



DWMHA

Policy Manual

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1. Purpose.....	4
2. Structure	5
Competitive Levels (AAA, AA, A, B)	5
Recreational Levels.....	5
3. Assistance.....	6
4. Duties and Responsibilities of Coaching Staff	7
5. Duties and Responsibilities of Team Managers.....	8
6. Gate Collections.....	10
7. Code of Discipline	11
Suspensions	11
Questions and Concerns.....	11
8. Zero Tolerance Policy	14
9. Player Registration.....	15
10. Tryouts	16
11. Player Movement (Affiliate Players).....	21
High School Restrictions	22
12. Equipment.....	24
Hockey Jerseys & Socks.....	24
Goalie Gear	24
13. Ice Policy	25
Ice Allocation.....	25
Ice Booking	25
Ice Costs/Billing	25
Ice Conflicts	26
Ice Coordination.....	27
Ice Cancellations.....	28
14. Team Financial Reporting.....	29



15. Control of Cash Revenue	31
16. Fund Raising Guidelines	33
Personal - Parent Contributions	34
Team – Fundraising	34
SEED Money	35
Team Budgets, Fundraising, SEED Funding.....	35
Maximums per Division	35
17. Sponsorship	36
Sponsor Bars	36
18. Logo and Color Usage.....	37
19. Whalers Hockey Jerseys	38
Jersey Distribution	38
Jersey Care and Maintenance	38
Name Placement & Removal	39
Jersey Damage Deposit.....	39
20. Tournaments	40
21. Travel Permits	41
22. Exhibition Games	43
23. Medical & First Aid.....	44
First Aid Kit	44
24. Game Cancellation & Rescheduling	45
Scheduling Issues.....	45
Rescheduling Procedures	45
25. Awards	46
Fair Play Player of the Year	46
Volunteer of the Year	46
Coach of the Year	46



Most Promising Official	46
Most Dedicated Official	46
Most Improved Official	46
26. Communications.....	47
27. Fair Play	48
28. Whalers Apparel.....	49
29. Out of Area Players	50
Hockey Nova Scotia Regulation.....	50
DWMHA Policy	51
30. Social Media & Networking.....	52
Introduction	52
Social Media Guidelines.....	52
Social Media Violations	53
31. DWMHA Association Sponsorship.....	55
Conditions & Restrictions	55
Board of Directors Responsibilities	57
President and Treasurer Responsibilities.....	57
Forms of sponsorship.....	57
32. Team Event Policy.....	58
33. Dartmouth Whalers “18 th Player” Critical Illness Participation Policy.....	59
34. Policy for 3 rd Party Vendor.....	61
35. Volunteer Policy	62
36. Revision Schedule.....	63



1. Purpose

It is the purpose of this Policy Manual to provide assistance and direction to those who are responsible for the operating needs of minor hockey teams organized and playing under the Dartmouth Whalers Minor Hockey Association.



2. Structure

The Dartmouth Whalers Minor Hockey Association (DWMHA) is a non-profit recreational sport society registered with the Nova Scotia Registry of Joint Stock Companies; company number 1698326. DWMHA is responsible for all minor hockey activities within the boundaries established by the Hockey Nova Scotia Minor Council (HNSMC). The DWMHA is responsible to and receives its mandate from HNSMC who in turn receives its authority from Hockey Canada through Hockey Nova Scotia (HNS).

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

- U9 (formerly known as Novice) – 8 years of age and below (a player must be four years of age prior to December 31st of the current season).
- U11 (formerly known as Atom) – 9 and 10 years of age.
- U13 (formerly known as Peewee) – 11 and 12 years of age.
- U15 (formerly known as Bantam) – 13 and 14 years of age.
- U18 (formerly known as Midget) – 15, 16 and 17 years of age.
- Minor Junior – 18 and 19 years of age (teams may include up to four, twenty year old players, one of which must be a goaltender).

All teams in the DWMHA will participate at one of four playing levels:

Competitive Levels (AAA, AA, A, B)

Teams will play in a league called the "Central Minor Hockey Federation" (CMHF), formed by mutual consent of the DWMHA, Cole Harbour Bel Ayr Minor Hockey Association, Eastern Shore Minor Hockey Association, East Hants Minor Hockey Association, Halifax Hawks Minor Hockey Association, Bedford Minor Hockey Association, TASA Minor Hockey Association, Chebucto Minor Hockey Association and Sackville Minor Hockey Association. These teams will also compete for the HNSMC Regional, Inter-Regional and Provincial Championships.

Recreational Levels

When the Association has fewer than six (6) recreational teams at the respective division, teams will play in the "Metro Minor Hockey League" (MMHL), formed by mutual consent of the DWMHA, Cole Harbour Bel Ayr Minor Hockey Association, Eastern Shore Minor Hockey Association, Halifax Hawks Minor Hockey Association, Bedford Minor Hockey Association, TASA Minor Hockey Association, Chebucto Minor Hockey Association and Sackville Minor Hockey Association.



When the Association has six (6) or more recreational teams at the respective division, teams will play “in house” as part of the “Dartmouth Whalers Recreational Hockey League” (DWRHL).

U9 (Formerly known as Novice)

The U9 (formerly Novice) division is divided into U7 (formerly known as “Initiation”), “Development”, “Intermediate” and “Advancing”. Development and Intermediate teams will play “in house”. Advancing teams will play against teams from other Central Minor Hockey Federation Associations.

3.Assistance

The duties and responsibilities of the Executive and membership of the DWMHA are outlined in its “Constitution and Bylaws”. All minor hockey participation is governed by the “Hockey Canada Constitution, Bylaws, Regulations and Rulebook”. In Nova Scotia participation is additionally governed by the “HNSMC Constitution, Bylaws and Regulations”. Teams are also governed by the respective league in which they participate in.

For further assistance or information, team management can refer to or obtain copies of these important handbooks, etc. through their appropriate Divisional Vice-President. Parent, team and coach enquiries should be made through the team Manager, to the Divisional Vice-President.

Competitive administrative matters are to be referred through the CMHF representative to the respective CMHF Divisional Vice-president.

Recreational administrative matters are to be referred through the Director of Recreational Hockey, through the respective Divisional Vice-president.



4. Duties and Responsibilities of Coaching Staff

The DWMHA Executive requires a high standard of conduct from its coaching staff and in the image projected to participants of the DWMHA. The coaching staff is an integral part of the Association and is expected to support the decisions of the Executive and abide by the DWMHA Policies. The following is a list of items this Association expects from coaches:

1. Selection and Approval of Team Officials i.e. assistant coach(s). These must be approved by DWMHA Executive. All team officials must have or obtain all coaching, safety and risk management certifications as mandated by Hockey Nova Scotia Minor Council (HNSMC). Roles must be clearly defined.
2. Your choice for Team Manager must be approved by the DWMHA and attend the mandatory DWMHA Managers Meeting. All team officials must have or obtain all coaching, safety and risk management certifications as mandated by Hockey Nova Scotia Minor Council (HNSMC).
3. A parent meeting must be held to outline the yearly plan for the team. Present expectations for players and parents. At this meeting other team roles must be established i.e. treasurer, sweater assignments etc. Other agenda items: fund raising, tournament schedule, practice times etc.
4. A member of DWMHA exec must be present at the parents meeting to explain the goals and objectives of DWMHA.
5. All coaches are expected to take part in tryout and conditioning camps when available.
6. Program Evaluation/ Coaching Evaluations:
 - A- Every coach shall maintain an annual plan (help will be provided if necessary), which shall be submitted to the DWMHA Technical Director, once the schedule has been completed and the team has been selected.
 - B- The coach shall work with the Technical Director on any practice plans or program evaluations, which might be given to any team during the course of the season.
 - C- Coach and assistant coach(s) must have regular meetings (min of 3 times during the season) with Technical Director to ensure yearly plan is being followed and/or any changes that are required to implement
 - D- The coach and assistant coach(s) shall be evaluated at the end of the season by the Technical Director. The coach in conjunction with his staff shall complete a year-end review of their team and program.
7. Contracting Professional Assistance- Technical Director must be notified beforehand concerning the hiring of any professional assistance for their team.
8. Attend all DWMHA professional development sessions offered
9. Assist with evaluations in spring and fall evaluations for DWMHA when not in conflict



5. Duties and Responsibilities of Team Managers

The team manager is selected by the coach based on experience, leadership ability and fit with the coaching team and the parent group. The manager works with the coaches to appoint parents to other positions such as team treasurer, phoning assistant, etc. The Manager is the first person any team parent approaches with any team or player concerns. The Manager will then communicate those concerns to the coaching staff. Parents should not contact the coaches directly regarding team concerns, unless the safety of a players is at stake. The Manager is responsible for calling team meetings and the organization of parents for team activities and responsibilities. The Manager's duties include:

- Prepare and organize team schedules. Supply those schedules to all team players, parents and coaches. Distribute any information to team parents and players.
- Assist coaching staff in arranging exhibition games.
- Arrange for travel permits as required with the Travel Permit Coordinator.
- Arrange for exhibition game permit and numbers as required. Make arrangements for all team fund raising in accordance with guidelines provided by the Association.
- Ensure any suspensions are adhered to. Failure to adhere to suspensions may result in longer suspensions to both player(s) and/or coaching staff.
- Ensure the team Trainer or Head Coach has a suitable First Aid kit at the bench each game and practice. Be aware of emergency procedures at the home and away rinks, keeping handy the phone numbers for ambulances and other emergency services.
- Maintain a complete set of any Parental Consent forms and Medical History forms. These must be available at every game and practice. Ensure, in the event that an injured player is transported to the hospital without the presence of his/her parent, that a responsible adult accompanies the player and that the necessary Medical Report form is available for completion by the attending physician.
- Ensure an Injury Report form is to be filled out and delivered to the Controller as soon as possible anytime a player/coach sustains an injury. This should be done in conjunction with the team Trainer and coaches as necessary.
- Ensure that Association rules and policies are adhered to.
- Arrangement through the Ice Coordinator for all extra ice time and the payment of all ice bills within the terms permitted by Association policy.
- Book the meeting room at the Dartmouth 4 Pad as required (charges and payment are the responsibility of the team).
- Set-up an e-mail "Team Distribution List" in order to distribute information to parents and players.
- Collect and remit any payments to the Controller as required.
- Signed Coaches Discipline Policy



- Ensure team treasurer supplies team budgets to the Divisional VP, Association Treasurer, and Controller as required.
- See that care is taken of uniforms and other team equipment before, after and between games.
- Ensure that the properly completed game report has been delivered to the on-ice officials at least five minutes before each home game.
- Maintain copies of game reports.
- Assist the coach and team treasurer with the preparation of a budget and be responsible for obtaining the approval of the Divisional VP.
- Make all team members (coaches, players and parents) aware of the policies of the Association and report any deviation to the appropriate Divisional VP.
- Ensure the collection and remittance of all monies due to the Association are passed into the Controller by invoice due dates.
- Ensure through direct confirmation with the team coaching staff that all Association goal tender equipment, sticks, pucks, pylons and sweaters are returned to the Equipment Manager at the end of the playing season. Parents who signed out the gear themselves should be given their receipt if returned to team management. It is preferred that they be asked to deal directly with the Equipment Manager to avoid misunderstanding of responsibility for equipment return.

Also see - Managers section of the DWMHA website for more information on the Team Manager role.



6. Gate Collections

There will be no gate collections at any DWMHA home games.



7. Code of Discipline

Suspensions

The maximum suspension from play that can be imposed on a player by the coaching staff for disciplinary purposes is one game. The Divisional VP must be advised of all such suspensions. The coach must advise and make a request for any suspension of more than one game to the Divisional VP. Suspensions of more than one game must then be approved by the Divisional VP and/or the Discipline Committee of the Executive.

Any fighting or gross misconduct penalties for players and any game misconduct penalties for coaches leading to suspensions will require the suspended player or coach to meet with the Divisional VP and one other executive member prior to reinstatement.

Any member of the bench staff of a DWMHA team refusing to shake hands with an on-ice official before a game will receive a two game suspension. Furthermore the individual will not be permitted to return to the bench until a written apology is made to the Referee-in-Chief with a copy to the respective Divisional VP.

Questions and Concerns

During the season parents, coaches, players and others may have concerns about something they see, hear, or experience at a minor hockey event. The DWMHA has several avenues of approach for participants with concerns. Whaler participants can contact the following depending upon the type of concern they have.

- Team Manager
The team Manager is the first contact if you have a concern dealing with the team you are involved with. Examples of some concerns are:
 - Questions about the team budget
 - Son/daughter can't make it to a practice or game
 - Want information about team rules, procedures, etc.
 - Want information about various team activities
 - Team discipline
 - Tournament information
 - Team budget
- Divisional VP & Director of Recreational Hockey
Divisional VP's are responsible for all teams in their particular division. The recreational teams in each division are the combined responsibility of the Director of Recreational Hockey and the Divisional VP. Concerns related to competitive teams that cannot be, or have not been addressed by a team Manager can be addressed to your Divisional VP. Questions and/or concerns related to recreational teams should be addressed to the Director of Recreational Hockey. Examples of some concerns are:
 - Questions/issues about ice times



- Questions/issues about the team budget and financial reporting
 - Questions/issues about games with other associations, e.g. too rough
 - Questions/issues about a player, coach or staff's behaviour, of either team, at a game
 - Questions/issues about ice cancellations
- Referee-in-Chief
The DWMHA Referee-in-Chief has many responsibilities. Some of these are to assign, instruct and evaluate officials working for the Association. One of the most frequent concerns participants have center upon how they perceived a game was officiated.

Hockey is one of the most difficult games to officiate because of its speed and the many activities that occur during any game. Watching a game from the stands, or the player's bench is not the same as watching and following the game on the ice. Across Canada there is turnover rate of over 30% of the officials every year.

Some reasons officials quit are:

- Verbal abuse from coaches and players
- Verbal abuse from parents/spectators
- The fun has gone out of participating in minor hockey games

The DWMHA has approximately 50 officials, many of whom are young and are learning the game. Officials have to learn the game as players and coaches do. The officials are an important part of a minor hockey game. The DWMHA organizes minor hockey activities for over 1000 young players. The games are for the young players to participate in, not to entertain the spectators. Part of the game is the inclusion of officials to ensure the rules of the game are followed by all participants. It is impossible for any official to catch everything that goes on during the game.

The coaches are an integral part of controlling how a game is played. It has to be a combined effort amongst all participants to ensure that the game is safe and is played with respect. The officials are only one group. The coaches, players and spectators are the other groups.

During the season everyone should expect some mistakes made by players, coaches and officials during games. The young officials who are learning to officiate need time to develop their skills, just as the players and coaches require time to develop their skills. Shouting abuse at young officials does not contribute anything to a game.



If DWMHA team staff members or parents have questions or concerns related to game incidents involving Dartmouth Whalers on-ice officials they must document them in writing to the Referee-in-Chief.

These situations may include:

- An official's behaviour, conduct and/or demeanour on the ice
- An official's lack of effort/conditioning keeping up with the flow of the game
- Officials late or not showing up for games
- Rule interpretation/clarification

Discipline Committee

The Discipline Committee consists of the Risk Manager, Divisional VP, Discipline representative and either the President or the Executive VP.

- The committee may also include additional members at the discretion of the President. The President or his/her delegate, will Chair the meetings and may cast the deciding vote.
- <http://www.hockeynovascotia.ca/user/File/Code%20of%20Discipline%20December%202017%20NEW.pdf>



8.Zero Tolerance Policy

The DWMHA has a zero tolerance policy with regard to the use of alcohol and illegal substances by minor hockey players. Any player violating this policy will immediately be suspended. A Disciplinary Committee will be convened. The Disciplinary Committee will recommend to the Executive any sanction it deems fit based on the results of its findings. The Executive will consider the recommendations and render a decision.



9. Player Registration

No player may participate in Association activities unless he/she is registered in good standing. A player is registered when a completed registration form has been filed with the Registrar and registration fees have been paid, or arrangements made for payment in accordance with DWMHA policy. Registration can be done in person, by mailing in the registration form or online through the Whalers website.

Each year the Board of Directors will set the registration fees for that season. Payment may be through credit card, cheque or e-transfer sent to the controller. Credit card payments (VISA or MasterCard only) can be made online only, and may be made from approximately July 1st. Links for online registration and credit card payment are available through the Whalers web site.

Payment may be made in one payment or through 2 installments options. First option is four installments (at time of registration, 30 days later (September 30), sixty days later (October 31) and ninety days later (November 30). Second Option is five installments (at time of registration, 30 days later (August 31st), Sixty days later (September 30), 90 days later (October 31st) and 120 days later (November 30th))

Registration fee information is available on the website by clicking on the registration tab on the home page.

Any player registering after the date set for “Early Bird” registration each year must pay an additional \$50 late fee. Individuals who have never registered in the Whalers before will not be charged a late fee regardless of when they register.

Fees are also charged for tryouts, conditioning camp and the checking clinic. Information on the current fees for these activities are also available at the registration tab on the Whalers website. A late payment charge of \$10 will apply for tryouts, conditioning camp and the checking clinic for any player registering after the in person registration date.

If fees are not paid IN FULL by November 30, a late payment fee of \$50 will be applied to the member's account.

If fees are not paid by December 15, players will not be able to participate in any Whalers activities until the outstanding fees are received in full.



10. Tryouts

1. Definitions
2. Roles
3. Process
4. Injury/Absence Process
5. Out of Association Process
6. Appeal Process
7. Exceptional Player Process

1. Definitions

1. All players trying out must be registered with the Dartmouth Whalers Minor Hockey Association (DWMHA) for the upcoming season of hockey
2. If a player is trying out from an association outside of DWMHA, they must have permission from their home association, where they have registered as per HNS policy 2.30 and 2.31
3. Players trying out must declare a position they intend to be evaluated at. A player may be moved from their intended position at the discretion of Technical Director in consultation of parents and player.
4. Players must attend tryout sessions unless injured or having a conflict which is approved by DWMHA
5. All evaluators must be deemed out of conflict

Definition of “Out of Conflict” - Definition: Any coach who is a non-parent within the association is deemed out of conflict and can evaluate at any portion of the process and at any level. A parent in the association (parent being parent, step parent or common law relationship) cannot evaluate at the level where the child is competing for a position. They are able to evaluate at other levels.

2. Roles

1. Coordinators at each age level
 - A- Ensured there are people at the door to register players and assign a jersey number to them
 - B- Ensure there are people monitoring the dressing rooms for the “2 deep policy” and there are parents on the benches to open doors, but again not in conflict so their child would not be on the bench
 - C- At no time will the Coordinators be part of the evaluation process
 - D- Handle any parental inquires and reference tryout policy and pass along to Director of Competitive Hockey
 - E- Complete necessary processes if required for Public Health or other groups



2. Evaluators

- A- All evaluators shall be deemed out of conflict. Therefore being a non-parent coach or not having a child being evaluated at the level in question i.e. a parent of a player trying out at the U11 level can evaluate at the U13-U18 levels but not at the U11 level.
- B- Each level will have an evaluator(s) who is a non- parent and does not have a child in the DWMHA that will be responsible to evaluate at the level they are assigned to. They will serve as a check and balance for the process
- C- There will be a minimum of 4 evaluators per session

3. Technical Director

- A- Technical Director (TD) will be part of the tryout process for U11-U18 levels as an evaluator.
- B- TD will schedule and select evaluators and ensure conflict policy is in place in conjunction with the Director of Competitive Hockey.
- C- All decisions are made by a consensus with the group of evaluators

4. Bench Staff

- A- Bench staff shall be assigned to each bench during a game. They will not be on the same bench as their child.
- B- They are not responsible for shift lengths and changing of players.
- C- No coaching from the bench.

5. Parents

- A- Be supportive of the child who is trying out
- B- Have the player on time for each session
- C- Enjoy the day!

6. Director of Competitive Hockey

- A- Represents the DWMHA Board during the tryout process
- B- Facilitates and ensures the tryout process is being followed as per policy
- C- Engages with level Coordinators are gaining volunteers to work door, bench and clock
- D- Maintains decorum during process
- E- If there is a conflict with this person during tryouts they will remove themselves from the process
- F- Ensures scores are posted to DWMHA website in a timely fashion



7. Team Genius Software

- A- DWMHA at this time are using a software evaluation product Team Genius. It provides a consistent platform that provides evaluators the ability to enter scores based on categories that players are being evaluated on.
- B- This is a secure product.
- C- Evaluators are provided with tablets from DWMHA to record scores
- D- The product that has other attributes that are used during the season by coaches/TD.

3. Process

1. The first session will be a position specific evaluation and the second session will be an inter-squad game. This process may change if there is a low numbers of players trying out or a specific level is designated as a separate tryout process i.e. U18/U13 AAA. In this case players will be balanced in groups based upon where they played the previous season.
 2. Based on scores from the position specific practice, teams will be created for 3 groups (if numbers increase or decrease this may change). Teams will play 3 inter-squad games and an exhibition game(s) against an outside association. This may change if numbers dictate or if there is a specific tryout for example U13AAA.
 3. These 4 sessions will place players on each level as per the association numbers. Teams will comprise 2 goaltenders, 6 defenseman and 9 forwards minimum. In some cases an extra forward or defence can be added to a roster to a maximum of 19 players as per HNS 1.30
3. Evaluators will score players on a 1-5 scale and all scores will be tabulated and entered into Team Genius software platform where an average score will be produced
4. DWMHA will ice teams at levels offered if the number of players warranted this. To have multiple teams at a level must be approved by DWMHA Executive.
 - U11 AA will be 2 teams as per HNS 3.6, less than 110 players registered then 1 U11 AA will be comprised.



5. Player Injury/Absence Policy for Evaluations

6.

1. If a player is injured prior to or during tryouts a medical note must be presented to continue to be considered for evaluation.
2. If a player is to return to play during tryouts for medical reasons they must have a medical clearance to confirm medical approval.
3. If the player is injured during tryouts and they have had a scoring evaluation session their score will be prorated based on scores completed. If a player has not competed in 50% of the process, the evaluation will revert to point 5.
4. A player is able to attend due to family emergency i.e. illness or death in a family they will be considered as per point 5.
5. If a player is unable to attend any session's dues to injury or absence during the tryout process the following process will take place:
 - A- Research will be completed to talk to past coaches and with technical directors input to compare the player in question to players who are taking part in the process.
 - B- The information will be taken into consideration and the player will be placed compared to a player of like skill who is also competing at the level in question.
 - C- The Director of Competitive will be involved to assist in gathering past history and medical documents. The Executive VP or President, Director of Competitive and TD will render a decision after consultation. The decision will be based on history and comparable players.



DWMHA INJURED PLAYER RECOMMENDATION

PLAYER # _____ (if assigned)

Player Name: _____

(The player name will not be disclosed to the Board Members)

Why is the player not able to complete tryouts?

When is the player expected to return to full play? _____

Please include medical note or other documentation

Board's Recommendation for upcoming season _____

Players History – Please include the last 2 years	Level Played –AAA,AA,A,B,C,REC
U9- Last year of Novice	
U11 – 1 st year	
U11 – 2 nd year	
U13 – 1 st year	
U13 – 2 nd year	
U15 – 1 st year	
U15 – 2 nd year	
U18– 1 st year	
U18 – 2 nd year	

Director of Competitive Rational to support recommendation:

5. Out of Association Process



1. If a player wishes to tryout from DWMHA they must first register with their home association and if a team is not offered at their local association then they can be considered. This must be approved by Hockey Nova Scotia Minor Council Regional Director.
2. If the player did not take part in Spring evaluations, if they were offered by the Association, research will be taken to determine which of the 3 groups must the player begin their evaluation process.
3. In order to make at DWMHA minor team the player must meet the following ranking criteria:
 - Top Goaltender
 - Top 2 Defence
 - Top 3 Forwards
4. If a player has moved into the DMWHA catchment and did not participate in spring evaluations, if Spring evaluations were offered, the player will be researched to determine the proper level for evaluation

7. Appeal Process

1. If a family wishes to appeal the level their child is playing it can only be based on process. This being said if proper process was not followed during the player's evaluation i.e. player was listed as wearing jersey # 4 on the evaluation sheet and was wearing # 5. An appeal cannot be based upon whether one player is better than another.
2. If an appeal is granted a committee will be created lead by the Exec VP and 2 other people who are deemed out of conflict to investigate. Their findings will be binding.

10. Player Movement (Affiliate Players)

The HNS policy for Affiliate players can be found at HNS Regulation 6.0, which outlines all scenarios of affiliation.

Any player on a team designed as an Affiliate team may be called up to play on a higher level within that division. The Coach of the affiliate team CANNOT deny the player the opportunity to be called up, except for the following reasons:



- * Discipline
- * Injury
- * Suspension
- * Conflicting games – Players may still be affiliated when there is a conflict of game times. Coaches can determine the availability of players with input from the Technical Director assisting in the decision making process.

The procedure for calling up a player will be as follows:

- a) The Coach of the higher-level team **MUST** contact the Coach of the affiliated team and ask for a player or players the Coach would like to be made available to play for their team. The Coach of the affiliate team will then inform the Coach if the player(s) is available. If any other team, staff or parent makes contact it will not be deemed as a proper procedure to affiliate.
- b) If the player is available, then the affiliate Coach makes the necessary arrangements with the player and confirms the availability of the player with the higher-level Coach. The player must be informed of logistics for the game as well as any team expectations i.e. dress code, pre-game warm up etc.
- c) If the player is not available, then the process outlined in steps above and will repeat until a player or players are confirmed.
- d) In the case of a player requested from the C/Rec level there must be the following consideration. First players will be ranked post recreational balancing by position. Players will be identified as 2 goalies, 2-3 defencemen and 3-4 forwards. Once a player is called up other players must be considered for the same opportunity and rotated through (by position) with the same consideration/opportunity. Since there is multiple C level teams there should be a player available at each opportunity of recall.
- e) A coach is not mandated to call players up when in a situation when they do not have a full line up. It is at the discretion of the coach.

High School Restrictions

Any player in the Association playing at the Midget Level cannot play High School Hockey at the same time unless:

- a) The eligible player is called up to the High School team and is approved by the Vice President Midget as governed by the Association's Affiliation Policy.



Players will follow the same procedure as any time would in regards to why a player cannot be affiliated with high school.

b) There are positions available on the Midget Teams, and the Executive approves the High School player's participation on the Midget team.



11. Equipment

Hockey Jerseys & Socks

The coach of each IP and Novice team will be provided jerseys for all players. See Section 19 – Hockey Jerseys for all other divisions.

Atom C teams

Socks are not provided but can be purchased individually or via a team order through the Whalers preferred provider - Pro Hockey Life. See Whalers Apparel tab on the DWMHA website for approved game socks to be worn by all teams.

Practice jerseys are not provided but can be purchased individually or via a team order through the Whalers preferred provider - Pro Hockey Life. See Whalers Apparel Program Link on the website menu and Policy #31 Whalers Apparel.

Goalie Gear

Goalie gear will be made available to all Novice teams who require a set; Atom and Peewee recreational players can also borrow gear if available.

Borrowing Process:

- The parent will need to sign for the equipment borrowed and will be responsible for paying any costs for damage to the equipment



12. Ice Policy

The Ice Coordinator is the only person authorized to book ice **contracts** for the Dartmouth Whalers Association. HRM is aware of this policy and has been instructed not to deal directly with any team other than for one-off bookings (i.e. School PD Days).

Ice Allocation

- One hour of ice rental is comprised of 50 minutes of access to the ice, plus 10 minutes for resurfacing. Ninety minutes of ice rental is comprised of 80 minutes of access to the ice, plus 10 minutes resurfacing.
- Teams in both Rep and Rec hockey (Atom through Midget) will receive:
 - The equivalent of 1 home game hour and a 1.5 hour shared practice per week, the expense for which is covered by the player's base registration fee to the Association.
 - Exceptions to this weekly allotment occur on occasion due to scheduled cancellations at the facilities the Whalers have under contract. These scheduled cancellations are taken into account when planning the full year allotment for each team.
- A typical full season of hockey begins the beginning of October and runs until the end of March, roughly 24 weeks including scheduled cancellations where times are lost and may or may not be made up.
- If available, an allocation of ice will be made to the Technical Director for development purposes or to the recreational league.

Ice Booking

- No team shall book additional ice outside the DWMHA ice allocation unless the team is already using their team ice as allocated by the Association.
- Teams are required to contact the Ice Coordinator BEFORE purchasing additional ice. There are insurance implications.

Ice Costs/Billing

- Registration fees for Novice and IP divisions cover 2 scheduled ice times per week for the duration of the season, including scheduled cancellations where times are lost and may or may not be made up.
- Rep teams will receive an ice bill for additional hours allocated and not covered by the registration fee. An estimated ice bill for each team will be prepared prior to December 10th of each year. Based on this estimated ice bill payment is due within 2 weeks of receipt. In addition, any additional team administration fees (i.e. insurance) or fees payable to governing organizations (i.e. Central Minor or South Conference) will be included with the ice bill.
- For "shared" ice both teams are charged for each allotment regardless of the sharing arrangements. Teams sharing ice must ensure the arrangement is



equitable throughout the year or arrange suitable compensation from the other team for lost ice since the ice will be billed as if there was a full 50/50 split for the entire year.

- Unless an extension is provided by the Treasurer, ice bill payments not made promptly will result in an immediate suspension of all practice time, travel permits and exhibition games (i.e. permit numbers will be rescinded and/or not issued), until such time as the payment is made.
- A final ice bill will be prepared for each team at season end April. At that time teams will be assessed an additional charge or refunded money depending on the team's full year ice usage. Settlement for the final ice bill must be made as soon as received to be finalized NO LATER than April 15th.
- Ice is charged at a rate set by the Whalers Board each year. There are no early morning discounts provided by the Whalers.

Ice Conflicts

Teams are responsible for the cost of all their scheduled weekly ice times except under the following circumstances:

a) Team ice is cancelled due to a direct conflict with a Central Minor/South Conference Female Hockey League game or a Provincial Play down game. A "direct" conflict constitutes team ice scheduled within 6 hours of game ice. Teams must provide the Whaler's Ice Coordinator 7 days' notice of such conflicts, via email. **If the team fails to provide 7 days' notice the ice in question remains billable to the team.**

b) The Ice Coordinator is required to use previously allocated team ice to facilitate the rescheduling of Central Minor/South Conference Female Hockey League make-up games, or Provincial play down games or for any reason deemed to be in the interest of the Association.

c) Team ice is cancelled due to the closure or cancellation of a specific facility (i.e. a Gray Arena weekend ice cancellation).

For a) and b) above the ice in question goes back to the Association for reassignment.

For all other team activities (e.g. tournaments, auctions, exhibition games, etc.) that create conflicts with their weekly scheduled ice the conflicted ice time remains billable to the team in question. Ice cannot be returned to the Whalers for any reason other than outlined in (a) above.



IMPORTANT

- Individual teams will be billed for all allocated ice via their team's ice bill. Teams looking to trade or sell ice will do so **ONLY** among other Whaler teams via an email distribution list of team delegates, typically Coaches, Managers and/or team ice coordinators.
- Every team is required to have a minimum of 1 delegate included in the email distribution list. The Ice Coordinator is required to know what team is using each hour of ice therefore the Ice Coordinator must be notified via email of all trades as soon as trade arrangements are determined.
A team trading or selling ice will make their own arrangements for compensation as the original team of record (regular weekly user) will be charged for the ice via the ice bill. Ice that goes unused or is not traded will remain the expense of the team.

- Sale of ice to parties outside the Association is prohibited without prior consent by the Ice Coordinator.
- If two teams arrive for the same hour of practice, regardless of fault, the following is to be adhered to:
 - each team will use half of the ice;
 - the coaching staff must ensure the safety of all players;
 - any required costs for the ice will be shared equally by both teams; and
 - The Divisional VP is to be informed as soon as possible.
- If two Whalers teams arrive for the same hour of ice, one for a practice, the other for a game, the game will be played. The Divisional Vice-President and the Director of Recreational Hockey/Central Minor Representative/South Conference Female Hockey League Representative, as is applicable, must be informed as soon as possible.

Ice Coordination

Each team shall appoint one "team ice coordinator" and provide the DWMHA Ice Coordinator with the appropriate contact information (e-mail address & phone numbers). This person should be a member of the team staff with access to e-mail on a daily basis. For the purposes of streamlining ice allocation and changes only this person may acquire, trade, and/or give back ice time on behalf of the team.

If a team does not have a scheduled home game at the usual game ice time the team ice coordinator should contact the DWMHA Ice Coordinator to determine the status of that ice time. The ice may be reallocated, but if not, it becomes team practice ice time for which the team is billed.



If a team has a scheduled CMHF preventing them from using an allocated practice time then it is the responsibility of the team to do one of the following:

1. Trade the ice time with another Whalers team and inform the ice coordinator of the change.
2. Give the ice time to another Whalers teams and inform the ice coordinator of the change.
3. Give the ice time back to the ice coordinator a minimum of 7-days ahead of time and the team will not be charged.

If a team gives back an ice time to the ice coordinator on less than 7-days' notice and another team cannot be found to use it, then the team will be charged accordingly. If a team has a tournament, or other team activity preventing them from using an allocated practice time then it is the responsibility of the team to do one of the following:

1. Trade the ice time with another Whalers team and inform the ice coordinator of the change.
2. Sell the ice time to another Whalers teams and inform the ice coordinator of the change.
3. Notify the Ice Coordinator as soon as possible if the ice is going to be unused. Unused ice will be reallocated to development or recreational programs, but under no circumstances should Whalers ice go unused.

Regardless of the circumstance, the team will be charged for the ice time.

The team ice coordinator should review all allocated ice for the entire season and address conflicts as early as possible.

Ice Cancellations

On occasion HRM cancels ice time due to inclement weather or other issues. Should this occur the DWMHA Ice Coordinator immediately notifies the appropriate team contacts, all VP's and posts to the DWMHA website. This may occur last minute, so it is important that team contacts check email regularly. If this cancellation is for ice time billable to your team, it will be removed from the team's ice bill for the season.



13. Team Financial Reporting

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

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

An approved budget must be submitted to the Divisional VP and the Treasurer no later than November 30th of the current season (using the prescribed excel format located in the Managers – Team Budget section of the Whalers website).

An Interim Financial Report for the period ending December 31st must be prepared and presented to the parents/guardians no later than January 20th, with copies to the Divisional VP and the Treasurer in the prescribed format).

A Final Financial Report for the full season is to be prepared and available to the parents/guardians no later than April 20th, or 10 days after the final team activity, e.g. party, whichever is later, with copies to the Divisional VP and the Treasurer ((in the prescribed format).

In recognition of the importance of parents/guardians being informed of the finances of their team, budgets are to be prepared, presented to parents and voted on as per Section 15 of the Policy Manual.

For all divisions except Novice, should an acceptable initial budget not be submitted to the Divisional VP and Treasurer by November 30th of the current season and/or an acceptable interim financial report not be submitted to the Divisional VP and Treasurer by January 20th all practice times, travel permits and exhibition game numbers will immediately be rescinded and/or not issued, until such time as the budget / interim financial report is submitted.

Any cancelled practice ice not otherwise rescheduled to another team will continue to be the responsibility of, and paid for by the team in default.

Excess funds in the year-end team account may be distributed in one, or both of two



ways, subject to the restrictions on fund raising.

1. To the extent the excess originated from funds provided by parents/guardians the excess may be refunded to the parents/guardians or donated to the DWMHA Mary Beth Chaulk Assistance Fund for underprivileged kids, or a combination of both.
2. To the extent funds raised (from public solicitation) exceed allowable expenditures of those funds (refer to section 16) the excess must be donated to the DWMHA Scholarship Fund, even if (additional) parent/guardian funding is required.

To support the Divisional VPs with team budget reviews and questions, a Budget Review Committee, consisting of the Treasurer (chair) and other volunteers as may from time to time join the committee will exist. The Committee has the authority to review the financial and bank records of any team. Team records must be provided to the Treasurer within seven days of a request, whether verbal or written.

Under no circumstances are excess funds to be used in any manner precluded under the Association's Policy #16 [Fund Raising Guidelines](#).



14. Control of Cash Revenue

DWMHA is a non-profit organization, staffed by volunteers, registered under the Nova Scotia Registry of Joint Stock Companies (Registration Number 1698326). Other than the payment for on-ice officiating no member or participant may receive a personal use benefit, cash or otherwise, without the written consent of the Executive. The best way to protect personal integrity is to always operate in an open and well-documented manner to prevent fraud, waste & abuse and to ensure accurate bookkeeping of the financial affairs of the organization.

Uniform procedures for the control and collection of all cash revenues are to be followed by all organizers associated in any way with Dartmouth Whalers minor hockey activities. It is therefore appropriate and necessary to expect the following:

Bank accounts are to be used for team, committee and other Association funds. These accounts are to have monthly statements provided, with cheque images. All funds, statements and cancelled cheque images as well as receipts, invoices and other financial records are to be held for the Association Executive by a team, committee, or event Treasurer. These documents should be kept safely and be made available upon request by the Association President, Treasurer, Divisional VP, or Budget Review Committee.

Accounts should be opened "In Trust", or in the name of the team, committee, or event etc., with cheques signed by two adults, one of whom must be the Team manager or committee/event Treasurer.

All cash transactions should be evidenced by a written receipt. Cash should **never** be taken out of a bank account, but instead a cheque issued. Cash should be held by the treasurer and kept in a locked register until deposited.

Bank accounts should be reconciled monthly.

****If special permission has been granted by the association to grant financial access to Electronic transfers or point of sale purchase via an electronic banking card, then a detailed listing and copies of all e-transfers sent and received must be maintained and / or a transaction receipt for each point of sale purchase be maintained as proof of the transaction on behalf of the team, it is strictly prohibited from use of team funds for any purpose other than an approved team expense and/ or revenue.**



Audits can and will be held randomly so records are to be kept up to date on a monthly basis and readily available to the association upon request.
Accept cheques only to be made out to the organization.



15. Fund Raising Guidelines

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

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

The following guidelines for fundraising activities must be adhered to:

- Fundraising shall not exceed the maximum capped amounts unless express permission from the executive is given.
- One exception for the Pee-Wee AAA team, in that they may raise additional funds specifically for the Quebec International Pee-Wee Hockey Tournament.
- These funds are not to exceed the maximum (See chart below). Fundraising activities should be carried out within the Association boundaries and must be included in the approved team budget. Activities must be well supervised and controlled.
- Team management is responsible for ensuring the Association policy and municipal bylaws are adhered to.
- Director of Marketing must be advised of all fundraising events/activities, including their proposed dates at least two weeks prior to the commencement of the event/activity.
- DWMHA executive has the right to audit records and verify amounts raised. The President, Divisional VP, and Director of Marketing must be advised of all special events held outside of rinks, such as public fundraising, in order that HNS can be advised, to ensure all Hockey Canada and HNS insurance requirements are met.

With respect to the use of fundraised monies, versus those directly contributed by parents the following principles apply:

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

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



Personal - Parent Contributions

- Personal clothing items, e.g. tickets, track suits, hats
- Personal use equipment bags
- Any personal use hockey equipment
- Photographs - team or individual
- Travel expenses other than as explicitly provided for through Fundraising, i.e. bus and coach's accommodation
- Entertainment, including tickets to sporting events
- Meals, at team events, e.g. beginning of season gathering, Christmas party, year-end banquet or at tournaments
- Trophies
- Coach's gifts

Team – Fundraising

- Tournament registration fees
- Rental of a bus for the purpose of attending a tournament - maximum one per year
- Cost of one hotel/motel room for coaching staff at an away tournament – but only if the coach is not a parent of a player on the team
- Cost of gas and/or tolls for the coach to attend an away tournament
- Cost of meals, excluding any alcohol, for the coaching staff at an away tournament
- Ice costs - both billed by the Whalers and any other used by the team
- Dry-land training
- On-ice officials for exhibition games
- Timekeepers
- Team equipment, e.g. pylons, pucks, first aid kits
- Coaching clinics - maximum one per coach - maximum \$200 per coach
- Other administration expenses in support of team activities, e.g. faxes, phone calls, correspondence
- Team socks, one away and one home set
- Name and sponsor bars
- Expenses required for fundraising activities

The purchase of any items, not listed above must have prior approval of the DWMHA Executive.



Direct parent contributions will recognize that some component of fundraising is sourced from the parents themselves. The following revenue will be considered parent contributions:

- Direct parent payments - 100%
- 50/50 - 75%
- Auctions - 20 % of gross revenue
- Bottle drives - 5 %

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

- The charity must be clearly identified
- There must be 100% parent/guardian approval on the particular team
- The initiative must be pre-approved by the DWMHA Executive

SEED Money

The funds required to be deposited into team accounts at the start of the season required for team operations with the intent of returning to parents before the end of the year. If the team has extra funds at the end of the year, the SEED money may be returned. (Not more than what the original deposit was). Any money not returned to parents is considered Parental Contributions.

Team Budgets, Fundraising, SEED Funding

Maximums per Division

	Budget CAP	Fundraising Team Cap	Seed \$ Per Parent Cap
Novice	\$12,400.00	\$9,000.00	\$200.00
Atom	\$20,100.00	\$15,000.00	\$300.00
Peewee	\$25,100.00	\$20,000.00	\$300.00
Bantam	\$30,100.00	\$25,000.00	\$300.00
Midget	None	\$15,000.00	open

Any team that wishes to exceed the CAPPED budget for their division can request permission from the Board by sending a request in writing to their Divisional VP with an updated Budget and reason for their request.



16. Sponsorship

All team sponsorships shall be the responsibility of the individual teams. A team may obtain more from a sponsor if desired. For general guidelines on team sponsorship, contact the Director, Sponsorship, Media and Marketing.

Many corporations make substantial contributions to our Association through sponsorship of teams, tournaments, and other Association programs. A list of these corporate sponsors will be provided by the Director of Marketing. Teams may not approach these corporations as sponsors or for additional funding.

The managers have the following duties regarding sponsors:

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

Sponsor Bars

Effective for the 2017-2018 season, Scotiabank and ProHockey Life are the official jersey sponsors for the Dartmouth Whalers and we will no longer allow sponsor bars on DWMHA jerseys

Any other large corporate sponsorship that requires placement of a crest, brand or logo on the Whalers jerseys must go through the Whalers Director of Sponsorship, Media and Marketing for approval so that our look and space on all jerseys is managed accordingly.

Our Director of Sponsorship, Media and Marketing is pursuing other Sponsorships Programs for support to help our association provide activities that will improve the level of hockey experience we offer to our players without increasing membership fees.

If you have any other ideas, concepts or sponsorship opportunities you wish us to explore, please contact our Director of Sponsorship, Media and Marketing at dwmhamarketing@gmail.com.



17. Logo and Color Usage

The DWMHA logo is the private property of the Association. The logo and the "Whaler" name may be used on products, jackets, other garments and written or printed materials purchased through our preferred apparel provider – ProHockey Life.

ONLY WITH THE PRIOR WRITTEN APPROVAL of the Dartmouth Whalers Board through the President and in agreement with PHL can the DWMHA logo be used on any product, including jackets, team door banners, sponsor banners or any other items including print material. If the logo is used without prior approval, a fine of \$500 will be issued to the member/ team.

Requests for use of logo are to be sent to communications@whalers.org AND president@whalers.org prior to logo being used on any item.

The approved colours for all Association purposes are: blue, gold and white. All authorized use of the Whalers name and logo MUST also reflect this colour policy. Teams may only use jerseys provided by the organization and socks of the approved design and material. Rare exceptions may be permitted with prior executive approval.

DARTMOUTH WHALERS LOGO SPECS

- To achieve correct colour when screening or embroidering:
- Embroidery Thread Colors
 - 1624 Gold
 - 1967 Blue,
 - White.
- Screen Print Pantone Colors
 - 130C Gold,
 - 655C Blue,
 - White.

Dartmouth Whalers "D" Logo to be used as standalone and not incorporated in any design or text.

Dartmouth Whalers patch logo is for use on jersey only. Some rare exceptions may be made; board approval to use this logo must be requested first



18. Whalers Hockey Jerseys

Jersey Distribution

All teams will be notified via the whaler's website when the jersey distribution process will begin, usually late September. Only the equipment manager or designate can distribute jerseys to maintain accurate inventory. Teams must contact the equipment manager at least three days prior to the date needed if not during regular designated times. Throughout the year any requests from the equipment room will require three days' notice as well.

Each team will be given two sets of jerseys (home and away) and two jersey bags to carry and protect the jerseys.

Jersey Care and Maintenance

Each team (except Novice teams) must appoint two jersey caretakers to be responsible for the team jerseys, one for the home jerseys and another for the away jerseys. Usually two separate families of a player will each take a set as they are very heavy and require proper care for cleaning and as well as unforeseen circumstances if a jersey carrier family is not able to get to the rink for the start of the game, the opposite set can be used.

The jersey caretakers will be responsible to:

- Pick-up the jersey sets and bag at the beginning of the year.
- Care for and wash the jerseys during the season:
 - Washing of jerseys must be done with care, inside out in cold water and hung to dry.
 - Jerseys must NOT be placed in the dryer. Excessive heat will damage or permanently shrink all or parts of the jerseys, rendering them useless to the team.
 - Care should be used in maintaining the jerseys.
 - No team is permitted to write on the jerseys with marker.
- To maintain the life of the jerseys they need to remain in the jersey bags when not using.
- Transport the jerseys to/from the rink in the jersey bags provided.
- Distribute and collect the jerseys before and after each game.
- No player should have their jerseys at home.
- Return the jerseys to the equipment manager at the end of the season with all name and sponsor bars carefully removed, washed, on hangers and sorted in number sequence.



At the end of the season the Team Manager is responsible to ensure:

- Name bars have been removed without damaging the jerseys.
- All jerseys sets are complete.
- Jerseys have been carefully washed and ready to be stored.
- Both sets from a team are returned at the same time —your team will be signed off and the deposit cheque can then be released.

Name Placement & Removal

- Name bars to be purchased from our preferred provider - ProHockey Life
- The name bar should be placed on the back top of the jersey above the stop sign.
- Name should be sewed on carefully using a long stitch to ease removal without damaging the jersey.
- Bars must **NOT** be ironed on so that they do not cause permanent damage to the jerseys, which is deemed as Whalers' property.

Jersey Damage Deposit

Each team budget is to include a \$300.00 jersey damage deposit. It will be returned to the team at the end of the season when the jerseys are returned in good condition and full sets. Deposits are required to be paid in full by November 30th of the current season. Payable to DWMHA by cheque or e-transfer to the controller.



19. Tournaments

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

- All tournament arrangements must be in accordance with all Hockey Canada, HNS and HNSMC rules and regulations. Tournament entry fees are paid through team budgeting and funding.
- Teams should enter sanctioned and reputable tournaments in which DWMHA teams have in previous seasons supported and have had a satisfactory and appropriately competitive experience.
- At all times, without exception, good manners and sportsmanship are to be displayed by players, coaching staff and visiting parents, on the ice, in the rinks and elsewhere.
- Any team entering a tournament may compete in a different level providing there is no conflict with another team from within the Association. For example an A level team may register to compete in a tournament at the AA level providing the Whalers AA team has not applied. Any conflict will be resolved in favour of the team which normally plays in that division. Where the division level is unclear the Executive will make a ruling which shall be binding.
- Any team entering a tournament may compete in a different level providing there is no conflict with another team from within the Association. For example an A level team may register to compete in a tournament at the AA level providing the Whalers AA team has not applied. Any conflict will be resolved in favour of the team which normally plays in that division. Where the division level is unclear the Executive will make a ruling which shall be binding.
- Each team is limited to a maximum of 5 tournaments during the hockey year, not including SEDHMA, Joe and the Quebec International Pee-Wee Hockey Tournament. All other additional tournament requests must be made to the DWMHA executive for prior written permission.



20. Travel Permits

At least one week prior, teams must request a travel permit from via the Hockey Canada e-hockey website:

<https://ehockey.hockeycanada.ca/ehockey/Account/Login.aspx?ReturnUrl=%2fehockey%2f>

Travel permits are required for any travel outside of the team's home region.

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

The Manager is responsible to maintain and have available the validated copy of the HNSMC Player Cards or Team Lists when traveling out of the home Region. As well, a copy of each player's Birth Certificate, or other acceptable proof of age, is to be available. The coaching bench staff must also have evidence of HNSMC registration. Player and Team staff suspensions received within home region play is in effect when traveling and apply to all tournament and exhibition games activities.

Teams require travel permits for:

- All tournaments outside the Dartmouth Zone
 - All exhibition games outside the Dartmouth Zone
 - All practices and development sessions outside the Dartmouth zone
- The Dartmouth zone includes: Dartmouth, Eastern Shore, Cole Harbour and East Hants.
- All games must be sanctioned by Hockey Canada for insurance purposes. Travel Permits must be obtained to ensure insurance coverage.
 - Teams travelling without a permit may be disqualified from tournament play by the hosting Regional Director. Therefore the permit must be available at all tournaments. Team officials are subject to disciplinary action for non-compliance with travel regulations. The first offence of a team travelling without an appropriate travel permit will result in a 14-day suspension to the responsible team official(s). A second offence will result in an indefinite suspension. Coaches can also be held liable for injuries if appropriate permits have not been obtained.
 - Teams must contact the Travel Permit Coordinator to request a permit at least one week in advance. The Travel Permit must be in physical possession of the team at their game(s).
- Travel permits are not required for:
- Regularly scheduled league games



- Regularly scheduled league playoffs
- Tournaments within the Dartmouth zone
- Travel expenses shall not be provided to any non-parent.



21. Exhibition Games

- Any team participating in exhibition game is required to obtain an exhibition game permit from Hockey Canada e-hockey website at least one week in advance in order to ensure insurance coverage.
- <https://ehockey.hockeycanada.ca/ehockey/Account/Login.aspx?ReturnUrl=%2f%2fkey%2f>All games must be sanctioned by the Hockey Canada for insurance purposes.
- The game permit number must be written on the game sheet.



22. Medical & First Aid

- **NOTE: All bench officials/coaches; including assistants and trainers at the “AAA”, “AA”, and “A” divisions at all levels must be trained in the Hockey Canada Safety Program. This training must be renewed every three years and coaches are responsible to verify their currency annually.**
- All medically trained professionals must take the HSP Course. It deals with rink safety, hockey equipment fitting and various other non-first aid topics that are specific to hockey
- All teams at the “B” and “C” divisions must have at least one member of the bench staff trained in the Hockey Canada Safety Program. Bench staff includes Head Coach, Assistant Coaches and Trainer. (Note: Recreational divisions include the Initiation Program and Novice division)
- All Initiation Program and Novice Teams/ Groupings must have at least one coach or instructor trained in the Hockey Canada Safety Program
- It is recommended that all teams at the “AAA”, “AA”, and “A” levels have at least one member of the bench staff trained at the HCSP Level II. HCSP Level II is available to individuals who hold a valid First Aid certificate and CPR Level “C” from a recognized agency. HCSP Level II is provided once an individual provides proof of certification. **There is no clinic training required for this certification.** With this certification, an individual will have to refresh every five (5) years instead of every three (3) years. Individuals interested in obtaining this certification may do so by providing proof of the required qualifications to Hockey Nova Scotia. Contact Hockey Nova Scotia at
- [\(902\) 454-9400](tel:9024549400) for more information.
- Please refer to Certification Requirements for Volunteers for all coaching requirements

First Aid Kit

- Divisional VPs and Team Managers will review the contents of team first aid kits to be available at the rinks.
- Funds for the equipment of a team first aid kit should be budgeted by the team. Recommended content is as follows: good quality scissors, eye cleansing solution, band aids, gauze and telfa pads – various sizes, adhesive tape, antiseptic ointment, Hydrogen Peroxide, Vaseline, elastocrepe bandage, slings (2), safety pins.



23. Game Cancellation & Rescheduling

Scheduling Issues

- See Central Minor Hockey Federation Regulation 5.5 & 5.6
http://cmhf.goalline.ca/page.php?page_id=3696

Rescheduling Procedures

- Where necessary to reschedule a home or away game, the following procedure applies: Teams review schedules for “To Be Scheduled” (TBS) or dates that they wish “To Be Reschedule” (TBR).
- Teams send TBR requests via email **to CMHF representative**
- Using this format:
 - Old Time
 - Team Game #
 - Date
 - Teams
 - Time and Location
 - Reason for TBR
 - New Time Offered
 - Game #
 - Time and Date Location
- DWMHA Central Minor Rep then contacts the other team rep and offers the time and date.
- DWMHA Central Minor Rep hears back from other team rep: yes or no for reschedule DWMHA Central Minor Rep sends the e-mail to **team contact (coach/manager/ice coordinator)** to confirm and copies the DWMHA Referee In Chief, the CMHF rep for the other teams and the DWMHA Ice Coordinator.
- The schedule is updated.

Please note:

- Teams may NOT reschedule games on their own. **ABSOLUTELY NO CONTACT WITH OTHER TEAMS MEMBERS REGARDLESS OF FRIENDSHIPS ETC**
- CMHF would like all teams to post the schedules to make the VPs job, the Central Minor rep and Ice Coordinator’s job easier. That way the **CMHF Representative** can okay the new date more quickly and without too much consultation.
- Teams may have their practice ice taken to rescheduled missed games.



24. Awards

Awards shall be presented to members of the Dartmouth Whalers community in the following categories:

Fair Play Player of the Year

- Consistent positive attitude
- Supportive to team-mates
- Strives to improve
- Behaviour consistent with Fair Play principles
- Two recipients from Atom, Peewee, Bantam and Midget – one from competitive and one from the recreational level. One recipient from Novice.
- Each team will be asked to submit one nominee from that team. One nominee will be selected at random for each division.

Volunteer of the Year

An exceptional member of the Dartmouth Whalers community; (parent, coach, managers, executive member, etc.) that has selflessly dedicated their time, enthusiasm and abilities to help provide a positive environment for children through the sport of hockey.

Coach of the Year

- Ability to instruct and motivate
- Knowledge of the game
- Promotion of Fair Play principles
- Positive rapport with players and parents
- One recipient from the competitive level and one from the recreational level.

Nominations are to be received from the coach or manager of each team and from members of the Executive by March 31st of the current season. The awards will be presented at the Association's Annual General Meeting (AGM).

Most Promising Official

The official who has demonstrated outstanding skill, promise, dedication, and is aspiring to progress in the officiating program.

Most Dedicated Official

The official who has demonstrated above and beyond dedication to the officiating program.

Most Improved Official

The official who has shown the most improvement within the officiating program. Official's awards are selected by the DWMHA Referee-in-Chief and presented at the Association's AGM.



25. Communications

Mass e-mails distributed to this group and postings to the Whalers website shall be limited to those that use the Whalers sanctioned mass e-mail system and that communicate relevant and important Whaler information such as:

- Tryouts
- Rules, regulations and procedures
- Annual registration
- Player development
- Awards
- Good news stories
- Important information for all members or select groups depending on level

From time to time it may be required to send other subject matter e-mail. The approval process for these mass e-mails shall be as follows:

1. Person wanting to send the e-mail must contact one of either Director of Marketing or Director of Communication stating the purpose of the email.
2. One of either the Director of Marketing or the Director of Communication shall inform the association President of the request. The association President will decide if the purpose of the e-mail warrants using the mass e-mail distribution system.
3. In the event that the President decides not to allow the e-mail distribution the subject at hand may be posted on the Whalers web site if deemed appropriate to do so.
4. Whalers email distribution lists will only be used for Whalers business and not for other personal or business purposes.

All information distributed via email and posted on website will also be posted on all Dartmouth Whalers social media pages, Facebook, Twitter and Instagram.



26. Fair Play

The purpose of introducing Fair Play into a minor hockey association's program is to encourage, foster and enhance the aspects of SAFETY and RESPECT, on and off the ice by all participants involved. Fair Play encourages all players to be as competitive as possible, but within the rules of the game. Fair Play does NOT take away from winning. It has been shown that Fair Play can enhance winning rather than detract from it.

WHAT IS FAIR PLAY? Fair Play is a program introduced into minor hockey to enhance and promote SAFETY and RESPECT with all participants involved.

The five basic principles of Fair Play:

1. RESPECT THE RULES AND TEAM MATES
2. RESPECT THE OPPONENTS.
3. RESPECT THE OFFICIALS AND THEIR DECISIONS.
4. HAVE EVERYONE PARTICIPATE.
5. MAINTAIN YOUR SELF CONTROL AT ALL TIMES.

See the DWMHA Fair Play Handbook for all the details.

Each player shall be played by coaching staff. Some players may play more than others during a power play or penalty kill.

Opportunities to play in all situations shall be based on attendance, effort put forth, and attitude.

Not necessarily the "Best Player's", the choice is decided by the coach and his staff. The making up of lines and shifts is a coaching effort, not just the head coach's choice and is not always the same players.



27. Whalers Apparel

The DWMHA has an exclusive provider contractual relationship with ProHockey Life and Adidas Canada Limited established to leverage the purchasing power of the entire Whalers organization while offering teams and individual members with significant product discounts.

Team Managers are expected to purchase required team apparel, including name bars, through this apparel program via Pro Hockey Life.

Non-compliance with this policy puts the Whalers organization at risk of breaching an exclusive contract and diminishes the benefits the program is intended to deliver. Consequently, teams who do not comply with this policy and source team apparel from another brand and/or provider without board approval will be subject to a financial penalty of \$500 billed to the team in accordance with **Policy #18 Logo and Colour Usage Policy**

Jackets:

- Whalers white logo on the front right breast
- NS Flag on the back, center top below collar (optional)
- Surname on the back, center, top below the NS Flag
- Number on the back, center, top, below the surname (optional)
- Lettering is Whalers gold
- As illustrated below:

Track Pants:

- Number on the back of the right leg, center, where the leg zipper ends. Optional
- Lettering is Whalers gold

Hoodie: (with Adidas logo on front center)

- Whalers white logo on the Left Sleeve
- Name on the right sleeve; lettering in Whalers gold

Other Apparel items are to be purchased through Pro Hockey Life and prior approval to be requested before items are purchased.



28. Out of Area Players

Hockey Nova Scotia Regulation

The DWMHA Out of Area Player policy is guided first by the following Hockey Nova Scotia Regulations:

- 2.29 - A Minor player able to compete at the AAA or Bantam AA classification of competition in his/her age division but whose Minor Hockey Association does not provide that classification may try out to make the AAA or Bantam AA team in that division from another association in his/her region. If the player makes the team, the Regional Director, in consultation with the Conference Coordinator shall approve such movement.
 - A player may try out for up to two AAA teams per year. (assumed Peewee, Midget given the statements below)
 - A Bantam AA player may only try out for one AA team per year.
 - An Atom AAA player may try out for only one AAA team per year.Any player wishing to move from one region to another must be recommended by the Regional Director to the Minor Council Executive through the Conference Coordinator.

- 2.30 - If a Minor player played AAA or Bantam AA (after the 2010-2011 season) hockey the previous year and does not make a AAA or Bantam AA team in the current year and is able to compete at the AA classification of competition in his/her age division and whose Minor Hockey Association does not provide A or AA may try out with another Minor Hockey Association in his/her region. If the player makes the team, the Regional Director in consultation with the Conference Coordinator, shall approve such movement.
 - A "AAA" player may try out for up to two AA teams per year. (assumed Peewee and Midget)
 - A Bantam AA player and Atom AAA player may try out for only one team.Any player wishing to move from one region to another must be recommended by the Regional Director to the Minor Council Executive through the Conference Coordinator.

See the link below for the most up to date.

[http://www.hockeynovascotia.ca/user/File/Governance/Regulations%20-%20web%2012\(3\).pdf](http://www.hockeynovascotia.ca/user/File/Governance/Regulations%20-%20web%2012(3).pdf)



DWMHA Policy

The DWMHA objective is to balance our obligations to our members with the opportunity to make a more competitive rep team. The DWMHA policy is as follows:

- The player trying out must be from the same region as DWMHA (specifically: Cole Harbor, East Hants or Eastern Shore).
- The out of area player must be determined to be one of the top 3 forwards, top 2 defense or the top goalie.
- The DWMHA will accept a maximum of 2 out of area players on a team.
- The limitation of 2 excludes any approved under age players from the Whalers organization.



29. Social Media & Networking

Introduction

For the purpose of this Social Media and Networking Policy, the policy will encompass public communications through such Internet mediums and websites as Twitter, Facebook, Instagram, LinkedIn, and any other social media network that allows users to communicate online. The policy will be applicable to all members of the Dartmouth Whalers Minor Hockey Association (DWMHA) Community, including Board of Directors, Teams, staff, on-ice and off-ice officials, billets, players, players' family members and supporters.

The DWMHA recognizes and appreciates the value of social media and the importance of social networking to all of its stakeholders. The DWMHA also respects the right of all Teams and Association personnel to express their views publicly. At the same time we must be aware of the dangers social media and networking can present.

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

Social Media Guidelines

- a) The DWMHA holds the entire DWMHA Community who participates in social media and networking to the same standards as it does for all other forms of media including radio, television and print.
- b) Comments or remarks of an inappropriate nature which are detrimental to a Team, the DWMHA or an individual will not be tolerated and will be subject to disciplinary action.
- c) It should be recognized that social media comments are on the record and instantly published and available to the public and media. Everyone including DWMHA and/or Team personnel, players, corporate partners and the media can review social media communications. You should conduct yourself in an appropriate and professional manner at all times.
- d) Refrain from divulging confidential information of a personal or team related nature. Avoid revealing business or game strategy that could provide another team or individual a competitive advantage. Furthermore, do not discuss injury information about any player. Only divulge information that is considered public.
- e) Use your best judgment at all times – pause before posting. Once your comments are posted they cannot be retracted. Ultimately, you are solely responsible for your comments and they are published for the public record.
- f) If requested to participate in an online network, as a direct result of your affiliation with or participation in the DWMHA, the DWMHA recommends that you request approval from the Team or the DWMHA.



g) Players or hockey operations staff are not permitted to participate in social media or networking two (2) hours prior to the start of a DWMHA game and at least one (1) hour following the completion of a DWMHA game.

Social Media Violations

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

- a) Any statement deemed to be publicly critical of DWMHA officials or detrimental to the welfare of a member Team, the Association or an individual.
- b) Divulging confidential information that may include, but is not limited to the following: player injuries; trades or other player movement; game strategies; or any other matter of a sensitive nature to a member Team, the DWMHA or an individual.
- c) Negative or derogatory comments about a team, League, programs, stakeholders, players or any member of the DWMHA.
- d) Any form of bullying, harassment or threats against players or officials.
- e) Photographs, video or comments promoting negative influences or criminal behavior, including but not limited to: drug use, alcohol abuse, public intoxication, hazing sexual exploitation, etc.
- f) Online activity that contradicts the current policies of the DWMHA.
- g) Inappropriate, derogatory, racist, or sexist comments of any kind, in keeping with the DWMHA policies and regulations on these matters, such as the DWMHA Fair Play policy.
- h) Online activity that is meant to alarm other individuals or to misrepresent fact or truth.

Should the identity or image of any member of the DWMHA Community be used in Social Media and Networking without the Individual, Team or Association authorization, this is considered to be identity theft. Please notify your DWMHA Team Management or the DWMHA Board of Directors immediately. Any use of a player or team member's image or likeness without the written consent of the DWMHA is strictly prohibited.

Discipline The Team, League and/or the DWMHA will investigate reported violation(s) of this policy in the manner determined by the Team, League and/or DWMHA staff for other types of violations. If the investigation determines that a violation has occurred, the Team, League and/or the DWMHA Chairperson of the Division involved will impose an appropriate



suspension. Any appeal of the suspension will be dealt with as set out in a League and/or DWMHA related policies for other types of suspensions. When using social media and networking mediums, the DWMHA community should assume at all times they are representing the DWMHA. All members of the DWMHA community should remember to use the same discretion with social media and networking as they do with other traditional forms of media.



30. DWMHA Association Sponsorship

The DWMHA welcomes and encourages sponsorships and advertising undertaken to assist in the provision of its services, projects and funding purposes.

The primary objective of the policy's parameters and guidelines is to safeguard the DWMHA values, image, assets, and interests while increasing the opportunities for revenue generation.

All sponsorships and advertising shall:

- Be consistent with the Dartmouth Whalers vision, mission and values
- Not compromise or contradict any by-law or policy of the DWMHA, Hockey Canada or Hockey Nova Scotia.
- Not reflect negatively on its public image.
- Be established in a manner that ensures access and fairness
- Result in the optimal balance of benefits to the DWMHA.

Scope

This policy applies to all relationships between the DWMHA and businesses, organizations and individuals that contribute either financially or in-kind to DWMHA programs, services or facilities in return for recognition, public acknowledgement or other promotional considerations. The policy applies to the following:

- Program and special event sponsorship
- Naming/renaming of property, buildings, and structures;
- Paid advertising on Dartmouth Whalers property (uniforms etc.); and
- Preferred Supplier Status.

This policy is intended to guide organizational level sponsorship only – not team level or individual level sponsorship (see **Policy 17 Sponsorship** for team or individual level sponsorship guidelines).

Conditions & Restrictions

All sponsorship and advertising agreements must comply with DWMHA constitution and policies and any other policy set forth by Hockey Canada or Hockey Nova Scotia. 63 The following conditions and restrictions apply when establishing sponsorship and advertising relationships:



1. The DWMHA will maintain control over the planning and delivery of sponsorship activities.
2. Agreements shall not in any way invoke future consideration, influence, or be perceived to influence the day-to-day business of the DWMHA.
3. The relationship must not cause an Executive or Board Member to receive any product, service or assets for personal gain or use.
4. Advertising devices must not impact the quality and integrity of the DWMHA properties and provide no added risks to safety.
5. The advertisement of a product or service does not act as the DWMHA endorsement of any one product or service over another.
6. All political advertising will indicate that it is paid by a party or candidate, so as to avoid any impression that we are supporting any particular party or candidate.
7. The sponsorship and advertising opportunity should be appropriate to the target audience.
8. The opportunity must not conflict with any pre-existing agreements or contracts with other organization.
9. The DWMHA will not solicit or accept sponsorship or advertising from companies whose reputation could prove detrimental to the DWMHA public image.

Solicitation and allocation of sponsorship and advertising opportunities

Sponsorships activities should continue, as always, to be the result of direct solicitation by the DWMHA or elected officials to sponsors.

The following sponsorship and advertising opportunities should be agreed and voted on by the DWMHA Board of Directors prior to agreement:

- Lengthy duration (2 years and beyond)
- Exclusive benefits and recognition
- An unlimited number of sponsors are being sought
- It is a unique, innovative or experimental sponsorship opportunity
- Only one suitable sponsor can be identified
- The value of the sponsorship or advertising opportunity is more than \$5,000



Unsolicited sponsorship and advertising proposals received by the DWMHA will be reviewed by the Board of Directors as per the provisions of the policy.

The DWMHA reserves the right to reject any unsolicited sponsorships that have been offered.

The Dartmouth Whalers Minor Hockey Association reserves the rights to terminate an existing sponsorship or advertising agreement should conditions arise that make it no longer in the best interests of the Association.

Board of Directors Responsibilities

- To review and decide on all agreements for amounts exceeding \$5,000.
- To annually evaluate all sponsorship and advertising agreements to determine continued benefit.

President and Treasurer Responsibilities

- DWMHA President and Treasurer hold the dual signing authority for all sponsorship agreements exceeding \$5000.

Forms of sponsorship

- Cash – A sponsorship received in the form of money.
- In-kind – Goods or services of value to the DWMHA are received rather than cash.



31. Team Event Policy

Any Dartmouth Whaler commitment such as Practises, Games, Dry Land Training, and Team Events will take priority over Non-Dartmouth Whaler commitments during the regular Dartmouth Whaler Season of October through to the end of March. If a member asks to re-schedule any Dartmouth Whaler event inside of this time frame due to a conflict with an outside event, the Dartmouth whaler event will take precedence.



32. Dartmouth Whalers “18th Player” Critical Illness Participation Policy

Purpose:

- This policy is meant to financially support the family of a Dartmouth Whaler Minor Hockey Association (DWMHA) member who has been diagnosed with a critical illness* that may have significant impact on their ability to participate in regular team activities due to a ‘recent medical diagnosis’ requiring ongoing treatment during and/or throughout the season.
- The policy is meant to bring a level of “Community Support” to alleviate any undue stress that the registration fees may have on an already stressful situation while maintaining as little disruption to the affected members regular day-to-day activities.
- DWMHA recognizes the emotional, physical, and psychological toll of these situations and also acknowledges that having a team, group or associations support will bring much needed mental support to the affected member & family.

Guidelines:

- The member and/or family will not be required to pay registration fees and/or be burdened with any team or DWMHA fundraising requirements for the affected season. The member will be added to an appropriate roster and any affected coaches, managers, or team officials will be notified of the “18th player” policy. DWMHA will expect that all team officials respect the “18th player” policy and do what they see fit to accommodate the member. In some cases a member of the DWMHA board may act as a liaison between the family and team officials.
- DWMHA will not take any disciplinary actions against any affected member.
- *The most common critical illnesses liable to affect the age group of players for the Dartmouth Whalers include cancers, severe infections (influenza, pneumonia, sepsis), and/or heart disease. Unintentional injuries from an accident may also be considered. (ie. motor vehicle accident)
- For the intent of this policy DWMHA reserves the right to review all cases brought forward to determine level of support & participation. The intent of the policy is to not provide ‘free registrations’ but to show support to a member or family that is deserving of the gesture.
- DWMHA requires that the affected member and family get approval of their medical practitioners before participating. Any symptoms and/or conditions should be shared with team officials and/or DWMHA to ensure safety & wellbeing of the member while participating.



- DWMHA requests notification prior to season commencing of any known diagnosis/illness/accident that a family may seek DWMHA support to ensure teams have the appropriate resources.
- Refunds (full or pro-rated) will be at the discretion of the DWMHA on a case-by-case basis if a diagnosis is determined after the start of the season.
- All requests should be made by contacting the appropriate Divisional VP or Club President.
- The request will be reviewed and a decision finalized by 3 Board Members (Executive VP or President), Divisional VP and 1 Board Member.

Refer to website for contact information www.dwmha.goalline.ca



33. Policy for 3rd Party Vendor

Definition of a 3rd party vendor:

- Any person or persons who are performing services for the Dartmouth Whalers Minor Hockey Association. Service could be on or off ice and depending on the tasks could be required to fulfill additional requirements.

On Ice:

- Guest instructors may be able to attend Whaler sessions. If the guests are not registered with Hockey Nova Scotia/Hockey Canada they are able to be on the ice as long as a registered/certified coach is on the ice.
- If the instructor is completing more than 5 sessions they must complete the following:
 1. Criminal Background Check
 2. Child Abuse Registry
 3. Consider completing HNS coaching clinic and can be registered with Dartmouth Whalers Minor Association.
 4. If not completing item 3 must produce their own record of insurance
 5. Must wear a CSA approved helmet, properly fitted with chin strap in place. (most ice arenas are require helmets to be worn)



34. Volunteer Policy

- A Volunteer Policy has been created to assist in **Non-Team** activities. Each team will assign a Volunteer Coordinator for the season to manage this responsibility.
- A \$600.00 Volunteer Fee will be charged to all teams in Recreation and Competitive Divisions on their Second Bill.
- The Volunteer Coordinator will be responsible for having all families sign up for one of the following duties:
 - SEDMHA Tournament – April X 2 volunteers minimum
 - SEDMHA Tournament AAA – December x 1 volunteer minimum
 - Heritage Night – February x 2 volunteers minimum
 - Novice Jamboree – March x 2 Volunteers minimum
 - Whalers Fundraising (Eisener) – X 1 volunteer minimum
 - Christmas Recreation Tournament – X 2 volunteers minimum
 - Conditioning and Tryouts – Will be considered in the second year
 - More Events TBA
- The following people will be exempt from this policy:
 - Head Coach
 - Assistant Coach
 - Team Manager
 - All Executive and Board Members
- If all parents attend the events as promised the \$600.00 will be given back to the team to reimburse the parents by the end of April. Whatever amount is returned to the team will be the Volunteer Coordinator's responsibility to return the payments to the parents.
- The Volunteer list should be sent to the President by the end of October to verify volunteers for each event and again in March to confirm participation.
- Any Surplus Funds not returned to the team will be used to lower registration in future years.
- All members in attendance agreed to create a policy. Peter brought forward the motion of a starting amount per family \$50 and an agreement was reached by the board members in attendance of \$600.00 per team.



35. Revision Schedule

Policy #	Policy	Addition Date
#35	BB League	September 2013
#36	Social Media & Networking	October 2013
#37	Association Sponsorship	June 2014

Policy #	Policy	Addition Date
#12	Equipment	September 2013
#13	Ice	September 2013
#31	Apparel	September 2013
#25	Game Cancellation and Rescheduling	October 2013
#9	Player registration	July 2017
#17	Sponsorship	July 2017
#18	Logo and color	July 2017
#19	Whalers Hockey Jerseys	July 2017
#31	Whalers Apparel	July 2017

Policy #	Policy	Addition/Revision Date
#2	Structure	July 2018
#4	Duties and Responsibilities of Coaching Staff	July 2018
#7	Code of Discipline	July 2018
#23	Medical and First Aid	July 2018
#9	Player Registration	July 2018
#12	Equipment	July 2018
#13	Ice Policy	July 2018
#14	Team Financial Reporting	July 2018



#16	Fundraising Guidelines	July 2018
#17	Sponsorship	July 2018
#18	Logo and Color Usage	July 2018
#20	Tournaments	July 2018
#24	Minor Hockey Day	July 2018
#26	Communications	July 2018
#28	Officiating	July 2018
#29	Meeting Room Bookings	July 2018
#27	Fair Play	July 2018
#33	Exception Status Players	July 2018
#35	BB League	July 2018
#31	Social Media and Networking	July 2018
#32	Team Event Policy	August 2018
#34	Policy for 3 rd Party Vender	August 2018
#35	Volunteer Policy	August 2018
#33	Dartmouth Whalers "18 th Player" Critical Illness Participation Policy	August 2018