

**WA ICE HOCKEY ASSOCIATION
(WAIHA)**

BYLAWS

Last Updated: 01 April, 2012

This document once printed is uncontrolled and may be superseded. This document is an evolving set of by-laws produced for the benefit of hockey in Western Australia.

Comments, feedback and questions are welcomed and should be directed either through clubs or to the WAIHA committee directly.

Contents

Section 1: Clubs & Members.....	3
1. Club Administration and Management.....	3
2. Club Team Requirements.....	3
3. Club Responsibility to Teams and Players.....	3
Section 2: State Teams.....	4
Section 2: State Teams.....	4
1. Selection Process.....	4
2. Coaching Responsibilities.....	4
3. Budgets and Team Expenses.....	4
4. Fundraising.....	4
5. Player Eligibility Criteria.....	4
6. State Team Trainings.....	5
7. Team Management Responsibilities.....	5
8. National Tournaments Held in WA.....	5
9. State Team Uniforms.....	5
Section 3: WAIHA Committee Council.....	6
1. Corporate Governance.....	6
2. Insurance.....	6
3. Life Memberships, Trophies and Awards.....	6
4. National Team Representation.....	6
5. Financial Management.....	6
6. Fees Payable by WAIHA Members.....	6
7. Membership and Season Management.....	7
8. Player Transfer and Transfer Process.....	7
9. Tribunals.....	7
Section 4: Provisional License for Affiliation.....	8
1. New Club Management Responsibilities.....	8
2. Governance and Provisional Affiliation.....	8
3. Home Team Responsibilities.....	8
4. Prudent Financial Management.....	8
Annexure 1.....	9
NOTE: IIHF and IHA Rules.....	9

Section 1: Clubs & Members

Motion
<p>1. Club Administration and Management</p> <p>a. Clubs nominate the following positions as a minimum as part of prudent club administration: President, Vice President, Treasurer and Secretary. Any one person may not take on multiple roles.</p> <p>b. That the relevant protocols for Member Protection including Working with Children Clearances are adhered to.</p> <p>c. Clubs are asked to replace individual code of conduct forms with IHA's code of conduct form to take effect in 2013.</p> <p>d. Clubs that are not financial with WAIHA by the end of the main (winter) season may not participate in finals.</p>
<p>2. Club Team Requirements</p> <p>a. As a minimum, a list of the following must be provided (per team) to the WAIHA Secretary with the WAIHA Team Application (Annexure 1):</p> <ul style="list-style-type: none">• One registered and currently accredited coach;• One registered manager;• Minimum of 8 core players + goalie (with the core players not permitted to play down, although they may play up a level);• A minimum roster of 13 players and one goalie listed.• One registered on-ice official per team, excepting Pee Wee teams.
<p>3. Club Responsibility to Teams and Players</p> <p>a. From the 2013 season forward, clubs are required to submit their clubs team numbers by 1st February of the relevant year to enable WAIHA to develop a season schedule in advance and release this schedule to members by 1 March.</p> <p>b. From the 2013 season forward, clubs are required to submit their club's team lists 2 weeks prior to the start of the relevant season.</p> <p>c. Players, excluding Goalies may not play in more than one team within a grade. Senior A checking (known as Conference) and Senior A non-checking are two separate grades.</p> <p>d. Any club that forfeits any games in any grade with less than 2 weeks notice to WAIHA will be required to pay full ice time costs. The other team will be granted a 'first right of refusal' to use the ice during that session and if that ice is not used by the team it will revert to WAIHA to use as it sees fit.</p> <p>e. Players must play a minimum of six games in a season within a team to qualify to play in finals with that team. Exceptions in extenuating circumstances such as injury may be considered by providing written notice to the WAIHA Secretary for tabling at any WAIHA council meeting prior to finals. Approval by the WAIHA council is required.</p>

Section 2: State Teams

Motion
<p>1. Selection Process</p> <ul style="list-style-type: none">a. State team coach applicants are required to hold a valid IHA coach's accreditation. Coaches who are currently coaching a club team will be preferred candidates however final appointment will be made by the State Coaching Director in conjunction with the WAIHA committee.b. Team support staff (Assistant Coach, Managers etc.) selection will be based on expressions of interest, which will open for up to one month after the head coach has been selected. The successful applicants must have the Head Coach's approval in addition to approval by the WAIHA committee at the earliest possible convenience.c. Player selection will be open and transparent with all eligible players invited to try outs. Where possible try outs will be conducted at multiple rinks to facilitate maximum attendance from players.
<p>2. Coaching Responsibilities</p> <ul style="list-style-type: none">a. Coaches are obliged to sign the State Team declaration form, codes of conduct and hold a valid WWC if traveling with any players under the age of 18.b. Coaches are required to adhere to the tournament guidelines.c. The Coach's tournament report must be submitted within 30 days of tournament conclusion.
<p>3. Budgets and Team Expenses</p> <ul style="list-style-type: none">a. Each State team will be allocated a budget from WAIHA of \$2000. These funds are to be used appropriately for team expenses including travel and accommodation expenses for the Head Coach and Manager.b. The Team's Coach/ coaches and Manager will be authorized as signatories to access the monies.
<p>4. Fundraising</p> <ul style="list-style-type: none">a. Approaches for State team sponsorship to be made on an Association basis.b. Monies raised under the banner of that State team are to be divided accordingly between the players. All State team players are expected to participate unless circumstances otherwise prevent this. This is to be dealt with on a case by case basis, at the State Team Coach and Managers discretion.
<p>5. Player Eligibility Criteria</p> <ul style="list-style-type: none">a. Players must be financial to participate in State Team try outs.b. Defris and Tange State team representatives must complete the officiating course. Exceptions may be considered by providing in writing to the Secretary for consideration at the WAIHA meeting.c. All players must commit to play in their own age group at the State level before committing to play up a level for National competitions.d. Players must sign the appropriate Code of Conduct forms.

6. State Team Trainings

- a. Ice time for State team trainings are to be organised by the nominated State team manager in consultation with the Coach and booked by WAIHA via the Secretary or another nominated WAIHA representative.
- b. All players (goalies included) are required to pay the State team manager \$20 per training. This money then goes into a team account and is reimbursed to WAIHA for payment of ice time.

7. Team Management Responsibilities

- a. All State team managers and coordinators are to follow the “State Team Managers Handbook”.
- b. All State Team Staff must sign a ‘code of conduct’ form and hold a valid WWC if travelling with any players under the age of 18.
- c. All State representatives including players, coaches and managers will have their state badges purchased by WAIHA and presented upon finalisation of team roster selections. The badges will not be provided or sold to non-State representatives.
- d. Financial reports for state teams must be submitted to the council by the team manager within 90 days of the tournament completion. Reimbursements applicable must be distributed within 90 days of the completion of the tournament.

8. National Tournaments Held in WA

Where a National Tournament is hosted in Perth WAIHA Life Members are to receive complimentary passes to all games and will be sought to present awards at the end of the tournament.

9. State Team Uniforms

Players are required to wear the WA State team uniform consisting of:

- a. State team tracksuit and (rink appropriate) jacket
- b. Appropriate closed footwear appropriate for warm ups

Section 3: WAIHA Committee Council

Motion
<p>1. Corporate Governance</p> <ol style="list-style-type: none">a. WAIHA accepts all IHA and IIHF policies, regulations and guidelines.b. Any Association publicity may only be conducted by WAIHA council approved individuals.
<p>2. Insurance</p> <p>For any injury that is a claim on the Association's Insurance Policy, it is the player's responsibility to have medical clearance before he/she participates in further games.</p>
<p>3. Life Memberships, Trophies and Awards</p> <ol style="list-style-type: none">a. All season awards are based on home, away and venue neutral scheduled league games. Regular season awards are not based on finals.<ul style="list-style-type: none">• Top point scorer, best goalie awards should be defined by the Pointstreak statistics• Best defender and best forward should be voted on by coaches• MVP should be collated via Referee votes submitted immediately after the gameb. A Junior 'on ice' Official Award is presented annually and voted on by the Senior Referees.c. Goaltenders must play a min. of 360 minutes in their respective grade to qualify for awards.
<p>4. National Team Representation</p> <ol style="list-style-type: none">a. Players must be financial with their Clubs and the State to be eligible for National Teams.b. Australian National team player representatives will receive a \$150 contribution to expenses in recognition of their achievement and contribution to the sport. Coaches, managers and officials will also be recognized in a non-financial way, since they are already financially compensated through the National team program.
<p>5. Financial Management</p> <ol style="list-style-type: none">a. WAIHA cheque account signatories may include any two of the following WAIHA Executive: President, Vice President, Secretary and Treasurer.b. Any WAIHA Executive member travelling on WAIHA Association business must approve travel through the WAIHA Executive.
<p>6. Fees Payable by WAIHA Members</p> <ol style="list-style-type: none">7. WAIHA adopts IHA's Pointstreak system including the online registration of players, by the players themselves in 2012. Payment will go direct to IHA using this method and once payment has occurred no refunds are provided.8. Fees are to be set by 31st January of the up and coming season to allow clubs to budget accordingly and conduct pre-registrations.9. Juniors who play up into any Senior league are required to pay the membership rate for Senior players.

7. Membership and Season Management

- a. A club must, when instructed by the Council, provide to the Council the most recent balance sheet reconciled against their monthly bank statement, within 4 weeks of the request. Failure to comply will result in the club being deemed un-financial with the Association, and be treated as such.

8. Player Transfer and Transfer Process

- a. To minimise disruption to clubs and facilitate the team nomination and scheduling process for each new season, player transfer fees apply in the following schedule, where fees will be payable to WAIHA:
 - If a player is financial at the end of the previous season (including finals) their transfer up to 31 January of the next year shall be free of charge;
 - If a player is unfinancial at the end of the previous season (including finals) their transfer up to 31 January of the next year will be \$25.
 - If a player is financial and requesting transfer between 31 January and 1 March a transfer fee of \$25 will apply.
 - If a player is unfinancial and requesting transfer between 31 January and 1 March a transfer fee of \$50 will apply.
 - Any transfer after 1 March will incur a \$50 transfer fee.
 - All funds collected by WAIHA for player transfers will be transferred to the club releasing the player.
- b. Clubs are empowered to reject player transfers to another club if the player owes money to the club and/or has not returned club property or apparel such as jerseys, socks or other.

9. Tribunals

- a. WAIHA has adopted all IHA and IIHF policies and procedures in respect of Tribunals. Please refer to the appropriate IHA/ IIHF guidelines.

Section 4: Provisional License for Affiliation

Motion
<p>1. New Club Management Responsibilities</p> <p>b. The focus of any new association, club or team should be attracting new membership to ice hockey for the benefit of the State. Notwithstanding the splitting of an incorporated body the ratio of 3-1 should be applied meaning three new players are required for every one player transferred.</p> <p>c. For a new incorporated body (Association or Club) the names and positions of President, Vice-president, Secretary and Treasurer are to be provided to the WAIHA Secretary when applying for provisional affiliation to ensure communication channels are established.</p> <p>d. To enable adequate forward planning for the season the following is required:</p> <ul style="list-style-type: none">• Submit club application at least 90 days before the season start;• Finalize player transfers at least 30 days prior to the season start; and• Submit team application at least 30 days prior to the season start. <p>To enable the new club maximum time to organize the proposed season start date will be reported and confirmed at the annual AGM held in November.</p>
<p>2. Governance and Provisional Affiliation</p> <p>a. A new association's provisional affiliation can be tentatively sanctioned by the WAIHA committee, however full affiliation must be voted on by WAIHA members in a general meeting on or before the AGM and following the end of that association's first season.</p>
<p>3. Home Team Responsibilities</p> <p>a. A new association must provide names of at least 2 different (registered and trained) officials for each team entering the competition, as well as one registered coach per team, scorers and timekeepers. They are also responsible for providing a scorer and timekeeper for every home game. As per IHA requirement all are required to hold valid WWC (Working with children clearances) if so required under State legislation.</p>
<p>4. Prudent Financial Management</p> <p>a. A new association must submit to WAIHA a financial plan consisting of plans to fulfil insurance and ice time payment commitments for the initial year, plus a strategy on how the club plans to maintain financial sustainability for the following 2 years.</p> <p>b. Prior to the commencement of the season the new incorporated body must pay 1/3 of its ice time costs in advance to the WAIHA Treasurer. The further 2/3 must be provided in two equal instalments in advance to the game time actually being used.</p> <p>c. IHA and WAIHA registration must be paid prior to the season commencing. This applies to all clubs.</p>

Annexure1
**WAIHA Team Application & Official
 Game Sheet**

Date:		Grade:		Venue:	
-------	--	--------	--	--------	--

Game:	
-------	--

Jersey No	Players Name	Position	Reg No.	D.O.B	Face Cage	Neck Guard	Mouth Guard
	[Insert Core Player]		1				
	[Insert Core Player]		2				
	[Insert Core Player]		3				
	[Insert Core Player]		4				
	[Insert Core Player]		5				
	[Insert Core Player]		6				
	[Insert Core Player]		7				
	[Insert Core Player]		8				
	[Insert Core Player]		9				
	[Insert Core Player]		10				
	[Insert]		11				
	[Insert]		12				
	[Insert]		13				
	[Insert Goalie]		14				
	[Insert optional player]		15				
	[Insert optional player]		16				
	[Insert optional player]		17				
	[Insert optional player]		18				
	[Insert optional player]		19				
	[Insert optional player]		20				
Official	[Insert]	Coach	[Insert Accredited Coach]				
Official	[Insert]	Assistant Coach	[Optional]				
Scorer	[Insert]	Manager	[Insert Manager]				
Time Keeper	[Insert]	Trainer	[Optional]				

NOTE: IIHF and IHA Rules
 Face cages must be worn by all players born after December 31st 1974.
 Neck Guards must be worn by players born in 1989 or later.
 Mouth Guards must be worn by players born in 1989 or later.
 ½ Visor with a mouth guard is a minimum requirement for players who are 18years and older. Women must wear a full cage at all times.
 Player names **must** be entered on team sheet sorted on jersey number.