



**House League Coaches Handbook
2023-24**

Table of Contents

SECTION 1: OVERVIEW	3
<hr/>	
SECTION 2: COMMUNICATION AND SCHEDULING	3
COMMUNICATION	3
WEB SITE ACCESS	4
SCHEDULING	4
TEAMSNAP	4
<hr/>	
SECTION 3: TEAM STAFF AND ROLES	4
HEAD COACH	4
ASSISTANT COACH	5
ON-ICE HELP	5
TEAM MANAGER	5
TRAINER	5
DRESSING ROOM HELP	6
<hr/>	
SECTION 3: TRAINING AND CERTIFICATION REQUIREMENTS	6
HEAD COACH	6
TRAINER	7
ALL TEAM STAFF: RESPECT IN SPORT	7
ALL TEAM STAFF: CRIMINAL REFERENCE	7
REPORTING CERTIFICATION TO THE LEAGUE	7
<hr/>	
SECTION 4: POLICIES AND CODE OF CONDUCT	8
CODE OF CONDUCT	8
DRESSING ROOM	8
TWO DEEP DRESSING ROOM POLICY	8
CAMERAS / RECORDING DEVICES / SMARTPHONES	8
SANCTIONS	8
24 HOUR RULE	9
FAIR AND EQUITABLE ICE	9
CALL-UPS	9
PENALTY AND SUSPENSION	10
DISCIPLINE	10
INJURIES	11
CONCUSSIONS	11
USE OF WGHA LOGO	11

SECTION 5: U7 AND U9 PROGRAMS	12
<hr/>	
U7 (FORMERLY INITIATION)	12
U7 CROSS-ICE HOCKEY	12
JERSEY DISTRIBUTION	12
PLAYOFFS	12
U7 GOALIE EQUIPMENT	12
U7 BANQUET	12
U9 (FORMERLY NOVICE)	13
U9 HALF-ICE HOCKEY	13
PLAYOFFS	13
<hr/>	
SECTION 6: U11 AND UP	13
<hr/>	
EVALUATIONS / TEAM FORMATION	13
GOALTENDERS	13
BANQUET	13
PLAYOFFS	14
<hr/>	
SECTION 7: IMPORTANT DATES	14
<hr/>	
SECTION 8: EQUIPMENT	14
<hr/>	
REQUIRED EQUIPMENT	14
GOALTENDERS	15
PUCKS, PYLONS AND WHISTLE	15
JERSEYS AND SOCKS	15
<hr/>	
SECTION 9: SPONSORSHIP	16
<hr/>	
SECTION 10: ATTENDING TOURNAMENTS	17
<hr/>	
SECTION 11: IMPORTANT LINKS	17
<hr/>	
APPENDICES	19
<hr/>	
APPENDIX A: DS Specific Information	19
APPENDIX B: CRIMINAL OFFENCE DECLARATION	20

Section 1: Overview

This document is intended to be a guide to the WGHA House League Program and to help the coaching staff understand their responsibilities as coaches as well as the policies of the league in general.

Please read the document in full and keep it handy if you have any questions. For example, if your team plans on attending a tournament, there is important information in this document that will help you.

Make sure you understand the responsibilities of all of your team staff, review the important dates and deadlines.

If you have any questions, please direct them as follows:

Team members/parents: They should be communicating primarily with the head coach. If there is a concern with the coach, they may reach out to the convenor, or the house league director.

Coaches: Your first line of communication should be with the league convenor. Convenor contacts are on the website at <https://wgha.org/Convenors>. If they cannot answer your question, they will direct you to the proper contact.

If the convenors cannot resolve your question, then please reach out to the house league directors:

Tanya McPherson (jrhl@wgha.org), for divisions U11 and younger.

Denise McKinnon (2ndvp@wgha.org), for divisions U13 and above.

Section 2: Communication and Scheduling

Communication

Parents may have invested upwards of \$1000 and sometimes more on their child's registration, equipment, and development, and want to know what's going on. Keep them informed.

The convenor will provide you with at least one email and phone number per player for each parent, based on what they used to register. You are encouraged to solicit additional parent/guardian email addresses to ensure that communications reach everyone.

Please use bcc when sending emails out to all parents/players to protect privacy and cc the convenor.

Please pass on the information provided by the convenor or house league director as soon as possible. This may include scheduling for events (such as pictures), development opportunities, or offers from our sponsors. Many of these are time-sensitive, and we want to make sure our players have every opportunity they can get to develop.

You will want to determine if your team is interested in tournaments early, and register. Please see the tournament section below for details.

Web Site Access

Coaches will be provided with access to their team page on the website. This will allow coaches to:

- Post notifications and details on their site.
- Schedule tournament games
- Schedule outside events and parties.

Please make sure that no private information such as names or birthdates is posted. Pictures may only be posted with the consent of everyone in the picture.

Scheduling

Schedules are posted on the WGHA website and should be viewed as the official source. While the house league schedule does not change often, it does occasionally and some weeks have changes based on ice availability or holidays. **Parents are strongly recommended to subscribe to their team calendar found on the WGHA website so that they are automatically updated with changes.**

[Subscribe to WGHA Calendar](#)

Note that it is extremely rare that scheduled ice time will be canceled due to weather. As long as the facility remains open, practices and games are on.

Any outside events can be scheduled, but please note that for insurance purposes, WGHA ice cannot be used for any purpose other than WGHA sanctioned activities.

In the event there is a last-minute change, you will be notified by the convenor. Please notify your team ASAP, preferably via email.

Section 3: Team Staff and Roles

Head Coach

The Head Coach is responsible for every aspect of the team. The responsibility also includes the conduct of the bench staff during all team functions. The Whitby Girls Hockey Association wants every player to have a positive experience while participating on a House League team and the Head Coach is the lead position to facilitate and implement this expectation. See section 4 for certification requirements

Responsibilities are as follows but not limited to:

- Ensuring fair and relatively equal ice time and development for all players.
- Promoting positive self-esteem for players.
- Selecting Team Staff who are qualified or will be by the deadline. (October 15, 2023)
- Ensuring all Team Staff has completed a criminal reference check for the vulnerable sector and the minimum requirements for their position as outlined in section 4, preferably before being on the ice, on the bench, or in the dressing room, and by the date the waivers are signed.

- Overseeing the proper conduct of Team staff on and off the ice during practices, games, while representing the team on and off of the ice.
- Demonstrating positive interactions with game officials and parents and players.
- Effective communication with players and parents.
- Complying with WGHA rules and expectations including reporting to the executive any staff or player that contravene the rules set out in this document.
- Ensuring coaches work together during practices to develop all players
- Ensuring all staff wear helmets during practices with chin straps done up.
- Complying with OWHA rules.
- Adhere to Policies, Procedures and Guidelines, and rules of the WGHA outlined in this document.
- Ensure that the executive is informed immediately if any players are suspended There will be a new electronic game sheet this season and further details on how suspensions are to be reported will be updated in this document. Please inform the junior HL and senior HL director immediately if any of your players are suspended: jrh1@wgha.org, 2ndVP@wgha.org.

Assistant Coach

It is the responsibility of the Assistant Coach to reinforce the objectives of the Head Coach and take over the Head Coach's responsibilities in their absence. The Assistant Coach will work with the Head Coach to enable the players to achieve their full potential in a positive environment.

The Assistant Coach has the same minimum requirements in U7 and U9 as the Head Coach. For U11, it is strongly recommended the Assistant Coach also have the same minimum requirements as the Head Coach should they be absent on occasion. A team may have 1 or 2 assistant coaches. The head coach should work with the assistant coach to set out specific responsibilities.

On-ice Help

On-ice help supports the coach and assistant coaches in practices. On-ice help may be parents who have completed the required certification requirements.

On-ice help may also be players currently registered in the WGHA or WMHA who are at least 2 years older than all players in the division they are assisting in. Player on-ice help does not need to be on the roster but is required to wear full protective equipment (if under 16 years of age) while on the ice.

Bench Staff (Bench staff refers to Head Coach, Assistants, On ice help and Trainers)

Teams may carry up to **6** bench staff including on-ice help for U7

5 for (U9 and U11),

4 for U13-U18.

Team Manager * Some older teams use them.

The manager is optional, but recommended role for house league. The manager will play a key role as a liaison between the parents and the coaching staff.

- Keep a copy of the team roster and call-up forms for any tournaments.

- Be responsible for the majority of the team administrative obligations (ensuring all staff have completed their VSS and other certifications and have uploaded them to RAMP **each season**, our registration system).

Trainer

All teams must have a **female trainer** (minimum one per team) and all trainers must have a current HTCP Level 1 certificate. A female trainer must be present at ice level (not on the ice or opening doors) for all practices and games. The role of the trainer is to observe for injuries during ice activity and gameplay. Trainers should not be on the bench to open doors.

Responsibilities of the trainer:

- To monitor the dressing room and report any behavior issues to the Head Coach so as to ensure the proper care and safety of the players.
- Ensure that all players are appropriately warmed up prior to any physical activities, this will reduce potential injuries.
- To inform parents of any injury that has been sustained.
- Complete and submit injury reports when required.
- Perform equipment checks and inform parents of any observed equipment concerns.
- **Maintain a properly stocked trainer's kit and have it available at all times at ice level and at warm-up.**
- Should have a cell phone with them and the numbers of the arena's emergency contact staff with them. Phone the arena's contact numbers for emergencies before calling "911" unless the situation is extreme and warrants such action immediately.
- **MUST** be present in the arena (**ice level**) for all on-ice activities, development sessions, practices, and games as injuries could occur. The trainer's current, valid number must appear on the game sheet as proof of the trainer's certification and attendance at the OWHA sanctioned event.
- To ensure that cell phones, PDA's, cameras, and other recording devices are not used in the dressing rooms. **Zero tolerance.** Must be reported immediately.
- Observing the ice surface at all times for any injuries that may occur - **Trainers are not to be opening doors.**

*New this season: Dressing Room Monitors

Each team must have a minimum of two Dressing Room Monitors that will be in the dressing rooms at all times(before and after games and practices). Monitors must be female, have a current VSS and completed Respect in Sport for activity leaders. Each team can have up to 4 approved monitors for back up purposes.

Dressing room help

In U7 and U9, parents are allowed in the dressing room. Major U9 parents are encouraged to stop helping their kids in the dressing room to help them get ready for the next level.

In U11 and above, only the trainer and/or approved dressing room monitors are allowed in the dressing room. The 2 deep rule applies.

Section 3: Training and Certification Requirements

Head Coach

Head coaches have the following training requirements to be able to coach. Certification must be obtained and registered in Ramp our registration system so that the OWHA can confirm and approve the team roster. **A team cannot enter a tournament without an approved official roster.**

U7 and U9 need to have Coach 1 -Intro to Coach 1 Trained. No other qualifications are accepted.

U11 to U18 need to have Coach 2 -Coach Level Trained

Assistant coaches in U7 and U9 need to have Coach 1 – Intro to Coach Trained.

Assistant coaches in U11 are encouraged to also be certified with the same courses as the head coach. Coaches are encouraged to further develop by taking available courses. Clinic listings are available on the OWHA and OMHA websites.

The WGHA will partially reimburse the costs of taking clinics for anyone who requires it.

Trainer

The WGHA requires that trainers be females. This allows the trainers to be present in dressing rooms and allows our players to be more comfortable if a physical examination is required.

Trainers must have the current HTCP Level 1 certificate. This certification is good for 3 years and can be renewed with a refresher course.

Please see our trainer resource page on the website under the Bench Staff resources Tab: [Trainer](#)

All team staff (coaches, assistant coaches, on-ice help, trainers, and dressing room help. will require for 2023-24 season:

- 1) Valid Respect in Sport for Activity Leader or “Speak Out”
- 2) Hockey University Safe Return to Hockey
- 3) Criminal record check with Vulnerable Sector Search if you did not upload one to RAMP last season OR Signed Criminal Offence Declaration (for each of two years following CRC/VSS)
- 4) Complete Rowan’s Law Resource Review & Acknowledgement.
- 5) Coaches and trainers must register in RAMP in the “Coach/Staff package” This needs to be done each season

Parents are not required but are strongly encouraged to take the “Respect in Sport” parent version. Here is the link to the course [Respect In Sport Parent](#)

Volunteer Registration Process for the 2023-2024 Season

- 1) Every Coach/assistant, trainer and On-Ice Help must register in RAMP for the new season [RAMP registration](#)
- 2) You must make sure that you have all your certifications up to date in the system. You can check what is needed here

<https://cloud.rampinteractive.com/whaontario/files/Coaches/OWHA%20TEAM%20OFFICIAL%20QUALIFICATION%20REQUIREMENTS%20%20%28Aug%204%202021%29%20V4.pdf>

3) Everyone please fill out the Criminal Offence Declaration and upload it to the box asking for your CRC: [\(Separate PDF to download\)](#) found on the WGHA website under Bench staff resources

4) If you did not upload a copy of your Vulnerable Sector Search (VSS) last season, you will need to do that this year. They are valid for 3 seasons.

5) If you need a new VSS, here is the volunteer letter to take to Durham Regional Police to obtain one: ([Separate PDF to download](#)) found on the WGHA website under Bench staff resources

6) The NCCP# field is a mandatory field. If you haven't put in the number previously you will need to do so now. You can find your number at <https://thelocker.coach.ca/account/login?ReturnUrl=%2f>

7) If you don't have an NCCP# you can create an account at the coach locker site above (you may also have a number attached to a different sport) or you can put in N/A (this would only pertain to Managers, Treasurers, Trainers)

8) The HCRID# is the Hockey Canada Registry ID. That number can be found at <https://account.spordle.com/login?lastPage=%7B%22from%22%3A%7B%22pathname%22%3A%22%2F%22%2C%22search%22%3A%22%22%2C%22hash%22%3A%22%22%7D%7D&referrer=https%3A%2F%2Fhcr3.hockeycanada.ca%2Fauth>

9) The Hockey Canada Registry has been updated and you will need to create a new login. You will not automatically see your old records. When you are in the Dashboard you will need to select 'Link a Member' choose 'Self' from the drop-down menu. This will show all your qualifications linked to Hockey Canada.

For Respect In Sport, you can look up your number or take the course here https://owha.respectgroupinc.com/koala_final/. Please make sure that you take the Activity Leader course and not the Parent course.

Coaching clinics can also be found here <https://register.hockeycanada.ca/clinics>

To complete your Trainers Certificate, you will find the course and refresher course here <https://htohockey.ca/>

Reporting certification to the league

The Head coach is responsible for ensuring that all team staff have completed their certification requirements and uploaded all necessary documents in RAMP as mentioned above.

The Head coach should make an excel spread sheet with the required certifications on it and tick it off once it has been shown to him by the staff.

Staff that are not certified will NOT be allowed on the ice. Coaches that allow uncertified staff on the ice may be sanctioned or suspended.

The head coach should ensure the above requirements are completed as failure to do so will result in the team roster not being approved. An approved official roster is needed for tournament and gameplay.

Section 4: Policies and Code of Conduct

Code of Conduct

It is the responsibility of the Head Coach to ensure all bench staff acts appropriately. No staff shall be permitted on the bench if they have consumed any alcohol or are under the influence of drugs. Team Staff is not to belittle players and is not to use inappropriate language. Team Staff must ensure the philosophy of the WGHA is followed as well as the expectations of the WGHA Constitution, By-laws and Code of Conduct. The Team Staff is to conduct themselves in a positive, encouraging manner toward all players, parents/guardians, opponents, and on-ice/off-ice officials. All bench staff including the head coach, assistant coaches, on-ice help, and trainer are required to take the Respect in Sport for Activity Leaders course. Violation may result in the suspension of the staff or head coach. Continued suspensions can and may result in further discipline or removal of the Head Coach.

Coaches should ensure that parents also remain positive to other parents, opponents, and officials. It should be noted that especially in the younger divisions, the officials can be younger and learning as well.

Dressing Room

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials. In U11 and older divisions, **no males** shall be in the dressing room until such time as the Trainer clears them to enter (i.e. coaching staff prior to game time). The only females that should be allowed are those that have completed a criminal background check and Respect in Sport for Activity Leader certification.

Two Deep Dressing Room Policy

It is the Policy of the Ontario Women's Hockey Association that, when any player under the age of 19 is in the team dressing room(s) before, during, and after a game or practice, a minimum of two dressing room monitors shall be present in the dressing room.

The WGHA is requiring the dressing room monitors to be female.

There should be no males in the change room.

Cameras / Recording Devices / Smartphones

No cameras, smartphones or other similar devices capable of recording audio or video may be used in the dressing rooms. Devices should be put away or collected when entering the dressing room. This applies to players, parents, and staff. Any violation of this policy must be reported immediately and may result in suspension.

Teams using speakers for music in the dressing room must come outside the room to control the playlists.

Sanctions

Any person found to be in violation of this policy will receive a warning for a first offence, a two-week suspension for a second offence, and a one-year suspension for a third offence.

24 Hour Rule

It is a WGHA policy that Team Staff and parents/guardians follow the 24-hour rule as this may assist in seeking a positive resolution. Hockey is a fast-paced exciting game, where sometimes things happen that may cause people to react emotionally. While the concern may be valid, the WGHA requires that 24 hours pass before addressing the concern with a coach or official from the current or other team.

For issues regarding allegations of abuse or harassment please refer to pages 27 – 32 under the WGHA By-laws for detailed information regarding procedures to follow.

Fair and Equitable Ice

Equal Ice Time is over a three to five game period and can never be exact. In any given game, a player may have more or less ice than others on the team due to a number of factors – penalties, stoppages, timing of shift changes, etc. However, over a three to five-game period, it is fully expected that players will receive equal ice time to others on the same team in the same position. If a team has two full Defense shifts (4 DEF) and three Forward Shifts, the time allotted to the Defense players cannot be compared to the time allotted to the Forward players.

There is a belief that the last “few minutes” of a game belong to the coach. **This is not a guideline for consideration by any House League Team during any regular season, tournament, or playoff game.**

In younger divisions (U7, U9, U11) it is too early to specialize in positions. Players should have the opportunity to play every position. Preferences may arise, and players can start to focus. U7 and U9 may not have dedicated goaltenders. U11 may have dedicated goaltenders, though they are encouraged to play ‘out’ once in a while to give other interested players the chance to try the position.

Call-ups/across for HL

During regular season only, in order to ensure safety and fair play the following process should be followed only when a HL team finds itself with less than 10 skaters:

- 1) Team with less than 10 skaters can call a player with similar skill across from another team in the same division OR
- 2) Call up from a division below (provided the division is playing the same size ice surface)
- 3) Team calling can only call up to a maximum of 10 skaters

i.e. A team with 15 on their roster and only have 12 in attendance cannot call up. If a team with 12 on the roster and has only 9 in attendance then only one player is considered for a call-up position.

There will be no call-ups/across for playoff and championship weekend. During playoffs and championship weekend, teams may choose to play with less than 10 skaters.

Special consideration for goalies may be made with permission from the division Convenor and appropriate House League Director.

Penalties and Suspensions

The Whitby Girls Hockey Association House League program is a recreational program with the goal to give players equal ice time in a safe, developmental, and fun environment.

The following rules affect House League Divisions U13 and older (not DS).

- Any player that receives three penalties in the same game will be ejected for the remainder of the game. Each subsequent occurrence will incur an additional one-game suspension. For example, a third occurrence will incur a three-game suspension.
- Any player that receives a Game Misconduct penalty will have the occurrence reviewed by the Executive. Additional games may be added to the suspension. Subsequent occurrences may result in the player being removed from the league without reimbursement.
- Any team with 60 or more penalty minutes in the regular season (18 minutes in preseason and 36 minutes in playoffs) may result in the Head Coach receiving a one-game suspension.
- **All game ejections and suspensions MUST be reported to the 2ndVP and JrHL director of HL for tracking purposes. Failure to do so will result in coach discipline.**

In addition to the above, the following applies only to the **Senior House League Division**:

Team reps will serve as the coach for the Senior division and will inform the 2ndVP of HL of any of the following:

- Any player that receives 15 or more penalty minutes during any three consecutive games will receive a one-game suspension.
- Any player receiving a second suspension may be removed from the league without reimbursement.*
- Any team that incurs 90 penalty minutes may be removed from the league without reimbursement. Consideration will be given on a case-by-case basis.

- * Where a player/team has been removed from the league, the player(s) or the player's parent/guardian may appeal to the Executive within 48 hours of being notified that the player has been removed from the league.

Discipline

If parents/guardians have a concern they should follow this policy. If the parents/guardians concern is not resolved, they may first address the concern with the WGHA 1st VP/ Director of Hockey Operations who will oversee the necessary procedures to resolve the matter. It is recommended that parents/guardians submit concerns to the Director of Hockey Operations in writing. **It is a WGHA policy that all team staff and parents/guardians follow the 24-hour rule as this may assist in seeking a positive resolution.** For issues regarding allegations of abuse or harassment please refer to pages 27 – 32 under the WGHA Constitution for detailed information regarding procedures to follow.

The executive must be made aware of and have the avenue to act accordingly in dealing with any discipline situation. The WGHA can if deemed necessary remove any coach or player from a team at any point in the season. The WGHA also reserves the right to add to any OWSA imposed suspension.

Regardless of where a suspension is received (DS or HL) every sanctioned game (HL, DS, Tournament) counts towards the suspension. **HL exhibition games are excluded (eg: U15 HL games vs Oshawa) however the player is still ineligible to play these games until the suspension is served.** Any suspended player cannot be replaced so the team will play with a shortened bench for the duration of the suspension. Players can still participate in practices.

Injuries

Trainers are responsible for attending to any injuries on the ice and ensuring a proper return to play protocol. In the event of a serious injury that requires the player to be removed from the game, the injury should be reported to the OWSA using the injury report form. The form can be found here:

[Hockey Canada Injury Report](#)

This form allows the OWSA to track injuries throughout the season, and it is required if the player's family needs to make an insurance claim.

Concussions

Concussions are an unfortunate part of any sport, despite protective equipment and safety protocols.

Parents and coaching staff are required to annually review and acknowledge the concussion awareness resources.

In the event of a head injury on the ice, the trainer is responsible for removing the player from play if, by following the concussion protocol, they feel there is a potential for concussion. The player may only be returned to play after following return to play guidelines. Coaches or parents may not override the trainer's decision.

Trainers and coaches must regularly review the concussion guidelines from the OWHA website.

Use of WGHA Logo

The Whitby Girls logo is a registered trademark for the official use of the Whitby Girls Hockey Association. Teams are not permitted to use the WGHA logo without the advance written permission of the WGHA. The WGHA has tendered the clothing contracts and the company that has been awarded the contract is the only company permitted to apply the logo for any approved requests.

If you wish to use the logo, please submit a request via email to the Clothing Director. The clothing director will then forward it to the WGHA executive. If the request is granted, the email is your proof of authorization and must be printed and filed with your team documents.

Many companies offer items and services, including photography, puck and stick labels, and other similar items. These companies are not permitted to use the logo without the permission of the WGHA executive.

Practice Philosophy For All HL Divisions:

The WGHA believes that all players should benefit from the experience and skill of all coaches. To that end, coaches in divisions with shared practices (U7 through U15) shall work together each week to develop a combined practice plan that is based on stations and skill development as prescribed by the Hockey Canada Player Development Pyramid. By utilizing stations and players broken into various skill levels, drills can be modified as appropriate throughout the practice to ensure players are suitably challenged. This requirement is encouraged to be followed for the entire year but deviation may take place upon completion of the regular season and the commencement of playoffs. Newer coaches are also supported in this model which is important to develop coaches for future volunteer opportunities.

Section 5: U7 (formerly Initiation) and U9 (formerly Novice) programs

U7 Cross-ice hockey

U7 coaches are required to read the Hockey Canada U7 pathway guidelines located at the home page of the OWHA website: [U7 Pathway](#)

Whitby Girls Hockey has implemented the following guidelines based on our normal registration:

1. The first 2 ice sessions are used to evaluate players so as to balance teams based upon skill level. This allows for, as much as possible, balanced skill levels and balanced teams so that coaches can focus on players of all skill levels, and games are balanced and fun
2. All ice sessions up to Nov 15 are skills development sessions.
3. **Beginning after Nov 15, games will be introduced.** Two games will be run at the same time.
4. Coaches will support the setup of the cross-ice boards before the first game, and the teardown after the 2nd game

5. There will be no flood between games
6. Each end zone will be used for a 4-4 cross-ice game.
7. There are to be two coaches at each game (one from each team). They are responsible for keeping the game moving
8. The clock will be set for 48 minutes with a 2-minute buzzer
9. Coaches will divide their teams into 4 lines – A, B, C, D. One ice surface will have the A and B lines from each team, and the other will have the C and D lines. Lines should be balanced to keep the play fair. This may mean that teams could be playing 4-3.

The convenors, working with the coaches and house league director may adjust these standards at any point if required.

Coaches should discuss before each game how reduced attendance may impact the game.

If there are not enough players to play 2 games, there should be 1 game played with A-B-C lines and skills development in the other zone.

Jersey Distribution

Jerseys are distributed to the U7 team at McDonald's at Taunton and Garden (pending COVID protocols) in the week after the evaluation skates. Your convenor will be in touch with the dates and times.

Playoffs

There are no playoffs for U7 hockey. On championship weekend, games will be played as normal. After the last game, players will receive awards.

U7 Goalie Equipment

The WGHA provides goalie equipment for our U7 program. Each team receives 1 bag with 1 set of equipment.

U7 Banquet

U7 will have a banquet following the completion of games on championship weekend.

U9 Half-ice hockey

U9 coaches are required to read the Hockey Canada U9 pathway guidelines located on the home page of the OWHA website: [U9 Pathway](#)

Whitby Girls Hockey has implemented the following guidelines based on our normal registration:

1. The first 2 sessions are used to evaluate players so as to balance teams based upon skill level. This allows for, as much as possible, balanced skill levels and balanced teams so that coaches can focus on players of all skill levels, and games are balanced and fun
2. All ice sessions up to Oct 31 are skills development sessions.
3. Beginning after November 1, 2023 games will be introduced. Only 1 half-ice game will be run
4. Coaches will support the setup of the half-ice boards before the first game, and the teardown after the 3rd game
5. There will be no flood between games
6. Teams in each ice session should alternate which half of the ice is being used
7. There may be two coaches at each game (one from each team). They are responsible for keeping the game moving
8. Referees will also be on the ice
9. The clock will be set for 48 minutes with a 2- minute buzzer. Players will change on

the buzzer with no stoppage in play
U9 hockey will transition to full-ice beginning after January 15, 2024.

Game – Half Ice

Black puck is to be used

-4-on-4 (plus a goaltender in full goalie equipment)

-Game format:

2 minute warm up at the beginning of the game

2 periods with a run-time clock,(22 mins run time) not to exceed 60 minutes total.

No warm up to start second half

- Minimum of one official per half ice game.

-Timed buzzer/whistle (2 mins)

-Face-offs to start each half.

- If there are fewer than four players on the bench, the active player designated to stay out for the following shift must return to the bench area and line up against the boards with the other new skaters entering the ice prior to continuing play.

-On the buzzer/whistle, all 8 skaters on the ice surface must relinquish control of the puck immediately and vacate the ice. The Referee will move the puck 3 meters or 10 feet away from the boards if the relinquished puck is closer than 3 meters (ten feet) from the boards
Failure to relinquish control of the puck or new players entering the ice surface prematurely may result in a penalty (see below).

-The new 8 skaters enter the ice surface but must remain along the boards..

Referees will stand where the puck was last relinquished.

Once the Referee sees all players are ready, they can blow the whistle and play resumes.

-Continuous play – when whistles lead to a change in puck possession, the official will signal the attacking players to back off three metres. Once the attackers have moved back, play may resume as soon as the possession team has control of the puck.

-Goaltender freezes the puck – the official blows the whistle to indicate the attacking team backs off three metres and the defending team gets possession.

-Puck shot out of play – the offending team backs off three metres and the official gives the non-offending team a new puck.

Penalties

Minor penalties are noted, with the official briefly raising their arm to indicate a penalty will be assessed. At the conclusion of the shift, the official notifies the team of the infraction and the number of the offending player. If the offending team controls the puck, the official blows the whistle and calls for a change of possession; the non-offending team is given a three-metre cushion. The offending player will sit out the next shift, but the team will play even strength. Should an infraction occur that would normally require a player to be ejected from the game (game misconduct, match penalty, gross misconduct), the player will be removed for the remainder of that game. Even under these circumstances, teams will not play shorthanded and no game incident report will be required.

Playoffs

U9 hockey will not have playoffs. On championship weekend, teams will be matched up and will play a best of 2 series. After the last game, players will receive awards.

U9 Banquet

ADD U9 will have a banquet following the completion of games on championship weekend.

Section 6: U11 and up

Evaluations / Team formation

Beginning in the 2022-23 season, U11 will also have evaluation skates to help the convenors make the teams. This is because the U11 rep program will have tryouts in the fall, which will delay the formation of the house league teams. Once the teams are made, they will be finalized.

The first 2 ice sessions are used to evaluate players so as to balance teams based upon skill level. This allows for, as much as possible, balanced skill levels and balanced teams so that coaches can focus on players of all skill levels, and games are balanced and fun

U13 and up may or may not have evaluation skates, therefore the first few games are considered exhibition games, and the convenors may rebalance the teams any time before those first few games are up.

Goaltenders

Starting in U11, players may start to specialize in the goaltending role. Coaches are encouraged to provide the opportunity for any player wishing to try the position. For U13 and up, goaltenders are typically dedicated. In the case where there are not enough goaltenders for the division, goaltenders may be shared. Teams may also call up a goaltender from a lower house league division.

The WGHA runs free goalie development sessions for any HL player to attend. Please see the website

Playoffs

Playoffs begin in late January / Early February. The playoff format is as follows:

6 team divisions will have a 5 game round robin leading up to championship weekend. Each team will play each other team once. No games will be played during March break, including both weekends. Championship weekend will have the 5th and 6th place teams play for the 'C' championship; 3rd and 4th play for 'B' and 1st and 2nd play for 'A'

4 team divisions will have a 6 game round robin. Each team will play each other team twice. No games will be played during March break. Championship weekend will have the 3rd and 4th place play for the 'B' championship and the 1st and 2nd play for the 'A' championship.

Medals will be awarded after the 2nd game.

Banquet

The U18 /U22 division will hold its own banquet, in a location to be determined by the convenor and house league director. The remaining teams will have a banquet following the completion of games on championship weekend. Details will be released later in the season. Anyone willing to help organize is encouraged to reach out to the house league directors.

Section 7: Important Dates

September 16th	Season start for U7, 9, 11, 13, 15,
September 18 th	Season start U18
October 9 th	No Ice Thanksgiving
October 15, 2023	Deadline for bench staff to complete and enter all certifications No more changes to rosters
TBD	Picture Day
November 25	No Ice: Silverstick tournament
December 2	No Ice: Tournament of Heroes
December 25- 26	No Ice: Xmas closure
December 31/January 1	No Ice New Years closure
January 6, 2023	No Ice Ringette tournament
January 22,24,29,31, 2024	No Ice for U18 due to High school exams
March 9,10,16, 2024	No Ice March Break
March 22, 23th, 2024	U18 Championships
March 23, 24 th , 2024	U7 to U15 Championships
April 15/16 th , 2024	Queen of the house tournament, Whitby hosting U15 division

Section 8: Equipment

Required Equipment

The following is a list of equipment that is required for each player. All equipment must be in the proper state of repair to provide the protection that the equipment was manufactured for.

Jill

Shin pads

Pants

Shoulder Pads

Elbow Pads

BNQ certified Neck Guard*

CSA approved Helmet*

CSA approved Face Mask

Gloves

Hockey Skates

* Neck guards - (integrated into undergarment accepted if BNQ certified). Hockey Canada does not recognize the HECC certification. It is the HECC certification that often has an expiration date. Therefore, if a helmet is CSA approved but has an HECC sticker that shows the helmet has expired, the helmet is still valid if it is structurally sound. Trainers are to inspect helmets.

A mouthguard is strongly recommended.

Absolutely no Ringette or street hockey pads, pants, etc. Only Ice Hockey Equipment is allowed. This equipment is to be worn in the proper manner, at all times, while participating in on-ice activities. Failure to wear any of this equipment will result in the player being removed from the ice until the equipment is worn in the proper manner.

Jewelry should be discouraged and there should be no loops or dangling type earrings and no necklaces etc are ever to be on the outside of jerseys.

Goaltenders

The WGHA will provide a full set of goalie equipment and a stick to each team that requires it. Teams that have a dedicated goaltender with their own equipment may decline to borrow equipment. This equipment must be returned following the end of the season for cleaning and storage. A date will be published in the spring.

Pucks, Pylons, and Whistle

The WGHA will provide 25 pucks and 8 pylons to each coach, as well as a whistle and whiteboard (if required). The pucks and cones must be returned in the spring.

Jerseys and socks

Every player will be provided with a jersey and a pair of socks. These are retained by the players at the end of the season. Name bars are allowed and can typically be arranged by our jersey provider for a small fee. Most teams apply name bars over Thanksgiving weekend as that is an 'off' week for hockey.

No nicknames are permitted. Surnames, or an initial and surname only. Some teams may choose to put a name on the shared goalie jersey as well. Please note that this may not be anything that might be deemed offensive.

The name bars may not cover the number or any sponsor logos

Section 9: Sponsorship

There is no WGHA sanctioned fundraising or sponsorship for House League other than what the WGHA has received for sponsorship from the sponsors listed below.

Sponsorship or fundraising is not permitted for normal activities including name bars, tournaments, or team activities.

If you are considering sponsorship or fundraising for special events – for example, charitable purposes such as the U13 Good Deeds Cup, please forward your request to the Director of Sponsorship for approval.

If you or a parent on your team would like to sponsor a team, please reach out to the Director of Sponsorship.

HOUSE LEAGUE SPONSORS 2023-24 season

The following Sponsors have offered WGHA members special pricing/offers

Pro Hockey Life

A leading provider in a range of hockey and hockey-related equipment and apparel, Pro Hockey Life is a sponsor of the WGHA and provides players with promotional discount offers throughout the season. Players should also receive a free skate sharpening card early in the season that entitles them to a number of complimentary sharpenings.

Meet our 2023-2024 Sponsors

U7	McDonalds Small Fries
U9	Cupcake Junkie, Spirit of Math, Intercast Staffing -Cyber Security
U11	McDonalds atoMc
U13	Trafalgar Castle School, East Side Marios, Scotiabank, Re/Max West Realty Inc, Whitby Subaru
U15	OPG, Whitby Subaru, 8 Bit Beans Arcade
U18	Liz's No Frills, Whitby Subaru, High Five Photography Roy's Enterprises
Senior	

Scotiabank

The WGHA is also sponsored by Scotiabank, which provides funding to help support our house league player development programs.

Section 10: Attending Tournaments

Tournaments fill fast – in the first two weeks you should set the groundwork for whether your team will be entering tournaments. If you plan on entering one or more, pick in advance the ones you will be entering, Contact your Convenor to inform them of the tournaments you are entering, and inform your parents of your intent to register.

The ice scheduler should also be made aware of any tournaments you are entering so that it goes on the WGHA website.

Request payment from parents about two weeks prior to when you must pay the fee. This gives you ample time to request call-up players from other teams within the same division or from the “major” level of the division one below your own (eg: U15 may call up a U13).

For a full list of House League (“HL”) tournaments, there is a dedicated page on the OWHA’s site.

PLEASE REMEMBER TO READ THE TOURNAMENT RULES REGARDING PICK-UP PLAYERS AND GOALIES. YOU CANNOT PICK UP MORE PLAYERS THAN YOUR HL ROSTER NUMBER. (IE. IF YOUR HL TEAM HAS 15 SKATERS ROSTERED YOU CANNOT PICK UP A PLAYER(S) THAT WILL EXCEED 15 SKATERS.)

House League has some natural breaks in the schedule that are ideal for scheduling tournaments; however please keep in mind the typical weekends that the DS team will schedule their tournaments. You do not want to enter a tournament missing 3-4 of your top players. It is recommended to discuss with the DS coach prior to committing to a tournament.

In addition, house league games cannot be missed to attend a tournament. In the event that a practice is missed, please let the other coach know so that they can plan a full-ice practice.

KEEP IN MIND HL CHAMPIONSHIP WEEKEND WHEN ENTERING TOURNAMENTS.

In order to enter a tournament, you will need an approved roster from the registrar. Please notify the registrar and secretary when you decide to enter a tournament so that they can accelerate the process if required. **No tournament before the 3rd week of November should be entered.**

Section 11: Important Links

WGHA

www.wgha.org

Updates on WGHA related events, development, practice and game schedules, and announcements. It is strongly recommended that all members subscribe to the page to be notified immediately of any new events or development opportunities

<https://www.facebook.com/whitbywolves/>

Updates, sponsorship notices, pictures, and other fun content. Please contribute.

<https://twitter.com/@WhitbyGHA>

General information and late-breaking info

<https://www.instagram.com/WhitbyGHA/>

News, events, and celebrations. Please post your pictures and tag us.

OWHA

www.owha.on.ca

Complete access to all clinic dates and locations, house league tournaments, tournament forms, call-up forms, Proof of Insurance Forms, etc.

The U7, U9, and U11 pathways are also posted here and should be reviewed by all coaches.

Coaching requirements are also posted here

OMHA

www.omha.net

Additional clinics are posted here. Coaching clinics offered by OMHA member organizations can be attended by our coaches

HOCKEY CANADA

www.hockeycanada.ca

APPENDIX A

DEVELOPMENT STREAM (DS) SPECIFIC INFORMATION

PHILOSOPHY

The House League Development Stream Program (DS) is a subset of the House League Program, offering a tryout-based, enhanced opportunity for House League players who are:

- a) Looking for a development bridge to competitive hockey; or
- b) Do not wish to make the commitment, in time or cost, to competitive hockey but are seeking more competition and skill development that is not afforded by house league alone.

TIMING

DS tryouts cannot start prior to November 1st and games cannot be played before December 1st of each year. The program continues for the balance of the current season.

TEAM STAFF & ROLES

Head Coach

The Head Coach is responsible for every aspect of the team. This responsibility extends to conduct of the bench staff during all team functions. The Whitby Girls Hockey Association wants every player to have a positive experience while participating on a DS team and the Head Coach is the lead position to facilitate and implement this expectation.

Responsibilities as follows but not limited to:

- PROVIDE A COACH INTRODUCTION LETTER TO THE 2ND VP ONE WEEK PRIOR TO TRYOUTS. THE 2ND VP WILL THEN ARRANGE FOR COPIES TO BE AVAILABLE AT THE TRYOUT DESK FOR PARENTS AND PLAYERS
- a) Conducting fair tryouts with evaluators vetted by the JrHL Director and 2ndVP HL. Evaluators (other than Head Coach) are not to be related to any player on the ice or have any other potential conflict of interest.
 - b) Following tryouts, selecting team staff from the parents of players who are selected for the team. Normally team staff are also already coaches of house league teams because they are already rostered and certified thereby reducing

administration costs to the DS team. Team staff need the approval of the WGHA executive before being rostered to the DS team. If a member of the staff is not currently serving on the bench of a team, the JrHL and 2ndVP shall be approached for vetting before the position is offered to the individual.

- c) Overseeing the proper conduct of team staff on and off the ice during practices, games, while representing the team at meetings, and tournaments.
- d) Promoting equitable ice time and development for all players and goalies.
- e) Demonstrating positive interactions with game officials.
- f) Effective communication with players and parents.
- g) Complying with WGHA rules, expectations and code of conduct.
- h) Promoting positive self-esteem for players.
- i) Ensuring all team staff:
 - i. have completed a criminal reference check.
 - ii. have completed the PRS (Speak Out) or Respect in Sport for Activity Leaders course
 - iii. follow the dress code contained in this Handbook
 - iv. wear properly fastened helmets during practices.
- j) Ensuring the manager or treasurer submits team budgets as required.
- k) Comply with OWHA, OHF and Hockey Canada Rules.
- l) Ensures the manager submits OWHA and league forms by the required deadlines.
- m) Attend all association, inter-divisional and DS meetings
- n) Adhere to the mandated player call up process for practices (minimum 3 players per month) from the extended roster.

Assistant Coach Responsibilities

It is the responsibility of the Assistant Coach to reinforce the objectives of the Head Coach and take over the Head Coach responsibilities in their absence. The Assistant Coach will work with the Head Coach to enable the players to achieve their full potential in a positive environment.

Trainer

All teams must have a **female trainer** (at least one per team). Trainers must also have a current HTCP Level 1 certificate.

Responsibilities of the trainer:

- a) To monitor the dressing room and report any behaviour issues to the Head Coach.
- b) To ensure the proper care and safety of the players.
- c) To ensure that all players are appropriately warmed up prior to any physical activities, this will reduce potential injuries.
- d) To inform parents of any injury that has been sustained.
- e) Complete and submit injury reports to Hockey Canada when required and provide a copy of all reports to the 1st VP.
- f) Maintain communication with parents of players who have sustained long-term injuries and ensure the return to play procedure is fully explained and adhered to including the completion of the Return to Play Form (see Appendix A).

- g) Perform equipment checks and inform parents of any observed equipment concerns.
- h) **MUST** be present in the arena (**ice level**) for all on ice activities, development sessions, practices, and games observing all activities as injuries could occur at any time.
- i) Maintain a properly stocked trainer's kit and have it available at all times.
- j) To ensure that cell phones, PDAs, cameras and other recording devices are not used in the dressing rooms
- k) Ensure players follow the OWHA Code of Conduct and are aware of the OWHA Social Media policy

Team Manager Responsibilities

The team manager is responsible for all off ice events. The manager will play a key role as a liaison between the parents, coaching staff and the executive association. The manager must:

- a) In consultation with the Head Coach, book home and away games (8 max) plus tournaments (3 max) as soon as possible after formation of team.
- b) Advise division Convenor and JrHL Director and 2ndVP HL of planned tournament dates immediately to try and avoid any conflicts with HL tournaments.
- c) Submit the team player list (includes all 25 players) to the Registrar as soon as possible so that your official roster can be approved. No games or tournaments may be played until the Official roster has been returned from the OWHA
- d) Carry a paper copy of the approved official OWHA Roster at all times.
- e) Ensure referees and timekeepers are arranged for all home games.
- f) Inform the Ice Scheduler of all home games so that reader board at rink is properly posted.
- g) Ensure all game information (exhibition and tournaments) is entered into the OWHA RAMP game portal.
- h) Instructions on how to access the RAMP game portal along with passwords are sent by the OWHA registrar with your approved official DS roster.
- i) The manager is to follow the instructions sent by the OWHA registrar and enter all exhibition and tournament games as **LEAGUE GAMES ONLY**.
- j) **Schedules of exhibition and tournament games MUST be entered at least 48 hours before** on the OWHA online registration system prior to any games being played. **All game results must be reflected on the OWHA website within 24hours.**
- k) Enter all game information (exhibition and tournaments) into (WGHA) MBSportsWeb.
- l) Following each game and within 24 hours, enter game scores into MBSportsWeb (all games)
- m) Conduct all finance responsibilities as outlined below unless a Treasurer is designated.

Team Treasurer Responsibilities

The Treasurer will oversee the financial accountability. A financial statement must be

periodically presented to parents and the association. The Treasurer must:

- a) Set up a bank account once the President and bank manager have been informed of the need to set the account up. It is mandatory that every team bank account has 2 signatures (not related by blood or marriage) on the team cheques. This will help ensure the team's finances are being well managed.
- b) Ensure Team Budgets (using the format supplied by the WGHA accountant) are submitted to the Association on the requested dates from the WGHA accountant. Usually upon conclusion of the season and within 24 hours of a request to submit your budget. (see Team Finance section for further budgetary details)
- c) Advise the coach of any outstanding fees from players. Should the situation not be rectified within 30 days, sanctions may be imposed.

Code of Conduct for Bench Staff

It is the responsibility of the Head Coach to ensure all bench staff act appropriately. No staff shall be permitted on the bench if they have consumed any alcohol or are under the influence of drugs. Team staff is not to belittle players and is not to use inappropriate language. Team Staff must ensure the philosophy of the WGHA is followed as well as the expectations of the WGHA Constitution, By-laws and Code of Conduct. Continued suspensions can and may result in further discipline or expulsion of the Head Coach. The Team Staff is to conduct themselves in a positive, encouraging manner toward all players, parents/guardians, opponents, and on ice/off ice officials.

It is **mandatory** that all WGHA staff utilize the **2-deep rule** at all times. No staff member shall be with a player(s) on their own without another staff member or the player's parent present.

It is unacceptable for any member of the team staff to communicate with a player without the presence of another team staff member or player's parent at any time. This includes any means of communication including electronic messaging such as texting or any other means of electronic instant messaging. Any emails sent directly to players must include a minimum of one other team staff member and the player's parent(s).

WGHA COACH CERTIFICATION REQUIREMENTS

All WGHA rostered staff – including Coaches, Assistant Coaches, Managers, Trainers and On-Ice Help are required to complete the Respect in Sport course for Activity Leaders and a valid Criminal Reference Check with the vulnerable sector screening are uploaded in RAMP.

Coaches and trainers must provide a valid NCCP/HTCP certificate number every year. It is the responsibility of the coaches and trainers to ensure that their certifications are renewed and uploaded to RAMP.

Please see the WGHA website for how to upload certifications under the Bench Staff Resources Tab.

Criminal Reference Checks (CRC/Police Check):

- a) All team staff must provide a valid CRC (including vulnerable sector screening).
- b) ALL CRC must be valid until the end of the current season.
- c) Volunteer letters are available upon request to provide evidence of volunteer status to the police department from the Jr HL /2ndVP HL director or secretary.

TEAM FINANCES

Team Budgets

Coaches must prepare an estimated budget to be distributed at the tryouts. Once the team is formed It is highly recommended that the head coach appoints a treasurer to manage the team finances under the direction of the head coach and manager.

If the team utilizes any additional Team Staff not currently serving as a member of a House League bench, the team will have to absorb the cost. If extra staff are to be added after the Team Waiver form has been sent to the OWHA, contact the Registrar to ensure that the appropriate paperwork is completed. All additions must be submitted with the required current insurance fee (each) and there will be no refunds for deletions. All team staff (including on-ice help) must be included on the official roster and insurance paid for (if required). Any on ice help must be at least 2 years older than the division they are assisting. On ice help under 16 must be in full equipment. Failure to follow this strict protocol may result in voiding the insurance for the entire team.

The WGHA will provide each team's manager/treasurer with a Budget Template spreadsheet from the WGHA accountant for developing the team's budget for the balance of the year and maintaining the financial record keeping during the course of the season. This spreadsheet format will be the only format acceptable for reporting to the WGHA accountant.

Proposed team budgets are to be presented to the parents at the initial parent meeting and discussed in detail. If any concerns are raised about a certain expense item, then all parents must vote on the item and the end vote will decide if the item will be included or not. Once the budget is agreed upon, it must be given to the Treasurer for executive review and approval. That budget must be constantly maintained throughout the season and submitted to the President, and WGHA accountant upon request. Any expenditure that is added during the season which was not already included in the teams approved budget must be presented and accepted by the parents.

Team budgets are to be kept current and given to the WGHA Treasurer on November 30th, February 28th, upon conclusion of the season and within 24 hours of a request for submission by the Treasurer. Team financial statements may be subject to the disclosure of the WGHA at any time during the season. It is important to maintain good records.

Sponsorship and Fundraising

In order to fund-raise within Whitby Facilities (including IPSC, McKinney, Vipond) you need to obtain a permit from the Town of Whitby via a formal written request by an

executive member. Once a team has secured a sponsor please inform the Director of Sponsorship who that sponsor is so that other teams can be informed. This will ensure our local businesses are not bothered with continuous, repetitive requests.

Teams must ensure that fundraising and sponsorship money is used appropriately. **The purpose of fund-raising is not to rebate families but to enhance player opportunities.** It is also requested that teams keep fund-raising activities to a reasonable dollar level and must not exceed projected team budgets or the 35% cap as noted below. All fundraising must be itemized on the financial records of the teams.

Guidelines to Sponsorship/Fund-Raising Limits and Parent Refund

The aggregate of the total sponsorship and fund-raising monies raised in any one season will be limited to 35% of the team's total budget. If a team anticipates monies from sponsorship/fundraising which is higher than the 35% limit they must advise the Treasurer and how the funds are to be used.

Parent refunds at the end of the year are to be minimal and are subject to review by the WGHA executive.

Team Bank Account

All teams will have a bank account provided by WGHA at the Bank of Nova Scotia located at 308 Dundas Street West in Whitby. The purpose of providing central banking for all of the teams is to ease the responsibility of managers/treasurers each year to set up their own account and to be used by the same team in subsequent seasons. The team will have 2 signing officers assigned to the account (who cannot be related by blood or marriage) as well as the three WGHA signing officers will also be officers on each team account.

Cheque signing requires 2 signatories on each cheque.

The team's bank account activities must be concluded by the end of April of each season. The final financial statement to WGHA is due no later than the first Friday in May. The team's bank account should be brought to a balance that is sufficient enough to cover the account service charge for 1 month) as of the end of April.

Parent refunds are to be issued by cheque or e-transfer, **NO CASH WITHDRAWALS** for refunds. The final statement should also include the April bank reconciliation which documents any cheques outstanding as of the end of April. Remember to provide for the April bank charges in your final numbers.

WGHA Ice Billing

WGHA will bill each U11, U13, U15, U18 DS team twice over the season. An interim bill will be issued in Jan/Feb and a final bill will be issued at season's end.

Selling/Swapping Ice

If any DS team wishes to sell/swap any of their allocated ice, they must first approach other WGHA DS or rep teams. If the team is able to swap/sell their ice time with another WGHA team, they must notify the ice scheduler and cc the JrHL Director and 2ndVP so that the arena boards can be updated.

Please note that it is the team's responsibility to collect fees for sold ice time. If a team cannot sell/swap their ice to another WGHA team, they may approach the ice scheduler who may be able to sell the ice to another user group. There are no guarantees that the ice scheduler will be able to sell the ice and the team will still be billed for unused ice. Teams will be billed for their ice in advance. Any teams who have not paid ice bills will not be issued their ice in February until the bill is paid.

Booking Referees and Time Keepers

Teams are responsible for booking Time Keepers for homes games. Referees will be booked by the WGHA when game times are confirmed with the ice scheduler.

Time Keepers can be chosen at the team's discretion or from the list of trained WGHA HL TKs. The 2ndVP can provide the teams a list of TK to contact. TKs and Referees are to be paid cash at each home game. Please see the Ref and TK rates posted on the WGHA website under Bench Staff Resources.

You must ensure the ice scheduler ice@wgha.org is notified of all game bookings to ensure the schedule is updated on the website and to ensure the Town of Whitby is notified.

ROSTERS AND CALL-UP PROCESS

DS teams roster 17 players that make up the core team and 8 additional players on the extended roster who are able to be "called-up" for practices, games and tournaments. The additional 8 players **MUST** first be taken from those who were in attendance at the tryouts unless there were an insufficient number of players to fulfill this number. Should this be the case, additional players may be approached from the constituent house league teams.

"Call-up" Players for OWHA Tournaments

There are no call ups allowed in DS. The team must draw from the 8 extended roster players to fill any missing players from the core 17.

GAME SHEETS

All game sheets either electronic or paper are property of the OWHA and are considered official documents. All players and coaches must be listed on the game sheet in numerical order. If using a paper game sheet; all participants may be required to sign the game sheet before participating in any game (exhibition or tournament).

It is mandatory that all curfews are shown on the game sheet. If no curfew exists, then "no curfew" must be written. Both teams must initial the game sheet prior to the commencement of the game to confirm that both teams are aware of the curfew.

Again, any game sheets with information regarding suspensions/ejections of players, coaches or trainers must be sent to the OWHA within 24 hours of the that game's conclusion.

The JrHL Director and 2ndVP must also be informed immediately of any suspension/ejection of any player, coach or trainer. Direction of next steps will then be given to the team.

Failure to inform the JrHL director or 2ndVP of suspensions/ejections could result in additional suspensions from the OWHA or WGHA.

DISCIPLINE POLICY AND COMPLAINT PROCESS

If parents/guardians have a concern they should follow this policy. If the parents/guardians concern is not resolved, they may first address the concern with the WGHA 1st VP/ Director of Hockey Operations who will oversee the necessary procedures to resolve the matter. It is recommended that parents/guardians submit concerns to the Director of Hockey Operations in writing. **It is a WGHA policy that all team staff and parents/guardians follow the 24-hour rule as this may assist in seeking a positive resolution.** For issues regarding allegations of abuse or harassment please refer the WGHA Bylaws for detailed information regarding procedures to follow.

The executive must be made aware of and have the avenue to act accordingly in dealing with any discipline situation. The WGHA can if deemed necessary remove any coach or player from a team at any point in the season. The WGHA also reserves the right to add to any OWHA imposed suspension.

Regardless of where a suspension is received (DS or HL) ... every sanctioned game (HL, DS, Tournament) counts towards the suspension. HL exhibition games are excluded (eg: Bantam HL games vs Oshawa) however the player is still ineligible to play these games until the suspension is served. Any suspended player cannot be replaced so the team will play with a shortened bench for the duration of the suspension. Players can still participate in practices.

JERSEYS

Only WGHA approved jerseys may be used for any games. No other jerseys may be worn.

All WGHA DS Jerseys are to be kept in good repair. Player name bars are to sewn on the Top of the Jersey and sponsor bars at the bottom. All bars are to be Blue on Yellow for Home Jerseys and White on Blue for Away Jerseys.

U11DS jerseys have been purchased for rental by the U11DS team and to be returned in good condition to the Equipment director at the end of the season.

Jersey numbers are at the discretion of the coach. Priority is given to players in their major year and by birthdate.

CLOTHING

Players

DS players are not required to purchase specific off-ice clothing. It is up to individual teams to determine if they will adhere to any particular standard. At a minimum, all clothing worn to games and tournaments is to be clean, neat and in good repair (ie, no ripped jeans). Wolves clothing is always encouraged. Current offerings include:

- Blue insulated or non-insulated jacket
- Track suit (Pants & Jacket)
- Hoodie
- Performance long and short sleeve t-shirts

Coaches

All coaches and bench staff (trainers excluded) will wear dress pants with shirt and tie (males) **OR** white turtleneck or mock neck (females)

Coaches are expected to wear a current style Wolves jacket.

Trainers

Warm up suit **OR** Long Winter Coat.

As the WHGA continues to grow and expand, it is necessary to promote a unified look so that wherever our teams go, everyone will know that they represent the Whitby Girls' Hockey Association.

USE OF THE WGHA LOGOS

The Whitby Girls logo is a registered trademark for the official use of the Whitby Girls Hockey Association. Teams are not permitted to use the WGHA logo without the advance written permission of the WGHA. The WGHA has tendered the clothing contracts and the company who has been awarded the contract is the only company permitted to apply the logo for any approved requests.

If you wish to use the logo, please submit a request via email to the Clothing Director at clothing@wgha.org. The clothing director will then forward to the WGHA executive. If the request is granted, the email is your proof of authorization and must be printed and filed with your team documents.

The head coach of any team that does not adhere to these strict Equipment, Clothing or Logo guidelines shall be disciplined which may include suspension.

EQUITABLE ICE TIME GUIDELINE

The WGHA expects that all players receive equal ice time. This may occur over a 2-3 game period. All players should be given the opportunity to play in all game play

situations including power play, penalty kill and shoot outs.



CRIMINAL OFFENCE DECLARATION

PRINT NAME: _____

DATE OF BIRTH: _____

TELEPHONE NUMBER: _____

EMAIL: _____

POSITION: _____

TEAM: _____

I, _____ HEARBY DECLARE THAT:

I have no convictions or outstanding charges for offences under the Criminal Code of Canada as specified in the OSHA Policy for Police Record Checks up to and including the date of this declaration for which a pardon has not been issued or granted under the Criminal Records Act (Canada).

OR

I have the following convictions for offences under the Criminal Code of Canada as specified in the OSHA Policy for Police Record Checks for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

Signature: _____

Date : _____

CRC/VSS Volunteer letter can be found on the WGHA website : [Bench staff resources](#)