



Woolwich Minor Hockey Association  
(WMHA)

## Policies & Procedures

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# 1. Glossary

1. WMHA - Woolwich Minor Hockey Association.
2. OMHA - Ontario Minor Hockey Association.
3. Players - Any child registered and placed on a WMHA team.
4. Team Officials - The Head Coach, Assistant Coaches and Trainer of a WMHA team
5. Executive - The Directors and Officers as elected or appointed in accordance with the Constitution and/or Bylaws as applicable.
6. EDHRA - Elmira District Hockey Referees Association.
7. House League - Recreational level hockey player in-house.
8. Local League - Recreational level hockey with an element of travel.
9. Representative - Representative level hockey (A/AE) which travels and where a team is selected through a Tryout Process.
10. Additional Entry - Known as AE, is a team where a Major Representative team has been entered in a Division. Categorized as AE1 to AE5.
11. Roster - The official submission of the Team composition to Hockey Canada/OMHA
12. Affiliated Player - Known as an AP, a player that can replace an injured player on another team
13. Code of Conduct - Hockey Canada, OMHA and [WMHA Code of Code](#) guidelines (found on the website).
14. Dispute Resolution - [WMHA Dispute Resolution](#) guidelines (found on the website).
15. Roster - The official submission of the Players and Team Officials to the OMHA.
16. Signed - Indicates the act of signing a letter of commitment to a team and being added to its Roster.
17. Annual Meeting - WMHA meeting where Officers and Directors are elected and Members vote. Typically in May.
18. Spiritwear - Apparel with the WMHA branding.
19. Tryout Process - Also known as Tryouts, are a selection process for Representative teams.
20. Division - As defined by the OMHA: U7 - Initiation, U9 - Novice, U11 - Atom, U13 - PeeWee, U15 - Bantam, U18 - Midget, U21 - Juvenile.

## 2. Registration

### 2.1. Deadline

1. The deadline for registration is May 31st.

### 2.2. Player Fees

1. Player fees will be approved by the Executive annually and reflect the cost of operation.
2. Player fees must be paid before the Players first ice time (including tryouts, practice or game).

### 2.3. Late Fees

1. A \$75 late fee will be applied if payment has not been received by September 1st.
2. A monthly service charge of \$10 will be applied for no payment.
3. If payment has not been received by January 1st, the player may be removed from the team.

### 2.4. Refunds

1. A \$20 administration fee will be applied to any refund.
2. Refunds will be prorated by 20% each month starting in October.
3. No refunds will be issued after January 31st.

### 2.5. Financial Assistance

1. Financial assistance can be requested through the Friends of Hockey organization.

## 3. Behaviour & Discipline

### 3.1. Respect

1. Any Team Official, Player or spectator shall conduct themselves as a representative of WMHA and do so with respect to the opposition, referees, timekeepers or facility staff.

### 3.2. Spectators

1. Spectators must respect the rules of each facility (home and away).
2. Any physical or verbal abuse of referees, timekeepers, Teams Officials, Players, facility staff or other spectators will not be allowed.

### 3.3. Hazing

1. There will be NO hazing, initiation or harassing behaviour of any players.

### 3.4. Banned Substances

1. All Players, Team Officials and spectators must respect the rules of each facility (home and away). Specifically, the following substances are banned:
  1. Alcoholic beverages
  2. Smoking
  3. Vaping
  4. Marijuana
  5. Chewing tobacco
  6. Illegal drugs

### 3.5. Damage

1. Costs arising from damages due to unbecoming behaviour will be the responsibility of the offending teams and its Team Officials.

### 3.6. Discipline

1. Anyone in violation of the behaviour rules, Code of Conduct and facility rules may be suspended or be handed a more severe punishment by the Executive.
2. A VP or Convenor shall be deemed to be the Officer in charge and granted the power to Discipline.
3. Discipline will be managed by the Codes of Conduct, Discipline and Dispute Resolution process.

4. Any Discipline issues brought forward to the Executive will be overseen by the President.

## 4. Recreational Program

### 4.1. Objectives

1. Fair play
2. Skill Development
3. Teamwork
4. Fun

### 4.2. Leagues

1. The Local League program is a member of the Woolwich Centre Wellington Local League.
2. The Select program is not a member of any League.

### 4.3. Divisions

1. U7 - Initiation - Local League
2. U9 - Novice - Local League
3. U11 - Atom - Local League and Select
4. U13 - PeeWee - Local League and Select
5. U15 - Bantam - Local League and Select
6. U18 - Midget - Local League and Select

### 4.4. Player Selection - Local League

1. The selection of the Local League teams prior to the season shall be done fairly in conjunction with the Head Coaches, Convenors and VP of Local League.
2. At the discretion of the Convenors and VP of Local League, Players may be moved to other teams to balance the league.

### 4.5. Player Selection - Select

1. Player selection for the Select program will be made via the Tryout Process.
2. Coaches shall not reach out to potential Players encouraging them to attend Tryouts.
3. Head Coaches may enlist assistance for the Tryout process.
4. Documented evaluations should be done to avoid any bias.
5. In some cases, independent evaluators may be assigned to assist in the Tryout Process.
6. A Head Coach may select a Player that was not available for Tryouts due to unforeseen circumstances (Ex. Injured in tryouts) with Executive approval in writing.
7. The Head Coach shall make the final decision.



8. The remaining Team Officials should be selected after the selection of the Team.
9. Any biased selections or concerns should be put forward to the Executive.

#### 4.6. Convenors

1. Each Local League Division will be assigned a Convenor by the VP of Local League.
2. May call meetings for their Division and keep the VP of Local League informed.
3. Shall recommend to the VP of Local League the appointment of qualified Team Officials.

#### 4.7. Coaches

1. Local League Coaches will be selected by the VP of Local League.
2. Select Coaches will be selected by the VP of Local League and VP of Coaching.
3. Coaches are expected to fulfill their obligations as defined by WMHA, OMHA and Hockey Canada by maintaining the appropriate level of training.

#### 4.8. Fair Play

1. All Players are entitled to approximately equal ice time.
2. The last two (2) minutes of the 3rd period/overtime are situations where the bench will be managed at the Coaches discretion.
3. In the event that approximate equal ice time was not achieved, an effort will be made to give this time back to the affected players.

#### 4.9. Tournaments

1. No team shall play a tournament without the approval of the VP of Local League.
2. Teams will ensure they have applied for and submitted approved rosters and travel permits.

## 5. Representative Program

### 5.1. Objectives

1. Fair play
2. Skill Development
3. Teamwork
4. Fun
5. A competitive environment

### 5.2. Leagues

1. The Representative program is a member of the Tri-County Minor Hockey League.

### 5.3. Divisions

1. U9 - Novice
2. U11 - Atom
3. U13 - PeeWee
4. U15 - Bantam
5. U18 - Midget
6. U21 - Juvenile

### 5.4. Sub-Divisions

7. U8 - Minor Novice
8. U10 - Minor Atom
9. U12 - Minor PeeWee
10. U14 - Minor Bantam
11. U16 - Minor Midget

### 5.5. Team Level

1. WMHA is classified as an A centre.
2. WMHA is classified as an AE2 centre.
3. Each Division will likely have an A and AE Levels. In some cases, an A team may play in an AA loop via Tri-County Minor Hockey League (approval process required at Association and League Level, where certain criteria must be met).
4. There is no guarantee that a Sub-Division team will be established (Ex. U14 AE).
5. AE Teams may contain two age groups (Ex. U15 AE)

6. A player is encouraged to try out at the highest level even though they might want to play on a lower level team (Ex. Try out for A even though the player wants AE).
7. In the event that there is no Sub-Division team (no minor age team) at a given level, it is recommended the AE team have at least five (5) minor players on their Roster. If a Head Coach wants less than five (5) minor players, he requires approval from the Executive in writing.

## 5.6. Player Selection

1. Player selection will be made via the Tryout Process.
2. Coaches shall not reach out to potential Players encouraging them to attend Tryouts.
3. Head Coaches may enlist assistance for the Tryout process.
4. Documented evaluations should be done to avoid any bias.
5. In some cases, independent evaluators may be assigned to assist in the Tryout Process.
6. A Head Coach may select a Player that was not available for Tryouts due to unforeseen circumstances (Ex. Injured in tryouts) with Executive approval in writing.
7. The Head Coach shall make the final decision.
8. The remaining Team Officials should be selected after the selection of the Team.
9. Any biased selections or concerns should be put forward to the Executive.

## 5.7. Obligations

1. If a Player has left a team where they have already Signed, the Player is only eligible to play Local League should there be room. That Player would be ineligible to Tryout for the team the next season. Ex. Signed with U13 A and left. The player can't try out for U14 A next year but can try out for U14 AE.

## 5.8. Roster

### 5.8.1. Size

1. Teams will carry a minimum of fifteen (15) Players (including goalies).
2. An exception will be made for injury or illness situations.
3. Deviation of the Roster size requires Executive approval in writing.

### 5.8.2. Deadline

1. Teams must be rostered before their first officially sanctioned practice or game.

## 5.9. Player Movement

### 5.9.1. Affiliated Player

1. Affiliated Players (APs) may not be used if the entire Roster is available to play.
2. A coach is encouraged to AP from the same age/level below and one (1) year younger/same level. Ex. U14 - Minor Bantam A should AP from U14 - Bantam AE and U13 Major Peewee A.
3. Since Players can only affiliate with one team, coaches are encouraged to AP no more than five (5) Players.

### 5.9.2. Exceptional Status

1. Any Player can Tryout for a higher Division. WMHA cannot prevent underage players from attending tryouts in the higher Division.
2. WMHA can set the eligibility requirements to play at the higher Division as per OMHA regulation 3.6.a. The Policy is as follows:
  - a. An application must be received by two (2) weeks before the first Tryout (Spring or Fall as applicable by age category) (through the website).
  - b. A non-refundable \$150 evaluation fee is required for all players Minor Atom and above before the process starts.
  - c. An independent evaluation group will assess the Player.
  - d. The Player will continue with the Tryouts with their Division.
  - e. The Player will also attend the Tryouts with the higher Division.
  - f. An assessment will be done during the Tryouts with the higher Division team.
  - g. Overall, the Player must be deemed in the top 3 of the higher Division team.
  - h. If the evaluators feel the Player could play at the higher Division, the final decision is with the Head Coach of the higher Division team to accept the Exceptional Player.
  - i. This status is only valid for one (1) season.
3. WMHA can set the eligibility requirements to play at the higher Division for Alternative Entry, as per OMHA regulation 3.6.c. The policy is as follows:
  - a. A Player can only play at the A level in a higher Division, not AE / MD.
4. Players may be asked to play in a higher Division to ensure a team can be Rostered. This Player is not deemed to have Exceptional Status. Ex. No goalie available.

## 5.10. Coaches

1. Individuals wishing to coach need to apply (through the website).
2. The Coach Selection Committee may recruit coaches outside of applicants.
3. The Coach Selection Committee may interview the prospective candidates.
4. The Coach Selection Committee will put forward recommendations to the Executive.

5. The Executive will approve the Coaches.
6. Coaches must be appointed and notified by April 1st (for spring tryout teams) and September 1st (fall tryout teams).
7. Some Coaches for Fall Tryout teams may be appointed/communicated later than April 1st.
8. Any Team Officials may be replaced at any time by a majority vote of the Executive.
9. Coaches are expected to fulfill their obligations as defined by WMHA, OMHA and Hockey Canada by maintaining the appropriate level of training.

## 5.11. Fair Play

1. All Players are entitled to a fair level of participation in all games (not equal ice time).
2. Benching a Player as a method of discipline must be explained by the Coach to the Player.
3. During special situations (special teams/playoffs/tournaments), a Coach may shorten the bench.
4. The 3rd period or in Overtime are situations where the bench will be managed at the Coaches discretion.
5. In situations when the bench has been shortened, a Coach should endeavour to give that time back to Players when appropriate.

## 5.12. Tournaments

1. As per League guidelines, each Team can enter up to two (2) tournaments per season.
2. An early bird or holiday break tournament would not count against the League tournament limit.
3. Teams will likely enter up to three (3) tournaments and should be budgeted for. Ex. 2 regular + 1 early bird.
4. A fourth tournament would require unanimous parent vote by secret ballot, thus expanding the Team budget.
5. Tournaments that span more than three (3) days may be classified as two (2) tournaments against the limit.
6. Teams will ensure they have applied for and submitted approved rosters and travel permits.

## 5.13. Team Budgets

1. Shall establish a budget to cover team activities including but not limited to:
  - a. Representative Fees (to be remitted to WMHA)
  - b. Team Fees:
    - i. Development Fees (to be remitted to WMHA)
    - ii. Off-ice training (dryland)
    - iii. Specialized training (goalie coach)

- iv. iPad (for GameSheet usage)
  - v. Coaching aids (cones, pucks)
  - vi. Trainer supplies
  - vii. Extra ice time
  - viii. Tournament fees
  - ix. Spiritwear
  - x. Social events
  - xi. Sponsorship
  - xii. Fundraising
2. Shall be approved by two-thirds (2 / 3) of the parent group (1 vote per Player).
  3. Shall require Executive approval in writing if the team budget/team fee exceeds \$500 per player (Rep fee not included).
  4. Shall ensure funds are collected or dispersed through a team bank account. No personal accounts to be used.
  5. Shall ensure that any bank account used is two (2) to sign.
  6. Shall ensure good bookkeeping practices are followed.
  7. Shall ensure any funds collected in excess of projected income shall be used to reduce fees to the parent group and not be allocated to additional expenses.
  8. Shall ensure individual contributions are not made outside of the approved team budget to fund activities. Ex. Parent funding extra ice times.
  9. Shall have the account closed and any left monies disbursed at the end of the season.
  10. Any concerns regarding a team budget should be escalated to the Executive.

## 5.14. Team Meetings

1. Teams shall have a team/parent meeting at the beginning of the season to set season expectations and approve the budget.
2. Teams shall have a team/parent meeting before the beginning of the OMHA playoffs to set playoff expectations.

## 6. Referees

1. WMHA will work in conjunction with EDHRA to assign Referees.
2. WMHA has the right to assume the duty of assigning Referees.
3. WMHA may engage other Referee associations if required.
4. Referees must be at least two years older than the age group they are assigned to referee.
5. EDHRA shall ensure that all appointees are thoroughly conversant with the official rules of the OMHA.

## 7. Equipment

1. At the Representative level, Players must wear Woolwich colours (red helmet and pants).
2. All WMHA supplied equipment must be signed for by an appointment representative which shall be responsible for the care and maintenance during the season.
3. At the time of distribution, a \$1000 deposit shall be received.
4. Woolwich jerseys are to be worn for games, not practices to avoid excess wear and tear. Practise jerseys should be worn.
5. Failure to return all equipment by the appointed time, in satisfactory condition will result in forfeit of the deposit.

## 8. Spiritwear

1. All Spiritwear must be purchased through WMHA approved suppliers.
2. Any use of the WMHA logos/brand should follow the [WMHA Brand Guidelines](#) (found on the website).
3. If the approved suppliers cannot produce a specific item, a request can be made to the Executive for special use of the WMHA logos.
4. Any team or individuals found violating these guidelines will forfeit ice time.

## 9. Committees

### 9.1. Nominating Committee

1. Chaired by the Secretary or Immediate Past President
2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall make a call for nominees one (1) month prior to the Annual Meeting.
  - b. Shall meet two (2) weeks prior to the Annual Meeting to review the slate of nominees and ensure the qualifications are met.
  - c. Shall keep minutes of any Nominating Committee meetings.
  - d. Present a slate of nominees at the Annual Meeting.
  - e. Prepare an official ballot to be distributed at the Annual Meeting.
  - f. Shall have the members in attendance vote via secret ballot.
  - g. Results shall be tallied and announced at the Annual Meeting.

### 9.2. Constitution Committee

1. Chaired by the Immediate Past President or an Executive member appointed by the Executive.
2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall present changes or amendments of the Constitution or Bylaws one (1) month prior to the Annual Meeting.
  - b. Changes or amendments to the Bylaws may be made by two-thirds (2/3) majority vote of the Executive members present at an Executive meeting.
  - c. All changes or amendments to the Bylaws since the prior Annual Meeting shall be effective until the subsequent Annual Meeting of the Association, at which time such changes or amendments shall be ratified or rejected by a majority vote of the Members present.

### 9.3. Coach Selection Committee

1. Chaired by the VP of Coaching.
2. The committee shall consist of:
  - a. The Chair.
  - b. President (Ex-Officio).



- c. Vice President Representative Teams (Ex-Officio).
  - d. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
- a. Shall establish an evaluation process by January 31st factoring in:
    - i. The qualifications of the coach.
    - ii. The appropriate match for the age group.
    - iii. Previous season evaluation feedback.
    - iv. Any conditions. Ex. Only if their child doesn't make AAA.
    - v. If a parent coach, the committee's confidence level that the child will make the team.
  - b. Shall collect feedback from members to be considered in the evaluation of coaches by February 15th.
  - c. Shall initiate an application process to the public to collect information on potential coaching candidates by February 15th.
  - d. Shall recruit candidates for coaching in addition to the application process.
  - e. Shall evaluate the candidates through submission review and conduct face to face interviews (if applicable) and reference checks.
  - f. The Chair shall present for approval the slate of recommendations to the Executive by the March Executive meeting.
  - g. Shall communicate the decision to all candidates (successful and unsuccessful) after Executive approval.
  - h. Shall make the approved coaches public by April 1st.
  - i. Dates provided are for Representative A Coaches, the process remains the same for all other coaches.

## 9.4. Fundraising Committee

- 1. Chaired by an Executive member appointed by the Executive.
- 2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
- 3. The duties of the committee consist of:
  - a. Shall establish a Fundraising strategy to meet or exceed targets set by the Executive.
  - b. Shall enforce the following restrictions:
    - i. Approve any usage of Association logos on fundraising material.
    - ii. Ensure Team fundraising does not conflict with Association fundraising.
    - iii. Ensure Team Sponsors are acknowledged at the highest level in all Team initiated fundraising/sponsorship. Ex. Largest logo.
    - iv. Ensure all Fundraising material aligns with Association values and Brand Guidelines.

## 9.5. Sponsorship Committee

1. Chaired by an Executive member appointed by the Executive.
2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall establish a Sponsorship strategy to meet or exceed Sponsorship targets set by the Executive.
  - b. Shall ensure Sponsors are acknowledged.
  - c. Shall ensure all funds are directed to the Treasurer.
  - d. Shall keep records identifying terms, amounts, sponsor contact information and commitment details (Ex. Board sponsor or U15 - Bantam LL#2 sponsor).
  - e. Shall enforce the following restrictions:
    - i. Approve any usage of Association logos on sponsorship material.
    - ii. Ensure Team sponsorship does not conflict with Association sponsorship.
    - iii. Ensure Team Sponsors are acknowledged at the highest level in all Team initiated fundraising/sponsorship. Ex. Largest logo.
    - iv. Ensure all Sponsorship material aligns with Association values and Brand Guidelines.

## 9.6. Tournament Committee

1. Chaired by an Executive member appointed by the Executive.
2. The committee shall consist of:
  - a. The Chair.
  - b. The Treasurer.
  - c. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall ensure each tournament has a tournament director.
  - b. Shall ensure each tournament has a proposed budget approved by the Treasurer.
  - c. Shall ensure funds are collected or dispersed either through a tournament bank account or the WMHA account. No personal accounts to be used.
  - d. Shall ensure that any bank account used is two (2) to sign.
  - e. Shall ensure good bookkeeping practices are followed.
  - f. Shall ensure contracts, receipts and invoices are provided for all expenses.
  - g. Shall ensure cheques, e-payments (e-transfer/PayPal), cash receipts are provided for all income.
  - h. Shall avoid using cash whenever possible.
  - i. Shall establish a set of guidelines and best practices for tournament directors to follow.

## 9.7. Volunteer Committee

1. Chaired by an Executive member appointed by the Executive.
2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall establish a strategy to actively recruit volunteers.
  - b. Shall establish relationships with organizations (schools, volunteer centre) as a resource for volunteers.
  - c. Shall work with other Committees to identify volunteer requirements.
  - d. Shall establish best practices to ensure safe and efficient use of volunteers.

## 9.8. Equipment Committee

1. Chaired by an Executive member appointed by the Executive.
2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall maintain the equipment room.
  - b. Shall manage the distribution of equipment.
  - c. Shall manage all Initiation equipment (Ex. Boards, Dividers, Small Nets).
  - d. Shall manage the collection of deposits (\$1000/per team) supplied by the team manager.
  - e. Shall ensure the equipment is returned in satisfactory condition with appropriate wear and tear or the team may forfeit their deposit.

## 9.9. Player Safety Committee

1. Chaired by an Executive member appointed by the Executive.
2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall manage the Concussion protocol for the association.
  - b. Shall manage any player related medical testing if needed.
  - c. Shall establish and manage relationships with third-party medical organizations (physiotherapist/sports medicine).

## 9.10. Communications Committee

1. Chaired by an Executive member appointed by the Executive.
2. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
3. The duties of the committee consist of:
  - a. Shall establish a communication strategy for the organization.
  - b. Shall leverage various communication channels.
  - c. Shall work with other Committees and the Executive to assist in the delivery of organizational messaging.

## 9.11. Risk Management Committee

4. Chaired by an Executive member appointed by the Executive.
5. The committee shall consist of:
  - a. The Chair.
  - b. Two (2) additional members appointed by the Executive.
6. The duties of the committee consist of:
  - a. Shall perform a risk assessment of the organization.
  - b. Shall engage the Executive and Paid Staff to identify ways to mitigate key risks
  - c. Shall create policies & procedures that can be leveraged to address risks as they arise

## 10. Amendments

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