



Woolwich Minor Hockey Handbook
Constitution, By-Laws, Rules, Regulations and Guidelines

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Woolwich Minor Hockey Association Inc.

Constitution

Article One: NAME

Section 1:

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

Section 2:

The Woolwich Minor Hockey Association Inc. shall herein be referred to as the Association or WMHA

Article Two: OBJECTIVE

Section 1:

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

Section 2:

To protect the mutual interest of its members

Section 3:

To promote competition at the highest level.

Section 4:

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

Section 5:

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

Section 6:

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

Article Three: AIMS

Section 1:

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

Section 2:

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

Section 3:

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

Section 4:

Not to question or dispute the referees decision.

Section 5: Code of Conduct

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

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

All bench staff, players and their parents/guardians and Executive members of WMHA must sign the Code of Conduct yearly, in their support of the Associations aims & expected behaviors.

Article Four: MEMBERSHIP

Section 1: General Membership

The membership in the Association shall not be limited, but open to all persons interested in promoting minor hockey, and willing to accept the terms of the Constitution, Rules and By-laws.

Section 2: Voting Membership

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

Article Five: EXECUTIVE

Section 1: Officers

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

Section 2: Directors

The Directors of the Association will consist of:

- a) Elected representatives from the General Membership.

- b) Referee-in-Chief to be appointed by the Elmira and District Hockey Referees Association Inc.

Section 3: Paid Staff

- a) The position(s) of Office Manager / Ice Scheduler shall be a paid contract position, reviewed yearly by the Executive.
- b) Recruiting, Remuneration & job description / responsibilities are determined & reviewed annually by the Executive HR Subcommittee.

Article Six: EXECUTIVE RESPONSIBILITIES

Section 1:

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

Section 2:

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

Article Seven: QUORUM

Section 1:

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

Article Eight: AMENDMENTS

Section 1:

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

Woolwich Minor Hockey Association Inc.

By-Laws

Article One: DUTIES OF OFFICERS

Section 1: President

- a) Shall preside at all meetings of the Association and Executive with the usual privileges of the office.
- b) Shall sign as a signing officer for the Association.
- c) Shall sit on all committees as an ex-officio voting member.
- d) Shall not be allowed to serve as Head Coach of any WMHA Team.
- e) Shall be advised and consulted in all discipline matters. All legal appeals to be addressed to the President who will delegate accordingly.
- f) Position is a 2 year term, renewal once for a maximum of 4 years.

Section 2: Vice President Representative League

- a) Shall perform the duties of the President in his/her absence.
- b) Shall be responsible for the organization and operation of the Representative teams.
- c) Shall act as the liaison between WMHA and the Elmira Junior Club.
- d) Shall represent the WMHA at all Ontario Minor Hockey Association and Representative League Meetings.
- e) Shall have the authority to enforce the Rules, Regulations and Guidelines established by the WMHA and affiliated leagues.
- f) Shall sit on all committees as an ex-officio voting member.
- g) Shall not be allowed to serve as Head Coach of any WMHA Team.
- h) Position is a 2 year term, renewal on even years.

Section 3: Vice President Local League

- a) Shall perform the duties of the President, if the President and Vice President Representative League are absent.
- b) Shall be responsible for the organization and operation of the Local League.
- c) Shall appoint Convenors deemed necessary to assist in the operation of the Local League and shall have the authority to dismiss a Convenor for cause. May delegate authority to a Convenor.
- d) Shall have regular communication with his/her Convenors.
- e) Shall approve the Coaches and Managers for the Local League and shall have the authority to dismiss Coaches and Managers for cause with prior consultation of the Executive Committee.
- f) Shall have the authority to enforce the Rules, Regulations, and Guidelines established by WMHA
- g) Shall not be allowed to serve as Head Coach of any WMHA Team.
- h) Shall be responsible to ensure all Local League Coaching Staff Police Record checks are completed and reviewed before positions confirmed.
- i) Position is a 2 year term renewable on even years.

Section 4: Vice President Coaching

- a) Shall serve as Chairman of the Coaching Committee as outlined in Article Five.
- b) Shall be responsible for the selection, development and performance WMHA coaches and trainers.
- c) Shall not be allowed to serve as Head Coach of any WMHA team.
- d) Shall be responsible to ensure all Representative Coaching Staff Police Record checks are completed and reviewed before positions confirmed.
- e) Shall be responsible for arranging and implementing all coaches developmental programs and clinics for all levels of WMHA.

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- f) Shall organize annual Coaches Appreciation Dinner.
- g) Position is a 2 year term renewable on odd years.

Section 5: Vice President Player Development

- a) Shall be responsible for arranging and implementing all player development/skill programs and clinics for all levels of WMHA.
- b) Shall develop and update an instructional guide for all teams and have it printed in booklet form, to be given to each team annually.
- c) Shall ensure that the Coaches binder include sponsor information & team / sponsor responsibilities
- d) Shall work with and assist coaches, managers and their assistants as required.
- e) Shall have the authority to enforce the Rules, Regulations, and Guidelines established by WMHA.
- f) Shall be responsible for the implementation of the OMHA Initiation Program, WHMA's pre-novice programs.
- g) Position is a 2 year term renewable on odd years.

Section 6: Immediate Past President

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

Section 7: Secretary

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

Section 8: Treasurer

- a) Shall keep an accurate record of all monies received and disbursed, shall deposit all monies in the bank, shall invest surplus funds, and ensure all disbursements are made by cheque.
- b) Shall present at each annual meeting a report of the year's operation and duly audited financial statement.
- c) Shall have an up-to-date financial report at each Executive meeting.
- d) Shall prepare the budget.
- e) Shall advise the Executive on all financial matters and shall make recommendations for actions to maintain the financial stability and strength of the Association.
- f) The year-end shall be March 31, annually.
- g) Shall be one of three (3) signing authorities for financial disbursements. (Three signing officers are the President, Immediate Past President, and Treasurer)

Article Two: ELECTION OF OFFICERS AND DIRECTORS

Section 1: Elected Officers

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

Section 2: Qualifications of Officers and Directors

- a) President: shall have served at least two years on the executive.

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

Article Three: NOMINATIONS & ELECTION PROCEDURE

Section 1: Nominating Committee

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

Section 2: Nominations from the Floor

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

Article Four: APPOINTMENTS

Section 1: Immediate Past President

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

Section 2: Secretary and Treasurer

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

Section 3: Office Manager and Ice Scheduler

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

Section 4: All Other Appointments

Shall be made in accordance with the procedures outlined in these by-laws.

Section 5: Vacancies

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

Directors and Sub-Committees: ROLES AND RESPONSIBILITIES

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

DIRECTORS

- i. Equipment (See Article Six);
- ii. Tournament (See Article Seven);
- iii. Sponsorship (See Article Eight);
- iv. Team Photograph (See Article Nine);
- v. Fundraising (See Article Ten);
- vi. Newsletter (See Article Eleven);
- vii. Webmaster (See Article Twelve)

SUBCOMMITTEES

- i. Coaching (See Article Five);
- ii. HR Subcommittee

PAID STAFF

- i. Office Admin / Registrar
- ii. Ice Scheduler

Article Five: COACH SELECTION COMMITTEE

Section 1: MEMBERSHIP

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

Section 2: PROCEDURE

- a) It shall be the responsibility of the President to announce to the membership-at-large, in early February, that the selection process for representative coaches is underway, and that applications should be submitted to the Vice President Coaching.
- b) The Coach Selection Committee shall meet before the annual meeting and agree on a procedure for receiving and evaluating application. This application procedure can be done either formally by means of a written application, or informally by means of interviews.
- c) It is absolutely essential that:
 - i. All members of the WMHA be given the opportunity to apply.
 - ii. All applications be given serious and fair consideration
 - iii. All evaluations and selections be done bearing in mind the coaching qualifications, desirable skills, attitudes of the applicant
 - iv. Consideration must be given to any recommendations made by the Coaching Committee
 - v. Use Non Parent coaches where possible
 - vi. No person shall serve as Head Coach of the same team for more than 2 consecutive years.
CHANGE: "It is recommended that Head Coaches do not serve more than two consecutive years"
- d) The recommended slate of coaches shall be presented for approval by the Vice President Coaching Committee to the executive "prior" to the June meeting.

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- e) It shall be responsibility of the Vice President Coaching Committee to personally inform all applicants whether or not they have been selected to work with a team.
- f) It shall be the responsibility of the Vice President Coaching Committee to ensure that all successful applicants have attained the necessary certifications

Section 3: DUTIES

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

Section 4: AUTHORITY

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

Article Six: EQUIPMENT DIRECTOR

Section 1: DUTIES

- a. Is in charge of the storing, maintenance, and distribution of all WMHA equipment.
- b. Shall submit a budget & list of equipment requirements for all divisions to the executive.
- c. Shall be authorized to purchase equipment and WMHA will only be responsible for equipment purchased on the approval of the equipment manager.
- d. Each year the Executive will, based on the recommendations of the Equipment Manager and the Treasurer, establish a monetary limit for individual equipment purchases beyond which the Equipment manager shall be required to obtain a minimum of two tendered proposals for the said purchases, with preference to local merchants.
- e. Receive and manage any required deposits cheques
- f. Responsible to work with Township Official annually to update Banner placement within the facilities.

Article Seven: TOURNAMENT DIRECTOR

Section 1: DUTIES

- a. To oversee the planning, preparation and operation of the Woolwich Weekend Tournament and other tournaments approved by the Executive.

Section 2: FINANCES

- a. The Tournament Director will appoint a Tournament Treasurer who will open a bank account for the tournament(s). Signing officers shall be the Tournament Treasurer and Tournament Chair.
- b. The Chair shall provide the Executive with reports on a regular basis, and a detailed Revenue/Expenditure financial statement showing the amounts and sources of all revenue and expenditure items shall be submitted to the Executive meeting.
- c. All proceeds from Tournaments shall be distributed at the discretion of the WMHA Executive

Article Eight: SPONSORSHIP DIRECTOR

Section 1: DUTIES

- a. To secure a complete roster of sponsors for all WMHA teams.
- b. To make regular reports to the Executive and maintain contact between the Association, the Teams, and the Sponsors.
- c. To collect all sponsorship monies before the December Executive meeting or as soon thereafter and turn them over to the Treasurer.
- d. All sponsors are to be recognized by the teams they sponsor, as follows:
- e. By representative teams at the first home game of the OMHA Playoffs.
- f. To update and maintain the Sponsor Display Boards
- g. Ensure all sponsors receive two passes for the season.
- h. Ensure all sponsors are aware of Woolwich Weekend Tournament dates and are provided passes.
- i. In seeking sponsors, must ensure that past sponsors are contacted first.

Section 2: CONTRACTS

- a. All sponsors must receive the approved sponsorship form.
- b. All contracts shall be annual (1, 2 or 3) years for sweater sponsorship.

Section 3: EQUIPMENT PURCHASES

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

Section 4: FURTHER ASSISTANCE

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

Section 5: SPONSOR LIABILITY

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

Section 6: SPONSOR LIAISON

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

- a. The Sponsor must be contacted frequently.
- b. The Sponsor must receive team lists and schedules.
- c. Include the Sponsor in team activities (i.e. Parties, year-end banquets.)
- d. Include the Sponsor Name and logo whenever the opportunity arises with the mention of the team including newspaper updates, team scores, website and tournament(s).

Article Nine: TEAM PHOTOGRAPH DIRECTOR

Section 1: DUTIES

- a. To secure quotations from interested photographers for the taking of team pictures.
- b. To present these quotations at or before the October Executive meeting along with a recommended procedure.
- c. To organize the picture taking and distribution of photographs before the Christmas break
- d. Ensure every sponsor to receive a framed team photo, to distributed by the Sponsorship Chair

Article Ten: FUNDRAISING DIRECTOR

Section 1: DUTIES

- a. To oversee and assist with all fund raising projects conducted by the WMHA or any Association team.
- b. To provide the teams with fund raising ideas and suggestions where applicable.
- c. To encourage all Teams to prepare proper expense estimates and fund raising plans.

Section 2: TEAM FUND RAISING RESTRICTIONS

- a. All teams in the WMHA must have the approval of the Fund Raising Chair before proceeding with any fund raising project.
- b. Collecting of monies via team fund raising or player assessment must be approved by the Fund Raising Chair. Each team must supply the Fund Raising Chair with a cost estimate and Fund Raising Plan prior to the commencement of the fundraising activity.
- c. At the conclusion of each Fund Raising activity, each team will provide to the Fund Raising Chair an appropriate financial summary of the activity showing the total funds raised, costs incurred, net funds available to the team and a summary showing how or where these available funds were used by the team.
- d. No individual teams fundraising efforts shall conflict with WMHA fundraising plans.
- e. Responsible to ensure that at the beginning and end of each season there is a communiqué to each team outlining their responsibilities in handling team funds.

Article Eleven: NEWSLETTER DIRECTOR

Section 1: THE NEWSLETTER

- a. Publication Dates: The Newsletter shall be produced at least twice each year: once prior to registration and once to promote end of season activities and the annual meeting of the Association. Other dates may be arranged as considered desirable.
- b. Copy of each newsletter to be placed on the website.

Section 2: EDITOR

- a. The newsletter editor shall be appointed by the WMHA to write, edit, produce and distribute the newsletter.

Section 3: DISTRIBUTION

- a. Distribution of the newsletter shall be the responsibility of the Webmaster through the electronic format. It shall also be posted on the website.

Article Twelve: WEBMASTER DIRECTOR

Section 1: DUTIES

- a. Annually refresh the team details - coaches, sponsor, team photo
- b. Annually refresh sponsors provided by Sponsorship Chair
- c. Publish WMHA news throughout the year
- d. Maintain and distribute the newsletter email list
- e. Publish monthly meeting minutes, AGM
- f. Maintain events calendar
- g. Maintain DNS registration for woolwichminorchockey.ca
- h. Maintain web hosting for www.woolwichminorchockey.ca

Article Thirteen: CONSTITUTION COMMITTEE

Section 1:

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

Article Fourteen: HR SUB-COMMITTEE

Section 1:

Shall consist of the President and two of the Vice Presidents. HR Sub-Committee shall advertise, interview, hire, and provide yearly reviews of the paid staff as required.

Article Fifteen: PAID STAFF

Office Manager/Registrar

Section 1: DUTIES

- a) Shall assist the Vice President Local League & the Vice President Representative Teams in an advisory capacity if requested.
- b) Shall not be allowed to serve as Head Coach of any Representative Team.
- c) Shall keep a register of all teams and players in the Association.
- d) Shall handle all routine correspondence on behalf of Woolwich Minor Hockey Association.
- e) Shall be the primary contact person in all dealings with Local League, Representative Leagues and the Ontario Minor Hockey Association (OMHA).
- f) Shall arrange for appropriate insurance coverage for all players, coaches, executive members and other participants in the WMHA programs or activities, subject to Executive approval.
- g) Shall submit team lists and or cards to OMHA before the Team participates in the Regular Season Schedule.
 - a) Responsible for the distribution of Executive & Coaches passes before Playoffs begin.
 - h) Responsible for forwarding team requests (financial & otherwise) to appropriate Board Member.
 - i) Seek internet & e-mail connections, subject to Executive approval to ensure WMHA is electronically accessible.
 - j) Shall be the custodian of all books, papers, records, and other documents of WMHA, except for custodial duties assigned to the Treasurer, Secretary and Registrar.
 - k) Shall maintain an up to date office copy of all Executive Meeting minutes.
 - l) Shall be responsible for the administration and records kept for registration and ensure such records are made available to appropriate Convenors on a timely basis.
 - m) Shall answer the telephone during office hours in a professional & polite manner.
 - n) Shall ensure daily checking of WMHA telephone and fax machine, complete with prompt documented replies.
 - o) Shall reply to all inquiries by Club members, Staff, Board members and other interested parties, perhaps with the assistance of Board members as to protocol, sources of information and club rules in a timely manner.
 - p) Attend all Board meetings unless specifically exempted due to purpose of the meeting.
 - q) Shall manage WMHA Resource Library, ensuring all items borrowed are documented and returned.
 - r) Shall fill in for the Secretary in his/her absence, taking minutes at monthly executive meeting.
 - s) Shall perform other duties as may be reasonably requested.
 - t) Shall manage and maintain all registration for the Association.
 - u) Shall maintain an accurate log of all registrants that have moved on to AAA or AA for the current season.

Section 2: OFFICE HOURS:

- a. This is a salaried position based on the operation of set office hours at Elmira Arena every Saturday from 9am – noon (excluding Statutory Holidays) and one other evening per week to be mutually agreed upon between the Board of Directors and the incumbent.
- b. Hours per week range from 15 – 20 hours on average, recognizing that there will be peak periods that may require extended hours.

Ice Scheduler

Section 1: Duties

- a. Responsible for the acquisition & scheduling of ice time as it relates to practices and games.
- b. Daily maintenance & communication of official schedules with referee and timekeeper assignors.
- c. Shall not be allowed to serve as Head Coach of any Representative Team.
- d. Shall be responsible for arranging and scheduling all Local League, Representative league and playoff games.
- e. Attendance at monthly Tri County meetings is mandatory.
- f. All schedules to be posted at Elmira & St. Jacob's Arena for Officials and required personnel by 5:00 pm each Wednesday.

Article Sixteen: MEETINGS

Section 1:

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

Section 2:

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

Section 3:

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

Section 4:

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

Article Seventeen: ATTENDANCE

Section 1:

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

Article Eighteen: SIGNING AUTHORITY

Section 1:

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

Section 2:

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

Section 3:

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

Article Nineteen: VOTING DELEGATES – OMHA ANNUAL MEETING

Section 1:

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

Article Twenty: EXECUTIVE DECISIONS

Section 1:

Notwithstanding anything contained elsewhere in this handbook, any decisions made by the Executive shall be final and binding.

Article Twenty-One: APPEALS (non-TRUST Program)

Section 1:

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

Section 2:

The appeal shall be made in writing to the President and he shall be empowered to call a special meeting to consider such appeal. President to copy VPs on receipt of all appeals.

Section 3:

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

Section 4:

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

Article Twenty-Two: EQUIPMENT USAGE

Section 1:

All WMHA supplied equipment may only be worn during official WMHA activities.

Section 2:

Game sweaters and socks, may only be worn during Association Game Conditions. They may not to be worn during practices or for other Hockey Leagues.

Article Twenty-Three: Team Clothing, Spirit Wear, and Accessories

Section 1:

Any team being a member of WMHA when purchasing clothing or accessories shall purchase items of a standard colour and design. The supplier, style and colour are to be approved by the Executive.

Article Twenty-Four: LOGO USAGE

Section 1:

Any person, corporation or entity that requires the use the Wildcat Logo or any portion of the Logo must first obtain a Release and Consent Form signed by the President for the specific use. Requests must be submitted to the hockey office.

Article Twenty-Five: AWARDS

Section 1:

WMHA will annually hand out the following awards:

- a. The Todd Shannon Memorial - Rep. Goalie Trophy
- b. The Bob Waters Award - for significant contribution to Woolwich Minor Hockey
- c. June Pearce Memorial Bantam
- d. Dan Snyder Award

Section 2:

All WMHA team trophies will not be allowed to be kept by teams or coaches and must be given to the Hockey office at the end of the season.

Article Twenty-Six: Out of Province HOCKEY VENTURES

Section 1:

Any Out-of Province team event must be approved by the Executive at least 60 days prior.

Section 2:

Any monies advanced by the WMHA to teams involved in out of province hockey ventures shall be used to defer coach's costs only.

Section 3:

Any team wanting to travel overseas shall establish an Overseas Hockey Committee who shall be responsible to the Executive and there shall be at least one member of the Executive on the Committee. Any overseas hockey venture shall be conducted only in accordance with OMHA rules and regulations.

Article Twenty-Seven: LIFE MEMBERS

Section 1:

Life Membership is the highest honour that can be bestowed by Woolwich Minor Hockey Association and it shall be awarded only for exemplary service.

Section 2:

Life Members shall be nominated by the Executive and elected at the Annual General Meeting by a 2/3 majority of the members present and voting therein.

WMHA Constitution, By-Laws, Rules & Regulations

Section 3:

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

Section 4:

A Life Member and spouse shall receive a lifetime pass to all WMHA games.

Section 5:

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

Section 6:

The Office Manager shall maintain a full and complete list of Life Members and place such list on the Website. Note: Deceased Life Members are to be noted of passing with the year of death noted next to their name in brackets.

Section 7:

The Office Manager shall ensure that Life Members receive season passes yearly at the start of each season and playoff passes at the start of playoffs.

Article Twenty-Eight: AMENDMENTS

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

Woolwich Minor Hockey Association Inc.

Rules, Regulations and Guidelines

Article One: GENERAL

Section 1: PLAYER QUALIFICATIONS

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

Section 2: REPRESENTATIVE TEAMS

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

Section 3: EQUIPMENT

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

Section 4: TOURNAMENTS

- a. WMHA will abide by all OMHA and league rulings, with regards to tournaments.
- b. WMHA requires that the maximum number of tournaments that any WMHA team can attend is 3 a season (including Woolwich Weekend tournament).
- c. A fourth tournament is possible when voted unanimously in favour (by secret ballot) by all parents.

BEHAVIOUR – DISCIPLINE

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

Article Two: BEHAVIOUR

Section 1:

Players, Bench Staff, Parents and spectators are allowed to take part in, or attend, on the consideration that they observe the Constitution, Rules and By-laws, Code of Conduct, and the TRUST Program of the Association.

Section 2:

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

Section 3:

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

Section 4:

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

Section 5:

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

Article Three: DISCIPLINE

Section 1:

The Vice President shall be deemed to be the officer in charge during the course of his division's operations and shall have the power to discipline or suspend anyone contravening the Constitution, By-laws, Code of Conduct, Rules or Regulations or TRUST Program of WMHA in consultation with the President.

Section 2:

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

Section 3:

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

Article Four: COACHES AND MANAGERS

Section 1:

All Representative Coaches must be appointed and approved by the Executive and notified by July 1st annually. All Representative Team Managers, Assistant Coaches and Trainers must be approved by the Executive before the start of the playing season. All bench staff shall be subject to all rules of the OMHA, WMHA, and League and may be replaced at any time, if considered necessary, by a majority vote of the Executive.

Section 2:

- a. All Coaches, Managers, Trainers and Assistants shall be encouraged to continually improve their coaching ability and knowledge through clinics, etc.
- b. Reimbursement may be considered upon successful completion of approved OMHA clinics.
- c. WMHA will reimburse out of town clinic costs up to 50%. WMHA clinic rates are discounted for local members and thus no further reimbursement will be provided.

Section 3:

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

Section 4:

Coaches shall have at least two parent meetings, one at the beginning of the season and the other before the beginning of playoffs.

Article Five: FAIR PLAY OF PLAYERS

Section 1:

It is the responsibility of each coach to develop the hockey skills of every player on his/her team through full participation in practices and games.

At the Local League level all players are, within guidelines established by the VP of Local League, entitled to approximately equal ice time, provided the player participates fully in practices. This includes goalies.

- a. It is recognized that reducing ice time can be an effective method of disciplining or motivating players. When reducing ice time of a player, a coach must explain the reason to the player.
- b. With consultation with parents and players, it is recognized that in some games, particularly playoff and/or tournament games, certain players may get somewhat more ice time depending on the situation.

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

- a. It is recognized that "benching players" can be an effective method of disciplining or motivating players. When "benching" a player, a coach must explain the reason to the player.
- b. It is recognized that in some games, particularly playoff and/or tournament games, certain players may get somewhat more ice time depending on the situation.

However, no coach has the right to put winning above fair participation and player development. The coach's responsibility is to develop all his players. It is expected that in all regular season games Rep coaches will use their players as equally as possible for at least the first two periods. Goaltenders are to be played equally unless there are unusual or exceptional circumstances.

Article Six: REFEREES

Section 1:

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

Section 2:

The Elmira and District Hockey Referees Association Inc. will appoint an assigner annually. The assigner will appoint the referees for each game.

Section 3:

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

Section 4:

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

Section 5:

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

Article Seven: LOCAL LEAGUE CONVENORS

Section 1:

Shall be appointed by the Vice President in charge.

Section 2:

Shall be in charge of the divisions appointed to.

Section 3:

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

Section 4:

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

Section 5:

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

Article Eight: PLAYERS' FEES

Section 1:

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

Section 2:

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

Section 3:

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

Section 4:

All out of area players will be charged an additional \$75.00 per season in addition to the registration fees.

Section 5: LATE REGISTRATION FEE GUIDELINE

A Late registration fee of \$75.00 will be applied to every registration after May 30 as outlined below.

MONTH	LATE REGISTRATION FEE
June to October	100% of regular fee
November	80% of regular fee
December	60% of regular fee
January	40% of regular fee
February	30% to 10% of regular fee

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

Section 6: WMHA REFUND POLICY

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

- a) Medical certificate from a physician.
- b) Moving away from Woolwich Township or its related right of choice areas.
- c) Approved by the executive.

Rep and Team fees are non-refundable. An administration fee of \$25 will be assessed for any refund request.

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

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

Section 7: BOUNDARIES

All players wishing to play Representative level must reside within the WMHA boundaries prescribed by the OMHA regulations.

Article Nine: SIGNING AND MOVEMENT OF PLAYERS

Section 1: PLAYERS OBLIGATIONS WHEN SIGNING

When a player signs an offer of commitment with a representative team, the player has signified a desire and willingness to play representative level hockey for the Woolwich Minor Hockey Association. A player choosing to leave a Rep team after signing an offer of commitment understands that WMHA will not place the player with another team in the organization. Notwithstanding Section 1, b extenuating circumstances may be reviewed by the Executive.

Section 2: PLAYER MOVEMENT RESTRICTION

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

- i. A player with the ability who desires to play ahead of his age classification.
 - ii. A player with ability significantly in advance of his age classification who makes the decision to play at a NON-REP. LEVEL.
 - iii. A player with ability significantly below his age classification.
- a) Representative players shall play in the age group for which they are legal age to play. If a player wishes to sign for a team in a higher age category he/she must have the permission of his/her legal guardian as per the WMHA Player Movement Policy on the website.
 - b) In order for a player who desires to participate at the Local League level but has abilities significantly in advance of his age classification, such player will be placed in a category which is one or more above his age classification. Such placement shall be recommended by the VP Local League and approved by the Executive and the League.

In order for a player with abilities significantly below their age group to be allowed to participate in a category one or more below their age classification, placement of the player shall be recommended by the responsible Vice President and approved by the Executive, and the League as required. (This applies to the Local League only).

Section 3: PLAYER MOVEMENT BETWEEN REPRESENTATIVE & LOCAL LEAGUE TEAMS

All movement is subject to OMHA, League rules, and at the discretion of WMHA Executive

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

- a) If a player wishes to play for a Representative team, it is preferred that the player try out for the "higher level" team first.
- b) In the event that there is no minor age team at a given level, the AE team must have at least five (5) Minor players on their regular playing lineup.
- c) Any Coach, Assistant, Manager or Trainer knowingly violating these rules will be subject to disciplinary action.
- d) Any dispute regarding these rules shall be referred to the VP of Representative for a recommendation. The VP of Representative will have the final decision in all such disputes
- e) No player movement (permanent) between AA, A and AE teams is allowed.

Section 5: AFFILIATED PLAYER MOVEMENT

- a) WMHA expects a good working relationship between affiliated teams. The Association is in favour of limited movement between affiliated teams, i.e. players moving up to replace sick, injured or absent players.
- b) It is up to the affiliated coaches to encourage the players to play up if given the opportunity.
- c) When a Rep coach requires an affiliated player on a temporary basis, he must first notify the coach of the affiliated team and the Vice President Representative teams of his intentions and which player(s) he wishes to use. Provided there is no conflict of schedules, the coach of the affiliated team may not prevent a player from playing up. If a conflict in schedules does arise, the coach of the affiliated team has the right to allow the player to play up, or to require that the player stay with his own team. For purposes of this section, a "conflict of schedules" shall include the situation where both teams play on the same day and the affiliated team plays after the higher team. If a disagreement over the use of affiliated players arises, either coach may refer the matter to the VP Rep Teams for resolution.
- d) Coaches are encouraged to give the opportunity of playing up to more than one or two affiliated players.
- e) Movement of affiliated players on a permanent basis is allowed only in accordance with Article 9, Section 2 (a). When a Coach needs a player on a permanent basis he is expected to draw on the AE team or the Local League. This has to be approved by the Coaching Committee in accordance with OMHA and League rules.
- f) Any Coach, Assistant, Manager or Trainer knowingly violating these rules will be subject to disciplinary action.
- g) Any dispute regarding these rules shall be referred to the VP Representative for a final decision in all such disputes.
- h) AP lists will need to be approved by the VP of Rep and VP of Local League before being rostered.

Article Ten: HOUSE LEAGUE / LOCAL LEAGUE RULES

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

Section 1:

All HOCKEY CANADA, OMHA and League rules shall govern and shall be enforced by the Convenors and referees. From time to time WMHA can, at its discretion, establish additional rules of conduct and/or play. In no event shall such additional rules be less stringent than, or circumvent or negate in any way the HOCKEY CANADA, OMHA and League rules.

Section 2:

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

Section 3: THE HOUSE LEAGUE SHALL BE COMPRISED OF THE FOLLOWING:

- a) Initiation
- b) Pre-Novice

Section 4: THE LOCAL LEAGUE SHALL BE COMPRISED OF THE FOLLOWING:

- a) Novice
- b) Atom
- c) Peewee
- d) Bantam
- e) Midget
- f) Juvenile (if applicable)

Section 5: BODY CHECKING RESTRICTIONS

Body checking shall only be allowed in accordance with HOCKEY CANADA and/or OMHA Rules, or additional rules instituted by the WMHA if such additional rules are more stringent.

Section 6: ALL REFEREES' DECISIONS ARE FINAL

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

Section 7: SUPERVISION

Any team not supervised by a rostered WMHA Bench staff shall not play or practice and shall forfeit the game by default.

Section 8: TEAM SELECTION

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

Article Eleven: AMENDMENTS

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