



Woolwich Minor Hockey Association Handbook

Constitution, By-Laws, Rules, Regulations & Guidelines

Last Updated: February 27, 2017

List of Amendments

February 27, 2017	By Laws: Article Eleven: FUNDRAISING CHAIR, Section 2: TEAM FUNDRAISING RESTRICTIONS	<p>Remove A. "All teams in the W.M.H.A. must have the approval of the Fund Raising Chair before proceeding with any fund raising project."</p> <p>Removed B. "Collecting of monies via team fundraising or player assessment must be approved by the Fundraising Chair. Each team must supply the Fundraising Chair with a cost estimate and Fund Raising Plan prior to the commencement of the fundraising activity."</p> <p>Removed C. "At the conclusion of each Fundraising activity, each team will provide to the Fundraising Chair an appropriate financial summary of the activity showing the total funds raised, costs incurred, net funds available to the team and a summary showing how or where these available funds were used by the team."</p>
February 27, 2017	By Laws: Article Twenty-Four: SPIRITWEAR	Updated B. "Any team who sources spiritwear from a vendor other than Sportszone and PK Sportswear will forfeit ice practice time, the amount to be determined by the WMHA Executive."
February 27, 2017	Article Fifteen: COACH SELECTION COMMITTEE Section 2: PROCEDURE	Struck " before the annual meeting " and added "before January 31st"
February 27, 2017	Rules, Regulations & Guidelines Article five: FAIR PLAY OF PLAYERS	<p>Added the following points:</p> <p>"C. It is recognized that benching players means having a player skip one shift and never more than one consecutive shift at a time.</p> <p>D. It is recognized that benching players in the 3rd period of a game does not extend into overtime period(s) and that coaches need to use their entire roster throughout overtime with the exception of approximately the first and final 2 minutes of overtime period(s)</p> <p>E. It is recognized that benching a player is considered a 2-way process and coaches taking ice time away from any player should endeavour to give this time back to the affected player when possible in prior or future games.</p> <p>F. Coaches may not include AP players when the entire roster is available to play a game."</p>

Date	Article number	Description
March 9, 2016	Constitution: Article Five: EXECUTIVE Section 2 DIRECTORS C	Removed: "A non-voting representative from the Woolwich Recreation Department."
March 9, 2016	By Laws: Article One: DUTIES OF OFFICERS Section 1 President	Added "G: Shall sit on the board of the Woolwich Sun Rays as a voting director representing W.M.H.A"
March 9, 2016	By Laws: Article One: DUTIES OF OFFICERS Section 3 VP Local League	Modified G from "Shall not be allowed to serve as Head Coach of any WMH Team" to " May be allowed to serve as a head coach of any W.M.H.A team provided they have removed themselves from the coach selection committee during the review and selection of the team for which they have applied. The remaining members will proceed to choose the best suited candidate for the head coach position".
March 9, 2016	By Laws: Article One: DUTIES OF OFFICERS Section 4 VP Coaching Committee	Modified C from "Shall not be allowed to serve as Head Coach of any W.M.H.A Team" to "May be allowed to serve as a head coach of any W.M.H.A team provided they have removed themselves from the coach selection committee during the review and selection of the team for which they have applied. The remaining members will proceed to choose the best suited candidate for the head coach position".
March 9, 2016	By Laws: Article One: DUTIES OF OFFICERS Section 5 VP Player / Coach Development	Added H: "May be allowed to serve as a head coach of any W.M.H.A team provided they have removed themselves from the coach selection committee during the review and selection of the team for which they have applied. The remaining members will proceed to choose the best suited candidate for the head coach position".
March 9, 2016	By Laws: Article One, Section 8 Treasurer	Modified G from "Shall be responsible to oversee the Timekeepers & disbursements of all payments." to "Shall be responsible to oversee the payments to Timekeepers." Added H: "Responsible to arrange a financial Review Engagement performed every 2 years (even years) by an independent CA prior to the AGM."
March 9, 2016	By Laws: Section 9: Office Manager/Ice Scheduler a) DUTIES	Removed "Responsible for the distribution of Executive & Coaches passes before Playoffs begin."

		Removed "All schedules to be posted at Elmira & St. Jacobs Arena for Officials and required personnel by 5:00 pm each Wednesday."
March 9, 2016	By Laws: Section 9: Office Manager/Ice Scheduler b) OFFICE HOURS:	Changed first bullet to: "This is a salaried position that does not have set hours of operation. The office manager will be available by phone or via email and will respond to association needs within a reasonable amount of time. Appointments to meet can also be made with the Office Manager if necessary."
March 9, 2016	By Laws: Article Seven: REGISTRATION CHAIR Section 1: REGISTRATION	Changed B to "Registration will be accepted for the following age groups Initiation, Pre Novice, Novice, Atom, Pee wee, Bantam Midget and Juvenile." Changed D from "Registration date shall be advertised in the local newspaper" to "Change to Registration date shall be advertised on the association website and general email to membership."
March 9, 2016	By Laws: Article Nine: SPONSORSHIP CHAIR, Section 1: DUTIES	Removed F "Ensure all sponsors receive two passes for the season." Removed G "Ensure all sponsors are aware of Woolwich Weekend Tournament dates and are provided passes."
March 9, 2016	By Laws: Article Eleven: FUNDRAISING CHAIR, Section 2: TEAM FUNDRAISING RESTRICTIONS	Added "F. Responsible for communicating to teams that team-specific sponsorship banners are strictly prohibited."
March 9, 2016	By Laws: Article Twelve: PUBLICITY CHAIR	Removed entire section because other roles have assumed responsibility for these duties.
March 9, 2016	By Laws: Article Thirteen: NEWSLETTER EDITOR	Removed entire section because W.M.H.A no longer distributes a newsletter.
March 9, 2016	By Laws: Article Fifteen: COACH SELECTION COMMITTEE Section 2: PROCEDURE	Updated D from "The recommended slate of coaches shall be presented for approval by the Vice President Coaching Committee to the executive at the June meeting." to "The recommended slate of coaches shall be presented for approval by the Vice President Coaching Committee to the Executive before or at the March meeting."
March 9, 2016	By Laws: Article Fifteen: COACH SELECTION COMMITTEE Section 2: PROCEDURE	Updated point C, subsection F from "No person shall serve as Head Coach of the same team for more than 2 consecutive years." to "It is recommended that a Head Coach does not coach

		the same team for more than 2 consecutive years.”
March 9, 2016	By Laws: Article Twenty-Four: JACKETS	Change the section title from “Jackets” to “Spirit Wear” Change the description from “Any team being a member of W.M.H.A. when purchasing team jackets shall purchase jackets of a standard colour and design. The style and colour is to be approved by the Executive.” to “All W.M.H.A teams must purchase spiritwear through approved suppliers sourced by the Executive only.”
March 9, 2016	Rules, Regulations & Guidelines: Article Four: COACHES & MANAGERS, Section 1	Modified “All Representative Coaches must be appointed and approved by the Executive and notified by July 1st annually” to “All Representative Coaches must be appointed and approved by the Executive and notified by May 1st annually in advance of Spring Tryouts.”
March 9, 2016	Rules, Regulations & Guidelines: Article Six: REFEREES, Section 2	Modified “The Elmira and District Hockey Referees Association Inc. will appoint an assigner annually. The assignor will appoint the referees for each game” to “The Elmira and District Hockey Referees Association Inc. will allow W.M.H.A the flexibility to appoint assignors.”
March 9, 2016	Rules, Regulations & Guidelines: Article Ten: LOCAL LEAGUE RULES, Section 5	Updated the list of teams under “THE LOCAL LEAGUE SHALL BE COMPRISED OF THE FOLLOWING”

Constitution

Article One: Name

Section 1:

The name of this organization shall be the Woolwich Minor Hockey Association Inc.

Section 2:

The Woolwich Minor Hockey Association Inc. shall herein be referred to as the Association or W.M.H.A.

Article Two: OBJECTIVES

Section 1:

The objectives of the W.M.H.A. are to promote, encourage and govern all age categories of minor hockey in the Township of Woolwich, Ontario and surrounding district as determined by OMHA ruling.

Section 2:

To protect the mutual interest of its members.

Section 3:

To promote competition at the highest level.

Section 4:

For the objects aforesaid, to carry on promotional activities and fund raising projects.

Section 5:

To receive and maintain funds and to use all or part thereof for the purpose authorized by the Directors.

Section 6:

Upon dissolution of the Corporation and after payment of all debts and liabilities, its remaining property shall be distributed to minor sports organizations in the Township of Woolwich whose objects are of benefit to the community.

Article Three: AIMS

Section 1:

The aims of the Association shall be to promote a wholesome experience not only for the players involved, but also for coaches, managers, parents and league officials, believing that values derived will assist in the total development of all involved.

Section 2:

Our main interest shall be in the Participants of the Association. This Association believes that amateur sports, in the right doses, with the correct formula, by competent people, can offer much to our youth. We believe that amateur sport is a designed instrument and its use is to provide a basic need to play, which in turn improves body and spirit through competition and the learning of life and hockey skills.

Section 3

To encourage all participants to conduct themselves fairly under all circumstances and conditions, to give opponents a fair chance and not to take unfair advantage of them, to win modestly and receive defeat graciously, and to give credit to the winning team

Section 4:

Not to question or dispute the referee's decision.

Section 5: Code of Conduct

1. I will show respect for my team's opponents, because without them there would be no game.
2. I will not use inappropriate language, nor will I harass players, coaches, officials or other spectators.
3. I believe that the safety of the participants in the game is more important than the final score.
4. I value the contribution of the coaches in developing the players' talents even though I may not always agree with their methods.
5. I understand that officials do not make the hockey rules, they only apply them.
6. I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
7. I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
8. I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
9. I understand that children learn from adults, and my behaviour reflects what I want children to learn.
10. I will applaud good plays and performances by both teams.

Woolwich values respect in hockey. Together we can make a difference.

- All members of W.M.H.A must sign the Code of Conduct yearly, in their support of the Association's aims and expected behaviors.

Article Four: MEMBERSHIP

Section 1: GENERAL MEMBERSHIP

The membership in the Association shall not be limited, but open to all person interested in promoting minor hockey, and willing to accept the terms of the Constitution, Rules and Bylaws

Section 2: Voting Membership

Voting members at the annual meeting shall be members in good standing: participants of legal voting age, guardians of registered W.M.H.A players, bench staff and adult volunteers.

Article Five: EXECUTIVE

Section 1: OFFICERS

The Officers of the Association will consist of: Immediate Past President, President, Vice President Representative Teams, Vice President Local Leagues, Vice President Coaching Committee, Vice President Player & Coaching Development, Secretary and Treasurer.

Section 2: DIRECTORS

The Directors of the Association will consist of:

- Seven (7) elected members from Woolwich Township:
- Referee-in-Chief to be appointed by the Elmira and District Hockey Referees Association Inc.

Section 3: PAID STAFF

- A. The position of Office Manager / Ice Scheduler shall be a paid contract position, reviewed yearly by the Executive.
- B. Remuneration & job description / responsibilities are determined & reviewed annually by the Executive.

Article Six: EXECUTIVE RESPONSIBILITIES

Section 1:

The officers of the Association together with the directors shall manage the Association and shall have the power to fill any vacancy which may occur in the membership; to remove and replace any of the Executive or Voting Members if their duties are not being performed in accordance with the policies of the Association. They shall also have the power to decide and rule on any matters not defined by the Constitution, Rules and Bylaws.

Section 2:

The President and Secretary shall act as signing officers for all legal matters.

Article Seven: QUORUM

Section 1:

Shall consist of the President or a Vice President plus five (5) members of the Executive.

Article Eight: AMENDMENTS

Section 1:

- A. Changes or amendments to the Constitution of the Association may be made only at the annual general meeting by a two-thirds (2/3) majority vote of the Association members present.
- B. All proposed changes / amendments are required to be submitted to the Executive no later than the January Board meeting of any given year.

By Laws

Article One: DUTIES OF OFFICERS

Section 1: President

- A. Shall preside at all meetings of the Association and Executive with the usual privileges of the office.
- B. Shall sign as a signing officer for the Association.
- C. Shall sit on all committees as an ex-officio voting member.
- D. Shall not be allowed to serve as Head coach of any WMHA Team.
- E. Shall be advised and consulted in all discipline matters. All legal appeals to be addressed to the President who will delegate accordingly.
- F. Position is a 2 year term, renewal once for a maximum of 4 years.
- G. Shall sit on the board of the Sun Rays as a voting director representing W.M.H.A

Section 2: Vice President Representative League

- A. Shall perform the duties of the President in his/her absence.
- B. Shall be responsible for the organization and operation of the Representative teams. c) Shall act as the liaison between W.M.H.A. and the Elmira Junior Club.
- C. Shall represent the W.M.H.A. at all Ontario Minor Hockey Association and Representative League Meetings.
- D. Shall have the authority to enforce the Rules, Regulations and Guidelines established by the W.M.H.A. and affiliated leagues
- E. Shall sit on all committees as an ex-officio voting member.
- F. May be allowed to serve as a head coach of any W.M.H.A team provided they have removed themselves from the coach selection committee during the review and selection of the team they have applied for the remaining members of the coach selection committee. Will proceed to choose the best suited candidate for the head coach position.
- G. Position is a 2 year term, renewal on even years.

Section 3: Vice President Local League

- A. Shall perform the duties of the President, if the President & Vice President Representative Teams are absent.
- B. Shall be responsible for the organization and operation of the Local League
- C. Shall appoint Convenors deemed necessary to assist in the operation of the Local League and shall have the authority to dismiss a convenor for cause. May delegate authority to a convenor.
- D. Shall have monthly meetings with his/her Convenors.
- E. Shall approve the Coaches and Managers for the Local League and shall have the authority to dismiss Coaches and Managers for cause with prior consultation of the Executive Committee.
- F. Shall have the authority to enforce the Rules, Regulations, and Guidelines established by the W.M.H.A.
- G. May be allowed to serve as a head coach of any W.M.H.A team provided they have removed themselves from the coach selection committee during the review and selection of the team for which they have applied. The remaining members will proceed to choose the best suited candidate for the head coach position.

- H. Shall be responsible to ensure all Local League Coaching Staff Police Record checks are completed and reviewed before positions confirmed.
- I. Position is a 2 year term renewable on even years.

Section 4: **Vice President Coaching Committee**

- A. Shall serve as Chairman of the Coaching Committee as outlined in Article Five.
- B. Shall appoint members to the Coaching Committee. These appointments will be made annually and must be approved by the Executive prior to the commencement of the hockey season.
- C. May be allowed to serve as a head coach of any W.M.H.A team provided they have removed themselves from the coach selection committee during the review and selection of the team for which they have applied. The remaining members will proceed to choose the best suited candidate for the head coach position.
- D. Shall be responsible to ensure all Representative Coaching Staff Police Record checks are completed and reviewed before positions confirmed.
- E. Position is a 2 year term renewable on odd years

Section 5: **Vice President Player / Coach Development**

- A. Shall be responsible for arranging and implementing all developmental, skill and coaching programs and clinics for all levels of WMH.
- B. Shall develop and update an instructional guide for all teams and have it printed in booklet form, to be given to each team annually
- C. Shall ensure that the Coaches binder include sponsor information & team / sponsor responsibilities, as well as media process for reporting game results in the local media.
- D. Shall work with and assist coaches, managers and their assistants as required.
- E. Shall have the authority to enforce the Rules, Regulations, and Guidelines established by the W.M.H.A.
- F. Shall be responsible for the implementation of the OMHA Initiation Program, commonly known as "CHIPS"
- G. Position is a 2 year term renewable on odd years
- H. May be allowed to serve as a head coach of any W.M.H.A team provided they have removed themselves from the coach selection committee during the review and selection of the team for which they have applied. The remaining members will proceed to choose the best suited candidate for the head coach position.

Section 6: **Immediate Past President**

- A. Shall be in charge of and responsible for reviewing and recommending, on an annual basis, changes to the constitution, bylaws, rules and regulations of the Association.
- B. Shall be in charge of having the Constitution available for the membership and on the web site.
- C. Shall serve as Chairman of Nomination Committee.
- D. Shall be one of three (3) signing authorities for financial disbursements

Section 7: **SECRETARY**

- A. Shall keep complete and accurate records of the proceedings of the Association
- B. Shall make all necessary arrangements for meetings of the Executive.
- C. Shall notify the Executive and other Hockey Personnel deemed necessary of the time, location and date of meeting and supply them with a copy of minutes of previous meetings.
- D. Shall serve as signing officer of the Association for all legal matters, along with the President

Section 8: **Treasurer**

- A. Shall keep an accurate record of all monies received and disbursed, shall deposit all monies in the bank, shall invest surplus funds, and ensure all disbursements are made by cheque.
- B. Shall present at each annual meeting a report of the year's operation and duly audited financial statement.
- C. Shall have an up-to-date financial report at each Executive meeting. (d) Shall prepare the budget.
- D. Shall advise the Executive on all financial matters and shall make recommendations for actions to maintain the financial stability and strength of the Association.
- E. The year-end shall be March 31, annually.
- F. Shall be one of three (3) signing authorities for financial disbursements. (Three signing officers are the President, Immediate Past President, Treasurer)
- G. Shall be responsible to oversee the payments to Timekeepers.
- H. Responsible to arrange a financial Review Engagement performed every 2 years (even years) by an independent CA prior to the AGM.

Section 9: **Office Manager/Ice Scheduler**

a) DUTIES

- Responsible for the acquisition & scheduling of ice time as it relates to practices and games.
- Shall assist the Vice President Local League & the Vice President Representative Teams in an advisory capacity if requested.
- Daily maintenance & communication of official schedules with referee and timekeeper assignors.
- Shall not be allowed to serve as Head Coach of any Representative Team.
- Shall keep a register of all teams and players in the Association.
- Shall handle all routine correspondence on behalf of Woolwich Minor Hockey Association.
- Shall be responsible for arranging and scheduling all Local League, Representative league and playoff games.
- Shall be the primary contact person in all dealings with Local League, Representative Leagues and the Ontario Minor Hockey Association (O.M.H.A.).
- Attendance at monthly Tri County meetings is mandatory.
- Shall arrange for appropriate insurance coverage for all players, coaches, executive members and other participants in the W.M.H.A. programs or activities, subject to Executive approval.
- Shall submit team lists and or cards to O.M.H.A. before the Team participates in the Regular Season Schedule.
- Responsible for forwarding team requests (financial & otherwise) to appropriate Board Member.
- Seek internet & e-mail connections, subject to Executive approval to ensure W.M.H.A. is electronically accessible
- Shall be the custodian of all books, papers, records, and other documents of W.M.H.A., except for custodial duties assigned to the Treasurer, Secretary and Registrar.
- Shall maintain an up to date office copy of all Board Meeting minutes.
- Shall be responsible for the administration and records kept for registration and ensure such records are made available to appropriate Convenors on a timely basis.
- Shall answer the telephone during office hours in a professional & polite manner.

- Shall ensure daily checking of W.M.H.A. telephone and fax machine, complete with prompt documented replies.
- Shall reply to all inquiries by Club members, Staff, Board members and other interested parties, perhaps with the assistance of Board members as to protocol, sources of information and club rules in a timely manner.
- Attend all Board meetings unless specifically exempted due to purpose of the meeting.
- Shall manage W.M.H.A Resource Library, ensuring all items borrowed are documented and returned.
- Shall fill in for the Secretary in his/her absence, taking minutes at monthly executive meeting.
- Shall perform other duties as may be reasonably requested.

b) OFFICE HOURS:

- This is a salaried position that does not have set hours of operation. The Office Manager will be available by phone or via email and will respond to association needs within a reasonable amount of time. Appointments to meet can also be made with the Office Manager if necessary.
- Hours per week range from 15 – 20 hours on average, recognizing that there will be peak periods that may require extended hours.

Article Two: ELECTION OF OFFICERS AND DIRECTORS

Section 1: ELECTED OFFICERS

The following shall be elected annually by secret ballot at the annual meeting: President; Vice Presidents (4); Directors (7).

Section 2: QUALIFICATIONS OF OFFICERS AND DIRECTORS

- President: shall have served at least two years on the executive.
- Vice President: shall have served at least two years as an executive member, Local League Convenor, Representative Team Coach, or in some combination of the above.
- Directors: shall reside within the Woolwich Minor Hockey catchment area.

Article Three: NOMINATION & ELECTION PROCEDURE

Section 1: Nominating Committee

- Composition: The Nominating Committee shall consist of the Immediate Past President as Chair and two other members appointed by the executive at the March meeting.
- Duties and Procedures: The Nominating Committee shall present a slate of nominees to the annual meeting for the following elected positions: President; Vice President (4); Directors (7)
- Ballot: The Nominating Committee shall prepare an official ballot for distribution at the Annual Meeting indicating the recommendations of the Nominating Committee and leaving room for nominations from the floor
- In the absence of the Past President, the Secretary shall chair the Nominating Committee and all such responsibilities.

Section 2: **Nominations from the Floor**

Before opening the proceedings for nominations from the floor the Chair shall read the qualifications of elected officers as outlined in Bylaws, Article Two, section Two. Upon receiving any nomination from the floor, and after each nomination has been properly seconded by any member in good standing present, the Chair shall ask the nominee if he/she qualifies. If he/she does qualify, the nomination shall stand, unless such nominee declines the nomination.

Article Four: **APPOINTMENTS**

Section 1: **Immediate Past President**

Upon election of a new President the former President shall automatically become Immediate Past President.

Section 2: **Secretary and Treasurer**

Shall be appointed annually by the new Executive immediately after the annual meeting.

Section 3: **Office Manager and Ice Scheduler**

Shall be a contracted and remunerated position. Shall be a two-year term minimum, renewable at the end of each term as approved by the Board of Directors. Applications for this position will be accepted by the Executive and the successful applicant shall be appointed and contracted at the May Executive meeting each year, under terms and conditions as specified and approved by the Executive. This is a non-voting position.

Section 4: **All Other Appointments**

Shall be made in accordance with the procedures outlined in these bylaws.

Section 5: **Vacancies**

If, after the annual meeting, any of the elected positions remain unfilled, or if any of the said positions become vacant during the operating year, these positions may be filled by appointment by the Executive by majority vote at any Executive meeting.

EXECUTIVE SUB-COMMITTEE AND AREAS OF RESPONSIBILITY

The Vice Presidents shall be in charge of their respective areas of responsibility as outlined in Article 1. Following the Annual General Meeting, directors (or other association members) shall be appointed to chair the following sub-committees:

- Registration (See Article Seven);
- Coaching (See Article Five);
- Equipment (See Article Six);
- Tournament (See Article Eight);
- Sponsorship (See Article Nine);
- Team Pictures (See Article Ten);

- Fund Raising (See Article Eleven);
- Publicity (See Article Twelve);
- Newsletter (See Article Thirteen);
- Assistant Local League Convenor (See Article Fourteen)

Article Five: COACHING COMMITTEE

Section 1: CONSTRUCTION

- A. The Coaching Committee shall consist of up to four people plus/or including the Vice President Coaching Committee as Chair.
- B. The Committee members shall be appointed by the Vice President Coaching Committee. and shall be approved by the Executive prior to the commencement of the hockey season.
- C. The President and Vice President Representative Teams shall be ex-officio members of the committee.

Section 2: DUTIES

- A. In co-operation with the Executive, Coaches, and Managers, this committee may develop and update an instructional guide for all teams and have it printed in booklet form, to be given to each team annually.
- B. Shall be in charge of arranging and implementing any skill and coaching programs for W.M.H.A.
- C. The appointed Committee persons shall be in charge of a specific number of Rep. Teams to work with and assist their assigned coaches, managers and assistants.
- D. May recommend to the Coaches Selection Committee, Rep Coaches for the upcoming season.
- E. Shall be in charge of planning and conducting the monthly Rep. Teams Coaches and Managers meetings (September to April), keeping in mind to make the meetings as informative and interesting as possible. The timing of these meetings shall be as soon as possible after the Rep. Team league meeting so the Vice President Representative Teams can pass information from the league meetings to the team officials.
- F. Shall assist the Vice President Club League in providing resource material if needed for all Club League Coaches meetings

Section 3: AUTHORITY

- A. The Committee shall have the power to enforce the rules set down by the Committee and the Association.

Article Six: EQUIPMENT MANAGER

Section 1: DUTIES

- A. Is in charge of the storing, maintenance, and distribution of all W.M.H.A. equipment.
- B. Shall submit a budget & list of equipment requirements for all divisions to the executive.
- C. Shall be authorized to purchase equipment and W.M.H.A. will only be responsible for equipment purchased on the approval of the equipment manager.
- D. Each year the Executive will, based on the recommendations of the Equipment Manager and the Treasurer, establish a monetary limit for individual equipment purchases beyond which the Equipment manager shall be required to obtain a minimum of two tendered proposals for the said purchases, with preference to local merchants.
- E. A \$1,000.00 deposit shall be received at the time of equipment and sweater distribution and held until the equipment is returned in satisfactory condition.
- F. Responsible to work with Township Official annually to update Banner placement within the facilities.

Article Seven: REGISTRATION CHAIR

Section 1: REGISTRATION

- A. Registration shall be held at an appropriate date to be decided by the Executive by the January Meeting.
- B. Registration will be accepted for the following age groups: Initiation, Pre Novice, Novice, Atom, Peewee, Bantam, Midget and Juvenile.
- C. Registration fees will be set by the Executive as soon after the annual meeting as possible
- D. Registration date shall be advertised on the association website and by a general email to membership.

Article Eight: TOURNAMENT CHAIR

Section 1: DUTIES

- A. To oversee the planning, preparation and operation of the Woolwich Weekend Tournament.

Section 2: FINANCES

- A. The Tournament Chair will appoint a Tournament Treasurer who will open a bank account in the name of the "Woolwich Weekend Tournament". Signing officers shall be the Tournament Treasurer and Tournament Chair.
- B. The Chair shall provide the Executive with reports on a regular basis, and a detailed Revenue/Expenditure financial statement showing the amounts and sources of all revenue and expenditure items shall be submitted to the Executive meeting.
- C. All proceeds for the Woolwich Weekend Tournament shall be distributed at the discretion of the W.M.H.A. executive

Article Nine: SPONSORSHIP CHAIR

Section 1: DUTIES

- To secure a complete roster of sponsors for all W.M.H.A. teams.
- To make regular reports to the Executive and maintain contact between the Association, the Teams, and the Sponsors.
- To collect all sponsorship monies before the December Executive meeting or as soon thereafter and turn them over to the Treasurer.
- All sponsors are to be recognized by the teams they sponsor, as follows: By representative teams at the first home game of the O.M.H.A. Playoffs. b. By Local League teams on Championship Day.
- To update and maintain the Sponsor Display Boards
- In seeking sponsors, must ensure that past sponsors are contacted first.

Section 2: CONTRACTS

- A. All sponsors must receive the approved sponsorship form.
- B. All contracts shall be annual (1 year) or 3 years for sweater sponsorship.

Section 3: EQUIPMENT PURCHASES

- A. All equipment purchased for a sponsor or donated by a sponsor shall become the sole property of the Association subject to all Rules and Regulations and be of a type and standard approved by the Association.
- B. Purchase of goods must be made through the Association. Therefore, all colour combinations, designs and qualities will have the approval of the Association Sponsorship Committee.

Section 4: FURTHER ASSISTANCE

No sponsor shall be expected to, or asked to, provide any further assistance (financial or otherwise) to the team during the year.

Section 5: SPONSOR LIABILITY

No sponsor shall be liable for any indemnity incurred by a player or member.

Section 6: SPONSOR LIAISON

It is the Coach's and/or Manager's responsibility to ensure that:

- A. The Sponsor must be contacted frequently.
- B. The Sponsor must receive team lists and schedules.
- C. Include the Sponsor in team activities (ie. Parties, year-end banquets.)
- D. Include the Sponsor Name and Logo whenever the opportunity arises with the mention of the team.

Article Ten: TEAM PHOTOGRAPH CHAIR

Section 1: DUTIES

- A. To secure quotations from interested photographers for the taking of team pictures.
- B. To present these quotations at or before the October Executive meeting along with a recommended procedure.
- C. To organize the picture taking and distribution of photographs before the Christmas break
- D. To ensure every sponsor receives a framed team photo.

Article Eleven: FUNDRAISING CHAIR

Section 1: DUTIES

- A. To oversee and assist with all fund raising projects conducted by the W.M.H.A. or any Association team.
- B. To provide the teams with fund raising ideas and suggestions where applicable.
- C. To encourage all Rep Teams to prepare proper expense estimates and fund raising plans.

Section 2: TEAM FUNDRAISING RESTRICTIONS

- A. No individual team's fundraising efforts shall conflict with W.M.H.A fundraising plans.
- B. Responsible to ensure that at the beginning and end of each season there is a communiqué to each team outlining their responsibilities in handling team funds.
- C. Responsible for communicating to teams that team-specific sponsorship banners are strictly prohibited.

Article Twelve: PUBLICITY CHAIR

Removed: Obsolete Role

Article Thirteen: NEWSLETTER EDITOR

Removed: Obsolete Role

Article Fourteen: ASSISTANT LOCAL LEAGUE CONVENOR

Section 1: DUTIES

- A. Shall assist the Vice President Local League
- B. Shall be responsible for any portion of the Local League directly assigned to him/her by the Vice President Local League
- C. Shall perform the duties of Vice President Local League if Vice President Local League is absent

Article Fifteen: COACH SELECTION COMMITTEE

Section 1: MEMBERSHIP

- A. The President, Immediate Past President, and all Vice Presidents shall be the members of the Coach Selection Committee. The Vice President Coaching Committee will serve as Chair.
- B. It shall be the responsibility of the Coach Selection Committee to present a full slate of Rep. Coaches for approval by the Executive at the March executive meeting.

Section 2: PROCEDURE

It shall be the responsibility of the President to announce to the membership-at -large, in early February, that the selection process for representative coaches is underway, and that applications should be submitted to the Vice President Coaching.

The Coach Selection Committee shall meet before January 31st and agree on a procedure for receiving and evaluating applications. This application procedure can be done either formally by means of a written application, or informally by means of interviews.

It is absolutely essential that:

- a. All members of the W.M.H.A. be given the opportunity to apply.
- b. All applications be given serious and fair consideration
- c. All evaluations and selections be done bearing in mind the coaching qualifications, desirable skills, attitudes of the applicant
- d. Consideration must be given to any recommendations made by the Coaching Committee
- e. Use Non Parent coaches where possible
- f. It is recommended that a Head Coach does not coach the same team for more than 2 consecutive years

The recommended slate of coaches shall be presented for approval by the Vice President Coaching Committee to the executive before or at the March meeting.

It shall be responsibility of the Vice President Coaching Committee to personally inform all applicants whether or not they have been selected to work with a team.

It shall be the responsibility of the Vice President Coaching Committee to ensure that all successful applicants have attained the necessary certifications

Article Sixteen: CONSTITUTION COMMITTEE

Shall consist of the Immediate Past President and two (2) appointed members with approval to review the constitution, and bring forth amendments one month prior to the Annual Meeting.

Article Seventeen: MEETINGS

Section 1:

An Annual Meeting of the Association, open to the public, shall be held by no later than May 15 of each season.

Section 2:

Executive Meetings to be held at least once a month excluding July if possible, at the discretion of the Executive.

Section 3:

Executive and/or Special Meetings shall be called by the President or a the request of three or more of the Executive.

Section 4:

Annual meetings should be advertised for 2 consecutive weeks in local media and on website.

Article Eighteen: ATTENDANCE

Members of the Executive must attend seventy percent (70%) of the meetings to hold their positions on the Executive. Members are to send in reports if they are absent.

Article Nineteen: SIGNING AUTHORITY

Section 1:

The President and Secretary shall act as signing officers for all legal documents, contracts and other legal matters.

Section 2:

Players' releases are to be signed according to O.M.H.A. rules upon approval by President and Secretary in consultation with the Vice President responsible for that area.

Section 3:

All cheques to be signed by 2 of the following: Treasurer, President, or Past President.

Article Twenty: VOTING DELEGATES – OMHA ANNUAL MEETING

The maximum number of voting delegates eligible to attend the O.M.H.A. Annual General Meeting shall be determined by the current O.M.H.A. rules. The actual number of delegates to send shall be determined annually by the Executive. Delegates' reasonable expenses to attend the meeting shall be reimbursed.

Article Twenty-One: EXECUTIVE DECISIONS

Notwithstanding anything contained elsewhere in this handbook, any decisions made by the Executive shall be final and binding with no appeal.

Article Twenty-Two: APPEALS

Section 1:

Any person, player, team or combination thereof feeling aggrieved by a decision of a Vice President or other Executive member under the Constitution, Regulations and Rules of Competition of the W.M.H.A. may appeal to the Executive.

Section 2:

The appeal shall be made in writing to the President and he shall be empowered to call a special meeting to consider such appeal.

Section 3:

In the event that the President chooses to call a special meeting, he must do so if requested by three or more executive members. In such cases, at least forty-eight hours notice must be communicated to each executive member.

Section 4:

The President shall, at the conclusion of the hearing or as soon as practical thereafter, in written form, communicate the decision of the executive to the concerned parties.

Article Twenty-Three: EQUIPMENT USAGE

All W.M.H.A. supplied equipment may only be worn during official W.M.H.A. activities.

NOTE: Game sweaters and socks may only be worn during Association Game Conditions, ie. Not to be worn during practices or for other Hockey Leagues.

Article Twenty-Four: SPIRITWEAR

- A. All W.M.H.A teams must purchase spiritwear through approved suppliers sourced by the Executive only.
- B. Any team who sources spiritwear from a vendor other than Sportszone and PK Sportswear will forfeit ice practice time, the amount to be determined by the WMHA Executive.

Article Twenty-Five: TROPHIES

The Trophies that belong to the W.M.H.A. are:
The six (6) Minor Hockey Day Plaques:
W.H.A. Novice Pee Wee
N.H.L. Novice Bantam
Atom (unaccounted for) Midget (unaccounted for)

The six (6) Championship Trophies:
W.H.A. Novice
N.H.L. Novice
Charles Hilker Memorial Atom

Richard Girling Memorial Pee Wee
June Pearce Memorial Bantam
Fred Babineau Memorial Y.M.L

The twelve (12) Woolwich Weekend Tournament Trophies:

- Major Bantam - Runner-up – Elmira Service Centre
 - Consolation – Elmira Kiwanis Club
 - Championship – Royal bank
- Minor Bantam - Runner-up – Waters & Hastings, Zinck Law Firm
 - Consolation – Soehner Insurance
 - Championship – Coach House Realty
- Major Peewee - Runner-up – Rothsay Concentrates
 - Consolation – Elmira Lions Club
 - Championship – Mercy Brothers
- Minor Peewee - Runner-up – Art's Auto Electric
 - Consolation - Central Source for Sports
 - Championship – Elmira Sugar Kings

The Rep. Goalie Trophy - Todd Shannon Memorial

The Bob Waters Award - for significant contribution to Woolwich Minor Hockey

Section 1:

All W.M.H.A. trophies will not be allowed to be kept by teams or coaches and must be kept in the trophy cases at the arenas.

Section 2:

It is up to the Office Manager to take trophies out to be presented only, and then to have them engraved and then promptly put back in the arena trophy cases.

Section 3:

The Office Manager shall hand the engraving bill into the W.M.H.A. Treasurer for payment.

Article Twenty-Six: OVERSEAS HOCKEY TOURNAMENTS

Section 1:

Any monies advanced by the W.M.H.A. to teams involved in overseas hockey ventures shall be used to defer coaches costs only.

Section 2:

Any Overseas Hockey Committee shall be responsible to the Executive and there shall be at least one member of the Executive on the Committee. Any overseas hockey venture shall be conducted only in accordance with O.M.H.A. rules and regulations.

Section 3:

There shall not be a limit to the number of life members elected, keeping in mind at all times that this is the highest honour available.

Section 4:

A life member and spouse shall receive a lifetime pass to all W.M.H.A. games.

Section 5:

A life member may be called upon to provide our organization with his or her wisdom and experience.

Section 6:

- A. The Office Manager shall maintain a full & complete list of Life Members and place such list on the Website. Note: Deceased Life Members are to be noted of passing with the year of death noted next to their name in brackets.
- B. The Office Manager shall ensure that Life Members receive season passes yearly at the start of each season & playoff passes at the start of playoffs.

Article Twenty-Eight: AMENDMENTS

Changes or amendments to the Bylaws may only be made by a two-thirds (2/3) majority vote of the voting Executive members present at an Executive meeting.

Rules, Regulations & Guidelines

Article one: GENERAL

Section 1: PLAYER QUALIFICATIONS

- A. Prior to participation all players must be currently registered with the W.M.H.A.
- B. If the Association has any doubts as to the qualifications of any player, they shall have the power to call on the player or the division to which he/she belongs, to prove to the satisfaction of the Executive that he/she is properly qualified to take part in the competition under the jurisdiction of the league, and failing this, the player(s) shall be disqualified.

Section 2: REPRESENTATIVE TEAMS

- A. All Representative teams are to carry a minimum of fifteen (15) players, except for injury, illness or as approved by Executive decision.
- B. Any deviation from Article 1, Section 2(A) above must be approved by the Executive annually.

Section 3: EQUIPMENT

- A. For all practices & games each player shall be required to wear a C.S.A. approved helmet and facemask, with chin strap properly fastened, proper hockey skates, CSA approved mouth guard, athletic support and cup. All players must wear proper equipment consisting of shoulder pads, elbow pads, shin pads, hockey gloves and BNQ neck protector at all times. Goaltenders must wear chest protectors, throat & chin guards and body armour. For all Representative players a manufactured red helmet and red short style pants are mandatory, with the exception of goaltenders masks & helmets. No painting, colour change of the helmet will be allowed, unless CSA Factory painted helmet.
- B. Players refusing to wear Woolwich colours will be suspended until they comply.
- C. All equipment must be supplied by the players with the exception of goalies who will be supplied with chest protectors, goal pads and gloves in all ages. Novice Club League will be supplied with goal sticks.
- D. All equipment will be distributed and collected through the equipment room at the Elmira arena. The times of distribution and collection will be posted and advertised. All W.M.H.A. supplied equipment will be signed for by an appointed representative and the care and maintenance shall be their responsibility during the season. At the time of distribution a \$1,000.00 deposit shall be received by the W.M.H.A. Equipment Manager from the appointed Representative. Failure to return all equipment by the appointed time, in satisfactory condition, will mean a fine or suspension at the discretion of the Executive or the forfeit of the deposit.

Section 4: TOURNAMENTS

- A. As per OMHA rulings, each team can enter up to 2 tournaments per season.
- B. WMH requires that the maximum number of tournaments that any WMH team can attend is 3 a season (including Woolwich Weekend tournament).
- C. A fourth tournament is possible when voted unanimously in favor (by secret ballot) by all parents.

Article Two: BEHAVIOR

The contents of the paragraphs that follow under Article Two: Behaviour, or Article Three: Discipline, shall apply to Team Officials at our home arena or in an arena away from home.

Section 1:

Players, Officials and spectators are allowed to take part in, or attend, on the consideration that they observe the Constitution, Rules and Bylaws, and Code of Conduct of the Association. Every player and team official is required to observe such rules, regulations, bylaws and Code of Conduct.

Section 2:

Every team is responsible to the Executive for the actions of its players and officials, and is required to take all necessary precautions to prevent spectators from threatening or assaulting officials and players during, or at the conclusion of games. Good sportsmanship will prevail at all times, and no profane language shall be permitted.

Section 3:

Smoking is prohibited in the dressing room and on players' benches by team officials and/or players.

Section 4:

Any official or player of a team while a game or games of his group is / are in progress, who is found to have been drinking alcoholic beverages or taking illegal drugs during or prior to game, or who uses abusive language to anyone (including parents or players) while the game is in progress (including before and after) shall be subject to immediate suspension by the Convenor or Vice President in charge in consultation with the President.

Section 5:

- A. All teams and officials are warned relative to unbecoming conduct and causing damage to arenas in which they play. Teams or officials offending in this respect may be suspended from further competition and also assessed with the expense.
- B. There will be NO hazing, initiation or harassing behaviour of new players. Such behaviour will result in automatic suspension by the Vice President responsible in consultation with the President.

Article Three: DISCIPLINE

The contents of the paragraphs that follow under Article Two: Behaviour, or Article Three: Discipline, shall apply to Team Officials at our home arena or in an arena away from home.

Section 1:

The Vice President or Convenor shall be deemed to be the officer in charge during the course of his division's operations and shall have the power to discipline or suspend anyone contravening the Constitution, Bylaws, Code of Conduct, Rules or Regulations of the W.M.H.A. in consultation with the President.

Section 2:

Any Coach, Manager, Assistant, or Player found to be abusing the Referee(s), either verbally or physically, will be suspended immediately by the Vice President of the league in consultation with the President.

Section 3:

A member of the Executive or Executive Committee shall not cause to have published through any news media or any other means, the name of any coach, player, officer or any other persons that the Executive has seen fit to discipline for breach of rules.

Article Four: COACHES & MANAGERS

Section 1:

All Representative Coaches must be appointed and approved by the Executive and notified by May 1st annually in advance of Spring Tryouts. All Representative Team Managers, Assistant Coaches and Trainers must be approved by the Executive before the start of the playing season. All team officials shall be subject to all rules of the O.M.H.A. and of the W.M.H.A., and may be replaced at any time, if considered necessary, by a majority vote of the Executive.

Section 2:

The entire Executive, Local League Coaches and Convenors shall be responsible for assisting Representative Coaches and managers in scouting players. All such recommended players shall be given proper tryouts; however, the Representative Coach(es) shall make the final decision regarding personnel to be carried on their team(s).

Section 3:

- A. All Coaches, Managers, Trainers and Assistants shall be encouraged to continually improve their coaching ability and knowledge through clinics, etc.
- B. Reimbursement may be considered upon successful completion of pre-approved upgrades.

Section 4:

All Coaches, Managers, Trainers and Assistants shall be encouraged to continually improve their coaching ability and knowledge through clinics etc.

Section 5:

It is up to all Coaches and Managers to ensure that the Sponsor for their team is kept informed as outlined in the Bylaws, Article Nine: Sponsorship.

Section 6:

Rep. Coaches shall have at least two parent meetings, one at the beginning of the season and the other before the beginning of the O.M.H.A. playoffs.

Article Five: FAIR PLAY OF PLAYERS

It is the responsibility of each coach to develop the hockey skills of every player on his/her team through full participation in practices and games. At the Local League level all players are, within guidelines established by the Local League Convenors, entitled to approximately equal ice time. This includes goalies.

At the Representative level all players are entitled to a fair level of participation in all games. "Equal ice time" does not necessarily apply at the Rep level.

- A. It is recognized that "benching players" can be an effective method of disciplining or motivating players. When "benching" a player, a coach must explain the reason to the player.
- B. It is recognized that in some games, particularly playoff and/or tournament games, certain players may get somewhat more ice time depending on the situation. However, no coach has the right to put winning above fair participation and player development. The coach's responsibility is to develop all his players. It is expected that in all regular season games Rep coaches will use their players as equally as possible for at least the first two periods. Goaltenders are to be played equally unless there are unusual or exceptional circumstances.
- C. It is recognized that benching players means having a player skip one shift and never more than one consecutive shift at a time.
- D. It is recognized that benching players in the 3rd period of a game does not extend into overtime period(s) and that coaches need to use their entire roster throughout overtime with the exception of approximately the first and final 2 minutes of overtime period(s)
- E. It is recognized that benching a player is considered a 2-way process and coaches taking ice time away from any player should endeavour to give this time back to the affected player when possible in prior or future games.
- F. Coaches may not include AP players when the entire roster is available to play a game.

Article Six: REFEREES

Section 1:

The Elmira and District Hockey Referees Association Inc. will appoint the Referee-in-Chief annually to be part of the Executive.

Section 2:

The Elmira and District Hockey Referees Association Inc. will allow W.M.H.A the flexibility to appoint assignors.

Section 3:

All referees appointed to games under the jurisdiction of the Association shall be on the Association's official list of referees.

Section 4:

Referees must be at least two years older than the age group they are assigned to referee.

Section 5:

It shall be the responsibility of the Referee-in-Chief to make certain that all appointees are thoroughly conversant with the official rules of the Ontario Minor Hockey Association. Also, the Referee-in-Chief shall take the necessary steps to train personnel desirous of officiating in Minor Hockey and encourage them to improve themselves through clinics.

Article Seven: LOCAL LEAGUE CONVENORS

Section 1:

Shall be appointed by the Vice President in charge.

Section 2:

Shall be in charge of the divisions appointed to.

Section 3:

May call meetings for their division and keep Vice President in Charge informed.

Section 4:

Shall have the authority to enforce those Rules, Regulations and Guidelines of the Association that may pertain to the operation of the Local League in consultation with the Vice President of Local League.

Section 5:

Shall recommend to their Vice President in Charge the appointment of qualified Coaches and Assistants for their division.

Article Eight: PLAYER'S FEES

Section 1:

The Executive shall assess such fees as are required to cover the cost of operating the W.M.H.A. prior to the Annual General Meeting.

Section 2:

Any player registering late shall be assessed a fee according to the late registration fee guideline.

Section 3:

All players must pay the registration fee before their first ice time (practice or game). If a player is released from a team and does not wish to continue playing hockey, a refund will be made to that player, according to the W.M.H.A. refund policy.

Section 4:

All out of area players will be charged an additional \$50.00 per season in addition to the registration fees.

Section 5: LATE REGISTRATION FEE GUIDELINE

A Late registration fee of \$75.00 will be applied to every registration after May 1 as outlined below.

MONTH	LATE REGISTRATION FEE
May to September	100% of regular fee plus \$50.00 late registration penalty.
October	100% of regular fee
November	80% of regular fee
December	60% of regular fee
January	40% of regular fee
February	30% to 10% of regular fee

Adjustments to the percentages as outlined in the Late Registration Fee Guideline are permitted by the Treasurer or Registration Chair in order to reflect the time of month. The executive is empowered to override any or all of the above provisions without restriction.

Section 6: W.M.H.A. REFUND POLICY

Prior to December 1, refunds will be granted according to the "Refund Schedule" as outlined below. Effective December 1, refunds will only be granted for any of the following reasons, according to the "Refund Schedule".

- A. Medical certificate from a physician.
- B. Moving away from Woolwich Township or its related right of choice areas.
- C. Approved by the executive
- D. Released from Rep. To House League.

An administration fee of \$20 will be assessed for any refund request. Any late registration penalty paid will not be considered in any refund request.

REFUND SCHEDULE

MONTH	REFUND CALCULATION (Percentage of regular fee minus administration fee)
September	100% less Administration Fee
October	80% less Administration Fee
November	60% less Administration Fee
December	40% less Administration Fee
January	20% less Administration Fee
February	No Refund

Adjustments to the percentages as outlined in the Refund Schedule are permitted by the treasurer or registration chair in order to reflect the time of month. The executive is empowered to override any or all of the above provisions without restriction.

Section 7: BOUNDARIES

All players wishing to play Representative level must reside within the W.M.H.A. boundaries prescribed by the OMHA.

Section 8: FAILURE TO PAY

Jasmine - we need a statement about failure to pay, something like "If fully payment for registration fees has not been received by W.M.H.A by <date> despite repeated reminders, the players will be unrostered and will not be allowed to play on any W.M.H.A. team."

Article Nine: SIGNING & MOVEMENT OF PLAYERS

Section 1: PLAYERS OBLIGATIONS WHEN SIGNING

- A. When a player signs either a first or second team HOCKEY CANADA Card the player has signified a desire and willingness to play representative level hockey for the Woolwich Minor Hockey Association for either team as decided by the coaches responsible.
- B. After the initial signing, players may be asked to sign a player's card in order to move from the second team to the first team or vice versa. If a player refuses to sign a card as requested or refuse to change teams after signing a card, the player has signified to the Woolwich Minor Hockey Association Representative team official they no longer desire to play representative level hockey, and will be transferred to the Local League. This type of action must be reviewed and approved by the Vice President in charge.

Section 2: PLAYER MOVEMENT RESTRICTION

Since W.M.H.A. philosophy states that the players must develop at their own individual needs and abilities, the Association sees a need for restricted movement beyond the artificial classification of age. The restricted movement would occur under the following conditions:

- A player with the ability who desires to play ahead of his age classification.
 - A player with ability significantly in advance of his age classification who makes the decision to play at a NON-REP. LEVEL.
 - A player with ability significantly below his age classification.
- A. Representative players shall play in the age group for which they are legal age to play. If a player wishes to sign for a team in a higher age category he/she must have the permission of his/her legal guardian and the Executive.
 - B. In order for a player who desires to participate at the Local League level but has abilities significantly in advance of his age classification, such player will be placed in a category which is one or more above his age classification. Such placement shall be recommended by the responsible Vice President and approved by the Executive. (This applies to the Local League only).
 - C. In order for a player with abilities significantly below their age group to be allowed to participate in a category one or more below their age classification, placement of the player shall be recommended by the responsible Vice President and approved by the Executive, and the League as required. (This applies to the Local League only).

Section 3: PLAYER MOVEMENT BETWEEN REPRESENTATIVE & LOCAL LEAGUE TEAMS

- A. A player released from any Representative team shall be returned to a Local League team through the Local League Convenor. A "Rep." Player shall not play for a Local League team except as in above.
- B. A player moving to the Local League from Rep shall be placed on a team as determined by the Local League convenor in consultation with the Local League coaches. If such movement and such placement requires, in the opinion of the Local League Convenor in

consultation with the Local League coaches, a re-alignment or re-draft of the Local League teams to maintain balance, then such revision to the Local League teams shall be made by the Convenor as soon as practical.

- C. When a Rep Coach desires a player to move permanently from a Local League team to Rep, the procedures below shall be followed.
 - a. Any coach wanting to move a player up must first notify the Representative Team Vice President.
 - b. Before asking the player or parents so affected, the Rep. Coach shall discuss with discuss with the Local League Convenor the desire to have "X" player move up.
 - c. The Local League Convenor will inform the coach of the Local League team.
 - d. The Rep. Coach shall discuss the situation openly and clearly with the parents.
- D. There shall be no permanent player movement after January 10.
- E. A Local League player asked to move to a Rep team temporarily for a game or games at the Rep level may do so as long as it does not conflict with his Local League schedule. Any exceptions to this must be agreed to the Local League Coach and the Local League Convenor.
- F. When a Rep coach cannot dress 15 players for any reason for an extended period of time (but not permanently) during the regular season he may bring a player from the Local League for a maximum of two weeks. If after two weeks he still requires a Local League player, the Rep coach should select a different Local League player, if possible. Such movements for extended periods of time require the agreement of the Local League coach and Convenor.
- G. All movement is subject to Local League rules.

Section 4: REPRESENTATIVE TEAMS (AA, A, AE)

- A. If a player wishes to play for a Representative team, it is preferred that the player try out for the "higher level" team first.
- B. In the event that there is no minor age team at a given level, the AE team must have at least five (5) Minor players on their regular playing lineup.
- C. Any Coach, Assistant, Manager or Trainer knowingly violating these rules will be subject to disciplinary action.
- D. Any dispute regarding these rules shall be referred to the Representative Team Convenor for a recommendation. The Representative Team Convenor will have the final decision in all such disputes
- E. No player movement (permanent) between AA, A and AE teams is allowed after January 10.
- F. No later than Dec. 26 the coaches shall meet and prepare the O.M.H.A. list of eligible players for the teams. These lists shall be submitted to the Representative Team Convenor for approval no later than Dec. 31.

Section 5: AFFILIATED PLAYER MOVEMENT

- A. Woolwich minor Hockey expects a good working relationship between affiliated teams. The Association is in favour of limited movement between affiliated teams, i.e. players moving up to replace sick, injured or absent players.
- B. It is up to the affiliated coaches to encourage the players to play up if given the opportunity.
- C. When a Rep coach requires an affiliated player on a temporary basis, he must first notify the coach of the affiliated team and the Vice President representative teams of his intentions and which player(s) he wishes to use. Provided there is no conflict of schedules, the coach of the affiliated team may not prevent a player from playing up. If a conflict in schedules does arise, the coach of the affiliated team has the right to allow the player to play up, or to require that the player stay with his own team. For purposes of this section, a "conflict of schedules" shall include the situation where both teams play on the same day and the affiliated team plays

after the higher team. If a disagreement over the use of affiliated players arises, either coach may refer the matter to the Vice President Rep Teams for resolution.

- D. Movement of affiliated players for extended periods during the regular season shall be governed by the same principles governing movement between Rep. Teams and Local League teams (see Section 3 (c)), namely, that Coaches are encouraged to give the opportunity of playing up to more than one or two affiliated players. If an affiliated player has been asked to play for the senior team he may continue to play for the junior team, but should continue to do this for a maximum of two weeks. At that point the coach of the senior team should call on (an) other affiliated player(s).
- E. Movement of affiliated players on a permanent basis is allowed only in accordance with Article 9, Section 2 (a). When a Coach needs a player on a permanent basis he is expected to draw on the AE team or the Local League.
- F. Any Coach, Assistant, Manager or Trainer knowingly violating these rules will be subject to disciplinary action.
- G. Any dispute regarding these rules shall be referred to the Representative Team Convenor for a recommendation. The Representative Team Convenor will have the final decision in all such disputes

Article Ten: LOCAL LEAGUE RULES

The purpose of the W.M.H.A. is to teach the players certain ideals, to play fairly under all circumstances and conditions, to give opponents a fair chance and not to take unfair advantage of any opponent, to win modestly and to receive defeat with a smile, to give credit to the winning team, and not to question or dispute the referee's decision.

Section 1:

The aim of all Coaches is to carry out the above and attempt to instill basic hockey fundamentals, i.e. skating, shooting, stick handling, etc

Section 2:

Good sportsmanship shall prevail at all times. No fighting or profane language shall be permitted.

Section 3:

All HOCKEY CANADA and O.M.H.A. rules shall govern and shall be enforced by the convenors and referees. From time to time the W.M.H.A. any, at its discretion, establish additional rules of conduct and/or play. In no event shall such additional rules be less stringent than, or circumvent or negate in any way the HOCKEY CANADA or O.M.H.A. rules.

Section 4: REGISTRATION

- A. All players must be registered by the W.M.H.A. prior to being permitted on the ice.
- B. No player shall play on/for a team unless he has been properly registered and placed on a team by the convenor of the group.

Section 5:

THE HOUSE LEAGUE SHALL BE COMPRISED OF THE FOLLOWING

- A. Mini Hockey
- B. Novice
- C. Atom

THE LOCAL LEAGUE SHALL BE COMPRISED OF THE FOLLOWING:

- A. Initiation
- B. Pre Novice
- C. Novice
- D. Atom
- E. PeeWee
- F. Bantam
- G. Midget
- H. Juvenile

Note: This construction is flexible and can be modified subject to registration and/or other pertinent factors that are necessary to operating a competitive Club Local League under all other rules drawn up by the W.M.H.A. subject to Executive decision.

Section 6: GAMES

All games must start three (3) minutes after the referee steps on the ice and must be completed within five (5) minutes of ice time completion

Section 7: NO BODY CHECKING RESTRICTIONS

Body checking shall only be allowed in accordance with HOCKEY CANADA and/or O.M.H.A. Rules, or additional rules instituted by the W.M.H.A. if such additional rules are more stringent.

Section 8: PENALTIES

(a) MINOR PENALTIES

Shall be three (3) minutes running time, unless stop time is used, when two (2) minutes shall be assessed.

If a player receives three (3) Minor Penalties during one game, he/she shall not serve the third penalty. That player is ejected from the game. Another player shall serve the third Minor Penalty.

(b) MAJOR PENALTIES

(i) MATCH PENALTY

Shall be dealt with by the Vice President in charge and the President before the player can participate in any other W.M.H.A. game or practice. The referee shall report the offender and full details surrounding the violation immediately to the Vice President in charge.

A match penalty carries with it an automatic indefinite suspension until dealt with by the Vice President in charge and the President. First time offense is normally four (4) game suspension, for players or officials.

(ii) GROSS MISCONDUCT

A gross misconduct will result in an automatic next game suspension. The referee shall report the offender and full details surrounding the violation immediately to the Vice President who may assess further suspensions.

Section 9: ALL REFEREES' DECISIONS ARE FINAL

All decisions made by referees during a game are final and are not to be disputed. Any unwarranted arguments with referees by coaches may result in disciplinary action by the W.M.H.A., in addition to that assessed by the referee.

Section 10: DRESSING ROOMS

- A. No smoking or Alcohol or drugs.
- B. Shall be left in clean condition. This is the responsibility of the Coach(es)
- C. Shall be locked and the key held by a team official.

Section 11: INJURIES

- A. If any player suffers an injury, his parents shall be notified and transportation shall be arranged to his home or a responsible person shall accompany the player to the hospital. An injury report shall be submitted to W.M.H.A. Office and the Arena Office will be notified.
- B. If a serious injury is suspected (i.e. to the head, back, neck, etc.) DO NOT move the player, call a Doctor and/or Ambulance immediately.

Section 12:

Any team not supervised by a coach and/or responsible person shall not play or practice and shall forfeit the game by default.

Section 13:

All Coaches shall be provided with, at the beginning of each season:

- A. A copy of the Constitution, Rules and Bylaws.
- B. Any additional rules or operating procedures instituted by the W.M.H.A., the O.M.H.A. or the arena.

Section 14:

During the club League season there should be a practice for every one or two games played per team if possible, playoffs excluded. Two teams per practice session when possible.

Section 15:

Every player on every team shall be ensured of approximately equal ice time, to be effected on an "Honour System". Intentional and/or flagrant violations of this principle shall NOT be tolerated.

Section 16: TEAM SELECTION

- A. The selection of teams prior to starting scheduled season play shall be mutually agreed upon by those coaches involved and the Local League Convenor.
- B. At the discretion of the League Convenor, players may be transferred to other teams in their group to operate a balanced league.

Section 17:

All regular season games shall be played as to a schedule established by the W.M.H.A. Office Manager and Ice Scheduler.

Section 18: – FINAL STANDINGS – IF TIED

At the completion of the schedule and/or playoff schedule when a round robin series is used, in the event of a tie in total points, the final standings will be arrived at as follows:

- A. The goal average of a team is determined by dividing the goals for and against into the goals for, for all group games, with the team having the higher percentage winning the position
 - G.F.
 - G.F. + G.A.

Section 19: PLAYOFFS

- A. All teams make the playoffs
- B. The Playoffs can be a Round Robin Series with the top two (2) teams advancing to a one (1) game Championship on Championship Day.

Section 20: CHAMPIONSHIP DAY

In the case of a tie at the end of regulation time, the teams shall change ends and play ten-minute, sudden victory periods until a champion is determined.

Section 21: TOURNAMENT OR EXHIBITION GAMES

No Local League team shall play tournament or exhibition games unless approved by the Vice President Local League.

Section 22: PARTICIPATION IN OTHER LEAGUES

W.M.H.A Local League teams participating in other "House League" leagues shall follow the playing rules of that league, but will still be bound by the administrative and disciplinary rules of the W.M.H.A. for its Local League.

Article Eleven - AMENDMENTS

Changes or amendments to the rules may only be made by a two-thirds (2/3) majority vote by the Executive.