

Williams Lake Minor Hockey Association
Handbook
Fifth Edition

This Handbook is prepared for easy and convenient reference. Updates to the Constitution, Policies and Procedures are based on the Official Minutes up to and including November 2022 Executive Meeting. Should policies be changed, or errors occur, the content of this handbook will be superseded by the official minutes of the Association. A digital version of this handbook will be posted on the WLMHA website. The website version will be updated as changes to policy occur until such point as enough changes are made to warrant printing an official sixth version. As this version of the handbook will be made available online only a limited number of copies will actually be printed. Any member who would like a printed version of the manual may request one through the minor hockey office.

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A previous version of this handbook contained an extensive section on the history of WLMHA. The association would like to thank Mary Cowan for her dedication and hard work in compiling the detailed history. However, in an effort to reduce cost for printing the manual the association is exploring other options for presenting the history section. The history section is also so extensive it makes the digital file too large to post on the WLMHA website. Therefore, this version of the manual will not include the history section.

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Table of Contents

Preface	3
Prologue	4
Definition of Terms	5
Part 2 – Constitution	5
Articles	
Bylaws	
Part 3- Policies & Procedures	14
Section I General Administration of WLMHA	14
Section II Registration & Financial Items	17
Section III Elected, Appointed & Volunteer Positions	19
Section IV Codes of Conduct & Fair Play Codes	22
Section V Risk Management	26
Section VI On-Ice & Off-Ice Officials	31
Section VII Coaches & Coaching	32
Section VIII Awards	34
Section IX Initiation Program	35
Section X House League Program	39
Section XI Rep League Program	43
Part 4- Appendices	50

Preface

Child First – Winning Second

Striving to win (not winning!) is an inherent goal of all competitive sports. To not seek victory is dishonest – it destroys the essence of sport. Striving to win is important in helping attain the other objectives of children’s sport programs. Through the striving for goals that are difficult to acquire children learn sportsmanship, gain leadership skills and develop initiative. When winning is kept in perspective – child first, winning second, sports programs produce children who enjoy movement, who strive for excellence, who have to risk error to learn and who grow with praise and constructive criticism. With proper leadership, sports programs produce children who accept responsibility, who accept others and most of all accept themselves. The philosophy of child first, winning second is easy to endorse for us adults but much more difficult to practice in the “Heat” of competition. It requires a deep Commitment to this philosophy and sufficient self-control to consistently behave accordingly. The Challenge is not the endorsement of the child-first, winning-second philosophy but rather its implementation.

British Columbia Amateur Hockey Association, *Guide for Hockey Administration* (6th Edition), September 1994, Hillside Printing and Copy Center, Victoria, B.C.

Prologue

While flying a kite I once asked my father,

Dad, what holds the kite up?

The string

No Dad! The string holds it down, not up!

If you think so let go of the string and see what happens.

I let go and the kite began to fall!

It seems odd that the very thing, which seems to keep the kite down, is actually what keeps it up. And this is true not only of kites but also of life. Those strings that are tied to us, those rules and regulations that seem to hold us down are actually holding us up.

And certainly in the realm of life, in our field, this same truth holds with even greater force. Often those great principles and truths in life that we see as strings holding us back are really the base for us to soar higher. Restraint keeps us from falling. It binds us to great values; it attaches us to great causes; it helps us fly high in the aid of right and lifts us until our heads touch the stars and our lives take on the destiny that was intended from the beginning.

Author Unknown

Definition of Terms

Constitution:

A constitution is a “bare bone” set of rules (articles and bylaws) that establishes both the operating principles of an organization and the make-up of its governing body.

It is a legal document and as such must be approved and registered with the government. In short, a constitution is the “birth certificate” of an organization.

Registered Society:

WLMHA is a registered society in that our constitution has been approved and registered with the provincial government through the Society’s Act. As a registered society we are legally bound by the rules and regulations of the Society’s Act as well as our own constitution.

Policy:

A policy is a rule or regulation adopted by an organization to guide present and future decisions and/or determine a course of action. In the case of WLMHA, policy provides “meat and potatoes” to our “bare bones” constitution.

Procedure:

A series of steps followed in a regular order, thereby putting policy into action.

Policy and Procedure:

- a) Systematically guide the day-to-day operations of the Association.
- b) Provide continuity in the delivery of programs and services to the members of the association.
- c) Empower the Executive and Appointees of the Association to make decisions that will positively affect the long-term growth of the sport and strengthen the position of the Association.

Part 2 – Constitution Articles

Article 1 ... Name

The name of the Society, hereinafter called "the Association", is Williams Lake Minor Hockey Association.

Article 2 ... Purposes

The purposes of the Association are:

- i) To foster, improve and perpetuate the game of Amateur Hockey;
- ii) To emphasize and encourage the involvement of those volunteers who put the interests of the game ahead of their personal interests;
- iii) To assist members in their pursuit of excellence by providing effective programs and services through available resources;
- iv) To monitor and review services, benefits and programs available to members in order to meet their ever-changing needs;
- v) To actively promote and support equal access to hockey programs and services for all regardless of ability, income level, gender, sexual orientation, ethnic origin, or religion.

Article 3 ... Boundaries

The operations of this Society are to be chiefly carried on in the Williams Lake area.

Article 4 ... Affiliation

The Association shall be affiliated with British Columbia Amateur Hockey Association, its successor or its equivalent.

Article 5 ... Dissolution

Upon the winding up and dissolution of the Association, after all debts and liabilities of the Association have been paid or provisions for payment have been made, all of the remaining assets and income of the Association shall be paid, transferred and delivered to an organization or organizations with similar purposes and which qualifies or qualify for similar tax benefits and exemptions as the Association.

Article 6 ...Alterable

Articles 4, 5, and 6 of the Constitution were previously unalterable.

Bylaws

Bylaw One ... Membership

- 1.1 The members of the Association shall be:
 - a) Any parent or guardian of any player.
 - b) Any person over the age of 19 who is actively involved in the general work of the Association.
 - c) All players on teams governed by the Association.
 - d) Any person who, applies to and is accepted by, the Executive Committee.

- 1.2A person shall cease to be a member of the Association:
 - a) On June 30 of each year.
 - b) By delivering his/her written resignation to the Association's Secretary.
 - c) By receiving written notice of expulsion inclusive of a brief statement of the reason(s) for the expulsion.
 - d) On his/her death.

- 1.3 A member may be expelled:
 - a) At the discretion of the Executive Officers for conduct deemed to be improper, unbecoming, or likely to endanger the interest or reputation of the Association.
 - b) At the discretion of the Executive Officers for willfully committing a breach of the Association's Constitution and/or Policies.
 - c) At a general meeting, following the passing of a special resolution of the members, which allows the person subject to expulsion an opportunity to be heard at the general meeting before the special resolution, is put to a vote.

- 1.3.1 As an honour, the highest recognition that may be bestowed by the Association, to any member who has served this Association for at least ten years and rendered outstanding and meritorious service in accordance with Article 2 of the Constitution may be elected an Honorary Life Member at any regular Executive Meeting of the current season and confirmed at the Annual General Meeting. Life members shall have the privilege of acting in an advisory capacity to the Executive and shall be accorded all rights and privileges of other members but shall have no voting privileges.

- 1.4 Nominations for Life Membership must be submitted in writing to the Executive, signed by a member in good standing, detailing the service for which the honour is bestowed.

- 1.5 All members are in good standing except a member who has failed to pay his or her current annual membership fee, if any, or any other fee, due, subscription, levy, or debt due and owing by him or her to the society and he or she is not in good standing as long as the debt remains unpaid.

Bylaw Two ... Fees

- 2.1 Each player registered with the Association shall be assessed an annual registration fee, set by the Executive proceeding the upcoming seasons' registration period. This fee will include any assessments by the British Columbia Amateur Hockey Association for the membership and/or Mutual Aid registration, liability insurance and accident insurance.

- 2.2 The Executive Officers shall assign the discretionary power to waive player registration fees, in exceptional circumstances, to the Finance Committee.

Bylaw Three ... Meetings

- 3.1 **Executive Meetings** shall be held monthly during the hockey season (September-April) and at the call of the President:
 - a) A quorum shall consist of seven (7) members of the Executive Officers.

- 3.2 **General Meetings** shall be held bi-monthly during the hockey season (September-April) and at the call of the President:
- a) Notice of a General Meeting shall be posted on the website, on bulletin boards at the rink, and in the equipment locker room. (Updated at April 23, 2008 AGM)
 - b) A quorum at a General Meeting shall consist of fifteen (15) members of the Association.
- 3.3 **The Annual General Meeting (AGM)** shall be held on or before May 15 each year:
- a) Notice of an AGM shall be that each member will receive notice of meeting by letter via the current address that has been provided to WLMHA, in addition to notice being given in the newspaper, on the radio and posted on the bulletin board and WLMHA website. (Updated on April 23, 2008, AGM)
 - b) A quorum at an AGM shall consist of fifteen (15) members of the Association.
 - c) The order of business at the AGM shall be:

1. "Adoption of Minutes" of last AGM	6. Correspondence
2. President's address	7. Unfinished Business
3. Written Treasurers' Report	8. Election of Officers
4. Written Committee Reports	9. New Business
5. Amendments to Constitution	10. Adjournment

Robert's Rules of Order state: *"The newly elected president is presented and given the opportunity for a word of greeting and appreciation, but the outgoing officers continue until the end of the business meeting..."*

Bylaw Four ... Voting

- 4.1 At all General Meetings and the AGM of the Association, voting shall be as follows:
- a) Every member present, over the age of 19, shall be entitled to one vote.
 - b) Proxy votes shall not be permitted.
 - c) Election of Officers at the AGM shall be by secret ballot.
 - d) All other voting shall be decided by a show of hands unless the meeting decides on a secret ballot.
 - e) Decision shall be by majority of the votes cast, except as otherwise provided in the Bylaws.
- 4.2 At all Executive Meetings, voting shall be as follows:
- a) Every elected officer present shall be entitled to one vote.
 - b) Proxy votes shall not be permitted.
 - c) Voting shall be decided by a show of hands unless the meeting decides on a ballot.
 - d) Decision shall be by majority of the votes cast, except as otherwise provided in the Bylaws.
 - e) A resolution in writing, signed by all the elected Executive members and placed with the minutes of the Executive meetings, is as valid and effective as if passed at a meeting of the Executive.

Bylaw Five ... Executive Offices

5.1 The Executive Officers of the Association shall be:

- | | |
|-----------------------|----------------------------------|
| a) President | e) Secretary |
| b) Past President | f) Treasurer |
| c) 1st Vice President | g) Nine (9) additional directors |
| d) 2nd Vice President | |

5.2 A nominating committee appointed before the last General Meeting prior to the AGM shall make nominations for Officers of the Association. Nominations may also be made from the floor of the AGM.

5.3 The Executive Officers will be elected at the AGM for a term not exceeding 2 years.

- a) First set of 2 year-terms: President, Secretary, 2nd Vice President and 4 Directors. All other positions will be elected for a 1-year term.

- b) Second set of 2 year-terms: 1st Vice President, Treasurer, and 5 Directors. All other positions will remain in place from the previous AGM.

5.4 If for any reason an elected office is vacant or becomes vacant, the Officers of the association may appoint a member to fill the vacancy. An Officer so appointed holds office only until the conclusion of the next AGM.

5.5 The members may, by special resolution, at a General Meeting, remove an Officer of the Association before the expiration of his/her term of office, and may elect a successor to complete the term of office.

Bylaw Six ... Duties and Powers of Executive Officers

- 6.1 The Duties and Powers of the **President** shall be:
 - a) To preside over all Executive and General Meetings as well as the AGM.
 - b) To be the Chief Executive Officer of the Association and supervise the other officers in the execution of their duties.
 - c) To set the date of the first Executive and General Meetings immediately after the close of each AGM.
 - d) In consultation with the Executive, to appoint chairpersons at the first executive meeting to those committees whose chairperson has not been pre-determined by the Bylaws.
 - e) Pending review of the incident by the Discipline Committee, to suspend any team, team official, or member for:
 - i) Unsportsmanlike conduct on or off the ice
 - ii) Abusive language to any of the officials
 - iii) Failure to comply with the WLMHA Constitution, Bylaws and/or Policies
- 6.2 The Duties and Powers of the **Past President** shall be:
 - a) To encourage the facilitation of a smooth transition between presidents.
 - b) To act as a consultant to the President.
 - c) To chair the nominating committee.
 - d) To participate as a member of the Coach selection committee (for all three streams)
- 6.3 The Duties and Powers of the **1st Vice President** shall be:
 - a) To perform duties as assigned by the President.
 - b) To have all the powers and perform all the duties of the President in the absence of the President.
 - c) To Chair at least one of→ Initiation Program, House League, Rep League, Referee, Parent Auxiliary, Discipline, Risk Management, Constitution, Policy and Procedure or any Special Committee as assigned by the President.
- 6.4 The Duties and Powers of the **2nd Vice President** shall be:
 - a) To perform duties as assigned by the President.
 - b) To have all the powers and perform all the duties of the President in the absence of the President and 1st Vice President.
 - c) To Chair at least one of→ Initiation Program, House League, Rep League, Referee, Parent Auxiliary, Discipline, Risk Management, Constitution, Policy and Procedure or any Special Committee as assigned by the President.
- 6.5 The Duties and Powers of the **Secretary** shall be:
 - a) To record/document all Executive, General, and AGM minutes of the Association.
 - b) To be responsible for all correspondence and any other related duties as required by the President.
- 6.6 The Duties and Powers of the **Treasurer** shall be:
 - a) To ensure a proper set of books is maintained to record the financial transactions of the Association.
 - b) To provide a financial report at each General Meeting and a financial statement at the AGM.
 - c) To require of each committee and team, a financial statement if they are involved in fund-raising and/or the disbursement of funds.
 - d) To sit on the Rep Committee.

e) To chair the Finance Committee.

6.7 The Duties and Powers of each of the **nine (9) Directors** shall be:

- a) To perform duties as assigned by the President.
- b) To Chair at least one of → Initiation Program, House League, Rep League, Referee, Parent Auxiliary, Discipline, Risk Management, Constitution, Policy and Procedure or any Special Committee as assigned by the President.

Bylaw Seven ... Appointed Positions

7.1 In consultation with the Executive Officers, the President will appoint a:

- | | |
|-----------------------------------|--|
| a) Registrar | h) House League Coordinator |
| b) Equipment Manager | i) Rep League Coordinator |
| c) Ice Manager | j) Parent Auxiliary Coordinator |
| d) Statistician | k) Risk Management Coordinator |
| e) Coaching Coordinator | l) Constitution, Policy and Procedure
Coordinator |
| f) Referee-in-Chief | m) Appeal Committee |
| g) Initiation Program Coordinator | |

7.2 Appointed positions identified in Bylaw 7.1 f), g), h), i), j), k) & l) shall be appointed from the Elected Officers.

Clarification: It is not necessary for appointed positions identified in Bylaw 7.1 a), b), c), d), & e) to be filled by elected officers. It is the intention of this bylaw that these positions can be filled by staff:

- *If and when funds are available to accommodate the hiring of staff*
- *Paid staff must have the qualifications and expertise in these specialized fields.*

- *Capable competent staff will ensure continuity from year to year that cannot be provided by volunteers.*
- *As of the 05/06 season the Registrar became part of the job description of the WLMHA Office Administrator.*

7.3 The Appeal Committee should consist of a minimum of 5 persons, independent of WLMHA, where 3 at any given time could form an appeal committee.

Bylaw Eight ... Duties of Appointed Officers

8.1 The duties of the **Registrar** shall be:

- a) To organize and coordinate Williams Lake Minor Hockey Registration.
- b) To organize player registration with Williams Lake Minor Hockey, the British Columbia Amateur Hockey Association Mutual Aid Fund and the Accident Insurance Program.
- c) To coordinate and oversee the signing of players on Rep cards.

8.2 The duties of the **Equipment Manger** shall be:

- a) To purchase, distribute, maintain, collect and sell Association equipment.
- b) To submit a proposed budget to the Finance Committee prior to the commencement of the hockey season.

8.3 The duties of the **Ice Manager** shall be:

- a) To coordinate the scheduling, re-scheduling, exchanging, and canceling of ice time.
- b) To provide the Finance Committee with a proposed budget prior to the commencement of the hockey season.

8.4 The duties of the **Statistician** shall be:

- a) To provide game sheets for all Williams Lake Minor Hockey games.
- b) To keep accurate records of scoring, goaltending, and penalty statistics for House League and Rep League teams.
- c) To provide the Initiation Program, House League and Rep League Coordinators with copies of game

sheets indicating Code of Conduct issues.

- d) To provide the Discipline Committee Chairperson with copies of game sheets indicating Code of Conduct issues.

8.5 The duties of the **Referee-in-chief** shall be:

- a) To assess the training and supervision needs of refereeing and referees and ensure those/their needs are met.
- b) To maintain an effective line of communication between the referees, the Association, and the National Referee Certification Program.
- c) To chair the Referees' Committee.
- d) To appoint a Senior Evaluator.
- e) To appoint the assignor(s) of Officials for Initiation, House and Rep games.
- f) To appoint a parent of a younger official to the Referees' Committee.
- g) To appoint a referee representative to each of the House League, Initiation Program, Rep League and Discipline Committees.

8.6 The duties of the **Initiation Program Coordinator** shall be:

- a) To chair the Initiation Program Committee.
- b) To oversee the operation of the Initiation Program.
- c) To assist the Coaching Coordinator in assessing the needs of instruction and instructors in the Initiation Program and ensure those/their needs are addressed and met.
- d) To represent the Initiation Program Committee on the Executive Committee.

8.7 The duties of the **House League Coordinator** shall be:

- a) To chair the House League Committee.
- b) To oversee the operation of House League divisions and teams.
- c) To assist the Coaching Coordinator in assessing the needs of coaching and coaches in the House League and ensure those/their needs are addressed and met.
- d) To represent the House League Committee on the Executive Committee.

8.8 The duties of the **Rep League Coordinator** shall be:

- a) To chair the Rep League Committee.
- b) To oversee the operation of Rep League teams.
- c) To assist the Coaching Coordinator in assessing the needs of coaching and coaches in the Rep League and ensure those/their needs are addressed and met.
- d) To act as the Association's representative and attend all to the North Central District(NCD) meetings.
- e) To represent the Rep League Committee on the Executive Committee.

8.9 The duties of the **Coaching Coordinator** shall be:

- a) To assess the needs of coaching, instruction, coaches and instructors in the Association and ensure those/their needs are addressed and met.
- b) To be a member of the House League Committee.
- c) To be a member of the Rep League Committee.
- d) To be a member of the Initiation Program Committee.

8.10 The duties of the **Parents' Auxiliary Coordinator** shall be:

- a) To establish the Parents' Auxiliary through the recruitment of a team parent from each division in the Initiation Program and House League as well as each team in the Rep League.
- b) To represent the Parents' Auxiliary on the Executive Committee.

8.11 The duties of the **Risk Management Coordinator** shall be:

- a) To chair the Risk Management Committee.
- b) To represent the Risk Management Committee on the Executive Committee.

- 8.12 The duties of the **Constitution, Policy and Procedure Coordinator** shall be:
- a) To Chair the Constitution Policy and Procedure Committee.
 - b) To ensure all additions, deletions and alterations to policies, procedures and the constitution are documented and recorded in the appropriate documents.
 - c) To register all changes to the constitution according to the Society Act

Bylaw Nine ... Standing Committees

- 9.1 The Standing Committees of the Association shall be:
- a) Executive
 - b) Finance
 - c) Parents' Auxiliary
 - d) Initiation Program
 - e) House League
 - f) Rep League
 - g) Referee
 - h) Discipline
 - i) Risk Management
 - j) Constitution, Policy and Procedure
- 9.2 Only Elected Officers shall chair Standing Committees.

Bylaw Ten ... Make up and duties of Standing Committees

- 10.1.1 The **Executive Committee** shall consist of:
- a) The Elected Officers of the Association identified in Bylaw 5.1.
 - b) The Appointed Officers of the Association identified in Bylaw 7.1.
- 10.1.2 The duties of the **Executive Committee** shall be:
- a) To fill vacancies that occur on the Executive Committee.
 - b) To approve a capital and an operating budget in each hockey year.
 - c) To approve expenditures over \$500.00.
 - d) To suspend and/or take such discipline action that may be deemed necessary against any team, player, team official, referee, or association member refusing to accept or obey the ruling of the Executive Officers.
 - e) To remove from office, by a two-third vote, any member of the Executive Committee who by being remiss or negligent of duty or by conduct tending to impair his/her usefulness as a member of the Executive Committee.
 - f) To award Honorary Life Membership to worthy individuals.
 - g) Appointed Officers shall have the privilege of acting in an advisory capacity to the elected Officers but shall have no voting privileges.
- 10.2.1 The **Finance Committee** shall consist of:
- a) The Executive Treasurer as Chairperson.
 - b) A minimum of two additional members as appointed by the Executive Officers.
- 10.2.2 The duties of the **Finance Committee** shall be:
- a) To review the finances and expenditures of the Association and recommend to the Executive Committee any course of action which they may deem advisable.
 - b) To prepare and circulate a budget of the proposed operations for the upcoming year to be approved by the Executive following the Annual General Meeting.
 - c) To approve financial assistance to needy players.
 - d) To approve expenditures not covered in the budget in amounts under \$500.00.
- 10.3.1 The **Parents' Auxiliary Committee** shall consist of:
- a) The Parents' Auxiliary Coordinator as chair.
 - b) A team parent from each division of the Initiation Program, House and Rep Leagues.
- 10.3.2 The duties of the **Parents' Auxiliary Committee** shall be:
- a) To hold a minimum of one (1) meeting at the commencement of each hockey season to establish sub-committees as detailed in yearly policy and appoint sub-committee chairs.

- b) Through sub-committees establish, maintain, conduct, and promote among members and others an active interest in amateur hockey.
- c) Through sub-committees promote communication and harmony between parents, players, coaches, officials, and executives of the WLMHA.
- d) Through sub-committees organize, initiate and supervise special events and fund-raising projects for the Association.

10.4.1 The **Initiation Program Committee** shall consist of:

- a) The Initiation Program Coordinator as chair.
- b) The four (4) Initiation Division Managers
- c) The Coaching Coordinator.
- d) A Referee as appointed by the Referee-in-chief.

10.4.2 The duties of the **Initiation Program Committee** shall be:

- a) To meet a minimum of once monthly during the hockey season.
- b) To be the first line of communication to deal with issues arising in the Initiation Program.
- c) To appoint a committee member to the Discipline Committee.

10.5.1 The **House League Committee** shall consist of:

- a) The House League Coordinator as chair.
- b) The Division Managers of U11, U13, U15 and U18.
- c) The Coaching Coordinator.
- d) A Referee as appointed by the Referee-in-chief.

10.5.2 The duties of the **House League Committee** shall be:

- a) To meet a minimum of once monthly during the House League season.
- b) To be the first line of communication to deal with issues arising in the House League.
- c) To appoint a Committee member to the Discipline Committee.

10.6.1 The **Rep League Committee** shall consist of:

- a) The Rep Coordinator as chair.
- b) A representative of the Rep Managers.
- c) Coaching Coordinator.
- d) Treasurer.
- e) A Referee as appointed by the Referee-in-chief.
- f) Members appointed by Rep Coordinator as need arises.

10.6.2 The duties of the **Rep League Committee** shall be:

- a) To meet a minimum of once a month during the Rep League season.
- b) To be the first line of communication to deal with issues arising in the Rep League.
- c) To appoint a Committee member to the Discipline Committee.

10.7.1 The **Referee Committee** shall consist of:

- a) The Referee-in-chief as chair.
- b) Senior Evaluator.
- c) Parent of a younger official.
- d) The assignor(s) of Officials for Initiation, House and Rep games.

10.7.2 The duties of the **Referee Committee** shall be:

- a) Ensure equitable and fair assignments for officials.
- b) Process and activate complaints or controversy directed toward officials.
- c) Promote good liaison between all levels of WLMHA administration and the referees.
- d) Deal with "in house" discipline for officials.
- e) Ensure accountability of officials with respect to protocol.

f) To appoint a Committee member to the Discipline Committee.

10.8.1 The **Risk Management Committee** shall consist of:

- a) The Risk Management Coordinator as chair.
- b) A minimum of two additional members as appointed by the President.

10.8.2 The duties of the **Risk Management Committee** shall be:

- a) To review activities, programs, and operating procedures in order to identify, understand, and eliminate or minimize the risks confronted in the operations of the association.
- b) To ensure up to date insurance policies are in place for the association.

10.9.1 The **Discipline Committee** shall consist of:

- a) The chair as appointed by the President.
- b) A representative from the Initiation Program Committee.
- c) A representative from the House League Committee.
- d) A representative from the Rep League Committee.
- e) A representative from the Referee Committee.

10.9.2 The duties of the **Discipline Committee** shall be:

- a) To administer appropriate consequences to members or teams deemed to be in breach of the Codes of Conduct for players, parents, referees, coaches, and executive members.
- b) To advise the executive of issues arising from the administration of the Codes of Conduct.

10.10.1 The **Constitution, Policy and Procedure Committee** shall consist of:

- a) The Constitution, Policy and Procedure Coordinator as chair.
- b) A representative from the Initiation Program Committee.
- c) A representative from the House League Committee.
- d) A representative from the Rep League Committee.

10.10.2 The duties of the **Constitution, Policy and Procedure Committee** shall be:

- a) Ensure new members are given a current copy of policies, procedures and the constitution.
- b) Ensure members of the association are kept informed of all policy, procedure and constitutional changes.
- c) Make recommendations to the association regarding policy, procedure and constitutional changes.

Bylaw Eleven ... Appeals

11.1 Any team or member may appeal any decision made by the President or President's designate.

11.2 An **Appeal Committee** shall consist of a minimum of three members, including the chair, as appointed by the Executive Committee.

11.3 The duties of the **Appeal Committee** shall be:

- a) To hear appeals from any Association member pertaining to a decision made by the President or President's designate and in doing so may reverse, uphold or modify any decision made.
- b) An individual cannot serve on the Appeal Committee in a case where they appeared on the Committee making the decision being reviewed.

Bylaw Twelve ... Financial Items

12.1 In order to carry out the purposes of the Association the Executive Officers may, on behalf of and in the name of the Association, raise or secure the payment or repayment of money in the manner they decide, and, in particular but without limiting the foregoing, by the issue of debentures.

12.2 No debenture shall be issued without the sanction of a special resolution.

- 12.3 The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next Annual General Meeting.

Bylaw Thirteen ... Official Rules of Order

- 13.1 Roberts Rules of Order are the Official rules of order covering all meetings of the Society, except where they are at difference with the Constitution and Bylaws in which case the Constitution and Bylaws shall have precedent.

Bylaw Fourteen ... Amendments to the Constitution

- 14.1 Resolutions to amend or alter the constitution can be made at any General Meeting of the members
- 14.2 Amendments to the Constitution require:
- a) 14 days written notice to every member entitled to attend and vote, detailing the proposed amendment.
 - b) A majority of not less than seventy-five percent (75%) of the members voting.

Part 3 – Policies & Procedures

Section I... General Administration of WLMHA

1.1 Mission Statement:

Through progressive leadership, we dedicate ourselves to the advancement of amateur hockey for all individuals in Williams Lake and surrounding area by ensuring meaningful opportunities and enjoyable experiences in a sportsmanlike environment.

1.2 Philosophy:

The philosophy of the Williams Lake Minor Hockey Association is to offer all players of Williams Lake and surrounding area, an opportunity to participate in a hockey program. We believe that the Minor Hockey program should provide an environment that allows for the development of hockey skills, instills an attitude of good sportsmanship, and encourages personal development. We recognize that each player is a unique individual and it is the function of the association in conjunction with the parents and the coaches to assist the player in developing the skills of hockey and to develop a lifelong interest in hockey.

1.3 Objectives:

In addition to the Purposes of the WLMHA as defined in Article 2 of the Constitution, the objectives of the Williams Lake Minor Hockey Association are to:

- a) Emphasize, "Hockey is for the **fun** of it".
- b) Provide the players of the Williams Lake area a hockey program which offers maximum enjoyment through the development of team and individual skills.
- c) Develop and encourage the characteristics of sportsmanship, self-discipline and positive self-esteem.
- d) Recognize and subscribe to the four streams of hockey:
 - i) Initiation hockey programs for beginners.
 - ii) Recreational hockey programs for players seeking fun and fellowship such as in House League play.
 - iii) Competitive programs for players seeking to test their limits and compete for regional, provincial and even national championships as in Rep League play.
 - iv) The national Program of Excellence that draws from the very best players in competitive programs across the country then prepares them to play for Canada in international competitions.

1.4 Development of Policy and Procedure: (b-f updated 2/may/06)

- i) The development of policies and procedures is an ongoing process. Additions, deletions and alterations can be made at the AGM, any General or Executive meetings by completing a "**Notice of Motion**" form. (Appendices - Form 1)
- ii) A notice of motion intended for an executive meeting must be forwarded to members of the executive a minimum of 24-hour prior to the meeting. (48-72 hours is preferred)
- iii) In specially circumstances, when 24hr notice is not possible, and the postponement of the motion will

be detrimental to the running of the organization, the president may allow a motion without 24hrs notice.

- iv) A notice of motion intended for a general meeting must be forwarded to the office administrator 48hrs prior to meeting.
- v) The office administrator will then forward the motion to members of the executive a minimum of 24-hours prior to the meeting.
- vi) The office administrator will then post the motion in three high traffic areas of the arena giving the general membership notification of the upcoming motion. (b – f updated 25/may/06)
- vii) As per Bylaw Thirteen, Roberts Rules of Order are used to 'move motions'.

1.5 Mailing Lists:

WLMHA does not provide mailing lists of association members to commercial businesses.

1.6 Request for Player Information:

BC Hockey and WLMHA do not supply player information to other organizations or individuals. Requests for player information by other organizations or individuals will be passed on to the respective parent/guardian.

1.7 Players From Outside WLMHA Boundaries: (updated July 7/15; April 5, 2017)

WLMHA will consider, on an individual basis, accepting players from outside the association boundaries provided:

- a) The player is not under suspension by BC Hockey.
- b) There is no violation of BC Hockey rules and/or regulations.
- c) The said player is released from her/his parent association.
- d) The parents/guardians have made a request in writing to the WLMHA Executive requesting permission for their daughter/son to tryout/play for a WLMHA team.
- e) The Executive Committee directs the Registrar to accept try-out fee in advance.
- f) For the purposes of assessing player interest in a Rep division/category under WLMHA policy 11.1(h), approved players from outside WLMHA boundaries count toward player interest the division/category of the player's current age; for the purposes of final rep player selection under WLMHA policy 11.4, a Williams Lake player (not including lower division applicants being assessed to move up) will not be displaced by an out of town player unless the Williams Lake player's final evaluation score as determined by the player selection committee is greater than 10% lower than that of the out of town player.
- g) Out of town players must be registered with BC Hockey, by being fully registered either with their home association or WLMHA, and pay their try out fee in advance if not registered with WLMHA. If the player is selected to the WLMHA team the player must register with WLMHA (if not already) and pay the associated arena fees on or before carding date.

1.8 Player Affiliation

- Moved to Rep 11.4.1 Affiliated Players and updated (April 9, 2013)

1.9 Booking, allocating and/or canceling of ice time:

- a) Only the Ice-Manager or Ice-Manager designate has the authority to book, allocate and/or cancel ice time.
- b) Teams wishing to cancel practices or games must give the Ice Manager 48 hours notice. Failure to do so may result in a fine equal to the cost of the ice rental.

1.10 Female Members: (updated April 9, 2013)

WLMHA actively supports and promotes female members of WLMHA having the same opportunities as males whether it be in the area of competition, officiating or leadership. The Association will initiate, promote and encourage educational and awareness programs to ensure WLMHA is not restricted on the basis of gender. To this end WLMHA will:

- a) Encourage female players to be participants, competitors and leaders on WLMHA teams.
- b) Promote the development opportunities of leadership skills for females in WLMHA.
- c) Increase awareness of programming needs and interests of female Minor Hockey players.
- d) Ensure that competitive and training opportunities for female players pursuing excellence in hockey are equitable to those provided to male players.

- e) U11 to U18 age Female Players – If the number of female players in each division support the development of a girls' team, female players will have the opportunity to play on an all-girls team within their respective house division. Female Players not wishing to play on an all-girls team will be placed on a house team. A commitment by the respective House Coordinator will be made to divide the girls fairly amongst the rest of the house teams with a commitment to put at least two girls to a team, not to place a single girl on a team unless completely unavoidable. (May 4 2010)
- f) Every effort will be made to not have the dressing room in Rink 2, known as the female dressing room, be assigned to any full teams, either female or male, as it is a designated visible dressing room for all female player's not playing on an all-girls team. (May 4 2010)
- g) Consistent with Hockey Canada and BC Hockey regulations, a female player can be dual rostered on both a female and integrated team. For WLMHA, such dual rostering of female players on non-carded teams will be added Apr.18/11:
 - i. Approved by Executive after the requirements outlined in 'ii', 'iii', and 'iv' below have been met
 - ii. Will be considered for situations where the female is rostered on an integrated house (including U11 Development) team and desires the experience of a girl's house team, in which case the priority will be to the integrated team; the intention for games with the girl's house team is for out-of-town tournaments or exhibition games only, i.e. not regular house league play or home tournaments
 - iii. The dual rostering will occur only if roster spots are available, and no other players are displaced
 - iv. Arrangements will be determined by mutual agreement between the dual rostered female's parents, both coaches and the affected division coordinator(s)

1.11 Loaning of Equipment:

- a) Members wishing to borrow equipment may do so by submitting a loan application, accompanied by a refundable \$500.00 deposit to WLMHA manager. (Appendices - Form 22) Deposits will be refunded upon return of the equipment in good repair.
- b) Other individuals or groups wishing to borrow WLMHA equipment, may request in writing to the Executive Committee.

1.12 Office and Equipment Locker Keys: (updated 25/may/06)

- a) Elected and appointed Officers will be issued office keys by the Office Administrator.
- b) The Office Administrator will issue team officials office keys and equipment locker keys at the beginning of each season. Equipment locker keys are to be returned to the Office Administrator at the end of each season.
- c) WLMHA members must sign for any issued keys. (Appendices - Form 2)

1.13 Sanctioned Events and or Activities:

- a) All events or activities carried on under the WLMHA name must meet with the approval of the Executive Committee or designate.
- b) Any events or activities carried on without approval of the Executive Committee or designate are not sanctioned by WLMHA.
- c) Liability for unsanctioned activities becomes the responsibility of participants and activity organizers.
- d) Association disciplinary action may apply to members organizing or taking part in unsanctioned activities or events.

1.14 Meetings:

- a) Executive Meetings are the first Tuesday of each month throughout the year (May-April) and at the call of the President.
- b) General Meetings are held on the first Tuesday of every second month during the hockey season (September-Spring Break) and at the call of the President.
- c) The Annual General Meeting (AGM) is held on or before May 15 each year.

1.15 Coaching Resource Materials - videos, books etc.

- a) Materials purchased by WLMHA will be kept in the Minor Hockey Office making them easily available for loan to anyone in the Association (updated April 7 2010)

1.16 Awards Nights (updated 03/jan/06)

The Parent's Auxiliary Awards Night Committee, on a yearly basis, will organize only one award

night/banquet for each division of U11, U13, U15 and U18. (For clarification – house and rep will have separate award night/banquets)

1.17 Correspondence to & from WLMHA Members:

- a) The Office Administrator will create, on a yearly basis, a file for incoming correspondence from the membership and a file for outgoing correspondence to the membership. (Updated 25/May/06)
- b) Upon receipt of correspondence from the membership by any representative of the executive a copy of said correspondence will be immediately filed in the general filing cabinet.
- c) Upon sending of correspondence to the membership by any representative of the executive a copy of said correspondence will be filed in the general filing cabinet.
- d) Any correspondence considered too sensitive for the general filing cabinet will be filed in the secured file cabinet. (See policy 1.18)
- e) All correspondence to and from the membership must be included in Executive Officers Reports at the next executive meeting.

1.18 Confidential Files: (b & c updated 25/may/06)

- a) All personal files (volunteer and/or employee) will be kept in a locked filing cabinet, separate from all other WLMHA files.
- b) Only the Office Administrator and 4 executive officers will have keys to the personal files □ The President, 1st Vice President, 2nd Vice President and the Secretary.
- c) Keys to this file cabinet will be return to the Office Administrator at the end of the Executive Members' term in office.

1.19 Executive Confidentiality (added Mar. 29, 2011)

- a) Consistent with Roberts Rules of Order, all business conducted by the Executive Committee is confidential and known only to the members present; this applies to all discussions and associated communications including emails, email attachments, and draft meeting minutes prior to approval
- b) All Executive officers will make available to the Office Administrator prior to the first Executive Meeting a secure email address that only they have access to that will be used for all email correspondence with that Executive officer

Section II... Registration and Financial Items

2.1 Registration: (updated Mar. 4, 2015)

- a) The Executive Committee, with recommendations from the Finance Committee will set registration deadlines, registration fees, and fee due dates.
- b) Registration:
 - ⊖ Registration will be from May 1 through June 15th. Registration will be closed August 1.
 - ⊕ All registrations must be accompanied with a minimum \$50.00 deposit along with post-dated cheques for residual. (**Post Dated Cheques for July 1 and August 1 of the current year are acceptable.**)
- c) Anyone registering after June 15th:
 - I. Will not be guaranteed association membership
 - II. Will pay an extra fee of \$100.00 per player.
 - III. Players wishing to register in Initiation A and/or B for the first time and those players who have moved to Williams Lake after June 15th are exempt from the requirement to pay the extra fee. These players are not guaranteed membership and may be placed on a waiting list. Approved Players transferring to WLMHA (Residential Waiver) will not be exempt from paying late fees; all registration fees will apply.
 - IV. Initiation A and B will have a Fall Session (Sept – Dec. 31st) and Winter session (Jan. 1st – end of season); players may be registered for one or both sessions. Fees will not be prorated.
 - V. Players entering Minor Hockey at U9level must be able to skate forward width of ice, fall down and get up, and make snow or demonstrate rudimentary stopping skills (added March 4 2009)
 - VI. All Registrations received after August 1st will require Executive Approval; Fees must be paid in full in order to be considered.
 - VII. Registration fees for players moving from another association after August 1 may be pro-rated; proof of registration from previous association must be provided for this to be considered.

- VIII. If numbers allow or as openings become available, registrations received after June 15th (**paid in full**) will be granted membership on a first come basis.
- d) Players applying for financial assistance (i.e. KidSport, Jump Start, Band Funding etc.) must advise WLMHA at the time of registration.
 - e) Players requesting a refund:
 - i. Will be refunded the registration fee less a \$15.00 administration fee, the insurance fee, and a pro-rated charge for each month of participation within the association. (Insurance fee covers the current fee charged to WLMHA through the Hockey Canada Insurance plan.)
 - ii. **NO REFUNDS** will be issued after December 31 of each year.
 - f) Individual fees are set for Initiation A and B, Initiation C and D, House League, 3rd 4th 5th ... child/family, Rep League and U11 Development Teams. Fees are determined by the cost of operations during the "Regular Hockey Season" ending Spring Break for Recreational Hockey and March 30 for Competitive Hockey. Any team requesting ice beyond the Regular Hockey Season will be charged additional ice fees.
 - g) No player will be insured and/or allowed on the ice unless fees are paid in full. (NSF cheques = fees not paid in full).
 - h) Registration fee discounts are available to families registering, and paying for, three or more children. The two oldest children registered will pay full rate. The discount will be applied to the third youngest and any subsequent younger children. Any children receiving free registration are not included in the total number of children registered. Initiation players pay full amount. If the youngest child is initiation, the next youngest child will receive discount.

2.2 Reimbursement:

Association members will be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association.

2.3 Tournament Profits:

Provided the procedures for Initiation and House tournaments are followed as per Policies 9.11 and 10.10, funds raised through House and IP division tournament fundraising may be retained by the division. These funds can be spent on players registered in the current season of the tournament fundraising as determined by the IP or house division committees and upon approval of the IP or House Coordinator. IP or House Coordinator must approve how profits will be spent before sanctioning of Tournament with BC Hockey. (updated April 7 2010)

2.4 Remuneration of Elected Executive Officers:

No Elected Officer will be remunerated for being or acting as an officer.

2.5 Team Sponsorship and Fund Raising: (updated April 9, 2013)

- a) There shall be no solicitation of team contributions, in either financial or product form, without the prior approval of the Executive Committee or designate.
- b) WLMHA does not support the sponsorship of individual players.
- c) The Executive Committee will set team sponsorship fees annually prior to the finance committee drawing up the budget.
- d) The Finance Committee or designate will contact team sponsors regarding fees and the collection of fees.
- e) Sponsorship fees for House League and Initiation Program go toward the purchase and maintenance of team uniforms and equipment.
- f) Sponsorship fees for the Rep League go toward the purchase and maintenance of the leagues' equipment/uniforms as well as individual team operations.
- g) Each team, committee, division etc., involved in fundraising, must provide a proposed budget with follow-up financial statements to the Finance Committee. (Appendices - Form 11)
- h) Home tournament budgets for Novice, House, House Year End Challenge, and Rep will reflect the correct officiating system to be used (WLMHA Chart 12) as determined by the RIC; RIC will advise Executive of the correct systems to use for each League and Level each year before September 1
- i) Proposed budgets must be submitted in adequate time **prior** to the fundraiser for consideration of approval by the Executive Committee or designate.
- j) Follow-up financial statements must be submitted within 15 days of the completed fundraiser.
- k) Any funds raised in excess of an approved annual fundraising budget must be returned to WLMHA,

to be dispersed at the discretion of the Rep Committee.

- l) Upon approval by the Rep Committee, Rep teams will be allotted annual fundraising events. The profits from these events may be used to pay for eligible team expenses, which include transportation costs for team travel, player meals, one set of team clothing (\$4,000 max allowable), team socks, travel costs of team officials and tournament registration fees. Original receipts must be produced if requested by the Finance Committee. Team travel refers to players traveling together as a team; parent or family traveling costs are not included in eligible team expenses even if players travel with them. If fundraising profits are acquired through gaming events, then BC Gaming rules must be adhered to.

2.6 Concession: (deleted March 4, 2008 as WLMHA no longer operates the concession)

2.7 Employment:

In order to carry out the business WLMHA staff may be hired. In order to hire staff:

- a) The need must be identified and documented (put in writing)
- b) Approval must be given by the finance committee
- c) The position must be included in the budget.

2.8 Expenditures:

- a) The purchase of goods or services in excess of \$200.00, including taxes, requires a purchase order issued by the finance committee.
- b) All requests for Purchase Orders will be accompanied by a minimum of two quotes, of which one must be from a local supplier if one is available.

2.9 Out of Town Tournament Fees: (updated 25/may/06)

- a) Teams seeking advance payment for tournament registration fees may apply to the treasurer through the stream (IP, House, Rep) Coordinator. (Appendices - Form 10)
- b) WLMHA funds are advanced as loans to individual teams at the discretion of the finance committee.

2.10 Gaming Activities & Funds: (new policy approved Dec 3, 2008)

- a) Gaming licenses are required for all gaming activities. Visit the BC Gaming Branch website to determine which class of license is required for your particular event. In general, regular raffle table prizes and 50/50 draws can be covered under Class D licenses. However, a separate license is required for each event.
- b) Amounts raised must be tracked by licenses and reported to the BC Gaming branch upon completion of the gaming activity.
- c) All funds raised through gaming must be deposited in existing BC Gaming accounts and only used for eligible expenses. Eligible expenses include ice time, officials, and in-province travel. WLMHA will separate gaming revenues by team/ division through sub-accounts of the association gaming account. Eligible expenses will be paid from these sub-accounts. It is very important all gaming revenue is tracked and reported through existing gaming accounts as the WLMHA gaming grant (approximately \$110,000.00 per year) could be jeopardized if gaming revenue is not tracked properly.
- d) Once gaming activities are complete the number of tickets sold and the amount of revenue generated must be submitted to the minor hockey office and the money raised deposited into the team/ division sub-account under the association gaming account.

Section III... Elected, Appointed and Volunteer Positions and Committees

3.1 Elected Officers...

President, 1st Vice President, 2nd Vice President, Secretary, Treasurer & 9 Directors:

Bylaw Six of the WLMHA's Constitution and Bylaws refers to Elected Officers and their duties. Further details of duties are found in relevant sections of this Policy and Procedure document.

- a) To hold the elected position of WLMHA Treasurer, a person should have a minimum of two (2) years of demonstrated accounting or book-keeping experience including the preparation of financial statements (added April 19, 2012)

3.2 Appointed Officers...

Referee-in-Chief, Registrar, Equipment Manager, Ice Manager, and 7 Coordinators (Coaching,

Parents' Auxiliary, Risk Management, Fair-Play, IP, House, Rep & Constitution Policy and Procedure):

Bylaw Eight of the WLMHA's Constitution and Bylaws refers to Appointed Officers and their duties. Further details of duties are found in relevant sections of this Policy and Procedure document.

3.3 Orientation of Newly Elected/Appointed Officers:

- a) At the end of her/his term, each executive officer will submit recommendations for the incoming officer.
- b) Newly elected/appointed officers may be assigned a returning officer whose role will be one of mentor.

3.4 Constitution, Policy and Procedure Coordinator:

In addition to bylaw 8.12 the CPP Coordinator's duties and responsibilities include:

- a) Ensure each WLMHA family receives a current CPP manual with registration.
- b) To act as an advisor to the President, Executive and General Membership in the interpretation of these rules and regulation which guide the running of our association.
- c) To act as the President's Designate under 4.11 Appeal Procedure if required (added Mar. 29, 2011)

3.5 Equipment Manager (updated Dec 3, 2008)

This position may be filled by paid staff. In addition to Bylaw 8.2 the Equipment Manager's duties include:

- a) Purchasing, distributing, maintaining, collecting and selling Association equipment.
- b) Submitting a proposed budget to the Finance Committee prior to September 21 of the current year. (Appendices – Form 11).
- c) Keeping an accurate and up to date inventory of all Minor Hockey equipment.

3.6 Ice Manager

This position may be filled by paid staff. In addition to Bylaw 8.3 the Ice Manager's duties include:

- a) Attend Civic Properties Commission meeting to secure ice time for WLMHA programs.
- b) Coordinating the scheduling, re-scheduling, exchanging and cancellation of ice time.
- c) In conjunction with the House and Rep Coordinators, ensuring that the ice schedule is as fair and equitable as reasonably possible between the House and Rep Leagues and between the divisions within the House and Rep Leagues
- d) Ensuring the initial master schedule goes until Christmas.
- e) Attending the initial Cariboo Minor Hockey League meeting in order to participate in the scheduling of Rep League games.
- f) In conjunction with the Rep League Coordinator schedule ice time for Cariboo Minor Hockey League games.
- g) Scheduling ice time for tournaments or special events as authorized by the Executive Committee.
- h) Providing the Finance Committee with a proposed budget prior to the October Executive Meeting.
- i) Providing the Finance Committee with a breakdown of ice costs for:
 - i) Initiation Program
 - ii) House League Program
 - iii) Rep League Program
 - iv) Tournaments and/or other special events.
- j) Scheduling ice time for clinics organized by the Coaching Coordinator and/or Referee-in-Chief.
- k) Ensuring the President, Referee-in-chief, Division Managers, Coordinators, Discipline Committee Chairperson and WLMHA office staff receive a copy of the Master Schedule.

3.7 Discipline Committee Chairperson:

The Discipline Committee Chairperson is an elected official appointed by the President. Duties include:

- a) Collecting **ALL** game sheets (home, away, tournament and exhibition) from the 3 streams (IP, House and Rep Leagues) to monitor penalties and other Codes of Conduct violations.
- b) Keeping a running record of penalties and other Codes of Conduct violations.
- c) Forwarding the IP and House game sheets to the Fair-Play.
- d) Forwarding expediently, the Rep game sheets to the Rep Coordinator.
- e) Sending Code of Conduct violation notices to WLMHA members within 10 days of date of violation. (Updated April 7 2010)
- f) Convening and chairing Discipline Committee meetings.
- g) File all discipline reports in the confidential files area in the Minor Hockey Office. (Updated April 7 2010)

3.7.1 Fair Play Committee

The **Fair Play Committee** shall consist of:

- a.) The chair as appointed by the President.
- b.) A parent representative.
- c.) A coach representative.
- d.) A parent to represent the players.

3.7.2 Fair Play Coordinator

The duties of the **Fair Play Coordinator** shall be:

- a.) To chair the Fair Play Committee.
- b.) To ensure the Fair Play Codes of Conduct are visible in the arena and that team parents/managers give out the codes to all players and parents at the beginning of the season.
- c.) To review games sheets each week and record all game misconducts and ensure all coaches are aware of automatic suspensions and to pass on to the Discipline Committee all game sheets with referee reports for further review. Affiliated players will also need to be kept track of for the total games played for season in accordance with NCD Policy.
- d.) To confidentially assist all members with concerns in finding the proper avenues for resolution.
- e.) To review all Fair Play violations and work with the committee to find a mediated resolution or forward to the Discipline Committee any violations that cannot be mediated.
- f.) To meet with all players, coaches and parents of players involved in 2nd offenses of hits to head or checking from behind, and to refer 3rd offenses of such to the Discipline committee.

3.8 Team Parent:

Each team in each division of the Initiation Program, House League and Rep League must identify a volunteer Team Parent. Her/his duties include to:

- a) Volunteer as team parent as soon as the team is formed.
- b) Select/elect a Division Team Parent from each division of the Initiation Program and House League to represent their division on Parents' Auxiliary Committee.
- c) Belong to the Parents' Auxiliary Committee if one is a Rep League Team Parent.
- d) Arrange off-ice officials (timekeepers etc) for "Home" games.
- e) Phone players/parents when necessary to give out or gather information.
- f) Distribute schedules and team phone lists.
- g) Ensure the Division Manager has up to date team lists at all times.
- h) Complete and Return the Equipment form provided by the Equipment Manager.
- i) Distribute and collect Parent and Player Coaching Evaluations mid-season and year-end. (Appendices – Forms 15 and 16) Turn completed forms into the Division Manager.
- j) Ensure all Initiation A/B jerseys are returned to the Minor Hockey office at the end of each season. (Updated April 7 2010)
- k) Perform duties at the request of the Division Team Parent representing the Parents' Auxiliary Committee i.e., find volunteers to help with fund raising projects.

3.9 Division Team Parent (amended Oct 2018):

Each division of the Initiation Program and House League must make every effort to select/elect a Division Team Parent. Her/his duties include to:

- a) Represent their division on the Parents' Auxiliary Committee.

3.10 Standing Committees...

Executive, Finance, Discipline, Referees, Parents' Auxiliary, Risk Management, Initiation Program, House League, Rep League and Constitution Policy and Procedure: (Appendices – Charts 1 –11)

- a) Standing committee Chairs must receive approval from the executive when appointing committee members.
- b) Bylaw Ten of the WLMHA's Constitution refers to the makeup and duties of standing committees. Further details of duties are found in relevant sections of this Policy and Procedure document.

3.11 Parents' Auxiliary Sub-Committees: (updated April 7 2010)

(Appendices – Chart 3) Any parent or guardian of any player fully registered with WLMHA is a member of the Parents' Auxiliary. Every effort will be made to establish the following sub-committees of the Parents' Auxiliary Committee at the beginning of each hockey season. If a committee is not formed the activity may

not occur.

- a) **Hockey Swap** → held in July → a service to players and parents.
- b) **Pictures** → early to mid-November → a service to players and parents.
- c) **Awards Nights** → Committee will be responsible for:
 - i) Organizing the places and times for each division's awards nights.
 - ii) Organizing trophies/medals for all awards nights.
 - iii) Organizing guest speaker(s), entertainment etc. for all awards nights.

3.12 Conflict of Interest:

- a) Any director who, at any time, has:
 - i) A direct or indirect interest in existing or proposed contract(s) or transaction(s) with the association: or holds any office or possesses any property
 - ii) Holds any office or possesses any property whereby, directly or indirectly, duty and/or interest might create a conflict with her/his duties as a director; or
 - iii) By virtue of a personal, family, or team relationship may be seen to be a position which may conflict, or create conflict, with a duty or interest as a director,shall declare the nature and extent of this conflict of interest to the President, or his/her designate, at the first opportunity at any meeting of the directors or committee of the association.
- b) Any director shall declare a possible conflict of interest, or concern for the appearance of such, either prior to the commencement of a meeting, or prior to a discussion of the particular issue.
 - i) The director who is in a position of conflict of interest shall leave the meeting room when the board reaches that agenda item. That departure, and the nature of the conflict, shall be noted in the minutes, and there shall be no discussion of that agenda item by the board until that director has left the room.
 - ii) Following completion of the discussion by the board of that agenda item, the director shall return to the meeting room and the return shall be noted in the minutes.
- c) Notwithstanding section b (i) & b (ii), the President may rule that the conflict does not warrant exclusion of the director's voice on any issue. It should be noted, in the minutes that the conflict was acknowledged and that the director did not vote on the issue.

3.13 Executive Positions:

A person may not hold more than three positions per season within the WLMHA as defined by WLMHA Handbook (added March 4 2009)

3.14 Female Coordinator (added Aug. 10, 2016)

The Female Coordinator is appointed by the President after the AGM in consultation with the Executive Committee and reports to the President. As per Bylaw 7.2 this position does not need to be appointed from Executive Officers. The duties of the Female Coordinator shall be:

- a) Be familiar with the regulations, policies and procedures of WLMHA, and HC, BCH, NCD and OMAHA as they pertain to female hockey
- b) Communicate information about female hockey and player development to the Executive of WLMHA
- c) Address correspondence with respect to female players and concerns
- d) Act as an advocate for female hockey and player development opportunities
- e) Oversee female hockey special events such as Esso fun days.
- f) Prepare report for Annual general meeting.

Section IV... Codes of Conduct and Fair Play Codes

4.1 WLMHA's Fair Play Code:

Verbal or Physical abuse/harassment of players, spectators, coaches or officials will not be tolerated. Anyone disregarding this policy will be asked to leave the arena.

4.2 Abuses, Neglect and/or Harassment:

There shall be no abuse, neglect or harassment, whether physical, emotional or sexual, of any WLMHA athlete or member. WLMHA expects every member of the association to take all reasonable steps to safeguard the welfare of athletes and protect them from any form of maltreatment. To this end:

- a) WLMHA will promote awareness of all forms of abuse and neglect by providing Hockey Canada educational materials and programs to athletes, parents, staff members and volunteers.
- b) Abuse/neglect/harassment offences are to be reported to the President or President designate.
- c) Any WLMHA member may, at any time, seek confidential advice or assistance from the President or President's designate on how to deal with a situation of harassment, abuse and/or neglect.
- d) Incidents brought to the attention of the WLMHA will be addressed in an expeditious, sensitive, responsible, and confidential manner with no reprisals to the concerned individuals.
- e) Individuals who make allegations that are clearly unfounded, false, vexatious, or frivolous, or who make allegations for any collateral or otherwise improper motive will be subject to potential discipline.
- f) The President or President's designate may suspend any WLMHA member suspected of any form of harassment, neglect, or abuse, from all Minor Hockey activities pending an investigation.
- g) If a member lays a formal written complaint:
 - i) Within 14 days of receipt of the complaint the President or designate will present her/his findings in writing to both the member under investigation and the member laying the complaint.
 - ii) Where and when the President or designate determines the need, a three-member investigative committee will be appointed.
 - iii) Within 14 days of its appointment the investigative committee will convene a hearing.
 - iv) The member(s) being investigated, the member(s) laying the formal complaint and any member(s) identified by the investigative committee to attend the hearing will be given a minimum of 5 days' notice of the day, time and place of the hearing.
 - v) Within 14 days of the hearing, the investigative committee will present its findings in a written report to the President with a copy to both the member(s) under investigation and the member(s) laying the complaint.
- h) If a member brings evidence of abuse/neglect/harassment but does not wish to lay a formal written complaint and there is reasonable evidence and surrounding circumstances to warrant laying a formal written complaint, the President or President's designate may, even against the wishes of the member bringing forth the evidence, issue the formal written complaint and proceed as outline in 4.2 (g).

4.3 Consequences for a breach of the Coaches' Code of Conduct/Ethics:

Coaches are expected to be exemplary role models for developing athletes. Any coach cheating, swearing, using intimidating behaviour, abusing officials and/or players or using illegal drugs when responsible for a team or its players may be suspended from all Minor Hockey activities pending review by the President or President's designate.

4.4 Alcohol, Drugs and Athletes:

Any player found to be in use of, under the influence and/or in possession of alcohol or illegal drugs, while involved in Williams Lake Minor Hockey Association activities, shall be immediately suspended from all Minor Hockey activities for a period of not less than 30 days. If a second offense occurs, the player shall be suspended indefinitely pending review of the Discipline Committee.

4.5 Alcohol and Coaches:

- a) Coaches must refrain from being under the influence of or consuming alcohol when responsible for a team and its activities.
- b) Coaches contravening the above may be suspended pending a review by the Discipline Committee

4.6 Fair Play Codes:

- a) WLMHA will adhere to the National Coaches Certification Program (NCCP) Fair Play codes for Players, Coaches, Officials, Parents, Spectators, and League Organizers. (Appendices – Fair Play Codes)
- b) Ice Schedule Fair Play Code:
 - i) All regular season games in all streams, Initiation Program, House League and Rep league, must end at the scheduled time. Tournaments are considered regular season games.
 - ii) Although time will be scheduled for possible overtime in Rep Playoff Games, some games may run over time. In this special circumstance allowing the run over is fair play.

4.7 **Players' Code of Conduct:**

- a) Abide by the NCCP "Fair Play Code for Players". (Appendices – Fair Play Codes)
- b) Make every effort to attend all practices and games.
- c) Notify the coach when unable to attend games or practices.
- d) Abstain from the use of drugs, alcohol and tobacco products.
- e) Show proper respect towards coaches, players, referees, arena management and association equipment.
- f) Work to the best of one's ability while attempting to reach one's full potential as a player.
- g) Conduct oneself on and off the ice in a manner that brings credit to one's self, family, and team.
- h) Act as a worthy ambassador of WLMHA and the town of Williams Lake when traveling.

4.8 **Parents' Code of Conduct:**

- a) Abide by the NCCP "Fair Play Code for parents and spectators". (Appendices – Fair Play Codes)
- b) Follow the complaint procedure as outlined in policy 4.10 of this manual.
- c) Take part in fund-raising through the Parents Auxiliary.
- d) Communicate questions, concerns, observation and compliments to your child's coach in a responsible and respectful manner.

4.9 **Discipline:**

- a) Any player discipline action administered by any team in any division and/or league must be documented using the WLMHA Player Discipline form. (Appendices – Form 5) Copies must be given to the player/parent and the respective streams' Coordinator. (Initiation, House or Rep)
- b) A coach of any WLMHA team may suspend, for discipline, any player for a maximum of one game.
- c) Suspensions of more than one game can only be given by the President or Discipline Committee.
- d) WLMHA tracks all penalties received by individual members. In so doing may notify an individual regarding their conduct within this association.
- e) The first gross or match penalty received by any member on any team in any stream (Initiation, House or Rep) will receive a letter from the Discipline Committee. The second such penalty will result in a discipline committee hearing.
- f) A 3rd and subsequent 10-minute Misconduct Penalty will result in the requirement that the player and parent meet with the Discipline committee. The Committee will review the situation and determine any necessary discipline, including additional suspensions. Failure to appear will cause immediate suspension pending appearance.
- g) A suspended player who knowingly plays or a coach who knowingly plays a suspended player will be suspended immediately pending a discipline committee hearing. The player and/or coach risk indefinite suspension.
- h) A suspended player who unknowingly plays or a coach who unknowingly plays a suspended player receives an automatic one game suspension. At the discretion of the Discipline Committee, such a player/coach may have a Discipline Committee hearing.

4.10 **Concerns and/or Complaints:** (updated Aug. 15, 2011)

Any association member with a concern or complaint with another member is required to follow the following process:

Step one→ Talk to the individual one-on-one.

- Respectfully, express your concern/complaint.
- Ensure mutual understanding of the concern/complaint.
- Together, explore possible solutions.
- Agree on a solution.
- Putting the solution in writing is strongly recommended.
- If a solution is not found go to step two.
- For Rep League and U11 Development player selection concerns and/or complaints regarding specific teams and players:
 - The head coach of the team in question is the person to initially approach to discuss the concern or complaint
 - If a solution is not found, Step two is the appeal procedure in 4.11; to be considered, appeals must outline how Step one was pursued first, and must be submitted within 7 days of being notified of the player selection decision being appealed

Step two→ Seek assistance.

- Contact the next association member in the hierarchy → team parent, coach, etc.
- Identify your concern/complaint and efforts made to resolve it.
- Request third party assistance to review the concern/complaint with the member in question.
- Together, all three association members explore further possible solutions;
- Agree upon the best possible solution.
- Putting the solution in writing is strongly recommended.
- If every attempt to resolve the issue fails, go to step three.

Step three→ Seek further assistance.

- Contact the next association member in the hierarchy → division manager, coordinator etc.
- Identify your concern/complaint and efforts made to resolve it.
- Request a meeting with the parties involved to review the concern/complaint.
- Together, explore further possible solutions.
- Agree upon the best possible solution and document in writing.
- If every attempt to resolve the issue fails, address your concern/complaint and efforts made to resolve it in writing to the Executive Committee.
- Who should I contact...

Below is a diagram explaining the proper communication
Lines to be used for this season



Referee in Chief



Executive

4.11 Appeal Procedure: (updated Mar. 29, 2011)

- a) Any team or member of the association may appeal any decision made by the President or President's designate.
- b) Issues may not be subject to appeal if they are defined by policies or if other available steps for resolving the issue were not adequately pursued.
- c) All appeals must be:
 - i) In writing outlining all particulars of the case.
 - ii) Accompanied by either cash or a certified cheque for \$50.00 payable to WLMHA. This deposit will be returned if the Appeal Committee's decision is passed in favour of the appellate. If the decision is not in favour of the appellate then the deposit will not be returned.
 - iii) Delivered to the Office Administrator within ten (10) days of being notified of the decision. Any appeal made after this ten (10) day period will not be acknowledged by the WLMHA.
- d) Following an appeal being submitted the procedures to be followed are:
 - i) The appeal will be assessed for meeting granting requirements by the President or President's designate with results made available to the granting authority (if different)
 - ii) The decision whether to grant the appeal will be made by the President or President's designate
 - iii) If an Appeal Hearing has been granted, a specially appointed Appeal Committee will hear the appeal within ten (10) days of receiving the written appeal
 - iv) If an Appeal Hearing has been granted, all pertinent information associated with the decision under review will be compiled by the President's designate and made available to the specially appointed Appeal Committee; it will be made available involved parties upon request subject to discrete consideration of confidential or sensitive matters
- e) The committee may reverse, uphold, or modify any previous decision(s).
- f) There will be no stay of any suspension imposed that is currently under the subject of an appeal.

Section V... Risk Management

(Appendices – Chart 6)

5.1 Definition of Risk Management:

The process by which an organization identifies, assesses, controls, eliminates and/or minimizes the risk of injury or financial loss arising from its activities.

5.2 Risks in Hockey:

Hockey by its nature has inherent dangers. There is always the risk of personal injury. For this reason, strategies to reduce the risk of injury are mandatory.

5.3 Risk Management Coordinator: (updated Jan. 4, 2017)

The President will appoint the Risk Management Coordinator. In addition to Bylaw 8.11 her/his responsibilities include:

- a) Attending association meetings and advise the executive of all safety and risk management concerns and updates within the association
- b) Meeting with the arena manager to review WLMHA risk management strategies and ensure the Arena Safety Checklist is completed (Appendices – Form 4).
- c) Ensuring the association has an updated, documented screening process for all volunteers.
- d) In conjunction with the IP, House and Rep Coordinators, and the Office Administrator, ensuring BC Hockey requirements are met regarding:
 - I. Sportsmanship in the Stands
 - II. Concussion training (CATT)
 - III. Respect in Sport
 - IV. Criminal record check (CRC)
 - V. Locker Room Policy
 - VI. Equipment checks
- e) Ensuring effective strategies to minimize risks are in place and practiced.
- f) Being responsible for the association inventory of first aid kits and distributing the kits to each WLMHA

team at the beginning of the season.

- g) Ensuring that all association teams have at least one HCSP qualified person assigned to their team roster.
- h) Ensuring up to date insurance is in place for the association.
- i) Ensuring all injury reports are completed and kept on file.

5.4 Mutual Aid: (now covered under Hockey Canada insurance policy)

- a) Mutual Aid is a BNCD assistance program for injured members (players, referees, coaches, managers, trainers, minor officials etc.). The program assists when injury expenses are not covered by the medical and/or dental plan(s) of the member or her/his parents.
- b) WLMHA players are not mutually aided until registration fees are paid in full. For this reason, players are not allowed on the ice until fees are paid in full.
- c) Mutual Aid Injury Report forms are included in each team's first aid kit supplied by the Risk Management Coordinator.
- d) The Mutual Aid Fund is fully addressed in BNCD Bylaw Seven.

5.5 Criminal Record Check: (updated Aug. 10, 2016)

- a) All adults (18 years and older) in the Association must have a Criminal Record Check if working directly with athletes.
- b) Proof of application for a Criminal Record Check must be submitted to WLMHA prior to any interaction with the players.
- c) Criminal Record Checks can now be completed on-line at <https://justice.gov.bc.ca/eCRC/>. An access code is required and can be obtained from WLMHA. (Please note that if you do require fingerprinting, you will be notified and still have to go to the police station to have that done).
- d) The completed record check will be returned to the Minor Hockey Office and held in confidential files for a 2-year period. After the 2-year period WLMHA staff will destroy the Criminal Record Check.

5.6 Emergency Action Plan:

Upon the formation of any WLMHA team, Initiation, House, or Rep, three (3) individuals must be identified to serve as: Person in Charge, Call Person and Control Person.

The Person in Charge must:

- i) Be the most qualified person available with training in emergency control, first aid, or the Hockey Canada Safety Program.
- ii) Calmly take control, instructing bystanders to stay clear of the injured player.
- iii) Ensure equipment is left in place and the player is not moved until a proper assessment of the injury is complete.
- iv) Decide on the necessity of an ambulance.
- v) Begin first aid and coordinate the removal of the athlete from the playing surface if an ambulance is not needed.
- vi) Give the call person a brief explanation of the injury and instruct he/she to call an ambulance if one is required.
- vii) Reassure the injured athlete if conscious and carefully observe for any change in condition to report to the medical professionals upon arrival.
- viii) File an accident report with the Risk Management Coordinator inclusive of the time and date the injury occurred.

The Call Person must:

- i) Know the location of all emergency telephones.
- ii) Have a list of all emergency numbers in the city or town where the event is taking place.
- iii) Be prepared to give the ambulance dispatcher the name and location of the arena, the type of medical emergency, the injured athlete's current status and a contact number for the arena.
- iv) Ask the ambulance dispatcher for an estimated time of arrival.

The Control Person must:

- i) Ensure teammates and spectators are not in the way of the Person in Charge.
- ii) Keep teammates and people in the area informed of the status of the situation.
- iii) Ensure the route for the ambulance crew is clear and available.

- iv) Seek out highly trained medical personnel in the area of the arena, at the request of the Person in Charge.

5.7 Risk Management Strategies - Safety Requirements:

It is the responsibility of all WLMHA officials and members to practice risk management strategies.

On-Ice Checklist

- All persons on the ice and bench are insured through Hockey Canada.
- No debris, dangerous ruts, bumps or bare spots are on the ice surface.
- No protrusions from the boards, glass or screen.
- Supporting struts for glass, wire screen, or upright posts are padded.
- No garbage on the floor of the players' bench.
- Entire arena lighting system is turned on and functioning for all practices and games.
- All gates are securely and properly closed.
- All players, at all times, wear proper full protective equipment for games and practices, including CSA approved helmet, facemask and BNQ throat protectors.
- Coaches should wear helmets while on the ice during practice sessions.
- Players stretch properly before games and practices.
- Players, team officials and parent helpers are not on the ice until the ice resurfacing machine is completely off the ice surface and rink gates are securely closed.
- Checking from behind is not tolerated inclusive of any bump, check or push from behind.
- Athletes maintain hydration by receiving sufficient rest and water during all games and practices.
- Awareness of all physical limitations and/or previous injuries to WLMHA athletes allowing no athlete to risk injury or further injury.
- People on the ice surface wearing street shoes walk slowly and carefully.
- The proper "T" carpet is placed on the ice surface during all ceremonies and all skate less participants stay on the carpet.
- No person under the influence of drugs or alcohol participates in any on-ice activities.

Off-Ice Checklist

- All dressing rooms are cleaned regularly, properly lit, free of debris and free of any electrical or fire hazards.
- Teams and officials know the location of Fire Exits and First Aid Kits within the arena facility.
- The walk from the dressing rooms to the ice surface is covered with solid rubber padding or other non-slip surface (free of bumps, ruts and debris).
- The concession is free of any electrical or fire hazards.
- Only volunteers trained in the operation of concession appliances operate such appliances.
- All banners are securely and safely fastened.
- All wet floors and spills are attended to immediately.
- Players are supervised at all times including in dressing rooms, as well as proceeding to and from the ice surface.
- Utilize responsible catering companies for banquets ensuring proper preparation of food.
- All potential billets are carefully screened, and only responsible, reliable billets, meeting CHA standard guidelines are chosen.
- Aware of allergies and special diets of athletes.
- Monitor weather and road conditions during all events.
- Take no chances with unsafe road conditions.
- Select only reliable, responsible people to transport participants during events.
- Ensure persons transporting team members are not under the influence of alcohol.
- Recruit only responsible, reliable adults to work as arena security.
- Ensure fan and gate controls are the responsibility of arena security.
- Ensuring spectator safety is security personnel's first priority.
- Ensure safety of off-ice officials.
- Ensure caution is used when dealing with players in the penalty box.

5.8 Medical and First Aid:

- a) As detailed in the Emergency Action Plan, each team must have one member trained in first aid.
- b) The Risk Management Coordinator will make available first aid kits for each team. Contents will include good quality scissors, Ziplock bags for ice/snow packs, tensor bandage for wrapping snow/ice pack, adhesive tape, triangular bandage (sling), disposable latex gloves, Band-Aids, and 20 index cards.
- c) The team member trained in first aid will be responsible for ensuring the first aid kit is properly stocked at all times.
- d) Each player/parent must fill out a player medical information card with the following information: player's full name, date of birth, medical number, and pertinent medical information i.e. allergies. These cards are to be stored with the first aid kit for handy reference along with Hockey Canada Injury Report forms.
- e) Players who suffer a concussion shall not be allowed to return to the ice without a physician's written approval.

5.9 Player Movement between Divisions/Streams (IP, House, Rep): (updated Sept. 19, 2012, April 9, 2013 Mar. 4, 2015)

- a) WLMHA believes it is in the best interest of safety and the majority of athletes to play in their respective divisions according to age.
- b) Player movement to a higher division will not be allowed in house league (with the exception of U9D to U11 House as outlined in 5.9(c)(vii) below)
- c) Athletes wishing to play in Rep League in divisions above their age group must submit a request form (Appendix Form 20) to the stream coordinator a minimum of 14 days prior to the first try-out date for the higher division
 - i) Such requests will only be considered for players in the oldest year of the lower division
 - ii) A Player Movement Committee of qualified evaluators appointed by the President will observe the player's performance during the evaluation process and the player's ability to be competitive will be assessed. This will include mental, emotional and physical abilities.
 - iii) If a rep team is being formed in the player's category as defined by BC Hockey, in order to be considered for a move up in division, an athlete's skill evaluation must place him/her in the top 10 percentile of all players of the same gender registered in the higher division in five out of the six National Skill Standards as evaluated, in conjunction with the Player Movement Committee's assessment of the player's overall suitability for movement to the higher division (mental, emotional and physical).
 - iv) If a male or female rep team is not being formed in a player's division, the player can try out for the same category in the division above if such a team is being formed, and be evaluated without the 10 percentile rule being applied, however all other evaluation requirements will be met; players applying to move up don't count as interest in the higher division until after August 1 as per 11.1(h)(iii)&(iv)
 - v) The committee will consult with the parents/guardians in assessing the player's emotional maturity when determining the division that best meets the player's needs.
 - vi) The committee will submit their findings to the executive and then an executive member will notify the athlete and her/his parents of the association's decision.
 - vii) Players are not eligible to move from the U13 division into male U15 Rep due to the implementation of contact hockey. (Updated April 5, 2017)
 - viii) U9D players may apply to play in U11 House, but not into U11 Development; in such cases the 5-percentile rule instead of 10 percentile rule will be calculated with the U11 Development players removed from the pool
- d) In order for an athlete to be considered to play at a lower age level, the athlete must be small in size, have a medical reason and/or be at a lower skill level than his/her current age level. Players without a team at their current age-appropriate level may also be considered for a lower-level team.
 - i) A committee that includes the Stream Coordinator and Division Manager will observe the player's performance during the evaluation process and the player's ability to be competitive will be assessed. This will include mental, emotional, and physical abilities.
 - ii) Overage players are not eligible to play on Rep or All-Star teams and may not be accepted in house league tournaments. The athlete and parents must be informed and consulted when assessing the division that best meets the player's needs.
 - iii) The Stream Coordinator will report decisions to move players down to the executive.
 - iv) The manager of the division in which the athlete will play will notify the athlete and his/her parents of the assessment results.
- e) Goalies may apply and play up in a division one up from their age group. A goalie may only register

with (updated Dec. 01, 2010) one team in one Division.

5.10 Hockey Canada Safety Program – Certified Team Officials

According to Hockey Canada Regulation E.1 each team must have a Hockey Canada Safety Program certified team official on the team bench in order that the team be declared eligible for competition. The certified team official may or may not have a second role on the team such as coach, manager, team parent etc. The duties of the certified team official include:

- a) Ensuring safety is the first priority at all times during all hockey-related activities, both on and off the ice.
- b) Implementing an effective risk management program based on prevention of injuries.
- c) Taking on a proactive role in identifying and minimizing risks during all team activities, erring on the side of caution.
- d) Promoting and reflecting the values of Fair Play.
- e) Conducting regular checks of players' equipment to ensure proper maintenance, fit and protective quality.
- f) Advising players and parents regarding the purchase of protective equipment.
- g) Promoting proper conditioning and warm-up techniques as effective methods of injury prevention.
- h) Maintaining accurate medical history files on all players and bringing these to all games and practices.
- i) Maintaining a fully stocked First Aid Kit and bringing it to all games and practices.
- j) Implementing WLMHA Emergency Action plan with your team and practicing it regularly to ensure all involved understand their roles.
- k) Recognizing life-threatening and significant injuries.
- l) Stabilizing injured players until the arrival of professional medical assistance.
- m) Managing minor injuries according to basic injury management principles and referring players to medical professionals when necessary.
- n) Recognizing injuries requiring a player's removal from play.
- o) Referring injured players to appropriate medical professionals and coordinating their return to play.
- p) Promoting a healthy lifestyle with all hockey participants by being a good role model while educating participants regarding hygiene, nutrition, performance-enhancing substances, drug and alcohol abuse.
- q) Facilitating communication with players, coaches, physicians, parents, officials and other volunteers regarding safety, injury prevention and players' health status.

5.11 House Goaltender Replacement Policy (updated April 9, 2013)

In the event a house team finds itself without the services of a goaltender for any reason the process of requesting a replacement is as follows:

- a) Coaches must first utilize all goaltenders on his team in the event there is more than one goaltender on the team. Failing the availability of a second goaltender the coach must then canvas other members of the team to ascertain whether or not any of the players are willing to play goal. Any player who is willing to play goal must be given the opportunity to act as the replacement goaltender.
- b) If no other players on the team are willing to play goal, then the coach can request a replacement goaltender from another team.
- c) Coaches in need of a replacement goaltender must make the request to his/ her division manager. The division manager will establish a rotation list of the division goaltenders to ensure an attempt is made to distribute the replacement games evenly amongst the division's goaltenders. The first goaltender on the list available to play will be offered the replacement game. Goaltenders must honor the commitments with their regular team first. Playing in a replacement game can also not affect the goaltender's ability to perform in their regular team's games. (ie: a goaltender cannot miss the first 15 minutes of his regular house games in order to play a replacement game or play a replacement game immediately prior to playing his regular house games).
- d) If a replacement goaltender from the same division is not available, the division manager can make a request to the house coordinator for a goaltender from a lower division. The house coordinator will make a decision in consultation with the division manager of the lower division. Any replacement goaltenders from a lower division must meet the commitments of their regular house teams as outlined in 5.11(c).
- e) The use of the replacement goalie rotation as outlined above must be first approved by the BC Hockey District Director as a means of implementing the BC Hockey Goaltender Replacement policy.

5.12 WLMHA Locker Room Policy *(added August 10, 2016)*

Consistent with the BC Hockey policy that all minor hockey associations have a documented locker room policy, WLMHA has adopted the locker room policy that is included in this Handbook as an Appendix after Fair Play Codes.

5.13 Driving Restrictions *(updated October 3, 2018)*

WLMHA registered players, who are of legal driving age, are NOT permitted to drive themselves or other teammates to or from any out-of-town games or practices further than 100 kms. in travel. NO EXCEPTIONS to this policy will be permitted. It is further recommended that during adverse weather condition, such players be advised to not travel on highways even under 100 kms.

Section VI... On-Ice and Off-Ice Officials

(Appendices – Chart 7)

6.1 Development Model for Officials:

The Hockey Canada Officiating Program (HCOP) is the development model used in the development of WLMHA officials.

6.2 Referee-in-chief: *(updated April 9, 2013)*

In addition to Bylaw 8.5, the duties of the Referee-in-chief include:

- a) To submit a budget to the Treasurer prior to May 31 of each year.
- b) To submit to Executive by September 1 of each year an outline of the correct officiating system to be used (WLMHA Chart 12) for home tournament budgets for all levels of Novice, House, House Year End Challenge, and Rep
- c) To coordinate upgrading clinics and the annual certification of referees.
- d) To submit the referees' time sheets to the Office Administrator.
- e) Ensure the Completed White Copies of game sheets be deposited in the game sheet box located in the Ref Room (Nov 3 2009)
- f) Ensure all WLMHA Officials have signed the North Central Districts Officials' Contract (Form 26) and submit the original to the Minor Hockey Office for filing.
- g) Ensure all WLMHA Officials 16 years old and over complete the Respect in Sport online Course
- h) Ensure all WLMHA Officials 18 years old and over complete a Criminal Record Check (refer to Policy 5.5) *(updated April 7 2010)*

6.3 Senior Evaluator:

The role of the Senior Evaluator is to evaluate and assist all WLMHA referees to improve officiating skills.

6.4 Evaluation of On-Ice Officials:

On-ice officials will be evaluated a minimum of two times per season to ensure competence and accountability. Evaluations shall be in written form and filed in the Confidential Files in the Minor Hockey Office. *(Updated April 7 2010)*

6.5 Assignor: *(updated April 19, 2012)*

- a) The role of the assignor is to:
 - i. Assign officials to all Initiation, House and Rep games.
 - ii. Complete and submit officials' timesheets for approval by the RIC
- b) The designated assignor(s) will be paid a total of \$600.00 per year at the end of the season; split 2/3 for assigning House League games and 1/3 for assigning Rep League games

6.6 Recruitment Strategy for Officials:

- a) Contact previous season's officials.
- b) Encourage "graduating" players to return as officials.
- c) Include referee information with registration packages.
- d) Invite scouted 2nd year U11 players to next year's HCOP clinic.
- e) Publicize the importance of officiating and the benefits of being a referee.

6.7 Training Strategy for Officials:

- a) A mentorship program for U9 on-ice officials monitored until Christmas.
- b) On-ice clinics for younger officials provide instruction for rules interpretation and positioning.
- c) Team parents ensure the training of volunteer off-ice officials.

6.8 Financial Commitment to On-ice and Off-ice Officials:

- a) Mentors for U9 Officials receive a stipend / game.
- b) WLMHA purchases support materials for referees and pays for the carding of all officials.
- c) Anyone registered as a WLMHA player will be reimbursed after 5 games. Anyone not registered in WLMHA as a player will pay their own carding fee. If they referee a minimum of 10 games for WLMHA, they will have this fee reimbursed. (Nov 3 2009)
- d) Appendices – Chart 12 details the pay scale according to job, age and experience.
- e) Referees traveling to Lac La Hache will receive a stipend to cover costs. (updated 1/dec/04)
- f) Wages are paid once a month by cheque.
- g) Total wages are calculated based on the information documented on the weekly schedule posted in the Referees' room.

6.9 Scheduling of Officials:

- a) The Assignor schedules on-ice officials.
- b) Participating teams schedule off-ice officials.
- c) On-ice officials are scheduled with one week's notice.
- d) All on-ice officials are given a master list of officials and phone numbers. It is the responsibility of the individual official to find a replacement when she/he cannot make a game.

6.10 Recognition of Officials:

- a) Referees are recognized internally with appropriate assignments.
- b) Year-end recognition includes, a) Best U9 Official, b) Best Junior Official, c) Best Senior Official.

6.11 Communication between Referee-in-chief and Officials:

Regular communication is maintained through monthly memos in pay envelopes and encouragement of Officials to contact Referee-in-chief with questions or concerns.

6.12 Discipline in Regard to Officials:

- a) The Referee Committee regularly reminds officials of their obligations, commitment and protocol.
- b) The Referee-in-chief monitors feedback from the association and communicates directly with officials.
- c) Referees are subject to discipline as laid out by BNCD's Regulation 5.

6.13 Officials and Speak-Out: (added 7/July/06)

All officials over the age of 16 must have Speak-out.

Section VII... Coaches and Coaching

7.1 Coach/Coaching Development Model:

The National Coaching Certification Program (NCCP) is the development model used in the development of WLMHA coaches.

7.2 Financial Commitment to Coaching Development:

- a) WLMHA is committed to coaching development understanding that skilled coaching by well-trained coaches is fundamental to a successful Minor Hockey program. To this end, the WLMHA's annual budget will reflect this commitment.
- b) Clinics, workshops and/or seminars will be offered throughout the year in Williams Lake.
- c) Coaches wishing to participate in coaching development beyond the geographical boundaries of Williams Lake may apply for WLMHA financial sponsorship.

7.3 WLMHA Coach Appreciation: (updated March 4, 2008)

Each WLMHA Coach/ Instructor/ Volunteer will be invited to the Volunteer Appreciation Banquet at the end of the hockey season. The budget for the event will be submitted by the Parent Auxiliary and approved by the Finance Committee. Notice of the event will be posted on the website, the bulletin board, and the equipment room, as well as throughout the complex.

7.4 The Responsibilities of the Coaching Coordinator (updated Mar. 4, 2015)

When funds become available this position will be filled by paid staff:

- a) To maintain an effective line of communication between WLMHA and BNCD Hockey Development staff.
- b) To be WLMHA's resource person in regard to coach and player development.
- c) To be a member of the Initiation Program, House League and Rep League Committees.
- d) To assist House and Rep Coordinators to establish coach selection committees for their respective leagues and determine processes for coach selection.
- e) To assist the Initiation Program, if required, to establish a coach selection committee and determine a process for coach selection.
- f) To attend the first divisional coaches meeting for all IP and House League divisions as per 7.3b.
- g) To organize and chair the first Rep League coaches meeting.
- h) To attend parent meetings at the beginning and mid-season immediately following the first and mid-season Rep coaches' meeting to facilitate communication with Rep League parents.
- i) To coordinate/organize local clinics, seminars, and workshops for player/coach/coaching development.
- j) To assist the IP Coordinator with preparation and scheduling of the IP Instructors Training Session.
- k) To ensure coaches/instructors are informed of out-of-town clinics.
- l) To establish and monitor a coach-mentoring program.
- m) To keep coaches/instructors well informed regarding all additions, deletions and amendments to WLMHA policy and procedures.
- n) To assist division managers/coaches with ice utilization and developing skills programs for teams/players.
- o) To assist the division managers in the evaluation and development of coaches.
- p) To assist the Rep and House coordinators to institute effective player evaluation methods in order to create balanced House Teams and objectify player selection to Rep Teams.
- q) To present coaches' issues and concerns at committee meetings.
- r) To represent coaches on the Executive Committee.

7.5 Coach/Instructor Recruitment:

- a) The recruitment of coaches/instructors is the responsibility of the Coaching Coordinator in cooperation with the Initiation Program, House League and Rep League Coordinators
- b) After their appointment and throughout the summer months, coordinators will continue to recruit coaches/instructors in their respective streams, encouraging prospective coaches/instructors to apply for positions.

7.6 Coach/Instructor Selection: (updated Jan. 10/2019)

- a) Potential coaches for Rep will be required to complete an application form. (Appendices – Form 21)
- b) A selection committee established for Rep will review the applicants and following the predetermined selection process will make their selections; IP and House committees will finalize the selections for their divisions
- c) All applicants, whether successful or not, will be contacted by a member of the selection committee.
- d) The Rep Coach Selection Committee will adhere to the following deadlines:
 - i. May 15 – rep coach applications due
 - ii. July 1-31 head coach interviews, selection, and solicitation for additional applications if needed
 - iii. Aug. 1 – rep coaches tentatively appointed, subject to final decisions regarding which rep teams are being formed
 - iv. Rep coach head coach appointments are finalized at the time final decisions are made regarding which rep teams are being formed
- e) If the Rep Committee determines that there may be sufficient player interest in a rep category(s) for which there is inadequate coach applications, additional coach applications may be solicited publicly (website, newspaper etc.) in July for that category(s) after first considering all other existing coach applicants.
- f) Each selected coach/instructor will be required to sign a contract.
- g) On-ice helpers in addition to coaches must be approved by the Coaching Coordinator and required to sign a WLMHA Player Assistant/Helper Contract (WLMHA Form 29) (added April 19, 2012)

7.7 Coaching/Instructing Evaluation:

- a) WLMHA believes coaching is a perpetual learning experience. Coaching evaluation is an integral part of

building and ensuring the best possible coaching for our players. Coaches require constructive feedback from other coaches, parents and players to support their learning experience.

- b) Coaches, parents, players and association representatives will be asked to evaluate WLMHA coaching twice a year, mid-season and at the end of each season. (Appendices – Forms 13 to 16)

7.8 Coach Certification Standards:

- a) Initiation Program → All Instructors must complete an Instructor Training Session conducted by a BC Hockey Course Conductor.
- b) House League → All Coaches must have the minimum of a NCCP Coaching Level.
- c) Rep League → All Rep Coaches must have the minimum of a NCCP Coach Level in their first year of coaching and an Intermediate Level in their second year.

7.9 Responsibilities of Coaches and Instructors:

- a) Abide by the Coaches' Contract and Code of Conduct/Ethics. (Appendices – form 23)
- b) Abide by WLMHA Fair Play Code for the Ice Schedule and NCCP "Fair Play Code for Coaches". (Appendices – Fair Play Codes)
- c) At the start of the season, remind and/or educate parents that hockey by its nature has inherent dangers and there is always the risk of personal injury.
- d) Ensure all players are insured through Hockey Canada before going on the ice. (Registration fees must be paid in full.)
- e) Check the ice surface for potentially dangerous situations or conditions prior to the time of a game or practice. See Policy 5.7.
- f) Be responsible for the safety and discipline of players on her/his team → on the ice, in the dressing room and at all times when traveling with the team.
- g) Remain current with coaching philosophies, methods and strategies through personal education and by attending clinics and workshops.
- h) Utilize maximum ice time and ice surface for player development.
- i) Be well prepared for practices ensuring fun and development for athletes.
- j) Ensure individual athletes get the instruction and support they need.
- k) Attend meetings as called by the Coaching Coordinator or WLMHA designate.

Section VIII... Awards

8.1 Memorial Trophies:

WLMHA

- a) Sportsman of the Year - Kevin Howell Memorial – Any player in any division in any league
- b) Danielle Helmer Memorial Trophy- Most Inspirational Female Player in all of WLMHA (added Nov 6, 2007)

Rep League

- a) U13 A and B → Tommy Madison Memorial Trophy → Most Improved Player
- b) U15 A and B → Tom McDougal Memorial Trophy → Most Valuable Player
- c) U18 A and B → Brad Carswell Memorial Trophy → Most Sportsmanlike Player
- d) U18 A and B → Warren Dominic Memorial Trophy → Outstanding Goalie
- e) U18 A or B → Adam 'Ogie' Corbiere Memorial Trophy → President's Trophy: displays versatility, dedication, skills, perseverance, and leadership but is not recognized in any one category.
- f) U18 Female → Ethel Owen Memorial Trophy → displays versatility, dedication, skills, perseverance, and leadership but is not recognized in any one category.

House League

- a) U18 House League → Daryl Ford Memorial Trophy → Most Inspirational Player
- b) All Divisions → Russell Gibson Memorial Trophy → displays versatility, dedication, skills, perseverance, and leadership but is not recognized in any one category.

8.2 Esso Medals of Achievement:

- a) Most Dedicated Player → Each U9C, U9D, U11, U13, U15 and U18 team

- b) Most Sportsmanlike → Each U9C, U9D, U11, U13, U15 and U18 team
- c) Most Improved Player → Each U9C, U9D, U11, U13, U15 and U18 team

8.3 Rep League Awards:

WLMHA sponsors the Most Valuable Player for each U13 and U18 Rep Team. (The U15 MVP is sponsored by the Tom McDougal Memorial Trophy)

8.4 Grade 12 Scholarships (amended Oct 2018):

During the 1988-89 season WLMHA established the **Kenny Loewen and Leon Whitford Memorial Scholarship** fund. The **Harry Buchanan Memorial Scholarship** was added for the 2003-04 season. The Tyler Tenning memorial Scholarship was added in the 2017-18 season. All scholarships are to support high school graduates going on to higher education. (Appendices – Form 8)

Guidelines for Scholarships

- a) An applicant for a scholarship must be a grade 12 graduating student who plans to continue studies at a post-secondary institution.
- b) Candidates will be selected on the basis of good academic achievement combined with an appropriate contribution to Minor Hockey in Williams Lake. This would encompass leadership, sportsmanship and participation in related Minor Hockey activities with the potential of being a good ambassador for Williams Lake Minor Hockey.
- c) The selection committee will work jointly....
 - I. Chair of scholarship committee as appointed by the Parents' Auxiliary Coordinator
 - II. WLMHA Treasurer
 - III. WLMHA President
 - IV. One other WLMHA representative as appointed by the committee chair.
- d) If, in any given year, there are not suitable candidates for the scholarships, the awards will be forwarded to the following year.
- e) The scholarships will be announced at the graduation ceremonies at which time letters of notification will be given to recipients.
- f) Monies will be forwarded after receipt of proof of registration at a post-secondary institution. A deferral of one year will be granted upon written request.

8.5 BC Hockey Awards/Scholarships:

- BC Hockey offers a number of awards and scholarships annually. BC Hockey Constitution, Bylaws and Regulations, Section Four detail these awards and scholarships.
- Applications are available at the BC Hockey website www.bchockey.net
- The deadline for scholarship applications is generally around April 1st. Check the website on a yearly basis for exact dates.

Section IX... Initiation Program

(Appendices – Chart 9)

9.1 The Initiation Program – An Introduction:

The IP is a program for beginner hockey players, developed in Canada and used around the world. It concentrates on the progressive development of fundamental skills such as skating, puck handling, passing and shooting. The IP emphasizes teamwork, constructive activity, fitness and fair play. It does not focus on power plays, penalty killing, breakouts or other strategic theories. It recognizes these skills are better taught once athletes have achieved high competency in fundamental skills. Fundamental skills are best taught in a fun practice as opposed to the traditional hockey game.

Hockey Canada has sold the Initiation Program to numerous European countries, Australia and associations throughout the USA. Kids having fun under the guidance of caring, qualified, capable instructors is the key to a successful Initiation Program.

Players entering Minor Hockey at U9level must be able to skate forward width of ice, fall down and get up, and make snow or demonstrate rudimentary stopping skills (added March 4 2009)

The IP is composed of four divisions: Initiation A, Initiation B, U9C and U9D.

9.2 Initiation A – U7 (updated July 26, 2015)

- a) The emphasis is on fun and skill development.
- b) Each of four groups/teams has a maximum of 15 skaters.
- c) Every effort is made to maintain a 4:1 ratio of skaters to instructors.
- d) A full-ice integrated station approach is used to teach skills. Athletes from all groups/teams rotate through stations manned by well-prepared instructors.
- e) All Initiation 'A' teams receive the same 3/4 hour of ice time, twice a week.
- f) The teams' Head Instructors rotate the role of primary head instructor, utilizing the IP 'A' Manual lesson plans.
- g) The rink divider can be used for 10–15-minute half-ice scrimmages or other fun games designed to develop skills.
- h) Maximum ice time, fun and skill development is achieved when all players are on the ice participating, during any game or station activity.
- i) Full-ice, six a-side games are not played in Initiation 'A'. The scoreboard is not used, and statistics are not kept.

9.3 Initiation B – U7

- a) The emphasis is on fun and skill development.
- b) Young athletes are generally 6 years of age and in their 1st or 2nd year of hockey.
- c) Each of the four groups/teams has a maximum of 15 players.
- d) Every effort is made to maintain a 4:1 ratio of skaters to instructors.
- e) A full-ice integrated station approach is used to teach skills. Athletes from all teams rotate through stations manned by well-prepared instructors.
- f) 4 teams share the same 1-hour of ice time a minimum of twice a week for lessons. The Head Instructors of each team cooperatively share the role of Head Instructor utilizing the IP 'B' Manual lesson plans.
- g) The rink divider can be used for 10–15-minute half-ice scrimmages or other fun games designed to develop skills.
- h) Maximum ice time, fun and skill development is achieved when all players are on the ice participating, during any game or station activity.
- i) Full-ice, six-a-side games are not played in Initiation 'B'. The scoreboard is not used, and statistics are not kept.

9.4 U9C

- a) The emphasis is on fun and skill development.
- b) Young athletes are generally 7 years of age in their 3rd year of hockey or 10-11 years of age in their 1st of hockey.
- c) Each of the four teams has a maximum of 15 players.
- d) Every effort is made to maintain a 5:1 ratio of skaters to instructors.
- e) 2 teams share the same 1-hour of ice time once a week for lessons.
- f) The Head Instructors of each team cooperatively share the role of Head Instructor utilizing IP 'C' Manual lesson plans.
- g) Full-ice drills as well as a full-ice integrated station approach is used to teach skills. Athletes from both teams rotate through stations manned by well-prepared instructors.
- h) At the end of the season (February), Instructors may use one half ice with "their" team.
- i) Full-ice games are played once a week. The electronic scoreboard is used but statistics are not kept.

9.5 U9D

- a) The emphasis is on fun and skill development.
- b) Young athletes are generally 8 years of age in their 4th year of hockey, 10-11 years of age in their 2nd /3rd year of hockey or 11-12 years of age in their 1st year of hockey.
- c) Each of the four teams has a maximum of 15 players.
- d) Every effort is made to maintain a 6:1 ratio of skaters to instructors.
- e) 2 teams share the same 1-hour of ice time once a week for lessons.
- f) The Head Instructors of each team cooperatively share the role of Head Instructor utilizing IP 'D' Manual lesson plans.
- g) Full-ice drills as well as a full-ice integrated station approach is used to teach skills. Athletes from both teams rotate through stations manned by well-prepared instructors.
- h) At mid-season (January) Instructors may use one half ice with "their" team.
- i) Full-ice games are played once a week. The electronic scoreboard is used but statistics are not kept.
- j) Team concept is introduced.

9.6 Initiation Program Coordinator:

In addition, Bylaw 8.6, the Initiation Program Coordinator's duties include to:

- a) Successfully complete the BC Hockey Instructor Training Clinic.
- b) Prepare and implement recruitment procedures for participants, instructors, and head instructors.
- c) Appoint Division Managers.
- d) Appoint and chair the Instructor Selection Committee.
- e) Assist the registrar with the registration of participants.
- f) Conduct a Parent Orientation Meeting to familiarize first year parents with the IP objectives.
- g) Coordinate, with each Division Manager, the initial evaluation of participants for the purpose of grouping in the appropriate skill level.
- h) Coordinate a fun filled IP Icebreaker event.
- i) Coordinate special events (photo sessions, mini games, etc.) at the direction of the Parents' Auxiliary Committee.
- j) Provide the Parents' Auxiliary Coordinator with team lists of players, parents, team parents, coaches and phone numbers for the IP.
- k) Approve all exhibition games for U9'C' and 'D'.
- l) Summarize, in conjunction with IP Division Managers, all evaluation forms and prepare a final evaluation report for WLMHA which may contain information on the association's Instructor training session, participant/parent evaluation and statistics on the number participants and their gender.
- m) Ensure IP equipment and supplies are stored at the end of the season.
- n) Undertake necessary actions for preparation for the next season.

9.7 Initiation Program Division Managers:

The duties of the Division Managers include to:

- a) Oversee the running of the IP in her/his division inclusive of ensuring the Coaches' Contract and Code of Conduct is respected and followed.
- b) Inform the equipment manager of equipment requirements.
- c) Coordinate the formation of groups/teams in her/his division.
- d) Prepare a season plan containing elements of curriculum delivery, program promotion, participant registration, program evaluation, instructor supervision and other related items.
- e) Provide the IP Coordinator with team phone lists of players, parents, team parents, and coaches.
- f) Allocate extra ice time within the division, as it is available.
- g) Represent her/his Division on the IP Committee.
- h) Coordinate program evaluations mid-season (December) and end of season (March).
- i) Create a balanced ice schedule for all groups with assigned ice time.
- j) Assist in the implementation of special events in conjunction with the IP Coordinator.
- k) Assist in the repair, purchase and storage of the program's equipment.

9.8 Initiation Program Head Instructors:

In addition to Policy # 7.9, the duties of the Head Instructor include to:

- a) Successfully complete the BC Hockey Instructor Training Clinic.
- b) Follow the NCCP Initiation Program Manuals to prepare for ice sessions.
- c) Be well prepared for all on-ice sessions, clearly conveying instructions to on-ice Instructors.
- d) Coordinate the utilization of available IP equipment to conduct the ice sessions.
- e) Evaluate the progress of the participants and adjust lesson plans if necessary.
- f) Conduct regular meetings with on-ice instructors to review the program's content, delivery, and risk management variables.
- g) Communicate regularly with parents through the team parent and/or team meetings.
- h) Attend division meetings as called by Division Managers.
- i) Ensure completed game sheets (U9C & D only) are deposited in the game sheet box located behind the scorekeepers' box. This applies to all in-town, out-of-town and exhibition game sheets.

9.9 Initiation Program Instructors:

The duties of the On-Ice Instructor include to:

- a) Successfully complete the BC Hockey Instructor Training Clinic.
- b) Successfully participate in supplementary training sessions as coordinated by WLMHA.
- c) Abide by the Coaches' Code of Conduct/Ethics. (Appendices – Form 23)
- d) Abide by the NCCP "Fair Play Code for Coaches". (Appendices – Fair Play Codes)

- e) Participate in team meetings as called by the Head Instructor.
- f) Arrive at each ice session with time enough to provide sufficient preparation for the ice session to run at its highest efficiency.
- g) Utilize the appropriate equipment for the lesson plan.
- h) Provide instruction in a manner that motivates and challenges participants and respects individuals.
- i) Provide effective feedback to participants.
- j) Assist in the evaluation of the participants and the IP in general.
- k) Demonstrate necessary risk management skills at all times by assisting the Head Instructor with the arena safety checklist at each ice session.

9.10 Risk Management Strategies Specific to the Initiation Program:

- a) Teach participants how to make contact with the ice and boards.
- b) Stopping and turning should be practiced at least 10 feet from the boards.
- c) Ensure all participants wear protective equipment at all times.
- d) Ensure shooting drills are conducted in as safe a manner as possible.
- e) Do not use dangerous materials to divide the ice surface (i.e. bare ropes) and be aware of dangers involving any special equipment like agility boards in drills and activities.
- f) Ensure all drills are age and skill appropriate.
- g) Supervise participants at all times. (i.e. Ensure players are picked up by the proper guardian/chaperon.)

9.11 U9'C' and 'D' Games: (d & e updated March 4, 2008)

- a) All games shall consist of two 20-minute running time periods, with the third period clock being set at running time for the allotted time remaining.
- b) Penalties will be 3 minutes long.
- c) Statistics are not kept.
- d) As and if ice time permits, WLMHA will host one tournament for each of U9C & D. In years where U9C & D players are combined into one division WLMHA will host only one tournament for all U9C & D players.
- e) An application to host a tournament must be submitted to the IP coordinator a minimum of two months prior to the start of the tournament. This application must be reviewed and approved by the IP Coordinator and Finance Committee. The tournament must meet the following requirements: (Refer to Policy Section 2.3)
 - I. The tournament application must include a detailed budget which includes a list of all expenses and fundraising sources. Tournament expenses include (but are not limited to) the cost of ice time, cost of officials, cost of trophies & game awards, and the cost of participation gifts or any other give aways.
 - II. Tournament fees paid by visiting teams must cover the total tournament expenses to ensure WLMHA will not be at risk of subsidizing any tournament losses. For example, to calculate the tournament entry fee, divide the total tournament expenses by the number of out-of-town teams attending.
 - III. All monies associated with the tournament must be managed through existing minor hockey accounts.
 - IV. Separate gaming licenses must be obtained by the tournament director to cover individual fundraising activities such as raffle table prizes, 50/50 draws, stick draws, jersey draws, and any other prize draw which requires a separate ticket to enter.
 - V. The invitation of any additional vendors or the sale of any food products must first be approved by the Cariboo Memorial Complex.
 - VI. The solicitation of local businesses for cash and/ or raffle table prize donations is not allowed. Raffle table prizes can be funded through the collection of a fee from each WLMHA player attending the tournament (eg: \$10.00 per player). Fundraising activities are limited to the sale of raffle tickets and 50/50 draws during the weekend of the tournament.
- f) Every effort will be made to arrange one out-of-town tournament for each team requesting such a tournament.
- g) There will be approximately 20 games per season.
- h) There will be a 3-goal maximum per player per game, any subsequent goals by the same player will not count. There will be a maximum of 5 goal spread shown on the scoreboard; additional goals scored may be reflected on the scoresheet. Scoreboard may be updated as goals are scored to stay within maximum 5 spread (added Mar. 29, 2011).

Section X... House League Program

(Appendices – Chart 10)

10.1 The House League - An Introduction:

- a) The House League consists of four divisions based on age as of December 31 of the current year:
 - i) U11 → 9 - 10 years old.
 - ii) U13 → 11 - 12 years old.
 - iii) U15 → 13 - 14 years old.
 - iv) U18 → 15 – 18 years old.
- b) Juvenile aged players with special circumstances, and/or, are full-time high school students, may apply to the executive to play as over-age players in U18 House. (Added 11/Apr/06)

10.2 House League – Body Checking

There will be no Body Checking in any division. (Updated 5/may/04)

10.3 House League Formation of Teams:

The process of forming House League Teams is as follows:

- a) Immediately following the final registration date, registrants will be arbitrarily placed on teams in their age specific division.
- b) WLMHA has adopted the **National Skills Standards and Testing Program** developed by Hockey Canada to assess players' skills. (Updated 4/aug/06)
- c) Staggered ice times will be assigned to teams whose players will rotate through timed skill evaluation stations manned by well-prepared coaches. Players can expect to complete the stations in a maximum of 25 minutes. (Appendices – Form 17)
- d) Teams will also be scheduled to play in a three game "ice breaker". The performance of each player will be evaluated each game. A different evaluator will evaluate each of the three games per team. (Appendices – Form 19)
- e) Players will be placed on teams by the coaches & Division Manager. After teams are picked, coaches' names will be drawn and assigned a team. (Respecting parent /child relationship)
- f) If there is less than 8 teams in a division there will be no tiering.
- g) If there are 8+ teams in a division, 2 tiers may be created.
- h) The decision to tier or not to tier is made by the House Committee.
- i) If tiering occurs, the top 50% of players according to player evaluations (10.2 b, c & d) will be placed in Tier One.
- j) Once teams are created the division manager, in consultation with coaches, may rearrange players to accommodate reasonable requests made by parents prior to the completion of evaluations i.e. rural car-pooling.
- k) The number of players per team will be 13 – 15 for U13 to U15 and up to 18 for U18 house unless otherwise approved by the executive (updated Sept.01, 2010).

10.4 House League Player Movement between teams:

- a) Players requesting a team change mid-season must do so, in writing, to the Division Manager.
- b) The Division Manager will accommodate reasonable and responsible requests.

10.5 House League Coordinator:

In addition to Bylaw 8.7 the House League Coordinator's duties include to:

- a) Appoint and chair the Coach Selection Committee.
- b) Appoint Division Managers.
- c) Inform the equipment manager of equipment requirements.
- d) Assist the registrar with the registration of players.
- e) Coordinate, the initial evaluation of players in each division in order to form balanced teams.
- f) Provide the Parents' Auxiliary Coordinator with team lists of names of players, parents, team parents,

- coaches, off-ice officials and their telephone numbers.
- g) Approve or delegate the approval of all exhibitions, league and tournament games in the House League to Division Managers.
- h) Coordinate special events (photo sessions, mini games, etc.) at the direction of the Parents' Auxiliary Committee.
- i) Summarize, in conjunction with Division Managers, all evaluation forms, preparing a final evaluation report for WLMHA inclusive of comments and recommendations regarding coaching and program development initiatives.
- j) Undertake necessary actions in preparation for the next season.
- k) Oversee the Year End Challenge (May 2010)

10.6 House League Division Managers:

The duties of the Division Managers include to:

- a) Oversee the running of teams in her/his division
- b) Organize the initial evaluation of players and the formation of balanced teams.
- c) Ensure the Coaches' Code of Conduct is respected and followed.
- d) Report comments and concerns regarding officiating to the Referee-in-Chief.
- e) Represent her/his division on the House League Committee.
- f) Attend all House League Committee meetings.
- g) Alert the equipment manager of equipment requirements.
- h) Create a balanced ice schedule for all groups with assigned ice time. Schedule will indicate home and away teams and indicate that the home team needs to provide the Timekeeper and Score Keeper or the home team will forfeit the game. (April 7 2010)
- i) Provide the House League Coordinator with each team's list inclusive of names of players, parents, team parents, coaches, off-ice officials and their telephone numbers.
- j) Assist in the implementation of special events in conjunction with the House League Coordinator.
- k) Coordinate program evaluations mid-season (December) and end of season (March). (Appendices - Forms 13 to 16)
- l) Assist the House League Coordinator in organizing the Year-End Challenge and to provide a set of rules to be posted prior to the start of the Year-End Challenge. (May 2010)

10.7 House League Head Coaches (amended Oct 2018)

In addition to policy # 7.9 House League Head Coaches are expected to:

- a) Set long and short-term goals for the team. Communicate these to parents and players.
- b) Prepare practice plans and in so doing be well prepared for each practice and game.
- c) Prepare practice plans cooperatively with fellow head coaches in order to utilize full ice for ½ the practice.
- d) Provide hockey instruction in the four areas of preparation: technical, tactical, physical and psychological. The teaching to be in accordance with the skills pyramid as developed and adopted by BC Hockey. (Appendices – Chart 13)
- e) Deal with all situations involving players under the influence of illegal drugs and alcohol with zero tolerance. Please refer to policy #4.4 for details
- f) parents through the team parent and team meetings.
- g) Attend division meetings as called by Division Managers.

10.8 House League Assistant Coaches:

House League Assistant Coaches are expected to:

- a) Abide by the Coaches' Code of Conduct/Ethics. (Appendices – Form 21)
- b) Abide by the NCCP "Fair Play Code for Coaches". (Appendices – Fair Play Codes)
- c) Assist the Head Coach in all aspects of coaching.
- d) Have all the duties and responsibilities of the Head Coach in the absence of the Head Coach.

10.9 House League Games: (updated April 19, 2012)

- a) All games less than 1.5 hours long will consist of two 20-minute running-time periods with the third period clock being set at running time for the allotted time remaining.
- b) All games 1.5 hours long will consist of three 20-minute running time periods. If allotted time allows the last 2-10 minutes of the third period will be stop time as determined by the referee in consultation with the timekeeper.
- c) Penalties will be 3 minutes during running time and 2 minutes during stop time and/or 7 minutes during running time and 5 minutes during stop time. In going from running time to stop time penalty time will be

- halved.
- d) The House League program offers approximately 20 games per season.
- e) The Home Team, as indicated by the schedule, will provide the Timekeeper and a Score Keeper or the Home Team will forfeit the game. (updated April 7 2010)
- f) For U11 and U13 House League games, there will be a 3 goal maximum per player per game, any subsequent goals by the same player will not count. There will be a maximum of 5 goal spread shown on the scoreboard; additional goals scored may be reflected on the scoresheet. Scoreboard may be updated as goals are scored to stay within maximum 5 spread (added Mar. 29, 2011). For U15 and U18 there will be no 3-goal rule
- g) The U18 Division may turn a 1-hour weeknight practice into 1 hour games starting the 3rd week of November; Referees will be scheduled

10.10 House League Tournament Entry and Hosting: (c & d updated March 4, 2008)

- a) All players will receive equal opportunities to participate in out-of-town tournaments.
- b) House League Teams are not to book tournaments without the approval of the House Coaches, Division Manager and House Coordinator, including tournaments scheduled following the WLMHA Year End Challenge.
- c) As and if ice time permits, WLMHA will host tournaments for each division of House League hockey.
- d) An application to host a tournament must be submitted to the House coordinator a minimum of two months prior to the start of the tournament. This application must be reviewed and approved by the House Coordinator and Finance Committee. The tournament must meet the following requirements: (Refer to Policy Section 2.3)
 - I. The tournament application must include a detailed budget which includes a list of all expenses and fundraising sources. Tournament expenses include (but are not limited to) the cost of ice time, cost of officials, cost of trophies & game awards, and the cost of participation gifts or any other give aways. Applications must also include a proposal for the disbursement of the tournament profits as per the Gaming Policy. (updated April 7 2010)
 - II. Tournament fees paid by visiting teams must cover the total tournament expenses to ensure WLMHA will not be at risk of subsidizing any tournament losses. For example, to calculate the tournament entry fee, divide the total tournament expenses by the number of out-of-town teams attending.
 - III. All monies associated with the tournament must be managed through existing minor hockey accounts.
 - IV. Separate gaming licenses must be obtained by the tournament director to cover individual fundraising activities such as raffle table prizes, 50/50 draws, stick draws, jersey draws, and any other prize draw which requires a separate ticket to enter.
 - V. The invitation of any additional vendors or the sale of any food products must first be approved by the Cariboo Memorial Complex.
 - VI. The solicitation of local businesses for cash and/ or raffle table prize donations is not allowed. Raffle table prizes can be funded through the collection of a fee from each WLMHA player attending the tournament (eg: \$10.00 per player). Fundraising activities are limited to sale of raffle tickets and 50/50 draws during the weekend of the tournament.

10.11 BC Northern Winter Games:

BC Northern Winter Games yearly directives determine participation. Generally, only regular Pee Wee and/or U15 house teams are eligible to participate in the games. If there are over 99 players registered on the Hockey Canada Registry (HCR) in the division (this includes Rep players), interested house teams will have names put in a hat and drawn by the House Coordinator or President's designate to determine which team makes a bid. (May 2010)

10.12 House League Tournament Teams: (updated October 2018)

- a) House League Tournament teams are an extension of the House League and as such come under the umbrella of the House League coordinator.
- b) To be eligible for selection an individual must be a current coach in the age appropriate WLMHA league/ division and have a minimum Coach 2 certification.
- c) A House League Tournament Team is formed only with Executive Approval.
- d) To be a head coach of a Recreational Tournament Team:
 - I. An individual must submit a letter of application to the Board.

- II. The letter of application should state why the person wants to be a tournament coach, what criteria he/she would use in selecting the team and what coaching and playing experience he/she has and how that would benefit the tournament players.
 - III. The letter of application must also state the means by which they will release players and handle an appeal.
- e) The following procedures have been adopted to ensure a fair and objective player selection process for House League Tournament Teams and are suggested for the application letter:
 - I. try-outs are held that are open to any players in the division; try-out date(s) and fees are publicly advertised and posted in the arena
 - f) The board will consider all application letters and choose an appropriate coach for each division's tournament team.
 - g) Prior to the tryouts, all selected coaches must meet with the President/ House Coordinator to review tournament team policies and procedures and must agree to strictly adhere to these policies and procedures including those set out for team selection
 - h) After the tournament team roster is finalized, the head coach may select additional assistants, health and safety and a team manager. The President and/or House coordinator will approve the official tournament team assistant coach (es) that are requested by the head coach.
 - i) Tournament team head coach or appointed manager must fill in BC Hockey Tournament team request form (available online or at WLMHA office) and return to office at least 21 days prior to tournament. They will need to fill in one form for each tournament they are attending.
 - j) Tournament teams may only apply for tournaments in break from regular season hockey (Christmas and Spring Break). Fall break will not be considered as a natural break from hockey.
 - k) Practice times must be scheduled with the ice scheduler. Practice times must not interfere with regular house play or house practices. Practices are at the expense of the tournament team and are to be paid for prior to the ice time at the WLMHA office.
 - l) Exhibition games are not permitted.
 - m) Tournament teams must follow BC Hockey Policy in addition to WLMHA Policy. **BC hockey policy** is stated below:

RECREATIONAL TOURNAMENT TEAMS

Minor Hockey Associations may make application to register a Tournament Team as follows:

Minor Hockey Associations may make application to register their U11 and above recreational players from the same division to a Tournament Team for a maximum of three (3) tournaments per season.

a) Tournament teams may only be formed:

- i. By combining players registered to different teams in the same division
- ii. At U11, Pee Wee, U15 or U18 divisions
- iii. From players registered on Recreational or Tier 4 teams

b) Tournament Teams will only be permitted to register in recreational or Tier 1-4 tournaments.

c) The formation of the team shall not conflict with regular season games.

d) Application for such Tournament team must:

- i. Be forwarded to the BC Hockey office 21 days prior to the Tournament for consideration by the BC Hockey District Operations Task Group member, the District President and the Branch Coordinator.
- ii. Include the name and date of the tournament the team wishes to make application to.
- iii. This tournament will be contacted by BC Hockey to notify of the status of the Tournament Team application.

This form is to be completed and submitted, including the attached roster list to the Minor Operations Task Group member at least 21 days prior to the tournament the team is requesting to attend.

10.13 House League Goalie Instruction...In Addition to House Team Practices

If there is sufficient interest and ice-time is available, regular goalie clinics will be organized under the following guidelines:

- a) Based on the cost of ice-time the Executive Committee will set a goalie registration fee.
- b) Coaches must have the skills necessary to instruct goalies.
- c) Clinics must have the approval of the House League Committee.
- d) Clinics must be available to all players registered in the House League.
- e) Clinics must not interfere with House League games and/or practices for either players or coaches.

Section XI... Rep League Program
(Appendices – Chart 11)

11.1 The Rep League Program – An Introduction: (updated April 5, 2017)

- a) WLMHA competes in the North Central District(NCD) League.
- b) NCD includes teams from Mackenzie, Prince George, Quesnel, 100 Mile House and Williams Lake. Teams from Vanderhoof, Ft. St. John, and Dawson Creek join the NCD League when their registration allows for the formation of a team and NCD accommodates them.
- c) The number of male players registered in an association's U13, U15 and U18 age groups determines the tier of the association's first rep team within BC Hockey's 'A' rating.
- d) The first rep team formed within WLMHA is rated as a BC Hockey "A" Tier 2 team in the U13, U15 and U18 divisions.
- e) WLMHA's Rep teams must be carded by Hockey Canada before competing in any Hockey Canada sanctioned games.
- f) Hockey Canada, BC Hockey and NCD bylaws, policies and procedures regulate the carding and with WLMHA regulate the operation of WLMHA Rep teams.
- g) WLMHA has the option to sponsor Rep teams in subsequent lower tiers and/or female rep in any or all of U13, U15 and U18 divisions.
- h) WLMHA will strive to sponsor Rep teams of lower tiers and/or female rep in divisions where all the following conditions are met:
 - i. A head coach is appointed following the coach selection process and deadlines outlined in WLMHA Policy 7.6
 - ii. Sufficient player interest is demonstrated, defined as minimum 12 players within the category including a goalie committed by August 1 to proceed to advertising try-outs, and minimum 15 committed players including a goalie attending try-outs
 - iii. Players applying to play up a division do not count toward interest within the higher division, but will be evaluated as per Policy 5.9 for the higher division during try-outs if the higher division team is being formed
 - iv. After August 1 players applying to play up a division may be counted as interest within the higher division as well as the lower division, if the higher division would otherwise have insufficient player interest
 - v. Sufficient player interest for attending try-outs for Tier 3 is defined as a minimum of 32 players attending the Tier 2/3 tryout including 2 goalies
 - vi. Sufficient overall registration numbers by August 1 to support a healthy house league
 - vii. Healthy house league is defined as a minimum of four house teams with available coaches remaining in the division after removing approved rep teams, or minimum three house teams plus a minimum of 20 exhibition games in a balanced schedule with alternative teams as approved by House and Rep League Coordinators, including the following options: same division female rep team; and/or division below Tier 3 rep team (see 11.2(c) below); and/or same division house teams from adjacent Minor Hockey Associations
 - viii. In the event of sufficient player interest in a category for which coach application(s) is deemed inadequate, try-outs for that category will be advertised but with appropriate caveat(s) regarding final coach appointment and team formation decisions
 - ix. In the event of both an appointed coach and sufficient player interest in both Tier 3 and female rep teams in a division, and insufficient registration numbers to support four house teams, every effort will be made to support both rep teams by pursuing exhibition game options as outlined in 11.1(h)(vi) above
 - x. Decisions to advertise Tier 3 and female rep team try-outs, and final decisions to form these teams, is approved by consensus decision by Rep Coordinator, House Coordinator and Female Coordinator; if no consensus is reached, decisions are made by Executive as expeditiously as possible.

11.2 Rep League Operations: (updated April 9, 2013)

Williams Lake Minor Hockey Association will:

- a) Register all teams with the BC Hockey and the Cariboo Minor Hockey Association (NCD).

- b) Provide teams with a minimum of 3 hours per week practice time and ice time for NCD league and exhibition games.
- c) Exhibition games between WLMHA rep teams and house teams (e.g. Tier 3 vs. division above house, female rep vs. same division house etc.) must be approved by House Coordinator and Rep Coordinator; such exhibition games will count toward the rep team's exhibition game ice time allotment
- d) Provide referees and game sheets for all home games.
- e) Ensure a coach, manager and trainer for each team.
- f) Provide each team with home and away jerseys.
- g) Rep teams and the U11 Development team are required to compensate team officials for all reasonable expenses through money obtained from, fundraising, and/or additional fees paid by parents or guardians of the team's players.
- h) Individual teams are responsible for ensuring team officials are compensated fully for all reasonable costs. Reasonable costs are limited to team official expenses only, and team officials are expected to share rooms and transportation where appropriate.
- i) Parents and team officials need to define what reasonable costs are at the start of the season.
- j) Teams are given the autonomy and responsibility to manage the team finances and ensure team officials are compensated.
- k) As stated in policy 2.1(f), fees are determined by the cost of operations through March of each year. Any team requesting ice beyond March may be charged additional ice fees.

11.3 Rep League Try-Out Fees:

- a) Based on recommendations from the Rep Committee, a try-out fee will be set by the Executive Committee before try-outs.
- b) Rep try-outs fees and dates will be advertised on radio, in newspapers, as well as posted in the arena.
- c) As per policy 2.1h, no player will be insured by Hockey Canada and/or allowed on the ice unless fees are paid in full (The try-out fee is not the registration fee.)
- d) Once teams are selected and carded, all monies collected from try-out fees will be divided evenly among all WLMHA Rep team bank accounts.

11.4 Rep League Player Selection: (updated Mar. 4, 2015)

WLMHA is committed to the Rep Player selection process being a fair and objective process. The following procedures have been adopted to facilitate this fair and objective selection process ensuring athletes wishing to attain excellence in hockey are given equal opportunities through WLMHA.

- a) The selection process will be determined by on-ice skill evaluations in the forms of standardized timed drills, practice drills and game situations. (Appendices - Forms 17 & 18)
- b) WLMHA has adopted the **National Skills Standards and Testing Program** developed by Hockey Canada. (updated 4/Aug/06)
- c) Selection committees of no less than 3 knowledgeable and independent evaluators plus the head coach will determine each team.
 - i. The head coach is on-ice and is responsible for evaluating players for the criteria that can best be assessed on-ice (for example coachability and concentration)
 - ii. The 3 additional evaluators are in the stands and are responsible for evaluating players for the remaining criteria
 - iii. Each selection committee will review all player evaluations and ranking, to ensure completeness and consistency, prior to approving final player selection including the head coaches' final spots (if any)
- d) Well-qualified volunteers under the direction of the player selection committee will run the on-ice evaluation sessions, allowing the evaluators to observe from off ice.
- e) Evaluation of goalies will include dedicated goaltender evaluation ice sessions that utilize independent evaluators who are specifically qualified and knowledgeable regarding goaltender evaluation
- f) WLMHA will provide four Rep Tryout ice sessions for players trying out for Rep and U11 Development teams. In the event that a team does not meet the minimum requirements for player and goalie numbers at the first tryout session the remaining three ice sessions may be cancelled. (updated April 5 2017)
- g) For any exhibition and/or icebreakers games that are used for player evaluation purposes:
 - i. a minimum of one member of the player selection committee other than the coach will be present to record player evaluations that will be incorporated into the final player selections
 - ii. Deadline for final player releases will be the day after icebreakers
- h) Athletes who do not make the Tier 2 team will continue to be evaluated for the Tier 3 team at no additional

cost if one is being formed.

- i) For all rep league divisions, the Tier 2 team shall consist of the top players from the evaluations
- j) A player declining a spot on a Tier 2 team will not necessarily be offered a spot on that division's Tier 3 team.
- k) First year players on a Tier 3 team may be determined by requirements for replacing that division's Tier 2 older players that are moving up next year. For example, if a U15 Tier 2 team has 12 second year players, the U15 Tier 3 team for that division may have approximately 12 first year players (minus exceptional 2nd year U13 players likely to make U15 Tier 2 next year)
- l) In selecting players for Tier 3 and U11 Development teams, age will only be a deciding factor between players that are otherwise approximately equal
- m) As per WLMHA policy 1.7(f), a Williams Lake player (not including lower division applicants being assessed to move up) will not be displaced by an out of town player unless the Williams Lake player's final evaluation score as determined by the rep player selection committee is greater than 10% lower than that of the out of town player.

11.4.1 Affiliated Players (moved from 1.8 and updated April 9, 2013)

- a) As of the 2002/03 Season, all BC Hockey players are Hockey Canada registered. This includes recreational level players as well as players "carded" at the Tier1, Tier 2, Tier 3, Tier 4 and female levels.
- b) Given Hockey Canada registration, WLMHA House and lower tier level players are eligible to affiliate to teams of a higher classification or division (i.e. a U13 House player may affiliate to a Tier 2, 3, or 4 team or a U13 Tier 2 player may affiliate with a U15 Tier 2, 3, or 4 team). However, affiliating teams must adhere to all Hockey Canada / BC Hockey affiliation regulations including:
 - I. Affiliated players (AP's) must have the approval of the lower category team they are registered to before being affiliated to a higher category team.
 - II. AP's may not play for their higher category team before the written consent from both teams involved in the affiliation is filed with BC Hockey
 - III. The higher category team may not use an AP prior to receiving consent of the AP's lower category team
 - IV. In addition to 11.4.1(a)(b)(c) above which are Hockey Canada regulations, for WLMHA:
 - 1. The higher category team must request the consent from the lower team with minimum 5 days' notice prior to using an AP in a game, except as specified in the written agreement between the two teams
 - 2. Goalies cannot be AP'd unless first registered to a lower team as one of minimum two goalies on the lower team
 - 3. AP's cannot participate with their higher category team before a written agreement (WLMHA Form 30) is approved by the two teams, the House Coordinator and Rep Coordinator, and the player; this written agreement will address the various arrangements between the two teams regarding use of the AP, as well as the participation that the AP is entitled to on the higher team

11.4.2 Practice Only Players (added Dec. 2, 2015)

- a) After regular AP's have been registered on a team, an additional player(s) from an existing lower category WLMHA team(s) may be approved to practice with the team; such player(s) will already be registered on their primary lower category team, and will be approved to only practice with the higher category team; they will not be registered on the higher category team and will not be eligible to play in any game for the higher category team.
- b) Practice only players cannot practice with the higher category team before a written agreement (WLMHA Form 31) is approved by both teams and the stream coordinator(s) for both teams; this written agreement will address any agreed upon arrangements including frequency of practices the practice only player is entitled to on the higher team
- c) Opportunities to practice with the higher category team are player development opportunities that will be offered first to players who tried out for the higher category team but were not selected, in order of the players' final try-out evaluation ranking, before being offered to other players
- d) Exceptions to 11.4.2(c) above must be based on written rationale by the coach of the higher team and approved by the Rep Coordinator

11.5 Rep League Female Players (updated Apr. 18/11):

- a) WLMHA will follow Hockey Canada and BC Hockey policies and regulations regarding carding of female

players.

- b) Any female player in WLMHA in the position to hold two full rep cards will declare the priority team and have that declaration approved by the rep coordinator prior to carding on the second team

11.6 Rep League U13 Teams: (d & e increased by 7 games - 6/dec/05)

- a) There will be two U13 Rep teams, a Tier 2 and a Tier 3, subject to (11.1h).
- b) The Tier 2 team, inclusive of 2 goaltenders, shall consist of no more than 17 players until the Tier 3 team has set its roster.
- c) The Tier 2 team shall consist of the top players from evaluations.
- d) The maximum number of Tier 3 Team league, exhibition and tournament games must not exceed 41 games. Playoffs and provincials or year-end tournament games are in addition to the 41 games.
- e) The maximum number of Tier 2 Team league, exhibition and tournament games must not exceed 47 games. Playoffs and provincials or year-end tournament games are in addition to the 47 games.

11.7 Rep League U15 Teams: (d & e increased by 7 games - 6/Dec/05)

- a) There will be two U15 Rep teams, a Tier 2 and a Tier 3, subject to (11.1h).
- b) The Tier 2 team, inclusive of 2 goaltenders, shall consist of no more than 17 players until the Tier 3 team has set its roster.
- c) The Tier 2 team shall consist of the top players from evaluations.
- d) The maximum number of Tier 3 Team league, exhibition and tournament games must not exceed 43 games. Playoffs and provincials or year-end tournament games are in addition to the 43 games.
- e) The maximum number of Tier 2 Team league, exhibition and tournament games must not exceed 51 games. Playoffs and provincials or year-end tournament games are in addition to the 51 games.

11.8 Rep League U18 Teams: (d & e increased by 7 games - 6/Dec/05)

- a) There will be two U18 Rep teams, a Tier 2 and a Tier 3, subject to (11.1h).
- b) The Tier 2 team, inclusive of 2 goaltenders, shall consist of no more than 17 players until the Tier 3 team has set its roster.
- c) The maximum number of Tier 3 Team league, exhibition and tournament games must not exceed 51 games. Playoffs and provincials or year-end tournament games are in addition to the 51 games.
- d) The maximum number of Tier 2 Team league, exhibition and tournament games must not exceed 51 games. Playoffs and provincials or year-end tournament games are in addition to the 51 games.

11.9 Information for Rep League Players: (updated April 9, 2013)

- a) WLMHA rep teams and players will adhere to all Hockey Canada, BC Hockey, and NCD regulations and policies regarding player registration, carding and affiliation
- b) All players playing in a scheduled league game or sanctioned tournament must be carded on Hockey Canada Cards.
- c) Once carded by a team, players may not practice with another team without written approval from the Rep Committee.
- d) When a player leaves a rep team, after being carded, of her/his own accord she/he may play House League if the respective division has an opening for a player. It is the players' responsibility to contact the House Coordinator to apply to play House League.
- e) Players will be asked to complete evaluation forms mid-season and end-season providing confidential feedback to WLMHA. (Appendices – Form 16) The purpose of the evaluations is two fold:
 - I. To give WLMHA necessary information to continually develop and improve the management and coaching of Rep teams, and
 - II. To provide players with the opportunity to express their feelings and concerns through a safe forum and in a responsible, respectful manner.

11.10 Rep League Released Players:

- a) With approval of the Rep Committee, players may be released at any time.
- b) If they are released after January 10th of any year they cannot play for another carded team, Tier 2 or Tier 3, and will not be refunded any portion of their carding fee.
- c) If a player is released prior to the January 10th deadline and requests to play for a different team the following should be considered:
 - I. What were the circumstances leading to the player being released?
 - II. What are the player's needs in regards to development?

- III. What are the players' preferences?
 - IV. What are the parents' preferences?
 - V. What are the coaches' suggestions?
 - VI. How will the placement on another team affect players already on that team?
 - VII. Are there risk management and/or injury concerns?
 - VIII. Has every effort been made to keep the player on his/her original team?
- d) If released prior to Jan 10, a refund of carding fees will be prorated six months minus the cost of carding.

11.11 Rep League Hockey in Relation to School:

- a) Rep hockey is a major commitment and requires more time than recreational hockey.
- b) Every effort will be made by team management to ensure the commitment expected of athletes does not interfere with the athletes' responsibility to academics and attendance at school.
- c) Any decisions for athletes to miss school to participate in Rep Hockey must be made by the athletes and their parents/guardians.
- d) If academic concerns do arise, every effort will be made by team management to develop and implement strategies to support athletes' academic needs. (i.e. peer tutoring or manager tutoring on road trips)

11.12 Rep League Coordinator: (updated Aug. 15, 2011)

In addition to Bylaw 8.8, the Rep League Coordinator's duties include to:

- a) Appoint and chair the Rep Coach Selection Committee.
- b) Ensure the Coaches' Contract and Code of Conduct/Ethics are respected and followed.
- c) Coordinate the formation of Player Selection Committees for each Rep team.
- d) Confirm each player selection committee has reviewed all player evaluations and ranking, to ensure completeness and consistency, prior to final player selection by each selection committee
- e) Collect all player evaluations at the conclusion of the player selection process for each team; all player evaluations will be kept strictly confidential
- f) Assist the registrar with the signing of all players and team officials who possess the necessary requirements of WLMHA, BC Hockey and Hockey Canada to Hockey Canada cards.
- g) Ensure the registrar is provided with the names of each team's players, coaches, managers and respective telephone numbers.
- h) Approve all Rep League scheduled, exhibition and tournament games.
- i) Submit league game sheets to the NCD Statistician.
- j) Forward copies of all game sheets (league, exhibition & tournament) to WLMHA's Fair-Play.
- k) Inform the Equipment Manager of Rep League equipment requirements.
- l) Coordinate special events (photo sessions, mini games, etc.) at the direction of the Parents' Auxiliary Committee.
- m) Submit a league schedule to the Referee-in-Chief for the allocation of referees.
- n) Report comments and concerns regarding officiating to the Referee-in-Chief.
- o) Help create a balanced ice schedule with the Ice Manager and team managers.
- p) Coordinate team evaluations mid-season (December) and end of season (March).
- q) Summarize, in conjunction with Team Managers, all evaluation forms, preparing a final evaluation report for WLMHA inclusive of comments and recommendations.
- r) Assist in the repair, purchase and storage of Rep League equipment.

11.13 Rep League Team Managers: (updated Sept. 7, 2011)

The Team Manager is completely responsible for the team. Managers' duties include to:

- a) That the manager of the rep team be selected cooperatively by the parents and coaching staff and ratified by the rep committee. (updated Oct 2, 2007)
- b) The finance committee will submit the budget for the Rep teams until such time as the team manager is elected. The team manager will submit the final budget by Oct.31. (Appendices - Form 12)
- c) Will deposit all fundraising and tournament revenues with the Office Administrator, who will deposit the funds in WLMHA general or gaming bank accounts and issue cheques on behalf of the team at the Manager's request.
- d) Submit monthly financial statements to the Treasurer.
- e) Submit the team's yearly schedule inclusive of tournaments and travel plans to the Rep League Coordinator by Oct.31 for approval. (Appendices - Form 6)
- f) Ensure WLMHA equipment is well cared for.
- g) Complete and return equipment form provided by the Equipment Manager.

- h) Submit copies of **ALL** game sheets (home, away, tournament, exhibition etc.) to the Discipline Committee Chairperson and alert him/her to any Code of Conduct violations.
- i) Organize all exhibition games and away tournaments.
- j) Organize the WLMHA tournament for his/her team.
- k) Ensure the proper game sheet is completed by both teams and delivered to the game referee at least five minutes before each home game.
- l) Ensure coaches complete a yearly plan that is discussed/presented to both players and parents.
- m) Ensure parents are consulted and allowed input regarding all policies and/or plans made for the team.
- n) Keep parents well informed through regular information bulletins/memos and meetings (a minimum of one monthly meeting).
- o) Distribute and collect parent and player Coaching Evaluations mid season and year-end. (Appendices – Forms 15 & 16) Turn completed forms into the Rep Coordinator.
- p) Be the first line of communication for parents' questions and concerns.
- q) Bring parents' concerns to coaches.
- r) Deal with Code of Conduct issues in regard to players, coaches, trainers, parents and team supporters during all practices, tournaments, exhibition and league games.
- s) Keep the Rep Committee current regarding team issues, progress, activities, conduct, etc.
- t) Ensure all players are carded correctly.
- u) Keep copies of Hockey Canada cards, birth certificates, care cards and mutual aid numbers readily available.
- v) Report comments and concerns regarding officiating to the Rep Coordinator.

11.14 Rep League Head Coaches: (updated Aug. 15, 2011)

In addition to policy # 7.9 Rep League Head Coaches are expected to:

- a) Participate in the player selection process for his/her team by:
 - I. being the on-ice evaluator, in addition to the minimum 3 evaluators in the stands, who is responsible for evaluating each player for the criteria that can best be assessed on-ice (for example coachability and concentration)
 - II. have latitude in final player selection to select players evaluated up to 2 spots outside the top group, i.e. for roster of 15, could select players ranked #16 and #17 in place of #14 and #15
 - III. in the event of a player selection concern or complaint for his/her team, act as the first contact for Step one of the Concern/Complaint process in 4.10
- b) Provide hockey instruction in the four areas of preparation: technical, tactical, physical and psychological. The teaching to be in accordance with the skills pyramid as developed and adopted by BC Hockey. (Appendices – Chart 13)
- c) Design and implement a yearly coaching plan inclusive of pre-arranging/booking tournaments.
- d) Prepare practice plans and in so doing be well prepared for each practice and game.
- e) Communicate regularly with parents through the manager and team meetings.
- f) Attend meetings as called by the Rep or Coaching Coordinator.
- g) Have a parent meeting within a week of the team selection outlining the coach's yearly plan and expectations for the year.
- h) Ensure coaching staff meets individually with each carded player/parent to discuss and document both the players' and the coaches' goals and expectations for the season.

11.15 Rep League Assistant Coaches:

Rep League Assistant Coaches are expected to:

- a) Abide by the Coaches' Code of Conduct/Ethics. (Appendices – Form 23)
- b) Abide by the NCCP "Fair Play Code for Coaches". (Appendices – Fair Play Codes)
- c) Assist the Coach in all aspects of coaching.
- d) Have all the duties and responsibilities of the Head Coach in the absence of the Head Coach.

11.16 NCD Fair Play Program

The NCD Fair Play Program was implemented in the Cariboo League in September 2001. Copies of the program are available through the WLMHA Office. Copies of the Coaches', Officials', Parents' and Players' contracts are detailed in the Appendices.

11.17 North Central District League Games:

- a) The number of league games is dependent on teams per division and therefore varies with each division.

- b) Each team plays two home and two away games with each team in their respective division.
- c) The NCD sometimes tiers divisions to maintain reasonable competitiveness.
- d) Every effort is made to ensure both away games with each team are scheduled on the same weekend and require a maximum of one-night hotel accommodations.

11.18 Rep League Tournament and Exhibition Games:

- a) Once the schedule for league games is finalized, the manager, in consultation with the players, parents and coaches, will finalize the season's schedule of exhibition and tournament play ensuring policies set by WLMHA are adhered to.
- b) The Executive determines home tournament dates.

11.19 U11 Development Team: (updated April 5, 2017)

- a) Provided ice is available for both a practice and game schedule, an U11 Development Team will be formed under the umbrella of the Rep Stream
- b) The U11 Development Program is designed for all U11 age players who have the desire and ability to play at a more Competitive level. Participants must be willing to invest a reasonable amount of time for both on and off ice training.
- c) The coach will be selected by the Rep Coach Selection Committee.
- d) Following U11 House evaluations, players will be eligible to try out for the U11 Development team.
- e) The U11 Development Team player selection process will be modeled after the rep player selection process in 11.4 with the following exceptions:
 - I. Try-out evaluation criteria and Form 18 will be adapted specifically for U11 age: weighted more toward technical skills than scrimmage skills but will include both; no positional specialization for defense or forward, however players can try out as goalie only, at the head coach's discretion.
 - II. The head coach may select 1 (one) spot outside the evaluation rankings given the approved roster size; i.e. for a roster of 16, may select player ranked #17 in place of #16
 - III. The team will consist of mainly 2nd year U11 players, to support recruitment to U13 the following year, with up to approximately 40% of the roster reserved for exceptional 1st year players.
 - IV. There will be no "cuts", the entire final team is approved at the same time and players are advised of their team/coach at the same time as for the other U11 house teams.
- f) The U11 Development team will be provided 2 practice ice times per week: one full-ice minimum one hour evening practice and one full-ice 1.5-hour early morning practice
- g) Ice time for games and additional practices will be scheduled as coordinated by the Rep League Coordinator and House League Coordinator
- h) U11 Development player fees will be set by the Executive Committee.
- i) The U11 Development team coach is to arrange out of town tournaments and exhibition games early in the season to cover those weekends when local ice time is not scheduled.

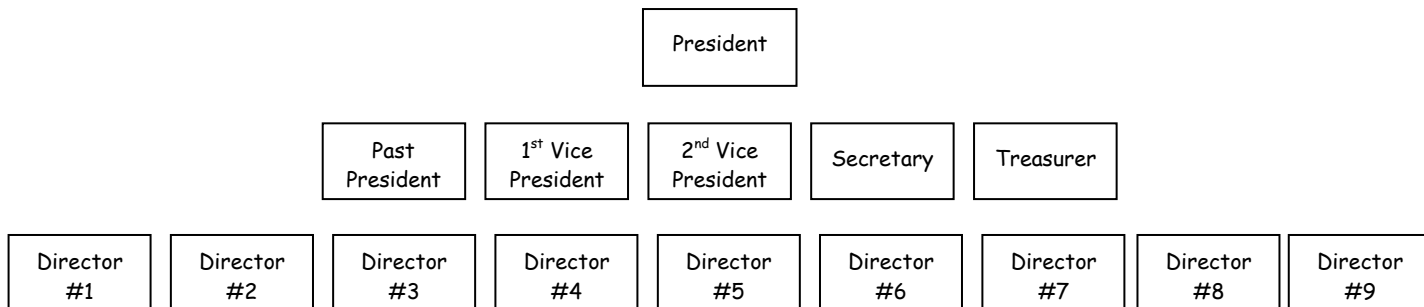
11.20 Respect in Sport

All parents/guardians of carded players and players on Development teams must completed a Hockey Canada Respect in Sport – Parent - Course.

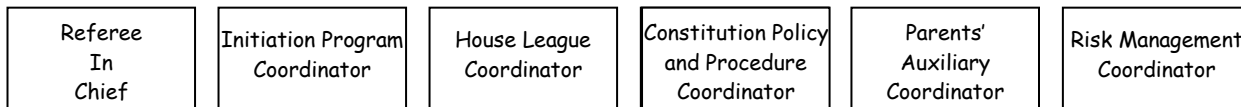
Part 4 – Appendices

Organizational Charts
Executive and Committee Structure

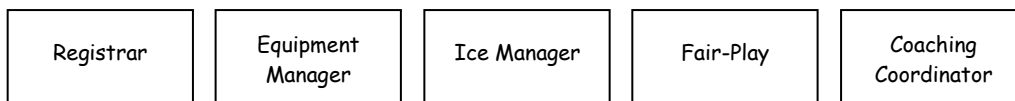
Elected Executive Officers



Appointed Positions from Executive Officers

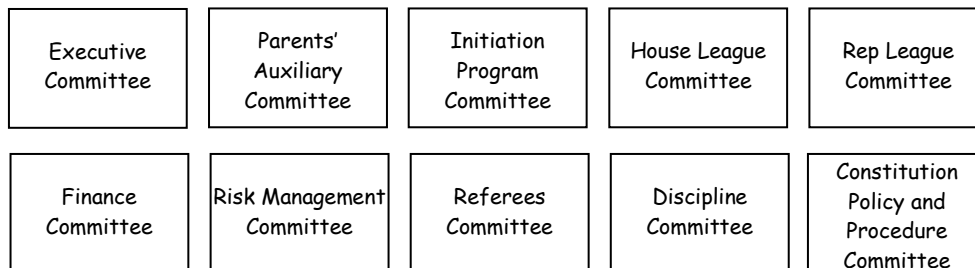


Appointed Positions



Clarification: It is not necessary for appointed positions to be filled by elected officers. These may become paid positions if and when funds are available which will accommodate the hiring of staff with qualifications and expertise in these specialized fields. As of the 05/06 Season the Registrar is part of the Office Administrator's job description.

Standing Committees with Executive Officers as Chairs



Special Committees struck on an 'as needs' basis



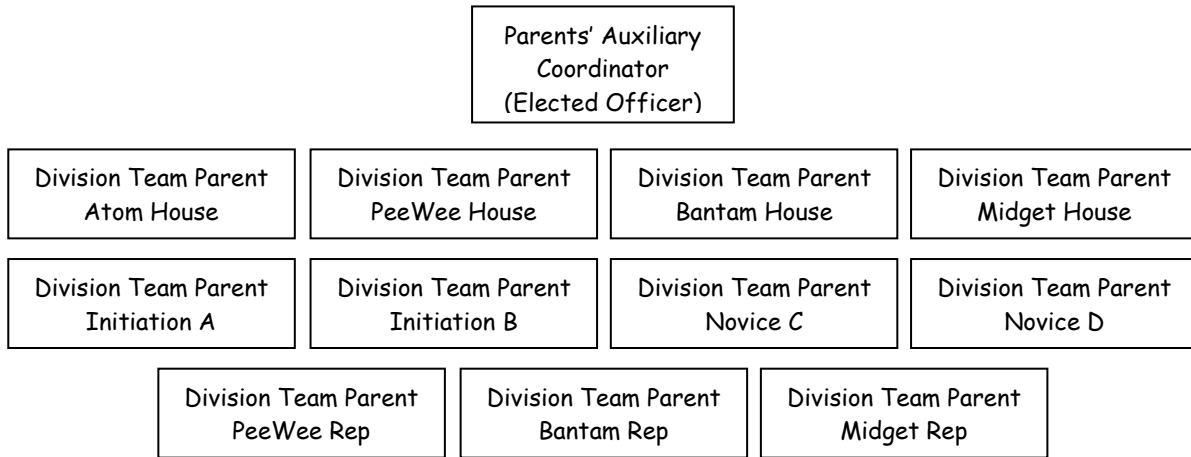
WLMHA - Chart 2

Constitution, Policy & Procedure Committee

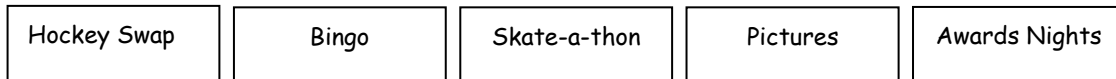


WLMHA - Chart 3

Parents' Auxiliary Committee

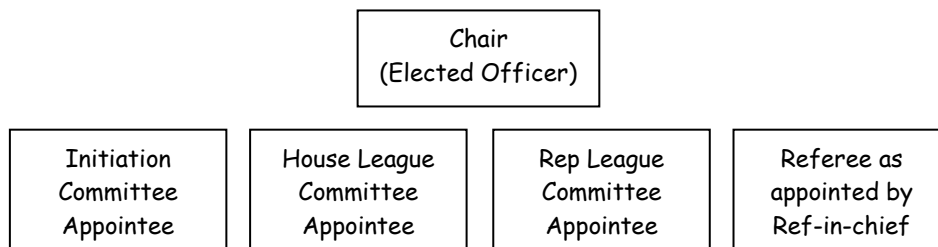


Sub Committees



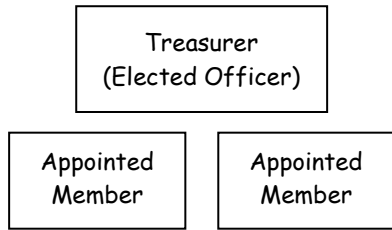
WLMHA - Chart 4

Discipline Committee



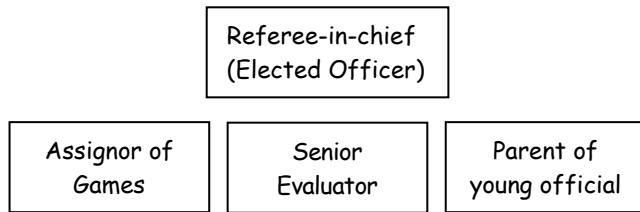
WLMHA - Chart 5

Finance Committee

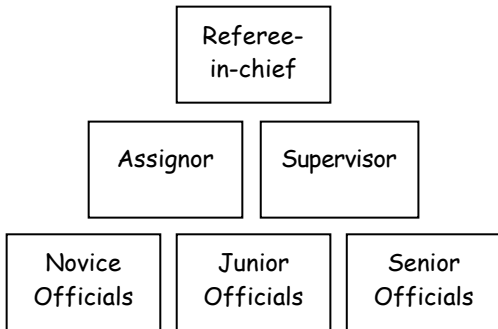


WLMHA - Chart 7

Referee Committee



On-Ice Officials



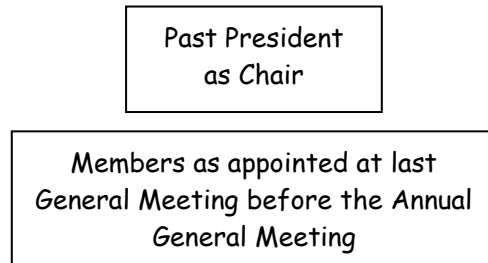
WLMHA - Chart 6

Risk Management Committee



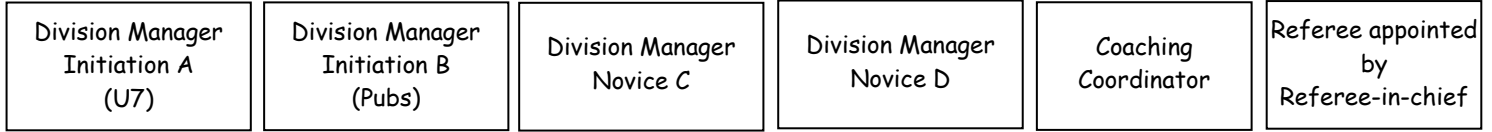
WLMHA - Chart 8

Nominating Committee

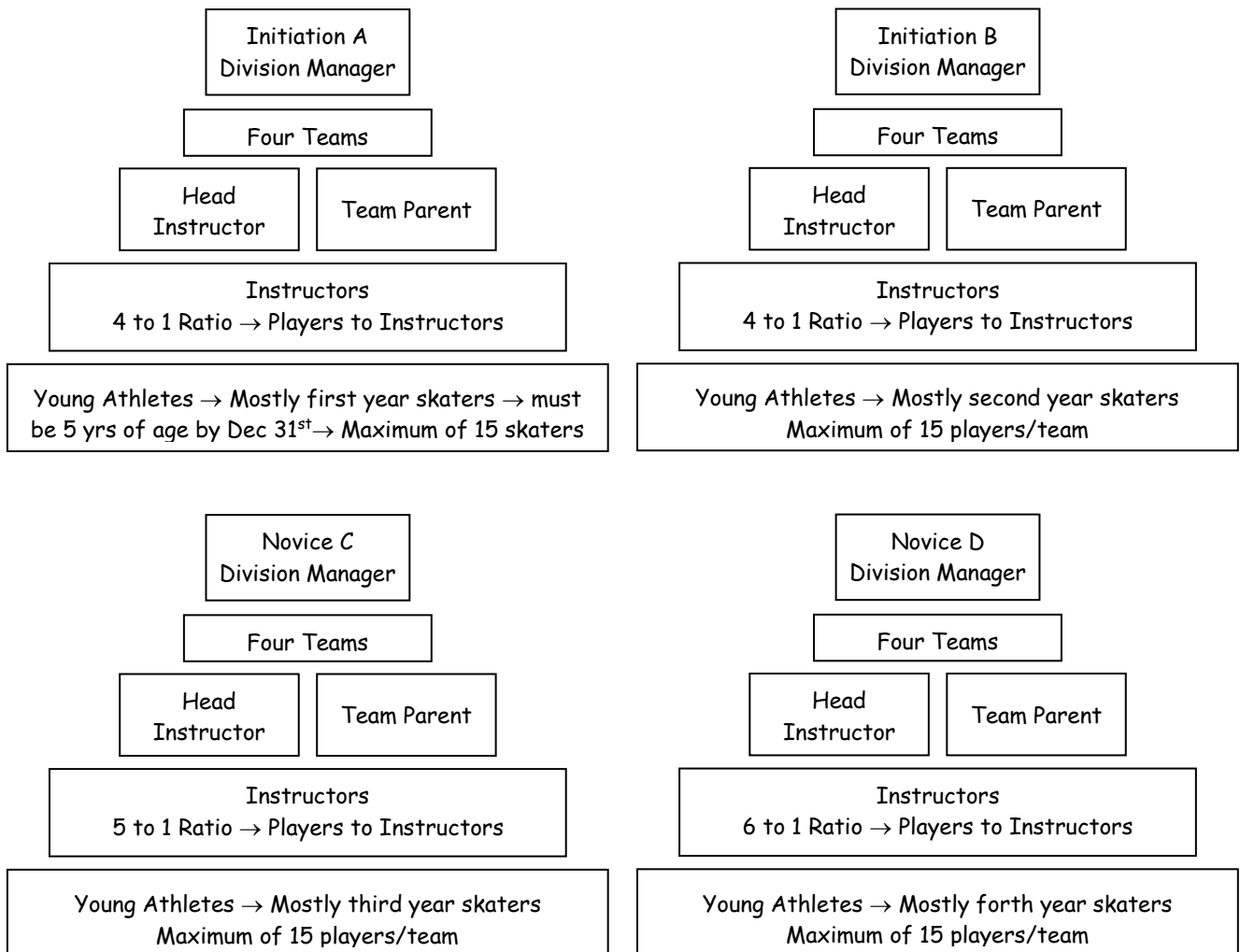


Initiation Program Committee

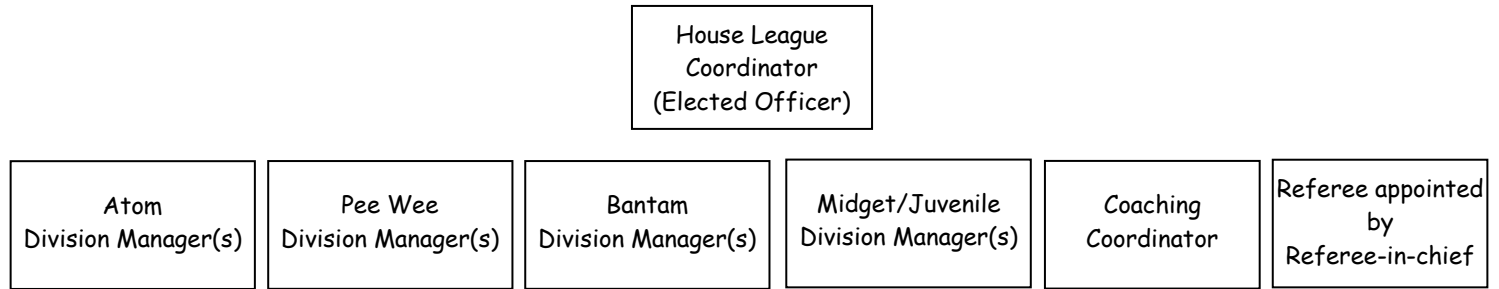
Initiation Program
Coordinator
(Elected Officer)



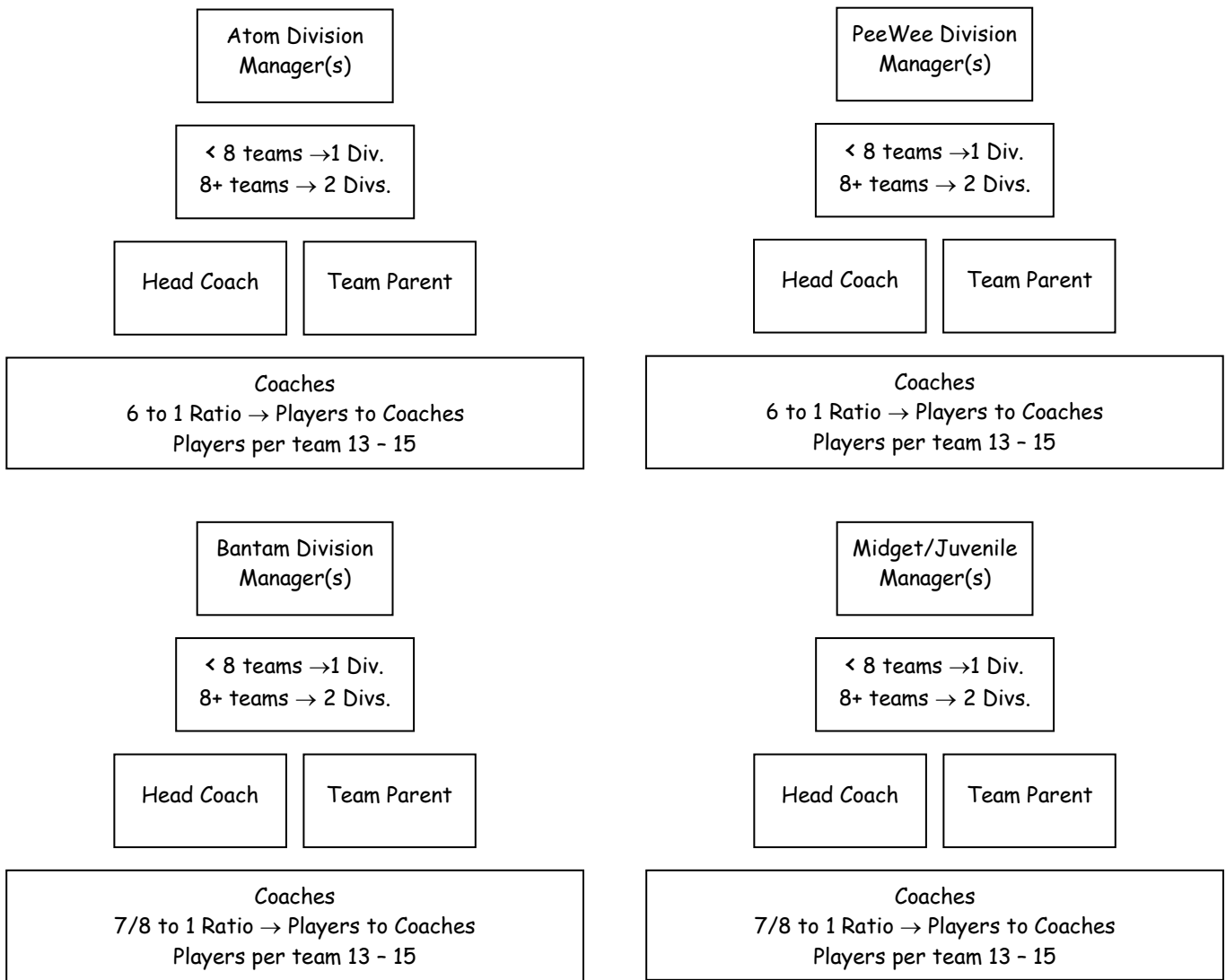
Initiation Program



House League Committee



House League

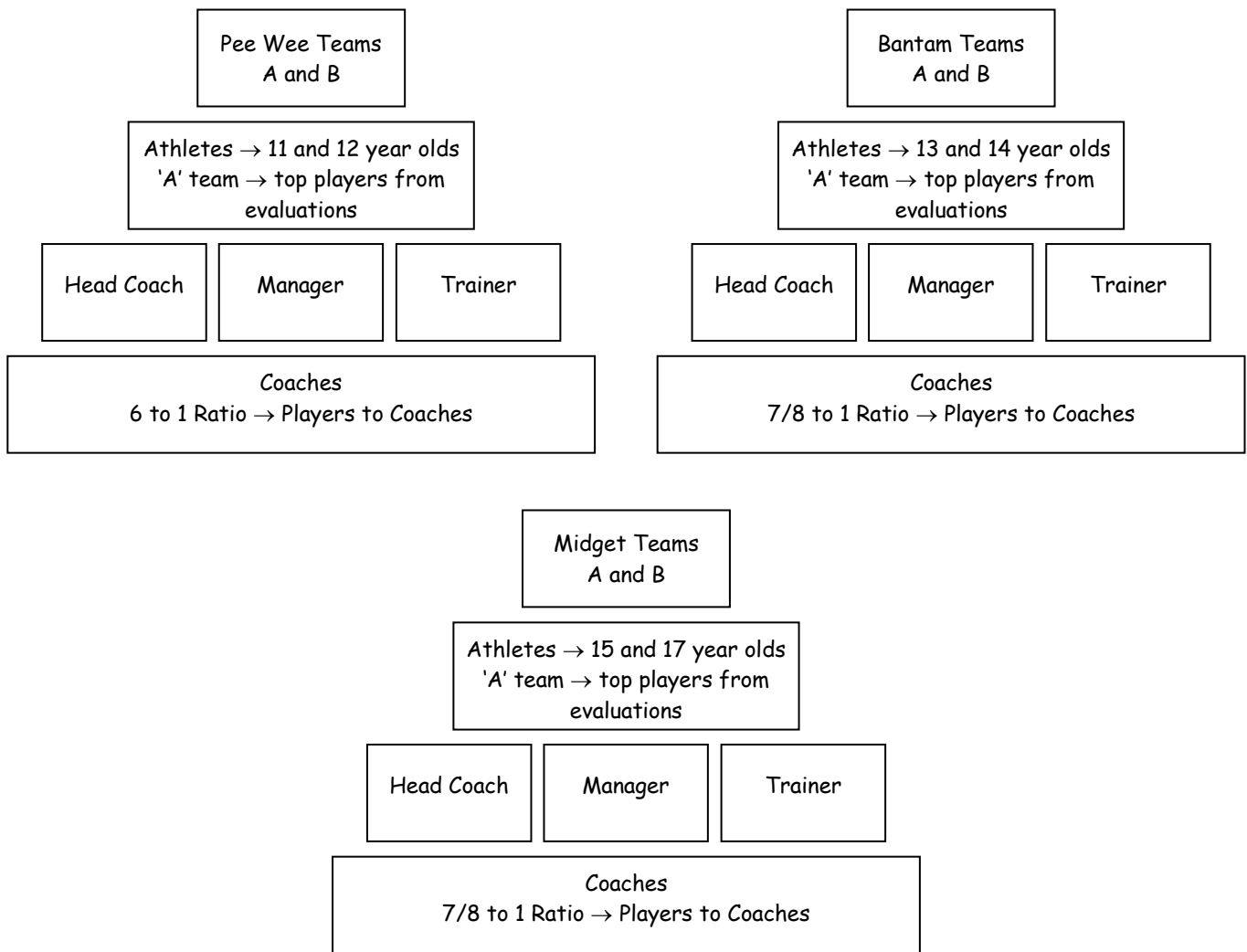


Rep League Committee



Rep League

'B' teams will be formed only if numbers allow for both a House League Program and a 'B' team.



WLMHA - Chart 12

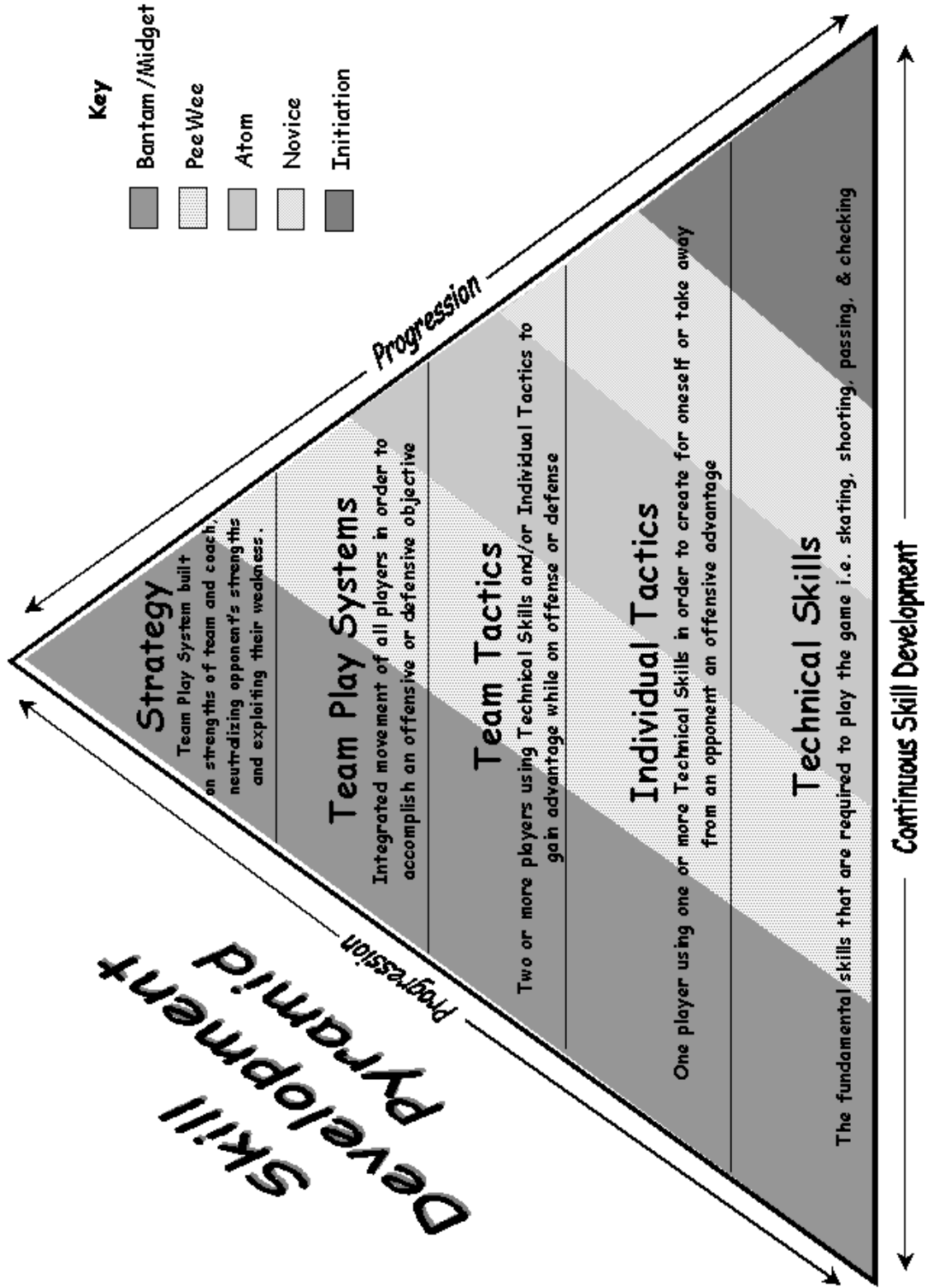
Pay Scale for Officials
Williams Lake Minor Hockey Association

RECREATION DIVISION:			REP DIVISION:		
U9	Single	\$17.00	U11 Dev	2 – Ref	\$28.00
	2 – Ref	\$12.50		3 – Ref – Head	\$28.00
	Mentor	\$17.00		3 – Ref – Lines	\$19.00
				4 – Ref – Head	\$23.00
U11	2 – Ref	\$17.00		4 – Ref – Lines	\$18.00
	3 – Ref – Head	\$22.00			
	3 – Ref – Lines	\$13.00	U13 M/F	2 – Ref	\$38.00
	Mentor	\$17.00		3 – Ref – Head	\$38.00
				3 – Ref – Lines	\$24.00
U13	2 – Ref	\$22.00		4 – Ref – Head	\$33.00
	3 – Ref – Head	\$27.00		4 – Ref – Lines	\$23.00
	3 – Ref – Lines	\$19.00			
	Mentor	\$22.00	U15 M/F	2 – Ref	\$43.00
				3 – Ref – Head	\$43.00
U15	2 – Ref	\$28.00		3 – Ref – Lines	\$27.00
	3 – Ref – Head	\$33.00		4 – Ref – Head	\$38.00
	3 – Ref – Lines	\$22.00		4 – Ref – Lines	\$26.00
U18	2 – Ref	\$33.00	U18 M/F	2 – Ref	\$48.00
	3 – Ref – Head	\$38.00		3 – Ref – Head	\$48.00
	3 – Ref – Lines	\$25.00		3 – Ref – Lines	\$33.00
				4 – Ref – Head	\$40.00
				4 – Ref – Lines	\$33.00

Special Circumstance Rules

- If a referee works a House game alone, they will be paid 1.5 times the Referee rate. **It is NOT recommended that any youth aged referee do a game by themselves.**
- If a 2-man system has to be used in a “Rep” game the referees will both be paid the “Referee” rate at the appropriate game level.
- All games starting prior to 8am will be paid time and a half.
- If referees travel to LLH they will be paid time and a half plus a gas allowance of \$20.

(September 8, 2022)



Fair Play Codes
...for League Organizers

- 1 I will do my best to see that all players are given the same chance to participate, regardless of gender, ability, ethnic background or race.
- 2 I will absolutely discourage any sport program from becoming primarily an entertainment for spectators.
- 3 I will make sure that all equipment and facilities are safe and match the athletes' ages and abilities.
- 4 I will make sure that the age and maturing level of the participants are considered in program development, rule enforcement and scheduling.
- 5 I will remember that play is done for its own sake and make sure that winning is kept in proper perspective.
- 6 I will distribute the fair play codes to spectators, coaches, athletes, officials, parents and media.
- 7 I will make sure that coaches and officials are capable of promoting fair play as well as the development of good technical skills and I will encourage them to become certified.

Fair Play Codes
...for The Ice Schedule

- 1 All regular season games in all streams, Initiation Program, House League and Rep league, must end at the scheduled time. Tournaments are considered regular season games.
- 2 Although time will be scheduled for possible overtime in Rep Playoff Games, some games may run over time. In this special circumstance the run over will be considered Fair Play.

Fair Play Codes
...for Players

- 1 I will play hockey because I want to, not just because others or coaches want me to.
- 2 I will play by the rules of hockey, and in the spirit of the game.
- 3 I will control my temper – fighting and “mouthing off” can spoil the activity for everybody.
- 4 I will respect my opponents.
- 5 I will do my best to be a true team player.
- 6 I will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- 7 I will acknowledge all good plays/performances – those of my team and of my opponents.

Fair Play Codes
...for Coaches

- 1 I will be reasonable when scheduling games and practices, remembering the players have other interests and obligations.
- 2 I will teach my players to play fairly and to respect the rules, officials and opponents.
- 3 I will ensure that all players get equal instruction, support and playing time.
- 4 I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
- 5 I will make sure equipment and facilities are safe and match the players' ages and abilities.
- 6 I will remember that participants need a coach they can respect. I will be generous with praise and set a good example.
- 7 I will obtain proper training and continue to upgrade my coaching skills.
- 8 I will work in cooperation with officials for the benefit of the game.

Fair Play Codes
...for Officials

- 1 I will make sure that every player has a reasonable opportunity to perform to the best of his her ability, within the limits of the rules.
- 2 I will avoid or put an end to any situation that threatens the safety of the players.
- 3 I will maintain a healthy atmosphere and environment for competition.
- 4 I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct towards other officials, players, spectators or myself.
- 5 I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
- 6 I will handle all conflicts firmly but with dignity.
- 7 I accept my role as a teacher and role model for fair play, especially with young participants.
- 8 I will be open to discussion and contact with the players before and after the game.
- 9 I will remain open to constructive criticism and show respect and consideration for different points of view.
- 10 I will obtain proper training and continue to upgrade my officiating skills.
- 11 I will work in cooperation with coaches for the benefit of the game.

Fair Play Codes
...for Spectators

- 1 I will remember that participants play hockey for their enjoyment. They are not playing to entertain me.
- 2 I will not have unrealistic expectations. I will remember that players are not professionals and cannot be judged by professional standards.
- 3 I will respect the officials' decisions and I will encourage participants to do the same.
- 4 I will never ridicule a player for making a mistake during a game. I will give positive comments that motivate and encourage continued effort.
- 5 I will condemn the use of violence in any form and will express my disapproval in an appropriate manner to coaches and league officials.
- 6 I will show respect for my team's opponents, because without them there would be no game.
- 7 I will not use bad language, nor will I harass players, coaches, officials or other spectators.

Fair Play Codes
...for Parents

- 1 I will not force my child to participate in hockey. I will remember that my child plays hockey for his or her enjoyment, not for mine.
- 2 I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
- 3 I will teach my child to do one's best is as important as winning, so that my child will never feel defeated by the outcome of the game.
- 4 I will make my child feel like a winner every time by offering praise for competing fairly and trying hard.
- 5 I will never ridicule or yell at my child for making a mistake or losing a game.
- 6 I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents.
- 7 I will never question the officials' judgment or honesty in public.
- 8 I will support all efforts to remove verbal and physical abuse from children's hockey games.
- 9 I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child.

Williams Lake Minor Hockey

Locker Room Policy

Locker Room Monitoring

- **Dressing Room**

Players should be always supervised. A lone personnel member should never be in the dressing room with players at any time, and especially when they are showering or changing: two (2) adults should be present together, which is called the “Two Deep Method” of supervision. Should separate dressing rooms be required, both dressing rooms require the appropriate adult supervision. Please refer to the BC Hockey Co-ed Dressing Room Policy.

- **Female Teams**

Recommend that when using the “Two Deep Method” with female hockey teams, there shall be 2 female supervisors with the players where possible. If not possible there may be one (1) male and one (1) female supervisor. The male supervisor, however, would not enter the dressing room but would be within hearing distance to protect supervisors or players. Please refer to the BC Hockey Co-ed Dressing Room Policy for dressing room dress codes on Co-ed teams.

- **Rink 2 Female Dressing Room**

Every effort will be made to have the dressing room in Rink 2, known as the female dressing room, not be assigned to any full teams, either female or male, as it is a designated visible dressing room for all female player’s not playing on an all-girls team. In addition to the “Two Deep Method,” there must be always two female supervisors in the dressing room.

- **Injury Treatment**

The safety person should avoid treating injuries out of sight of others. Use the “Two Deep Method” (two adults) supervision system.

- **Road Trips**

Ideally, team personnel and players should not share accommodations, regardless of the potential cost savings or other benefits. If sharing a room is unavoidable, be sure that the “Two Deep Method” rule is always observed.

- **Physical Contact**

Team personnel should avoid touching a player. Use the “Two Deep method” supervision system. The comfort level and dignity of the player should always be the priority. Limit touching to “safe areas” such as hand to shoulder.

- **Isolated Spaces**

Parents/guardians should never leave their child unsupervised in a facility, nor should they leave their child alone with a single personnel member (use the Two Deep Method supervision system)

- **Sport and Training Facilities**

Participants who are minors should never be left waiting in a facility without the supervision of their parent/guardian or personnel member (use the Two Deep Method).

Parents in the Locker Rooms

Except for players at the younger age groups, we discourage parents from entering locker rooms unless it is truly necessary. If a player needs assistance with his or her uniform or gear, if the player is

or may be injured, or a player's disability warrants assistance, then we ask that parents let the coach know beforehand that he or she will be helping the player.

Naturally, with our youngest age groups it is necessary for parents to assist the players getting dressed. We encourage parents to teach their players as young as possible how to get dressed so that players will learn as early as possible how to get dressed independently. In circumstances where parents are permitted in the locker room, coaches are permitted to ask that the parents leave for a short time before the game and for a short time after the game so that the coaches may address the players. As players get older, the coach may in his or her discretion prohibit parents from a locker room. In general, parents should not enter the dressing room if the players undress to less than shorts and t-shirts.

Co-Ed Dressing Room Policy

1. In all cases where members of a team include both male and female players, the following dress code will apply in the team dressing room:
 - a. Male players will not undress to less than a minimum of shorts while females are present.
 - b. Female players will not undress to less than a minimum of shorts and a t-shirt while males are present.
2. When separate facilities exist for both male and female participants, males and females shall make use of these separate facilities in order to change to the point that they can adhere to the co-ed dress code noted above (Note: Once dressed in accordance with the minimum requirements above, all players may return to the team co-ed dressing room).
 - a. When there is a female dressing room, only females are permitted in this room. No males are permitted (including fathers, brothers and coaches)
 - b. There must be proper supervision for this separate dressing room. (Two Deep Method and female supervisors)
3. When separate facilities do not exist for both male and female participants:
 - a. Players shall dress, undress and shower in shifts while maintaining the minimum dress code noted above.
 - b. Players of the under-represented gender shall be granted access to the shower facilities after the balance of the team.
4. It is the responsibility of the team to ensure that these guidelines are followed.

Smart Phones and Other Mobile Recording Devices

Smart phones and other mobile devices with recording capabilities, including voice recording, still cameras and video cameras, are not permitted to be used in the locker rooms. If phones or other mobile devices must be used, they should be taken outside of the locker room.

Forms

Digital and hard copies of forms are available through the WLMHA office

WLMHA - Form 1
Notice of Motion

Date: _____ **Moved By:** _____ **Seconded By:** _____

Complete only one: Policy # _____ Bylaw # _____ New Policy or Bylaw

Motion:

Rationale:

Amendment:

Withdrawn Tabled to Defeated Carried Carried as Amended

Date _____ **For** _____ **Against** _____ **Abstained** _____

Notes: _____

WLMHA - Form 2
Keys - Sign Out Form
Office and/or Equipment Lockers

Policy 1.13 regarding office and equipment locker keys states:

1. Elected and appointed Officers will be issued office keys by the Office Administrator.
2. The Office Administrator will issue team officials office keys and equipment locker keys at the beginning of each season. Equipment locker keys are to be returned to the Office Administrator at the end of each season.
3. WLMHA members must sign for any issued keys.

Name: _____ **Position in WLMHA:** _____

Are you signing out equipment locker keys? Yes _____ No _____

If yes, record the key numbers: Locker _____ Door _____ Other _____

Are you signing out an office key(s)? Yes _____ No _____

If yes, provide details: (i.e. 2 keys – main door & black filing cabinet)

I _____ have read and understood WLMHA policy in
(print name)
regards to keys and agree to return the key(s) on loan to me at the stated time and to the stated executive member.

Signature

Date

Key(s) signed out by: _____
Name

Position in WLMHA

WLMHA - Form 3
Team Jerseys and Equipment

The Equipment Manager will give this form to the Team Parent/Manager to complete before October 31 of each year.

Team: _____ **Stream:** IP - House, - Rep **Division:** _____
(Circle one)

Head Coach: _____ Phone number(s): _____

Ass. Coach: _____ Phone number(s): _____

Team Parent: _____ Phone number(s): _____

Manager: _____ Phone number(s): _____

Team Colours: _____ Away _____ Home _____

Jersey #	Player	Phone

Jersey #	Player	Phone

For equipment manager use only

Chest Pad: _____

Goal Pads: _____

Glove: _____ Blocker: _____

WLMHA - Form 4
Cariboo Memorial Complex
Arena Safety Checklist

Facility Manager: _____

Risk Management Coordinator: _____

Date of Inspection: _____

By whom: _____ Position: _____

FINDINGS

Arena	Condition			Notes/comments
	Good	Acceptable	Unacceptable	
Ice condition				
Breakaway nets				
Boards				
Lighting				
Benches				
Gates				
Glass enclosures				
Air Quality				
Penalty boxes				
Evacuation procedure				
Emergency exits				
Emergency medical				
Telephone				
Heating system				
Other danger areas				

Report filed with: _____ Date: _____

Response requested: yes _____ no _____

Action Taken: _____

**WLMHA - Form 5
Player Discipline**

A copy of this completed form is given to both the player and the parent.
The original is to be forwarded to the appropriate Coordinator: Initiation, House or Rep.

Team: _____	Division: _____	Date: _____
Coach: _____ (full name)	Phone: _____	
Team Parent or Manager: _____ (full name)	Phone: _____	
Player: _____ (full name)	Phone: _____	
Parent/Guardian: _____ (full name)	Phone: _____	

What is/was the problem? (Describe unacceptable behaviour.) _____

What immediate discipline action was taken? _____

What is/was the players' perspective of the problem? _____

Outline the final resolution inclusive of any further discipline action. _____

I _____ acknowledge that any further Code of Conduct violations may result in a referral to the Discipline Committee.

Player's Signature

Print Name of Person completing form

Parent/Guardian Signature

Signature of Person completing form

Coach Discipline

A copy of this completed form is given to the coach and a copy placed in
WLMHA Secure Discipline files.

The original is to be forwarded to the appropriate Coordinator, Initiation, House, and Rep

Team	Division	Date
Coach Name		Phone
Division Manager		Phone
Division Coordinator		Phone
Discipline Chair		Phone

What is/was the problem? (Describe unacceptable behavior)

What immediate discipline action was taken?

What is/was the coach's perspective of the problem?

Outline the final resolution inclusive of any further discipline action.

I _____ acknowledge that any further Code of Conduct violations may result in a referral to the Discipline Committee for further direction.

Coach's Signature

Signature of person completing form

WLMHA – Form 5B

General Member Discipline

A copy of this completed form is given to the General Member and a copy placed in WLMHA Secure Discipline files.
The original is to be forwarded to the appropriate Coordinator, Initiation, House, and Rep

Team	Division	Date
General Member Name		Phone
Division Manager		Phone
Division Coordinator		Phone
Discipline Chair		Phone

What is/was the problem? (Describe unacceptable behavior)

What immediate discipline action was taken?

What is/was the General Member's perspective of the problem?

Outline the final resolution inclusive of any further discipline action.

I _____ acknowledge that any further Code of Conduct violations may result in a referral to the Discipline Committee for further direction.

General Member Signature

Signature of person completing form

WLMHA - Form 6
Rep & All-Star Team - Season Game Schedule

Team: _____ Manager: _____ Head Coach: _____

This form must be completed and forwarded to the Rep Coordinator by Oct. 31 of each year.

Date	League Opponent Home or Away	Exhibition Opponent Home or Away	Tournament Location	# Of Games
Total Games				

If we do not qualify for the Provincial Tournament, we plan to enter one Spring Break or Easter Tournament at either _____ or _____

Maximum number of Games (#of games increased by 7- 6/dec/05) _____

- a) The maximum number of **U13 'B' Team** league, exhibition and tournament games must not exceed 41 games. Playoffs and provincials or year-end tournament games are in addition to the 41 games.
- b) The maximum number of **U13 'A' Team** league, exhibition and tournament games must not exceed 47 games. Playoffs and provincials or year-end tournament games are in addition to the 47 games.
- c) The maximum number of **U15 'B' Team** league, exhibition and tournament games must not exceed 43 games. Playoffs and provincials or year-end tournament games are in addition to the 43 games.
- d) The maximum number of **U15 'A' Team** league, exhibition and tournament games must not exceed 51 games. Playoffs and provincials or year-end tournament games are in addition to the 51 games.
- e) The maximum number of **U18 'A' or 'B' Team** league, exhibition and tournament games must not exceed 51 games. Playoffs and provincials or year-end tournament games are in addition to the 51 games.

Application for Financial Assistance

Name: _____	Phone: _____
Age: _____ Division: _____	Years in Hockey: _____
Mother/Guardian: _____	Phone: _____
Father/Guardian: _____	Phone: _____
Address: _____ (street address) (postal code)	

(mailing address if different)	
Reference: An adult you know and trust and is familiar with your financial need.	
Name: _____	Phone: _____
Amount Requested: \$ _____	

What are your reasons for applying for assistance?

- Submit your application to the Association’s Treasury, marked: **Confidential**
- Although the Committee may seek additional information regarding the applicant, it will only do so with the applicant’s permission respecting the applicants right to confidentiality.

**Kenny Loewen, Leon Whitford and Harry Buchanan Memorial
Grade 12 Scholarships Application**

Name: _____ **Phone:** _____ **Date:** _____

Address: _____ (Street Address & Mailing Address if different) _____ (Postal Code)

Please respond to the following - A separate page can be attached if needed – Typed responses are preferable.

2. Outline your involvement in minor hockey activities.

3. Describe your leadership potential with respect to hockey.

4. List any activities relating to general community involvement.

5. Describe your plans for post-secondary education.

6. Briefly describe the value hockey has been to you.

Guidelines for Scholarships

- a) An applicant for a scholarship must be a grade 12 graduating student who plans to continue studies at a post secondary institution.
- b) April 15 of each year is the deadline for applying.
- c) Applications must be accompanied by letters of support from:
 - i) A member of WLMHA (executive or Coach)
 - ii) A teacher in your present school
 - iii) An adult from the community
 - iv) An up-to-date transcript of marks
- d) Candidates will be selected on the basis of good academic achievement combined with an appropriate contribution to Minor Hockey in Williams Lake. This would encompass leadership, sportsmanship and participation in related Minor Hockey activities with the potential of being a good ambassador for Williams Lake Minor Hockey.
- e) The selection committee shall consist of:
 - i) Chair of scholarship committee as appointed by the Parents' Auxiliary Coordinator
 - ii) WLMHA Treasurer
 - iii) WLMHA President
 - iv) One other WLMHA representative as appointed by the committee chair
- f) The amount of the scholarships will be determined annually, based on the interest earned on investments for this purpose.
- g) If, in any given year, there are not suitable candidates for the scholarships, the awards will be forwarded to the following year.
- h) Consideration will be given to multiple recipients if qualifications are met and money is available.
- i) The scholarships will be announced at the graduation ceremonies at which time letters of notification will be given to recipients.
- j) Monies will be forwarded after receipt of proof of registration at a post-secondary institution. A deferral of one year will be granted upon written request.

Expense Claim Form



Date: _____

Team: _____

Payee: _____

Cheque Amount \$: _____

Event or Purpose: *(please identify expense and related amounts, noting detail if required)*

____ Volunteer Training \$ _____

____ Meeting Expenses \$ _____

____ Office Supplies \$ _____

____ Ref Course Reimbursement \$ _____

____ Team Supplies \$ _____

____ Tournament Raffle Basket Prizes \$ _____

____ Tournament Awards \$ _____

____ Miscellaneous \$ _____

Receipts must be attached

Submitter Signature: _____

Treasurer's Authorization: _____

Williams Lake Minor Hockey Association

Promissory Note

\$ _____

For the value received, the undersigned promises to pay Williams Lake Minor Hockey Association the sum of _____ Dollars on or before this date _____

(This must be paid back at least 2 weeks prior to date of tournament. Failure to do so may result in your tournament approval being cancelled.)

Signed at Williams Lake on _____

Treasurer

Promisor

Team Request funds: _____

For the Purpose of : _____

(Tournament Attending ie 100 Mile Pee Wee Rep

Date of Tournament: _____

Name of Head Coach: _____

Name of Assistance Coach: _____

Name of Team Parent/Manager: _____

Email address of Promisor: _____

Please attach a copy of the Tournament Registration Form

WLMHA - Form 11
Budget Proposal

Group: _____ Contact: _____ Date: _____

Reason for Fund Raising: _____

Expenses/Costs

Source, Event, Item etc.	Details	Estimated Costs	Actual Costs
Totals			

Revenues

Source, Event, Item etc.	Details	Estimated Revenues	Actual Revenues
Totals			

As per WLMHA Policy 2.4 (h)(i):

- a. Estimated Costs/Revenues ***must be submitted in adequate time prior to the fundraiser for consideration of approval by the Executive Committee or designate.***
- b. Actual Costs/Revenues ***must be submitted within 15 days of the completed fundraiser.***

Rep Team Budget

Team: _____ **Manager:** _____

- Estimated Costs must be submitted to the Treasurer by October 31.
- Updates of actual costs/revenues are to be submitted to the Treasurer by Dec.15, Jan.30, Mar.15 & Year-End
- Use more than one form, stapled together, if form is insufficient.

Expenses/Costs

Source of Expense/Cost	Details	Estimated Cost	Actual Cost Dec.15	Actual Cost Jan.30	Actual Cost Mar.15	Actual Cost Year-End
Totals						

Revenues

Source of Revenue	Details	Estimated Revenue	Actual Rev. Dec.15	Actual Rev. Jan.30	Actual Rev. Mar.15	Actual Rev. Year End
Totals						

Coaching Evaluation (Long Form)

1. This form is designed for both **coach self-assessment** and a method for **WLMHA to assess coaching**.
2. It should be completed mid season and again post season.

Division:..... **Team:**..... **Stream:** IP, House or Rep
Coach:..... **Evaluator:**..... **Date:**.....

Usually **Sometimes** **Seldom** **Not Applicable**
 1 2 3 4

Introducing the Skill

- | | | | | |
|---|---|---|---|---|
| 1. Is enthusiastic in actions and words | 1 | 2 | 3 | 4 |
| 2. Avoids sarcasm, annoying mannerisms, and abusive language | 1 | 2 | 3 | 4 |
| 3. Uses terminology athletes can understand | 1 | 2 | 3 | 4 |
| 4. Speaks clearly | 1 | 2 | 3 | 4 |
| 5. Has a routine for starting practice | 1 | 2 | 3 | 4 |
| 6. Gets attention quickly | 1 | 2 | 3 | 4 |
| 7. Faces the team when speaking to them | 1 | 2 | 3 | 4 |
| 8. Makes good eye contact | 1 | 2 | 3 | 4 |
| 9. Controls temper | 1 | 2 | 3 | 4 |
| 10. Models poise when dealing with inattentive athletes | 1 | 2 | 3 | 4 |
| 11. Uses a formation from which all can see the demonstration | 1 | 2 | 3 | 4 |
| 12. Uses a formation from which all can hear the explanation | 1 | 2 | 3 | 4 |
| 13. Sets formation in a location free from distractions | 1 | 2 | 3 | 4 |
| 14. Identifies the skill to be taught | 1 | 2 | 3 | 4 |
| 15. Indicates why the skill is important to learn | 1 | 2 | 3 | 4 |
| 16. Introduces the skill in less than 3 minutes | 1 | 2 | 3 | 4 |

Demonstrating and Explaining the Skill

- | | | | | |
|--|---|---|---|---|
| 1. Directs the team's attention to the demonstration | 1 | 2 | 3 | 4 |
| 2. Explains how the demonstration will proceed | 1 | 2 | 3 | 4 |
| 3. Demonstrates the whole skill as it would be performed in competition | 1 | 2 | 3 | 4 |
| 4. Demonstrates skillfully | 1 | 2 | 3 | 4 |
| 5. Demonstrates for the left and right dominance | 1 | 2 | 3 | 4 |
| 6. Demonstrates the skill several time | 1 | 2 | 3 | 4 |
| 7. Demonstrates the skill so that it can be viewed from different angles | 1 | 2 | 3 | 4 |
| 8. Demonstrates the skill slower if necessary | 1 | 2 | 3 | 4 |
| 9. Explains the major sequence of the skill when it is demonstrated | 1 | 2 | 3 | 4 |
| 10. Points out the most relevant teaching points | 1 | 2 | 3 | 4 |

- | | | | | |
|--|---|---|---|---|
| 11. Keeps explanation brief | 1 | 2 | 3 | 4 |
| 12. Demonstrates parts of the skill when appropriate | 1 | 2 | 3 | 4 |
| 13. Briefly demonstrates and/or explains the similarities between skills | 1 | 2 | 3 | 4 |
| 14. Repeats and answers relevant questions so all can hear | 1 | 2 | 3 | 4 |

Practicing the Skill

- | | | | | |
|---|---|---|---|---|
| 1. Begins skill practice as soon as possible after the demonstration | 1 | 2 | 3 | 4 |
| 2. Uses a formation that allows the most athletes to practice safely and effectively | 1 | 2 | 3 | 4 |
| 3. Uses drills that allow the most athletes to practice safely and effectively | 1 | 2 | 3 | 4 |
| 4. Uses drills that emphasize the skill being taught | 1 | 2 | 3 | 4 |
| 5. Demonstrates and explains how drills work | 1 | 2 | 3 | 4 |
| 6. Checks to be certain the team understands how drills work | 1 | 2 | 3 | 4 |
| 7. Eliminates or minimizes any danger involved in performing the skill | 1 | 2 | 3 | 4 |
| 8. Creates an atmosphere to minimize fear of failure | 1 | 2 | 3 | 4 |
| 9. Is in control of the team during practice | 1 | 2 | 3 | 4 |
| 10. Checks to be certain all are proceeding through the drill correctly | 1 | 2 | 3 | 4 |
| 11. Repeats the demonstrations and explanation if the team cannot perform the skill effectively | 1 | 2 | 3 | 4 |
| 12. Uses key terms step-by-step if the team cannot perform the skill effectively | 1 | 2 | 3 | 4 |
| 13. Checks after each step to be sure that everyone is performing correctly when initial teaching has been unsuccessful | 1 | 2 | 3 | 4 |
| 14. Repeats and answers relevant questions so all can hear | 1 | 2 | 3 | 4 |
| 15. Divides the skill into parts when athletes have difficulty mastering the whole skill | 1 | 2 | 3 | 4 |
| 16. Stops practice and corrects common errors when necessary | 1 | 2 | 3 | 4 |
| 17. Presents brief explanations and demonstrations of errors and their corrections when confronted with common errors | 1 | 2 | 3 | 4 |

Providing Feedback to Correct Errors

- | | | | | |
|---|---|---|---|---|
| 1. Observes and evaluates performance | 1 | 2 | 3 | 4 |
| 2. Compliments efforts and parts of the skill that were performed correctly | 1 | 2 | 3 | 4 |
| 3. Corrects one error at a time | 1 | 2 | 3 | 4 |
| 4. Gives specific positive feedback | 1 | 2 | 3 | 4 |
| 5. Gives constructive feedback | 1 | 2 | 3 | 4 |
| 6. Uses visual feedback of errors and corrections | 1 | 2 | 3 | 4 |
| 7. Makes certain athletes understand the information given | 1 | 2 | 3 | 4 |
| 8. Shows patience with athletes | 1 | 2 | 3 | 4 |
| 9. Encourages athletes to continue to practice and improve | 1 | 2 | 3 | 4 |

Coaching Evaluation (Short Form)

1. This form is designed for both **coach self-assessment** and a method for **WLMHA to assess coaching**.
2. It should be completed mid season and again post season.

Division:..... **Team:**..... **Stream:** IP, House or Rep
Coach:..... **Evaluator:**..... **Date:**.....

	Excellent 1	Very Good 2	Good 3	Fair 4	Poor 5
Leadership:					
1. Hard Worker					
2. Leads by Example					
3. Consistent in Decision Making					
4. Respects Players					
5. Respected by his/her Players					
6. Respects Officials and Opponents					
7. Exhibits Good Sportsmanship					
8. Maintains Composure in Dressing Room & Behind Bench					
9. Gives Assistants Responsibilities and Input					
Administration:					
1. Pre-Practice Planning					
2. On-Ice Practice Organization					
Motivation:					
1. Understanding					
2. Provides Encouragement					
3. Praises Effort					
4. Builds Player Confidence					
Personality:					
1. Enthusiastic					
2. Likeable					
Teaching:					
1. Knowledgeable					
2. Patient					
3. Develops Player Potential					
4. Provides Individual Help					
5. Provides Feedback in Games/Practices					
6. Receptive to New Ideas/Suggestions					
7. Encourage athletes to continue to practice and improve					

Coach Evaluation - Parent Questionnaire

This form should be completed mid-season and again at the end of the season.

Coach:..... **Date:**

Division:..... **Team:**..... **Stream:** IP, House or Rep

Evaluate the degree to which you believe your child is achieving the following (circle one):

	Very Much	Somewhat			Not at all
	1	2	3	4	5
1. My child is having fun	1	2	3	4	5
2. My child is learning the fundamentals of hockey	1	2	3	4	5

Evaluate the degree to which you believe your child is changing on the following characteristics:

Improved	No Change	Declined	Don't Know
1	2	3	4
1. Physical fitness	2	3	4
2. Learning to cooperate	2	3	4
3. Self-confidence	2	3	4
4. Desire to continue to play hockey	2	3	4
5. Development of self-reliance	2	3	4
6. Learning specific skills of hockey	2	3	4
7. Leadership skills	2	3	4
8. Sportsmanship	2	3	4
9. Developing initiative	2	3	4
10. Learning to compete	2	3	4

How is the coach doing on the following items? (Circle one)

Excellent	Good	So-So	Weak	Poor	Don't Know
1	2	3	4	5	6
1. Treating your child fairly	2	3	4	5	6
2. Keeping winning in perspective	2	3	4	5	6
3. Taking safety precautions	2	3	4	5	6
4. Organizing practice and contests	2	3	4	5	6
5. Communicating with you	2	3	4	5	6
6. Is effective in teaching skills	2	3	4	5	6
7. Encouraging your child	2	3	4	5	6
8. Recognizing your child as a unique individual	2	3	4	5	6
9. Holding your child's respect	2	3	4	5	6

Please write any additional comments, concerns or encouragements on the back.

Coach Evaluation - Player Questionnaire

This form should be completed mid-season and again at the end of the season.

Coach:.....

Date:

Division:..... Team:.....

Stream: IP, House or Rep

Is the program your Coach set for the team?	Yes	No	Comments if any
Helping you develop your skills			
Helping you develop physically			
Teaching you team play and strategies			
Increasing your desire to play			
Allowing you to have fun			
Improving your self-confidence			
Having appropriate and fair team rules			
Requiring too much from players			
Requiring too little from players			
Helping you achieve your personal goals			

Are the Coaches?	Yes	No	Comments if any
Organized			
Good teachers			
Fair			
Worthy of respect (good role models)			
Easy to talk with			
Flexible and understanding			
Good at giving praise when deserved			
Reasonable in their demands			
Concerned about each player			
Knowledgeable of the game			

Low	1 2 3 4 5					High
On a Scale of 1 to 5 rate your satisfaction with:						
The team	1	2	3	4	5	
The coach	1	2	3	4	5	
How much your learning	1	2	3	4	5	
How much fun your having	1	2	3	4	5	

What do you like best about this hockey season?

What do you like least about this hockey season?

Do you have any suggestions for improving anything (practice, games, coach, etc.)?

Any other comments?

WLMHA – Form 17
National Skills Standards & Testing - On-Ice Timed Drills

Player's Name: _____

Position: F D G

Date: _____

Instructions:

- a) There are six stations.
- b) Go to the station that has the shortest waiting line.
- c) Each station (except for #4) will assess 2 or more skills for a total of 14 skills.
- d) Complete skills at stations 2, 4, 5 & 6 as **quickly** as you can without losing control. You **are** being timed.
- e) Complete the passing & shootings skills at stations 1 & 3 as **accurately** as possible. You **are not** being timed.
- f) You will be given a second chance if you fall or request a second chance.
- g) Make sure the evaluator **writes down** your time or score for each skill.
- h) Give your completed sheet to _____

Directions of where & to whom players present completed sheets to be completed by head evaluator

	Skill	Time-Accuracy-Speed	Evaluator	Comments
1	Passing Accuracy - forehand	____ out of 10		
1	Passing Accuracy - backhand	____ out of 10		
2	Fwd Agility Weave w/out puck	seconds		
2	Fwd Agility Weave with puck	seconds		
3	Shooting Accuracy - forehand	____ out of 10		
3	Shooting Accuracy - backhand	____ out of 10		
3	Shooting Speed	____ Mph		
4	Stick handling - Figure 8's	seconds		
5	Transition agility with out puck	seconds		
5	Transition agility with puck	seconds		
6	Fwd speed with out puck	seconds		
6	Fwd speed with puck	seconds		
6	Bkw speed with out puck	seconds		
6	Bkw speed with puck	seconds		

Rep League - Individual Player Evaluation

Circle One: U13 U15 U18

Player: _____ Telephone: _____ Date: _____

Birthday: _____ Age: _____ Height: _____ Weight: _____
(Day, Month, Year) (Age as of Today)

Shoots: L R Preferred Position: _____ 2nd Preferred: _____
(Circle One)

Evaluator: _____ Position of Evaluator: _____

Exceptional **Very Good**
1 2 3

Rating Scale
Good to Satisfactory
4 5 6

Weak **Poor**
7 8 9

All Players	
Skating Forward	1 2 3 4 5 6 7 8 9
Skating Backward	1 2 3 4 5 6 7 8 9
Skating Mobility	1 2 3 4 5 6 7 8 9
Puck Control	1 2 3 4 5 6 7 8 9
Shooting	1 2 3 4 5 6 7 8 9
Checking	1 2 3 4 5 6 7 8 9
Concentration	1 2 3 4 5 6 7 8 9
Mental Toughness	1 2 3 4 5 6 7 8 9
Drive	1 2 3 4 5 6 7 8 9
Hockey Sense	1 2 3 4 5 6 7 8 9
Stamina	1 2 3 4 5 6 7 8 9
Attitude	1 2 3 4 5 6 7 8 9
Coachability	1 2 3 4 5 6 7 8 9
Living Habits	1 2 3 4 5 6 7 8 9

Leadership	1 2 3 4 5 6 7 8 9
Physical Toughness	1 2 3 4 5 6 7 8 9

Face-offs (Centers)	1 2 3 4 5 6 7 8 9
---------------------	-------------------

Defensemen	
Moving Puck Playmaking	1 2 3 4 5 6 7 8 9
Point Play	1 2 3 4 5 6 7 8 9
Net Play	1 2 3 4 5 6 7 8 9
Neutral Ice Play	1 2 3 4 5 6 7 8 9
Board Play	1 2 3 4 5 6 7 8 9

Goaltenders	
Reflexes	1 2 3 4 5 6 7 8 9
Covers Angles	1 2 3 4 5 6 7 8 9
Control of Puck	1 2 3 4 5 6 7 8 9
Agility	1 2 3 4 5 6 7 8 9
Anticipation	1 2 3 4 5 6 7 8 9
Consistency	1 2 3 4 5 6 7 8 9
Style	Stand-up Butterfly

Forwards	
Break for openings	1 2 3 4 5 6 7 8 9
Scoring Ability	1 2 3 4 5 6 7 8 9
Moving Puck Playmaking	1 2 3 4 5 6 7 8 9
Defensive Play	1 2 3 4 5 6 7 8 9

This form was adapted from the BNCD
Coach Coordinator's Resource Manual

Definitions Of Evaluation Criteria

All Players

Skating Forward	...stride, balance, speed, acceleration and change of pace.
Skating Backward	...stride, balance, speed, acceleration and change of pace.
Skating Mobility	...crossovers, tight turns, quick stops, moves right and left equally well.
Puck Control	...includes stick handling, passing and receiving.
Shooting	...power and accuracy in all the shots, use of variety and knowledge of when to shoot.
Checking	...angles well, completes the checks, checks with intensity
Concentration	...ability to remain intense and stay with the play at all times.
Mental Toughness	...sticks to the game plan, stands up to tough situations.
Drive	...constant desire to excel in all situations.
Hockey Sense	...understanding and adaptation to the play, awareness of the overall play development.
Stamina	...ability to play at a high level of intensity throughout the game and from game to game.
Attitude	...unselfish, works hard, listens and tries to perform to the best of ability, team player, with desire.
Coachability	...listens to instruction regarding team play and individual improvement, tries to execute to utmost ability.
Living Habits	...gets adequate sleep and eats and drinks appropriately to remain in top condition.
Leadership	...leads by example, cool in tough situations, makes "Big", respected by teammates.
Physical Toughness	...desires to play physically within the rules of the game, takes a check, clears traffic in front of the goal, and blocks shots.

Defensemen

Playmaking	...uses partner, makes the soft lead pass as well as the firm crisp pass at the right time, passes off a shot, keeps passing, options open, does not telegraph passes.
Point Play	...reads the play and pinches, supports partner and becomes more involved in the attack at the right time, reads and selects right shooting option. Uses body effectively.
Net Play	...ties man up without tying up self, protects the goalie, moves the screen from the path of the puck, clears loose pucks without losing possession, uses body effectively.
Neutral Zone	...reads the attack and adjusts to various situations (2-1, 3-1, 2-2, etc.), stands up and makes the play at the blue line, uses body effectively, controls the puck and initiates counterattacks.
Board Play	...uses body, maintains control or gains possession of the puck, along the boards and in the corners.

Forwards

Break for Openings	...reads play, conserves ice, selects proper path, timing, and acceleration to get into the clear.
Scoring Ability	...uses good selection of shots, timing, accuracy, concentrations and positioning to maximize scoring opportunities.
Playmaking	...moves puck at the right moment, gets into the clear after making the pass, does not telegraph play, keeps options open, takes check to make the play, good awareness of all options.
Defensive Play	...ability to forecheck, backcheck, kill penalties, and plays defensively in the defensive zone.
Face-offs	...ability to win the face-off consistently to both sides as well as a forward and back.

Goal Tenders

Reflexes	...quick movements of arms and legs from all positions.
Covers Angles	...moves out at the proper time and in the correct relationship to the puck.
Puck Control	...deflects or covers rebounds, passes and freezes the puck when necessary, intercepts passes across the front of the net, poke checks.
Agility	...general balance, movements around the goal area, recovery to a balanced stance.
Anticipation	...ability to read the development of the play and make appropriate adjustments.
Consistency	...ability to perform well throughout a game, as well as from game to game regardless of score or league standings.

**House League Ice Breaker Games
Player Evaluation Form**

Division: **(Circle one)** Novice U11 U13 U15 U18

Game #1 Evaluator: _____

Game #2 Evaluator: _____

Game #3 Evaluator: _____

Player	Game #	Rating		
		Strong	Weak	
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3

Player	Game #	Rating		
		Strong	Weak	
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3
	1	1	2	3
	2	1	2	3
	3	1	2	3

Application for Player Movement between Divisions and/or Streams

5.9 Player Movement between Divisions/Streams (IP, House, Rep): (updated Sept. 19, 2012, April 9, 2013 and Mar. 4, 2015)

- a) WLMHA believes it is in the best interest of safety and the majority of athletes to play in their respective divisions according to age
- b) Player movement to a higher division will not be allowed in house league (with the exception of U9D to U11 House as outlined in 5.9(c)(vii) below)
- c) Athletes wishing to play in Rep League in divisions above their age group must submit a request form (Appendix Form 20) to the stream coordinator a minimum of 14 days prior to the first try-out date for the higher division
 - i) Such requests will only be considered for players in the oldest year of the lower division
 - ii) A Player Movement Committee of qualified evaluators appointed by the President will observe the player's performance during the evaluation process and the player's ability to be competitive will be assessed. This will include mental, emotional and physical abilities.
 - iii) If a rep team is being formed in the player's category as defined by BC Hockey, in order to be considered for a move up in division, an athlete's skill evaluation must place him/her in the top 10 percentile of all players of the same gender registered in the higher division in five out of the six National Skill Standards as evaluated, in conjunction with the Player Movement Committee's assessment of the player's overall suitability for movement to the higher division (mental, emotional and physical).
 - iv) If a male or female rep team is not being formed in a player's division, the player can try out for the same category in the division above if such a team is being formed, and be evaluated without the 10 percentile rule being applied, however all other evaluation requirements will be met; players applying to move up don't count as interest in the higher division as per 11.1(h)(iii)
 - v) The committee will consult with the parents/guardians in assessing the player's emotional maturity when determining the division that best meets the player's needs.
 - vi) The committee will submit their findings to the executive and then an executive member will notify the athlete and her/his parents of the association's decision.
 - vii) Players are not eligible to move from the U11 division into male U13 Rep due to the implementation of contact hockey.
 - viii) U9D players may apply to play in U11 House, but not into U11 Development; in such cases the 5 percentile rule instead of 10 percentile rule will be calculated with the U11 Development players removed from the pool
- d) In order for an athlete to be considered to play at a lower age level, the athlete must be small in size, have a medical reason and/or be at a lower skill level than his/her current age level. Players without a team at their current age appropriate level may also be considered for a lower level team.
 - i. A committee that includes the Stream Coordinator and Division Manager will observe the player's performance during the evaluation process and the player's ability to be competitive will be assessed. This will include mental, emotional and physical abilities.
 - ii. Overage players are not eligible to play on Rep or All Star teams and may not be accepted in house league tournaments. The athlete and parents must be informed and consulted when assessing the division that best meets the player's needs.

- iii. The Stream Coordinator will report decisions to move players down to the executive.
- iv. The manager of the division in which the athlete will play will notify the athlete and his/her parents of the assessment results.
- e) Goalies may apply and play up in a Division one up from their age group. A goalie may only register with one team in one Division. (updated Dec. 01, 2010)

I request that _____ be evaluated to play as an underage/overage player in
(Print player's name) (Circle one)

the _____ division for the following reasons:

(i.e. U9D, U11 etc.)

I have read and understand WLMHA policy 5.9 in regard to overage and underage players.

Name of parent/guardian (please print): _____

Signature of parent/guardian: _____

A copy of this application is given to the two division managers or stream coordinators involved.

Coaching and Instructor Application

Name: _____ Date: _____
(Given Name) (Middle Name) (Surname)

Date of Birth: _____ Place of Birth: _____

Address: _____
(Street Address) (Mailing Address if different) (Postal Code)

Email: _____ Telephone: _____
(Home) (Work) (Home) (Work)

Occupation: _____ Employer: _____

Indicate Preferred Coaching Position: _____

If you are not assigned your preferred position, what is your second (or third) choice?

Certification/Training:

NCCP (National Coaching Certification Program)

	Year Completed	Location
Initiation Leadership Course	_____	_____
Hybrid or Coach Stream or Coach Level	_____	_____
Development I (Intermediate Level)	_____	_____
Development II (Advanced Level I)	_____	_____
Advanced Level II	_____	_____
Respect in Sport	_____	_____
Criminal Record Check	_____	_____

(Please attach photocopies of your coaching certification)

Other Coaching Courses or Training Activities:

1. _____
2. _____

Coaching Experience: (A separate page can be attached if space on this form is insufficient.)

1. Hockey (List in order, starting with most recent)

Year	Association & Team Name	Age Group	Position
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

2. Other Sports

Year	Sport	Association	Age Group
_____	_____	_____	_____
_____	_____	_____	_____

3. Other Experience with Children & Youth (i.e. Girl Guides, Boy Scouts etc):

Year	Activity	Association	Age Group
_____	_____	_____	_____
_____	_____	_____	_____

4. Personal Playing Experience:

Year	Association & Team Name	Age
_____	_____	_____
_____	_____	_____

Coaching References:

1. Name: _____ Telephone: _____

Position: _____

Address: _____ (Mailing Address) _____ (Postal Code)

2. Name: _____ Telephone: _____

Position: _____

Address: _____ (Mailing Address) _____ (Postal Code)

Deadline Dates for Applications:

Initiation Instructors _____ House Coaches _____

All-Star Coaches _____ Rep Coaches _____

Return Applications To:

1. Attention: Coaching Coordinator, WLMHA, P.O. Box 4136, Williams Lake, B.C. V2G 2V2
2. Williams Lake Minor Hockey Office Staff - Attention: Coaching Coordinator
3. wlmha@telus.net - Attention: Coaching Coordinator - in the subject line,

Equipment Loan Application

Policy # 1.11(a) states: Members wishing to borrow equipment may do so by submitting a completed loan application accompanied by a refundable \$500.00 deposit to the equipment manager. Deposits will be refunded upon return of the equipment in good repair.

I _____ am a member of WLMHA
(print full name)

and would like to borrow the following equipment for the following purpose:

Equipment:

Purpose:

The Equipment will be returned _____
(date, time & place)

Describe the condition of the equipment (to be completed by equipment manager):

Equipment Manager or Designate: _____
(print full name) (signature)

I have read the completed application form carefully. I understand and accept the documented information inclusive of equipment condition and \$500.00 deposit.

(signature of applicant) (phone #) (date)

Remember to include refundable \$500.00 deposit with this application.

WLMHA Coaching Contract

The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. They must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches must also recognize that they are conduits through which the values and goals of a sport organization are channeled. Thus how an athlete regards his/her sport is often dependent on the behavior of the coach. The following Code of Conduct and Ethics has been developed to aid coaches in achieving a level of behavior that will allow their athletes in becoming well-rounded, self confident and productive human beings.

Coaching Code of Conduct and Ethics

Coaches Have A Responsibility To:

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status.
2. Direct comments or criticism at the performance rather than the athlete.
3. Consistently display high personal standards and project a favorable image of the sport and coaching.
 - a) Refrain from public criticism of fellow coaches; especially when speaking to the media or recruiting athletes.
 - b) Abstain from the use of tobacco products while in the presence of her/his athletes and discourage their use by athletes.
 - c) Abstain from drinking alcoholic beverages when working with athletes.
 - d) Discourage the use of alcohol in conjunction with athletic events or victory celebrations at the playing site.
 - e) Refrain from the use of profane, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
4. Ensure that the activity being undertaken is suitable for the age, experience, ability and fitness level of the athletes and educate athletes as to their responsibilities in contributing to a safe environment.
5. Communicate and co-operate with registered medical and practitioners in the diagnoses, treatment and management of their athletes' medical and psychological problems. Consider the athletes' future health and well being as foremost when making decisions regarding an injured athlete's ability to continue playing or training.
6. Recognize and accept when to refer athletes to other coaches or sport specialists. Allow athletes' goals to take precedence over their own.
7. Regularly seek ways of increasing professional development and self awareness.
8. Treat opponents and officials with due respect, both in victory and defeat and encourage athletes to act accordingly. Actively encourage athletes to uphold the rules of their sport and the spirit of such rules.
9. In the case of minors, communicate and co-operate with the athletes' parents or legal guardians, involving them in management decisions pertaining to their child's development.
10. Be aware of the academic pressures placed on student-athletes and conduct practices and games in a manner so as to allow academic success.

Coaches Must:

1. Ensure the safety of the athletes with whom they work.
2. At no time become intimately and/or sexually involved with their athletes. This includes request for sexual favors or threat of reprisal for the rejection of such requests.
3. Respect athlete's dignity; verbal or physical behaviors that constitute harassment or abuse are unacceptable.
4. Never advocate or condone the use of drugs or other banned performance enhancing substances.
5. Never provide underage athletes with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Ethics.

(Print full name)

(Signature)

Witnessed by _____ **on** _____ **at** _____
(WLMHA Representative) (day – month - year) (Place)

(Witness' position in WLMHA)

(Signature)

Form 24
North Central District
Coaches' Contract/ Guidelines

To All Parents/Guardians:

Team Name: _____

As coaches within the North Central District, our focus is to ensure that all players on the team develop their hockey, personal, and social skills. We recognize our assignment is multifaceted and includes working with: team staff, parents, referees and executives. SAFETY, RESPECT and FUN are our goals.

As coaches we agree to abide by the following guidelines:

1. We will actively encourage, support and model the concepts of Fair Play: Respect the rules. Respect your opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. We will be organized and prepared for all practices and games and optimize the use of all scheduled ice time.
3. We will not be openly critical of any players on our team, opposing teams, officials, or other coaches.
4. We will treat all players fairly and with respect and dignity at all times. We will not be abusive or speak degradingly to any players.
5. We will respond to and be aware of all players' safety and their needs.
6. We will emphasize respect, self-discipline, teamwork, and FUN while attempting to instill a love for the game in our players.
7. We fully understand that our system is designed to serve the needs of the players first, not the parents or coaching staff.
8. We will attempt to teach our players to work hard to win, but not to win at all costs.
9. We will respect other coaches and work with them to ensure maximum benefit to the players.
10. I am bound to report any incidents of "hazing" or "initiation rituals" to the Cariboo and B.C. Amateur Hockey Associations.

DATE: _____ TEAM: _____

Coaches' Name: _____ Signature: _____

A copy of this Contract/Guidelines is given to each parent of the coaches' team at the first meeting at the beginning of the season.

**North Central District
Parent Contract**

All parents/ guardians of players in the North Central District agree to abide by the following guidelines and ensure that friends/ relatives who accompany them to the rink will also follow these guidelines as applicable. They accept the premise that playing Rep Hockey in the North Central District is a privilege, not a right. They accept the responsibilities as a parent/guardian of a player in this association and commit to the conditions of this contract.

1. Parents will actively encourage and support the concepts of FAIR PLAY at all times. The concepts are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain your self-control at all times.
2. Parents will ensure their player regularly attends ALL practices and games. Contact the manager if unable to attend.
3. Parents, relatives or friends are not allowed in the dressing room before, or after games and practices.
4. Parents, relatives or friends are not allowed behind or near the player's bench during games.
5. Parents are encouraged to support the team as a whole, not just their own player.
6. Parents will not criticize, embarrass or heckle any players, including the opposition. Good plays by both teams should be recognized.
7. Parents shall not criticize the referees, particularly while attending games or in the presence, or within earshot, of any players.
8. Parents shall not use abusive or foul language at any time in the rinks.
9. Parents shall leave the coaching to the coaching staff. Parents are not to encourage their player to play the game in a manner inconsistent with team strategies or plans.
10. Parents will communicate all and any concerns to the team manager first. The team manager will then discuss the issue with the coach. If necessary, the team manager will arrange a meeting with the coaching staff and the parents.
11. School takes precedence over hockey. The coaching staff will work in conjunction with the parents to maintain a positive school attitude/performance.
12. I realize my player will be summarily suspended for involvement in any "hazing" or "initiation Rituals" of teammates. This behavior will be referred to both the Cariboo and B.C Amateur Hockey Associations for final disciplinary action.

.....Return Signed Portion below to team Manger.....

I hereby agree to abide by the Cariboo League guidelines.

TEAM: _____

Player's Name: _____ Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____ Date: _____

**North Central District
Official's Contract**

As an official in the North Central District, I hereby commit to the Fair Play Program as developed by the North Central District. As an Official...

1. I will make sure that every player has a reasonable opportunity to perform to the best of their ability, within the limits of the rules.
2. I will avoid or put an end to any situation that threatens the safety of the players.
3. I will maintain a healthy atmosphere and environment for competition and enlist the support of coaching staffs to ensure a positive game atmosphere exists.
4. I will not permit the intimidation of any player either by word or by action. I will not tolerate unacceptable conduct toward myself, other officials, players or spectators.
5. I will be consistent and objective in calling all infractions, regardless of my personal feelings toward a team or individual player.
6. I will handle all conflicts firmly but with dignity.
7. I accept my role as a teacher and role model for the Fair Play Initiatives.
8. I will be open to discussion and contact with the players before and after games.
9. I will remain open to constructive criticism and show respect and consideration for other points of view when shown respect and consideration toward myself.
10. I will obtain proper training and continue to upgrade my officiating skills.
11. I will work in cooperation with coaches for the benefit of the game.
12. I will complete Referee Assessment Sheets objectively at the conclusion of each contest I referee and will follow-up as necessary with Cariboo League officials.

.....
Referees Name: _____ Home Assoc. _____

Referee's Signature: _____ Date: _____

Local RIC Signature: _____

Forward bottom signed portion to the Cariboo Vice-President

Form 27
**North Central District
Player's Contract/ Guidelines**

1. Players will abide by the principles of FAIR PLAY at all times. The principles are: Respect the rules. Respect the opponents. Respect the officials and their decisions. Have everyone participate. Maintain my self-control at all times.
2. All players will abide by the Team Dress Code as specified by the coach.
3. Abusive or foul language directed towards teammates, coaches, parents, opponents or referees will not be tolerated and will result in disciplinary action.
4. Players will not be critical of teammates and never discuss teammates abilities except to encourage good team play.
5. School shall take precedence over hockey. Satisfactory work habits/ effort shall be maintained.
6. Banging of sticks on boards and "hot-dogging" after scoring goals will not be tolerated. Players will share the success of goals scored with their line mates first. When scored upon, players will support their goalie and commit to working harder to help them.
7. Players are responsible for their own equipment and will ensure that it is complete, safe, and in good condition.
8. Players shall participate in every game and practice except for illness, injury, or school events. If a player must miss a game or practice, the manager must be notified as early as possible.
9. Each player will have his or her own water bottle.
10. Players must remember that they are representing their team, local hockey association, league, and their town. Players must behave themselves well at all times in public places, and especially "on the road."
11. Use of alcohol, unprescribed drugs or tobacco products will not be tolerated in any form.
12. Any behavior away from the rink, while playing for the team, which is highly inappropriate, may result in disciplinary action.
13. I will not participate or condone any hazing or initiation activities, as I will be summarily suspended from my team, as these actions must be reported to the B.C.A.H.A.

..... Return signed portion below to the Team Manager.....

I hereby accept and agree to abide by these League Guidelines.

Player's Name: _____ TEAM: _____

Players Signature: _____ DATE: _____

Guardian's Name: _____ Guardian Signature: _____

WLMHA - Form 28

Request for Recreational Player Replacement/Relief

Form to be used if a House Team is without sufficient players (12 or fewer skaters or no goaltender) for a recreation tournament.

1) Reasons for request

2) Date/location of tournament

3) Name(s) of relief players

Signature: _____
Williams Lake Minor Hockey Association President

Date: _____

Attached: written consent from the parent(s) of the relief player(s)

WLMHA Form 29
WLMHA Player Assistant/Helper Contract

The athlete/coach relationship is a privileged one. A Player Assistant/Helper also recognizes that they are conduits through which their values and goals of a sports organization are channeled. Thus, how an athlete regards his/her sport is often dependent on the behavior of the coach and his/her assistants. The following Code of Conduct and Ethics has been developed to aid Player Assistant/Helpers in achieving a level of behavior that will allow their athletes to become well-rounded, self-confident and productive human beings.

Player Assistant/Helper Code of Conduct:

1. Recognize and accept that you are there to be an assistant to the coach and not for your own skill development.
2. Refrain from horseplay on ice and in the dressing room and at all times conduct your actions as a positive leader and role model.
3. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status.
4. Consistently display high personal standards and project a favorable image of the sport and coaching.
5. Abstain from the use of tobacco products while in the presence of her/his athletes and discourage their use by athletes.
6. Refrain from the use of profanities, insulting, harassing or otherwise offensive language in the conduct of his/her duties.
7. Never advocate or condone the use of drugs or other banned performance enhancing substances.
8. Never provide underage athletes with alcohol.

I have read and understand the above statements and agree to conduct myself in a manner that demonstrates the standards established in the Coaching Code of Conduct and Ethics.

(Print full name)

(Helper Signature)

(Signature of Parent/Guardian if helper is under 16)

Team Currently on: _____ (Division & Team Number)

Team Wishing to Help: _____ (Division & Team Number)

Witnessed & Approved by:

(Coach Signature – Team to Help) on _____
Date

(WLMHA coach coordinator) on _____
(Signature) Date

It should be noted that Player Assistant/Helpers should be at least one level higher in play than the level they are assisting with. As per BC Hockey Bulletin **ISSUE #: 2017-033**: On Ice helpers must be a current member of BC Hockey. All on ice helpers must wear a CSA certified helmet, with chin strap fastened and appropriate face protection required for the player's level of play. A certified neck guard must also be worn by all minor hockey aged players assisting as an on ice helper. U15 and below on ice helpers must wear full gear. All other helpers (above U15) are to wear what is appropriate for their division. Any helper who is not a BC Hockey minor or junior player must have certification in Respect in Sport (RIS) and must be under the direct supervision of the certified team officials.

WLMHA Form 30

Affiliate Player Agreement

11.4.1 Affiliated Players (moved from 1.8 and updated April 9, 2013)

As of the 2002/03 Season, all BC Hockey players are Hockey Canada registered. This includes recreational level players as well as players "carded" at the Tier1, Tier 2, Tier 3, Tier 4 and female levels.

Given Hockey Canada registration, WLMHA House and lower tier level players are eligible to affiliate to teams of a higher classification or division (i.e. a U13 House player may affiliate to a Tier 2, 3, or 4 team or a U13 Tier 2 player may affiliate with a U15 Tier 2, 3, or 4 team). However, affiliating teams must adhere to all Hockey Canada / BC Hockey affiliation regulations including:

- b) Affiliated players (AP's) must have the approval of the lower category team they are registered to before being affiliated to a higher category team.
- c) AP's may not play for their higher category team before the written consent from both teams involved in the affiliation is filed with BC Hockey
- d) The higher category team may not use an AP prior to receiving consent of the AP's lower category team
- e) In addition to 11.4.1(a)(b)(c) above which are Hockey Canada regulations, for WLMHA:
 - 1. The higher category team must request the consent from the lower team with minimum 5 days notice prior to using an AP in a game, except as specified in the written agreement between the two teams
 - 2. Goalies cannot be AP'd unless first registered to a lower team as one of minimum two goalies on the lower team
 - 3. AP's cannot participate with their higher category team before a written agreement (WLMHA Form 30) is approved by the two teams, the House Coordinator and Rep Coordinator, and the player; this written agreement will address the various arrangements between the two teams regarding use of the AP, as well as the participation that the AP is entitled to on the higher team

Date _____

Reference BC Hockey Policy 2.25 Players Name _____

House Coach Print Name

Rep Coach Print Name

Signature

Signature

House Coordinator Print Name

Rep Coordinator Print Name

Signature

Signature

(include any additional terms of this affiliate player agreement on separate attached sheet)

WLMHA Form 31

Practice Only Player Agreement

11.4.2 Practice Only Players (added Dec. 2, 2015)

- a) After regular AP's have been registered on a team, an additional player(s) from an existing lower category WLMHA team(s) may be approved to practice with the team; such player(s) will already be registered on their primary lower category team, and will be approved to only practice with the higher category team; they will not be registered on the higher category team and will not be eligible to play in any game for the higher category team.
- b) Practice only players cannot practice with the higher category team before a written agreement (WLMHA Form 31) is approved by both teams and the stream coordinator(s) for both teams; this written agreement will address any agreed upon arrangements between the parties including frequency of practices the practice only player is entitled to on the higher team
- c) Opportunities to practice with the higher category team are player development opportunities that will be offered first to players who tried out for the higher category team but were not selected, in order of the players' final try-out evaluation ranking, before being offered to other players
- d) Exceptions to 11.4.2(c) above must be based on written rationale by the coach of the higher team and approved by the Rep Coordinator

Date _____

Practice Only Players Name _____

Lower/Primary Team Coach Print Name	Higher Category Team Rep Coach Print Name
-------------------------------------	---

Signature	Signature
-----------	-----------

Lower/Primary Team's Stream Coordinator Print Name	Rep Coordinator Print Name
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Signature	Signature
-----------	-----------

(Include any additional terms of this practice only player agreement below or on a separate attached sheet)



House Coach/Assistant Coach Screening Checklist

Applicant Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone (home): _____ Phone (mobile): _____

Team Selection

Please indicate by prioritizing the level in which you would like to coach. (Levels i.e. Novice, U11, U13, U15, U18)

- 1. _____ 2. _____
- 3. _____ 4. _____

Coaching Certification: _____ Year obtained: _____

Other Qualifications: _____ Year obtained: _____

Previous Experience:

Year	Team/Association	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you completed the following:

Criminal Record Check (CRC) Yes or No

Respect in Sport (RIS) Yes or No

Hockey Canada Safety Person (HCSP) Yes or No

Concussion Awareness Training Tool (CATT) Yes or No

Date: _____ **Signature:** _____



Volunteer Screening Checklist

Volunteer name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone (home): _____ Phone (mobile): _____

Position(s) you are interested in:

- Division coordinator
- Team parent
- Score keeping
- On ice helper
- Help with Home Tournament
- Anything needed

Have you completed the following:

Criminal Record Check (CRC) Yes or No

Respect in Sport (RIS) Yes or No

Hockey Canada Safety Person (HCSP) Yes or No

Concussion Awareness Training Tool (CATT) Yes or No

Date: _____

Signature: _____

Notes