

# Wolverines Hockey Club



## Standing Policies and Procedures

Amended June 2024

# Standing Policies and Procedures



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# Standing Policies and Procedures



## 1. Objectives

The Wolverines Hockey Club (WHC) (formerly Blackfoot Hockey Association) is an incorporated society and was founded under the Societies Act of the Province of Alberta, RSA 1980 on May 13, 1986.

These Standing Policies and Procedures are enforced in conjunction with the WHC's Bylaws as amended from time to time. Where there is a difference between these Standing Policies and Procedures and the Bylaws, the Bylaws shall prevail.

Capitalized items are as defined in the Bylaws or in these Standing Policies and Procedures.

### 1.1. WHC Mission Statement

"Wolverines Hockey Club provides an equal opportunity to play hockey in a fun and safe learning environment. Through the fair play initiative and team participation, the club strives to teach valuable life skills."

## 2. Standing Policies and Procedures

### 2.1. Standing Procedures Approval Process

These Standing Policies and Procedures may be amended by the Executive subject to approval by the Wolverines Hockey Club Board of Directors at any regularly scheduled Board Meeting.

## 3. Board Members

Board Members shall comply with the Club Code of Conduct for Board Members as amended from time to time.

- Board Members will sign an agreement to abide by this Code of Conduct on an annual basis.
- Signed agreements will be maintained by the Secretary.
- Board Members may be suspended from their Board position until such time as a signed agreement is provided to the Secretary.

Board Members will treat all discussions of individuals at Board Meetings as confidential.

Board Members may not act as an official with any other Hockey Association in competition with WHC.

WHC limits service on the board to one member per family.

Executive Board Members may not accept a Head Coach or Manager position with any WHC team without prior consent and voting approval of the Board, as approved by a Motion at a regularly scheduled Meeting of the Board.

## 4. Registration and Financial Policies

### 4.1. Registration Fees

Registration fees are set annually in accordance with the Bylaws. Registration dates are set annually and both fees and dates will be communicated to Members via email and the WHC website at [www.wolverineshockey.ca](http://www.wolverineshockey.ca).

A player's registration will not be accepted until any amounts owing from previous season(s) have been paid in full. At the discretion of the Treasurer, if prior year(s) payments were paid late, a player's registration may not



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be accepted until amounts owing for the current year are paid in full, or satisfactory payment terms are in place.

Registration fees must be paid in full December 31st of the playing season. Players with outstanding fees after this date will be removed from their team rosters

## 4.2. Registration Fee Payment Options

Registration payment options may change from year to year. All information on payments will be listed in the current season registration package.

Members are to pay online using Visa or Mastercard through TeamSnap registration (credit card fees are the responsibility of the cardholder) or e transfer to [treasurer@wolverineshockey.ca](mailto:treasurer@wolverineshockey.ca).

If payment plan is required, please contact [info@wolverineshockey.ca](mailto:info@wolverineshockey.ca) to make arrangements. All payment plans must be completed by December 31 of the registration year.

## 4.3. Delinquency Payment Policy

If a player is on a payment plan, and the payment is rejected upon coming due, the player will be given 72 hours to provide payment in full to rectify the NSF payment. If the player fails to provide payment, then WHC will suspend the player until the remainder of the outstanding fees (including future payments under the payment plan) are paid in full.

Players must comply with the payment terms established during the registration process.

If a player has applied for and is ineligible or rejected for third-party subsidies such as Flames Even Strength Program, then the player must provide WHC with a payment representing the sum of the rejected third-party subsidy within 10 business days of a rejection. If the player fails to provide payment, then WHC will suspend the player until the remainder of the outstanding fees are paid in full.

## 4.4. NSF Fees

The charge for Non-Sufficient Funds (NSF fee is \$50.00).

## 4.5. Registration Dates

A final registration date will be included in the annual registration package distributed to members. Players registering after that date may be placed on teams if space is available, at the discretion of the club.

## 4.6. Requirement to Register

All players must register with Wolverines Hockey Club. Players are expected to attend tryouts unless still involved in "AA" or "AAA" tryouts. Individuals in these circumstances should advise WHC's Age Group Coordinators.

All registered players who fail to be evaluated with Wolverines Hockey Club may be placed on a team as determined by the evaluation guides, at the discretion of the club. Players new to WHC who do not evaluate, may be placed on a team at the discretion of the club.

## 4.7. Registration for Players Involved in AA or AAA Tryouts

Some players in the U13, U15, U18 and U21 age categories may choose to try out for AA or AAA teams.

In order to guarantee a place on a WHC team should the player be unsuccessful in making the AA or AAA team, the player MUST register with WHC prior to the final registration date.

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Registration is to be completed through the registration link provided on the Wolverines Hockey Club website. A \$500 deposit is required at time of registration to hold the player's spot within WHC. This deposit is fully refundable should the player secure a AAA/AA roster position.

The remainder of the player registration fees is due once the player has been notified of team placement with WHC. The deposit will be surrendered to WHC should the player quit after being placed on a WHC team, in accordance with the WHC Refund and Withdrawal policy.

## 4.8. Refunds of Registration Fees & Withdrawals

Refunds for hockey registration are available from WHC when a player withdraws for the season.

No refunds will be issued for missed games or portions of the season.

The jersey levy is non-refundable.

To initiate a withdrawal, parents need to email the Treasurer at [treasurer@wolverineshockey.ca](mailto:treasurer@wolverineshockey.ca).

Refunds will be issued as follows:

- Prior to the player's first assigned evaluation ice time (or conditioning skate if applicable) - 100% minus a \$50 Admin fee minus and \$25 jersey levy.
- Prior to being notified of team placement - 50% - minus a \$50 Admin fee and \$25 jersey levy
- No refunds will be provided after teams have been formed except for withdrawal due to medical reason or family relocation out of zone 9.

In such cases, refunds will be pro-rated. Medical withdrawal requirements are outlined below:

- Medical certificate (on medical practice letterhead)
- Date of diagnosis
- Medical reason/recommendation for non-participation
- Printed name and signature of medical professional
- The refund will be prorated based on the date of diagnosis

Once a medical refund has been given, the player will be removed from the official roster and will no longer be allowed to participate in team activities. The roster spot will now be considered vacant and could be filled by a new player registration.

No refunds will be issued for suspended players.

Notice of withdrawals will only be accepted via email to the Manager of Operations at [info@wolverineshockey.ca](mailto:info@wolverineshockey.ca). The date and time stamp of the email will be used to determine eligibility and what refund scenario is applicable.

Where players are released due to too many/too few players/goalies on a team a full, non-penalized refund will apply.

## 5. Player Management

### 5.1. Team Selection Process

The Team Selection Process is as determined in the Evaluation Manual. The Evaluation Manual will be reviewed by the Executive and approved by the Board of Directors.

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## 5.2. Player Re-Evaluation

Refer to the Evaluations Manual for the current process.

## 5.3. Eligible Players

All players must initially register with WHC in their respective age category.

Overage player requests may be considered by WHC and Hockey Calgary following Hockey Alberta's guidelines as outlined below. Overage player guidelines and application can be found on the Hockey Alberta website: [Hockey Alberta Overage Player Request Form](#).

Team affiliation is determined by the structure as laid out by Hockey Calgary. Teams may not use affiliate players until the official affiliation list has been provided by WHC.

Coaches and Team Managers are required to familiarize themselves with the governing bodies player affiliation guidelines.

## 5.4. Releasing Players

Hockey Calgary limits the number of players who may be assigned to any team. If there are insufficient players to form another team, some players' registrations may be cancelled. A full refund will be made, without penalty, in this situation. The affected player(s) will be released and may choose to register and play with a different hockey association for that season. Best efforts will be made to form teams without releasing players.

If WHC has exceeded the registration maximum in any given age category then the Registrar will notify the President and the appropriate Age Group Coordinators. A waiting list may be started for that age group for registrations received after the registration limit is exceeded. Players on the waiting list will be placed on a team only if there are available spots. All registrations must be accompanied by payment in accordance with the approved payment schedule. The Registrar will ensure that players on any waiting list are aware that a position on a particular team may not be available.

When players must be released, due to an insufficient number of players to form another team, no players from the waiting list will be placed on teams. Player releases will then be made according to the evaluation process in effect for that age group. Releases may be by position if the evaluation process is by position.

**GOALTENDERS** - if WHC has more goaltenders than can be accommodated on teams in an age group, releases will be given and an attempt to relocate them will be made as quickly as possible.

- Relocation will only be considered following the WHC evaluation process for each player concerned.
- Goaltenders will be released by WHC by the team registration date set by the Minor Hockey Association of Calgary.

**OTHER PLAYERS** (except U21) - releases are provided in the case of individual transfers or relocation of place of residence outside WHC member communities.

**OUT OF BOUNDARY PLAYERS** - will be considered when WHC is not able to fill all positions from within the member communities.

- The player is loaned to WHC for 1 season and will return to their home association the following season.



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## 5.5. Player Acceleration – U9 to U18 Only

In exceptional circumstances, parents may request that their child play in a higher age group. **PLAYER ACCELERATION IS NOT RECOMMENDED.**

A completed "Acceleration Application Form" and a \$500 non refundable deposit is required from the requesting parent. [Player Acceleration Application Form.](#)

Application should be submitted by August 15 of the current season such that the player may be observed, if necessary, prior to approval of the application.

Exceptions to the deadline:

- Exceptions to this deadline may be made for players that are new to the club.
- An application must be signed by all parties indicated on the Application before it will be considered.
- The WHC Executive may require a one-on-one meeting with the parents and/or the player as part of the application process.
- Final approval of the application by the WHC Executive does not guarantee that the player will be accelerated.
- All decisions by the WHC Executive are final.

Upon approval of the Application, the player skates in the older group evaluations instead of their own. Special attention will be paid to the player during evaluations by (including, but not limited to):

- Evaluators present at the rink,
- Category Coordinators,
- Members of the Wolverines Executive, and
- Other independent evaluators.

If, at any time during the evaluations, it is concluded that the player will NOT make the top half of Team 1 in the higher age category the player will be notified immediately and moved back to the lower age category. A spot will be held for the player in the lower age category while evaluations are taking place in the higher category. All decisions are final.

If the player is unsuccessful, they are returned to the lower age category. WHC registration fees payable by the player will be based on the category in which they play.

Players may only be accelerated by one year, for example, a player born in 2010 may be accelerated to put them in the same age category as a player born in 2009. Acceleration approval from WHC is only valid for one season. There is no guarantee that a player who was accelerated in the past will be accelerated again.

Hockey Calgary does not permit player acceleration from U7 to U9.

## 5.6. U11 Hybrid Goalies

Starting in the 2020-21 season, Hockey Calgary implemented a new option for U11 players to participate as a 'Hybrid Goalie'. The process of evaluating and placing WHC Hybrid Goalies is outlined in the Player Evaluations manual and the Goalie Evaluations manual.





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Goalie and Skater split:

- When one hybrid goalie and one full time goalie are assigned to a team, WHC requires Hybrid Goalies to perform as a goalie at least 33% of the time in practice and 33% of the time in games each month.
- When two hybrid goalies and one full time goalie are assigned to a team, WHC requires each Hybrid Goalies to perform as a goalie at least 25% of the time in practice and 25% of the time in games each month.
- When two hybrid goalies are assigned to a team, WHC requires each Hybrid Goalies to perform as a goalie 50% of the time in practice and 50% of the time in games each month.

Hybrid Goalies are required to commit to playing both positions for the entire season, unless otherwise approved by WHC. Hybrid Goalies are required to adhere to these dual commitments for practices and games as determined by WHC and the Head Coach.

The Head Coach is required to keep a log/record for practices and games documenting each instance in which a Hybrid Goalie has dressed as either a Goalie or as a Skater. The Head Coach is required to maintain the Goalie and Skater split, as determined, and outlined by the Association.

## 5.7. Affiliation Rules and Regulations

The Club shall be a member of the Minor Hockey Association of Calgary (MHAC) or a successor organization. The playing rules and regulations for WHC shall be those adopted by MHAC from time to time. [Hockey Calgary Affiliation Usage Policy](#)

## 6. Team Logistics and Operations

### 6.1. Team Names

All Wolverines Hockey Club teams will be called the Wolverines.

Teams will be differentiated by a number (i.e. Wolverines U11 1, Wolverines U11 2 etc.).

If there are two teams in the same division, they will be differentiated with colors (Gold & Blue) (i.e. Wolverines U9 2 Gold and Wolverines U9 2 Blue)

### 6.2. Ice Assignments

Within each division, best efforts will be made to ensure that each team is assigned an equal number of full ice practices and half ice practices.

- All U7 and U9 ice times are shared ice.
- Most U11 & U13 practices are shared ice.
- U15, U18 and U21 teams will not share ice times.

### 6.3. Jerseys

The Club restricts the design/makeup of all jerseys worn by WHC teams while they are playing MHAC sanctioned games (under the WHC name). This design/makeup will be the same as all other WHC jerseys provided by the club at the commencement of the hockey season. WHC Jerseys are only to be worn during games, not practices. Other Jersey considerations will be included in the [Team Administration Manual](#) as updated from time to time.

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## 6.4. Equipment Deposits and Fines

At the beginning of each season, teams are required to provide an equipment deposit in exchange for jerseys and other equipment. The equipment deposit shall be \$500 for all teams. If the equipment/jerseys are damaged and replacement cost exceeds \$500, teams will be responsible for that cost.

Equipment deposits will be accepted via E-transfer only to [treasurer@wolverineshockey.ca](mailto:treasurer@wolverineshockey.ca).

To receive a refund of the equipment deposit, teams must return all equipment and submit final year-end financial statements to the treasurer in the manner set out in the [Team Administration Manual](#) as amended from time to time.

Fines for late return of equipment and/or late submission of financial statements are as set out in the Team Administration Manual as amended from time to time.

## 7. Team Official Guidelines & Responsibilities

### 7.1. Team Officials

A Team Administration Manual will be made available on the Club Website. Team officials are expected to be familiar with these Standing Policies and Procedures and with the [Team Administration Manual](#).

Head Coaches will be selected by a group made up of the President, both age group Vice Presidents, Age Group Coordinator, and others as considered necessary.

Head Coaches shall be limited to “Head” Coaching no more than one team in any given hockey season without the approval of the Executive. The Head Coach is responsible for supervising the conduct of the players.

The Head coach shall nominate the team’s Assistant Coaches, from the approved assistant coach list provided by WHC. Assistant Coach assignments will be reviewed and approved by the Age Group Vice President.

The Team Manager will be appointed by the Head Coach in consultation with the Age Group Coordinator and applicable age group VP.

Team Managers shall be limited to managing no more than one team in any given hockey season without the approval of the Executive.

Other Team Officials may perform roles on more than one team but only as long as the duties of ALL roles may be successfully performed. Please NOTE: that taking on more than one Team Official role is STRONGLY discouraged. Other adults/parents associated with teams should be encouraged to step forward to share in these responsibilities.

All team officials are responsible for their own individual actions/behaviours.

Tobacco products of any kind and/or form (IE: Smoking, chewing tobacco, etc.), or vaping, by any player or Team Official are prohibited anywhere within hockey arenas.

The use of alcoholic beverages, marijuana or illegal drugs by any player or Team Official immediately before, during or after any hockey event is strictly prohibited anywhere within hockey arenas.

Should there be unbecoming conduct by any team official, player or Member, (including but not limited to the items mentioned above) in any hockey arena, MHAC may be notified and may undertake disciplinary action. In addition, a Disciplinary Committee meeting may be convened, and further actions taken that may include any or all of the following:

- Suspension from participating in game play



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- Revocation of entering arena(s) and spectating minor hockey game(s)
- Payment for property damage
- Involvement by policing authorities with possible pressing of charges

## 7.2. Goalie Coach

All teams - U11 through U21 - are required to designate a “Goalie Coach”. That coach is strongly encouraged to complete any goalie coach training course which may be offered by Hockey Calgary from time to time.

## 7.3. Dressing Room

All Vandalism or damage to dressing rooms is considered actions unbecoming. Damage repairs will be the responsibility of the offending team/player.

**Dressing room supervision** – the Head Coach is responsible to ensure there are two responsible adults in the team dressing room before and after each ice time.

- Players, at any age, are NOT to be left unsupervised AT ANY TIME BEFORE OR AFTER GAMES.
- A coach should be the last person to leave the dressing room at each ice time and should ensure that the room is neat and tidy.
- Teams are responsible for any damage caused to a dressing room.

## 7.4. Electronic Device Policy

Electronic devices include, but not limited to: Smart Phones, tablets, cameras, or other personal electronic devices (personal video game devices, iPods, etc.). Technology advancements have allowed Smart Phones, tablets, etc., to enable functions such as cameras – that allow users to photograph others without their knowledge. The ability to take pictures without others knowing has raised significant safety concerns for members of the Wolverines Hockey Club.

The potential exists for negative behaviour by electronic device users; such as photographing others in various stages of undress within the dressing room environment. If someone uses a device in this way, and takes a photo (whether they share it or not), is a violation of personal privacy and will not be tolerated by WHC.

Such actions may also warrant a criminal investigation. To avoid any potentially unethical, unlawful or improper situations / conduct: the use of any form of Smart Phone, tablet or personal electronic device is prohibited in or around any WHC dressing room; before, during or after any official WHC sanctioned event.

**Exception:** A team may choose to select one (1) or two (2) representatives to provide a device for playing music before games. However, explicit music in dressing rooms, hallways, participant benches, penalty box or on the ice will not be tolerated and may result in disciplinary action. Songs are considered to be explicit if they are labelled ‘explicit’ by the record company or streaming service.

# 8. Certifications and Codes of Conduct

## 8.1. Coach certifications

All rostered coaches are required to complete the certification requirements as needed for the age group they are coaching. Current certification requirements can be found on the Hockey Alberta website: [Coach Certifications](#).

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Additionally, all Coaches are required to submit a current Police Information Check with Vulnerable Sector Check (valid for 3 years).

Coaches will be reimbursed for required certification courses. Send receipts to: [info@wolverineshockey.ca](mailto:info@wolverineshockey.ca) to request reimbursement.

WHC reserves the right to require rostered coaches to complete further training as deemed necessary.

## 8.2. Respect in Sports

All rostered coaches are required to take the Respect in Sport for Activity Leaders Certification on-line, prior to the November 15 certification deadline. Deadlines for completing the course are outlined in the Team Administration Manual, as amended from time to time. All coaches will be reimbursed by WHC for this certification, as outlined in the Team Administration Manual as amended from time to time.

Parents are required to complete the Respect in Sport for Parents Certification as outlined in the Team Administration Manual, as amended from time to time.

## 8.3. Fair Play Codes

The Board of Directors of the Club will adopt a Fair Play Code for Coaches, a Fair Play Code for Parents and a Fair Play Code for Players as amended from time to time.

All Coaches will sign the Fair Play Code when they complete the coach application for the current season.

- Completed forms will be kept in the coaches online TeamSnap profile until the end of the season.
- Failure to provide the signed form to the respective Age Group Coordinator may result in suspension of coaching duties until the signed Fair Play Code for Coaches is provided.

All parents of any WHC Player will sign the Fair Play Code for Parents when they complete the online player registration for the current season.

- Completed forms will be kept in the players online TeamSnap profile until the end of the season.
- Managers are responsible for ensuring that all forms have been completed properly. Managers will ask any parents without a completed Fair Play form to sign the form prior to the first seeding round game.
- Failure to have signed a Fair Play Code for Parents may be considered in disciplinary matters.

All Players will sign the Fair Play Code for Players.

- Each Head Coach is responsible for obtaining the signed Fair Play Code for Players from each Player on the team prior to the first seeding round game.
- Younger players may need the assistance of their parents to complete the form.
- Managers may be asked to provide the signed Fair Play Code for Players in the event of Game and Conduct or

Other disciplinary matters.

- Failure to have signed a Fair Play Code for Players may be considered in disciplinary matters.

No later than one week prior to the first seeding round game, Managers will provide a list of outstanding Player Fair Play Codes to the relevant Age Division Coordinator.

No later than 3 days prior to the first seeding round game, Age Division Coordinators will provide a list of outstanding Player Fair Play Codes to the Age Group Vice President.



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Coaches who have not signed the Fair Play Code for Coaches may not be permitted to coach practices or games until the Fair Play Code is provided to the Age Division Coordinator.

- This determination will be made by the Executive in consultation with Game and Conduct Official(s).

Players may not be permitted to practice or play in games if the Fair Play Code for Players have not been provided to the Team Manager.

- This determination will be made by the Executive in consultation with Game and Conduct Official(s).

## 9. Conduct and Discipline Procedures

### 9.1. Team Attendance Policy

If a player misses 3 consecutive unexcused practices, in consultation with the coaching staff, the Head Coach has the discretion to limit the players' participation in the next game. Limitations may include but are not limited to:

- Sitting a shift.
- To sitting an entire game.

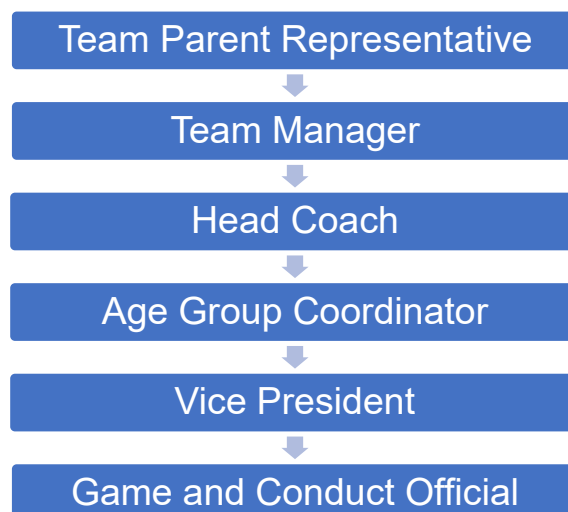
It is the obligation of the Head Coach to notify the families and the team parent rep 24 hours before the start of the game.

### 9.2. Game and Conduct Dispute Resolution

Player safety is a high priority at WHC. Parents are responsible to raise issues of physical and emotional safety (i.e. bullying) on a timely basis. Parents are reminded to be familiar with the Club's Bullying and Harassment Policy.

Game and Conduct Official is a role appointed by the WHC Executive. When this document refers to a Game and Conduct Official it may be 1 or more appointed officials acting individually or together in cooperation with the WHC executive.

From time to time, issues may arise on an individual team. This may include safety issues as described above, or other team management issues including perceived concerns with fair play or financial concerns. Should an individual have any team related issues to be addressed, they shall involve (in this order):





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After discussion with each person in this list, if the parent feels the issue has not been addressed, he or she shall involve the next person on the list.

If, after meeting with the Team Parent Representative, Team Manager & Head Coach collectively, any party to the dispute determines that the issue has not been resolved to their satisfaction, they shall then file a written report to Game & Conduct to formally convey the issue. [Online incident report](#)

- A Game and Conduct Official(s) will not become involved unless ALL previous steps have been followed, except in the rare circumstance described in the following paragraph.
- This report shall be submitted by the complainant to the Game and Conduct Official(s) who will act upon the report by contacting the affected parties.

In the circumstance where an individual feels threatened or otherwise uncomfortable with approaching any individual on this list, they may directly contact the next person on this list or,

1. The individual should explain why they are not following the normal process.
2. If the individual is not comfortable contacting anyone on the list, the individual may directly contact the Game and Conduct Official.
3. The Game and Conduct Official will determine whether they will become involved at that point or whether the individual should follow the regular process.

If the issue is external to your team (i.e.: involving another team or non WHC parent etc.) then one of the individuals involved should complete the online Game and Conduct report.

The Game and Conduct Official shall report all Game and Conduct Incident Reports to the Executive. These reports will be on an anonymous basis unless the issue is referred to the Discipline Committee.

The Game and Conduct Official will maintain a confidential file including all Game and Conduct Incident Reports which are received. This permits the incumbent Game and Conduct Official to consider whether previous incidents should be considered in any matter. This file will be made available to the Discipline Committee as requested.

If, after meeting with the Game and Conduct Official, the parties agree to a resolution, all parties involved in the dispute shall sign the Game and Conduct Incident Report, noting that the incident has been resolved. If the incident is not resolved in this manner, the Game and Conduct Official shall refer the matter to the Discipline Committee.

## 9.3. Discipline Committee

The Discipline Committee shall be convened as required, in the full and final discretion of the Executive.

Prior to the Discipline Committee being convened, the Executive, or in their absence the President, shall first refer the issue directly to the Game and Conduct Official(s).

For further clarity, the Discipline Committee will be convened by the Executive if the Game and Conduct Official(s) determines that an issue has not been appropriately resolved through the normal Game and Conduct process as described above or if the Executive determines that the Discipline Committee is otherwise required to be convened. It is expected to be unusual that the Executive would convene the Discipline Committee without the agreement of the Game and Conduct Official(s).

The Discipline Committee shall include five (5) Board Members, and decisions shall be based on majority vote:

1. A Committee Chairperson, usually the Game and Conduct Official



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2. The Vice-President for the division involved
3. The Age Group Coordinator for the relevant division (as ex-officio member)
4. Another Board Member
5. The Association President (as ex-officio member)

The Discipline Committee shall be convened to address the alleged improper conduct of a:

- Coach or Assistant Coach
- Manager
- Player
- Parent
- WHC Referee
- Board Member or Any other Member of the Club.

The Discipline Committee shall have the authority to suspend any individual beyond those suspensions levied by Hockey Calgary. This decision will be made considering all factors made available to the Discipline Committee included, by not limited to:

- Previous Club Game and Conduct or Discipline Committee matters
- Previous Hockey Calgary Game and Conduct or Discipline Committee matters
- Completion of Respect in Sport
- Actions since the incident

In rare circumstances where there are significant safety concerns, the Game and Conduct Official(s) may, with the agreement of at least 2 Executive Members, institute an immediate and temporary suspension of an individual prior to convening the Discipline Committee.

The Discipline Committee may consider, but is not required to adhere to, the following general guidelines. More severe offences relating to player safety (physical or emotional) may receive longer suspensions.

Offence	Individual	Suspension Guideline
<b>First Offence</b>	Coach	Verbal warning: formal report kept on file
	Player	Verbal warning: formal report kept on file
	Parent	Verbal warning: formal report kept on file
<b>Second Offence</b>	Coach	1-3 games and all practices until completion of the final game in the suspension
	Player	1-3 games (not suspended from practices in most circumstances)
	Parent	1-3 games (not suspended from practices in most circumstances)
<b>Third or Subsequent Offence</b>	Coach	Up to lifetime ban from coaching in the Association
	Player	Up to remainder of the season (may issue carry over suspension into the following season in addition to this)
	Parent	Up to remainder of the season (may issue carry over suspension into the following season in addition to this)

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Offence	Individual	Suspension Guideline
<b>Serious Safety Related Offence</b>	Coach	To be determined on an individual basis. Could include up to lifetime ban from coaching in the Association.
	Player	To be determined on an individual basis.
	Parent	To be determined on an individual basis.

Any suspension not fulfilled in its entirety at the end of a season carries over to the next season.

The Discipline Committee shall have this follow-up procedure in place for all Discipline issues submitted.

- The Committee shall investigate and prepare a report of their findings and any recommended corrective action and submit it in writing to the members involved. This report shall also be submitted to the Board for consideration. This report should not contain the names of the affected individuals except when a suspension or other disciplinary action is determined.
- A follow up to this corrective action shall be conducted and reported as above on the effectiveness of the corrective action.

## 9.4. Additional Discipline Action

Wolverines Hockey Club will follow all disciplinary actions and guidelines outlined by its governing bodies in reference to, but not limited to, excessive penalty minutes.

Wolverines Hockey Club reserves the right to add to any disciplinary actions made by its governing bodies specific, but not limited to, excessive penalty minutes, actions unbecoming, team related issues, etc.

Team officials (Manager/Coach) wanting to dispute a game suspension (player or coach) must do so in writing to the Association President.

## 10. Injuries

The parent of the injured player is responsible for ensuring that the Hockey Canada Injury Report is filled out and submitted to Hockey Canada for injuries defined in the report.

[Hockey Canada Injury report](#)

### 10.1. Concussion Protocol

Wolverines Hockey Club takes concussions seriously and encourages coaches and parents to familiarize themselves with signs and symptoms of a concussion. WHC adheres to the guidelines outlined by Hockey Canada and will refer to the process outlined in the Hockey Canada Concussion Card for return to play protocol for our players. Note players must spend at least one full calendar day in each step 1-6.

[HC Concussion Toolbox](#)

[Concussion Toolbox – Wolverines Hockey Club](#)





# Standing Policies and Procedures

## 11. Team Finances and Contributions

### 11.1. Team Fundraising

WHC teams are expected to comply with fundraising guidelines included in the [Team Administration Manual](#).

All monies raised through fundraising must be disbursed through the team's hockey operations.

- **U7 - U9 Age Groups:** Teams may fundraise no more than \$15,000 per season.
- **U11 - U13 Age Groups:** Teams may fundraise no more than \$20,000 per season.
- **U15 - U21 Age Groups:** Teams may fundraise no more than \$25,000 per season.
  - Teams wanting to raise funds above their age group fundraising limit will be required to submit a written proposal to the Wolverines Treasurer and request approval.
  - If teams exceed their age group fundraising limit without the written approval from the Wolverines Treasurer, they may be subject to a financial penalty equivalent to 10% of their team budget
- Teams can request seed money (cash calls) from parents with the expectation that the funds will be returned to the parents at the end of the season. Cash calls can not exceed the following amounts, unless permission is obtained from the Wolverines Treasurer:
  - **U7 - U9** - \$100
  - **U11 - U13** - \$150
  - **U15 - U21** - \$250
- Excess funds at the end of the season may be returned to parents only to the extent they represent a refund of parent direct contributions (i.e. seed money (cash call)).
- Monies raised through fundraising which are not spent on hockey operations must be remitted to the Club.
- Any such funds remitted to the Club will be applied to the WHC Player Assistance Fund. These funds will be used to subsidise players whose families cannot afford their registration fees in the next season. Teams are encouraged to donate other excess funds to the WHC Player Assistance Fund.

Each family is expected to participate in team fundraising to the best of their ability. If there is a conflict/issue, it should be brought to the managers attention as soon as possible. Objections should be raised immediately once the fundraising initiative is planned. Conflicts that can not be resolved at a team level should be brought to the Treasurer – [treasurer@wolverineshockey.ca](mailto:treasurer@wolverineshockey.ca).

### 11.2. Casino Volunteer Credit

The value of the volunteer credits given out for Club casino workers is \$75.00 per shift.

- The \$75 credit will be applied to the players TeamSnap account.

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## 11.3. Donations

WHC is not a registered charity and cannot issue charitable receipts. Non-directed donations to the Club shall be applied to benefit all of the Club.

The team should send a thank-you note directly for all donations received.

- If a sponsor wishes to provide funds to a specific team, but will make payment only to WHC, the Team Manager or Treasurer should contact the Manager of Operations.

## 12. Other Club Policies and Guidelines

### 12.1. WHC Policies on the Prevention of Harassment, Bullying and Abuse

The Wolverines Hockey Club Policies on the Prevention of Harassment, Bullying and Abuse can be found [HERE](#).

### 12.2. Volunteer Bond

Many of our members are unaware of how much volunteer work is necessary to operate a quality hockey program. As a club, we require countless volunteer hours to ensure we continue to offer an amazing hockey experience for all our players, coaches, and parents. The Volunteer Bond was introduced to encourage WHC members to get involved and help. The time commitment is reasonable, and the help is beneficial and appreciated by the entire club!

All WHC members are required to complete **10 units (per player)** of **CLUB LEVEL** and/or **TEAM LEVEL** roles and activities, or they can choose to opt out of volunteering and forfeit their bond.

House League players will not be charged a volunteer bond for the 24/25 season but hour will be tracked to determine bond requirements for the 25/26 season.

The volunteer bond value is set at \$100 per player. The \$100 volunteer bond is paid at the time of registration. If the volunteer requirements are met throughout the season, parents can choose to have the volunteer bond reimbursed in the form of a refund or a credit to be used for future registrations.

At the end of the season, bond units will be reviewed by a committee of the Board of Directors who will review the details of the recorded units and roles performed to determine if the bond has been met.

Managers will be sent a mid-season report in December with an update of the volunteer units completed for each player on the team. A follow up report will be sent at the end of the season. It is the responsibility of each family to ensure they fulfill their volunteer units, not the team manager.

Changes/adjustments/cancellations may occur with volunteer bond opportunities. The member is still responsible to ensure their bond is fulfilled for the season.

#### **CLUB LEVEL Volunteer Units (including but not limited to):**

- Full Bond:
  - Board Member
  - Hockey Calgary League Chair
  - Casino Volunteers
  - WHC Equipment Coordinator
  - Special Board approved projects or committees
- Units individually tracked
  - Evaluations: Bench Supervisor / Dressing Room Supervisor / Check in desk



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- WHC Tournament Support. (ex: Swag bags, registration tables etc.)
- Photo day volunteers

## **TEAM LEVEL Volunteer Units (including but not limited to):**

- Full Bond:
  - Head Coach
  - Assistant Coach (incl. goalie coach)
  - Team Manager, Co-Manager
  - Parent Representative
  - Jersey Parent x2
  - Team Treasurer
  - Team Fundraising Coordinator (if applicable)
  - Team Tournament Coordinator (if applicable)
- Units individually tracked
  - Off-Ice officials: Time Keeper, Score Keeper, Gate Person (1 game = 1 unit – 10 units meets bond requirements)

## **12.3. WHC Logo**

If a team wishes to use the WHC logo, permission should be obtained from the Manager of Operations.

WHC logos may be used as provided by WHC in black and white or in colour but may not otherwise be modified.

There cannot be any other cresting, wording or other objects blocking or overlaying the WHC logo. The WHC logo CANNOT be used on any product or materials distributed for fundraising initiatives. There are no exceptions to this policy.

## **12.4. Team Apparel**

The Board of Directors will approve official Club suppliers for apparel and merchandise from time to time. Only suppliers approved by the Board of Directors have authorization to use the Club's logos (as approved by the Board of Directors from time to time) and to supply official product to Club teams.

The Team Administration Manual includes details on how to order apparel and merchandise with Club logos. Teams may also contact the Manager of Operations for more information.

Any team purchasing apparel, merchandise, or other items with a Club logo, other than through an authorized supplier (without prior approval) will face a penalty. Such penalty will be determined by the Board of Directors. The current penalty is the loss of two practice ice times. If teams make multiple purchases from unauthorized suppliers, additional penalties may be determined by the Board of Directors.

WHC teams are authorized to wear Club approved uniforms only. Any team that uses any unauthorized uniform item such as but not limited to; jerseys, pant shells and/or socks will result in an immediate suspension of the Head Coach and Team Manager for the remainder of the season.

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## 13. Summary of Updates

May 2024	<ul style="list-style-type: none"><li>- Added Age Group Fundraising Limits</li><li>- Added Concussion Protocol information</li><li>- Added clarity to Game and Conduct Process</li><li>- Added limit of one family member on Board of Director</li><li>- Updated clarity of Executive Board Members accepting Head Coach or Manager positions with any WHC team</li></ul>
June 2024	<ul style="list-style-type: none"><li>- Volunteer Bond information</li></ul>