



**Whitby Girls Hockey Association
Representative Handbook
2020-2021 Season**

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SECTION 1: OVERVIEW

This document is intended to be a guide to the WGHA Representative Hockey Program for team staff and is intended to help the coaching staff understand their responsibilities as coaches, as well as the policies of the league in general.

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 1st VP /Director of Hockey Operations.

Coaches: Your first line of communication for most questions and situation is the 1st VP / Director of Hockey Operations. Alternatively, where a reply is required urgently you may also contact the President or the Director of Player and Coach Development.

1st VP\Director Hockey Operations	President	Director of Player and Coach Development
Mike Watters	Tyler Barnett	Steve Donegan
1stvp@wgha.org	president@wgha.org	development@wgha.org

SECTION 2: COMMUNICATION AND SCHEDULING

COMMUNICATION

Parents on your team have invested upwards of \$3,000.00 on their child and want to know what is going on all the time and want to be informed. Keep them informed. When you get your schedule sorted out, send it to them. When you have your exhibition games planned, tell them. When your team is planning an away tournament, make sure they know. And do it with as much notice as possible.

Keep parents informed. Use email for all important notices. Last minute changes may require a text message or telephone call.

WEB SITE ACCESS

Team Managers will be provided with access to their team page on the web site. This will allow managers 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 are posted. Pictures may only be posted with the consent of everyone in the picture.

SCHEDULING

The schedule is posted on the WGHA web site, and this should be viewed as the official source. Schedule changes are inevitable. Exhibition games may be added, ice traded or cancelled, or playoff games scheduled. Parents are strongly recommended to subscribe to their team calendar so that they are automatically updated with changes.

Note that it is extremely rare that scheduled ice time will be cancelled due to weather. As long as the facility remains open, practices and games are on. Please communicate with out of town coaches with as much notice as possible if games need to be cancelled.

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.

TEAMSNAP

The scheduling module of the wgha website allows synchronization to teamsnap. Teamsnap is a great way to manage team contact information and messaging.

In addition to the fees charged by teamsnap, there is a fee to enable the synchronization. This is available from the control panel on the wgha web site.

SECTION 3: TEAM STAFF AND 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 Rep team and the Head Coach is the lead position to facilitate and implement this expectation. See section 4 for certification requirements

Responsibilities as follows but not limited to:

- Conducting fair tryouts.
- Selecting team staff who are qualified and if they have children ensure they have the skill to play at the selected level. All team staff must be approved by the executive.
- Overseeing the proper conduct of team staff, players and parents on and off the ice during practices, games, while representing the team at meetings, and tournaments.
- Overseeing the proper conduct of the players actions on and off the ice and at all team functions
- 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.
- Establish a team code of conduct and provide equal application of this code. This is to be submitted to the WGHA 1st VP prior to the season.
- Promoting positive self-esteem for players.
- Ensuring all team staff:
 - have completed a criminal reference check with Vulnerable Sector Search
 - have completed the PRS (Speak Out) or Respect in Sport course

- follow the WGHA dress code
- wear properly fastened helmets during practices.
- Ensuring the manager or treasurer submits team budgets as required.
- Comply with OWHA, OHF and Hockey Canada Rules.
- Adhere to Policies, Procedures and Guidelines and rules of the league in which they participate. (i.e. LLFHL, PWHL)
- 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 (minimum 5 players per month)
- Submit monthly call up and mentor tracking sheets to Director of Coach and Player Development (See Appendix C)
- Ensure game sheets for suspended players are marked (Game 1 of 3, etc) and scanned and emailed to stats@owha.on.ca and “cc” 1stVP@wgha.org.
- Ensuring fair and relatively equal ice time and development for all players.

ASSISTANT COACH

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. 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 support 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 do not need to be on the roster but are required to wear full protective equipment while on the ice.

TEAM MANAGER

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. The manager will also oversee the financial accountability. It is strongly recommended that the financials be delegated to a team treasurer. A financial statement must be periodically presented to parents and the association.

The manager must also:

- 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
- Ensure all players are registered with the association.
- Set up a bank account. It is mandatory that every team bank account has 2 signatures required on the team cheques. This will help ensure the team's finances are being well managed.
- Carry a copy of the approved official OWHA Roster at all times.
- Once tryouts are complete and team selection is finalized submit the coach/staff/player list as per template (provided by Registrar) ASAP.
- Ensure approved waiver is signed for all coach/staff/players/parents and then submitted back to registrar for mailing to OWHA.
- Ensure official roster is received from registrar before playing any exhibition/tournament or league games.
- Any changes to the roster need to be communicated to registrar in order for changes to be completed electronically and for the change to be updated on the official roster.
- 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. Once games are added to your team schedule by the WGHA Ice Scheduler the Referee Assignor (Pat Brown or Bruce Knaggs) will assign officials to your game. It is a good practice to double check the games have been assigned. Obtaining a TK is the responsibility of the team.
- Complete the online OWHA Categorization Report (Form A) for all exhibition and tournament games

- Inform Ice Scheduler of all home games so that reader board at rink is properly posted.
- Ensure Team Budgets (using the format supplied by the WGHA) are submitted to the 1stVP/Director Hockey Operations on November 30th, February 28th, upon conclusion of the season and within 24 hours of a request to submit your budget. (see Team Finance section for further budgetary details)

TREASURER

All teams should have in place a dedicated treasurer. This individual is responsible for the day to day financial operations of the team. Using the budget template and working in conjunction with the Head Coach and Manager the treasurer will develop a team budget for the season. The budget will be presented to the parents at the team meeting and approved by vote.

Responsibilities of the treasurer:

- Prepare team budget in consultation with head coach and manager.
- Set up team bank account and monitor account.
- Provide regular updates on team finances to parents.
- Collect from parents funds required for the season. Develop payment schedule.
- Potentially take on some of the financial responsibilities of the manager (e.g. payments of referees and submission of team budget to the WGHA)

TRAINER

All teams must have at least one female trainer who has a current HTCP Level 1 certificate. The trainer is the final word on whether a player can take part in on or off ice activities. The head coach or any other member of the staff are unable to override the trainer's decision. Any report of the trainer's authority being challenged will be taken very seriously and may result in a suspension of the head coach and the offending staff member.

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.
- Maintain a written history of any injury or actions taken.
- Complete and submit injury reports to Hockey Canada when required and provide a copy of all reports to the 1st VP\Director Hockey Operations.
- 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 in arena (ice level) for all on ice activities, development sessions, practices, and games as injuries could occur. It is recommended that each team have more than one trainer on staff to ensure proper coverage.
- Maintain a properly stocked trainer’s kit and have it available always.
- 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
- Required to attend tryouts for the same level and age as on the roster for during the 2019-2020 season

SECTION 3: TRAINING AND CERTIFICATION REQUIREMENTS

HEAD COACH

In accordance with Hockey Canada guidance coaches must have the minimum coaching levels of certification as noted below:

U21 AA

Head Coach: High Performance 1 “Certified”

Assistant Coaches: Recommended Development 1 "Trained"

U21 A:

Head Coach: Development 1 "Certified"

Assistant Coaches: Recommended Development 1 "Trained"

U18, U15 AA:

Head Coach: High Performance 1 "Certified"

Assistant Coaches: Development 1 "Trained"

U18(A & BB), U15 (A & BB) & U13 AA:

Head Coach: Development 1 "Certified"

Assistant Coaches: Recommended Development 1 "Trained".

U13 (A & BB), and U11:

Head Coach: Development 1 "Trained"

Assistant Coaches: Recommended Coach Level 2 "Trained"

U9 A/B

Head Coach: Coach 1

Assistant Coaches: Recommended Coach Level 1

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.

The trainer course is available at: <http://owha.pointstreaksites.com/view/owha/coaches/trainers>

Additional trainer resources are available at:

<http://owha.pointstreaksites.com/view/owha/coaches/trainers/resource-materials>

ALL TEAM STAFF: RESPECT IN SPORT

All team staff who are directly involved with the players must take the Respect in Sport for Activity Leaders course. This includes coaches, assistant coaches, on-ice help, trainers and dressing room help.

Please note that there are two versions. Team staff must take the activity leader version.

The program is available here: <https://owha.respectgroupinc.com/>.

Parents are not required, but strongly encouraged to take the parent version.

ALL TEAM STAFF: CRIMINAL REFERENCE

All team staff directly involved with the players must complete a criminal reference check. 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, trainer, or on ice or dressing room 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 the 1st VP for a letter from the WGHA that will reduce the cost of this police check to only \$20.

Note that even though some jobs such as teachers, first responders, and other positions working with children may require the same check, the OWHA requires that a valid check be submitted.

Criminal Reference checks remain valid for 2 years. In the 2nd year, a declaration must be provided instead of a full criminal reference check. A version of this is available in Appendix B.

REPORTING CERTIFICATION TO THE LEAGUE

The Head coach is responsible for ensuring that all team staff have completed their certification requirements. 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.

Any questions regarding the validity of certifications or criminal reference checks may be addressed to the secretary (secretary@wgha.org)

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 expulsion 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 (ie coaching staff prior to game time). The only females that should be allowed are those that have completed a criminal background check

TWO DEEP 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 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, 18 years or older, associated with the team. The OWHA recommends at least one of the individuals supervising a dressing room be a female. Males must stay outside the dressing room.

The two deep policy also applies outside the dressing room. No staff member shall be with a player on their own without another staff member or the player's parent.

COMMUNICATING WITH PLAYERS

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).

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 page 27 – 32 under the WGHA Constitution 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 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.

DISCIPLINE

All teams must have a discipline policy and complaint process in writing, and it should be reviewed and discussed at the 1st parent meeting. This will ensure an effective communication strategy for all parents. A copy of each team's policy must be given to the 1stVP/Director Hockey Operations prior to the season.

If parents/guardians have a concern they should follow this policy. If the parents/guardians concern is not resolved they may address the concern with the WGHA 1stVP/Director Hockey Operations who will oversee the necessary procedures to resolve the matter. It is recommended that parents/guardians submit concerns to the 1stVP/Director 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.

INJURIES

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

http://owha.pointstreaksites.com/files/uploaded_documents/3323/OWHA_Injury_Report_Eng_OWHA_5.pdf.

This form allows the owha 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 child from play if, by following the concussion protocol, they feel there is a potential for concussion. The child 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.

SELLING/SWAPPING ICE

If any team wishes to sell/swap any of their allocated ice, they must first approach other WGHA rep teams. If the team is able to swap/sell their ice time with another WGHA team, they must notify the ice scheduler so that the online schedule and 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. Any teams who have not paid ice bills will not be issued their ice in February until the bill is paid.

WGHA WEB SITE & TROPHY DISPLAY CASE

All teams are encouraged to utilize the Web site (www.wgha.org) for a “Team Site”. This site may be used to post tournaments results, sponsor’s promotion, standings, or planned events. The WGHA display cases, located outside Pad 6, are also available to display team trophies. All Provincial and Tournament banners are WGHA property. We request all players and staff sign the banner. Banners will be hung annually at Iroquois Park Sports Complex.

TRAVELLING OUTSIDE ONTARIO

If you are planning to travel outside of Ontario please see the WGHA 1st VP\Director Hockey Operations 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 1stVP/Director Hockey Operations 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 1st VP\Director Hockey Operations prior to departure. This must include a list of names and contact numbers for all passengers. The 1st VP\Director Hockey Operations will have a form that must be completed and submitted prior to departure.

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 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 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.

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.

SECTION 5: 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.

The WGHA player registration fees will cover the Hockey Canada insurance cost of 5 Team Staff, if the team utilizes any additional Team Staff 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 \$53.00 fee 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. 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 an excel spreadsheet for developing the team's budget 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 1stVP/Director Hockey Operations.

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, or 1stVP/Director Hockey Operations 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 1stVP/Director Hockey Operations on November 30th and February 28th, upon conclusion of the season and within 24 hours of a request for submission. Your financial statements may be subject to the disclosure of the WGHA at anytime during the season. It is important to maintain good records.

SPONSORSHIP AND FUND-RAISING

It is up to each individual team if they wish to secure team sponsorship or participate in fund-raising activities. This decision should be decided during the initial parent meeting by conducting a vote utilizing closed ballots. Each family is entitled to one (1) ballot.

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. Teams may have the opportunity to fund-raise at the WGHA Tournament but this will be after obtaining approval and under the direction and

discretion of the Tournament Director. Once a team has secured a sponsor please inform the 1st VP\Director Hockey Operations 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 fund-raising 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. Fundraising must not exceed projected team budgets or the 25% cap as noted below. All fund-raising 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 25% of the team's total budget. If a team anticipates monies from sponsorship/fund-raising which is higher than the 25% limit they must advise the 1stVP/Director Hockey Operations 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 1stVP/Director Hockey Operations.

TEAM BANK ACCOUNT

All teams will have a bank account provided by WGHA at Scotia Bank. 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 as well as the three WGHA signing officers will also be officers on each team account. The account will have the following features

- Internet on-line access
- Convenience card for cash withdrawals
- On-line bill payment to WGHA

Cheque signing requires 2 signers on each cheque.

Convenience card limits are \$500.00 per day and \$1,000.00 per week.

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 June 15th. 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 BILLING

WGHA will bill each team three times during the season. The billing schedule is provided below

DECEMBER BILLING

- ICE – Try Outs
- ICE – September to November
- OWHA Fees
 - Player Insurance
 - Coach Insurance
 - Provincial Bond
 - Intent to Register
- LLFHL Fee
- Jerseys and name bars
- Team Chargeback if applicable - anything paid by WGHA on behalf of a team.

FEBRUARY BILLING

- ICE – December and January
- Concussion Testing - (U13 and older)
- Team Chargeback if applicable

FINAL BILLING - TIMING DEPENDENT ON WHEN SEASON ENDS

- ICE – February to April
- WGHA Fees – (Admin, Credit Card, Coach/Player Fund, Website Fund, Equipment Fund)
- Player Development
- Goalie Development
- Team Chargeback if applicable
- Refund - Registration Fee
- Refund - Provincial Bond - If applicable
- Refund - WGHA tournament entrance fee - If applicable

Payment of WGHA invoices will be done through a bank transfer initiated by the WGHA.

SECTION 6: JERSEYS

Only WGHA approved yellow home or blue away jerseys may be used for any league, playoff, or playdown games. The “optional” WGHA approved third jersey may be used only for tournaments or exhibition games. No other jerseys may be worn.

All WGHA Representative 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.

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 2020/2021 season), all players must purchase a new jersey no matter how old their current jersey is.

Game socks must be matching and coordinated with the appropriate jersey. There are no exceptions to this. Any observed deviations will result in the Head coach being suspended.

Home Game –Yellow Shirts with Yellow Socks

Away Game –Blue Shirts with Blue Socks

NOTE: The 2020/2021 season is 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 2023/2024 season.

SECTION 7: WGHA REP CLOTHING POLICY

PLAYERS

All players must wear the mandatory Under ArmourTrack suit in and out of the rink for all games. The following is the expanded clothing policy up until the end of the 2020/2021 season.

All Teams except Jr. Wolves: All teams must adhere to the association's clothing policy but the entire team may purchase optional clothing from the approved clothing provider to ensure consistency. Options include:

- Blue insulated or non-insulated jacket
- Shirt of team's choice (i.e.: hoody, long sleeve or short-sleeve t-shirt)
- Performance long and short sleeve t-shirts
- Warm up shorts

Other optional clothing must be approved by the WGHA Clothing Director.

COACHES

All coaches and bench staff (trainers excluded) will wear:

- Kewl or Bauer winter navy blue jacket with Wolves logo on zipper, or
 - Navy Blue Track Suit Jacket
- AND**
- Dress pant, shirt and tie (males)

TRAINERS

Trainers shall wear:

- Warm up suit as available for purchase from the Clothing provider Supreme sports.

OR

Long Winter Coat to be determined.

Every team, except the Jr. Wolves, will represent Whitby within this clothing policy without deviation. **Any team that does not adhere to the clothing policy will have the head coach or player suspended until the team is in compliance.**

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. More clothing options are being

offered but the Under Armour track suit must be worn in and out of the rink for all games for continuity across the association. Clothing worn under the suit is at the discretion of the teams but should be selected by the team and represent the association accordingly.

SECTION 8: OWHA/LLFHL POLICIES

The 1st VP\Director Hockey Operations is your representative for the OWHA and LLFHL. If coaches have any queries, they must be directed through the 1st VP\Director Hockey Operations. The OWHA Regional Director and LLFHL Head Convenor have made it very clear they will NOT respond to direct queries from team staff or parents.

OWHA

Teams must complete and return the OWHA Participant Registration form (PRF) to the Registrar. Please note that this form must be approved by the OWHA before you play your first game (tournament, league or exhibition).

Due dates: U13 and Up: July 30 of the current year

U9 and U11: TBD

Team categorization will be reviewed on an annual basis by the executive after consultation with team staff. Teams are encouraged (mandated for U13 and below levels) to play three (3) to four (4) exhibition games against teams in the same category as well as teams above/below their proposed category in early September to assist with the categorization process.

For OWHA Categorization purposes, all competitive teams must complete the online Form A for all exhibition and tournament games through the ITS online system. Any questions regarding the Form A's are to be directed to the 1stVP/Director Hockey Operations.

You will be notified, in early February of all the teams in your region that are eligible for Regional Play downs in your category. Regional Play down games must be played between February 1st and the second Sunday in March. Please remember when scheduling the second half of the season, that you must have sufficient ice time available to complete Regional Play downs.

LOWER LAKES FEMALE HOCKEY LEAGUE (LLFHL)

Teams are to be registered with the League by the due date set by the Executive each season. Any team that has not registered by the due date shall be suspended from further league play until registration with the League is complete.

All game sheet data must be entered into the online system within 48 hours for league games or 24 hours for playoff games. If you are the home team, you must retain the game sheet until March 31st of that playing season. If you are requested by the LLFHL to provide them with a copy of the game sheet, you must do so within 24 hours of the request.

Any suspensions must be reported within 24 hours or prior to the next game, whichever soonest to:

- 1) WGHA 1st VP\Director Hockey Operations
- 2) OWHA – to be emailed to stats@owha.on.ca

E-mail all games sheets that relate to the offence and the serving of the offence. **It does not matter if it is a league game, tournament game or exhibition game**

****Tip for scheduling Meeting****

This is a good time to collect phone numbers and e-mail addresses from the other teams. This will assist you with making any changes.

GAME SHEETS

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 and all participants must sign the game sheet before participating in any game (exhibition, league or tournament).

For LLFHL, Player's names must be listed in sweater numerical order per LLFHL rules. Absent players must be listed on game sheet with a line through their name. All players and coaches must sign each game sheet. Coaching certification and trainer's numbers must be recorded on all game sheets. Captains and assistants must be listed on all game sheets. For LLFHL, the game number that is provided on your schedule off the website must be entered on the game sheet. 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. If the suspended player is not correctly indicated on the game sheet according to the LLFHL rules the player's suspension will be extended.

Templates for player names must be printed off the IVR (ITSportsnet) website and may be printed on clear stickers.

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 and LLFHL within 24 hours of the start of that game.

SECTION 9: PLAYER PICKUP PROCESS

The player pick up process is different for OWHA tournament games and LLFHL league and playoff games. Please make sure you are aware of the exact rules. Failure to follow the appropriate procedures will result in forfeiture of games and suspensions of coaches.

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

- Contact either the Head Coach or the Manager of the team in writing for permission. No player plays until approval is granted. Email is sufficient with the 1stVP/Director Hockey Operations copied on the emails.
- NOTE: For developmental purposes, players may be only called up from one level below your team i.e. AA team cannot bypass the A team for call ups unless permission is granted by the 1stVP/Director Hockey Operations or President.
- Coaches are NOT to approach players or the player’s parent prior to obtaining written call up approval from the Head Coach. This is considered internal tampering and may result in the suspension of the Head Coach.
- 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. If a coach is having difficulty acquiring approval and is not satisfied they may bring the issue to the 1stVP/Director Hockey Operations attention.

PICK UP PLAYERS FOR LLFHL

- You may only pick up a player from same age from a lower category. Lower category is defined as EITHER of a lower age and the same or lower Tier as the team calling up the player OR of the same age level but of a lower Tier.
- You are only allowed to pick up 3 players of lower category and may not exceed the number of players on the team registration. The total number is including your goalies.
- The pick-up player must be designated on the game sheet with the symbol “PU” beside her name.
- If the player is suspended while acting as a pick-up player, the player’s own team must honour that suspension.
- The pick-up player or players must be registered with the WGHA.
- You cannot call up to replace a suspended player
- Call ups are not allowed to be used during playoffs or championship weekend

PICK UP PLAYERS FOR OWHA TOURNAMENTS

- Pick up players are permitted for tournaments only, and not for Regional Play downs or Provincial Championships.
- For each pick up player used in a tournament, a team must:
 - a) Disclose in writing on the official game sheet that the player is a pick up player; and
 - b) Present the Tournament Host with a “Pick up Consent” form signed by the official contact of her team authorizing her to be a pickup for the specific tournament.
- A team may use a maximum of three pick up players from a lower category to bring the total team strength to fifteen, including goalies, but not to exceed the number of registered players on the team.
- A player’s own team must honour any suspension incurred by that player while acting as a pickup player for another team.

SECTION 10: 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, 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

LLFHL

Lower Lakes Female Hockey League – find out how our teams are doing

www.llfhl.ca



WGHA RETURN TO PLAY FORM

Date: _____

This is to certify that _____ has been under my care for the following:

_____ And is
able to return to athletic practices/participation on _____ under the following conditions:

Unrestricted:

Restricted/Limited to:

Comments (Recommended Rehab plan for return to play)

Physicians Name (Please print clearly) _____

Physicians Signature _____

Phone _____

I agree with above plan and am knowledgeable about my child's condition and situation

Parent Name: _____

Parent

Signature: _____

Date: _____



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 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:

Signature:

Date:

APPENDIX C: PLAYER CALLUP TRACKING SHEET



Player Call Up Tracking Sheet

Team:

Coach:

Month:

	Player	Team	Date Contacted / (Email/phone)	Practice/Game/Declined	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
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19					

20					
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