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*Rule #01 – Volunteer’s Code – WMHA Rules & Regulations*

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1. Expect no special rights or privileges because you are a volunteer.
2. Understand that even though you may not agree with all WMHA policies or practices, as a representative of the organization, you have an obligation to publicly support them and always abide by them. If you do not agree with them, you can work within the system to have them changed.
3. Accept that because you are a representative of the WMHA, your actions, either positive or negative, reflect on all the other volunteers in the organization.
4. Base your decision and actions on what is best for most hockey players while respecting the rights of individuals.
5. Be prepared to listen and respond to any concerns brought to you.
6. Be prepared to listen to ideas from other people even though they may differ from your own.
7. Judge ideas on their own merit, and the benefit they can bring the hockey player and don't fall back on "But they have always done it this way".
8. Work patiently for improvement ... do not expect too much, too quickly.
9. Be slow to anger and hard to discourage.
10. Anticipate people's shortcomings and make allowances for them.
11. Be prepared to put in long, hard hours with little or no recognition except the self-satisfaction of knowing you have accepted a challenge that many turn away from.

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*Rule #02 – Parent’s Code – WMHA Rules & Regulations*

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1. Do not force an unwilling player to participate in sports.
2. Remember that participants should be involved in organized sports for their enjoyment.
3. Encourage your child to always play by the rules.

4. Teach your child that honest effort is as important as victory and that if you give your best, then you have won, regardless of the score.
5. Turn defeat to victory by helping your child work toward skill improvement and good sportsmanship. Never ridicule your child or yell at any player for making a mistake or losing a competition.
6. Congratulate your child on honest effort and skill improvement, not just goals and assists.
7. Remember that players learn best by example. Applaud good plays by either team.
8. Do not publicly question the officials' judgement and never their honesty.
9. Respect and support for players, coaches, officials, volunteers and other parents is expected.
10. Actively support all efforts to remove verbal and physical violence from hockey.
11. Recognize the value and importance of volunteers. They give their time and resources to provide recreational activities for your child.
12. Make an honest effort to attend all games. You are welcome to attend practices.
13. Have players at the rink at the time specified by coaches before all practices and games.
14. The use of illegal drugs, alcohol and all tobacco products will not be tolerated while in the dressing room or while representing the WMHA. The use of these substances could result in disciplinary action.

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*Rule # 03 – Player's Code – WMHA Rules & Regulations*

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1. Play for the "fun of it".
2. Play by the rules.
3. Never argue with the officials' decisions. Let your captains or coach ask any necessary questions.
4. Control your temper ... no "mouthing off", throwing tantrums, breaking or throwing sticks or other equipment.
5. Work equally hard for yourself and your team. Your team's performance will benefit and so will you. You are part of a team.
6. Be a good sport. Cheer all good plays. Show some class.

7. Treat all players as you, yourself, would like to be treated on or off the ice. Don't interfere with, bully or take advantage of any player.
8. Remember that the goals of the game are to have fun, improve your skills and to feel good about yourself.
9. Co-operate with your coach, team mates, officials and opponents.
10. Use of illegal drugs, alcohol and all tobacco products will not be tolerated while in the dressing room, on the ice, or while representing the WMHA the use of these substances could result in disciplinary action.

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*Rule #04 – Team Official's Code – WMHA Rules & Regulations*

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1. Understand that you have an obligation to abide by the policies of WMHA and that failure to do so could result in a loss of coaching privileges.
2. Make sure that your players understand and abide by the PLAYER'S CODE.
3. Make sure that your players' parents understand and abide by the PARENT'S CODE.
4. Be reasonable in your demands on the young player's time, energy and enthusiasm. Remember that they have other interests and being able to pursue these interests, as well as hockey, will help them maintain their enthusiasm and make them better hockey players.
5. Teach your players that the rules of the game are mutual agreements which no one should evade or break. Without them, there would be no game.
6. Remember that participants play for fun and enjoyment and that winning is only part of it. Never ridicule or yell at the player for making a mistake or losing a competition.
7. Develop team respect for the ability of their opponents, as well as for the judgment of officials and opposing coaches.
8. Follow the advice of a physician when determining when an injured player is ready to play.
9. Remember that players need a coach they can respect. Be generous with your praise when it is deserved and set a good example.
10. Make a personal commitment to keep yourself informed on sound coaching principles and the principles of growth and development in children. Attend all clinics and functions, if required by Hockey Alberta, which WMHA may hold from time to time.
11. Treat the players as you would like to be treated.

12. Do not lower yourself to the level of fans or other coaches who throw tantrums, use profanity or make a spectacle of themselves by abusing the game officials and players.
13. Coaches are responsible for the conduct of his players and team officials during practices, games and team functions.
14. Being under the influence of alcohol or illegal drugs during games or practices will not be tolerated and could result in disciplinary action.

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*Rule # 05 – Coach’s Guidelines – WMHA Rules & Regulations*

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1. All coaches with WMHA shall meet the requirement on the National Coaching Certification Program (NCCP), including the Initiation Program, at the Initiation & Novice Levels, Safety Trainers Program (CHSP) and the Canadian Hockey Abuse and Harassment Certification (CHAH).
2. Swearing, use of alcohol, illegal drugs or tobacco on the ice, in the box or in the dressing room will not be tolerated. The use of profanities or these substances could result in disciplinary action.
3. Alcohol consumption by minors will not be tolerated at any league or team function.
4. Responsible for enforcing rules, discipline and behavior of team.
5. Become thoroughly acquainted with league and association rules and regulations.
6. Attend all meetings with team and parents when required.
7. Attend all practices and games. If not able to attend, arrange for someone to take charge.
8. Assume responsibility for conduct of player and team officials during practices, games and team functions.
9. Any games or practices are under the control of the coach or his designate.
10. Set a good example for the team in action and dress.
11. See that each of your players has proper equipment.
12. Coaches will be responsible to the relevant Division Director.
13. Name affiliate team or player(s) by deadline where necessary.
14. Obtain league schedule from relevant Division Director and become familiar with same.

15. Discuss any problems with the Division Director.
16. Advise Manager of what assistance he can be on the ice during practice.
17. Advise players of game times and at what time they are expected to be at the rink.
18. Develop a close liaison with Team Manager.
19. Be aware of any medical problems with players.
20. Encourage medical treatment, to extent possible.
21. Abide by Association Rules and Regulations.
22. A coach or assistant coach may only coach one team in any given year unless approved by the AMHA Board of Directors.
23. Shall retrieve all WMHA equipment and report the condition of same to Equipment Manager within thirty (30) days of the last day of March.
24. Before pucks are allows on the ice, the coach must be present on the ice, and all gates are to be properly shut.
25. In the absence of a Team Manager, the coach will assume the manager's responsibilities as well.
26. All coaches must fill out a resume prior to coaching with WMHA, and must submit a criminal record check.
27. For non-Select teams, the head coach shall provide input with the Division Director in regards to the selection of manager and assistant coaches.

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*Rule #06 – Manager's Guidelines – WMHA Rules & Regulations*

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1. Use of illegal drugs, alcohol and all tobacco products will not be tolerated while in the dressing room, or on the ice. The use of these substances could result in disciplinary action.
2. Responsible to help team officials in enforcing the rules, discipline and behavior of a team.
3. On commencement of the season, obtain game schedule and practice times from relevant Division Director.
4. Responsible for the upkeep, storage and care of a team's equipment. Make sure that equipment is ready and arrives at the location of the game.

Collect, or assign a designate to collect, jerseys after each game and ensure that jerseys are not worn for practice sessions.

5. Become thoroughly acquainted with league and association rules and regulations.
6. Learn proper procedures for filling out game reports, etc.
7. Arrange for a team meeting to go over objectives, goals, conduct codes and expectations for the season.
8. Notify players of practice time and location. Give players as much notice as possible.
9. Make sure players are ready on time, allowing coach to instruct for the entire length of time.
10. The Coach will advise you as to what he wants you to do while on the ice with the players.
11. Once a team is established, contact the sponsor and advise of game schedule. Act as a liaison between team & sponsor. Once team is established, manger is responsible for the financial status of team.
12. Coordinate with the Ice Convener and Referee in Chief once all league games are arranged. Coordinate with the Ice Convener and Referee in Chief for all league game changes, exhibition games, provincial games and any other game changes that may occur within a season.
13. Arrange for timekeeper and scorekeeper.
14. All correspondence, ie. Practice time, exhibition games, etc. should come from the manager.
15. Make sure your players are carded or team sheeted by deadline.
16. Arrange for tournaments:
  - 16.1 Make sure you have your player cards or team sheets with you always.
  - 16.2 Assist coach with team off the ice and try to keep them together.
  - 16.3 Check dressing rooms to ensure they are left clean.
17. When playing out-of-town teams, you must ensure that they are property carded or team sheeted, because of insurance purposes.
18. Handle all problems to the best of your ability. Approach the relevant Division Director for assistance when deemed necessary.
19. Teams are responsible to the league first and responsible for completion of Ice usage sheet and forwarding same to Treasurer.

20. Hold a parent meeting within 30 days of the beginning of the season. Ideally, hold a meeting every 30 days to discuss problems, etc.
21. Report disciplinary action to relevant Division Director and to parent, if serious.
22. Ensure all game sheets are sent via approved communication method to the appropriate people within 24 hours after the game. Failure to do so will result in points forfeited or possible disciplinary action.

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### *Rule #7 – Player Eligibility – WMHA Rules & Regulations*

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1. Age qualifications of players for Divisions shall be governed as follows:
  - 1.1 **Midget:** This division is open to players who are under the age of 18 years and over the age of 14 years on December 31 in the season they wish to compete (15, 16, 17 years old on December 31).
  - 1.2 **Bantam:** This division is open to players who are under the age of 15 years and over the age of 12 years on December 31 in the season they wish to compete (13 and 14 years old on December 31).
  - 1.3 **Peewee:** This division is open to players who are under the age of 13 years and over the age of 10 years on December 31 in the season they wish to compete (11 and 12 years old on December 31).
  - 1.4 **Atom:** This division is open to players who are under the age of 11 years and over the age of 8 years on December 31 in the season they wish to compete (9 and 10 years old on December 31).
  - 1.5 **Intro to Play-Novice:** This division is open to players who are under the age of 9 years and over the age of 6 years on December 31 in the season they wish to compete (7 and 8 years old on December 31).
  - 1.6 **Intro to Play-Initiation:** This division is open to players who are under the age of 7 years and over the age of 4 years on December 31 in the season they wish to compete (5 and 6 years old on December 31).

“Wainwright Minor Hockey will accept Initiation players that are 4 years old by December 31st of the current playing season.”

2. Players must participate in the division of their age except:

2.1 Players may play in a lower category with the approval of the WMHA Executive and subject to proper sanction by Hockey Alberta and governing league bodies.

2.2 Player Acceleration (based on Hockey Alberta "AA" model)

- (a) Underage players will only be considered if they are one year younger than the age Division they are applying to participate in;
- (b) A formal application must be submitted prior to the Evaluation Camp beginning. The player's Resident MHA must support the request for an Underage Player Exception by providing the necessary **AA Notification of Tryout Form** and NO PLAYER will be allowed to move up a division without the approval of a majority vote by the WMHA board of Directors
- (c) Along with the **AA Notification of Tryout Form**, the Player must submit a letter outlining the rationale for being considered as an Underage Player;
- (d) No underage players will be granted a second try-out;
- (e) An underage player approved for participation in the Evaluation Camp, must evaluate in the top third of skaters by position;
  - i.e. The player must evaluate as a top three forward, top two defenseman, or the top goaltender, to make the team in question.
- (f) Due to historic low numbers in the Midget Division, a Bantam Player may move up with prior approval of WMHA if he doesn't meet the upward player movement policy. This will only be allowed in the Midget Division
- (g) A Goalie may move up with prior approval of WMHA if he/she doesn't meet the upward player movement policy. This will only be allowed if there are too many goalies in the division and not enough in the higher division

2.3 Falsification of age and/or address shall result in an indefinite suspension of the player from the WMHA. (until a ruling from Hockey Alberta is made to determine the length of suspension)

2.4 Players are welcome to try out for any team in their division, if they have a Permission to Tryout from their own minor hockey association. If the player does not make this team, they



must obtain another PRO form, before trying out for the next highest team. Pursuant to Hockey Alberta regulations, lateral or lower movement will not be considered.

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### *Rule #08 – Select Category – WMHA Rules & Regulations*

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1. The Select Category is defined as the Wainwright and District Polar Kings.
2. The Rules and Regulations are as per the agreement dated May 15, 1996 and updated May 2006.
3. The Rules and Regulations are available upon request from the WMHA Executive.

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### *Rule #09 – Team Selection – WMHA Rules & Regulations*

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1. Division Director with the support of WMHA Executive will be responsible for the selection of team evaluators prior to tryout camps.
2. Division Director with the support of WMHA Executive will be responsible for the choice of team tryout on-ice coordinator and a maximum of two assistants prior to the beginning of the tryout camp. \*
3. Evaluators are volunteers! Any discussion re: player selection with evaluators could result in the player's release. If you have any concerns, they should be addressed to the Division Director.
4. Deadlines, unless otherwise provided by these Rules & Regulations:
5. Polar King Select Teams must have their final roster set by September 30, regardless of Hockey Alberta regulation.
6. A list of players participating in the tryout (if any) for the top tiered team of any division (excluding Select Teams) will be compiled 24 hours prior to the commencement of the tryout; additions to this list after this compilation will not be permitted.
  - 6.1) If there is a special situation that #6 does not cover, the WMHA Executive will handle the issue.
7. When selecting two or more teams of equal caliber, the Division Director of non-select teams shall ensure the players get a minimum of two skated and then split the teams evenly with input from the head coaches of the teams and if desired input from the Player/coach

Development Director i.e. if there are enough players for five Novice teams, the players would get a minimum of two skates and then the Director would have a meeting with the five appointed head coaches and pick the teams evenly.

\*Exception – Polar King Selects

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### *Rule #10 – Tryouts & Player Releases – WMHA Rules & Regulations*

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1. All players must be registered as prescribed herein prior to trying out with a team.
2. Each player is entitled to a minimum of TWO separate ice appearances prior to being released. This is for each category that he/she tries.
3. The Division Director must co-ordinate the release of the player. \*
4. The Select teams must have their final player roster set on or before the 30th day of September each year.
5. In the event a player MOVES into town after the date set for finalizing team rosters, the participant shall be placed on the appropriate team by the Division Director after evaluation and in consultation with coaches in that Division. \*
6. A list of players participating in tryouts for the top tiered team in any division (Excluding Select Teams) shall be compiled 24 hours prior to the commencement of the tryout; additions to this list will not be permitted.
7. At the end of each season, April 30th all imported players will be released.

\*Exception – Polar King Selects

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### *Rule #11 – Affiliation – WMHA Rules & Regulations*

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1. A team may use affiliated players ONLY if the following rules are complied with:
  - 1.1 Player affiliation is to be used in accordance with Hockey Alberta By-Laws & any applicable league governing By-laws.
  - 1.2 The Coach must first obtain permission from the Division Director.

1.3 The Coach wishing to use an "affiliated player" must then speak to the player's regular Coach and obtain permission to speak to the player and his/her parents.

1.4 If permission is granted, the Coach must speak to the player's parents and obtain the parent's consent.

1.5 The Coach may then approach the player and inquire whether the player wishes to play the proposed game.

1.6 Affiliation must be declared and filed with the General Manager of Hockey Alberta on or before December 15 of the current playing season. Hockey Alberta Affiliation forms are to be filled out and forwarded to the applicable Division Director (the division director that the intended affiliated player is currently registered with). The Division Director will then forward to the Registrar for submission.

1.7 Players are to be affiliated to the team directly above, as per the division/tier structure. (ie. Tier 3 to Tier 2, Tier 2 to Tier 1, Tier 1 Novice to Tier 3 Atom, etc.)

1.8 Under age players must be affiliated to attend practices and are only required to attend at the discretion of the Head Coach of the affiliated team.

1.9 Affiliated players must stay committed to their primary team's schedule before committing to the requests of the affiliated team.

2. Refer to the Hockey Alberta Regulations for Initiation and Novice affiliations.

3. Non-select teams cannot use affiliated players in games unless their team is missing players or prior approval is obtained from WMHA Executive. The number of affiliated players used in games cannot exceed the number of players missing from the game unless prior approval is obtained from WMHA Executive.

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### *Rule #12 - Registrations – WMHA Rules & Regulations*

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1. Late registration may be accepted after the advertised final registration date if:

1.1 Player transfers or moves to Wainwright; and

1.2 Players, not residents of Wainwright, where a team is not being fielded in that out-of-town area.

2. All late registrations, after the advertised final registrations date, will be charged an additional fee of \$150.00 per player. There will be no exceptions.

3. Each request for reimbursement must be submitted in writing and reviewed by the Executive Committee.
4. No player will be allowed on the ice until registration is paid and the registration form is completed in full. (See Appendix B).
5. Any out-of-town player who wishes to participate in the weekly goalie school must register and will be charged a fee. (See Appendix C).
6. Players registering for a tiered tryout and succeeding will not be charged a late fee.

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*Rule #13 – Protests & Appeals – WMHA Rules & Regulations*

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1. Appeals will be registered in writing to the President of WMHA either directly or through the Division Director of the WMHA.
2. Any appeals to the League or Hockey Alberta must first be submitted in writing to the President of WMHA for approval.
  - 2.1 The President of WMHA will hold a meeting with at least 8 Executives of WMHA for a decision to appeal.
  - 2.2 If WMHA strongly supports the decision to appeal to the league or Hockey Alberta, it will provide the appeal fee.
3. If WMHA does not strongly support the decision to appeal, it will be the responsibility of the coaches/managers/team to provide the appeal fee.

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*Rule #14 – Discipline of Members – WMHA Rules & Regulations*

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1. WMHA - Every member of the WMHA will be personally responsible for his/her conduct and for the proper observance of Hockey Alberta and CAHA rule and customs.
2. If disciplinary actions is deemed necessary, all concerned parties in question should present their case to the Grievance/Discipline Committee before a decision is made.
3. Discipline will also be conducted in accordance with Hockey Alberta and CAHA rules and regulations.

#### 4. DISCIPLINE/GRIEVANCE COMMITTEE:

A discipline/grievance committee comprised of not less than three members and not more than 5 members, shall be appointed by the President at the commencement of the season; (such committee members should not be division directors to be impartial and may be members at large). The committee shall handle all discipline/grievance matters forwarded by the President. When a satisfactory resolution to the problem cannot be reached between the parties concerned, the committee shall act as negotiators and arbitrators in such matters. An appeal of the decision of the Committee may be made to the Executive, provided proper procedures are followed. A decision by the Executive shall be final.

5. All Grievances must be submitted in writing to the President of WMHA.

6. Any suspensions of team officials will be reviewed by the Disciplinary/ Grievance Committee.

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#### *Rule #15 – Hockey Equipment – WMHA Rules & Regulations*

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1. A helmet, neck guard, shoulder pads, can or jill, elbow pads, shin pads, gloves and skates must be worn by all players during team practices and games.
2. Players assisting with a lower division must wear a helmet, gloves, neck guard and skates.
3. All coaches must follow Hockey Alberta rules for wearing helmets.

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#### *Rule #16 – Insurance – WMHA Rules & Regulations*

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1. Insurance coverage is provided by CAHA National Comprehensive Insurance Program.
2. To prevent any liability, WMHA will not allow anyone to officiate a game unless certified by CAHA.
3. All ice must be booked through the WMHA ice convenor in order to be covered through insurance.

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*Rule #17 – Skate Sharpening Room – WMHA Rules & Regulations*

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1. All prices set by Equipment Manager on equipment or material sales will be final.
2. The credit policy is: No one will be able to charge hockey equipment unless a deposit is made on their account which is equal to or greater than the required purchase.

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*Rule #18 – Expenditures – WMHA Rules & Regulations*

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1. A maximum of \$100.00 be spent on gifts or plaques on past executive with the degree of involvement and years of service taken into consideration.
2. The funds and other assets of WMHA may be expended only for the benefit of the complete WMHA Membership.
3. The WMHA Executive may authorize recurring expenditures.
4. Tokens of sympathy extended by the WMHA will not exceed Fifty Dollars (\$50.00) and the cost will be borne by the WMHA upon approval by the Executive.
5. If you are attending or hosting a Provincial Tournament, WMH will pay the registration fee. If you are attending a Provincial Tournament WMHA may contribute up to \$500, if funds are available.
6. If you are hosting a Provincial Tournament, WMH may contribute 20% of the net profits up to a maximum of \$1,000 to the hosting team.

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*Rule #19 – Fundraising – WMHA Rules & Regulations*

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1. Each team in the Association will be permitted to conduct such fundraising activities (i.e. 50/50's), using the Association's permit, as deemed necessary or desirable for the benefit of the team, IF necessary records are maintained and turned in to the Fundraising Director after the current season, pursuant to current legislation provided by the Government of Alberta.
2. Each Division in the Association, subject to ice availability, shall be entitled to host a tournament open to any other team of that division, IF any visiting team is properly and legally registered with Hockey Alberta or Saskatchewan Amateur Hockey Association. ALL costs (i.e. ice

rental, referee fees, etc.) shall be borne by this tournament. Likewise, ALL PROCEEDS will be retained by the division hosting the tournament, for disbursement such as this tournament committee deems appropriate. Prize tables and/or 50/50 may be run using WMHA's permit, providing proper records are maintained and turned in to the Fundraising Director after the Tournament.

3. The Executive of the WMHA retains the right to deem any fundraising activity as an association fundraiser. Such fundraisers include, but are not limited to, Junior Tournaments, Provincial Tournaments, Casinos, Bingos, exhibition games (i.e. Cameron Cup, Juniors, Battle of the Badges, AJHL, WHL, etc.).

3.1 Ad hoc committees will be struck for the purposes of any major WMHA fundraiser. The Fundraising Director will automatically become a member of any such committee.

3.2 Ad hoc committees will adhere to proper accounting procedures and will provide financial reports to the WMHA Treasurer in a timely fashion.

3.3 Ad hoc committees will adhere to government legislation with regards to permits and licenses, and will provide proper reports to the Fundraising Director.

4. If a team has a raffle, the team is required to obtain its own Alberta Gaming license.

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*Rule #20 – Communication Protocol – WMHA Rules & Regulations*

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### **Communication Process**

If there is an issue or concern from the Membership, it is first brought forward to the Manager and is dealt with at that Level or if about the Manager brought forward to the Director. If it cannot be handled at that Level it will come forward at the next Executive meeting via email to President, VP & Secretary from the Director. If it is an emergent issue an email will be sent to the President, VP & Secretary to consult with about the issues – 3 available times after work hours for in person or teleconference discussion with the Director. If the concern is about one of the Board members it will come to the President, VP & Secretary or two of these if about one of these positions from the Director. Same process will apply. Emergent issues will be dealt with, within 72 hours if at all possible. If a vote or decision needs to be made from the Board, the Secretary will send out the information via email to the Executive Board Members. Please respond to President, VP & Secretary. Once a decision has been made the Director or a Designated Person will follow up with the response on behalf of the Board.

### **Communication Methods**

The most recommended method of communication is the verbal method. The verbal face to face method is the best way to eliminate miscommunication and ensure that conflicts can be resolved swiftly and effectively (24hr rule shall be applied). There are times when this method is not practical or effective. Email correspondence may be utilized in these cases, however, be sure that the content conforms to the WMHA Social Media Guidelines. Email correspondence shall only be addressed directly to the intended party. Group emails should only be used for team communication purposes.

### **24 Hour Rule**

Please be mindful of the 24 hour 'rule of thumb'. Any issue or concern that is not deemed an emergency, shall wait 24 hours before initiating the Communication Protocol. This allows each party involved the ability to take a step back and clear the initial emotional elements.

### **Grievance Committee**

In the case where this protocol is not effective or practical, the case may be brought to the attention of the Grievance Committee. This option is only to be exercised when all efforts to utilize this Communication Protocol have been exhausted

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### *Rule #21 – Jersey Care Protocol – WMHA Rules & Regulations*

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1. All Jerseys must be hung, stored and transported in Jersey bags.
2. All jerseys are to be kept together; individuals should not keep their assigned jersey.
3. All jerseys MUST be washed in COLD water inside out and hung to dry.
4. Any individual name bars must be removed after the season, any name bar left on the jersey will be subject to a \$100 dollar fine.
5. Any permanent stains or damage outside of the wear and tear of hockey will result in a fine of complete replacement cost of the jersey. (Recommend not having Gatorade and only water in water bottles while playing hockey.)
6. Please do not hem or alter jerseys. Smaller sizes are lower numbers and larger sizes are higher numbers.
7. Captain letter should not be taped onto jerseys. Each team will receive One C and Three A's for both home and away. If for any reason tape must be used please remove and reapply at the end of every period and remove after the game concludes.
8. All jerseys must be returned together, washed and in home and away jersey bags.



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*Rule #22 – Stride Development Policy – WMHA Rules & Regulations*

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**Approved Resources:**

Darcie Gibb Power Skating (Darcie – 780-842-0888)

Darcie has been providing Power Skating to our athletes for many years. Her teachings can be applied to any of our players at any age or development, with greater benefits towards our Initiation, Novice, and Atom athletes. Darcie's base rate for instruction has been incorporated into the registration fees based on the minimum required sessions per division. Any extra sessions would need to be team funded.

Adam Huxley Hybrid Power Skating (Adam – 780-686-5420)

Adam has developed a Hybrid Power Skating instruction that introduces puck control to the fundamentals of power skating. Adams teachings can be applied to any of our players at any age or development, with greater benefits towards our Pee Wee, Bantam, and Midget athletes. Adam's base rate for instruction has been incorporated into the registration fees based on the minimum required sessions per division. Any extra sessions would need to be team funded.

Power Edge Pro (Adam Huxley – 780-686-5420)

PEP is a complex Stride Development program that incorporates power skating, puck control, and edge control. PEP is a great opportunity for advanced development. It is highly recommended for the Tier 1 teams, but can also be utilized for any team calibre. Extra costs associated for this option would need to be team funded.

**WMHA Minimal Requirements:**

Division	Minimum Required Sessions (1hr each)	WMHA Approved Resource
<b>Initiation</b>	6 sessions	Darcie Gibb Power Skating
<b>Novice</b>	6 sessions	Darcie Gibb Power Skating
<b>Atom Boys Tier 1</b>	6 sessions	Adam Huxley Power Skating
<b>Atom Boys Tier 2&amp;3</b>	6 sessions	Darcie Gibb Power Skating
<b>Atom Girls</b>	6 sessions	Darcie Gibb Power Skating
<b>Pee Wee Boys Tier 1&amp;2</b>	6 sessions	Adam Huxley Power Skating
<b>Pee Wee Boys Tier 3</b>	6 sessions	Darcie Gibb Power Skating
<b>Pee Wee Girls</b>	6 sessions	Darcie Gibb Power Skating
<b>Bantam Boys</b>	4 sessions	Adam Huxley Power Skating
<b>Bantam Girls</b>	4 sessions	Darcie Gibb Power Skating
<b>Midget Boys</b>	4 sessions	Adam Huxley Power Skating
<b>Midget Girls</b>	4 sessions	Darcie Gibb Power Skating

**Key Deadlines:**

November Executive Meeting – Directors Reports (Progress & Feedback).

January Executive Meeting – Directors Reports (Progress & Feedback).

March Executive Meeting – Player/Coach Development Report – Recap and Lessons Learned

**Key Responsibilities:**

Division Directors – Ensure full participation from the players and coaches. Report to the board on 2 specific occasions:

November Executive Meeting – Report on progress and provide feedback to date.

January Executive Meeting – Report on progress and provide feedback to date.

Director of Player/Coach Development – Provide feedback for March Executive Meeting with regards to recap and lessons learned.

Coaches – Participate. Support instructors during sessions. Absorb key learnings to promote at regular practice sessions.

Players – Attend all sessions with the full intention to learn and absorb. This is mandatory for all WMHA players.

**Other considerations:**

- External Resource – A team may wish to bring in an outside source for Stride Development. Proposals would need to be brought forward to the executive for review and approval.

- A coach/parent/etc. may wish to pursue certification to instruct power skating. Once certified, the board may approve this person to instruct as per the guidelines in this policy.

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*Rule #23 – Screening Policy – WMHA Rules & Regulations*

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**Purpose**

Wainwright Minor Hockey Association (WMHA) understands that screening volunteers, employees, contractors (hereby to be referred to as applicable person) is a vital part of providing a safe sporting

environment. WMHA is responsible, by law, to do everything reasonable to provide a safe and secure environment for participants in its programs, activities, and events. The purpose of screening is to identify individuals involved with the Organization's activities who may pose a risk to the Organization and its participants.

The screening process includes assessing risk, writing position descriptions, discerning suitability of an individual for a given task, providing training and, when necessary, modifying the setting and arrangement of task. The screening process is based on the Volunteer Canada 10 Step Screening Process.

The following are the requirements of WMHA in terms of screening.

WMHA requires that all team officials (including but not necessarily limited to coaches, trainers, managers) complete an applicable screening process.

WMHA also requires that all Board members, and any others, who, through their duties on behalf of WMHA, may work directly with children and adolescents, complete an applicable screening process.

At the 2010 Hockey Canada Semi Annual Meeting the Hockey Canada Board of Directors directed that as of 2011-2012 all Minor Hockey Associations and leagues, under the direction of their Member, are to have a documented screening process

### **Process**

1. All applicable persons with the organization who are awaiting checks to be completed MUST complete a "Disclosure of Criminal Records Form" and submit it at the discretion of WMHA Executive. (Appendix 20A)
2. All applicable persons with the organization MUST complete an initial Vulnerable Sector Verification (VSV) which includes a Canadian Criminal Records Check/Local Police Check through the local police or a third-party provider. A request letter can be provided to each individual for these checks to be provided by the Wainwright RCMP at no cost to the individual. (Appendix 20D)
3. A Police Service may decline to perform a search because it concludes that an applicable person does not meet the criteria of actively in positions of trust or authority under the auspices of the Criminal Records Act. If the Police Service refuses to do the Vulnerable Search Verification we will follow the advice of the local Police.
4. Every three years following the initial check all applicable persons must complete another Criminal Record Check/VSV and Application form. This is mandatory and an on-going condition of volunteering.
5. Any applicable person away from the organization for more than one year is required to complete a Criminal Record Check/VSV.

6. Review of the vulnerable sector verification, the criminal records check and the application form will be completed by WMHA Grievance/Disciplinary Committee.
7. WMHA Executive will determine whether the information obtained through the screening process precludes the applicant from being an appropriate candidate for the particular position.
8. If an applicable person provides falsified or misleading information, the person will immediately be removed from their position and may be subject to further discipline
9. If an applicable person is charged with, subsequently receives a conviction for, or is found guilty of, an offense, they will report this circumstance immediately to the WMHA Executive. Failure to do so could result in suspension or termination.
10. Vulnerable Sector Verification checks, Local Police Checks and Criminal Record Checks completed for another employer/association will be accepted if they are no more than 12 months old and an original copy is available.
11. Failure to participate in the screening process as outline in this policy will result in consequences ranging from a warning to potential ineligibility for the position sought.
12. All team official positions will require an application form to be submitted (Appendix 20B & 20C)

### **Review Criteria**

A satisfactory CRC is either:

confirmation from the police or third-party provider that no criminal records and / or charges exist; or that any existing convictions and / or charges are not relevant to the position, as determined by WMHA Executive.

In determining whether any convictions and / or charges are relevant to the position, WMHA Executive may gather information by means which may include, without limitation, a telephone or personal interview with the individual and / or other persons or agencies.

WMHA Executive, in making the final decision, will consider the following:

- a) Relationship of the offence(s) to the nature of the position;
- b) Number and nature of the charges and / or convictions;
- c) When the offence(s) occurred; and
- d) What the individual has done since the date of the offence.

If after the review WMHA Executive determines that the individual poses a risk and is not an appropriate candidate for the position, WMHA Executive will immediately notify the individual in writing as to their status with the organization.

WMHA Executive will not necessarily refuse a position to an individual because he or she has been charged with or convicted of an offence of a type which does not pose a risk to the members of WMHA, considering the duties of the position the person is seeking to occupy.

### **Relevant Offenses**

The following is a list of non-exhaustive examples that are considered to be relevant offenses:

- i. Any offense involving the possession, distribution, or sale of any child- related pornography
- ii. Any sexual offense
- iii. Any offense involving theft or fraud
- iv. Any offense for trafficking and/or possession of drugs and/or narcotics
- v. Any offense involving conduct against public morals
- vi. Any crime of violence including but not limited to, all forms of assault
- vii. Any offense involving a minor or minors
- viii. Any offense involving the use of a motor vehicle, including but not limited to impaired driving

### **Criminal Convictions**

A conviction for any of the following Criminal Code offenses (non-exhaustive list) could result in removal from designated positions, competitions, programs, activities and events.

- i. Any offense of physical or psychological violence
- ii. Any crime of violence including but not limited to, all forms of assault
- iii. Any offense involving trafficking of illegal drugs
- iv. Any offense involving the possession, distribution, or sale of any child-related pornography
- v. Any sexual offense
- vi. Any offense involving theft or fraud

### **Delay Management**

WMHA realizes that in some cases there may be delays in receiving the results of the requested Criminal Records Check/Local Police Check and VSV, and in these cases will take the following steps:

- i. Applicants must immediately complete a criminal records disclosure as presented in appendix 1 of this policy.
- ii. The prevention guidelines outlined within the Respect in Sport curriculum must be made standard practice and all volunteers should be made aware of these guidelines.
- iii. Ensure clear position descriptions. Responsibilities and roles as well as do's and don'ts can be clearly identified in these descriptions.

- iv. Conduct interviews with any new volunteers. This gives you the opportunity to get to know applicants better and to realize any red flags that may exist with this person.
- v. Ask for, and follow up on references which will help to determine a person's character. This can be done for all volunteers being recruited.
- vi. Volunteers awaiting their results should be under close supervision.
- vii. Follow up with program participants. Regular contact with participants and family members can act as an effective deterrent to someone who might otherwise do harm. Employees and volunteers should be made aware of any follow-up activities that may occur. These could include spot checks for volunteers in high-risk positions, especially any awaiting the results of their VSV and/or Criminal Records Check/Local Police Check.

### **Safeguards**

Security safeguards will be implemented to ensure all personal information is protected from theft as well as unauthorized access, disclosure, copying, use or modification thereof. The level of safeguards employed shall be directly related to the level of sensitivity of the personal information collected. The more sensitive the information, the higher the level of security employed. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal, or disciplinary proceedings. Methods of protection and safeguards to be employed will include but in no way are limited to locked files, offices and storage areas, need to know access as well as technological measures such as passwords and encryption.

### **Record Management**

CRC's, VSV's, LPI's, and Application Forms will be directed towards the Grievance/Disciplinary Committee for record retention purposes. The original CRC's, VSV's, and LPI's will be returned to the applicant. The Application Forms will be returned to the Player/Coach Development Director to be utilized for training/development purposes.

### **Definitions**

"Local Police Check/Information (LPI)"

A search of local police databases to determine whether the individual has a history with local police.

"Vulnerable Sector Verification (VSV)"

For individuals who are working with a vulnerable sector (such as with minor athletes or with persons with a disability), which also searches for the existence of any pardoned sex offenses.

“Criminal Records Check (CRC)”

This process verifies whether an individual has a criminal record and provides the applicant with the detailed information that can be legally disclosed

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*Rule #24 – Social Media Guidelines – WMHA Rules & Regulations*

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***THINK BEFORE YOU POST***

**1. INTRODUCTION**

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such internet mediums and websites as Twitter, Facebook, Instagram, Snapchat and any other social media network that allows users to communicate online as well as other forms of electronic communication, but not limited to, methods such as instant messaging, emailing or texting. Email corresponding, texting and social media posts should be encouraged as tools to share information only.

The policy will be applicable to all members of the WMHA Community, including Directors, Teams, WMHA members and staff, on-ice and off-ice officials, billets, players, players’ family members and supporters. The WMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The WMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

The purpose of this policy is to educate the WMHA Community on the risks of social media and to ensure all Teams and Association personnel are aware that conduct deemed to be inappropriate may be subject to disciplinary action by the WMHA.

**2. SOCIAL MEDIA GUIDELINES**

- The WMHA holds the entire WMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print. It should be recognized that social media and comments are on the record and can be instantly published and available to the public and media.
- Comments or remarks of an inappropriate nature that are detrimental to a Team, the Association or an individual will not be tolerated and will be subject to disciplinary action.



- Use your best judgment at all times – pause before posting or sending. Once your comments are posted or sent, they cannot be retracted. Ultimately, you are solely responsible for your comments.

### **3. SOCIAL MEDIA VIOLATIONS**

The following are examples of conduct through social media and networking mediums that are considered violations of the WMHA Social Media and Networking Policy and may be subject to disciplinary action by the WMHA.

- Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member Team, the Association or an individual.
- Negative or derogatory comments about any of the WMHA staff, programs, stakeholders, players or any member of a WMHA Team.
- Any form of bullying, harassment, intimidation or threats against players or officials.
- Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to:
  - drug use,
  - alcohol abuse,
  - public intoxication,
  - hazing
  - sexual exploitation, etc.
- Online activity that contradicts the current policies of the WMHA
- Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the WMHA policies and regulations on these matters.
- Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Because social media violations may vary in terms of their seriousness and effect, care must be taken to consider sanctions that are appropriate in each situation that presents itself.

Factors that can be considered when dealing with social media violations include:

- The intent of the violator
- Whether harm, physical or otherwise, resulted from the violation
- The circumstances of the violation
- The effect the violation had upon its recipient, the recipient's family, the team, the Association, or the community
- Any previous social media violation history

### **4. DISCIPLINE**

WMHA will investigate reported violation(s) of this policy in the manner set out in the Communication Protocol in WMHA policies for other types of violations. If the investigation determines that a violation has occurred, the WMHA Executive involved will impose an appropriate suspension. Any appeal of the suspension will be dealt with as set out in WMHA policies for other types of suspensions.

Possible disciplinary measures therefore depend on a number of factors. Please consider the following suggested responses for various conducts:

- Implicit or implied threats of death or serious bodily harm: indefinite suspension, referral to WMHA Executive for investigation and punishment (also refer to police) - Encouraging someone to do themselves serious harm: indefinite suspension, referral to WMHA Executive for investigation
- Posting of pictures of a threatening nature: indefinite suspension, referral to WMHA Executive for investigation and punishment (also refer to police) - Slurs against someone's race, religion, sex, or sexual orientation: lengthy suspension - Slurs against another or their family: warning or short suspension - Posting comments and/or pictures of self of an implied sexual nature: short suspension - Posting comments and/or pictures of someone else of an implied sexual nature: indefinite suspension, referral to WMHA Executive for investigation and punishment (also may refer to police)
- Gossip - Posting or sending cruel gossip to damage a person's reputation and relationships with friends, family, and acquaintances: warning or short suspension
- Breaking into someone's e-mail or other online account and sending messages that will cause embarrassment or damage to the person's reputation and affect his or her relationship with others: indefinite suspension, referral to WMHA Executive for investigation and punishment (also refer to police)
- Posting or sending unwanted or intimidating messages: suspension
- Tricking someone into revealing secrets or embarrassing information, which is then shared online: short suspension
- Negative or derogatory comments about Team, etc.: warning or short suspension

## **5. SUMMARY**

When using social media and networking mediums, the WMHA community should assume at all times they are representing the WMHA and/or its Teams. All members of the WMHA community should remember to use the same discretion with posting or commenting on social media and networking as they do with other traditional forms of media.

*THINK BEFORE YOU POST*