



West Hants Minor Hockey Association Policy & Procedures

Updated: January 2019



Tables of Contents:

Title	Page
Compliance Agreement	3
Coach Selection	4-6
Tryouts & Team Selection	7-12
Player Information	13-15
Registration	16-18
Finance	19-22
Fundraising	23-24
Ice	25-26
Development	27-28
Rink Behaviour/Discipline	29-33
Fair Play	34-36
Equipment	37-40
Referee	41-42
Media & Publicity	43-44
Travel	45-46
Team Management	47-48
Risk Management	49-54
Tournament	55-61
Birthplace of Hockey Timelines & Guidelines	62-64

Appendix	Page
Association Forms	66-73



Compliance Agreement:

The Policy & Procedures of West Hants Minor Hockey Association should not supersede Hockey Nova Scotia or Hockey Canada.

Mutual respect amongst complying partners is prevalent.

Members of West Hants Minor Hockey Association are expected to adhere to the Policies and Procedures of our Association.

Failure to comply with the Association Policies and Procedures may result in one or more of the following actions:

- Letter of education
- Letter of Warning
- Probation period and/or restitution
- Suspension
- Revocation of membership
- Criminal Charges (external to the Association)

Matters not covered in this policy and procedures manual shall be referred to the WHMHA Board for discussion and decision.



Coach Selection:

Coach Selection Committee details are in our Constitution: Article 6: Section 1. Terms of Reference for Coaches is in Article 12: Section 4.

Coaches must be certified as per Hockey Canada, Hockey Nova Scotia & WHMHA. Courses are available through the Association. The Association is willing to aid in information and certification.

A Coach is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

Role of the Coach:

First and foremost, the Coach must be a role model for his players both on and off the ice. A Coach is one of the most important role models in a child's formative years. A Coach must conduct him/herself in a manner that a child can emulate & honour. A major challenge for the Coach is to keep the hockey program fun yet interesting & competitive. Team focus is better maintained in a challenging program. Without it, youth quickly become bored & disenchanted.

Teaching skills, both hockey & life, is the cornerstone of coaching. A Coach earns respect by being fair, knowledgeable, friendly and a good communicator. Coaching is a continual learning process. Coaching requires much personal time & effort yet is a very rewarding experience.

Components of Coaching:

1. The Coach is a Teacher:

Coaching and teaching are synonymous. The Coach must be able to teach the skills required to learn the game of hockey. The Coach must be qualified as per Association guidelines.



2. The Coach is a Leader:

The Coach must demonstrate leadership qualities in a respectable manner. The Coach needs to guide and motivate the players. Skilled leaders develop good players.

3. The Coach is an Organizer:

The Coach needs to have a yearly plan to follow. Those who fail to plan - plan to fail.

4. The Coach is a Technician:

The Coach must be knowledgeable in the elements of technique, tactics, physical fitness and mental preparation. He/she must relay the principles of conditioning & good nutrition. Team sport requires the Coach to encourage individual achievement yet frame it within a team objective - The whole is greater than the sum of the parts.

The Process:

Application Forms: are available on the West Hants Minor Hockey Website or by contacting a Board member. Completed application forms must be submitted to the Head Coach.

Submit Application: Any person seeking a position as Team Head Coach, Assistant Coach or Manager in WHMHA must submit a completed application form to the Association Head Coach prior to deadlines as outlined below. All team staff will comply per HNS Risk Management Guidelines and submit required forms to the **Association Head Coach.**



Team Staff Calendar Year		
Team Capacity	Deadline for Application	Selection Complete
Top Rep Head Coach	September 15 th	Prior to Start of Season
2 nd Rep Head Coach	September 15 th	Prior to Start of Season
House Head Coach	September 15 th	Prior to Start of Season
Assistant Coach	September 15 th	Prior to Start of Season
Manager	September 15 th	Prior to Start of Season

Interviews and Assessment: The Coach Selection Committee conducts interviews. The interviews need to be conducted fairly and will help assess if the applicant meets the criteria and is capable of the task. **All Head Coach applicants will be interviewed.**

The Committee may conduct interviews of other Coach & coaching staff applicants if deemed necessary.

In the case where interviews are not conducted (i.e. auxiliary coaching staff), WHMHA Head Coach may assess the applicant by completed form and knowledge of person. The application value is 25%; the interview value is 75%.

Selection Notification: Post process, the Coach Selection Committee selects the candidates. The Coach Selection Committee reserves the right to reopen process should suitable candidate not be found in the first process.

Notice of selected candidates is circulated to the Board of Directors who will respond in a timely manner so as not to impede the progress of Minor Hockey.

The WHMHA Head Coach will notify all applicants on results.



Tryouts & Team Selection Process:

Purpose:

- The Tryouts Procedure should strengthen the Association and provide a fair opportunity for each player.
- The process allows for necessary & beneficial input from the coaches. It should not diminish the ability of the coach to select the best team.
- The process should relieve some of the stress in decision-making and provide the best possible team combination within Association membership while utilizing the resources within our Association.

Basics:

- The Tryouts process is overseen by the WHMHA Team Registration and Affiliation Committee, herein after referred to as **TRAC**.
- Tryouts will be held in a local arena prior to the official beginning date of Minor Hockey.
- A handout regarding process should be prepared prior to and ready for distribution at Registration.
- Fee structure for Tryouts will be decided annually by the Board prior to Registration. This fee must be paid at time of registration. The fee is based on projected budget to administer process (ice costs, registration numbers, and other administrative items).
- Players must be registered within our Association.
- Players should be attentive, focused and respectful during the process. Players who register or transfer after Tryouts are completed are subject to review and placement by TRAC.
- Parents must be respectful and not interfere during the tryouts. Parents are encouraged to support players in a positive manner.
- No person shall confer, interfere, or contact the Assessors regarding the player process at any time during Tryouts.
- Maximum number of players on the Brooklyn ice surface per session should be approximately 30 players.



West Hants Minor Hockey Association Policy & Procedure

- The total number of ice times required for Tryouts will depend on registration numbers. TRAC will confer with the Registrar & Ice Chairperson to secure the ice times.
- Consistency is important in team selection and decisions.
- There should be consistency in drills /patterns utilized in the Tryout process. The Coaches and TRAC will confer and agree prior to Tryouts via workshop.
- Since the coach confers with the team all year, it is in the best interest of the Association to ensure that the leadership partners are compliant with final team selection.
- The tryout process should provide maximum benefit to majority of members.
- Once team lists are approved by HNS and registered with HC all team selection for WHMHA is complete.

Representative (Rep) team Process:

- One set of Tryouts per division of Atom, Pee Wee, Bantam and Midget.
- Number of ice sessions per division will be set by the Director of Hockey and a notice sent out to Association Members prior to the start of the Tryout Process
- Maximum number of players on the ice surface per session should be approximately 30. This ensures evaluators and players a fair opportunity.
- Should the number of players per division be considered large or exceed 30, players should be divided into separate pools (ensuring balance of defence/forward/goalie) & protocol followed as outlined. The pools shall be divided according to player-division level from previous season.
- There may be player movement allowed from pool to pool during the tryout process. This will be monitored by TRAC in conjunction & communication with Coaches.



West Hants Minor Hockey Association Policy & Procedure

- Player attendance is mandatory for all sessions. Any player conflict with attendance to ice sessions must be addressed in advance of each session to the Director of Hockey. The Director of Hockey has final decision on justification of reason to miss attendance. Failure to comply may affect the final outcome.
- The ice sessions will be formatted in a suitable time frame so that above compliance is not problematic.
- The Director of Hockey will compile a list of assessors to present to TRAC. TRAC has final approval on selection.
- **It is essential to the process, that player master numbers, jersey numbers, and colors are organized, assigned, distributed and understood prior to each ice session.** WHMHA Equipment Coordinator and Division Coordinators (or their assistants) are responsible for this sector in cooperation with TRAC.
- Assessors must maintain; good ethics, confidentiality, responsibility and demonstrate sportsmanship during the evaluation process.
- Each assessor's score is weighted evenly.
- There will be 4 Assessors per Session, including the Head Coach if one has been chosen. There must be a minimum of 3 evaluators per session.
- Assessors may evaluate more than one (1) division.
- Assessors **may not** be actively on the ice surface or team benches during tryouts. TRAC will appoint a person(s) to be on ice & operate the sessions. The head coaches of the teams in each division can supply a person's name(s) to be on ice and operate the sessions to TRAC prior to Training Workshop or Session #1. TRAC has final approval on personnel chosen.
- The tryout process is a modified version of the Hockey Canada, Player Evaluation and Selection Minor Hockey Development Guide which can be found in the Appendix of our Policy and Procedure Manual.
- There are two parts to player process- skills & teamwork. These parts will be merged to give a final report.
- The ratio of skills (Sk) to scrimmage (Sc) will vary for the division levels and should reflect and comply with HC current ratios



West Hants Minor Hockey Association Policy & Procedure

- The logistics of skills to scrimmage ratios will be discussed and agreed between TRAC and the Coaches.
- Immediately after each session #2-#6, all assessors remit a report sheet promptly to the Director of Hockey (or designate) who keeps a progressive master file of all players in process. There may be a discussion time to confer, assess and prepare for next ice session.
- The final Ice session should be arranged for morning or noontime slot to ensure adequate time for team notification process.
- Immediately following the final ice session, the Director of Hockey oversees final tabulation, team list compilation and conference with Assessors, Rep Coaches and TRAC to justify outcome
- The proposed roster list includes the eighteen (18) highest ranked skaters and three (3) highest ranked goalies. The list is ranked with #1 being player with the highest rank and sequentially down the list to 18 players. The goalies will be listed in similar ranking but only #1-#3. A player cannot move up or down more than three (3) ranking spots from their final ranking position. This process needs to be done within 24 hours of completion of final ice session per division. Subsequent team lists come sequentially from the confirmed and verified Top Rep Team list.

Rep Team Final Notification Process:

- A team roster list will be given by the Director of Hockey to the Top Rep Coach.
- The Rep #1 Coach will begin notification of selection. He/she will contact each individual player on the list to confirm placement and verify the team list It is advised that in Peewee and Atom divisions that the Rep Coaches speak with a parent prior to speaking with the player.
- A telephone call must be the method of notification. There will be no team lists posted in the arena as notification. Players must be notified within 24 hours of completion of the final ice session.
- A player, upon notification of team placement (i.e. telephone call), should be given the option to accept his/her placement. If a player declines team placement, the coach must confer with the Director of Hockey and the



West Hants Minor Hockey Association Policy & Procedure

issue must be reviewed by TRAC and the player will be placed on an appropriate team within the division by TRAC after a full review.

- Once the full team roster is verified, the Rep # 1 Coach will call the Director of Hockey to verify the team list. Subsequent Rep Coaches will also be contacting players using the same process as outlined.
- Once all Rep teams have been secured and each team roster verified - the players who attended Rep Tryouts and are **not** on a rep team will be distributed fairly to the House division.
- The first official ice time for REP occurs on the first week that Minor Hockey officially begins. Ice time prior to this is team responsibility-please refer to Ice Policy.

C Level Team Process:

- TRAC in conjunction and conference with the Development Coaches will decide on format for C Level team selection process. Once this process is complete, all C Level teams for WHMHA are selected & complete. This process does not require ice time.
- **Teams should have fair distribution of talent, ensuring balance of defence/forward/goalie & support staff.**
- The first official ice time for C Level occurs on the first week that Minor Hockey officially begins.

Novice Team Process:

- Follows recommendations and guidelines as per HNS-Minor Council Constitution.
- The first official ice time for NOVICE occurs on the first week that Minor Hockey officially begins.
- Movement of players to various Novice levels will occur in the time frame from official start of Minor Hockey to November 1.
- TRAC will administer this process in conjunction and conference with the Novice Coaches.



Post-Team Selection Process Notes:

- Any person who has issue with Player placement outcome must address via written note to the WHMHA Board of Directors.
- This may be done by email, mail or hand delivered note Notes should be received in a timely manner.
- No individual ranking will be released. The Board will release positive remarks & recommendation notations.

It is not the intention of the Association to minimize the importance of coach input or choices for players. We are simply trying to create a fair program with maximum benefit to all kids.



Player Information:

A player is a registered member in good standing of the Association who agrees to abide by the Association rules and shall not cause detriment to the Association he/she represents.

Player Policy is in accordance with Hockey Nova Scotia, HNS Minor council & WHMHA guidelines. It involves notification to and compliance amongst the partners -Directors of Hockey, local Association Boards, & coaches involved.

Player Movement:

All player movement must be in accordance with HNS Minor Council guidelines.

1. There shall be no player movement from his/her team to any other team game/practice without request to, and approval from, his/her Coach or Assistant Coach.
2. If, in above, no agreement can be reached the Director of Hockey will determine a solution.
3. The player's Coach must obtain parental agreement of player involved.
4. No person will contact any player regarding movement without prior knowledge to and approval by the player's Coach or Team Official.
5. Player movement between Associations follows HNS Minor Council rules. It requires communication/notification amongst the Directors of Hockey, local Boards & Coaches.
6. Failure to adhere to these guidelines may lead to suspension of violating coach or other disciplinary action to violators.

Player Suspension:

1. The Coach may suspend a player for one game. The Coach or Team Official must submit a detailed report to Chair of Discipline Committee. The must meet with parents of said player to discuss issue, resolve & defer future problems.



West Hants Minor Hockey Association Policy & Procedure

2. In the event of more than one game suspension, the Coach follows same procedure but requests guidance from the Discipline Committee.
3. The Discipline Committee may apply additional game suspensions if the situation warrants.
4. If the situation is of a more serious nature or repetition of non-compliance to previous violation, the Discipline Committee may suspend the player for the remainder of the season.
5. Violation is in regard to Fair Play Code, Team & Player Contract, or Municipal, Provincial or Federal Statute.
6. Gross misconduct, abuse of officials and other similar violations may lead to further action by Discipline Committee.

Substance Abuse:

The Association has zero tolerance for alcohol and illegal substance. Violation leads to immediate Player Suspension followed by ruling of Discipline Committee.

1. The Coach or designate who finds player in violation of policy must suspend the individual.
2. The Coach or Team Official must give a detailed report to the Discipline Committee Chair.
3. Any illegal substance seized must be turned over to local police agency.
4. The Coach or Team Official must notify parents of offending player.
5. The Coach or designate must take appropriate action if he/she has knowledge of substance abuse or suspects any player of substance abuse. Communication to the Discipline Committee Chair is advised.
6. The Discipline Committee rules on Substance Abuse in a timely manner.
7. There is a right to appeal this decision. Written note of "intention to appeal" must be given to the WHMHA Board within 7 days of receipt of Discipline Committee decision.
8. The Discipline Committee may deal with this issue by a one of the following manners (but not limited to): speaking with player involved; speaking with parents of player involved; refer player to their family doctor; confer with WHMHA Board.



Mandatory Equipment for Players:

- Full hockey helmet with full-face mask
- Hockey gloves
- Athletic support
- Neck protector as per CHA
- Shoulder pads
- Elbow and shin pads
- Hockey pants
- Skates
- Approved hockey stick (taped)

Mandatory Equipment for Goalies:

- Full goalie helmet with face mask
- Goalie gloves (blocker and trapper)
- Athletic support
- Neck Protector as per CHA
- Chest protector with shoulder pads
- Goalie pads
- Goalie pants
- Skates
- Approved Goalie stick (taped)



Registration:

Terms of Reference for Registrar: Constitution: Article12: Section 2.

The Registrar is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor Association and shall not cause detriment to the Association he/she represents.

The Registrar:

- Shall process registration in accordance to HNS Guidelines and maintain accurate information files. Computer software utilized will be supported with back up files.
- Shall assist in setting fees for registration; set date to open online registration, set time & location for registration process & will be on location during registration (or shall assign assistants to aid in duty).
- Shall help ensure that registration fees are collected and remitted to the Association Treasurer.
- Shall collect tryout fee at time of registration. In the event of an error, shall be on hand at first tryout session in each division to collect fee, or shall assign assistants to aid in the duty.

The Registration Process:

- The Registrar shall set the date that online registration opens, shall set the location & time of in-person registration. Ensure public announcements are published with the appropriate information.
- No player shall be considered a member in good standing unless registration fee has been received and due process complete.
- There shall be a deadline date for registration submissions. The Association shall set and publish this date annually.
- Persons who live within the Association boundary and wishing to play hockey must register with the Association.
- Persons planning on attending tryouts or other Association ice program must be registered in our Association.



West Hants Minor Hockey Association Policy & Procedure

- Person from outside the Association boundary who is attending tryouts must register in their own Association.
- Persons may register online or on location during specified times set up by the Registrar on a request only basis.
- Person registering must provide player & family information, Medicare Number, and method of full payment.
- Method of complete payment is cash, cheque, credit card, direct banking or email transfers.
- Method of payment plan is 3 cheques post-dated all submitted at registration process. In the event of any cheque problem, a fee for insufficient funds will be charged to the negligent party. The player(s) membership is officially nullified, and the player will not continue to participate until the situation is rectified and payment received in full by cash to the satisfaction of the Association.
- If a person neglects to register by deadline set by the Association, the person shall contact the Registrar for information. The person must understand that it is at the discretion of the Association to allow or disallow registration once deadlines have past.

Registration Refund:

- Person seeking a player refund shall submit a written request to the Registrar.
- The refund and its amount shall depend on the reason for refund (i.e. medical, transfer, change of plans, etc.). The Registrar in conjunction with the Board shall decide on these matters. Fees deemed refundable are done on a prorated basis per each circumstance.
- The final date for refund requests is December 30th of each playing season. After this date no refunds are issued.
- No refund will be issued if the Board as a result of a disciplinary problem that has revoked a player's membership.



Teams:

- The number of divisions, category and teams operating within the Association shall follow HNS guidelines and specifications.
- The number of divisions, category and teams operating within the Association varies from year to year depending on number of registrants.
- The Board in conjunction with the Team Registration & Affiliation Committee (TRAC) will decide on division, category and team numbers.
- The Board will maintain a good working relationship with the respective Coaches in regard to team designation & numbers.
- The Registrar will, on behalf of teams, ensure that payment for the HNS insurance of each registered player is paid prior to deadline set by HNS. This insurance fee is part of the total registration fee per player.
- The Registrar will, on behalf of teams, ensure that payment for the HNS insurance for Team Coaching Staff is paid prior to deadline set by HNS. The amount of insurance coverage paid by the Association will be capped at four (4) coaching staff. Any team in WHMHA, who has more than these numbers of coaching staff has must ensure that payment comes from the team account and is in the hands of the Registrar/Treasurer prior to the HNS deadline for payment.
- **No person may be on ice without being registered with HNS (or other guidelines as per HNS insurance) and has registered or received approval from the WHMHA Registrar.**



Finance:

Terms of reference for the Treasurer: Constitution: Article 12: Section 1

The Treasurer is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor Association and shall not cause detriment to the Association he/she represents.

Procurement:

No officer shall participate in the selection or the awarding or administration of a contract or purchase supported by WHMHA funds if a conflict of interest, real or apparent, would be involved. No officer shall solicit or accept gratuities, favors, or anything of monetary value from contractors or suppliers. WHMHA shall not purchase any goods or services from any member of the governing board or their immediate family members, unless authorized by the board after a full disclosure of the potential benefits.

Annual Budget:

The WHMHA Board of Directors, at a meeting to be held no later than November 1st annually, shall approve by motion an Annual Projected venue and Expense Budget for the current year. All matters of Finance are treated as confidential information.

All revenue generated for or due to WHMHA is payable to:

West Hants Minor Hockey Association

and administered by the Treasurer of WHMHA.

All deposits for WHMHA are done by the Treasurer.

Revenue owed to the Association is due in a timely manner.

All matters regarding Finance is given to the Treasurer in a timely manner.



Associated Finance:

- The Association shall establish a Finance Committee to assist the Treasurer and Board of Directors in maintaining finances in good standing.
- Each Finance Committee person is a member in good standing the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.
- The Committee shall consist of seven (7) persons: WHMHA Treasurer as Chairperson, President, Fundraising Director, and 4 individuals to be approved by the Board on an Annual basis prior to the Official start of Minor Hockey Season. At least one person on this committee should be a certified finance officer in good standing within his/her certification membership. The Finance Committee is a Sub-Committee of the Treasurer and will assist with financial administration, review and guidance for the Association and Division Teams. Members who fail to comply with recommendation guidelines or information requests from
- Finance may face Discipline Action.

Specific Matters of Finance Committee are:

- **Registration:** The Committee works in conjunction with the Registrar to deposit registration fees. The Treasurer shall notify the Registrar in a timely manner of NSF cheques. The Treasurer (or designate) will contact the member for payment to the satisfaction of the Association.
- **HNS:** The Committee will monitor and ensure payment of accounts to HNS.
- **Development:** The Development Coordinator and the Finance Committee shall establish a system for collection of development fees that is agreeable to both parties. The fees shall be remitted to the Treasurer in a timely manner.



West Hants Minor Hockey Association Policy & Procedure

- **Officials:** The Treasurer and the Referee in Chief have a record keeping system agreeable to both parties. The Committee may assist when needed. The Treasurer remits payment to the Officials.
- **Ice:** The Committee and the Ice Chairperson shall work in conjunction on matters of Association ice, use of ice and finance relating to ice. The Ice Chair shall supply a report to the Committee once per month during the regular playing season (Oct- Mar). This report will verify and rectify WHMHA records to maintain good relationship and account status with the Arena Managements and keep our finance in order. Of particular note is 'Buy Hours'; the Ice Chair shall ensure the report contains information on teams that utilize Association Buy Hours. Prompt payment for Association 'buy hours' shall be remitted to the Treasurer (or Committee member). A cheque payable to WHMHA is the method of payment for Association Buy Hours.
- **Special Events:** All funds relating to Tournaments, Jamborees, Minor Hockey Day or other special events fall under Finance Committee. These funds include registration, 50/50, program sales and misc. revenues. The Committee shall work in conjunction with Coordinators on matters of finance relating to these special events.

Team Finance:

- The Association provides a schedule of ice sessions (game & practice) plus officiating expense for said games per team per Minor Hockey official season. Ice sessions and officiating cost external to these are the team responsibility. Please refer to Ice Policy.
- Teams that require external funding for seasonal operation are required to submit budgets (proposed & actual) to the Finance Committee. The proposed budget will project team expenses and revenue while the final budget will show revenue and expenses.
- Guidelines on team fund raising events or activities are found in Fundraising Policy.



West Hants Minor Hockey Association Policy & Procedure

- Each team must have a contact person that will work with the Finance Committee when requested. The Finance Committee may periodically request a status report on Team accounts to assist Teams in matters of Finance. This report should be submitted in a timely manner (5 business days) to the Committee.
- Team funds raised must go directly to the team (i.e. ice costs, tournament fees, referee fees, team apparel). Please contact the Fund-Raising Director for any questions or inquiries.
- In the matter of 'Association Buy Hours', teams are responsible to keep accurate record of these hours used. Teams shall submit full payment to HMHA before season closure of their team account. Ice Chair will submit an invoice to teams for their buy-hours. Payment will have to be made before closing the Team Account.



Fundraising:

Terms of Reference for Fundraising Director: Constitution; Article 12: Section 2.

The Fundraising Director will review and facilitate approval or rejection of all fundraising projects or solicitations within the Association's jurisdiction. He/she is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

Fundraising programs for the Association take precedence over team fundraising. Therefore, all players, coaches and members will participate in Association Fundraising when called upon.

There is absolutely no approaching local business for any gifts for fundraising purposes or cash donations to a team. This is to minimize frequency of requests to local business and maximize benefits to all WHMHA members. The Fundraising Director (or Committee) will solicit the local business areas for assistance with our programs.

No Team, Division, or League coming under the jurisdiction of this Association may raise or solicit funds without prior knowledge to and approval of the Fundraising Director.

All fundraising events or solicitations must be submitted in writing to the Fundraising Director.

All unapproved fundraisers must forfeit their profits to West Hants Minor Hockey Association.

Any Association member who solicits donations towards the purchase of sweaters must inform the donor that once purchased (with Association colour & crest), the sweaters become the property of WHMHA. The sweaters will be used or at least



West Hants Minor Hockey Association Policy & Procedure

two (2) years to provide sponsorship for the donor. All equipment (including sweaters) must be processed through the Equipment Coordinator.

The Fundraising Director, or designated Assistant, is the administrator of advertising revenue on our Association website. He/she will set the guidelines for advertising revenue and marketing, solicit advertisements, and monitor content prior to release to the website. The information is then released to the Publicity Director for input to the Website.



Ice:

Terms of Reference for Ice Chairperson: Constitution Article 12: Section 2.

The Ice Chairperson is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

It is never in the best interest of our group to leave ice time vacant, therefore good communication between Team Management and the Ice Chairperson is essential for the well being of the Association.

The Ice Chair Person:

- Shall authorize all WHMHA ice bookings. This includes Association practice and game times. 'Buy' hours purchased by WHMHA are under the jurisdiction of the Ice Chairperson. 'Buy' hours purchased external to the Association are **not** the responsibility of WHMHA.
- Shall provide each WHMHA team with a schedule of games & practices per season. Some teams may share ice times.

Ice Session Schedule: The ice Chairperson is responsible to publish the ice schedules on our website.

Change or Trade Ice Session: Notification of *any alteration* to a scheduled ice time must be given and approval must be obtained from the Ice Chairperson. It will be necessary at certain times (e.g. tournament, development or play off games) for the Ice Chairperson to reschedule allotted ice times. He/she will do so in an efficient manner and one that it is not problematic for all parties involved.



West Hants Minor Hockey Association Policy & Procedure

Home Game Ice Conflict: If a team schedules an away game at a conflicting time with their allotted home game ice that would leave their home ice vacant, the team will not be issued a travel permit for the away game. If the vacant home ice situation is rectified (i.e. ice time filled) in accordance with other Association notification deadlines, the team may be permitted to travel.

Development Ice Session: The WHMHA Board will allot ice time for development. This includes Association goalie school, power skating, female & other pre-approved programs. It does not include private development programs external to the Association.

Sale of Ice Session: Sale of WHMHA ice for personal or team profit is strictly prohibited. No sale of WHMHA ice may occur without prior knowledge & consent of the Ice Chairperson. If a team is unable to use an allotted ice time and no internal substitute can be found, the team may be allowed to sell the ice external to the Association provided the generated revenue is turned over to WHMHA.

Ice Booked outside WHMHA: Any team planning on booking ice outside WHMHA jurisdiction must have the approval of the Association and appropriate travel permit.

Ice Cancellation: When inclement weather prevails, the Ice Chairperson in conjunction with the President or Vice President shall decide on ice cancellation for scheduled Minor Hockey events. Minor Hockey events include: practice, buy hour, game, clinic or special event. The Ice Chairperson shall notify the Arenas of cancellation. The Ice Chairperson shall notify the Board of Directors, Coaches and Team Managers in a timely manner.

(also note: Finance Policy-Ice)



Development:

Terms of Reference for Development Coordinator: Constitution Article 12: Section 2.

The Development Coordinator is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

The Development Coordinator shall work within the mandate and guidelines of HNS & HC. He/she shall coordinate, implement and be responsible for programs and personnel to operate development within the Association. He/she works in conjunction with and is accountable to the WHMHA Board of Directors.

Terms of Reference for Female Development Coordinator: Constitution Article 12, Section 2.

The Female Development Coordinator is a member in good standing of the Association; agrees to abide by the Association rules and policies; all be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

The Female Development Coordinator shall work within the mandate and guidelines of HNS & HC. He/she shall coordinate, implement and be responsible for female programs and personnel to operate female development within the Association. He/she works in conjunction with and is accountable to the WHMHA Board of Directors.



Terms of Reference for Mentor Coach: Constitution Article 12: Section 2.

The Mentor Coach is a member in good standing of the Association; agree to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

The Mentor Coach shall work within the mandate and guidelines of HNS & HC. He/she shall coordinate, implement and be responsible for programs and personnel to assist and guide our Coaches within the Association. He/she works in conjunction with and is accountable to the WHMHA Board of Directors.



Rink Behaviour:

The intent of the "Rink Behaviour Policy" is to ensure the environment in which minor hockey activities take place is as positive as possible for all participants. The "Rink Behaviour Policy" follows the CHA philosophy that "it is a privilege to play minor hockey, not a right". The WHMHA "Rink Behaviour Policy" also adheres to the CHA mission statement:

"We dedicate ourselves to the advancement of amateur hockey for all individuals through progressive leadership by ensuring meaningful opportunities and enjoyable experiences in a safe sportsmanlike environment."

Included in the "Rink Behaviour Policy" are the four main participant groups; the players/team, the parents/spectators, the coaches/staff and the officials. It is the objective of the "Rink Behaviour Policy" to address issues arising from the interaction of any of the participant groups, at any rink, where any incident(s) take place.

Objectives: The basic objectives of the program are:

1. To foster and enhance mutual respect, understanding and the principles of good sportsmanship and Fair Play amongst all participants during minor hockey events.
2. To promote safety and respect, ensure fun, enjoyment, and good competition at any minor hockey event.
3. The elimination of behaviours and actions which detract from a positive environment in which minor hockey games should take place.
4. Zero tolerance of any forms of abuse and/or harassment during minor hockey events from any participants.



Rationale: Negative incidents and situations which may arise during minor hockey events vary in degree, the number of participants involved, who those participants involved are, and the interpretation for the cause(s) of the incident(s) by participants. Due to these variables, only general procedures outline association measures dealing with inappropriate incidents at minor hockey games, and thus rink behaviour.

It is considered unfair to expect association volunteer executive members, or other volunteers who are at minor hockey events watching their children play, to act as a "police agency" during those events. It is unfair to expect volunteer executive members to step into certain "heated" situations simply because they happen to be at that particular event. There are many other participants at any event. The responsibility of acting should not fall onto the volunteers alone. It is considered the responsibility of all participants to be accountable for any inappropriate situation(s) at any minor hockey event. It is everyone's responsibility if an inappropriate incident occurs at a rink. Everyone should use common sense, have a rationale evaluation of a situation, and act accordingly. It is considered everyone's responsibility, including non-executive participants to become involved in attaining the goals set out in a "Rink Behaviour Policy". The burden of the "Rink Behaviour Policy" is put onto everyone's shoulders.

The "Rink Behaviour Policy" includes a process to educate all participants indicating that they are as accountable as everyone else in preventing incidents and resolving incidents should they occur. Participant groups must learn not to *"pass the buck"*.



The Basics of the Rink Behaviour Program:

Education of participants.

West Hants Minor Hockey Association Commitments:

1. Advertise zero tolerance of inappropriate behaviour at minor hockey events. This is done with arena posters, association newsletters, team information notices, meetings, and including such information in association registration forms.
2. Educate participants. At pre-season registrations all participants should be given information to educate them that inappropriate behaviours at minor hockey events by either home and/or away participants will not be tolerated. It is everyone's responsibility to ensure appropriate behaviour at rinks.
3. Association registration forms. Include in the registration forms a brief outline of the expectations of every participant. Every participant signing the registration form indicates agreement to abide by the program.
4. When an incident occurs at any rink, the association "Discipline Committee" will address the incident as quickly as possible to resolve the situation(s).
5. Once an incident is resolved, a brief report will be provided to the "Executive" so that all governing members can assess the effectiveness of the policy. This is important in order to provide parameters to continue to develop effective rules/guidelines.



Education of Participants:

1. The education component of the "Rink Behaviour Policy" ensures all participant groups fully understand the Policy.
2. All WHMHA members HAVE agreed to work together to educate all participants.
3. All WHMHA members HAVE agreed to take the "Respect in Sport" online course (at least one person per household)

An advertised program, in posters and pamphlets, exist to educate all participants that everyone is accountable for their actions. It should be made evident to everyone that a process has been established, and that it deals with inappropriate incidents by members. The "Policy Committee" is available to assist coaches and staff with providing appropriate material.

Requirements: The basic set of participant expectations and advertised on posters in all WHMHA rinks are and/or by various other means:

1. Coaches:

- a. Respect all facilities and their staff.
- b. Respect the officials and their decisions.
- c. Respect opposing team players, coaches and other participants.
- d. Take responsibility for the actions and behaviours of their teams on and off the ice.

2. Officials:

- a. Respect all participants of the game.
- b. Maintain open and positive communications with players and coaches.
- c. Promote the rules of the game to all team participants.
- d. Keep the integrity in all games.
- e. Maintain professionalism on and off the ice.



3. Spectators:

- a. Remember that players are not participating in the game to entertain the parents.
- b. Spectators should not judge players by professional standards.
- c. Spectators should maintain their self-control at all times.
- d. Spectators should demonstrate respect for all officials and their decisions.
- e. Spectators should demonstrate respect for all participants of the game.
- f. Spectators should encourage sportsmanship, effort and teamwork of all participants.

4. Players:

- a. Players should respect all facilities and their staff.
- b. Players should respect the officials and their decisions.
- c. Players should respect the opposing team players, coaches, and other participants.
- d. Players should take responsibility for their own actions and behaviours on and off the ice.
- e. Players should respect their own team mates.

Educating Participants by Way of Registration Forms and Individual Team Contracts:

1. **Registration Forms:** Registration forms of the WHMHA should include some information to ensure participants are aware of their association's expectations regarding participant's rights, privileges, responsibilities, and their behaviour.



WHMHA Fair Play Policy:

Division	AAA/AA	A	B	C
Midget	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>
Bantam	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Special team units may be used at the discretion of the Coach.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>



WHMHA Fair Play Policy:

Division	AAA/AA	A	B	C
Peewee	<p>No special power play or penalty kill unit at any time during regular season. Special team units may be used at the discretion of the coach during Provincial Play Downs</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>
Atom	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>No special power play or penalty kill unit at any time.</p> <p>Coaches will have the discretion to play the players of their choice for the last 5 minutes of games during Tournament and Provincial Play Downs exclusively.</p>	<p>Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.</p>



WHMHA Fair Play Policy:

Division	AAA/AA	A	B	C
Novice & IP Skills (All Levels)	Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.	Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.	Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.	Fair play at all times. No sitting of players for power play, penalty kill or competitive situations.

Coaches found in violation of the policy:

First instance – Coach will be spoken to and given a chance to be educated about the policy

Second instance – Coach will be subject to a discipline hearing with a minimum 1 game suspension

Third instance – Coach will be subject to a discipline hearing with possible removal from the bench for the remainder of the season



Equipment:

Terms of Reference for Equipment Coordinator – Constitution: Article 12: Section 2

The Equipment Coordinator issues, receives and keeps records of Association equipment. He/she is a member in good standing of the Association agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents. Members are expected to take care of Association equipment and return it on time in good condition.

Hockey Jerseys:

Hockey jerseys are Association equipment purchased by WHMHA for teams.

Colours, Symbol & Cresting:

- The official colours of WHMHA shall be Navy blue, Orange & White.
- The official symbol of the Association shall be West Hants “W”
- No team, organization, business or individual may use the Association name, colour, symbol or part thereof for crestring, clothing, banners etc. unless a written request to the Board has been submitted and a written affirmation received.

The Equipment Coordinator is responsible to distribute practice jerseys for the tryout sessions.

Official WHMHA team jerseys *will not* be used during tryout sessions. The Equipment Coordinator will distribute team jerseys after team selections are finalized.



West Hants Minor Hockey Association Policy & Procedure

No person shall remove WHMHA equipment from the Storage Room without prior knowledge and approval of the Equipment Coordinator.

Jersey expense is allotted in the Annual budget. In order to be consistent and have jerseys in good condition, 4 sets of jerseys (i.e. Home/Away for 2 rep teams) are to be ordered each year on a division rotational basis. The rotation schedule is to be done in a fair manner.

One team cannot obtain New Jerseys every year- i.e. if team receive New Jerseys, the team (division & level) reverts to the bottom of the rotation and subsequent teams move up one in the rotation. Jerseys that have been replaced for rep teams are allotted as needed by other teams. This system allows all our teams to have presentable jerseys to wear on behalf of the Association.

WHMHA distributes two sets of jerseys per team (White–Home; Blue–Away). Skills teams are distributed only one set per team. Tim Horton's is the sponsor of the Skills 'Timbit' jerseys.

One person per team is designated to be in charge of team equipment. Jerseys are to be laundered regularly, air dry or dryer on cool setting to avoid damage to letters/numbers. At the end of Minor Hockey season, they are to be returned clean, name bars removed & ready for storage.

Jersey Deposit: The team jerseys have been returned in satisfactory condition to the Equipment Coordinator before April 30th of each playing season. Any damaged jerseys or outstanding jersey returns after April 30th will result fees being assigned to the following years registration.

STOP Sign Logo: Is to be sewn on every jersey as per Hockey Canada rules in a specific location on the back of the jersey.



West Hants Minor Hockey Association Policy & Procedure

Numbers on Jerseys: From 2006 onward, new jerseys ordered will be numbered consistently from *1 to 12; 14 to 19 and 30*. Number 1 and 30 are to be goalie jerseys. No other numbers will be ordered. Teams carrying more than 19 players should refer to the Board for decision on jersey numbers allowed. In the event of a single jersey needing replacement (e.g. lost or damaged), the jersey shall be replaced with the identical number as previous allotment.

Name Bar: Bars are to be sewn according to Hockey Nova Scotia guidelines (i.e. above & not obstructing the STOP sign logo) on the back of the jersey. Name bars are to be removed from jerseys prior to returns.

Non-regulated Jersey: If a team wishes to wear jerseys in a game situation, other than the Association equipment, a written request must go to the Board for decision. The request must be received 1 week prior to a Board meeting. Board decision is final.

Pucks:

At the beginning of the season, each team will receive 24 pucks. The pucks are to be returned at the end of the season. Puck requirement over 24 is the team finance responsibility.

First Aid Kit:

Each team will receive a First Aid Kit. Your team Safety person must bring the kit to the arenas every practise & game. Teams should keep kits in order and shape. These kits need to be turned in to the Equipment Manager at the end of the Minor Hockey season. Kits will be restocked by the Association prior to the start of the season.

Resource Material:

The Association has resource material available to loan. Contact the Equipment Coordinator. All coaches are encouraged to use our resource material. New resource material is always welcome. Resource material is also available online.



Goalie Equipment:

The Association has a limited amount of goalie gear to loan. The gear may be loaned for a full season or for goalie school. Contact the Equipment Manager. Donations of goalie gear are always welcome. The Association strives to provide our I.P, Novice and Atom players with goalie equipment. Goalies are expected to take good care of this loaned equipment. Goalie gear on loan is strictly for Ice Use ONLY. Financial reimbursement to WHMHA may be requested if loaned gear is returned in poor condition. As the equipment ages, fails to comply with safety standards or regulations, it should be replaced. An annual budget of \$1000.00 maximum towards goalie equipment purchase will be in the Equipment budget. If this is not needed for this purpose, the Board may decide on direction of expenditure.

Other Equipment:

The Association has a limited supply of other equipment (e.g. coffee pot, space heater, household items, tickets, game sheets). The Equipment Manager is responsible for inventory, dispersion and us age.

Trophies, Banners & Team Awards:

The Association will secure a public space in the Arena(s) to display and protect team trophies, banners & awards in order to recognize team achievements. Throughout the playing season, any WHMHA team who wins a Trophy, Banner or similar Team Award may:

1. turn these items over to the Equipment Manager for display or
2. maintain team possession of same until the end of the current playing season.

Prior to the AGM, teams must remit these awards, trophies, and banners etc . to the Equipment Manager who will ensure public display.

Trophies, banners & team awards from previous playing seasons may be remitted to or knowledge of same relayed to the Equipment Manager at any time.



Referees:

Terms of Reference for Referee-In-Chief: Constitution; Article 12: Section 2.

The Referee in Chief:

- Assigns all referees for WHMHA games and tournaments.
- Shall follow HNS Guidelines for these assignments and is an HNS Official.
- Is a coordinator with WHMHA and Officials.
- Is responsible to document records and secure payment to Officials from the Association Treasurer.
- Is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

Officiating Requests:

Teams must contact the Referee-In-Chief for all Officials. This shall be done by Wednesday of each week during the MHA hockey season.

Teams must contact the Referee-In-Chief of any alterations to a scheduled game. Time frame of notification is critical. The Referee-In-Chief determines if the team will pay for referees in this situation. Cancellation of games due weather or opposing team withdrawal falls in this category.

Officials:

Officials are trained personnel under the jurisdiction of HNS guidelines.

It is the responsibility of all members to support our Officials in their job.

Members of WHMHA (Coaches, players & parents) must understand our rink behaviour policy and abide by it.

The complexity of actions that occur within a hockey game makes it difficult for an Official to witness all infractions all of the time. Common courtesy shall prevail from members to Officials.



West Hants Minor Hockey Association Policy & Procedure

Should any member have comments on Officials, it should be done according to the appropriate channels and not done by verbal outbursts within the arena environment. Members who have questions or concerns on Officials must allow HNS guidelines and submit a letter to the President of the local MHA.

Positive Impact:

- Officials provide an important component within our sport yet have a difficult task.
- To ensure safety for everyone is the first duty of a referee.
- Officials do not make the rules but are responsible to enforce them.
- The Association provides moral support to Officials in their job.
- The Association supports persons who wish to train as Officials.

Negative Impact:

- Most Officials will quit due to verbal abuse from players, coaches, parents & spectators.
- It is not in the best interest of anyone to force an Official to quit due to verbal abuse or harassment. **The Association does not condone such activity.**



Media & Publicity:

Terms of Reference: Publicity Director- Constitution; Section 12: Article 2.

The Publicity Director is a member in good standing of the Association; agrees to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

Publicity Director:

- Interacts with the media and provides press releases.
- Interacts with Teams, Association Directors, and Tournament Coordinators for the purpose of information exchange & publication.
- In matters regarding discipline, Publicity shall refer these matters to the appropriate committee and will not release information until provided with a media release from the Discipline Committee.
- The Publicity Director works in conjunction and cooperation with the Board, Special Committees and the general membership.
- All correspondence or emails circulated to the general membership must be authorized by the Publicity Director.

General Membership:

- May provide media with game stats or information on aspects of the hockey program so as to build a respectful and trusting relationship while giving exposure to teams and players.
- A courtesy copy of this media release should be relayed to the Publicity Director as soon as possible.
- No member is permitted to release or give any type of interview to the media regarding any controversial issues or any issue that leads to an investigative process concerning team or team personnel.



West Hants Minor Hockey Association Policy & Procedure

Association Website:

- The WHMHA Board will decide on an annual basis, the need for a website, review contractual agreements and pay for the service contract.
- The Website will enhance Association and member communications and may provide revenue through advertising (refer to Fundraising Policy).
- The Publicity Director is the administrator of information posted to the website.
- Information input must be approved by the Publicity Director or fall within guidelines as set by the Publicity Director. Information to the website should follow Hockey Canada guidelines as well as WHMHA Policy.
- WHMHA Teams may have a team information file within our site, at no cost, provided that adherence to the Publicity guidelines is strictly followed.
- Information that is contrary to the Association guidelines or is detrimental to the Association and its members will be removed from the website and may lead to assessment and action by the Discipline Committee.

Tournaments:

- Tournament chairperson is responsible to convey information to the Publicity Director. The Publicity Director releases information to the appropriate media level.



Travel:

General Information:

- Novice teams cannot travel outside the province.
- Teams travelling outside the Maritimes must request & receive Board Approval.
- Teams must have parental support before making travel plans.
- Teams planning fundraising to support travel plans must have approval from Fundraising Director (see Fundraising Policy)
- Travel within a 'League' follows League guidelines.
- The Team Manager is responsible to maintain and have available the validated copy of the HNSMC player cards or team lists.
- All games must be sanctioned by Hockey Canada for insurance purposes. Travel permits must be obtained to ensure insurance coverage.

Travel Permits:

- Must be requested online through the team managers e-hockey account.
- All exhibition games require a permit.
- All Tournaments or Jamborees outside of WHMHA jurisdiction require a permit.
- All Practice & Development Sessions outside of WHMHA jurisdiction require a permit.

Permit Penalty:

- The hosting Regional Director may disqualify from play, teams travelling without a permit.
- Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team travelling without an appropriate travel permit will result in a 14-day suspension to the responsible team official(s). A second offence will result in an indefinite suspension.
- Coaches can also be held liable for injuries if appropriate permits have not been obtained.



West Hants Minor Hockey Association Policy & Procedure

- Teams travelling without a permit may face disciplinary action from WHMHA Board.

Tournaments:

- All Association teams attending Tournaments are expected to behave in a courteous manner in all arenas.
- All members must remember they are representatives of our Association and as such will act in a responsible manner so as not to cause detriment to the Association.
- Novice, Atom, & Pee wee C Level Teams shall play no more than four (4) tournaments a season.
- Teams shall comply with Tournament regulations.



Team Management:

Team management staffs, parents and players are member in good standing of the Association; agree to abide by the Association rules and policies; shall be a good mentor of our Association and shall not cause detriment to the Association he/she represents.

The Association recommends that each Coach solicit qualified individuals to assist in team management. He/she is responsible to provide a list of team volunteers to the Head Coach prior to official beginning of Minor Hockey. The Manager will be selected following the team selection process. One individual cannot and will not be expected to perform all team staff duties. Some of the team staff duties may be combined and WHMHA recommends that each team staff volunteer do no more than two (2) team staff duties.

Head Coach:

Is certified & qualified; Performs duties as outlined in WHMHA Coach Manual.

Assistant Coach:

Is certified & qualified; aids the Coach in duties. There may be more than (1) one assistant coach per team.

Manager:

Is a Team Administrator; acts as liaison with Coach, players, parents, other team managers, Ice Chairperson and Referee-In-Chief; is responsible for game schedule and travel permits; is responsible to have record of players or cards on hand at each game; administers team finances; arranges time & game score keepers for home games; and performs other duties relating to team staff management. The Association recommends the Manager solicit volunteers to assist in these duties. Team finances must follow WHMHA Policy.

Equipment:

Is designated to be responsible for team equipment. Refer to Equipment Policy.



West Hants Minor Hockey Association Policy & Procedure

Timekeeper/Game Scorekeeper:

The Association recommends each team have two (2) persons trained in this duty. Training is available at the beginning of the season.

Parents:

The Association recognizes Parents as important components of the Team Staff. We encourage you to support and assist in a positive manner.



Risk Management:

Section 1:

This policy is in addition to and supplements any policies of Hockey Canada and Hockey Nova Scotia.

Section 2:

It is the policy of West Hants Minor Hockey that there is no misconduct, bullying, harassment or abuse of any participant in any of our programs.

Section 3:

Child means a person between the ages of 0 and 16 years.

Youth means a person of 16 and 17 years of age.

Adult means a person who has reached the age of maturity, 18 years and over.

Section 4:

What does safety for a child or youth mean?

We all want our children to be safe. Keeping them safe means *putting the child's best interests first*. This means ensuring that the young player is treated with respect and integrity-emotionally, socially, intellectually, physically, culturally and spiritually.

Section 5:

Investigation Decisions:

- Complaint with merit
- Complaint without merit
- Insufficient evidence to enable a conclusive decision to be made; i.e. one person's word against another's
- Complaint is outside the jurisdiction of minor hockey and where appropriate the complaint is forwarded to the appropriate agency

Section 6:

Definitions:

The following are definitions provided by Hockey Canada and the Ontario Hockey



Federation as well as West Hants Minor Hockey Association and will be used to determine the grounds on which the complaint is made and the process to address it.

- **Abuse:**

Child abuse is any form of physical, emotional and/or sexual mistreatment or lack of care, which causes physical injury or emotional damage to a child. A common characteristic of all forms of abuse against children and youth is an abuse of power or authority and/or breach of trust.

Abuse is a protection issue. Protection refers to provincial, territorial or Aboriginal band-appointed child protective services. A child (the age defined by provincial legislation- the age is 16 in Nova Scotia) is in need of protection from the harm if abuse or neglect is suspected. Information regarding an individual's legal duty to report and circumstances under which reporting must occur, according to provincial child protection, is available on www.hockeycanada.ca

- **Emotional Abuse:**

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

- **Physical Abuse:**

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

- **Neglect:**

A general definition of neglect is the chronic inattention to the basic necessities of life such as clothing, shelter, nutritious diets, education, good hygiene, supervision, medical and dental care, adequate rest, safe



West Hants Minor Hockey Association Policy & Procedure

environment, moral guidance and discipline, exercise and fresh air. The following is how the definition of neglect may apply in a hockey setting. Neglect may occur in hockey when players are made to play with injuries.

- **Sexual Abuse:**

Sexual abuse is when a child or youth is used by a child or youth with more power or an adult for his or her own sexual stimulation or gratification.

There two categories of sexual abuse: contact and non-contact.

Substantiated allegations of abuse will be considered as sanctions ranging in severity from: no further action to expulsion.

Any instance of sexual abuse will be turned over to the local RCMP.

- **Harassment:**

Harassment is defined as conduct, gestures or comments which are reasonably considered insulting, intimidating, humiliating, hurtful, maliciously degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affects performance or work conditions.

Any of the different forms of harassment must reasonably be considered to be based on the grounds prohibited in human rights legislation, such as race, ethnicity, colour, religion, age, sex, marital status, family status, disability, pardon jurisdiction and sexual orientation. Harassment may occur among anyone over the age of 12, between peers (i.e. player to player of the same age group, parent to official, coach to coach) or between someone in a position of power or authority and an adult in a subordinate position (i.e. coach to player). Harassing behaviour among less than 12 years of age may be defined as bullying.

- **First Response:**

Harassment includes a range of behaviours and actions, from those that are minor (e.g. inappropriate jokes) to those that are very serious (e.g. repeated harassing behaviours or any physical or sexual assault of those above the age of majority). A distinction can also be made between single incidences of unwelcome or patronizing comments or actions where there



West Hants Minor Hockey Association Policy & Procedure

was no intention to offend, and repeated behaviours which are intentional, harmful and controlling. Clearly, minor and major instances of harassment must be dealt with differently.

- **Minor Complaint:**

The person in authority observing the behavior makes it immediately clear that the behavior is unacceptable and deals with it promptly and informally.

The “culture” of the organization does not tolerate harassment of any kind. Minor instances of harassment, between peers may be addressed informally through a verbal or written apology or revoking of certain privileges.

- **More Serious Complaints:**

When a person (the complainant) comes forward with a complaint of harassment, how the organization responds is extremely important. It can take a lot of courage for someone to speak out about a harassment situation. Failure to respond properly at the outset of a complaint can lead to problems and errors further along in the process, which can have grave consequences for the individuals involved, and the organization.

Substantiated allegations of harassment will be considered for sanctions ranging in severity from: no further action to expulsion.

- **Bullying:**

Bullying describes behaviour that is similar to harassment. Bullying is intentionally hurting someone in order to insult, humiliate, degrade or exclude him or her.

In these situations, Hockey Nova Scotia has put in place the following process to review and monitor these matters to ensure that all participants are able to enjoy the game free from continued bullying and harassment.



West Hants Minor Hockey Association Policy & Procedure

Hockey Nova Scotia will follow the process outlined below:

1. If a player or parent feels that a player is being bullied on the ice and the officials have not noticed or dealt with it, the player or parent should discuss the matter with the coach of their child's team after the game.
2. The coach will then either report the concerns to their Minor Hockey Association (MHA) President and monitor the situation to verify that the bullying is taking place (if they have not witnessed it) and report back to the parent or/and MHA President.
3. Once reported to the MHA President, it is their job to take the matter to the local Hockey Nova Scotia Minor or Female Council representative to review and determine the next course of action. Actions may include but are not limited to:
 - HNS rep will monitor the games
 - Speak with the MHA and Coach of the offending player/team
 - Instruct local RIC to work with local officials to monitor the games between teams
 - Meet with offending player and coach
 - Possible suspension if actions continue

It is the belief of Hockey Nova Scotia that these provisions adequately address issues of on-ice bullying and provide families of all participants an avenue to have their concerns addressed and ensure the continued enjoyment of the game of hockey by all players

- **Misconduct:**
Misconduct refers to the behaviour or a pattern of behaviour that is found by a formal or informal process, to be contrary to the West Hants Minor Hockey Association Code of Conduct separate from harassment, abuse and bullying.
- **Code of conduct:**
West Hants Minor Hockey association is committed to providing a sport environment in which all individuals are treated with respect.



West Hants Minor Hockey Association Policy & Procedure

During the course of all West Hants Minor Hockey Association activities, athletes, coaches, parents, executive members, volunteers, and others:

- Shall conduct themselves, at all times, in a fair and responsible manner and refrain from comments or behaviours that are disrespectful, offensive, abusive, racist or sexist. In particular, the WHMHA will not tolerate behaviour that constitutes harassment, abuse or bullying.
- Shall avoid behaviour which brings the WHMHA or the of hockey into disrepute
- Shall not use unlawful performance enhancing drugs or methods, or engage in the abusive or unlawful use of alcohol or non-medical use of drugs
- Shall not engage in activity or behaviour that endangers the safety of others
- Shall, at all times, adhere to Hockey Canada, Hockey Nova Scotia National policies, procedures and any rules governing any competition in which they participate on behalf of WHMHA.

Failure to comply with this Code of Conduct may result in disciplinary action, including, but limited to, the loss or suspension of certain or all privileges connected with WHMHA activities. Such discipline may include the removal or ban from and arena, games, practices and other team activities.

Risk Management Forms:

Can be found in the Appendix.



West Hants Minor Hockey Tournaments:

Annual Birthplace of Hockey Tournament

Tournament Committee Structure and Duties:

Chairperson
Assistant Chair Person
WHMHA Team contact (one per team)
Advertising Sales
WHMHA Board Rep
Referee in Chief
Tournament Registrar
Job/volunteer Assignor
Tournament Office Coordinator
Skills competition Coordinator

As with all committees under WHMHA, this committee is under the jurisdiction of the Board of Directors and submits information and meeting reports regularly to the Board for information and approval.

The Tournament Committee is under the Fundraising Director.

The “Hockey Made in Windsor” Logo (as shown on this page) is the official logo for the Birthplace Tournament.



Tournament Committee Structure and Duties:

Chairperson:

- Overall coordinator/administrator of tournament.
- Ensures that aspects of preparation work, organization and daily operation of tournament run effectively.
- Can recognize and match the right person with the right committee job
- Chairs all meetings
- Coordinates the Tournament Schedule or recruits person to do schedule
- Liaison with Arena manager
- Is available during the tournament when critical decision re: administration occurs
- Is personable
- Is able to handle situations as they arise
- Is able to resolve situations
- Keeps Committee meetings brief (1hr), functional and focused.

Assistant Chairperson:

- Aids the chairperson in duties
- Is able to assume the Chairperson's job if medical/family or other critical matter arises.

WHMHA Board Rep:

- Recommend one Board member to attend meetings for information/ input only. This could be the President or any other Board member.

Referee In Chief:

- To attend tournament meetings that pertain to the coordinating /assigning referees or making recommendations regarding tournament structure- i.e. does not have to attend all meetings unless wishes to do so.

Tournament Registrar:

- Is the official registrar for the tournament
- Administers notices/ info/receipt of info etc. to do with tournament/team registration



West Hants Minor Hockey Association Policy & Procedure

- Turns in all registration revenue received to the WHMHA Treasurer for accounting.

WHMHA Team Contact Representative:

- Each registered team within WHMHA is responsible to send a team rep to committee meetings regarding tournament. If the rep is unable to attend the meeting someone else from the team should come in his/her place.
- This is an important aspect in information/planning/operation of tournament

Tournament Office Coordinator:

- Is responsible to ensure both arena offices are equipped with office supplies & volunteer or student workers necessary for tournament administration, including HNS game sheets, tournament schedule, dressing room schedule and other necessary forms & office supplies.

Job/Volunteer Assignor:

- Is responsible to coordinate and assign job times to volunteers, students and other able persons in job tasks during tournament.
- The job tasks necessary to fill include: timekeeper, game sheet recorder, announcer, 50/50 or other task for each game during the tournament.
- The assignor may recruit persons from each WHMHA Team to assist with this job.

Skills Competition Coordinator:

- This is an optional position depending on Committee approval to operate a skills competition in the Tournament since it requires extra ice time, etc.
- Is responsible to coordinate skills competitions
- Ensures a fair and fun environment
- Recommends skills competition ideas to Committee for Board approval
- Responsible for obtaining prizes for competition.
- The ice time devoted to this is decided by the Committee.
- It is recommended to do skills for IP/Novice groups only unless Board approves otherwise.



Birthplace of Hockey Tournament Rules:

1. GENERAL: CAHA rules, as laid down for minor hockey, will govern the playing of all games. Tournament rules shall be in addition to CAHA/NSMHC rules and not conflict with the same.
2. Communication Protocol is:
 - a. Tournament Committee Chairperson?
 - b. Team Head Coach/Manager?
 - c. Parent/Player.The protocol is simply reversed for reverse communication purposes.
3. WHMHA Rink Behaviour Policy is in effect. Violation by a team or affiliate of team will result in team suspension from play. Tournament officials will monitor all games.
4. WHMHA Zero Tolerance Policy – for anyone that exhibits unruly behaviour. Failure to comply may result in verbal warning, cessation of game, removal from facility, expulsion from tournament, police intervention or other discipline action. No individual may speak to the referees at any time.
5. Should any situation arise that is not covered by CAHA, HNS, WHMHA Policy or Tournament Rules, the Tournament Committee shall make a ruling. Any such decision of the Committee is final.
6. No protests, appeals or refunds will be entertained.
7. Schedule is subject to alteration by Tournament Committee.
8. General Rules for Atom to Midget Division. Teams in a 4-team division will play a Round Robin Schedule. A point system with the top 2 teams in a Championship game. Teams in a 5 or above team division will play in a Draw Schedule as assigned by the Committee.



West Hants Minor Hockey Association Policy & Procedure

9. In the Round Robin Schedule, teams are awarded 2 points for a win; 1 point for a tie; 0 points for a loss. The tie breaking procedure for team standings shall be, as follows:
 - a. If two teams are tied in points and they played each other in the preliminary round, the winner of the game between them finishes higher. If the two teams tied in points did not play each other in the preliminary round, or more than two teams are tied then (b) below shall apply.
 - b. The higher standing will be determined based on the ratio of goals for to goals against, calculated to three decimal places. The team with the higher ratio will be given the higher standing. If still tied, the goal spread (goals for less goals against) will be used. If still tied, the team with the most goals for shall finish higher.
10. In the Draw Schedule, if the game is tied at the end of regulation play, teams will go directly in to a shootout to determine a winner. Please see shootout rules.
11. All Games (Atom Level and above) will consist of a 2 minute warm- up and 3 x 15-minute stop time periods. There are no timeouts. Novice Game: refer to Novice rules.
12. Any team unable to ice a team will forfeit that game and be charged with a 5-0 loss.
13. Except for the first game of each day, games will start, up to 30 minutes early if the opportunity presents itself. Failure to be on the ice ready to play will result in a 2-minute minor penalty for delay of game.
14. If preliminary round games are running behind schedule, tournament officials will have the option of implementing straight time for the first period.



West Hants Minor Hockey Association Policy & Procedure

15. The HOME team is the second team listed in the schedule e.g. Team 1 v. Team 2-Team 2 is HOME.
16. At the end of each regulation game, Teams will shake hands and then line up on the respective Blue lines for MVP presentations. An MVP is chosen for each team – each regulation game. Team coaching staff will select an MVP from their own team. No MVP in Championship game.
17. Where a team has a lead of five goals or more in the third period, straight time will be implemented. If the lead is reduced to less than five goals, stop time shall be reinstated.
18. **Championship Game:**
 - a. One 30 second timeout is allowed per team in championship game.
 - b. Straight time will not be implemented in a championship or consolation game.
 - c. A tie at the end of regulation time shall go into sudden death overtime-
 - d. teams remain in their ends and play a 5-minute stop-time period with five skaters and a goaltender.
 - e. If the game remains tied at the end of the sudden death overtime period, then the game shall go in to a shoot out (See shoot out rules).
19. **General Rules for Novice Half Ice Division:**
 - a. Games will be 4 vs. 4
 - b. Novice will play a Round Robin Schedule as assigned by the Committee.
 - c. Each game will consist of a 3-minute warm- up and 2 x 20 minute straight time periods, with 2-minute break at half.
 - d. 1- minute shifts regulated by buzzer or whistle.
 - e. No score is kept.
 - f. Both games should be synchronized.
 - g. Players give the opposing team half after a goal is scored.
 - h. **No Full-Ice Games at Novice Level**



West Hants Minor Hockey Association Policy & Procedure

20. Novice Participation awards will be presented at the end of their last tournament game. Players will line up on the Blue lines to have their names announced and will receive these awards from their Coach.



Birthplace of Hockey Timelines & Guidelines:

Tournament Date: Set ASAP as all other timelines revolve on that date.

4-6 Months Prior:

- Seek candidate to Chair the Committee
- Apply to HNS for tournament approval- check HNS website Minor Council
- Advertise on HNS website- send email to HNS (advertise divisions- include a click link reference to our Association website. Once they are on our website then direct to appropriate Tournament links).
- Secure Ice time with Arena Managers.

4 Months prior:

- Have Chairperson in place.
- Organize Committee people.
- Set the first Committee meeting to organize/recruit/coordinate/plan. Set subsequent meetings every month or more often as necessary.
- Set the date for the Tournament (or use date assigned by WHMHA Board).
- Deadline for registration is set at 6 weeks prior to Tournament start date.
- Set maximum registration for each division offered at 6 teams- put all subsequent entries on wait list.
- Search & find the Person for Advertising Sales.
- Information memo to other hockey associations to recruit teams, with reference to our website for upcoming postings regarding Tournament information.

3 Months prior:

- Committee meeting
- Tournament basic information (divisions offered, registration link, cost, dates, etc.) is posted to website. The tournament schedules should be posted to website 2 weeks prior to official start of tournament
- Registration person and information is in place & ready to roll! As soon as registrar receives team registration form and payment, a confirmation of entry is released to the team. No confirmation unless payment received.



West Hants Minor Hockey Association Policy & Procedure

Teams entering without payment are on a wait list until payment is received.

- Other administration functions are being worked on continually.
- Advertising Sales person is on campaign/receipt of banners etc.
- Contact Tim Horton Central Marketing sector regarding Tim Bit medals for IP/ Novice.

2 Months prior:

- Final registration drive is almost done, circulated, teams confirmed etc. Number of teams on wait list noted and discussed.
- Begin Rough Schedule according to teams registered and paid.
- Final deadline extension is noted and may only be extended 7-10 days from original tournament registration deadline. This is very important to adhere to since extension of registration deadline upsets schedule coordination and referee assignment. i.e. the final deadline extension for registration cannot be later than 4 weeks prior to tournament start. Believe it- it takes 3-4 weeks to get the schedule finalized so mixture of teams and types of schedules accommodated.
- Committee meeting
- Update info on website
- Information to West Hants teams/ parent news letter regarding requirements/ volunteer/ assistance /team input etc.
- Other committee persons doing final coordination.
- Programs are being prepared for printing publication.
- Ice time confirmed with Arena Managers.

1 Month prior:

- Registration is closed. Absolutely No exceptions!
- Committee meeting
- Final revision of teams registered and info outstanding. (N.B. No outstanding payments allowed).
- Update info to website
- Schedule worked out.
- Tournament Medals (Gold/Silver- Atom to Midget) ordered; Tournament Championship Division banners are ordered.



West Hants Minor Hockey Association Policy & Procedure

- Job tasks are all assigned/ volunteers coordinate/etc.
- Advertising Sales are complete- Programs finalized and prepared to print.
- Ice time final coordination confirmed with Arena Managers.

2 Weeks prior:

- Final committee meeting.
- Final confirmation of team information yet to be received (i.e. HNS team list).
- Final coordination of events- job tasks etc.
- Schedule released to registered team contacts & posted to website.
- Medals counted, Ziploc bagged and labelled according to game time/day distribution. This includes IP & Novice Timbit medals and custom order Birthplace medals (Atom – Midget).
- Programs & Banners ready.
- MVP T-Shirts are size selected, tagged and separated according to game time/day distribution and arena.
- HNS Game sheets labelled with appropriate team information and ready to go to offices.
- Arrange for 50/50 floats with Treasurer. Label Ziploc bags for 50/50 game times both arenas.
- Ready or not – a tournament will happen!



Appendix:

Forms	Page
Coach Application	75-84
Team manager Application	85-89
Registration Forms	90
Tryouts and Team Selection	91
Injury Report	92
Risk management (complaint)	93-96



Coaching application Form:

For the 2006-07 season the WHMHA has implemented the following procedures.

1. All coaching staff must be approved by the executive and coach selection committee. This includes any person involved with training or practices. Every individual will be required to submit a coaching application and criminal record check.
2. All staff must have completed a criminal record check before being allowed on the ice by December 1st unless deemed ineligible.
3. All applicants must complete all sections of the coaching application or the application will be denied without review.
4. If you are the only applicant, it does not necessarily mean you will get the position. In certain circumstances deadlines will be extended.

Checklist:

- Completed coaching Application
- Initialed all in Section 'C'
- Signed Coaching Agreement (Section 'D')
- Obtained Criminal Record Check (to be submitted with this application)

Note: You do not need to send this page with your application

Application forms will be located on the WHMHA website.



Registration Form (online):

(As per Hockey Canada Issued Form)

The WHMHA Registrar will annually make available the link for online registration, for publication, the applications, the official form from Hockey Canada



Tryouts and Team Selection Forms:

Please refer to our Try-out Policy information found on the WHMHA website.



Injury Report Form:

Check in Coach Manual for a copy of form

OR

Refer to Hockey Canada Website

http://www.hockeycanada.ca/index.cfm?ci_id/17761/la_id1/document/1/re_id/0

Print Page 34 and 35- Injury Report Form



Risk Management Forms:

COMPLAINT FORM

Please note the following:

- Substantiated allegations of harassment, abuse or bullying will be considered for sanctions ranging in severity from: no further action to suspension
- The WHMHA cannot guarantee complete confidentiality. The events of this document may be shared in an effort to resolve the complaint here within. By completing the form, you agree that the WHMHA may share some or all of this information in the process of resolving the complaint.
- Complaints will be addressed according to severity, resources and safety for participants.
- Address form to WHMHA

Please complete the following:

1. Person making the Complaint:

First Name		Last Name:	
Address:			
Town:	Province:	Postal Code:	
Telephone:	Fax:	Email:	



COMPLAINT FORM (con't)

**2. Person on behalf Complaint is made:
(to be completed if different from above)**

First Name	Last Name:
Address:	

**3. Name of person(s) against whom you are complaining about:
(to be completed if different from above)**

First Name	Last Name:
------------	------------

First Name	Last Name:
------------	------------

First Name	Last Name:
------------	------------

4. When did the last incident occur?
