

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 BWHa Code of Conduct is to ensure a safe and positive environment within BWHa 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 BWHa core values. The BWHa 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 BWHa core values may still be considered a breach of the code and may be subject to sanctions.

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

Portions of this code will apply to other members including Parents or Guardians of participants, and spectators involved with BWHa programs or activities. It will also apply to conduct that occurs outside of official BWHa 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 BWHa. It may also apply when such conduct is seen as detrimental to the image or reputation of the Association.

- 2.3 **Definitions.**

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

“Member” Membership in the BWHa 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 BWHa.

“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 BWHa program.

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

“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:

- i. Sexist jokes.
- ii. Sexual violence.
- iii. Display of sexually offensive materials.
- iv. Sexually degrading words used to describe a person.
- v. Inquiries or comments about a person's sex life.
- vi. Unwelcome sexual flirtations, advances, requests, invitations, or propositions.
- vii. Inappropriate sexual touching, suggestions, or requests.
- viii. Unwanted physical contact including touching, petting, pinching, kissing.
- ix. 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 BWHHA members, including teammates and team personnel.
- b) Will be familiar with all BWHHA 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 BWHHA 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 BWHHA members, including fellow coaches, players, and parents/guardians especially when conflict arises.
- b) Will be 100% familiar with all BWHHA 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 BWHHA board of directors in support of all BWHHA expectations and initiatives.
- h) Will represent themselves, and the BWHHA 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 BWHHA 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 Articles 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 BWA 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 BWA 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 BWA 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 BWA, 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 BWA 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 BWA 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: Off-Ice Investigative and Disciplinary Procedure

- 3.1 This procedure will be used when the Board is informed of a situation involving an off-ice incident not covered by supplementary discipline for on ice conduct or penalties by a referee. This procedure will only apply to:
- a) Level 1 violations of the BWA's code of conduct as defined in Article 2.11 (a).
 - b) Level 2 violations of the BWA's code of conduct as defined in Article 2.11 (b), where the OWA has referred the matter back to the BWA and directed the association to take action.
 - c) Other non-code of conduct violations of the BWA's Policies and Procedures.
- 3.2 **Definitions:** The following definitions will apply to the remainder of this section:
- a) **Subject** is the individual (i.e. player/parent/coach) who is alleged to be involved in the incident under review.
 - b) **Complainant** is the individual who initiates an investigation via a complaint to the Board or Director about an alleged incident.
 - c) **Witnesses** are other individuals who were present at the time of the incident or who have knowledge of the incident. Witnesses to an investigation will be given a number as designation to protect their privacy.
 - d) **Investigative Committee** is a group of 3 or 5 members with a committee lead, who lead an investigation into the complaint or incident presented. This committee will determine whether a referral to a disciplinary committee is required.

- e) **Disciplinary Committee** is a group of 3 or 5 members with a committee lead, who evaluate the results of the investigation and conduct a hearing to determine if disciplinary action is required.
- f) **Off-Ice Incident** is any incident which takes place outside of a timed game and outside of the jurisdiction of the referee, including, but not limited to, practices, dressing rooms, parking lots and online incidents.

3.3 Until the conclusion of both the investigative and disciplinary process and the posting of the Disciplinary Hearing results, the subject will not be held from on ice activities by the BWHA unless the coaching staff feels that the Subjects presence would be detrimental to the physical or mental health of the team. This also applies to any parent or additional individual who may be attending any team activities.

3.4 **Investigative Committee.** Upon being informed of an incident the board will determine the requirement of an investigative committee as follows:

- a) The Director of the division where the incident occurred will assume the role of Committee Lead, unless another board member is designated by the director (due to experience, seniority, or availability)
- b) The Committee Lead will canvass board members regarding availability for the committee and create a committee consisting of themselves and 2 or 4 additional members. Any board member who may have a conflict of interest regarding either the subject or circumstances within the investigation, will excuse themselves from availability.
- c) The committee must be formed within 6 months from the date of the initial incident report.

3.5 Investigation and Interviews. Upon formation of the investigative committee, the investigation process will proceed as follows:

- a) Any documentation, evidence, or other information is to be discussed and disseminated prior to the committee speaking with any Complainants or Witnesses.
- b) Following information gathering, interviews with the Complainant(s) and Subject(s) (if known) will be conducted and the Complainant will provide a written statement of the incident which can be shared with the committee.
- c) Through this process the lead or designate may also identify Witnesses, or other individuals, they wish to interview regarding the incident.
- d) In-person interviews are preferred but remote interviews are acceptable if circumstances are warranted.
- e) All Subjects, Complainants and Witnesses under 18 years of age must have a parent/guardian representative present for all portions of their interviews.

- 3.6 Investigation Conclusion. The investigative committee can come to one of three conclusions:
- a) There is not enough evidence to proceed with further investigation or the formation of a disciplinary committee.
 - b) The incident does not require a disciplinary committee or further BWA involvement and is referred to the team to allow for education, reiteration of the BWA code of conduct or for coaching staff to address.
 - c) The incident requires a disciplinary action on the part of the BWA. The investigative committee is disbanded, and the matter is referred to a disciplinary committee to hold a Discipline Hearing.
- 3.7 Disciplinary Committee. Upon conclusion of an investigation which has identified an incident in which the subject may receive discipline from the BWA, The lead will:
- a) Assemble a committee of themselves and 2 or 4 board members to act as the Disciplinary Committee. The same board members from the Investigative Committee may transition and serve on the Disciplinary Committee.
 - b) Within 7 days prepare a Notice of Discipline Hearing containing the date of hearing, the date of the incident, location of the incident, a summary of the allegations in which the Subject was involved in, the policy or procedure the subject is alleged to have violated (with the caveat that any further violations of Policy and Procedure that is uncovered may be added to the discipline of the Subject), and a copy of any video, photographic, and/or other physical evidence which has bearing in this matter.
 - c) The Subject may submit any additional evidence to the committee prior to the hearing so that it may be reviewed.
- 3.8 Disciplinary Hearing. Upon formation of the Disciplinary Committee and the notification of the subject, the Disciplinary Hearing will be held as follows:
- a) The Subject will be provided the opportunity to speak directly to the committee on their own behalf to either refute or agree with the allegations.
 - b) The complainant will be referred to as The Complainant throughout the process, to protect the privacy of the individual.
 - c) Witnesses will be referred to by their witness number at all times as to protect their privacy.
 - d) All Subjects, Complainants and Witnesses under 18 years of age must have a parent/guardian representative present for all portions of the hearing.
 - e) All Subjects, regardless of age, may choose to have a parent/guardian or team representative present during the hearing process.

- 3.9 Disciplinary Conclusion. On conclusion of the hearing the committee will come to a consensus or majority vote as to the result and any required disciplinary action. There are two possible outcomes for the Disciplinary Committee.
- a) No Violations. Documentation of the committee's findings will be recorded as per the Notice of Hearing Results, including the outcome of the committee's findings for each allegation. The Subject is eligible to return to BWA activities immediately. If deemed necessary by the Disciplinary Committee, a Return to Play guideline will be created as per Section 9 to transition the Subject back to the team if they were suspended during the hearing process.
 - b) Violation of the Code of Conduct. Documentation of the committee's findings will be recorded as per the Notice of Hearing Results and will include the following:
 - i. The outcome of the committee's findings for each allegation.
 - ii. Suspension from game play expressed in total game and duration of suspension. This will take into account any games missed since the infraction, should the Subject have been suspended pending the disciplinary hearing.
 - iii. Suspension from tournament play. If a tournament should fall during the period for which the Subject is under suspension, the Subject will automatically be suspended from that tournament. For record purposes, the number of games played in pool play (3 or 4) will be recorded for the suspension.
 - iv. Additional Sanctions. Additional requirements may be rendered if required by the committee including, but not limited to, a meeting with Subject and Complainant, statement or apology to team or Complainant, probationary period or suspension from extracurricular team activities.
 - v. Return to play guidelines and support as per Section 3.10.
- 3.10 Return to Play Guideline. It is required to create a return to play plan for the Team, Complainant and Subject to provide support through the process and avoid further incidents. Guidelines will focus on communication and understanding of all outcomes and work to resolve any internal issues with the return of the Subject. Outside agencies may be contacted and brought in to assist in the situation (community safety, counsellors) with Board approval.
- 3.11 Notification. Within 48 hours of the conclusion of the hearing, the Notice of Hearing Results will be presented to the Subject to inform them if they are subject to any discipline from BWA. The Notice will also be circulated to the Coach and Board.
- 3.12 Notice of Hearing Results ("Notice"). The Notice will contain the following items for documentation and follow up and be provided to the Subject, Board and Coach:
- a) The Subject's name and team, date of the hearing and the members of the committee.
 - b) The rule(s) which was broken by the Subject that has resulted in the discipline, including

BWHA, OWHA and Hockey Canada policies using the direct language from the policy.

- c) The committee's decision on discipline and the details surrounding the decision including the number of games of a suspension and additional sanctions, if any.
- d) The Return to Play Guidelines for the Subject and Team, including statements, team meetings follow up supports.

Section 4: BWHA By-Laws

- 4.1 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 conjunction with the Constitution By-laws, Regulations & Rules Ontario Women's Hockey Association
- 4.2 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
- 4.3 All Sharks members must follow the direction of our By-Laws & Policies and Procedures.

Section 5: Membership with Barrie Women's Hockey Association

- 5.1 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 BWHA 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 players 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 BWhA 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 BWhA, 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 BWhA and

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

Section 6: Registration / Registration Fee

- 6.1 All players affiliated with the BWhA, or their parent or guardian, must sign, in ink, a BWhA Registration Form.
- 6.2 In order to register for the new hockey season, players must be in good standing with BWhA or OWHA (no outstanding debts or equipment owing to the league from last season)
- 6.3 This date will be set by the executive members prior to registration.

- 6.4 The Membership (Registration) fee shall be set by the Executive Committee prior to the beginning of the hockey season.
- 6.5 The due date(s) for registration fees will be determined by the Executive Committee. The Registration fee due at registration.
- 6.6 The player will, upon request, provide a birth certificate as proof of age. Failure to do so will result in refusal of registration.
- 6.7 Players must be registered in their proper age group and program, unless otherwise authorized by these Rules.
- 6.8 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.
- 6.9 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.
- 6.10 Note any fundraising is absolutely non-refundable.
- 6.11 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.
- 6.12 For players who left the team, refunds will be prorated. After they fill out the '**Refund request Form**'.
- 6.13 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 BWAH equipment is returned. The responsibility for this is on the player.
- 6.14 If a player leave after December 31st a doctor's certificate and the approval of the Executive Committee will be required for a refund.
- 6.15 The Executive must approve all players, teams, coaches, managers, assistant coaches, trainers and support staff. They must be registered with BWAH and with OWAH and must be insured before participating in any league functions.

Section 7: Permission to Skate Forms

- 7.1 These forms can only be signed by the Director of her division.
- 7.2 These forms are needed if a player wishes to tryout for another female hockey organization.

- 7.3 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 8: Player Release Forms

- 8.1 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).
- 8.2 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.
- 8.3 A release will not be given if the player is not in good standing with BWA (money owing, unreturned equipment).
- 8.4 Players must be fully aware that they can only receive one release per hockey season (check OWA Constitution & By-Laws for details).

Section 9: Outstanding Debts or Equipment not Returned

- 9.1 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 10: Tryouts

- 10.1 There will be NO tryouts for all House League Teams
- 10.2 There will be tryouts for all Rep Teams
- 10.3 Tryout fee will be set annually by the BWA Executive Committee

Section 11: Dress Code

- 11.1 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 12: BWA Apparel & Equipment

- 12.1 BWAH apparel may be purchased by any/all members of the association.
- 12.2 BWAH apparel and equipment will be made available for purchase through the BWAH office at 1 Saunder Road, Unit-5, Barrie, ON during BWAH office hours (see the BWAH website) or at approved retail locations within Barrie.
- 12.3 Players/teams cannot have apparel or equipment made using the BWAH logo or any variation of that (Barrie, Sharks, image, etc) without approval from the BWAH executive.
- 12.4 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 BWAH for approval -- re: league colours; place of purchase, etc).
- 12.5 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 noncompliant and may be asked to be discarded.

Section 13: Team practices

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

Section 14: Code of Conduct and Ethics

14.1 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 OWAH code of conduct, the OWAH code of conduct prevails. Otherwise, it is in addition to any code of conduct required by OWAH.

14.2 Coaches and Team Official's Code

- a) Coaches and Team Officials are expected to learn and abide by the OWAH Speak Out policies.
- b) Each coach and team official is expected to learn all BWAH 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.

14.3 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.

14.4 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.

14.5 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 OWA policy on Abuse and Harassment will be ejected from an arena and may be banned from all future BWA games and activities.

14.6 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) BWAH 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 BWAH 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 15: Team Rules

- 15.1 **Team Rules.** Team coaches may set team rules to establish expectations for all players regarding their attendance and participation in team activities and events including games, practices, and other training and/or development sessions.
- 15.2 **Consistency with BWAH Policies & Procedures.** Team rules must be consistent with all BWAH Policies & Procedures and must not define any alternate processes or procedures. Team Rules should focus on areas, or to a level of detail, not covered by the BWAH's Policies and Procedures. Where any conflict exists between the BWAH's Policies and Procedures and any team rules, the BWAH's Policies and Procedures will prevail. The BWAH's Code of Conduct for All Participants, including the procedures contained within Section 2, will govern all behaviour matters where applicable.
- 15.3 **Communication of Team Rules.** Team rules will be clearly communicated following tryouts and will be provided to all players in writing. Concerns from players and/or parents regarding any team rule should be addressed to the coach and/or manager. Where such concerns cannot be resolved, the concern may be brought to the appropriate Director (Competitive Teams, Youth House League, or Adult Women's League) - who will determine the validity of any team rules.
- 15.4 **Rules Breaches & Discipline.** Breaches of any team rules should be addressed by the coach in a progressive manner, focusing first on reinforcing clear expectations and allowing for correction before any disciplinary action is taken. Any discipline which would result in the limiting of player participation (i.e. a suspension) for an entire game or more than 1 practice must be reviewed

and approved by the appropriate Director (Competitive Teams, Youth House League, or Adult Women's League) before the discipline is imposed.

Section 16: Minor Problems or Concerns

- 16.1 Don't stew about them, contact a member of the coaching staff to discuss it.
- 16.2 If a player is having a problem with the coach, speak to the team manager or one of the assistant coaches.
- 16.3 Communication is important between all members of the team (player and coach, coach and parents, coach, and assistant coaches).
- 16.4 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'.
- 16.5 Complete the Problem Assistance Request Form. The Director of your division will keep this form on file.
- 16.6 The Director will offer you assistance with your problem.
- 16.7 If you feel the problem has not been resolved, ask the Director to contact the President of the league.
- 16.8 The President will call a meeting of the Disciplinary Committee.
- 16.9 If this committee feels certain action must be taken, they will meet with the Executive members.
- 16.10 The Executive members will have the final vote as to what will take place.

Section 17: Complaints regarding the Association:

- 17.1 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.
- 17.2 Written complaints and questions received shall be included in the agenda of the next meeting of the Executive.
- 17.3 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.
- 17.4 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.

- 17.5 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.
- 17.6 All complaints shall receive a written reply.

Section 18: Alcohol and Non-Medical Use of Drugs:

- 18.1 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.
- 18.2 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 19: Sanctions

- 19.1 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.
- 19.2 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 20: Confidentiality

- 20.1 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.
- 20.2 All members are reminded of the conflict-of-interest policy incorporated into the BWA Bylaws.

Section 21: League Property

- 21.1 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.
- 21.2 The Association supplies the following equipment which shall remain the property of the Association and be returned at any time upon request:
- a) Equipment bags;
 - b) Game Sweaters and socks for Rep team (Home and Away).
 - c) Goalie Equipment with the approval of the Director of your division and Equipment Manager list is the following: Pads, Chest protector, Blocker, Glove, (Billy goat), and a goalie stick(limited to supplies)
- 21.3 The player supplies all other equipment and must be CHA approved.
- 21.4 **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.
- 21.5 **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 to repair the equipment at his or her own expense.
 - c) Failure to return equipment is considered misappropriation of Association property and will be dealt with accordingly.

Section 22: Playing Rules

- 22.1 BWA follows the rules set by Hockey Canada, OHF and OWHA, as well as our own league rules.
- 22.2 All players, coaching staff, and support staff must be insured with OWHA (Hockey Canada insurance).
- 22.3 All BWA members must follow the guidelines of the BWA By-Laws, as well as the BWA Policies and Procedures booklet.
- 22.4 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.
- 22.5 Mouth guards are recommended to be worn at all times during games and practices.
- 22.6 Only the coaching staff and the players of that particular team will be allowed on the player's bench during a game.
- 22.7 Practice time is limited to the players of that particular team.
- 22.8 Each player and member of the coaching staff on the bench must sign the game sheet.
- 22.9 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 curfewed it must be indicated on the Official Game Sheet.
- 22.10 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 23: Disciplinary Action

- 23.1 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.
- 23.2 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:
- 23.3 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.

- 23.4 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.
- 23.5 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 24: Responsibilities of Coaches

- 24.1 Coaches must obtain at their own expense all qualifications necessary to have appropriate OWHA status to coach.
- 24.2 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.
- 24.3 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.
- 24.4 All coaches and staff must have a current police record check done

Relationship between Coaches and Teams. 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:

- a) To assess and report to the player his or her skills and areas needing improvement.
 - b) To encourage fair play and respect of all on ice officials.
 - c) To develop the individual players as well as the team.
- 24.5 **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 25: Responsibilities of Managers

- 25.1 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.
- 25.2 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 26: Responsibilities of Trainers

26.1 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.

26.2 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 27: League Ice

27.1 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.

- 27.2 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.
- 27.3 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.
- 27.4 All executive members- will receive a full schedule of ice time for all BWAHA teams.

Section 28: League Divisions

- 28.1 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.
- 28.2 Rep teams will play in their own age category. The Executive Committee may at times make an exception to this rule.
- 28.3 Rep teams will play in the Lower Lakes Female Hockey League (or in a separate organized league).

Section 29: Call-up Player Procedure

- 29.1 Teams should endeavour to practice and play with a “full bench” at all times. The BWAHA promotes team management which sees available roster spots fully utilized to maximize development of the association’s players through the participation in both practices and games in tier(s) higher than their current team. As such, the following procedure should be followed by all competitive team coaches at all levels, as applicable.
- 29.2 OWHA, Hockey Canada, and Lower Lakes Female Hockey League rules and regulations must be followed at all times, including but not limited to regulations concerning player eligibility.
 - a) Call-up players for league, tournament or exhibition games may only be used to replace players who are eligible to participate in a game but are otherwise unavailable to participate (due to injury, absence, call-up to another team etc.)
 - b) Call-up players may not be used to replace any player who is serving an OWHA or Hockey Canada imposed suspension.
 - c) Call-up players may not be used in play-off or play-down games, including the Provincial Championships and/or LLFHL Championship weekend.

- d) A team may only utilize call-up players for games such that the number of players participating in any game is equal to or less than the teams normal roster size – less any players currently serving suspension (as per article 28.3 (b) above).

- 29.3 When a coach has identified a game or practice where a player or player(s) rostered to their team will not be available to participate, the coach (herein identified as the Call-Up Coach) should seek to call-up an eligible player to fill the roster spot by following the procedures in this section.
- 29.4 The Call-Up Coach should first reach out to the coach of the team for which the call-up player is rostered to (herein identify as the Contacted Coach. Call-up Coaches should not contact players directly without contacting the player’s coach first – even in situations where a player is repeatedly called-up to participate in games and practices for the same team. In each instance, the request should be initiated first from the Call-Up coach to the player’s coach.
- 29.5 The Call-Up coach should seek to provide as much notice as possible to the Contacted Coach once a call-up opportunity is identified – while recognizing that situations with little advance notice may arise due to emergencies, injury, etc.
- 29.6 Coaches should regularly converse with the coaches of teams from which call-up players may originate, in order to identify players who may be suitable for potential call-up opportunities. Once a call-up opportunity is identified, the Call-Up Coach may either request a list of potential call-up players from Contacted Coach, or they may request a specific player or players.
- 29.7 As a minimum, the Call-Up Coach and Contacted Coach should review the following with respect to call-up opportunities and potential call-up players:
- a) Player health and fitness: any player who has missed games or practice time with their team, and has not yet fulfilled the requirements of the return to play process, shall be ineligible for any call-up opportunity.
 - b) Player attitude / behaviour: coaches are discouraged from providing call-up opportunities to any player whose attitude, effort or behaviour has been less than ideal in the eyes of the Contacted Coach. Players who are currently the subject of any disciplinary action imposed by the team, the BWA, the OWHA or Hockey Canada shall not be eligible to participate in call-up opportunities.

While the Contacted Coach’s feedback should be duly considered, the final decision on which player is to be chosen for a call-up opportunity shall be made by the Call-Up coach

- 29.8 Where a scheduling conflict exists, the following guidelines should be considered with respect to player availability for any call-up opportunity:

If the Call-up opportunity is a...	
Practice	Game

If the Call-Up Player has a ...	Practice	Players should be permitted to miss their own practice to participate in a practice with a call-up team.	Players should be permitted to miss their own practice to participate in a game with a call-up team.
	Game	Players should not miss their own game to participate in a practice with a call-up team.	Generally, players should be permitted to miss their own game to participate in a game with a call-up team.

- a) When the Contacted team has a game the same day and time as the Call-Up Team, within a time frame where a player cannot play in both games, coaches shall have a discussion regarding the importance of that game for both teams, and related need for the player to participate in each game. Generally speaking, the Contacted Coach should agree to the call-up, and should seek their own call-up player to fill the vacancy created.
- b) When a Contacted team is in a tournament the same day/weekend as a Requesting team has regular season games, a player shall have permission to play in both the tournament games and the Requesting teams regular season games. Even if it means missing one of the tournament games. Regular season games shall be viewed with higher priority than a tournament game, thus it is the player/parents decision to play with the Requesting team.
- c) When a Contacted team has a regular season game the same day/weekend as a Requesting team has a tournament, the Contacted team will have priority with their regular season game over a Requesting teams tournament game. Coaches shall have a discussion to the importance of the regular season game, but ultimately a regular season game should be given priority over a tournament game.
- d) In some limited case, where the Contacted Team is playing a game of greater significance and where a call-up player may not be available to the Contacted Team, the call-up opportunity should be denied. Such a decision should only be made with the input and involvement of the Director of Competitive Teams, and/or Director of Coach & Player Development.
- e) With regard to the Intermediate AA team and Midget AA team during Midget AA playoffs, when the Requesting Intermediate AA team requests a player the same day/weekend as a Midget AA playoff game, the Midget AA playoff game will be viewed with higher priority than a PWHL regular season game. The coaches shall have a discussion on the importance of the PWHL game, but ultimately a playoff game should be given priority over a regular season game.
- f) In cases where the Coaches cannot agree on the relative importance and need, the matter should be reviewed with the Director of Competitive Teams who shall ultimately decide. In cases involving the team for which the Director of Competitive Teams daughter (whether as a Call-Up team, or Contacted Team) this decision shall be made by the President.

- 29.9 Teams for which there is no lower level competitive team to call-up from should seek to call up players from the division's Development Stream team, or directly from a House League team if prior to the formation of a DS team. In such cases, the Requesting Coach should contact the appropriate DS Team or House League coach.
- 29.10 Once player availability has been addressed and agreed upon, the Contacted Coach may either contact the call-up player as quickly as possible, or may provide their consent for the Call-Up Coach to contact the player directly. In either case, contact with the player should always be through their parent.
- 29.11 Call-up opportunities are not mandatory - a player and their parent will have the final decision as to whether a player will participate in a call-up opportunity. When a call-up opportunity is scheduled on the same day but at a different time as a game with their own team, the decision to participate in the both games, or to participate in only the call-up opportunity will rest solely with the player and their parents. A willingness to participate in more than one game in a single day should never be a condition of a call-up opportunity being provided to a player.
- 29.12 Failure to adhere to the full bench policy will result in a discipline meeting with the Director of Competitive Teams and Coach and Player Development Director.
- 29.13 Competitive team coaches shall maintain a log of all games and practices where less than the full team roster was available to participate. Opportunities for call-up – including absence, illness, injury, etc. – should be reported to the Director of Competitive teams, along with the actions taken to secure a call-up player, or the actions which prevented such a call-up.

Section 30: Association Fundraising:

- 30.1 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.
- 30.2 The fundraising budget will be approved by the Executive as soon as possible after submission.
- 30.3 Each Association member will be required to participate in Association Fund Raising as directed by the Executive.

Section 31: On-Ice Practice Assistants

- 31.1 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.

31.2 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.

31.3 BWA Players as On-Ice Practice Assistants

- a) The BWA supports the use of registered BWA 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 BWA 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.

31.4 Other Volunteers (Non-Players) As On-Ice Practice Assistants

- a) The BWA 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 BWA 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 32: Officials and Parent Volunteers

32.1 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

32.2 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.

32.3 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 33: Appendix

33.1 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 34: The Executive Committee

- 34.1 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)").
- 34.2 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
- 34.3 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.
- 34.4 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.

- 34.5 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.
- 34.6 The election may be by a show of hands unless, a ballot be demanded by any member.
- 34.7 Members of the Executive cannot have his/her spouse on the Executive at the same time.

Section 35: Conflict of Interest for Executive Committee

- 35.1 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.
- 35.2 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.)
- 35.3 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 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.
- 35.4 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 36: Duties of Executive Committee

- 36.1 The Executive Committee shall set the policies and procedures for the Association.
- 36.2 They shall conduct the business for the Association.
- 36.3 The Members of the Executive Committee shall not be subject to any personal legal liability for any actions taken by them in that capacity.
- 36.4 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.

- 36.5 The purchase of additional ice outside of the business plan must be approved by a vote of the Executive subject to availability of funds.
- 36.6 Expenditures excess of \$300.00 must approved by the Executive by a vote
- 36.7 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.
- 36.8 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.
- 36.9 Membership of any member of the Association may be rescinded for just cause by a majority vote of the Executive.
- 36.10 Advertising its local media or Website www.bwa.ca will be doing for all rep team ice time tryouts beginning at the first available time.

Section 37: Duties of Officers

37.1 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.

37.2 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.

37.3 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 BWA 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 BWA 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.

37.4 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 BWA.
- 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.

37.5 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 BWA.
- 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.

37.6 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.

37.7 Registrar

- a) The Registrar shall be responsible for player and team registration, coordinate all advertising for media regarding BWA 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

37.8 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 BWAH 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.

37.9 Chief Trainer

- a) Director of Ice Scheduler
- b) 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.
- c) 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.
- d) 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.
- e) Given a copy of their scheduled games, well in advance of their playing times.
- f) 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.

- g) The Ice Scheduler shall be a voting member of the Executive.

37.10 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.

37.11 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 assist 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.

37.12 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.

37.13 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.

37.14 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.

37.15 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

37.16 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,

37.17 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 38: Other Appointed members

38.1 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.

38.2 Special Event Coordinator

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

Section 39: Competitive Teams

39.1 Coach & Team Staff Requirements

- a) For the purposes of this section, “Team Staff” refers to all coaches, assistant coaches, trainers, managers, practice staff and others performing responsibilities for the team.
- b) All Team Staff must have registered through the process provided by the BWhA including submission of all requirements provided by BWhA registrar, and have been added to the OWHA team roster prior to performing any responsibilities for the team.
- c) All Team Staff must be fully qualified according to the requirements provided by the Ontario Women’s Hockey Association and Hockey Canada. Only those individuals who are properly qualified may be added to the team roster and any individuals who fail to maintain the requirements for qualification will be removed from the roster.
- d) All Team Staff will ensure that at least two staff members are present in any space or for any activity, discussion or other interaction with players, or where players are present immediately before and after team activities. (Previously known as the “2 deep rule”).

39.2 On-Ice Staff & Activities

- a) All individuals who appear on a team roster for a Barrie Sharks team (such roster having been approved by the OWHA) are eligible to be on the ice for any practice or training activity or on the bench for any game or scrimmage.
- b) All on-ice staff must wear all mandatory equipment at all times while on the ice, including, but not limited to:
 - i. CSA approved helmet, properly fastened, with a CSA sticker fully intact and showing a date of the current year or later. A visor, cage or other facial protection is recommended but not mandatory;
 - ii. Hockey gloves of a condition which will adequately protect the hands.
- c) All players must wear FULL hockey equipment as required by Hockey Canada for all games, practices, and other on-ice activities. As a point of emphasis this will include, but not be limited to, proper neck guard/neck protection during all practices.

39.3 Player Safety and Trainers Responsibilities

- a) The team trainer has the final decision regarding players returning to play following any injury or suspected concussion during a game.

- b) Players who suffer any injury that impacts their ability to play – whether during a game, practice, or other non hockey activity – will be required to demonstrate medical clearance to resume full contact sporting activities, along with parental permission, before returning to play. Return to play for such individuals must be approved by the BWA's Chief Trainer before participating in any games, practices, training sessions, or other activities.
- c) For Concussion protocol, the Chief Trainer will advise the Head Trainer of the team of what step progression the player can return to as per Hockey Canada Concussion guidelines.

39.4 **Team Ice – Practice & Game Scheduling**

- a) Teams will be assigned ice based on the annual ice time allocation targets approved by the Board of Director. Teams will be responsible for all ice once assigned to them – ice will not be accepted for return.
- b) Teams may request additional ice through the BWA's ice scheduler. Teams are not permitted under any circumstances to contract their own ice at any location – all ice must be arranged and finalized by the BWA's ice scheduler.
- c) Teams are permitted to play a maximum of 8 exhibition games from the defined start of the season following the Summer break to a date 48 hours in advance of the spring tryout period with any games beyond this limit requiring the approval of the Director of Competitive Teams.
 - i. Newly formed teams may also play up to an additional 2 exhibition games in April / May for the purposes of allowing coaches to evaluate team skills and abilities, with any games beyond this limit requiring the approval of the Director of Competitive Teams.

39.5 **Summer Team Activities.** Teams will not schedule any mandatory team activities during the summer period between and including May 30 and the Tuesday following the August Civic Holiday for U22-AA, U18-AA and U15-AA, and the period between and including May 30 and September 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.

- a) "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 team-organized ice-hockey teams (including 3-on-3 or 4-on-4) or ball-hockey teams.
- b) 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.

- c) Exemptions to this policy must be approved by the Board of Directors. Any team wishing to seek an exemption from this restriction must provide a written proposal for any such exempted activities to the Director of Competitive Program and the Director of Coach & Player Development at least 7 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.

39.6 Competitive Team Tournaments

- a) Competitive teams may only register for and participate in tournaments that are properly approved and sanctioned by the OWHA, or the relevant governing body where the tournament will be played. Proper travel permits will be secured from the OWHA by a team participating in a tournament outside of Ontario.
- b) All competitive 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 competitive team will provide a list of proposed tournaments for the next season to the Director of Competitive Program no later than May 30. The Director of Competitive Program shall approve such participation before any registration is made by the team.
- d) For the purposes of this policy, tournaments will be categorized as follows:
 - i. Tier 1 – local tournament (no overnight stays required)
 - ii. Tier 2 – away tournament (typical 2 overnight stays required)
 - iii. Tier 3 – away tournament (4+ hours, requiring 3 overnight stays required) or any out of province.
- e) Competitive teams are permitted to register and participate in a maximum of five (5) tournaments per season, such number including any BWA organized tournaments, while also respecting the following:
 - i. Teams may participate in a maximum of a total of three tournaments which are Tier 2 or Tier 3.
 - ii. Participation in a Tier 3 tournament will require a team vote, prior to which the team coach and manager will work to provide all team parents with a summary of the event, including estimated schedule and costs. Anonymity should be assured for parents expressing their votes in support or opposition to the proposed tournament. The results of the vote, without names, will be shared with the Director of Competitive Program.
- f) 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.

- g) In cases where a team does not qualify for OWHL Championship weekend and Provincial Championships weekend, such teams may seek permission from the Director of Competitive Program to participate in a 6th tournament, while respecting all other counts and limitations in this section.
- h) The clauses within article 38.6 pertaining to competitive tournaments will not apply to the U22-AA Barrie Jr. Sharks.

39.7 Equipment and Apparel Dress Code. The BWAH maintains equipment and apparel dress codes to project an appropriate image for the Association and to promote unity and cohesion among players and team staff. The policies in this section will apply to all BWAH's competitive teams, with the exception of the U22-AA Barrie Jr. Sharks.

- a) **On-Ice Equipment - Players:** All competitive players are required to use on-ice equipment which matches the Barrie Sharks colour scheme – namely navy helmets, navy gloves and navy pants, with accent colours/trim (if any) limited to red and/or yellow/gold. Properly fitting navy pant shells may be worn over hockey pants that are not navy. Questions about the colour of any equipment shall be decided by the Director of Equipment.
 - i. All competitive team goalies are required to wear navy hockey pants. Helmets, pads, blocker and catcher may be navy, white, black, red, yellow, gold or any combination thereof. Equipment customizations which feature the BWAH or Barrie Sharks name, wordmarks, logo, symbols, or other imagery (i.e. helmet wraps, custom paint jobs, pad skins, etc) must be approved in advance by the Director of Equipment.
- b) **Helmet Stickers:** Only stickers approved by the BWAH are permitted to be displayed on player helmets, along with those certification seals placed by the manufacturer. This shall include:
 - i. BWAH or Barrie Sharks name, logo, symbols, wordmarks, or other imagery as approved by the Association;
 - ii. Player numbers which match the players jersey and are of a design approved by the Association;
 - iii. Pink ribbon decals and pink stickers or accents including tape during the Month of October only;
 - iv. Poppies or yellow ribbon decals from the last Friday of October through Remembrance Day (November 11);
 - v. Memorial stickers for the purposes of celebrating members of our BWAH hockey community as approved by the Association and provided within the dress code provided by the BWAH on an annual basis.
 - vi. No other letters, numbers or stickers may be affixed to the helmet in any fashion,

unless approved by the BWA.

- c) **Game Day Dress Code – Team Staff:** The BWA expects all coaching staff and team officials to dress appropriately for all games. Dress attire is required for all bench staff including buttoned/collared shirts, dress pants/slacks/skirts and dress shoes. Other items – including sweaters, jackets, coats or hats – are limited to those acquired or approved through BWA. Team trainers may wear appropriate activewear, including BWA approved/provided wind suits.
- d) **Game Day Dress Code - Players:** Competitive players will dress in accordance with the dress code provided by the BWA on an annual basis.
- e) The clauses within article 38.7 pertaining to equipment and apparel will not apply to the U22-AA Barrie Jr. Sharks.

39.8 Team Administration (Budgeting, Finance and Fundraising)

- a) Competitive teams will appoint a team treasurer who will have responsibility managing all financial matters for the team on behalf of the coach and team manager.
- b) Competitive teams will be assigned a bank account by the BWA Treasurer. All funds received must be deposited to, and all expenses must be paid from, the team bank account.
 - i. Each team will assign a minimum of two signing authorities who will fulfill all requirements of the bank prior to access to the account being provided.
 - ii. One of the signing authorities will be the head coach, and the other who will normally be the Treasurer but may also be the team manager. The two signing authorities must not be related and must not reside in the same household.
- c) All teams will prepare a team budget outlining all projected revenues and expenses for, including the final Team Fee to be collected from each player. Team funds will only be used to pay for those items included in the budget.
 - i. The team budget will be approved by 1 parent/guardian for each team player, with each parent/guardian affixing their signature to a document to indicate their approval.
 - ii. The team budget, once approved by team parents/guardians, will be provided to the BWA's treasurer for final approval by the Board of Directors by the deadline provided ahead of each season. Where deemed necessary the Board of Directors may direct changes to any team budget along with a requirement to submit an amended budget for approval.
- d) Each team will maintain accurate financial records throughout the season to account for all revenues and expenses and to ensure alignment with the approved budget. This will include fully reconciled bank statements indicating the related revenue or expense for each deposit and withdrawal. Team financial records will be provided to the BWA's

Section 40: Competitive Team Tryouts & Player Selection

- 40.1 **Competitive Team Tryouts:** Tryouts will be held annually for all U9, U11, U13, U15 and U18 competitive teams. Tryouts will be completed in advance of the start of the season typically in April/May each year.
- 40.2 **Coach Responsibilities for Tryouts**
- a) Coaches will be responsible for planning and executing efficient, well organized tryout sessions that will allow for the identification and evaluation of the skills and capabilities of the participants.
 - b) Following their appointment to a future competitive team, and prior to the commencement of tryouts, coach appointees should seek to observe as many games as possible involving BWA players who will be likely tryout participants.
 - c) Coaches will not allow any individual to be involved in any aspect of the tryouts or to influence the outcome of any tryout including the final selection of players, where the individual is directly related to any participant in such tryouts.
 - d) Recognized private for-profit skill providers shall not normally participate in tryouts, either on the ice or as a part of the player evaluation process. Participation by such individuals must be approved, or through appointment by, the Director of Competitive Program.
 - e) Following the completion of the tryout process, Coaches will respond to any reasonable and respectful request for player feedback by providing a summary of the Coach's assessment of the requesting players skill level and/or by explaining the rationale for the selection/non-selection of the enquiring player.
- 40.3 **Tryout Registration:** All participants will be required to register in advance and to pay a tryout registration fee which will cover participation for all teams/levels within their age group. Players not invited to return to the next tryout for any team, or who are not among the final selections for a team, may attend the first tryout session for the next team without an additional fee. Tryout registration fees will be set annually by the Board and will be set to cover all costs related to tryouts including ice rentals and tryout jerseys.
- 40.4 **Starting Tryouts:** Tryout participants may start tryouts at any level within their age group and are not required to start at or participate at the highest level – while also respecting any requirements related to multiple teams at the same level. Participants should be encouraged to consider the team/level that is appropriate for them to begin tryouts based on their individual skill level.
- a) Tryout participants for each team/level must attend the first session for that team. Participation in all tryout sessions after the first session for each team are by invitation

from the coach only. Participants may not join tryouts for a team after the first session unless granted permission in advance by the coach or the Director of Competitive Program.

- 40.5 Multiple Teams at a Single Level:** When there will be more than one team at the same level within an age group, players must make themselves available for selection to the first team at the level in order to be eligible for selection by the second team at the level.

Example: where there will be two U18-A teams, designated as U18-2 and U18-3, participants must take part in and make themselves available for selection to the U18-2 team in order to be eligible for selection to the U18-3 team. Any player who does not make themselves available for selection by the U18-2 team or otherwise withdraws from the tryout process before the final selections for the U18-2 team are made will not be eligible for selection to the U18-3 team. Such players will be eligible to rejoin tryouts at the start of our U18-4 team.

- 40.6 Mandatory Tryout Participation:** In order to be selected to a team, a player must participate in the tryout sessions for that team. Players who do not participate in any tryouts sessions for a team may only be selected to the team if granted an exception by the Director of Competitive Program.

- a) A player wishing to be excused from tryouts, due to injury or other compelling circumstances, must make a request in writing to the Director of Competitive Program no less than 7 days prior to the start of the tryout sessions for their age group. The Director of Competitive Program will advise the player and the coach of the decision whether to grant the requested exception, and their decision may be appealed to the Board of Directors.

40.7 Underage Players

- a) The BHOWA believes that players are best to play with their defined age group, unless exceptional circumstances exist. As such, the BHOWA discourages players from playing in any age except the age for which they are designated by their year of birth in accordance with Hockey Canada and OWHA rules. However, the Association recognizes and respects the right of the players to try out and play at a higher age level.
- b) An underage player wishing to play-up one age group, will be allowed to tryout providing the following criteria are met:
 - i. The application must be submitted in duplicate to both the Director of Competitive Program and to the Director of Coach and Player Development by March 1st annually.
 - ii. Player may only try out for the “AA” team at the age above
 - iii. Player must attend the first “AA” tryout.
 - iv. Player must attend tryouts for her own age group, as well as the age above (if

schedule allows)

- v. Player must be ranked in “Top 3” players of the “AA” team at the age above by the head coach, as well as all evaluators, in order to be considered for a spot on the team.
 - vi. Goaltender must be ranked as the “Number 1” goalie of the “AA” team at the age above by the head coach, as well as all evaluators, in order to be considered for a spot on the team.
 - vii. If, following the first “AA” tryout, the player/goaltender is considered by all evaluators to be in the “Top 3 (player)” or “Number 1 (goaltender)” on the team above, then an independent BWAH-appointed evaluator (either the Director of Competitive Program or Director of Coach and Player Development) will take part in evaluating the remaining “AA” tryouts to confirm the player’s skill level relative to other participants.
- c) The applicant will have the right to appeal the decision of the Director of Competitive Program to the BWAH Board of Directors but such appeal must be in writing addressed to the President within 7 days of the decision being provided. Such an appeal will be considered by the Board no later than their next meeting or earlier if tryout sessions will begin prior to the Board’s next scheduled meeting.

40.8 Final Player Selections

- a) Coaches will select the best players for their teams considering player performance in tryouts as well as other factors such as prior observed games and previous playing history. A coach may extend offers of selection to any player following the commencement of tryouts, with all selections made within a defined timelines following the final tryout session, as provided by the Director of Competitive Program.
- b) All final player selections to all teams will be approved by the Director of Competitive Program prior to tryout participants being informed of the final selection list.
- c) Upon a being selected to a competitive team, the player will be required to complete all registration requirements communicated by the BWAH’s Registrar, including an amount no less than \$300 and not more than \$600 designated as an initial commitment fee – which will be applied to the team registration fees and shall be fully non-refundable should the player subsequently leave the team.
- d) Once selected to a team at any point following the commencement of tryouts, a player who turns down or otherwise refuses a selection opportunity will be ineligible to be a rostered member of any other BWAH competitive team at any point during the upcoming season. Players who refuse selection to a competitive team will be eligible to participate in house league.

40.9 **Outside Player Selections.** The BWAH is committed to the development and advancement of our BWAH members and to creation of hockey opportunities that encourage and allow our

members to strive to play at the highest level they are capable of. At the same time, the BWAHA also recognizes the need to create opportunities for new players to become Barrie Sharks by being fairly considered for the BWAHA's competitive teams. This policy seeks to balance the BWAHA's development goals with the creation of opportunities for outside players in a manner that promotes membership stability year over year.

- a) These Outside Player Selections policies will apply to competitive teams at the U9, U11, U13, U15 and U18 age groups.
- b) **Definition of Inside Players.** For the purposes of this section, Inside Players includes all players (including skaters and goalies unless otherwise noted) who:
 - i. were rostered to a BWAHA competitive or house league team in the season immediately preceding tryouts.
 - ii. were not registered to an OWHA affiliated association in the season immediately preceding tryouts or any previous season. (i.e. players who do not require a release or transfer from the OWHA including new players and players from ringette or OMHA affiliated minor hockey associations who have never been registered to or skated with an OWHA association).
 - iii. would otherwise be defined as an Outside Player, but where the player's parents/guardians have relocated their permanent residence from outside of Simcoe County to a new permanent address in Simcoe County within the 12-month period preceding tryouts.
- c) **Returning Player Exception.** A player that was a member of another association in the season prior to the season for which tryouts and selections are being made, but was a BWAHA member in the season immediately prior to that season can be designated as an Inside Player by the Director of Competitive Program, where it can be demonstrated that the player fully participated in tryouts and made themselves available for section to all eligible competitive teams prior to their departure.
 - i. Players wishing to apply for a Returning Player Exception must initiate the process by contacting the Director of Competitive Program prior to the start of tryouts and with a completed and signed Permission to Skate form from their current association.
 - ii. Having received an exception request, and reviewing the relevant tryout participation data from the previous season, the Director of Competitive Program will inform the player whether the exception has been granted, along with informing the coaches responsible for the teams for which the player will participate in tryouts.
 - iii. Should the player seeking the Returning Player Exception not agree with the decision of the Director of Competitive Program to deny such request, the player may appeal the decision to the President. The decision of the President in any appeal of a Returning Player Exception will be final with no further opportunity for

appeal.

- d) **Definition of Outside Players:** For the purposes of this section “Outside Player” is defined as all players (including skaters and goalies unless otherwise noted) not otherwise defined as Inside Players above, including those who were registered to an OWHA affiliated association in the season immediately preceding tryouts, or in the last season in which they played if the player did not play in the season immediately preceding tryouts (i.e. players who require a release, transfer, or Permission to Skate from the OWHA). Outside Players will be either IMPORT A Players or IMPORT B Players as defined below:

- i. **IMPORT A Players:** Generally speaking, players who are from a designated association within the Central Ontario area will be considered IMPORT A Players for the purposes of selection to a BWA team where the designated association will not offer at team at that level or higher.

For example purposes only:

Players from an association which offers teams at this level...	...will be considered IMPORT A players for these BWA teams:
AA	None
A	AA
BB	AA, A
B	AA, A, BB

To this end the Board of Directors will, on an annual basis, publish a list indicating for each age group and level the area associations from which players will be considered IMPORT A Players.

- ii. **IMPORT B Players:** All Outside Players not designated as IMPORT A Players above will be defined as IMPORT B Players.
- e) **Outside Player Limits:** the following limits will be established for the maximum number of Outside Players or selected to the BWA’s competitive teams:
- i. **For AA teams** – a maximum of **6** Outside Players to include no more than **1** goalie. All 6 of these players may be IMPORT A Players, with up to 2 being IMPORT B Players where less than 6 IMPORT A Players are selected.
- ii. **For A teams** – a maximum of **3** Outside Players to include no more than **1** goalie. All 3 of these players may be IMPORT A Players, with up to 1 being an IMPORT B Player where less than 3 IMPORT A Players are selected.
- iii. **For BB teams** – a maximum of **2** Outside Players to include no more than **1** goalie. Both of these players may be IMPORT A Players, with only 1 being an IMPORT B

Player where less than 2 IMPORT A Players are selected.

- iv. **For B teams** – a maximum of **2** Outside Players to include no more than **1** goalie. Both of these players must be IMPORT A Players - IMPORT B Players are not eligible for selection at this level.

Level	Total Outside Player Selection Limit*	IMPORT A Players (within the Total Outside Player Selection Limit)	IMPORT B Players (within the Total Outside Player Selection Limit)
AA	6	6	2
A	3	3	1
BB	2	2	1
B	2	2	0

* No more than 1 goalie

- f) **Annual Review of Outside Player Limits:** the Director of Competitive Program and the Director of Coach and Player Development will review the limits on an annual basis and will make adjustments where appropriate, with final approval granted by the Board of Directors prior to the start of tryouts.
- g) **Skill Level Requirements:** Within the “Outside Player Limits” defined below, these guidelines will be followed:
- Outside Players selected to AA or A teams must be clearly superior to any Inside Player they are selected over. (i.e. where two players are equal or similar in skill level, the Inside Player should be selected over the Outside Player).
 - Outside Players selected to BB or B teams must be clearly among the top skill level players to be selected to the team. (i.e. an Outside Player should be among the top line of forwards, top pair of defense, or the top goalie to be selected to a team – where this is not the case, the Outside Player should not be selected - even where they may be of superior skill level over other Inside Players selected to the team).
 - The skill level appropriateness for any Outside player selection as determined by the coach must be confirmed by one of either the Director of Competitive Program or the Director of Coach and Player Development. Where neither the Director of Competitive Program and Director of Coach and Player Development agree with the Coach’s assessment, the player will not be eligible for selection.

40.10 **Exceptions.** The BWAHA recognizes the need to accommodate players that relocate their permanent residence during the season which may necessitate a change in membership. Players wishing to seek an exception to this policy may request reconsideration of their status by addressing such requests to the Director of Competitive Program no later than March 1, who may approve or deny.

Section 41: Competitive Team Player Movement

41.1 Where a vacancy arises on a competitive team by any means following the end of tryouts, the vacancy will be filled in by promoting a player from the team immediately below (whether at a lower category, or within the same category) within the same age level, in accordance with the guidance defined in this section.

41.2 **Definitions.** The following definitions will apply to the remainder of this section:

- a) **Official Vacancy Notice** is a communication from a player (or parent/guardian on their behalf) indicating their intention to not complete the remainder of the season with the team to which they were selected, with such notice being received via email or other written notice by the team's Head Coach or Manager, or by the Director of Competitive Program.
 - i. Verbal reports will not constitute an Official Vacancy Notice.
 - ii. Official Vacancy Notice may also be provided by the Director of Competitive Program in cases where a player, who has ceased participation in all team activities and is not communicating with the team – only after having provided 48 hours written notice from the Director to the player or their parent/guardian of the intention to issue such notice.
- b) **Vacancy Date** is the date of a player's last game, practice or other activity with a team, once Official Vacancy Notice has been received. The Vacancy Date may differ from the Notification Date, such as in situations where the vacancy is not immediately known or only becomes known after some time.
- c) **Notification Date** is the date that vacancy notice which meets the definition of an Official Vacancy Notice in 40.3 below has been received.

41.3 **Conditions for Filling Vacancies.** Competitive team vacancies will be filled only where all of these conditions have or will be met:

- a) An Official Vacancy Notice had been properly received.
- b) The Vacancy Date is on or before the third Sunday in November.
- c) The Notification Date is on or before November 30.
- d) Where the total number of rostered players remaining on the team following the Official Vacancy Notice is 16 or below.
 - i. Where the process of filling a vacancy creates a "domino effect" that impacts multiple teams, the requirements for article 40.3 for each team will be deemed to be met or not met by the original vacancy which started the player movement.

41.4 **Player Eligibility for Playoffs & Playdowns.** In addition to the requirements of article 40.3 being fully met, a vacancy will only be filled where the team has a sufficient number of league and non-league games remaining such that the incoming player will be fully eligible for playoffs,

playdowns and the provincial championships in accordance with the requirements and deadlines provided by the OWHA and any league in which the team participates, or where an exception has been confirmed in writing by the OWHA.

- a) Where the process of filling a vacancy creates a “domino effect” that impacts multiple teams, the vacancy created on each team will only be filled if the requirements of article 40.4 can be met by each team – however the inability of a team to fill a vacancy will not preclude a player being promoted from that team to the team above.

41.5 Vacancy Filling Process.

- a) The coach of the team filling a vacancy will consult with the Director of Competitive Program and the coach of the team immediately below (whether at a lower category, or within the same category) to identify a list of ideal players for promotion to fill the vacancy. Consideration of available options, and a decision on the preferred player, should happen in a timely manner, without delay.
- b) Once the preferred player has been identified, the opportunity will first be communicated by the player’s current coach, or the Director of Competitive Program only.
- c) Players may decline the opportunity to be promoted and may remain with their current team. In such cases, the opportunity may be extended to another player on the team until such time as the Director of Competitive Program deems the available options to have been reasonably considered.
- d) Once the Director of Competitive Program deems the available options to have been reasonably considered, the offer may be extended to a player from the team immediately below, OR a decision to not fill the vacancy can be reached through mutual agreement of the coach and the Director of Competitive Program.
- e) During the player movement process, clear and sensitive communication is critical to ensure a smooth transition. All impacted coaches must refrain from any communication with the departing and/or replacement players (whether potential or confirmed) except as specifically defined in this procedure, or as approved in advance by the Director of Competitive Program.

41.6 Exceptions. Any exceptions to the conditions and procedures contained within this policy must be approved by the Board of Directors – including but not limited to:

- a) Filling vacancies which do not meet all the defined conditions.
- b) Opting to not fill a vacancy which otherwise meets all the defined conditions – except in accordance with article 40.5 d).
- c) Deviating from the procedure defined in 40.5 in any way.

Section 42: Competitive Head Coach Selection Process

- 42.1 **Applicable Age Groups.** The following policies in this Section will apply to the appointment of head coaches for the Association's competitive teams for the U9, U11, U13, U15 and U18 age groups and the U22-A team. These policies will not apply to U22-AA or Senior competitive teams, with the exception of 40.3 b) which shall also apply to the U22-AA team.
- 42.2 **Process Leadership.** Under the supervision and authorization of the President, the Director of Competitive Program and Director of Coach and Player Development will jointly administer the annual Competitive Head Coach Selection Process in accordance with this policy and direction(s) provided by the Board of Directors.
- 42.3 **Candidate Eligibility.** Any individual who meets the qualifications (as established by the OWHA and Hockey Canada) for the head coaching position for which they are interested, or who is willing and able to meet the qualifications within a reasonable period of time upon being appointed, shall be eligible for consideration and appointment to a competitive team head coach position, with the following exceptions:
- a) Any individual whose membership has been previously revoked by the Barrie Women's Hockey Association, the Ontario Women's Hockey Association, or Hockey Canada shall not be eligible for consideration and appointment to a competitive team head coach position.
 - b) The President, the Director of Competitive Program and Director of Coach and Player Development will not be eligible for consideration and appointment to a competitive team head coach position through the Competitive Coach Selection Process. These individuals will be eligible for emergency or interim appointment to a competitive team head coach position as approved by the Board of Directors when circumstances warrant.
 - i. An individual who is properly appointed to a competitive team head coach position shall be ineligible to stand for election as President, Director of Competitive Program or Director of Coach and Player Development for the season in which they will be a head coach.
- 42.4 **Creation of teams and coaching positions.** Annually, normally at or about the October meeting, the Board of Directors will approve the number and level of teams for each age group from U9 through U18 for the following season. Following this decision, the Competitive Coach Selection Process will be used to appoint head coaches to these teams. Applications will not be received, and appointments will not be made, for head coaches for any team not otherwise approved by the Board.
- 42.5 **Board's right to appoint or re-appoint.** Notwithstanding the process set forth in this section, the Board may appoint or reappoint a head coach to any team, at any point during the process – including before, during or after posting the positions, receiving applications, and/or

reviewing candidates. Prior to the posting of any position the Director of Competitive Program and Director of Coach and Player Development shall review all incumbents and make recommendations for re-appointment where appropriate.

42.6 Process schedule. Annually, at or about the October meeting, the Director of Competitive Program and Director of Coach and Player Development will draft a schedule for the Competitive Coach Selection Process which will be approved by the Board of Directors.

- a) The Competitive Coach Selection Process schedule will include: the posting of positions to be selected; the public release of the application package; the application deadline; the appointment of candidate review committees; the period for candidate review and interviews; the presentation of recommendations to the Board; the target for announcement of selected/appointed coaches.
- b) The schedule provided should generally conform with the following guidance.
 - i. The posting, application in-take, candidate review, recommendation and approval processes for U18-AA and U15-AA head coaches should normally commence no earlier than October 1, and should normally be completed no later than mid-December.
 - ii. The posting, application in-take, candidate review, recommendation, and approval processes for all other U9, U11, U13, U15 and U18 head coaches should normally commence following completion of the AA coach selection process, normally no earlier than December 1, and should normally be completed no later than mid-February.
- c) Once approved, the Competitive Coach Selection Process schedule will be posted on the BWA's website.

42.7 Application and identification of candidates. Interested individuals will be asked to identify themselves through an application form which will be posted on the BWA's website. Following the application deadline, the Board of Directors will hold an in-camera (confidential) session to review a list of candidates who properly submitted applications. Based on the recommendations of the Director of Competitive Program and Director of Coach and Player Development, the Board will decide the candidates who will be considered through the candidate review process.

42.8 Candidate Review Committees. The Board shall appoint a Candidate Review Committee for each age group to review the candidates for each head coaching position within the age group, and to make recommendations on the appointment of individuals for approval by the Board.

- a) The Director of Competitive Program and Director of Coach and Player Development will participate in all Candidate Review Committees, except as defined by the conflict-of-interest provisions defined later in this section.

- b) In addition to the Director of Competitive Program and Director of Coach and Player Development, the Candidate Review Committees will normally be comprised of 3 to 5 additional members of the Board of Directors.
- c) The Board of Directors may also appoint an individual(s) who is not a member of the Board of Directors where their participation in the candidate review process is valued.

42.9 **Candidate review process.** The Candidate Review Committees will arrange for the interview of each candidate. Based on the candidate interviews, information contained within each candidate's application, candidate qualifications, and their experience in coaching positions with the BWhA and other hockey associations, and their performance in previous BWhA roles, the Candidate Review Committee will make recommendations on the appointment of individuals for approval by the Board.

42.10 **Recommendation and final approval.** The recommendations of the Candidate Review Committees will be presented to the Board for final approval. Where the Candidate Review Committee is unable to reach a consensus recommendation, "majority" and "minority" recommendations will be presented to the Board for consideration.

42.11 **Vacancies may remain.** The Board will not be obligated to fill all positions and may leave any head coach position unfilled at the conclusion of the annual Competitive Head Coach Selection Process.

42.12 **Appointment of unfilled positions.** At any point following the conclusion of the annual Competitive Head Coach Selection Process, the Director of Competitive Program and Director of Coach and Player Development will continue to seek individuals to recommend to the Board of Directors for appointment to any unfilled head coach position using any process they deem appropriate including but not limited to directly approaching candidates or conducting a new application process.

42.13 **Conflict of Interest and non-participation.** The following outlines situations when Board members and other individuals will declare a conflict of interest in the Competitive Head Coach Selection Process:

- a) **Player Conflict.** Where a Board member or other individual is related to a player who will play at the age group in the season for which coaches are being selected – including where the individual is a parent, guardian, caregiver, aunt/uncle, grandparent or other familial relation – such individual will not participate, contribute, or vote on any portion of the annual Competitive Head Coach Selection Process that pertains to that age group.
 - i. The conflict of interest defined in part a) immediately above will not apply to the Director of Competitive Program and Director of Coach and Player Development who will be responsible for managing and participating in the annual Competitive Head Coach Selection Process including for age groups where they are related to a player who will play at the age group in the season for which coaches are being selected.

- ii. The conflict of interest defined in part a) immediately above will not apply to the President who will not normally actively participate in any Candidate Review Committee for age groups where they are related to a player who will play at the age group in the season for which coaches are being selected, but who may vote on the final approval of Coaches for such age group only in cases of breaking a tie.
- b) **Applicant Conflict.** Where a Board member or other individual involved in the process:
 - i. is related to a person who has applied or otherwise been identified as a candidate for a competitive head coaching position – including but not limited to spouses, parents, siblings, cousins, grandparents, grandchildren; or
 - iii. has a current or former relationship with a candidate where the nature of the relationship may cause others to reasonably perceive that the Board member or individual could not act in an impartial or unbiased manner;

such individuals will not participate, contribute, or vote on any portion of the annual Competitive Head Coach Selection Process pertaining to the candidate.

42.14 **Identifications of conflicts.** The onus will be on Board members to identify/declare their own conflicts. Where a conflict is identified that a Board member has not declared or does not agree with, the Board shall vote on whether they should be excluded from any part or whole of the process.

Section 43: Competitive Team Coaches Stipend & Expenses Guidelines

43.1 The guidelines in this section outline the stipend policy for non-parent paid coaches in the BWA. The policy ensures fair compensation while maintaining fiscal responsibility and requiring coaches to meet specific qualifications.

43.2 Association Responsibilities for Non-Parent Coaches.

- a) **Maximum Stipend Allocation for Head Coach:** Up to \$10,000 for coaching stipends based on qualifying standards noted in the table below:

Stipend Amount	Experience Requirement
\$10,000	5+ years of AA experience (U13, U15, U18, or U22)
\$8,000	3+ years of AA experience (U13, U15, U18)
\$6,000	2+ years of AA experience (U13, U15, U18, or U22)
\$5,000	1+ years of AA experience (U13, U15, U18)

Experience must be as a head coach and in the relevant age group (and level), and coaches must have appropriate certifications, such as HP1 and D1. Director of Competitive to make decisions on other appropriate coaching experience (i.e. AAA, out of country credentials)

- b) **Coaching Credentials:** Coaches must hold relevant certifications (e.g., NCCP), or must be

registered for the required courses prior to the season begins to qualify for stipends and expenses.

- i. **Stipend Reimbursement for Non-Qualified Coaches:** Coaches who do not meet the qualification requirements may still receive an association stipend of \$2,500 (e.g. new coach, not having years of experience).
- c) **Stipend Sharing:** The head coach may choose to share the stipend with other coaches. In such cases, the stipend agreement must be finalized by September 15th of the season.
 - i. **Trainers & Managers:** Trainers and managers are not eligible to be held by non-parent individuals or to receive stipend sharing unless no parent volunteers are available.
- d) **Ineligible Teams:** U22 coaches and teams not eligible for association stipend as defined above.
- e) **Breach of Contract.** The following conditions could result in re-payment or non-payment
 - i. **Missed Events:** Missing more than 10% of team events without a valid reason will result in a breach of contract.
 - ii. **Absences:** Extended absences or suspensions will lead to forfeiture of payments.
 - iii. **Missed Association Events:** Coaches who qualify for stipend are expected to attend key meetings and associations events, such as the AGM.
 - iv. **Pro-Rated Payments:** Payments may be pro-rated based on absences.
- f) **Association Payment Schedule:**
 - i. 40% to be paid Oct 15
 - ii. 40% to be paid Dec 15
 - iii. 20% to be paid Feb 15

43.3 Team Responsibilities for Non-Parent Coaches.

- a) In addition to the association stipend, each team may allocate up to a maximum of \$2,500 for Head Coach related expenses.
- b) Eligible expenses include:
 - i. Accommodations
 - ii. Meals
 - iii. Team/Sharks attire
 - iv. Mileage

- c) The team manager and coach must agree on the expense submission process and payment schedule before any reimbursements are made.
- d) Trainers and managers are not eligible unless no parent volunteers are available. In these cases, the Director of Competitive needs to be made aware.

43.4 Competitive Team Stipend Guidelines for Parent Coaches.

- a) **Team/Coach Eligibility.** U18 and U22 competitive team Head Coaches are eligible for up to 50% credit of their player's BWAHA registration fee.
- b) **Coaching Credentials.** Parent coaches must meet the same credentialing requirements as non-parent coaches to qualify for stipends.
- c) **Parent Experience Requirement.** Coaches must have 3+ years of experience, with at least 2 of the last 3 seasons in BWAHA, to qualify for player credit.
- d) **Breach of Contract.** The following conditions could result in re-payment or non-payment
 - i. **Missed Events:** Missing more than 10% of team events without a valid reason will result in a breach of contract.
 - ii. **Absences:** Extended absences or suspensions will lead to forfeiture of payments.
 - iii. **Pro-Rated Payments:** Payments may be pro-rated based on absences.

Section 44: Junior House League

44.1 Team set up

- a) All players will be evaluated at the beginning and the end of each season by coaches and/or other designated evaluators.
- b) Team will be balance by skill and YOB if possible.
- c) Coaches may protect their player and no more than one additional player prior to the creation of the teams.
- d) Once teams are chosen, players may be traded but trade requests will be limited to 2 outgoing trades per team with teams remaining rated equal. Trades must be fair and all trades must be approved by the Director of Youth House League. Parents need to be advised that teams are not final until re-balance 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) All U9 and U11 teams MUST rotate the position of goalie amongst the entire team. All players must be offered the position prior to a player being able to play the position again.

- h) Within approximately 3 games the Division Convenors will monitor teams and if determined that player movement may be required will review the situation with the Director of House League who will determine if player movement is necessary. Coaches and parents will be advised accordingly.
- i) Coaches should be sure to welcome the newest members to a team immediately.

44.2 Tournaments

- a) All teams are allowed to enter a maximum of 3 tournaments. Barrie Sharks Winter Classic is included in this total.
- b) Barrie Sharks Winter Classic is a mandatory tournament that all teams/players must participate. Cost for this tournament only is included in player registration. All other tournaments are additional costs to be covered by each individual team.
- 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) Coaches must advise the Division Convenor and Director of House League of their tournament dates by September 1 or date provided by the Director of House League. Any team not able to provide tournament dates prior to that date, will be subject to schedule availability. Games already scheduled will not be changed to accommodate tournament dates not provided prior to that date.
- e) Any team missing a scheduled ice time because of a tournament must inform the convenor at least 2 months in advance.

44.3 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 bench staff must have speak-out or Respect in Sport for Activity Leaders within a reasonable amount of time.
- d) All team staff including Coaches, Trainers, on ice helpers and Dressing room parents must hold a valid vulnerable sector police check and they must review BWA Code of Conduct which is posted on the website.
- e) Maximum coaching staff allowed on the bench including trainer is 4.
- f) Deep rule must always be in force.
- g) No cell phones are allowed in the change rooms.
- h) All on ice staff MUST wear CSA approved helmet during practices – properly fastened – this includes goalie coaches.
- i) Trainers and Coaching staff are to ensure that all players are wearing MANDATORY equipment all time while in the ice.

- j) Director of Youth House League may also provide additional requirements, which may be communicated with coaches/teams as appropriate at any time during the season.

44.4 Convenors

- a) Will assist Director of Youth House League with preparation, if necessary and distribution of schedule to each division.
- b) Final approval of schedule must be provided by Ice Scheduler before provided to any teams.
- c) U9 to U15 teams will have 18 shared practices and 18 games per season in the SMGHL. U18 will have 2 Practices, 18 SMGHL games, and 6 Barrie Cup games per season. These may be subject to change each year depending on SMGHL structure.
- d) 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.

44.5 Games/Game sheet

- a) All Youth House League games will be administered in accordance with the Simcoe Muskoka Girls Hockey League rules.

44.6 Ice time

- a) All Coaches will strive to promote fair play and comply with the BWA Code of Conduct.

44.7 Penalties

- a) All game ejections (Game Misconducts, Gross Misconducts, Match) MUST be reported to the Director of House League the same day and the Coach/Team is required to report the incident to OWHA pursuant to their rules which typically is within 24 hours of the game or prior to the teams next game, whichever comes first, by sending the details to stats@owha.on.ca including copies to the Division Convenor and Director of House League. Always refer to OWHA for requirements on reporting penalties.
- 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.

44.8 Development Stream (DS team)

- a) The Development Stream (DS) program is intended to give players the opportunity to play at a higher level of play than House League, for those house league players who have an interest in progressing to the competitive program.
- b) Costs for participating on a DS Team are not included in House League registration fees and will be approved by the DS Coach in conjunction with the Director of House League and Director of Coach and Player Development.
- c) DS teams may play up to 8 exhibition games and are allowed to enter a maximum of 2 tournaments and require approval of those tournaments by the Director of House League and/or the Director of Coach and Player Development.

- d) DS teams must comply with the timelines set out by the OWHA for try outs, team registration and game play.

Section 45: Senior House League

45.1 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

45.2 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 BWAHA 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.
 - ii. 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 46: Senior House League Discipline Policy

46.1 Purpose.

- a) Ensure that players, team officials, and BWAHA 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 BWAHA members aware of their responsibilities in keeping control of the conduct of the teams.

46.2 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 BWAHA.
- b) All games be they League, Tournament, or Playoffs in which players and/or team officials from BWAHA Senior Division are participating, including those games played outside BWAHA boundaries (i.e.: OWHA sanctioned tournaments).

46.3 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.

46.4 **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 BWHA upon request.

46.5 **Penalties.**

- a) BWHA 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

46.6 **Team Rep Responsibilities.** 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

46.7 Player Responsibilities.

- 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.

46.8 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.

Section 47: Barrie Jr. Sharks

- 47.1 The Barrie Women's Hockey Association will operate a team known as the "Barrie Jr. Sharks" which shall register at the OWHA's U22-AA level and participate in the U22-Elite League, or its successor.
- 47.2 The Jr. Sharks Management Committee will oversee the Barrie Jr. Sharks U22-AA team operations, including but not limited to:
- a) Appointing and supervising the Head Coach, including providing direction, ensuring compliance with BWAH policies, and termination/dismissal as appropriate.
 - b) Appointing and supervising the Team Manager, including providing direction, ensuring compliance with BWAH policies, and termination/dismissal as appropriate.
 - c) Ensuring the responsible management of the team, including alignment with the policies of the BWAH, OWHA, and Hockey Canada, and with the strategic direction as set by the Board of Directors from time to time.
 - d) While not normally being involved in hockey decisions (such as player selections, strategies and tactics, or team activities) the Committee will generally ensure the team is operated in a manner consistent with the goals and priorities established and communicated by the Board of Directors from time to time.
 - e) On regular basis the Jr. Sharks Management Committee shall assess the overall performance of the team, and specifically the Head Coach and Team Manager, for the purposes of determining whether these individuals continue to be the best choice to achieve the goals and priorities established by the BWAH's Board of Directors for the team.
 - f) The Committee will ensure that team is operated on a balanced budget basis, meaning that expenses related to any individual season shall not exceed revenue generated for the same season without the approval of the BWAH's Board of Directors. The Barrie Jr. Sharks will require the approval of the BWAH Board of Directors to establish or maintain any multi-year reserve funds and/or debts.
 - g) The Barrie Jr. Sharks Team Manager and Coach shall be the designated signing authorities for the team bank account and shall have the right and ability to execute

purchases and collected revenue on the team's behalf in accordance with the annual budget. Any multi-year agreements, commitments or contracts related to either expenses or revenues may shall require the signature of two of the BWHAs designated signing authorities, and the approval of the Board of Directors are required by other BWA policies.

- 47.3 The Jr. Sharks Management Committee shall be comprised of following members:
- a) The President of the Barrie Women's Hockey Association
 - b) 2 members of the Board of Directors, appointed by majority vote of the Board of Directors
- 47.4 Up to two additional individuals may be appointed to the Jr. Sharks Management Committee by a majority vote of the 3 core members (i.e. the President and two appointed Board members). These additional members may or may not be members of the Board of Directors, or current members of the BWA.
- 47.5 The President will act as Chair of the Jr. Sharks Management Committee unless the president so appoints another Chair.
- 47.6 The Barrie Jr. Sharks Team Manager will normally attend meetings of the Jr. Sharks Management Committee, unless confidential and/or in-camera business is to be discussed. The Jr. Sharks Head Coach will be invited to attend meetings as appropriate and beneficial, such as for season planning discussions. The Head Coach and Team Manager will not be eligible to hold a position on the Jr. Sharks Management Committee.
- 47.7 The Jr. Sharks Management Committee shall meet no less than four times each year, and more regularly as deemed necessary and beneficial.

Section 48: Refund Policy

- 48.1 Any BWA member may withdraw from a BWA program or team with written notice to the corresponding BWA Executive Director:
- a) House League – youthhouseleague@bwha.ca
 - b) Adult Women's House League – womenshouseleague@bwha.ca
 - c) Competitive – competitive@bwha.ca
 - d) Development programs – development@bwha.ca
- 48.2 All refund requests must be submitted to the BWA Treasurer using the Refund Request form. Upon receiving the Refund Request form, the BWA Treasurer will determine if a refund is applicable as per the following refund schedule:

HOUSE LEAGUE

REFUND REQUEST	REFUND AMOUNT
Prior to September 1st	Full refund less \$50 administration fee ^{Note A}
September 1st to October 31 st	Full refund less \$200 administration fee ^{Note A}
November 1 st to 15 th	50% of registration fee
November 15 th and later	No refund

ADULT WOMEN'S HOUSE LEAGUE ^{See Note B}	
REFUND REQUEST	REFUND AMOUNT
Prior to September 1st	Full refund less \$50 administration fee ^{See Note A}
September 1st to October 31 st	Full refund less \$200 administration fee ^{See Note A}
November 1 st to 15 th	25% of registration fee
November 15 th and later	No refund

COMPETITIVE ^{See Note C}	
REFUND REQUEST	REFUND AMOUNT
Prior to September 1st	Full refund less \$350 administration fee ^{See Note A}
September 1st or later	No refund

BWA DEVELOPMENT PROGRAM	
REFUND REQUEST	REFUND AMOUNT
Prior to start of the development program	Full refund less \$25 administration fee ^{See Note A}
Following the start of the development program or later	No refund

- a) Administration fees include payment processing, BWA overhead fees, OWHA registration and Hockey Canada insurance fees incurred.
- b) Refunds apply to the Adult Women's House League Recreational division registrations only. There are no refunds for Competitive team registrations as part of the Tier 1 division.
- c) No refunds will be provided to Competitive players who voluntarily withdraw under any circumstances.

48.3 **Annual Refund Deadline.** In accordance with the schedule in Article 46.2, no refunds will be provided after November 15 of each season, for any program.

48.4 **Outstanding Balances.** If a player withdraws from a competitive team and BWA registration fees still remain after the penalty amount from above is assessed, the outstanding fees must be paid in full before a player's release request is approved.

48.5 **Transfer from Competitive to House League.** If a player withdraws from a competitive team prior to September 1st and subsequently registers and remains in BWA House League in the same season, the refund penalty of \$350 outlined above shall not apply. The player's refund amount will be equal to the full BWA registration fees paid, less an amount equal to the house league registration fee (not including Non-Resident or late registration fees).

48.6 **Cessation of Activities.** Following the withdrawal from a team, a player shall be immediately ineligible to participate in any team related activities.

- 48.7 **Non-Resident Fees.** The City of Barrie’s “Non-Resident fee” (\$30 per player) is non-refundable for any reason.
- 48.8 **Refund Reporting.** The Treasurer shall, as part of their monthly report to the Board of Directors, provide a list of all Refund Requests received, including name, date received, refund penalty incurred and refund amount approved.
- 48.9 **Board Approval for All Exceptions.** Any request to deviate from this policy and to either provide a different refund amount, or to provide relief from the defined deadlines, must be approved by the BWAHA Board of Directors.
- 48.10 **Refunds due to Injury and Illness.** If a refund is required due to an Injury and/or Illness to a player, such a request must be completed and submitted within 30 days of the date of the injury/illness. A copy of the doctor’s note confirming the player’s inability to participate may be required, along with the Refund Request form.

Document Revision Log

Version Number	Approval Date (by Board)	Revisions Made By	Description of Changes (Including specific Section / Clause numbers added, deleted, or amended)
4.4	2025-05-05	Rob Emerson	<ul style="list-style-type: none"> Added new "Section 43: Competitive Team Coaches Stipend & Expenses Guidelines" as approved by the Board on 2025-05-05 and renumbered all following sections accordingly.
	2025-03-03	Rob Emerson	<ul style="list-style-type: none"> Added new subsection d) to "40.8 Final Player Selections" as approved by the Board at the 2025-03-03 meeting Replaced the former Section 15: Team Rules by deleting all former articles in their entirety, and adding articles 15.1, 15.2, 15.3 and 14.5 as approved by the Board on 2025-03-03. Added new "Section 41 - Competitive Team Player Movement" as approved by the Board on 2025-03-03 and renumbered all following sections accordingly.
	2024-09-09	Rob Emerson	<ul style="list-style-type: none"> Added new "Section 48: Refund Policy" as approved by the Board on 2024-09-09, and renumbered all following sections accordingly.
	2024-08-12	Rob Emerson	<ul style="list-style-type: none"> Added new "Section 3: Off-Ice Investigative and Disciplinary Procedure" as approved by the Board on 2024-08-12, and renumbered all following sections accordingly.
4.3	2024-04-08	Rob Emerson	<ul style="list-style-type: none"> Section 38: Rep Team Hockey replaced in its entirety with Section 38: Competitive Teams, as approved by the Board at the 2024-03-11 meeting, and as amended by the Board on 2024-04-08.
	2024-03-11	Rob Emerson	<ul style="list-style-type: none"> Section 39: Competitive Team Tryouts & Player Selection, as approved by the Board at the 2024-03-11, inserted as new section 39, with all following sections renumbered accordingly Section 40 – Coach Head Coach Selection process, as approved by the Board at the 2024-03-11, inserted as new section 39, with all following sections renumbered accordingly.
4.2	2023-09-11	Rob Emerson	<ul style="list-style-type: none"> Section 39 Youth House League updated to reflect new draft approved by the Board at the 2023-09-11 meeting.
	2023-06-12	Rob Emerson	<ul style="list-style-type: none"> Article 36.16 which defined the General Manager of the Barrie Jr. Sharks as a non-voting member of the Board of Directors was removed, as approved by the Board at the 2023-06-12 meeting. Remaining articles in Section 36 renumbered accordingly. Added "Section 42: Barrie Jr Sharks" as approved by the Board at the 2023-06-12 meeting.
4.1	2018-12-17	Rob Emerson	<ul style="list-style-type: none"> Section 28 Call-Up Players Procedure was updated to reflect the revised policy that was approved by the Board on December 17, 2018 but which was never properly added to the policy manual.
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

			<p>by the Board on March 7, 2022, and in accordance with the Bylaws changes approved by the Board on May 28, 2018.</p> <ul style="list-style-type: none"> 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.) Section 2: Fair Play Codes deleted and replaced in its entirety with Section 2: Code of Conduct for All Participants, as approved by the Board at the 2023-04-03 meeting.
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.