



# RULES OF OPERATION



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# RULES OF OPERATION

## 1.0 DEFINITIONS

- 1.1 In this document entitled “Rules of Operation” unless the context otherwise requires:
- a) **“Affiliated Player”** means a player who is eligible to participate for his/her registered team and one other team of a higher division or category;
  - b) **“Association”** means West Ferris Minor Hockey Association (or such other name as the Association may in the future legally adopt);
  - c) **“Board”** means the Board of Directors of the Association;
  - d) **“Category”** means the level of competition;
  - e) **“Coach”** means an individual on a team who is responsible for choosing and teaching players and conducting the team’s activities during competition within the jurisdiction of HC;
  - f) **“Convener”** means an individual appointed by the Board to assist in the administration of a specified hockey program;
  - g) **“CSC”** means Coaches Selection Committee;
  - h) **“Director”** means an individual who has been elected or appointed to the Board;
  - i) **“Division”** means an age group within the Association;
  - j) **“HC”** means Hockey Canada (or such other name as Hockey Canada may in the future legally adopt);
  - k) **“Head Coach”** means a coach of a team who is responsible for the conduct of a team prior, during and after any game;
  - l) **“Head Convener”** means the Representative League Head Convener on the one hand or the House League Head Convener, depending on what division the Player plays in. He or she is an individual appointed by the Board to supervise the administration of the specified hockey program (Representative or House League);
  - m) **“House League Team”** means a team that competes regularly in a recreation league within the association;
  - n) **“Match Penalty”** means severe penalties which result in immediate suspension until dealt with by the
  - o) **“NOHA”** means the Northern Ontario Hockey Association (or such other name as the Northern Ontario Hockey Association may in the future legally adopt);
  - p) **“OHF”** means the Ontario Hockey Federation (or such other name as the Ontario Hockey Federation may in the future legally adopt);
  - q) **“Policies”** means written statements pertaining to issues affecting the affairs of the Association that have been considered and approved by the Board;
  - r) **“Members”** means all classes of membership in the Association as provided for in Article 5.0;



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- s) **“Membership”** means the collectivity of all such Members;
- t) **“Regional Player”** means a player who is from within the Association’s region/zone as defined by the NOHA for the purposes of AA competition;
- u) **“Release”** means the unconditional discharge of a player from a team;
- v) **“Representative Team”** means a team which is eligible to play for an NOHA, OHF and/or HC championship and whose players must be eligible by age and residence;
- w) **“Team Official”** means an individual acting in the capacity of Coach, Assistant Coach, Trainer, Assistant Trainer and/or Manager;
- x) **“Trainer”** means an individual on a team who is responsible for the safety and welfare of the players on his/her team;
- y) **“Volunteer”** means an individual who has met the requirements of Section 5.1(e) of By-law 1; and
- z) **“Waiver Player”** means a player who is from outside the Association’s region/zone as defined by the NOHA for the purposes of AA competition.
- aa) **“WFMHA”** means the West Ferris Minor Hockey Association (or such other name as West Ferris Minor Hockey Association may in the future legally adopt);

### **2.0 GOVERNANCE**

#### **2.1 Jurisdiction**

West Ferris Minor Hockey Association is incorporated under the Corporations Act (Ontario) and operates under the governance of its By-Law Number 1 and these Rules of Operation in conjunction with the Regulations of the Northern Ontario Hockey Association.

### **3.0 CODE OF CONDUCT & ETHICS**

#### **3.1 Member Agreement**

- a) Members of the West Ferris Hockey Association are required to confirm their acceptance of the WFMHA Member Agreement annually at the time of registration or such other date as may be deemed to be reasonably practicable by the President of WFMHA.
- b) Depending on the type of Member, each Member shall sign the most appropriate and most recent version of the Agreements referred to below. The Agreements are subject to update, amendment, modification or replacement at any time upon a motion of the Board of Directors of WFMHA deeming it reasonable or appropriated to update, amend, modify or replace any one or all of the Agreements:

#### **3.2 Membership Code of Conduct**

- a) All members of WFMHA are expected to conduct themselves in such a manner as to respect the rights of all individuals and property, which they come in contact with during the course of the season.



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## PARENT/ GUARDIAN – CONTRACT

*It is the intention of this CONTRACT to promote fair play and respect for all participants within the Association. All parents must sign this pledge before being allowed to participate in hockey and must continue to observe the principles of Fair Play.*

### FAIR PLAY CODE

*I will not force my child to participate in hockey;  
I will remember that my child plays hockey for his or her enjoyment, not mine;  
I will encourage my child to play by the rules and to resolve conflict without resorting to bullying, hostility or violence;  
I will teach my child that doing one's best is as important as winning so that my child will never feel defeated by the outcome of the game;  
I will make my child feel like a winner every time by offering praise for competing fairly and hard;  
I will never ridicule or yell at my child for making a mistake or losing a game;  
I will remember that children learn by example. I will applaud good plays and performances by both my child's team and their opponents;  
I will never question a referee's judgment or honesty in public. I recognize that officials are being developed in the same manner as players;  
I will support all efforts to remove verbal and physical abuse from children's hockey games; and  
I will respect and show appreciation for the volunteers who give their time to hockey for my child.*

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*I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.*

*I also agree to abide by the rules, regulations and decisions as set for the West Ferris Minor Hockey Association, the Northern Ontario Hockey Association, the Ontario Hockey Federation and Hockey Canada.*

PRINT NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURES:

PARENT \_\_\_\_\_ PARENT \_\_\_\_\_



## RULES OF OPERATION

### 3.3 Players Code of Conduct

- a) Players within the West Ferris Minor Hockey Association are required to abide by the Bylaws, Regulations and Rules of Operation of the West Ferris Minor Hockey Association, the Northern Ontario Hockey Association, the Ontario Hockey Federation and Hockey Canada.

#### **PLAYER CONTRACT**

*It is the intention of this contract to promote fair play and respect for all participants within the Association. All players must sign this contract stating that they will observe the principles of the Fair Play Code before being allowed to participate in hockey.*

#### FAIR PLAY CODE

*I will play hockey because I want to, not because others or coaches want me to;  
I will play by the rules of hockey and in the spirit of the game;  
I will control my temper - fighting or "mouthing-off" can spoil the activity of everyone;*

*I will respect my opponents;  
I will do my best to be a true team player;*

*I will remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are also important;  
I will acknowledge all good plays and performances - those of my team and my opponents; and  
I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.*

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*I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.*

*I also agree to abide by the rules, regulations and decisions as set for the West Ferris Minor Hockey Association, the Northern Ontario Hockey Association, the Ontario Hockey Federation and Hockey Canada.*

PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE:

PLAYER \_\_\_\_\_ PLAYER NUMBER: \_\_\_\_\_

TEAM NAME \_\_\_\_\_



# RULES OF OPERATION

## 3.4 Coaches and Team Officials Code

- a) Coaches and Team Officials within the West Ferris Minor Hockey Association are required to abide by the Bylaws, Regulations and Rules of Operation of the West Ferris Minor Hockey Association, the Northern Ontario Hockey Association, the Ontario Hockey Federation and Hockey Canada.

### **COACHES' and TEAM OFFICIALS' CONTRACT**

*It is the intention of this CONTRACT to promote fair play and respect for all participants within the West Ferris Minor Hockey Association. All coaches, managers and trainers must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.*

#### FAIR PLAY CODE

*I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations;  
 I will teach my athletes to play fairly and to respect the rules, officials, opponents and teammates;  
 I will ensure all athletes receive equal instruction, discipline, support and appropriate, fair playing time as per Policy 3.5;  
 I will not ridicule or yell at my athletes for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves;  
 I will make sure that equipment and facilities are safe and match the athlete's ages and ability;  
 I will remember that children need a coach they can respect. I will be generous with praise and set a good example; and  
 I will obtain proper training and continue to upgrade my coaching skills.*

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I will adhere to the WFMHA Policy on drafting 9 forwards; 6 defence and 2 goalies as per WFMHA Policy 9.7(e);  
 I will adhere to the WFMHA policy on Team Budgets;  
 I understand that I have agreed to represent WFMHA and promote their programs and policies;  
 I will use the WFMHA website to administer all team communications;  
 I will ensure the team financials are submitted in the proper format and according to WFMHA Policy 9.12

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*I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.*

*I also agree to abide by the rules, regulations and decisions as set for the West Ferris Minor Hockey Association, the Northern Ontario Hockey Association, the Ontario Hockey Federation and Hockey Canada.*

PRINT

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE OF OFFICIAL: \_\_\_\_\_

TEAM NAME: \_\_\_\_\_



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### 3.5 WFMHA Executive and Staff Code

- a) WFMHA Executive and Staff within the West Ferris Minor Hockey Association are required to abide by the Bylaws, Regulations and Rules of Operation of the West Ferris Minor Hockey Association, the Northern Ontario Hockey Association, the Ontario Hockey Federation and Hockey Canada.

#### **WFMHA EXECUTIVE & STAFF MEMBER CONTRACT**

*It is the intention of this CONTRACT to promote fair play and respect and respect all participants within the West Ferris Minor Hockey Association. All sport administrators must sign this CONTRACT before being allowed to participate in hockey and must continue to observe the principles of Fair Play.*

#### **FAIR PLAY CODE**

*I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race;  
I will absolutely discourage any sport program from being primarily an entertainment for the spectator;  
I will make sure that all equipment and facilities are safe and match the athletes' age and abilities; and  
I will make sure that the age and maturity level of all participants are considered in program development, rule; enforcement and Scheduling;  
I will remember that play is done for its own sake and make sure that winning is kept in perspective;  
I will distribute the fair play codes to spectators, athletes, officials and media;  
I will make sure coaches and team staff is capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.*

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*I agree to abide by the principles of the FAIR PLAY CODE as set by Hockey Canada and supported by the Association.*

*I also agree to abide by the rules, regulations and decisions as set for the West Ferris Minor Hockey Association, the Northern Ontario Hockey Association, the Ontario Hockey Federation and Hockey Canada.*

PRINT

NAME \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF ADMINISTRATOR \_\_\_\_\_

### 3.6 Suspensions

- a) All suspensions incurred during game play shall be dealt with in accordance with NOHA Rules and Regulations.
- b) All match penalties and team official suspensions are to be reported by a team official of the affected team within twenty-four 24 hours to the President of WFMHA and the appropriate Head Convener.
- c) The Head Conveners shall have the power to suspend or discipline, with just cause and after due process, any player, coach, manager, trainer and or convener under their respective jurisdiction for conduct detrimental to the Association for one game and/or turn the matter over to the Discipline Committee depending on the severity of the violation or infraction.
- d) Any member/player who does not abide by the NOHA Rules and Regulations in regards to suspensions may be required to appear before the Discipline Committee.



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### 3.7 Alcohol & Illegal Substances

There will be zero tolerance in regard to alcohol or illegal substance use or abuse by team officials, players and/or parents while participating in any WFMHA sanctioned event including associated transportation where minors are present.

### 3.8 Inclusion

- a) Each coach shall provide a forum for team meetings to take place on a formal basis on not less than three occasions as identified below.
- b) Teams shall meet a minimum of three (3) times during the season
  - i) Within two weeks of forming the team
  - ii) Again by December 31<sup>st</sup> in each hockey season; and
  - iii) Again by March 31<sup>st</sup> in each hockey season
- c) to address the following topics:
  - A. Team Rules and policies:
    - i) Player Code of Conduct;
    - ii) Team Official Code of Conduct;
    - iii) Parent Code of Conduct;
  - B. Discipline:
    - i) 24 Hour Cool Down Rule;
    - ii) Fair Play – ice time;
    - iii) Team financial budget and statement review,

### 3.9 Supervised Dressing Rooms

- a) All Members must follow the legislation, rules and regulations of Canada, the Province of Ontario, the OHF and the NOHA specifically with respect to policies outlined in the PRS/Speak Out Program.

### 3.10 Conflict of Interest

- a) All Members of the West Ferris Minor Hockey Association are required to declare a conflict of interest in matters where their vote could potentially result in a benefit upon themselves or a benefit upon a related person - financially or otherwise. Members shall not vote in such instances. The Executive will make a ruling where the question of a conflict of interest arises.

## **4.0 ELIGIBILITY & REGISTRATION**

### 4.1 Residency

- a) West Ferris Minor hockey Association players must reside within the appropriate catchment area defined by OHF / NOHA Rules and Regulations
- b) WFMHA shall set the date by which the selection of players must be completed.

### 4.2 Registration of Players

- a) Subject to registration numbers, the following divisions of player groupings will be operated by the Association:





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### **A Initiation / Development Program / "Timbits" Hockey**

Skating School: 4 years & over

Initiation Program-Minor Development: 5 to 7 years

Tyke: 7 years

### **B Representative Hockey Program**

Novice: 8 years & under

Minor Atom: 9 years & under

Atom: 10 years & under

Minor Peewee: 11 years & under

Peewee 12 years & under

Minor Bantam: 13 years & under

Bantam: 14 years & under

Minor Midget: 14 years & under

Midget: 17 years & under

### **C House League Hockey Program**

Novice: 8 years & under

Minor Atom: 9 years & under

Atom: 10 years & under

Minor Peewee: 11 years & under

Peewee 12 years & under

Minor Bantam: 13 years & under

Bantam: 14 years & under

Minor Midget: 14 years & under

Midget: 17 years & under

- b) The above age requirements are subject to change as prescribed by the NOHA. All divisions are open to both gender and age limits as set above.
- c) All players shall produce proof of age as issued by the Registrar General's office of the Province of Ontario and proof of residential address before being eligible to participate in games. In cases where a player is born outside Ontario, an official Birth Certificate of the Province, State or Country of Birth shall be accepted. Valid passports will also be accepted.

### 4.3 Registration Dates, Fees and Refunds

- a) The Board shall set registration dates and fees for each hockey season. Registration procedures will be organized and coordinated by the Registration Committee.
  - i) All players must pay registration fees as set forth by the Board and be registered within the WFMHA based on placement availability before they are allowed to play.
  - ii) Players requiring financial assistance for registration fees shall be directed to the Association's subsidy program or to Kids Sport.
  - iii) If a player, due to late registration, has missed part of the playing season, a reduced registration fee may be charged based upon the portion of the season remaining. However, a late fee shall be applied.
- b) Refunds will be granted according to the date the written request is received by West Ferris Minor Hockey Association and the table below:



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DATE OF REFUND REQUEST	PERCENTAGE OF REFUND
To September 30 <sup>th</sup> in each year	Full Refund – less \$50 Administration Fee and NOHA fees
Up to October 31 <sup>st</sup> in each year	90% - Less \$50 Administration Fee and NOHA fees
Up to November 30 <sup>th</sup> in each year	75% - Less \$50 Administration Fee and NOHA fees
Up to December 31 <sup>st</sup> in each year	50% - Less \$50 Administration Fee and NOHA fees
After December 31 <sup>st</sup> in each year	No Refund

- c) Pro-Rating of registration fee refunds where applicable or if necessary shall be determined by the Board of Directors on a case by case basis.

## **5.0 INSURANCE**

5.1 Refer to NOHA Regulations and the insurance referred to in the HC Rules and Regulations. The Association may purchase additional or different types of insurance in addition to those provided by HC.

## **6.0 EQUIPMENT**

### **6.1 Equipment**

- a) All players are required to provide and wear full hockey equipment in accordance with HC, OHF and NOHA regulations.
- b) Team Officials must advise players and/or parents of players of any improper fitting or illegal equipment. Any player not suitably outfitted (at the absolute discretion of the Team Officials and/or a Board Member) will not be allowed on the ice.
- c) All on-ice team officials are required to wear appropriate equipment in accordance with NOHA Regulations.

### **6.2 Player Equipment**

- a) The Association may provide regular player equipment if it deems having same for use by players necessary.
- b) All requests for the use of Equipment must be made in writing to the Equipment Manager or designate not less than two weeks prior to equipment pick-up.
- c) A deposit of up to \$500 in cash or credit card authorization is required at the time of pick up. The deposit shall be refunded when equipment is returned in good condition, without damage or loss.
- d) The rental of all Association equipment is intended for on-ice use only. Any evidence to suggest use of equipment outside the intended purpose shall result in the forfeiture of the deposit.

### **6.3 Goalie Equipment**

- a) WFMHA may make available goaltending equipment for loan to all House-League and Representative Divisions up to Minor Peewee.



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- b) Equipment must be signed out through the Association's office and must be returned upon completion of the current season.
- c) The rental of all Association equipment is intended for on-ice use only. Any evidence to suggest use of equipment outside the intended purpose shall result in the forfeiture of the deposit.

### 7.0 FAIR ICE TIME (FIT) POLICY

#### 7.1 Fair Time

- a) WFMHA promotes the provision of the Fair Ice Time (FIT) for all WFMHA players. In this regard, coaches are required to provide FIT as specified by this policy, to all players on their respective teams.
- b) It is important to differentiate in that FIT does not necessarily mean, "equal ice time" in each game. In general terms FIT is providing similar or unbiased opportunities to all players over the course of the season, with the focus being:
  - i) Development through exposure and/or challenge;
  - ii) Improving player confidence; and
  - iii) Team synergy.

#### 7.2 FIT Justification

- a) The justifications for FIT are:
  - i) All players pay the same fee to participate in WFMHA programs.
  - ii) All players are selected in tryouts to be a member of a team.
  - iii) Minor hockey is a developmental activity, physically, mentally and socially.
  - iv) Winning is an "end result", development is the "means" and statistically, very few players will go on to play professionally.
- b) Coaches are strongly encouraged to use all players in all situations, including the Power Play, Penalty Kill and "goalie-out" situations.

#### 7.3 Specific Guidelines for FIT

- a) Coaches are encouraged to create a balanced forward line approach, and a balanced defensive combination. This will limit any tendencies towards "shortening the bench".
- b) Regular rotation of lines is standard. As players advance to peewee and above, offsetting rotation of forward and defensive combinations is strongly encouraged.
- c) Consistently permitting specific lines to remain on the ice for longer duration is a violation of the FIT policy and will not be tolerated.
- d) Coaches who consistently break regular rotation to start a specific line at the beginning of each period will not be tolerated. Coaches are also encouraged to start a different line at the beginning of each game, potentially as a "reward" for good play, good effort, or good attitude.
- e) Using the terms "first", "second" and "third" line, for the purposes of differentiating ability will not be tolerated. Coaches are encouraged to build balanced approach, as a "first"; "second", "third" line mentality has a tendency to lead to "shortening of the bench".



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- f) In “changing on the fly”, team officials who encourage specific players to remain on the ice, thereby resulting in consistently shorter shifts for specific substituting player, will not be tolerated.
- g) FIT applies to goaltenders as well. However, it is left to the coach to decide how to rotate goalies on their respective terms. At younger levels, coaches may choose to play both goalies in one (1) game. The coach may also choose to alternate goalies game by game. In this situation, coaches are not required to play goalies in alternating games. Coaches may choose to play a goalie in consecutive games so long as the games played during the course of the season roughly even out between the two (2) goaltenders.

### 7.4 Injury

- a) If a player is injured during a game or is unable to participate in a game due to injury, this will not be taken into account with regard to FIT over the course of the season.
- b) When a player resumes play, either in practice or game capacity, his/her playing time may be initially limited while he/she regains timing, strength and or cardiovascular capability. A plan of action and time period for reintroducing an injured player to practice and or game should be negotiated with the player /parents beforehand. Coaches must obtain necessary medical clearances before an injured player resumes regular play. WFMHA reserves the right to request medical clearance in writing from the family physician clearing the player to participate in our program.
- c) All player injuries must be reported in accordance with the rules and procedures of the NOHA and where applicable. A medical doctor’s note must be provided by a parent of a player where required by the NOHA rules.

### 7.5 House-League Teams

- a) Regular Season
  - i) Coaches will not be permitted to shorten the bench.
  - ii) Coaches will not be permitted to have specialty teams for Power Play or Penalty Kill.

### 7.6 Representative Teams

- a) Tyke to Atom
  - i) Regular Season
    - Coaches will not be permitted to shorten the bench.
    - Coaches will not be permitted to have specialty teams for Power Play or Penalty Kill.
  - ii) Playoffs and Tournaments
    - Coaches may choose to use certain players during the last five (5) minutes of a game to give the team its best chance to win or tie.
    - Coaches may implement specialty teams for Power Play or Penalty Kill situations.
- b) Minor Peewee to Midget
  - i) Regular Season
    - Coaches may choose to use certain players during the last five (5) minutes of a game to give the team its best chance to win or tie.
  - ii) Playoffs and Tournaments
    - Coaches may choose to use certain players during the last five (5) minutes of a game to give the team its best chance to win or tie.



## RULES OF OPERATION

- Coaches may implement specialty teams for Power Play or Penalty Kill situations.

### **8.0 HOUSE-LEAGUE HOCKEY PROGRAM**

#### 8.1 Colours

- a) WFMHA shall provide jerseys to all house-league teams annually.
- b) Only approved WFMHA team sweaters are to be worn for games.

#### 8.2 Team Official Selection

- a) Members of the House-League Committee shall be independent and not have any direct ties to any team in that age group. Should a conflict exist, the member of the House-League Committee shall declare a conflict and not participate in the coach selection for that age division.
- b) The head coach shall be selected based on a process as directed by the House-League Committee.
- c) As a minimum this will include an application process and review of all available summaries of previous coaches' evaluations.
- d) Coaching applications shall be received at a date selected by the House-League Committee.
- e) House-League Committee recommendations shall be presented and reviewed by the Board.
- f) A head coach is selected for a one (1) year term only and must re-apply for any subsequent terms.
- g) All team officials shall have, as a minimum, the required training, courses and certification as required by the NOHA, and/or as determined by WFMHA.
- h) The WFMHA Rep and House League operating committees will determine any subsidy, if required.
- i) All team officials shall be required to complete a Police Record Check prior to team assignment and otherwise in accordance with the WFMHA Criminal Record Check policy in effect at the time.

#### 8.3 Player Selection

- a) The House-League Committee shall provide a process for player placement so that skills sets are equally distributed between teams.
- b) Any special requests must be submitted in writing to the Convener for approval by the Convener and the House-League Committee prior to player selection.
- c) Players may play for a team of a higher or lower age category only after approval by the House-League Committee based on registrations in each division.

#### 8.4 Player Movement

- a) Conveners shall have until November 1<sup>st</sup> in each year to move players from one team to another team. Any player movement requires the approval of the convener, coaches, player and parent/guardian.



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### 8.5 Games & Tournaments

- a) No House-League Coach shall engage any team in practices or games other than those scheduled without the approval of the Convener and the House-League Committee.
- b) Prior to play-offs, Conveners shall be guided by their allotted ice times to determine and assure two team finalists to compete and declare a division champion on Championship Day.
- c) Teams must be ready to start games on time as per schedule. Irrespective of starting time, games must be completed within the allotted time.
- d) WFMHA will provide timekeepers and referees.
- e) No team may start a game with less than 6 players. In this event the game shall be declared forfeited and shall be so recorded. Teams may use the ice slot for practice.

### 8.6 Travel Permits

- a) Travel permits are required for any team participating in an exhibition game or a tournament within or outside the WFMHA's regular playing area. These permits must be submitted to the Association office prior to the date of travel to the tournament or exhibition game as appropriate. No team shall participate in any exhibition game or tournament until the Director of House-League Hockey has approved the travel permit. Travel permits may not be issued if the team and/or its coaching staff are in material default of any of the rules and procedures contained in this document.

### 8.7 Financial Statements

- a) By October 31<sup>st</sup>, all House-League Divisions, where required, will open a bank account at a recognized banking institution or credit union.
- b) Signing authority on the bank account for House-League Divisions shall be the Divisions Convener plus one division coach or one parent.
- c) Monthly bank statements and cancelled cheques are to be copied and forwarded to the WFMHA's Treasurer or other designate within fourteen (14) days of the month end.
- d) WFMHA's Treasurer shall review all bank statements before forwarding to the Convener.
- e) House-League Divisions shall ensure bank accounts are closed before April 30<sup>th</sup> in each year unless otherwise approved in writing by the WFMHA
- f) House-League Divisions shall settle any debt or bills incurred by the divisions. WFMHA shall be liable or responsible for any such debts.
- g) Any surplus funds are disbursed in the following manner;
  - i) Monies collected through sponsorship activities must be used for development of players and cannot be distributed back to parents.
  - ii) Only funds donated to the team from parents and those collected through fund-raising may be distributed back to parents excluding registration fees.



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### 8.8 Fundraising and Team Fees

- a) All fundraising activity must be approved by WFMHA Board of Directors or designated Conveners.
- b) WFMHA shall set a maximum program budget and additional fees which is over and above the cost of registration in WFMHA. Please refer to the WFMHA website at [www.wfmha.ca](http://www.wfmha.ca) for further details.

### 8.9 Coach Evaluations

- a) WFMHA may provide a forum for members to provide direct feedback on team officials, team performance and skill development at least once during the season.
- b) Only a summary evaluation will be provided to the coach for follow-up and will not contain the name(s) of the evaluators.
- c) Based on feedback received, the Head Coach or the Head Convener for House League may contact the submitter for additional information.

## **9.0 REPRESENTATIVE HOCKEY PROGRAM**

### 9.1 Fees

- a) WFMHA shall set a maximum program budget and additional fees that shall be paid by each player in the Representative (Rep) hockey program. This fee is over and above the cost of registration in WFMHA. Please refer to the WFMHA website at [www.wfmha.ca](http://www.wfmha.ca) for further details.

### 9.2 Colours

- a) The official colours for WFMHA Rep Teams shall be dark or navy blue, light or baby blue, royal blue and white. Please refer to the WFMHA Website at [www.wfmha.ca](http://www.wfmha.ca) for further details.
- b) Only approved WFMHA Rep Team sweaters are to be worn for games.
  - i. Players are not permitted to select a specialized number for their jersey. Subject to supplied numbers and team rules, the player may ask for a specific available number and his or her request may be granted by the team officials. The decision by the team official is final and not reviewable.
  - ii. Player's last name may be placed on the players' jersey, but subject to the standard defined by the Board.
  - iii. The costs associated to placing player's last name on jersey (if permitted to be attached by WFMHA) shall be the responsibility of the team or the parent of the player.
- c) Hockey helmets worn by WFMHA Rep Team players will be white. An exception shall be made to the colour of the helmet worn by goalies.
- d) Hockey pants worn by WFMHA Rep Team players will be dark blue. An exception shall be made to the colour of the pants worn by goalies.
- e) Hockey gloves worn by WFMHA Rep Team players will be predominantly dark blue. An exception shall be made to the colour of the glove and blocker worn by goalies.



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### 9.3 Dress Code: Applicable to Rep Teams Only

- a) League and Playoff Games
  - i. For Major Pee wee Teams and below, teams are encouraged to wear to and from games, approved warm-up suits along with a sweater and/or Association jacket or white dress shirt, black dress/casual pants, black footwear and Association jacket. However, the entire team shall dress in the same manner.
  - ii. For Minor Bantam Teams and above teams are encouraged to wear to and from games, approved warm-up suits along with a sweater and/or Association jacket or white dress shirt, black dress/casual pants, black footwear and Association jacket. However, the entire team shall dress in the same manner.
  - iii. For all games, Team Officials shall wear appropriate shirts or sweaters, dress pants, casual shoes and an Association jacket or similar dress jacket.
  - iv. Trainers can wear an approved warm-up suit and suitable footwear.

### 9.4 Crested Clothing

All teams shall use the Association's authorized crest on team clothing. Team attire must be purchased from an approved WFMHA supplier.

### 9.5 Sponsorship Names

Unauthorized WFMHA team sponsors' names shall not be permitted on any Association jacket or warm-up suit without the express written consent of the WFMHA Board of Directors.

### 9.6 Team Official Selection

- a) Members of the Coaches Selection Committee (CSC) shall be independent and not have any direct ties to any team in that age group. Should a conflict exist, the member of the CSC shall declare a conflict and not participate in the coach selection for that age division.
- b) The head coach for every team shall be selected based on a process approved by the CSC. The process and timelines will be posted on the WFMHA website each year.
  - i. At a minimum this will include an application process, interview, and review of all available summaries of previous coaches' evaluations at the same age level.
  - ii. Interviews will only be granted for parent coaches whose child have been evaluated and are deemed to be able to play at that level.
  - iii. Where a child is playing at a higher age group, that player's parent shall not be eligible to be the head coach for that team.
- c) Coaches' applications shall be received no later than the date selected by the CSC and posted on the WFMHA website in each year.
  - i. All applications shall include the names of any potential team officials (Assistant Coach, Trainer and Manager) where possible.





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- ii. Where a team official has not been named on an application, the head coach must submit any names to the Division Convener not less than two weeks prior to the beginning of try-outs.
- iii. Where a team official has a player on the team, that player shall be evaluated by designated evaluators by the WFMHA Head Coach and Division Convener prior to final team selections.
- d) Non-parent coaches shall be selected over parent coaches, provided that qualifications are similar or better.
- e) CSC recommendations shall be presented for approval and reviewed by the WFMHA Board no later than two weeks prior to the start the hockey season. For any selection not approved by the WFMHA Board, the CSC shall reconvene to make further recommendations and present to the WFMHA Board, at a later date, any additional recommendation, which may include their original selection.
- f) A head coach is selected for a one (1) season term only and must re-apply for any subsequent terms.
- g) A head coach shall be limited to a two (2) consecutive season term with the same birth year of players regardless of level (i.e. AA, A). Under exceptional circumstances, a one-time, one (1) season extension may be granted with WFMHA Board approval, following recommendations from the CSC.
- h) A head coach may not fill the role of any other team official in the immediate year following their head coach role without the consent of the Division Convener.
- i) Team officials in any capacity shall not be with the same birth year of players for more than three (3) consecutive seasons. The only exception being a team official (manager, assistant coach, trainer) who becomes a head coach, thus serving a maximum of four (4) years. In that case, the extension may be granted with WFMHA Board approval following recommendation from the CSC.
- j) All team officials must have, at a minimum, the required training, courses and certification as required by the NOHA, and/or as otherwise determined by WFMHA.
- k) All team officials shall be required to provide a current Police Record Check prior to team assignment. Such Police Record Check must be in compliance with the WFMHA Rules in effect from time to time.

### 9.7. Player Selection

- a) WFMHA shall provide for try-outs to allow head coaches to evaluate and select players.
- b) All players wishing to participate in the rep hockey program must try-out.
- c) Players unable to try-out must present to the head coach and Division Convener, a doctor's note specifying that the player is physically unable to participate in the try-outs. In certain special circumstances the player may be selected to a Rep team without attending try-outs. There must be no question in the minds of the head coach and the Division Convener that such player would be capable of being selected had he or she been able to try-out.
- d) WFMHA must provide for independent evaluation of players who are the children of any team official.
- e) All rep teams shall carry a minimum of seventeen (17) players (15 skaters + 2 goalies) unless otherwise approved by the Division Convener and the Head Convener.



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- f) No player will be cut and/or released without the approval of the Convener and/or WFMHA's Head Coach and/or the Head Convener. All players will be inform whether they made the team in the best possible manner, in private, right after the last try-out.
- g) If a player decides not to play for the Rep team that he/she is picked for they are not entitled to be placed on another Rep or House team automatically; however the WFMHA will determine the proper course of action.
- h) Releases from WFMHA to play in another association shall be dealt with in accordance with NOHA rules and regulations in effect from time to time.

### 9.8 Player Movement

- a) Tryouts
  - i. No player shall be allowed to try-out for any WFMHA team without first being fully registered in the WFMHA. There are no exceptions to this for insurance reasons. WFMHA will not accept Player Registrations at the tryouts.
  - ii. All players from outside WFMHA catchment area must have a validly completed and current "Permission to Skate" and a duly authorized and current "Association Release" from his or her proper association in order to try-out. The Association Release must be for the current year and must be received by WFMHA before such a player is allowed to go on the ice.
  - iii. All players from outside Ontario or outside of NOHA District 5 must have a valid release and if required, a valid "residential move" form approved issued by the NOHA and from their prior association before they can go on the ice. Please visit the NOHA's website at [www.noha.com](http://www.noha.com) for further details.
  - iv. All players must tryout at their own level. Once again, no exceptions.
  - v. There will be no movement in Novice, Atom, Pee Wee and Bantam Rep Divisions. Once again, no exceptions.
- b) Tyke Rules

Any second year Tyke player(s) wishing to move up a division to Novice must first obtain prior written approval of WFMHA. All Tyke requests will be reviewed by WFMHA on an individual basis regarding the needs of the tyke teams and novice teams and the ability of the player.



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### 9.9 Affiliated Players

- a) Rules Regarding Affiliated Player Call-Ups:
  - i) To call up a player from another level, a team must contact the convener and make the request. They are not to contact the player or the parents or other coach directly without permission from the convener.
  - ii) The convener will contact the other team and the other convener, if necessary, and then the parents for approval.
  - iii) The lower team shall agree unless it has a game or important event taking place at the same time. The convener will decide any disputes in that regard.
  - iv) Parent must agree before a player can play up.
  - v) The higher team shall give as many players as possible the opportunity to play.
  - vi) Rep teams cannot exceed 19 players; house league cannot exceed your original roster number of players.
  - vii) A player can only play up 10 times pursuant to NOHA rules. An affiliation record should be kept by the team affiliating a player.
  - viii) Refer to the 2014-15 NOHA constitution (page 66) Affiliation Reg 7.5 for more detail.
- b) Head Coaches may utilize affiliated players as necessary during both games and practices.
- c) The Head Coach shall have the responsibility to develop affiliated players.

### 9.10 Games & Tournaments

- a) Only players and team officials, whose names appear on an approved roster, shall participate in any game or tournament.
- b) Permission to play exhibition games with out of town or out of jurisdiction teams must be approved by NOHA.
- c) Approval to participate in and cancellation of tournaments is at the discretion of the WFMHA's Board of Directors.
- d) Rep teams may participate in a maximum of five (5) tournaments during the season without the prior written consent of WFMHA's Board of Directors. This rule does not apply to any tournaments played before the season begins; tournaments that take place during the Christmas Holidays or after the completion of NOHA and NDHL League Playoffs.
- e) No team may participate in a tournament during scheduled NOHA and NDHL League Playoffs without the prior written consent of WFMHA's Board of Directors.

### 9.11 Travel Permits

- a) Travel permits are required for any team participating in an exhibition game or a tournament outside WFMHA's jurisdiction. These permits must be submitted to the WFMHA office prior to the date of travel to the tournament or exhibition game. No team shall participate in any exhibition game or Tournament until the President or Secretary of WFMHA has approved the travel permit.

### 9.12 Financial Statements

- a) By October 31<sup>st</sup> in each hockey season, all Rep Teams must open a bank account at a recognized banking institution or credit union.



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- b) Signing authority on the bank account for Rep teams shall be the team manager plus one parent from the team.
- c) Monthly bank statements and cancelled cheques are to be copied and forwarded to the WFMHA's Treasurer or other designate within fifteen (14) days of the month end.
- d) WFMHA's Treasurer shall review all bank statements before forwarding to the Division Convener.
- e) Rep Team officials shall ensure bank accounts are closed before April 30<sup>th</sup> in each hockey season unless otherwise approved by the WFMHA Board of Directors.
- f) Rep Team officials shall settle any debt or bills incurred by the divisions. WFMHA shall not under any circumstances be liable or responsible for any such debts.
- g) Any surplus funds are disbursed in the following manner:
  - i. Monies collected through sponsorship activities must be used for development of players and cannot be distributed back to parents.
  - ii. Only funds donated to the team from parents and those collected through fund-raising may be distributed back to parents excluding registration fees.

### 9.13 Coach Evaluations

- a) WFMHA shall provide a forum for members to provide direct feedback on team officials, team performance and skill development at least once during the season.
- b) Only a summary evaluation will be provided to the coach for follow-up and will not contain the name(s) of the evaluators.
- c) Based on feedback received, the Head Coach or the Division Convener may contact the submitter for additional information.

### **10.0 ICE SCHEDULING**

10.1 WFMHA provides the ice to all WFMHA teams under contract with the City of North Bay. WFMHA may also contract with outlying communities or private rink owners to purchase ice times for all WFMHA teams annually.

10.2 The organization and scheduling of ice time for WFMHA hockey programs is the responsibility of the Ice Scheduler. The Ice Scheduler will be responsible in consultation with WFMHA's Board of Directors in identifying the Association's ice requirements for the upcoming season

10.3 The Ice Scheduler shall fairly and evenly distribute hours of game and practice ice time allocations to WFMHA teams and forward a schedule to each head coach.

10.4 It is the responsibility of the WFMHA Team Manager or Head Coach to report to the Ice Scheduler any changes to this schedule as they occur throughout the season.

10.5 During playoffs, the Ice Scheduler shall schedule playoff ice scheduling with the assistance of the WFMHA President and WFMHA Head Coach. Together they will schedule and move ice times around as necessary to ensure the Association's playoff priorities are met. Ice will be given to teams that require it for playoffs based on priorities. This will include practices. The Ice Scheduler will keep track of any ice that is taken away from a team. Ice will be returned to affected teams if possible.



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10.6 If a team cannot use its allocated ice, it is the responsibility of the Head Coach/ Manager to inform the Ice Scheduler on not less than 48 hours in advance of such ice time. However, teams are encouraged to utilize the ice within their division where possible and otherwise permitted by the Rink facility. If the ice cannot be utilized within that division, the ice scheduler will offer the allotted ice to other teams.

### **11.0 POLICE RECORD CHECKS**

11.1 WFMHA owes a duty of care to its players, staff, and to the community. Acceptance of this duty will be reflected in all WFMHA programs, services, and activities, as well as in its policies and procedures.

11.2 WFMHA recognizes that positions WFMHA involve a significant duty of care and trust. People applying for positions of trust will be subject to intense and ongoing screening and supervision. Accordingly, each person in a position of trust within WFMHA must provide a current Criminal Record Check from the North Bay Police Service or the Ontario Provincial Police Service, North East Region, North Bay Detachment every three (3) years. In between the year in which production of a current Criminal Record Check has taken place, a person in a position of trust shall sign on an annual basis a "Criminal Offence Declaration" which shall state that he or she has not been charged or convicted with a criminal offence since the last production of a current Criminal Record Check. For clarity, the first year shall consist of a Criminal Record Check from the North Bay Police Service or the Ontario Provincial Police Service, North East Region, North Bay Detachment. The following two (2) years shall consist of a Criminal Offence Declaration. It is the obligation of any person required to produce a Criminal Record Check by virtue of this Policy to advise the WFMHA Professional Designate responsible for handling criminal record checks of a charge or conviction under any offence listed in the NOHA's Criminal Records Policy.

11.3 WFMHA shall appoint a Professional Designate to be responsible for the collection and retention of criminal record checks, which must be under the Professional Designates control and secured in a safe storage area separate from WFMA's other files.

11.4 A Criminal Records Check is required for all members of the WFMHA Board of Directors, all head coaches, assistant coaches, trainers, and managers and other WFMHA Volunteers who may have contact with children or finances.

11.5 Team Officials will not be allowed to coach, manage or train with the team until the police check is submitted.

11.6 A police check is required annually regardless of any earlier submission.

11.7 The Professional Designates Director responsible for Risk Management shall arrange for a WFMHA screening person.

- a) A screening person is a person of professional designation such as a police officer, chiropractor, notary public, engineer, banker, clergy, doctor, lawyer, judge, principal, dentist, and accountant.
- b) The screening person will have the right to approve or disapprove any candidate based on the parameters set forth by WFMHA.
  - i. The screening person may ask all questions necessary to make the proper decision.
  - ii. Only those candidates who have a questionable police check need an interview with the designated screening person.
  - iii. A candidate has the right to appeal this decision to the following committee within 10 days. This committee shall consist of Professional Designate and one Board member chosen by the candidate and the screening person.



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- c) Individuals with past criminal code convictions within the past ten (10) years or charges pending for certain offences will not be accepted for a direct service position with vulnerable persons. These offences include, but are not limited to the following:
- Individuals with past convictions or charges pending for criminal driving offences, including but not limited to impaired driving;
  - ) Individuals with past convictions or charges pending for drug offenses under the Narcotic Control Act or the Criminal Code of Canada;
  - Individuals with past convictions or charges pending for any violent offence, whether or not it involved weapons.
- d) Individuals with past criminal code convictions, charges pending or pardons for the following offences will not be considered for a direct service position:
- Sexual assault, sexual exploitation, sexual interference, invitation to sexual touching;
  - Current prohibitions or probation orders forbidding the individuals to have contact with children under the age of fourteen;
  - Indictable criminal offences for child abuse;
- e) Applicants may be rejected as a result of other information gained during the police records process or through the screening process as a whole or as a consequence of other factors.
- f) It should be noted that every volunteer once accepted, is obligated to inform the WFMHA if he or she is charged, tried, or convicted of any offence under the criminal code or under other provincial or federal statutes, if that offence is relative to a position of trust held by the individual.

### **12.0 FUNDRAISING & SPONSORSHIP**

#### 12.1 Fundraising

- a) Team fund-raising initiatives shall follow the guidelines as defined by the WFMHA Board of Directors.
- b) No alcohol may be consumed at any fund-raising event where minors are present.
- c) Absolutely no monies obtained through sponsorship activities are to be disbursed back to parents.

#### 12.2 Sponsorship

- a) WFMHA shall be responsible for securing sponsorship annually for all rep teams, select teams and house league teams.

### **13.0 SCHOOL & OTHER ORGANIZED SPORTS**

13.1 WFMHA players are encouraged to participate in School and other organized sports, which will help to develop a healthy lifestyle of physical fitness. However, players are to understand their first commitment is to WFMHA's Rep teams that they have agreed to play for. This commitment is to be made clear at the time of signing their player's card.

13.2 At no time will an Association player miss a scheduled game in order to participate in another sport's game or practice.

13.3 WFMHA players will not be allowed to play in any combination of more than three (3) games/practices within one day. This is in keeping with Hockey Canada Rules & Regulations to reduce the possibility of a player incurring an injury due to fatigue.