



# **WEST LORNE MINOR HOCKEY ASSOCIATION**

## **RULES, REGULATIONS, POLICIES & PROCEDURES**

**Adopted by the WLMHA Board of Directors on September 13, 2023**

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### **Definitions:**

“Association” means West Lorne Minor Hockey Association

“OHF” means Ontario Hockey Federation

“OMHA” means Ontario Minor Hockey Association

“WLMHA” means West Lorne Minor Hockey Association

**1. Governance**

West Lorne Minor Hockey Association (WLMHA) operates under the governance of the Constitution and Manual of Operations of the Ontario Minor Hockey Association (OMHA).

**2. Player Eligibility**

- 2.1. All players must be eligible by:
  - 2.1.1. Being properly registered with WLMHA
  - 2.1.2. By age as per the OMHA player eligibility rules;
  - 2.1.3. By residence as per OMHA boundaries and shared areas.
  
- 2.2. Player releases in accordance with OMHA Regulation 3.5 - Exemption to Play in Another Centre will be determined by OMHA regulation. Release fees as per OMHA scale to be collected prior to release issued.
  
- 2.3. Players from outside the WLMHA jurisdiction must abide by the OMHA rules & regulations.

**3. Association Affiliation**

- 3.1. WLMHA shall be considered affiliated with OMHA, Ontario Hockey Federation and Hockey Canada.
  
- 3.2. Affiliation with representative teams shall be governed by the OMHA Constitution.

**4. Coach Selection**

- 4.1. Coach Selection shall be completed by a Coach Selection Committee as defined in the WLMHA Constitution.
  
- 4.2. Coaching applications will be available by April 1st for the following season each year.
  
- 4.3. Notice of coaching applications will be made online through WLMHA website.
  
- 4.4. Coaches will be selected by the Selection Committee based on submitted application, qualifications, interviews, and submission of practice plan(s). Outside evaluators may be used in the interview process. Criteria for selection of coaches will be provided to evaluators, and will be used by the Selection Committee in determining the successful candidate.
  
- 4.5. After the Coach and Trainer positions are filled, additional Team Officials may be designated up to a maximum for five (5), and will be designated as either Assistant Coach, Assistant Trainer, or Manager, with only one Manager identified on their roster, in accordance with OMHA Regulation 6.1 d) ii).

- 4.6. A person may be electronically registered to a maximum of two (2) different OMHA teams only.

## **5. Tryouts**

- 5.1. All fees must be paid prior to the first tryout unless a prior arrangement has been made with the WLMH Board.
- 5.2. The West Lorne Minor Hockey Association (WLMHA) permits all competitive coaches to select their team. Head coaches are permitted to pick instructors to help with the try-out procedure.
- 5.3. The Director of Coaching will approve all on-ice instructors/coaches involved in running the tryout(s) on the ice. Additional assistants may be assigned to conduct on-ice drills during the tryouts. Additional, third-party evaluators (not part of assigned coaching staff) may be assigned to assist with tryouts at the discretion of WLMHA.
- 5.4. The coaches conducting tryouts are responsible for ensuring that all players receive an equal chance to demonstrate their skills.
- 5.5. Discussions that take place regarding player evaluations are confidential, and will not be discussed with parents or other people outside the evaluation process. When a player is cut from a team, parents are not to seek out and contact evaluators about this. The coach or groups representative, who contacts the player or parent, is the only one who is to discuss why the player was cut. In doing so, a comparison to any other specific child shall not be used.
- 5.6. Once team selections have been made by the coaches, they will attempt to notify all parents/players in their age group of their placement via website post. Every effort will be made to notify all parents/players in an age group on the same day of the final tryout by 11pm.

### **Attendance at Tryouts**

- 5.7. All registered players are guaranteed a minimum of 2 tryout skates. If a player cannot attend a tryout skate, for any reason, they must contact the Director of Coaching prior to the tryout that will be missed. A player must attend at least (2) of the tryout skates to be considered for the Rep teams, unless in accordance with 5.9.
- 5.8. If a player misses tryouts because of injury, illness, or a transfer from another center, the Director of Coaching and, if applicable, coaches from the child's previous hockey season, will meet and discuss how to proceed. (Place the child on the team if the decision is obvious, or allow for the player to be viewed in an evaluation set up when healthy). Any decision will be pending Board approval.

### **Eligibility of an Underage Player to Tryout**

- 5.9. Per OMHA Regulation 3.6, the WLMHA has established criteria for an underage player to tryout. An underage player shall be eligible to try out for a higher age team, and qualify by ability in accordance with section 8 - Player Request to Move Up.

### **6. Teams/Rostering**

- 6.1. Per OMHA Regulation 4.1 c) pertaining to C centres and below, all Representative Teams shall not have more than nineteen (19) players, and no less than eight (8) players. The exception is U21 which may register up to 25 players, but may only dress twenty (20) players for any game, per OMHA Regulation 4.1. If an additional entry team is to be entered, that first entry team shall not have less than eleven (11) players and the additional entry shall not have less than nine (9) players.
- 6.2. House/Local League teams may register up to nineteen (19) players, and no less than eight (8) players, with the exception of U18 and above which may roster up to twenty five (25) players.
- 6.3. All house/local league U7/Initiation Program players shall be provided with an opportunity to play goal in accordance with [Hockey Canada Player Pathway for U7 Timbits](#).
- 6.4. No house/local league player will be moved between teams after the deadline of December 1st unless approved by the WLMHA. No house league player or trades among the teams may be made without the consent of the Player Movement Committee. The Player Movement Committee shall notify the Board of Directors of any changes made within the house league teams.
- 6.5. If a representative team player leaves his/her team of their own accord after being selected he/she can only play for a house/local league team if an opening exists. This player may not return to his/her representative team for the balance of the season.
- 6.6. Any player requesting to be removed from a representative team must first notify their coach, who will immediately refer the request to the Player Movement Committee.
- 6.7. If a new player moves into residence after the representative team rostering process is complete, rostering with the representative team is subject to the rules and regulations of OMHA and the WLMH Tryout Policy in Section 5.8 above.

- 6.8. Tryouts for representative teams will be in accordance with OMHA schedules and centre classifications for each season.
- 6.9. No player may be transferred between representative teams within the Association without the approval of the WLMH Board of Directors.

## **7. Affiliate Players**

- 7.1. An affiliate player is a player who participates in a team other than the team to which they are rostered.
- 7.2. An Affiliate player must be rostered in accordance with OMHA Regulations.
- 7.3. An affiliate player is only permitted to participate/play in one (1) team of a higher age group/category during the playing season, per OMHA Regulation 7.1 a).
- 7.4. To be eligible to play in OMHA Playdowns and/or League Playoffs with their rostered team, a player affiliating to another team, including Junior, must have played in a minimum of fifty (50) percent of the regular season League games played by their rostered team after they have been rostered with that team in accordance with OMHA Regulation 7.2 b).
- 7.5. An affiliated player must fulfill their responsibility of attending games and practices with their rostered team unless permission from their coach is granted. Failure to do so will result in the player's name being removed from the affiliated players list.
- 7.6. Before Affiliated players may play for the affiliate team, the coach of the affiliate team must submit the completed Offer of Affiliation to the Registrar.
- 7.7. Permission of the rostered coach must be sought for each time the AP is to be used.
- 7.8. Affiliate Players cannot be charged Representative Team Fees for the affiliated team.
- 7.9. Coaches must AP a minimum 3 players from their team's birth years . After meeting this condition, a coach may AP players from the year younger birth year. For example, in the case of combined birth year teams, like U11 (2012/2013), the coach must AP a minimum of 3 players from 2012/2013. Following, the coach may AP a player from 2014. In the case of no additional teams from the same birth year, a team may AP directly from the year younger birth year.

- 7.10. Not more than a maximum of nineteen (19) AP players shall be permitted per team per OMHA Regulation 7.1. If a team has selected the maximum number of affiliate players, at least two (2) affiliate players must be a goaltender in accordance with Regulation D 1b): Affiliation from the [Ontario Hockey Federation 2023/2024 Playing Regulations](#).
- 7.11. In the case of any U9 player to be used as an affiliate player, they shall not be permitted to affiliate to a higher age team until January 15th when the full ice season has started, in accordance with the [Hockey Canada U9 Player Pathway](#).
- 7.12. All Affiliated Players are to have an open invite to practice(s) of the team they are affiliated to.
- 7.13. Using an Affiliated Player in a game is at the discretion of the coaching staff of the team to which the player is rostered as an affiliate.
- 7.14. In accordance with the WLMHA Constitution, the WLMHA shall have the authority to impose suspension on any player who affiliates with another league or playoff series without the sanction of the WLMHA executive.

## **8. Player Request to Move Up**

- 8.1. This regulation is created in accordance with OMHA Regulations 3.6 - Eligibility to Play in Higher Division.
- 8.2. No team player will be advanced to a higher age group without the consent of parents and coaches involved and the Board of Directors.
- 8.3. Players are encouraged and expected to play in their appropriate age division. Exceptions to this rule will be considered on a case by case basis in accordance with this section and with respect to the best interest of the **child** involved.
- 8.4. The rationale of the Player Request to Move Up is to provide for those athletes who display 'exceptional skill' and excel to an 'elite' level at their positions.
- 8.5. Any requests for a player to move up must be made to the WLMHA Board. A "Player Request to Move Up" form must be completed by the parents and submitted to the Board of Directors. The parents/player will receive contact when the process has started.
- 8.6. The player must be properly registered, and registration fees fully paid with the WLMHA prior to the 1st scheduled try-out.

- 8.7. Players trying out for more than one (1) Rep team must pay the additional tryout fee for the second team.
- 8.8. The player must be eligible by residence as defined by OMHA boundaries.
- 8.9. Any player obtaining permission to tryout or move up as an underage player will be allowed to try out or move up for no more than **one** higher-aged team per season.
- 8.10. If the player moving up is requesting to be moved up to a team that does not hold official tryouts (for example from U8 Local League to U9 Local League), the player shall attend three (3) practices of the higher age team and be evaluated by the Evaluation Committee as outlined above. In-season evaluations (i.e. after tryouts) for player movement will be considered upon request by the Player Movement Committee, the Director of Coaching, and the coach(es) of the team involved.
- 8.11. The evaluation of the underage player shall including the following:
  - 8.11.1. WLMHA shall appoint a committee to evaluate the underage player. This committee shall include up to three (3) independent evaluators as recommended by the Director of Coaching.
  - 8.11.2. The names of the evaluators, as recommended by the Director of Coaching, shall be forwarded to the WLMHA Board of Directors for review no less than 24 hours prior to the 1st tryout or player evaluation. If the Director of Coaching has a conflict (i.e. a child on either the higher or lower-aged team), he/she shall appoint another Board member in his/her place who does not have a conflict.
  - 8.11.3. A standard evaluation form shall be given to all evaluators prior to the try-out or player evaluation.
  - 8.11.4. An underage player **may only be approved for selection** to the higher-aged team on one of the following conditions:
    - 8.11.4.1.1. is evaluated and ranked as the top goaltender;
    - 8.11.4.1.2. is evaluated and ranked as a top 3 skater.
  - 8.11.5. The assigned Evaluation Committee will determine the underage player's **eligibility for selection** to the higher team no later than the conclusion of the third tryout or three (3) practices with the higher aged team.
  - 8.11.6. Once the Evaluation Committee's determination has been made, the recommendations will be provided to the Director of Coaching (or his/her



appointee). The Director of Coaching (or his/her delegate) will notify the head coach of the higher-aged team, and will provide notice to the WLMHA Board of Directors.

- 8.11.7. The WLMHA Board of Directors shall review the determination of the Evaluation Committee and provide notice of the decision to the coach of the higher-aged team as to selection/non-selection of the underage athlete to the team.
- 8.11.8. The Evaluation Committee may provide a determination to the Director of Coaching (or his/her delegate) regarding the underage athlete's non-selection at any point after the conclusion of the second try-out or second evaluation.
- 8.12. At the end of the current season, an underage player must return to the team of his/her proper age division and must follow the same procedure for the upcoming season if he/she will be requesting to play for a higher-aged team again.

## **9. Equipment**

- 9.1. The Association shall enforce the ruling that every participant playing hockey within the Association must wear mandatory OMHA approved equipment during practice and at games. The Association may ask for proof that the participant is medically capable to play the game. A list of required equipment shall be available on the WLMHA website.
- 9.2. It is mandatory for all players to wear the required approved hockey equipment as per 'Hockey Canada' rulebook at all games and practices. Failure to comply may result in discipline as determined by the Discipline Committee.
- 9.3. All on-ice coaches, trainers, assistant coaches or volunteers are required to wear a C.S.A. approved helmet during all on-ice activities, in accordance with OMHA Policy 3.6 - Mandatory Equipment Requirements for On-Ice Volunteers. Any on-ice volunteer must be a minimum of at least two (2) years older than the division they are associated with, and be a minimum of nine (9) years old. Any volunteer 14 years and below is required to wear full player equipment.
- 9.4. The Board of Directors may dispose of any old unused equipment at their discretion.
- 9.5. Anyone found in possession of WLMHA hockey equipment when not issued to them by a coach or convenor shall come before the Board of Directors.

- 9.6. No equipment will be lent outside of the WLMHA without the consent of the Board of Directors and only then with a deposit of no less than twenty five dollars.
- 9.7. Goalie equipment in select sizes is supplied by WLMHA to goalies up to and including U7, U8, and U9 if required. Teams will be assigned goalie equipment for the season. Goalie equipment must be returned to WLMHA at the end of the season by the coach/team manager.

**10. Uniform/Jerseys**

- 10.1. Players on and off the ice represent WLMH whether at home or in another centre. The intent of this policy is to ensure that our players and teams properly present themselves with respect to the on-ice apparel in a way that leaves a positive impression, which enhances each player's self image and ultimately reflects on WLMH.
- 10.2. WLMHA provides jerseys for players within the Association each season. This section outlines the expectations for the distribution, care, and collection of jerseys each season for the jerseys to have long lasting wear so players can continue to wear the jerseys with pride each upcoming season.
- 10.3. Sponsor bars and last name bars that are being added to jerseys must be hand-stitched (not sewn with a machine) so they may be removed when necessary. Any items to be affixed to jerseys must be approved by the Board. Personalization of jerseys in any form is not permitted.
- 10.4. Jerseys, socks and equipment will be distributed as required by the Equipment Committee at the beginning of the season.
- 10.5. Jerseys that are required to be returned at the end of the season shall be returned by the coaches/team managers at or before the Annual General Meeting.
- 10.6. Teams with home and away jerseys should designate a Jersey Parent. The Jersey Parent will be responsible for collecting the jerseys after each and every game, as well as bringing them washed & clean to each game. Players will return their jerseys to the Jersey Parent each and every game.
- 10.7. Any jersey damaged or misplaced during the season it is the responsibility of the player, not the association to reorder a new jersey or have the jersey repaired in a timely fashion.
- 10.8. WLMHA Jerseys are not to be used in practices, spring leagues, 3-on-3 tournaments, or any other event outside of WLMHA.

**11. Certification of Team Officials/Bench Staff**

- 11.1. Coaching and bench staff shall be trained and certified per OMHA Regulations & requirements.
- 11.2. All coaching and bench staff shall provide an updated Vulnerable Sector Screening Check as required on an annual basis.
- 11.3. Any coach and/or bench staff refusing to complete the required training and/or provide required documentation shall not be rostered to the team and will not be permitted by WLMHA to act in a bench staff position.
- 11.4. For Trainers, the HTCP Level 1 program is valid for three (2) seasons, and trainers must be re-qualified after the third season.
- 11.5. All On-ice volunteers must wear equipment in accordance with section 9 - Equipment above. All on-ice volunteers must be registered with WLMH using the appropriate OMHA form for the required insurance by December 10, in accordance with OMHA Policy 3.7 - Insurance for On-Ice Volunteers.

**12. Game Regulations**

- 12.1. Games will be played in accordance with OMHA regulations and League Regulations as specified by the leagues that teams are affiliated with.
- 12.2. The length of games for U9 and up shall be per OMHA regulations and all playing times shall be stop times. Adjusted length of games along with curfew times may be required to be used in accordance with league regulations, and will be done in accordance with OMHA Regulation 10.3.

**13. Code of Conduct**

- 13.1. All WLMHA players, coaches, bench staff, parents, and volunteers are subject to the [Hockey Canada Code of Conduct](#), [OMHA Code of Conduct](#) and the [Code of Conduct](#) as agreed upon by the Municipalities of Dutton/Dunwich and West Elgin for Conduct at the West Lorne Arena.
- 13.2. No player or official will be allowed to participate in any programming for that day if they have indulged in alcoholic beverages. All infractions of this rule must be reported to any of the WLMHA Board of Directors.
- 13.3. Swearing and profane language will not be tolerated. The cooperation of all adults & players in this respect is requested by the Board of Directors.

- 13.4. Playing hockey and defacing any arena property in the hallways and dressing rooms is prohibited.
- 13.5. The behaviour and conduct of all participants in WLMH is the responsibility of every member, and any infractions shall be directed to the Board of Directors. However, the coach and manager of any team are responsible for their players during any game or practice.
- 13.6. All teams participating in inter-town competition shall be made aware of the fact that it is an honour to represent our community and their actions going to, at and coming from the game should be guided by the highest standards respecting their elders, equipment, dressing rooms, teammates, playing facilities and officials.
- 13.7. It is expected that Coaches and Managers will act in a manner acceptable to all parties and have the consideration of other teams in League play-offs, tournaments and OMHA playdowns.

**14. Harassment, Discrimination, Abuse & Bullying**

- 14.1. The West Lorne Minor Hockey Association (WLMHA) has adopted the following Discrimination and Harassment Policy. All members of WLMHA shall adhere to this policy.
- 14.2. This policy may be amended and updated by the WLMHA Board of Directors as required.
- 14.3. **Commitment:** All players, staff, volunteers, and parents/guardians of WLMHA have the right to safe, inclusive and equitable spaces and free from all forms of discrimination, harassment, abuse & bullying. WLMHA is committed to creating and maintaining a hockey environment free from discrimination and harassment on prohibited grounds including race, ancestry, place or origin, colour, ethnic origin, citizenship, political opinion, creed, gender, gender expression, gender identity, sex, sexual orientation, disability, age, marital/family status, language, and any other discrimination or harassment prohibited by law.
- 14.4. WLMHA may consult the Ontario Hockey Federation (OHF) policies on [Harassment, Abuse, Bullying and Misconduct](#), may consult with OHF and/or the Ontario Minor Hockey Association (OMHA), and/or Hockey Canada at any time regarding any reports of discrimination, harassment, abuse, and bullying.
- 14.5. **Rights to be Free from Discrimination, Harassment, Abuse and Bullying**  
All players, staff, volunteers, and parents/guardians of WLMHA have the right to safe, inclusive and equitable spaces and free from all forms of discrimination and

harassment. It is the policy of the WLMHA that there be no discrimination, harassment, abuse, or bullying of any participant in any of its programs. The WLMHA has adopted the OMHA Harassment and Abuse Policy.

- 14.6. **Duty to Report:** The Province of Ontario has mandatory reporting laws regarding abuse and neglect of children and youth which are contained in Section 72 of the Child and Family Services Act (CFSA). Therefore, it is the policy of WLMHA that any WLMHA players, staff, volunteers, and parents/guardians who has reasonable grounds to suspect a participant is or may be suffering or may have suffered from emotional, physical abuse, and/or neglect or sexual abuse shall immediately report to suspicion and the information on which it is based to the local child protection agency and the local police department.

In the case of WLMHA catchment areas of the municipalities of West Elgin & Dutton/Dunwich, matters shall be reported to Family & Children Services of St. Thomas & Elgin at (519) 631-1492 and/or the Elgin County OPP Detachment at 1-888-310-1122.

- 14.7. **Complaints within WLMHA:** A complaint is any allegation, verbal or written, that involves discrimination, harassment, abuse (sexual, physical, emotional) or bullying within the jurisdiction of WLMHA.

Pursuant to OMHA Information Bulletin (October 24, 2022), all complaints may be made in two ways:

- Directly to WLMHA in writing by email to any WLMHA Board Member; or
- to Hockey Canada's Independent Third Party (ITP), confidential SAFESPORT complaint process by email to [complaints@sportcomplaints.ca](mailto:complaints@sportcomplaints.ca)

Complaints within WLMHA may be resolved directly by WLMHA Discipline Committee, WLMHA Board of Directors and/or OMHA. Complaints may also be forwarded to OMHA and/or Hockey Canada for investigation and/or resolution.

The independent third party through Hockey Canada is available to hear from anyone who feels they are a victim of maltreatment, sexual violence, harassment, abuse or discrimination by someone affiliated with Hockey Canada. The independent third party will review each matter without involvement or influence from Hockey Canada. [Hockey Canada Safety Programs](#) may also be referred to.

- 14.8. **Confidentiality:** All members of WLMHA will not at any time disclose any information or documents without the prior written consent or request of the disclosing party, unless required to do so by law. WLMHA is committed to safeguarding the privacy of all players, staff, volunteers, and parents/guardians.

- 14.9. **Discipline:** Discipline and failure to comply with the WLMHA Harassment, Discrimination, Abuse and Bullying Policy will be in accordance with the OMHA Code of Conduct Policies & Procedures, and may include, but is not limited to the loss or suspension of certain or all privileges connected with WLMHA and in the OMHA including the opportunity to participate in both WLMHA and OMHA activities and events, both present and future.

## 15. **Inclusivity Policy**

- 15.1. The West Lorne Minor Hockey Association (WLMHA) has adopted the following Inclusivity Policy, with reference to the [Hockey Canada Gender Expression/Gender Identity Policy](#). All members of WLMHA shall adhere to this policy. This policy may be amended and updated by the WLMHA Board of Directors as required.
- 15.2. WLMHA supports diversity, equity, safe spaces, and inclusion in all aspects of hockey. WLMHA recognizes discrimination and harassment on the basis of gender identity or gender expression is a violation of the Ontario Human Rights Code. WLMHA is committed to put in place policies and practices that provide all players an avenue to participate in recreational and competitive ice hockey in an inclusive, sporting environment. The Inclusivity Policy exists to reassure transgender and gender non-confirming athletes of the protections and support they have within WLMHA policies and practices.
- 15.3. All players, staff, volunteers, and parents/guardians of WLMHA have the right to be respected and equal participants of WLMHA. All have a right to define and express their gender identity without fear of discrimination, harassment, or penalization within WLMHA.
- 15.4. All players, staff, volunteers, and parents/guardians of the WLMHA have the right to request the use of and the right to be referred to by their self-identified name(s), pronouns, as well as the right to have access to safe, inclusive and equitable dressing rooms and/or other gender segregated spaces that are in accordance with their gender identity and/or gender expression and/or that meets any accommodation needs they may have.
- 15.5. If a player has a code-related need (such as requesting separate changing facilities due to religious reasons, relating to their transition, or gender identity), there is a duty to accommodate by WLMHA, limited only by undue hardship. WLMHA may consult with the Ontario Hockey Federation, Ontario Minor Hockey Association, and may refer to the [Ontario Human Rights Commission policy on preventing discrimination because of Gender Expression and Gender Identity](#) in

the case of any accommodation requests. Please also refer to section 29) Dressing Rooms for additional information.

- 15.6. All WLMHA hockey programs, whether considered competitive or recreational, are inclusive of all forms of gender identity and expression, and all players are eligible to participate.
- 15.7. Should Gender Segregated teams be rostered in the future, players are eligible to participate in the gender segregated hockey team that aligns with their gender identity. Such determination shall be made by the player and/or their parent/guardian, where applicable.

**16. Discipline**

- 16.1. Any association member, executive committee member, board member, committee member, coach, manager, trainer, bench staff, or player shall be subject to suspension from the Association's activities if he/she contravenes in any way the Constitution, Rules, Regulations or Policies of the WLMHA.
- 16.2. Where possible and warranted, a progressive discipline plan approach will be implemented. The Discipline Committee may work in discussion with the coaches, bench staff, player, and parents/guardians to discuss the progressive discipline plan, and communicate expectations.

**17. Fundraising/Sponsorship**

- 17.1. No fundraising will be allowed by teams or individuals without the prior approval of the Board of Directors.
- 17.2. If a team wishes to do fundraising, coaches/managers are required to submit a written proposal to the Board outlining the details of the proposed fundraiser and the proposed use of funds raised. Teams may request monies raised are allocated towards a specific team expense (i.e. tournament fee).
- 17.3. In the case of any lotteries held to benefit any WLMHA, players must have the approval of the WLMHA. All monies derived from these lotteries or any other sources shall be turned over to the WLMHA Treasurer, to be spent as the Board of Directors see fit.
- 17.4. Any violation of this motion should result in the coaches and managers of teams involved being brought before the Board of Directors of the WLMHA.
- 17.5. If a team has been allocated sponsorship dollars or spending dollars by the WLMHA, WLMHA will advise the team manager at the start of the season as to the balance. Teams shall submit a "[Team Fund Approval Request](#)" for the

Treasurer to present for Board discussion at the next Board meeting, prior to the spending of these funds.

**18. Association Attire/Dress Code**

- 18.1. All coaches, bench staff, on-ice help and players are representatives of the WLMHA and OMHA, and as such are required to dress appropriately when attending games and practices and WLMHA & OMHA activities and events.

**19. Rules of Play**

- 19.1. The rules of play as set down by the OMHA and the appropriate league (e.g. Four Counties/Shamrock) shall govern play in all series.

**20. Exhibition Games**

- 20.1. Each representative and house/local league team (U11 and older) is permitted to host three (3) home exhibition games per season to be financially covered by the Board, subject to approval by the WLMHA.
- 20.2. An "Exhibition Game Approval Request" shall be submitted through the WLMHA website to the Registrar and Ice Convenor at least seven (7) days before the scheduled game in order for sufficient time to gather officials and timekeepers.
- 20.3. In the case of U7 & U8 teams, exhibition games shall be during regularly scheduled ice times and shall not exceed the requirements per the Hockey Canada [Player Pathways](#).

**21. Tournaments & Jamborees**

- 21.1. The number of tournaments each team is allowed to attend shall be in accordance with OMHA Regulations **and** Hockey Canada [Player Pathways](#) for the team's division (by age and recreational or competitive).
- 21.2. The "Tournament & Jamboree Approval to Attend Request" form must be submitted through the WLMHA website at least 30 days prior to the tournament/jamboree. An OMHA Travel Sanction is required by all teams to attend tournaments/jamborees, home and away.
- 21.3. The "Tournament & Jamboree Registration Payment Request" form must be submitted through the WLMHA website at least 30 days prior to the tournament/jamboree.
- 21.4. Teams are responsible for their own tournament/jamboree registration fees, and are required to reimburse the WLMHA Board for all registration fees. Teams may



request, in writing, for WLMHA to cover tournament fees, which will be discussed and voted on by the WLMHA Board of Directors at the next board meeting.

**22. Suspension Rules**

- 22.1. The WLMHA Board shall have the power to suspend or discipline any WLMHA coach, bench staff, or player in accordance with review by the Discipline Committee.
- 22.2. A player or team official under suspension as a result of a match penalty shall be suspended for a number of OMHA games or calendar days, and shall not take part in any games, including exhibition or tournament games, during the term of suspension. Exhibition games do not count towards the games to be served as a result of a match penalty. WLMHA may refer to OMHA for any and all suspension procedures. The player may participate in team practice while they are serving a match penalty suspension, in accordance with OMHA Regulation 8.1c).
- 22.3. A team official under suspension that is registered to more than one team shall be suspended from all game related duties for any team until the suspension has been served.

**23. Registration**

- 23.1. Registration dates shall be determined by the WLMH Board of Directors.
- 23.2. Registration fees will be set by the WLMH Board of Directors each season. These fees must be paid in full prior to any on-ice activities (i.e. conditioning skate, tryout, first practice).
- 23.3. All players must submit a copy of their Birth Certification and Proof of Residence as required by Hockey Canada.
- 23.4. Players whose accounts are in arrears will be deemed to be 'not in good standing' and may (at the discretion of the Board) not be permitted to practice or play until satisfactory arrangements have been made to reconcile their account with the WLMHA Treasurer.

**24. Refunds**

- 24.1. A request for refund of registration for a person who ceases to play hockey within the WLMHA prior to the end of the playing season must be submitted in writing to the Registrar of the WLMH Board of Directors.

- 24.2. The WLMHA has approved the following refund structure:
  - 24.2.1. Prior to September 1st 100% refund less the administration fee (\$50).
  - 24.2.2. Prior to October 1st is 75% less the administration fee (\$50).
  - 24.2.3. Prior to November 1st is 50% less the administration fee (\$50).
- 24.3. There will be no refunds issued after November 1st.
- 24.4. A paid registration fee shall be fully refunded in the event that WLMHA is unable to provide a team. No administration fee will be applied in this scenario.
- 24.5. Refund requests need to be submitted in writing and will be issued by cheque or electronic money transfer after approval by the Board at the next regular board meeting.

**25. Team Expenses**

- 25.1. Teams are responsible for their own expenses and accounting to ensure any funds are used appropriately.
- 25.2. Teams may request the WLMHA cover a team expense by submitting the request in writing. The WLMHA shall consider the request at the next Board meeting.
- 25.3. Any funds raised by the team must be approved by the WLMHA as per Section 16 above (Fundraising/Sponsorship).
- 25.4. Teams are required to provide copies of invoices and/or receipts for any team expenses to be paid for with sponsorship dollars (per Section 16 above).
- 25.5. Any team or individual that uses personal funds for a team expense, without prior approval of the reimbursement of funds from WLMHA is not guaranteed reimbursement, and therefore shall bear the expense personally.

**26. Travel Permits**

- 26.1. Travel permits are required for all games that are played outside your league/regular season or playoff games. This includes all exhibition games, jamborees and tournaments. These permits may be requested online through the WLMHA website.
- 26.2. Failure to obtain a travel permit may result in the forfeiture of insurance coverage for both the players and coaches, and/or discipline in accordance with OMHA.

**27. Timekeepers and Referees**

- 27.1. The Board of Directors shall delegate a director to be assigned to securing timekeepers and referees for each game.
- 27.2. If an exhibition game is scheduled, it is the responsibility of the team manager and/or coach to notify the President and Ice Convenor to ensure notification is made to secure timekeepers and referees.

**28. Board Expenses**

- 28.1. All expense statements must be submitted to the Treasurer who shall in turn present to the Board of Directors for approval before reimbursement will be made.

**29. Emergency Action Plan**

- 29.1. All coaches & trainers are required to delineate a Call Person, Control Person, and Charge Person per the Hockey Canada Emergency Action Plan and shall provide a copy of the completed Emergency Action Plan to all parents and bench staff. The Emergency Action Plan template is found on the [website](#).

**30. Injury Reports**

- 30.1. The [Hockey Canada Injury Report Form](#) must be completed by the teams' trainer and submitted whenever a player or team official is injured during a hockey related activity. If the injury occurred during a game, the report must include a copy of the game sheet.
- 30.2. The completed Injury Report must be submitted to the WLMH OMHA Rep for proper submission to OMHA.
- 30.3. If away at a tournament, the President and Vice President of WLMHA should be informed by telephone and the report submitted upon return from the tournament.
- 30.4. The purpose of this Injury Report is to allow access to Hockey Canada's Major Medical and Dental coverage that is not covered by the individual's provincial health/dental care.
- 30.5. If the injured player/team official requires medical treatment, the player/team official is not allowed to return to hockey activity the Return to Play documentation has been submitted.

- 30.6. Trainers are required to keep [Team Injury Logs](#) as well as the Hockey Trainers Certification Program [Return to Play](#) documentation in accordance with the Hockey Trainers Certification Program (HTCP).

**31. Dressing Room Policy**

- 31.1. The following policy is prepared in accordance with [Hockey Canada Dressing Room Policy](#), effective June 19, 2023.
- 31.2. All participants should arrive at the rink wearing a base layer (e.g. shorts and t-shirt, compression shorts, and shirt or sports bra). A participant not arriving at the rink wearing their base layer should use appropriate private space (e.g. private restroom stalls or empty/unused dressing rooms) to change into their base layer. It is the responsibility of all coaches and team staff to instruct players regarding the minimum attire rule and ensure all players comply with this policy. The minimum attire rule is also applicable to all officials, bench staff, and on-ice volunteers.
- 31.3. Per OHF Dressing Room Policy, and Hockey Canada Dressing Room Policy, The 'Rule of Two' is required to be implemented at all times. This requires two (2) trained and screened adults to be present in the dressing room or immediately outside the dressing room with the door propped open to monitor the environment and ensure it is free of any discrimination, harassment, bullying, or other forms of maltreatment. Teams may designate individuals to act as the screened adults, and these adults are required to complete a Vulnerable Sector Screening as in accordance with WLMH policies.
- 31.4. The coaches and bench staff must be in control of the players in the dressing rooms.
- 31.5. No one will be allowed in the dressing rooms except the team participating, team officials, and members of the Board of Directors when necessary.
- 31.6. Teams are not to be unsupervised in dressing rooms as per OHF and OMHA Policies and Guidelines.
- 31.7. WLMHA has implemented and will consult the [Ontario Hockey Federation Dressing Room Policy](#) and [Hockey Canada Dressing Room Implementation Guide](#) to ensure safe, inclusive, and equitable participation of all players, in addition to the following policies:
- a) All players have a right to access safe, inclusive, and equitable dressing room spaces.

- b) All players have the right to utilize a dressing room or appropriate and equivalent dressing areas that meet their individual needs.
  - c) All players have the right to request an accommodation with respect to dressing rooms. This includes accommodations for gender identification, needs for privacy, body image concerns, religious reasons, or any combination of these reasons. Knowing the reason behind an accommodation request is not necessary for providing accommodations. It is the choice of the participant as to whether or not they disclose the reasons for the accommodation request.
  - d) WLMHA will ensure all players, staff, volunteers, and parents/guardians of the WLMHA are aware of this policy during pre-season meetings and communication.
  - e) Accommodation requests should be submitted in writing to the President & Vice President of the WLMH. Requests will be discussed by the WLMHA Board and Executive.
  - f) A player may request a member of WLMHA or a team official(s) to advocate for them to ensure an equivalent accommodation request is implemented. This may include proactive discussions with outside facilities to ensure accommodation requests can be met when the team is not playing on home ice.
  - g) WLMHA may work closely with the Municipality of West Elgin & Dutton/Dunwich to discuss accommodation requests that may require additional support from the home ice facility. Originating requests will remain confidential.
  - h) All members of WLMHA will not at any time disclose any information or documents regarding requests for accommodation(s) without the prior written consent or request of the disclosing party. WLMHA is committed to safeguarding the privacy of all players, staff, volunteers, and parents/guardians.
- 31.8. No videos, still photos, voice recordings of any kind may be taken using any device with recording capabilities in a dressing room or dressing environment. Cell phones are only permitted to be used in a dressing room or dressing room environment for the purposes of controlling music played in those spaces. WLMHA will investigate any reported violations, and the member may be subject to discipline.

**32. Ice & Arena**

- 32.1. Allotment of the ice time will be decided by the Board of Directors.
- 32.2. Players in the WLMHA will receive fair ice time, in so far as reasonably possible, regardless of their talent during regular season play, unless ice time is compromised due to an issue resulting from a Code of Conduct violation, in consultation with the Discipline Committee.
- 32.3. The playing time for all games and practices, paid for by WLMHA shall be reviewed annually to allow for increased participation. A letter requesting necessary ice time shall be forwarded to the Arena Board.
- 32.4. Everyone must clear the ice immediately after their game or practice in order for the flooding and scraping to be completed. There is absolutely no one allowed on the ice without proper protective equipment except team officials going to the respective benches or returning. No one is allowed on the ice while it is being scraped or re-surfaced.
- 32.5. Bench area shall be for coaches, bench staff, and rostered players only.
- 32.6. All bench staff, players/parents must adhere to the West Lorne Arena Code of Conduct. Failure to do so may result in discipline.

**33. Social Media Policy**

- 33.1. WLMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. WLMHA 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.
- 33.2. This policy is prepared in accordance with OMHA Policy 2.0 Social Media Policy.
- 33.3. For the purpose of this Social Media Policy, the policy will encompass public communications through all social media platforms that allow users to communicate online.
- 33.4. WLMHA holds all members who participate in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- 33.5. Comments or remarks of an inappropriate nature which are detrimental to a Team, WLMHA or any individual will not be tolerated and will be subject to disciplinary action by the Discipline Committee.

- 33.6. It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including WLMHA and/or team personnel, players, parents/guardians, corporate partners and the media can review social media communications. All members shall conduct themselves in an appropriate and professional manner at all times.
- 33.7. Inappropriate comments or remarks from another association should be reported to the WLMHA board for immediate follow-up.
- 33.8. The following are some examples of conduct through social media and networking mediums that are considered violations of this regulation and are subject to discipline by the Discipline Committee:
  - 33.8.1.1. Any statement deemed to be publicly critical of Association officials or detrimental to the welfare of a member, Team, the Association or an individual.
  - 33.8.1.2. Divulging confidential information that may include, but is not limited to the following: any matter of a sensitive nature to a member Team, WLMHA or any individual.
  - 33.8.1.3. Negative or derogatory comments about any member of the Team, WLMHA, League staff, programs, stakeholders, players or any member of an opposing team.
  - 33.8.1.4. Any form of bullying, harassment or threats against players or officials.
  - 33.8.1.5. Photographs, videos or comments promoting negative influences or criminal behavior.
  - 33.8.1.6. Online activity that contradicts the current policies of the WLMHA.
  - 33.8.1.7. Inappropriate, derogatory, racist, or sexist comments of any kind.
  - 33.8.1.8. Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

**34. Passing & Amending By-laws**

- 34.1. These regulations and by-laws may be amended at any regular meeting of the WLMH Board of Directors.