

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



2018-2019 Season

Whitby Girls Hockey Association Executive Listing

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

IMPORTANT LINKS

WGHA

www.wgha.org

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

<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

OWHA

www.owha.on.ca

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

OMHA

www.omha.net

More clinics etc.

HOCKEY CANADA

www.hockeycanada.ca

LLFHL

www.llfhl.ca

PURPOSE OF THIS DOCUMENT

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

LINE OF COMMUNICATION

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

Mike Basque – Junior House League Director (Initiation – Atom)

Denise McKinnon – 2nd VP/House League (PeeWee to Senior)

Mike Waters – 1st VP/ Director of Hockey Operations

Tyler Barnett – President

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

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

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

Tournaments fill fast – in the first two weeks you should set the groundwork whether your team will be entering tournaments. If you plan on entering one or more, pick in advance the ones you will be entering, Contact your Convenor and inform your parents of your intent to register. Request their payment about two weeks prior to when you must pay the fee. This gives you ample time to request call up players from other teams within the same division or from the “major” level of the division one below your own (e.g.: Bantam may call up a PeeWee). For a full list of House League (“HL”) tournaments, there is a dedicated page on the OWHA's site.

If you are planning any outside events (parties, dinners, skating, renting ice for an extra practice, etc.) then tell the parents ASAP. For insurance reasons, WGHA ice cannot be used for any purpose other than WGHA sanctioned activities.

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

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

and are generally not at work outside of their work hours and may miss any time sensitive emails that you send out.

TEAM STAFF & ROLES

Head Coach

The Head Coach is responsible for every aspect of the team. The responsibility also includes conduct of the bench staff during all team functions. The Whitby Girls Hockey Association wants every player to have a positive experience while participating on a House League team and the Head Coach is the lead position to facilitate and implement this expectation. All House League Head Coaches must, at a minimum, Coach Level 2 Certification, Respect in Sport for Activity Leaders Certification and a valid current Police Background check covering the vulnerable sector. (Exception – Initiation only requires Level 1 – Intro to Coach)

Responsibilities as follows but not limited to:

- Ensuring fair and relatively equal ice time* and development for all players.
- Selecting Team Staff who are qualified or will be by the deadline. (November 15, 2018)
- Overseeing the proper conduct of Team staff on and off the ice during practices, games, while representing the team on and off of the ice.
- Demonstrating positive interactions with game officials and parents and players.
- Effective communication with players and parents.
- Complying with WGHA rules and expectations.
- Promoting positive self-esteem for players.
- Ensuring all Team Staff has completed a criminal reference check for the vulnerable sector and the minimum requirements for their position (PRS/Speak Out/Respect in Sport; Trainers Clinic, Coach Clinic, etc) by the date rosters are finalized and signed.
- Ensuring all staff wear helmets during practices with chin straps done up.
- Complying with OWHA rules.
- Adhere to Policies, Procedures and Guidelines and rules of the league in which they participate. (i.e. LLFHL)
- Ensure game sheets for suspended players are marked (Game 1 of 3, etc) and scanned and emailed to stats@owha.on.ca and “cc” jrh1@wgaha.org, 1stVP@wgaha.org and 2ndVP@wgaha.org
- Consider appointment of a Team Manager and if not this falls on the Head Coach.

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

There is a belief that the last “few minutes” of a game belong to the coach. That is generally considered, by the WGHA, as a guideline for Representative teams and should not be a guideline for consideration by any House League Team during any regular season game (since all teams play one another during the playoffs) as well as for any game where the outcome is not considered critical for either advancement or final standing.

Team Manager Responsibilities

(Optional For House League – but strongly recommended)

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

- Ensure all players are registered with the association.
- Keep a copy of the team roster and call up forms for any tournaments.
- Be responsible for the majority of the team administrative obligations (registering for tournaments, collecting police background checks, etc).
- Any questions regarding where to buy WGHHA clothing – Supreme Sports Apparel, located at Play it Again Sports in Whitby is the only authorized source and carries a variety of items.

Assistant Coach Responsibilities

It is the responsibility of the Assistant Coach to reinforce the objectives of the Head Coach and take over the Head Coach responsibilities in their absence. The Assistant Coach will work with the Head Coach to enable the players to achieve their full potential in a positive environment. It is strongly recommended the Assistant Coach also have the same minimum requirements as the Head Coach.

Teams may also have additional on-ice help for practices

Trainer

All teams must have a **female trainer** (at least one per team) and all trainers will have current HTCP Level 1 certificate.

Responsibilities of the trainer:

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

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

Code of Conduct for Bench Staff

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

Criminal Reference Checks

Criminal reference checks must be completed for all team staff. All team staff must submit their current criminal reference check as soon as possible to their division's Convenor or to the WGHA office itself. The check may be in a sealed envelope. Any staff that fails to provide a criminal reference check to the WGHA will not be permitted to participate with any team in a coach, manager, trainer, or on ice help capacity. The WGHA will ensure that all Criminal Reference check submissions will remain confidential. A valid Criminal Reference check that includes the vulnerable sector must be submitted. Contact your Convenor for a letter from the WGHA that will reduce the cost of this police check to only \$20.

DRESSING ROOM SUPERVISION POLICY

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials. As of Atom, no males shall be in the dressing room until such time as the Trainer clears them to enter (ie coaching staff prior to game time).

Two Deep Dressing Room Policy

It is the Policy of the Ontario Women's Hockey Association that, when any player under the age of 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.

Sanctions

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

Sponsorship and Fundraising

There is no WGHA sanctioned fundraising for House League other than below and you will need to contact your Convenor to discuss your proposal if you are considering one. The Convenor cannot make the decision but will forward your request to the Director of Sponsorship for a response. Depending on the request, this Director will need to consult with the executive.

National Sports

You were or will be given a supply of \$10 off cards that also includes an ongoing discount on skate sharpening. Please hand out to players. The WGHA earns gift cards from every purchase made. We earned over \$600 in gift cards in the past year and we gave or will give them all back to players (house league) as random draws or as part of raffles etc.

HOUSE LEAGUE SPONSORS 2018-2019

The following Sponsors have offered WGHA members special pricing/offers

PLAY IT AGAIN SPORTS

Specializing in catering to local sports teams and associations, Play It Again Sports is a long time supporter of the WGHA. Throughout the season, watch for special promotions available only to WGHA players. Do you have an old pair of skates in great condition? See the staff at Play it Again about selling those outgrown pairs of skates on your behalf!

Meet our 2018-2019 Sponsors

Tyke	McDonalds
Novice	Dodge Caravan Kids
Atom	atoMc (McDonalds)
Peewee	La Rosa's No Frills (2) Trafalgar Castle School Cupcake Junkie Ontario Power Generation
Bantam	Complete Packaging Supreme Sport's Apparel (3)
Midget	University of Ontario Institute of Technology (3) Hunter's Sports Photography Play It Again Sports
Intermediate	Cannainvestor

Player of the Game

For Initiation through Peewee divisions, player of the game awards have been provided by the Royal Oak. Additional copies if required are available. Please contact the Junior House League Director

DISCIPLINE

Discipline Policy and Complaint Process

It is a WGHA policy that Team Staff and parents/guardians follow the 24-hour rule as this may assist in seeking a positive resolution. For issues regarding allegations of abuse or harassment please refer to page 27 – 32 under the WGHA Constitution for detailed information regarding procedures to follow.

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

WGHA PENALTY AND SUSPENSION POLICY

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

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

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

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

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

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

EQUIPMENT

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

Jill
Shin pads
Pants
Shoulder Pads
Elbow Pads
BNQ certified Neck Guard*
CSA approved Helmet*
CSA approved Face Mask
Gloves
Hockey Skates

* Neck guards - (integrated into undergarment accepted if BNQ certified). Hockey Canada does not recognize the HECC certification. It is the HECC certification that often has an expiration date. Therefore, if a helmet is CSA approved but has an HECC sticker that shows the helmet has expired, the helmet is still valid if it is structurally sound. Trainers are to inspect helmets. No stickers or name tags etc. are to be affixed to the helmet as doing so is contrary to the helmet's warranty.

A mouth guard is strongly recommended

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

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

Things to remember to get before the season starts:

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

JERSEYS

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

Player numbers must be clearly visible.

LOGO

Use of the WGHA Logos

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

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

Player Pick Up Process - Tournaments

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

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

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

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

THE DREADED CURFEW

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

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

Game Sheets and Timekeepers

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

The Home Team will complete the form for each game. The games are in the format of Home at Visitors. Please ensure all fields are completed at the top of the sheet including: division, date, time, location, team name / #, period lengths

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

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

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

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

WGHA Web Site

All teams are encouraged to utilize the Web site (www.wgha.org) for their team's events and any photos etc. This site may be used to post tournament results, sponsor's promotion, standings, planned events, etc. Teams are also encouraged to follow and post to our facebook page at <https://www.facebook.com/whitbywolves/>

Travelling Outside Ontario

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

Travelling By Bus

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

UOIT LADY RIDGEBACKS – MANDATORY FOR INTIATION (TYKE)

No later than the middle of September, please contact Scott Dennis (UOIT) to arrange for a Lady Ridgeback game where your team will play during an intermission. Please email the Junior House League Director once this has been scheduled. This is mandatory for all Tyke teams. These are filled on a first come first served basis. The game on November 10 (below – WGHA Appreciation day) has a team already booked. Scott Dennis's email is: Scott.Dennis@dc-uoit.ca

10th ANNUAL WGHA APPRECIATION DAY

Saturday November 10
Campus Ice (UOIT – Oshawa)
3:30pm start
Lady Ridgebacks vs Ryerson.

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

TEAM AND INDIVIDUAL PHOTOS:

NOVEMBER 4th. Therefore, rebalancing is prior! Please see website for schedule.

WE ARE HERE FOR YOU

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

OTHER STUFF

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

A copy of the WGHA Constitution is available for download on the WGHA website. The OWHA Handbook is generally available in October. The OWHA handbook is also available online on the OWHA website.

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

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

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

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

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

Email them to 2ndvp@wgha.org

APPENDIX A

DEVELOPMENT STREAM (DS) SPECIFIC INFORMATION

PHILOSOPHY

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

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

TIMING

DS tryouts cannot start prior to November 1st and games cannot be played before December 1, 2018. The program continues for the balance of the current season.

TEAM STAFF & ROLES

Head Coach

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

Responsibilities as follows but not limited to:

- Conducting fair tryouts with evaluators vetted by DS Convenor. Evaluators (other than Head Coach) are not to be related to any player on the ice or have any other potential conflict of interest.
- Selecting team staff from the parents of players who are on the team. Normally team staff are also already coaches of house league teams because they are already rostered and certified thereby reducing administration costs to the DS team. Team staff need the approval of the WGHA executive before being rostered to the DS team. If a member of the staff is not currently serving on the bench of a team, the DS Convenor shall be approached for vetting before the position is offered to the individual.
- Overseeing the proper conduct of team staff on and off the ice during practices, games, while representing the team at meetings, and tournaments.
- Promoting equitable ice time and development for all players and goalies. Please see the guidelines outlined above
- Demonstrating positive interactions with game officials.
- Effective communication with players and parents.
- Complying with WGHA rules, expectations and code of conduct.
- Promoting positive self-esteem for players.
- Ensuring all team staff:
 - have completed a criminal reference check.
 - have completed the PRS (Speak Out) or Respect in Sport for Activity Leaders course
 - follow the dress code contained in this Handbook
 - wear properly fastened helmets during practices.
- Ensuring the manager or treasurer submits team budgets as required.
- Comply with OWHA, OHF and Hockey Canada Rules.
- Ensures the manager submits OWHA and league forms by the required deadlines.
- Attend all association and inter-divisional meetings
- Adhere to the mandated player call up process for practices (minimum 3 players per month) from the extended roster.

Assistant Coach Responsibilities

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

Trainer

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

Responsibilities of the trainer:

- To monitor the dressing room and report any behaviour issues to the Head Coach.
- To ensure the proper care and safety of the players.
- To ensure that all players are appropriately warmed up prior to any physical activities, this will reduce potential injuries.
- To inform parents of any injury that has been sustained.
- Complete and submit injury reports to Hockey Canada when required and provide a copy of all reports to the 1st VP.
- Maintain communication with parents of players who have sustained long-term injuries and ensure the return to play procedure is fully explained and adhered to including the completion of the Return to Play Form (see Appendix A).
- Perform equipment checks and inform parents of any observed equipment concerns.
- **MUST** be present in arena (**ice level**) for all on ice activities, development sessions, practices, and games as injuries could occur.
- Maintain a properly stocked trainer's kit and have it available at all times.
- To ensure that cell phones, PDA's, cameras and other recording devices are not used in the dressing rooms
- Ensure players follow the OWHA Code of Conduct and are aware of the OWHA Social Media policy

Team Manager Responsibilities

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

- In consultation with the Head Coach, book home and away games (8 max) plus tournaments (3 max) as soon as possible after formation of team.
- Advise division Convenor and DS Convenor of planned tournament dates immediately to try and avoid any conflicts with HL tournaments.
- Submit your team player list to (including 25 players) to the Registrar as soon as possible so that your official roster can be approved. No games or tournaments may be played until the Official roster has been returned from the OWHA
- Carry a copy of the approved official OWHA Roster at all times.
- Submit sanctioning approval to OWHA if team planning on playing non-OWHA registered teams or playing in tournaments outside of Ontario or Canada.
- Ensure referees and timekeepers are arranged for all home games.
- Inform DS Convenor of all home games so that reader board at rink is properly posted.
- Enter all home game information (exhibition and tournaments) into ITSportsNet.
- Enter all game information (exhibition and tournaments) into (WGHA) MBSportsWeb.
- Following each game and within 24 hours, enter game scores into MBSportsWeb (all games) and ITSportsNet (home games).
- Conduct all finance responsibilities as outlined below unless a Treasurer is designated.

Team Treasurer Responsibilities

The Treasurer will oversee the financial accountability. A financial statement must be periodically presented to parents and the association. The Treasurer must:

- Set up a bank account. It is mandatory that every team bank account has 2 signatures (not related by blood or marriage) on the team cheques. This will help ensure the team's finances are being well managed.
- Ensure Team Budgets (using the format supplied by the WGHA Treasurer) are submitted to the Association on November 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)
- Advise the coach of any outstanding fees from players. Should the situation not be rectified within 30 days, sanctions may be imposed.

Code of Conduct for Bench Staff

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

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

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

WGHA COACH CERTIFICATION REQUIREMENTS

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

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

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

Criminal Reference Checks (CRC/Police Check):

All team staff must provide a valid CRC (including vulnerable sector screening).

ALL CRC must be valid until the end of the 2018/19 season. So any CRC's done prior to May 2018 need a new one for this upcoming season.

Any questions regarding the validity of certifications/CRC's can be done by contacting the secretary (secretary@wgha.org).

Volunteer letters are available upon request to provide evidence of volunteer status to the police department. The request can be sent to the 1st VP or 2nd VP. .

Links to On-Line courses:

Speak Out/Respect in Sport Course:

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

Trainer's Certification Courses (HTCP I & II)

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

***IMPORTANT:** If you have received certification through another organization other than the OWHA (i.e. OMHA) and did not receive a certification #, you will need to apply to the OWHA to receive one. Applications are available under the "Forms/Policies" link on the OWHA website and there is no additional cost to apply for the number.

TEAM FINANCES

Team Budgets

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

If the team utilizes any additional Team Staff not currently serving as a member of a House League bench, the team will have to absorb the cost. If extra staff are to be added after the Team Waiver form has been sent to the OWHA, contact the Registrar to ensure that the appropriate paperwork is completed. All additions must be submitted with the required \$47.50 insurance fee (each) and there will be no refunds for deletions. All team staff (including on-ice help) must be included on the official roster and insurance paid for (if required). Failure to follow this strict protocol may result in voiding the insurance for the entire team. When submitting the roster to the Registrar, include what bench each staff member serves under to facilitate correct billing by the WGHA Treasurer.

In order to help coaches start off the season, an interim budget template will be provided that will cover up until the end of tryouts such that monies collected and ice fees billed may be accounted for in a consistent manner. The WGHA will then provide each team's manager/treasurer with an excel spreadsheet for developing the team's budget for the balance of the year and maintaining the financial record keeping during the course of the season. This spreadsheet format will be the only format acceptable for reporting to the WGHA Treasurer.

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

is added during the season which was not already included in the teams approved budget must be presented and accepted by the parents.

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

Sponsorship and Fundraising

In order to fund-raise within Whitby Facilities (including IPSC, McKinney, Vipond) you need to obtain a permit from the Town of Whitby via a formal written request by an executive member. Once a team has secured a sponsor please inform the Director of Sponsorship who that sponsor is so that other teams can be informed. This will ensure our local businesses are not bothered with continuous, repetitive requests.

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

Guidelines to Sponsorship/Fund-Raising Limits and Parent Refund

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

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

Team Bank Account

All teams will have a bank account provided by WGHA at the TD Canada Trust branch located at 3050 Garden Street, Whitby. The purpose of providing central banking for all of the teams is to ease the responsibility of managers/treasurers each year to set up their own account and to be used by the same team in subsequent seasons. The team will have 2 signing officers assigned to the account (who cannot be related by blood or marriage) as well as the three WGHA signing officers will also be officers on each team account.

Cheque signing requires 2 signers on each cheque.

The team's bank account activities must be completed by the end of April of each season. The final financial statement to WGHA is due no later than May 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 Ice Billing

WGHA will bill each Novice, Atom, Peewee, Bantam and Midget DS team twice over the season. An interim bill will be issued in Jan/Feb and a final bill will be issued at season's end.

Selling/Swapping Ice

If any DS team wishes to sell/swap any of their allocated ice, they must first approach other WGHA DS or rep teams. If the team is able to swap/sell their ice time with another WGHA team, they must notify the ice scheduler and cc the DS Convenor so that the arena boards can be updated. Please note, it is the team's responsibility to collect fees for sold ice time. If a team cannot sell/swap their ice to another WGHA team, they may approach the ice scheduler who may be able to sell the ice to another user group. There are no guarantees that the ice scheduler will be able to sell the ice and the team will still be billed for unused ice. Teams will be billed for their ice in advance. Any teams who have not paid ice bills will not be issued their ice in February until the bill is paid.

Booking Referees and Time Keepers

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

Time Keepers can be chosen at the teams discretion or the WGHA. Time Keepers on a best efforts basis can be booked through Melanie Wilde (Past President) email @ melaniereneewilde@gmail.com

You must ensure the DS convenor is notified of all game bookings to ensure the schedule is updated on the website and to ensure the Town of Whitby is notified.

ROSTERS AND CALL-UP PROCESS

DS teams are able to roster 25 players – 17 that make up the core team and 8 additional players who are able to be “called-up” for practices, games and tournaments. The additional 8 players **MUST** first be taken from those who were in attendance at the tryouts unless there were an insufficient number of players to fulfill this number. Should this be the case, additional players may be approached from the constituent house league teams.

“Call-up” Players for OWHa Tournaments

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

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

GAME SHEETS

All game sheets are property of the 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).

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

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

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

Again, any game sheets with information regarding suspensions must be sent to the OWHA within 24 hours of the start of that game.

DISCIPLINE POLICY AND COMPLAINT PROCESS

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

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

JERSEYS

Only WGHA approved yellow home or blue away jerseys may be used for any games. No other jerseys may be worn.

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

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

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

NOTE: The 2017/2018 season was the 1st season of the 3 year cycle, therefore, it will not be mandatory for players to purchase a new jersey until the start of the 2020/2021 season.

CLOTHING

Players

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

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

Coaches

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

Coaches are expected to wear a current style Wolves jacket.

Trainers

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

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

USE OF THE WGHA LOGOS

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

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

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

EQUITABLE ICE TIME GUIDELINE

The executive are currently creating a document to assist the coaching staff and parents with understanding the WGHA philosophy with regards to "fair and equitable" ice time for both players and goaltenders.



CRIMINAL OFFENCE DECLARATION

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

I, _____, hereby declare that :

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

OR

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

Signature: _____ Date: _____