

**CONSTITUTION OF THE
Whatcom County Amateur Hockey Association, Inc.**

ARTICLE I

Name and Abbreviation

The name of the Association is the WHATCOM COUNTY AMATEUR HOCKEY ASSOCIATION, INC. The official abbreviation is W.C.A.H.A. This name or abbreviation is to be used in all official W.C.A.H.A. correspondence.

ARTICLE II

Purpose

The purpose of the W.C.A.H.A. IS:

- A. To develop and encourage an active winter recreational outlet for area youth, for the betterment of their physical and social well being, with sportsmanship and wholesome competition being stressed;
- B. To encourage and improve the standards of ice hockey among youth in Whatcom, Skagit and Island Counties;
- C. To operate an ice hockey association;
- D. To do any and all things desirable in the furtherance of the foregoing purposes.

ARTICLE III

Office

The location of the principal office of the W.C.A.H.A. shall be the Bellingham Sportsplex at 1225 Civic Field Way, Bellingham, WA 98229.

ARTICLE IV

Non-profit Status, Capital

The W.C.A.H.A. shall have capital only in the form of office equipment and equipment necessary for the playing of games. Activities shall not be conducted for financial gain. The W.C.A.H.A. shall maintain a checking and/or savings account for the purpose of disbursing funds for expenses accrued by the W.C.A.H.A. The President, Vice President, and Treasurer will be authorized to sign for withdrawals against either account. Two signatures are required to authorize a withdrawal.

By-Laws of the

Whatcom County Amateur Hockey Association, Inc.

Amended: July 17, 2007; September 29, 2009

1. USA HOCKEY PREEMINENCE

- A.** Whatcom County Amateur Hockey Association, Inc., an Affiliate of USA Hockey, shall abide by and act in accordance with their Constitution, By-Laws, Rules and Regulations and decisions shall take precedence over and supersede all similar governing documents and/or decisions of the Whatcom County Amateur Hockey Association. Furthermore, the Whatcom County Amateur Hockey Association shall assist USA Hockey in the administration and enforcement of the provisions of the By-Laws, Rules and Regulations and decisions of the Board of Directors of USA Hockey, within and upon its members and/or within its jurisdiction.
- B.** Whatcom County Amateur Hockey Association, a member of Pacific Coast Amateur Hockey Association (P.C.A.H.A.) and Hockey Canada, will also comply with their Constitution, By-Laws, Rules and Regulations.

2. INDEMNITY

Whatcom County Amateur Hockey Association, Inc., an Affiliate of USA Hockey, shall indemnify and hold harmless USA Hockey, the Board of Directors of USA Hockey, and each member thereof, and all other elected, appointed, or employed representatives of USA Hockey from any and all liability, judgments, costs, charges and expenses whatsoever, which USA Hockey or its representatives sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against USA Hockey, or its representatives, for and in regard to any act, deed, matter, decision, or thing whatsoever made, done or permitted to be done about or in relation to the local affairs of Whatcom County Amateur Hockey Association, except such costs, charges, or expenses as are occasioned by USA Hockey or its representatives by and through willful neglect or default. Further, the Whatcom County Amateur Hockey Association understands and acknowledges that USA Hockey and its representatives, whether elected, appointed or employed, have assumed such assignment, function, office or capacity upon the express understanding, agreement and condition that USA Hockey and each of its representatives their heirs, executors, administrators, estates, assigns, and others, shall from time to time and at all times, be indemnified by Whatcom County Amateur Hockey Association, accumulated or to be accumulated, for the acts or conditions described above. USA Hockey shall cooperate with the Affiliate in any litigation and provide support including, but not limited to, data, research, advice, testimony, etc. The Affiliate shall insure the obligation set forth herein, name USA Hockey as an additional insured under the terms of liability insurance policy purchased or provided for this purpose, and provide evidence thereof to USA Hockey, if requested. Evidence satisfactory to USA Hockey of the adoption by the Affiliate of the foregoing By-Laws, or official policy of the Affiliate, shall be required and shall constitute a condition of the granting of affiliation or affiliate status by USA Hockey to the Affiliate.

3. MEMBERSHIP

A. At-Large Membership

The At-Large Membership shall consist of one adult representative eighteen (18) years or older for each player registered with W.C.A.H.A and other persons officially

associated with W.C.A.H.A. The representative shall be a parent or guardian of the registered player. Membership shall commence with payment of the W.C.A.H.A. player registration fee, and shall end when fees first become again payable for the following year. Other persons officially associated with W.C.A.H.A. with no children playing, and approved by a majority vote of the Board of Directors, may join the membership by paying a five-dollar (\$5.00) registration fee.

B. Voting Rights

The voting membership shall consist of the Board of Directors, and the At-Large membership, who shall each have one vote. Voting members shall be in good standing, current in membership dues and not under suspension, forfeiture or appeals with W.C.A.H.A. A voting member may obtain an absentee ballot, by written request to the President, within one week prior to the election.

C. Team Membership

Each team member must register with W.C.A.H.A., USA Hockey, Pacific Northwest Amateur Hockey Association (P.N.A.H.A.) and Pacific Coast Amateur Hockey Association (P.C.A.H.A.) prior to beginning play. Team rosters will be submitted to USA Hockey, Inc., and Pacific Coast Amateur Hockey Association prior to commencing game and/or tournament play. The player's age must be stated for assignment to a team based on age. Team rosters will be determined using the age classifications determined in the Registration chapter, Classification section of the USA Hockey Annual Guide and/or by Pacific Coast Amateur Hockey Association By-Laws, Rules and Regulations. Registrations will be accepted after the regular start of season play, following review by the Board of Directors. The Board of Directors may approve parental/guardian written requests for player movement out of age classifications according to the Rules and Regulations of W.C.A.H.A., USA Hockey and P.C.A.H.A.

D. Suspension or Forfeiture

All W.C.A.H.A. members, including coaches and assistants, shall be subject to suspension or forfeiture in the event of a failure to comply with any requirements of the By-Laws, Rules and regulations, or the decisions of the Board of Directors of the W.C.A.H.A.

E. Appeal

Any suspended At-Large Member, Team Member or Associate Member shall have the right to appeal in writing to the Disciplinary Committee per the Rules and Regulations of W.C.A.H.A.

4. REGISTRATION FEES, DUES AND SANCTIONS

A. Registration Fees

The Board of Directors shall establish an annual registration fee for registered Team Members or Associate Membership in W.C.A.H.A. The applicant shall forward the amount of this fee, in U.S. funds, along with the Annual Membership Applications, to the appropriate representative designated by the W.C.A.H.A. or pay by other means prior to application for membership by the Board of Directors.

B. Dues

In addition to the annual registration fee, certain registered team members may be required to pay dues (in U.S. funds) to this Association as established by the Board of Directors.

C. Sanctions

Registered team members or associated members failing to pay the established registration fee or dues within thirty days (30) after they become due and payable shall be subject to late fees and/or suspension imposed by the association.

5. BOARD OF DIRECTORS

A. Membership

The Board of Directors shall be composed of duly elected Officers, the immediate Past President and the Directors-At-Large.

B. Election of Directors-At-Large

Directors-At-Large shall be those members elected by a simple majority vote of the At-Large membership to serve on the Board of Directors. Directors-At-Large shall be elected via electronic vote in March, and assume office May 1. There shall be no more than six (6) Directors-At-Large. The Directors-At-Large shall be voted in for two (2) year terms, with three (3) terms expiring each year.

C. Powers of the Board

The powers and duties of the Board of Directors shall be:

1. To fill vacancies that might occur among the Officers and Board until the next regular meeting;
2. To study and report to any general meeting, proposals to amend or revise the By-Laws or Constitution;
3. To finalize any temporary ruling by the President for emergencies not provided for by the Constitution and By-Laws;
4. To hear and rule on appeals;
5. To elect all voting representative (delegates) to the Pacific Northwest Amateur Hockey Association and Pacific Coast Amateur Hockey Association;
6. For the President to call a special Board meeting at his/her discretion, or upon the request of four (4) members of the Board of Directors;
7. To authorize team and coaching assignments;
8. To remove, at its discretion, its members due to non-participation or non-performance (non-participation shall be failure to attend two (2) consecutive meetings or 50% of meetings held to date, non-performance shall be failure to comply with duties as outlined in the Constitution and By-Laws);
9. To adopt, amend or revise the Rules and Regulations of the W.C.A.H.A. at any Board of Directors' meeting. Notification of revision(s) to membership constitutes effective dates regarding said Rules and Regulations adoptions, amendments or revisions.
10. To oversee all administrative duties of W.C.A.H.A.

6. OFFICERS

A. Elected Officers

The Officers of the W.C.A.H.A. shall be the President, Vice President, Secretary, Treasurer and Registrar. All officers shall stand for election via electronic vote in March, and assume office May 1. Officers shall hold a two-year term. President and Registrar shall serve concurrently. Vice President, Secretary, Treasurer shall also serve a two-year term concurrently, in alternating years.

(Note: Amendment will apply to Vice President, Secretary, and Treasurer starting March 2010; it will apply to the President and Registrar starting March 2011)

B. Powers and Duties of Elected Officers

The Duties of the **President** shall include:

1. Presiding at all meetings
2. Performing such duties usual to the Office of President. These include:
 - i. The calling of all meetings of the W.C.A.H.A.
 - ii. The power to suspend any coach, manager or player, prior to such times as the infraction may be acted upon by the Disciplinary Committee, for conduct detrimental to ice hockey, either on or off the ice, or to the Association and its purposes.
 - iii. The power to resolve questions arising from emergencies not provided for in the Constitution or By-Laws until such time as they may be acted upon at the next General Membership Meeting or meeting of the Board of Directors.
 - iv. The right to attend and represent the Association at other ice hockey meetings.
 - v. Responsibility of disbursing funds of the W.C.A.H.A. as stated in **Article IV**.

The Duties of the **Vice President** shall include:

1. Performing any and all functions of the Presidency in the absence of the President;
2. Responsibility of disbursing funds of the W.C.A.H.A. as stated in **Article IV**;
3. Oversee Coaching Director and informing coaches of their selections; overseeing a panel of evaluators who will conduct player evaluations during initial practices; collecting and tallying player evaluation forms and providing each coach of an age division with a list of players ranked into ability groups.
4. Confirm background checks on every coach, manager, and team parent that has contact with the players are performed.
5. Upon Board approval, notifying the parents/legal guardians and coaches of recommendations regarding player movement and coaching decisions.
6. Responsible for Team Manager recruitment, orientation and mentoring.

The Duties of the **Secretary** shall include:

1. Keeping the minutes and records of all meetings;
2. Arranging meeting rooms for monthly Board meetings, annual retreat and awards banquet;
3. Prepare the meeting agenda each month and distribute past month's meeting minutes to the Board members .

4. Responsible for ordering plaques and any other awards for Board Members and Association Members, including awards banquet certificates for the players.
5. Keep the Association Constitution and By-Laws up-to-date and make sure any corrections and/or updates are made and posted on our website.

The Duties of the **Treasurer** shall include:

1. Receiving, managing and disbursing all funds of the W.C.A.H.A. as stated in **Article IV**;
2. Overseeing accurate records of all accounts receivable and payable;
3. Overseeing quarterly and annual financial reports;
4. Reviewing and reporting the current financial status at all Board Meetings;
5. Chairing the Finance Committee;
6. Overseeing income tax statements and closing out the fiscal year.
7. Overseeing association mail retrieval and dispersal.

The Duties of the **Registrar** shall include:

1. Sportsplex is responsible for all W.C.A.H.A., USA Hockey and Pacific Coast Amateur Hockey Association registrations.

The Duties of the **Directors-At-Large** shall include:

1. Serving on the standing committees of W.C.A.H.A;
2. Fulfilling the following duties by choice, consensus or assignment;
 - a. Team Coordinator:**
 - i. Oversees scheduling of all team practices and game times.
 - ii. Responsible for reschedules due to conflicts, ensure ice time is being utilized.
 - iii. Keeps website ice schedule current and confirms schedule weekly with each team manager and referee scheduler.
 - iv. Liaison with Sportsplex. Will collaborate to resolve conflicts with other user groups and give Sportsplex 24 hour notice of need to cancel ice time.
 - v. Liaison with each team manager regarding team ice times.
 - vi. Notifies Treasurer of ice time that should not be paid for.
 - vii. Responsible for Certificate of Insurance through USA Hockey for the Association annually.
 - b. Fundraising Manager:**
 - i. Responsible for overseeing all team related fundraising and sponsorship activity for the Association.
 - ii. Chairperson for the Fundraising Committee. Organizes and oversees the annual Auction.
 - iii. Coordinates with Treasurer.
 - iv. Responsible for thank you correspondence and receipts for donations.
 - c. Equipment Manager:**
 - i. Responsible for inventory of Association equipment, including jerseys, goaltender equipment, pucks, pennies and any other equipment the Association supplies to members.
 - ii. Responsible for ordering any necessary equipment or replacement jerseys prior to start of new season and as needed.

- iii. Reports missing jersey's to Treasurer for reimbursement from responsible party.
- iv. Organize annual Swap Meet
- v. Manage Resource Library

d. Risk Manager

- i. Ensure each team has a least one certified safety person.
- ii. Responsible for Association First Aid Kits, including inventory and replenish supplies as needed and distribute one kit per team.
- iii. Schedules Speak Out and Safety (HCSP) classes in Bellingham as needed.
- iv. Ensure that team safety person (HCSP) is conducting equipment and uniform checks for each player prior to each game.
- v. Lead regular meetings for safety personnel and team
- vi. Attend risk management meetings as needed.

e. Webmaster:

- i. Ensures Association website is kept up-to-date.
- ii. The primary liaison for each team for association information.
- iii. Responsible for mass emails to the membership and posting current information on website.
- iv. Distributes election ballots to membership via electronic mail.

f. Public Relations Manager:

- i. Maintains bulletin board at Sportsplex.
- ii. Assembles and distributes information packets/handouts at annual player evaluations.
- iii. Responsible for parent orientation.
- iv. Prepares advertising campaign for player evaluations.
- v. Represents the Association at Whatcom Sports Commission meetings and reports back to board.
- vi. Responsible for promoting W.C.A.H.A. at public events i.e. Ski to Sea Kids' Parade, Ski to Sea Grand Parade, Kids' fest and other functions.

C. Exoneration from Personal Liability

1. The W.C.A.H.A. hereby consents and declares that each director, officer, member of the Executive Committee, chairpersons and members of all committees, and all elected or appointed officials in any capacity shall be deemed to have assumed office or assignment on the express understanding, agreement, and condition, that each one of them and his/her heirs, executors and administrators, estate and effects respectively shall from time to time and at all times be indemnified and saved harmless out of the funds of the W.C.A.H.A. from and against all liabilities, judgments, costs for charges and expenses whatsoever which such member sustains or incurs in or about any action, suit or proceeding which is brought, commenced or prosecuted against his/her in or about the execution of the duties of his/her office and also from and against all other costs, charges and expenses which he/she sustains or incurs in or about or in relation to the affairs thereof, except in relation to matters as to which he/she shall be adjudged in such action, suit or proceeding to be liable for negligence or misconduct in the performance of a duty.

3. Members of the WCAHA Board of Director's are covered under USA Hockey's Directors and Officers Insurance Policy.

7. COMMITTEES

- A. The standing committees of the W.C.A.H.A. shall be the Executive Committee, Nominating Committee, Finance Committee and Disciplinary Committee. All Committees shall be established by June 1.
 1. The Executive Committee shall consist of the President, Vice President, Secretary, Treasurer, and Registrar. The committee may meet at the discretion of its members, with no quorum being necessary, to prepare recommendations to the Board of Directors for action. The committee may meet in person, by phone or via email, as deemed necessary by its members.
 2. The Nominating Committee shall consist of three (3) W.C.A.H.A. members of good standing, including a current member of the Board of Directors serving as Chairman, and shall be appointed by the Board of Directors with the President designating the chairman. It shall be the duty and responsibility of the Nominating Committee to nominate candidates for the offices of the Association. Any member of the Board of Directors may make additional nominations, provided that not less than two (2) other members of the Board of Directors second any such nomination. The Chairman of the Nominating Committee shall inform the Board of Directors on or before each succeeding February 1, of the officer and directorship positions which will be up for election at the approaching Annual Meeting and submit a list of candidates. The Nominating Committee must present and post a ballot of candidates to the Board of Directors by the first Wednesday in March.
 3. The Finance Committee shall consist of the Treasurer, as Chairperson, and three (3) Members of the Board of Directors appointed by the President. It shall be the duty and responsibility of the Finance Committee to prepare the annual budget for submission to the Board of Directors thirty (30) days prior to the Annual Meeting. As part of the Annual Budget, the Finance Committee will recommend the registration fees for the next playing season.
 4. The Disciplinary Committee shall be created to review and act upon all disputes and/or infractions of W.C.A.H.A. Constitution, By-Laws, Rules and Regulations. The Disciplinary Committee shall consist of the President and three (3) members of the Board of Directors.
 5. The Scholarship Committee shall consist of at least three (3) members. Members Will be appointed by the board and may include board members of members of The association. Committee members will review scholarship applications and Submit awards recommendations to the Board of Directors for approval. Award Notification will be made by WCAHA by October 10 of the current season. Applications received after the September 1 deadline may be considered by the Scholarship Committee based on availability of funds.
- B. Special Committees may be created at the discretion of the Board of Directors.

8. MEETINGS OF THE W.C.A.H.A. AND ITS COMMITTEES

A. General Membership Meetings

General Membership meetings of the At-Large membership shall be held bi-annually beginning with the Annual Meeting in the month of September, followed by May at a place and location set by the Board of Directors.

1. The Annual Meeting will be conducted on a date and time set by the Board of Directors.
2. A quorum for the Annual Meeting, General Membership Meeting, Special Meeting or Board of Directors Meeting shall consist of one-half (1/2) of the total Board of Directors, who must be physically present.
3. The right to vote during Annual Elections shall be limited to one vote for each Director-At-Large, each officer and each At-Large member in accordance with By-Law 3A.
4. In all meetings, a simple majority vote shall carry or defeat a motion except as provided in Article 10.
5. The Board of Directors shall meet a minimum of (10) times with the majority during the playing season.
6. Roberts Rules of Order shall be the rules of procedure to govern all meetings.

B. Special Meetings

1. The President or Chairperson of the Committee shall have the authority to call meetings of Committees.
2. The President may call special meetings of the W.C.A.H.A. Special meetings must be called by the President with two-thirds (2/3) majority vote of the Board of Directors, or by petition to the President signed by twenty-five (25) members of the W.C.A.H.A., with fifteen (15) days written notice to all Directors, registered team members and associate members. The notice of such meeting must contain the date, time and location of the special meeting and the subject thereof, and may be published in the same manner as is provided in paragraph B3 of By-Law 8.
3. Written notice of the Annual Meeting of the W.C.A.H.A. shall be published to give notice to all team members, At-Large Membership and Associate Members not less than fifteen (15) days in advance of the meeting.
4. A conference among members of any Committee of the W.C.A.H.A. by any means of communication through which members may simultaneously hear each other during the conferences shall constitute a meeting of such Committee.

9. MEETING OF THE BOARD OF DIRECTORS

A. The W.C.A.H.A Board of Directors will meet monthly on the 2nd Thursday of the month.

B. Placing Agenda Items

1. Members wishing to place an item on the agenda of the Board of Directors meeting must submit the item in writing fourteen (14) days prior to a regular meeting date detailing the item being placed for discussion.
2. Any item submitted without proper notice or failing to properly detail the item placed for discussion will not be considered or added to the agenda.
3. Any item determined by the Executive Committee to be in the same form, or

substantially similar form, to one which was rejected or withdrawn at the previous Regular Meeting or Annual Meeting of the Board of Directors, cannot be placed on the agenda of the upcoming meeting of the Board of Directors, unless it has received a two-thirds (2/3) majority vote of approval by the appropriate Committee and the Board of Directors, in that order, recommending that it be placed on the agenda.

C Vote of Board of Directors

1. A quorum shall consist of one half (1/2) of the total Board of Directors, who must be physically present.
2. The right to vote shall be limited to one (1) vote for each Director.
3. In all meetings, a simple majority vote shall carry or defeat a motion.
4. Directors shall abstain from voting where a conflict or an apparent conflict of Interest exists, to be determined by the Board of Directors.
5. Roberts Rules of Order shall be the rules of procedure to govern all meetings.

10. AMENDMENTS

These articles may be amended or changed at any General Meeting called by the President, provided that such proposed changes be submitted in writing to the Secretary at least thirty (30) days prior to the meeting and that each Officer and Director receive notice at least two (2) weeks prior to the meeting. Each proposed change, addition or deletion will first be discussed at a Director's Meeting, regardless of the merits of the proposal and will also be circulated among the membership via written notice at least fourteen (14) days prior to the General Meeting at which point they will be voted upon. A two-thirds (2/3) majority of the voting membership present is necessary for the passage of a motion.

RULES AND REGULATIONS OF THE Whatcom County Amateur Hockey Association, Inc.

ADOPTED: NOVEMBER 14, 1996

AMENDED: July 17, 2007; September 29, 2009

1. Rep Team Tryouts:

- A. Players will be evaluated by a standardized process. This evaluation will be conducted during the Rep team tryouts by a panel, overseen by the Director of Coaching (Vice President of the W.C.A.H.A.) and the Evaluation Committee.. The individual player evaluation forms will be collected and tallied by the Director of Coaching and reviewed by the Evaluation Committee to provide each coach of an age division with a list of players ranked into ability groups.
- B. Players must be evaluated during Annual Rep Tryouts with their appropriate age division group, except under the following provisions:
 - i. A parent or legal guardian must request in writing that their child to be evaluated with an age group at a higher (or lower) age division. The request must be delivered via mail, email or in person to the President of W.C.A.H.A. The request will then be reviewed by the Evaluation Committee. Requests will be answered within ten (10) days.
 - ii. Approval must be obtained from the player's previous year's coach and must be submitted documenting that the player meets the minimum competency of the higher age division.
 - iii. The player must skate with his appropriate age division on the first day of the annual evaluations. If it is determined he meets the minimum competency of the higher age division, he will then be permitted to be evaluated on day two of evaluations with the higher age division group.
 - iv. The parent or legal guardian of the player must sign a release from liability prior to player skating with the higher age division group.
- C. Players unable to attend Annual Evaluations must notify the Evaluation Committee in writing in advance.
- D. A non-refundable fee of \$25 will be assessed for Rep Team tryouts. Fee must be paid prior to any player being allowed to participate. For players who are unable to attend the Rep Team tryout, they may be evaluated at a later date during Rep team practice time. The non-refundable fee of \$25 applies to late evaluations and is due prior to being evaluated.

- E. If there are insufficient numbers to support two teams in an age division, Rep tryouts will not be held. In the event there is only one team in an age division and the team is declared a rep team, no additional fees will be charged.

2. Team Assignment

- A. Teams will be formed based on the findings of the evaluators after review by the Evaluation Committee and Director of Coaching.
 - i. Preliminary team assignments will be made within 48 hours after rep tryouts. Players are to report to practice with their assigned team as directed by the Evaluation Committee. Preliminary team assignments are used to further evaluate players and are not a guarantee of placement on a team.
 - ii. If there is only one team in an age division, all players in that age division are directed to report to their assigned division practice slot.
 - iii. Rosters for league play will be submitted according to PCAHA deadline for team declaration. However, roster changes may be made after this date in accordance with both PCAHA & PNAHA deadlines. PNAHA rules apply for Pee Wee division and above. Roster changes will be based on Coaching and/or Evaluation Committee assessments of player's abilities.
 - iv. PCAHA deadline for changes to team rosters is January 10. PNAHA deadline for changes to team rosters is December 31.
- B. All coaches and assistant coaches will be screened by the Director of Coaching and approved by the Board of Directors prior to Annual Assessments.

3. PLAYER MOVEMENT

- A. Using the player evaluations of Rule 1A, the upper ranked group of players and lower ranked group of players in their tier may request to be moved to the age division above or below their division, respectively.
- B. Sibling rule: Players that are siblings may request that they play on the same team if all involved players are within one (1) year of the requested age division and must meet the minimum skill competency of the requested age division.
- C. Remote location rule: Players who must travel in excess of two (2) hours round trip to the designated practice/game facility may request to change age division to an higher age division to allow ride share with players in the requested division. Players must meet the minimum skill competency of the older age division. Approval by WCAHA Evaluation Committee, PCAHA and USA Hockey is required before a player may be placed on the roster of a higher age division.
- D. Players requesting to move to a lower age division may make such a request based on the sibling rule, remote location rule or skill competency. Approval by WCAHA Evaluation Committee, PCAHA and USA Hockey are required before a player may be placed on the roster of a lower age division team.
- E. The WCAHA Evaluation committee must approve any player movement within or between any age division.
- F. Requests for player movement must be made in writing by the parents or legal guardians of the player. All applications for player movements must be submitted in accordance with the deadlines imposed by PCAHA and PNAHA, if applicable. Such requests for player movement shall explain the reason for the requested move and be mailed, emailed or hand-delivered to the President of WCAHA.
- G. The WCAHA Evaluation Committee will review all requests for player movement. The Committee will answer the request I no more than ten (10) days, or after player evaluations, if request is submitted prior to the WCAHA Annual Evaluations.

- H. If movement is approved, the Board of Directors or PCAHA may move the player back to his/her age division if it is later determined that the player is too strong or too weak for the requested age division.
- I. Appeals of the Evaluation Committee's ruling may be made in writing and mailed or emailed to the full Board of Director's of WCAHA.

4. TEAM FUNDS

- A. Individual team funds will be managed by each team individually. The team manager or coach may act as team treasurer or designate that duty to a volunteer parent on their team.
- B. Team officials are responsible for operating their individual team account.
- C. Donations made to WCAHA and not designated to a specific team or age division will be deposited into the WCAHA general fund.
- D. Donations made to WCAHA for a specific age division will be split equally between all teams in the age division. These funds will be deposited with the WCAHA Treasurer, who will disburse funds to the team official for deposit in the team account.
- E. Donations made to WCAHA for a specific team will be given to the team manager or coach, to be managed by that team. If necessary, funds can be deposited with the WCAHA Treasurer, who will disburse funds directly to the team official for deposit in the team account.
- F. Payments for tournaments, clinics, warm-ups, practice jerseys, socks, etc. must be made by the team manager, coach or designated team official from their individual team account. It is the responsibility of the team officials to insure they have adequate funds to cover any expenses incurred by their team. Requests for disbursement of funds for team activities will no longer be accepted.

5. FUNDRAISING

- A. W.C.A.H.A sponsors the Annual Auction as its major fundraising event each year for the benefit of members of the W.C.A.H.A. to offset registration costs.
- B. Any member may request a Board-approved self-sponsored fundraiser to offset their personal or team registration costs. Requests and approval must be made in writing prior to fundraiser. Requests may be made via mail, email or hand delivered to the W.C.A.H.A. President, Vice-President or Secretary for consideration.

6. PAYMENTS

- A. A \$125.00 non-refundable player registration fee is due on or before the registration due date. No player may participate in annual player evaluation without having paid the \$125.00 non-refundable deposit. Any player who registers for the current season will not be allowed to participate in any WCAHA sanctioned activity if they have any outstanding fees from a prior season.
- B. Division and team assignment will determine program fee.
- C. All Registration Fees are due and payable at registration due date. All Rep Team fees are due immediately upon notification and member acceptance of Rep Team status.
- D. A member may be deemed to be current and not delinquent if the Association is

provided with three (3) personal checks for the remaining balance, divided equally. These checks shall be held by the Association and deposited by the Association on the following dates: First check-September 1; Second check-October 1; Third check – November 1. Should any of these days fall on non-banking days, the checks shall be deposited on the next banking day. Members may also pay in full with a credit or debit card or arrange for three (3) equal payments to be debited on the aforementioned deposit dates.

- i. For any checks that fail to clear the bank for any reason after being deposited on the correct date, the Association shall charge the member a reasonable fee off \$25.00 for handling, per RCW 62A.3-515 and /or 62A.3-520. The member shall have one week after the Association is notified of a check being dishonored before being deemed delinquent. Any delinquent checks may be turned over to a designated collection agency for professional collection.
 - ii. For any credit or debit cards transactions that are rejected, the member shall have one week after notification by the Association to bring current their account or be deemed delinquent.
 - iii. Any member who is deemed delinquent is subject to immediate suspension from all on ice and Association activities.
- E. Any member may request a written statement of account at any time.
- F. Program Fee Refund Policy: Players skating more than two (2) weeks in any payment period will not receive any refund for that period. Players skating for less than two (2) weeks will receive 50% of the program fee for that period. Program fees paid in advance for future periods will be refunded in full.
- G. Hardship or Special Circumstance cases may appeal to the Board of Directors for deviation from the payment plan.

7. SCHOLARSHIPS

Scholarships are available to members in good standing who demonstrate financial need based on the availability of funds. Scholarship awards are applied to regular program fees only. They are not available for registration fees, rep team fees or to meet additional individual team expenses i.e. travel expenses, warm-ups, practice jerseys.

- A. **Funding**: Funds for the scholarship program come primarily from donations earmarked for the WCAHA Scholarship Fund.
- B. **Player Eligibility**: To be eligible the player (s) must meet the following criteria:
 1. Submits a completed scholarship application by September 1 of the current season.
 2. Is registered with WCAHA for the current season and has paid the \$125 registration and assessment fee.
 3. Has registered online with USA Hockey for the current season.
 4. Submits all required paperwork and documentation by the deadline.
- C. **Award Criteria**: The Scholarship Committee awards scholarships based on Demonstrated need based on the following criteria.
 1. Income based on your most recent filed Federal Income tax return (s).
 2. Unusual or short term financial circumstances.
 3. Number of children registered with WCAHA for the current season.
- D. Other factors taken into consideration may include duration of WCAHA participation, payment history with WCAHA and volunteer contribution to WCAHA.
- E. Only players with previous season accounts paid in full will be considered for future scholarships.
- F. Failure to pay account balances not covered by scholarship funds by December 10 of the current season will result in revocation of the scholarship award and will result in the player being ineligible for future scholarships. If a scholarship award is revoked,

payment of all program fees must be made in full before a player can rejoin a team.

8. POLICIES

- A. As an affiliate of USA Hockey, W.C.A.H.A. will comply with their Code of Conduct for Coaches, Players and Parents.
- B. Sexual Abuse Policy: It is the policy of USA Hockey and W.C.A.H.A. that there shall be no sexual abuse of any participant involved in any of its sanctioned programs, clinics or other events by an employee or volunteer. Sexual abuse of a minor participant occurs when an employee or volunteer touches a minor participant for the purpose of causing the sexual arousal or gratification of either the minor participant or the employee or volunteer. Sexual abuse of a minor participant also occurs when a minor player touches an employee or volunteer for the sexual arousal or sexual gratification of either the minor participant or the employee or volunteer.

Neither consent of the player to the sexual contact, mistake as the participant's age, nor the fact that the sexual contact did not take place at a hockey function are defenses to a complaint of sexual abuse.

Upon proof of violation of this policy, the violator will be permanently banned or suspended from USA Hockey and W.C.A.H.A. sanctioned programs.

- C. Screening Policy: It is the policy of USA Hockey and W.C.A.H.A. that it will not authorize or sanction in its programs that it directly controls any volunteer who has routine access to children (anyone under the age of majority) who refuses to consent to be screened by USA Hockey or W.C.A.H.A. before he/she is allowed to have routine access to children in its programs.

A person may be disqualified and prohibited from serving as a volunteer if the person has:

- i. been convicted (including crimes for which the record has been expunged) and pleas of "no contest" of a crime of child abuse, sexual abuse of a minor, physical abuse, causing a child's death, neglect of a child, murder, manslaughter, felony assault, any assault against a minor, kidnapping, arson, criminal sexual conduct, prostitution related crimes or controlled substance crimes;
- ii. been adjudged liable for civil penalties or damages involved in sexual or physical abuse of children;
- iii. been subject or is subject to any court order involving sexual abuse or physical abuse of a minor, including, but not limited to, a domestic order of protection;
- iv. had their parental rights terminated;
- v. a history with another organization (volunteer, employments, etc.) of complaints of sexual or physical abuse of minors;
- vi. resigned, been terminated or been asked to resign from a position, whether paid or unpaid, due to complaint(s) of sexual or physical abuse of minors;
- vii. a history or other behaviors that indicates they may be a danger to children.

- D. Physical Abuse Policy: it is the policy of USA Hockey and W.C.A.H.A. that there shall be no physical abuse of any participant involved in any of its sanctioned programs, clinics or tournaments by an employee or volunteer. Physical abuse means physical contact with a participant that intentionally causes the participant to sustain bodily harm or personal injury. Physical abuse also includes physical contact with a participant that intentionally creates a threat of immediate bodily harm or personal injury.

Physical abuse does not include physical contact that is reasonably designed to coach, teach or demonstrate a hockey skill. Permitted physical conduct may include, but is not limited to, shooting pucks at a goaltender, demonstrating checking and other hockey skills, and communicating with or directing participants during the course of a game or practice, by touching them in a non-threatening, non-sexual manner.

9. EQUIPMENT

- A. The wearing of proper, full protective equipment including CSA/HECC approved helmet and face mask, BNQ approved throat protector and colored (non-clear) mouthpiece is compulsory during all games, practices and warm-ups for all players registered with W.C.A.H.A. Players failing to wear all proper equipment may be subject to a one (1) game suspension. Coaches failing to enforce these rules may be subject to a one (1) game suspension. Suspension will be enforced through the Disciplinary Committee.
- B. Uniform rule: All players must wear a black helmet, black gloves and black pants during games.

10. APPEALS PROCESS

- A. Any appeal shall be in writing providing details. A check in the amount of \$50.00 payable to W.C.A.H.A. shall be in the hands of the Association prior to the beginning of the appeal. The fee will be held in trust pending the outcome of the appeal.
- B. An appeal under this rule shall either be delivered by hand, mail or electronic mail to the President within seven (7) calendar days (including Saturday, Sunday and holidays) following the decision.
- C. The appeal shall be dealt with within seven (7) calendar days (including Saturday, Sunday and holidays) of its receipt, except with the specific consent of the appellant(s) in writing.
- D. The Association shall retain the \$50.00 if the appeal is dismissed, and if the appeal is upheld, the monies shall be returned to the appellant.
- E. The President shall communicate the decision on the appeal to the appellant by telephone within 48 hours, to be followed by written notification mailed with seven (7) days of the decision.
- F. If an appellant is dissatisfied with the Disciplinary Committee's decision, they can appeal to the full Board of Directors. If the appellant is dissatisfied with the Board's decision, they can appeal to the membership at the next annual membership meeting. Each subsequent appeal will be assessed a \$50.00 fee according to section 8A.
- G. Disciplinary Committee member(s) who participated in making the original decision under appeal shall not participate in any discussions or decisions on the appeal by the Board of Directors, other than to give evidence about the matter under appeal.