

WMHA

REPRESENTATIVE

RULES OF OPERATION



UPDATED: June 2019

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1. Selection of Team Officials

Head Coaches

1.1 All final decisions regarding the selection of Head Coaches shall be made by the Board based upon the recommendations of the Coach Selection Committee. The composition of the Coach Selection Committee will be five or more of the following members: Rep Coordinator, the Rep Directors, WMHA General Manager and a list of participants recommended by the Rep Committee and approved by the Board. Any approved additions to the Committee from outside of the Board would only be in place for the recommendation of Head Coach positions for the upcoming season. The Coach Selection Committee will be chaired by the Rep Coordinator who will only vote on Head Coach recommendations in the event of a tie.

1.2 The conflict of interest provisions of the Association's By-law No. 1 apply to the entire coach selection process.

1.3 Applications for Head Coach positions will be available online at www.whitbyhockey.com. Completed applications must be submitted in accordance with the dates outlined with the application process as stated on the website.

1.4 The Coach Selection Committee shall conduct all interviews for Head Coach positions. Other than in exceptional circumstances, no less than 3 members from the Coach Selection Committee will be present for any interview. Given the volume of applications and time constraints, some applicants may not receive an interview.

1.5 Prior to making any Head Coach recommendations, the Coach Selection Committee will seek input from the Head Mentor Coach and the Associate Mentor Coaches.

1.6 All Head Coach positions will be reviewed and selected on an annual basis. Preference will generally be given to previous WMHA Head Coaches provided they have met the Association's expectations in the prior season(s). The Coach Selection Committee will consider player development needs and the capabilities, qualifications of the Head Coach candidates in their recommendation as to whether an existing Head Coach is put forth for another season in the same Category (AAA, AA, A or AE) but in the subsequent Division (e.g. Minor Bantam to Major Bantam) or whether a new Head Coach is recommended.

1.6 (a) the coaching selection may opt to extend a coaches tenure during the season to include subsequent seasons. Pending board approval of candidate. Subject to review on an annual basis.

1.7 The Coach Selection Committee will consider all applications submitted. Under the circumstances where there are no submissions for a team or the Committee deems there are no suitable candidates for a particular Division and Category, the Coach Selection Committee has the flexibility to hold discussions with applicants about taking a team they did not indicate in their application and/or recruit candidates beyond the application submission deadline.

1.8 It is the policy of the Association to favour applicants for Head Coach who will not have a child on the team. If an applicant will have a child playing on the team, the skill level of the child will be a factor considered when determining whether the applicant should be selected.

Head Coaches: Coach Movement

1.9 If a Team Official moves up a Category level (i.e. from AE to A, from A to AA, or AA to AAA) to Head Coach within the same age group in consecutive seasons, and the Head Coach has a child on the team, then a Player Selection Panel would automatically be put in place for the tryouts to select the team.

Assistant Coaches, Trainers and Managers

1.10 Only prospective Head Coaches will be evaluated by application and possible interview for their suitability to the team(s) that they have applied to coach. The Head Coach is responsible for the selection of the team's Assistant Coach(es), Trainer(s) and Manager(s), however, all staff selections must be approved by the Board.

1.11 Once the Head Coach has decided on the team staff, and no later than May 20th, they must complete the online rep bench Contact Information Form located on the whitbyhockey.com website. The names will be present to the Board for approval. Once Bench Staff are approved each Head Coach will be notified. Some of the staff may be required by the Board to present themselves for a personal interview to determine if the appointment would be in the best interests of the players, the team and the Association.

1.12 No member of the Executive may be a team official for any team, without Board approval.

1.13 No Rep Director can hold the director position of the same age group as their own family member(s).

1.14 No person can be a team official for more than one team, without the approval of the Board.

2. Tryouts

2.1 The Association will provide ice time for a reasonable number of tryouts to each team. The Association will collect the tryout fees for all tryouts.

2.2 It will be the responsibility of the Association, not the team, to ensure that every player attending a tryout is registered with the Association.

2.3 At the first tryout, every Head Coach must provide a letter that outlines the tryout process, evaluation criteria and the anticipated costs for the season.

2.4 It is recommended that all Head Coaches use the WMHA Player/Parent Information Sheet at the first tryout. The Association will provide copies for all teams.

2.5 Players who played on an A team the previous season must tryout for the AA team in their division to be eligible to play on the A team. Players who played on a AAA or AA team the previous season must tryout out for the AAA team in their division and, if released, the AA team to be eligible to play on the A team. Players who played on an AE team the previous season must tryout for the A team in their division to be eligible to play on the AE team. If the Head Coach has a child playing in the Division and Category in which he/she will be coaching, the child must tryout to be eligible to play on the team – unless approved by the Rep Committee or if an accredited medical note is provided.

2.6 All Novice players must tryout for the Novice AAA, if released, they must tryout for novice AA to be eligible to play for the Novice A or AE teams.

2.7 If a player is looking for an exemption, he or she must obtain an exemption from the Head Coach and approval from the General Manager/Rep Committee. If the player is required to tryout and refuses to do so, the player cannot be carded to any Rep team. If requested, the Rep Committee will review any decision of a Head Coach not to grant an exemption. If requested, the Executive Committee will review any decision of the Rep Committee not to grant an exemption.

2.8 If a player who is required to tryout does not attend the first required tryout and the Head Coach is not prepared to grant an exemption, the Head Coach must attempt to contact the player's parents immediately following the first required tryout to advise them of the consequences of not trying out.

2.9 If requested, any player who is unable to attend a WMHA event as a result of a faith-based holiday should notify the respective coach, appropriate Rep Director. WMHA will honour such requests for exemption for the recognition of faith-based holiday.

2.10 For all tryouts from Minor Atom to Minor Midget, the 1st tryout would exclude the current level and one level below from the previous season. All other players wishing to tryout for that level must attend the 1st tryout. After the 1st tryout the Head Coach will determine the players to invite to proceed to the 2nd tryout, but must invite a minimum of 5 players, excluding goalies. The current level and one level below players from the previous season will start at the 2nd tryout, along with the selected invitees from the 1st tryout. The Head Coach can release players after the 2nd tryout and after every subsequent tryout. For example – AAA and AA players are excluded from the 1st AAA tryout as they will start at the 2nd tryout.

2.11 The tryouts for all Novice teams will proceed without any exclusion. For Novice, releases cannot be made until after the 2nd tryout at each grouping (AAA, AA, A and AE) when tryouts are grouped by alphabet.

2.12 The tryouts for all Major Midget teams will proceed without any exclusion. For Major Midget, the Head Coach can release players after each tryout.

2.13 The Rep Committee, along with the Coaching Mentor(s), will meet with coaches prior to the commencement of tryouts to establish some standard procedures and reporting requirements.

2.14 All Head Coaches must maintain an individual "report card" for every player invited to attend the final tryout for any team. Head Coaches may, but are not required to, use the WMHA Player Evaluation Report.

2.15 No players can be released following exhibition games played outside of Whitby.

2.16 Following the final tryout, the Head Coach may notify players whether they have been selected for the team either personally or by letter.

2.17 The Head Coach must discuss with the appropriate Rep Director after the 2nd tryout the potential changes they are looking at. Any Head Coach who anticipates releasing more than 5 players from the previous season's team must receive approval from the applicable Rep Director at least 24 hours before doing so. The Rep Director will have reviewed with the Rep Committee for approval.

2.18 For Minor Bantam, Bantam and Minor Midget, If a Head Coach plans to drop a current WMHA player more than one level, the Head Coach must discuss with, and receive approval from, the appropriate Rep Director in advance. The Rep Director will have reviewed with the Rep Committee for approval.

2.19 For Novice to Peewee, no current WMHA rep player, is permitted to drop more than one (1) level at the end of each season. For the purposes of clarity, if a player is playing 'AAA' he can only drop to 'AA' the following season if released from the 'AAA' team. Further, 'A' Blue and 'A' White are deemed separate levels during tryouts. Therefore, if a player is playing 'AA', that player can only drop to 'A' Blue.

2.20 In the event a player is injured (prior to the commencement of tryouts or during the tryout process), a discussion between the head coach, Rep Coordinator, Player Development as well as affected Directors, will decide that players team placement.

2.21 The Rep Committee will identify teams for which a Player Selection Panel will be used to operate the tryout and select the players to roster for the upcoming season. The Rep Committee will establish a Player Selection Panel for each identified team, with an uneven number of members on each panel. The Rep Committee will identify someone to lead each panel. If a Head Coach, or prospective Head Coach, has been selected for the team, the Head Coach could participate as a member of the panel and would have equal input into player choices along with every member of the panel. If a Head Coach has not been selected, the team will be chosen by the panel and then a Head Coach will be recommended by the Coach Selection Committee. In the absence of a Head Coach on the Player Selection Panel, the Panel Lead would perform the Head Coach functions during the tryout.

2.22 Anyone used to assist in the selection of a Rep team must be approved by the Rep Committee prior to the commencement of their respective tryouts. Any team using non-approved individuals will result in the individual being removed from the arena and the coach will then have the team selected for them by a selection panel appointed by the Rep Committee.

2.23 Players who have been selected and have accepted, through a signed offer of commitment to play given to the coach or manager of a rep team, who subsequently decide to quit the team, are financially responsible for their individual share of all team costs (depending on the number of players on the team) from the time that they have accepted to be on the team to the time that a replacement player accepts in writing the offer of commitment to play. This includes the player's share of any tournament costs which may have been scheduled at the time the player was on the team, team parties, jerseys, or any other team costs that may have been planned, expended, or scheduled while the player was on the team. Any income generated from fundraising activities either individual or through team events, while the player was part of the team and prior to a replacement player being signed on, will

be the exclusive property of the team. Any donations or sponsorship money given to the team while the player is part of the team will be considered the property of the team. The exiting player will not be entitled to claim any part of that money, product, or service.

3. Team Composition

Rosters

3.1 All Rep teams are directed to roster a minimum of 17 players, including two goalies. Any deviation from the required minimum must be approved by the Rep Committee.

3.2 All teams must submit their WMHA Player Roster prior to the start of the next levels tryout. For any fall tryouts, Player Rosters must be submitted within 24 hours of selecting the team.

3.3 No team, with the exception of Major Midget, will be permitted to sign any out of town players with AAA releases without prior permission from the Rep committee. This exemption will only be available under exceptional circumstances identified by the Rep committee and will be on a case by case basis.

3.4 Any final decision to accept an out of town player, with the exception of Major Midget, must be approved by the rep committee and supported by the Executive Committee.

AAA Waivers

3.5 In accordance with OHF Policy, AAA waivers may be granted to Whitby players who have tried out at the AAA level and were not selected for the team. To receive a waiver, the player must attend AAA tryouts and be found not suitable for the team. The Association is under no obligation to grant waivers to players who do not attend the AAA tryouts.

Underage Players

3.6 Underage AAA Players/Goaltenders:

Feedback will be sought from the following groups to support any decision to roster an underage player to a WMHA AAA team:

- Mentor Group
- Technical Specialist(s)
- Rep Directors for the underage age group and “of age” age group
- Rep Coordinator
- Current Rep Head Coach / Following Season’s Head Coach
- Development Director/Development Committee
- Try Out Evaluators

This panel will apply the following criteria to support any decision to roster an underage player to a WMHA AAA team during tryouts at any age group:

- Player must be ranked in top 3 in terms of overall skill, regardless of position, on the older team
- Goalie must be ranked as top 1 in terms of overall skill, on the older team

Due to the high demand for Representative Programming in the WMHA, no AAA team will be permitted to carry more than 1 (one) underage player.

Player Movement

3.7 The WMHA strongly encourages the signing and usage of APs such that it maximizes opportunities for all players and recognizes that teams have access to different pools of players dependent upon their division.

3.8 Each Team will submit their list of Players for approval by the Rep Committee by no later than October 1st. The Rep Committee will review with Player Development to ensure appropriate APs are selected. Coaches will be advised by their Rep Director if a player of their choosing is available to be offered an AP spot or not. AP Players will be considered on an Emergency Basis before October 1st on an individual team need basis.

3.9 Before any player movement occurs which affects multiple Categories, a meeting will be coordinated between the Rep Coordinator, Rep Directors, the General Manager and at least one Team Official from each affected team to discuss the timing and parameters of all player movements.

<i>Affiliated Players Level</i>	<i>AP From</i>	<i>Alternate AP</i>
AAA	AA (Same Age)	AAA (Lower Age)
AA (Blue and White as applicable)	A Blue or White (Same Age)	AA (Blue or White as applicable) (Lower Age)
A (Blue and White as applicable)	AE, HL (After AE Selects APs)	A Blue or White (Lower Age)
AE (Blue and White as applicable)	HL (AE has 1st pick of HL APs)	None

In summary:

- If the Blue and White teams are balanced they will alternate picks as per the chart above
- If the Blue and White teams are not balanced then Blue selects before White
- AE selects from HL 1st

As of the 2019/2020 season Minor Atom is unable to AP from Novice due to the Half Ice programming at that level

WMHA Affiliation Regulations:

- Minor Atom to Bantam Rep teams may not affiliate more than 9 players and 2 goalies
- Minor Midget to Major Midget may affiliate 12 players and 2 goalies
- Effective with the 2014/2015 season, HC Regulates E35. A) will be applied to any player registered on a team or affiliated to a team eligible for Branch (OHF), Regional or National Championships. These players may affiliate to a maximum of ten (10) games before becoming ineligible to affiliate. If a player plays an 11th game as an affiliate while his registered team is still in regular season or playoffs he is considered an ineligible player with his affiliate team and the sanctions, within OMHA regulation 8.1i), for playing an ineligible player will apply. Hockey Canada Regulations E35.a) reads as follows: A player of a team of a lower division or category of the same club, or of an affiliated team, or specifically affiliated player, may affiliate to a team or teams of higher divisions and categories at any time, to a maximum of ten (10) games. However, if the player's registered team completes its regular season and playoffs before the player's affiliated team or teams, the player may thereafter affiliate an unlimited number of times. For goaltender exceptions see Regulations B.42, E.36 (b). Please Note: tournaments and exhibition games shall NOT count as part of the player's ten (10) games. OMHA Regulation 7.3a) no longer applies and players will not advance automatically to their affiliated team if they exceed ten (10)

game maximum. OMHA Regulation 7.1b) remains in effect and Players will not be used or assigned as an affiliated player without the consent of the management of the team with whom he is registered.

3.9 When a Head Coach/Manager determines their team needs to use an AP, they notify the Head Coach and Manager on the AP's team that they are requesting that player for a game, the following are guidelines for APs in games.

Participation in games

- APs are to be used to fill gaps, not to augment lineups
- For games, teams will only be allowed to call up APs to match the number of players when a team is missing one or more players from its approved roster due to illness, injury, suspension, vacation, work or personal business.
- For tournaments, teams will be allowed to augment their bench in case of an injury or suspension
- If an AP Player is required for any tournament s/he must play in least one game
- An AP Player may take regular shifts with an affiliated team. Conversely an AP Player may see minimal or no ice time in a game they have been called up for.
- If there is a circumstance where one of the team's goalies is unavailable, the affiliated goalie may be brought up, but the rostered goalie must start the game, unless the unavailable goalie will be missing for an extended period of time (i.e more than one game)
- The decision of the usage of an AP player for any game is at the discretion of the coach of the affiliated team through consultation with the coach of the rostered team
- In instances where a conflict occurs where the AP player has a game or tournament the availability of the player is at the discretion of the rostered coach. The Rep Director will make the final decision, if required
- Any player participating in a game as an AP must be indicated on the game sheet by having "AP" beside their name.
- To be eligible to play in OMHA Playdowns and/or League Playoffs with their rostered team, a player affiliating to another team, including Junior, must have played in a minimum of 50% of the regular season League games played by the rostered team
- Table below illustrates call ups for House League players:

HL Request	Rostered Conflict	Result
AP for Rep League Game or Practice	None	Attends AP Rep Team
AP for Rep League Game or Practice	HL Practice	Attends AP Rep Team
AP for Rep League Game or Practice	HL Game	Must attend HL Game
AP for Rep Playdown Game	HL Game	Must attend HL Game

Note: Any violations of the above ROO entries will result in the suspension of the Head Coach (used AP's), length to be determined via discipline committee review.

3.10 Rep Head Coaches who AP House League players must provide a list of their selected AP House league players to their Rep Director, once their AP list is complete. Rep Directors will notify the appropriate House League Director. Further, anytime a Rep Coach needs to use a House League AP, the Rep Director, House League Director, and the AP's House League Head Coach must be notified.

3.11 The Association expects full cooperation between coaches regarding the use of affiliated players. Any coach wishing to use an affiliated player must advise the coach or manager of the player's team before contacting the affiliated player. Any coach not extending cooperation to the requesting team will be subject to disciplinary action by the Association.

3.12 Head Coaches are encouraged to invite APs to attend practices without restriction, as long as there is no conflict with their own rostered team first.

4. Equipment and Jerseys

Equipment

4.1 All players are required to wear full hockey equipment meeting current CSA standards and current OMHA regulations while on the ice during any game or practice. Coaches and trainers must advise players or parents of improper fitting or illegal equipment. Any player not appropriately dressed must be removed from the ice.

4.2 Hockey players must wear navy blue pants and helmet.

4.3 Players can use any hockey bag that they choose. Teams cannot require that players purchase a particular bag.

4.4 Teams cannot require that players purchase a particular hockey bag, but a team can provide players with the option to purchase a team bag.

Jerseys

4.5 The colours of the Association shall be Navy Blue, Yellow and White.

4.6 WMHA has introduced new home, away and alternate jerseys as of the 2018/19 season. There will be a two year period for teams to make the transition to the new jerseys – all players must wear the same jerseys. The new jerseys are required as of the 2020/21 season.

4.7 All team game jerseys and socks must be purchased from the WMHA approved vendor.

4.8 In the case that a player keeps the same jersey number in subsequent years, and there are no other changes to the jersey, the coach may approve that a player keep his jersey depending on the condition and fit of the jersey to ensure appropriate team uniformity. This request must be placed to the team coach prior to the scheduled team fitting session. If there is a disagreement related to the appropriateness of a specific player's jersey, the Rep Director will make the final decision.

4.9 Each team will incur the full cost of the jerseys/socks and be required to submit payment directly to the approved vendor upon receipt of the invoice. Players are financially responsible for the purchase cost of their jerseys and will be required to submit the payment for their jerseys/socks in accordance with the agreement with WMHA and the vendor. Each team will ensure they have two AP jerseys for the season. Players keep their jerseys at the end of the year.

4.10 Any alterations, repairs or the addition of name bars and sponsor bars must be done by the association's approved jersey vendor.

4.11 In the event that a jersey is required during the hockey season, the team manager must contact the WMHA approved vendor for the purchase of replacement or addition of a jersey. Parents are responsible for the cost of the jersey.

4.12 Players can select their own numbers. Numbers must be two digits or less. Two digit numbers cannot begin with a Zero. Restrictions on jersey numbers include 0, 00, 69, 99 and they may not be ordered, placed, or used on any jersey.

4.13 Name bars and sponsor bars cannot exceed 4 X 13 inches in size. With the new jersey design, name bars must be placed at the top of the jersey and sponsor bars placed at the bottom. Name and sponsor bars are to follow exact

colour requirements which are provided to the approved vendor. Team staff must ensure jersey uniformity between all the players and that all jerseys are to standard. Previous year name/sponsor bars which do not adhere to these standards may not be used.

4.14 Teams cannot require that players purchase an alternate jersey. Any team wishing to purchase the jersey requires a vote of all parents on the team and the approval of the Rep Committee. Voting will be done through the Rep Director.

4.15 Alternate Jersey guidelines. Alternate Jersey's are available and must be purchased from the WMHA approved vendor. Alternate Jersey's can be worn during the regular season, playoffs and tournaments. As a visiting team it is mandatory you bring both Jersey's as the home centre has the right to request that you will not be permitted to wear the Alternate Jersey as per Lakeshore By-Laws. AAA teams will follow the ETA guidelines which allow the use of alternate jerseys to all events. Alternate Jerseys may also be worn to any WMHA event including team photographs.

5. Head Coach Responsibilities

5.1 The head coach shall have ultimate responsibility for every aspect of the operation and management of the team, including the conduct of all team officials. Specific responsibilities of a head coach include:

- Conducting fair and objective tryouts in partnership with a Selection panel as approved by the Rep Committee
- Teaching all players to play fairly and to respect the sport, the rules, officials, opponents, teammates and coaches.
- Ensure that the WMHA Codes of conduct is enforced
- Encouraging penalty free hockey
- Instilling in all players a sense of pride in their team and their Association
- Eliminating outright any profanity from players and team officials
- Coordinating the delegation of responsibilities to team officials
- Maintaining team discipline on the ice, in the dressing room and on arena property
- Ensuring that all WMHA, OMHA, league and team rules are observed by all team officials and players
- Ensuring that two team officials are present in the dressing room at all times related to games and practices (as per OHF policies)
- Communicating regularly with the parents and players and providing evaluations a minimum of once throughout the season
- Player evaluations by be provided by the coach to the GM WMHA twice a year (mid and end of season), or as requested

If there is any violation of the above responsibilities they will be reviewed by the Board of Directors/Discipline Committee.

5.2 The head coach, in partnership with their bench staff, is primarily responsible for each individual player's:

- Safety
- Skill development
- Physical fitness and nutrition
- Equitable ice time
- Conduct on-ice, in the dressing room, or at team or Association events
- Appearance (dress code)
- Motivation/enthusiasm
- Self-confidence
- Enjoyment of the game

5.3 Head coaches are responsible for the condition of dressing rooms, both home and away. All teams will leave their dressing rooms in a clean state when exiting any arena. Teams are responsible for all damage caused to any arena property, home or away.

Team Rules and Player Discipline

5.4 It is the responsibility of the head coach to establish and enforce all team rules. Any team rule must be presented both verbally and in writing. Team rules must be applied equally to every player.

5.5 Parents must always be advised of any team discipline involving their child.

5.6 Discipline by the head coach and all team officials must be administered appropriately and in a controlled manner, mindful of the age of the player, with a clear goal of teaching appropriate behaviour. Discipline must not be used impulsively or out of anger, or to embarrass or humiliate players.

5.7 Head coaches are permitted to suspend a player for all or part of a game or practice or from the team for a period of time. The need for, and extent of, any discipline is at the discretion of the head coach, but any decision or action of the head coach is subject to review by the Rep Committee prior to such discipline being communicated to the player and family

5.8 The head coach must report every team-imposed suspension of a player for one complete game or more to the applicable Rep Director prior to such discipline being communicated to the player and family

Equitable Ice Time

5.9 Players on any team are never of equal ability. In many situations, the concept of equitable ice time is incongruous with competitive hockey. However, every player, regardless of ability, should receive ice time not significantly less than the average of all players on the team. "Equitable" is defined as equal over a maximum of 5 games.

5.10 For the benefit of the team, players of lesser ability may be used less in games of special importance when the outcome of the game is in doubt. Examples of games considered to be of special importance are OMHA playoffs and finals in tournament play. The head coach can try to enhance the team performance in these games without regard to whether every player has equal ice time, but all players must be used for a reasonable portion of such games. Games considered not to be of special importance include league games, preliminary rounds in tournaments, exhibition games and "second season" playoffs. These games are to be used to equalize ice time for players who may have received less ice time in other games.

5.11 Equitable ice time rules apply to affiliated players.

5.12 In all cases, the amount of ice time can be reduced for discipline reasons

Team Parent Meetings

5.13 After a team is selected, the head coach must hold a team parent meeting in the presence of a member of the Rep Committee. At a minimum, the following matters should be discussed at the first parent meeting:

- *Coaching Philosophy.* The head coach should outline his basic method of operation and any other specific topics related to the players' development.

- *Team Rules.* Any team rules regarding matters such as punctuality, dress code, conduct of players, player discipline, sport conflicts and communications with team officials (i.e. 24 hour rule) should be thoroughly explained to the parents.
- *Budget.* A budget must be presented and discussed. Parents are entitled to know approximately what amount of money will be required to sustain the team and at what intervals the funds will be collected. WMHA will provide guidelines for Novice budget limits.
- *Fund-raising.* If the parents are interested in fund-raising, a discussion should take place.
- *Player Dress Code and WMHA rules.*
- *Tournaments.* Tournament plans (number, dates and locations) should be discussed.
- *League.* Travel commitments should be made clear.
- *Question Period.* Time should be set aside for any questions.
- *Team List.* Every parent should receive a list of all players and proposed team officials phone numbers and e-mail addresses. It should be explained that the selection of all team officials is subject to Board approval.

5.14 Throughout the season, the head coach should hold regular team parent meetings.

Coaches and Managers Meeting

5.15 The Rep Coordinator will schedule WMHA coaches and managers meetings periodically throughout the season. All head coaches and managers must make all reasonable efforts to attend these meetings. If teams have any outstanding issues, or can offer any suggestions to the Association or other teams, this meeting is a good forum to do so.

5.16 — Coach Development Meeting

Rep Directors of each age level will arrange regular meetings of the head coaches in each age group. (AAA, AA, A and AE), to encourage synergy and same level development by sharing ideas, strategies, practice methods, etc.

Parent/Player Satisfaction Surveys

5.17 Survey links will be sent via email to all parents each season. Surveys will be confidential, unless you choose to include your player/parent info. The email will include a link to the survey that is a one time use and unique to each player.

5.18 Surveys are used for the purposes of evaluating the suitability of Head Coach and all of team official positions, in addition to providing feedback to the Association and Head Coach, as appropriate.

6. Manager Responsibilities

6.1 The manager is primarily responsible for all off-ice activities. Specific responsibilities of a manager include but are not limited to:

- Dissemination of information to and from the team
- All financial matters including preparation of team budget and financial records
- Collect and manage the team fees and costs from each family.
- Advise the Association promptly when financial obligations are not met on time by any member of the team
- Liaison between the Association and team officials
- Liaison between the Ice Scheduler and team officials
- Liaison between the parents and team officials
- Fund-raising activities
- Tournament bookings
- Travel and hotel arrangements
- Coordinating the purchase of Team Jerseys and Off-Ice team apparel with the Authorized WMHA vendor
- Reporting scores online through the WMHA site
- Reporting scores to local newspapers as appropriate
- Completing electronic game sheets and giving to the timekeeper before each game
- Working in cooperation with the OMHA Contact to ensure that all OMHA registration requirements are met
- Informing parents of online survey dates
- Ensure if music is played at home games that a blue tooth device is used as no one is allowed in the timekeepers box during games. Music cannot have explicit language, coarse language or anything that is in appropriate

Team Budget and Financial Records

6.2 The Association has prepared a common financial reporting template using a Microsoft Excel spreadsheet. An electronic version of the template will be supplied to all managers prior to their first parent meeting.

6.2.1 Each Rep Team may budget up to \$2500.00 for Non-Parent Coach and Bench Staff Expenses for the Hockey Season. This may include Overnight and Travel Expenses, including, but not limited to cost of food, hotel and travel related to Tournaments. All receipts must be kept intact for audit purposes.

6.3 The manager must prepare a budget using the standard template. All team expenses must generally adhere to the guidelines and limits set out in the template. Any significant departures from the established budget norms or any extraordinary expenses must be approved by the applicable Rep Director.

6.3.1. All budgets are to be sent via email to the following: Parents of Team, Rep Director of that division and WMHA Treasurer at the first parent meeting, Oct 31st, Jan 15th and May 15th. Non compliance will be subject to review by the Rep Committee.

6.4 The manager must keep an accurate, up-to-date record of all financial transactions using the WMHA issued budget template. These records must be readily available for inspection by the Team Parents, General Manager and/or Association's Treasurer.

Rep Player Fees

6.5 To ensure no financial burden is placed on either the bench staff or other parents, Rep Fees owed to teams by families are due per the published payment schedule (Table 1.0) contained in the parent/team package shared before the season begins at the parent/team meeting.

6.6 In the event of non payment of any fees, including any amounts less than the total fee by means of the payment schedule, the Rep player will be classified by the WMHA as "not in good standing". As a result of this classification (not in good standing), the rostered player will not be eligible to participate in team practices, development, games, off ice conditioning, or any other WMHA Rep Team activity, until such time that outstanding fees have been received by the Team Manager.

6.7 This period of time shall be defined as the difference between expected payment date, contained in the parent package, and the received payment date. In the event of non payment of the 1st payment detailed in the payment schedule, the player/family will forfeit their position on the Rep Team roster until the account is brought up to date. Exceptions will be managed by the Team Manager engaging the Rep Committee for remedy, and must be approved by the Rep Committee, , and the Board of Directors of the WMHA.

Table 1.0 Example of Rep Fee Payment Schedule

June 20XX	\$500.00
September 20XX	\$500.00
December 20XX	\$500.00

Note: A minimum of 2 payments will constitute a payment schedule – fees will not be permitted to be collected as 1 full payment, with the exception of if the parent/family volunteers to make a single full payment (must match the date/timing of 1st payment of season).

6.8 All Player/Family Rep Fee's must be paid by December 31st of the current hockey season (defined as in season).

6.9 The manager, or treasurer as applicable, must handle team funds exclusively. Team "treasurers" must be approved by the Board. The manager, or treasurer, will be held responsible for any missing, mishandled, or mismanaged team funds. All monies received by the manager, or treasurer, are to be deposited into a team bank account as soon as possible following receipt.

6.10 All WMHA team accounts must be opened through the approved WMHA bank, which will require two authorized signatures (head coach and Manager/Treasurer) to write cheques or withdraw funds. WMHA General Manager and WMHA Treasurer will also have signing authority.

6.11 At the end of the season all accounts must be reduced to a zero balance and closed as per WMHA direction. No team funds are to be carried over to the next season. The Rep director must be notified if accounts have not been closed for any reason.

6.12 No immediate family member of a head coach, assistant coach or trainer is permitted to be a manager/treasurer without Board approval. If Board approves the family members position, only one may be a bank signing authority. Head Coaches must declare if a family member is selected.

Fund-Raising

6.13 Every team is allowed to raise funds to defray operating costs.

6.14 Managers are responsible for ensuring that any fund-raising is conducted legally and in good taste. The Board reserves the right to cancel any fund-raising activity detrimental to the Association's image or reputation.

6.15 All teams serving alcohol at a fundraising event must have a proper license and suitable liability insurance. It is strongly recommended that professional bartenders be employed.

6.16 Teams must provide a tangible product or service for monies received. Direct solicitation or begging for money is prohibited.

6.17 Teams wishing to conduct any fund-raising activities on Town of Whitby arena properties must receive permission from the Town.

6.18 No team can offer to sell any products that compete with products offered for sale by the WMHA.

6.19 All funds raised must be clearly itemized on the financial records of the team.

6.20 Cash rewards for children are forbidden. Token prizes such as hockey sticks for selling the most of something are allowed.

6.21 Any lottery, game of chance, or draw in a large scale requires a municipal license.

6.22 Generally, draws involving alcoholic products are prohibited; however, any team may place a request for pre-approval by the appropriate Vice President for a potential fundraising draw involving alcoholic products which may be deemed appropriate.

6.23 Any fund-raising activity that involves throwing anything onto the ice (for example, "chuck-a-puck") is prohibited.

6.24 The combined amount of fund-raising and sponsorship for any single team cannot exceed 40% of the team's total expenses without approval from the Rep Committee. The only exceptions to this rule are teams hosting OMHA Championships or other special situations approved of by the Executive Committee

6.25 The Association will not be held responsible for any losses or liabilities incurred by any team as a result of its fund-raising activities.

Admission Fees

6.26 Teams may not, collect admission fees for league games or playoff games.

Sponsorship

6.27 Teams may solicit sponsorship from any source other than current WMHA sponsors (for a list of current sponsors, teams can check with the WMHA office admin staff). Tobacco companies and those sponsorships prohibited by the OMHA (breweries, distilleries and wineries) are not allowed. Teams can have a primary sponsor, secondary sponsors and/or individual sponsors. Teams are limited in the total amount of sponsorship that they can accept (see section 6.24).

6.28 WMHA may deny individuals or companies from sponsoring any team or event within the association.

6.29 Sponsors names cannot appear on any team jacket or clothing without permission of the Board. Sponsors names can appear on game and practice jerseys.

Tablet Device for Electronic Game Sheets

6.30 In accordance with the decision to mandate electronic game sheets for all Rep games, each team will purchase the required ipad to facilitate the electronic game sheets.

6.31 At the end of each season, the ipad will either be raffled off to the team or another means agreed to by the team will be used.

7. Assistant Coach Responsibilities

7.1 While the over-all responsibility for all team affairs lies with the head coach, the assistant coach assumes all of the same obligations to the players, team and Association, especially in the absence of the head coach.

7.2 The assistant coach is expected to reinforce all programs designed to develop and improve the team's performance.

8. Trainer Responsibilities

8.1 The trainer is responsible for the safety of all players on the team.

8.2 The trainer will protect his or her players from any unsafe conditions on and off the ice, and will react to any injuries to the players. The trainer will ensure that all players wear regulation protective equipment and conduct proper stretching exercises before any activity.

8.3 Every WMHA trainer is required to have on hand at all times an adequate first aid kit for use in any emergency. The trainer must also maintain health and injury records of the players and will recommend any necessary injury avoidance or muscle strengthening exercises. The trainer should also recommend proper diet, fitness, and nutrition programs for the players.

8.4 The trainer is responsible for completing and forwarding a copy of the “Hockey Canada Injury Report” following any hockey-related injury. If a player is removed from a game or a practice due to injury or serious illness and does not return to that game or practice, the player should obtain a note from a physician before he or she is allowed to return to play.

8.5 Any player who sustains a concussion injury must subsequently provide a doctor’s note identifying that the player is fit to return to play hockey prior to joining the team for any game. The player must attend a practice before being placed in a game situation following a concussion. Depending on the severity, other injuries may also require doctor’s approval before returning to play. If required, the trainer may refer to the appropriate director for guidance.

9. Tournaments

9.1 Prior to July 15th of each season, all teams must submit the tournament Permission Form (on line). The Ice Scheduler will attempt to schedule around such tournaments. League and play-off games take priority over all tournaments.

9.2 No team can enter any tournament without completing the Tournament Permission Form located on the WMHA website. Summer tournaments (prior to Labour Day) are not permitted

9.3 All tournaments require approval from the OMHA. If your team plans on participating in a tournament, the OMHA travel permit fee (no cost within the OMHA & \$20 for non-OMHA) will be charged to rep teams ice bills.

9.4 Teams can attend a maximum of five (5) tournaments during the season. For the 19/20 season Novice can attend 3 tournaments.

9.5 No team can attend more than two (2) tournaments that require over-night accommodation without the approval of the Rep Committee. Exception to this rule is playing in the International Silverstick Tournament

9.6 Teams cannot enter into any tournaments during playoffs.

9.7 Participation in the following WMHA tournaments is mandatory for applicable teams:

- Canadian Thanksgiving Tournament
- International Silver Stick (U.S. Thanksgiving - last weekend in November)
(AAA North American Finals - Minor Atom, Minor Peewee, Minor Bantam and Minor Midget) (AA Regional Qualifier - Minor Atom and Minor Peewee)
- International Silver Stick Minor Bantam AA and Minor Midget AA Regionals
- International Exhibition Series – The Bantam AAA and AA teams will participate in an exhibition series with an international team (in the past with teams from Finland) during the Christmas break. It is expected that team families participate in the billeting of foreign players if required.

9.8 For the International Silver Stick, each team must provide approximately 20 man hours of volunteer time which will be scheduled by the tournament director.

10. Dress Code

Players

10.1 All players must wear approved outerwear with the WMHA logo. Players must wear a dress shirt, tie, black, navy or grey dress pants, and dress shoes or boots.

10.2 Approved WMHA jackets include all jackets sold by the WMHA approved vendor. Any previously approved WMHA jacket is acceptable. OMHA Championship jackets are also acceptable.

10.3 If for financial reasons a player is unable to purchase a hockey jacket, he or she may place a request to the appropriate director to wear a plain blue jacket with no lettering, logos, brands, or company name of any kind.

10.4 Atom and below shall wear a common WMHA track suit with WMHA long or short sleeve t-shirt. Team must be uniform.

10.5 Whatever dress code the team chooses, the players should be uniform.

10.6 WMHA Representative teams by definition, represent our association. As such, if WMHA teams wear/purchase team-common apparel or uniforms to travel or to participate in any function or activity representing the WMHA, the apparel must have an official Whitby Minor Hockey Association logo identified. Team clothing with the word 'Whitby' or 'Whitby Hockey' will not be acceptable for team uniforms, as they do not have an official WMHA logo which represents our association. Examples of Team apparel include track suits, warm up clothes, t-shirts, winter jackets, hats, shorts, or other off-ice team apparel that is purchased and worn by the majority of the team to attend or in-transit to events while representing the WMHA.

10.7 Any requests for deviation must be submitted to the General Manager and Rep Committee for pre-approval. Coaches and Managers must raise any potential concerns to the appropriate Rep director to ensure adherence to the dress code requirements.

10.8 All team wares must be purchased through the approved WMHA vendors, and teams are prohibited from creating their own wares or logo's without the approval of the Executive Committee

10.9 It is the responsibility of the head coach to ensure that the dress code is followed.

Bench Staff

10.10 Bench staff is expected to meet or exceed the player's dress code. Trainers are an exception to this rule. Trainers are expected to wear appropriate attire given their function.

11. Ice Scheduling

11.1 If a team wants to schedule practices in August, it must arrange to purchase its own ice – this cannot be included in the team budget. No head coach can make attendance at any practice mandatory prior to the end of Labour Day weekend. No team can schedule practices prior to August 1. Exhibition games will not be approved by the OMHA prior to Labour Day.

11.2 Prior to the league scheduling meeting, each team will be given its tentative game slot ice allocation for the entire regular season. Teams may only attempt to have ice reassigned or exchange ice with the approval of the Ice Scheduler.

11.3 No ice allocation to any team is official until the completion of the Select and AE scheduling meetings.

11.4 No game changes are to be made by anyone other than the Ice Scheduler. If a team requires a game change, it must contact the Ice Scheduler. DO NOT contact the other centre. If any team official is approached by a team official from another center, he or she must advise the other centre that game changes must go through the ice schedulers.

11.5 The Ice Scheduler will attempt to reschedule games taking into account the team's commitments, but teams must be aware that league games will take priority over practices, tournaments, team fundraising events and other similar commitments.

11.6 Teams will be billed for their ice regularly during the season.

12. Team Responsibilities - Officials

12.1 On-ice officials for all league and play-off games will be assigned by WMHA or the OMHA.

12.2 Rep Managers must confirm officials have been scheduled for their games through the team portal under Reports/Scheduled Officials. If no assignment has been noted 48 hours in advance of a game, the Manager must contact the Ice or Ref Scheduler as appropriate.

12.3 If there are ice issues such as double booking, managers must contact the Ice Scheduler. In the event of a conflict, games will always take priority over practices. If two games are scheduled, the Ice Scheduler will attempt to resolve the conflict.

12.4 If 15 minutes prior to game time the manager must check the referee's room to ensure the referees have arrived and check that the timekeeper has arrived. Manager must provide payment for referees and timekeepers to the referees. If there is another game going on, ask those officials if they are staying to do the next game. If there are no officials in attendance at this point, managers should immediately start calling persons on the Contact List provided at the start of the season.

13. Vulnerable Sector Checks

13.1 All Board members, team officials, house league convenors and WMHA employees must have a current (maximum 2 years old) Police Vulnerable Sector Check on file with the Association. Vulnerable Sector Checks can be obtained from the Durham Regional Police.

13.2 Photocopies of CRCs are not acceptable. If a copy of the CRC is required for other purposes, once original is reviewed by WMHA a photocopy will be kept on file and original returned if requested.

13.3 Vulnerable Sector Checks must be provided for all team officials before the team's OMHA roster sheet will be released.

13.4 The Association will protect and maintain the confidentiality of all Vulnerable Sector Checks. VSCs will only be reviewed by the Vice President of Risk Management and General Manager. If the General Manager or VP of Risk determines that a review is warranted it will be reviewed by the Executive Committee. If in the opinion of the Executive Committee there is anything in the VSC that raises a concern regarding the suitability of the person to be a team official, a confidential interview will be conducted with the person to determine their suitability.

14. Prevention Review

14.1 All Board members, team officials, house league convenors, and any other individual directly involved with players must complete the OHF prevention services or appropriate Respect In Sport course and Gender Identity Training.

14.2 All parents/guardians for players under the age of 18 within the Association must complete the appropriate Respect in Sport course.

15. Miscellaneous

Use of the Official WMHA Logos

15.1 The Association logos are registered to the WMHA. Any depiction or duplication of the WMHA logos without written permission is strictly prohibited by law.

15.2 The Whitby Wildcats logos are for the official use of the Board. They are copyrighted and are not to be used without permission from the General Manager.

Siblings, Family Members & Friends on Ice:

15.3 Only those on an approved WMHA roster are permitted on the ice for Practices/Development/Rented Ice.

15.4 If a coach would like to bring an individual on the ice who is not on their approved roster they must receive permission from the General Manager or appropriate Rep Director.

15.5 Any on-ice helper under the age of 14-years (Bantam), must wear full equipment. Any on-ice helper, including coaches must wear a CSA approved helmet with chin-strap in place.

Note: Any coach/bench staff member that does not follow the above, or allows ANY individual on the ice without a helmet with a chin strap that is done up assumes full liability and accountability (insurability) for that individual, and absolves WMHA of any responsibility for the safety of that participant. This includes ANY ice rented through the WMHA, and ANY non-WMHA ice used to “host” a team event (father-son game, fun skate, family skate with the team, etc.). Beyond assuming the liability, the coach will also be asked to attend a meeting with the Discipline Committee to discuss length of suspension.

15.5 The Association has a zero tolerance policy for profanity, violence or harassment. The association also has a detailed Code of Conduct policy. The Association reserves the right to remove and/or permanently ban from any Whitby arena anyone who violates this policy.

16. Application of Rules

Scope

16.1 The affairs of the Association are governed according to its Constitution, By-Law No. 1 adopted May 12, 2003, and the constitutions, by-laws, rules, regulations and policies of the Ontario Minor Hockey Association, Ontario Hockey Federation and Hockey Canada applicable to it. Each representative league (ETA, YSMHL and Lakeshore) also has rules and regulations that govern the activities of its teams. These Rules of Operation must be read and applied in conjunction with all such rules and regulations.

Interpretation

16.2 In these Rules, all capitalized terms have the same meaning as in the Corporation's Bylaw No. 1.

16.3 In these rules, "WMHA members and participants" includes all players, parents, guardians, coaches, officials, volunteers, directors, committee members, convenors, team managers, trainers and administrators involved in any WMHA business, activities or events.

16.4 In sections 2 through 14 (REPRESENTATIVE TEAMS),

- (a) "Rep" means Representative and "Rep Committee" means the Representative Operations Committee;
- (b) "team" means a representative team; and
- (c) "team official" means a head coach, assistant coach, trainer, assistant trainer, manager and/or assistant manager.

16.5 There will be situations where a WMHA rule or policy appropriate in most situations would not be fair or just in a specific case. In such situations, the WMHA rule or policy may be waived or varied, or exceptions to the rule or policy may be granted, in order to ensure that the objectives of the Association are respected and/or promoted.

16.6 If there is a conflict between these Rules and any OMHA, OHF or Hockey Canada rule or regulation, the OMHA, OHF or Hockey Canada rule or regulation shall prevail.

16.7 These Rules will be interpreted broadly in a manner that respects and promotes the objectives of the Association as set out in the Association's Constitution and by-laws.