



CONSTITUTION

BY-LAWS

AND

POLICIES

## **Section 1 – General**

### **1.01 Definitions**

In this by-law, unless the context otherwise requires:

- a. “Act” means the Not-for-Profit Corporations Act, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time;
- b. “AGM” means the required Annual General Meeting of the Corporation;
- c. “Association” means West Nipissing Minor Hocker Association;
- d. “Board” means the board of directors of the Corporation;
- e. “By-laws” means this by-law (including the schedules to this by-law) and all other by-laws of the Corporation as amended and which are, from time to time, in force;
- f. “Chair” means the chair of the Board;
- g. “Corporation” means West Nipissing Minor Hockey Association;
- h. “Director” means an individual occupying the position of director of the Corporation by whatever name he or she is called;
- i. “Head Office” means the head office of the Corporation, which is located at 210 Clark Street, Sturgeon Falls, Ontario
- j. “Member” means a member of the Corporation;
- k. “Members” means all classes of memberships of the Corporation as provided for in Section 7; and
- l. “Member in Good Standing” means, that within the Corporation, that particular Member:
  - a. Has met all of their financial obligations owed to the Corporation;
  - b. Is not under any suspension levied or imposed by the Corporation;
  - c. Has no outstanding property of the Corporation after being requested to return such property;
  - d. Has submitted all required financial statements or other documentation required pertaining to corporate activities (i.e. team operations, committees, etc.);
  - e. Is not involved in any action against the Corporation without having first exhausted all other avenues of appeal:
- m. “Parent” means a parent or legal guardian of a child who is duly registered to play hockey with the Corporation;
- n. “Policies” means written statements governing issues affecting the affairs of the Corporation, which have been considered and approved by the Board of Directors of the Corporation from time to time: and
- o. “Officer” means an Officer of the Corporation.

### **1.02 Interpretation**

Other than as specified in Section 1.01, all terms contained in this By-law that are defined in the Act shall have the meanings given to such terms in the Act. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

### **1.03 Severability and Precedence**

The invalidity or unenforceability of any provision of this By-law shall not affect the validity or enforceability of the remaining provisions of this By-law. If any of the provisions contained in the by-laws are inconsistent with those contained in the Articles or the Act, the provisions contained in the Articles or the Act, as the case may be, shall prevail.

### **1.04 Seal**

The seal of the Corporation, if any, shall be in the form determined by the Board.

### **1.05 Execution of contracts**

Deeds, transfers, assignments, contracts, obligations, and other written instruments requiring execution by the Corporation must be signed by any two (2) of the President, Treasurer, and Administrative Coordinator, if one is appointed by the Board. If an Administrative Coordinator is not appointed in any fiscal year, the President and Treasurer together shall have signed authority. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Director or Officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

## **Section 2 – Directors**

### **2.01 Election and term**

The Members shall elect the Directors to hold office for a term ending no later than the end of the second annual meeting of Members following the election. Elections for the Board of Directors shall take place at the AGM.

### **2.02 Number of Directors**

The affairs of the Corporation shall be managed by a Board of Directors composed of eight (8) Members duly elected to the position by the voting Members of the Corporation.

### **2.03 Board Election**

The eight (8) Directors shall be elected and retired in rotation as follows:

- a. elections for four (4) Directors shall take place in odd numbered years and each shall hold office for a two (2) year term starting on June 1st of that year; and
- b. elections for four (4) Directors shall take place in even numbered years and each shall hold office for a two (2) year term starting on June 1st of that year.

### **2.04 Eligibility**

A Director:

- a. Shall be eighteen (18) or more years of age;
- b. Shall not be an undischarged bankrupt or found to be incapable by a court or incapable of managing property under Ontario law;
- c. Shall remain a Member of the Corporation in Good Standing at the time of their nomination and election or appointment;
- d. Shall remain a Member of the Corporation throughout their term; and
- e. Shall be a resident of Canada.

## **2.05 Vacancies**

The office of a Director shall be vacated immediately:

- a. if the Director resigns office by written notice to the Corporation, which resignation shall be effective at the time it is received by the Corporation or at the time specified in the notice, whichever is later;
- b. if the Director dies or becomes bankrupt;
- c. if the Director is found to be incapable by a court or incapable of managing property under Ontario law; or
- d. if, at a meeting of the Members, the Member by ordinary resolution removes the Director before the expiration of the Director's term of office.

## **2.05 Quorum Requirements**

- a. No monthly or Board meeting shall be convened unless a quorum consisting of a simple majority of those Directors currently serving are present;

## **2.06 Filling Vacancies**

A vacancy on the Board shall be filled as follows, and the Director appointed or elected to fill the vacancy holds office for the remainder of the unexpired term of the Director's predecessor:

- a. if the vacancy occurs as a result of the Members removing a Director, the Members may fill the vacancy by an ordinary resolution;
- b. if there is not a quorum of Directors or there has been a failure to elect the number or minimum number of Directors set out in the articles, the Directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting or if there are no Directors in office, the meeting may be called by any Member; and
- c. a quorum of Directors may fill a vacancy among the Directors.

## **2.07 Committees**

Committees may be established by the Board as follows:

- a. The Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board may appoint from their number a committee of

Directors and may delegate to the committee any of the powers of the Directors excepting the following:

- i. seeking Member approval on a decision
  - ii. filling a vacancy among the Directors, the auditor, or a person appointed to conduct a review engagement
  - iii. appointing additional Directors
  - iv. issuing debt obligations except as authorized by the Directors
  - v. approving financial statements
  - vi. changing the By-laws
  - vii. establishing Membership dues
  - viii. or contributions
- b. The Board shall determine the composition and terms of reference for any such committee.
  - c. The Board may dissolve any committee by resolution at any time.

## **2.08 Renumeration of Directors**

No Director shall directly or indirectly receive any profit from occupying the position of Director or from providing services to the Corporation in another capacity. However, Directors may be reimbursed for reasonable expenses that they incur in either of those capacities.

## **Section 3 – Board Meetings**

### **3.0 Calling of Meetings**

Meetings of the Directors may be called by the Chair, President or any two Directors at any time and any place on notice as required by this by-law, provided that, for the first organizational meeting following incorporation, an incorporator or a Director may call the first meeting of the Directors by giving not less than five days' notice to each Director, stating the time and place of the meeting.

### **3.02 Notice**

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 8 of this by-law to every Director of the Corporation not less than seven (7) calendar days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

### **3.03 Chair**

The Chair shall preside at Board meetings. In the absence of the Chair, the President shall be the Chair, or in his/her absence, the Vice President shall be Chair, or in his/her absence, the Directors present shall choose one of their number to act as the Chair.

### **3.04 Voting**

Save and except for the Chair, each Director has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall have a vote.

### **3.05 Participation in meetings**

A Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permit all participants to communicate simultaneously with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

### **3.06 Quorum**

A quorum for the transaction of business at a directors' meeting is a majority of the Directors entitled to vote at the meeting. A quorum must be present throughout the meeting in order for the Directors to proceed with the business of the meeting.

## **Section 4 – Financial**

### **4.01 Banking**

The Board shall by resolution from time to time designate the bank in which the money, bonds or other securities of the Corporation shall be placed for safekeeping.

### **4.02 Financial Year**

The financial year of the Corporation ends on May 31 in each year or on such other date as the Board may from time to time by resolution determine.

## **Section 5 – Officers**

### **5.01 Officers**

The Board shall appoint a Chair from among the Directors and may appoint any other person to be convenor, president, treasurer, and secretary at the Board's first meeting following the annual meeting of the Corporation. The Board may appoint other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the board may prescribe from time to time.

The Officers shall be elected and retired in rotation as follows:

- a. elections for the Convenor, President and Secretary shall take place in odd numbered years and each shall hold office for a two (2) year term starting on June 1st of that year; and
- b. elections for the Vice-President and treasurer shall take place in even numbered years and each shall hold office for a two (2) year term starting on June 1st of that year.

## **5.02 Eligibility**

An officer of the Corporation:

- a. Shall be eighteen (18) or more years of age
- b. Shall not be an undischarged bankrupt or of unsound mind;
- c. Shall remain a Member of the Corporation in Good Standing at the time of their appointment; and
- d. Shall remain a Member of the Corporation throughout their term of office;

## **5.02 Removal**

Any Officer shall cease to hold office upon resolution of the Board. Unless so removed, an Officer shall hold office until the earlier of:

- a. the Officer's successor being appointed,
- b. the Officer's resignation, or
- c. two years from the date of appointment.

## **5.03 Duties**

Officers shall be responsible for the duties assigned to them and may not delegate to others the performance of any or all of such duties.

## **5.04 Duties of the Chair**

The President shall service as Chair of the Board and shall preside at all Board and Members' meetings.

## **5.05 Duties of the President**

The President shall have the following responsibilities:

- a. shall preside at all meetings of the Membership, Board and Committees and will cast a vote only in the event of a tie;
- b. sit on all sub committees as an ex officio non-voting member (unless authorized by the Board to sit on a particular committee with a vote) and shall, where no Chairperson is mandated by virtue of this By-Law, appoint Chairpersons of any Committees of the Corporation;
- c. Call meetings as deemed necessary;
- d. Exercise general supervision of the Corporation in accordance with the Policies determined by the Board from time to time;
- e. Assume direction or suspend any official of the Corporation were deemed necessary by the Board.
- f. If required, in any emergency situation, and as permitted under the Act, shall make immediate decision with or without the input of the Board, but such decisions shall be subject to ratification by the Board at the next scheduled meeting;
- g. Represent the Corporation or appoint such other delegate to represent the Corporation at all Northern Ontario Hockey Association or related functions or organizations;

- h. delegate in whole or in part the responsibilities on any vacant Board position to any other current Director;
- i. exercise general supervision of the Corporation in accordance with Policies and By-laws as determined by the Board;
- j. be one of the signing officers of the Corporation together with the Secretary on all contracts, player registration releases or other legal matters.

#### **5.05 Duties of the Vice President**

The Vice-President shall have the following responsibilities:

- a. Assume the duties of the President in the absence for any reason of the President;
- b. Sit on the Board;
- c. He or she may chair any standing committee except the Finance Committee; and
- d. Carry out duties as assigned by the Board or the President.

#### **5.06 Duties of the Treasurer**

The Treasurer shall have the following responsibilities:

- a. Have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time;
- b. Disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair and Directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation;
- c. Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities;
- d. Present to the Members at the annual meeting as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor or of the person who has conducted the review engagement, as the case may be;
- e. Immediately return to the Association all books, papers, money and other records or property in his/her possession or under his/her control upon retirement or removal from the Board;
- f. Act as chairperson of the Finance Committee; and
- g. Perform such other duties as may from time to time be directed by the Board.

#### **5.07 Duties of the Secretary**

The Secretary shall have the following responsibilities:



- a. Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.
- b. Keep a roll of the names, classes and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees.
- c. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers of the Corporation and ensure that they are maintained as required by law.
- d. Ensure that all reports are prepared and filed as required by law or requested by the Board.
- e. Give such notice as required by the By-laws of all meetings of the Corporation, the Board and Board committees.
- f. Attend all meetings of the Corporation, the Board and Board committees.

The responsibilities of Secretary shall become the responsibility of the Administrative Coordinator in the event that the Board exercises the option of employing such during the fiscal year. The duties of the Administrative Coordinator shall be the following:

- a. Report to and receive direction from the President;
- b. Record, transcribe, and distribute the minutes of all Board Meetings, Special Meetings and AGMs;
- c. Maintain the filing system of all Corporation records, including past records;
- d. Collect and distribute all incoming mail;
- e. Coordinate the Production of typed material at the request of the Board of Directors;
- f. Be responsible for the coordination, reporting and record keeping pertaining to accident and/or injury claims/reports;
- g. Plan, organize and establish a Registration Committee to Coordinate membership registration activities;
- h. Maintain and distribute an up-to-date list of player members by age group;
- i. Coordinate and verify, along with the Division Convenors, all players and team registrations within the Corporation. No Player certificates will be forwarded to the Northern Ontario Hockey Association until certified by the Administrative Coordinator;
- j. Coordinate the identification of players, Officers, and team officials for insurance coverage;
- k. Resolve any registration disputes;
- l. Be responsible for maintaining an up-to-date record of all team officials' certifications and for ensuring that all teams have on their roster officials that are carded and/or certified at the proper level;
- m. Be responsible for managing and collecting all volunteer Canadian Police Information Centre reports;
- n. Plan, organize and manage all matters relating to the procurement and disposition of ice time to support the Corporation's hockey program;
- o. Plan and submit an overall plan on ice scheduling to the Board for approval;

- p. Distribute ice time through the appointed division convenors for all practices, exhibition games, league games, tournaments and all other ice activities approved by the Board;
- q. Attend scheduling meetings to assist teams with ice requirement needed to book league games;
- r. Reschedule games as required throughout the season;
- s. Coordinate the sale of extra ice and obtain payment from purchase prior to the scheduled ice time;
- t. Provide regular status reports on ice allocation and usage to the Board;
- u. Maintain and update the Corporation's public display board;
- v. Be responsible for the publication of information related to the operation of the Corporation and its activities;
- w. Publicize items of interest to the membership as approved by the Board;
- x. Organize and manage, in conjunction with the appointed division convenors, team/player photographs; and
- y. Other duties as assigned by the President.

#### **5.08 Duties of the Convenor**

The Convenor shall have the following responsibilities;

- a. The registration of all minor hockey players registered with the Corporation;
- b. Receive and certify all registration certificates;
- c. Maintain a register of all players in the Corporation;
- d. The advertising and coordination of all registration;
- e. Liaise with any other minor hockey league with respect to minor hockey players;
- f. Liaise with the Northern Ontario Hockey Association, Ontario Hockey Federation and Canadian Hockey Association, as required;
- g. Responsible to provide player lists, by category, upon request by the Northern Ontario Hockey Association, coaches, managers or any group, as directed by the Board;
- h. Remit all registration money to the Treasurer along with the supporting documentation;
- i. Be authorized to accept post-dated cheques on registration day and
- j. prepare a list of "hardship" cases. Such list shall be confidential and reviewed by the Board.

### **Section 6 – Protection of Directors and Others**

No Director, Officer or committee member of the Corporation is be liable for the acts, neglects or defaults of any other Director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or

for any other loss, damage or misfortune whatever which may happen in the execution of the duties of his or her respective office or trust provided that they have:

- a. Complied with the Act and the Corporation's articles and By-laws; and
- b. Exercised their powers and discharged their duties in accordance with the Act.

## **Section 7 – Members**

### **7.01 Members**

Membership in the Corporation shall consist of the incorporators named in the articles and such other persons interested in furthering the Corporation's purposes and who have been accepted into Membership in the Corporation by resolution of the Board.

Membership in the Association may be granted to individuals who shall agree to abide by and comply with this By-law and all other policies, rules regulations and guidelines of Association in force and effect from time to time.

Membership in the Corporations shall include consist of the following classes of Members:

- a. **ACTIVE MEMBERSHIP** Active Members shall include all elected or appointed Directors or Officers, conveners, coaches, managers, and trainers appointed for the current season, and all registered players who are at least eighteen (18) years of age. Each Active Member shall be entitled to one (1) vote.
- b. **PARENT/GUARDIAN MEMBERSHIP** Parent/Guardian Members shall include all parents and/or legal guardians of registered players where the registered player is under the age of eighteen (18). Each Parent/Guardian Member shall be entitled to one (1) vote per registered player under the age of eighteen (18).
- c. **HONOURARY LIFETIME MEMBERSHIP** Honorary Lifetime Membership may be granted to an individual who has rendered extraordinary and distinguished service to the association. Individuals may be nominated to be Honorary Lifetime Members by any member of the association. Granting an Honorary Lifetime Membership must be confirmed by a majority vote of Board. Each Honorary Lifetime Member shall be entitled to one (1) vote.

### **7.02 Members in Good Standing**

A Member is deemed to be in good standing as long there are no outstanding balances owed from the current or previous season. Member(s) with an outstanding registration balance from the previous season must ensure the balance is paid by October 1st of the new season before they will be eligible to go on the ice.

### **7.03 Membership**

- a. A Membership in the Corporation is not transferable and automatically terminates if the Member resigns or dies, or if such membership is otherwise terminated in accordance with the Act.
- b. Members may resign from the Corporation by submitting a letter of resignation to the Secretary of the Corporation who will in turn notify the Board. The resignation shall take effect on the later of the date the resignation was delivered, or a later date as may be specified in the letter of resignation.
- c. The Directors have the power to discipline a member or to terminate their membership. Any Member whose conduct is considered by the Board to be contrary to the Corporation's code of conduct and/or the purposes of the Corporation shall be asked by the Board to explain or justify his or her actions. The Member shall be given at least fifteen (15) days notice of a disciplinary action or termination with reasons, and the Member is given an opportunity to be heard, orally or in writing, not less than five (5) days before the disciplinary action or termination of membership becomes effective by the Board. Approval of the discipline or termination shall require a two-thirds (2/3) majority of all current eligible Directors in attendance at the meeting in a ballot conducted at that meeting.

### **7.04 Membership List**

The Secretary of the Board shall prepare and maintain a list of all current Active Members, Parent/Guardian Members and Honorary Lifetime Members. This list shall be kept at the Head Office of the Corporation and updated as necessary and made available to Members upon request. Such list of Members shall be used to determine eligibility to attend and vote at any meeting of the Members.

### **7.05 Annual Member's Meetings**

The AGM shall be held on a day and at a place within Ontario fixed by the Board. Any Member, upon request, shall be provided, not less than fifteen (15) business days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the approved financial statements, auditor's report or review engagement report and other financial information required by the By-laws or articles. The AGM shall be held on or before May 31<sup>st</sup> of each year. The date shall be set by resolution of the Board on or before March 31<sup>st</sup> of each year.

The business transacted at the annual meeting shall include:

- a. receipt of the agenda;
- b. receipt of the minutes of the previous annual and subsequent special meetings;
- c. consideration of the financial statements;
- d. receipt of the President's report
- e. report of the auditor or person who has been appointed to conduct a review engagement;
- f. reappointment or new appointment of the auditor or a person to conduct a review engagement for the coming year;
- g. election of Directors; and
- h. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the Act, so that such item of new business can be included in the notice of annual meeting.

#### **7.06 Special Meeting**

The Directors may call a special meeting of the Members. The Board shall call a special meeting on written requisition of the Members who hold at least ten percent (10%) of votes that may be cast at the meeting sought to be held within twenty-one (21) days after receiving the requisition unless the Act provides otherwise. The procedure at the special meeting shall be:

- a. Call to order
- b. Presentation of credentials
- c. Special business for which meeting was called
- d. Adjournment

#### **7.07 Notice**

Subject to the Act, not less than fifteen (15) and not more than fifty (50) days written notice of any annual or special Members' meeting shall be given in the manner specified in the Act to each Member, each Director and to the auditor or person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken and state the text of any special resolution to be submitted to the meeting.

#### **7.08 Quorum**

A quorum for the transaction of business at a members meeting is a majority of the Directors entitled to vote at the meeting. A quorum must be present throughout the meeting for the members to proceed with the business of the meeting.

#### **7.09 Chair of the Meeting**

The Chair shall be the chair of the Members' meeting; in the Chair's absence, the President shall be the Chair, or in his/her absence, a Vice President shall be Chair, or in his/her absence, the Members present at any Members' meeting shall choose another Director as chair and if no Director is present or if all of the Directors present decline to act as chair, the Members present shall choose one of their number to chair the meeting.

#### **7.10 Voting of the Members**

Business arising at any Members' meeting shall be decided by a majority of votes unless otherwise required by the Act or the By-law provided that:

- a. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;

- b. an abstention shall not be considered a vote cast;
- c. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- d. if there is a tie vote, the chair of the meeting shall require a written ballot and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- e. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.
- f. Notwithstanding the forgoing, voting during elections for Directors shall be by secret ballot.

### **7.11 Adjournment**

The Chair may, with the majority consent of any Members' meeting, adjourn the same from time to time. The Members must be provided with notice of the adjourned meeting. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

## **Section 8 – Notices**

### **8.01 Services**

Any notice required to be sent to any Member or Director or to the auditor or person who has been appointed to conduct a review engagement shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member or Director at their latest address as shown in the records of the Corporation and to the auditor or the person who has been appointed to conduct a review engagement at its business address, or if no address be given then to the last address of such Member or Director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

### **8.02 Computation of Time**

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

### **8.03 Error or Omission in Giving Notice**

No error or accidental omission in giving notice of any Board meeting or any Members' meeting shall invalidate the meeting or make void any proceedings taken at the meeting.

## **Section 9 – Amendment of by-laws**

This By-law may be amended by a majority vote of the Board, such changes to be submitted to the Members at the next meeting of the Members, and the Members may confirm, reject or amend the by-law, amendment or repeal by majority vote.

## **Section 10 – Conflict of Interest**

10.1. A Director or Officer who is, in any way, directly or indirectly interested in an existing or proposed contract or transaction with the Corporation or who holds an office or possesses property whereby, directly or indirectly, a duty or interest might be created to conflict with their duty or interest as a Director or Officer, shall declare the nature and extent of their interest in such contract or transaction or of the conflict with their duty and interest as a Director or Officer, as the case may be.

10.2. The disclosure required under this Article shall be made:

- a. at the meeting at which a proposed contract is first considered if the Director or Officer is present, and otherwise, at the first meeting after the Director or Officer becomes aware of the contract or proposed contract;
- b. if the Director or Officer was not then interested in a proposed contract, at the first meeting after such Director or Officer becomes so interested; or
- c. if the Director or Officer becomes interested after the contract is made, at the first meeting held after the Director or Officer becomes so interested.

10.3. A Director or Officer referred to in Article 10.1 of this By-law, is not liable to account for any profit made on the contract by the Director or the Officer or by a corporate entity, business firm or organization in which the Director or Officer has a material interest, provided:

- a. the Director or Officer disclosed their interest in accordance with this Article;
- b. the Director or Officer has not voted on the contract; and
- c. the contract or transaction is reasonable and fair to the Corporation.

10.4. A Director referred to in Article 10.1 of this By-law, shall not vote in respect of a contract or transaction with the Corporation in which they are interested and if they do so their vote will not be counted, but they will be counted in the quorum present at the meeting at which the vote is taken. Such Director shall not take part in the discussion or consideration of, or in any way attempt to influence the voting on any question with respect thereto and shall exit the meeting with the applicable issue is under consideration. Such prohibitions do not apply to:

- a. determining the remuneration of the Directors;
- b. purchasing and maintaining insurance to cover Directors against liability incurred by them as Directors; or
- c. the indemnification of a Director by the Corporation.

10.5. For the purposes of this Article 10, a general notice to the Board by the Director or Officer declaring that the person is a director or officer of or has material interest in a body corporation, business firm or organization and is to be regarded as interested in any contract made therewith, is sufficient declaration in relation to any contract so made.

10.6. For the purpose of this Article 10, a Director or Officer shall be deemed to have conflict of interest where:

- a. the Director or Officer or a Member of their Immediate Family is a party to a material contract or transaction or proposed material contract or transaction with the Corporation; or
- b. the Director or Officer or a member of their Immediate Family is a director or an officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the corporation.

10.7. A contract or transaction in which a Director or Officer has a direct or indirect interest shall be valid notwithstanding the Director or Officer's interest in the transaction if:

- a. the Director or Officer disclosed their interest in accordance with this Article;
- b. the Director or Officer has not voted on the contract; and
- c. the contract or transaction is reasonable and fair to the Corporation.

10.8. For purposes of Article 10.7 above, a conflict-of-interest contract or transaction may be authorized, approved or ratified if it receives the affirmative vote of a majority of Directors or committee members thereof, who have no direct or indirect interest in the transaction. If such a majority of such members vote to authorize, approve or ratify the transaction, a quorum is present for the purpose of acting.

10.9. The provisions of this Article 10 are in addition to any conflict-of-interest policy adopted by the Board from time to time.





# Policies



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Eligibility &amp; Registration Policy</b>	<b>2017-2018-01</b>	<b>Aug 2017</b>	<b>August 2017</b>

### **Residency**

West Nipissing Minor hockey Association players must reside within the appropriate catchment area defined by OHF / NOHA Rules and Regulations

WNMHA shall set the date by which the selection of players must be completed.

### **Registration of Players**

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

A) Initiation / "Timbits" Hockey 4 years & over  
Tyke: 5 to 6 before January 1st

B) House and Representative Hockey Program  
Novice: 7 to 8 years before January 1st  
Atom: 9 to 10 years before January 1st  
Peewee: 11 to 12 years before January 1st  
Bantam: 13 to 14 years before January 1st  
Midget: 15 to 17 years before January 1st

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.

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.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
Eligibility & Registration Policy	2017-2018-01	Aug 2017	August 2017

### **Registration Dates, Fees and Refunds**

The Board shall set registration dates and fees for each hockey season. Registration procedures will be organized and coordinated by the Registration Committee.

All players must pay registration fees in full as set forth by the Board and be registered within the WNMHA based on placement availability before they are allowed to participate.

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.

Refunds will be granted according to the Registration Refund Policy

NOTE: Any player found to not be in good standings shall not be allowed to register or receive a release until the issue has been rectified.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>School &amp; Other Organized Sports Policy</b>	<b>2017-2018-02</b>	<b>Aug 2017</b>	<b>August 2017</b>

WNMHA 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 WNMHA's Rep teams that they have agreed to play for. This commitment is to be made clear at the time of signing their team agreement.

At no time will an Association player miss a scheduled game in order to participate in another sport's game or practice. Unless mutually agreed upon the player and the Coach.

WNMHA 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.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Police Record Checks Policy</b>	<b>2017-2018-03</b>	<b>Aug 2017</b>	<b>August 2017</b>

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

WNMHA recognizes that positions WNMHA 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 WNMHA must provide a current Criminal Record Check from the West Nipissing Police Service or the Ontario Provincial Police Service, 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 West Nipissing Police Service or the Ontario Provincial Police Service. 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 WNMHA Professional Designate responsible for handling criminal record checks of a charge or conviction under any offence listed in the NOHA's Criminal Records Policy.

WNMHA 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 WNMA's other files.

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

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



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Police Record Checks Policy</b>	<b>2017-2018-03</b>	<b>Aug 2017</b>	<b>August 2017</b>

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

The Professional Designates Director responsible for Risk Management shall arrange for a WNMHA 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 WNMHA.
  - 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.
- 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.
- Individuals with past criminal code convictions, charges pending or pardons for the following offences will not be considered for a direct service position:



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Police Record Checks Policy</b>	<b>2017-2018-03</b>	<b>Aug 2017</b>	<b>August 2017</b>

- 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 WNMHA 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.





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Tournament Refund/Cancellation Policy</b>	<b>2008-2009-01</b>	<b>Jan 2009</b>	<b>August 2017</b>

Teams withdrawing from the tournament prior to the (30) day limit will receive the entry fee less \$100.00 for administration

Teams withdrawing from the tournament within the (15-30) day limit will receive 50% of their entry fee.

There will be no refunds for teams cancelling within the 15 days immediately preceding the tournament.





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Ice Usage Policy</b>	<b>2009-2010-01</b>	<b>June 2009</b>	<b>August 2012</b>

WNMHA has adopted an “ice for ice usage” policy.

Notwithstanding NDHL By-Law 98-01\* Rescheduling of Games (revised July 03), teams who do not use ice time assigned for their usage will not be entitled to a cash reimbursement

\* Rescheduling of Games By-Law 98-01 (revised July 03)

1. Because ice time is difficult to obtain, and to maintain league credibility, games to be rescheduled must be done 14 days in advance of the original game. Both teams must agree on an alternate date. Failing agreement the League will impose a reschedule date. This League rescheduled date will be at the first available ice and not necessarily at the home team's arena.
2. Rescheduled forms must be mailed, emailed, faxed or delivered to the Scheduler and the League Commissioner at least 14 days prior to the original scheduled date. The team wishing to make the change is responsible to have the form completed, signed by both teams and submitted to the Scheduler and Commissioner within the allotted time.
3. Only under, weather conditions and/or arena breakdowns, will a two-hour notice of cancellation be allowed. The Coaches and/or Managers involved must be contacted as soon as possible and the Scheduler(s) advised. In this instance the home team has five (5) days in which to reach an agreement with the visiting team on a reschedule date. If in this time period a date cannot be agreed upon the matter will be referred to the Commissioner.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Ice Usage Policy</b>	<b>2009-2010-01</b>	<b>June 2009</b>	<b>August 2012</b>

4. A visiting team canceling a game, after the allotted time as indicated above, or not showing up for a game will be assessed a \$250.00 fine. If as a result the home team does not have adequate notice to cancel ice time and referees the league will reimburse the home Association the actual cost incurred. The reimbursement will be paid from the fine levied and will cover only actual out of pocket expense incurred as a result of the cancellation or no show. I.e. if the team uses the ice to practice or for an exhibition game the league will not cover the cost.
  
5. A home team canceling a game for any other reason than weather conditions or arena breakdowns, without sufficient notice as outlined above, will be assessed a \$250.00 fine. If the visiting team incurred any travel cost as a result the League will reimburse the team for the actual cost incurred up to the maximum of the fine levied. The Commissioner will be the sole arbitrator for what is actual and reasonable.



## USE OF LOGO POLICY

<i>Policy:</i> <b>Use of STING Logo Policy</b>	<i>Policy no.</i> <b>2009-2010-02</b>	<i>Date</i> <b>January.2010</b>	<i>Date Revised</i> <b>May 2025</b>
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### **Crested Clothing**

All teams shall use the Association's authorized crest on team clothing. Electronic file of the approved logo can be provided upon request from the West Nipissing Minor Hockey Association.

**No modification of STING Logo and team jerseys/sweaters will be permitted without prior approval of the Executive Committee.**

All other STING apparels purchased by teams or individuals including team track suits, coats and/or hats/tuques shall respect - black only or black with gold or yellow and/or white trimmings in color and include the official STING logo\*

Any team or member who violates the Use of STING logo may be subject to penalties at the discretion of the WNMHA Board.

<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Sponsorship Policy</b>	<b>2025-001</b>	<b>May.2025</b>	<b>May 2025</b>

Supersedes: 2009-2010-04 (Team Corporate Sponsorship Policy)

## 1. Purpose

The purpose of this policy is to establish a structured and transparent sponsorship program that benefits the West Nipissing Minor Hockey Association (WNMHA) while providing value to our sponsors. This policy ensures fairness, accountability, and alignment with the association's mission to support youth hockey development.

## 2. Sponsorship Opportunities

Sponsorship contributions will support team development, ice time, equipment, and league operations.

## 3. Sponsor Benefits & Recognition

- Each team will be responsible to provide an acknowledgment of appreciation (certificate, letter, team photo etc) A receipt stating proof of sponsorship can also be provided as per requested.
- Digital recognition on WMHA website and social media. Teams are responsible to provide sponsor logos and details to WNMHA.

## 4. Sponsorship Guidelines

### 1. **Commitment Period**

- Sponsorships are available on a single season.
- Businesses may opt for one-time event sponsorships or seasonal commitments.

### 2. **Sponsorship Approval**

- WNMHA reserves the right to decline sponsorships that conflict with the organization's values or existing agreements.

### 3. **Restrictions**

- Sponsorships from businesses involved in alcohol, tobacco, cannabis, gambling, or adult entertainment will not be accepted.
- Sponsors may not request direct control over team operations, player selection, or coaching decisions.

<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Sponsorship Policy</b>	<b>2025-001</b>	<b>May.2025</b>	<b>May 2025</b>

#### **4. Payment Process**

- Payments must be made by the agreed deadline, and receipts will be provided upon request.
- Sponsorship funds will be used solely for hockey development, operational support and \_\_\_\_\_. (apparel? With their logo)

#### **5. Review & Amendments**

This policy will be reviewed annually by the WNMHA Executive Committee. Adjustments may be made to sponsorship levels, benefits, or eligibility criteria based on the association's evolving needs.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fundraising Policy</b>	<b>2009-2010-03</b>	<b>Nov. 2013</b>	<b>August 2018</b>

WNMHA is not responsible for any debts incurred by individuals or team fundraising. Teams shall settle any debt or bills incurred by them prior to hosting a yearend event and or distributing any team fees to parents.

### **Amendments to the Season Budget**

After season budgets have been approved, if any changes are needed a draft budget needs to be introduced to parents and steps include;

1. Parents must hold a special meeting and must include a budget that can be voted on and the majority will rule. A list of parents name and their vote must be recorded and given to the manager of the team.
2. After the amended budget is approved, a meeting will be held with the manager of the team and the director of Sponsorship. The team manager is responsible to bring the voting record at this meeting.
3. The director of Sponsorship will then bring this amendment to the Fundraising Committee for final approval. A written response will be provided with the Fundraising Committee's decision within five (5) business days.

### **Permitted Use of Raised Funds**

1. Tournament registration fees;
2. Bus transportation to away games and tournaments;
3. Coaching and Trainers supplies;
4. Hospitality suite at out of town tournaments;
5. Additional ice time for practices, exhibition games and skill development;
6. Referee fees; and/or
7. Miscellaneous team expenses (paper, fax/phone, etc.).



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fundraising Policy</b>	<b>2009-2010-03</b>	<b>Nov. 2013</b>	<b>August 2018</b>

Teams wishing to raise funds for any other items not listed above must receive permission from the WNMHA Fundraising Committee.

### **Other Expenditures**

**UNDER NO CIRCUMSTANCES** can teams solicit for donations from community businesses for personal use items such as the following:

1. Team jackets, track suits, hats, or other apparel;
2. Any personal hockey equipment;
3. Team meals other than season-end banquet;
4. WNMHA Surcharge;
5. Costs for a yearend event, trophies, awards and thank you gifts
6. Team or individual travel expenses other than the aforementioned coach's expenses and bus costs;
7. Tickets to sporting events or other entertainment;

The above items must be purchased/paid by the players/families on an individual and personal option basis.

### **Approved Fundraising Activities**

Fundraising activities that are approved by the WNMHA include the following:

1. Bottle drives;
2. Barbecues;
3. Car washes;
4. Merchandise sales (not door-to-door);
5. Sponsor Banner (Non WNMHA Corporate sponsors);



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fundraising Policy</b>	<b>2009-2010-03</b>	<b>Nov. 2013</b>	<b>August 2018</b>

### Prohibited Fundraising Activities

1. Any activity that conflicts with a WNMHA sponsor or WMMHA fundraising activity;
2. Any activity that conflicts with WNMHA, NOHA and/or Hockey Canada policy;
3. Breweries, wineries, distilleries or tobacco companies shall not sponsor any team.
4. Establishments that have adult entertainment as their primary business are not to sponsor any team.
5. Alcoholic beverages are not permitted as prizes.

### Approvals and Reporting

1. All requests for fundraising must be in writing and submitted to the Director of Sponsorship on the prescribed form at least fourteen (14) days prior to the event. No fundraising activity shall take place until the request is approved in writing.
2. Each team participating in Fundraising activities shall submit detailed records within seven (7) days of the completion of the fundraising activity. Records must include fundraising amounts and original receipts for expenditures.
3. No team is allowed to produce official donation receipts. The Treasurer of the WNMHA is the only accepted person approved to provide such receipts.
4. A full accounting report outlining each fundraising activities (may be with team budget) is required to be prepared and submitted to the parents of the team shall it be requested.
5. The best way to protect personal integrity is to always operate in an open and well-documented manner.
6. All organizers, conveners, team managers and coaches associated in any way with minor hockey activities should follow uniform procedures for the control of all cash revenues and collections. It is therefore expected that:
  - a) The team manager will be responsible for providing parents and the WNMHA Director of Sponsorship with two Financial reports. The first report will be due December 12 if the report is not received by the due date, all team practices will be suspended until it has been received by the Director of Sponsorship and the





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fundraising Policy</b>	<b>2009-2010-03</b>	<b>Nov. 2013</b>	<b>August 2018</b>

second report will be due at the Season End but not later than March 15.(sample forms available on the WNMHA website);

- b) Interim financial reports may be requested by the Parents or the WNMHA at any time and are to be provided within seven (7) days;
- c) Team bank accounts should be opened, in the name of the team (with the permission of the WNMHA President or the Vice-President). These accounts will provide monthly statements and return cheques; Teams shall ensure bank accounts are closed before April 15th in each year unless otherwise approved in writing by the WNMHA
- d) All funds, statements and cancelled cheques as well as receipts, invoices and other financial records are to be kept safely and be made available upon request by the WNMHA;
- e) The account must have two signing officers for all cheques, one of whom is the team manager or convener. The other is to be a team parent;
- f) Either a receipt or an initialed team list should evidence all CASH transactions;
- g) Excess funds in the team account at season's end must be turned over to the WNMHA Treasurer to be deposited in the fundraising account; and
- h) Under NO circumstances may excess funds donated to the team and those collected through fund-raising be dispersed to players, parents or be used in ways contrary to the fundraising policy. Only funds collected from parents for team fees may be distributed back to parents.

## **WNMHA Sponsors**

WNMHA actively raises funds as an association. As a result a number of local businesses have already donated to the association as a whole. Teams are asked not to approach these sponsors for additional funds refer to the WNMHA website <http://stinghockey.ca> for Association Sponsors. From time to time the team sponsor will approach their sponsored team to offer additional funds for tournament fees, accepting these additional donations is acceptable.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fundraising Policy</b>	<b>2009-2010-03</b>	<b>Nov. 2013</b>	<b>August 2018</b>

### **WNMHA Events**

All WNMHA members are encouraged & required to participate in WNMHA fundraising events; teams are encouraged not to make commitments in conflict with the WNMHA fundraising events.

### **Reviews**

1. All fundraising activities are subject to review by the WNMHA Board.
2. The WNMHA Board may review fundraising activities at the request of team parents and/or Board Members.

### **Property of WNMHA**

1. All monies raised through fundraising are the property of the WNMHA.
2. The WNMHA Board has the right to disperse monies raised through fundraising.
3. Teams are not allowed to carry funds over to the next seasons.

### **Liability and Penalty**

1. The WNMHA Board shall not be held liable for any violation of this policy.
2. Teams, groups of teams or individuals claiming to represent the WNMHA without the written approval of the WNMHA Fundraising Committee shall be automatically suspended and dealt with by the WNMHA Board.
3. Any team or member who violates the Sponsorship and Fundraising Policy may be subject to penalties at the discretion of the WNMHA Board.
4. Fundraising activities may be revoked or suspended at any time at the discretion of the WNMHA Board.
5. Any team or member who violates the Sponsorship and Fundraising Policy may be subject to legal or criminal action.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Team Corporate Sponsorship Policy</b>	<b>2009-2010-04</b>	<b>Jan. 2010</b>	<b>August 2016</b>

Corporate Team Sponsorship fees will be reviewed and set every two (2) years.

In recognition of Corporate Team Sponsor contribution, WNMHA will:

- prominently display business name on every jersey for the team
- prominently display business name on Team Sponsor billboard located in the arena lobby
- provide team plaque at the end of each hockey season\*
- where appropriate, acknowledge Team Sponsor contribution through media and STING website, excluding any STING apparel (ex track suit, hockey bag, toque/hat).

New Corporate Team Sponsors will be asked to commit to a minimum of two (2) years.

Corporate Team Sponsors wishing to move sponsorship at another level may be subject to any costs related to removing/adding crests.

WNMHA at its discretion reserves the right to move a sponsorship if there is an abundance of sponsors at one level and a shortage at another.

WNMHA may at its discretion end partnership with Corporate Team Sponsor for any reasons deemed valid by the Executive Committee.

\* as per by-law 3 k of constitution



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fair Play Policy</b>	<b>2011-2012-02</b>	<b>Aug. 2011</b>	<b>May 4, 2016</b>

WNMHA promotes the provision of the Fair Ice Time (FIT) for all WNMHA players. In this regard, coaches are required to follow FIT as specified by this policy, to all players on their respective teams.

- **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:

- Development through exposure and/or challenge;
- Improving player confidence; and
- Team synergy.

#### **The justifications for FIT are:**

- All players pay the same fee to participate in WNMHA programs.
- All players are selected in tryouts to be a member of a team.
- Minor hockey is a developmental activity, physically, mentally and socially.
- Winning is an “end result”, development is the “means” and statistically, very few players will go on to play professionally

#### **Specific Guidelines for FIT**

- Coaches are encouraged to create a balanced forward line approach, and a balanced defensive combination. This will limit any tendencies towards “shortening the bench”.
- Regular rotation of lines is standard. As players advance to peewee and above, offsetting rotation of forward and defensive combinations is strongly encouraged.
- Consistently permitting specific lines to remain on the ice for longer duration is a violation of the FIT policy and will not be tolerated.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fair Play Policy</b>	<b>2011-2012-02</b>	<b>Aug. 2011</b>	<b>May 4, 2016</b>

- 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”.
- 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.

## **House-League Teams**

### **i. Regular Season**

- a. Coaches will not be permitted to shorten the bench.
- b. Coaches will not be permitted to have specialty teams for Power Play or Penalty Kill.

### **ii. Playoffs and Tournaments**

- a. 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.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fair Play Policy</b>	<b>2011-2012-02</b>	<b>Aug. 2011</b>	<b>May 4, 2016</b>

## **Representative Teams**

### **1. Tyke to Atom**

#### **i. Regular Season**

- a. Coaches will not be permitted to shorten the bench.
- b. Coaches will not be permitted to have specialty teams for Power Play or Penalty Kill.

#### **ii. Playoffs and Tournaments**

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

### **2. Minor Pee wee to Midget**

#### **i. Regular Season**

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

#### **ii. Playoffs and Tournaments**

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

**In all situations the coaching staff is responsible for delegating ice time. During normal play the staff is adhere to the Fair Play Policy. In certain situations ice time will dependent on player's discipline/behavior during a game and practices times. Deviations to the policy are to be explained to both player and parent.**





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fair Play Policy</b>	<b>2011-2012-02</b>	<b>Aug. 2011</b>	<b>May 4, 2016</b>

**\*\*ALL PLAYERS, PARENTS AND COACHES MUST ABIDE BY THE FOLLOWING\*\***  
**FAIR PLAY PLEDGE**

**FOR THE GOOD OF THE GAME  
WEST NIPISSING MINOR HOCKEY ASSOCIATION**

**PLAYERS - FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the West Nipissing Minor Hockey Association.

- 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.
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

**PARENTS AND FAMILY MEMBERS - FAIR PLAY PLEDGE**

It is the intention of this pledge to promote fair play and respect for all participants within the West Nipissing Minor Hockey Association.

- I will not force my child to participate in hockey.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fair Play Policy</b>	<b>2011-2012-02</b>	<b>Aug. 2011</b>	<b>May 4, 2016</b>

- 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 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 the official's judgment or honesty in public.
- I will support all efforts to remove verbal and physical abuse from children's hockey games.
- I will respect and show appreciation for the volunteers who give their time to hockey for my child.

### **PLAYER/COACHES/PARENTS/FAMILY MEMBERS CODE OF CONDUCT**

The Code of Conduct identifies the standard of behavior that is expected of all WEST NIPISSING MINOR HOCKEY ASSOCIATION members including athletes, coaches and their staff, parents, family members, spectators, officials, directors, and volunteers. We are committed to providing a sport environment in which all individuals are treated with respect

- Members of the WNMHA shall conduct themselves at all times in a fair and responsible manner.
- Members shall refrain from comments or behaviors that are disrespectful, offensive, abusive, racist, or sexist.
- In particular, the WNMHA will not tolerate behavior that constitutes harassment or abuse.





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fair Play Policy</b>	<b>2011-2012-02</b>	<b>Aug. 2011</b>	<b>May 4, 2016</b>

Failure to comply with this Code of Conduct may result in disciplinary action in accordance with the "Discipline" policy of the West Nipissing Minor Hockey Association (below). Such action may result in the athletes, coaches, coaching staff, parents, family members, spectators, officials, directors, and volunteer member losing the privileges that come with membership in the West Nipissing Minor Hockey Association, including the opportunity to participate in minor hockey activities and being part of the Coaching Staff.

I agree to abide by the principles of the FAIR PLAY CODE and CODE OF CONDUCT as set by the Canadian Hockey Association and supported by the West Nipissing Minor Hockey Association.

Print/Sign Player's Name: \_\_\_\_\_ X \_\_\_\_\_

Print/Sign Parent's Name: \_\_\_\_\_ X \_\_\_\_\_

Print/Sign Parent's Name: \_\_\_\_\_ X \_\_\_\_\_

Date: \_\_\_\_\_

# **DISCIPLINARY CONSEQUENCES IF THE ABOVE CONTRACT IS NOT ABIDED BY:**

**1st Offence:** Written warning

**2nd Offence:** Offender - 5 games suspension with trespass notice, failure to comply will result in 3rd offence enforcement.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Fair Play Policy</b>	<b>2011-2012-02</b>	<b>Aug. 2011</b>	<b>May 4, 2016</b>

**3rd Offence:** Offender - banned for the remainder of the hockey season, possible police involvement.

\*\*If the disciplinary consequences are not abided by the offender, the players NOHA card may be removed, therefore not permitting the player to be on the ice.

\*All decisions are at the discretion of the West Nipissing Minor Hockey Association Discipline Committee



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Ice Booking Policy</b>	<b>2011-2012-03</b>	<b>Aug. 2013</b>	<b>Aug. 24, 2018</b>

- 1) **All WNMHA ice booking changes** (practices, and league games) must be done by email to the current Ice Scheduler as highlighted on current Executive List.
  - a. Confirmation is required. Keep all e-mails pertaining to ice for future reference.
- 2) **WNMHA ice booking allocations** (practices, and league games) All WNMHA house league teams will be allocated 10 home games, 10 away games and up to a maximum of 20 practices. All WNMHA rep league teams will be allocated 12 home games, 12 away games and up to a maximum of 24 practices for rep teams.
  - a. The WNMHA Ice Scheduler will make all efforts to book all allocated practices and games prior to the current years Municipal Ice contract expiry date.
  - b. Any unscheduled practices after the expiry date will be forfeited.
  - c. The team manager must book any ice needed for late end of season activities on their own from the team budget.
  - d. The expiry date will be posted on the WNMHA website
- 3) **West Nipissing ice availability:** The West Nipissing Municipality will have a "view only" website/link that you can see the entire Ice schedule for both Sturgeon Falls and Verner Arenas.

It is your responsibility to check monthly that your practice and games ice slot are correct.

**a. Schedule Link to be available on our WNMHA website**

- 4) **REFEREE/TIMEKEEPERS:** The Referee and Timekeeper scheduler as highlighted on current Executive List will receive the league game schedule at the beginning of the season, but as we know the schedule can change and not be reflected right away on the website. Please keep him posted of any changes/rescheduling of your games. **IT IS YOUR RESPONSIBILITY**



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Ice Booking Policy</b>	<b>2011-2012-03</b>	<b>Aug. 2013</b>	<b>Aug. 24, 2018</b>

- 5) **Cancellations:** A 14 day notice is required for any WNMHA ice cancellation. Failure to do so will result in the loss of a practice/game to the team at fault. The only exception will be to weather related conditions. If a game or practice is cancelled due to weather, you must contact the Ice Scheduler, and if it's a game, you must also contact the Referee and Timekeeper Scheduler
- 6) **Rescheduling a game:** if you must reschedule a home game (due to weather, schedule conflict etc) you must follow the regular NDHL reschedule form completion. Locate the date and time and arena that you would like to re-book the game for and advise the **WNMHA Ice Scheduler** so that they may book the ice for you tentatively until you have confirmed with the other team. And then send in your re-schedule form to the appropriate league schedule for your division, and confirm with Ice Scheduler.
- 7) **Extra ice booking** (extra practices, Exhibition games etc) All ice bookings other than the WNMHA team regular assigned practice time and home games will be **paid by the team**. You must pay for your ice at time of booking under your personal name and not under WNMHA
  - i. The West Nipissing Recreation Centre will not accept any changes to your assigned WNMHA practice ice or game scheduler, this must all be done through the WNMHA Ice Scheduler.
- 8) **Monthly Ice time report** - submit by email at the end of the month to **the Ice Scheduler, VERY IMPORTANT**, we get the invoices from the Municipality and we need your ice report to confirm that your ice was or was not used. Reminder that the expiry date does apply at the end of season.

If further clarification is required in regard to this policy, contact WNMHA via our website using the CONTACT US icon [www.stinghockey.ca](http://www.stinghockey.ca).



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Release Policy</b>	<b>2011-2012-04</b>	<b>Jan. 2011</b>	<b>Apr. 4, 2014</b>

1. Refer to By-Law 9 of the West Nipissing Minor Hockey Association.

- i. A formal complaint(s) must be filed with the WNMHA by the web site ([www.stinghockey.ca](http://www.stinghockey.ca)) contact us link.
- ii. A non-refundable administration fee of \$200.00 must be paid by the complainant, to the WNMHA.
- iii. A disciplinary committee meeting must be conducted.
- iv. It has been determined by a majority vote of the disciplinary committee that the decision should be changed.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>HL Team Selection Policy</b>	<b>2012-2013-01</b>	<b>Apr. 2011</b>	<b>Aug. 21, 2018</b>

- 1.1 Each House League (HL) team must have a minimum of thirteen (13) players (12 skaters and 1 goalie) and a maximum of seventeen (17) players (15 skaters and 2 goalies).
- 1.2 As recreation is of paramount importance with H/L teams, balance of player skills shall be maintained on all teams created within each division (shall more than one team be required).
- 1.3 No HL players will be allowed to change playing division unless approved by the WNMHA association. The association will factor into their decision:
  - a) The impact on player numbers in each division
  - b) Player ability and safety
- 1.4 Selection of players for H/L teams shall be pursuant to a grading system, whereby players are graded and evaluated according to skills as determined during the previous season, and a Draft system whereby each team will be assigned an equal number of players from each player grades (A, B, C, D, E)
- 1.5 Grading as to A, B, C,D and E ratings shall be determined as follows:
  - After the season, each coach shall evaluate and grade all players on his team and submit the attached Player Evaluation Form to the divisions respective coach convener for filling and use during team selections the following year. This is a mandatory process.
  - If required, during team selection try-outs at the commencement of each season, previously submitted Player Evaluation Forms will be reviewed by the new coach(s) during the two – one (1) hour ice sessions prior to the Draft a member of the WNMHA committee shall be present to provide oversight.





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>HL Team Selection Policy</b>	<b>2012-2013-01</b>	<b>Apr. 2011</b>	<b>Aug. 21, 2018</b>

- 1.6 A representative of the Executive Committee shall appoint a minimum of two (2) independent examiners plus the representing team coaches to do the review of the grading, preferably both coaches together as to achieve clear consensus of player rating. Upon completion the grading will be reviewed by the 3 parties and agreed to. If consensus cannot be reached majority will rule.
- 1.7 The coaches for the age group along with the house league convener will set a time to commence the draft. The players will be separated by category (As, Bs, Cs, Ds, and Es). First pick and the remaining order in the draft will be determined by pulling numbers out of a hat. Once order has been determined the coach with the first pick will make their selection from the A group, then the coach with the 2nd pick will also select from the A group, etc... until there are no more A players remaining. The coach with the next pick once the A Category is depleted will choose from the B group, and the rotation will continue until there are no further players in the B group. The coach with the next pick once the B Category is depleted will choose from the C group, and the rotation will continue until there are no further players in the C group. The coach with the next pick once the C Category is depleted will choose from the D group, and the rotation will continue until there are no further players in the D group. The coach with the next once the D group is depleted will choose from the E group, and the rotation will continue until there are no more players.
- 1.8 A H/L team may protect the child / children of its coach and one assistant coach. They will forego their first two picks for that category.
- 1.9 Upon the completion of the draft, a representative of the Executive Committee that was present at HL selection process shall review teams selected for final approval. The WNMHA reserves the right to make modifications to encourage fair play and development of all players.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>HL Team Selection Policy</b>	<b>2012-2013-01</b>	<b>Apr. 2011</b>	<b>Aug. 21, 2018</b>

At that time, upon agreement the teams will be permitted to exchange players of equal skill rating to accommodate certain extraordinary situation. This process must be approved by the representative of the Executive Committee.

This process must also be completed confidentially before the rosters are announced.





<b>Policy Subject :</b>	<b>Policy no.</b>	<b>Date</b>	<b>Date Revised</b>
<b>HL Player Evaluation Sheet</b>	<b>2012-2013-02</b>	<b>June 2012</b>	<b>Aug. 21, 2017</b>

\*\*This form is to be used when coaches / executive members / volunteers evaluate house league players\*\*

### U9-U11HL

#### DETAILED EVALUATION FOR FORWARDS/DEFENCEMEN

Player's Name: \_\_\_\_\_ Position: \_\_\_\_\_

	1 = Poor	2 = Below Average	3 = Average	4 = Above Average	5 = Outstanding
<b>Skating</b>	Acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace.				
<i>Comments</i>	1	2	3	4	5
<b>Passing</b>	Passing, receiving, passing choices, on backhand, unselfish with the puck, presents a good target, receives and retains with control, touch passing.				
<i>Comments</i>	1	2	3	4	5
<b>Puckhandling</b>	Head ups, smooth and quiet, good hands, protection, in small spaces, in traffic.				
<i>Comments</i>	1	2	3	4	5
<b>Shooting</b>	Power, accuracy, quick release, can shoot in motion, goal scorer, rebounder, variety of shots.				
<i>Comments</i>	1	2	3	4	5
<b>Hockey Sense</b>	Ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined.				
<i>Comments</i>	1	2	3	4	5
<b>Determination/Drive/Intensity/Work Ethic</b>	Constant desire to excel in all situations, constant work ethic in practices and games, never gives up, fire in his eyes.				
<i>Comments</i>	1	2	3	4	5
<b>Coachability</b>	Listens to instructions and executes to the best of his ability, takes tips and advice, asks questions, admits errors, show that he wants to learn.				
<i>Comments</i>	1	2	3	4	5

Final Score between  
30-35 (A)  
24-29 (B)  
18-23 (C)  
12-17 (D)  
5-11 (E)

### U13-U18HL

#### DETAILED EVALUATION FOR FORWARDS/DEFENCEMEN

Player's Name: \_\_\_\_\_ Position: \_\_\_\_\_

	1 = Poor	2 = Below Average	3 = Average	4 = Above Average	5 = Outstanding
<b>Skating</b>	Acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace.				
<i>Comments</i>	1	2	3	4	5
<b>Passing</b>	Passing, receiving, passing choices, on backhand, unselfish with the puck, presents a good target, receives and retains with control, touch passing.				
<i>Comments</i>	1	2	3	4	5
<b>Puckhandling</b>	Head ups, smooth and quiet, good hands, protection, in small spaces, in traffic.				
<i>Comments</i>	1	2	3	4	5
<b>Shooting</b>	Power, accuracy, quick release, can shoot in motion, goal scorer, rebounder, variety of shots.				
<i>Comments</i>	1	2	3	4	5
<b>Checking Skills</b>	Concept of angling, good body position with balance and control, defensive side position, aggressive checks, strength, taking checks.				
<i>Comments</i>	1	2	3	4	5
<b>Hockey Sense</b>	Ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined.				
<i>Comments</i>	1	2	3	4	5
<b>1 vs 1 Offensive</b>	Deception, change of pace, creativity, determination, going to the net.				
<i>Comments</i>	1	2	3	4	5
<b>1 vs 1 Defensive</b>	Gap control, angling, finishing checks, positioning, play at offensive blue line, play at defensive blue line, front of the net, in small spaces.				
<i>Comments</i>	1	2	3	4	5

	1 = Poor	2 = Below Average	3 = Average	4 = Above Average	5 = Outstanding
<b>Determination/Drive/Intensity/Work Ethic</b>	Constant desire to excel in all situations, constant work ethic in practices and games, never gives up, fire in his eyes.				
<i>Comments</i>	1	2	3	4	5
<b>Coachability</b>	Listens to instructions and executes to the best of his ability, takes tips and advice, asks questions, admits errors, show that he wants to learn.				
<i>Comments</i>	1	2	3	4	5
<b>Concentration</b>	Ability to remain focused on the task at hand, not distracted by fans, referees, external circumstances.				
<i>Comments</i>	1	2	3	4	5

<b>Comments:</b>
Final scores between: 44-55 (A) 34-43 (B) 22-33 (C) 10-21 (D) 5-9 (E)



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>HL Player Evaluation Sheet</b>	<b>2012-2013-02</b>	<b>June 2012</b>	<b>Aug. 21, 2017</b>

[illegible]

Scale for Skills
5- Outstanding
4-Above Average
3-Average
2-Below Average
1-Development required



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Coach Selection Policy</b>	<b>2012-2013-03</b>	<b>June 2012</b>	<b>Sept. 1, 2018</b>

## **1. Coach Selection Committee**

- a. The Coach Selection Committee shall consist of the same committee members, at a minimum of three (3) members of the executive committee, with one of the members acting as chair to ensure fairness in the screening interview and final selection of candidates. The establishment of the policy is to be able to make the coaching selection transparent and allow the WNMHA to provide feedback to the applicants which works unsuccessful.

## **2. Applicant/screening process**

- a. All coaches new or returning will be required to complete and submit an application form every year.
- b. It may be necessary for the committee to form a shortlist of candidates shall there be a large number of applicants. Guidelines for shortlisting are as follows:
  - Experience with WNMHA
  - If the case of parent/coach : child must be REP caliber
  - Experience in coaching minor hockey
  - Experience in working with children
  - Community involvement
  - Certification education and training
  - References
- c. Only shortlisted applicants will be contacted for an interview



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Coach Selection Policy</b>	<b>2012-2013-03</b>	<b>June 2012</b>	<b>Sept. 1, 2018</b>

### **3. Interview process**

- a. The Coach Selection Committee will conduct the interview.
- b. One of the committee members will “Chair” the interview and ask the questions with the remaining committee members evaluating.
- c. Candidates will be required at the time of meeting to submit to the committee for review of the following (as noted on application form). These documents must be approved by the coaching committee:
  - Season Budget Plan
  - Proposed Team Agreement
  - Proposed Fundraising
  - Proposed Discipline Agreement
- d. Notes will be taken of the interview will be retained They will involve numerical ranking of the candidates based on the criteria percentage noted below.
- e. Coaching selection criteria
  - 20% philosophy the coaching
  - 20% teaching instruction
  - 20% communication with players
  - 10% communication with parents
  - 10% coaching, playing experience
  - 20% hockey knowledge



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Coach Selection Policy</b>	<b>2012-2013-03</b>	<b>June 2012</b>	<b>Sept. 1, 2018</b>

- f. The successful candidate will be contacted by the Committee Chair person and his or her name will be posted on the website. The committee will also offer recommendations on the selection of the remainder of the coaching staff such as assistant coaches, trainers and managers if strong candidates are available after the interview process completed. The WNMHA will in some cases select more than one candidate as associate coaches.
- g. The WNMHA reserves the right to meet with a coaching candidate at Rep team selection time to discuss the coach/parent dilemma if the coaches' child is not of REP caliber during selection.

#### **4. Evaluation of candidates**

- a. The committee members performing the interviews will be making the final decision.
- b. All candidates will be made aware of when the decisions will be made.
- c. The committee will base their decision based on the criteria set forth by the WNMHA along with candidate's previous experience, success, interview evaluation and submittals.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Coach Selection - Interview Questions - Policy</b>	<b>2012-2013-04</b>	<b>June 2012</b>	<b>Aug. 21, 2017</b>

**\*\*COACH SELECTION COMMITTEE IS TO USE THE FOLLOWING  
QUESTIONNAIRE DURING THE INTERVIEW PROCESS\*\***

The coaching committee will select at least one appropriate questions from each category in relation to the level of hockey applicable to the interview. \*\*

All candidates will receive the questionnaire to prepare, but will not be made aware of the specific questions to be asked. This will encourage candidates to reflect on their hockey philosophy.

**1.0 Philosophy Approach to Coaching**

1. Can you describe for us what you would do in this situation...It was halfway through the 3rd period and it was a tight game. You have a line that was not as strong as your other two. You wanted to win.
  - a. What have you done?
  - b. Tell us about a time when the outcome was favorable?
  - c. Tell us about a time when the results were not as favorable?
  - d. What comments did you have to handle and how did you handle them?
  - e. Describe for us what you expect your players to sacrifice in order to win?
2. Can you outline your general philosophy and coaching objectives?
3. What is your attitude in respect to off ice activities such as dry land?
4. What is your philosophy of forming lines?
5. Can you list three main coaching objectives in order of importance?
6. What is the percentage of time you place on fundamental skills versus hockey strategy?
7. How important is winning?



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Coach Selection - Interview Questions - Policy</b>	<b>2012-2013-04</b>	<b>June 2012</b>	<b>Aug. 21, 2017</b>

## **2.0 Teaching and Instruction**

1. What type of practice preparation would you do to ensure that you receive optimum performance from your players?
2. How do you define player development?
3. Describe a defensive zone breakout and a fore checking strategy.
4. What is skill analysis?
5. Why is strong yearly planning essential to the success of a hockey team?
6. How do you teach disciplined play?
7. In tryouts, what skills are you looking for and how do you plan on evaluating them?
8. Do you feel that it is necessary to provide progress feedback to your players during the year?
9. Do you agree that to be a good coach you need to be a good teacher? Why do you agree?

## **3.0 Communication with Players**

1. Tell us about a time when you had to discipline a player and either the player or his teammates felt the discipline was unfair. How did you handle the situation
2. Do you see yourself as a role model for the players?
3. How do you handle a player who does not get along with a teammate?
4. Explain approach to individual and team discipline. (i.e. groups out beyond curfew, younger players showing up late for practice.)
5. How do you handle
  - a. Aggressive player who gets frequent penalties





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Coach Selection - Interview Questions - Policy</b>	<b>2012-2013-04</b>	<b>June 2012</b>	<b>Aug. 21, 2017</b>

- b. A player who does not pass the puck?
- c. Stronger players versus weaker players?
- d. Player who complain about ice time?

6. What is your approach in dealing with players who have suggestions?

#### **4.0 Communication with parents**

- 1. Tell us how you would handle a parent who has a different philosophy or game plan then yours?
- 2. What is your approach when dealing with parents who have criticism and/or complaints?
- 3. What do you do when you hear about a parent who is criticizing you to others but has not approached you on their own discuss?
- 4. How do you handle a complaint from a parent that their child does not get enough ice time?
- 5. What are the most important steps in a dispute resolution?

#### **5.0 General**

- 1. What is it about coaching that you enjoy the most?
- 2. Outline one coaching experience you think best characterizes you as a coach.
- 3. What is that about coaching that you find most difficult or you need to work on the most?
- 4. Why do you want this particular team?
- 5. Would you work as an assistant coach?





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>REP Tryout Evaluation System Sheet NOVICE – MIDGET, REP ``A``</b>	<b>2012-2013-05</b>	<b>Aug. 2012</b>	<b>Sept. 1, 2018</b>

Purpose of the Rep selection policy is to promote development through the age groups. It is also to provide a fair and auditable trail for all players hoping to be selected. Finally it is to provide an opportunity to have higher skilled players to compete at a higher level.

The selected coach son or daughter must have a player that is rep caliber this will be a focus at time of coaching selections.

The head coach is to have a short meeting at player selection or handout with or for all parents of players trying out for the team highlighting, expected cost, number of tournaments, number of practices, and parent and player expectations for the season. A member of the committee must be present at this meeting and will have copies of all documentation. This documentation must reflect the season plan approved by the committee as outlined during the interview process.

WNMHA will allow a minimum of 3 hours of tryout time in which at least 1/3 will be game simulated scrimmages. If more is required it will be handled on an individual basis. No cuts prior to second skate, unless the player score the lowest score on the player evaluation form. The WNMHA does not mandate the number of players on the team this will be determined by the number of skilled players at tryouts, we do strongly encourage a complete roster of 15 skaters and 2 goaltenders. It is WNMHA directive to take a balanced line approach promoting Fair Ice Time and this is to be considered when selecting the team.

A rep selection committee will be made up prior to tryouts. This will include at least two independent evaluators (can be WNMHA members) and the head coach. The selection committee must have at least one WNMHA member on it. The independent evaluators will select 10 players and one goaltender the coach will have input on the balance of roster spots available. For example, of a 17 player roster the independent evaluators selects 10 of 15 skaters and 1 goaltender. If the roster is less than 17 the first 10 skaters and 1 goaltender are still selected by the independent evaluators.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>REP Tryout Evaluation System Sheet NOVICE – MIDGET, REP ``A``</b>	<b>2012-2013-05</b>	<b>Aug. 2012</b>	<b>Sept. 1, 2018</b>

All players attending tryouts will be scored as per the table below. Discrepancies in scoring between members of the selection committee will be handled through a discussion, if this doesn't settle the discrepancy majority will rule. Final say to team selection will require a 2/3 vote by the selection committee.

Players not being selected for the Rep team will be informed within 24hrs of the final skate in suitable private media. Some of these methods include: In person at the rink, Phone call after the skate, letter, etc... Method to be agreed upon prior to the first skate.

To encourage all skilled players to play at the Rep team level, players who are unable to attend tryout because of exceptional circumstances will be permitted to skate two practices with the team at the earliest available opportunity. This will allow the coaching staff and the selection committee an opportunity to assess the player's skill.

1. The player must provide written and documented notice on his motives for not attending tryout 48 hrs before first tryout.
2. The player must have proven his or her ability to play at the level of hockey
3. The player must be able to resume team activities within 30 days of the start of team practices and or season.
4. The WNMHA executive committee must approve the application



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>REP Tryout Evaluation System Sheet U11A-U18A</b>	<b>2012-2013-05</b>	<b>Aug. 2012</b>	<b>Aug. 21, 2017</b>

U11

	1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Outstanding
<b>Skating</b>	Acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace. 1 2 3 4 5
<i>Comments</i>	
<b>Passing</b>	Passing, receiving, passing choices, on backhand, unselfish with the puck; presents a good target, receives and retains with control, touch passing. 1 2 3 4 5
<i>Comments</i>	
<b>Puckhandling</b>	Head ups, smooth and quiet, good hands, protection, in small spaces, in traffic. 1 2 3 4 5
<i>Comments</i>	
<b>Shooting</b>	Power, accuracy, quick release, can shoot in motion, goal scorer, rebounder, variety of shots. 1 2 3 4 5
<i>Comments</i>	
<b>Hockey Sense</b>	Ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined. 1 2 3 4 5
<i>Comments</i>	
<b>1 vs 1 Offensive</b>	Deception, change of pace, creativity, determination, going to the net. 1 2 3 4 5
<i>Comments</i>	
<b>1 vs 1 Defensive</b>	Gap control, angling, finishing checks, positioning, play at offensive blue line, play at defensive blue line, front of the net, in small spaces. 1 2 3 4 5
<i>Comments</i>	

	1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Outstanding
<b>Fitness Level</b>	Physically fit, physically tough, not prone to injuries 1 2 3 4 5
<b>Determination/Drive/Intensity/Work Ethic</b>	Constant desire to excel in all situations, constant work ethic in practices and games, never gives up, fire in his eyes. 1 2 3 4 5
<b>Coachability</b>	Listens to instructions and executes to the best of his ability, takes tips and advice, asks questions, admits errors, show that he wants to learn. 1 2 3 4 5
<b>Concentration</b>	Ability to remain focused on the task at hand, not distracted by fans, referees, external circumstances. 1 2 3 4 5
<b>Mental Toughness</b>	Not easily discouraged, rebounds from errors, performs well under pressure 1 2 3 4 5
<b>Discipline</b>	Controls temper, follows team rules, sticks to game plan. 1 2 3 4 5
<b>Positive Team Player</b>	Unselfish, puts team before self, remains positive, will accept role. 1 2 3 4 5
<b>Leadership</b>	Leads by example, encourages others, respected by teammates. 1 2 3 4 5



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>REP Player Evaluation Sheet</b>	<b>2012-2013-06</b>	<b>Aug. 2012</b>	

U13-U18

	1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Outstanding
<b>Skating</b> Acceleration, speed, mobility, agility, balance, stride, crossovers, pivots, acceleration out of turns, quick feet, controlled skating, change of pace. 1 2 3 4 5 <i>Comments</i>	
<b>Passing</b> Passing, receiving, passing choices, on backhand, unselfish with the puck, presents a good target, receives and retains with control, touch passing. 1 2 3 4 5 <i>Comments</i>	
<b>Puckhandling</b> Head ups, smooth and quiet, good hands, protection, in small spaces, in traffic. 1 2 3 4 5 <i>Comments</i>	
<b>Shooting</b> Power, accuracy, quick release, can shoot in motion, goal scorer, rebounder, variety of shots. 1 2 3 4 5 <i>Comments</i>	
<b>Checking Skills</b> Concept of angling, good body position with balance and control, defensive side position, aggressive checker, strength, taking checks. 1 2 3 4 5 <i>Comments</i>	
<b>Hockey Sense</b> Ability to see the play developing both offensively and defensively and moves to support, judgment, anticipation, understands systems, disciplined. 1 2 3 4 5 <i>Comments</i>	
<b>1 vs 1 Offensive</b> Deception, change of pace, creativity, determination, going to the net. 1 2 3 4 5 <i>Comments</i>	
<b>1 vs 1 Defensive</b> Gap control, angling, finishing checks, positioning, play at offensive blue line, play at defensive blue line, front of the net, in small spaces. 1 2 3 4 5 <i>Comments</i>	
<b>Face-Offs</b> Win-lose draw, ability to tie up, takes charge, breaks through picks, know responsibilities. 1 2 3 4 5	

	1 = Poor 2 = Below Average 3 = Average 4 = Above Average 5 = Outstanding
<b>Fitness Level</b>	Physically fit, physically tough, not prone to injuries 1 2 3 4 5
<b>Determination/Drive/Intensity/Work Ethic</b>	Constant desire to excel in all situations, constant work ethic in practices and games, never gives up, fire in his eyes. 1 2 3 4 5
<b>Coachability</b>	Listens to instructions and executes to the best of his ability, takes tips and advice, asks questions, admits errors, show that he wants to learn. 1 2 3 4 5
<b>Concentration</b>	Ability to remain focused on the task at hand, not distracted by fans, referees, external circumstances. 1 2 3 4 5
<b>Mental Toughness</b>	Not easily discouraged, rebounds from errors, performs well under pressure 1 2 3 4 5
<b>Discipline</b>	Controls temper, follows team rules, sticks to game plan. 1 2 3 4 5
<b>Positive Team Player</b>	Unselfish, puts team before self, remains positive, will accept role. 1 2 3 4 5
<b>Leadership</b>	Leads by example, encourages others, respected by teammates. 1 2 3 4 5



## DISCIPLINE/COMPLAINT POLICY

<i>Policy:</i> <b>Discipline/Complaint Policy</b>	<i>Policy no.</i> <b>2012-2013-07</b>	<i>Date</i> <b>June 2012</b>	<i>Date Revised</i> <b>July 2023</b>
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The West Nipissing Minor Hockey Association shall hereby be known as WNMHA. The Nipissing District Hockey League shall hereby be known as NDHL.

The Northern Ontario Hockey Association Shall hereby be known as NOHA.

### 1. Objective

- To ensure that all WNMHA members are treated fairly and respectfully during the review and or hearing process.
- To act in the best interest of the WNMHA and all Coaching Staff, Team Officials, Parents, Guardians and Players.
- To handle and act upon all complaints and disciplinary matters in a fair, confidential and expedient manner.
- This policy shall not supersede any decisions and or disciplinary matters as decided by on ice officials or handed down by the NOHA and or NDHL.

### 2. Discipline Committee

- The Discipline Committee shall consist of a minimum of three (3) members.
- The members will include a chair and two (2) additional West Nipissing Minor Hockey Association Executive members.
- The Discipline Committee shall have the Guardian, reprimand, or suspend any Coaching Staff, Team Official, Parent, Guardian, or Player.

### 3. Policy Review Guidelines

#### 3.1 Internet & social media

WNMHA understands the importance of social media and social networking. However social media also allows for inappropriate unsupervised conduct which may be detrimental to the future of teams, players, staff and WNMHA. WNMHA urges members to be aware of their conduct and how things are perceived on social media.

Members of the WNMHA shall refrain from comments behavior that is bullying, disrespectful, offensive, abusive, racist, or sexist. Behavior that constitutes harassment or abuse will not be tolerated and will be dealt with according to the NOHA social media Policy.

#### 3.2 Members and its Participants.

It is the desire of the West Nipissing Minor Hockey Association to provide a safe environment for our players to ensure they are free of sexual or racial discrimination, consistent with the Charter of Rights and Freedom enshrined in our Canadian Community.

<i>Policy:</i> <b>Discipline/Complaint Policy</b>	<i>Policy no.</i> <b>2012-2013-07</b>	<i>Date</i> <b>June 2012</b>	<i>Date Revised</i> <b>July 2023</b>
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The structure of our games is intended to be played and enjoyed by participants of all heritages without the risk of abuse or discrimination, verbal or otherwise. Any incidents involved with discrimination, sexual or racial discrimination the WNMHA will move swiftly to investigate and discipline where necessary offenders acting in any way contrary to this ideal before or during or after a game as reported by a Game Official, Supervisor or WNMHA Executive.

### **3.3 Duty of Care**

The legal concept of Duty of Care is defined as the WNMHA is obligated to protect their players, coaches, trainers, managers, and executives from harm. It is our duty to investigate complaints or harmful acts that are reported to keep everyone safe and able to enjoy the sport of hockey for years to come.

### **3.4 Harassment, Abuse, Bullying, Misconduct and Maltreatment**

WNMHA states that Harassment, Abuse, Bullying and misconduct in any of its levels will not be tolerated. The WNMHA expects all their players, parents, coaches, officials, volunteers, directors, committee members, team managers, trainers are expected to take necessary steps to safeguard the participants against harassment, abuse, and bullying.

#### **(b) Abuse**

Child abuse is any form of physical, emotional and or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of forms of abuse against children and youth is an abuse of power or authority and or a breach of trust. Abuse is an issue of child protection. Protection refers to provincial territorial or Aboriginal band-appointed child protective services.

A child may need protection from harm if abuse or neglect is suspected. Information about one's legal duty to report and circumstances under which reporting. Must occur according to child protection legislation available at [www.hockeycanada.ca](http://www.hockeycanada.ca).

#### **(c) Emotional Abuse**

Emotional abuse is a chronic attack on a child's self-esteem. It is psychological, destructive behavior by a person in a position of power, authority, or trust. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, or ignoring the child's needs.

#### **(d) Physical Abuse**

Physical abuse is when a person in a position of trust or power purposefully injures or threatens to injure a child or a youth. This may take the form of slapping, hitting, shaking, kicking, pulling of hair and ears, throwing, shoving, grabbing, hazing or excessive



Policy: <b>Discipline/Complaint Policy</b>	Policy no. <b>2012-2013-07</b>	Date <b>June 2012</b>	Date Revised <b>July 2023</b>
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exercise as a form of punishment.

## (e) Harassment

Harassment is offensive behavior – emotional, physical, and or sexual – that. Involves discrimination against a person because of their race , national or ethnicity. Background, age, color, religion, family status , sexual orientation, sex, or gender, disability, marital status or pardoned conviction, harassment may happen when someone attempts to negatively control, influence or embarrass another person, based on prohibited grounds of discrimination.

## (f) Bullying

Bullying is intentionally hurting someone to insult, humiliate, degrade or exclude him or her. Bullying can be broken down into four categories: physical, verbal, relational ( for example, trying to cut off victims from social connection by convincing peers to exclude or reject a certain person), and reactive ( for example engaging in bullying as well as provoking bullies to attack by taunting them).

## (g) Misconduct

Misconduct refers to the behavior or pattern of behavior that is found, by a formal Or informal process to be contrary to the WNMHA Code of Conduct and this it is not Harassment, abuse or bullying.

## (h) Maltreatment

Maltreatment includes volitional acts that result in harm or the potential for physical or psychological harm. Maltreatment in all its forms is a serious issue that undermines the health, well-being performance and security of everyone associated with the game of hockey and is incompatible with the core values that lie at the heart of Canadian sport. Participants in Hockey Canada's programming should have the reasonable expectation that it will be in an environment that is accessible, inclusive and is free from all forms of Maltreatment.

## (i) Fan Abuse towards Officials

## 4. Review Process



## DISCIPLINE/COMPLAINT POLICY

<i>Policy:</i> <b>Discipline/Complaint Policy</b>	<i>Policy no.</i> <b>2012-2013-07</b>	<i>Date</i> <b>June 2012</b>	<i>Date Revised</i> <b>July 2023</b>
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Convenor in writing.

- b. All complaints must be submitted no later than one week after the end of the season or one week after any sanctioned hockey activities that occur after the end of the season.
- c. The Division Convenor shall forward any written complaint received to the Discipline Committee Chair within forty-eight (48) hours.
- d. The Discipline Chair shall forward the complaint to the Discipline Committee members within twenty-four (24) hours.
- e. The Disciplinary Committee shall review and discuss the complaint within seventy-two (72) hours.
- f. The Disciplinary Committee shall request a meeting with the required parties involved if required.
- g. A first, second or third offence letter may be issued to the parties involved stating the Disciplinary Committees decision in the form of, but not limited to the following.
  - Verbal – documented to file.
  - Warning – written warning documenting infraction
  - Suspension – Suspension of play from regular season play, playoffs or Tournaments.
  - Termination of Play – Final warning due to a consecutive infraction or a severe Infraction that warrants termination of play for remaining of season.
  - Termination of association with WNMHA – Final step following every step has been followed and documented.
  - Trespass Notice – to be utilized when situations are escalated to prevent involved parties to be present at any rink activities.
- h. All decisions made by the Disciplinary Committee are final.

The committee may choose to move to more severe discipline depending on the circumstances and will be evaluated on a case-by-case basis. It will look investigate by looking at all the facts, interview when required to get to the best resolution for the issue at hand.

In the case of maltreatment cases the committee will request an information session to be scheduled in person to review the Hockey Canada and governing body Maltreatment rules and policies. This will be done for repeat offenders following their second offence. Due to Maltreatment being a serious offence the discipline committee will enforce additional suspensions to players,



<i>Policy:</i> <b>Discipline/Complaint Policy</b>	<i>Policy no.</i> <b>2012-2013-07</b>	<i>Date</i> <b>June 2012</b>	<i>Date Revised</i> <b>July 2023</b>
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coaches, parents, board members or guardians following their third offence. The committee will double the applied suspension from its governing body and a meeting will be requested with person involved to deliver the additional suspensions due to repeated maltreatment offences during the course of the current season.

WNMHA will not review or recommend additional suspension for on-ice calls. If teams and or parents which to question the calls on the ice they are encouraged to follow the NOHA video review policy in order for a call in question be reviewed by a review panel to see if the penalty is warranted or additional consequences be added to the current suspensions.

## **5. Conflict of Interest**

- a. A member of the Disciplinary Committee is in a conflict of interest if they are named in any complaint either as an accused, complainant, or witness.
- b. The member shall inform the Disciplinary Committee Chair of the conflict of interest when it immediately becomes known.
- c. The Disciplinary Chair shall notify the Disciplinary Committee and a new member of the WNMHA Executive shall be appointed to the Committee if required on a case-by-case basis.
- d. Should the Disciplinary Chair be named in a complaint either as an accused, complainant, or witness, he or she shall remove themselves from the Committee.
- e. Should the Disciplinary Chair be removed from the Committee due to a conflict of interest the next highest-ranking member shall become the Chair. This rule



## DISCIPLINE/COMPLAINT POLICY

<i>Policy:</i> <b>Discipline/Complaint Policy</b>	<i>Policy no.</i> <b>2012-2013-07</b>	<i>Date</i> <b>June 2012</b>	<i>Date Revised</i> <b>July 2023</b>
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### Sample Letter



The WNMHA received a report of an incident regarding a comment and/or behavior made by you towards a certain individual.

The WNMHA supports Hockey Canada's zero tolerance policy.

Consequently, individuals violating the policy will be subject to disciplinary action as set out in the Hockey Canada Fair Play agreement for which all members signed and agreed to at the beginning of the season.

Based on the findings, this letter serves as your \_\_\_\_ Offence.

Disciplinary Consequences as follows:

Respectful

Disciplinary Committee





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Disciplinary Letter Template</b>	<b>2011-2012-01</b>	<b>June 2011</b>	

The WNMHA received a report of incident regarding a comment and/or behavior made by you towards a certain individual.

The WNMHA supports Hockey Canada's zero tolerance policy.

Consequently individuals violating the policy will be subject to disciplinary action as set out in the Hockey Canada Fair Play agreement for which all members signed and agreed to at the beginning of the season.

Based on the findings, this letter serves as your 1st Offence.

#### DISCIPLINARY CONSEQUENCES:

- 1st Offence: Written warning
- 2nd Offence: Offender is subject to 5 games suspension with trespass notice; failure to comply will result in 3rd offence enforcement
- 3rd Offence: Offender is banned for the remainder of the hockey season; possible police involvement.

Respectfully,

Coach Convenor



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Team Equipment Policy</b>	<b>2017-2018-04</b>	<b>Aug 2017</b>	

All players are required to wear full hockey equipment meeting current CSA standards and current HC, OHF and NOHA regulations while on the ice during any game or practice.

Team Officials must advise players or parents of 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.

All on-ice team officials are required to wear appropriate equipment in accordance with NOHA Regulations.

West Nipissing Minor Hockey is implementing an Equipment lease agreement for Team Equipment and Goalie Equipment that is lent out each season which will include the Jerseys. The purpose of this agreement is not to charge people for the replacement cost of the equipment but a way to gain control and give team's ownership towards the equipment that is provided to them. This in return will help to reduce yearly expenditures incurred by the WNMHA to replace missing and damaged equipment.

### **Team Equipment**

Each season the West Nipissing Minor Hockey provides each team with the following equipment;

Pucks and Puck Bag  
Coaching Boards  
Trainer Box  
Water Bottle Holder and Bottles  
Jerseys and Garment Bags (Maximum of 2)

Team Officials are responsible for any Team equipment on loan from the WNMHA. Any equipment that is returned with excessive wear that does not deemed to be normal wear. A replacement cost will be applied to the team that the equipment was lent out. Equipment that is not returned by the date that is written on the lease agreement or arrangement made with the equipment manager. A replacement charge will be applied to



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Team Equipment Policy</b>	<b>2017-2018-04</b>	<b>Aug 2017</b>	

the team members if the charge is not dealt with in a timely manner they may be found to not be in good standings.

#### Pucks and Puck Bags

Each team will have a puck bag and 20 pucks for their team. The replacement cost for the puck bag is \$17.99.

#### Coaching Boards

Each team will have a coaching board. The replacement cost of the coaching board is \$49.99.

#### Trainer Box

Each team will have a trainer box which consists of tools, skate sharpener, helmet replacement parts, first aid kit. The replacement cost of the Trainer Box is \$ 80.00.

#### Water Bottle Holder and Bottles

Each team will have a water bottle holder and enough bottles for each player on the team. Note that the water bottles are to be given to each player at the end of the season or disposed of. The replacement cost of the Water Bottle holder is \$17.99.

#### Team Jersey Garment Bags

Each team will have home and away jerseys depending on their level. The full team sets will be in garment bags. The replacement cost of a Team Jersey Garment Bag is \$37.99.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Jersey Policy</b>	<b>2017-2018-05</b>	<b>Aug 2017</b>	<b>Sept. 1, 2018</b>

### **Jerseys**

Each team will have home and away jerseys depending on their level. The full team sets will be in garment bags. It is preferred that each team designates a member that will collect and issue the team jerseys to the players during each game. However the teams may choose to allow each player to be responsible for their jerseys during the season. The jerseys shall be carried in garment bags and not stored within the player's hockey bags.

Players will be individually responsible for their Jersey (s). If it is deemed that the jersey is damaged once returned due to excessive wear the cost of the jersey will be invoiced to the individual player. Also if a Jersey is not returned by the original return date a replacement charge will be applied. If the charge is not dealt in a timely manner they will be found to not be in good standings. The replacement cost of a single number jersey is \$75.00 and a double number jersey is \$85.00 plus HST.

Rep team Jerseys will have the player's last name on the back. Name bars will be removed at the end of the season and remain property of the WNMHA.

No alterations are to be made to the jerseys without prior approval of the Executive Committee. Addition of C or A will be permitted at an individual cost to the team. This alteration can and will only be carried out by the Association's authorized supplier. It is the Teams responsibility to deliver the Jersey (s) to the Association's authorized supplier to have any approved alterations done.

Jerseys are to be fitted at the beginning to ensure proper fitting jerseys for all our players.

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.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Jersey Policy</b>	<b>2017-2018-05</b>	<b>Aug 2017</b>	<b>Sept. 1, 2018</b>

We are insisting that jerseys not be tucked in during games to ensure that our sponsors are properly displayed during playing time.

Third year Midget players will be allowed to buy their jerseys at a cost of \$75.00 for a single number jersey and \$85.00 plus HST for a double number jersey.





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Goalie Equipment Policy</b>	<b>2017-2018-06</b>	<b>Aug 2017</b>	

### **Goalie Equipment**

WNMHA may make available goaltending equipment for lease to all House-League and Representative Divisions up to and including Atom. Goalie equipment will be leased out to players that are signing up to be goalie. Alteration of any WNMHA equipment is prohibited.

The association agrees to lease out the equipment for the period of each season. The equipment that will be supplied is;

- 1 Set of pads
- 1 Trapper
- 1 Blocker
- 1 Chest Protector

The association is requesting that a posted dated check for \$100.00 be given upon pick-up of equipment. The cheque will not be cashed and will be held until the posted date. If the equipment is not returned or suitable arrangements made with the equipment manager the cheque will be cashed and the player will be considered to not be in good standings. The goalie equipment is to be leased out by the parents of the player that wishes to play goalie. The lease 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.

Alteration of any WNMHA equipment is prohibited.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Representative Hockey Program Policy</b>	<b>2017-2018-07</b>	<b>Aug. 2017</b>	

### **Fees (Rep Surcharge)**

The Representative team fees will be set by the Executive Committee after deliberations as to the cost of the operation of a WNMHA Representative team for the coming year. This fee shall be collected by the team and paid to the WNMHA.

The Individual Rep Surcharge is calculated based on the number of players per team as per their approved roster. Teams will be informed in a timely manner of this fee. These fees shall be paid to the team by each player in the Representative (Rep) hockey program. This fee is over and above the cost of registration in WNMHA and any Team Fees. That being said the WNMHA has implemented a minimum Rep fee of \$50.00 per player.

All players must pay the Individual Rep Surcharge to the team in full as set forth by the Executive Committee before they are allowed to participate in any team activities including practices and games.

If a player(s) is added to the roster after the Individual Rep surcharge is calculated and collected the WNMHA will only require recovering additional cost incurred to them for the additional player(s). It will be left to the discretion of the team how they want to deal with any difference in the Surcharge.

Under no circumstances will Individual Rep surcharges be refunded by the WNMHA to any team due to the method used to calculate the surcharge. If a refund is warranted the team shall be responsible to reimburse the individual at a prorated cost.

### **Colours**

The colours of the Association shall be white, black and gold. These colours shall be worn by all teams in competition.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Representative Hockey Program Policy</b>	<b>2017-2018-07</b>	<b>Aug. 2017</b>	

### **Rep Player Equipment**

WNMHA Rep Team players will be required to have a Black garment bag to store their home and away jersey. Players will be responsible for their jerseys during the year. The jerseys shall be carried in the garment bag and not stored within the player's hockey bags.

Hockey helmets worn by WNMHA Rep Team players will be Black. An exception shall be made to the colour of the helmet worn by goalies.

Hockey pants worn by WNMHA Rep Team players will be Black. An exception shall be made to the colour of the pants worn by goalies.

Hockey gloves worn by WNMHA Rep Team players will be predominantly Black. An exception shall be made to the colour of the glove and blocker worn by goalies.

### **Dress Code (All Games)**

Teams are encouraged to wear to and from games, approved warm-up suits along with a sweater and/or Association jacket or dress shirt, dress/casual pants, black footwear and Association jacket. However, the entire team shall dress in the same manner

Team Officials shall wear appropriate shirts or sweaters, dress pants, casual shoes and an Association jacket or similar dress jacket. It is preferred that no hats or tuques be worn however in the event a team official would prefer to wear a hat or tuque it shall be WNMHA team attire.

Trainers can wear an approved warm-up suit and suitable footwear.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Player Movement Policy</b>	<b>2013-2014-02</b>	<b>Nov. 2013</b>	<b>Aug. 21, 2017</b>

## Introduction

WNMHA encourages players to play at their age-appropriate level, noting that being able to play with their friends is significant inducement to players remaining interested in the game, and specific skills in both individual play and team play are taught at each level. Missing a level means the loss of graduated development time to develop those specific skills. It is also noted that learning with one's peers may be advantageous. This Policy is for Rep Division only. Movement by House league Players and Goaltenders will be on a case by case basis and only in the case where it allows the Association to ice another team unless the movement is to a lower division as per Section (2).

It is recognized that for the exceptional player, movement up may be desired. However, it is noted that while on-ice skills may be advanced, off-ice attributes, such as the player's emotional and interpersonal skills, also need time to develop. The decision to move a player up should be based on the assessment of both on-ice skills and off-ice attributes.

1. The president of the WNMHA shall appoint a Player Movement Committee shall it be deemed necessary at the beginning of each season. This committee shall consist of an executive member and two independent evaluators. The independent evaluators may be appointed from within or outside of the WNMHA.
2. All players shall be assigned to their age appropriate groups and try out with their individual age group. However if parents feel their child is not ready to advance, movement downwards from Peewee to Atom, Atom to Novice or from Novice to Tykes will be considered if a written request is received from the parents within fourteen (14) days of the tryouts,
3. No move of more than one division will be considered or allowed.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Player Movement Policy</b>	<b>2013-2014-02</b>	<b>Nov. 2013</b>	<b>Aug. 21, 2017</b>

4. Parents who feel that their child should play in a higher division must apply in writing to the executive. The application requires the parents to justify the request for movement. If the official application is not supplied to the executive 7 days prior to the tryouts, then the request will not be forwarded to The Player Movement Committee. And the child will have to stay within the age appropriate division for that season.
5. Only exceptional players shall be considered. Exceptional players are defined to be a top 2/3 player in the proposed higher division being requested. In the case of a 15 player team they would have to be top 10. In case of a 12 player team top 8. Goalies are removed from the team numbers for the purpose of the calculation.
6. No player from a lower division (i.e. atom) shall take the place of a player within the higher division (i.e. peewee) unless deemed an exceptional player.
7. A decision will be made prior to the higher age division tryouts. No child shall tryout with a higher age division without the approval of the player movement committee.
8. The Player Movement Committee will confer with the coaches of the two affected teams and consider the following when making their decisions: a) safety issues, b) team numbers, c) benefits to both the leaving and receiving teams and d) skill levels, and e) Player Evaluation Scorecard.
9. The recommendation of the committee will be forwarded to the executive for final approval. If a player is successful in his or her application for movement, this decision will expire at the end of the season and said player would register in his or her age division the following year. A successful application applies only to the current season and does not guarantee that all future applications for movement will be accepted.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Player Movement Policy</b>	<b>2013-2014-02</b>	<b>Nov. 2013</b>	<b>Aug. 21, 2017</b>

10. Any executive member who applies to have their child moved to a new division is unable to vote on this issue.
11. There is no appeal committee; all decisions of the Executive are final. This ensures that all teams will be ready for league or tournament play by start of the current season.
12. To ensure the safety and wellbeing of the player no player shall be allowed to move up to a contact division from a non-contact division on a permanent basis. If that player show the necessary skills he or she may be affiliated to the team in the older contact division.



<i>Policy:</i> <b>Registration Dates, Fees and Refunds</b>	<i>Policy no.</i> <b>2012-2013-01</b>	<i>Date</i> <b>June 2012</b>	<i>Date Revised</i> <b>May 2025</b>
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**Registration Dates, Fees and Refunds**

The Board shall set registration dates and fees for each hockey season. Registration procedures will be organized and coordinated by the Registration Committee. Fees are based on ice rental fees, NOHA & NDHL fees, insurance, and equipment fees.

All players must pay registration fees in full as set forth by the Board and be registered within the WNMHA based on placement availability before they are allowed to participate. Unless prior arrangements have been made with WNMHA in the form of a payment plan.

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.

Refunds will be granted according to the policy and calculated based on the amount of time a player has been on the ice and participating in team activity. These refunds are subject to board approval and reviewed on a case-by-case basis. All requests for refunds should be made in writing to the WNMHA Board of Directors.

**NOTE:** Any player found to not be in good standing shall not be allowed to register or receive a release or have permission to attend any team activities until the issue has been rectified.





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Executive Member Code of Ethics and Conflict of Interest</b>	<b>2013-2014-04</b>	<b>Feb. 2014</b>	

### **EXECUTIVE MEMBERS BELIEFS**

Executive Members:

- Acts to promote hockey within the West Nipissing District.
- Acts to promote volunteerism within the community.
- Acts in the best interest of the association as a whole.
- Acts in the best interest of the players.

### **EXECUTIVE MEMBER CODE OF ETHICS**

Executive Members Shall:

- Perform their assigned duties as accepted at the first Executive Member meeting and in the event that they are not capable of performing, shall immediately advise the President.
- Be an Executive member first, parent/spectator second. At all times, conduct around rinks and hockey functions shall be without compromise. Conduct shall be considered to be under scrutiny at all times and therefore above reproach. Any complaints that Executive members have about players, coaches, officials, parents or other Executive members shall be made through proper means.
- Not abuse their status as a means to receive preferential treatment over the remainder of the association members.
- Acknowledge that all members which have accepted a position onto the executive committee have different task loads outside of the Executive Committee functions and shall accept that some executive members may not be in a position to perform as many duties as others on the executive members.
- Respect the opinion and decisions of the other individual executive committee members, the committee as a whole and association members.





<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Executive Member Code of Ethics and Conflict of Interest</b>	<b>2013-2014-04</b>	<b>Feb. 2014</b>	

- f. Maintain confidentiality between executive members discussions unless items in question are documented on the meeting minutes.
- g. Not engage in the act of discrediting and defamation towards other executive committee members and association members

### **EXECUTIVE MEMBER CONFLICT OF INTEREST**

Executive Members Shall:

- a. Remove them from decision making in all situations in which disclosure of conflict of interest, potential conflict of interest should be made, the affected member will abstain from decision taking actions and that abstention should be formally noted in the form of a verbal conversation and a follow up written communication including but not limited to email.
- b. Avoid giving special consideration or preferential treatment to any persons or teams for any reasons.
- c. Not disclose to others, or use to further their personal interest, confidential information acquired during executive member meetings.

### **Consequences to Violation of Policies by Executive Members**

Violation of the Code of Ethics and Conflict of Interest policies will result in the form of the following; a warning, suspension from the executive committee or termination of the executive member's role within the executive committee. The violation will first be reviewed by the Disciplinary Committee, their decision recommendation shall be presented to the Executive Committee in the form of a motion, and approval of the recommendation shall follow voting procedure as set forth in By-Law 5 PROCEDURES AT MEETINGS, Item 3 EXECUTIVE MEETINGS, Sentence 10 to 13.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Executive Member Code of Ethics and Conflict of Interest</b>	<b>2013-2014-04</b>	<b>Feb. 2014</b>	

### **Executive Member Acknowledgement**

I have read and understand the afore mentioned on this policy and will respect the criteria.

Signature

Date

\_\_\_\_\_  
Executive Member

\_\_\_\_\_



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Executive Member Expenses</b>	<b>2017-2018-08</b>	<b>Aug. 2017</b>	

To support appropriate reimbursement to Executive Members of the WNMHA for expenses incurred while undertaking WNMHA business.

WNMHA expects Executive Members to act responsibly and professionally when incurring and submitting costs. The association will reimburse Executive Members for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, and purchases made on behalf of the WNMHA.

WNMHA does not pay for local travel to and from the office. If an Executive Members use their vehicles for business travel, mileage will be reimbursed at a rate of \$0.54 per km and for appropriate parking fees. WNMHA will not be responsible for fuel, maintenance, traffic or parking violations.

### **General guidelines**

- Advance approval must be given by the Executive Members for all expenses.
- Original receipts are required for reimbursement of all expenses.
- Receipts must be accompanied by a summary which outlines:
  - The nature of the expense
  - The name and titles of the individuals involved
  - The purpose for the expense
- Expense summaries must be submitted with receipts and approved by the President or Vice President.
- All expenses and summaries must be submitted within 30 days for payment.

### **Travel guidelines**

- If a car rental is required, Executive Members are requested to rent mid-sized or compact vehicles. Executive Members will be reimbursed for the fuel costs associated with renting a vehicle.



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Executive Member Expenses</b>	<b>2017-2018-08</b>	<b>Aug. 2017</b>	

- Executive Members will be reimbursed for reasonable hotel accommodations. Discounted room rates should be requested at the time of room booking.

### **Meal expenses**

- The WNMHA reimburses Executive Members for pre-approved meal expenses to a maximum of:  
     Breakfast: \$12.50  
     Lunch: \$17.50  
     Dinner: \$25.00
- Only actual expenses up to these maximums will be reimbursed
- Receipts must be provided for all expenses
- Alcoholic beverages are not a reimbursable expense
- Rates will not be paid where other meal arrangements are provided.

The following list includes examples of non-reimbursable expenses:

- Personal travel insurance
- Personal reading materials
- Childcare
- Toiletries, cosmetics, or grooming products
- Expenses occurred by spouses, children, or relatives
- In-room movies or video games
- Sporting activities, shows, etc



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Executive Member Expenses Sheet</b>	<b>2017-2018-09</b>	<b>Aug. 2017</b>	

Travel Dates: \_\_\_\_\_

Destination: \_\_\_\_\_

From:

Purpose: \_\_\_\_\_

To:

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Home \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

DATE	DESCRIPTION	Lodging	Mileage	Meals & Tips	Other	Total
SUBTOTAL						<input type="text"/>

Note: Mileage reimbursement for personal car = \$0.54/km

TOTAL REIMBURSEMENT

**\* Don't forget to attach receipts \***

\_\_\_\_\_  
**Authorized By**

\_\_\_\_\_  
**Date**



<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Goaltender Refund Policy</b>	<b>2018-2019-01</b>	<b>Nov 2018</b>	

To support appropriate reimbursement to Goaltenders for the additional expenses incurred for their goaltending equipment.

WNMHA does not supply equipment to Goaltenders in the Pee Wee, Bantam and Midget divisions therefore Goaltenders that are in good standing for the year they played and have played all their league games and playoff games, unless suspended from play will be reimbursed their registration fee less the cost of the NOHA Fees/player cards.

A Goaltender will be in good standing at end of said hockey season if there are no outstanding team fees and jerseys have been returned in good condition.

Exceptions to this policy are as follows:

1. Goaltender received a sponsorship or partial sponsorship for the cost of the hockey registration and therefore the sponsor will be reimbursed their sponsorship.
2. Goaltender registration was paid for or subsidized by a program such as Jump Start, Dream Catcher Fund or other such programs and therefore the program will be reimbursed their funds first.
3. If a Goaltender was suspended from play a prorated refund will be reimbursed, this will be calculated by the executive committee.
4. If the WMNHA make available goaltending equipment for lease to said goalie a prorated refund will be reimbursed, this will be calculated by the executive committee.

The association is requesting that all registration fees be paid at time of registration. A refund in the form of a cheque will be issued as per the policy guidelines and criteria's no later than two weeks after the jerseys and or equipment is returned in good condition.

<i>Policy Subject :</i>	<i>Policy no.</i>	<i>Date</i>	<i>Date Revised</i>
<b>Goaltender Development Policy</b>	<b>2018-2019-02</b>	<b>Nov 2018</b>	<i>May.2025</i>

This policy is a revision of the Goaltender Refund Policy – (2018-2019-1). It has been renamed as the Goaltender Development Policy. It will support appropriate reimbursement to Goaltenders for additional expenses incurred for their development throughout the current season.

WNMHA will reimburse Goaltenders up to a maximum of 40% of their registration fees with the submission of receipts for Certified Goaltender training during the current playing season. This applies to all U11, U13, U15 and U18 goalies with the WNMHA.

WNMHA will review on a case-by-case bases for goalies in the U7 and U9 level, that have undertaken Certified Goaltender training during the current playing season. The board will review and approve the refund if applicable at these levels.

WNMHA will ensure a Goaltender be in good standing at end of said hockey season if there are no outstanding team fees and jerseys have been returned in good condition.

The association is requesting that all registration fees be paid at time of registration. A refund in the form of a cheque will be issued as per the policy guidelines and criteria's no later than two weeks after the jerseys and or equipment is returned in good condition.