

**West Carleton  
Minor Hockey Association**



**Policy & Procedure Manual**

**West Carleton Minor Hockey Association**

**Operational Policy and Procedure Manual**

Confidentiality Agreement by All Members of the Board of Directors

In consideration of the highly confidential and strictly professional status of information board member have, agreed to the following:

- To keep full secret and confidential all knowledge and information acquired in the course of board meetings.
- Not to reveal the sources of any knowledge and information acquired from the meetings or conversations to anyone other than duly authorized.
- Not to use for benefit or that of others any knowledge and information acquired during the course of board business, save such information and knowledge that may have become public knowledge.

On confirmation of breaching confidentiality will have as a consequence being removed from the board.

**I agree to and accept the above terms and conditions:**

---

**Board Member**

## WCMHA Operational Policy and Procedure Manual

I. PURPOSE .....	4
II. STRUCTURE.....	4
The WCMHA and our Fit in the Amateur Hockey Universe .....	5
WCMHA Boundaries.....	6
III. REGISTRATION.....	8
IV. FINANCIAL ASSISTANCE .....	12
V. CONTROL OF CASH REVENUES .....	12
VI. COMMUNICATIONS.....	13
VII. VOLUNTEER SCREENING/POLICE CHECKS .....	14
VIII. TEAM PERSONNEL INSURANCE.....	14
XIX. TEAM FUNCTIONS.....	15
VIII. TRAVEL.....	16
VIII. FUND RAISING GUIDELINES .....	17
IX. SPONSORSHIP POLICIES.....	18
IX. EQUIPMENT .....	19
GOALTENDING GEAR .....	19
SWEATERS.....	20
PUCKS .....	20
TRAINER KITS.....	21
IX. EQUIPMENT MANAGER .....	21
VII. LOGO AND COLOUR USAGE .....	21
VIII. HOCKEY SWEATER, SOCK & NAME BAR.....	22
XII. TOURNAMENTS .....	23
XIII. EXHIBITION GAMES .....	23
XIV. DRESS CODE FOR COMPETITIVE TEAMS .....	23
XV. CLINIC REIMBURSEMENT.....	24
XVII. ICE ALLOCATION, RESPONSIBILITIES AND PAYMENT .....	24
XVIII. TEAM FINANCIAL REPORTING.....	25
XIX. MEDICAL AND FIRST AID POLICIES .....	26
Appendix A - WCMHA Initiation Program Philosophy & FAQ's.....	27
Appendix B – Registration Refund Form.....	29
Appendix C – Certification Reimbursement Claim Form .....	30
<i>Revision History</i> .....	31

## I. PURPOSE

The purpose of this Policy Manual is to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams in West Carleton.

## II. STRUCTURE

The West Carleton Minor Hockey Association (WCMHA) is a non-profit organization. WCMHA is responsible for all minor hockey activities within the boundaries established by the Ottawa District Minor Hockey Association (ODMHA).

All players will be placed on a team by the Association and team management at playing levels commensurate with each player's age, playing skill and experience. Age "Divisions" within minor hockey are set by Hockey Canada as follows: (age is determined as of midnight December 31st of the current season to participate):

Age Range	Level
4 – 6	Initiation A – D*
7 – 8	Novice
9 – 10	Atom
11 – 12	Peewee
13 – 14	Bantam
15 – 17	Midget
18 – 21	Juvenile

All teams in the WCMHA will participate at one of three playing levels:

### COMPETITIVE LEVELS (Representative B)

Teams will play in a league called the "Ottawa District Minor Hockey League" (ODMHL).

### RECREATIONAL LEVELS

Recreational teams will play in the Lanark Carleton Minor Hockey League (LCMHL).

### INITIATION PROGRAM

The Initiation Program (IP) is a Hockey Canada sponsored program that introduces the basic skills of hockey in a fun and safe environment, and focuses on the development of skills in a non-competitive environment.

See Appendix A for the Initiation Program Philosophy & FAQ's.

## **The WCMHA and our Fit in the Amateur Hockey Universe**

Once you know how the various hockey organizations fit together, it makes reasonable sense, but for many hockey parents, and not just those that are new to minor hockey, it is a bit of a mystery. This is intended to unravel that mystery!

### **Hockey Canada**

Formerly known as the Canadian Hockey Association (CHA), Hockey Canada is the sole governing body for amateur hockey in Canada. Hockey Canada makes major decisions such as player divisions (age). It has 13 branches, including the Ottawa District Hockey Association (ODHA). See more at [www.hockeycanada.ca](http://www.hockeycanada.ca)

### **Ottawa District Hockey Association (ODHA)**

The ODHA is the governing body of amateur hockey in the Ottawa area, and in Hockey Canada context, is our branch. Included in this is direct management of the officiating program, development programs (including Speak Out - for bench staff), and other administrative responsibilities. The ODHA governs the junior leagues in the area directly (Central Junior A Hockey League (CJHL), The Eastern Ontario Junior B Hockey League, and The Eastern Ontario Junior C Hockey League). The Ottawa District Minor Hockey Association (ODMHA) also reports to the ODHA, and those two organizations share a physical office in Ottawa, as well as full time administrative staff. See more at [www.odha.com](http://www.odha.com)

### **Ottawa District Minor Hockey Association (ODMHA)**

Within the same region that the ODHA operates, the ODMHA governs issues specific to minor hockey. Many of the regulations by which we play (and administer) are decided here (eg. affiliation and transfer policies). The ODMHA directly governs the competitive A and B leagues in which our Major Rep B teams play, and the AA league in which the Ottawa Valley Titans play (more on those later). The ODMHA is divided into districts. Minor council meets monthly and is the decision forum in which the district chairs participate. See more at [www.odmha.on.ca](http://www.odmha.on.ca)

### **District 4 (ODMHA)**

We are part of District 4 (Rideau Carleton), which meets monthly, composed of district executive and the Presidents of the respective associations. District 4 is the link between all associations and both the ODMHA and ODHA structures. Most interpretation and enforcement of ODHA/ODMHA regulations takes place at District 4. See more at [www.district4.monisys.ca/](http://www.district4.monisys.ca/)

### **Lanark Carleton Minor Hockey League (LCMHL)**

As described above, competitive leagues operate at the branch level. Some associations participate there, and offer an internal house league as the only alternative. In our case, all of the associations within District 4, run the Lanark Carleton Minor Hockey League (LCMHL). This league has the mandate to schedule, operate, and track games, playoffs, etc. West Carleton Warriors house league teams from Novice to Midget play in LCMHL. See more at [www.lcmhl.ca](http://www.lcmhl.ca).

### **Ottawa Valley Titans**

The Titans operation combines Districts 4 and 5 (Upper Ottawa Valley), to play in the branch AA/AAA league. Many WCMHA players are playing for the Titans at all levels. You can check their website: [www.ovtmha.on.ca](http://www.ovtmha.on.ca)

## Ottawa Valley Silver Seven

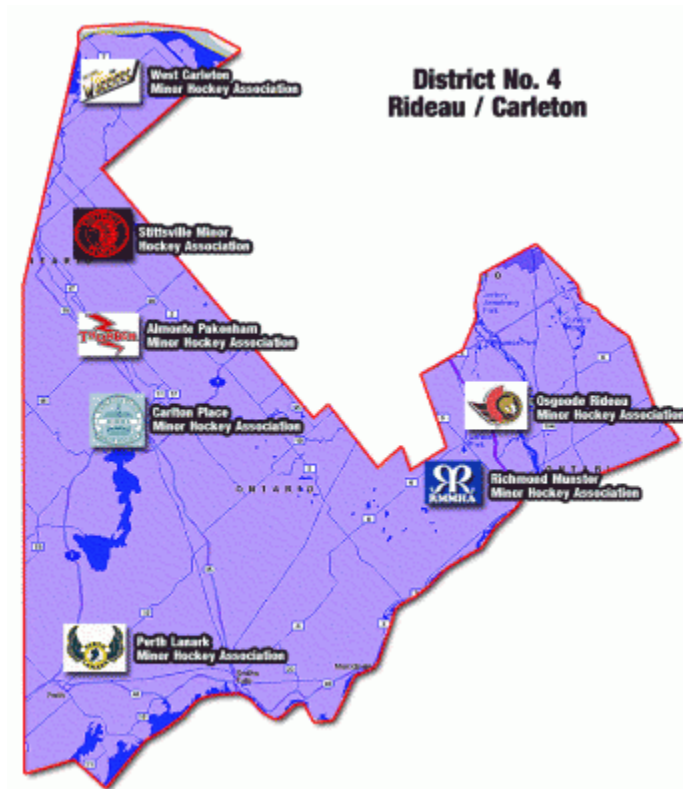
The Silver Seven Association represents District 4 players that play in the branch AA & A league. Many WCMHA players are playing for the Silver Seven at all levels. You can check their website: [www.silversevenhockey.com](http://www.silversevenhockey.com)

## West Carleton Minor Hockey Association (WCMHA) – This is us!

So...at last....what do we do within WCMHA? Your local association operates under the rules and regulations of Hockey Canada, ODHA, ODMHA, and District 4. We place teams in the LCMHL/ODMHL, and we have players take part in the Titans & Silver Seven competitive program. Internally we rent and schedule ice, we arrange and nurture the development of officials and players, we select coaches and players for LCMHL/ODMHL teams, we set registration and fundraising fees and practices, we host tournaments, and lots of other fun things. Each year, at our Annual General Meeting (late April) we elect a Board of Directors for a two year term....Some come up for election each year on a staggered basis. The Board of Directors meets monthly. [www.wcmha.ca](http://www.wcmha.ca)

## WCMHA Boundaries

Our boundary is within ODMHA District 4, our boundaries include:  
Starting at Golden Line Road/McArton Road, to Rock Coady, to Walter Bradley, to Head Pond N across the 417 to Vydon Acres. Following the Ottawa River to Dunrobin Shores. Thomas Dolan Parkway to Huntmar. Following Huntmar to Maple Grove and parallel to HWY 7 McArton Road.





### **III. REGISTRATION**

#### **1. How is hockey funded in the WCMHA?**

Each player's hockey in the WCMHA is funded in several ways:

- o Fundraising
  - o Telephone Book Sales
- o Association Sponsors
  - o Telephone Book Sponsors
- o Registration Fees
- o Rep Tryout Fees

#### **2. Where do my Registration fees go?**

Registration fees go towards paying the following:

- o ODMHA membership fees and liability insurance
- o LCMHL membership fees and liability insurance
- o Coach's clinics, police checks, Referee Clinics
- o Administration costs
  - i. Advertising
  - ii. Printing of handbooks
  - iii. Printing of forms and documents
  - iv. Office equipment/supplies
  - v. Online registration
  - vi. Ice scheduler/Book keeper
- o Equipment costs: Jerseys, Goalie Equipment, pucks, etc...
- o Referee costs
- o Timekeepers/Scorekeepers
- o Ice costs

#### **3. How are fees established?**

Fees are established by the Budget Committee and approved by the Board of Directors by taking into account all of the above noted expenses combined with expected revenues from Sponsorship and Fundraising. The outgoing Board of Directors makes this decision at the end of the season for the upcoming season.

#### **4. Registration**

WCMHA offers two methods of registration:

- o On-Line registration
- o Live Registration Windows

Registration ends June 30<sup>th</sup>.

Late registration is July 1<sup>st</sup> to 31<sup>st</sup>.

Registration is officially closed on August 1<sup>st</sup>.

Registration is not complete until payment in full is received by August 1<sup>st</sup>.

**If paying by cheque, they should be made payable to:**

West Carleton Minor Hockey

**Applicable Payment Schedule when paying by cheque:**

Cheque Dates:

June 30<sup>th</sup> – Registration

July 31<sup>st</sup> - Late Registrants

Optional payment schedule for pre-registrants:

June 15<sup>th</sup>  
July 15<sup>th</sup>  
August 15<sup>th</sup>

*\*Cheques will only be cashed on the above dates.*

Competitive players anticipating release that played elsewhere the season before will be expected to pay their WCMHA fees in full.

Once the player is confirmed playing at a higher level offered than WCMHA, the released player's fees will be transferred to the organization (Ottawa Valley Titans MHA and Ottawa Valley Silver Seven MHA) once confirmed by the Association Registrar.

**Of Important Note:**

Registration forms and cheques submitted to Coaching Staff/Team Management/Referees/Level Coordinators/Board of Directors/Sports Club – will not be deemed acceptable. The two methods of registration are online or via a live registration window. All cheques must be submitted to the Registrar via the Association mailbox along with the printed online confirmation or a paper indicating the player's name, DOB, telephone number, address and the guardian name.

WCMHA Mailbox:  
Registrar, WCMHA  
Box 406, Carp, ON  
K0A 1L0

**5. Registration Forms**

Registration forms are available at live registration windows.

**6. Return Registration**

Registrations will be declined and or returned unless accompanied with full payment of fees or if an unpaid outstanding balance exists from the previous season.

Payment with cheque from online registrants MUST be received in the WCMHA mailbox no later than July 1<sup>st</sup>. Any missing monies will result in the player being placed on the registration waiting list.

Payment with cheque from online late registrants MUST be received in the WCMHA mailbox no later than August 1<sup>st</sup>. Any missing monies will result in the player being removed from the WCMHA registration process.

WCMHA Mailbox:  
Registrar, WCMHA  
Box 406, Carp, ON  
K0A 1L0

**7. New Member Registration**

New members registering are exempt from late fees and will be required to provide proof of age.

## **8. Registration/Late Registration**

Registrations received before June 30<sup>th</sup> will receive the pre registration rate established by the Board of Directors for that season. Registrations received after that date will not receive the pre registration rate regardless of circumstance. See the WCMHA website for "pre-registration" details. Registering late is counter-productive to the pre planning activities, which need to take place during the off season. Members are encouraged to register on time.

A late fee of \$50 will be imposed for late registrants from July 1<sup>st</sup> to July 31<sup>st</sup>. Registration officially closes August 1<sup>st</sup>.

Any registrant after August 1<sup>st</sup> must contact the Registrar directly, there will be an applicable \$60 late charge that is non-refundable and they will be placed on a wait-list if the program is full.

The Initiation and Juvenile Programs are not subject to late fees.

## **9. Registration Refund**

If for any reason a member decides to terminate or cancel his membership, a Registration Refund Form can be obtained from the WCMHA web site [wcmha.ca](http://wcmha.ca), filled out and submitted to the WCMHA processing. A \$40 administrative fee will apply and refunds will be prorated based on the following timeline.

Before Season Start (September 30<sup>th</sup>) – 90% less \$40 admin fee

During the month of October 75% less \$40 admin fee

During the month of November 50% less \$40 admin fee

After December 31<sup>st</sup> – NO REFUNDS

Rep Tryout Fees are non refundable.

Full refunds (no admin charge) are granted to players that leave WCMHA for a higher level of play that WCMHA does not offer.

## **10. NSF Checks**

If checks are returned to the league during the registration process as No Sufficient Funds (NSF) the member will be deemed as unregistered and will be placed on a waiting list. A \$35 administrative fee will be attached and the payee may be asked to submit payment in cash only.

## **11. Forms – Waiver/Code of Conduct**

All participants will agree via online registration to the WCMHA Waiver and the WCMHA Code of Conduct.

Those attending live registration windows shall review a copy of the WCMHA Waiver and the WCMHA Code of Conduct available online.

## **12. Monthly Plan**

### **January**

- Board of Directors to determine the next season's registration fees.

### **February**

- Book live registration windows at local Sports Club

- Create and distribute the "Pre-Registration newsletter"
- Add "Pre-Registration newsletter" to the website
- Do up posters and school flyers announcing registration. Bundle School flyers into bundles of 30 for each classroom send 1 extra bundle per school for in the office. Have these delivered to each school by last week of February

### **March**

- Setup online registration
- Contact community papers with registration information. Have them put announcement in the paper for March – July. Community papers are:
  - o West Carleton Weekender
  - o Kanata EMC
- March 31<sup>st</sup> go-live online
- Mass email members a reminder of online registration

### **April/May**

- Collect online registrations.

### **June**

- Host live registration window.
- Ensure you have:
  - o Extra pens
  - o Calculators
  - o Highlighters
  - o Stapler
  - o Copies of the following:
    - Registration forms
    - Code of Conducts
    - Waivers

### **July**

- Host one LATE live registration window.

### **August**

- August 1<sup>st</sup>, registration is closed.

## **13. Team Carding**

- All Rep Players must sign an ODMHA team roster once the approved roster is received from the ODMHA.
- All house league teams will be required to submit a WCMHA team roster to the Registrar complete with player and all team staff information/certification for the purpose of submission with the ODMHA. Teams not filing a team roster by October 1<sup>st</sup> will result in games being forfeited until a roster is received. ROSTERS MUST INCLUDE ALL COACHING CERTIFICATION NUMBERS OR THEY WILL BE RETURNED.

## **IV. FINANCIAL ASSISTANCE**

The President of the West Carleton Minor Hockey Association is empowered to waive or modify a limited amount of registration fees for players where circumstances warrant special consideration.

All requests for assistance shall be in writing and addressed to the President of West Carleton Minor Hockey Association. All requests will be kept confidential.

## **V. CONTROL OF CASH REVENUES**

WCMHA is a non-profit organization, staffed by volunteers. Other than the payment for on-ice officiating no member or participant may receive a personal use benefit, cash or otherwise, without the approval consent of the Board of the Directors.

The best way to protect personal integrity is to always operate in an open and well-documented manner.

### *Budgets:*

- A) Annually, each member of the Board of Directors having responsibility for Revenues and/or Expenditures must submit a budget.
  - B) Budgets must be submitted to the President and Treasurer not later than the February Board of Directors meeting.
  - C) Each revenue budget must show the source of the funds, as well as, the basis on which such funds are calculated.
  - D) Each expenditure budget must show the type of expenditure, the amount, the basis of calculation and the justification for the expenditure.
- The Treasurer will collate all budget items for discussion and approval by the Board of Directors.
- E) It will be the responsibility of any member to explain to the Board of Directors, any budget variance from actual, for which they have budgetary accountability.

### *Reconciliation of Registration Monies:*

Not later than January 31st of each fiscal year, the Registrar shall provide the Treasurer with a listing of all monies collected so that the Treasurer may perform reconciliation with funds deposited.

### *PAYMENTS*

- A) All payments must be supported by a receipt and be signed by the member acknowledging that the goods were received or the service rendered.
- B) All payments or requests for cheques (pre-payments) must show the purpose of the payment and the budgetary allocation to which it is to be charged. Receipts must be provided at a later date.
- C) It is preferable to provide the Treasurer with an invoice, which can be paid on the due date or at a later time. Requests for "Urgent Payments" at the monthly Board of Director Meetings must be minimized.

- D) The Treasurer will endeavour to write and mail cheques to suppliers the day following the Board of Directors meeting. (The payee and full mailing address must be provided).
- E) The "WCMHA Cheque Requisition" form must be completed and submitted for payment.
- F) The members of the Board of directors will practice due diligence and obtain three quotes for capital purchases or Association expenditures exceeding the dollar amount of \$250.
  - a. A tender request will be created and approved by the Board of Directors
  - b. A list of potential suppliers will be created and approved by the Board of Director
  - c. If a single individual is tendering quotes from various suppliers, they should be brought forth in sealed envelopes.
  - d. Each tender will be checked for compliance and if compliant, then evaluated against the criteria specified in the tender documentation.
  - e. The tender that offers best value for money will win the business. Remember, value for money does not necessarily mean the lowest price. When a contract has been awarded, the successful tenderer will be advised in writing of the outcome.
  - f. Unsuccessful tenderers are also advised and offered a debriefing.
- G) Every cheque issued by the West Carleton Minor Hockey Association will include two signatures.

#### *FINANCIAL ACCOUNTABILITY*

- A) The Treasurer shall provide the Board of Directors committee with a complete statement of the Fiscal Year-to-Date revenues and expenditures at each monthly Board of Directors committee meeting.
- B) The Treasurer shall provide a statement of revenues and expenditures, sufficient for all attendees at the Annual General Meeting of the West Carleton Minor Hockey Association.
- C) The Treasurer shall keep accurate records and books of account.
- D) Any surplus revenue generated by the West Carleton Minor Hockey Association is allocated toward special projects; otherwise it is to be used toward registration costs.

## **VI. COMMUNICATIONS**

Mass e-mails distributed to the membership shall be limited to those of importance with relations to our organizations important announcements.

- 1. Conditioning Camps
- 2. Specialty Clinics – Goalies, Body Contact, etc...
- 3. Tryouts
- 4. WC Events
  - a. AGM/Special Meetings
  - b. Picture Day
  - c. Telephone Book Sales Day
- 5. Annual Registration

## 6. New Hockey Rule Announcements

Many events, news and important information will be posted on the web site.

1. Persons wanting to send a mass e-mail communication must contact the President stating the purpose of the email.
2. The Board of Directors will decide if the purpose of the e-mail warrants using the mass e-mail distribution system.
3. In the event that the Board of Directors decides not to allow the e-mail distribution the subject at hand may be posted on the web site if deemed appropriate to do so.

## **VII. VOLUNTEER SCREENING/POLICE CHECKS**

Any person that will be performing a role that is deemed to be part of Team Management (Head Coaches, Assistant Coaches, Trainers and Managers) must be agreeable to allowing the WCMHA to have a Police Check completed. The form for facilitating such authorization is defined as Ref: Police Check Authorization Form. Any person not prepared to agree to such will not be allowed to hold any formal position in the WCMHA.

Any person with a record will allow it to be opened and reviewed and based on it's nature a decision will be made whether or not to allow the individual to hold any formal position in the WCMHA.

Notification by the Director of Hockey Operations is to be given each year to all Head Coaches indicating the Policy of the WCMHA to undertake such activity and that acceptance of such is a requirement for people to act in any of these roles.

It is the preference to have all such checks completed as early as possible after people selected for these roles have been identified by the team Head Coaches. Team Head Coaches are responsible for ensuring all such requirements are completed ASAP.

The completed "Consent and Authorization For Police Check Form" should be provided to the appropriate individuals and when signed returned to the Director of Hockey Operations for processing.

The Director of Hockey Operations will facilitate the coordination with the Ontario Provincial Police (OPP) who will handle the formal review activity.

All responses from the OPP will remain confidential to the Director of Hockey Operations for the WCMHA.

## **VIII. TEAM PERSONNEL INSURANCE**

The WCMHA will cover the costs of any combination of up to 5 Coaches, Trainers, Practice Coaches and Managers for each Team, at all levels Novice through Juvenile. These people will be included on Team Lists and will be covered by insurance paid for by the WCMHA.

It is recognized that at some Initiation levels a higher ratio of on ice participants is required.

As such for the Initiation Levels the following will apply:

Initiation Levels "D" and "C" will also be up to 5.

Initiation Level "B" will be up to 6

Initiation Level "A" will be up to 8

Teams are allowed to add additional people on the Team Lists but the costs associated with all people above the numbers covered by Policy will be borne by the respective Team.

Each year Team Managers/Head Coaches will provide the WCMHA - Registrar a list of the Management/Coaching Staff that will be included on the Team List. This list of Team Management/Coaching Staff normally includes a Head Coach, Manager, Trainer and any combination of Assistant Coaches, Practice Coaches or additional Trainers that the Team Head Coach decides on, up to the maximum of 5. These names will be sent to the ODMHA and will appear on the formal Team List.

Teams wanting to carry more people (i.e. additional Trainers or Practice Coaches) than what the Policy above allows can do so. To get the additions onto the formal ODMHA Team List the Team Manager(s) must provide a cheque made out to the WCMHA (forwarded to the WCMHA Registrar) at the time of request for any/all additions. Since these costs are subject to change by ODMHA the exact amount will be determined each year by the WCMHA Registrar. Once paid for and submitted these people will then be added to the Official Team Lists and are covered by applicable insurance.

Of Important Note – Being on a Team List does not negate the need for Bench Personnel to have completed any/all other Certification, Speak Out and Police Check requirements to be on the bench during a game or on the WCMHA Official Team List.

## **XIX. TEAM FUNCTIONS**

The Hockey Canada Insurance Program covers the following low risk events such as:

- Raffle Ticket Sales
- Registration Booths in a Mall
- Proof of Insurance Requests from cities or towns for Ice Rental Agreements
- Special Development Programs
- Dry land Training
- Rental of Facilities for meetings related to the function of the team or association.
- Sanctioned Tournaments
- Silent Auctions / Dances- sanctioned only

If approved by your Branch Office.

Any other team function will require a special event sanction permit, this can be attained through the Ottawa District Hockey Association office [www.odha.com](http://www.odha.com)

## VIII. TRAVEL

Teams should have the support of all parents before making travel plans. Coaches/Managers are not to dictate travel plans. The choice of whether to travel and where, is to be a group decision.

It is important for all players/parents to agree to travel dates, destination mode of transportation, accommodation plans (hotels/hostels/billets), and what portion of funding required will be fundraised versus paid by players/parents.

The Manager is responsible to maintain and have available the validated copy of the Official Team List when traveling out of the home Region. As well, a copy of each player's Birth Certificate, or other acceptable proof of age, is to be available. The coaching bench staff must also have evidence of ODMHA team list registration and their certification.

Player and Team staff suspensions received within home region play is in effect when traveling and apply to all tournament and exhibition games activities.

### TRAVEL PERMITS

Teams require travel permits for:

- All tournaments outside of the ODMHA
  - Kingston, Toronto, North Bay, etc...
- All exhibition games outside the ODMHA

***All games must be sanctioned by Hockey Canada for insurance purposes.  
Travel Permits must be obtained to ensure insurance coverage.***

Teams travelling without a permit may be disqualified from tournament play by the hosting Tournament Director. Therefore the permit must be available at all tournaments. Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team travelling without an appropriate travel permit will result in a 14-day suspension to the responsible team official(s). A second offence will result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.

Teams must contact the District 4 Chair to request a permit as far in advance as possible. A signature from the President is required before contacting the District 4 Chair. The Travel Permit must be in physical possession of the team at their game(s).

Travel permits are not required for:

- regularly scheduled league games
- regularly scheduled league playoffs
- Tournaments within the ODMHA

## EXHIBITION GAMES

Any team hosting an exhibition game with a team outside of the ODMHA is required to obtain approval from the WCMHA Board of Directors in order to ensure insurance coverage.

All games must be sanctioned for insurance purposes.

Upon completion of the game a copy of the game sheet must be submitted to the President. Future exhibition games may be withheld if any game sheet is not returned.

## **VIII. FUND RAISING GUIDELINES**

All members of the Association, players and participants, have a responsibility to project a positive image of the Association, and conduct themselves above reproach, when presenting themselves as members of the WCMHA. This is particularly true when raising funds from the community for the use of teams.

Funds for team use are available either through parent contributions, direct or indirect, or fundraising activities.

The following guidelines for fundraising activities must be adhered to:

- fund raising activities should be carried out within the Association boundaries
- the activities must be included in the team budget approved by the team parents/guardians
- all activities must be well supervised and controlled
- team management is responsible for ensuring the Association policy and municipal bylaws are adhered to
- the Social/Fundraising Convenor must be advised of all fundraising events/activities, including their proposed dates at least two weeks prior to the commencement of the event/activity
- the WCMHA Board of Directors has the right to audit records and verify amounts raised
- the President must be advised of all special events held outside of rinks, such as public fundraising, in order that the ODMHA can or may need to be advised, to ensure all Hockey Canada and ODMHA insurance requirements are met.

With respect to the use of fundraised monies, versus those directly contributed by parents the following principle has been applied.

All purchases of a personal nature must be sourced from parent contributions. Expenditures in support of team activities may be sourced from fundraised revenues. Note that expenditures in support of team activities may also be sourced from parent contributions if the team agrees to reduce fundraising activities.

Following are the categorization of expenditures by each category, along with any applicable limits.

Personal - Parent Contributions

- personal clothing items, e.g. tickets, track suites, hats
- personal use equipment bags
- any personal use hockey equipment

- photographs - team or individual
- travel expenses other than as explicitly provided for through Fundraising, i.e. bus and coach's accommodation
- entertainment, including tickets to sporting events
- meals, at team events, e.g. beginning of season gathering, Christmas party, year-end banquet or at tournaments
- trophies
- coach's gifts

#### Team – Fundraising

- tournament registration fees
- rental of a bus for the purpose of attending a tournament - maximum one per year
- the cost of one hotel/motel room for coaching staff at an away tournament – but only if the coach is not a parent of a player on the team
- the cost of gas and/or tolls for the coach to attend an away tournament
- the cost of meals, excluding any alcohol, for the coaching staff at an away tournament
- ice costs
- dry-land training
- on-ice officials for exhibition games
- timekeepers
- other administration expenses in support of team activities, e.g. faxes, phone calls, correspondence
- team socks, one away and one home set
- name and sponsor bars
- expenses required for fundraising activities

Direct parent contribution will recognize that some component of fundraising is sourced from the parents themselves.

If a team wishes to fundraise for a cause other than their particular team the following conditions must be met:

- the charity must be clearly identified
- there must be 100% parent/guardian approval on the particular team
- the initiative must be pre-approved by the WCMHA Board of Directors

## **IX. SPONSORSHIP POLICIES**

All team sponsorships shall be the responsibility of the individual teams. The suggested fee for full team sponsorship should be at least \$1500-2000. However, a team may obtain more from a sponsor if desired. Teams may obtain more than one sponsor at a rate of \$125 or more, per sweater (\$250 for both home and away sweaters for one player).

Many corporations make substantial contributions to our Association through sponsorship of teams, telephone book advertising, tournaments, and other Association programs. A list of these corporate sponsors is located on our website.

Each team will be responsible for obtaining sponsor name bars for their sponsors and having them sewn on. Name bars must be in accordance with the "Logo and Colour Usage Policy" (refer to section VII).

The managers have the following duties regarding sponsors:

- Obtaining the sponsor(s) for your team.
- Provide background about the team (level, league etc.), when they play and practice and welcome the sponsor to visit any time. It is important that the team Manager maintain regular verbal and/or written contact with the sponsor(s).
- It is the responsibility of the team to deliver a framed, engraved (showing the team name, sponsor name and year the picture is taken) team picture to the sponsor, as early as possible.
- Managers must ensure that the Name Bar on the back bottom of the team sweaters is uniformly consistent with the name of the team sponsor.

## **IX. EQUIPMENT**

### ***GOALTENDING GEAR***

#### **For 2008-2009 Equipment Change:**

Parents can opt to receive new equipment with applied policies and fees, or remain with old equipment for 2007-2008 and return no later than April 30<sup>th</sup>, 2008.

#### **Goaltender Equipment Rental**

Due to the expensive cost of purchasing goaltender equipment, the WCMHA rents goalie equipment to Warriors, to reduce the cost to parents. Goalie equipment rental is available for summer hockey schools as well as the regular season.

#### **Goaltender Equipment Policy**

- The goaltender equipment is the property of the West Carleton Minor Hockey Association (WCMHA). The equipment is to be used for ice hockey only; it is strictly forbidden to use the equipment for uses other than ice hockey (such as, but not limited to, street hockey, in-line hockey, playing hockey in basements).
- For seasonal rentals (September to April), the equipment must be returned by April 30<sup>th</sup>, or as instructed by the Equipment Manager. If the equipment is not returned by the specified date, a collection agency will be called upon to retrieve the equipment on behalf of the WCMHA. The appropriate refund will be made to the parent/guardian when the equipment is returned.
- For summer rentals (May to August), the equipment must be returned no later than August 31<sup>st</sup>, or as instructed by the Equipment Manager. The appropriate refund will be made to the parent/ guardian when the equipment is returned. If the equipment is required for the upcoming season, the rental fee for the season must be paid immediately; otherwise a collection agency will be called to retrieve the equipment on behalf of the WCMHA.
- The equipment must be returned in good condition, with normal wear and tear. The Equipment Manager reserves the right to keep any deposit if he/she deems that the equipment is returned in unsatisfactory condition.

## How to Rent Goalie Equipment

Please contact WCMHA Equipment manager 5-7 days in advance to rent equipment.

The equipment manager will arrange for a convenient time to meet you at the local arena.

\*NOTE – WCMHA does not rent equipment for birthday parties or single-day events.

## Goaltender Equipment Rental Fees

### Summer Rental – May to August

- \$60 per calendar month or portion thereof, appropriate amount reimbursed when equipment is returned. A \$200 deposit is required.

### Season Rental – September to April

Novice B Novice C	Novice A	Atom	Pee-wee to Juvenile	Item
Supplied to each team. See Note below.	\$30	\$30	\$30	Blocker
	\$30	\$30	\$30	Trapper
	\$30	\$30	\$55	Chest Protector
	\$30	\$30	\$55	Pads
	\$120	\$120	\$170.00	TOTAL

*\*only Novice teams will be issued goalie sticks.*

Plus a \$250.00 security deposit, reimbursed at year end.

NOTE: WCMHA supplies each Novice B and C teams with one set of goaltender equipment bag (pads, chest protector, blocker, trapper, and throat protector) as Novice B and C rotates players in nets unless they have a designated goalie. They are to start the season with full player gear, helmet with full shield, throat protector, mouth guard, shoulder pads, elbow pads, pants, knee pads, socks, jock, gloves, and bag and skates.

Novice A designates a full time goalie; they may supply their own or pay the rental fee and obtain equipment through WCMHA.

## **SWEATERS**

Each Head Coach must ensure that the sweaters are returned at the conclusion of the Minor Hockey season in clean condition. Any player that did not return their jersey, shall be added to wait-list for next season's registration.

## **PUCKS**

Each Head Coach is provided with a bucket of 40 pucks at the start of the season.

## **TRAINER KITS**

Each Head Coach is provided with a trainer kit at the start of the season.

## **IX. EQUIPMENT MANAGER**

### **Inventory List**

The Equipment manager is responsible for managing and maintaining a list of WCMHA Equipment.

### **Equipment Purchases**

The Equipment manager is responsible for purchasing equipment based on the upcoming season's needs from various local suppliers. All equipment purchased must be approved by the Board of directors.

Sweaters are to be replaced within their given life cycle, approx. 3 seasons for Bantam/Midget, 4 seasons for Peewee and 5/6 seasons for Novice/Atom. Sweaters will be purchased as a starter set of 20, extra sets within are to be used as replacement in the event of loss or for affiliated players.

The numbering of sweaters is to be consistent at all levels as follows: 1 to 12, 14 to 20 and 30. In general, sweater numbers 1 and 30 are larger sizes for goalies.

### **Tender Process**

The Board of Directors shall approve the request for tender and the suppliers pursued for quotes.

If a single individual is tendering quotes from various suppliers, they should be brought forth in sealed envelopes. Each tender will be checked for compliance and if compliant, then evaluated against the criteria specified in the tender documentation. The tender that offers best value for money will win the business. Remember, value for money does not necessarily mean the lowest price. When a contract has been awarded, the successful tenderer will be advised in writing of the outcome. Unsuccessful tenderers are also advised and offered a debriefing.

## **VII. LOGO AND COLOUR USAGE**

The WCMHA logo is the private property of the Association. The logo and the "Warrior" name may be used on products, jackets other garments and written or printed materials only with prior written approval of the Board of Directors through the President.

Local suppliers have the approved logo available and their products are available for purchase, they are invited to showcase their wares on our WCMHA Picture Day.

The approved colours for all Association purposes are: "black, gold and white". All authorized use of the Warriors name and logo will also reflect this colour policy. Teams may only use jerseys provided by the organization and socks of the approved

design and material. Rare exceptions may be permitted with prior Board of Director approval.

### **VIII. HOCKEY SWEATER, SOCK & NAME BAR**

The WCMHA provides each team with two sets of sweaters, home white and away black.

All teams must purchase Association colour hockey socks to be worn every game.

Periodically the WCMHA Equipment Manager may determine that sweaters have served their useful lifetime and will be replaced.

Sponsor Name Bars and Player Name Bars will be sewn on the back of sweaters in a strictly consistent manner as follows;

Size – 3" lettering

Colour:

A white name bar with black letters for home sweaters

A black name bar with gold letters for away sweaters

Same coloring for sponsor bars

Sewing must be done with care. A long stitch should be used to prevent damage to the sweater when the sponsor or name bar is removed.

All teams will be notified regarding sweater distribution. In order to maintain control of sweater and equipment inventory only the Equipment Manager, or his/her designate, is allowed to distribute sweaters. Any team staff requiring sweaters and/or equipment must make prior arrangements, at least seven days in advance, with the Equipment Manager.

Washing of sweaters must be done with care, avoiding high heat particularly when drying. Excessive heat will permanently shrink all or parts of the sweaters, rendering them useless to the team. Care should be used in maintaining the sweaters. The Association may not be able to replace a destroyed or lost set of sweaters until the following year and only through a relatively expensive and lengthy ordering process, as Warrior sweaters are custom made to our specification.

When not in use, sweaters should be stored in a warm dry place.

When returning sweaters at the end of the season, team management is responsible to

- ensure that player name bars have been carefully removed,
- that all sweater sets are complete (none missing), and
- that the sweaters have been carefully washed and are ready for storing.

Any sweater set not returned by a player shall result in their name being placed on a wait-list for next season's registration.

## **XII. TOURNAMENTS**

Minor hockey tournaments offer an enjoyable opportunity for players at all levels to demonstrate their hockey skills in a competitive environment that encourages fair play, and above all, fun. Your Board of Directors encourages all teams to participate in and support tournaments at home, in the local area, other areas of the province. Guidelines are as follows and are to be strictly adhered to, with any exceptions referred to your President for approval:

All tournament arrangements must be in accordance with all Hockey Canada, ODMHA rules and regulations. Tournament entry fees are paid through team budgeting and funding.

Teams should enter sanctioned and reputable tournaments in which the WCMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.

***At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.***

## **XIII. EXHIBITION GAMES**

Any team hosting an exhibition game is required to ensure insurance coverage; all games must be sanctioned for insurance purposes. Recreational teams are not allowed to play competitive teams.

## **XIV. DRESS CODE FOR COMPETITIVE TEAMS**

It is the policy of the WCMHA that teams playing at the "B" Rep. level will abide by the following dress code.

It is customary that Players and Coaches representing the WCMHA at the Representative levels wear a "shirt and tie" or a custom manufactured turtle neck/golf shirt with the West Carleton logo when traveling to/from and while attending all home/away team games. This will normally be combined with black pants.

Atom through Midget Rep. Levels can adopt the standard "shirt/tie/black pants" combination or also have the option of acquiring yellow/gold turtle necks/golf shirts that can be substituted for the shirt and tie. These can be purchased with an embroidered "Warriors" or "West Carleton" logo.

Head Coaches at House League levels are free to adopt this dress code.

Head Coaches (at the start of the year) can decide within the Policy rules above what approach they would like to take. At all levels a vote of the Players and Parents can be taken with a majority vote determining approach. One or the other must be decided. Teams are not allowed to mix approaches on the same team, unless it is agreed upon to wear shirt/tie/black pants to regular league games and designated mock neck/turtleneck for tournaments. If a custom manufactured shirt is selected, all shirts on the Team must be the same color.

Head Coaches are to ensure that this “dress code” policy is applied right from the start of the year.

## **XV. CLINIC REIMBURSEMENT**

The WCMHA will reimburse all Coaches and Trainers who successfully complete any Ottawa District Minor Hockey Association Coach (ODMHA) clinic in which their involvement has been pre-approved by the President.

All Coaches in the WCMHA require certification at the Intro Coach/IP, Coach Stream, Coach Developmental 1, as defined by the ODMHA.

Persons wishing to become Coaches or Trainers in the WCMHA or upgrade their existing levels must make the request to the President prior to enrolling in these clinics.

The President will budget for such expenses on a yearly basis, will determine need for such and manage expenses by withholding approval if he believes such approval would not benefit the WCMHA.

On attaining successful completion Coaches and Trainers will submit formal proof of this successful completion to the Treasurer who will approve such reimbursement requests and forward to the Treasurer. The Clinic Reimbursement Form available on our website must be submitted.

Persons wishing to take such clinics but not requiring reimbursement require no approval to do so from the WCMHA.

## **XVII. ICE ALLOCATION, RESPONSIBILITIES AND PAYMENT**

The Association President or the Board of Directors 1<sup>st</sup> Vice/2<sup>nd</sup> Vice is responsible for submitting in a timely fashion all WCMHA ice requests to the City of Ottawa and the local township arenas.

A payment schedule provided by the City of Ottawa/Townships is to be provided to the Treasurer by the Association President or 1<sup>st</sup> Vice/2<sup>nd</sup> Vice in order to avoid late fees and interest.

One hour of ice rental is comprised of 50 minutes of access to the ice, plus 10 minutes for resurfacing.

From time to time the Association requires use of otherwise allocated ice for playoff games, make-up games etc. In such cases the Ice Coordinator will reassign previously allocated ice.

Ice may be shared by two teams within a Division, subject to scheduling arrangements by the Ice Scheduler.

If two teams arrive for the same hour of practice, regardless of fault, the following is to be adhered to:

- each team will use half of the ice
- the coaching staff must ensure the safety of all players
- any required costs for the ice will be shared equally by both teams
- the Ice Scheduler is to be informed as soon as possible

If two WCMHA teams arrive for the same hour of ice, one for a practice, the other for a game, the game will be played.

## **XVIII. TEAM FINANCIAL REPORTING**

Financial control is important to the image and reputation of any organization. Recognizing each team has expenses throughout the year for various team or player purposes the following procedures must be followed.

Each team must prepare and present to the team's parents/guardians a formal budget for the season. The budget must be approved by at least two thirds of the team, with each set of parents/guardians of each player receiving one vote.

An approved budget must be submitted to the Treasurer no later than November 31st of the current season (a sample budget is located in the Team Manager's Handbook).

A Final Financial Report for the full season is to be prepared and available to the parents/guardians no later than April 1st, or 10 days after the final team activity, e.g. party, whichever is later, with copies the Treasurer.

Excess funds in the year-end team account may be distributed in one, or both of two ways, subject to the restrictions on fund raising.

1. To the extent the excess originated from funds provided by parents/guardians the excess may be refunded to the parents/guardians.
2. To the extent funds raised (from public solicitation) exceed allowable expenditures of those funds the excess should be donated to support local community charities.

Team records must be provided to the Treasurer or parents/guardians within seven days of a request, whether verbal or written.

All bank account names should include the level and "WCMHA". For example, the bank account for the Atom A-House League team would be reflected as follows:

"WCMHA Atom A".

It is important that accounts are opened at the beginning of the season and closed the end of the season with a balance of 0.

It is recommended that all team bank accounts require two signatures. Personal bank accounts should not be used.

All budgets and financial statements shall show:

Revenues:

- a) Amounts pledged by members of the team
- b) Amounts acquired through fundraising
- c) Amounts acquired through Sponsorships
- d) All other revenues

Expenses:

- a) Tournament fees
- b) Plaques and name bars for sponsors
- c) Ice rental costs
- d) All other expenses

## **XIX. MEDICAL AND FIRST AID POLICIES**

At least one member of each WCMHA team must have completed the Trainers Course Clinic. It is important that every minor hockey team have a certified trainer on hand.

The responsibilities for Trainers are outlined in their HCTP trainer's manual. Injury reports and case reports must be filled out by the trainer and submitted to the ODMHA. All players returning to teams after injury must provide a doctor's note to provide medical clearance before participating in any game or practice.

## **Appendix A - WCMHA Initiation Program Philosophy & FAQ's**

### **What is the Initiation Program?**

The Initiation Program (IP) is a Hockey Canada sponsored program that introduces the basic skills of hockey in a fun and safe environment, and focuses on the development of skills in a non-competitive environment.

### **The Goals of the IP Program are the following:**

To have fun while playing hockey and engaging in physical activity  
To learn the basic skills required to-play the game of hockey.  
To develop an understanding of basic teamwork through participation in a variety of activities and adapted game situations.  
To create and refine basic motor patterns.  
To be introduced to the concepts of cooperation and fair play.  
For more information on the CHA Initiation Program, please check out the following web page:  
<http://www.hockeycanada.ca/e/develop/players/initiation/index.html>

### **WHEN DOES THE PROGRAM START AND WHO IS THE INITIATION PROGRAM FOR?**

The IP program in the West Carleton Minor Hockey Association runs from mid October until the end of March and is for boys and girls who are 4 - 6 years old. The IP program is made up of 4 groups that are given two 1-hour ice times per week.

### **DO IP TEAMS PARTICIPATE IN TOURNAMENTS?**

The younger IP teams participate in Initiation level ?Fun Days? and have an opportunity to host their own ?Fun Day? over March break. Scores are not posted and all participants receive a medal/trophy. Participation in Fun Days are not covered by the registration fee, they are also not mandatory. Canadian Tire Kanata sponsors a "Fun Day" for 2nd year players in April.

### **WHAT EQUIPMENT DOES MY CHILD REQUIRE?**

Hockey helmet and face mask (Must be CSA approved and properly fitted)  
Socks and garter belt (or undergarment with Velcro to hold socks - normally holds Protective Cup/Jill as well)  
Neck guard (BNQ certified) which is neither too loose nor too tight  
Shin pads (proper size and length)  
Shoulder Pads (proper size to protect shoulders and upper arms area)  
Mouth guard (proper size)  
Elbow Pads (proper size)  
Skates - properly fitted and sharpened  
Hockey Gloves (proper size - avoid short cuffs as they do not provide proper protection against slashes to the wrist area)  
Stick - properly measured while on skates - should be at chin level; end of stick (knob) must be thick enough to not fit through any facemask openings.  
Hockey Pants (proper size and length)  
Protective Cup/Jill (proper size)

### **WILL MY CHILD BE PRACTICING AT THE SAME TIME EACH WEEK?**

The IP Program is given two consistent ice times per week, located at the W. Erskine Johnston arena and Kinburn.

### **WHO SPONSORS THE INITIATION PROGRAM?**

For the WCMHA Initiation Program, we are sponsored by Canadian Tire Kanata, they generously supply a jersey for each child and possibly a welcome kit. They have also supplied our program with goalie equipment.

Other notes:

There were approx 95 children last year; the program has a maximum of 100.

The first weekend of November, the children will be asked to participate in W/C phone book sales. For each book sold a \$1 will be given to the team. The other proceeds help to offset the cost of hockey registration. On the same day we participate in a food drive to support the local community.

Picture Day is generally the 2nd weekend in November.

## Appendix B – Registration Refund Form

### West Carleton Minor Hockey Association REGISTRATION REFUND POLICY Refund Registration

If for any reason a member decides to terminate his membership, a Registration Refund form must be filled out and submitted to the WCMHA for consideration (see below).

Refunds will be granted according to the date the written application is received by the WCMHA and the following table.

Before Season Start (September 30<sup>th</sup>) – full refund less \$40 admin fee.

During the month of October	90% less \$40 admin fee
During the month of November	75% less \$40 admin fee
After December 31 <sup>st</sup>	NO REFUNDS

*This form is to be used for registration refunds only.*

***Please note: rep tryout fees are not refundable, unless you're player is released to another Association for a higher level of play that WCMHA does not offer.  
Full refunds (no admin charge) are granted to players that leave WCMHA for a higher level of play that WCMHA does not offer.***

Name: \_\_\_\_\_

Name of Player requesting refund: \_\_\_\_\_

Reason for refund: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Submit:  
Registrar, WCMHA  
Box 406, Carp, ON  
K0A 1L0

<i>For Office Use Only</i>	
Registrar	Treasurer
Amount Paid: _____	Date Refund Cheque Issued: _____
Player removed from Registration List: <input type="checkbox"/>	
If applicable, LC Notified: <input type="checkbox"/>	

# Appendix C – Certification Reimbursement Claim Form

## West Carleton Minor Hockey Association

### Certification Reimbursement Claim Form

---

**PERSONAL INFORMATION:**

please print or type

Name \_\_\_\_\_  
*last name* *first name*

Address: \_\_\_\_\_

City: \_\_\_\_\_ P.Code \_\_\_\_\_

Phone \_\_\_\_\_  
*home* *work*

email: \_\_\_\_\_

Team \_\_\_\_\_

Position:  Coach  Asst/Coach  Trainer  Manger

---

**CLINIC INFORMATION:**

## **Revision History**

### **Document History**

<b>Version</b>	<b>Author</b>	<b>Release Date</b>	<b>Modifications</b>
Draft – Version 1	S. Malloy	03/25/2008	First Draft Version
Draft – Version 2	S. Malloy	07/31/2008	Revisions from Board Of Directors
Draft – Version 3	S. Malloy	08/21/2008	Final Revisions from Board of Directors
Update	S. Malloy	11/18/2008	Revision to clarify Team Personnel Insurance and goalie equipment.