



**2024-25 WGHA**

**Representative Handbook**

**September 10, 2024**



## 2024/25 Whitby Girls Hockey Association Representative Handbook

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## Section 1: Overview

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

Team and coaching staff shall make sure to understand the responsibilities of all team staff and review important dates and deadlines.

Any questions shall be directed as follows:

Team members/parents: The first line of communication should be the Team Manager and anything that is not addressed to their satisfaction then the next step is communication with the Head Coach.

If there is a concern with the coach, the next line of communication will be with the VP of Rep and President.

Coaches: The first line of communication for most questions and situations is the VP of Rep. Alternatively, where a reply is required urgently or a concern the President or the Director of Player and Coach Development may be contacted.

| <b>VP Rep\ Director Hockey Operations</b> | <b>President</b>   | <b>Director of Player and Coach Development</b> |
|---|--------------------|---|
| Jeff Webb                                 | Denise McKinnon    | Steve Donegan                                   |
| 1stvp@wgha.org                            | president@wgha.org | development@wgha.org                            |

## Section 2: Communication and Scheduling

### Communication

Parents have made significant monetary investments in their child's hockey and shall be kept up to date and informed. All scheduling of games regardless of type (exhibition, league, tournament or playoff/playdown) shall be given to the parents with as much notice as possible.

Keep parents informed. Use email and potentially TeamSnap (if the team has invested in this app) for all important notices. Last minute changes may require a text message or telephone call.

### Website Access

Team Managers will be provided with access to their team page on the WGHA website. This will allow managers to:

- Post notifications and details on their page.
- Schedule tournament games on the WGHA calendar

- Schedule outside events or additional development

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

Team schedules are posted on the WGHA website - this is 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.

**Please note that for insurance purposes, WGHA ice cannot be used for any purpose other than WGHA sanctioned activities.**

Certificates of insurance must be applied for events outside WGHA sanctioned activities. ie exhibition games with Oshawa Generals at the Tribute centre.

### 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 website.

## Section 3: Team Staff and Roles

### Head Coach

The Head Coach is responsible for every aspect of the team. Their responsibility extends to the conduct of their bench staff during all team functions. The WGHA 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:

- Sign the WGHA coach commitment letter
- Conducting fair tryouts
- Team staff cannot be selected before tryouts are complete unless the staff is not a parent or family member of a player trying out. All team staff must be approved by the executive prior to sending the player list/bench staff to the Registrar
- 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
- Promoting equitable ice time and development for all players and goalies
- 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 VP of Rep prior to the season
- Promoting positive self-esteem for players
- Ensuring all team staff:
  - have completed a Vulnerable Sector Check (VSC)
    - <https://ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>
  - have completed the Respect in Sport course
  - follow the WGHA dress code
  - wear properly fastened helmets during practices
- Ensuring the manager or Treasurer adheres to the online budget template and ensures it is submitted on time at the request of the WGHA finance committee
- 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. OWHA, OWHL, U22 Elite)
- Ensures the manager submits OWHA and league forms by the required deadlines
- Attend all association coach meetings and inter-divisional meetings
- Promoting and mentoring Assistant Coaches to lead, teach to support head coach absences and future Head Coach development
- Adhere to the mandated player call-up process (minimum 5 players per month)
- Submit monthly call up tracking sheets to Director of Coach and Player Development, VP of Rep and the WGHA President (See Appendix C)
- Ensure suspended players are marked in RAMP (Game 1 of 3, etc) and emailed to [stats@owha.on.ca](mailto:stats@owha.on.ca) and “cc” [1stVP@wgha.org](mailto:1stVP@wgha.org) and [President@wgha.org](mailto:President@wgha.org)

### Assistant Coach

It is the responsibility of the Assistant Coach to reinforce the objectives of the Head Coach and take over the Head Coach 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.

### Trainer

All teams must have at least two female Trainers who have 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 using the 2 deep rule 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 help 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 VP of Rep
- Maintain communication with parents of players who have sustained long-term injuries and ensure the return to play protocol 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 the arena (at ice level) for all on-ice activities, development sessions, practices, and games as injuries could occur. It is recommended that each team have at minimum 2 Trainers on staff to ensure proper coverage
- A female trainer must be present at ice level (not on the ice or opening doors) for all practices and games. The role of the trainer is to observe for injuries during ice activity and gameplay.
- Maintain a properly stocked Trainer's kit and have it available - always
- To ensure that cell phones, PDAs, cameras and other recording devices are not used in the dressing rooms. It is **strongly suggested** that Trainers secure all electronic devices while players are in the dressing room or on the ice
- Ensure players follow the OWHA Code of Conduct and are aware of the OWHA Social Media policy

### On-ice Help

On-ice help support the Head 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. Players 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. Team financial statements will be presented to parents as set out in the manager/Treasurer meeting.

The manager must also:

- Submit team player/bench staff list as per template provided by Registrar to the executive for approval and then to the Registrar as soon as possible
- No games or tournaments may be played until the approved official roster has been returned from the OWHA
- Ensure all players are registered on RAMP and paid
- Set up a bank account. It is mandatory that every team bank account has 2 signatures required on the team cheques, and the two signatories cannot be related to each other. This will help ensure the team's finances are being well managed
- Carry a copy of the approved official OWHA Roster at all time
- Ensure the official roster is received from the Registrar before playing any exhibition/tournament or league games

- Any changes to the roster need to be communicated to the 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) will assign officials to your game. It is a good practice to double check the games have been assigned. Obtaining a timekeeper is the responsibility of the team
- No exhibition game can be played without an approved official roster and all games must be entered in RAMP
- Inform the Ice Scheduler of all home games so that the reader board at the rink is properly posted
- Ensure team budgets (using the online budget template form supplied by the WGHA) are kept up to date so that they can be reviewed on a monthly basis by the WGHA finance committee. (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 online 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 reviewed by the WGHA Finance committee prior to being presented to the parents for their approval before the start of the season.

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 as outlined by the WGHA finance committee
- Collect funds from parents required for the season. Develop a payment schedule.
- Potentially take on some of the financial responsibilities of the manager (e.g. payments of referees)

## Section 3: Training and Certification Requirements

### Head Coach

Please refer to the OWHA link below for the Team Staff Qualifications Chart. This includes the head coach, assistants and Trainer.

### [Team Staff Qualifications](#)

### Trainer

The WGHA requires that Trainers only 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:

<https://www.owha.on.ca/content/Trainers-program-and-resources>

Rowan's Law:

[https://cloud.rampinteractive.com/whaontario/files/Forms%20and%20Policies/ROWAN%27S\\_LAW\\_Document\\_%28FINAL\\_June\\_27%29\\_small.pdf](https://cloud.rampinteractive.com/whaontario/files/Forms%20and%20Policies/ROWAN%27S_LAW_Document_%28FINAL_June_27%29_small.pdf)

#### 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 Head 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:

<https://owhaparent.respectgroupinc.com/>

#### All team staff: Criminal Reference

All team staff directly involved with the players must complete a Vulnerable Sector Check (VSC). Any staff that fails to provide a VSC to the WGHA will not be permitted to participate with any team in a coach, Trainer, or on ice or dressing room help capacity. For the 2024-25 season, the Ontario Hockey Federation (OHF) has taken on a new centralized process.

To access the process start at this link:

<https://ohf.on.ca/risk-management/vulnerable-sector-checks-vsc/>

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. Centralized VSC with the declaration through the OHF needs to be completed first. Then the WGHA declaration and VSC will need to be uploaded in RAMP.

#### Reporting Certifications to the Association

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 or bench. Coaches that allow uncertified staff on the ice or bench may be sanctioned or suspended.

## Section 4: Policies and Code of Conduct

### Code of Conduct

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 shall not belittle players or use inappropriate language. Team Staff must ensure the philosophy of the WGHA is followed as well as the expectations of the WGHA By-laws and Code of Conduct. Team Staff shall 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

The bench staff shall 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 VSC, RIS and are members of the team staff or are players.

### Two Deep Policy

It is the Policy of the OWHA 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): Trainers and/or combination of dressing room monitors all with required certifications. If there are not 2 available, then the single supervisor can be immediately outside the dressing room(s) with the door ajar. Males must stay outside the dressing room.

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

### 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. 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 any of the policy found in section 4 will receive a warning for a first offence, a two week suspension for a second offence, and a one year minimum

suspension for a third offence. These violations include any or all misuse of camera, recording devices and use of a smartphone.

### 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 the Team Manager.

**For issues regarding allegations of abuse or harassment please refer to the WGHA Complaints procedure found under the About Us tab on the WGHA website and Bylaw 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 five 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 1<sup>st</sup> parent meeting. This will ensure an effective communication strategy for all parents. A copy of each team's policy must be given to the VP of Rep 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 VP of Rep who will oversee the necessary procedures to resolve the matter. It is recommended that parents/guardians submit concerns to the VP of Rep through the complaint procedure on the WGHA website.

[Complaint process form](#)

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 a 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:

[https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/2020/2020\\_injury\\_report\\_hockeycanada\\_owha\\_e.pdf](https://cdn.hockeycanada.ca/hockey-canada/Hockey-Programs/Safety/Insurance/Downloads/2020/2020_injury_report_hockeycanada_owha_e.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 player from play if by following the concussion protocol they feel there is a potential for concussion. The player may only return 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. [https://wgha.org/Public/Documents/Rowans%20law/Hockey\\_Canada\\_Concussion\\_Card\\_and\\_Return\\_to\\_Play.pdf](https://wgha.org/Public/Documents/Rowans%20law/Hockey_Canada_Concussion_Card_and_Return_to_Play.pdf)

## 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. 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 website ([www.wgha.org](http://www.wgha.org)) for a "Team Site". This site may be used to post tournament 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. WGHA requests all players and staff sign the banner.

## Travelling Outside Ontario

If teams are planning to travel outside of Ontario, please see the VP of Rep 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 VP of Rep 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 VP of Rep prior to departure. This must include a list of names and contact numbers for all passengers. The VP of Rep will have a form that must be completed and submitted prior to departure.

## Use of WGHA Logo

The WGHA logos are registered trademarks for the official use of the Whitby Girls Hockey Association. Teams are not permitted to use any WGHA logo without the advance written permission of the WGHA.

All house league and representative mandated clothing is provided by the company who is awarded the three-year clothing contract via a RFP process. The current supplier is Roy's Enterprises. The contract runs from the 2024-2025 season to the 2026-2027 season

If you wish to use the logo on other items, please submit a request via email to the Clothing Director [clothing@wgha.org](mailto:clothing@wgha.org). Please include the following information:

- a) the logo you wish to use
- b) the item(s) you are ordering
- c) the reason for the item(s) and d) the details of the supplier.

If the request is granted, the email is your proof of authorization and must be printed and filed with your team documents.

**NOTE: Items with the WGHA logo may not be ordered for fundraising purposes.**

## Section 5: Team Finances

### Team Budgets

Coaches must prepare an estimated budget to be distributed at tryouts, along with any planned tournaments. It is highly recommended that the Head Coach appoints a Treasurer to manage the team finances under the collaboration of the Head Coach and Manager.

Hockey Canada insurance fees that are set annually and are charged for each bench staff which includes on ice help, Assistant and Head Coaches and Trainer. It will be the responsibility of the team to cover all necessary insurance. 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.

New for the 2024-25 season; any on ice developer not contracted with the WGHA will need to be insured by being added to the team's official roster.

The WGHA will provide each team's Manager/Treasurer with an online budget template that will be reviewed by the WGHA finance committee on a monthly basis. It is important to note that once the budget is set and presented to the parent group for approval it cannot be changed.

Proposed team budgets are to be presented to the parents once reviewed by the WGHA finance committee and then presented to the parent group prior to the start of the season. The budget should be 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 cannot be changed. Monthly reviews will be conducted by the WGHA Finance committee. It is important to maintain good records as the online budget form is live and can be reviewed by the WGHA finance committee at any time.

Any expenditure that is added during the season which was not already included in the team's approved budget must be presented to the WGHA Finance committee and then accepted by the parents by closed ballot vote conducted with WGHA executives present.

### Delinquency of Payments

The WGHA has a duty to its members to collect fees owing in a way that is responsible and thoughtful, yet respectful to all those that pay.

Action on unpaid fees must occur early in the season before it is too late for corrective action.

Any issue with Rep team player fees falling behind the schedule set out in the team budget must be brought to the attention of the WGHA executive when the first payment is missed.

Fees must be paid in full or a structured payment plan must be laid out by no later than October 1.

All players with fees owing on November 1st and no payment plan will be suspended until such time that a plan is in place. All payment plans should be designed to end no later than Dec 13 unless approved by the WGHA Finance committee.

Any player that is delinquent one payment on a payment plan prior to Dec 13 will be notified and given a chance to catch up and remit payment but will be required to return to their payment plan. Any player(s) delinquent two (2) or more payments will be suspended until all fees are paid in full.

Any player expressing inability to pay due to a circumstance change will be referred to any local agency that could assist with funding. Any player not qualifying for the fund will be expected to return to their payment plan or face suspension.

All fees owing from past seasons will be required to be paid prior to the enrolment of a player in the current season of Hockey.

Any player wishing payment options/plans may contact the Registrar so that arrangements can be made with the Finance committee.

### 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 and WGHA executive will be present to scrutineer.

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 the WGHA Finance committee. Teams may have the opportunity to fund-raise at the WGHA Tournament of Heroes but this will be after obtaining approval and under the direction and discretion of the Tournament Director. Once a team has secured any sponsor, please inform the VP of Rep and Sponsorship Director.

**Rep teams are to reference the WGHA website to see the current list of HL sponsors and not contact for further rep sponsorship.**

Teams must ensure that fund-raising and sponsorship money is used appropriately. **The purpose of fund-raising is not to rebate families or subsidize player fees 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 WGHA Finance Committee.

Parent refunds at the end of the year are to be **minimal** and are subject to review by the WGHA finance committee and VP of Rep.

#### 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 to view account
- Payments for all team expenditures and player fees must be made by cheque or cash with bank deposit slip only
- E-transfer online payments are not permitted.

Cheque signing requires 2 signatories 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, **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.

All bank accounts will be closed at the end of the season.

#### 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
- Southern Loop Fee
- Team Chargeback if applicable - anything paid by WGHA on behalf of a team.

#### February Billing

- ICE – December and January
- Team Chargeback if applicable

#### Final Billing - Timing dependent on when season ends

- ICE – February to April
- WGHA Fees – (Admin, 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. 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.

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 Jerseys with Yellow Socks
- Away Game –Blue Jerseys with Blue Socks

**NOTE:** Once the branded WGHA logo is established a new 3-year cycle for new jerseys will be mandated.



## Section 7: WGHA Rep Clothing Policy

### Players

All players must wear the mandatory Under Armour track suit in and out of the rink for all games or approved team-appointed dress code (Dress pants and appropriate dress shirt). The following is the expanded clothing policy up until the end of the 2024/25 season.

The 2024-2025 rep mandatory rep clothing (to be purchased from Roy's) is as follows:

- Game jerseys (last year for current jersey)
- Game socks
- Pant shells - striped for AA teams and U9A. Solid blue for all other teams (not mandatory except for AA teams)
- Practice jerseys
- Practice socks
- Winter jackets
- Tracksuits
- Coach on-ice tracksuits
- Coach winter jackets
- Team hoodies - either UA (youth & adult) or Nike (adult only)
- Warm-up shirts
- Warm-up shorts
- Hockey bags
- Jersey bags
- Backpacks
- Helmet stickers
- Water bottles w/ stickers

**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

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

### Coaches

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

- Under Armour winter navy blue jacket with Wolves logo on zipper, or
- Navy Blue Track Suit Jacket

**AND**

- Dress pants, shirt and tie (males)
- No baseball caps during games

## Trainers

Trainers shall wear:

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

**OR**

Long Winter Coat to be determined.

**All teams 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 Policies

The VP of Rep is your representative for the OWHA. If coaches have any queries, they must be directed through the VP of Rep and cc the President. The OWHA Regional Director has made it very clear they will NOT respond to direct queries from team staff or parents.

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.

Teams will be notified in early February of all the teams in your region that are eligible for Regional Playdowns in their category. Regional Playdown games must be played according to the scheduled time frame outlined by the OWHA. Teams must ensure they are available during March Break for games.

All RAMP data must be entered into the online system within 48 hours for league games or 24 hours for playoff games.

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

- 1) WGHA VP of Rep and President
- 2) OWHA – to be emailed to stats@owha.on.ca

E-mail RAMP information that is related to the offence and the serving of the offence with assigned games codes along with dates and times. **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.

## RAMP

All players and coaches must be listed in RAMP in numerical order before participating in any game (exhibition, league or tournament).

All pickup players or goalies must be designated on RAMP. 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 their 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 noted.

## Section 9: Player Pickup process

The player pick up process is different for OWHA tournament games and Southern Loop 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 VP of Rep and President 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 VP of Rep **and** President
- HL players cannot be picked up for a game until the HL rosters are approved
- 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. Note this is applicable for all rep teams including DS
- The WGHA encourages all coaches to allow players to play at a higher level of hockey, as this will assist in player development, 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 VP of Rep's attention
- Call ups from HL to rep need to have [2ndvp@wgha.org](mailto:2ndvp@wgha.org) and the [jrhl@wgha.org](mailto:jrhl@wgha.org) cc'd in the correspondence along with the VP of Rep and the President

- Once DS teams are formed, call-ups from HL must call from the DS team including the extended roster before calling from the rest of HL.

#### Pick Up Players for Southern Loop

- Teams may only pick up a player from the 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. For example U13AA can call from U11AA or U13A
- 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 RAMP
- 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 - Please ensure you read the tournament rules for specific details

#### Player Movement

If a player leaves a team regardless of level the VP Rep, Director of Coach and Player Development and President will be informed immediately.

The process for replacing the player will include:

- The player that is being requested to move to the team that is now down a player must have attended tryouts for that level and agrees to move to the new team
- Any money that has been collected by the team from the player changing teams will be refunded minus any expenses incurred by the player with the original team. ie ice, tournaments/games attended/officials etc that the player has already attended.
- If there is not a player willing to move to the team with an opening then other options will be discussed with the executive and presented and agreed upon by both the team and executive

**\*\*Revisions to this document can be made at any time by the WGHA executive and will be communicated as such\*\***

## Section 10: Important Links

WGHA

[www.wgha.org](http://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.instagram.com/WhitbyGHA/>

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

OWHA

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

OMHA

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

# Appendices



### 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: |  |
|------------|--|-------|--|





| <b>Team</b>  | <b>Call up (Primary)</b> | <b>Call up (Secondary)</b> |
|--------------|--------------------------|----------------------------|
| <b>U9A</b>   | U9B – 8yr old only       | U9 HL - 8yr old only       |
| <b>U9B</b>   | U9 HL                    | N/A                        |
| <b>U11AA</b> | U11A                     | U11BB                      |
| <b>U11A</b>  | U11BB                    | U11B                       |
| <b>U11BB</b> | U11B                     | U11 DS/HL                  |
| <b>U11B</b>  | U11 DS/HL                | N/A                        |
| <b>U13AA</b> | U13A                     | U11AA                      |
| <b>U13A</b>  | U13BB                    | U11A                       |
| <b>U13BB</b> | U13B                     | U11BB                      |
| <b>U13B</b>  | U13 DS/HL                | N/A                        |
| <b>U15AA</b> | U15A                     | U13AA                      |
| <b>U15A</b>  | U15BB                    | U15B                       |
| <b>U15BB</b> | U15B                     | U15 DS                     |
| <b>U15B</b>  | U15 DS/HL                | N/A                        |
| <b>U18AA</b> | U18A                     | U15AA                      |
| <b>U18A</b>  | U18BB                    | U15A                       |
| <b>U18BB</b> | U18 DS/HL                | U15BB                      |

## Notes:

- Teams may call up from other teams at lower caliber at same age or younger age of equal or lower caliber U9 Players (A/B) are not eligible to be called up to U11
- All teams shall have a minimum of 5 players called up each month for practices. The same players should not be called each time
- These call ups are to be logged and submitted to the President, VP Rep and Director of Player and Coach Development.



**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 |        |      |                                |                        |      |

When month is complete, please email this form to Director Coach and Player Development at [Development@wgha.org](mailto:Development@wgha.org) , VP Rep at [1stVP@wgha.org](mailto:1stVP@wgha.org) and the WGHA President at [President@wgha.org](mailto:President@wgha.org)