

**WHITBY GIRLS HOCKEY ASSOCIATION  
HOUSE LEAGUE COACH'S HANDBOOK**



**2016-2017 Season**

## Whitby Girls Hockey Association Executive Listing

Please refer to the website for the most current contact information.

### IMPORTANT LINKS

WGHA

[www.wgha.org](http://www.wgha.org)

Updates on WGHA related events, development, practice and game schedules, and announcements.

OWHA

[www.owha.on.ca](http://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

OMHA

[www.omha.net](http://www.omha.net)

More clinics etc.

HOCKEY CANADA

[www.hockeycanada.ca](http://www.hockeycanada.ca)

LLFHL

[www.llfhl.ca](http://www.llfhl.ca)

### PURPOSE OF THIS DOCUMENT

This document is to act as a guide and introduction to the House League Hockey programme for Coaching Staff. Further details and updates are ongoing.

## **LINES OF COMMUNICATION**

Your initial contact for most questions and situations is the Convenor for your division depending on the question/situation. If the question or situation remains unresolved, you may escalate the question or situation to:

Melanie Wilde – President  
Shane Hill – 1st VP/ Director of Hockey Operations  
Louis Kyron – 2<sup>nd</sup> VP/House League Director  
Tyler Barnett – Junior House League Director

Please make the first call to your Convenor and if that is not the person you need to speak with, they will direct you to the proper contact.

Communication is a big word, now you have to prove it.

Parents on your team may have invested upwards of \$1,000 (and sometimes more) on their child's registration, equipment, and possible development and want to know what is going on and want to be informed. Keep them informed. When the schedule appears on the website, be sure to direct parents to it. They can sync team calendars to their phone and subscribe to alerts and events. Some parents will want to know everything that is going on and others may not be that interested at all. It is always safer and better to inform everyone and let parents decide for themselves what information they want and do not want.

Tournaments fill fast – in the first two weeks you should set the groundwork 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 and inform your parents of your intent to register. Request their payment 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 (e.g.: Bantam may call up a Peewee). For a full list of House League (“HL”) tournaments, there is a dedicated page on the OWHA's site.

If you are planning any outside events (parties, dinners, skating, renting ice for an extra practice, etc) then tell the parents ASAP.

Schedule changes may happen with little notice – The WGHA website is the ONLY official source for the schedule.

Keep parents informed. Use email and hard copy for all the important notices. Last minute changes MUST be communicated in person, either face to face conversation, or telephone call. When using email, select “return receipt requested” or simply ask for an acknowledgement and follow up (phone call etc) with any that have not acknowledged receipt of important emails. When looking at your team lists, for any emails that are clearly work ones ask if there is another email ... people get sick, take vacation, leave employment, and are generally not at work outside of their work hours and may miss any time sensitive emails that you send out.

# TEAM STAFF & ROLES

## Head Coach

The Head Coach is responsible for every aspect of the team. The responsibility also includes 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. All House League Head Coaches must, at a minimum, Coach Level 1 – Intro to Coach Certification, (PRS) Respect in Sport Certification and a valid current Police Background check covering the vulnerable sector.

Responsibilities as follows but not limited to:

- Ensuring fair and relatively equal ice time\* and development for all players.
- Selecting Team Staff who are qualified or will be by the deadline. ( November 15, 2015)
- 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.
- Promoting positive self-esteem for players.
- Ensuring all Team Staff has completed a criminal reference check for the vulnerable sector and the minimum requirements for their position (PRS/Speak Out/Respect in Sport; Trainers Clinic, Coach Clinic, etc) by the date rosters are finalized and signed.
- Ensuring all staff wear helmets during practices.
- Complying with OWHA rules.
- Adhere to Policies, Procedures and Guidelines and rules of the league in which they participate. (i.e. LLFHL)
- Ensure game sheets for suspended players are marked (Game 1 of 3, etc) and scanned and emailed to [stats@owha.on.ca](mailto:stats@owha.on.ca) and “cc” [1stVP@wgha.org](mailto:1stVP@wgha.org) and [2ndVP@wgha.org](mailto:2ndVP@wgha.org)
- Consider appointment of a Team Manager and if not this falls on the Head Coach.

\* 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 or four 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 Defence shifts (4 DEF) and three Forward Shifts, the time allotted to the Defence 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. That is generally considered, by the WGHA, as a guideline for Representative teams and should not be a guideline for consideration by any House League Team during any regular season game (since all teams play one another during the playoffs) as well as for any game where the outcome is not considered critical for either advancement or final standing.

## Team Manager Responsibilities

(Optional For House League – but strongly recommended)

The manager will play a key role as a liaison between the parents and coaching staff.

- Ensure all players are registered with the association.
- Keep a copy of the team roster and call up forms for any tournaments.
- Be responsible for the majority of the team administrative obligations (registering for tournaments, collecting police background checks, etc).

## 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. It is strongly recommended the Assistant Coach also have the same minimum requirements as the Head Coach.

## Trainer

All teams must have at least one female trainer, who has a current HTCP Level 1 certificate.

Responsibilities of the trainer:

- To monitor the dressing room and report any behaviour issues to the Head Coach.
- To ensure the proper care and safety of the players.
- To 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 injury reports when required.
- Perform equipment checks and inform parents of any observed equipment concerns.
- **MUST** be present for all on ice activities, practices, and games as injuries could occur.
- Maintain a properly stocked trainer's kit and have it available at all times.
- 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 for all on ice activities, practices, and games as injuries could occur. The bench 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. Suspensions may result for any violations.

**TRAINER COURSES AND RESPECT-IN-SPORT (PRS EQUIVALENT) CAN BE DONE ONLINE NOW.**

## **Code of Conduct for Bench Staff**

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. 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.

## **Criminal Reference Checks**

Criminal reference checks must be completed for all team staff. All team staff must submit their current criminal reference check as soon as possible to their division's Convenor or to the WGHA office itself. The check may be in a sealed envelope. Any staff that fails to provide a criminal reference check to the WGHA will not be permitted to participate with any team in a coach, manager, trainer, or on ice help capacity. The WGHA will ensure that all Criminal Reference check submissions will remain confidential. A valid Criminal Reference check that includes the vulnerable sector must be submitted. Contact your Convenor for a letter from the WGHA that will reduce the cost of this police check to only \$20.00 and you can request up to four copies that you may use for other activities that you may volunteer with. We may also accept such a CRC from another association.

## **DRESSING ROOM SUPERVISION POLICY**

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials. As of Atom, 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).

### **Two Deep Dressing Room Policy**

It is the Policy of the Ontario Women's Hockey Association that, when any player under the age of 18 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials, properly screened or one such official and an adult person, 19 years or older, associated with the team. The OWHA recommends at least one of the individuals supervising a dressing room be a female.

### **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.

## **Sponsorship and Fundraising**

There is no WGHA sanctioned fundraising for individual House League teams. League-wide programs are available as noted below. If you are interested in anything else, you will need to contact your Convenor to discuss your proposal. The Convenor cannot make the decision but will forward your request to the Director of Sponsorship for a response. Depending on the request, this Director will need to consult with the executive.

During the course of the season you may receive emails containing offers from our various sponsors and we respectfully request our Head Coaches to forward these emails to your players\parents and encourage them to take advantage of these offers. It is generosity of our sponsors that enables the WGHA maintain reasonable costs to play hockey.

### **Play it Again Sports**

A proud long-time supporter of the WGHA, Play It Again sports specializes in catering to local sports teams and associations. Throughout the season, watch for special promotions available only to WGHA players.

### **Pro Hockey Life**

Pro Hockey Life provides Canadians with a one-of-a-kind megastore concept that is all hockey and showcases everything hockey, including all the latest makes and models of equipment and fan wear. As a sponsor of the WGHA, look for exclusive WGHA shopping weekends and other promotional offers throughout the season.

### **National Sports**

You were or will be given a supply of \$10 off cards. Please hand out to your players. The WGHA earns gift cards from every purchase made which are used in our HL\DS programs.

### **Boston Pizza**

Boston Pizza's Whitby location (Taunton/Baldwin) has an Earn Back Program for the WGHA. They will contribute 10% of food sales (before tax) back to the WGHA for house league programs on all receipts marked "WGHA-HL" on the top and left in the Earn Back box at the front of the store. Dine-in or Take Out. Anyone can include their receipt as part of the program – not just WGHA members – so tell your family and friends!

### **Zingers Bar & Grill**

Zingers (located in Iroquois Park Sports Complex) has a cash-back program in place for the WGHA. They will contribute 10% of the value of all marked receipts back to the WGHA for league functions. Just tell your Zingers server to mark your bill as part of the "WGHA Rewards Program". This offer applies to all purchases (including alcohol, excluding taxes). Anyone can include their receipt as part of the program – not just WGHA members.















## Player of the Game

Where available, "Player of the Game" vouchers or certificates from local businesses will be provided through the conveners. At the time of writing, the following offers will be available.

**Menchies** – continuing to support our Midget division

**Baton Rouge** – continuing to support all our teams with vouchers for players in every division

## Meet our 2016-2017 Sponsors

Division		Sponsor	Type of sponsorship
Tyke		McDonalds – Whitby locations	Full division
Novice		Dodge Caravan Kids	Full division
Atom		atoMc (McDonalds)	Full division
Peewee		La Rosa's No Frills	2 teams
		Trafalgar Castle School	1 team
		Cupcake Junkie	1 team
		Hunter's Sports Photography	1 team
		Ontario Power Generation	1 team
Bantam		Supreme Sports	Full division
Midget		University of Ontario Institute of Technology	2 teams
		Complete Packaging Systems Inc.	1 team
		Play It Again Sports	1 team
		Supreme Sports	1 team
Senior		Big Bone BBQ & Wicked Wings	1 team



## DISCIPLINE

### **Discipline Policy and Complaint Process**

**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.** For issues regarding allegations of abuse or harassment please refer to page 27 – 32 under the WGHA Constitution for detailed information regarding procedures to follow.

The executive must be aware of and have the avenue to act accordingly in dealing with discipline situation. The WGHA can, if deemed necessary, remove any coach or player from a team at any point in the season

### WGHA PENALTY AND SUSPENSION POLICY

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 Peewee 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.

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

- 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.

## 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. No stickers or name tags etc. are to be affixed to the helmet as doing so is contrary to the helmet's warranty.

A mouth guard 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.

Things to remember to get before the season starts:

- Pucks
- Pylons
- Does your goalie have her own equipment or do you need to arrange for the League to lend your team equipment?
- You can download hockey drills online for free or ask your Convenor if they can locate any. Coaches and Convenors from previous seasons often have websites or other suggestions for drills that may be of interest – don't hesitate to contact them!

## JERSEYS

Jerseys are retained by players at the end of the season. If you choose to put name bars on the jerseys, **THE NAMES ALLOWED ARE SURNAMES ONLY.**

Player numbers must be clearly visible.

## LOGO

### **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. 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.

### **Player Pick Up Process - Tournaments**

A coach who wants to call up a player for ANY game MUST follow the following process:

- Contact either the Head Coach or the Manager of the team to request written permission. No player plays until approval is granted. Email is sufficient if it is with the Convenor copied on the emails.
- Coaches are NOT to approach players or the player's parent prior to obtaining call up approval from the Head Coach or Manager.
- The WGHA encourages all coaches to allow players to play at a higher level of hockey, as this will develop the players, which in turn will be considered an asset for the player's current team.
- You will need to complete a Player Pick Up form for each player (OWHA website). There is a maximum of three call ups (pickups) per team. Some tournaments allow more than three so please ensure you know the rules
- Players can play up one age level but never down (Major Atom could play for a Peewee team but a Minor Bantam could not). This is also true between levels. For example, a House League Peewee player could play as a callup for the Peewee B Representative Team but a player on the Peewee B Representative team could not play for the Peewee House League team.
- Please ensure you understand the rules of the tournament that you are entering. Callups must be to replace a rostered player who will not be attending. If you have 16 players on your team and 2 cannot attend a tournament then your roster is now reduced

to 14 players so you would be allowed a maximum of 2 callups to bring your roster back to 16 players. Some tournaments have rules that call up cannot play in a medal round game unless they also played at least one game in the Round Robin, etc.

- You cannot leave WGHA ice empty. If you are missing a practice for a tournament tell your convenor immediately. You cannot miss games for a tournament. Ask the tournament organizer what their Sunday schedule is and if you give them a few months notice often they can work their schedule around your schedule.
- Tell your division's DS coach of tournament plans immediately. A player cannot miss HL games and tournaments to attend DS games, practices, and tournaments. The only exception is if a DS team books the tournament before the HL team books a tournament on the same weekend.

### **THE DREADED CURFEW**

You have the ice for the amount of time that the schedule says (normally one hour but sometimes longer) and that time includes the flood. If the user group before you is running late use your discretion before contacting Arena staff for direction. Is it WGHA? Can you waive the flood? In the end, it is the discretion of facility staff. If you are curfewed, report it to your convenor, 2nd VP/House League Director and the Junior House League Director. Do not engage staff.

It is easy (and we have all done it) to come to conclusions such as they are curfewing us because we are house league etc. If there is a REP game on before or after you, there is likely a visiting team and sometimes they come from far away by chartered bus etc. Facility staff look at the schedule and take all factors into consideration on deciding which user group will be curfewed. In this example, a house league practice or game OR a game with a team from Sudbury that came by chartered bus? Typically, staff will just run the schedule late for all groups and hope to make up the time. But in this same example, what if that team's chartered bus has a scheduled departure time? Facility staff may decide to curfew the earlier user group taking that chartered bus into consideration.

### **Game Sheets and Timekeepers**

All game sheets are property of the OWHA, and are considered official documents. All players and coaches must be listed on the game sheet in numerical order.

The Home Team will complete the form for each game. The games are in the format of Home at Visitors. Please ensure all fields are completed at the top of the sheet including but not limited to: date, time, location, team name / #, period lengths

Applicable bench staff from both teams will sign the form prior to the game's commencement.

Game Results must be provided and/or inputted to your division's Convenor within 24 hours of the completion of the game. Convenors or approved designate will input the stats into the website. Convenors to track penalty minutes of players.

Home team coach is to take a photo of their game sheet and email it to the Convenor. Game sheets are to remain with the home and visitor team (white copy stays with Timekeeper).

The WGHA does not allow for the publication of individual, team, or division scoring statistics.

### **WGHA Web Site**

All teams are encouraged to utilize the Web site ([www.wgha.org](http://www.wgha.org)) for their team's events and any photos etc. This site may be used to post tournament results, sponsor's promotion, standings, planned events, etc.

### **Travelling Outside Ontario**

Although rare in House League, if you are planning to travel outside of Ontario please see the WGHA House League Director for the specific forms that need to be filed. These forms must be completed and submitted 60 days prior to your departure date. There are many factors to consider when traveling outside of the Province. The House League Director will discuss these factors with you to ensure that all aspects are covered.

### **Travelling By Bus**

If you are planning to travel to a tournament or other team functions by bus, an itinerary outlining the details of the trip must be submitted to the House League Director prior to departure. This must include a list of names and contact numbers for all passengers. The House League Director will have a form that must be completed and submitted prior to departure.

### **UOIT LADY RIDGEBACKS – MANDATORY FOR TYKE**

No later than (September 20, 2016 please contact Scott Dennis (UOIT) to arrange for a Lady Ridgeback game where your team will play during an intermission. Please email the Junior House League Director once this has been scheduled. This is mandatory for all Tyke teams. Any coach from any other division may contact Scott Dennis any time after September 7, 2015 to schedule their team to play during a Ridgebacks game. These are filled on a first come first served basis. The game on November 19 (below – WGHA Appreciation day) has a team already booked. Scott Dennis's email is: [Scott.Dennis@dc-uoit.ca](mailto:Scott.Dennis@dc-uoit.ca)

### **9th ANNUAL WGHA APPRECIATION DAY**

Saturday November 19

Campus Ice (UOIT – Oshawa)

3:30pm start

Lady Ridgebacks vs the Western Mustangs.

WGHA Players under 13 are always free! Any player wearing their team wolves jersey is also free. \$5 for all others.

## **TEAM AND INDIVIDUAL PHOTOS:**

NOVEMBER 6<sup>th</sup> and 7<sup>th</sup>. Therefore, rebalancing is prior!

## **WE ARE HERE FOR YOU**

Please remember that the WGHA Executive is here for you. As well, use each other as we are privileged to have several Volunteers that have lots of experience.

## **OTHER STUFF**

This handbook is a tool for you and should be with you at all times when playing games. The OWHA handbook should also be with you at all times. This handbook will be published by the OWHA and distributed early in the season.

A copy of the WGHA Constitution is available for download on the WGHA website. The OWHA Handbook is generally available in October or early November.

When going to a tournament make sure you have everything: official signed copy of your OWHA roster; signed off copies of call up sheets for any call up players; a copy of the call up player's roster; medical forms, etc. Many coaches also scan copies and save them on a USB drive and take that as well.

There are no time-outs allowed in House League regular season play or in the Round Robin of the playoffs. For Tournaments, consult with the tournament organizer.

Our on ice officiators are also learning and will make mistakes –please take that into consideration when upset over a bad call or a missed call.

## **MOST IMPORTANT THING LEFT FOR LAST --- HAVE FUN.**

Find any errors in this guide or have suggestions for next year?

Email them to [2ndvp@wgha.org](mailto:2ndvp@wgha.org)

**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 afforded by house league alone.

## **TIMING**

DS tryouts cannot start prior to November 1<sup>st</sup> and games cannot be played before December 1, 2016. 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. The responsibility also includes 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:

- Conducting fair tryouts with evaluators vetted by DS Convenor. Evaluators (other than Head Coach) are not to be related to any player on the ice or have any other potential conflict of interest.
- Selecting team staff from the parents of players who are on 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 DS Convenor shall be approached for vetting before the position is offered to the individual.
- Overseeing the proper conduct of team staff on and off the ice during practices, games, while representing the team at meetings, and tournaments.
- Promoting equitable ice time and development for all players and goalies. The executive are currently creating a guideline to assist team staff and parents to understand the meaning of equitable ice time.
- Demonstrating positive interactions with game officials.
- Effective communication with players and parents.
- Complying with WGHA rules, expectations and code of conduct.
- Promoting positive self-esteem for players.
- Ensuring all team staff:
  - have completed a criminal reference check.
  - have completed the PRS (Speak Out) course
  - follow the dress code contained in this Handbook
  - wear properly fastened helmets during practices.
- Ensuring the manager or treasurer submits team budgets as required.
- Comply with OWHA, OHF and Hockey Canada Rules.
- Ensures the manager submits OWHA and league forms by the required deadlines.
- Attend all association and inter-divisional meetings
- 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 at least one female trainer who has a current HTCP Level 1 certificate. Responsibilities of the trainer:

- To monitor the dressing room and report any behaviour issues to the Head Coach.
- To ensure the proper care and safety of the players.
- To 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 to Hockey Canada when required and provide a copy of all reports to the 1<sup>st</sup> VP.
- 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).
- Perform equipment checks and inform parents of any observed equipment concerns.
- **MUST** be present for all on ice activities, practices, and games as injuries could occur.
- Maintain a properly stocked trainer's kit and have it available at all times.
- To ensure that cell phones, PDA's, cameras and other recording devices are not used in the dressing rooms
- 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 activities. The manager will play a key role as a liaison between the parents, coaching staff and the executive association. The manager must:

- 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.
- Advise division Convenor and DS Convenor of planned tournament dates immediately to try and avoid any conflicts with HL tournaments.
- Submit OWHA Participant Waiver form to the Registrar as soon as possible. No games or tournaments may be played until the approved waiver form has been returned from the OWHA
- Carry a copy of the approved official OWHA Roster at all times.
- Submit sanctioning approval to OWHA if team planning on playing non-OWHA registered teams or playing in tournaments outside of Ontario or Canada.
- Ensure referees and timekeepers are arranged for all home games.
- Inform DS Convenor of all home games so that reader board at rink is properly posted.
- Enter all home game information (exhibition and tournaments) into ITSportsNet.
- Enter all game information (exhibition and tournaments) into MBSportsWeb.
- Following each game and within 24 hours, enter game scores into MBSportsWeb (all games) and ITSportsNet (home games).
- 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:

- Set up a bank account. 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.
- Ensure Team Budgets (using the format supplied by the WGHA Treasurer) are submitted to the Association on November 30<sup>th</sup>, February 28<sup>th</sup>, upon conclusion of the season and within 24 hours of a request to submit your budget. (see Team Finance section for further budgetary details)
- 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**

**Effective the 2015/2016 season, head coaches must attain the Coach Level 2 "Trained" certification.**

**All** WGHA rostered staff – including Coaches, Assistant Coaches, Managers, Trainers and On-Ice Help are required to complete the Speak Out/Respect in Sport course and provide the certification number (PRS#) and a valid Criminal Reference Check with the vulnerable sector screening.

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 provide the DS Convenor with the new certification number.

## **Criminal Reference Checks (CRC/Police Check):**

All team staff must provide a valid CRC (including vulnerable sector screening). Once a CRC is submitted to the WGHA, it is valid for 2 seasons.

For the current season:

- CRCs dated in the current year are valid and do not require a Criminal Offence Declaration to be signed
- CRCs dated from last calendar year are still valid, however, a Criminal Offence Declaration (see Appendix B) form will need to be signed to be eligible for the current season

Volunteer letters are available upon request to provide evidence of volunteer status to the police department. The request can be sent to the DS Convenor. The Durham Region Police Department Admin Department located on the 2<sup>nd</sup> Floor at 615 Rossland Road East processes these forms for Whitby as the Taunton and Anderson location no longer.

## **Links to On-Line courses:**

### ***Speak Out/Respect in Sport Course:***

<https://owha.respectgroupinc.com/secure/>

### ***Trainer's Certification Courses (HTCP I & II)***

<http://www.hdcolearning.com/>

## **TEAM FINANCES**

### **Team Budgets**

Coaches must prepare an estimated budget to be distributed at the tryouts. 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 \$47.50 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). Failure to follow this strict protocol may result in voiding the insurance for the entire team. When submitting the roster to the Registrar, include what bench each staff member serves under to facilitate correct billing by the WGHA Treasurer.

In order to help coaches start off the season, an interim budget template will be provided that will cover up until the end of tryouts such that monies collected and ice fees billed may be accounted for in a consistent manner. The WGHA will then provide each team's manager/treasurer with an excel spreadsheet 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 Treasurer.

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, GM Hockey Operations or Treasurer 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 28<sup>th</sup>, upon conclusion of the season and within 24 hours of a request for submission by the Treasurer. Your 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.

Before contacting local businesses for sponsorship, please look at the existing sponsors for both House League and Rep teams listed on the WGHA.org website. In general, these businesses should not be approached again as they are already supporting the organization.

### **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 treasurer.

### **Team Bank Account**

All teams will have a bank account provided by WGHA at the TD Canada Trust branch located at 3050 Garden Street, 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 signers on each cheque.

The team's bank account activities must be completed by the end of April of each season. The final financial statement to WGHA is due no later than May 15<sup>th</sup>. The team's bank account should be brought to a balance of \$4.95 (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 Novice, Atom and Peewee 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. Bantam and above are responsible for booking and paying for their own ice.

## **Selling/Swapping Ice**

If any team (Novice, Atom or Peewee) 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 DS Convenor so that the arena boards can be updated. Please note, 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 Referees and Time Keepers for homes games.

Referees must be OWA refs and must be booked through Bruce Knaggs - [bknaags@rogers.com](mailto:bknaags@rogers.com) (No exceptions).

Time Keepers can be chosen at the teams discretion or the WGHA. Contact information for the booking of Time Keepers will be provided by the DS convenor.

You must ensure the DS convenor 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 are able to roster 25 players – 17 that make up the core team and 8 additional players 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 OWA Tournaments**

There are no callups allowed in DS. The team must draw upon its full 25 player roster.

A player's own team must honour any suspension incurred by that player while acting as a “call-up” player for another team.

## **GAME SHEETS**

All game sheets are property of the OWA, and are considered official documents. All players and coaches must be listed on the game sheet in numerical order and all participants must sign the game sheet before participating in any game (exhibition, league or tournament).

All pickup players or goalies must be designated on the game sheet with the symbol “PU” beside her name. If a player or team staff is serving a suspension, the coach must list the participant on the game sheet; write SUSPENSION and the suspended game number

beside her name (i.e. SUSPENSION 2 of 4). Coaches must ensure that all suspended players are indicated correctly on the game sheet.

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 must be sent to the OWHA within 24 hours of the start of that game.

## **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 GM of Hockey Operations who will oversee the necessary procedures to resolve the matter. It is recommended that parents/guardians submit concerns to the GM 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 page 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 OWHA imposed suspension.

IF a player on the DS roster is suspended in an HL game.

- 1) HL games ONLY count towards the suspension. That is because the DS roster can be up to 25.
- 2) DS roster can be 15 + 2 on the bench. Suspended player cannot play or go on bench or in change room etc.
- 3) Player can participate in practices.

IF a player on the DS roster is suspended in a DS game.

- 1) We are reviewing with OWHA to ensure both DS and HL games count. There is always confusion here but if DS only then a player could miss a month or more of HL for a two game suspension in DS.
- 2) Bench is reduced by one. So 14+2 or 15+1 (if goalie was suspended).
- 3) Players can participate in practices.

## **JERSEYS**

Only WGHA approved white home or blue away 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 be sewn on the Top of the Jersey and sponsor Bars at the bottom. All Bars are to be Blue on White for Home Jerseys and White on Blue for Away Jerseys.

With the exception of the Novice DS teams, jerseys are purchased and maintained by the players. The WGHA executive have implemented a three (3) year mandatory purchase cycle to ensure that all jerseys are kept in uniform and in good shape. This means that every third year (starting 2008/2009 season), all players must purchase a new jersey no matter how old their current jersey is.

Jersey numbers are at the discretion of the coach. Priority is given to players in their major year and by birthdate. It is highly recommended that the numbers 99, 97 and 87 are not used.

**NOTE:** The 2014/2015 season was the 1st season of the 3 year cycle, therefore, it will not be mandatory for players to purchase a new jersey until the start of the 2017/2018 season.

## **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 (i.e., 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. 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.





## CRIMINAL OFFENCE DECLARATION

Print Name: \_\_\_\_\_  
 Position: Head Coach // Assistant Coach // Trainer // Convenor // Manager  
 Team: \_\_\_\_\_

I, \_\_\_\_\_, hereby declare that :

I have no convictions or outstanding charges for offences under the Criminal Code of Canada as specified in the OWHA 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 OWHA Policy for Police Record Checks for which a pardon under the Criminal Records Act (Canada) has not been issued or granted:

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_