

Barrie Women's Hockey Association



POLICIES AND PROCEDURES MANUAL

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Section 1: Mission Statement

- 1.1 Barrie Women's Hockey Association is a diverse league dedicated to developing skilled, productive players, by fostering in all our players the desire to pursue personal excellence. The league is committed to the safe, healthy and supportive environment necessary to facilitate player and team development.

Section 2: Code of Conduct for All Participants

- 2.1 **Purpose.** The purpose of the BWA Code of Conduct is to ensure a safe and positive environment within BWA programs, events, and activities, by outlining that there is an expectation, always both on and off the ice, in person, or online virtually, of appropriate behavior consistent with BWA core values. The BWA is committed to providing an environment in which all individuals are treated with respect in an environment free from maltreatment, bullying and harassment.
- 2.2 **Application.** This code is not intended to specifically outline every instance of misconduct, however any misconduct that is inconsistent with BWA core values may still be considered a breach of the code and may be subject to sanctions.

The BWA code of conduct will apply to all BWA players, Coaches, and Team Personnel while they are affiliated in any capacity with the BWA. The code also applies to BWA administrative staff, members of the BWA board of directors and all volunteers involved in any capacity with the BWA.

Portions of this code will apply to other members including Parents or Guardians of participants, and spectators involved with BWA programs or activities. It will also apply to conduct that occurs outside of official BWA programs, when such conduct endangers the safety of anyone in a hockey environment, or adversely affects relationships within or related to the operations of the BWA. It may also apply when such conduct is seen as detrimental to the image or reputation of the Association.

2.3 Definitions.

“BWA Program or Activity” means any on, or off-ice program or activity including all games and practices involving a BWA affiliated team. This will include tournaments, special events, fundraisers, and social gatherings whether in person, or virtually online

“Member” Membership in the BWA shall be restricted to such amateur players, coaching staff, Executive Committee members, parents and volunteers who agree to abide by and comply with all by-laws and the policies and procedures of the BWA

“Team Personnel” includes, but is not limited to, head coaches, assistant coaches, team staff, managers, trainers, medical or other team support personnel engaged in a BWA program

“Administrative Staff” means any person paid by or employed by the BWA

“Volunteers” means any individual volunteering within any BWA programming or special events, including board of directors and committee members

“Spectator” means any individual not listed in the above groups that may or may not be affiliated with a BWA team but attends in person, or online virtually any BWA activity

2.4 Member Responsibilities: All BWA members have a responsibility to:

- a) Maintain the highest standard of behavior and refrain from any behavior that could reflect poorly on the BWA.
- b) Comply with BWA By-laws, Playing Rules, Regulations, policies, procedures and any directives, guidelines or decisions rendered by the Board of Directors.
- c) Resolve conflict in a professional and civil manner and in accordance with BWA policies and procedures.
- d) Treat all individuals fairly and reasonably, and with respect through both actions and words, regardless of body type, physical characteristics, athletic ability, age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status, gender identity, gender expression, sex, sexual orientation, or any other grounds protected under Human Rights legislation in Canada.
- e) Direct comments or criticism appropriately and avoid public criticism of the BWA.
- f) Promote the BWA and the sport of hockey in the most positive manner possible.
- g) Reasonably cooperate with any investigation relating to a breach of this code of conduct policy arising out of a BWA program or activity. Failure to cooperate may be the basis for disciplinary action including, but not limited to prohibition from any current or future BWA activity.

2.5 Fair Play. BWA members and spectators shall demonstrate respect for the principle of fair play which includes:

- a) Respect for all playing rules, both the letter and spirit.
- b) Respect for all game officials and their decisions.
- c) Respect for opponents.
- d) Maintenance of self-control during BWA events.

2.6 Ethical Behaviour. BWA members, team personnel, administrative staff, volunteers, and spectators will demonstrate ethical behavior including:

- a) Respecting the property of others.
- b) Adhering to all federal, provincial, municipal, and host country laws.
- c) Refrain from behavior that includes sexual harassment, unwelcomed sexual comments or advances, requests for sexual favors, or conduct of a sexual nature.

- d) Refraining from all forms of Sexual harassment including, but not limited to:
 - a. Sexist jokes
 - b. Sexual violence
 - c. Display of sexually offensive materials
 - d. Sexually degrading words used to describe a person
 - e. Inquiries or comments about a person's sex life
 - f. Unwelcome sexual flirtations, advances, requests, invitations, or propositions
 - g. Inappropriate sexual touching, suggestions, or requests
 - h. Unwanted physical contact including touching, petting, pinching, kissing
 - i. Physical Sexual assault
- e) Refraining from all forms of Cyber Bullying, as defined by Hockey Canada and the Ontario Women's Hockey Association.

2.7 Players

- a) Will show and foster respect for all BWA members, including teammates and team personnel.
- b) Will be familiar with all BWA policies and procedures, including code of conduct.
- c) Will abide by team rules and expectations.
- d) Will always show respect toward opponents and game officials.
- e) Will represent themselves, and the BWA with decorum and high standards, especially when travelling for out-of-town games and tournaments.

2.8 Coaches and Team Personnel

- a) Will show and foster respect for all BWA members, including fellow coaches, players, and parents/guardians especially when conflict arises.
- b) Will be 100% familiar with all BWA policies and procedures, including code of conduct.
- c) Will lead by example, abiding by team rules and expectations.
- d) Will always show respect toward opponents and game officials.
- e) Will support player development and avoid supporting a "winning at all costs" mindset.
- f) Will not engage in solicitation of players from other organizations, and will respect the OWHA standards as they relate to player movement.
- g) Will work with the BWA board of directors in support of all BWA expectations and initiatives.
- h) Will represent themselves, and the BWA with decorum and high standards, especially when travelling for out-of-town games and tournaments.

2.9 Parents and Guardians

- a) Will be familiar with all BWA policies and procedures, including code of conduct.
- b) Will support the coaching staff and accept the obligation to assist in providing learning and skills development for their child.
- c) Will show respect for all fellow BWA members, including players, coaches, other parents & guardians and spectators.
- d) Will show respect for opponents, including players, coaches, and spectators both on and off the ice, at all BWA events.
- e) Will show respect for game officials during all BWA events.
- f) Will represent themselves, and the BWA with decorum and high standards, especially when travelling for out-of-town games and tournaments.
- g) Will NOT directly interfere with BWA activities and will trust that activity leaders have the best interest of their child in mind.
- h) Will direct any concerns in an appropriate and timely manner according to BWA policies and procedures.
- i) Will share expectations of behavior with any family member or guest in attendance at any BWA activity.

2.10 Spectators

- a) Will show respect for all participants, including players, coaches, other parents & guardians, and spectators.
- b) Will show respect for game officials during all BWA events.
- c) Will NOT directly interfere with BWA activities and will trust that activity leaders have the best interest of their child in mind.

2.11 Violation Reporting and Escalation Path. Enforcement of the BWA code of conduct lies with the BWA executive committee. However, acknowledgement and reporting of violations is a shared responsibility assigned to all BWA participants – including members, coaches, volunteers, and staff. Maintaining high standards is paramount in helping to ensure a safe and positive environment within all BWA programs, events, and activities.

- a) LEVEL 1 – or Local BWA code of conduct violations – including but not limited to those outlined in sections 2.4 through 2.10 of this Code - may be brought forward to any current member of the BWA executive committee for review with the board of directors. A hearing may be convened, with disciplinary action, up to and including suspension, exclusion, or removal from BWA programs or activities.
- b) LEVEL 2 – or conduct specifically defined as “Maltreatment” , including those outlined in Article 2.6 above, and as outlined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS) may be escalated following the independent safe sport complaint process as outlined in Article’s 2.15 and/or 2.16 below.

Members must also be aware of and acknowledge their responsibilities under Section 3 (OWHA Code of Conduct), Section 4 (OHF Code of Conduct), and Section 5 (Hockey Canada Code of Conduct)

2.12 Ontario Women’s Hockey Association (OWHA) OWHA CODE OF CONDUCT. All BWAHA participants must also be aware of their obligation to comply with expectations as outlined in the OWHA code of conduct:

https://cloud.rampinteractive.com/whaontario/files/Forms%20and%20Policies/CODE_OF_CONDUCT.pdf

2.13 Ontario Hockey Federation (OHF) CODE OF CONDUCT. All BWAHA participants must also be aware of their obligation to comply with expectations as outlined in the OHF Safe Sport Policies:

<https://www.ohf.on.ca/safe-sport/policies>

2.14 Hockey Canada CODE OF CONDUCT Policy. All BWAHA participants must also be aware of their obligation to comply with expectations as outlined in the Hockey Canada Code of Conduct Policy:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/code-of-conduct-policy-e.pdf>

2.15 Office of The Sport Integrity Commissioner and the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS). As a condition of being a member of Hockey Canada, all BWAHA, Players, Team Personnel, Staff and Volunteers will be required to confirm that they are subject to the Universal Code of Conduct to Prevent, and Address Maltreatment in Sport (UCCMS) and the processes required for its administration and enforcement. All such parties will also be required to consent to the disclosure of their personal information in relation to the administration and enforcement of the UCCMS or this Code of Conduct.

- a) Any breach of the terms of the UCCMS by anyone who is subject to this Code of Conduct also constitutes a breach of this Code of Conduct
- b) The BWAHA takes a zero tolerance stand against all forms of maltreatment, bullying and harassment, including domestic violence, sexual assault, and child abuse.
- c) All parties referenced above further agree that any alleged violation of the UCCMS or this Code of Conduct will be handled in accordance with the procedures of the Office of the Sport Integrity Commissioner or the BWAHA discipline policy, whichever applies.

The latest UCCMS Can be found here:

<https://sportintegritycommissioner.ca/files/UCCMS-v6.0-20220531.pdf>

2.16 Independent Safe Sport Complaint Process. To ensure a safe place for raising concerns, Hockey Canada has established a new, fully independent, and confidential reporting mechanism for all individuals regarding any incidents involving Hockey Canada sanctioned programming as outlined in the Hockey Canada Action Plan. This reporting mechanism is known as the Independent Third Party.

The role of the independent third party is to:

- Receive all hockey related maltreatment, sexual violence, harassment, abuse or discrimination complaints by someone affiliated with Hockey Canada;
- Analyze complaints in light of Hockey Canada and Member policies and determine how they are to be managed and the proper jurisdiction;
- Where applicable, ensure matters are properly reported to law enforcement or child protection services;
- Retain investigators and dispute resolution panels who are also independent of Hockey Canada;
- Work with Canada's Office of the Sport Integrity Commissioner and the Member associations to ensure no gaps in complaint coverage and that all complaints are handled in accordance with applicable policies and that decisions are documented in writing.

The role of the independent third party is not to:

- process appeals for matters that take place in other jurisdictions;
- receive complaints related to personality conflicts and differing opinions that do not constitute maltreatment;
- receive complaints relating to matters such as transfer requests or appeals;
- receive complaints about operational matters such as fee disputes and refunds;

The new Hockey Canada Discipline and Complaints policy that outlines the role of the Independent Third Party and the applicable processes is available for download here:

<https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Safety-Program/Downloads/discipline-and-complaints-policy-e.pdf>

A key feature of the Independent Third Party structure is its independence from Hockey Canada and its affiliates. The Independent Third Party has sole jurisdiction to handle complaints and keeps the identity of complainants confidential from Hockey Canada and Member associations. The Independent Third Party will not be unduly influenced by anyone at Hockey Canada regarding the complaint administration process. Although the Independent Third Party mechanism is staffed by some lawyers, those lawyers do not provide any legal advice to Hockey Canada.

Hockey Canada will receive anonymized reports from the Independent Third Party from time to time documenting the number of complaints received, categorizing complaints and reporting on other metrics such as response times and the time required to close complaints. This reporting protects the identity of all those involved with a complaint process while also ensuring proper oversight of the performance of the Independent Third Party.

Reporting Abuse or Harassment is often a difficult process. The Independent Third Party is committed to operating in a trauma informed manner. For example:

- All reports will be kept entirely confidential, in line with the wishes of the person making the complaint. This includes confidentiality from Hockey Canada and Member association staff.
- All Complaints will be followed up in a timely manner.
- The Independent Third Party has developed resources to share with survivors of abuse and can direct survivors to additional supports.
- The Independent Third Party answers questions about the complaint process.
- Complaints are taken seriously and rigorously examined.

The Independent Third Party is staffed by a number of diverse professionals reflecting both gender and racial diversity. Service is available in both French and English.

Additional resources will be developed as the Independent Third Party continues its work and analyzes the ongoing needs to ensure a safe and trauma informed complaint mechanism.

Complaints can be submitted to: complaints@sportcomplaints.ca.

Section 3: BWA By-Laws

- 3.1 Barrie Women's Hockey Association is incorporated under the Business Corporation Act of Canada and operates under the governance of its By-Law Number One and these Policies and Procedures in conjunction with the Constitution By-laws, Regulations & Rules Ontario Women's Hockey Association
- 3.2 Barrie Women's Hockey Association will also be known as Barrie Sharks. Any reference to Sharks in the Policies and Procedures will also refer to Barrie Women's Hockey Association
- 3.3 All Sharks members must follow the direction of our By-Laws & Policies and Procedures

Section 4: Membership with Barrie Women's Hockey Association

- 4.1 In accordance with Article 19.1 of the Bylaws of the which states:

“The membership shall consist of the applicants for the incorporation of the Corporation and such other individuals and such corporations, partnerships and other legal entities as are admitted as members by the Board of Directors.”

The following individuals shall be granted status as Members of the association:

- a) **PLAYER MEMBER:** any player who, having properly registered and paid all required fees, appears on the roster of any team registered by the BWA with the Ontario Women's Hockey Association.
 - i. Where such a player is under the age of 18, their parent or legal guardian shall be

designated as a member in place of the player. In cases where a player has more than one parent or legal guardian, either parent or guardian – but only one – may be designated as the member. In cases of dispute between two parents or legal guardians as to who should be designated as a member on the player's behalf, the parent who registered the player shall be designated as the member.

- ii. For house league players, member status will begin on the day the player is added to a team roster by the Registrar. For competitive team players, member status will begin on the first day of June following the player's selection to a competitive team.
 - iii. For player members, member status will expire on the last day of May following the season in which they are registered to a house league or competitive team. In cases where the player has requested, and been granted, a release from the BWA their membership status will cease on the day their release is approved by the Registrar.
- b) **NON-PARENT VOLUNTEER MEMBER:** where a volunteer – having been properly appointed to a position by a resolution of the Board of Directors – does not have a daughter who is a member of the BWA, the volunteer will be granted membership status. Such positions will include head coach, committee chair, convener, advisory roles, or other positions as appointed by the Board.
- i. Volunteer member status will begin on the day the volunteer is appointed to the position by the Board of Directors, or on the date such position will begin if specified by the Board of Directors – except in the case of a head coach as explained below in 4.1. (b) ii).
 - ii. For head coaches, volunteer member status will begin on the date the head coach is added to a team roster by the Registrar, if after June 1. In cases where a coach is selected to lead a competitive team for the following season, their membership will begin on June 1.
 - iii. All volunteer memberships will expire on May 30 following the season in which they commenced. If a non-parent volunteer resigns from their position prior to the end of the season, or is removed from the position by a properly approved resolution of the Board of Directors, their member status will cease on the day of such resignation or removal.
- c) **DIRECTOR MEMBER:** Any member of the Board of Directors (including voting and non-voting members), having been properly elected or appointed in accordance with Bylaw No. 1 of the Barrie Women's Hockey Association shall be recognized as a member for the duration of the term of their appointment. Directors shall be eligible to stand for re-election as members, even in situations where they no longer have a daughter who is a registered player with the BWA an

4.2 Membership can be rescinded for just cause by a majority vote of the Board or Directors.

Section 5: Registration / Registration Fee

- 5.1 All players affiliated with the BWAHA, or their parent or guardian, must sign, in ink, a BWAHA Registration Form.
- 5.2 In order to register for the new hockey season, players must be in good standing with BWAHA or OWHA (no outstanding debts or equipment owing to the league from last season)
- 5.3 This date will be set by the executive members prior to registration
- 5.4 The Membership (Registration) fee shall be set by the Executive Committee prior to the beginning of the hockey season.
- 5.5 The due date(s) for registration fees will be determined by the Executive Committee. The Registration fee due at registration.
- 5.6 The player will, upon request, provide a birth certificate as proof of age. Failure to do so will result in refusal of registration.
- 5.7 Players must be registered in their proper age group and program, unless otherwise authorized by these Rules.
- 5.8 If payment is not received for registration the player will not be allowed on the ice until full payment is received. This includes but not limited to registration, late payments and NSF charges.
- 5.9 If payment is returned NSF or otherwise dishonored, the player will lose ice-time thereafter, until such time as the account is paid. There will be a charge for the NSF cheque.
- 5.10 Note any fundraising is absolutely non-refundable.
- 5.11 If a player does not fulfill registration requirements, the coach of her team will be notified by the Executive and the player will not be eligible to play or practice until all funds required are fully paid. There are no exceptions to this rule. IF the player is added to the team after registration, full registration payment is required on a pro-rate basis. The player will not be carded to the team until all money due is received by the registrar.
- 5.12 For players who left the team, refunds will be prorated. After they fill out the '**Refund request Form**'.
- 5.13 No refunds will be made to any player who leaves a team after December 31st for any reason. In addition, no refunds will be made until all BWAHA equipment is returned. The responsibility for this is on the player.
- 5.14 If a player leave after December 31st a doctor's certificate and the approval of the Executive Committee will be required for a refund.

- 5.15 The Executive must approve all players, teams, coaches, managers, assistant coaches, trainers and support staff. They must be registered with BWA and with OWA and must be insured before participating in any league functions.

Section 6: Permission to Skate Forms

- 6.1 These forms can only be signed by the Director of her division
- 6.2 These forms are needed if a player wishes to tryout for another female hockey organization
- 6.3 These forms will contain the name of the organization the player wishes to skate with and the dates on which they will be skating

Section 7: Player Release Forms

- 7.1 These forms can only be signed by the President of BWA, along with the signature of the Director of her division (two signatures are needed for this form)
- 7.2 If a release form is needed, the request must be put in writing (stating the reason for the release, where the player wishes to go and what level of hockey they will be playing) and submitted to the BWA, the executive members will discuss it and make a decision
- 7.3 A release will not be given if the player is not in good standing with BWA (money owing, unreturned equipment)
- 7.4 Players must be fully aware that they can only receive one release per hockey season (check OWA Constitution & By-Laws for details)

Section 8: Outstanding Debts or Equipment not Returned

- 8.1 A player must have all outstanding debts paid in full and all equipment owing to the league must be returned before being allowed to register for the upcoming season, obtain a PLAYER RELEASE, PERMISSION TO SKATE from BWA or use any league ice for preseason skates or tryouts

Section 9: Tryouts

- 9.1 There will be NO tryouts for all House League Teams
- 9.2 There will be tryouts for all Rep Teams
- 9.3 Tryout fee will be set annually by the BWA Executive Committee

Section 10: Dress Code

- 10.1 A dress code will be set for all Rep traveling teams. All players and coaches will be properly and cleanly dressed at all games, tournaments and team functions (a dress code will set standards for our teams and will help to develop a team atmosphere)

Section 11: BWA Apparel & Equipment

- 11.1 BWA apparel may be purchased by any/all members of the association
- 11.2 BWA apparel and equipment will be made available for purchase through the BWA office at 1 Saunder Road, Unit-5, Barrie, ON during BWA office hours (see the BWA website) or at approved retail locations within Barrie.
- 11.3 Players/teams cannot have apparel or equipment made using the BWA logo or any variation of that (Barrie, Sharks, image, etc) without approval from the BWA executive
- 11.4
- 11.5 If a team wins the Provincial Championships and would like to have a special jacket made to indicate their win, special consideration may be made (the winning team must first approach the Executive of BWA for approval -- re: league colours; place of purchase, etc)
- 11.6 Failure to comply with these policies may/will result in a logo tax or fine being assessed to the individual/team responsible. Apparel or equipment may also be deemed as non compliant and may be asked to be discarded.

Section 12: Team practices

- 12.1 Practices are just as important as games.
- 12.2 Players should attend practices on a regular basis.
- 12.3 If a player is unable to attend a practice, they must notify the Coach in advance of the practice.

Section 13: Code of Conduct and Ethics

- 13.1 Nature of the Code
- a) This code of conduct identifies standards of behavior expected of all Sharks players, guardians, parents, coaches, officials, volunteers, directors, officers, committee members, advisors, team managers, trainers, administrators and employees involved in Sharks activities and events, both in and outside the arena.
 - b) Where this code of conduct conflicts with the OWHA code of conduct, the OWHA code of conduct prevails. Otherwise, it is in addition to any code of conduct required by OWHA.
- 13.2 Coaches and Team Official's Code

- a) Coaches and Team Officials are expected to learn and abide by the OWHA Speak Out policies.
- b) Each coach and team official is expected to learn all BWA policies and procedures. The Association expects all to not only follow them at all times but also to instill respect for same.
- c) The coach must display respect for the player and her parent. Even where conflict arises, the coach must display sensitivity to the player while balancing the interests of the team as a whole.
- d) It is the policy of the Barrie Sharks to emphasize development of the player as an individual and as a member of a team environment. The Association frowns upon the philosophy of "winning at all costs". Player development means that a coach or her staff will not "actively recruit" players from other organizations, but will develop players within the association.
- e) All Rep Coaches shall wear official team attire when traveling to and at ALL home and away games. Please read the "Dress Code" section for details.

13.3 Parents Code

- a) The parents of a player will at all times learn and follow all BWA policies and procedures.
- b) The parent has a positive obligation to assist the coach and team officials in providing learning and skills development for their child. The parent must show respect for the Sharks and all team officials.
- c) Any dispute or disagreement with a coach or team official will be handled only through the BWA policies and procedures.

13.4 Player's Code

- a) The player will at all times show and foster respect for all other Sharks Members, including her teammates, coach and all coaching staff.
- b) The player will abide by all team rules.
- c) The player will, at all times, show respect toward and follow all of the rules and policies of the Association.

13.5 Spectator's Code

- a) The spectator will not denigrate or show disrespect towards any other spectator, team official, on ice official, timekeeper, opposing player, or opposing member of a Hockey Association.
- b) The spectator will, at all times, conduct him or her with dignity and display a supportive, positive and encouraging behavior towards all players and teams on and

off the ice.

- c) A spectator engaging in any kind of conduct which would constitute harassment within the meaning of the OWHA policy on Abuse and Harassment will be ejected from an arena and may be banned from all future BWA games and activities.

13.6 All Sharks Members:

- a) All players, coaching staff and parents shall maintain the highest standard of conduct at all times. Remember, at every exhibition, regular season, tournament and playoff game YOU are representing our organization as a whole as well as the City of Barrie. Set a good example on and off the ice, in dressing rooms, hotels, restaurants and other facilities. We expect the highest level of SPORTSMANSHIP from all members of this organization.
- b) BWA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the Sharks must conduct themselves at all times in a manner consistent with the values of the Association, which are: fairness, integrity and mutual respect.
- c) During the course of all BWA activities, meetings and events, (including tournaments in and outside the OWHA), members shall avoid behavior, which brings the Sharks or the sport of hockey into disrepute, including but not limited to abusive use of alcohol, non-medical use of drugs and use of alcohol by minors.
- d) Membership may be revoked at any time to an individual who has been deemed by the Executive to be in contravention of the By-Laws or Policies and Procedures. Such action shall only result after a fair hearing, recommendation of the Executive Committee, and a majority vote of the Executive.

Section 14: Team Rules

14.1 Coaches will set specific rules

14.2 These rules will be put in place at the beginning of the hockey season

14.3 All team rules must be handed to the Director of your division and approved by the Executive Committee

14.4 Players & parents must all understand the rules and be prepared to follow the coach's decisions

14.5 Unsupervised Dressing Rooms:

- a) Players when in the arena or a dressing room will at all times be supervised by at least two members of the Coaching staff.

14.6 Player Dressing and Shower Room Policy.

- a) Only team female officials be in the vicinity of the shower. No team official may shower at the same time as a player at any time.
- b) Not less than two team officials may be present during showering or changing and should only be present to ensure that behavior policies are observed and players are properly supervised.

14.7 Transportation of Athletes

- a) Players are to be transported only by their parents or those authorized by the parent.
- b) Unless the parent has expressly authorized same, no member of the coaching staff may transport a player and even then, such member of the coaching staff shall be accompanied by one other adult at all times.

14.8 Injuries (Return to Play)

- a) If a player suffers an injury in a game or practice, which requires her removal from the game or practice without return, such player shall not be permitted to return to practice or play without the permission of the parent. The parent's permission is to be accompanied by a proper medical certificate indicating that the player is physically fit to return to play.
- b) If a player is injured during the play and the injury is not to the head, the player may return to the ice if the trainer, after consulting with the parent, deems that the return may occur in safety.
- c) Any injury to the head, which causes the player to lose consciousness or be removed from play during the game, will be immediately reported to the OWHA and such player shall be immediately referred to the appropriate medical authority to determine her status to return to play. No such player may return to play without a medical certificate authorizing her.

14.9 Road Trips

- a) The only road trips that are allowed for the team are trips approved by the BWA Executive and are properly within the scope of team activities.
- b) All athletes must be transported under the supervision of not less than two team officials except:
 - i. Where the athlete is in the company of her parent; or
 - ii. The parent of the child has made private arrangements to transport her or her child to or from an Association event.

14.10 Releasing Children from Supervision

- a) All parents have the primary duty of supervision in relation to their child especially

during arrival and departure for games, practices and authorized team events. It is the obligation of the parent to provide to the coaching staff proper direction as to whom their child is to be released following such events.

- b) A member of the coaching staff may release a player only to that player's parent or a person who has the parent's authority. If the coaching staffs are not made aware of the person authorized by the parent, and the parent is not in attendance, the player shall not be released to that person. The coaching staff will then telephone the person designated by the parent on the player registration form as the emergency contact person. That person will be the only person who may give direction for the release of the player. If the emergency contact cannot be contacted, then the coaching staff will continue supervision of the player until such time as the parent can be contacted and the player transferred to the parent.

Section 15: Minor Problems or Concerns

- 15.1 Don't stew about them, contact a member of the coaching staff to discuss it.
- 15.2 If a player is having a problem with the coach, speak to the team manager or one of the assistant coaches.
- 15.3 Communication is important between all members of the team (player and coach, coach and parents, coach and assistant coaches).
- 15.4 If you are unable to resolve the problem within the team; follow the following steps Contact the Director of your division and request a 'Problem Assistance Request Form'.
- 15.5 Complete the Problem Assistance Request Form. The Director of your division will keep this form on file.
- 15.6 The Director will offer you assistance with your problem.
- 15.7 If you feel the problem has not been resolved, ask the Director to contact the President of the league.
- 15.8 The President will call a meeting of the Disciplinary Committee.
- 15.9 If this committee feels certain action must be taken they will meet with the Executive members.
- 15.10 The Executive members will have the final vote as to what will take place.

Section 16: Complaints regarding the Association:

- 16.1 Complaints or questions regarding the operation of the Association, as opposed to the operation of a specific team and its team officials, must be submitted, in writing, to the President or the Director of your division.

- 16.2 Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- 16.3 Complaints/questions should be submitted at least one week prior to the Executive Meeting to allow sufficient time for a full investigation before the meeting.
- 16.4 Upon receipt of a complaint, the President may appoint a Fact Finding Committee to investigate the complaint and present recommendations to the Executive. For issues of a serious nature, the President may call a Special Meeting of the BWA Executive to ensure prompt resolution.
- 16.5 Discussions of complaints of a sensitive or personal nature at BWA Executive Meetings will not be open to the general membership and shall be kept confidential.
- 16.6 All complaints shall receive a written reply.

Section 17: Alcohol and Non-Medical Use of Drugs:

- 17.1 Any player who is attending an Association sanctioned event and who is found to be using alcohol or drugs for non-medical purposes will be automatically suspended until his or her conduct may be investigated by the Disciplinary Committee. The parent of such player will be immediately notified of such conduct and will be primarily left with the charge of such player at the time the conduct is discovered.
- 17.2 After a full investigation, the Director of your division will determine what if any penalty should be imposed upon such player which penalty will include the right to revoke the player's membership in the Association.

Section 18: Sanctions

- 18.1 A member who contravenes the rules of operation or the bylaws of the Barrie Women's Hockey Assoc. will receive written notice of such contravention and will be given an opportunity to be heard with respect to such contravention.
- 18.2 The BWA Executive Committee will have the sole discretion and authority to revoke membership in the Association and may only do so after a full hearing is held on the merits.

Section 19: Confidentiality

- 19.1 All complaints, concerns and questions are to be dealt with in confidence by those charged with the responsibility of handling them. Only those members of the Association who are necessary for the resolution will be consulted and given sufficient information upon which to make a decision.
- 19.2 All members are reminded of the conflict of interest policy incorporated into the BWA Bylaws.

Section 20: League Property

20.1 The Executive shall be responsible for all league property and shall be responsible for purchasing new equipment if necessary. Distribution of league property shall be the responsibility of the Equipment Manager.

20.2 The Association supplies the following equipment which shall remain the property of the Association and be returned at any time upon request:

20.3 Equipment bags;

20.4 Game Sweaters and socks for Rep team (Home and Away).

20.5 Goalie Equipment with the approval of the Director of your division and Equipment Manager list is the following.

20.6 Pads, Chest protector, Blocker, Glove, (Billy goat), and a goalie stick(limited to supplies)

20.7 The player supplies all other equipment and must be CHA approved.

20.8 Number of Sweaters:

- a) Subject to supplied numbers and the team rules, the player may ask for a specific number and his or her request may be granted by the team officials. The decision of the team officials is final and not reviewable.
- b) Players' names may be placed on players' sweaters, with the permission and prior approval of the BWA Executive. No such approval will be given unless:
 - i. A majority of the parents of such team wish the name plates on the sweaters;
 - ii. The parents of the players are willing to pay for or fundraise to cover the entire cost of such name plates;
 - iii. The name plates are affixed and removed at the expense of the team or the parents and the team sweaters are returned without damage caused by the name plates at the end of the season.
 - iv. The team officials and parents undertake in writing to be personally responsible for the above costs.

20.9 Return of Equipment

- a) All Association equipment will be returned to the Director of Equipment at the end of the playing season. The responsibility for this rests with team coach.
- b) Any equipment returned in damaged condition must be accompanied by a written explanation as to the cause of the damage. Damage caused by irresponsible or willful conduct will result in further penalties, including the requirement that the person causing the damage repair the equipment at his or her own expense.
- c) Failure to return equipment is considered mis-appropriation of Association property

and will be dealt with accordingly.

Section 21: Playing Rules

- 21.1 BWA follows the rules set by Hockey Canada, OHF and OWHA, as well as our own league rules.
- 21.2 All players, coaching staff, and support staff must be insured with OWHA (Hockey Canada insurance).
- 21.3 All BWA members must follow the guidelines of the BWA By-Laws, as well as the BWA Policies and Procedures booklet.
- 21.4 Helmets must stay on while players are on the ice (pre, post and during the game). This is for insurance purposes set out by the Hockey Canada.
- 21.5 Mouth guard, are recommended to be worn at all times during games and practices.
- 21.6 Only the coaching staff and the players of that particular team will be allowed on the player's bench during a game.
- 21.7 Practice time is limited to the players of that particular team.
- 21.8 Each player and member of the coaching staff on the bench must sign the game sheet.
- 21.9 All games must start and finish on time. If a game is running behind time. All visiting teams must be informed that there is a curfew if the game is running behind time. If your game is curfew it must be indicated on the Official Game Sheet.
- 21.10 Game sheets must be completed properly and legibly. The following should receive a copy of the game sheet: both teams' coaches; Director of the division (top copy)

Section 22: Disciplinary Action

- 22.1 Disciplinary action, as indicated below, will be handed out by the Barrie Women's Hockey Association organization for all misconduct penalties. These are suspensions from the organization and are added to the mandatory suspension period specified by the OWHA. All suspensions must be reported to the Director of your division and President immediately (within 24 hours). Failure to do so could result in a suspension to the team coach.
- 22.2 Players who receive a major penalty (e.g. game misconduct, game suspension) during a game will receive an ejection from the game and a game(s) suspension pursuant to the regulations of the OWHA. In addition, the Association will impose the following:
- 22.3 On the first offence, the player will receive a written warning from the organization indicating that further disciplinary action could result if the infraction is repeated.

22.4 On the second offence, the player may receive an additional one game suspension from the organization and will be required to attend a hearing with the team coach, parents and Director of your division to review the incident(s), before returning to the line-up.

22.5 On the third offense the player may be suspended from play and practice for the balance of the season, tournaments and playoffs. If this occurs after December 15, no refund will be issued.

Section 23: Responsibilities of Coaches

23.1 Coaches must obtain at their own expense all qualifications necessary to have appropriate OWHA status to coach.

23.2 All coaches are expected to personally attend all games and practices unless personal circumstances dictate otherwise. If a coach repeatedly misses games and practices, his position as coach will be subject to review by the Director of Coach and Player Development.

23.3 All coaches are required to follow all Association policies and procedures. Failure to do so may result in suspension or, in repeated instances, removal as coach.

23.4 All coaches and staff must have a current police record check done

23.5 Relationship between Coaches and Teams

- a) The coach has the discretion to establish the relationship he or she is to have with the players on the teams. A minimum standard is expected as follows:
- b) To assess and report to the player his or her skills and areas needing improvement;
- c) To encourage fair play and respect of all on ice officials;
- d) To develop the individual players as well as the team;

23.6 Coaches and Parents

- a) The coaches and parents must have respect for each other and make every effort to foster such respect.
- b) Parents and coaches will refrain from any public criticism of each other.
- c) All parents and all members of the coaching staff will be civil to each other at all times.

Section 24: Responsibilities of Managers

24.1 The manager will act as the main conduit of information between the coach and the parents and between the Association and all members of the team.

24.2 The manager will

- a) Keep all team records, including the team budget, player information forms, health card information if the parent gives permission, player contact information, and any other documentation required for the operation of the team. All records will be returned to the Director of Competitive Program at the end of the season.
- b) Submit the team budget to the Board of the Association for approval when it is compiled by the team.
- c) Make all arrangements for tournament registrations obtain and distribute to parents the team schedules for all practices, games and tournaments;
- d) Ensure that sufficient parent volunteers are enlisted to provide services to the team as necessary for time keeping, fund raising, parent volunteer activities, statistical information and player activities;
- e) Maintain confidentiality of all records provided in accordance with this policy, except where the use of the information is required in the best interests of the players.

Section 25: Responsibilities of Trainers

25.1 The trainer will:

- a) Acquire valid HTCP certification at their own expense;
- b) Maintain all health information pertaining to players and any particular needs of the child;
- c) Attend, know and abide by the policies and procedures pertaining to trainers as provided by OWHA sponsored clinics;
- d) Supervise the players equipment and ensure that all players have appropriate equipment as approved by the CHA and OWHA;
- e) Support the team by being present at all games, practices, fund raising and team events.
- f) Be the only bench staff allowed on the ice during a player injury unless signalled by the referee
- g) Have final decisions regarding players returning to play in a game after injury cannot be overruled by anyone on the bench

25.2 If a player is removed from the ice in a major injury they must receive medical clearance stating the player is fit to return to the ice as well as have parental permission

Section 26: League Ice

26.1 The Ice Scheduler will ensure that all ice time is distributed evenly, to the best of his/her ability, based on enrolment fees and the cost of the ice. The League will not subsidize the cost of rep

teams at any level or the cost of senior teams' ice when the costs exceed that of the junior division.

- 26.2 Any unallocated ice may be booked through the Ice Scheduler on a first come first serve basis. Teams wishing to use this ice will be required to pay the cost of the ice time.
- 26.3 If your team is unable to use the ice that has been allocated to you. You must inform the Ice Scheduler within 14 days, so that this ice can be rescheduled. If you fail to do so, your team will be responsible for the payment of this ice time.
- 26.4 All executive members- will receive a full schedule of ice time for all BWA teams.

Section 27: League Divisions

- 27.1 The Executive Committee will decide on the format for the league set-up. This format will be set in place prior to registration, with the understanding that changes may take place depending on registration in each of the divisions.
- 27.2 Rep teams will play in their own age category. The Executive Committee may at times make an exception to this rule.
- 27.3 Rep teams will play in the Lower Lakes Female Hockey League (or in a separate organized league).

Section 28: Call-up Consent Forms

- 28.1 If a coach of another team needs a player from your team to help during an exhibition game, league game or tournament;(NO Playoff game) a pick-up form is needed
- 28.2 Junior Division: this form can be signed by the registered coach of the player's team
- 28.3 Senior Division: this form must be signed by the Director of the division
- 28.4 A coach needing a player must contact the coach of the team from which he/she wants to use a player before contacting the player
- 28.5 The coach of the team that is contacted will be given the opportunity to pick the player that he/she feels is best suited to play in the game and whom he/she feels deserves the chance to play
- 28.6 Follow the guidelines as set out by the OWHA (number of players/roster size, etc.)

Section 29: Association Fundraising:

- 29.1 The Director of Sponsorship and Fundraising will submit a budget for fundraising each year as soon after the annual meeting as possible. The purpose of such budget is to raise additional funds to subsidize the cost of the Association's services to its players.
- 29.2 The fundraising budget will be approved by the Executive as soon as possible after submission.
- 29.3 Each Association member will be required to participate in Association Fund Raising as directed by the Executive.

Section 30: On-Ice Practice Assistants

- 30.1 On occasion, teams may enlist the help of older players within the association, and other volunteers to assist with practices, scrimmages, and other team activities. Coaches and team Managers are ultimately responsible for the execution of this policy. Please ensure you are familiar with these very important guidelines. Violation may result in disciplinary action, up to and including dismissal from our organization.
- 30.2 All on-ice practice assistants must be under the direct supervision of the head coach (or another rostered assistant coach, as designated by the head coach) at all times.
- 30.3 BWAHA Players as On-Ice Practice Assistants
- a) The BWAHA supports the use of registered BWAHA players as helpers during on-ice activities. No specific approval is required; however, it is important to ensure Hockey Canada insurance is in place by adhering to the following guidelines:
 - b) On-ice helpers must be an active & registered player of any BWAHA team.
 - c) On-ice helpers must be a minimum of 2 years older than the team they are helping.
 - d) All players age 16 and under are to be in full hockey equipment.
 - e) Injured players are not allowed to participate as an on-ice helper until they are cleared to return to play for their team.
 - f) All on-ice helpers must be under the direct supervision of a certified team official. On-ice helpers are NOT to participate in drills or scrimmages. Their role is to assist coaches, and demonstrate concepts only.
- 30.4 Other Volunteers (Non-Players) As On-Ice Practice Assistants
- a) The BWAHA welcomes the help and support of any individual wishing to get involved in a volunteer capacity within our organization. We also recognize that not every individual can make the incredible commitment required to coach or assist with our teams.
 - b) On-ice practice assistants who are not registered with the BWAHA as players must:

- i. be aged 18 and older;
- ii. be included on the BWA team roster for the team they will assist.
- iii. provide an up-to-date Criminal Record Check included Vulnerable Sector Screening, and signed criminal offences declaration;
- iv. Be certified in the RIS (Respect-in-sport for hockey activity leaders) online courses, and provide proof of completion;
- v. wear a CSA certified helmet, with chinstrap properly fastened, at all times when on the ice;

Section 31: Officials and Parent Volunteers

31.1 Timekeepers

- a) Each team will appoint a parent in charge of timekeepers. That parent will schedule other parents into a regular rotation of timekeeping. All timekeepers will be trained on the operation of all arena clocks.
- b) The team may include in its budget an amount to pay a properly trained OWHA timekeeper for the season. The timekeeper may not be paid until the budget is approved.
- c) Will inform the referee about the curfew

31.2 Referee Category Requirement (Levels)

- a) The Director of Game Officials will assign referees for all scheduled games . His/her decision is final.
- b) The Director of Game Officials will ensure that the appropriate level referee and complement of referees attends each game.

31.3 Team Volunteers: In addition to timekeepers, each team will request that one parent be appointed to fill each of the following positions on the team:

- a) The Media Liaison parent will perform the following duties:
 - i. Ensure that the team sponsor has a copy of the team schedule and is aware of and invited to all home and away games;
 - ii. Ensure that the appropriate media is given the team statistical information including home and away game and tournament results;
 - iii. Acts as media contact person for the team;
 - iv. Ensure that the sponsor banner (if required) is displayed at all team games, including tournaments

- b) The Fund Raising parent volunteer will perform the following duties:
 - i. Ensure that all fundraising activities for the team have been pre-approved by the Executive;
 - ii. Report to with the Rep committee regarding budgets for fund raising activities;
 - iii. Assist the parents of the team in planning, organizing and fundraising events approved by the Executive for the team;
 - iv. Maintain appropriate records verifying the collection and disbursement of all money raised through approved fund raising
 - v. Provide a report and all records regarding fund raising events to the Rep committee at the close of all fund raising.

Section 32: Appendix

32.1 Sample team rules

- a) Players will attend all practices. Failure to do so, without an explanation as set out below, will result in discipline action.
- b) Players who cannot, for good reason, attend practice will notify the coach by telephone or the manager if the coach is not available, not later than the evening before the practice. The coach may excuse the player from the practice without penalty.
- c) All players will at all times listen to instruction from the coach.
- d) Players will arrive at games, ready to play, not later than half hour before game time. [Insert other times and any leniency rules that might apply].
- e) All players will abide by the player's fair play code.
- f) Etc. as per coach's directives.

Section 33: The Executive Committee

33.1 The Executive Committee: The affairs of the Corporation shall be managed by an Executive Committee of a minimum of seven (7) and a maximum of sixteen (16) persons, each of whom at the time of their election or within 10 days thereafter and throughout their term of office shall be a member in good standing of the Corporation (hereinafter referred to as "Director(s)").

33.2 The Executive Committee shall comprise of the following voting members:

- a) President
- b) Past President
- c) Secretary
- d) Treasurer

- e) Registrar
- f) Chief Trainer
- g) Director of Competitive Program
- h) Director of Adult House League
- i) Director of Youth House League
- j) Director of Game Officials
- k) Director of Sponsorship and Fundraising
- l) Director of Equipment and Apparel
- m) Director of Communications and Marketing
- n) Director of Tournaments
- o) Director of Coach and Player Development

33.3 In addition to the voting members described in Article 32.2, the Executive Committee shall also include the following non-voting members who shall be entitled to attend and participate in all Board meetings save and except the ability to move, second, or vote on any motion:

- a) General Manager – Barrie Jr. Sharks, as appointed by the Executive Committee from time to time.

33.4 Each Director shall be elected to hold office until the second annual general meeting after they have been elected or until their successor shall have been duly elected and qualified.

33.5 The following positions shall be retired at the annual general meeting held in each even numbered year, but shall be eligible for re-election if otherwise qualified: President, Director of Competitive Program, Director of Adult House League, Director of Game Officials, Treasurer, Director of Communications & Marketing, Director of Tournaments, Chief Trainer.

33.6 The following offices shall be retired at each odd numbered year’s annual general meeting, but shall be eligible for re-election if otherwise qualified: Director of Youth House League, Registrar, Director of Equipment and Apparel, Secretary, Director of Sponsorship and Fundraising, Director of Coach and Player Development.

33.7 The election may be by a show of hands unless, a ballot be demanded by any member.

33.8 Members of the Executive cannot have his/her spouse on the Executive at the same time.

Section 34: Conflict of Interest for Executive Committee

34.1 Conflict of Interest shall be defined as: A set of circumstances that creates a risk of professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest.

34.2 Secondary interest shall be defined as: Financial gain, specific team benefit, or player, benefit. Where a player is defined as a relative. (i.e. If a daughter plays on a team that may be impacted by a decision related to an executive vote.)

- 34.3 All BWA Executive Committee shall declare a conflict of interest wherever they or one of their family members is directly or indirectly involved in a matter going before the Executive Committee. A conflict of interest can also be determined by another board member with approval of the President. Once a conflict of interest has been declared, said Director or executive member will remove themselves from discussion where necessary and from a vote if taking place.
- 34.4 All members should avoid even the appearance of impropriety. The potential for a conflict of interest exists when a member is in a position to make or influence decisions for BWA which could also affect the member(s)' personal interest; or when the personal interest or relationship is substantial enough so that others could reasonably believe it would affect the member's judgment or actions on BWA's behalf.

Section 35: Duties of Executive Committee

- 35.1 The Executive Committee shall set the policies and procedures for the Association.
- 35.2 They shall conduct the business for the Association.
- 35.3 The Members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that capacity.
- 35.4 The President and the Executive Committee will draft a business plan at, or as close to, the beginning of the season (September 30th), the plan should include game ice, practice ice and the costs of referees.
- 35.5 The purchase of additional ice outside of the business plan must be approved by a vote of the Executive subject to availability of funds.
- 35.6 Expenditures excess of \$300.00 must approved by the Executive by a vote
- 35.7 The Executive, upon request and within a reasonable time, will provide any member of the BWA with a year-end report outlining the allocation of ice time for all BWA teams, plus associated costs.
- 35.8 The Executive Committee, subject to a vote, has the power to appoint replacements for any member of the Executive Committee and/or BWA officials, including all coaching staff and referees, who resign during their term of office or are neglectful of their duties.
- 35.9 Membership of any member of the Association may be rescinded for just cause by a majority vote of the Executive.
- 35.10 Advertising its local media or Website www.bwba.ca will be doing for all rep team ice time tryouts beginning at the first available time.

Section 36: Duties of Officers

36.1 President

- a) The President shall preside at all meetings of the Association,
- b) Be an ex-officio member of all committees
- c) Shall be the Executive Committee's representative to the Ontario Women's Hockey Association.
- d) The President shall also be charged with the general management and supervision of the affairs and operations of the Corporation
- e) The position of the President shall be filled only by a person who has served on the Executive for one (1) year.
- f) An integral response mechanism administrated and motioned by the President will answer specific questions front the association members promptly and swiftly (within a defined period i.e. 5 days).
- g) The President with the Secretary or other officer appointed by the Executive Committee for the purpose shall sign all by-laws and membership certificates.
- h) The President shall only vote to break a tie.

36.2 The Secretary

- a) The Secretary shall be ex-officio clerk of the Board of Directors.
- b) He/she shall attend all meetings of the Board of Directors and record all facts and minutes of all proceedings in the books and forward a copy of such to all committee members at least seven (7) days prior to the next meeting.
- c) He/she shall record all the minutes of any General meeting of the association and have them available at the next general meeting.
- d) He/she shall give all notices required to be given to members and to Directors.
- e) He/she shall be the custodian of the seal of the Corporation and of all books, papers, records, correspondence, contracts and other documents belonging to the Corporation which s/he shall deliver up only when authorized by a resolution of the Board of Directors to do so and to such person or persons as may be named in the resolution,
- f) He/she shall perform such other duties as may from time to time be determined by the Board of Directors.
- g) The Secretary shall record all the minutes of any General meeting of the league and have them available at the next general meeting.
- h) The minutes of all meetings will be kept on file by the secretary. These minutes will be available at the meetings in case they need to be referred to.

- i) The Secretary will notify all executive members of any forthcoming meetings.
- j) The Secretary shall be a voting member of the Executive.

36.3 The Treasurer

- a) The Treasurer, or person performing the usual duties of a Treasurer,
- b) shall keep full and accurate accounts of all receipts and disbursements of the Corporation in proper books of account
- c) Shall deposit all moneys or other valuable effects in the name and to the credit of the Corporation in such bank or banks as may from time to time be designated by the Board of Directors.
- d) He/she shall disburse the funds of the Corporation under the direction of the Board of Directors, taking proper vouchers therefore and shall render to the Board of Directors at the regular meetings thereof or whenever required of him/her account of all his/hers transactions as Treasurer, and of the financial position of the Corporation.
- e) He/she shall provide a financial statement and report on the operating results of the association at the monthly Executive meetings, as well as, prepare an annual financial statement to be made available for the Annual General Meeting. A Review Engagement will be done at the end of each fiscal season by an outside source. This will be available at the Annual General Meeting.
- f) All BWAHA financial records shall be kept up-to-date and be available if a member requests to see them. This will be done in the presence of the Treasurer and one other member of the executive committee.
- g) The Treasurer will sign all cheques of the Association together with the President or one other member of the executive as designated by the President.
- h) The Treasurer will ensure that all expenditures over \$300 be approved by the BWAHA Executive Committee and be recorded in the minutes of the meeting in which it was approved.
- i) He/she shall also perform such other duties as may from time to time be determined by the Board of Directors.
- j) The Treasurer shall be a voting member of the Executive.

36.4 Directors of Youth House League

- a) Director shall act as Head Convenor for their division and shall appoint Division Convenors to assist them during the season. (one per house league division) These Division Convenors are to be approved by the Executive members of BWAHA.
- b) Director shall be the chairperson of this committee of Division Convenors and shall

preside at all meetings that involve these appointed members

- c) Director of Youth House League shall be a voting member of the Executive.

36.5 Director Adult House League

- a) Director shall act as Head Convenor for their division and shall appoint Division Convenors to assist them during the season. (one per house league division) These Division Convenors are to be approved by the Executive members of BWAH.
- b) Director shall be the chairperson of this committee of Division Convenors and shall preside at all meetings that involve these appointed members.
- c) Director of Adult House League shall be a voting member of the Executive.

36.6 Director of Competitive Program

- a) The Director of Competitive Program shall be the chairperson of the Competitive Program Committee and shall preside at all meetings that involve these appointed members.
- b) Director of Competitive Program shall be a voting member of the Executive.

36.7 Registrar

- a) The Registrar shall be responsible for player and team registration, coordinate all advertising for media regarding BWAH registration, make necessary changes to the current registration form and order a sufficient number of these forms to start the new season's registration. (Approximately 4 to 6 weeks prior to registration)
- b) The Registrar will be responsible for scheduling people to work the registration dates and supply written guidelines for them to ensure registration procedures are followed properly. All information on the completed registration forms must be verified along with monies collected. Registration deposit must be documented and all monies passed on to the Treasurer. The completed registration forms must then be separated; the Registrar to retain the top copy for his/her records, pass on a copy to the Treasurer, President and appropriate Director.
- c) The BWAH Registrar is also responsible for coordinating BWAH registration so that Executive members, teams, players, and coaching staff are registered properly and on time, according to OWAH guidelines. This is for insurance purposes and is a separate procedure from BWAH registration.
- d) The Registrar shall be a voting member of the Executive

36.8 Director of Game Officials

- a) The Director of Game Officials will acquire a list of all certified OWAH referees in the area and be aware of their specific levels so that scheduling will be done properly. He/she will schedule referees for all BWAH league games, exhibition games and

tournament games, assuring all referees are qualified to do the level of games they are scheduled for.

- b) The Director of Game Officials will be a liaison between BWA coaches, conveners and referees; handle all concerns raised by any of them and be sure to act accordingly to assure that all rules are properly followed.
- c) The Director of Game Officials will work closely with the Ice Scheduler to ensure that all games are covered with the appropriate level of referees and that all the league's By-Laws are being abided by.
- d) The Director of Game Officials will be responsible for the payment of referees and will work closely with the Treasurer on this matter. He/she will ensure that all cheques are made available to the officials on time.
- e) The Director of Game Officials shall be a voting member of the Executive.

36.9 Chief Trainer

- a) The Chief Trainer shall act as a champion for player health and safety.
- b) The Chief Trainer create programs and initiatives which will promote a deep understanding within the Association of the guidelines related to player health and safety established by Hockey Canada and the Ontario Women's Hockey Association (OWHA), and to promote compliance with these guidelines.
- c) The Chief Trainer develops programs and/or campaigns with will encourage members to volunteer for the role of Trainer for each of the association's teams.
- d) The Chief Trainer works to further promote the guidelines and procedures defined within Hockey Trainer Certification Program (HTCP) as created and administered by the Hockey Development Council of Ontario (HDCO).
- e) The Chief Trainer works to share information among parents, players and coaches which promotes and advances the health, safety, and well-being of our players. Such initiatives could include (but not be limited to) issues such as injury avoidance, responsible recovery from injury, concussion safety, mental health, etc.
- f) The Chief Trainer administers the provision of certified trainers (or certified first aid providers) for each of the association's competitive team tryouts.
- g) The Chief Trainer will be responsible for proposing policy and procedures to the Board of Directors which promote and enhance player health and safety, and for administering such policies and procedures as applicable. This will include a "Return to Play" process which will define the steps to be followed before an injured player may return to full game play.

36.10 Director of Ice Scheduler

- a) The Ice Scheduler shall be in charge of all ice and the allocation of it. He/she will

negotiate ice time with the City of Barrie and other municipalities where BWAH uses ice. The Executive members of the BWAH must be informed if new ice becomes available and an Executive decision will be made as to whether or not it should be purchased.

- b) The Ice Scheduler shall be responsible for drawing up the schedule for league, play-off and championship games. The Ice Scheduler must keep a master schedule of all scheduled hours and arena locations on file. Each team contact is to be
- c) Given a copy of their scheduled games, well in advance of their playing times.
- d) The Ice Scheduler shall inform the Director of Game Officials of all scheduled games and give him/her a copy of the master schedule. The Ice Scheduler must work closely with the Director of the division, as well as the Director of Game Officials, to ensure that all teams, coaches and players are aware of the League's Constitution and Bylaws.
- e) The Ice Scheduler shall be a voting member of the Executive.

36.11 Director of Equipment and Apparel

- a) The Director of Equipment and Apparel is responsible for the care and upkeep of all equipment used by BWAH teams. They will keep accurate records of all BWAH equipment.
- b) The Director of Equipment will assess the needs of the teams and distribute equipment accordingly.
- c) The Director of Equipment will coordinate tendering, ordering and purchasing of all equipment necessary for the operation of the BWAH.
- d) The Executive members of BWAH will approve all purchases over \$300.00.
- e) The Director of Equipment shall be a voting member of the Executive.

36.12 Director of Communications and Marketing

- a) The Director of Communications and Marketing shall lead the association's communications and marketing activities on behalf of the Board of Directors / Executive Committee.
- b) The Director of Communications and Marketing shall be responsible for maintaining the association's website as a central source of information, including the office schedule and standings for all competitive teams, youth house league, and adult women's league.
- c) The Director of Communications and Marketing shall be responsible for maintaining the association's social media presence, including but not limited to Twitter, Facebook, and Instagram as a source for information, news and achievement by association teams, leagues and members.

- d) The Director of Communications and Marketing shall work with the Director of Sponsorship and Fundraising to contribute to the development and maintenance of a sponsorship package that reflect opportunities to share sponsor names, logos and information through the website and social media accounts, and to facilitate the sharing of these items for eligible sponsors.
- e) The Director of Communications and Marketing shall assistance other Directors in the sharing of information, materials and releases to communicate association programs and deadlines, through email, website, social media, and other means.
- f) The Director of Communications and Marketing shall be a voting member of the Executive.

36.13 Director of Coach and Player Development

- a) The Director of Coach and Player Development shall be responsible for running Coach and Trainer's clinics at the beginning of the season.
- b) He/she shall hold coaches meetings throughout the hockey season to keep coaches up-to-date on new information.
- c) He/she will also be responsible for on ice programs for players and coaches, to help with skill development.
- d) He/she will work closely with the Director of each division to help him/her focus on the needs of all players.
- e) The Director of Coach and Player Development will be part of our coach selection committee
- f) The Director of Coach and Player Development shall be a voting member of the Executive Committee.

36.14 Director of Sponsorship and Fundraising

- a) The Director of Sponsorship and Fundraising shall keep an accurate record of all team sponsors (their addresses and phone numbers); work closely with the Directors of Equipment to ensure that all teams have the appropriate sweaters for the season.
- b) He/she will work closely with the Executive members to ensure that all sponsors are informed of league happenings. At the end of a hockey season the Director of Sponsorship and Fundraising will ensure that all sponsors receive their sponsorship plaque, along with a thank you letter for their contribution to the league. He/she will also send out a Sponsorship Form asking if they would be interested in sponsoring for the upcoming season.
- c) The Director of Sponsorship and Fundraising shall be responsible for coordinating all fundraising for the league, as well as the selling of souvenirs for BWA. This person will be responsible for coordinating volunteers to help with these ditties during

registration, Sharkfest or any other time during the hockey season.

- d) He/she will keep an accurate record of all fundraising done throughout the season and will give documentation and monies to the Treasurer for deposit.
- e) The Director of Sponsorship and Fundraising shall be a voting member of the Executive Committee.

36.15 Director of Tournaments

- a) He/she shall be the chairperson of the tournament committee.
- b) The Director of Tournaments shall be a voting member of the Executive Committee.

36.16 General Manager – Barrie Jr. Sharks (non-elected member)

- a) The General Manager – Barrie Jr. Sharks is appointed by the Executive, to a term no greater than 3 years.
- b) The General Manager – Barrie Jr. Sharks shall be a non-voting member of the Executive.

36.17 Past President

- a) The Past President shall be a voting member of the Executive Committee. The Past President shall be authorized to perform such duties as delegated by the Executive.
- b) The Past President shall be a voting member of the Executive

36.18 Vice-Presidents

- a) In the absence of the President, his/her duties shall be performed by one of the Vice-Presidents as designated by the President.
- b) There shall be Two (2) Vice-Presidents. One (1) Vice-President, Junior Division, One (1) Vice-President, Senior Division.
- c) The President with the approval of the Executive members shall appoint the Vice.-Presidents from the Board of Directors
- d) One designated Vice-President shall fulfill the role of the President in his/her absence or if there is an inability on the President's part to act as President. If the President is unable to designate a Vice-President to fulfill his/her role then the Executive members will make this decision by voting,

36.19 Duties of Other Officers

- a) The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board of Directors requires of them.

Section 37: Other Appointed members

37.1 Division Convenors

- a) The Division Convenors shall distribute league schedule and monthly standings to each team in their division. They will ensure that all games are played as scheduled; will begin and end on time; and that all games played will be conducted in accordance with the league by-laws and playing rules.
- b) The Division Convenors shall attend meetings as scheduled by the Director of their division.
- c) He/she will:
 - i. be at the arena at least 45 minutes before the first scheduled game
 - ii. check the arena board to make sure that each team has been assigned a dressing room
 - iii. check with the facility operator to discuss floods
 - iv. get the game sheet to the coaches for signatures and make sure they are filled out properly
 - v. remind the home team coach that he/she must have timekeepers
 - vi. make sure the referees have arrived
 - vii. keep an eye on the clock in the 3rd period and run straight time if necessary to finish on time (remember to allow for a flood)
 - viii. collect game sheet from the timekeeper at the end of each game and distribute them as follows: 1 copy to the home team, 1 copy to the visiting team, 1 copy to the Director of Division.

37.2 Special Event Coordinator

- a) The Special Events Coordinator shall be responsible for all events that take place with BWA during the playing season. These events include: picture day, Sharkfest (our annual hockey tournament)

Section 38: Rep Team Hockey

38.1 Selection of Coaches and all team officials

- a) Deadline will be set annually for All applications for coaching positions. will be submitted in writing on approved application forms.
- b) Not later than the March Board meeting in each year, the Director of Competitive Program, under the supervision and authorization of the President, will recommend to the Association's Board a Coaches Selection Committee for approval. The Board may approve the committee as recommended and has the sole power to add or delete members to this committee.

- c) The Director of Competitive Program will submit all names of applicants to the Board for approval before the Coaches Selection Committee begins interviews.
- d) The Coach Selection Committee shall:
 - i. Set a coaching selection criteria
 - ii. Convene meetings to select coaches for the respective teams
 - iii. Make recommendations for BWA Executive approval on the appointment of coaches for the respective teams
- e) Coaches will be selected wherever possible in time for the spring tryouts. If no suitable coach can be found for a team by spring tryouts, the Director of Competitive Program may appoint a committee which will include the Director of Coach and Player Development to select the players for such team until such time as a coach may be found.
- f) The team manager, trainer, assistant coach and all other team officials will be appointed by the Board of the Association. The team coach and the Coaches' Selection Committee will make recommendations to the Board for these positions. The Board is not bound by such recommendations.

38.2 Coaches Qualifications

- a) All team staff including Coaches, Trainers and Dressing room moms must have a current police check including VSS (Vulnerable Sector Screening)
- b) Head coach should have a National Coaching Certification Program (NCCP) Development 1 Certification and MUST have a NCCP Development 1 Certificate for Peewee Level and up.
- c) Trainers must have a current HTCP Certification
- d) All assistant coaches must have at least NCCP "Coach" Level and Peewee A and up MUST have a NCCP Development 1 Certification.
- e) All coaches, assistant coaches, managers, trainers and on ice helpers are required to be certified in the Speak Out/Respect in Sport Programme
- f) All coaches, assistant coaches and trainers are required to take all clinics designated by the OWHA and will not be allowed to take charge of a team until such time as all such clinics are attended.

38.3 Maximum coaching staff allowed on the bench including trainer is 5

38.4 '2 Deep rule' must always be in force

38.5 No camera phones in change rooms

- 38.6 All on ice staff **MUST** wear CSA approved helmet during practices – properly fastened – this includes goalie coaches
- 38.7 Trainers and Coaching staff are to ensure that all players are wearing MANDATORY neck protection
- 38.8 Trainers are the only bench staff allowed on the ice during a player injury unless signalled by the referee
- 38.9 Trainer’s decisions regarding players returning to play in a game after injury cannot be overruled by anyone on the bench
- 38.10 If a player is removed from the ice in a major injury they must receive medical clearance stating the player is fit to return to the ice as well as have parental permission

38.11 Tryouts:

- a) There will be tryouts for all Rep Teams
- b) Tryout fee will be set annually by the BWA Executive Committee.
- c) All Players do not have to try out for top tier teams, Players are encouraged to try out for the tier above their current level of play (i.e. if BB then A).
- d) A Player may be excused from spring tryouts if the player is injured or for other good cause with permission from the Director of Competitive Program & notification of the head coach.
- e) The player wishing to obtain permission not to tryout at spring tryouts must submit a written request to the Director of Competitive Program as soon as possible, but in any case, not after spring tryouts have commenced. The decision of the Director of Competitive Program may be appealed to the Executive.
- f) Upon a player signing with a rep team. There will be a signing fee which will be set by each team to a maximum of \$200. That fee goes towards team fees and is Non-refundable.

38.12 Underage Players

- a) The Association discourages players from playing in any age except the age for which they are by birth designated under CHA and OWHA rules and regulations. However, the Association recognizes the right of the underage player to play at a higher age level,
- b) If an underage player wishes to play at a higher age level, the parent must submit such request in writing prior to the commencement of the tryouts.
- c) The application must be submitted in duplicate to both the Director of Competitive Program and to the Director of Coach and Player Development.

- d) Upon receipt of such request, the Director of Coach and Player Development will appoint a committee to evaluate the ability of the player to play at the higher age level. Upon completion of the evaluation, the Director of Coach and Player Development will provide a summary report to the Director of Competitive Program who will either approve or deny the application and written notice of such decision will be provided to the applicant's parent within 5 days of the decision. Notice may be given by mail addressed to the applicant at the address provided in the application. Notice is deemed to be received by the applicant five days after mailing by ordinary prepaid mail.
- e) The applicant will have the right to appeal the decision of the Director of Competitive Program to the BWA Executive but such appeal must be in writing addressed to the President within 7 days of the decision of the Director of Competitive Program. a copy of such appeal shall be delivered to the Director of Competitive Program.
- f) The decision of the BWA Executive, or the Director of Competitive Program if no appeal is taken, is final.

38.13 Player Evaluation

- a) Players trying out for BWA teams will be evaluated by the coach appointed by the coach's selection committee to coach the team (Coach) and such other members, if any, as are approved from time to time by the Director of Coach and Player Development.
- b) Coaches that earn money from girl's hockey outside of BWA (excluding PWHL team) may not evaluate players for her/his or other BWA teams.
- c) The Coach will address any player not selected for a team if the parent, guardian or player makes a request at a mutually agreed time.
- d) Regardless of a request, the Coach will explain his/her decision to release a player who was previously a member of the team she is trying out for but who, in the opinion of the Coach, lacks the talent to play in the upcoming season. This will be conducted within a reasonable amount of time. A member of the Rep Committee will be available to assist this process if requested by the parent, guardian, player, team head coach, or if the Director of Coach and Player Development so determines
- e) Player selection is governed by the evaluation of the Coach under the supervision and guidance of the Director of Coach and Player Development and the Director of Competitive Program

38.14 Playing or Ice Time

- a) Players and teams will receive one or two practice times per week. Games will be in accordance with the Lower Lakes Female Hockey League season schedule, which varies from season to season and from division to division.

- b) Owing to restraints on ice allocation, practices may be held in the early morning hours and will generally not begin prior to 6:00 am.
- c) The Coach's decision regarding playing time and positions will be made in the best interest of the team and is supported by the BWA Executive
- d) No player may be denied ice time without an explanation by the Coach.

38.15 Call up Players

- a) No call up player may play for a Sharks team unless the player is recorded on an OWA approved roster.
- b) A coach should invite a call up players to the team practice or practices.
- c) Call up players are not eligible for playoff. Or play downs
- d) If a team wishes to register a player to your team they must ask for an approval from the Director of Competitive Program by no later than December 31st.

38.16 Team Meetings (Philosophies)

- a) The Coach will have a parent meeting, after the team is finalized and prior to the season. In this meeting the Coach will convey his/her coaching philosophy and team rules to the parents and players.
- b) Meetings will be had throughout the year at the discretion of the Coach.
- c) Each team is required to have one member representative attend every Rep Committee meeting as requested. Failure to do so will result in a fine determined by the Rep Committee.

38.17 Summer Team Activities

- a) Teams will not schedule any mandatory team activities during the summer period between and including May 30 and August 14 for Intermediate AA, Midget AA and Bantam AA teams, and the period between and including May 30 and Labour Day Monday for all other teams. Any and all team activities scheduled during this period must be optional, and players must not suffer any penalty whether monetary, playing time or otherwise, for their non-participation.
- b) "Activities" shall include but not be limited to
 - i. Any games, practices, training sessions, development sessions, or any other fitness, exercise, or physical activities intended to improve player fitness, strength, flexibility or skill.
 - ii. Participation on any ice-hockey teams (including 3-on-3 or 4-on-4) or ball-hockey teams.
- c) This restriction shall not include team meetings, social, or fundraising events which

shall be permitted without additional approval to a maximum of 1 per month.

- d) Exemptions to this policy must be considered and approved by a majority vote of the Executive Committee. Any teams wishing to seek an exemption from this restriction must provide a written proposal for any such exempted activities to the Director of Rep Teams and the Director of Coach & Player Development for consideration at the next meeting of the Executive Committee, at least 5 days prior to such a meeting. Proposals shall include, at a minimum: the cost per player, the duration and frequency of the activity, a description of the activity and its benefits, and identification of any individuals or businesses who will receive funds related to the activity.

38.18 Twenty-Four Hour Cool down Rule: The Association requires that all emotional or angry outbursts be kept to a minimum but, at the same time that all concerns and questions are appropriately dealt with. Therefore, it is mandatory that all members operate under the “24 hour rule”. This rule requires that a member wait for 24 hours as a “cooling off” period before the issue of concern is addressed. This rule applies to all members, including coaching staff, executive members and all volunteers.

38.19 Complaint Procedure

- a) In keeping with the 24 hour rule, any complaint, question or concern that a parent might have with the Team will be addressed first to the Team Manager,
- b) After the mandatory 24 hour cooling off period. This should be done in writing to ensure that the issue is accurately addressed.
- c) The Coach will then address the issue with the parent by convening a meeting at which the Team Manager and at least one other coaching staff will be in attendance. The parent may also request the attendance of two other people to such a meeting. If the issue is not resolved by such meeting, the parent or the Coach may bring the issue to the Director of Competitive Program for further resolution.

38.20 Dress Code

- a) Players and coaches shall wear BWA approved team attire when traveling to and at ALL games (home, away and tournaments).
- b) An appropriate dress code is a very important part of projecting an image for the Association. Please arrive at all games clean and properly attired. Failure to do so may/will result in fines/penalties to the team or individual. If the problem persists, possible suspension or dismissal may result. Coaches, managers and BWA executives are required to enforce this dress code at all times. Infractions will be reported to the Director of Competitive Program for further action.
- c) All coaching staff are required to wear appropriate attire to all games. This could include a shirt, tie, dress slacks and dress shoes or non-insignia formal apparel.

Approved BWA team uniforms/apparel is mandatory. Respectful attire is required (ie: no ripped jeans)

- d) Players are required to wear the complete approved BWA team apparel / equipment at all games.
- e) Any teams/coaches/manager wishing to make additional apparel/equipment mandatory must seek BWA executive approval through the Director of Competitive Program.

38.21 Rep apparel & equipment:

- a) As of 2015, ALL rep players must supply and wear navy blue helmets, navy blue gloves and navy blue pants. If there are any questions regarding accent colours or approval for existing equipment, they can be forwarded to the Directors of Equipment.
- b) If the player does not wish to wear or purchase navy blue pants, they must purchase a BWA approved logo's pant shell.
- c) All rep goalies are exempt from the requirements noted above with the exception of the navy blue pants. Goalies are required to wear a navy blue pants or BWA issues pant shells. Any customization using the BWA approved logo, BWA name, etc for masks, gloves, blockers or pads must be approved by the Directors of Apparel.

38.22 Games, Playoffs and Exhibitions

- a) Teams are permitted to play exhibition games if ice allocation is available and the team ensures that notice is given to the advisor in charge of their division.
- b) Teams must first commit to all league games before entry into tournaments. The LLFHL league rule only permits two games to be rescheduled due to tournament conflicts. No team will be allowed to re-schedule more than three league games and only then, if there are no other options.

38.23 Tournaments

- a) All teams are permitted to register and participate in a maximum of five (5) tournaments per season – such number including any BWA organized tournaments. All tournaments must be an OWA approved and sanctioned events.
- b) All rep teams will be required to participate in the BWA's "Sharkfest" tournament, unless an exception has been otherwise approved by the Director of Competitive Program.
- c) Each Rep Team will provide a list of proposed tournaments for the upcoming season to the Director of Competitive Program no later than May 30 prior to the start of each season. The Director of Competitive Program shall approve such participation before any registration is made by the team.

- d) Where a tournament in which a team is registered has been cancelled, the team may register in an alternate tournament on the same weekend or a different weekend, with the approval of the Director of Competitive Program.
- e) In cases where a team does not qualify for Lower Lakes Championship weekend **and** Provincial Championships weekend, such teams may seek permission from the Director of Competitive Program to participate in a 6th tournament
- f) Teams may only register for their assigned age category and division. Teams may be permitted to compete in an age category and or division other than their own only if requested by tournament organizers due to a lack of participating teams in the team's own age category and division – and only in accordance with OWHA rules.

38.24 Travel team.

- a) The Association may approve one team (and occasionally two) which then may travel anywhere in the world for a tournament. Such team is required immediately after spring tryouts to submit a travel tournament plan to the President for the Executive Committee, then with the assistance of his/her the Rep committee; provide support and direction to assist in formulating the final plan for approval. The plan will include a budget and such series of fundraising events as will provide sufficient funds to pay for the entire cost of the trip and the tournament. All fundraising will occur in accordance with the fundraising policy of the Association.

38.25 Team Budgeting, Finance and Fundraising

- a) Team Budgeting: Each team is permitted to raise funds (with approval from Executive) but only to pay for the following:
 - i. Tournament entry fees;
 - ii. Medical and other supplies required by the trainer for consumption by the players;
 - iii. Transportation to and from team events;
 - iv. Equipment for players on the team;
 - v. Player condition programs including off ice programs specifically designed for conditioning;
 - vi. Shark apparel for use by the players or coaching staff;
- b) Any other expense approved by the Association Executive after submission by the team of its operating budget on approved association forms.
- c) Prior to any Association funds being advanced to a team and prior to any team fundraising event, a team must submit to the Rep Committee a proposed team-operating budget on approved Association forms. The budget will be considered by the Executive at its first monthly meeting after submission. The Executive has the sole discretion and authority to approve the team budget.

- d) It is the responsibility of the Executive to ensure that fundraising events as proposed by teams do not conflict with each other. The Executive may therefore require teams to combine fundraising events.

38.26 Financial Reporting and Record Keeping:

- a) The BWA Treasurer could/will supervise all team bank accounts and may, in his/her absolute discretion, require any team or all teams to maintain a bank account of his/her choice, on which he/she has signing authority such that he/she may access the account without the signature of any other team official. He/she may also require that all bank statements be mailed by the bank to her address.
- b) All teams must keep one and only one bank account for the use of its approved budget. Such accounts will have not less than two signing authorities. No two persons of the same family can be signing authority. One signing authority must be the team manager. The other should be the coach, unless otherwise approved by the Rep Committee.
- c) Each team must reconcile and submit its bank statement monthly to the Rep Committee. Failure to do so will normally result in immediate suspension.
- d) If any team is found to have disobeyed these policies the coach, the manager and any other persons involved will be immediately suspended and appropriate investigative action will be conducted by the Executive. It is a serious matter to use Association funds for any purpose other than an authorized purpose.

38.27 Guidelines for Rep Team Managers: the following guidelines are intended to assist you as a manager. Please review and make additions to this program to assist you with the management of your team. Report to Association regularly.

- a) Responsibilities
 - i. Establishing open lines of communication between BWA Executives, coaches, players and parents.
 - ii. Follow BWA Parental Complaints Procedure with a 24-hour reflection period and complaints resolved at the team level through manager. If NOT resolved refer to Director of Competitive Program.
 - iii. Other than discipline during a game, (missing a shift) ensure that conduct and discipline of a player is approved by the Director of Competitive Program, reviewing the severity of the incident and action to be taken. A copy of your team rules should be handed out to players and parents. Please also provide a copy to the Director of Competitive Program. This is done to ensure uniformity of the action within the Association.
 - iv. Follow all policies as outlined by BWA
 - v. Ensure that ALL players and coaching staff conform to BWA Dress Code as outlined

in the policies. Sportsmanlike example for the players, coaches and fans.

- vi. Attend Managers meetings as required
 - vii. Provide Treasurer with a copy of the Team's approved budget and monthly bank reconciliation's
- b) Things to Do
- i. Scheduling meetings of Season and Playoffs
 - ii. Game and Practice Schedules (Notify Players)
 - iii. Monthly Ice Reconciliation (no later than 10Th of the month)
 - iv. Contact and phone list of all players and staff
 - v. Maintain Team Roster and Player Cards
 - vi. Maintain Team Bank Account and Finances (account MUST require minimum of two signatures to withdrawal money)
 - vii. Provide Financial Accounting of all team funds to team parents and BWA no later than April 15
 - viii. Arrange Media Liaison for team
 - ix. Tournament Applications as per Coaches request
 - x. Tournament Travel Arrangements
 - xi. Travel Permits for out of town tournaments (request from Association)
 - xii. Set up Exhibition Games as per Coaches request
 - xiii. Maintain Player Approved Roster
 - xiv. Statistics for year book
 - xv. Player Movement Forms (if required)
 - xvi. Travel and Bus Arrangements (if required)
 - xvii. Team Budget – submission due no later than the first week of September for the approval of the executive at the September meeting.
 - xviii. Submit updated team budgets as requested by Director of Competitive Program and/or Treasurer for review
 - xix. Picture day arrangements
 - xx. Equipment / Sweater / etc collected and returned at the end of the season
 - xxi. Bond cheque for Sweaters due at time of receipt
 - xxii. Collect Rep fees from the players, and pay BWA the Team Rep Fee due no late then

November 1st

- c) Prior to the Game
 - i. Obtain dressing room key. (Inspect for damage)
 - ii. Visiting Team completes game sheet first.
 - iii. Complete Game Sheet properly and ensure game number, proper team names, dates, player's names and numbers, captains, assistants and affiliated player, players under suspension and proper return address.
- d) During the Game
 - i. Secure the dressing room and be available if players injured or ejected and at end of game. (Players should not be in the dressing room or hallways unattended)
 - ii. Call Person for injured player, as requested by trainer.
 - iii. In case of absentees and required assist on bench.
- e) After the Game
 - i. Obtain copy of game sheet for statistics
 - ii. Check suspension list for additions game suspension. (Refer to Most Current edition of the OWHA, Handbook)
 - iii. If suspension, notify Director of Competitive Program. And fax a copy to OWHA and LLFHL
 - iv. Submit Game score via website within 24 hours and fax home game sheet to LLFHL
 - v. Ensure visiting team receives copy of game sheet.
- f) Possible Delegated Positions
 - i. Equipment Manager Team Parent
 - ii. Media Manager

Section 39: Junior House League

39.1 Team set up

- a) Assessment are done on each player at the beginning of the year by all coaches together –then at the end of the season by each teams coaches
- b) Team will be balance by skill and YOB if possible
- c) Coaches may protect no more than 3 players (Coach, Asst. Coach, and Trainers' daughter)
- d) Once teams are picked, players may be traded in the first coaches meeting (15

minutes time limit) to accommodate requests where possible and fair, however, all movements must be approved by the Director of House League to ensure that teams remain rated equal. Reminding parents that teams are not set until re-balancing is done.

- e) New players signed on after the distribution of teams are added to the team with lowest amount of players, keeping in mind that team total points should remain as equal as possible.
- f) Maximum number of players per team including goalie is 16
- g) Novice and Atom team **MUST** rotate the goalie through the whole team.
- h) Within 3 games teams could be rebalanced if necessary sooner it possible
- i) Coaches should be sure to welcome the newest members to a team immediately

39.2 Tournaments

- a) All teams are allowed to enter a **maximum** of 3 tournaments, Sharkfest is included in this total.
- b) Sharkfest is a mandatory tournament all player must participate. (there is an extra cost)
- c) All players from each team participating must be given the chance to play in each tournament before other players are picked up from other teams.
- d) Please inform the convenor of your tournaments by November
- e) Any team missing a scheduled ice time because of a tournament must inform the convenor at least 2 months in advance.

39.3 Coaches, coaching staff, managers & Trainers

- a) Head coaches and trainers must be certified within a reasonable amount of time.
- b) All bench staff must have speak-out or Respect in Sports within a reasonable amount of time.
- c) All team staff including Coaches, Trainers and Dressing room moms must have a current police checks.
- d) Maximum coaching staff allowed on the bench including trainer is 4
- e) 2 Deep rule must always be in force
- f) no camera phones in change rooms
- g) All on ice staff **MUST** wear CSA approved helmet during practices – properly fastened – this includes goalie coaches
- h) Trainers and Coaching staff are to ensure that all players are wearing **MANDATORY**

equipment all time while in the ice.

39.4 Convenors

- a) Will distribute all ice schedule to each team after the Director of Youth House League divided the ice between each division and if necessary work with other convenors to evenly distribute the ice
- b) Final approval of ice must be given by the Ice Scheduler before given to any teams
- c) Each team will get approximately 40 hours of ice including playoffs and practices (20 games and 20 practices)
- d) In the midget division less hours for more games is possible (e.g. 30 games 3 practices because of cost)
- e) Post or assign someone to post team, including player statistics for Pee wee through Midget divisions using first name and last initial
- f) In Novice and Atom Divisions only team statistics should be posted – **no individual statistics**
- g) Deals with any complaints from parents or coaches. If unable to resolve then the matter should be brought to the Director of Youth House League.

39.5 Games/Game sheet

- a) Home teams will provide the game sheet and fill out the date division Team names and/or Numbers.
- b) All league games, including play-off and championship 'games shall consist of Two ten and one twelve minute stop time periods unless otherwise indicated.
- c) The Home coach will put the **curfew** on the game sheet and both teams will initial the game sheet.
- d) Score must be reported to BWHA (score@bwha.ca) please indicate both teams, division, date, time, arena, and score.
- e) White copy of the game sheet (**ALL Games**) can be drop off at the BWHA's office (1 Saunders Road, Unit 5) or a designated place set by the Director of JR House League or email(score@bwha.ca), fax(705-721-9990). In the case of a Game ejection (Game Misconducts, Gross Misconducts, Match) both sides of the game sheet should be sent to the Director of JR House League within 24 hours.
- f) Novice will play with a "**BLUE PUCK**" in all regular and playoff games unless otherwise indicated by the Director of JR House League.

39.6 Ice time

- a) 50 minute game times unless previously arranged is the maximum time for any

game.

- b) All game will start with 12 minute on the coach 2 minute for warm up the clock will not stop until the first whistle.
- c) Where **curfew** of the game is imminent, the referee will advise the coaches of the imminent **curfew** and instruct the timekeeper to run the clock to finish the game.
- d) No time outs
- e) All players **should** receive **equal** ice time
- f) It is understood that certain positions will receive some extra ice time, that position should be rotated if possible
- g) The last minute is considered the “coaches’ time” which means they can play who they wish, keeping in mind that **ALL** players should be given the chance to play during “coaches time” so there are no favourites.

39.7 Penalties

- a) All Game ejection (Game Misconducts, Gross Misconducts, and Match) **MUST** be reported to the Director of House League that night.
- b) Three Penalties in any Given Game: the minimum suspension for a player who receives three penalties in one game will be ejected from the game. The Director of House League may assign more games when considering the specifics of the case and if there is a history of game ejection.

39.8 Development Stream (DS team)

- a) The DS program is to give those players interested the availability to play at a higher level of play then House League, goal being the HL players have the possibility of moving to rep system.
- b) This is a select team with costs over and above HL.
- c) They will play up to 8 game exhibition season and are allowed to enter a max 3 tournaments
- d) DS a team can hold tryout.
- e) Tryouts are not allowed to start till Nov 15th.

Section 40: Senior House League

40.1 Ice time

- a) All league games, including play-off and championship 'games shall consist of two ten and one twelve minute stop time periods unless otherwise indicated.

- b) 2 minute warm up before each game
- c) 50 minute game times unless previously arranged is the maximum time for any game
- d) Teams representatives will put the **curfew** on the game sheet and both teams will initial the game sheet.
- e) Where curfew of the game is imminent, the referee will advise the coaches/team reps of the imminent curfew and instruct the timekeeper to run the clock to finish the game.
- f) No time outs during regular season play

40.2 PROTESTS

- a) OWHA protest rules will apply as outlined in the C.A.H.A. Rule book, with the exception of the following:
 - i. At the beginning of the playing season, the BWA will establish a Protest and Discipline committee under the chairmanship of the President and any three of the Executive Council which one must include the Director of Game Officials.
 - ii. All protests must be submitted in writing, accompanied by a cheque for one hundred dollars (\$100.00) and be presented to the President within 48 hours of completion of the game in question. The protest fee will be refunded if the protest is upheld.
 - iii. An official protest not concerning an interpretation of the rules (e.g. in Ineligible players, etc.) will be handled in the same manner as (2) above. (Referee's calls are not grounds for a Protest).
- b) When a protest is made during a game, the referee will outline their remarks on the official score sheet. The person(s) protesting must realize it will cost them \$100.00.

Section 41: Senior House League Discipline Policy

41.1 PURPOSE: The purpose of this Discipline Policy is to:

- a) Ensure that players, team officials, and BWA members are aware of the serious nature of some rule offences.
- b) Apply a common minimum standard of Discipline for the Senior Recreational Division that reflects the players' intolerance for violent or injurious on-ice behaviour.
- c) Maintain a hockey league for adult women, that is safe place play.
- d) Make players, team officials, and BWA members aware of their responsibilities in keeping control of the conduct of the teams.

41.2 APPLICATION: The Discipline Policy prescribed hereunder shall be applied to:

- a) All players, team officials, and game officials registered to the Senior House League hockey through BWA.
- b) All games be they League, Tournament, or Playoffs in which players and/or team officials from BWA Senior Division are participating, including those games played outside BWA boundaries (i.e.: OWHA sanctioned tournaments).

41.3 DISCIPLINE PROCESS:

- a) It is the responsibility of either the team representative, of each team to notify the Director of Adult House League within 24 hours of completion of a game in which any of the following occurred:
 - i. A Game Misconduct was called.
 - ii. A Gross Misconduct was called.
 - iii. A Match Penalty was called.
 - iv. One player received three penalties in any given game.
 - v. A player received a penalty as a result of an incident involving another player with whom the penalized player has already appeared before the Discipline Tribunal.
- b) It is the responsibility of the Team Rep to provide the white copy of the game sheet to the Director of Adult House League on a timely basis.
 - i. One player receives her 16th penalty minute of the season. (This condition only applies to penalty minutes accrued during house league, and / or playoff games.)
 - ii. Team Penalties
 - iii. individual penalties
- c) The Director of Adult House League will consult with one Executive Members. who plays Senior House League hockey.
- d) The player if there is one, will be given 24 hours notice of a meeting of the Executive regarding the incident. It is the players' responsibility to ensure that contact information (phone number) is up to date with the Director of Adult House League.
- e) It is the responsibility of the player to inform the team rep of the meeting.

41.4 EXECUTIVE DISCIPLINE MEETING PROCEDURES:

- a) The following shall be invited to attend the meeting:
 - i. Three executive members.
 - ii. Rules official for consultation (e.g.: Director of Game Officials).

- iii. Director of Adult House League.
 - iv. The player.
 - v. Relevant evidence / emails / game sheets / statement.
 - vi. Any parties called by the Discipline Committee Chairperson.
- b) One of the Executive members shall act as Chair of the meeting.
 - c) The player shall have an opportunity to speak on their own behalf. The Committee members will have an opportunity to ask questions to the player, the rules official, and the Director of Adult House League.
 - d) When the executive tribunal has consensus that they have sufficient information to make a decision, all members other than the tribunal and executive should leave the meeting area.
 - e) The executive tribunal will make a decision as to any necessary action. In this process, the executive tribunal will refer to the minimum suspensions listed further in this policy, and the chair will only have a vote if the two other Tribunal members disagree.
 - f) The player will be informed of the decision at the end of the meeting. They will be reminded of their appeal options.
 - g) Copies of the minutes of the executive discipline meeting will be available to the Player within 7 days.
 - h) The team representative(s) will be informed of the result, if any action was taken, prior to the next scheduled team game.
 - i) Minutes of the executive discipline meeting are available to any member of BWA upon request.

41.5 PENALTIES:

- a) BWA will follow all OWHA penalties and suspensions Any player or coach receiving a game suspension could receive more at the discrepancy of the tribunal.
- b) Three Penalties in any Given Game: The minimum suspension for a player who receives three penalties in one game will be ejected from the game. The tribunal may assign more games when considering the specifics of the case and if there is a history of game ejection

41.6 TEAM REP: It is the responsibility of the team rep to ensure that:

- a) The player or team's official sit out her/his suspensions.
- b) The suspension is marked on the game sheet (i.e.: sitting 1st of 3 games).
- c) The original (white) copy of the game sheet(s) for which the player or team official is

suspended are given to the Director of the Division to confirm that they have been served.

- d) Promote positive playing environment
- e) Ensure all issues stats game sheets are provided to the Director of Adult House League Hockey on a timely basis
- f) ensure all team members abide by the code of conduct

41.7 PLAYER:

- a) The player shall serve her suspension as detailed in this Discipline Policy through the team official.
- b) The player shall not be at his/hers bench or in the dressing room while under suspension.
- c) A player loses her privileges to referee, be an off-ice official (including score keeper) during the period for which she is under suspension.
- d) Failure of a player to adhere to these conditions will result in an automatic suspension until a formal hearing and the Discipline Committee Chairperson renders a decision.

41.8 APPEALS:

- a) Appeals shall be heard only if 5 or more game suspensions have been assigned. No appeals shall be heard for decisions that assign the minimum number of game suspensions.
- b) An application to appeal must:
 - i. Be filed in writing within 72 hours of notification of the result of the original Discipline Tribunal Meeting.
 - ii. Be directed to the Discipline Committee Chairperson.
 - iii. Be accompanied by a fifty-dollar fee refundable only if the appeal is upheld.
 - iv. Outline the grounds upon which the appeal is based and provide any information, which is expected to be presented at the appeal.
- c) The following constitutes grounds for an appeal:
 - i. There is new evidence not used in the original hearing, which may have an effect upon the decision.
 - ii. There were irregularities in the proceedings of the original hearing that may have caused an unjust decision.
 - iii. The decision of the original hearing was too severe or was too lenient.

- iv. There is proof to establish that the decision of the original hearing was reached in an unjust manner.
- d) The Discipline Committee will handle all appeals and their decision will be final and binding on all parties.
- e) The process followed by the Discipline Appeal Tribunal shall be the same as that followed by the original Discipline Tribunal.

Document Revision Log

Version Number	Approval Date (by Board)	Revisions Made By	Description of Changes (Including specific Section / Clause numbers added, deleted, or amended)
4.0	2023-Jun-12	Rob Emerson	<ul style="list-style-type: none"> Article 36.11 which previously detailed the responsibilities of the Director of Ice Scheduling was deleted, as per a motion approved by the Board on March 7, 2022, and in accordance with the Bylaws changes approved by the Board on May 28, 2018. Articles 33.2, 33.5, 33.6 and 33.11 updated to replace Director of Equipment – House League with Director of Communications and Marketing, as per the motion approved by the Board on March 7, 2022 and in accordance with the Bylaws changes approved by the Board on May 30, 2022. Article 37.3 “Statistician / Webmaster” deleted to remove responsibilities of the appointed volunteer statistician/webmaster position – as per a motion approved by the Board on March 7, 2022. (Position made redundant with the introduction of a Director of Communications & Marketing.)
3.1	2021-Jun-07	Rob Emerson	Section 4 (“Membership with Barrie Women's Hockey Association”) updated to reflect amendments approved by the Board on December 17, 2018, and further amended by the Board on June 7, 2021.
3.0	2018-Jun-11	Rob Emerson	<p>All changes included in this revision were detailed in motions approved by the Board of Directors at their meeting June 11, 2018, including:</p> <ul style="list-style-type: none"> Added Section 30: On-Ice Practice Assistants to better define the responsibilities and qualifications for these positions. Article 38.3 (i) removed (redundant). NOTE: All sections after newly added Section 30 renumbered accordingly - the NEW UPDATE article numbers are reference below. 33.2 and 33.5 updated to remove Ice Scheduler from list of Board positions 33.2 updated to remove the GM of the PWHL Team from the list of Board members 37.1 deleted to remove reference to the appointment of the GM of the PWHL Team New section added as 33.3 to define non-voting members of the Board, and add the GM of the Barrie Junior Sharks to the list. Director titles updates through, to match motion at 2018 AGM 33.2 and 33.5 updated to add Chief Trainer to list of Board positions 36.9 added to define the duties and responsibilities of the new Chief Trainer position 38.17 added to define the Summer Activities Policy as approved by the Board of Directors, June 2016 (but never added to the manual)
2.1	2018-Jan-08	Rob Emerson	Clause 34.14 revised to update language, to change term of appointment for the Intermediate AA general manager, and change the position from voting to non-voting member of the executive.
2.0	2018-Jan-08	Rob Emerson	Reformatting and numbering of last previously approved version of the Policies and Procedures manual. Document version number

			introduced. Document Revision Log added. No content changes made to actual policies and procedures.
n/a	2016-May-02	Gary Reid	Last previously approved version of the Policies and Procedures manual. Specific changes not identified.