



Winterhurst Hockey Association
Code of Regulations, Policies, and Procedures
Update / Approved on 8/11/2026

Code of Regulations Index

ARTICLE 1: Organization
ARTICLE 2: Purpose
ARTICLE 3: Membership
ARTICLE 4: Board of Directors
ARTICLE 5: Hockey Director
ARTICLE 6: Meetings
ARTICLE 7: Officers and Duties
ARTICLE 8: Committees and Responsibilities
ARTICLE 9: Nominations and Elections
ARTICLE 10: Dissolution
ARTICLE 11: Amendments
ARTICLE 12: WHA Policies and Procedures

Policy Index

1: Discipline and Code of Conduct
2: Uniform Number
3: Program Transfer
4: Missing Tryout
5: Playing "Up"
6: Locker Room
7: Reimbursement for Fees



Code of Regulations

ARTICLE 1 - ORGANIZATION

Section 1. Name: The name of the organization is Winterhurst Hockey Association, Inc. The organization may be referred to in this Code as “WHA” or the “Association.”

Section 2. Corporate Status: WHA is an Ohio nonprofit corporation recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code. The Association’s current Tax Identification Number is 34-1384064.

Section 3. Management: The governance and management of WHA are vested in its Board of Directors.

The Board of Directors may be referred to collectively as the “Board,” and each member may be referred to individually as a “Director” or “Officer,” as applicable.

Section 4. Volunteer Organization: WHA is a volunteer organization. Board members shall serve without compensation, except as otherwise authorized or determined by the Board.

Section 5. Perpetual Existence: WHA shall continue in existence unless and until it is voluntarily dissolved in accordance with Ohio Revised Code Section 1702.47, or any successor provision.

Section 6. Fiscal Year: WHA’s fiscal year begins on April 1 and ends on March 31 of each year.

Section 7. Affiliation: WHA shall be affiliated with USA Hockey, or its successor organization, and shall be a member organization of the Cleveland Suburban Hockey League (“CSHL”), or its successor organization. Any proposed change in affiliation must be recommended by the Board and approved by a two-thirds vote of the General Membership.

ARTICLE 2 - PURPOSE

Section 1. Purposes: The purposes of WHA are to:

- A. Provide activities and programs that support the education and participation of young people in the sport of ice hockey.
- B. Encourage community interest and participation in ice hockey, particularly in WHA activities.
- C. Provide training, educational programs, and materials that support the development of coaches and instructors.
- D. Raise funds to support WHA programs.

Section 2. Guiding Principles: WHA shall endeavor to promote education, personal development, sportsmanship, discipline, teamwork, civic pride, and financial responsibility as they relate to ice hockey at the pre-high school level.

ARTICLE 3 - MEMBERSHIP

Section 1. General Membership: Any parent or guardian of a current skating member, coach, manager, or Board member is considered a member of the General Membership.

Section 2. Voting Members: Voting members must be members of the General Membership who are in good standing.



Section 3. Revocation of Membership: Membership may be revoked for cause by a two-thirds vote of the Board members present at a regularly scheduled Board of Directors meeting. The Secretary shall provide written notice of the decision to the affected member or members.

ARTICLE 4 - BOARD OF DIRECTORS

Section 1. Governing Body: The Board of Directors shall consist of five (5) Officers and the Hockey Director.

Section 2. Officers: The Officers of the Association shall be the President, Vice President, Secretary, Treasurer, and Registrar.

Section 3. Directors: The Hockey Director is responsible for coordinating WHA programs across all levels of play. The Hockey Director may appoint an Assistant Hockey Director, subject to approval by a two-thirds vote of the Board. The Assistant Hockey Director's primary focus shall be serving as Mite Coordinator and assisting with other hockey program responsibilities as assigned by the Hockey Director. Directors must be members in good standing and shall help facilitate two-way communication between teams and the Board of Directors.

Section 4. Responsibilities: The Board of Directors is responsible for developing and implementing the Association's rules, policies, procedures, programs, and activities. The Board shall conduct the business necessary to advance the goals of the Association.

Section 5. Term of Office: Officers shall serve two-year terms. Directors shall serve one-year terms.

Section 6. Staggering of Terms: When three or more Officer positions become open in the same year due to expiration or vacancy, the Board may, by a two-thirds vote of the total Board membership, extend a Director's term by one year to allow for staggered terms.

Section 7. Removal: The Board may remove any Board member for cause by a two-thirds vote of the total Board membership. Cause may include: absence from three consecutive Board meetings unless excused by the President for a valid reason; repeated non-performance of duties; disregard for WHA's Code of Regulations; misappropriation of WHA funds or property; or other conduct unbecoming of a Board member.

If a Board member is removed, the Secretary shall provide written notice of the action, and the affected office or Board position shall be declared vacant.

Section 8. Resignation: A Board member may resign at any time by providing written notice to the Board.

Section 9. Vacancy: Any vacancy that occurs during a Board term shall be filled by a person appointed by the President and ratified by a two-thirds vote of the Board. The appointed person shall serve for the remainder of the term.

Section 10. Transfer of Office: Any Officer who is not re-elected to the Board of Directors is expected to attend the first Board meeting after the Officer's term expires and provide counsel and guidance to the new Officer and Board.

Section 11. Honorary Directors: The Board may nominate and approve lifetime honorary directors of WHA in recognition of individuals who have made significant contributions to the Association or to ice hockey generally. The Board shall maintain a list of Honorary Directors and may recognize them in any manner it deems appropriate. Honorary Directors shall be non-voting members and shall owe no obligations to WHA or the Board.

Section 12. Compensation: Board members shall serve without compensation. Board members may be reimbursed for expenses incurred on WHA's behalf or as otherwise determined by the Board.



ARTICLE 5 – HOCKEY DIRECTOR

Section 1. Hockey Director: The Hockey Director is an appointed, voting member of the Board of Directors. The Hockey Director shall be appointed by a two-thirds vote of the Board and may continue to serve until the Board appoints a successor. A candidate for Hockey Director must be at least twenty-five (25) years old and have significant ice hockey experience and knowledge as a player, coach, hockey administrator, or equivalent role. The Hockey Director's responsibilities include, but are not limited to, the following:

- Coordinate WHA programs across all levels of play.
- Assess and review the qualifications of coaching candidates.
- Assess player skill levels and assist coaches in determining each player's appropriate level of play.
- Assist coaches with practice plans that support player improvement and development.
- Coordinate additional training opportunities for WHA players, including programs such as OHP.
- Assist in maintaining an ice schedule that adequately supports WHA teams' needs.

Coordinator Support: To assist with these responsibilities, the Hockey Director may appoint members to serve in the following, non-voting, coordinator positions:

- Learn to Play (LTP) Coordinator
- Mite Coordinator
- Goalie Coordinator

ARTICLE 6 - MEETINGS

Section 1. Annual Meeting: WHA shall hold at least one scheduled General Membership Meeting each year. Elections shall be held at this meeting. The Board of Directors shall set the meeting date and provide notice to all members at least thirty (30) days before the scheduled date. Notice may be provided by mailer, organization-wide email, or announcement on WHA's website. The Annual Meeting shall be held in March unless the Board, by a two-thirds vote, determines that a different date is necessary.

Section 2. Board Meetings: The Board of Directors shall meet as necessary to conduct WHA business. Board meetings shall be open to the General Membership, except that the Board may, by a two-thirds vote, close any portion of a meeting to discuss sensitive or confidential matters. Members may attend Board meetings in an observational role unless the Board opens the meeting for member participation.

The date and time of Board meetings shall be posted on the WHA website. Any change in date or time must be communicated to the General Membership before the new meeting date, generally through an announcement on the WHA website.

Section 3. Remote Attendance and Proxy Voting: Board members may attend any meeting by telephone or other audio/visual means if all participants can adequately communicate with and understand one another. Board members may vote by proxy at any Board meeting by submitting the proxy to the President at least one (1) day before the meeting.

Section 4. Quorum: Three-fifths of the Board of Directors must be present to constitute a quorum. A Board member voting by proxy shall be counted as present for purposes of determining a quorum.

Section 5. Rules of Order: Robert's Rules of Order (<http://www.rulesonline.com/rror-01.htm>) shall govern all meetings of the Association and its constituent parts, except as otherwise provided in this Code of Regulations.



Section 6. Deciding Vote: If the Board of Directors is unable to decide an issue because of a tie vote, the WHA President shall cast the deciding vote.

Section 7. Meeting Records: The Secretary shall record and maintain minutes for all Board meetings. If the Secretary is absent, the President, or the Vice President in the President's absence, shall appoint another Board member to serve as Secretary for that meeting. The Secretary shall make draft minutes available to all Board members for review and comment at least one (1) week before the next scheduled Board meeting. Approved minutes shall be maintained by the Secretary and made available to any Member upon request.

ARTICLE 7 – OFFICERS and DUTIES

Section 1. Officers and Duties: The Officers of WHA are the President, Vice President, Treasurer, Secretary, and Registrar. Officers are voting members of the Board. Each Officer shall have the authority customarily associated with the Officer's position and shall perform the duties described in this Article.

Section 2. President: The President shall:

- A. Preside at all meetings of the General Membership and the Board of Directors.
- B. Execute contracts on behalf of the Association.
- D. Call special General Membership or Board meetings in accordance with this Code of Regulations.
- E. Serve as an ex-officio member of all committees except the Nominating Committee.
- F. Represent the Association at community activities or appoint a designee to do so.
- G. Serve as liaison to rink leadership.
- H. Represent WHA at CSHL meetings or appoint a member in good standing to serve as WHA's representative.
- I. Cast the deciding vote in the event of a tie in any Board vote.

Section 3. Vice President: The Vice President shall:

- A. Act as President if the President is absent or unable to perform the duties of office.
- B. Coordinate membership recruitment activities.
- C. Perform other tasks assigned by the President.
- D. Serve as an ex-officio member of all committees except the Nominating Committee.

Section 4. Secretary: The Secretary shall:

- A. Maintain accurate minutes of all General Membership and Board of Directors meetings.
- B. Maintain attendance records for Officers and Board members.
- C. Prepare and distribute agendas for Board and General Meetings.
- D. Be responsible for the safe keeping of all records, correspondence and reports (except for financial) of the Association and distribute to the membership.
- E. Be responsible for the publication of the annual calendar of events, programs, and meetings. This will be distributed via the organization website.
- F. Validate all official permanent minutes by signature.
- G. Serve as an ex-officio member of all committees except the Nominating Committee.

Section 5. Treasurer: The Treasurer shall:

- A. Receive and/or direct receipts of all funds of the Association, with approval of the Board of Directors.



- B. Establish and oversee a system for the deposit of all funds in the name of the Association, as approved by the Board of Directors.
- C. Establish and maintain a standard method of double entry bookkeeping so as to keep an accurate account of all funds received and dispersed. (see WHA Financial Technology, Accounting Software, and Data Integration Policy for further details and requirements.)
- D. Maintain regular communication with the appropriate chairpersons and coordinators (Membership, Tournament etc.) regarding receipt or non-receipt of funds, registrations etc...
- E. Prepare a printed statement on the financial status of the Association, both monthly and year to date, listing all receipts and disbursements by budget category at each meeting of the Board of Directors and all General Membership meetings.
- F. Be responsible for the safekeeping of all official financial records and papers of the Association.
- G. Be responsible for maintaining all financial records for the timely filing of all required state and federal tax reports so as to protect the Association's tax status.
- H. Serve as an ex-officio member of all committees except Nominating Committee.
- I. Work with the newly elected Treasurer in completing financial records for the current fiscal year and the transfer of all financial records and books.
- J. Shall, with Board approval, retain appropriate bookkeeping and accounting services as needed.
- K. Arrange for a yearly, independent financial review, the results of which will be reported to the General Membership and the WHA Board.

Section 6. Registrar: The Registrar shall,

- A. Maintain an accurate record of all WHA players and their respective USA Hockey and WHA registrations.
- B. Maintain an accurate record of all Coaches and their current USA Hockey and Safe Sport Certifications.
- C. Maintain an accurate record of all WHA Team Rosters and coordinate the submission of rosters to the CSHL and USA Hockey.
- D. Coordinate membership recruitment activities.

Section 7. Term: The term for an Officer shall be two (2) years and an Officer is eligible to serve three (3) consecutive terms in that position. In the event there are no interested candidates or otherwise qualified candidates to fill an office at the conclusion of a third term, the Board in its sole discretion may waive the term limit requirement on a case-by-case basis. Upon the ending of an Officer's term, the Officer shall transfer all official records and Association property in their possession to their duly elected or appointed successors in office.

ARTICLE 8 - COMMITTEES AND RESPONSIBILITIES

Section 1. Executive Committee: The Executive Committee shall consist of the five Officers and the Hockey Director. The Executive Committee may make emergency or time-sensitive decisions on behalf of the Board when prompt action is necessary.

Section 2. Nominating Committee: The Nominating Committee shall identify, solicit, and recommend WHA members for nomination to the Board. The committee shall have at least two (2) members, appointed annually by the Board of Directors before the Annual Meeting. The Nominating Committee shall present potential candidates to the Board for submission to the General Membership for voting at the Annual Meeting.



Section 3. Additional Committees: The Board may create additional committees to further WHA's purposes. Any committee created under this section shall continue until the Board determines that the committee is no longer necessary.

Section 4. Ad Hoc Committees: The Board or President may create ad hoc committees for a specific purpose, event, or project that furthers WHA's purposes. An ad hoc committee shall exist only for the period needed to complete its assigned purpose, event, or project.

ARTICLE 9 - NOMINATIONS AND ELECTIONS

Section 1. Nominating Committee Formation: In each election year, the Board of Directors shall form a Nominating Committee in January. The committee shall consist of at least two (2) members solicited from the General Membership by the Board of Directors.

Section 2. Nominating Committee Responsibilities: The Nominating Committee is responsible for the following:

- A. Appoint a Chairperson from among its members.
- B. Prepare a slate of nominees for Board offices that are vacant or whose terms will expire that year.
- C. Confirm each nominee's acceptance of the nomination and willingness to serve if elected.
- D. Develop proposed election procedures and submit them for Board approval at the February Board meeting before the March Annual Meeting. The election procedures shall include, at a minimum:
 - 1. Conducting the vote at the Annual Meeting.
 - 2. Distributing the list of nominees to each voting member at least two (2) weeks before the election meeting, by mail, email, or posting on the organization website.
 - 3. Distributing ballots to each voting member present at the Annual Meeting. Voting by mail or proxy shall not be accepted.
 - 4. Supervising the collection and counting of ballots. The Chairperson shall appoint two (2) members of the Nominating Committee to perform this task.

Section 3. Eligibility: To be eligible for election to the Board of Directors, a member must be in good standing with WHA.

Section 4. Nominations from the Floor: Nominations from the floor may be accepted at the Annual Meeting, provided the nominee is present.

Section 5. Election Results: The Nominating Committee Chairperson shall announce the election results at the Annual Meeting. After the results are announced, all ballots shall be destroyed.

Section 6. Start of Term: Newly elected Officers and Board members shall officially take office at the first meeting following the election.



ARTICLE 10 - DISSOLUTION

Section 1. Dissolution: The Association and its component parts may be dissolved only by amendment. Upon dissolution, the Board of Directors shall first pay, or make provision for payment of, all liabilities of the Association. After those liabilities are addressed, the Board shall distribute all remaining assets exclusively for the Association's purposes or to one or more organizations that are organized and operated for charitable or educational services for youth and that qualify, at the time of distribution, as tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code.

Any remaining assets that are not distributed in this manner shall be disposed of by the Court of Common Pleas in the county where the Association's principal office is located at the time of dissolution.

ARTICLE 11 - AMENDMENTS

Section 1. Amendment Approval: This Code of Regulations may be amended by a two-thirds vote of the members present at any special or regularly scheduled meeting of the General Membership. Notice of the proposed amendment must be given to each voting member at least ten (10) days before the meeting.

Section 2. Annual Review: The Board may designate one General Membership Meeting each year for the specific purpose of considering revisions to the Code of Regulations.

ARTICLE 12 – WHA Policies and Procedures

Purpose and Authority: In addition to the Code of Regulations, WHA may adopt policies and procedures as needed to support the efficient administration of Association matters. These policies and procedures serve as addendums to the Code of Regulations. The Board of Directors may add, modify, or repeal them at its discretion by a two-thirds majority vote of the Board.

End of Code of Regulations



Policies and Procedures

- 1: Discipline and Code of Conduct
- 2: Uniform Number
- 3: Program Transfer
- 4: Missing Tryout
- 5: Playing “up”
- 6: Locker Room
- 7: Reimbursement

1. WHA Discipline Policy and Code of Conduct

Policy Overview: All players, coaches, and spectators are expected to follow the rules of WHA, CSHL, and USA Hockey and to demonstrate good sportsmanship at all times. Serious or repeated violations may result in removal from the organization. The Board is ultimately responsible for enforcing this policy, while coaches are expected to address conduct concerns first when appropriate. The enforcement process is outlined below.

1. Report infractions, including those involving a coach, to the coach for informal resolution when appropriate. Any penalty resulting in a player or coach being ejected from a game or suspended for a subsequent game is considered a violation of the WHA Discipline Policy.
2. If infractions continue, report them to the Board. Any penalty resulting in a player or coach being ejected from a game or suspended for a subsequent game must be reported to the Board by the head coach within forty-eight (48) hours of the game in which the penalty occurred.
3. The Board shall appoint one or more members to serve as an Ad Hoc Investigatory Committee. The committee shall meet with the grievant and the individual or individuals whose conduct gave rise to the grievance, report its findings to the Board, and recommend whether the matter can be resolved through informal Board intervention or whether cause exists for a disciplinary hearing.
4. After reviewing the Investigatory Committee's report, the Board shall decide whether to dismiss the matter, appoint someone to counsel the individual regarding the conduct, or proceed with a disciplinary hearing.
5. The individual or individuals whose conduct gave rise to the grievance shall be referred to as the Respondent in any disciplinary hearing. The Chair of the Investigatory Committee shall present the grievance to the Board. The Respondent shall receive reasonable notice of the hearing and an opportunity to be heard. The President shall preside over any disciplinary hearing.
6. When accepting evidence at the hearing, the Board shall be guided by, but is not bound by, the Ohio Rules of Evidence.
7. In making its decision, the Board shall consider the totality of the circumstances, the best interests of the organization and its youth members, and the interests of the Respondent.
8. The Board may issue any decision it deems just, including prohibiting a parent from attending games, terminating the services of a coach or assistant coach, or expelling a skater from the organization.
9. A vote to expel a skater from the organization requires the unanimous affirmative vote of the Board members participating in the decision. All other disciplinary decisions shall be made by majority vote of the participating Board members. The Board's decision is final and not



appealable. A skater expelled from the organization is not entitled to any refund.

10. The WHA Board has developed a Winterhurst Hockey Player Code of Conduct. Each Winterhurst player shall review and sign the Code of Conduct annually before the start of the new season. The Code of Conduct includes tiers of violations and the potential penalties associated with those violations.

2. WHA Uniform Number Policy

Policy Purpose: This uniform number retention policy is intended to avoid costly and unnecessary uniform number changes. As a general rule, a player who used a uniform number during the prior season and already owns jerseys with that number may keep that number, even if another player with priority under the rules below requests it.

Number Conflicts: If more than one player on a newly formed team has the same uniform number, WHA shall apply the following priority rules to determine which player retains the number:

1. A player who participated with Winterhurst during the prior regular season has priority over a player transferring from another organization. Spring season participation does not count for this purpose.
2. If both players participated with Winterhurst during the prior regular season, the player who remained at the same age level or on the same team during the previous year has priority to retain the number.
3. If the players remain equal under the first two criteria, the player who played at the higher level during the previous year has priority. For this purpose, age division takes precedence over team level; for example, Squirt 3 has priority over Mite 1.
4. If the players remain tied after applying the first three criteria, the player with the greater number of consecutive years in the organization has priority.
5. If the players remain tied after applying the first four criteria, the number shall be awarded by a coin toss witnessed by the head coach.

3. Program Transfer Policy

Policy Overview: After tryouts are complete and teams have been finalized, a player from another organization may request to transfer to WHA. WHA does not actively recruit players from other organizations; however, accepting appropriate transfers may support the Association's interest in building its player base.

All transfers must comply with applicable CSHL rules. A transferring player must obtain a release from the player's prior organization before being rostered with WHA, and the player must be properly rostered before participating in any WHA contest.

1. Invite the player to practice with the team the player could reasonably be expected to make. The head coach shall evaluate whether the player clearly belongs on that team. In general, the player should rank at or above the middle of that team's current players in ability.
2. If the Hockey Director determines that the player qualifies as a top-half player for that team, the Hockey Director shall make a formal request to the Board for approval to add the player.
3. After Board approval, the coach or manager shall work to complete the player's CSHL release and WHA roster process before the player participates in any team activity or contest. The transferring player is responsible for obtaining the release from the prior organization and providing it to the WHA coach or manager for submission to the Registrar.



4. The coach shall consider the impact of adding another skater. Under no circumstances may an existing player be moved down to a lower team to make room for the transferring player.
5. If the Hockey Director determines that the transferring player is a lower-half or bubble player for that team, the player shall not be rostered on that team. Instead, the player may attend the next practice for the team below for a similar evaluation.
6. The Hockey Director has sole discretion to evaluate the player's talent level. The Board retains final approval authority for all transfers under this policy.

Guiding Principle: The purpose of this process is to place the transferring player on the team that matches the player's ability while remaining fair to WHA players who have already been rostered.

4. Missing Tryout Policy

Policy Overview: A player may miss some or all tryout sessions for a legitimate reason, such as injury or another approved circumstance. When that occurs, WHA shall use the following process to place the player on the appropriate team.

Guiding Principle: The goal is to place the player on the team that best matches the player's ability while remaining fair to WHA players who have already been rostered. WHA should also consider the effect of placing a missed-tryout player on any team other than the final selected team.

This process should be applied consistently with the Program Transfer Policy when appropriate.

1. If, in the Hockey Director's discretion, the player is known and clearly would have made a particular team, the player may be selected and added after tryouts are complete.
2. If the player is unknown, WHA shall use a process similar to the Program Transfer Policy. The player should be invited to practice with the team the player could reasonably be expected to make, and the Hockey Director shall determine whether the player clearly belongs on that team.
3. If, in the Hockey Director's opinion, the player qualifies as a top-half player for that team, the Hockey Director shall make a formal request to the Board for approval to add the player.
4. The coach shall consider the impact of adding another skater. Under no circumstances may an existing player be moved down to a lower team to make room for the added player.
5. If the Hockey Director determines that the player is a bubble player for that team, the player shall not be rostered on that team. Instead, the player may attend the next practice for the team below for a similar evaluation.
6. The Hockey Director has sole discretion to evaluate the player's talent level. The Board retains final approval authority for all placements made under this policy.

Final Placement Standard: The purpose of the tryout and placement process is to assign each player to the team that reflects the player's skill level and best supports fair team placement.

5. Playing Up/Multi-Rostered Skaters

Policy Overview: Players who wish to play above their designated age level, or who may be rostered on more than one team, may do so only at the sole discretion of the Hockey Director and with approval of the Board of Directors. WHA generally expects players to participate within their designated age bracket; however, exceptions may be considered on a case-by-case basis. Any player approved to play up or be rostered on multiple teams must also comply with all applicable CSHL rules and policies.



6. Locker Room Policy

Policy Overview: In accordance with USA Hockey, the Mid-Am District, and CSHL guidance, WHA has adopted the recommended Locker Room Policy. The policy requirements are outlined below.

Locker Room Monitor Requirement: A locker room monitor is required whenever players are in a locker room, including before, during, or after games and practices.

- A. All locker room monitors must be SafeSport-certified and listed on the team's official roster.
 - i) The Head Coach listed on the team roster is the default locker room monitor unless another rostered monitor is documented.
 - ii) If an assistant coach or volunteer serves as the locker room monitor, that person's name must be identified on the score sheet.
- B. Co-ed teams must have a gender appropriate locker room monitor for each locker room
- C. If a single player is present, the locker room should be monitored by at least 2 adults until additional players arrive
- D. No One-on-One Isolation; no single adult is permitted to be alone in a locker room with a minor player that is not their child.

Cell Phone Ban: Mobile phones and any devices with cameras, video, or voice recording capabilities are strictly prohibited inside the locker room. The only exception is a designated device used solely to play music, approved by the coaching staff.

7. Reimbursement for Fees

Policy Overview: WHA recognizes that certain volunteer positions may require individuals to incur registration, education, certification, or background-check costs in support of WHA activities or compliance requirements. These costs are reimbursed through the discount program provided to eligible volunteer positions, rather than through a separate direct reimbursement process. These costs include, but are not limited to, the following:

- USA Hockey coaching registration fees
- USA Hockey continuing education fees
- SafeSport education fees
- Background check fees

8. Misappropriation of Funds

Policy Overview: All funds collected on behalf of WHA must be approved in advance by the Treasurer. Before collection begins, the Treasurer and the person collecting funds must agree on the timing for transferring the funds into WHA accounts and the documentation required to support the collection.

Prohibited Conduct: No member of the Association may establish a financial account using any version of the WHA name without the consent of the Treasurer, President, and Vice President. No Officer, coach, team manager, Board member, or other representative may collect Association funds or pay Association expenses through personal accounts or unapproved third-party payment applications, including personal Venmo, Zelle, or Cash App accounts.



Required Response to a Violation: If a member is found to have violated this policy, the member must:

1. Provide full details of the account where the funds were deposited within **twenty-four** (24) hours.
2. Initiate transfer of the funds to WHA accounts within **forty-eight** (48) hours, under the direct supervision of the Treasurer.
3. Provide sufficient documentation of all collected funds, deposits, transfers, and related transactions.

Board Review and Potential Discipline: After the funds have cleared, the Board shall review the circumstances of the violation, including the severity of the conduct and the individual's intent. If the Board determines that the individual intentionally defrauded the Association, the Board may consider immediate expulsion from the program and may report the matter to the appropriate authorities.

Limited Exception for Incidental Team Expenses: This policy does not apply to small, incidental team expenses handled directly among parents, such as ordering pizza for the team while traveling for a tournament. These expenses are considered personal arrangements among the parents involved. Any reimbursement or balancing of those costs is the responsibility of the participating parents and is not handled through WHA accounts.

End of Policies