



# **Coach & Manager Guidelines 2017-18**

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**Please ensure that the entire coaching staff is familiar with these guidelines. The Woolwich Minor Hockey Handbook - Constitution, By-Laws, Rules, Regulations and Guidelines must also be reviewed and followed. Both these guidelines and the Handbook are to be read in conjunction with each other. If there is duplication, the most stringent will apply.**



## List of Executive Members

<b>Rob Moyer: President</b> <a href="mailto:rpmoyer@rogers.com">rpmoyer@rogers.com</a>	<b>Rob Waters: Past President</b> <a href="mailto:rob.waters@waters.nestle.com">rob.waters@waters.nestle.com</a>
<b>Jasmine Roth: Treasurer</b> <a href="mailto:jasmineroth@outlook.com">jasmineroth@outlook.com</a>	<b>Paul Lucier: VP Coaching</b> <a href="mailto:paullucier71@gmail.com">paullucier71@gmail.com</a>
<b>Zack Barriage: VP Rep Teams</b> <a href="mailto:zackbarriage@gmail.com">zackbarriage@gmail.com</a>	<b>Barry Keen: VP Local League</b> <a href="mailto:Barrykeen2@gmail.com">Barrykeen2@gmail.com</a>
<b>Rob Hall: VP Player Development</b> <a href="mailto:Rhall1970@hotmail.com">Rhall1970@hotmail.com</a>	<b>Sheri Ritchie: Executive Secretary</b> <a href="mailto:sheriritchie@rogers.com">sheriritchie@rogers.com</a>
<b>Brett Bickerton: Webmaster</b> <a href="mailto:brettbickerton@gmail.com">brettbickerton@gmail.com</a>	<b>Chris Williams: Director of Sponsorship</b> <a href="mailto:chris_williams16@rogers.com">chris_williams16@rogers.com</a>
<b>Brandon Brubacher: Tournament Chair Woolwich Memorial Tournament</b> <a href="mailto:brandon.brubacher@hotmail.com">brandon.brubacher@hotmail.com</a>	<b>Kurt Wilkie: Tournament Chair Woolwich Cup Challenge</b> <a href="mailto:kurt.wilkie@gmail.com">kurt.wilkie@gmail.com</a>
<b>Vacant: Concussion Management</b>	<b>Adam Good: President of Referees Assoc.</b>
<b>Zack Barriage: Director of Spirt Wear</b> <a href="mailto:zack.barriage@gmail.com">zack.barriage@gmail.com</a>	<b>Vacant: Director of Photos</b>
<b>Vacant: Director of Fundraising</b>	<b>Kevin Brown: Equipment Manager</b> <a href="mailto:kg16brown@gmail.com">kg16brown@gmail.com</a>

## WMHA Staffer

**Tracey Williams: Office Manager/Registrar/Ice Scheduler**  
Email: [scheduler@woolwichminorhockey.ca](mailto:scheduler@woolwichminorhockey.ca)

## Important Numbers and Sites

Woolwich Minor Hockey Office	519-505-0627
Woolwich Memorial Centre	519-669-1647 ext. 7001
St. Jacobs Arena	519-664-3310
Woolwich Minor Hockey Website	<a href="http://www.woolwichminorhockey.ca">www.woolwichminorhockey.ca</a>
Woolwich Minor Hockey Office Email	<a href="mailto:hockeyoffice@woolwichminorhockey.ca">hockeyoffice@woolwichminorhockey.ca</a>
Ontario Minor Hockey Website (OMHA)	<a href="http://www.omha.net">www.omha.net</a>

## General Duties:

### Coach & Manager:

- You are a representative of Woolwich Minor Hockey Association. Your actions reflect the Organization. Come to a consensus with the bench staff as to the channels of communication.
- Communicate your theme for the season from the onset, including objectives/goals, expectations, areas of focus for development, etc. and over-communicate it to parents, follow through with it and refer to it often and when necessary to address areas of concern.

### Manager:

- **Note: The Manager and Parent Rep positions must not be held by the same person**
- Mailboxes located outside hockey office at WMC should be checked at least twice a week.
- Be Organized. Something as simple as the family name on each handout. Have a binder and keep it with you at all games and practices.
- The manager is responsible to hand out all ice schedules and notices from the Association. You are the main communication link between the Association and our members. Use of team websites are a preferred method of communication.
- Distribute the “Codes of Conduct” to all team members at your Parent Meeting prior to your first game of the season. All Code of Conducts must be signed by players, parents & Coaches and returned to the hockey office
- During your parent meeting, be sure to reference the WMHA Discipline & Dispute Resolution Process on the WMHA website as the process to be followed for dealing with conduct issues
- Recognize your sponsor. Contact your sponsor at the beginning of the season & provide them with a schedule for when the team plays. Consider providing them with a team picture signed by all players. This type of engagement is very important as all sponsors have paid a significant financial contribution to the Association to support the youth of WMHA.
- Provide a “phone/email fan out” list and/or create a BBM group. This list will assist in contacting each team member very rapidly in case of a cancellation etc.
- Provide a team list to all team members and include the coaching staff and contact numbers. Parent names and contact numbers (home, business, cell, email addresses, and home address) should also be included on this list.
- Submit weekly updates of each game to the newspaper (Observer). This can be done online from the Observer website. This can be assigned to a parent to perform for the season.
- Dressing room keys – discuss with your coaching staff. Some coaches prefer the manager to hold the key during the game to ensure the dressing room is locked during the game and opened at the end of the game. The manager will be responsible to ensure the room is opened if there is an injured player. The key could also be the responsibility of the trainer. Remember the ‘2 Deep’ rule in the dressing room always.
- OMHA roster. Managers are to ensure that this roster is always available at all games and tournaments. **IMPORTANT: When you receive your roster back after it has been approved by OMHA; please review it in detail. Ensure the correct number of players and staff are noted on the roster and the correct spelling of each player and staff.**

# WMHA Association Code of Conduct

- 1) We will ensure that all youth participating in the hockey programs of the Woolwich Minor Association (WMHA) enjoy the following rights and are entitled to the protection of these rights.
  - i. SPORTSMANSHIP: You have the right to participate in a program, which is based on sportsmanship, honesty and integrity.
  - ii. RESPECT: You have the right to the respect of your coaches, coaching staff, your team-mates, the coaches, coaching staff and players of the opposing team, the referees and spectators and each of them has the right to expect the same of you.
  - iii. PARTICIPATION: You have the right to participate fully in the activities of your team, but not necessarily equally.
  - iv. SKILL DEVELOPMENT: You have the right to learn about your sport and develop your skills to the maximum of your potential, even though you may not always agree with the methods used by your coach and coaching staff.
  - v. FREEDOM FROM ABUSE: You have the right to say no to physical contact or interaction with any member of the coaching staff or any other person in a position of authority or influence.
  - vi. FREE SPEECH: You have the right to speak freely without fear of recrimination.
  - vii. FAIR TREATMENT: You have the right to be treated fairly and with impartiality.
  - viii. FUN: You have the right to have fun. WMHA upholds a zero-tolerance policy for drugs and alcohol for any Association events or activities regardless of location for its members and any individuals attending or participating. WMHA accepts responsibility for the behavior of its members and will take the necessary disciplinary actions against any individual (Parents/Guardians, players, coaches, coaching staff and spectators) who fail to comply with the codes; this may result in disciplinary measures, including suspension and/or expulsion.
- 2) We will make sure that all players are given the same opportunity to participate, regardless of gender, ability, ethnic background, or race.
- 3) We will make sure that all prudent and reasonable, appropriate and necessary measures are taken on an ongoing basis to protect the safety of all players, coaching and volunteers wherever WMHA activities take place.
- 4) We will make sure that age, skill level and maturity level of the players are considered in program development, rule enforcement, and scheduling.
- 5) We will make sure that play is done for its own sake and make sure that winning is kept in proper perspective. We will make sure that appropriate and thorough screening of all those who provide service on behalf of WMHA, both before, but especially after they are involved, with the goal of having Coaches, Coaching Staff, Officials and other volunteers who can

balance the competitive approaches of all players, the promotion of fair play, the development of good technical skills and the life-long enjoyment of the game of hockey.

- 6) We will show respect for our opponents, because without them there would be no game.
- 7) We will not use inappropriate language, nor will we harass players, coaches, officials or other spectators.
- 8) We believe that the safety of the participants in the game is more important than the final score.
- 9) We value the contribution of the coaches in developing the players' talents, will support their efforts and provide them opportunities for growth and development.
- 10) We understand that officials do not make the hockey rules, they only apply them. We understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
- 11) We understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.
- 12) We will distribute, publicize, promote, implement and enforce the Codes of Conduct within WMHA.

## **WMHA CODE OF CONDUCT**

- 1) I will show respect for my team's opponents, because without them there would be no game.
- 2) I will not use inappropriate language, nor will I harass players, coaches, officials or other spectators.
- 3) I believe that the safety of the participants in the game is more important than the final score.
- 4) I value the contribution of the coaches in developing the players' talents even though I may not always agree with their methods.
- 5) I understand that officials do not make the hockey rules they only apply them.
- 6) I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants.
- 7) I understand that players, coaches and officials are learning the game, and mistakes will be made in the learning process.

- 8) I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
- 9) I understand that children learn from adults, and my behaviour reflects what I want children to learn.
- 10) I will applaud good plays and performances by both teams
- 11) I agree to abide by the WMHA Discipline & Dispute Resolution Process

## **Players Code of Conduct**

- 1) I will be responsible for my conduct always and I will always be a positive representative of the WMHA and the Township of Woolwich.
- 2) I will play hockey because I want to, not because others or coaches want me to.
- 3) I will play by the rules of hockey and in the spirit of the game. I will do my best to be a team player and remember that winning isn't everything - that having fun, improving skills, making friends and doing my best are as important.
- 4) I will respect my opponents, their rights and consider the safety of other players; I will not set out to intentionally maim or injure another player, in actions, words, conduct or inaction and I shall not encourage, support or approve of this such behavior by others.
- 5) I will work at achieving my personal best and to not get discouraged if I fail to reach my objectives. I will work hard to improve my skills at practice and in games. I will make every reasonable effort to attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if I am unable to attend for any reason. I will do my best to be a true team player and will remember that winning isn't everything – that having fun, improving skills, making friends and doing my best are also important.
- 6) I will, regardless of the outcome of the game, congratulate my team-mates, coach, coaching staff as well as the players and coach, coaching staff of the opposing team in a genuine and positive manner.
- 7) I will remember that coaches and officials are there to help me. I will let the coach or team captain address the referees in a civil tone and manner and I will accept the decisions of the officials and show them respect.

- 8) I will remember that I am an ambassador of WMHA and the game of hockey and will conduct myself in a manner that reflects that position by controlling my temper, behaviour and language.
- 9) I will refrain from the use of drugs including cigarettes, e-cigarettes, chewing tobacco, alcohol and illegal substances at all team functions and within all hockey facilities.

## **Parent/Guardian/Spectator Code of Conduct**

- 1) I will remember that my youth and all players participate for their fun and enjoyment, not mine and I will show respect for my teams' opponents, because without them, there would be no game.
- 2) I will not gossip or speak negatively about players, coaches and coaching staff, officials, other parents/guardians or spectators. I will not use inappropriate language, nor will I engage in harassment of any kind towards players, coaches, officials, spectators or executives/staff of the Woolwich Minor Hockey Association.
- 3) I acknowledge that I have an opinion and that I am free to express this opinion with the coach and coaching staff using the proper process. I also understand that the coach and coaching staff are under no obligation to act on my opinion. I will practice and encourage open communication with the coach and coaching staff. I will bring concerns forward and adhere to a 24 hour cool down period before addressing a contentious point or an issue I am emotional towards. I will respect the coach's decisions and not interfere with or undermine the coach or coaching staff.
- 4) I will promote the emotional and physical well-being of my youth and all players ahead of any personal desire to win. I believe that the safety of the participants in the game is more important than the final score.
- 5) I value the volunteer time and contribution of the coach and coaching staff in developing the players' talents and character on and off the ice, even though I may not always agree with their methods.
- 6) I understand that players, coaches and officials are learning and constantly developing their understanding of the game, and will be respectful when mistakes are made in this process.



- 7) I will not coach my youth from the stands and I will remember that the locker room is where the coach and coaching staff prepares the team for games and practices and not a place for me to hang out or give instruction.
- 8) I understand that officials do not make the hockey rules, they only apply them. I understand that officials are responsible to ensure that the game is played in a safe and fair manner for all participants. I will respect the officials' decisions and I will encourage all players to do the same.
- 9) I may not cheer for the opposition team, but I will also not cheer against them or verbally abuse them.
- 10) I understand that children learn from adults, and my behaviour reflects what I want children to learn. I acknowledge that engaging in inappropriate or disrespectful behaviour harms my youth the most, his teammates and all participants and their enjoyment of the game.
- 11) I will remember that youth learn by example and I will applaud good plays and performances by both teams
- 12) I will make every reasonable effort to have my youth attend all scheduled practices and games, arrive on time and I will contact the team manager or coach if my youth is unable to attend for any reason. I will inform the coach of any ailment that may affect the safety of my youth or the safety of others and I will not permit my youth to compete when it is hazardous to their health or without complete and safe equipment.
- 13) I agree to abide by the WMHA Dispute Resolution Process and acknowledge the right of the WMHA to strictly enforce this process and any resulting disciplinary actions.

## **Coaches and Coaching Staff Code of Conduct**

- 1) I acknowledge the influence I have on youth and the effect I have on their growth and development including, responsibility, confidence, self-worth, discipline and respect for themselves and others. I will lead by example and work to create a desire for our players to do their best both on and off the ice.
- 2) I will remember that players need a coach and coaching staff they can respect. I will be generous with praise and set a good example always through my actions and words.

- 3) I will teach my players to play fairly and to respect rules, officials, teammates, opponents, parents/guardians and spectators.
- 4) I will share my goals and objectives for the team with my players and their parent/guardians before the season starts and I will follow through with these goals and objectives to the best of my ability. I will strive to ensure all my players receive equal instruction, discipline, support and appropriate, fair playing time.
- 5) I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that children play to have fun and must be encouraged to have confidence in themselves.
- 6) I will be reasonable when scheduling games and practices remembering that young athletes have other interests and obligations.
- 7) I will make sure that equipment and facilities are safe and match my players age and ability.
- 8) I will obtain proper training/certification and will continue to upgrade and develop my coaching skills.
- 9) I will not ridicule or yell at the officials for making mistakes or for performing poorly. I will cooperate with on and off ice officials for the benefit of the game and players and use proper process to launch complaints.
- 10) There is a need for regular, ongoing open communication with parents/guardians, coaching staff, players and Association officials. As a coach, I will be approachable regarding anything to do with players or the team when the proper WMHA Dispute and Resolution Process is followed.

## **Releasing Players During Tryouts: Contact VP - Rep Zack Barriage or VP Coaching - Paul Lucier**

- Coaches are to provide a welcome letter to players/parents at their first tryout. The letter should include an introduction, upcoming tryout schedule, expectations and information about the selection process including the password for parents to check the night of tryouts to see if their player is continuing in the process.
- **Please note that at no time is a coach allowed to recruit players from other associations to play in Woolwich. If you are contacted by a player or parent about trying out for your team, please refer them to their own association, so they can determine eligibility.**

**WMHA can be charged and fined for tampering, which involves any recruitment activity. This is closely monitored by the OMHA and complaints are common. If you have questions, contact the Office Manager at [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

- Tryout fees are \$40/player and done online through the HCR system
- Typically, players will have a chance to attend 2 tryouts before first cuts are made but this is at the coach's discretion if safety of players comes into question
- WMHA will provide 4 home ice times for coaches to pick their team. Included in this, our scheduler will set up (1) home & (1) away game. It is the responsibility of the coach to set up any other games for tryouts and you would have to use one of your home ice times (no extra will be provided or times changed)
- WMHA will pay for the referees for one home ice exhibition games. It is the manager's responsibility to notify the scheduler of another exhibition game well in advance so referees can be arranged.
- The teams are required to arrange for timekeepers for their exhibition games.
- It is recommended that all teams have exhibition games as part of the tryouts.
- Have the majority of the releases performed after the third tryout. (get players in one ex game)
- Have the team selected and final releases no later than the fourth home ice time.
- Meeting with players and Parents: Coaches should make themselves available to players after tryouts for anyone to discuss areas of opportunities and any other information on why they were not selected. When meeting with parents/players, always have two coaching staff in the room.
- All releases are to be done via the team page on the website by jersey number or first name and last initial only). If releasing players in person, select a room where the player can exit the arena after the release with their equipment without having to walk through the crowd.
- Send a letter with the released player indicating when their next ice-time will be. Check on the Woolwich Minor Hockey website when that player's next ice time would be. Be sure to send released A players to AE tryouts.
- Injured player at tryouts: If there is an injured player at tryouts, bring it to the attention of the VP of Rep immediately. The executive will provide a ruling on an individual basis.

## **Exhibition Games: Contact VP Rep - Zack Barriage or WMHA Office Manager – Tracey Williams**

- **Exhibition games throughout the season are not encouraged.** A 28 game season with up to 3 tournaments + OMHA & Tri County playoffs will satisfy the needs for your players
- You are responsible to contact the Woolwich Minor Hockey Office immediately to ensure your team has the ice time and to arrange for referees. The team is responsible to supply timekeepers for exhibition games.
- Woolwich Rep Teams are not allowed to have an exhibition game with another Woolwich Rep Team (i.e. Minor Peewee vs. Peewee AE)
- The team is responsible for the referee and timekeeper costs of all exhibition games during the season. **Advanced notice** to the scheduler is required to make the necessary arrangements.

## **Schedules: Contact WMHA Scheduler – Tracey Williams**

- Schedules will be posted on the website and it is the responsibility of the coach/manager to communicate any scheduling changes to the parent group. Check regularly
- Encourage parents to sign up for the automatic updates available on the OneDB website to ensure nothing is missed and limit the amount of email updates required by the manager.
- Any issues with the schedule please contact [scheduler@woolwichminorhockey.ca](mailto:scheduler@woolwichminorhockey.ca)

## **Alcohol and / or Illegal Substances: Contact – Rob Moyer – Vice President WMHA**

- At no time shall a coaching staff and/or a player have in their possession or be under the influence of any alcohol or illegal substance while on the property of any sport facility that the team is attending a game/practice/function.
- The Woolwich Minor Hockey Association will be very strict with this policy.
- It is the responsibility of the Coaching Staff to ensure that this policy is followed for both the staff and players.

## **Spirit Wear: Contact – Zack Barriage – Director of Spirit Wear**

For the 2017-2018 Season, the Woolwich Minor Hockey Association executive will be approving 3 vendors to supply spirit wear (Sportzone, GameDay and PK Sports). All spirit wear must be purchased from one of these 3 approved vendors only. We have discontinued the Bauer warm up suits and will be going with blue CCM for the upcoming season. The new approved W logo, which will be on the front of our jerseys is the only approved logo for use on the CCM warm up jackets and pants. Any of the 3 approved logos can be used on other spirit wear offered by the 3 approved vendors.

**Teams are required to purchase spirit wear exclusively through approved vendors.**

Any use of our logo must be used by permission of our 3 approved vendors or through written authorization from Woolwich Minor Hockey.

**Please note: Any team not following the spirit wear program or unauthorized use of our logo will be penalized with loss of ice time.**



## **Equipment: Contact Kevin Brown**

- Equipment / Pucks / Jerseys for the team are to be picked up at specified dates and times. Contact the Equipment Director for those times.
- We have new jerseys this year. A postdated deposit cheque will be required when the Equipment / Pucks / Jerseys are picked up. This deposit will be held and not be cashed unless the equipment is not returned in full by the specified time as arranged by the Equipment Director but must not be returned when requested at season end.
- If the equipment is lost, stolen or broken, please contact the Equipment Director immediately.
- Game jerseys supplied are to be worn for games only. Jerseys are not to be altered in any way (name bars, etc.)
- One parent can be assigned to look after game jerseys or they can be take care of individually by each player. Either way, please ensure our new jerseys are cleaned regularly so they always look good and smell fresh.

## **Managing the OneDB Website: Contact Webmaster Brett Bickerton**

- Webmaster will provide coach & Managers detailed instructions on how to manage your team web page
- Your team is required to post the results of each home game on the Website. This must be done within 24hrs of the game.
- If there are any discrepancies with the standings, contact the Woolwich Minor Hockey Office immediately.

## **Ice Time Returns: Contact WMHA Scheduler – Tracey Williams**

- Ice returns will only be accepted under extenuating circumstances
- Any team that requires returning ice that has been scheduled to your team must do so no later than three weeks prior to the scheduled ice time. Woolwich Minor Hockey cannot return ice back to the Township with less than 14 days' notice and will be charged for this ice time.
- If your team has exchanged practice ice times with another team, you must notify the Woolwich Minor Hockey Office immediately of your intention. You must receive an approval to exchange this time.

## Timekeepers: Contact WHMA Scheduler – Tracey Williams

- Woolwich Minor Hockey provides timekeepers (other than exhibition games) for all teams Peewee and up. For teams Atom and below, the manager should organize a schedule for parents to do the timekeeping. Two people per game must be assigned.
- One person is responsible for the time clock and the other will be responsible for the game sheet. The coaching staff will not be assigned this task.
- If teams are interested in paying for timekeepers, contact the scheduler to assign paid timekeepers for games. Teams will be required to pay for timekeepers for the season in advance
- WMHA will provide timekeepers for all OMHA playdown games
- Tri County games are considered the same as league games for timekeeper coverage

## Coaching Staff: Contact VP Coaching - Paul Lucier or WMHA Office Manager – Tracey Williams

### Certifications:

- All coaches, assistant coaches, trainers, and managers must have the required certifications to be listed on the roster, to be on the bench, and / or to be on the ice.
- The required certifications are listed on the OMHA website or contact the Woolwich Minor Hockey Vice President of Coaching.
- **Police Records Check - All staff must have a valid police check. This is a must!** Police records checks are required the first time a staff is involved with a Woolwich Minor Hockey team. You will be denied access to the dressing rooms, benches, and ice if your police records check is not up to date. Police Records Check for Service with the Vulnerable Sector forms are available at any police station or from the Woolwich Minor Hockey Vice President of Coaching. A letter from the Woolwich Minor Hockey Vice President of Coaching is to be submitted with your Police Records Check.
- **Updating Police Checks:** An updated police check is required the same year as your coaching certification is required updating (every 3 years)
- There are “Coaches at Large” and “Trainers at Large” lists within Woolwich Minor Hockey. This is a select list of current certified coaches and trainers that are registered with the OMHA through Woolwich Minor Hockey. If you need a coach or trainer for any given game, please contact the Woolwich Minor Hockey Office ASAP to inquire if an “At Large” coach or trainer is available to help with that game. Also note that any rostered and certified coach or trainer within WMHA can be used to replace a missing coach or trainer.
- If other “professional staff” is recruited for a practice (Junior Player, Goalie Coach, Power Skating Instructor), please advise the Woolwich Minor Hockey Office of your intentions at least 5 days prior to the scheduled ice time. Woolwich Minor Hockey Association may choose to perform a reference check on the Individual

**General:**

- Only rostered players can play in games.
- If your trainer cannot make a game at the last minute and you have no replacement, you may be able to request from the opposing team that you utilize their trainer. That trainer must sign both sides of the game sheet.
- Each coach and / or trainer must ensure that each player is equipped with all the required protective gear including helmets, mouth guards, and neck guards for every ice time.
- Each registered coaching staff that is on the ice for practices must wear a CSA approved hockey helmet. This is mandatory and required by our insurer.

**Roster: Contact VP Rep - Zack Barriage or WMHA Office Manager – Tracey Williams**

- For all Rep teams, Novice to Bantam, the team must consist of 15 players (2 goalies, 13 skaters). For all Midget Rep teams and Juvenile, the team must consist of 17 players (2 goalies, 15 skaters).
- The use of 15 players and 2 goalies (carrying 6 D) is possible but all deviations from the numbers above must be approved by the Woolwich Minor Hockey Executive.
- Please advise the executive ASAP if you are interested in carrying 6 D or extra players.

**Affiliated Player List: Contact VP Rep - Zack Barriage or WMHA Office Manager – Tracey Williams**

- A/P lists need to be submitted to the Woolwich Minor Hockey Office ASAP. It is recommended that the A/P list is filled in at your final cuts and have the A/P player and parent sign at that time.
- A/P players cannot be utilized until the list is submitted and approved by the OMHA.
- At no time can another player that is not on the approved A/P list play in any game including exhibition games.
- A player can only A/P with one team
- Understand the OMHA Affiliated Player guidelines:
- Affiliated players need to be on your OMHA roster prior to January 5<sup>th</sup>.
- A player is only allowed to A/P up to 10 games. The player cannot join the team he is affiliated with until his/her team have been eliminated for the season (both OMHA & Tri County Playoffs)
- Affiliated players are to be used to replace players that have been suspended, injured or away and not to bolster a roster. If you have a full roster, don't use your A/P players.



## **Affiliated Player Process: Contact VP Rep - Zack Barriage or VP Coaching - Paul Lucier**

- Coaches/Managers are required to contact the affiliates regular coaching staff each time you wish to use a player; this ensures that suspensions and other issues are known and respected.
- Similarly, coaches using affiliated players must notify the affiliates regular coaching staff following a game should injuries or suspensions occur.
- All coaches should encourage players on their teams who are signed to AP cards to play for their AP team when the opportunity arises. This is a great opportunity for players to further develop their skills and confidence, which will benefit both teams. Woolwich Minor Hockey wants coaches to embrace the affiliated player process.
- If there are conflicts coaches are to work with each other to figure out what is the best option is for the player and team.
- Please sign your AP's early and all in one transaction – please don't wait until you need them and then submit the paperwork
- It can take up to 10 business days to add an AP and they are approved and added by the OMHA – so WMHA does not have a lot of control over the process

## **AP Policy**

### **Minor Bantam - Major Midget**

The objective of our Minor Bantam - Major Midget programs is to provide an opportunity for our players to play for the Elmira Sugar Kings. We want to give our players the opportunity to practice and play with the Kings to gain valuable experience to help prepare them for the next level of hockey.

Despite carrying up to 22 players, the Sugar Kings run into many situations throughout the year where they are short players (University exams, injuries and suspensions). The Sugar Kings have many options to draw players from. They have an affiliated team in Wellesley as well they have other local players playing Midget in other centres. Our objective should be to be the first call when the Sugar Kings want players. Therefore, we need to make concessions to ensure that we are providing every opportunity for players. Above all, we need to clarify a policy at our Sr. level to ensure everyone understands the protocol and eliminate confusion when AP's are requested



## Major Midget

- **AP for practices:** If the Kings want a player for a practice, coaches are to encourage the player to go.
- **AP for a Sugar King practice when Major Midgets have a practice:** Midget team should be encouraged to bring up AP's from AE team and/or Minor Midget team to accommodate players to practice with the Sugar Kings (very rarely will a player be asked to miss a practice to join a Sugar King practice)
- **AP for a Sugar King game with no Midget team conflict:** Midget coaches should encourage our players to AP for games with the Sugar Kings. The decision is a consultation with the coach and player where ultimately the decision should fall with the player. Holding back players for fear of injuries should not factor in. Every player assumes an element of risk every time they step on the ice.
- **AP for a Sugar King game with Midget team conflict:** Very rarely will the Sugar Kings ask for players knowing the Midgets have a game conflict. In the event they ask, they are in fact in a desperate position. The coach and player should consult about the conflict and the coach should encourage the player to AP and the coach is to AP from the Minor Midget or AE team

## Minor Midget/Midget AE

- **AP for practices:** If the Major Midgets want a player for a practice, coaches are to encourage
- **AP for a Major Midget practice when Minor midgets have a practice:** Minor Midget team should be encouraged to bring up AP's from AE team and/or Major Bantam team to accommodate players to practice with the Major Midgets (very rarely will a player be asked to miss a practice to join a Major Midget practice)
- **AP for a Major Midget game with no Minor Midget team conflict:** Minor Midget coaches should encourage our players to AP for games with the Major Midgets. The decision is a consultation with the coach and player where ultimately the decision should fall with the player. Holding back players for fear of injuries should not factor in. Every player assumes an element of risk every time they step on the ice.
- **AP for a Major Midget game with Minor Midget team conflict:** Very rarely will the Major Midgets ask for players knowing the Minor Midgets have a game conflict. In the event they ask, they are in fact in a desperate position. The coach and player should consult about the conflict and the coach should encourage the player to AP and the coach is to AP from the Major Bantam or AE team

## **Game Sheets: Contact VP Rep - Zack Barriage, VP Coaching - Paul Lucier or WMHA Office Manager – Tracey Williams**

- A sample game sheet is attached.
- All areas of the game sheet must be filled in. The OMHA has suspended coaching staff for incorrect information on a game sheet:
  - Game number - (the game number can be found on the schedule that you receive from the Woolwich Minor Hockey Office)

- Location is either Elmira Arena or St. Jacobs Arena
- Group / League division - (A Rep teams are usually Smith Division, AE Rep teams are usually Russell Division, Midget AE are usually Harrison Division, and Local League teams are Grand River). If you are unsure of the division, contact the Minor Hockey Office.
- League – Rep teams are Tri-County, Local League are Grand River.
- Division – Novice, Atom, Minor Peewee, etc.
- Category – A, AE, LL. AE teams are usually considered AE group 2.
- Curfew Time – Indicate the time and ensure both teams initial the time.
- Flood – Indicate if there is a flood or not.
- Suspended players must be listed on the game sheet in the appropriate location. If this is forgotten, the player will be forced to sit the next game also and must be listed on that game sheet. Indicate the number of games suspended on the sheet (1 of 1, 1 of 3, 2 of 3, etc.)
- Stickers are permitted on the game sheets. The stickers must be on all copies and must not cover any other areas.
- Game lengths – indicate the length of each period
  - Tyke Select and Novice A play 10-10-10
  - Minor Atom A, Atom AE and Major Atom A have enough ice for 10-10-15
  - Minor Peewee A to Major Bantam A play 10-15-15
  - Minor Midget A, Midget AE and Major Midget A play 15-15-flood-15
  - All novice local league teams play 10-10-10
  - Atom-Bantam local league teams play 10-10-15
  - Midget local league teams play 10-15-15
- Important – when a game is scheduled in a time slot other than your regular game time slot, look at how much time is given and follow the game length times as indicated in the OMHA regulations as listed below:
  - 50 minutes                      10-10-10
  - 60 minutes                      10-10-15
  - 1 hour 20 minutes              10-15-15
  - 1 hour 30 minutes              10-15-15
  - 1 hour 50 minutes              15-15-flood-15 (Minor Midget/Major Midget)
- It is important to go over the penalty minutes given on the game sheet, make sure that the coach is aware of any penalties with a GM, INS, AGG. GRM, or MP. These usually require the player to sit out the next game.
- **If you are unsure if a suspension exists, please refer to the OMHA Manual of Operations or contact the Woolwich Minor Hockey VP of Representative Teams.**
- If you are the home team, please ensure that the correct copies of the games sheets are distributed to each team and the other copies are deposited in the mailboxes for the game sheets located in each arena. These must be deposited in the mailboxes immediately after your home game.
- Ensure that the same name is used on the game sheet that is on the roster. No short forms, nicknames, etc.
- Do not deviate from the times above without permission from the WMHA Hockey office. Deviations cause a cascade effect throughout the day and may result in forfeit of practice time.

## Tournaments: Contact VP Rep - Zack Barriage, WMHA Office Manager – Tracey Williams

- Tournaments listings can be found on the OMHA website.
- You must always keep the Woolwich Minor Hockey Office informed of any tournaments that you have been accepted into. The office must be notified ASAP to re-schedule any of your conflicting ice times during that tournament.
- **All tournaments must be booked and confirmed to the Woolwich Minor Hockey Office no later than October 1!** This is a must. The league will not re-schedule games after this time and your team will be forced to play out a game even if it is during your tournament.
- As soon as you decide on your tournaments, get the applications and cheques into the tournament contact immediately. Most tournaments will allow you to postdate a cheque. If it is pre-season or very early in the season and you need to submit a cheque, the Woolwich Minor Hockey Office can issue a cheque on behalf of your team until you have your account set up. This must be re-paid to the Association no later than October 1.
- **Please note that the Association requires that the maximum number of tournaments that any Woolwich team can attend is 2 in a season (Does not include the Woolwich Weekend Tournament, which is now considered an Early Bird tournament - prior to Sept 22<sup>nd</sup>) Note that Christmas and March Break Tournaments are not considered in the tournament restriction**
- **Tyke teams are limited to 2 tournaments in total for the year (including Christmas and Early Bird tournaments)**

### Hotels:

- The Manager should always be responsible for getting the tournament maps and schedules to all players.
- Book hotel rooms as soon as possible. You can always release or cancel them if they are not required, but it is hard to book them as the tournament date gets closer. Book a block of rooms as soon as your team is accepted into the tournament. You can hold them with a credit card. Have the parents each call the hotel directly then and confirm the room under their name and credit card.
- Approved roster sheets and player cards must be taken to the tournament. If you are planning on using an A/P player you must take the A/P list and player card.

## Forms required for Tournaments: Contact WMHA Office Manager – Tracey Williams

- Travel permits – Obtain a travel permit form from the Woolwich Minor Hockey Office or the OMHA website and fill it out as soon as you are accepted into the tournament. Either deliver the form to the Woolwich Minor Hockey Office or fax the form into the OMHA. You must have this form returned with an approval stamp to attend the

tournament. For all OMHA sanctioned tournaments, the permit is free. For any other tournament, OMHA will charge \$20.00 per permit. (copy attached)

- Tournament permission forms – Obtain a tournament permission form from the Woolwich Minor Hockey Office. This form is usually requested by the tournament as proof that your home centre has agreed for your team to attend this tournament. (copy attached)

## **Budgets: Contact VP of Rep - Zack Barriage**

- Open and maintain a team bank account. Many local banks offer “Community Accounts” which charge no fees. If you know the team manager from the previous season you could try to obtain their existing account and cheques. The two existing signing authorities would have to sign off the account and ensure the account is at zero. All team accounts should be in the name of the team (i.e. Woolwich Minor Atom A)
- Set up an account immediately as the first month of the season requires a lot of transactions (rep fees collected and paid, tournament fees, fundraising, etc.)
- Obtain cheques from this account. Two signing authorities are required. One signing authority must be from the coach/manager staff & the other authority must be a parent.
- Rep fees for A and AE teams are due October 1. You are responsible to collect all fees from your players and deposit them into your account. You are expected to write one cheque for the total of all rep fees for your team to Woolwich Minor Hockey Association.
- Each team is responsible for its own operating budget during the season. The costs can be quite high and include such items as tournament entry fees, lodgings for coaching staff, postage, stationary, long distance charges, travel allowances, bus travel, team functions, coach's gifts, etc.
- Budgets (including extra-curricular training) need to be approved by the parents of the team. Use a closed ballot voting process with 2/3 approval to pass.
- Note: Any ice times outside of association supplied or extra-curricular training cannot be made mandatory
- Bank accounts are to be closed out totally by the end of the season with any money remaining being distributed evenly to the team / contributing parents.
- Any team fees above \$450.00 need to be approved by the VP of Rep.
- Teams must provide 2 financial reports throughout the season. (December & March).

## **Player Development: Contact VP Development - Rob Hall**

- Your development ice schedule is not open to scheduling changes and it is quite possible to have development ice and a practice or a home game the same day. All precautions will be taken so you do not have an away game the same day as development ice
- If you chose not to go to a scheduled time you will lose that session

## Team Fundraising Information: Contact Fundraising Chair – Vacant Currently

- Fundraising must not compete with existing Woolwich Minor Hockey areas of fundraising.
- All team fundraising must be approved by the Woolwich Minor Hockey Fundraising Chair.
- Statements of fundraising expenses / revenues must be maintained and made available for all team members
- A parent rep could be assigned to perform the administration of each fundraising event.
- It is recommended that fundraising ideas be brought forward at the parent meeting & voted on.
- Some items that have been approved in past seasons are as follows. You are still required to obtain an approval each season:
  - Selling Goods: Chicken, Shrimp, Chocolate, Pepperettes, Apples, Candles, Poinsettias, etc.
  - 50/50 Draws, Car Wash, BBQ, Raffles
  - **NOTE: Beer Bottle Drives & Team Sponsorship Banners are not prohibited**

## Association Fundraisers: Contact Fundraising Chair – Vacant Currently

**Pepperettes:** This season Woolwich Minor Hockey will supply forms for pepperette orders but teams will be responsible for collecting orders, issuing payment, sorting and delivering orders.

### Elmira Sugar King Cash Calendars

- WMHA are continuing a long history of selling Cash Calendars as a shared fundraiser for the Teams and the Association
- All players are encouraged to sell at least one calendar for \$25. It is a shared fundraiser so there is incentive for teams to sell more.
- Proceed breakdown: \$25 cost, WMHA executive \$10.00, Team \$5.00, Elmira Sugar Kings \$10.00
- WMHA use these proceeds to keep costs low, teams should utilize this fundraiser to keep team fees low

## WMHA Discipline & Dispute Resolution Program: Contact President – Rob Moyer

- The WMHA Discipline & Dispute Resolution Program is designed to protect all participants within Woolwich Minor Hockey association.
- Please see the WMHA website for the program outline and required forms

## **Team / Parent Meetings: Contact VP Coaching – Paul Lucier**

- It is recommended that you hold a team meeting as soon as the team is assembled.
- The parent meeting should include the following:
  - Contact list
  - Set goals for the team and theme/objective for the season
  - Dress code: Clothing for the team uniforms (if required) must be purchased through WMHA approved supplier to ensure all teams are consistent.
  - Discuss arrival times for the games
  - Review Concussion Management Program (Trainer)
  - Discuss Emergency Action Plan – Assign roles
  - Medical files, advise on allergies so all are aware– to be provided
  - Discuss playing time, fair play, some specialty teams (refer to the Woolwich Minor Hockey Handbook for the Fair Play Policy)
  - Codes of Conduct - signed
  - Rep teams must have red pants and red helmets
  - Discuss bank account and budget
  - Discuss fundraisers
  - Special events – Christmas parties, etc.
  - Newspaper reports – obtain volunteers
  - Tournaments
  - Collect Rep fees
  - No parents on the bench at any time
  - Parents in dressing room clarification

## **Concussion Management Program: Contact – Vacant Currently**

- Program consists of all players Minor Atom & Above for the upcoming season (both Rep & LL)
- Goal is to provide the safest environment for our player
- All players and at least one parent will be required to attend a brief training session and testing at Woolwich Physiotherapy located at 8-25 Industrial Drive, Elmira, ON, N3B 3K3 prior to first game of the season. Managers will work with Concussion Management contact to coordinate the schedule for the team's testing.
- The test can help to objectively evaluate the concussed athlete's post-injury condition and track recovery for safe return to play, thus preventing the cumulative effects of concussion.

## Concussion Management Protocol

- If a player is suspected to have suffered a concussion the first step is to go to your family physician for confirmation. Once a concussion is confirmed by the family doctor, please contact Concussion Program Manager for an appointment at one of the affiliated physicians.
- Throughout the process, please keep the coaching staff abreast of the progress and timelines to return that have been communicated by the physician.
- Once the physician has cleared the player to return to games, provide the physicians note to the coaching staff so they have confirmation the player has been cleared.

If at any point, you need clarification on how to proceed through this process please contact the Concussion Program Manager and they will ensure that you receive answers to your questions or a recommended solution to the issues. The Concussion Program Manager will be posted on the WMHA website once this has been decided.

**Injuries:** Advise the Woolwich Minor Hockey Office of any serious injuries that has occurred to any registered player. A serious injury can be classified as an injury that sidelines a player for two weeks or more, a broken bone, etc. A Hockey Canada Injury Report must be completed and submitted to the WMHA office.

A trainer meeting will be set up early September to review the program and answer any questions.





Ontario Minor Hockey Association  
25 Brodie Drive, Unit 3, Richmond Hill, Ontario, L4B 3K7  
Tel: 905-780-OMHA (6642) Fax: 905-780-0344  
Go to the net at: [www.omha.net](http://www.omha.net) · E-mail: [omha@omha.net](mailto:omha@omha.net)

## TRAVEL PERMIT

TODAY'S DATE: \_\_\_\_\_

Please check the appropriate boxes:

Tournament ☐

Exhibition Game ☐

BRANCH HOST	
OMHA	
GTHL	
ALLIANCE	
USA*	
NOHA	
ODHA*	
OTHER*	
TOUR	

DIVISION ENTERED	
TYKE	
NOVICE	
MINOR ATOM	
ATOM	
MINOR PEEWEE	
PEEWEE	
MINOR BANTAM	
BANTAM	
MINOR MIDGET	
MIDGET	
JUVENILE	

CATEGORY ENTERED	
AAA	
AA	
A	
A/E	
BB	
B	
CC	
C	
DD	
D	
E	
HOUSE LEAGUE	
LOCAL LEAGUE	
ROSTER SELECT	
MINOR DEVELOPMENT (MD)	

**\* All tournament games outside the OMHA requires a \$20.00 fee \***

**\* All exhibition games outside the OHF require a \$10.00 per/max. \$300.00 per association fee**

### Exhibition games:

- To play any exhibition game within the OHF Branch an OMHA team must obtain permission from their OMHA Regional Executive Member.
- To play any exhibition game outside OHF Branch, permission from OMHA Executive Director must be obtained as well as notification to the OMHA Regional Executive Member. (Exception border town: example Windsor and Detroit, Fort Erie and Buffalo, will be bound by paragraph 1 - above)

Name of Centre (requesting permission): \_\_\_\_\_

Destination/Name of Tournament: \_\_\_\_\_

Town/City: \_\_\_\_\_ Date (s): \_\_\_\_\_ Time: \_\_\_\_\_

Team Official: \_\_\_\_\_

Signature

Print Name

Association Contact: \_\_\_\_\_

Signature

Print Name

Fax

Note: Please refer to the OMHA Manual of Operations for the following Regulations:

Playdowns – Regulation 13.3; 13.3.1  
Tournaments – Regulation 19  
Exhibition Games Regulation – 9.8

For  
OMHA  
Approval

Visit us on the web at

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

for tournament information



OMHA-TRP -280404-01-v4







**Ontario Minor Hockey Association**  
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## MATCH PENALTY FORM

### Please Print All Information

Date of Game: \_\_\_/\_\_\_/\_\_\_ Category \_\_\_\_\_ Division \_\_\_\_\_  
D M Yr. ( Pee wee, Midget, Junior, Senior etc.) ( A,B,Rec.etc.)

Location \_\_\_\_\_  
Home Team \_\_\_\_\_ Visiting Team \_\_\_\_\_

#### Match Penalty Assessed to:

Player's Name \_\_\_\_\_ Player's Team \_\_\_\_\_  
Jersey # \_\_\_\_\_ Coach of Team \_\_\_\_\_  
Person Fouled \_\_\_\_\_ Jersey # \_\_\_\_\_  
Referee Making Call \_\_\_\_\_ Linesmen \_\_\_\_\_

Time Penalty Assessed \_\_\_\_\_ Period \_\_\_\_\_  
Infraction / Penalty Assessed: \_\_\_\_\_  
Rule Number: \_\_\_\_\_

Penalty Code(s) \_\_\_\_\_ State which officials saw the Infraction \_\_\_\_\_

Did player make contact? Y / N Did any injury result? Y / N

Description of Incidence ( including incidents leading up to and after penalty, additional comments)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of any Injuries (When and Where) \_\_\_\_\_  
\_\_\_\_\_

Signature of Officials \_\_\_\_\_ Referee # \_\_\_\_\_ Phone # \_\_\_\_\_

Signature of Officials \_\_\_\_\_ Referee # \_\_\_\_\_ Phone # \_\_\_\_\_

Signature of Officials \_\_\_\_\_ Referee # \_\_\_\_\_ Phone # \_\_\_\_\_

**FORWARD IMMEDIATELY TO YOUR REGIONAL EXECUTIVE MEMBER OR DESIGNATE**

Member of:



OMHA-MTP -070504-02-v2



To Waterloo Regional Police

The intent of this letter is to inform that\_\_\_\_\_

has offered his/her services to our organization and has been accepted in a volunteer capacity with the Woolwich Minor Hockey Association.

A police records check for service with the Vulnerable Sector is now necessary for this individual.

As per discussions with Paul Cormier of the Waterloo Regional Police the reduced fee for this Police Records check is a reduced rate of \$10.00 due to the volunteer position

Thank you for your community support.

*Paul Lucier*

Paul Lucier  
Vice President – Coaching  
Woolwich Minor Hockey Association