

**POLICY AND PROCEDURES  
MANUAL**

**January 2010**

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**1. ASSOCIATION PURPOSE**

The Whitemud West Hockey Association (W.W.H.A.) is a volunteer operated non-profit organization formed to organize and administrate hockey on behalf of the Community Leagues within the Whitemud West area. An Executive Committee and appointed members of the board is formed from the general membership to carry out this mandate. The Executive consists of the President, all Vice-Presidents, and the Treasurer of Whitemud West. Whitemud West encompasses the area of the City of Edmonton west of the North Saskatchewan River and south of Stony Plain Road, including Enoch.

**2. POLICY AND PROCEDURES MANUAL**

This Policy and Procedures Manual has been developed to provide guidelines governing the activities of the W.W.H.A. The policies of this manual apply to all members of the W.W.H.A. including the Executive Committee members and general membership. They will be reviewed annually and amended as required (see Section 4.3 of this document). Amendments to the Policy and Procedures Manual are made by a simple majority vote of the Executive Committee.

**3. W.W.H.A. MEMBERSHIP**

To hold membership in the W.W.H.A. one must first have a valid membership in a Whitemud West Community League, live in the Northwest Zone, including Enoch and have a child currently registered in the W.W.H.A. hockey program. Only one representative from each family, who must be 18 years of age or older, is eligible to vote in W.W.H.A matters regardless of the number of players registered in the hockey program.

Any member who does not conduct himself or herself in accordance with the rules and regulations of the Edmonton Minor Hockey Association (E.M.H.A.), Alberta Amateur Hockey Association (A.A.H.A.), Canadian Hockey Association (C.H.A.) and the Whitemud West Hockey Policy and Procedures Manual may have their membership suspended or withdrawn by a majority vote of the Executive Committee.

**4. EXECUTIVE COMMITTEE**

**4.1 Committee Powers and Duties**

The Executive Committee is formed from the general membership to ensure efficient operation of all aspects of the W.W.H.A. program. In doing so, the Executive Committee assumes responsibility for all decisions affecting program activities. Where appropriate, the Executive Committee may delegate issues of tasks to individuals or sub-committees.

The Executive Committee shall ensure that the activities of the W.W.H.A. are conducted in accordance with its Policy and Procedure Manual, and with the integrity and philosophy of the community leagues it represents. The Executive Committee will be accessible to association members and give appropriate consideration to concerns brought to its attention by any member.

**4.2 Election and Appointment of Members**

The W.W.H.A Board shall consist of both elected and appointed members. Each member shall have one vote on motions presented to the committee. Elections shall be held once yearly at the Annual General Meeting. Nominations for any elected position must be submitted to the Administration Office no later than thirty days prior to the Annual General Meeting. Nominees for the elected positions must have held a board position for at least one year. Elected members shall then be responsible for selecting appointed members with the exception of community league representatives who will be appointed by individual community leagues. All elections and appointments are for one-year terms.

**ELECTED MEMBERS**

- PRESIDENT
- VICE PRESIDENT OF ADMINISTRATION/COMMUNICATIONS
- VICE PRESIDENT OF COACHING
- VICE PRESIDENT OF ORGANIZATION AND DEVELOPMENT
- VICE PRESIDENT OF EVALUATIONS AND TIERING
- TREASURER

**APPOINTED MEMBERS**

PAST PRESIDENT  
DISPUTES & ARBITRATION CHAIR  
50/50 CHAIRPERSON  
CASINO DIRECTOR  
MINOR HOCKEY WEEK DIRECTOR  
PHOTO COORDINATOR  
TOURNAMENT DIRECTOR  
CONDITIONING CAMP DIRECTOR  
EQUIPMENT MANAGER  
EVALUATION CHAIR  
CATEGORY DIRECTORS

- INITIATION
- PRENOVICE
- NOVICE
- ATOM
- PEEWEE
- BANTAM

SPONSORSHIP DIRECTOR

**EMPLOYEES OF W.W.H.A. (NON-VOTING POSITION)**

EXECUTIVE DIRECTOR/REGISTRAR  
ADMINISTRATIVE ASSISTANT  
ICE ALLOCATOR  
WEBMASTER

The elected personnel of the Executive Committee will be established at each Annual General Meeting by:  
1) majority vote where more than 1 candidate is nominated for a particular position, with the nominee receiving the largest number of votes taken by secret ballot from those present at the Annual General Meeting being declared elected. 2) acclamation if there is only one nominee or 3) appointment by the remaining members of the Executive Committee where no candidates have been nominated.

**4.3 Amendments to the Policy and Procedures Manual**

The Executive Committee shall have the power to rescind, alter or add to the Policy and Procedure Manual by a simple majority vote, which shall be binding on all Whitemud West Hockey Association members.

5. **RELATIONSHIPS TO OTHER GOVERNING ORGANIZATIONS**

5.1 **Community Leagues**

The W.W.H.A. is formed out of the community leagues located in the Whitemud West area. Each Community League appoints a representative to sit on the W.W.H.A. Board, thus providing a continuous free-flow and exchange of information and community input. These representatives are voting members of the W.W.H.A. Board.

5.2 **North West Zone Hockey Committee**

The N.W.Z. is a registered charitable organization formed to organize and promote amateur hockey in the North West portion of the city of Edmonton. The N.W.Z is a member of the Federation Hockey Committee and the Edmonton Minor Hockey Association. N.W.Z. meetings are open to the general public.

The W.W.H.A. has one voting member on the N.W.Z. committee. This is the President, or a designate, of the W.W.H.A.

5.3 **Federation Hockey Committee**

The Federation Hockey Committee is a registered charitable organization. It is a committee formed from the Federation of Community Leagues of Edmonton to administer minor hockey at the BB level. The Federation Hockey Committee is comprised of the six zones of hockey that exist in Edmonton. (NWZ, NEZ, EGHA, SWZ, SEZ and K of C) Each zone is allotted two votes at Committee meetings. NWZ votes belong to W.W.H.A. and the H.A.C. (Hawks Athletic Club). These meetings are open to the general public.

5.4 **Edmonton Minor Hockey Association**

The E.M.H.A. is the governing authority of minor hockey in Edmonton and is a registered charitable organization. The six zones of Federation hockey, the four AA clubs and the Junior Council are allocated the privilege of one vote each at EMHA meetings. The EMHA is a member of the Alberta Amateur Hockey Association. E.M.H.A. meetings are public meetings.

6. **FINANCES**

6.1 **W.W.H.A. Financial Records**

Maintenance of financial records and bank accounts for the W.W.H.A. is the responsibility of the Treasurer or a designate. The Treasurer reports at each regular Board meeting. In addition the Treasurer, at the Annual General Meeting, shall submit a complete financial statement for the previous fiscal year. May 31st shall be the end of the fiscal year.

6.2 **Auditing of Association Financial Records**

The books, accounts and records of the Treasurer may be audited by a duly qualified accountant each year. The year-end financial report will be made available to the public at the Annual General Meeting.

6.3 **Team and Other Bank Accounts**

In order to maintain control of funds being raised and disbursed, all members must adhere to the following guidelines.

- No individual Category will be allowed to have separate bank accounts
- Individual teams raising money on their own by means of fundraising, etc., must have their own account. **The account must be opened under the name of the person appointed by the team (team treasurer). This account must have two people with signing authority, the team treasurer and one other. Both signatures must be present on all cheques and withdrawals. The W.W.H.A. will not be responsible for the funds held in that account. This account may be audited by W.W.H.A. at any point during the season or at seasons end. This account shall be closed at the end of the respective hockey season and any remaining funds dispersed.** A team Financial Statement must be completed and turned into the office or when returning the team equipment. The parents reviewing the books cannot be the team treasurer, manager, coach or the persons who have signing authority on the team account. Form is available on the website.
- Only the Executive Director will have and maintain deposit books on behalf of the Association.
- Separate bank accounts, requiring two signatures, will be set up for the Tournament and the Casino to facilitate their function. These accounts will be administered by the Executive Director and overseen by the Treasurer.

6.4 **Reimbursement of Expenses**

- Referee receipts may be submitted to the Executive Director twice yearly (in January and at the end of the season) for reimbursement. The W.W.H.A. will limit the number of receipts to include league and playoff games only; any additional game receipts for referees will be the responsibility of the team. The Executive Director will issue a cheque to the coach or assigned individual on receipt of a completed Referee Claim form. The final fees reimbursement at the end of the season will be withheld until all uniforms and equipment have been returned and all outstanding ice bills have been paid.
- All other expenses to be paid for by the W.W.H.A. must be approved by the Executive Committee prior to the expenses occurring. **The W.W.H.A. will not be responsible for unapproved expenses.** Expenses less than \$500.00 may be approved by the President or the Vice President of that category. Expenses over \$500.00 must be approved by two Executive members. All approved invoices are presented to the Executive Director for payment.
- All members of the Association shall be entitled to reimbursement, with prior consent of the Executive Committee, for reasonable expenses incurred while engaged in business approved by the Executive. The Executive Committee shall examine all expense claims to ensure their validity.

6.5 **Annual Budget**

At the start of each fiscal year, a projected budget must be developed based on anticipated expenses and revenues. During this process, fees will be set for the following season. The W.W.H.A. will endeavor to maintain a positive balance of approximately 10% of the total budget to meet unexpected expenses.

The following officers must be involved in the budget procedure:

- President
- Past President
- Vice-Presidents (4)
- Treasurer
- Executive Director/Registrar
- Ice Allocator

Any other officer may be involved in the budgeting process upon request.

The budget is to be prepared by May 1st of each year. The budget is to be reviewed and approved no later than at the June Board meeting.

6.6 **Recording of Transactions**

- All cheques issued by the W.W.H.A. must have two signatures. Any two out of these three shall be the President, the Treasurer or the Executive Director.
- Any money to be turned in to the Association must be receipted and signed for by the Executive Director.
- All cash payments received from a member of the Association to W.W.H.A. must be signed for at the time of receipt.

6.7 **Purchases/Tendering**

- Any purchase less than \$1000.00 that has not been included in the approved Annual Budget, as set out by the Budget Committee, requires the approval of the Executive Committee Members. These purchases do not require tendering.
- Any purchases that exceed \$1000.00 that have not been included in the approved Annual Budget, as set out by the Budget Committee, require the approval of two **Elected** Executive Committee Members. In ALL instances, these purchases will require tendering.
- All purchases that require tendering, to select a supplier, will become the responsibility of the Tendering Committee as outlined in Section 9.2.3 of this document.

6.8 **Mother Theresa Fund**

Any player that has been approved for a grant through KidSport, EMHA Alumni or YMCA Jump Start is eligible to receive a matching donation from the Whitemud West Mother Theresa Fund. The matching donation is not to exceed the highest grant received and only to the extent of the registration fees outstanding.

7. **MEETINGS**

7.1 **Executive Committee Meetings**

Meetings of the W.W.H.A. Executive Committee shall be held as often as may be required, but there should be one per month during the hockey season. A minimum of 10 (ten) W.W.H.A. Board meetings shall be called by the President per year. These meetings will take place on the first Monday of every month with the exception of Statutory Holidays and attended by members of the Executive, the Executive Director and any invited guests.

7.1.1 **Meetings by telephone or other communication facilities**

A member may participate in a meeting of the Executive Committee or W.W.H.A. Board by means of telephone or other communication facility, with the exception of the Annual General Meeting. The member participating shall be deemed to be present at the meeting.

7.2 **Special Meetings**

A special meeting may be called on the instructions of the President. An attempt must be made to notify all Executive Committee members of special meetings before they can be considered valid.

No subject shall be discussed or considered at any special meeting except that specified in the notice.

7.3 **Annual General Meeting**

The W.W.H.A. shall hold an Annual General Meeting on or before the 30th of April of each year. The agenda for this meeting will include an election of officers who will form the Executive Committee for the next year.

Only Whitemud West Community League members, with a child registered in the W.W.H.A. hockey program, are eligible to vote or propose motions, with only one vote per family membership. Each member has the privilege of proposing one nomination for each office open for election.

**7.4 Conduct of Meetings**

**7.4.1 Agendas**

All meetings shall be conducted using “Roberts Rules of Order Newly Revised” as a guide. The agenda for all meetings shall be as follows:

1. Call to Order
2. Adoption of Agenda
3. Review and Adoption of Minutes of previous regular or special meetings
4. Business arising out of Minutes
5. Introduction of Guests
6. Treasurers Report
7. V.P. of Administration/Communication
  - Office Administration
  - Registration
  - Ice
  - Disputes and Arbitration
8. V.P. of Coaching
  - Conditioning Camp
  - Equipment
9. V.P. of Evaluations & Tiering
  - Category Directors
    - Initiation
    - Novice
    - Atom
    - Pewee
    - Bantam
  - CAC/NWZ
  - Community Directors
10. V.P. of Organization & Development
  - 50/50
  - Casino
  - Minor Hockey Week
  - Photos
  - Tournament
  - Sponsorship
11. Presidents Report
12. New Business
13. Correspondence
14. Notice of Next Meeting
15. Adjournment

If there are agenda items, which require specific members who are not present, the Chairman shall table those items to the end of the meeting. If at the end of all other business the members are not present, the items shall be tabled until the next meeting.

Any New Business significant to the operation of W.W.H.A. must be added to the agenda prior to the meeting and Notice given to the Executive Committee members. The Executive Director must be notified ten (10) days prior to the meeting date. Notwithstanding the foregoing, in the event that items of an urgent nature arise, then the requirement of Notice may be waived by the UNANIMOUS consent of the Elected Executive Committee Members.

#### 7.4.2 Minutes

The minutes of the Executive Committee, W.W.H.A. Board and Annual General meetings shall include a record of attendance, motions considered and their disposition, and reports received either explicitly or as attachments. The minutes shall be distributed as soon as possible prior to the onset of the next regular meeting.

#### 7.4.3 Voting

1. **W.W.H.A. Board Meetings** Every Executive Committee member and W.W.H.A. Board member present shall vote on all motions tabled at Board meetings unless excused by the Committee from voting, or unless disqualified from voting by reason of conflict of interest as outlined below.

The Chairperson of the meeting, who is usually the President, shall not vote except in the event of a tie.

2. **Annual General Meetings** Every Association member present at the Annual General Meeting shall vote on all matters tabled unless disqualified from voting by reason of a conflict of interest as outlined below.

3. **Conflict of Interest** Members of the W.W.H.A. shall not vote on any question:

- a) Affecting a private company of which they are shareholders.
- b) Affecting a public company in which they hold more than one percent of the shares.
- c) Affecting a partnership or firm of which they are members.
- d) Concerning a contract for the sale of goods, merchandise or services to which they are a party.
- e) In which they will derive direct or indirect personal benefit beyond that which will accrue to the organization in general.
- f) Directly affecting the placement or discipline of any player to whom they are directly related.

Any member excluded by virtue of the above shall declare this before the discussion of the question and shall leave the room and not participate in the debate. That member will be deemed absent for that specific question.

4. **Result of Voting** At all meetings every question shall be decided by a majority of votes, the Chairperson of the meeting shall cast the deciding vote.

5. **No absentee or proxy voting will be allowed, except where that member has been recognized present by the Chairman via the telephone (see Section 7.1.1 of this document).**

6. **A member may request his vote be recorded in the minutes.**

#### 7.4.4 Motions

Each member shall have the privilege of proposing motions for consideration with the requirement of a seconder.

The Chairperson shall rule on the validity of any question in terms of order. If a motion is ruled "out of order" by the Chairperson it shall be so recorded in the minutes along with the reasons stated for the ruling.

On any question members shall observe parliamentary courtesy. The proposer of any motion shall have the right to open and close debate, however, closure shall not take place until every member choosing to speak has had an opportunity to do so. No member shall speak more than twice to the same question (only once to a question of order), or longer than five minutes at one time. No member shall speak a second time to a question until every member choosing to speak has spoken.

A proposer shall not speak against a motion, even though he shall have the privilege of casting a vote against.

Where the right to speak on a question is itself a matter of debate, the Chairperson shall poll each member to ensure opportunity has been granted.

A proposer has the right to withdraw the motion at any time, in which case it shall be recorded in the minutes and business shall proceed as if the motion had never been proposed.

#### **7.4.5 Amendments**

Each member shall have the right to propose amendments to a motion under consideration, providing the amendment enhances the intent of the original motion and does not attempt to contradict its application.

An amendment, if accepted by the proposer of the original motion, becomes part of the motion, and is not recorded separately in the minutes.

When the proposer of the original motion does not accept an amendment, all debates shall be confined to the merits of the amendment, and a vote held on the amendment prior to its incorporation into the original motion.

#### **7.4.6 Decorum**

In debate, a member shall confine comment to the question and shall not reflect on any act of the Association or individual members.

The nature or consequences of a motion may be stated or condemned in strong terms. However a member shall not slight or condemn the motives of a proposer or other member during debate.

Members shall respect the Chairperson's right to speak on a point of order or to provide information. The speaking member shall defer to the Chairperson on such points.

The Chairperson may rule members out of order if, in the Chairperson's opinion, the motion is being made in a frivolous manner or in an attempt to suppress debate.

## **8. SPONSORSHIP**

- a) WWHHA Organization

## WHA Policies and Procedures

The W.W.H.A. encourages and depends on corporations, businesses and organizations to become sponsors of the Whitemud West Hockey Program.

W.W.H.A. sponsorship is to be directed through the Sponsorship Director, who will follow guidelines approved by the W.W.H.A. Executive Committee.

The Executive Committee shall set sponsorship fees and guidelines for sponsors. In gratitude, the W.W.H.A. will provide each sponsor with any or all, but is not restricted to the following:

- Sponsor name bars attached to the jerseys of the sponsored team using W.W.H.A. guidelines for equipment usage.
- A plaque or award as designated by the Executive Committee.
- A Whitemud West Hockey decal stating "We Support Whitemud West Hockey"
- A thank you letter and a game schedule if possible.
- Recognition in W.W.H.A. communications (Newsletters, Tournament Directories, Etc.)
- Recognition on our website <http://www.whitemudwest.com>

The office must receive the sponsorship money prior to having the company logo posted on W.W.H.A. website. The website administrator will be contacted when payment is received.

Individual W.W.H.A. teams are expressly prohibited from soliciting additional financial support from W.W.H.A. sponsors.

There will be no refund or rebate to individual teams or persons from sponsors of the W.W.H.A. program.

Jersey sets will be allocated to teams by the Equipment Manager and will not be traded or the set broken up. Every attempt will be made to match sponsors bars with related players if desired by the sponsor, however, the Association makes no guarantees in this regard.

### b) Individual Teams

Team sponsorship will be directed through each individual team. Individual teams are encouraged to fundraise for their team in any manner that does not conflict with the W.W.H.A. sponsorship program or the rules of the Alberta Gaming Commission. Teams may not provide advertising on W.W.H.A. team jerseys or apparel in return for sponsorship monies or otherwise without the approval of the Executive Committee.

9. **PERSONNEL AND RESPONSIBILITIES**

9.1 **Executive Committee and Board Members**

The term of office for all elected Executive Committee members and appointed Board members is one year.

**ELECTED MEMBERS**

**POSITION: PRESIDENT**

Person nominated for President shall have served at least 1 previous term on the Executive Committee.

**JOB DESCRIPTION**

1. Responsible for the overall operation of the Executive Committee, including coordination of the activities of all members and sub-committees.
2. Schedules all board meetings and Annual General meeting.
3. Presides as chairperson at all meetings.
4. Serves as a member of the WWHA Hockey Committee.
5. Serves as a member of the Budget Committee.
6. Maintains contact with other hockey related resource groups.
7. Serves as a voting member on all standing committees and ad hoc committees.
8. Becomes Past President in an advisory capacity.
9. May exercise the powers of the Executive Committee in case of emergency with subsequent clarification at the next Executive Committee meeting.
10. Attends or appoints a designate to all NWZ, CAC, Hockey Alberta and Federation Council meetings, or any other required meetings.
11. Performs all required press releases through the media as may be required by the Association.
12. Is involved in all Evaluation committees to assist in the determination, adjustment or revision of evaluation policies pertaining to players and goalies.

**POSITION: VICE-PRESIDENT of ADMINISTRATION & COMMUNICATION**

**JOB DESCRIPTION**

1. May serve as WWHA representative at various hockey resource meetings.
2. Assists and helps to coordinate the function of the following Executive Committee members:
  - Executive Director
  - Administrative Assistant
  - Ice Allocator
  - Webmaster
  - Disputes & Arbitration
  - Communications
  -
3. Develops and proposes changes to the Policy and Procedures Manual in consultation with other association members and the Executive Committee approval.
4. Maintains and updates the WWHA Blue Book and the Manager's Manual.
5. Serves as a member of the Budget Committee and other committees as appropriate.
6. Oversees the activities of the Executive Director and the Administrative Assistant, Ice Allocator and Webmaster.
7. Retains copies of the minutes of all meetings at the WWHA office.
8. Retains original copies of all Injury Reports at the WWHA office.
9. Has overall responsibility for maintenance of the Association's records.
10. Serves as the Co-Editor of the WWHA Newsletter.

**POSITION: VICE-PRESIDENT of EVALUATIONS & TIERING**

**JOB DESCRIPTION**

1. Supervision of Evaluation Committee and overall evaluation process which includes:
  - Establish an Evaluation Committee and appoint an Evaluation Chair, Goalie Evaluation Director and Evaluation Coordinators in each category.
  - Organize Evaluation Training Session and book venue.
  - Update Evaluation Handbooks for current season and arrange photocopying of all paperwork.
  - Review evaluation ice times with WWHA Ice Allocator and make necessary changes.
  - Arrange for evaluation referees if necessary.
  - Meet with Evaluation Committee to pre-seed registered players and place on initial skate groups. Enter onto laptop computer.
  - Provide skate groupings to the Administration office for posting on the website and at arena.
  - Arrange for data entry personnel to enter evaluation scores and update skate groupings.
  - Meet with Hockey Committee after final evaluation skates to organize teams.
2. Responsible for the overall direction and day to day operations of the on-ice hockey program
3. Responds to problems in the operation of individual teams.
4. Serves as a member of the Hockey Operations Committee.
5. Serves as a member of the Budget Committee.
6. Attends citywide tiering meetings as WWHA representative.
7. Provides a report at regular Executive Committee meetings.
8. Oversees the activity of the Category Directors and Community Hockey Directors.
9. Is involved in all Evaluation committees to assist in the determination, adjustment or revision of evaluation policies pertaining to players and goalies.

**POSITION: VICE-PRESIDENT of COACHING**

**JOB DESCRIPTION**

1. Responsible for the overall direction and day to day operation of the on-ice hockey program.
2. Responsible for recruiting and accepting applications for prospective coaches.
3. Along with the Conditioning Camp Coordinator, is responsible for recruiting Conditioning Camp coaches.
4. Oversees the activities of the Conditioning Camp Coordinator.
5. Oversees the evaluations of coaches.
6. Distributes the initial team lists and phone numbers to the coaches at the beginning of the season.
7. Serves as a member of the Hockey Committee.
8. Oversees the activities of the Equipment Manager.
9. Maintains and updates the WWHA Coaching Manual.
10. Develops a program for the training and improvement of skills for coaches and assistant coaches.
11. Organizes and schedules two Coaches meetings per season.
12. Oversees and plans the operation of the respective Initiation hockey program.
13. Recommends to the Executive all Volunteer Awards for the year. At minimum this to include Coach of the Year by Category including Initiation, Novice, Atom, Peewee and Bantam. Also includes Manager of the Year Award and any other awards as approved by the Executive from time to time.
14. Is involved in all Evaluation committees to assist in the determination, adjustment or revision of evaluation policies pertaining to players and goalies.
15. Creates and maintains all coaching personnel files including the return of those files to WWHA at the end of term.

16. Maintains any and all coaching materials, either manual or for inclusion on the website. Maintains the coaching section of the WWHA website.

**POSITION: VICE-PRESIDENT of ORGANIZATION & DEVELOPMENT**

**JOB DESCRIPTION**

1. Assists, coordinates and oversees the functions of the following Executive Committee members:
  - 50/50
  - Casino
  - Minor Hockey Week
  - Photos
  - Tournament
2. Serves as a member of the Budget Committee.
3. Makes known to WWHA coaches any training available to them (speakers, workshops, seminars, etc.) Responsible for organization of the Mentorship program.

**POSITION: TREASURER**

**JOB DESCRIPTION**

1. Oversees financial records and bank accounts and directs all banking functions through the Executive Director.
2. Prepares financial reports for presentation at the regular monthly Board Committee meeting.
3. Prepares financial statements for the previous fiscal year for submission to the Annual General meeting.
4. Holds signing authority for Chequeing account, Tournament account, Golf Tournament account and Casino account along with the President and the Executive Director.
5. Serves as a member of the Budget Committee.
6. Oversees Sponsorship

**APPOINTED MEMBERS**

**POSITION: PAST PRESIDENT**

**JOB DESCRIPTION**

1. The Past President serves in an advisory capacity to the W.W.H.A. Executive Committee. The Past President is a full voting member of the Executive Committee.

**POSITION: DISPUTES AND ARBITRATION CHAIRPERSON Reports to VP Administration & Communication**

**JOB DESCRIPTION CURRENTLY UNDER REVIEW**

**POSITION: CONDITIONING CAMP DIRECTOR Reports to VP Coaching**

**JOB DESCRIPTION**

1. Co-ordinates the annual Whitemud West Conditioning Camps, including the scheduling of ice, promotion, registration of players and preparation of coaches.

**POSITION: EQUIPMENT MANAGER Reports to VP Coaching**

**JOB DESCRIPTION**

1. Is responsible for the maintenance of all equipment.
2. Prepares budget requirements for equipment to be submitted prior to the Annual Budget Meeting.
3. Arranges for handling, storage, repairing, cleaning and inventory of equipment.
4. Arranges for distribution of equipment to evaluation team, Conditioning Camp program, and individual teams at the start of the season and ensures that all equipment is returned at the end of the season.
5. Sits on the Tendering Committee on issues concerning equipment.

**POSITION: 50/50 CHAIRPERSON Reports to VP Organization & Development**

**JOB DESCRIPTION CURRENTLY UNDER REVIEW**

**POSITION: CASINO DIRECTOR Reports to VP Organization & Development**

**JOB DESCRIPTION**

1. Sets up prospective dates for casino.
2. Is responsible for forwarding funds to be deposited to the Executive Director.
3. Files all necessary government licensing.
4. Arranges for volunteers to work at casinos and provides list of volunteers to Executive Director for credit to registration.

**POSITION: MINOR HOCKEY WEEK CO-ORDINATOR Reports to VP Organization & Development**

**JOB DESCRIPTION**

1. Co-ordinates the Whitemud West participation in the annual E.M.H.A Minor Hockey Week Tournament.
2. Obtains volunteers from each W.W.H.A team and assigns duties and arena locations for these volunteers.

**POSITION: PHOTO CO-ORDINATOR Reports to VP Organization & Development**

JOB DESCRIPTION

1. Arranges for a photographer, prior to the start of the season and gets a contract signed prior to first day of photo sittings..
2. Books and confirms venues for photo shoot.
3. Contacts Coaches/Managers from all W.W.H.A teams to schedule photo dates with times and location of venue.
4. Follows up with all complaints related to photograph errors/omissions.
- 5.. Distributes pictures to Coaches or Managers at arranged location, when received from photographer.

**POSITION: TOURNAMENT DIRECTOR Reports to VP Organization & Development**

JOB DESCRIPTION

1. Directs an annual Whitemud West Hockey Association tournament with the aid of a committee selected by the Tournament Director.
2. May assist with or arrange other tournaments that have been approved by the Executive Committee.
3. Prepares a budget prior to the tournament(s) and a financial report immediately following.
4. Forwards proceeds and receipts from the tournament to the Executive Director for deposit.

**POSITION: EVALUATION CHAIR Reports to VP Evaluations & Tiering**

JOB DESCRIPTION

1. Is a member of the Evaluation Committee (see 9.2.5)
2. Along with the VP of Evaluations & Tiering, organizes the evaluation training sessions.
3. Is available for all evaluation dates.
4. Organizes volunteers for evaluation dates of all categories.
5. Responsible for booking meeting rooms for evaluation dates.
6. Arranges food and beverages for evaluation volunteers.
7. Organizes jerseys with the Equipment Manager and distributes them to all Evaluation Coordinators.
8. Performs other duties assigned by the VP of Evaluations & Tiering.

**POSITION: CATEGORY DIRECTOR Reports to VP Evaluations & Tiering**

JOB DESCRIPTION

1. Attends all regular W.W.H.A. meetings and communicates details to category coaches as required.
2. Follows the guidelines created by the Registrar and attends all central registrations for the category, usually two registrations per season.
3. Assists the Evaluation Chair with the organization and operation of the player evaluations for their assigned category.
4. Works with the V.P of Evaluations and Tiering, V.P of Coaching, and the President on the Hockey Operations Committee to assign coaches and create the teams at the beginning of the season.
5. Assists with player trades, movements and placements that may occur after the evaluation process is finished.
6. Ensures that the Executive Director is fully apprised of all player movements so that they may keep up to date Team Lists.

## **WHA Policies and Procedures**

7. Ensures coaches receive electronic copies of game schedules in a timely manner- approximately 5 schedules per season including playoffs and Minor Hockey Week.
8. Ensures coaches receive electronic copies of practice schedules in a timely manner – approximately three schedules per season.
9. Receives calls from parents/guardians, players, and coaches during the season and assists in all inquiries.
10. Provides E.M.H.A., A.A.H.A., and C.H.A. rule interpretations to the coaches as required.
11. Provides W.W.H.A. Policy and Procedure interpretations to players, parents/guardians, and coaches as required.
12. Provides support, advice, input, and feedback to all category coaches throughout the season.
13. Represents the coaches on all issues pertaining to the Northwest Zone, the E.M.H.A., the A.A.H.A. and the C.H.A.
14. Collects game sheets for all regular season, Minor Hockey Week, Tournament and playoff games and delivers these game sheets (via fax or e-mail) to the City Category Director on a timely basis. (within 24 hours of a game or within 24 hours of the last game of a tournament at which time all tournament game sheets may be turned in at once). Supplies weekly reports to City Category Director unless there is a game sheet write-up which must be reported within 4 hours of the game. Stores all games sheets until the end of the season.
15. Holds a supply of blank game sheets for dispersal to the coaches as required.
16. Keeps win/loss statistics on all teams within the category for use at the tiering meetings, and passes these statistics on to the VP of Evaluation & Tiering for use at tiering meetings.
17. Administers suspensions when applicable as directed by the City Category Director or WWHA.
18. Performs the initial review of all disputes and grievances arising on the teams within the category and either resolves or passes these on to the Disputes and Arbitration Committee.
19. Sits on the Disputes and Arbitration Committee for all issues pertaining to the category.
20. May attend City tiering meetings and provide input on teams within the category – approximately 3 meetings per season.
21. Attends the Annual General Meeting and supplies a summary report on the category for the season.
22. Is an outstanding representative and ambassador of the Whitemud West Hockey Association in all actions and statements.

### **POSITION: SPONSORSHIP DIRECTOR Reports to Treasurer**

#### **JOB DESCRIPTION**

1. Responsible for arranging new sponsors and maintaining contact with current sponsors.
2. Provides the items that have been approved by the Executive Committee to the sponsors.
3. Collects sponsorship fees and forwards them to the Executive Director assistant in a timely fashion. (Application forms are used as invoices)
4. Provides a report at regular Executive Committee meetings.
5. Co-ordinates their sponsorship activities with the V.P Organization and Development.
6. Prepares any plans for fundraising and budgets with the V.P Organization and Development before presentation at Executive Committee meetings.
7. Co-ordinate meetings to assist team managers in fundraising activity ideas with the assistance of the V.P Organization and Development.
8. Instruct team managers as to fundraising of individual teams as per the guidelines of the Executive Committee and Policies and Procedures guidelines.
9. Organizes the purchase, application and removal of sponsor bars on the designated team jerseys.
10. Forward any advertisements of sponsors to the appropriate Executive Committee member. (Newsletter, Tournament Program, and Web Site).
11. Assembles members to assist him as a Sponsorship Committee.

### **EMPLOYEES OF W.W.H.A. (NON-VOTING POSITIONS) Report to VP Administration & Communication**

**POSITION: EXECUTIVE DIRECTOR/REGISTRAR**

**JOB DESCRIPTION**

This position has a term of one year, salary/compensation to be evaluated and negotiated at the end of each operating season. This position is filled through a competition process with certain qualifications verified and approved by the Executive Committee through the VP of Administration/Communications. This position reports to the VP of Administration/Communications.

**General Duties:**

1. Handles all phone calls and correspondence to the Whitemud West office.
2. Maintains and updates all files and documents of Whitemud West.
3. Obtains and distributes to Category Directors, all practice and games schedules.
4. Attends monthly Executive meetings and Coaches/Managers meetings.
5. Provides support to the Administrative Assistant/Ice Allocator and delegates duties accordingly.
6. Assists the President and the Executive Committee along with all other committees as required.
7. Provides assistance to the Treasurer in capacities as requested.
8. Holds signing authority on chequeing accounts along with the President and Treasurer.
9. Deposits and balances funds for Whitemud West.
10. Handles the collection of outstanding funds and NSF payments owing to Whitemud West.
11. Handles the collection of funds for Contract and Occasional Ice sales from information provided by the Administrative Assistant/Ice Allocator.
12. Processes Referee Receipt Claims twice a year.
13. Produces invoices and distributes as necessary under the instructions of the Executive Committee.
14. Files Society Return annually.
15. Organizes year-end party for Whitemud West volunteers.

**Registration:**

1. Coordinates the registration processes at the start of the season, which includes package mail-outs, organization of registration site and clerical volunteers.
2. Is available during all registration dates.
3. Completes data entry of all registered players, coaching staff and executive.
4. Maintains documentation relating to registration of players and ensures that it is complete and accurate.
5. Maintains information regarding team Hard Cards and distributes them as required.
6. Handles affiliation lists.
7. Handles the collection of fees for registration and Conditioning Camp.
8. Provides Conditioning Camp registration lists to Conditioning Camp Coordinator.
9. Invoices community teams for registration fees.
10. Provides transfers and releases to players/coaches leaving Whitemud West.
11. Communicates with NWZ and EMHA registrars.
12. Corresponds with communities for bingo credits that Whitemud West receives from individuals.
13. Ensures coaching staff has completed Police Information Checks and follows up as required.

**POSITION: ADMINISTRATIVE ASSISTANT**

**JOB DESCRIPTION**

Reports to the Executive Director/Registrar and VP of Administration/Communications

**General Duties:**

1. Responsible for all data entry into the accounting program for Whitemud West and general ledger maintenance.
2. Provides relevant reports to the Treasurer as requested.
3. Assists the Executive Director/Registrar with the registration process and data entry.
4. Is available during all registration dates.
5. Records, maintains and distributes the minutes for the Board meetings and the Annual General Meetings. Responsible for booking venues for these meetings.
6. Maintains and approves information for the Whitemud West news Boards at Callingwood Arena.
7. Upon request by the Executive Director, is responsible for handling phone calls and e-mails made to Whitemud West.
8. Assist the VP of Administration/Communications with the productions of the Newsletter.
9. Responsible for advertisement booking for Registration and Conditioning Camp. ie. signs and newspaper ads.
10. Establishes friendship lists from registration forms and provides to Evaluation Committee.
11. Attends Coaches and Managers meetings.
12. Other related duties as delegated by the Executive Director.

**POSITION: ICE ALLOCATOR**

**JOB DESCRIPTION**

Reports to the Executive Director/Registrar and VP of Administration/Communications

**General Duties:**

1. Ensures coaches receive electronic copies of game schedules in a timely manner- approximately 5 schedules per season including playoffs and Minor Hockey Week.
2. Ensures coaches receive electronic copies of practice schedules in a timely manner - approximately three schedules per season.
3. Responsible for all phone calls and e-mails pertaining to ice.
4. Responsible for obtaining and scheduling contract and occasional ice for teams in WWHA.
5. Invoices teams for ice sales and provides copies to the Executive Director.
6. Corresponds with the NWZ Ice Allocator and follows up on ice use by WWHA teams.
7. Attends Ice meetings when requested.
8. Responsible for having available ice posted on website.
9. Serves as a member of the Budget Committee.

**POSITION: WEBMASTER**

**JOB DESCRIPTION**

1. Works under the direction of the VP of Administration/Communications.
2. Responsible for maintaining and updating the W.W.H.A. website. All updates to be approved by the VP of Administration/Communications, the President or the Executive Director.
3. Responsible for documenting hours of work and submitting to the Whitemud West office.

## 9.2 Standing Committees

### 9.2.1 Hockey Operations Committee

This committee consists of the President, Vice President of Coaching, Vice President of Evaluations & Tiering, Category Directors where the matter pertains to that Category and other Board members deemed necessary to the committee.

The functions of this committee are to:

1. Ensures the effective day to day operation of the on ice hockey program.
2. With the assistance of the Evaluation Chair, oversees the evaluation and placement of players on teams.
3. Selects and evaluates coaches.
4. Decides on player movement after the evaluation process is completed.
5. Mediates problems arising in the operation of individual teams as required.

### 9.2.2 Budget Committee

This committee consists of the President, Vice Presidents, Treasurer, Executive Director, Ice Allocator, and other Executive Committee members whose input may be required. The Budget Committee meets in May of each year to develop a projected budget based on expected expenses and revenues. During this process fees are set for the season. The budget is presented to the Executive Committee for ratification prior to registration.

### 9.2.3 Tendering Committee

This committee consists of the President, Treasurer or an appointed substitute, and the Executive Committee Member directly responsible for that purchase. This committee will meet to select a supplier for purchases approved by the Annual Budget and/or purchases approved under Section 6.7 of this document.

### 9.2.4 Disputes and Arbitration Committee

This committee consists of the Disputes and Arbitration Chair, two full time members of the Executive, the President as a non- voting member and the Category Director where the matter pertains to that category. The Disputes and Arbitration Chair, on receiving **WRITTEN** appeal or request, shall convene a Committee meeting. The Committee shall invite such person's as they deem necessary to provide the information to the Committee. The Committee shall, at minimum offer to receive the offending party(ies) in person, and provide an opportunity for that party to speak in his or her own defense, or through an advocate. The Committee shall, with all dispatch, render a decision and communicate that decision to the offending party(ies). Such communication may be verbal at the outset but shall be confirmed in writing with copies logged with the official W.W.H.A. files. The Committee Director will report the outcome of the hearing to the Executive Committee.

### 9.2.5 Evaluations Committee

The committee consists of an overall Evaluation Chair, Evaluation Coordinators, a director of each category, the V.P of Evaluations and Tiering, the President, and other members deemed necessary to the Committee. The Evaluations Committee will meet prior to the season to review the evaluation process. The process to be used will be published in the W.W.H.A. Evaluations Handbook and on the website.

The Evaluations Committee will be responsible for the organization and operation of player evaluation. The results of the evaluation process and recommendations for player placement will

be passed to the Hockey Operations Committee.

#### 9.2.6 **Tournament Committee**

The committee consists of the Tournament Director, a tournament director for each category, and other members deemed necessary to the Committee.

The Tournament Committee will be responsible for the organization and operation of the Whitemud West Tournament(s),

### 9.3 **Coach / Manager / Assistant Coach / Trainer**

#### 9.3.1 **Coach**

Policy regarding the role of the Head Coach:

Whitemud West Hockey Head Coaches are fully responsible for all activities of their team. Delegation of responsibilities to Assistant Coaches or Trainers, Managers and Parents is necessary, desirable and encouraged. However, ultimate responsibility for these activities rests with the Coach.

#### **Guidelines/Expectations**

Coaches and team management are expected to:

1. Respond to directives of the W.W.H.A. and operate the team within established policies and guidelines.
2. Respond to the needs and skills of individual players, ensuring that each player has the maximum opportunity to develop his/her potential.
3. Recognize their responsibilities as leaders, educators and role models for young players. Conduct toward players, parents, officials and other persons should be based on mutual respect and be fair and reasonable. Physical abuse, verbal abuse, or profanity is not condoned.
4. Be sensitive to parental concerns and prepared to respond cordially when warranted.
5. Establish regular communication with parents on games, practices, schedules, fundraising, etc.
6. Recognize that while hockey may be the major winter activity of the player, it is not the only activity. In priority, it comes after family and educational responsibilities and reasonable accommodation to these other factors is expected.
7. Deal fairly with players at all times. Rewards or considerations to players or parents should be those reasonably available to all members of the team. Coaches should not accept gifts, favors, or other considerations from players or parents or place themselves in a situation where their actions may be compromised because of such considerations.
8. Ensure proper supervision of the team, before, during, and after all games and practices and accept responsibility for the conduct, safety, and well being of their players.
9. Pursue objections to directives or policy through appropriate channels and in a manner that is not detrimental to the team, league or Whitemud West Hockey.
10. Hold a parent meeting prior to the beginning of regular play to outline the time and financial commitments of the team and ensure parent agreement. If a player is unable to fulfill these commitments, then arrangements can be made with the Hockey Committee to be placed on an alternate team. Hold additional parent meetings at appropriate intervals during the season. Ensure the selection of a parent representative to act as a liaison between parents and coaches.

### 9.3.2 Manager

Policy regarding the role of the Manager:

Whitemud West Hockey Team Managers are directly responsible to the Head Coach, who shall be responsible for delegating specific duties. In general, Team Managers should assume responsibility for most of the off-ice organizational and administrative tasks, thus allowing the Coach to concentrate on instruction and player development.

#### **Guidelines/Expectations**

Team Managers are expected to:

1. Respond to the directives of the W.W.H.A. and help operate the team within established policies, guidelines and regulations.
2. Assist in off-ice organization including team finances, scheduling, etc.
3. Assist the Head Coach in monitoring off-ice conduct by team members and team followers to ensure that the team's role as a community and Whitemud West ambassador is maintained.

#### **Specific Tasks**

While the following is not a comprehensive listing of all duties for managers, it may serve as a guide for the tasks which the Head Coach may delegate. The Manager's Manual has a more comprehensive outline.

1. Handles E.M.H.A. hard cards or team sheets.
2. Gathers relevant player's telephone numbers, parent's names and medical history, and establishes a communication network.
3. Obtains travel permits and sanction numbers from E.M.H.A. for tournament and exhibition games, ice purchased directly from private arenas, i.e. Enoch, Parkland, and the City of Edmonton.
4. Delivers game sheets to Category Directors within 24 hours of the completion of any regular season, exhibition or Minor Hockey Week game or within 24 hours of the completion of the final game of a Tournament.
5. Organizes parent meetings.
6. Participates in the formulation of team objectives and rules.
7. Supervises and monitors the collection of money and fundraising within the policies directed by the W.W.H.A.
8. Arranges for team transportation, accommodation, and meals.
9. Arranges for additional ice times.
10. Sells, trades or gives away ice times that cannot be used by the team because of conflicts.
11. Organizes and manages parents or parent committees as may be required from time to time, e.g.:
  - Team Treasurer
  - Fund Raising Committee
  - Equipment Manager
  - Statisticians
  - Tournaments

9.3.3 **Assistant Coach / Trainer**

Policy

The Assistant Coach/Trainer positions are to be selected by the Head Coach. The Head Coach will have received input from the Hockey Committee regarding possible candidates. Duties are assigned by the Head Coach. The W.W.H.A. will, when requested by the Head Coach, appoint an Assistant Coach.

9.4 **Parent Representative**

Each team must select or elect a parent representative who is not involved with the day to day operation of the team or listed on the hard card. The purpose of the parent representative is to act as a liaison between the parents, players and team officials in case of dispute.

A parental dispute or concern should be routed according to the following steps:

Firstly: Direct conversation with the coach. If this is not satisfactory:

Secondly: Direct conversation with the parent representative. If this is not satisfactory:

Thirdly: Direct conversation with the Category Director. If this is not satisfactory:

Fourthly: Report to the Disputes and Arbitration Chair in writing.

Similarly for coaches with parental concerns, the following steps should be followed:

Firstly: Direct conversation with the parent. If this is not satisfactory:

Secondly: Direct conversation with the parent representative. If this is not satisfactory:

Thirdly: Direct conversation with the Category Director. If this is not satisfactory:

Fourthly: Report to the Disputes and Arbitration Chair.

The vast majority of problems can be settled quickly, simply by effective communication. Many problems can be averted by communicating objectives and plans to parents during regular meetings.

10. EVALUATION PROCEDURE

10.1 **Player Evaluation Structure**

Players are evaluated by evaluation staff under the direction of the VP of Evaluation & Tiering and his committee. Evaluations are based on player’s age category and direct observation of demonstrated skills. The purpose of player evaluation is to allow players to be placed on teams consisting of players with similar abilities. Every effort is made to ensure a fair and equitable process. See Section 9.2.5 of this document for the Evaluations Committee structure. The process used for evaluating players can be found in the Whitemud West Evaluations Handbook.

10.2 **Under Age Players**

Novice, Atom and Pee wee-age players wishing to play under age hockey must meet the following requirements:

- i. Must have played on a *Whitemud West Tier 1* team the immediate previous year.
- ii. Must declare in writing the position that he/she is trying out for.
- iii. Must start in tryouts at the higher age level
- iv. AFTER TWO SKATES, must place in the top 12 forward positions, top 8 defense positions or top 3 goalie positions in order to continue tryouts at this level and move up. Players not achieving any of the aforementioned positions shall return to their respective age tryouts.

A waiver must be signed before an Atom aged player can be considered as a Pee wee affiliate.

**AT THE TIME OF REGISTRATION :**

*Novice, Atom and Pee wee-age* players wishing to move up **must register in the older age category** for evaluations.

Further to this, **ANY PLAYER** wishing to move up must make a declaration, *in writing*, to the V.P. of Evaluations & Tiering at registration.

10.3 **Over Age Players**

Any over age player must register in their actual age category. Over age players must be approved in accordance with Edmonton Minor Hockey Association’s Operations Directives. Application forms are available from the WCHA office or Edmonton Minor Hockey office.

10.4 **Assignment of Coaches to Teams**

The Vice President of Coaching compiles a list of potential coaches from Coaching Applications and information on registration forms. The teams are then reviewed and approved by the respective Category Evaluation Committee and coach applicants are considered and selected based on experience, coach reviews and other information as available to the Evaluation Committee. Successful coach candidates are contacted and advised of the selection.

The Hockey Committee may elect to use coaches without registered children, at its discretion, based on availability of qualified coaches.

All coaches must attain at least The National Coaches Certification Program Coach Level Certificate.

10.5 **Placement of Players on Teams**

Once the final evaluation scores are provided by the Independent Evaluators, a list which sorts the scores in descending order determines the initial team placements. Friendship requests are then reviewed and honored based on WCHA policy.

The Hockey Committee is charged with the responsibility of ensuring that teams at any level are balanced. This may involve moving players after initial placements have taken place.

Coaches are required to meet with the Hockey Committee (President, VP Evaluations, VP Coaching and the two Category Directors), and are given an opportunity to review their team list and changes can be requested for valid hockey reasons.

Examples of “valid hockey reasons” are as follows:

- Teams have excess forwards or defense, switch is required to equalize.
- Coach/child conflict or coach/parent conflict.
- Child with special needs that cannot be supported by the coach or a child on the lower team with special needs can be supported by the coach of the higher team.
- A tiering change that would be outside of the normal ranges expected for a child going into the first year of a new age category or going into the second year of the same age category. This could be the result of an evaluation issue, illness, injury or absenteeism. A review of technical scores, past history of placement will be reviewed at this time to assess if a change is warranted.

All requests for change require the approval of the Hockey Committee. If there is more than one team placed in a tier, coaches of each team will review their rosters at the same time.

Other guidelines to be followed in the event of possible team changes:

1. Team adjustments will not be allowed beyond one tier, any such requests will be denied.
2. Late friend requests will not be considered for approval.
3. Any children moving down from team adjustments will not be eligible for further movement subsequently, in other words a child can only move up or down one tier.
4. Goalie changes are allowed but each goalie can only move up or down one tier.
5. The maximum number of changes that may be allowed is one goalie and two players.
6. When the Head Coaches of two teams at the same tier are reviewing their team lists with the Hockey Committee, changes between their respective teams will be allowed as long as the cumulative evaluation scores for each team are comparable after the requested changes. Changes between teams at the same tier will not be subject to the maximum player change rules above.

Any matters raised by or with the Hockey Committee will be assessed and once the matter is reviewed and concluded, the matter is considered final and will not be eligible for further consideration.

Once the team reviews are final, any changes will not be allowed unless matters that are out of the control of the hockey team occur, such as a player(s) moving locations.

If any adjustments are made, the team lists will be updated immediately and changes on the higher tiered team will be considered final. The Hockey Committee will then meet with the coach on the next team at the next tier and conduct a similar review process, once that team list has been updated for changes made by the higher team, if any.

Category Directors in consultation with the V.P of Evaluations & Tiering will place late withdrawals or cuts from the AA Program on teams. Balance of teams will be the sole criteria for placement. WWHHA will not guarantee players returning from tryouts with “club” teams a spot on a WWHHA team when the player’s release happens after the formation of WWHHA teams.

### 10.6 Number of Players per Team

The guideline for players per team is 14 players for Novice, 14 players for Atom, and a maximum of 15 skaters and 2 goalies for Peewee and Bantam.. This may be varied at the discretion of the Hockey Operation Committee depending on the total number of players in any division. Ordinarily, 2 goaltenders will be placed on each team, although the final number will depend on the number of goaltenders registered.

## 11. CODE OF ETHICS

### POLICY

The following codes of ethics apply to all levels of participation in the Whitemud West Hockey Program – parents, players, team personnel, and Association members. They are minimum standards of behavior which participants are expected to observe. Violation of the standards by a participant may lead to review by the W.W.H.A. for subsequent exoneration, reprimand, or expulsion.

#### 11.1 Executive Committee and Board Members Code of Ethics

Executive Committee and Board members must:

1. Adhere to Association policy and seek to change policy through the proper channels of the Association.
2. Maintain the integrity of the Association at all times, and do not initiate or participate in any activity, which will place the Association in ill repute.
3. Honor commitments made on behalf of the Association.
4. Not divulge to the public an item, which may cause personal embarrassment or humiliation to other members.
5. Resign from their position immediately when they become unable to fulfill the duties or obligations of the position.
6. Not criticize the sphere of operation of another member except to that member or the President.
7. Not comment or render opinion on decisions with respect to operations not under their control. Members do not undermine the confidence of the general public in other members.
8. Refer to appropriate Executive members any issues arising with respect to their sphere of operation.
9. Fulfill the duties and obligations of their position to the best of their ability, always serving the best interests of ALL players registered with Whitemud West Hockey.
10. Treat the general public with dignity and respect and be considerate of their circumstances.
11. Not use their position for personal profit, or for the profit of immediate family.
12. Not use their position to influence the selection of any coach or team official.
13. Not use their position to benefit any one team within W.W.H.A.

\* Any member asked to withdraw or resign will not be considered for future Executive Committee or Board positions.

#### 11.2 Parents Code of Ethics

1. There can be only one Coach of the team and that person is assigned by the W.W.H.A. Hockey Committee. Do not attempt to be the invisible coach for your son/daughter. It will only confuse him/her and this confusion will result in frustration for you and your child.
2. Do be supportive of your child. Praise not scoreboard success but attitudinal changes, cooperation of teammates, forgiveness of mistakes, team play, and even discipline. You are raising a child not a hockey player and all the life skills your child learns in this or any other organized activity will help him/her become a better person.
3. If a dispute between you and team officials or administration occurs, handle it with dignity and through proper channels.
4. Handle disappointment, whether it occurs through disputes, your child's skill, officials and their decisions, placement on a team, etc., with dignity, maturity and common sense.
5. Playing hockey is a privilege, not a right. Undesirable conduct or deliberate infractions of rules can result in disciplinary action, which may lead to the revoking of your membership in this organization.
6. Help your child's team, the officials, and the Hockey Association whenever and wherever you are able. Your support and much needed assistance very often means the difference between a rewarding productive season and a mediocre, frustrating one. Be a Volunteer!

#### 11.3 Players Code of Ethics

1. Always strive to give your best. Pride, esteem, and respect are just a few of the rewards you can expect from your teammates, fans and coaches if you attempt to be the best you can be.
2. Never belittle or condemn another player, coach, or referee. Bad calls, missed passes, short shifts, or any of the frustrations which occur in organized sports are not a valid reason to hurt or abuse someone.
3. Do not use foul language. If you cannot make your point without using swear words, then you should reconsider whether you have a point to make.
4. Fighting will result in disciplinary action. Hockey is a physical game but there are limits.
5. Be on time for your games and practices. Both are necessary for you to develop the skills you require to play the game successfully.

#### 11.4 Coaches Code of Ethics

1. The good coach believes that his job is to teach hockey, to develop his players, and to put a team of good sports on the ice for every game. The keys to successful coaching are **LEADERSHIP** and **EXAMPLE**. The coach points out what is right or wrong, fair or unfair. He stresses cooperation with authority and respect for it. How he acts is more important than what he says.
2. The coach tries to give his team the will to win. He wants them to know the pride of winning, as individuals as well as members of a team. But they must also know how to lose like a good sport. **AND SO MUST HE!!** A team that plays like this earns friends and respect everywhere it goes, and so does the coach.
3. Coaches must be capable of administering discipline fairly, to the superstar as well as the developing player.
4. Coaches must be responsible for their own behavior. They are leaders and teachers and their actions reflect upon the total program.
5. Coaches must be well organized and prepared both on and off the ice. The Association works very hard to provide funding for practice and game ice.
6. No abuse by coaches to referees will be tolerated.
7. A coach or team official that is reported to be inebriated while in his official capacity with the team may be suspended for the rest of the year.
8. **REMEMBER, COACHING IS A PRIVILEGE, NOT A SELF-SERVING OBLIGATION, AND THE POSITIONS ARE NOT HANDED OUT LIGHTLY!! TREAT THE POSITION AND RESPONSIBILITIES WITH RESPECT!!**

## 12. COACHING

### 12.1 Selection of Coaches

The Hockey Operations Committee using the following criteria selects the coaches who serve in the Whitemud West Hockey Program:

1. C.H.A. certification level
2. Years of experience
3. Previous record
4. Evaluations by parents, players, and the Hockey Operations Committee

It is mandatory that the Head Coach of any team attain at least the NCCP coach level certification. All coaching staff listed on the hard card will be required to complete a Police Information Check. The cost for five Police Checks per team will be covered by WWHA. Any additional costs will be the responsibility of the team. Police Checks will be valid for five years. All information will be received by the Executive Director and kept confidential. Coaching staff that do not complete a Police Check within the required timeline will be removed from the hard card. If necessary, the VP of Coaching may need to be involved.

## 12.2 Support for Coaches

### 1. PLAYING RULES AND REGULATIONS

- a) Coaches are to be provided with a copy of the C.H.A. rulebook which contains all official hockey playing rules applicable across Canada.
- b) Coaches are provided with a copy of the E.M.H.A. handbook, which contains information pertinent to Edmonton Minor Hockey.
- c) Coaches can access a copy of the W.W.H.A. Policies and Procedures Manual on the Whitemud West Website..

### 2. PERSONNEL DEVELOPMENT

- a) Coaches are to be provided with a copy of the W.W.H.A. Coaches Manual.
- b) The W.W.H.A. will offer accredited hockey clinics periodically.
- c) W.W.H.A. will offer accredited first aid clinics periodically.
- d) W.W.H.A. will offer accredited Trainers clinics periodically.
- e) W.W.H.A. will provide information concerning other courses offered in the Edmonton area, as it becomes available.
- f) Every potential coach is to attend an orientation meeting at the beginning of the season.
- g) The Category Director and VP of Coaching will be available to provide assistance with team operations, rule interpretations, and to provide general assistance.

## 12.3 Some Do's and Don'ts for Coaches

1. A coach must have a permit when playing exhibition or tournament games
2. A coach cannot pull his team in the middle of a game for any reason. Such action will result in the coach being disciplined.
3. A coach cannot use a player from the same division as his own who does not belong to his team. The coach can only obtain a player from an affiliate team in a lower division. The coach must be clear on the current rules of affiliation.
4. All protests must be made in writing within 24 hours of the game or violation in question.
5. All coaches should be able to produce their E.M.H.A. Team Registration Form (Hard Card).
6. All teams must have a team name by October 1st. If a team name cannot be found by election or appointment by the coach, a name shall be assigned by the VP of Evaluations & Tiering.
7. It is mandatory that any coach, trainer, assistant coach, guest coach or volunteer who is on the ice at practice or a similar function must wear a CSA approved helmet with the chin strap of the helmet securely fastened. Beginning January 1, 2009 failure to comply with this policy will result in the following discipline for all Divisions of hockey:
  - 1st Offence Written warning
  - 2nd Offence 2 Game Suspension
  - 3rd Offence Indefinite Suspension

## 12.4 Reporting Incidents

Coaches shall report all incidents, which may result in disciplinary action to the Category Director as soon as reasonably possible after they occur. Incidents which must be reported, because they may warrant further disciplinary action, are as follows:

1. Excessive profanity by players, team officials, club representatives, or parents.
2. Players, who receive a game misconduct, gross or match penalty.
3. Teams assessed two or more bench minors in one game.
4. Coaches or bench assistants who are ejected from a game.

5. Team members or team followers who repeatedly bring discredit to the team and the W.W.H.A. through violent or gross behavior.

If making a report on officials:

1. Do not speak to the officials about your concerns during or after the game.
2. Provide the complaint in writing to the Category Director or VP of Evaluations & Tiering within 48 hours.

### 13. REGISTRATION PROCEDURES AND GUIDELINES

#### 13.1 Community Leagues and Boundaries

The W.W.H.A. is a member of the E.M.H.A. and provides programs for players aged 4 to 15 years. The Whitemud West area is bounded by Stony Plain Road and McKinnon Ravine on the North, the North Saskatchewan River on the East and South, and the city limits on the West including Enoch.

#### 13.2 Governing Bodies of the W.W.H.A. (C.H.A., A.A.H.A., E.M.H.A., N.W.Z.)

Whitemud West Hockey recognizes the C.H.A., A.A.H.A., E.M.H.A., and N.W.Z. as governing bodies, and abides by all rules and regulations instituted by these bodies.

All teams in the W.W.H.A. program are registered on E.M.H.A. Team registration forms (Hard Cards)

#### 13.3 Registration of Players and Teams

All players must be registered with the W.W.H.A. prior to participating in any W.W.H.A. activities. The registration process includes completion of the appropriate form, provision of proof of birth date, Alberta Health care, current community league membership and payment of fees. **Registration forms received from returning W.W.H.A. players after September 1<sup>st</sup> will be required to pay an additional fee of \$100.00.** The budget committee, prior to the start of the season, sets the registration fees. Players coming from another E.M.H.A. zone must obtain an inter-zone release and those moving within the zone require a transfer, before participating in W.W.H.A. activities. Players are registered into the appropriate category as determined by their age.

Note: Executive Director may consider alternate fee payment schedule for extenuating circumstances. Balance of fees must be paid by Nov. 30<sup>th</sup>. Players with outstanding fees after Nov. 30<sup>th</sup> will not be permitted to participate until the fees have been paid.

It is imperative that WWHA is informed of any special needs or considerations, at the time of registration, to ensure appropriate placement.

### CATEGORIES

**Initiation:** Open to participants ages 4, 5, 6 on December 31<sup>st</sup> of current season. Follows the Hockey Canada Initiation Program.

**Novice:** Open to participants 7 and 8 years of age on December 31<sup>st</sup> of current season

**Atom:** Open to participants 9 and 10 years of age on December 31<sup>st</sup> of current season

**Peewee:** Open to participants 11 and 12 years of age on December 31<sup>st</sup> of current season

**Bantam:** Open to participants 13 and 14 years of age on December 31<sup>st</sup> of current season

**PLEASE NOTE: Registration fees are non-refundable except under exceptional circumstances such as medical illness or injury or relocation away from the City of Edmonton. Refunds will be pro-rated depending on the percentage of the season completed and all refunds will be subject to a minimum \$75.00 administration fee. The Executive Committee must approve all refunds.**

Team registration fees are set by the E.M.H.A. and paid by the W.W.H.A.

Each team must register at least 12 but not more than 19 players on team registration cards, with these cards submitted to the E.M.H.A. Registrar by a predetermined deadline.

Any player not previously registered must furnish proof of residency (driver's license or utility bill), proof of age, Alberta Health Care card and current community league membership to the W.W.H.A. Registrar. Acceptable documents for proof of age are birth certificate, baptismal certificate or passport. Documents or copies must be available to the E.M.H.A. Registrar if requested.

The team registration card (Hard Card) must be carried at all games. If a coach or manager requests to examine an opposing team's card at the commencement of a league or playoff game and the opposing team is not in possession of a team card, then the opposing team must produce a team card by the end of the game. Failure to do so will result in disciplinary action.

#### 13.4 Eligible Players

1. Are of correct age for the division.
2. Have not been suspended.
3. Have been correctly registered on the team registration cards.
4. Have obtained an inter-zone release if transferring from another zone.

#### 13.5 Inter-Zone Release

A player from another Zone or area must have an E.M.H.A. Release signed by:

1. Parent or Guardian.
2. Registrar of the Zone from which the player is leaving.
3. Be approved by the Registrar of the Zone or area into which the player is entering, before playing in any league game.

**NOTE:** The "Knights of Columbus" is classified as a Zone. Players released from one Zone to another, remain with the particular Zone the player is released to. **WHEN A PLAYER IN HIS LAST YEAR OF PEEWEE OR HIGHER DIVISION IS RELEASED TO A FEDERATION ZONE FROM THE "K OF C" OR VICE VERSA, THE SAID PLAYER MUST PLAY HOCKEY FOR ONE YEAR OF "BB" HOCKEY BEFORE BEING ELIGIBLE TO PLAY "AA" HOCKEY.**

#### 13.6 Affiliated Players

An "Affiliated Player" shall mean a player referred to and approved by EMHA as eligible to play for a team in a higher Category/Division than the team in the Category/Division with whom the player is registered. Affiliations must be declared and filed in writing with the W.W.H.A. and EMHA Registrars prior to an affiliated player being allowed to participate in any game with the Hockey Team to which he is affiliated. Affiliation will be accepted and endorsed up to November 15 of the current hockey season. Affiliation forms are filed on the forms provided by EMHA.

- The use of affiliates is intended to supplement a team in case of illness, injury, suspension or other forms of absenteeism on the team.
- The player who is neither a Canadian citizen nor a landed immigrant who is registered with EMHA is ineligible to participate as an affiliate player.
- Affiliate players may participate in League, Exhibition and Tournament games only. (EXCLUDES PROVINCIALS) There is no affiliation allowed prior to the start of the season or during Minor Hockey Week.
- A player may be affiliated to ONE (1) team ONLY.
- A team may affiliate with one (1) full team OR up to nineteen players.
- An affiliated Novice player will NOT be recognized outside of the EMHA boundaries.
- There will be no affiliation allowed within the Divisions of Initiation and PreNovice and Initiation and PreNovice players cannot be affiliated to a higher division.
- There is no affiliation from Atom to Peewee. The exception is that Atom Goalies Tier 4 or lower can affiliate to Peewee Tier 6 or lower.
- An Affiliated Player must come from a lower tier, division or category within the Resident District.
- If, through the tiering process, an affiliated player or team moves up to the same tier as the team they have been affiliated to, the affiliated player/team is no longer eligible while at the higher tier. If subsequently re-tiered to a lower tier, the affiliate player/team would once again become eligible. If a team is moved down through the tiering process, it is possible that named affiliate players are no longer from a lower tier, and no longer eligible. It is recommended that the original affiliation selections be named players from different teams from lower tiers or divisions.
- An affiliate player, other than a goaltender, may not play more than 5 games unless permission is obtained with the higher division club after January 10<sup>th</sup> (excluding Exhibition and Non-Provincial Tournament games). Players who play in the 6<sup>th</sup> league game as an affiliate will be deemed to be an ineligible player and will not be eligible to play for any team (including the one on which they were originally registered for the balance of the season. Permission can be obtained from the EMHA Registration Committee to play more than the 5 games but it must happen prior to playing the 6<sup>th</sup> and any subsequent games. Prior to January 10<sup>th</sup>, a player is not restricted on the number of games they can play provided they were properly registered as an affiliate and permission was obtained from the player's coach or manager. Team officials using affiliates in excess of five games after January 10<sup>th</sup> without permission from EMHA will be suspended for up to one year.
- In case of injury or illness to a goaltender, the team may use an affiliated goaltender. If the affiliated goalie is not available, permission can be obtained from the EMHA Registrar to use a replacement goaltender from the same or lower tier, division or category from the same District/Club. Sufficient evidence must be provided to the EMHA Registrar that a team's goaltender(s) are unavailable due to injury or illness to continue further participation in a game or games. If permission is obtained from the EMHA Registrar and from the team the goaltender is registered with, a replacement goaltender shall be permitted to return to his registered team regardless of the number of games played.
- An affiliate goaltender must **actually participate** in a game to count as a game played. The timekeeper and/or referee should verify this on the back of the game sheet when it occurs. All other affiliates will have a game charged against their record regardless if they participate in the game or not.
- The team using the affiliate player is required to identify the player on the game sheet as an "AP" (affiliate player) and the affiliate player's team number ie. NW341 noted. These will then be reviewed by the EMHA Registrar to ensure the rules concerning affiliation have been adhered to.
- Before an affiliate player can play or practice for a team, **permission must be obtained from the affiliate player's team management each and every time the player is needed.** If a controversy over a player exists, EMHA would then recognize a set of facts that no affiliation exists until the matter can be resolved internally. Failure to obtain permission to use the affiliate player may result in the loss of 2 game points and the coach of the higher team receiving a one game suspension.

- All affiliations shall terminate at the end of the current hockey season.

#### **14. LEAGUE PARTICIPATION**

All teams participate in a citywide league administered by the Edmonton Federation Hockey Council. The tiering committee of the Federation Hockey Council is responsible for placing teams in competitive divisions. The W.W.H.A. is represented by the President, V.P of Coaching ,VP of Evaluations & Tiering, and the Category Directors.

#### **15. DISPUTES AND DISCIPLINE**

##### **15.1 General Policy**

It is expected that all members of the W.W.H.A. including Executive Committee members, Board members, players, parents, and followers will conduct themselves in a mature sportsmanlike fashion in all encounters with each other, opponents, officials and spectators. W.W.H.A. members are expected to conduct themselves as ambassadors of the game and role models for those around them.

In the event that disputes arise, it is expected that the majority of these will be settled through common sense. If disputes cannot be settled amicably or disciplinary action is warranted, mechanisms will be in place to ensure their resolution.

##### **15.2 Disputes and Arbitration Committee**

This committee consists of the Disputes & Arbitration Chair, two other full-time members of the Executive, the President and Category Director of the Category in which the problem arose. This committee will hear unsettled disputes presented to it in writing, review disciplinary actions imposed by referees and E.M.H.A. officials where required and where behavior transgresses acceptable standards impose further disciplinary action, which may be in the form of:

1. A verbal reprimand.
2. A written reprimand
3. A suspension
4. An expulsion
5. A combination of the above.

This may occur in addition to any suspension or discipline levied by the N.W.Z., E.M.H.A., or A.A.H.A. An appeals process is described below.

Some examples of incidents which may warrant disciplinary action are as follows:

1. Excessive profanity by players, team officials, parents, or team followers.
2. A player, who receives a game misconduct, gross or match penalty.
3. A coach or bench assistant who is ejected from a game.
4. A team assessed two or more bench minors in one game.
5. A team that is being assessed too many penalties of a serious nature.
6. A team member or team follower who repeatedly brings discredit to the team and W.W.H.A. through violent, abusive, or gross behavior, on or off the ice.
7. Use of alcohol or other illegal substances while representing W.W.H.A. through participation in a team activity.
8. A parent or guardian who exhibits conduct unbecoming to the integrity of the W.W.H.A. program.
9. Any team that fails to utilize allocated ice time without prior notification.
10. Verbal abuse to the Executive and/or committee board members.

### 15.3 Parental and Coaching Concerns

Where concerns or disputes arise between parents and coaches, the following steps should be followed.

For parental concerns with the coaches:

- Firstly: Direct conversation with the coach. If this is not satisfactory:
- Secondly: Report to the Parent Representative. If this is not satisfactory:
- Thirdly: Direct conversation with the Category Director. If this is not satisfactory:
- Fourthly: Report to the Disputes and Arbitration Chair in writing.

For coaching concerns with parents:

- Firstly: Direct conversation with the parent. If this is not satisfactory:
- Secondly: Report to the Parent Representative. If this is not satisfactory:
- Thirdly: Direct conversation with the Category Director. If this is not satisfactory:
- Fourthly: Report to the Category Director and the Disputes and Arbitration Chair in writing.

Note: A minimum of two weeks for resolution may be required.

The Disputes and Arbitration Chair will ensure that an Incident Report is completed upon resolution of a dispute and will be filed at the office.

### 15.4 Executive Committee and Board Member Discipline

Two Executive Committee situations which will warrant disciplinary action are:

1. Any elected member of the Executive Committee who does not attend three consecutive meetings may be relieved of his or her duties.
2. Any elected member of the Executive Committee or appointed member of the board who is deemed to be doing an unsatisfactory job or acts in a manner which reflects negatively on the association, may by majority vote of the remaining members of the Executive Committee, be relieved of his or her duties.

### 15.5 Standard Suspensions Occurring During Play

Where the C.H.A. or E.M.H.A. current rule book dictates a suspension for a player for a rule transgression, and game officials determine that such a transgression took place, the suspension will be implemented by the coach in consultation with the Category Director as a matter of routine.

### 15.6 Non-standard Suspensions

When incidents occur which may warrant disciplinary action the coach(s) shall report the incident as quickly as possible, and at least prior to the next game, for action.

The Disputes Resolution and Arbitration Committee shall investigate the incident, and determine the sanction to be applied. In investigating the incident they may consult such game officials, players, parents, or other observers that they deem necessary to gain relevant facts of the incident.

The coach(s) implements the sanctions with the player(s)

## 15.7 Appeals

Should a coach, player, or parent feel that there has not been satisfactory resolution of the issue, it may be appealed to the Executive Committee by writing to the W.W.H.A Executive Director and submitting a \$50.00 appeal fee. The W.W.H.A. Executive Director upon receiving a written request for an appeal, accompanied by the appeal fee, shall notify the President. The item will be placed on the agenda of the next regular meeting or at the discretion of the President, at a special meeting called to discuss the item.

The Executive Committee shall provide up to thirty minutes of meeting time for the persons making the appeal to state their case. The Executive Committee shall render their decision by motion followed by a vote, which a simple majority of those members in attendance shall decide. The decision of the Executive Committee shall be final and binding on all parties, except for those avenues of recourse provided by the E.M.H.A., A.A.H.A., C.H.A., or legislation. All sanctions will remain in place until the appeal has been heard.

## 15.8 General Guidelines for Disciplinary Action

Without restricting the foregoing, the following general guidelines apply:

1. First infractions by players will normally be satisfactorily handled by the Coach and Category Director.
2. Second infractions by players will normally proceed directly to the Disputes Resolution and Arbitration Committee.
3. Infractions, which involve Coaches, Team Followers, or Parents, will normally proceed directly to Disputes Resolution and Arbitration.
4. Suspensions when applied to player(s) shall specify:
  - The number of games to which the suspension applies, both league and exhibition, or
  - The time period for which the suspension applies
5. Suspension includes no activity in the dressing room or bench area, prior to or after the specified games, or during the specified time period.
6. Suspensions when applied to parents, coaches, or team followers shall prohibit the access of those persons to the dressing rooms, bench area, and possibly spectator areas of arenas.

NOTE: For E.M.H.A. rules and regulations regarding discipline and dispute resolution refer to the E.M.H.A. handbook.

## 16. AWARDS

The W.W.H.A. organization supports the concept of team play first and as such will not, except under special circumstances, give individual player awards. It is the duty of the Executive Committee to ensure that volunteers are thanked and rewarded appropriately.

## 17. EQUIPMENT

### 17.1 Purchasing

The Equipment Manager may be asked to purchase equipment on behalf of the W.W.H.A. Only equipment that has gone through the tender process (Section 9.2.3 of this document) or been approved for purchase by the Executive Committee, in the Annual Budget, may be purchased.

All equipment whether purchased, donated, or obtained through sponsorship shall become the sole property of the W.W.H.A. and is subject to all rules and regulations. The equipment is to be used only for

W.W.H.A. games and practices. Any other use of equipment must have the approval of the Executive Committee first.

### 17.2 Equipment Returns and Storage

A central storage depot is located at the Bill Hunter Arena. It is used for taking inventory, and for cleaning and repairing equipment. The storage area, under the supervision of the Equipment Manager, is used as the major distribution area for W.W.H.A.

The equipment must be returned by the date specified by the Equipment Manager. Refunds of referee fees are lost if this deadline is not met. ALL equipment issued must be returned.

### 17.3 Player Equipment

All players are responsible for supplying their own equipment which conforms to C.H.A. standards. The W.W.H.A. will supply home and away jerseys, and at the discretion of the Executive Committee, goaltending equipment will be supplied to goaltenders not having their own.

### 17.4 Policy Regarding W.W.H.A. Team Jerseys, Jackets, Tracksuits, Hats, and Other Apparel.

The W.W.H.A. colors and styles are based on our own design. This color and style is the W.W.H.A. identity. Therefore, there will **not** be substitution, change or deviation from these selected designs. Guidelines for apparel are as follows.

1. **Team Jerseys.** These are based on a design that was created and chosen by Whitemud West players and parents in 1999. No team shall wear other jerseys at sanctioned events without prior approval of the Executive Committee. However players are required to wear their own Practice jersey at team practices. The team jerseys will bear the W.W.H.A. logo on the front, player's number on the back, and a sponsor's name bar as provided by the Executive Committee (if applicable). Teams or individual players are not allowed to add additional advertising or logos without prior consent of the Executive Committee.

2. **Team Socks.** At the discretion of the Executive Committee and depending on available budget, each player will be issued one pair of "away socks" and one pair of "home socks" to be worn with the corresponding jersey. Teams are given an extra pair of "home and away" socks to ensure all players are attired correctly at all times. One of each color of socks are **NOT** to be worn at the same time and a team will receive a minor bench penalty if such occurs.

3. **Team Jackets, Tracksuits, Hats, and All Other Apparel.** Official apparel will be available from a distributor selected by the W.W.H.A. at a price negotiated by the W.W.H.A. This will be advertised with the W.W.H.A. newsletter and on the website. Only officially sanctioned W.W.H.A. apparel may bear the W.W.H.A. logo or name.

**Any team proposing changes to the colors, logo or style or requesting accessories not provided by the selected distributor, must first seek approval from the Executive Committee.**

### 17.5 Equipment Safety Standards

No player shall participate in W.W.H.A. sanctioned activities unless fully dressed in protective equipment sanctioned by the C.H.A. This equipment will include helmet, full face protector, shoulder pads, neck protector, elbow pads, protective pants, athletic protector, gloves, shin guards and approved skates suitable for hockey. Mouth guards are mandatory for all categories from Novice through Bantam.

18. ICE ALLOCATION

18.1 **Indoor Ice**

The Ice Allocator will be responsible for obtaining and scheduling contract and occasional ice times for all interested teams. Every attempt will be made to obtain equitable distribution of times during the day. The Hockey Operations Committee in conjunction with the Budget Committee will determine the number of practice slots at the start of the season. The Federation Hockey Committee schedules game and practice times.

18.2 **Outdoor Ice**

Teams are encouraged to obtain and utilize outdoor ice times obtainable from Community Leagues within the Whitemud West boundaries. Individual teams must arrange these.

18.3 **ICE POLICY FOR WHITEMUD WEST HOCKEY ASSOCIATION:**

**EFFECTIVE JANUARY 1, 2006**

In response to less ice slots being allocated to the zones from the City due to no shows in the past, we have incorporated a new ice policy for WWHA. This policy will ensure that every ice slot allotted to Whitemud is used; thereby ensuring that Whitemud West will not have reduced ice times due to no shows in the future.

To demonstrate to EMHA and the City that WWHA is being proactive we have implemented the following ice policies, as voted on and passed at the board meeting on December 5, 2005:

- The rink attendants currently submit a no show report to the City on any unused ice. The City then advises our NWZ Ice Allocator who in turn advises our Ice Allocator. Unused ice is considered a no show if there are less than 6 players on the ice.
- Once the WWHA Ice Allocator has received this no show report we will enforce the following penalties:
  - **First Offense:** The teams first no show on City assigned ice (from Denshel) will result in the next 2 City assigned practices for that team being designated as a ½ ice shared practice. The WWHA Ice Allocator will assign a team to share the ice at no cost to that team. The teams will be selected on an equal and rotating basis. An e-mail will be sent out to ask any teams interested in free ½ ice practices to forward their names to our Ice Allocator.
  - **Second Offense:** The teams second no show on City assigned ice (from Denshel) will result in every future practice being designated as a ½ ice shared practice, and a monetary fine equal to the current cost of an occasional ice slot. The WWHA Ice Allocator will assign a team to share the ice at no cost to that team. The teams will be selected on an equal and rotating basis. An e-mail will be sent out to ask any teams interested in free ½ ice practices to forward their names to our Ice Allocator.
  - **Contract Ice Slot:** A teams first no show on a contract ice slot that has been purchased through WWHA will result in the remainder of the contract being revoked.

- In order to help teams that wish to trade or sell ice slots due to a conflict, Whitemud West will post these slots on the website under the available slots tab. This will include the teams direct contact information and will not go through the Ice Allocator. This is strictly a service to advertise your ice, but the ultimate responsibility for ensuring a team is on the ice remains yours. ( contact [wwhaice@shaw.ca](mailto:wwhaice@shaw.ca) to post)
- If you are unable to trade or sell a slot we encourage you to post it as free ice to ensure all slots are used.
- The purpose of this ice policy is to ensure that all ice is used. If there is a team that consistently no shows or has very low attendance, the ice will not be reported as unused if there is a team on the other half. For those teams that are worried about attendance, (less than 6 players on the ice is considered a no show), we would be happy to schedule a buddy team for your practice times. Be proactive! If you are worried about the commitment of your parents and players and do not have a great attendance record, you do not have to wait until you are penalized and we assign a team to your practices.
- Always sign out a key from the attendant as proof of your attendance.
- Keep accurate records of any ice that you have sold or traded (confirmation from the other team via e-mail is best), as it is the original team that will be recorded as a no show and penalized without this information.
- The majority of our teams do not waste ice and we want to thank you for your cooperation. We also want to protect these players and do not want them to receive less ice time next year and be penalized for other teams or players actions. This policy will make the teams and players that do waste the ice accountable and responsible.

## **19. GAMES (HOME AND AWAY)**

All games in the City of Edmonton shall end at the scheduled time.

No person other than the Referee in Chief or his representatives and referees working the game will be allowed in the game official's room at any time.

The Category Director will distribute ice schedules as soon as they become available. If a practice ice time cannot be used; all efforts to sell, trade or give away this ice time must be pursued.

Coaches shall report all incidents, which may result in disciplinary action to the Category Director as soon as reasonably possible after they occur. Coaches failing to report promptly may be subject to suspension. Incidents, which must be reported and may warrant disciplinary action, are as follows:

1. Profanity by players, team officials, or club representatives.
2. A player who receives a game misconduct, gross, or match penalty.
3. A team assessed two or more bench minors in one game.
4. A coach or assistant who is ejected from a game.
5. A team, who in the opinion of the Category Director, is being assessed too many penalties of a serious nature.
6. A team member or a team follower who repeatedly brings discredit to the team and Whitemud West through violent, abusive, or gross behavior, on or off the ice.

While playing away games, players, team representatives, and team followers are expected to conduct themselves in a fashion consistent with their status as ambassadors of Whitemud West and the community. In order to enhance this image the following applies:

1. Team members shall dress smartly at all times.
2. Behavior in billets or hotels shall be supervised.
3. The use of tobacco, alcohol, or illegal substances by team members is not condoned and may be subject to disciplinary action.
4. The consumption of alcohol on team buses by adult team followers is prohibited.

## 20. TOURNAMENTS

The W.W.H.A. Executive Committee, at its discretion and through the Tournament Director, may organize one tournament per season. No refunds will be permitted for tournament entry fees unless there are extenuating circumstances which will be reviewed by the Tournament Director.

Teams may, on approval of the Association, and subject to ice availability as determined by the Ice Allocator(s), organize other tournaments above and beyond the regular season on a cost recovery basis. The W.W.H.A. will not be responsible for any costs incurred in these tournaments.

Teams are encouraged to participate in other tournaments, as representatives of the W.W.H.A. Proper permits must be obtained prior to competition.

## 21. COURSES AND CLINICS

### 21.1 Hockey

The E.M.H.A. and A.A.H.A. offer several courses/clinics on a regular basis. The following is a list of those courses/clinics that are offered on a regular basis:

1. National Coaches Certification Program
2. National Referees Certification Program
3. Specialty clinics (designed for coaches) such as
  - Goaltending
  - Body checking
  - Shooting
4. Initiation Model Program (for beginning players)
5. Management and administration Clinic

The W.W.H.A., upon request, will fund W.W.H.A. coaches to attend the NCCP Coach's clinic. Registration fees will be refunded to the Coach upon receipt of proof of completion of the course.

### 21.2 First Aid

St John's Ambulance offers the "Standard First Aid Course" which is recommended for coaches. This course is offered on a very regular basis.

## 22. INSURANCE

The W.W.H.A. through its registration fees participates in the C.H.A. National Insurance Program. This includes comprehensive general liability, accidental death and dismemberment, and major medical/dental coverage.

The major/medical dental coverage is a third line policy, which provides supplemental coverage to augment Provincial Medical Plans and Private Insurance Plans. Any cost must first be pursued through Alberta Health Care and Private Insurance Plans.

**In order to obtain reimbursement for expenses, a C.H.A. Accident Report Form must be completed and submitted to WWHA Registrar (accompanied by receipts or invoices) within 90 days of the accident. C.H.A. Accident Report Forms are made available to coaches at the start of the season with additional copies available from the V.P of Administration or WWHA office.**

In any potentially serious injury, a C.H.A. serious injury report must be filled out, whether or not a claim for reimbursement of expenses is being made.

**23. REGISTRATION**

The Budget Committee, prior to the start of the season, sets registration fees. Fees must be paid in full at the time of registration. If this is not possible, appropriate arrangements must be made with the Executive Director/Registrar prior to participation in W.W.H.A. activities.

Registration fees are non-refundable except under exceptional circumstances, such as medical illness or injury, or relocation away from the City of Edmonton. Refunds will be pro-rated depending on the percentage of the season completed and all refunds will be subject to a \$75.00 administration fee. The Executive Committee must ratify all refunds.

**24. SUBSTANCE ABUSE**

The Coach/ Acting Coach is responsible to immediately deal with player/coaching staff that appear impaired at any team function by:

- Confronting the player/coaching staff with specific behavioral concern(s)
- Arranging safe transportation home
- Arranging medical care (if required)
- Notifying the parent of the player

WWHA Executive will be consulted regarding follow up.