

The President and the Secretary/Insurance of the Association may each receive petty cash in the amount of \$150.00

XI. Pre-Approved Expense Accounts

The annual operating budget for the Association shall make provision for the Vice-President of Travel, the Vice-President of House League and the Vice-President of Novice to each have a pre-approved expense account in an amount to be determined by the Board. This amount is intended to cover miscellaneous expenses at the discretion of the Vice-Presidents.

XII. Insurance

A. The Board of WMHA will ensure that adequate insurance is in place for all Association activities.

B. The Board will obtain sufficient insurance as is necessary to indemnify each Director of the Association against all costs, charges and expenses,

including an amount paid to settle an action or satisfy a judgment, reasonably incurred in respect of any civil, criminal or administrative action or proceeding to which he/she is made party to by reason of acts done in an attempted performance in good faith of his/her duties as a Director.

XIII. Sponsors

A. A maximum amount that any sponsor will be permitted to contribute for any team will be established each season by the Board. All sponsor cheques must be payable to the WMHA and should be directed to the Executive Vice-President.

B. Each paid-up sponsor is to be given a framed team picture and a certificate of appreciation from the Association at the end of the playing season.

XIV. Bonding

The President and the Treasurer of the Association must be bondable for an amount as set forth by majority vote of the Board.

XV. Receipt of Monies

A. No member of the Association shall be permitted to receive any monies in cheque form, unless the cheque is payable to the WMHA or to a recognized and Board approved committee. All cheques payable to the Association must be turned over to the Treasurer or the President in a timely manner.

B. The use of cash to settle transactions within the Association is discouraged. However, if cash is received by any member of the Association, the member must issue a proper receipt, indicating the date, amount of cash received and the purpose of the transaction. All cash received in such a manner, along with a copy of the receipt, must be turned over to the Treasurer or the President in a timely manner.

C. No member of the Association shall be permitted to keep or deposit funds belonging to the Association with exception of the Treasurer, unless otherwise approved by the Board.

XVI. Investment of Funds

Investment of the Association's reserve fund requires Board approval.

XVII. Auditors

One (1) external auditor shall be appointed annually by the Board of Directors to audit the Association's financial records for the current operating year. The appointed auditor must hold a professional designation that is recognised in the Province of Ontario.

XVIII. Ice Time Allocation

It shall be the responsibility of the Board to allocate available ice time to the various divisions of novice, tyke, house league and travel teams.

XIX. Fundraising

All fundraising, for the purposes or reasons associated with WMHA shall be conducted in accordance with current fundraising guidelines contained within the bylaws of the Association.

XX. Trophies and Awards

A. The Association shall retain possession of all trophies, crests or other awards to acknowledge championships within the WMHA and shall keep them on display in the WMHA trophy showcases.

B. Awards may be presented at the appropriate time, depending on the availability of funds and based on Board approval.

XXI. WMHA Logo and Colours

A. All Association travel team colours shall be as prescribed by the Board from time to time by resolution.

B. The WMHA logo is registered and may be used only with written permission of the Board.

C. Businesses will be allowed to sell clothing and other paraphernalia with the WMHA logo, under the following conditions:

1. The business must be a current sponsor in good standing of at least one (1) WMHA team.

2. The bylaw regarding Dress Code Policy must be followed.

D. Any person or business who fails to comply with this section or the Dress Code Policy is subject to legal action.

E. All game jerseys must have the WMHA logo prominently displayed on the front.

F. The team sponsor shall be displayed on the back of the jersey at the top of the jersey.

G. Players names on jerseys are optional. Names on jerseys are to be displayed on the back of jerseys at the bottom of the jersey.

H. No other patch, logo, symbol or name can be affixed to a jersey without first obtaining the written consent of the Board.

XXII. Mailing Lists

No mailing list of any type shall be handed out to any individual or group without the unanimous consent of the members of the Board. This includes names of participating children, parents/guardians, Board members, coaches, managers, referees, convenors, score keepers, time keepers and sponsors. No member of the Association who comes into possession of the above mentioned list(s) will be permitted to use them for other than WMHA purposes.

XXIII. Conduct - Parents/Guardians

Parents/guardians are expected to familiarize themselves with the Association's rules of conduct for players and parents/guardians and to abide by those rules as set out in accordance with the current code of conduct contained within the bylaws of the Association.

XXIV. Amendments to the Constitution

This constitution can only be amended at the annual general meeting by a two-thirds (2/3) majority vote of those present and on the approved voters' list. Notice of proposed amendments to the constitution must be in writing and in the hands of the Secretary/Insurance no later than the last day of February. The Secretary/Insurance shall post copies of the proposed change(s) to the constitution in each arena used by the WMHA within the City of Windsor and on the Association's web site.

XXV. Publication of Constitution and Bylaws

A. Master copies:

Master copies of the constitution and bylaws, which will be updated as amendments are approved, shall be issued to each member of the Board. Each master copy will be clearly marked as such and will include a page indicating the date and brief description of each amendment incorporated into the document that has not yet been included in the circulated copy. The Secretary/Insurance or such other Board member as is designated by

the President shall be responsible for documenting all amendments and updating the master copies.

B. Circulated copies:

Circulated copies of the constitution and bylaws will be published from time-to-time and will be posted in the arenas and made available to the general membership on request (for a nominal fee). The Board will decide when there are sufficient differences between the master copy and the current circulated copy, to justify the expense of publishing an updated circulated copy. Each circulated copy will contain a notice to the effect that the contained language may be out of date. Copies of approved amendments to the constitution and bylaws not included in the circulated copy will be made available on request for a fee.

C. Variations between master and circulated copies:

Whenever differences exist between the master copies and the circulated copies of the constitution and bylaws, language contained in the master copies will prevail.

D. A copy of the constitution and bylaws shall be available from any member of the executive, as well as available in printable format on the Association's web site.

Bylaws

I. Duties of Officers and Directors

This section outlines the duties of the elected and appointed officers who sit as members of the Board of the WMHA. The description of duties is only intended to cover functions within the jurisdiction of the Association.

A. President:

- 1. Promote the image of the Association and of the sport of hockey within the community.**
- 2. Ensure that the interests of the general membership are given due and adequate consideration in all activities carried out by the Board.**
- 3. Conduct all meetings of the Board and the annual general meeting, with responsibility for:**
 - a) Prepare agenda.**
 - b) Arrange for facility.**

- c) Chair meeting.
 - d) Ensure meetings are conducted in an orderly and proper fashion.
4. Represent the interests of the Association in its dealings with outside organizations, including but not limited to:
- a) Various departments of the City of Windsor.
 - b) Various governing bodies for minor hockey, which have jurisdiction over the WMHA.
 - c) Other hockey Associations with which the WMHA may have frequent dealings.
5. In recognition that the needs of the Association are better served when there is a match between the abilities and the skills of each Board member and the duties to which they are assigned, the President from time-to-time may reassign specific duties from one (1) member to another. Such reassignments are subject to Board review.
6. Assist all members of the Board with the execution of their duties.
7. Co-ordinate all activities related to representing the Association at the O.M.H.A. annual conference.
8. Sign as a signing officer for the Association.
9. Joint approval for disbursement of money from WMHA bank account(s).
10. Organize and conduct the Annual Volunteer Appreciation Banquet.
11. Collect and distribute all incoming mail.
12. Maintain inventory of office and boardroom supplies *(new May, 2008)*

B. Executive Vice-President:

- 1. Perform the duties of the President in his/her absence.
- 2. Have signing authority for WMHA on police checks.
- 3. Quality assurance in Police Clearances by securing a qualified, non-WMHA member to screen all Police Clearances *(revised May 2009)*
- ~~4. Organize and conduct the annual volunteer appreciation night. *(removed May 2009)*~~
- 5. Joint approval for disbursement of money from WMHA bank account(s).
- 6. Maintain the WMHA Volunteer database. *(new May 2009)*

C. Vice-President of Travel:

- 1. Represent the interests of the general membership involved with the travel divisions.

2. Determine staffing requirements necessary to efficiently and effectively carry out a travel program and submit names of suitable candidates for each position to the Board for approval.
3. Make all arrangements necessary to conduct effective try-outs for player positions on travel teams in the various divisions.
- ~~4. Administer and provide Police record checks to WMHA volunteers who are in direct contact with WMHA players. (new May, 2008) (removed May 2009)~~
5. Monitor activities and take appropriate measures to ensure the proper conduct of all individuals involved with the travel program (players, parents/guardians, coaches, committee members, etc.). Impose sanctions, if required (subject to Board review).
6. Co-ordinate, **along with the OMHA Representative** activities with other hockey Associations to ensure that WMHA travel teams can compete in suitable leagues. *(revised May 2009)*
7. Work with the Treasurer to ensure that **the financial controls of the Travel Division** are maintained. *(revised May 2009)*
- 8. Responsible for the scheduling of timekeepers and on-ice officials for Travel games.** *(new May, 2008)*

D. Vice-Presidents of House League: (Atom level and above) and

E. Vice-President of Novice: (Tyke and Novice)

1. Represent the interests of the general membership involved with the appropriate house league divisions (house league or novice)
2. Determine staffing requirements necessary to efficiently and effectively carry out a hockey program and submit names of suitable candidates for each position to the Board for approval.
3. Ensure proper steps are carried out in order to establish and maintain an equitable distribution of skills between teams within each division.
4. Approve schedules for practices and games as prepared by the Director of Ice Scheduling.
5. Monitor activities and take appropriate measures to ensure the proper conduct of all individuals involved with the house league hockey programs (players, parents/guardians, coaches, committee members, etc.). Impose sanctions, if required (subject to Board review).
6. Work with the Treasurer to ensure that **the financial controls of their respective Division are maintained.** *(revised May 2009)*
7. VP cannot be carded to teams in their divisions unless they form part of that team's staff.

F. Treasurer:

- 1. Monitor activities and take appropriate measures to ensure that all fiscal activities associated with the WMHA are carried out in an appropriate manner and to safeguard the financial stability of the Association.**
- 2. Co-ordinate activities related to preparation and publication of an annual operating budget for the Association.**
- 3. Prepare monthly and annual financial statements.**
- 4. Collect all monies submitted to the WMHA and deposit into appropriate bank account(s).**
- 5. Sign as a signing officer for the Association.**
- 6. Joint approval for all disbursement of money from the WMHA bank account(s).**
- 7. Provide the Board with a list of individuals owing monies to the Association and assist in taking whatever steps are necessary and appropriate to collect delinquent accounts.**
- 8. Make recommendations to the Board regarding investment of the Association's reserve funds, if such are available.**

G. Secretary/Insurance:

- 1. Maintain and publish a current listing of all members of the Board.**
- 2. Compile a list of eligible voters for the annual general meeting by March 1st of each year and submit the list to the Board for approval. Post the approved voters list in the appropriate arenas by March 15 of each year.**
- 3. Record and distribute minutes of all meetings of the Board.**
- 4. Handle all correspondence for the WMHA as directed by the Board and/or the President.**
- 5. Maintain archives of all documents necessary to provide an accurate historical perspective of the operations of the Association.**
- 6. Typing, filing and general office duties as required.**
- 7. Receive duly presented requests for amendment(s) to the constitution and post as required.**
- 8. Handle all questions pertaining to the interpretation of the constitution and/or the bylaws of the Association.**
- 9. Ensure that adequate insurance is in place to cover all of the Association's activities.**
- 10. Advise the Treasurer (through a request for funds) of all payments that are required for insurance purposes.**

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11. Tender the Association's policies for competitive quotes at a frequency not to exceed three (3) years and report to the Board on the results.

H. Registrar:

~~1. In conjunction with the Treasurer, make recommendations to the Board concerning registration fee schedules. (revised May 2009)~~

1. Prepare a general registration form.
2. Establish and carry out registration sessions.
3. Maintain accurate and up-to-date lists of all players registered with the Association.

I. OMHA Representative:

1. Correspond, attend meetings and conferences and liaise as required to represent the interests of the WMHA to the organizations that govern Minor Hockey in the Province of Ontario.
2. Ensure the Association follows the rules and regulations that are established by the governing bodies of minor hockey that have jurisdiction over the WMHA.
3. Co-ordinate travel playoff/playdown schedules and special events with respect to the Provincial/National championships.
4. Determine rules of eligibility for registering players with the WMHA and the Board and ensure that the rules are complied with.
5. Contact for all disciplinary actions as passed down from the OMHA.
6. **The OMHA Representative will not be rostered to any team in the WMHA.** (new, May 2008)

J. Director of Abuse and Harassment:

~~1. Administer and provide police record checks to WMHA volunteers who are in direct contact with the Association's player personnel. (removed May 2009)~~

1. Develop policies, procedures and guidelines for the Association (in conjunction with the Abuse and Harassment Committee) that embody the Association's mission statement and safeguard player personnel.
2. Adjudicate the Association's abuse and harassment incidents and apply disciplinary action, where applicable, as required, with consultation from the WMHA Board.
3. Report all incidents to the Board. For major incidents, reports must be provided to the O.M.H.A. as required.

4. Provide information regarding abuse and harassment policy and background information regarding major incidents that appear in media.

K. Director of Coaching:

- 1. Assist the Vice-Presidents in recruiting, evaluating and selecting suitable candidates for coaching positions.**
- 2. Monitor the performance of the coaches in all divisions and make recommendations for corrective action where required.**

L. Director of Skills Development:

- a. Distribute information concerning technical advances, skills development and/or items of interest to the coaches.**
- b. Make all arrangements to provide the necessary clinics for players/goaltenders and co-ordinate delivery of those programs with the Vice-Presidents.**
- c. Administer and maintain skills and development manuals.**

M. Director of Referees:

- 1. Schedule referees for games as follows:**
 - a) Maintain a list of House League officials.**
 - b) Obtain game schedules from Vice-Presidents of House League and Novice and determine schedule of required referees.**
 - c) Schedule referees for games as required and provide schedule to Vice-Presidents of House League and Novice.**
 - d) Budget and request funds to pay referees for games worked.**
- 2. Provide training for referees as required.**
- 3. Monitor the ongoing performance of each referee, through feedback from the Vice-Presidents of House League and Novice and spot checks and take corrective action when required to improve substandard performance.**
- 4. Establish and control Supervisor(s) of Referees to assist in monitoring and improving the performance of referees.**
- 5. Correspond, attend meetings and liaise as required to represent the interests of the WMHA to the Windsor Essex County Referees' Association.**

N. Director of Ice Scheduling:

- 1. Present the Association's requirements for ice time to the Supervisor of Facilities for the Department of Parks and Recreation.**

2. Co-ordinate the allocation of ice time to the various divisions of the Association with the Vice-Presidents **and with the Tournament or Directors. (revised May 2009)**
3. Monitor ongoing usage of the Association's ice time to ensure full utilization.
4. Assist the Vice-Presidents with reallocation of ice time slots in order to respond to changes in requirements.
5. Prepare, keep current and provide on request, a master schedule of Association ice time usage.

O. Director of Equipment:

1. Co-ordinate the following activities with respect to playing equipment owned by the WMHA:
 - a) Storage, cleaning and repairs.
 - b) Distribution of equipment at the start of the season, collection of same at the end.
 - c) Establish and maintain an equipment inventory list.
2. Provide equipment as required for team try-outs and ensure that equipment needs are met for all teams for the season.
3. Collect all requests for equipment purchases, obtain quotations from sponsors for that equipment and submit same along with recommendations to the Board for approval.
4. Establish approved sources for routine equipment purchases of a minor nature (less than \$100) and provide those sources with a list of individuals who are authorized (by the Board) to obtain equipment.
5. Carry out periodic inspections of equipment owned by the Association and effect repairs or replacements as required.
6. Maintain financial controls established by the Treasurer with respect to equipment purchases, including but not limited to matching purchase orders, shipping receipts and invoices with copies to the Treasurer.

P. Director of Fundraising:

1. Provide the Board with suggestions for fundraising activities.
2. Co-ordinate fundraising projects as directed by the Board with responsibility for:
 - a) Ticket printing.
 - b) Prize acquisition.
 - c) Obtaining approvals and licenses as required to carry out fundraising activities.

d) Provide the Board with monthly reports and recommendations concerning all fundraising activities. **(revised May 2009)**

Q. Director of Tournaments:

1. Co-ordinate activities related to the various house league, travel and annual tournaments.
2. Provide the Board with financial statements and progress reports for activities related to the tournaments.

R. Director of Public Relations/Website:

1. Maintain web site.

S. Directors at Large:

1. As assigned by the Board.

T. Past-President:

1. Act as general advisor to the Board.

II. Convenors

A. The Divisional convenors will be selected by the appropriate Vice-President, who shall have the selection approved by the Board. Upon withholding approval of a selection, the Board may, at its discretion, appoint a division convenor.

B. No convenor may be a coach or manager in the division over which he/she has responsibility.

C. A member of the Board may be allowed to convene if no other qualified person is available, subject to Board approval.

D. Convenors are expected to arrive at the arena at least thirty (30) minutes in advance of the first game of the league for which he/she is responsible.

E. If a team is ready to commence game play and the team coach or manager is not present, the convenor may appointment a qualified person to coach the team for that game. If no such person is available, the game will be cancelled.

F. Duties for each Divisional convenor, in relation to the division for which they have responsibility, are as follows:

1. Assist the Vice-President and the Director of Coaching in the selection and appointment of managers and coaches.

2. Assist with the preparation of schedules, if required. No amendments will be made without notifying the Director of Ice Scheduling and Vice-Presidents.

3. Carry out duties as directed by the Vice-President or the President.

4. At all times, ensure that the constitution and the bylaws of the Association are upheld.

G. Within the division for which they have responsibility, convenors shall have full authority over coaches, managers, parents/guardians and players. Convenors do not have authority to question decisions of referees or to interfere with the actual rules of hockey.

H. During the Christmas break and at the discretion of the Vice President, each convenor will receive a cheque for \$50.00 or split between the number of convenors and a WMHA pullover if they have not received one.

III. Coaches and Managers

A. Coaches will be selected by the appropriate Vice-President in conjunction with the division convenor and submitted to the Board for approval. Any person coaching or assisting in the WMHA must be at least sixteen (16) years of age, with the exception of demonstrators used for clinics and/or skills development sessions or as an on-ice helper, with the written approval of the Director of Coaching and the respective Vice-President.

B. Coaches and managers, without exception, shall be directly responsible to the convenor of their respective division.

C. Coaches and managers must familiarize themselves with all the rules and regulations as laid down in the constitution and bylaws of the WMHA and must ensure that activities related to the Association that are carried out under their care and control, are in compliance with those rules and regulations.

D. The Association will sponsor coaches' clinics each season and it will be mandatory for all coaches to attend when requested. The registration fee for the clinic will be refunded to the attendee at the clinic if they are part of the coaching staff for a WMHA team in the current season. (revised, July 2010)

E. The coach or the manager in the coach's absence is responsible for the discipline and behaviour of the team members before, during and after WMHA activities until the team has left the WMHA activity. Discipline shall fall within the terms as established by the WMHA Abuse and Harassment Guidelines.

F. Coaches and managers are responsible for distributing equipment before each game and for collecting same after the game, where applicable. Coaches and managers must ensure all participants have full and proper equipment.

G. Coaches and managers are responsible for collecting all WMHA equipment loaned to the team or to team players at the end of the season and delivering same to the convenor in a timely fashion.

H. Each WMHA team must have a person of legal age to fulfill the responsibilities of team manager. The team manager will be responsible for ensuring that guidelines established by the Board and/or the Treasurer regarding the handling of team finances and team fundraising are adhered to. The team manager and one other person of legal age (other than that of the coaching staff and/or families) must be signing officers for any bank account(s) opened by or for the team. Reporting will be as designated by the Director of Fundraising.

I. Coaches must adhere to the development system as provided by the WMHA.

IV. Code of Conduct

If any parent/guardian interferes in any manner with an official or player of the Association or with the playing of a game, the child of that parent/guardian may be suspended for a minimum of one (1) game and the matter referred to the Board for further action. Parents/guardians are expected to familiarize themselves with the Association's rules of conduct for players and parents and to abide by those rules.

This Code of Conduct identifies the standard of behaviour, which is expected of all WMHA members and participants, which for the purpose of this policy shall include all players, parents/guardians, coaches, officials, volunteers, Directors, officers, committee members, convenors, team managers, trainers and administrators involved in WMHA activities and events.

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

B. During the course of all WMHA activities and events, members shall avoid behaviour, which brings the Association or the sport of hockey into disrepute, including and not limited to use of alcohol, use of non-medical drugs and the use of alcohol by minors.

C. The WMHA members and participants shall at all times adhere to the WMHA operational policies and procedures, to rules and regulations governing WMHA events and activities and to the rules and regulations governing any competitions in which the member participates on behalf of the Association.

D. Members and participants of the WMHA shall not engage in any activity or behaviour, which interferes with a competition or with any player or teams preparation for a competition or which endangers the safety of others.

E. Members of the Association shall refrain from the comments or behaviours, which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour, which constitutes harassment or abuse, will not be tolerated and will be dealt with under the WMHA Abuse and Harassment Policy.

F. Any member of WMHA charged with a criminal offence will be suspended from all WMHA activities until the resolution of the charges.

Failure to comply with this Code of Conduct may result in disciplinary actions in accordance with the disciplinary policy of the WMHA and OMHA. Such action may result in a member losing the privileges, which come with membership in the WMHA, including the opportunity to participate in WMHA activities and events, both present and future.

V. Conduct – Coaches and Managers

A. When it is determined that a coach or manager of a travel team committed an intentional violation of the rules concerning use of an ineligible player, the O.H.F. guidelines for discipline will be applied. In the case of a house league team, the following penalties will apply:

- 1. First violation – three (3) game suspension for the coach and/or manager.**
- 2. Second violation – one (1) year suspension from the date of infraction for the coach and/or manager.**
- 3. All games in which the ineligible player participated will be forfeited to the opposing team.**

B. No personal arrangement or gentlemen's agreement may be contracted or carried out between persons involved in the WMHA that are contrary to the Association's constitution or bylaws or to any duly passed motions of the Board. Any person who violates this section will be subject to discipline on review by the Board.

C. Any coach or manager that does not co-operate in returning team uniforms and/or equipment to the Association shall be subject to a one (1) year suspension, to be decided by the Board.

D. For House League, it is the responsibility of each and every head coach to ensure that each player on his/her team receives equal ice time, regardless of ability. If a team dresses two goalies for a game, each goalie must receive relatively equal playing time for that game. One goalie will play the first period, the other the third period. Both goalies will split the second period evenly.

E. A head coach who does not adhere to the policy regarding equal ice time for his/her players' in house league will be suspended for one (1) game at the discretion of the division convenor, for the first violation. A head coach committing a second violation is subject to suspension for the remainder of the regular and playoff season, at the discretion of the Vice-President.

F. All coaches and assistants must properly wear CSA approved hockey helmets when on the ice for WMHA related activities. This equipment is mandatory for coaches and assistants, including all participants under the age of nineteen (19). Persons under the age of sixteen (16) must wear full equipment when on the ice during WMHA activities.

VI. Registration

A. All players must be registered in the Association each year that they participate. A photocopy of the birth certificate must be provided **for new members**. A parent/guardian must sign the appropriate registration form (unless the player is of legal age, in which case, he/she may sign the registration form) and the registration fees as set out by the Board must be paid at the time of registration. No player will be allowed to practice or play until he/she is registered and the registration fee has been paid to the appropriate Association. *(new May, 2008)*

B. Registration will be held at the time(s), date(s) and location(s) as determined by the Board. Registration will be conducted by way of initial registration and late registration. Registration subsequent to the start of the season will be handled by the Registrar.

C. There will be a late registration charge, the amount of which shall be determined by the Board; to be applied to all registrations received after the initial registration session. Late registration charges will be waived for first-time registrants, Midget **Major** and Juvenile participants. *(revised July, 2010)*

D. Registration for the Association is on a first-come, first-serve basis. Once the full complement of available spaces (as determined by the Registrar in conjunction with the Vice-Presidents) has been filled, additional applicants will not be registered but will be placed on a waiting list.

E. No person shall be allowed to register with WMHA who owes the Association money or equipment (sweaters, goalie equipment, etc.), until such time as all outstanding obligations have been taken care of.

F. The Treasurer shall immediately notify people whose registration cheques were returned from the bank for non-sufficient funds (unpaid). Alternative payment arrangements must be completed within two (2) weeks of the date notice was sent or the affected registration(s) will be cancelled.

G. All WMHA players must reside within the boundaries of the Association's jurisdiction as set out by the rules and regulations of the O.H.F.

H. Any player who ~~is registered for play with another Association for the current season and subsequently~~ moves into the WMHA boundaries ~~before or~~ after the start of the season, is eligible to have his/her name added to the top of the waiting list, until such time as an opening is available, at which time he/she may register. Placement of these individuals on teams will be determined by the appropriate division convenor, with the assistance of the Vice-President, having due regard to the number of players and the relative team strengths in the division. *(revised May 2009)*

I. All travel team coaches are to submit a verified list of players to the Vice-President of Travel within forty-eight (48) hours of the last travel try-out day.

J. Any player signing a WMHA contract will remain the property of the Association, until he/she moves to outside the boundaries of the Association. Exception(s) to this will only be allowed if the player obtains a release from the WMHA signed by the President and by the Treasurer or waived by the Association.

K. All players must play within their own age division, unless permission is granted to play in a different division by the Board. In the case of a dispute over age, the player will be required to provide appropriate proof of age. The cut-off date for each age group is December 31 (i.e. play within the division for the age that the child is on December 31).

L. Players who are registered with the WMHA will be permitted to play on teams under the jurisdiction of the Ontario Federation of Secondary Schools.

M. Any player signed to a WMHA contract may be released to play O.H.A. hockey at the Junior "A", "B" or "C" levels, upon approval by the Vice-President of Travel and payment to the Association of a fee in the amount as determined by the O.H.F. development fee scale.

N. A player must take part in at least five (5) regular season games in order to participate in playoffs. Exceptions may be made on the basis of illness or injury, subject to review by the **Divisional** Vice-President. **of Travel.** *(revised May 2009)*

O. The Board will establish a refund policy each year, which will indicate the latest date for full refunds and the method in which refunds are calculated. Parents/guardians **who are in good standing and are** wishing a refund of registration fees due to withdrawal of a son/daughter from participation with the WMHA must submit a written request for such to the Board, through the Registrar. For purposes of determining refund eligibility, the date of withdrawal will be considered to be the date of receipt

of written notification. *(new, May 2008)* **Late fees will not be refunded.** *(new May 2009)*

Refuse Registration

P. The Association has the right to refuse registration.

Q. Any player registered in the WMHA will not be allowed to register for any other Minor Hockey Association. *(new, May 2008)*

VII. League Format – Travel

Travel teams are made up of the best available players in each division as established by try-outs and represent the Association in such leagues, as the Board shall determine. Travel teams shall be established each year at each of the following levels or as the CHA declares:

Novice “AA” 8 year olds
Atom Minor “AA” 9 year olds
Atom Major “AA” 10 year olds
Atom “AE” 9 & 10 year olds
Peewee Minor “AA” 11 year olds
Peewee Major “AA” 12 year olds
Peewee “AE” 11 & 12 year olds
Bantam Minor “AA” 13 year olds
Bantam Major “AA” 14 year olds
Bantam “AE” 13 & 14 year olds
Midget Minor “AA” 15 year olds
Midget Major “AA” 17 and under
Midget “AE” 15, 16 & 17 year olds
Juvenile “AA” 18 and older
(new, May 2008) *(new, May 2009)*

The Board of WMHA may remove or add divisions and/or levels at its discretion.

B. Player assignments:

1. Travel teams will each select a maximum of nineteen (19) and a minimum of fifteen (15) players, of which two (2) will be goalkeepers, with the exception of Juveniles **& Novice**. Selection of players for each travel team is at the discretion of the head coach for each team, subject to review by the Vice-President of Travel. *(new May 2009)*

2. Travel teams will establish a final selection of players by no later than January 10 of each season. The cut-off point for interchange of players with the house league system will be determined each year by the Vice-Presidents.

3. Players cut from travel teams prior to the point in time when house league teams are made up will be assigned to house league teams as part of the normal selection process. Players cut from travel teams after house league teams are made up will take the place of the player who is moved up from house league to fill the travel position, at the discretion of the Vice-Presidents.

4. Changes in travel team's roster size after the cut-off point for interchange of players with the house league system will be subject to approval by the Vice-Presidents.

5. Players quitting a travel team after the cut-off point for interchange with house league are not guaranteed placement on a team and may be required to withdraw from WMHA for the balance of the season.

6. "AA" and "AE" players unavailable due to accident, illness or other legitimate reason can be replaced on a game-by-game basis with house league players from the same division, with permission of the **Convenor and House League Coach of the player so affected**. This must not interfere with participation of the replacement player on their House League team. *(new, May 2008)*

C. The Association will pay referee's fees for the first ten (10) regular season games for Novice, Atom & Pee Wee Travel teams each season. The Association will pay referee's fees for any 10 games for Bantam, Midget & Juvenile Travel teams. *(revised May 2009)*

D. On the condition that sufficient funds are available and subject to approval by the Board, awards will be presented to the rostered players and five (5) members of the coaching staff, for teams that qualify as follows:

1. A team winning the OMHA Championship will be **given monies towards an award of choice. Money is not to exceed \$125.00 per rostered player & rostered team staff. *(new, May 2009) (new, May 2008)***

2. A team winning the All-Ontario Championship will be **given monies towards an award of choice. Money is not to exceed \$125.00 per rostered player & rostered team staff. *(new, May 2009) (new, May 2008)***

VIII. League Format – House League

A. House league teams shall be established each year at each of the following divisions:

- Tykes 4 and 5 year olds *
- Novice Minor 6 year olds
- Novice Major 7 and 8 year olds
- Atom 9 and 10 year olds

Peewee 11 and 12 year olds
Bantam 13 and 14 year olds
Midget Minor 15 and 16 year olds
Midget Major 17 and 18 year olds

* a 5-year old who played in the Tyke Division as a 4-year old is to remain in the Tyke Division unless moved by the Novice Vice President.
(new, May 2008)

Subject to player availability, each division (except Tyke) will be divided into tiered levels, with the stronger players placed in Tier 1. The Vice-President of House League and the Vice-President of Novice shall make recommendations for Board approval regarding the number of tiered teams for each division.

B. Each team shall consist of a maximum of seventeen (17) players, two (2) of which will be goalkeepers unless otherwise authorized by the Divisional Vice President. (revised May 2009)

C. Player assignments:

The method used for player assignments in each house league division shall be at the discretion of the Vice-President. House league player transfers require approval of the Vice-President.

IX. Injured or Sick Players

A. Injured Players:

1. Players who are injured and leave the ice during a practice or game and seek medical attention from a physician are not allowed back on the ice for a practice or game except with a doctor's note indicating that it is safe for the player to return.
2. Players who are injured off the ice and seek medical attention from a physician are not allowed back on the ice for a practice or game except with a doctor's note indicating that it is safe for the player to return.
3. Players who are injured on or off the ice and do not seek medical attention from a physician shall not be allowed back on the ice for a practice or a game unless approved by the team trainer or his/her designate.

B. Sick Players:

1. Players who are sick and seek medical attention from a physician shall not be allowed in the team dressing room or allowed to participate in a practice, game or team function except with a doctor's note indicating that it is safe for the player to return.
2. Players who are sick and do not seek medical attention from a physician shall not be allowed in the team dressing room or allowed to participate in a practice, game or team function unless approved by the team trainer or his/her designate. *(new, November 2009)*

X. Rules of Play

A. All O.M.H.A. rules and regulations governing the activities of minor hockey play shall apply to the WMHA house league play. Travel team play will be subject to the rules and regulations of the governing body having jurisdiction over the league in which the travel team is participating.

B. Equipment:

1. All players in all divisions shall be required to wear a full set of CSA approved hockey equipment in order to be allowed on the ice (game or practice situation). A team will be assessed a minor penalty if a player goes on the ice surface without full and proper equipment and that player will be removed from play until properly equipped.

2. All players on a team must wear identically coloured sweaters for a game.

C. Score sheets:

1. An official score sheet shall be used for each and every league or exhibition game, which contains the following:

- a) Date, game location, team names, division.
- b) Signature of coach and manager from each team, referees, time keeper (official scorer).
- c) Team roster including absent players.
- d) Game results, including details of goals and penalties.

3. Any player whose name appears on the score sheet shall be considered as having taken part in that game, unless marked absent. Players injured in pre-game, warm-up, will be credited with having taken part in the game.

4. Upon completion of the game, the original copy of the score sheet is given to the division convenor and one (1) copy is given to a team official from each team. *(new, May 2008)*

D. All games must be officiated by OMHA sanctioned referees in order for play to commence. Sanctioned referees (two (2)) will be scheduled for Novice games.

E. If a team has no goalkeeper for a game, a goalkeeper may be used from another team in that division, at the discretion of the **Divisional Vice President** or convenor. *(revised May 2009)*

F. Teams must be ready to start play at the time designated on the game schedule and be prepared to complete the game within the allowed time period. Forfeit may be declared if a team has less than six (6) players at game time and the official scoring record will be marked as such.

G. Teams should be ready to go onto the ice before the start of their scheduled game once the ice has been resurfaced & will start the game early at the direction of the **Divisional Vice President** or convenor. *(new May 2009)*

H. Game protests must be submitted in writing to the Divisional convenor within forty-eight (48) hours of the completion of the game in which the protest arose.

H. Penalties:

1. Minor penalties:

- a) A minor penalty will be of two (2) minute stop time duration.
- b) No individual player will serve more than one (1) bench or goalie penalty during one (1) season.
- c) In all house league divisions below Bantam, any player receiving three (3) minor penalties during the same game will be expelled from the game and is to proceed directly to the dressing room. In Bantam and Midget, the player will be expelled from the game upon committing the fourth (4th) minor penalty.

2. Misconduct penalties:

- a) A misconduct penalty will be of ten (10) minutes stop duration.
- b) Any player assessed a misconduct penalty in a regular or exhibition game may, at the discretion of the division convenor, be suspended for the next league scheduled game.
- c) Any player assessed a game misconduct during the first or second period, will be suspended for the balance of that game. Any player assessed a game misconduct during the third period will be suspended for the balance of that game and from the next league game that his/her team plays.
- d) Any player receiving a second game misconduct penalty during

the same season will be suspended from further play pending a review by the Vice-President.

3. Major penalties:

- a) A major penalty will be of five (5) minute stop time duration.
- b) Any player receiving a major penalty for fighting during a game will be suspended in accordance to the OMHA Minimum Suspension List.
- c. Any player receiving a second major penalty for fighting during the same season will be suspended from further play pending a review by the WMHA.
- d. Any player receiving a major and match penalty for spearing, butt-ending or intent to injure is automatically suspended until the case is reviewed by the Vice-President, who has the authority to take further action.
- e. A penalty assessed for a “major” checking from behind in the first or second period will result in the offending player’s suspension for the balance of that game and for the next league game that his/her team plays. Checking from behind in the third period carries a suspension for the balance of that game and for the next two (2) league games played by the player’s team.
- f. Referees assessing match penalties must submit a written report concerning the penalty to the division convenor, including referees’ signatures and identification numbers. The division convenor will maintain a record of all such penalties.
- g. A suspended player wishing to appeal the Vice-President’s decision, must do so in writing to the Board within forty-eight (48) hours of the decision.

I. Games will consist of three ten (10) minute stop time periods, unless otherwise determined by the Vice-President.

J. It is to be strictly enforced by coaches, managers and other officials that no person shall go on the ice surface until the Zamboni is off and the Zamboni doors are closed and secured.

K. Tournament play:

- 1. No WMHA team or individual may participate in a tournament without approval from the Vice-President.**
- 2. No WMHA team or individual may stage a tournament without approval from the Board.**
- 3. House leagues teams Peewee and under, are limited to a maximum of two (2) outside tournaments per season. Novice is limited to a maximum of two (2) tournaments per season to be scheduled after December 25.**

L. Each team must submit duplicate copies of their exhibition schedule to the division convenor on a monthly basis. The convenor will forward a copy to the Vice-President and the Director of Ice Scheduling.

M. WMHA travel permits are required for all teams participating in games outside the WMHA jurisdiction. This travel permit must be submitted with the appropriate fee to the Vice-President or convenor.

N. All teams must be O.M.H.A. roster-approved prior to tournament play.

XI. Appeals

A. All appeals or complaints, other than game protests, must be submitted in writing to the division convenor, complete with proof of error (unless proof exists within league records).

B. Individuals wishing to appeal the decision of a division convenor can request a ruling from the Vice-President.

C. Individuals wishing to appeal the decision of the Vice-President may request, in writing, a hearing with the Board. The Board can decide whether the complaint should be dealt with in front of the entire Board or by a committee established to hear the complaint.

D. At all steps of the appeal process, all involved parties shall be offered the opportunity to make representation. Involved parties who choose not to make representation lose the rights for rebuttal.

XII. Fair Play Program

In an effort to focus the attention of the Association's membership on the concepts of fair play, the WMHA has endorsed the concepts of the Fair Play Program. It is the basic premise of this program that no other objective of the sport of hockey supersedes the need to protect the safety of the participants and to protect them from injury.

A. Fair Play Pledge:

"I and my participating child, hereby agree to abide by the rules, regulations and decisions, as set forth by the OMHA and WMHA who absolutely prohibit the extremely dangerous act of "Checking From Behind". These and other rules provide the framework essential to "Fair Play" and copies are available through the WMHA executive. I and my participating child understand that suspensions may be imposed for violations of these rules."

B. STOP Logo:

A crest, in the colours, shape and design of a roadside stop sign, is to be affixed to the back of each game jersey worn by all WMHA players. The initials stand for Safety Towards Other Players and the presence of the logo is intended as a reminder to all players of the importance of fair play towards others.

XIII. Police Record Check

A. Who should get a police record check?

Police record checks are an essential part of this Association's ongoing management of volunteers. Police checks will be required every three (3) years with the 2000 – 2001 hockey year as the base year. This means that although you might have had a police record check within the last three (3) years, you will be required to get another police record check. Police record checks will be required for the following individuals:

- a) WMHA Board members.
- b) WMHA convenors.
- c) WMHA coaches and assistant coaches.
- d) WMHA trainers, team managers and parent liaisons.
- e) All other WMHA volunteers who come in direct contact with players on a consistent basis and those who are responsible for handling funds either for a team, division or other Association related functions.

B. Criteria for acceptance as volunteer with WMHA:

Those individuals who police record checks show conviction or pending charges for physical or sexual assault and indictable criminal offences for child abuse, during any point in their lifetime are not acceptable candidates for a volunteer position with the Association. The applicants will not be permitted to participate in any way or in any capacity with this Association.

Those individuals with outstanding criminal code convictions (other than physical or sexual assault and child abuse), five (5) years or more recent or have charges pending for certain offences will not be accepted for a direct service position with this Association. These offences include, but are not limited to:

- a) Current prohibitions or probation orders forbidding the individual to have contact with children under the age of fourteen (14).
- b) Outstanding convictions or charges pending for any violent offence, whether or not it involved weapons.
- c) Outstanding convictions or charges pending for criminal driving offences, including but not limited to impaired driving.

d) Individuals with outstanding convictions (five (5) years old or more recent) for Provincial offences related to a bona fide occupational requirement or qualification may be excluded from a position of trust, depending on the circumstances.

e) Applicants may be rejected as a result of other information gained during the police record check process or through the screening process as a whole or as a consequence of other factors. The applicant has the right to know why he or she is being refused and may appeal to the Board in writing.

It should be noted that every volunteer, once accepted, is obliged to inform the appropriate Association executive if he or she is charged, tried or convicted of any offence under the criminal code or under other Provincial or Federal statutes. That is if the offence is relative to a position of trust held by the individual. If charges are pending while volunteering for WMHA, that individual will be suspended pending resolution or that individual can resign and return when the situation has been resolved (in accordance with the WMHA police record check policy).

C. Return of police record checks:

Once a police record check is received, it must be returned in a sealed envelope. The envelope will indicate the volunteer's name, division, house or travel and position with the Association. For the base year, 2000 – 2001, the league will be reasonably flexible, due to the number of police record checks being processed. If no police record check is returned, the volunteer will be immediately removed from the assigned position, without exception. A copy of the said police record check must be retained by the individual.

XIV. Fundraising Guidelines

I. Philosophy

All teams have the right to raise funds for their respective team. It is recognized that the funds raised are to be used for the betterment of the team as a whole. When raising funds, members are also representing the Windsor Minor Hockey Association (WMHA) and are encouraged to project a positive image of the WMHA. All fundraising activities must adhere to the guidelines set forth in the "Fundraising Guidelines".

II. Guidelines

- A. Direct public support can be requested for the purpose of fundraising;**
- B. Team budgets must be approved by WMHA Budget Committee prior to any fundraising activities;**
- C. Teams can raise funds to offset 100% of their approved budget. Any**

additional revenue must be approved by WMHA Budget Committee. **(revised May 2009)**

- D. All fundraising activities must be discussed and approved by the majority at a team parent meeting;
- E. All fundraising activities must receive prior approval by the Director of Fundraising;
- F. All monetary transactions relating to fundraising are to be documented in accordance with basic accounting principles and are subject to review;
- G. Fundraising activities may be subject to insurance approvals.

III. Permitted Activities

Teams may raise funds for the following purposes:

- A. Tournament registration fees;
- B. Team apparel, equipment bags;
- C. Coaching and Trainers supplies;
- D. Travel expenses for recognized coaching staff that is not a parent of a player on the team;
- E. Team meals;
- F. Costs for year end banquets, trophies and awards;
- G. Additional ice time for practices, exhibition games and skill development;
- H. Referee fees;
- I. Miscellaneous team expenses (paper, fax/phone, etc.).

IV. Other Fundraising Activities

Teams wishing to raise funds for anything not listed in item III, must receive permission from the Director of Fundraising and the Divisional Vice President.

V. Prohibited Activities

The following activities are prohibited:

- A. Teams are not permitted to raise funds through raffles or bingo activities;
- B. Breweries, wineries and distilleries shall not sponsor any team;
- C. Establishments that have adult entertainment as their primary business are not to sponsor any team;
- D. 50/50 draws are prohibited;
- E. Alcoholic beverages are not permitted as prizes;
- F. Monies raised through fundraising cannot be dispersed to parents.
- G. Any certificate handed to the players at the end of the year must be to a team sponsor of the WMHA.

VI. Approvals and Reporting

- A. All requests for fundraising must be submitted to the Director of Fundraising on the prescribed form at least 14 days prior to the event;**
- B. A full accounting of each fundraising event is required to be submitted to the Director of Fundraising on the prescribed form within 14 days of holding or substantially completing the event.**

VII. WMHA Sponsors

A. WMHA actively raises funds as an Association. As a result a number of establishments have sponsored the Association as a whole. Teams are not to approach establishments that have sponsored the Association. Click here for a list of WMHA sponsors.

B. When a team uses a 'nickname' the nickname must be preceded by the sponsor name. Example – The Trophy Boys is the team sponsor, 'Tornados' is the nickname, the team is to be called is The Trophy Boys Tornados. This would apply for anything team related, including but not limited to fundraising & apparel. (new May 2009)

VIII. WMHA Events

A. All WMHA members are encouraged to participate in WMHA fundraising events; Teams are encouraged not to make commitments in conflict with WMHA fundraising events.

IX. Reviews

- A. All fundraising activities are subject to review by the WMHA;**
- B. The WMHA may review fundraising activities at the request of team parents.**

X. Property of WMHA

- A. All monies raised through fundraising are the property of the WMHA.**
- B. WMHA Executive has the right to disperse monies raised through fundraising**

XI. Extended funds

A. Teams are not permitted to carry over funds to the next season without the approval of the Director of Fundraising and the WMHA Executive.

XII. Liability

A. The WMHA shall not be held liable for any violation of this policy.

XIII. Penalty

A. Any team or member who violates the Fundraising Guidelines may be subject to penalties at the discretion of the Director of Fundraising and the Divisional Vice President;

B. Fundraising activities may be revoked or suspended at any time at the discretion of the Director of Fundraising and the WMHA Executive.

XV. Website

1. The WMHA reserves the right to publish articles/pictures of players on the WMHA website.

2. All articles/pictures must be approved by the WMHA President and the WMHA Director or Websites.

3. All articles/pictures will be published in the spirit of good sportsmanship with the utmost respect to the integrity of the individual and the WMHA.

4. Individual team websites must receive approval from the President and/or the WMHA Director of Websites.

5. Individual team websites are to only publish articles/pictures in the spirit of good sportsmanship with the utmost respect to the integrity of the individual and the WMHA.

6. All parents/guardians will be made aware of this policy during annual registration.

XVI. Logo

The WMHA logo is a registered trademark and can only be used with the pre-approval of the Board.

XVII. Mouth and Neck Guards

Any player who participates in any WMHA sanctioned practice and fails to properly wear either a neck or mouth guard will be removed from the ice for the balance of the practice. Repeat violations by a player will result in a suspension from all team activities. Coaches who fail to ensure that their players are wearing mouth and neck guards will be subject to suspension from team activities.

XVIII. Girls in Dressing Rooms

Females, including female players of Atom age and older will not be allowed into the dressing room before games until ten minutes before game time. Any female player arriving after this time will have to wait to dress until the room empties. After games females, including female players must leave the room before the male players remove their equipment.

Males are not allowed in female dressing rooms.

XIX. Stop Signs

All practice jerseys and vests acquired by individual teams are to have the STOP sign affixed to and displayed on the rear of the jersey/vest.

XX. Amendments to the Bylaws

Amendments to the bylaws of the Association can only be made with the approval of sixteen (16) or more members of the Board, at a regular meeting of the Board or at a special meeting called by the President.

XXI. Constitution Supersedes Bylaws

In cases where language contained in the bylaws conflicts with that in the constitution, the language contained in the constitution shall prevail. Further, if such a conflict should come to light, the Board will take the appropriate steps to revise the language in the bylaws as required to be consistent with the constitution, at the earliest opportunity.



WINDSOR MINOR HOCKEY ASSOCIATION

TRAVEL GUIDELINES

The attached Guidelines have been developed to detail additional rules and regulations, which are to be followed by all Windsor Minor Hockey Association (WMHA) representative teams. The Guidelines are intended to maximize the safety and enjoyment of the Travel Hockey season. The team staff (coaches, manager & trainer), parents and players are to familiarize themselves with these guidelines.

The official start to the Travel Season is August 15th

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1. GAMES

1. All WMHA representative hockey teams will be restricted as to a total of sixty (60) games they will be allowed to play over the season. This applies to league, exhibition and tournament games (tournaments will count for a total of three games).
2. Midget teams are restricted to a total of seventy (70) games.

2. PRACTICES

1. Practice ice will be provided by mid-September.
2. Travel teams (except Midget & Juvenile) will be allocated approximately four hours of practice time every two weeks. Practice ice forms part of the Travel Fees.
3. Managers will collect the Travel Fees and present all cheques to the WMHA Treasurer by October 15th.
4. Ice allocation after February 1st will be subject to change based on availability due to scheduling of Playdowns and Playoffs.
5. Practice hours are to be used exclusively for practices. Games to be played on practice hours must be approved by the Vice President of Travel.
6. Summer ice time and dry land training are optional for the players and can become mandatory after August 15th. Discretion is to be used if a player has finals in baseball, soccer, etc.

3. GAME OFFICIALS

1. The WMHA will pay for timekeepers for regular season and post-season games
2. All Travel Teams are to pay the cost for on-ice officials. The WMHA will reimburse as per the WMHA Bylaws.

4. TOURNAMENTS

1. Travel Teams will be restricted to entering a maximum of four tournaments (plus any Windsor tournaments) over the course of the season.
2. All tournaments must be approved by the VP of Travel.

5. TEAM CALENDARS

1. Calendars for all teams must be submitted to the Travel Committee for approval on a monthly basis.

6. PLAYER ASSIGNMENT & MOVEMENT

1. Travel teams will each select a maximum of nineteen (19) and a minimum of fifteen (15) players, of which two (2) will be goalkeepers, with the exception of Juveniles. Selection of players for each Travel team is at the discretion of the head coach for each team, subject to review by the Vice-President of Travel.
2. Travel teams will establish a final selection of players by no later than January 10 of each season. The cut-off point for interchange of players with the House League system will be determined each year by the Vice-Presidents.
3. Players cut from Travel teams prior to the point in time when House League teams are made up will be assigned to House League teams as part of the normal selection process. Players released from Travel teams after House League teams are made up will take the place of the player who is moved up from House League to fill the Travel position, at the discretion of the Vice-Presidents.
4. Changes in a Travel team' roster after the cut-off for interchange of players with House League system will be subject to approval by the Vice-Presidents.
5. Players quitting a Travel team after the cut-off date with House League are not guaranteed placement on a team and may be required to withdraw from WMHA for the balance of the season.
6. "AA" and "AE" players unavailable due to accident, illness or other legitimate reason can be replaced on a game-by-game basis with House League players from the same division, with permission of the Convener and House League Coach of the player so affected. This must not interfere with participation of the replacement player on their House League team.

7. TRAVEL RESTRICTIONS

1. Any games played outside of Bluewater League play must receive approval from the VP of Travel. Travel permits must be submitted and approved.

8. CONDUCT

1. All Travel teams represent WMHA, their Sponsor and the City of Windsor. Coaches, players and parents, all players are to conduct themselves in a manner that will reflect a positive image. A team dress code is advised. See the Dress Code Policy on the WMHA website.

9. ALCOHOL

1. *THE CONSUMPTION OF ALCOHOLIC BEVERAGES **WILL NOT BE PERMITTED ON A TEAM BUS OR TRAIN, OR IN ARENAS OR PARKING LOTS. ALCOHOL RELATED SITUATIONS COULD RESULT IN IMMEDIATE SUSPENSION OF PLAYER(S), TEAM OFFICIALS AND PARENTS.***

10. SOCIAL EVENTS

1. Notice of all team social events must be approved by the WMHA Travel Committee and the Fundraising Director prior to the event.

11. FINANCIAL REPORTING

1. Team financial reports must be submitted by following dates to the VP of Travel and the Treasurer.
 - a. June 30th (preliminary budget), except Midget Major & Juvenile (due no later than September 30th)
 - b. September 1st (final budget for the year)
 - c. November 30th
 - d. January 31st
 - e. April 30th (final report)

12. FINANCIAL GUIDELINES

1. Each team must have a manager whose duties include the collection, disbursement and handling of all team funds.

NO COACH (OR THEIR SPOUSE) IS TO HANDLE THIS FUNCTION!

2. It is required that each team opens a separate bank account to conduct the affairs of the team. The separate account will provide a good record of transactions and dates, etc. Personal accounts are never to be used to conduct the affairs of the team.
 - *This account must require two signatures for any cheque or withdrawals from the account.* These people must not be related but both must be directly involved with the team and approved by the team coaches and parents.
3. Each Team is to set up their account at any financial institution that sponsors the WMHA. Each account is to be set up so that it can be accessed via the Internet. The WMHA Treasurer is to be given access to the account.

4. The account must be set up in such a manner as to provide the team manager a monthly statement and returned cancelled cheques.
5. All transactions should be substantiated with receipts. Duplicate receipt books should be used for all receipts.
6. It is required that the Head Coach receives a copy of the bank statement each month for their review.
7. Financial reports are required to be submitted to the Travel Committee per the schedule detailed in Financial Reporting.
8. The Head Coach is responsible for the disbursement of team funds.
9. All funds collected are to be deposited into the Team Account.
10. Teams requiring cash advances are to contact the Treasurer.
11. Travel tryout moneys are the property of the WMHA.
12. All teams are to use the Financial Reporting Program provided by the WMHA Treasurer.
13. The VP of Travel, the Travel Committee and the WMHA Treasurer have authority to audit any team account. They also have authority to direct any payment to be made and to close any team account.

13. FUNDRAISING

1. All Travel teams are to adhere to the Fundraising Guidelines. Fundraising Guidelines can be found in Section XIII in the WMHA Bylaws.

14. UNIFORM POLICY

1. Travel teams are required to wear colours designated by Windsor Minor Hockey Association. All players are to conform to this policy no later than October 1st.
2. All 'AA' & 'AE' players are to have black or navy blue pants, black or navy blue helmets (except goalies) and any combination of red, navy blue, white or black gloves. *(revised May 2009)*
3. Team Jerseys are to be cleaned and maintained by each player throughout the season.
- ~~4. The Managers are to collect a \$300.00 jersey deposit from all players made out to WMHA and dated for March 31 year of season end. Jersey deposits are to be collected by September 1st.~~
- ~~5. The team is responsible for the cleaning of all jerseys at season end at the designated location assigned by the Travel Committee. *(removed May 2009)*~~
4. All players will keep their jerseys at the end of the season. *(new May 2009)*

15. COACH, TRAINER AND TEAM VOLUNTEERS

1. All teams must have a carded trainer and a carded coach on the bench at all times. This cannot be the same person. It is recommended that each team have two carded coaches and two carded trainers.

2. All volunteers are to submit a "Volunteer Application", (form on WMHA website). All volunteers are subject to Board approval. All approved volunteers must successfully complete the Speak Out clinic and receive a Police Clearance.
3. Carded officials who are non-parents are entitled to the following when traveling outside of Essex County:
 - \$25.00 per diem
 - Gasoline – Fill up before travel at Coaches expense. Gas expended traveling to and from away games & tournaments including return fill up are to be paid by the team. Receipts are to be submitted, (*non-parental coaches are to travel together or with team members to help reduce costs*).
 - Car Wash – If required.

16. PARENT GRIEVANCE PROCEDURE

1. If a parent has a concern the parent is to first contact the Parent Liaison. If the parent wishes to speak with a member of the Coaching Staff the parent is to adhere to the 24-hour rule before proceeding. The parent is then to follow the Parent Grievance Procedure. The procedure is available on the WMHA website.

17. APPAREL

1. Any apparel intended for wear by any Travel Team (including staff) must first receive approval from the Travel Committee. See – Dress Code Policy on the WMHA website.

18. PARENT GUIDELINES

1. Parents will be aware of and adhere to all the WMHA travel team guidelines.
2. Let the players play... Let the coaches' coach.
3. Don't confuse your child by coaching from the stands.
4. Support your child with positive encouragement.
5. Stay away from the bench before, during and after the game.
6. Rewarding your child for individual performance undermines team play.
7. Remember not to express your opinion of the coaches or players in front of your own child.
8. If you don't have anything positive or constructive to say, don't say anything at all!
9. *Game playing time is at the discretion of the coaches, under the guidance of the Travel Committee.*

10. Abuse of Coaches, Game Officials and Volunteers of WMHA will not be tolerated. Any incident of such abuse will result in the immediate suspension of your child and expulsion from the arena.