
Welcome to Minor Hockey!



August 1, 2026



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Overview

The Dartmouth Whalers Minor Hockey Association (**DWMHA**) is pleased to provide this Policy Manual as a guide for:

- Coaches
- Managers
- Volunteers
- Members

It outlines key policies and procedures to help ensure our teams operate smoothly and our players enjoy a safe, respectful, and positive hockey experience.

Application

These policies apply to **all DWMHA-sanctioned activities**, on and off the ice, at home or away, in-person or online (e.g., social media, messaging apps, email, team platforms). It covers conduct by and toward:

- Players
- Coaches and Team Staff
- Officials
- Parents/Guardians and Spectators
- Volunteers
- Board and Committee Members

These policies supplement—not replace—the rules and guidelines of:

- Hockey Nova Scotia (HNS)
- Hockey Canada (HC)

Shared Responsibility

The well-being and safety of our participants is a shared responsibility, supported by:

- Respect in Sport program
- HNS Intervention Policy

Ongoing Improvement

This manual will be reviewed and updated periodically to ensure it remains current and effective. Minor edits may be made as needed. Any significant changes to policies or procedures will be communicated to the membership in a timely manner.

Acronyms and Definitions

Acronyms and defined terms used throughout this Policy Manual are listed in the Acronyms and Definitions section at the end of this document.

General Information: Getting Started

Registration & Costs

- Player registration for the DWMHA is completed online through the DWMHA website. Registration dates, fees, required documentation, and other important information will be posted on the DWMHA website prior to the registration period.
- Fees vary by level and may include:
 - Registration fees
 - Team fees
 - Tournament or travel costs
- Financial support may be available from:
 - Jumpstart
 - KidSport
 - Hockey Canada Assist Fund

Equipment Guide

- Required gear includes:
 - CSA-approved helmet with cage
 - BNQ-certified neck guard
 - Shoulder pads
 - Elbow pads
 - Gloves
 - Hockey pants
 - Shin pads
 - Skates
 - Hockey stick
- Where to buy: Local stores, second-hand options, gear swaps
- Fitting tips: Proper fit is essential—especially for helmets and skates. Do not be afraid to ask for help

Schedule & Commitment

- Most teams have 2–4 ice times per week
- Schedules are posted online
- Tournaments may involve extra planning and costs
- Fundraising



-
- On-ice and off-ice roles (with certification) are available for parent volunteers

Safety & Injury Prevention

- Concussion awareness: Know the signs and follow return-to-play protocols
- Respect in Sport – Parent Program: Mandatory online course
- Emergency protocols: Shared by team staff at season start

Ice Rentals & Local Rinks

- RBC Centre: 6:00 am – 11:00 pm
- Zatzman Sportsplex: 6:00 am – 10:00 pm
- East Coast Varsity Arena: 6:00 am – 10:00 pm
- Shearwater Arena: 6:00 am – 9:00 pm

Get Involved & Stay Connected

- Stay informed through the DWMHA website, emails and social media
- Volunteer opportunities in coaching, team staff, fundraising, events and more
- Attend parent meetings to stay engaged and informed



Policy 1. Governance

1.1 Legal Status & Registration

The Dartmouth Whalers Minor Hockey Association is a non-profit organization registered with the Nova Scotia Registry of Joint Stock Companies (Company No. **1698326**).

1.2 Authority & Mandate

DWMHA oversees minor hockey within boundaries set by the Hockey Nova Scotia Minor Council (**HNSMC**) and operates under the mandates of:

- HNS; and
- HC, as implemented through HNSMC

1.3 Age Divisions

Player age is determined as of **December 31** of the current season.

Division	Birth-Age on Dec 31	Ages
U7	4–6	4, 5, 6
U9	7–8	7, 8
U11	9–10	9, 10
U13	11–12	11, 12
U15	13–14	13, 14
U18	15–17	15, 16, 17
U24	18 – 23	18, 19, 20, 21, 22, 23

1.4 Competitive Hockey (AAA, AA, A, B)

- **League Play:** Teams compete in the Central Minor Hockey League (**CMHL**)
- **Championships:** Teams participate in Regional, Inter-Regional, and Provincial Championships

1.5 Recreational Hockey (C)

If fewer than six (6) DWMHA recreational teams in a season:

- DWMHA participates in the Metro Minor Hockey League (**MMHL**) alongside:
- Bedford Minor Hockey Association (**BMHA**)
- Chebucto Minor Hockey Association (**CMHA**)
- Cole Harbour Bel Ayr Minor Hockey Association (**CHBA**)
- Eastern Shore Minor Hockey Association (**ESMHA**)
- East Hants Minor Hockey Association (**EHMHA**)
- Halifax Hawks Minor Hockey Association (**HHMHA**)
- Sackville Minor Hockey Association (**SMHA**)
- TASA Minor Hockey Association (**TASA**)

If six (6) or more DWMHA recreational teams in a season:

- Teams compete in-house in the Dartmouth Whalers Recreational Hockey League (DWRHL) with:
 - DWMHA
 - CHBA
 - ESMHA
 - EHMHA

1.6 U7 Program Structure

All U7 players are eligible to participate in **U7 Jamborees**, subject to host jamboree rules.

- **Group 1 (New to Hockey):** practice **2×/week**
- **Group 2 (Intermediate):** practice **2×/week**
- **Group 3 (Advanced):** practice **2×/week**

1.7 U9 Program Structure

- **Development:** plays **in-house**
- **Intermediate:** plays **in-house**
- **Advancing:** competes against other CMHL association teams



Policy 2. Equity, Diversity & Inclusion (EDI)

2.1 Commitment

- Create a welcoming, inclusive hockey environment where everyone is valued and respected.
- Promote diversity, address discrimination, and ensure equitable access regardless of race, ethnicity, gender identity, sexual orientation, ability, religion, or socioeconomic background.
- Establish an **EDI Committee** to implement goals and track progress.
- Strive to be a leader in EDI within the hockey community.

2.2 Commitment to Accessibility

The Association will:

- Identify and remove barriers to participation wherever possible
- Provide reasonable accommodations for players and families with disabilities
- Ensure communication is clear, accessible, and available in multiple formats when needed
- Work with facility partners to promote accessible arenas, change rooms, and viewing areas
- Consider financial accessibility through transparent fee structures and support programs

2.3 Principles

- **Respect & Dignity:** Zero tolerance for discrimination, harassment, or bullying.
- **Equity:** Remove barriers (e.g., financial, transportation, language); provide accommodations for disabilities.
- **Diversity:** Celebrate different perspectives and backgrounds.
- **Inclusion:** Foster belonging, visibility, and voice—especially for underrepresented groups.

2.4 Implementation (Examples)

- **Education & Training:** Anti-racism, LGBTQ+ inclusion, cultural competency, and bystander/intervention skills.
- **Equitable Access:** Fee assistance, accessible facilities/equipment, transportation help, individualized accommodations.
- **Representation:** Recruit and support diverse volunteers, staff, coaches, and leaders.



- **Community Engagement:** Partner with community organizations and schools to increase participation.

2.5 Reporting & Accountability

- Clear, confidential reporting routes for discrimination/harassment/EDI concerns (Team Manager → Director → EDI Committee/Discipline).
- All reports are taken seriously, investigated promptly, and acted on; confidentiality and procedural fairness are maintained.

2.6 Monitoring & Evaluation

EDI Committee gathers feedback (surveys/data), reviews outcomes each season, and recommends adjustments to the Board.

2.7 Prohibition of Bullying, Harassment & Discrimination

Applies to: All DWMHA members (players, parents/guardians, coaches, officials, managers, volunteers, Board).

Scope: At any DWMHA-sanctioned activity or venue, including online spaces.

- **Bullying:** Repeated, aggressive behavior causing harm, often involving a power imbalance.
- **Harassment:** Offensive conduct (emotional, physical, or sexual), including intimidation or humiliation—single event or pattern.
- **Discrimination:** Unfair treatment based on characteristics protected under the Nova Scotia Human Rights Act.

Positive duty to report: Members must promptly report suspected racism, discrimination, harassment, or bullying to a **Coach, Team Manager, Director, on-ice Official, rink staff, or other responsible adult** at the event. Further guidance is outlined in **Policy 9 – Code of Conduct Enforcement & Discipline Procedures**.



Policy 3. Guidelines for Coaching Excellence

3.1 Roles & Responsibilities of Coaches

- Lead practices/games, coordinate staff, communicate with families, and ensure alignment with DWMHA policies and player safety.
- Are mentors and role models who foster skill development, teamwork, respect, and fun.
- Serve as team spokesperson and leader.
- Recommend Assistant Coaches, Team Manager and Team Treasurer for Executive approval.
- Coordinate staff duties, set/enforce team rules in alignment with DWMHA vision and mission.
- Ensure the **Team Manager** attends the DWMHA Managers Meeting.

3.2 Compliance & Conduct

- Follow all DWMHA, HNS, and HC rules/policies.
- Complete required certifications and screenings.
- Report Code of Conduct concerns to the **Divisional Coordinator**.
- Enforce suspensions upon notification.

3.3 Season Planning & Communication

- Hold a parent meeting to outline the plan/expectations and assign roles.
- Collaborate with the Technical Director (TD) on the Seasonal Development Plan.
- Follow up monthly with the TD regarding development progress.
- Attend required DWMHA events/meetings.

3.4 Game & Practice Responsibilities

- Use DWMHA-provided practice plans; manage game strategy and bench conduct.
- Lead the team at all events.
- Notify the Technical Director before hiring external skills providers.

3.5 Reporting & Year-End Duties

- Submit a brief year-end report to the President and TD, covering team progress and improvement suggestions.

3.6 Staff Eligibility Requirements

The **Head Coach, Team Manager, and Team Treasurer** must **not** be related or reside in the same household. Any exception requires **written approval** from the DWMHA Executive.

3.7 Coach Selection Criteria

- All coaches must complete an **application form** prior to being considered for a coaching position. Applications should be returned to the **TD** prior to the deadline as published each season.
- All coaches will be evaluated and selected based upon the information provided on the application form as well as a mandatory interview meeting.
- All coaches are required to follow the **Hockey Canada Code of Conduct**.
- All coaches will be required to participate in Coach Development Sessions facilitated by the DWMHA and any other mandatory certification programs.

3.8 Coach Evaluation

- The DWMHA recognizes that excellence in player development is largely determined by qualified committed coaches.
- To ensure that quality coaching is afforded to all players, DWMHA supports a growth, supervision and evaluation program for its member coaches.
- The goal of the evaluation program is designed to reinforce an individual's positive coaching tactics and to also provide recommendations and support in the areas of growth.

Goal: *Build confidence, safety, and love of the game—on and off the ice.*

Policy 4. Team Manager Guidelines

4.1 Roles & Responsibilities of the Team Manager

- Team Managers are responsible for ensuring their team operates in an organized, safe, and compliant manner. They coordinate team logistics, facilitate communication, manage administrative responsibilities, support safety requirements, and provide ongoing assistance to coaches, players, and parents.
- Attends the DWMHA Managers Meeting.

4.2 Team Organization & Communication

- Plan/coordinate team activities and meetings.
- Liaise between parents and coaches; route concerns appropriately.
- Assign volunteer roles; maintain contact/email lists and team documents.
- Book facilities as needed.
- Use consistent communication tools (e.g. GrayJay).

4.3 Game & Travel Coordination

- Handle permits and game reports.
- Book referees for exhibition games via Referee-in-Chief and Assignor.
- Coordinate extra ice time; track and communicate any suspensions.

4.4 Player Safety & Emergency Prep

- Maintain First Aid kit; know emergency procedures.
- Keep consent/medical forms accessible but also ensure privacy and confidentiality is protected.
- Ensure injured players are accompanied.
- Submit **HC Injury Reports** to the **Director of Risk Management & Discipline** through email or the form on the DWMHA website.

4.5 Financial & Equipment

- Support fundraising planning and compliance.
- Open a bank account with the treasurer.
- Help prepare/submit the team budget for approval.
- Collect and remit payments/receipts.
- Ensure return of all team equipment at season end.



4.6 Policy Compliance

- Follow DWMHA, HNS, HC policies; keep team informed.
- Report policy violations to the appropriate Director.
- Use the DWMHA website for updates/resources.

4.7 Staff Eligibility Requirements

The **Head Coach, Team Manager, and Team Treasurer** must **not** be related or reside in the same household. Any exception requires **written approval** from the DWMHA Executive.

Policy 5. Team Treasurer Guidelines

5.1 Roles & Responsibilities of the Team Treasurer

- Prepare/update the team budget using the **DWMHA template**.
- Submit the budget for **Executive approval** before any fundraising/spending.
- Revise as needed during the season.
- Track all income/expenses to stay within budget.
- Share budget updates with team families.

5.2 Banking & Transactions

- Open a separate team bank account (no personal/joint accounts).
- Require two unrelated, non-coaching signatories.
- Deposit funds promptly; avoid holding cash.
- Prefer electronic transfers over cash.

5.3 Expense Management & Reimbursements

- Oversee and document all purchases.
- Reimburse all pre-approved expenses with original receipts only.
- Do not sign blank cheques.
- Ensure spending aligns with the approved budget and benefits the team.
- Store all receipts/backup for at least 2 years.

5.4 Use of Team Funds & Policy Compliance

- Spend only for team benefit and per approved budget.
- Apply fundraising proceeds equally among all players.
- Keep coach/staff appreciation modest and within policy.
- Follow DWMHA, HNS, and HC guidelines.
- Seek Executive approval before significant budget deviations.

5.5 Staff Eligibility Requirements

The **Head Coach**, **Team Manager**, and **Team Treasurer** must **not** be related or reside in the same household. Any exception requires **written approval** from the DWMHA Executive.



Policy 6. Team Safety Officer Guidelines

6.1 Roles & Responsibilities of the Team Safety Officer

- Monitor player safety during practices, games, and team activities.
- Enforce DWMHA, HNS, and HC safety policies.
- Serve as primary safety liaison among coaches, parents, and officials.
- May be the Head Coach, Team Manager or other appointed person.

6.2 Injury Prevention

- Promote safe techniques and conduct.
- Educate team members on injury-prevention best practices.
- Ensure compliance with equipment safety standards.

6.3 First Aid & Emergency Care

- Maintain a fully stocked First Aid kit at all team events.
- Know and be ready to implement emergency procedures.
- Provide immediate first aid until professional care arrives.

6.4 Injury Reporting

- Document all injuries during team activities.
- Submit reports promptly to the **Director of Risk Management & Discipline** via email or the form on the DWMHA website.
- Keep accurate injury logs per DWMHA policy.

6.5 Emergency Preparedness

- Develop, review, and communicate Emergency Action Plans (**EAPs**).
- Coordinate with coaches and venue staff on emergency roles.
- Lead/assist in emergency drills as needed.

6.6 Compliance & Policy Enforcement

- Ensure adherence to all relevant safety policies and regulations.
- Monitor compliance with HNS and HC safety rules.
- Address safety violations with coaching staff or the DWMHA Executive.



6.7 Communication

- Act as point of contact for safety matters (parents, coaches, officials).
- Inform families of safety incidents/concerns in a timely manner.
- Share safety protocols and updates.

6.8 Medical & First Aid

Hockey Canada Safety Person Program (HCSP) Requirements

- **AAA, AA, A:** All bench staff must hold a current HCSP certifications (renewable every 3 years).
- **Medical professionals:** Must also complete the HCSP.
- **B and C:** At a minimum, have at least one HCSP certified staff member.
- **U7 & U9:** a minimum, at least one coach/instructor must have the HCSP certification.

HCSP Level II (Optional)

- Recommended for **AAA/AA/A** teams.
- Available to those with valid First **Aid + CPR Level C**.
- No clinic required—submit proof to HNS.
- Valid for **5 years**.



Policy 7. Two-Deep Policy

7.1 Purpose

- Ensure player safety, accountability, and proper supervision at all team activities (practices, games, meetings, travel).
- Maintain a minimum of **two screened and approved adults** whenever players are under team supervision.

7.2 Policy Statement

- **At least two screened and approved adults** (coach, manager, or designated volunteer) **must be present** and actively supervising during all team activities.
- Applies to **on-ice, dressing rooms, team meetings, travel**, and any team-related event.

7.3 Roles & Responsibilities

- Head Coach/Assistant Coaches: primary on-ice supervision.
- Team Manager or designated adult: present for dressing rooms and **off-ice** activities.
- If only **two screened and approved adults are present**, they must maintain **mutual visibility** and clear sightlines to players at all times.

7.4 Dressing Rooms

- **Two screened and approved adults** in dressing rooms during changing times.
- Adults must not **be alone** with a single player in private/unsupervised settings.
- Respect player privacy; maintain professional boundaries.

7.5 Travel & Away Games

- **Two screened and approved adults** accompany the team **for all travel**.
- Overnights: two adults present in shared player spaces; staff and players **have separate sleeping arrangements**.

7.6 Exceptions & Emergencies

- Any exception requires **written Executive approval**.
- If an emergency prevents two-deep supervision, **notify the Executive immediately** and manage risk until coverage is restored.



7.7 Compliance & Enforcement

- All coaches, managers, and volunteers must acknowledge and follow this policy
- Non-compliance may result in **discipline**, including suspension or removal from team duties.



Policy 8. Inquiry Process

8.1 Purpose

To establish a clear communication and escalation process for questions and concerns related to DWMHA activities. This process promotes timely resolution, respectful communication, and appropriate use of the DWMHA's complaint and discipline procedures. Some examples are:

- Team finances/rules
- Game conduct/officials (process only)
- Behaviour (player/coach/parent)
- Ice time/cancellations/fair play
- EDI questions
- Not for emergencies or serious misconduct. Use Safety/Incident Reporting or DWMHA Code of Conduct, Discipline, and Complaints document and/or online web form

8.2 Ground Rules

- 24-hour rule: wait before addressing a concern (however, any safety concerns or issues should be reported immediately)
- Do not approach on-ice officials
- No social-media escalation

8.3 Resolution Process

Most questions and concerns can be resolved quickly by speaking with the appropriate team representative first. To ensure concerns are addressed efficiently and by the appropriate individual, the following communication process should be followed:

- Parents/Players/Coaches → Team Manager (or Head Coach if no Manager)
- Unresolved → Director:
 - Competitive → Competitive Director (copy CMHL Rep if league issue)
 - Recreational → Divisional Coordinator → Recreational Director
- Competitive league matters (as needed): CMHL Rep → CMHL Divisional Coordinator



Policy 9. Code of Conduct Enforcement & Discipline Procedures

9.1 Philosophy

The DWMHA is committed to a safe, inclusive, respectful, and fun hockey environment. All members (players, coaches, officials, parents/guardians, spectators, volunteers, team staff, and Board) share responsibility to model enjoyment, safety, fair play, and integrity.

Guiding Principles

- **Child-centered & safety-first**
- **Fair, transparent, and timely** processes
- **Trauma-informed** where appropriate
- **Equity, Diversity & Inclusion** integrated at each step
- **Procedural fairness** for all parties

9.2 Code of Conduct & Behavior Standards

Expected Conduct – All members must:

- **Demonstrate respect:** Treat others with dignity and fairness; support a welcoming environment.
- **Promote positive conduct:** Prioritize safety, teamwork, and sportsmanship; manage emotions constructively.
- **Respect authority:** Accept officials' and volunteers' roles; use proper channels to voice concerns (see 9.7).
- **Model responsibility & integrity:** Use respectful language; avoid threats, profanity, or public criticism (including social media).
- **Prevent harmful conduct:** Do not engage in bullying, harassment, hazing, discrimination, or retaliation; promptly report misconduct.

Unacceptable Conduct (examples, not exhaustive)

- Abuse or harassment (verbal, physical, emotional, sexual, or discriminatory).
- Bullying, intimidation, threats, stalking, or retaliation.
- Hazing or initiation practices.
- Inappropriate or harmful online/social media communications.
- Willful property damage or policy violations (e.g., dressing room, two-deep).
- Unsportsmanlike behaviour (e.g., taunting, inciting, deliberate dangerous play).
- Breaches of confidentiality in complaint processes.



Special Provisions (Minors & Power Imbalance)

- Any conduct exploiting a **power imbalance** (coach/player, adult/minor, senior/junior) is treated as aggravated.
- **Romantic/sexual relationships** between bench staff and rostered players are strictly prohibited.

9.3 Alignment with Governing Bodies

DWMHA processes align with and may be superseded by:

- Hockey Canada Safety & Conduct frameworks, including the Independent Third Party (ITP) for maltreatment.
- HNS Code of Conduct and Discipline Guidelines.
- Applicable legislation (e.g., **Nova Scotia Human Rights Act**; mandatory reporting where required).

9.4 Jurisdiction & Interface with Other Processes

What Falls Under DWMHA

- Behaviour at practices, games, team functions, travel, and online spaces tied to team/association activity.
- Conduct by DWMHA members at third-party venues or tournaments where they represent DWMHA.

When to Refer or Parallel-Process

- **Maltreatment/abuse/discrimination:** escalate or refer to HC ITP; may also proceed internally on related policy breaches.
- **On-ice rule infractions:** follow CMHL/league and HC rulebook discipline; DWMHA may address separate conduct issues.
- **Criminal conduct:** report to authorities; DWMHA may impose interim and/or final measures pending outcomes.

9.5 Grounds for Discipline / Complaint

- Bullying, harassment, abuse (verbal/physical/emotional/sexual).
- Discrimination or disrespect on protected grounds (race, gender identity, sexual orientation, religion, disability, etc.).
- Hazing/initiation, retaliation, or reprisal.
- Inappropriate social media conduct damaging to safety or reputation.
- Repeated unsportsmanlike behaviour by players/coaches/parents.
- Violations of DWMHA/HNS/HC policies (e.g., Two-Deep, Dressing Room, EDI, Safety).



9.6 Roles & Responsibilities

- **Complainant/Reporter:** Provide clear, factual information; cooperate in good faith.
- **Respondent:** Participate fairly; observe no-contact directives and interim measures.
- **Witnesses:** Provide truthful accounts; maintain confidentiality.
- **Team Officials (Coach/Manager):** Receive/triage concerns; implement immediate safety measures; escalate per §9.7–§9.9.
- **Director of Risk Management & Discipline (RM):** Intake, triage, coordinate investigations, maintain records, ensure timelines. Liaise with HNS/HC/ITP where required.
- **Conduct and Discipline Committee (DC):** Impartial review, findings, sanctions, and reasons.
- **Board/Executive:** Appoint DC; hear eligible appeals; ensure policy oversight.
- **EDI Lead/Committee:** Advise on equity implications and accommodations.

9.7 Submitting a Complaint

How to File

- Complaints should follow process outlined in Section 8, except in emergency or serious misconduct situations
- Email: riskmanager@whalers.org or via designated web form.
Include:
 - Complainant name and contact information;
 - Names/roles of those involved;
 - Date/time/location;
 - Detailed description (what happened, how, witnesses);
 - Any supporting documents (messages, screenshots, photos).

Anonymous Reports

May be accepted at the RM's discretion. Investigative scope may be limited without contact info.

Urgent Safety or Abuse

- If there is an immediate risk, contact **911**.
- For maltreatment, harassment, or abuse, **RM** will consider **ITP** referral (and advise the complainant).

9.8 Process & Timelines

Acknowledgment

- RM acknowledges receipt **within 5 business days** (expedited for safety risk).



Triage & Jurisdiction

- RM determines scope, urgency, conflicts of interest, and whether to refer to ITP/HNS/league.
- Interim measures considered (see §9.10).

Investigation

- **Investigator(s):** impartial internal or external person appointed or completed by RM/DC.
- Methods: interviews (complainant/respondent/witnesses), document review, evidence preservation.
- **Confidentiality:** share on need-to-know basis; protect minors' identities where possible.
- **Target timeline: 15 business days** to decision after triage; complex cases may require more time (status updates every **10 business days**).

Decision & Communication

- DC reviews the report and issues a written decision with rationale, sanctions (if any), and appeal information to the parties.
- Decisions are retained per §9.15.

9.9 Sanctions & Remedies

Principles

- Proportionate to severity, intent, impact, prior history, and power imbalance.
- Consider educational and restorative options where appropriate and safe.

Range of Outcomes (non-exhaustive)

- **No breach / Informal resolution** (education/coaching).
- **Written warning** with expectations and monitoring.
- **Education/training** (e.g., Respect in Sport; EDI; anger management).
- **Restrictions** (e.g., limited bench access; communication limits; social media directives).
- **Suspension** (practices, games, events, specified duration).
- **Removal from role** or team/association activities.
- **Conditions for return** (apologies, training completion, mentoring).
- **Referral to HNS/HC/ITP** or external authorities.
- **Restorative** processes (where appropriate, voluntary, and safe).



Indicative Sanctions Matrix (Guide Only)

Category	Examples	Typical Range
Minor misconduct	First-time unsportsmanlike language; online sarcasm not targeted	Education and/or written warning
Moderate	Repeated abusive language; targeted online posts; refusal to follow bench rules	Training + restrictions and/or short suspension
Serious	Bullying; threats; discriminatory slurs; hazing; retaliation	Suspension; role removal; mandatory training; conditions for return
Critical	Physical assault; sexual harassment/abuse; credible safety threats	Immediate suspension pending outcome; removal; referral to ITP/authorities

9.10 Interim Measures (Pending Outcome)

- May include: temporary reassignment, limited contact, no-contact orders, suspension from activities, increased supervision, or two-deep reinforcement.
- Not a finding of guilt; reviewed periodically; tailored to risk and fairness.

9.11 Appeals

Right to Appeal

- Members may appeal disciplinary decisions under the **DWMHA Appeals Policy** or **HNS** frameworks.

Grounds (examples)

- Material procedural error affecting fairness.
- New, material evidence not reasonably available earlier.
- Sanction clearly disproportionate to findings.

How to Appeal

- Submit written appeal **within 7 days** of decision issuance.
- State grounds; include supporting documents.
- Appeals body may uphold, vary, or set aside and remit for reconsideration.

9.12 Confidentiality, Privacy & Anti-Retaliation

- All reports, interviews, and decisions are handled **confidentially** and stored securely.
- Information is shared only with those who need to know to implement the process.



- **Retaliation is prohibited;** further discipline will follow for reprisals.
- Parties and witnesses should avoid public commentary while the matter is active.

9.13 Conflicts of Interest & Impartiality

- Any decision-maker, investigator, or committee member must disclose potential conflicts and recuse as needed.
- Where conflicts exist, an **external** investigator or alternate committee member may be appointed.

9.14 Vexatious or Bad-Faith Complaints

- DWMHA may dismiss complaints that are frivolous, vexatious, or made in bad faith and may impose appropriate measures on complainants who misuse the process.

9.15 Record Management

- All records are stored and maintained within the DWMHA Google Workspace, which is restricted to authorized users and protected by organizational access controls.

9.16 Education & Prevention

- Ongoing education for coaches, team staff, managers, and volunteers on Code of Conduct, Two-Deep, EDI, and Safety/Incident Reporting.
- **Respect in Sport** certification requirements enforced per role.
- Pre-season parent meeting to outline expectations and complaint pathways.

9.17 Integration with Other DWMHA Policies

- **Inquiry Process** (general concerns & escalation).
- **EDI Policy** (equitable processes; protected grounds).
- **Two-Deep Policy** (supervision).
- **Team Safety & HCSP** (injury reporting; emergency action plans).
- **Social Media** (online conduct standards).
- **Travel and Dressing Room** policies.

9.18 Reporting Channels & Forms

Primary Contact

- **Director of Risk Management & Discipline:** riskmanager@whalers.org



Alternate Contacts (as applicable)

- **President** (governance issues)
- **Vice President (VP)** (safety/injury)
- **Director, Competitive / Recreational** (program conduct)
- **HNS or HC ITP** (maltreatment/abuse/discrimination)

Templates & Tools

- Complaint Intake Form on the DWMHA website.
- Investigator Checklist & Interview Guide
- Appeal Process

9.19 Communication of Outcomes

- Parties receive a **written decision** (subject to privacy).
- Team-wide communications (if any) are limited to necessary safety or operational information; no identifying details unless required and lawful.

9.20 Review & Continuous Improvement

- Annual review by the **Director of Risk Management & Discipline** and **Discipline Committee**; updates recommended to the Board.
- Aggregated, de-identified trends reported each season to inform education and prevention.

9.21 Quick Reference (At-a-Glance)

- **File to:** riskmanager@whalers.org
- **Acknowledgement:** 5 business days
- **Decision target:** ~15 business days (updates every 10 business days if longer)
- **Interim measures:** Available where risk warrants
- **Appeal:** 7 days from decision; written grounds required



Policy 10. Social Media Guidelines

10.1 Applicability

This policy applies to all social media content including posts to Facebook, Instagram, Snapchat, GrayJay, team communication apps, and any other electronic communication tool.

10.2 Standards & Accountability

- All DWMHA members are held to the same standards online as with radio/TV/print.
- All DWMHA members must consent to Social Media Declaration to complete the registration process.
- Inappropriate or detrimental comments/remarks are not tolerated and may result in discipline under the Code of Conduct.

10.3 Public & Permanent Nature of Social Media

- Posts are “on the record,” instantly public, and visible to DWMHA/Team personnel, players, corporate partners, media, and the public.
- Members (including players and parents) must act professionally and appropriately at all times.

10.4 Confidentiality & Competitive Integrity

- Do not share confidential or sensitive information, including: personal/team information, business or game strategy, injury details.
- Share only information that is already public and that you are authorized to disclose.

10.5 Responsible Posting

- Use best judgment—pause before posting; comments may be copied and cannot be fully retracted.
- Each individual is solely responsible for their public comments.

10.6 Social Media Violations (Examples)

- Publicly critical statements of DWMHA officials or remarks harmful to a Team, the Association, or an individual.
- Sharing confidential information (e.g., player injuries, trades/player movement, game



strategies, other sensitive matters).

- Negative or derogatory comments about teams, leagues, programs, stakeholders, players, or any DWMHA member.
- Bullying, harassment, or threats against players, officials, volunteers, parents/guardians, or staff.
- Posting photos, videos, or comments promoting negative/criminal behavior (e.g., drug use, alcohol abuse, intoxication, hazing, sexual exploitation).
- Online activity contradicting DWMHA policies (e.g., Two-Deep, Dressing Rooms, EDI, Code of Conduct).
- Inappropriate, derogatory, racist, or sexist comments (contrary to Fair Play and related policies).
- Online activity meant to alarm others, misrepresent facts, or spread disinformation.

10.7 Unauthorized Use of Identity/Images

- Use of any DWMHA member's image/identity without authorization may constitute identity theft or privacy breach.
- Members must notify Team Management or the DWMHA Board immediately if misuse is suspected.
- Use of a player or team member's likeness for promotional purposes requires **written** consent from DWMHA (and the individual/guardian where applicable).

10.8 Discipline

- Reported violations will be reviewed/investigated by the Team, the League, and/or DWMHA as appropriate, following the Code of Conduct processes.
- If a violation is confirmed, the relevant Divisional Chair or Discipline Committee may impose sanctions (e.g., education, suspension, removal).
- Appeals follow established League/DWMHA appeal procedures.

10.9 Representation of DWMHA

- When using social media, members should assume they are representing DWMHA and the hockey community.
- Apply the same discretion and professionalism used in traditional media.



Policy 11. Player Registration

11.1 Eligibility & Completion Requirements

- All players must be registered and in good standing before participating in any DWMHA activities. Registration is considered complete when:
 - Submitted through the **Hockey Canada Registry (HCR)** via the Association registration platform, and
 - **Fees are paid in full** or **through an approved payment plan**

11.2 Registration Process

- Annual registration dates and fees are set by the DWMHA Board
- Registration details are communicated through the DWMHA website, email and social media
- Full payment is due by Nov 30
 - Balances unpaid after this date are:
 - Subject to a **10%** late fee
 - Cause for player ineligibility in DWMHA events

11.3 Other Fees & Discounts

- **Additional fees may apply for:**
 - Tryouts, preseason development, body checking clinic (mandatory for players planning on trying out and/or playing U18 AA/A and U15 AA/A)
- **Additional discount may apply for goalies**

11.4 Refunds & Prorated Fees

- Refund deadlines:
 - Oct 15 for competitive players
 - Nov 15 for U9, U7, and C-level players
- **All refunds are:**
 - Subject to a **\$15 administrative fee**
 - Exclusive of the \$25 installment or \$75 late fee
- Not available after deadlines, except for:
 - Illness or injury
 - Relocation
- Other documented extenuating circumstances
- Prorated refunds are calculated:



- Based on a 20-week season
- Minus Hockey Canada insurance fees

11.5 Late Registration & Outstanding Balances

- Late registrants may be placed on a waitlist
- Players with outstanding balances (with DWMHA or another association):
 - Must have an approved payment plan
 - Are ineligible until payment is resolved



Policy 12. Tryouts

12.1 Tryout Process

Detailed responsibilities and operational procedures are outlined in the DWMHA Tryout Process.

12.2 Process

- The initial tryout session will generally be skill-based, followed by intersquad games or scrimmages.
- Some divisions may include additional scrimmages or evaluation sessions based on the age group, number of participants, or operational requirements.
- Independent evaluators score players using the DWMHA evaluation criteria and scoring system.
- Evaluation scores are compiled and reviewed following each session as part of the overall evaluation process.
- The detailed tryout process, including evaluation methodology, schedules, player groupings, and session formats, is outlined in the DWMHA Tryout Process, published annually on the DWMHA website. The Tryout Process will govern the operational administration of tryouts.

12.3 Formation of Teams

- Minimum roster composition:
 - 2 goaltenders
 - 6 defencemen
 - 9 forwards
- DWMHA will adhere to the current Hockey Nova Scotia regulations governing the maximum number of players permitted on a team.
- While DWMHA will not exceed the maximum roster size established by Hockey Nova Scotia, the Association reserves the right to roster fewer players when deemed appropriate based on player evaluations, team composition, and the overall best interests of player development.
- Team selection and roster formation shall be completed in accordance with the DWMHA Tryout Process.
- Final roster decisions will be made by the individuals identified in the DWMHA Tryout Process, provided they are not in a conflict of interest.



12.4 Out of Area Players

Eligibility and selection of out-of-area participants shall be governed by the DWMHA Tryout Process and applicable Hockey Nova Scotia regulations.

12.5 Player Absence

- Players unable to attend part or all of the tryout process due to illness, injury, or other approved circumstances shall be managed in accordance with the DWMHA Tryout Process.
- Medical documentation and return-to-play clearance may be required, as outlined in the DWMHA Tryout Process.

12.6 Appeals

- Appeals may only relate to whether the approved tryout process was followed.
- Player evaluations, rankings, and roster decisions made in accordance with the DWMHA Tryout Process are final and are not subject to appeal.
- Appeals must be submitted in writing in accordance with the DWMHA Appeal Policy.
- Appeals will be reviewed using the process outlined in the DWMHA Tryout Process.



Policy 13. Player Affiliation, Movement & Acceleration

13.1 Purpose

To outline the procedures and expectations for the use of Affiliate Players (APs) within the DWMHA, including movement between levels, across divisions, and same-level “call over” use. This policy supports team viability, player development, and compliance with HNS Regulation 6.0.

13.2 General Affiliate Player Policy

- Affiliation is intended to support teams with short rosters due to injury, illness, or other approved absences.
- APs may be used in higher-level games or practices, or in same-level situations where teams are short players.
- Affiliation must never come at the expense of a player’s commitment to their own team.
- All AP use must follow HNS affiliation rules, including the 10-game cap (excluding exhibition or tournament games unless otherwise noted).
- Coaches who sit regular players to play APs may be subject to discipline.

13.3 Standard Call-Up Procedure (Lower to Higher Division)

- The higher-level coach (or manager) contacts the coach (or manager) of the lower-level team to request a player by position.
- The lower-level coach (or manager) confirms player availability and no conflicts.
- The player and parents are contacted by the lower-level coach (or manager) to confirm willingness to affiliate.
- The higher-level coach (or manager) provides logistics (e.g., arrival time, dress code, expectations).
- If a player is not available, the process repeats until one is secured.
- The higher-level coach (or manager) must notify the Division Coordinator and ensure the player is marked “AP” on the game sheet.
- **HNS affiliation requirements:** All player affiliations must comply with HNS Regulation 6.4. Requests requiring HNSMC or Regional Director approval must be submitted through the applicable DWMHA Division Coordinator(s), who will coordinate the



approval process with HNS. This includes affiliations from recreational (C) teams where HNSMC approval is required, including movement from a C-level team to a checking team. U15-aged skaters may not affiliate to a U18 team unless approved by the HNS Regional Director; this restriction does not apply to goaltenders.

13.4 Same-Level Affiliate Player Use (“Call Overs”)

Overview

- Same-level affiliation allows teams within the same division and competitive level (e.g., U13 C) to use players from other teams when needed. This supports team operations while ensuring fair access and clear guidelines.

AP Pool Registration

- There will be an opportunity for a player to declare willingness to affiliate within their same level through a sign up process at the start of the season.
- The pool will be maintained and managed by the TD.
- Players will be assigned AP opportunities based on a fair process.

Eligibility Criteria

- A player is not eligible to be an AP if they have a game or practice after the requesting team’s game or practice on the same day, unless approval is given by the head coach.
- A player may participate as an AP if their own team’s event is before the affiliate team’s game or practice.
- Players must be in good standing and not subject to suspension or injury restrictions.

Request Process

The requesting coach (or manager) contacts the Division Coordinator, outlining:

- Number of players needed.
- Required positions.
- Date and time of the event.
- The Division Coordinator consults the AP pool and identifies eligible players using the rotation list.
- The Division Coordinator contacts the player’s regular team coach (or manager) to confirm no scheduling conflicts.
- The regular team coach (or manager) contacts the family to confirm willingness to participate.
- Upon confirmation, the requesting coach (or manager) provides logistics (e.g., warm-up time, team info).
- If the first player(s) are unavailable, the next names in the rotation are contacted.



- All APs must be marked clearly on the game sheet as “AP”.

Playing Time & Rotation

- Coaches are expected to give APs meaningful playing time appropriate to the situation. Note goalie playing time may differ depending on the situation.
- Rotation through the pool ensures equity of opportunity; repeated use of the same player is discouraged unless no others are available.
- All AP usage is tracked by the Division Coordinator.

High School Hockey

Players on U15/ U18 teams may not participate in High School hockey unless:

- They are called up to the High School team and approved by the U15/U18 Coordinator or TD.
- Their participation is approved by the Executive and does not conflict with DWMHA commitments.

13.5 Player Movement

Player movement between teams (not AP) must follow the DWMHA Tryout Appeals Process, HNS guidelines and be approved by:

- The player’s family
- Both team coaches
- Division Coordinator
- DWMHA Executive

13.6 Player Acceleration (Exceptional Player Policy)

Players identified as having exceptional skill and maturity may be considered for acceleration to a higher age division. This process must follow HNS regulations and include:

- Evaluation by technical staff
- Approval of the Executive
- Written consent from parents



Policy 14. Substance Use

14.1 Philosophy

DWMHA maintains a zero tolerance stance on alcohol, cannabis, vaping, and illegal substance use by minor hockey players to protect the health, safety, and reputation of all participants.

14.2 Application

This policy applies to all minor hockey players at all sanctioned events — on or off the ice — including practices, games, tournaments, and team functions.

14.3 Violations

Immediate suspension from all DWMHA activities pending investigation.



Policy 15. Fair Play

15.1 Policy Statement

The DWMHA is committed to ensuring a positive, inclusive, and developmental hockey environment for all players. The DWMHA believes our coaches are stewards of this policy and powerful mentors for young athletes. Upholding this policy ensures our players enjoy the game, grow as individuals, and remain active in sport for years to come.

15.2 Policy Objective

This policy outlines the expectations regarding player development, fair play, ice time distribution, and overall team culture. It reflects our belief that every player regardless of skill level deserves equal opportunity to grow, participate, and enjoy the game of hockey.

15.3 Policy Scope and Application

This policy applies to all participants in the DWMHA, including but not limited to:

- Coaches
- Assistant Coaches
- Players
- Parents and Guardians
- Team Managers
- Officials
- Volunteers

15.4 Guiding Principles of Fair Play

DWMHA endorses **the Hockey Canada Fair Play Code** for Players and Coaches. Key principles include:

- **Equal Development Opportunities:** All players deserve the chance to play in all game situations, regardless of skill.
- **Inclusive Skill Development:** Coaches must support development across the entire roster—not just for certain players.
- **Experience Over Outcomes:** Positive player experience is prioritized over game outcomes or league standings.
- **Player Retention Through Positivity:** Fair, inclusive playing time supports long-term engagement in hockey.
- **Respect for the Game:** Coaches, players, and parents must conduct themselves with respect toward opponents, officials, and each other.



15.5 Fair Play Ice Time Expectations

- While **minute-for-minute equality is not practical**, coaches are expected to ensure **fair** and **balanced ice time** over the course of **2–3 games**, except in the following specific, limited situations:
- **Permissible Situations for Unequal Ice Time**
 - **Safety Concerns:** Injuries, targeted aggression from opponents, or lack of mental/physical readiness.
 - **Disciplinary Action:** Poor conduct violating DWMHA's Code of Conduct may warrant temporary reduction of ice time.
 - **Meaningful Games:** Unequal ice time is permissible in the last **4 minutes**.

15.6 Fair Play Guidelines

- **Line Rotations:** All players must be rotated evenly, and all lines must receive equitable shifts over multiple games.
- **Special Teams (Power Play/Penalty Kill):** All players should have the opportunity to participate in special teams situations over time.
- **Goaltender Rotation:**
 - Goalies must be rotated **equally**, either alternating games or splitting time.
 - No goalie is to play more than **2 consecutive games** (or semi-final/final back-to-back) without cause (e.g., illness or discipline).
 - In tournaments or playoffs, goalie usage must reflect regular-season rotation practices.
- **Short Benches:**

If players are absent, coaches may double-shift players **on a rotating basis**, ensuring fairness.
- **No Role Locking:** Coaches may not assign permanent roles (e.g., only using certain players on special teams).

15.7 Coaching Conduct Expectations

- Coaches are expected to:
 - Promote **safety, respect, and fun** above winning.
 - Communicate **clearly and respectfully** with players and parents.
 - Use positive **reinforcement or constructive feedback, not criticism or punishment**, to influence performance.
 - Maintain self-control in all interactions, including with referees and spectators.
 - Refrain from using profanity or aggressive behavior in front of players.
 - Treat every player with fairness, regardless of perceived skill level.



- **No professional hockey mindset:** This is minor hockey. All coaching decisions must prioritize development and fun.
- **Creative Coaching Allowed:** Lines may be constructed based on chemistry, handedness, or friendships—but ice time must still be equal.

15.8 Enforcement and Accountability

Coach Violations of Fair Play Policy

After an investigation, the following disciplinary steps may be applied:

- **First Offense** – Verbal Warning
- **Second Offense** – Written Warning
- **Third Offense** – Removal from Coaching Role

15.9 Parent Misconduct

Parents who fail to follow the designated process (see below) or who confront/harass coaches over playing time will be subject to HNS's **Abusive Parent Dispute Resolution Policy**.

15.10 Fair Play Complaint Process

If a parent or guardian has a concern about Fair Play, the following steps must be followed:

- Wait 24 hours.
- Raise the concern with the Team Manager.
- If unresolved, the Team Manager will escalate to the Divisional Coordinator, then, if necessary, the **Director of Competitive** or **Recreation Hockey** and **Director of Risk Management & Discipline**.
- Final appeals go to the President.

15.11 Monitoring and Review

The Fair Play Policy will be monitored by:

- Director of Competitive Hockey or the Director of Recreation Hockey
- Director of Risk Management & Discipline
- Development Coordinators
- DWMHA Board of Directors
- These individuals will observe games throughout the season and proactively address any deviations from this policy.



15.12 Responsibilities

Role	Responsibility
Coach	Ensure fair and balanced play time; foster a safe, respectful, inclusive environment
Parent	Support fair play, follow communication protocol, and be patient across 2–3 games
DWMHA	Provide oversight, support, and continuous education around Fair Play

15.13 Guidelines

The following document provides additional guidance on the application of the Fair Play Policy.

Coaches

Coaches have the responsibility to encourage all players to be the best they can be and provide equal opportunities for them to develop self-esteem and sport skills. When playing certain athletes more often, this makes other players feel less important and denies them the chance to improve their skills.

Parents

Parents have the responsibility to understand the challenges of Fair Playing time and speak up if they feel it is abused. Give coaches **some latitude and consider your position over at least 3 games**. Please do not bring a stopwatch to the game. The DWMHA respectfully asks parents to realize that it is impossible for all players to receive the exact same number of shifts or minutes of play time in a single game. Many times the shift length depends on whistles or what end the puck is in. Best efforts should be made to have equal and Fair Play time over 2–3 games.

DWMHA

As an Association, our promise is to put a greater emphasis on the spectator, player and coach's code of conduct as outlined by HC, making our expectations clear and concise. We will continue to ensure our teams are as competitive as possible, our coaches are equipped and informed and our players are thriving in a positive environment.

Participants

All aspects of the policy are mandatory and cannot be disregarded, amended or circumvented by any participant (coach, player, parent or official) through any agreements formed by any participant or group of participants.



Fair Play

- It is not acceptable for a coach or assistant coach to remove a player from a regular rotation on the ice in order to gain an advantage over their opponent. Equal ice time is impossible to achieve due to the nature of the game. If a player gets a penalty or a team-rule related disciplinary suspension, that playing time missed will not be made up. Players forfeit that portion of their playing time on the ice when they receive a penalty or team-rule-related disciplinary suspension. The time spent in the penalty box or on the bench due to a team rule related disciplinary suspensions will not be made up during the rest of the game, nor during other games.
- When a team has two goaltenders, the expectation is that they will be rotated evenly on a game-by-game basis or will have their game time split fairly.
- In rare cases, and at the coach's discretion, one goalie may play back-to-back games. However, if this occurs, the same opportunity must later be provided to the other goaltender (i.e., they must also be given back-to-back starts). This exception **cannot** be used during the final two games of a tournament, provincials, or playoffs — for example, a goalie cannot play both the semi-final and final games.
- No goaltender should play **three consecutive games** in any setting — including tournaments, playoffs, provincials, or other meaningful games — unless due to exceptional circumstances such as illness, injury, team discipline, or if only one goalie is available.
- Similar to players, if a goaltender misses games due to illness, injury, vacation, disciplinary action, or suspension, that lost time does **not** need to be made up with additional starts. Rotation resumes when the goaltender returns.
- In situations where a goalie call-up is required and may result in that goalie playing multiple back-to-back games, the coach must clearly communicate this in advance. The call-up goalie must be informed of the team's needs, as they may choose not to participate under those conditions.
- If a call-up is needed over an extended period (e.g., due to a long-term injury), the DWMHA encourages coaches to schedule that goalie into less critical games (e.g., against lower-ranked teams or in non-meaningful matches) when possible. All call-up goaltenders must be treated with fairness and respect for their commitment to the team.



Policy 16. Equipment, Jerseys and Socks

16.1 Jersey Issuance

- Jerseys are issued to players at the start of the season
- Jerseys remain the property of the team/association
- One or more designated parents or guardians will be responsible for the care, distribution, collection, and return of the team's jerseys

16.2 Designated Parent(s) Responsibilities

- The designated parent(s) will take all jerseys home after games or practices for washing and care
- Wash jerseys inside out in cold water on a gentle cycle
- Avoid using harsh detergents or bleach
- Hang dry jerseys to prevent shrinkage and damage to numbers and logos
- Ensure all jerseys are brought back and hung in the dressing room at least 30 minutes before each scheduled game
- Do not alter jerseys by cutting, adding unauthorized patches, or decorations

16.3 Game & Practice Use

- Jerseys must be worn only during official games and authorized team events
- Avoid wearing jerseys for non-hockey activities to prevent unnecessary wear and damage

16.4 Damage and Repairs

- Any damage or loss of jerseys must be reported immediately to the equipment manager
- Minor repairs may be authorized by the equipment manager; major damage or loss may incur replacement fees

16.5 Return of Jerseys

- Jerseys must be returned promptly at the end of the season or upon leaving the team
- Failure to return jerseys or returning damaged jerseys may result in withholding of deposits or fees for replacement

16.6 Deposit and Fees

- A jersey deposit may be collected at issuance, refundable upon return of jerseys in good condition
- Replacement fees will be charged for lost or irreparably damaged jerseys

16.7 Name Bars and Letters

- Name bars are optional and must be attached using long-stitch sewing for easy removal
- Name bars must be placed below the STOP sign on the upper back
- Ironing or gluing name bars is prohibited and may result in forfeiture of the damage deposit
- Name bars must be removed before jersey return
- C's and A's should be placed on the upper left chest
- Both are available through the Whalers' preferred provider: Pro Hockey Life.

16.8 Socks and Practice Jerseys

- Game socks are provided to teams but must be paid for from the team budget
- Practice jerseys are not supplied and may be purchased through Pro Hockey Life

16.9 Goalie Gear

- The DWMHA provides goalie gear for U9 teams as needed
- U11 and U13 recreational players may borrow gear (if available)
- Parents must sign out borrowed equipment and are financially responsible for any damage outside of general usage



Policy 17. Ice Policy

17.1 Authority to Book Ice

Only the DWMHA Ice Coordinator is authorized to book ice contracts on behalf of the Association. Halifax Regional Municipality (**HRM**) will not book ice directly with teams, except for special one-off requests (e.g., PD Days).

17.2 Ice Allocation

- 1-hour rental = 50 minutes ice + 10 minutes resurfacing
- 1.5-hour rental = 80 minutes ice + 10 minutes resurfacing
- Ice allocation varies by year, based on the available ice and number of teams rostered by the DWMHA.
- U11–U18 Rep Teams receive:
 - One home game slot (1 hour) per week
 - Two 1-hour practices per week
 - Paid for via base registration, team budget, and rep fee
 - Season typically runs October to March (~24 weeks)
- U11–U18 Recreational Teams receive:
 - One home game slot (1 hour) per week
 - One practice (1 hour) per week
 - Included in base registration fee
 - Season typically runs October to March (~24 weeks)
- Additional development ice may be assigned by the Technical Director or Recreation League as available.

17.3 Booking Additional Ice

- Teams must fully use their DWMHA allocation before booking external ice.
- Managers should coordinate all additional ice with the facility and/or team purchasing from and then inform the Ice Coordinator. Insurance coverage must be confirmed at time of booking.

17.4 Ice Costs & Billing

- U7 and U9 fees include two scheduled ice times per week.
- Rep teams receive a separate bill for additional ice beyond base registration:
 - Estimated by December 10, due within 2 weeks
 - May include governing body charges (e.g., CMHL)
 - Shared ice is billed equally to both teams



- Non-payment by deadline (without extension) may result in:
 - Suspension of practice ice
 - Loss of permits
 - Cancellation of exhibition games
- Final bills are issued by April; all balances due by April 15
- Ice rates are set annually—no discounts for early mornings

17.5 Ice Conflicts & Cancellations

Teams are financially responsible for all booked ice, except when:

- Ice is reallocated by the DWMHA for a makeup or sanctioned games
- Ice cancelled by facility (e.g., weather)
- All other reasons (e.g., tournaments, events) are still billable

17.6 Trading, Selling & Returning Ice

Ice may only be traded or sold among Whalers teams via the designated email list.

Teams must:

- Coordinate ice trades between each other and inform the Ice Coordinator.
- Monitor schedules and send any anticipated unused ice times to the Ice Coordinator. The Ice Coordinator will reply to requests within five business days, and all efforts will be made to reallocate the ice. If reallocation is not possible, the team will still incur the cost of the ice.
- All trades must be reported immediately; the original team remains responsible unless confirmed.
- Selling DWMHA ice to another minor hockey association requires prior approval from the Ice Coordinator. Once approved, the Ice Coordinator will notify the rink of the change.

17.7 In case of double-booking

- Ice is shared equally
- Safety is shared by both coaches
- Cost is split equally
- Notify the Divisional Coordinator and Ice Coordinator
- Games take precedence over practices

17.8 Returning or Reallocating Ice

If unable to use scheduled ice for sanctioned games:

- May trade, give away, or return with 5+ days' notice to the Ice Coordinator



-
- The Ice Coordinator will make best effort to reallocate the ice. If not possible, the team will still incur the cost

17.9 For other events (e.g., fundraising):

- Notify the Ice Coordinator ASAP
- Unused ice without communication is still billable
- The Ice Coordinator may reassign unused ice to development or rec programming
- In case of weather or emergencies:
 - Ice Coordinator will notify teams and notify the Director of Communications who will communicate through the DWMHA's social media accounts
 - Cancelled ice will be removed from the team's bill

17.10 Important Things to Note

- 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 DWHMA teams via the email distribution list of team delegates, typically coaches, managers or ice coordinators.
- 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 by the DWMHA on their ice bill. Ice that goes unused or not traded will remain the expense of the team.



Policy 18. Game Cancellation & Rescheduling

18.1 General Rules

- Follow CMHL Regulations 5.5 (Schedules) and 5.6 (Other Scheduling Issues) on the [CMHL website](#).
- Teams may not reschedule games directly, they must go through the DWMHA Central Minor Scheduler/Admin - centralminorhockeyleague@gmail.com.

18.2 Rescheduling Steps

- Review the schedule for games marked TBR (To Be Rescheduled).
- Submit a request to the Ice Coordinator (as noted within the Manager's Handbook), ensuring all fields of the form are complete.
- Games should only be rescheduled if there is a reasonable excuse (ie. weather, illness etc.). Other TBR requests will be assessed on a case-by-case basis.
- The Ice Coordinator will advise on a new game time. If playing the game on the proposed rescheduled date is not possible, a maximum of three renegotiations will be accommodated.

18.3 Communication

Final confirmation is sent to the team and copied to:

- DWMHA Referee-in-Chief (referee-in-chief@whalers.org)
- DWMHA Ice Coordinator (ice@whalers.org)
- CMHL rep for the other team ([CMHL Contact Page](#))

18.4 Reminders

- Do not contact other teams directly to reschedule.
- Practice ice may be reallocated to rescheduled games.
- Keep team calendars current to help manage scheduling.



Policy 19. Team Financial Reporting

19.1 Financial Budget and Reporting Requirements (U11 and up)

- Must be prepared by team staff (coaches, manager, treasurer) and presented at a team meeting.
- Requires approval by at least two-thirds of voting families (only 1 vote per player).
- Must be submitted to the DWMHA Treasurer by **November 30**, using the DWMHA Excel budget template.
- Must include:
 - Total anticipated team expenses and revenues.
 - Amount and purpose of any parent contributions or seed money.
 - Details of planned fundraising.
 - If a Team's budget is in excess of what is permitted under this policy, approval by the DWMHA Board is required.

19.2 Interim Financial Budget and Report

- Must cover all financial activity from team formation to December 31.
- Must be shared with parents at a team meeting and submitted to the Treasurer by **January 20**.

19.3 Final Financial Budget and Report

- Covers all financial activity for the full season.
- Must be submitted to the Treasurer by **April 20 or 10 days** after the final team event (whichever is later).
- Must include:
 - Complete income/expense tracking.
 - A breakdown of surplus funds and intended handling (refunds, donations).

19.4 Late or Incomplete Submissions

Failure to submit any required budget or report on time may result in:

- Suspension of practice ice.
- Cancellation of game permits.
- Loss of privileges to book exhibition games or tournaments.
- Additional oversight or audit by the Board.



19.5 Banking

Teams must open a team bank account either:

- In the name of the team (e.g., "U13A Whalers"), or
- In trust for the team (e.g., "In Trust for U15AA Whalers").
- The account must require two signing officers, one of whom must be the team manager or treasurer.
- Signing officers may not be related.
- Monthly bank reconciliation is required.

19.6 Cash Handling

- All cash must be promptly deposited into the team account.
- Cash must never be removed directly from a bank account (e.g., cash withdrawals from an ATM are prohibited). Any transfer or withdrawal must be initiated by the Team Treasurer.
- Cash collected (e.g., for raffles) must be:
 - Counted and documented by two adults.
 - Stored securely until deposited.

19.7 Electronic Transfers & Card Use

- Teams must keep a record of all electronic transactions, including:
 - Amount, date, purpose.
 - Recipient and method (e-transfer, debit).
 - Receipt or invoice to support each transaction.
 - Debit or prepaid cards are discouraged unless full documentation is available.

19.8 Record-Keeping and Audits

- Teams must keep copies of:
 - Receipts and invoices.
 - Monthly bank statements.
 - Cleared cheque images.
 - Budget and financial report submissions.
- Records must be available to the Treasurer or Board within seven (7) days of request.
- The DWMHA reserves the right to conduct random audits throughout the season or at year-end.



19.9 Personal Benefit Prohibition

- No member or participant may receive a **personal benefit** (cash or otherwise) from DWMHA activities without written approval from the Executive.
- Exceptions: On-ice officials and timekeepers may receive payment for officiating and timekeeping during Exhibition games.

19.10 Financial Integrity

- All financial activities must be **open, transparent, and well-documented**.
- This ensures accurate bookkeeping and protects against **fraud, waste, and abuse**.

19.11 Cash Handling

- All **cash transactions** must be supported by **written receipts**.
- Cash must:
 - Be **held securely** (in a locked cash box/register).
 - Be **deposited** in the bank; do **not** withdraw cash from the account.
- **Cheque Use**
 - Use **cheques** for payments rather than withdrawing or spending cash directly.
- **Monthly Reconciliation**
 - All bank accounts must be **reconciled monthly**.

19.12 Electronic Transactions

- Teams may use **e-transfers** and **electronic banking cards** (POS purchases) for team transactions.
- **Record-Keeping Requirements** – Maintain:
 - A **detailed list** of all e-transfers (sent and received).
 - **Receipts** for all point-of-sale transactions.
- Usage Restriction
 - Team funds may be used only for **approved team expenses** or **revenue purposes**.
 - **Personal or unapproved use** of team funds is strictly prohibited.

19.13 Audits and Compliance

- **Random audits** may occur.
- Teams must:
 - Provide records **promptly upon request**.
- **Payment Acceptance**



- Only accept cheques made payable to the **Dartmouth Whalers** or the **appropriate team/committee/event account name**. Cheques are only accepted for payments at the team level. Registration must be paid via GrayJay.

19.14 Team Financial Reporting (U11 and up)

- Must be prepared by team staff (coaches, manager, treasurer) and presented at a team meeting.
- Requires approval by at least two-thirds of voting families (only 1 vote per player).
- Must be submitted to the Treasurer by **November 30**, using the DWMHA Excel budget template.
- Must include:
 - Total anticipated team expenses and revenues.
 - Amount and purpose of any parent contributions or Seed money.
 - Details of planned fundraising.
- If a Team's budget is in excess of what is permitted under this policy, approval of the DWMHA Board is required.



Policy 20. Fundraising Guidelines

20.1 Budget Caps and Seed Money

Division	Budget Cap	Fundraising Cap	Seed Money (Max Per Player)
U9	\$12,400	\$9,000	\$200
U11-U13	\$25,000	\$20,000	\$300
U15	\$35,000	\$30,000	\$300
U18	None	\$15,000	Open

- Seed Money refers to initial parent contributions collected at season start to help launch team operations.
- These contributions may be reduced or refunded if surplus funds exist at year-end.
- Any unused Seed funds should be tracked and reported in the final report.

20.2 Exceeding Caps

- Teams must request approval in writing from the Board to exceed any budget or fundraising cap.
- Request must include:
 - Updated budget with clear rationale.
 - Revised fundraising plans and cost breakdowns.

20.3 Parent Contributions

- May be used for:
 - Player personal clothing (e.g., track suits, hats).
 - Team-branded equipment (e.g., bags, gloves).
 - Individual or team photos.
 - Player and parent meals during tournaments or gatherings.
 - Awards, medals, or trophies.
 - Coach gifts at year-end.
- *Note: These cannot be paid for using fundraised money unless pre-approved by the Executive.*

20.4 Fundraised Funds

- May be used for:
 - Tournament registration fees.
 - Ice rentals and dryland training.



- One bus rental per season for team travel.
 - Up to two hotel rooms per away tournament for non-parent coaches.
 - Non-parent coach travel (gas, tolls) and per diems (no alcohol).
 - Game officials and timekeepers.
 - Shared team equipment and supplies (e.g., pucks, pylons).
 - Coach development (up to \$200/coach).
 - Uniform items like socks, sponsor bars, or name bars.
 - Fundraising expenses (permits, supplies).
- *Any expenses outside of these categories require prior approval from the DWMHA Executive.*

20.5 Fundraising Guidelines

- All fundraising activities must:
 - Be included in the team-approved budget.
 - Comply with municipal and provincial regulations, especially where licensing or gaming is involved.
 - Be supervised by a team official (manager or fundraising coordinator).
 - Be conducted within DWMHA geographic boundaries when possible.
 - Respect the Association's image and avoid reputational risk.
 - Comply with DWMHA insurance and safety policies for public or off-ice events.
- *The DWMHA may audit any team's fundraising activities or records at any time.*

20.6 Handling Excess Funds

20.6.1 Parent-Funded Surplus

- At season's end, any surplus from Seed money or parent contributions may be:
 - Refunded proportionally to families.
 - Donated to the Mary Beth Chaulk Fund (supports families in need – more information can be found at [Mary Beth Chaulk Fund](#)).
 - Or a combination of both.

20.6.2 Fundraised Surplus

- Must be:
 - Donated to the Mary Beth Chaulk Fund unless designated for a carry-forward item approved by the Executive.
 - Topped up by parent contributions if necessary to meet donation minimums.
 - Never refunded directly to families or used for unapproved purposes.



20.7 Corporate Sponsorship

- It is common that teams will arrange to secure corporate sponsorship of their individual teams to produce a banner, or such other items. Contact the Manager Coordinator (mgrcoordinator@whalers.org) for details on banner requirements.
- Procuring team sponsorships shall be the responsibility of the individual teams. There is no limit on how much a corporate sponsor can choose to donate, keeping in mind that there is a cap on the total budget a team can have.
- There are no restrictions placed on the use of funds raised through corporate sponsorships, subject to the approval of the team budget.
- Team Managers have the following duties regarding corporate sponsorships:
 - Provide background about the team (level, league etc.) if requested, when they play and practice and welcome the sponsor to visit any time.
 - Inquire whether the sponsor would like a framed photo of the team showing the sponsor name and year.
 - If a large corporate sponsorship requires placement of a crest, brand or logo on any Whalers paraphernalia, go through the Whalers Director of Communications for approval so that the look of the DWMHA brand is managed accordingly.

20.8 Jersey Sponsor Bars

- Sponsor bars for jerseys are no longer permitted in the DWMHA as many corporations make substantial contributions to the DWMHA through sponsorship of teams, tournaments, and other Association programs. A list of these corporate sponsors will be provided by the DWMHA (i.e. Pro Hockey Life).
- Teams may not approach these corporations as sponsors or for additional funding.

20.9 Additional DWMHA Fundraising

If you have any other ideas, concepts or sponsorship opportunities you wish the DWMHA explore, please contact the Sponsorship Coordinator.

20.10 Charitable Fundraising

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



Policy 21. Non-Parent Coach Expenses

21.1 Non-Parent Coach Definition

A Non-Parent Coach is an individual who is not a parent, step-parent, sibling, grandparent, or other immediate family member of a player living in the same household.

21.2 Reimbursable Expenses

Teams may reimburse **up to 3 non-parent coaches** for costs related to **tournaments and exhibition games outside HRM** (not including Central Minor umbrella games).

21.3 Eligible Expenses

- **Mileage:** Paid at the NS government rate; limited to one vehicle (carpooling expected).
- **Hotel:** Same hotel as the team, team rate; max 2 rooms for 3 coaches or 1 room for 2.
- **Per Diem:** Up to \$75/day (\$15 breakfast, \$20 lunch, \$25 dinner, \$15 incidentals).
- No reimbursement if the team or hotel covers a meal.
- **Rental Vehicle:** Allowed if it is cheaper than mileage.
- **Team Apparel:** Track suits or other apparel worn for games and training sessions.

21.4 Submission and Payment

- Coaches submit the **DWMHA Expense Report** to the Team Treasurer within 7 days.
- Teams must reimburse within 7 days by cheque, or e-transfer.

21.5 Budget Planning

- Teams with non-parent coaches must budget for:
 - Travel, hotel, and per diem costs
 - Potential costs relating to Provincials and/or Day of Champions
 - Maximum possible expenses if the team reaches the finals



Policy 22. Logo and Color Usage

22.1 Purpose

To protect the integrity and consistency of the DWMHA brand, including its name, logo, and colours.

22.2 Definitions

- **DWMHA Logo:** The official visual identifier of the Dartmouth Whalers, including the full Whalers logo and the standalone “D” logo.
- **Whalers Name:** The term “Whalers” as it relates to the DWMHA.
- **Approved Colours:** The designated official colour palette of the Dartmouth Whalers: blue, gold, and white.
- **Preferred Apparel Provider:** The supplier approved by the DWMHA Board for all official branded team and association merchandise (currently Pro Hockey Life).

22.3 Logo Ownership and Usage

Ownership

The DWMHA logo is the **private property** of the Dartmouth Whalers Minor Hockey Association.

Approved Use

The Whalers logo may only be used on apparel and materials:

- Purchased through the preferred provider (Pro Hockey Life).
- With prior written approval from the DWMHA Board through the President.

Unauthorized Use

Any use of the logo without prior approval will result in:

- A **\$500 fine** issued to the member or team responsible
- Possible further **disciplinary action** at the discretion of the Executive

Request Process

To request approval for logo use:

- From: communications@whalers.org and president@whalers.org
 - Include a description or proof of the item and intended use.

22.4 Colour Policy

Official Colours – All use of the DWMHA logo must reflect the official colour scheme:

- Blue
- Gold
- White



Colour Specifications – Embroidery Thread Colours:

- 1624 Gold
- 1967 Blue
- White

Screen Print Pantone Colours

- 130C Gold
- 655C Blue
- White

22.5 Logo Variants and Restrictions

The standalone **“D” logo**:

- May be used independently.
- Must not be incorporated into other designs or text without approval.

The official DWMHA **patch logo**:

- Is for **jersey use only**.
- Use on other items requires **prior Board approval**.

Policy 23. Whalers Apparel

23.1 Requirements

- Any apparel that is offered by Pro Hockey Life for sale (such as track suits) must be purchased through **Pro Hockey Life**.
- **Managers** are responsible for compliance.

23.2 Non-Compliance

May result in:

- Breach of exclusive agreement
- Reduced **benefits**
- **\$500 fine** (per item 23.3.3)

23.3 Additional Apparel

- Must be **pre-approved** and purchased through **Pro Hockey Life** if at all possible.
- If Pro Hockey Life does not sell a desired item, written pre-approval must be obtained from communications@whalers.org and president@whalers.org
 - Include a description or proof of the item and intended use.



Policy 24. General Tournament Guidelines

24.1 Overview

- All tournaments must comply with HC, HNS and HNSMC rules and regulations.
- Tournament entry fees must be budgeted within the team's approved seasonal budget and are the responsibility of the team.
- Teams are encouraged to enter **sanctioned, reputable tournaments**, especially those with a positive track record for DWMHA teams.

24.2 Conduct and Representation

- Players, team officials, and families must demonstrate **good sportsmanship** and **respectful behaviour** at all times—on the ice, in the rink, and in all associated settings.
- Teams represent **DWMHA** and are expected to uphold the Association's values and **Code of Conduct** at all tournaments.

24.3 Division Entry & Internal Conflicts

Teams may register for tournaments at a **higher competitive level** (e.g., A team entering an AA tournament) provided:

- No DWMHA team at that level is already applying to the same tournament.
- If a conflict arises, **priority is given** to the team that normally competes at that level.
- In uncertain cases, the **DWMHA Executive** will make a **binding decision**.

24.4 Tournament Limits

- Each team is allowed to enter **up to five (5) tournaments** per season.
- This limit excludes:
 - The **SEDMHA Tournament**
 - The **Joe Lamontagne Tournament**
 - The Quebec International **Pee-Wee Hockey Tournament**
 - Additional tournament requests must be submitted in writing to the **DWMHA Executive** for prior approval.



Policy 25. Travel Permits

25.1 When Needed

- Required for:
 - All tournaments
 - All exhibition games
 - **Inter-branch travel** (e.g., to other provinces or outside HNS jurisdiction)
- Not required for:
 - **League-scheduled** regular season and playoff games
 - **All travel activities must be sanctioned by HC** to maintain insurance coverage.

25.2 How to Request a Travel Permit

- Prior to having an approved roster (at the beginning of the season), submit a request to the DWMHA Registrar.
- After having an approved roster, submit a request via the HCR:
<https://register.hockeycanada.ca>
- If traveling **outside of HNS**:
 - Obtain a written invitation from the host with full event details.
 - Upon approval, complete the **HCR permit** request.
- Teams must carry a copy (**physical or digital**) of the approved permit at applicable events.

25.3 Required Documentation When Traveling

- Copy of the **approved Travel Permit**
- Validated team roster or player cards from HNSMC
- Player proof of age (e.g., **birth certificate**)
- Evidence of **bench staff** HNSMC registration
- Suspensions from league or regional play remain in effect for all travel-related events.

25.4 Travel Rules and Team Responsibilities

- All travel plans must be approved collectively by **team families**.
- All games must be **Hockey Canada-sanctioned**.
- The **approved permit** must be present at all games/events.
- **Travel costs** for non-parent volunteers (e.g., paid coaches) must be included in the team budget; the DWMHA does not reimburse individual travel expenses.



25.5 Consequences of Non-Compliance

- Traveling without a permit will result in **disciplinary action**:
 - **First offense:** 14-day suspension of the responsible official(s)
 - **Second offense:** Indefinite suspension
- Coaches may be held **personally liable** for incidents during unsanctioned travel.
- Tournament directors may **disqualify teams** without proper permits; DWMHA will uphold these sanctions.



Policy 26. Exhibition Games

26.1 Permits

Exhibition Game Permits must be requested through the HCR at least **7 days** before the game. This is required for any exhibition game whether hosted by a DWMHA team or outside the DWMHA zone.

26.2 Important Notes

- Games must be **sanctioned by Hockey Canada** for insurance to apply.
- Teams playing without a permit risk **disciplinary action** and lack of **insurance coverage**.



Policy 27. Critical Illness Support Policy

27.1 Purpose

- To support the family of a DWMHA player diagnosed with a serious illness or injury that limits participation. The goal is to reduce financial and emotional stress while maintaining the player's connection to their team and community.
- Support Provided
 - **No registration or** team fundraising fees for the affected season
 - Player added to the team as an "18th player"
 - Team officials will be informed and encouraged to accommodate the player
 - A Board liaison may support communication between the family and team

27.2 Eligibility

Applies to players with a recent diagnosis of a critical illness or serious injury (e.g. cancer, severe infection, heart disease, major accident). Cases are reviewed individually.

27.3 Process

- Submit requests to the Divisional Coordinator or President
- Final decision made by three (3) Board members (President or Vice President, Divisional Coordinator, plus one Board member)
- Families must provide medical clearance to participate
- Teams should be notified before the season starts when possible
- Refunds (full or partial) may be considered if the illness is diagnosed mid-season

Policy 28. Third Party Service Providers

28.1 Definitions

Any person or persons who are performing services for the DWMHA. Service could be on or off ice and depending on the tasks could be required to fulfill additional requirements.

28.2 On Ice

Guest instructors may be able to attend DWMHA sessions. If the guests are not registered with HNS and HC they are able to be on the ice as long as a registered/certified coach is on the ice.

Instructors conducting more than five (5) sessions with DWMHA must:

- Successfully complete a Criminal Record Check (CRC).
- Successfully complete a Vulnerable Sector Check (VSC), where required.
- Complete the required Hockey Nova Scotia (HNS) coaching clinic(s) and be registered with DWMHA.

Instructors who do not meet the above requirements (i.e., those conducting five (5) sessions or fewer) must:

- Provide proof of their own liability insurance.

All instructors must:

- Wear a CSA-approved hockey helmet with the chin strap properly fastened while on the ice.



Appendix A – Acronyms and Definitions

The following acronyms and terms are used throughout this Policy Manual. Where a conflict exists between these definitions and the rules or regulations of Hockey Nova Scotia or Hockey Canada, the governing-body definition will apply.

Acronyms

Acronym	Definition
AAA	The highest competitive classification of minor hockey referenced in this manual.
AA	A competitive classification of minor hockey below AAA.
A	A competitive classification of minor hockey below AA.
AP	Affiliate Player
B	A competitive classification of minor hockey.
BMHA	Bedford Minor Hockey Association
BNQ	Bureau de normalisation du Québec, the certification body referenced for neck-protection equipment.
C	Recreational hockey classification.
CHBA	Cole Harbour Bel Ayr Minor Hockey Association
CMHA	Chebucto Minor Hockey Association
CMHL	Central Minor Hockey League



CPR	Cardiopulmonary Resuscitation
CSA	Canadian Standards Association
DC	Conduct and Discipline Committee
DWMHA	Dartmouth Whalers Minor Hockey Association
DWRHL	Dartmouth Whalers Recreational Hockey League
EAP	Emergency Action Plan
EDI	Equity, Diversity and Inclusion
EHMHA	East Hants Minor Hockey Association
ESMHA	Eastern Shore Minor Hockey Association
HC	Hockey Canada
HCR	Hockey Canada Registry
HCSP	Hockey Canada Safety Person Program
HHMHA	Halifax Hawks Minor Hockey Association
HNS	Hockey Nova Scotia
HNSMC	Hockey Nova Scotia Minor Council
ITP	Independent Third Party
MMHL	Metro Minor Hockey League

SMHA	Sackville Minor Hockey Association
TASA	TASA Minor Hockey Association
U7, U9, U11, U13, U15, U18 and U24	Hockey Canada age divisions. The number identifies the applicable “under” age category.

Definitions

Term	Definition
Affiliate Player	A player registered with one team who is approved to temporarily participate with another eligible team in accordance with DWMHA, league, HNS and Hockey Canada rules.
Association	The Dartmouth Whalers Minor Hockey Association.
Association Activity	Any game, practice, meeting, tournament, travel activity, fundraiser, social event, online interaction or other activity organized, approved or sanctioned by DWMHA.
Bench Staff	Approved and properly certified individuals listed on a team roster who are permitted to be on the players’ bench, including coaches, assistant coaches and designated safety personnel.
Board	The DWMHA Board of Directors.
Call Over	The temporary use of an Affiliate Player from another team at the same age division and classification, where permitted.
Call-Up	The temporary use of an eligible player by a team in a higher division or classification in accordance with affiliation rules.
Coach	A Head Coach, Assistant Coach or other approved and rostered coaching participant.



Complainant	A person who submits a complaint or reports a concern under a DWMHA policy.
Complaint	A written or verbal allegation that a DWMHA policy, code, rule or expected standard of conduct may have been violated.
Conduct and Discipline Committee	The impartial committee appointed to review conduct or discipline matters and, where appropriate, determine findings, sanctions and reasons.
Conflict of Interest	A situation in which a person's personal, family, financial or other interests could influence, or reasonably appear to influence, their impartial judgment or participation in a decision.
Designated Adult	A screened and approved adult assigned to supervise or support players during an Association Activity.
Director	A member of the DWMHA Board responsible for an assigned portfolio or area of Association operations.
Division	An age category recognized by Hockey Canada, such as U7, U9, U11, U13, U15, U18 or U24.
Division Coordinator	A DWMHA volunteer or official assigned to assist with the administration and oversight of a particular age division or program.
DWMHA Executive	The elected officers of the Association who exercise the responsibilities assigned to the Executive under the DWMHA bylaws and policies.
Emergency Action Plan	A written plan identifying the procedures, roles, contacts and actions required in response to an injury or emergency.
Evaluator	An individual appointed to observe and assess players during tryouts or evaluations. Evaluators must meet any applicable independence and conflict-of-interest requirements.



Executive Approval	Formal authorization provided by the DWMHA Executive or another authorized decision-making body.
Fair Play	The expectation that players receive reasonable and equitable opportunities to participate, develop and contribute, while recognizing that exact minute-for-minute equality may not be practical.
Game Official	A referee, linesperson, timekeeper, scorekeeper or other person assigned to officiate or administer a game.
Good Standing	A status indicating that a participant has met applicable registration, payment, conduct, eligibility and suspension requirements.
Harassment	A course of comments or conduct, or a serious single incident, that is known or reasonably ought to be known to be unwelcome, offensive, intimidating or humiliating.
Independent Third Party	The independent reporting and complaint-management body designated by Hockey Canada to address matters within its jurisdiction, including certain maltreatment concerns.
Interim Measure	A temporary, non-disciplinary step taken while a concern is assessed or investigated to protect safety, fairness or the integrity of a process.
Investigator	An impartial internal or external person appointed to gather and assess information relevant to a complaint.
League	The league in which a DWMHA team participates, including the CMHL, MMHL or another authorized league.
Maltreatment	Volitional acts or omissions that result in harm or have the potential to result in physical or psychological harm, including abuse, harassment, discrimination, neglect and grooming behaviours.
Meaningful Game	A playoff, provincial, tournament elimination or other significant game identified in the Fair Play Policy where limited adjustments to player usage may be permitted.

Medical Professional	A regulated healthcare professional qualified to assess, diagnose, treat or provide medical clearance within their authorized scope of practice.
Member	A person recognized as a member of DWMHA under its bylaws, registration processes or governing documents. Depending on context, this may include players, parents or guardians, coaches, volunteers and Board members.
Non-Conflict Individual	A person who does not have a personal, family or other interest that could affect, or reasonably appear to affect, their independence or impartiality in a process.
On-Ice Official	A referee or linesperson assigned to officiate a hockey game or other on-ice activity.
Participant	Any player, coach, team official, parent or guardian, spectator, volunteer, Board member or other person involved in a DWMHA activity.
Player	A participant registered through the Hockey Canada Registry and in good standing with DWMHA.
Policy Manual	The current collection of policies, procedures and guidelines approved by DWMHA.
Quality Control Coordinator	A non-conflict individual responsible for checking the accuracy and completeness of information collected during the tryout process.
Recreational Hockey	Non-competitive or C-level hockey focused on participation, development, enjoyment and fair play.
Respondent	A person whose conduct is the subject of a complaint, report or investigation.
Roster	The official list of players and team staff registered and approved for a team.

Sanction	A disciplinary or corrective consequence imposed following a finding that a rule, policy or expected standard has been breached.
Sanctioned Activity	An activity authorized, approved or recognized by DWMHA, HNS or Hockey Canada.
Screened and Approved Adult	An adult who has completed all required screening, training, certifications and approvals for their assigned role.
Social Media	Digital platforms and electronic communication tools used to create, share or exchange content, including social networks, messaging applications, team platforms, email and similar technologies.
Team	A group of players and approved team staff registered or otherwise authorized to participate together in DWMHA activities.
Team Manager	The approved team official responsible for coordinating team administration, communication, logistics and policy compliance.
Team Safety Officer	The approved team official responsible for supporting injury prevention, emergency preparedness, first aid and safety-related communication and reporting.
Team Staff	Approved coaches, managers, safety personnel, trainers, treasurers and other volunteers assigned an official team role.
Team Treasurer	The approved individual responsible for administering the team's budget, bank account, transactions, records and financial reporting.
Technical Director	The DWMHA employee or contractor responsible for technical hockey programming, player and coach development, evaluations and other assigned hockey operations.
Third-Party Service Provider	An individual or organization that is not part of DWMHA but is engaged to provide coaching, training, development or another service to players or teams.

Travel Permit	Authorization required by the applicable governing body for a team to participate in certain games, tournaments or activities outside its normal jurisdiction.
Tryout Coordinator	A non-conflict individual responsible for supporting the administration, technology, communication and data-management requirements of the tryout process.
Two-Deep Supervision	The requirement that at least two screened and approved adults be present and actively supervising players during applicable team activities.
Volunteer	A person who performs an approved role or service for DWMHA without being employed by the Association.
Witness	A person who may have information relevant to a reported incident, complaint or investigation.