



# **Woolwich Minor Hockey Association**

TEAM MANAGERS GUIDE

Version 3.0

August 29, 2023

**WMHA HOCKEY OFFICE**

## Overview

The Team Manager is a central figure in creating the flow of communication – not only within the Team (players, parents and coaches), but between the team and all support systems such as the Minor Hockey Association (WMHA), the Township (Woolwich), other teams, Officials, etc. Ultimately, the Manager is responsible for ensuring all the off-ice tasks are completed and assisting the Head Coach with the administration of the team.

The purpose of this Guide is to provide information to aid you, the Team Manager, in the smooth operation of your team. The Guide will cover various topics and is meant to be maintained in the Manager's Team File as an easy reference document. At the end of each section, a contact name and email will be listed of someone on our Executive and/or Staff that you can contact for assistance and guidance.

Please note: the intent of this Guide is not to recreate or amend any Rule or Regulation, as outlined in the WMHA Constitution/Bylaws/Policies and Procedures (as found on the WMHA Website) or to contradict any OMHA, OHF or Hockey Canada rule.

## Woolwich Minor Hockey Association – Website and Contact Information

One of the best sources of information for our Managers is our Association's website – [www.woolwichminorhockey.ca](http://www.woolwichminorhockey.ca). If you look under the following area: Coaching & Programs >Manager Resources, you will find helpful information about Coaching and Managing. Other links on the website will provide you with information on registration, development and schedules.

The website also contains contact information for our Executive – their email addresses. This is a great point of reference for any questions you may have or when you are unsure of who should respond to a Parent inquiry. Please never hesitate to reach out to the applicable Executive member.

You will also be able to customize content on your own Team Page – please contact our webmaster (contact information below) to obtain login info and directions for our website.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance, please contact our Office Registrar, Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

# Team Paperwork

At the beginning of each Season, your team will be provided with a series of forms that must be completed as soon as possible. They are:

- Coaches Pledge
- Offer of Commitment (for our Representative Teams)
- Hockey Canada Health Forms

Each form should be completed and signed in BLACK PEN. The forms have to be scanned and uploaded to the Players' Hockey Canada account and by having them completed in black ink, one step is removed (i.e. – they don't have to be copied first prior to being scanned).

All the forms, except for the Hockey Canada Health Forms (more on that below), need to be returned to the Hockey Office at the WMC as soon as possible. These forms are used to roster each player to your team.

The Hockey Canada Health Forms should be maintained by your Trainer and brought to every game. Many teams make copies of the forms and ask that they be kept in the Hockey Office as back up, in case the forms are misplaced or forgotten for a game.

***\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Team Paperwork, please contact our Office Registrar - Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)***

## Rosters

As a Manager, you will hear lots about Rosters. Rosters are essentially a list of all of your players and Bench/Coaching Staff.

As a player, you can only be approved to appear on a roster if you have registered, paid your registration fee, submitted the required paperwork (listed under "Team Paperwork"), met the divisional age requirement and met the residential requirements.

As a member of the Bench/Coaching Staff, you can only be approved to appear on a roster if you have submitted the required paperwork and met the qualifications to hold your position with the team (see "Coaching and Bench Staff Qualifications" section).

All approvals are granted by the Ontario Minor Hockey Association, our governing body (the OMHA). Any player or Bench/Coaching Staff member NOT approved on an OMHA Roster, will not be permitted to skate on Woolwich ice (after tryouts).

Any player or Bench/Coaching Staff member NOT approved on an OMHA Roster, will not be permitted to appear on a game sheet (after tryouts).

The OMHA uses the roster to ensure you are playing at the right level and in the correct geographical area that you should be playing in, and the roster is what provides you the necessary insurance to be on the ice or behind a bench.

If a Bench Staff/Coach plays a player not on a roster with approved status, the suspension and penalties enforced by the OMHA are swift and severe. There are no exceptions.

It should be noted that any Tournament you attend will require a complete and approved OMHA roster.

For a team to obtain a roster you require a Head Coach and a Trainer. You can have up to a maximum of 5 Coaches/Bench Staff on your roster.

An approved roster can take up to 4 weeks to obtain from the OMHA, which is why it is important to submit your team paperwork as soon as possible so that we can get your team rostered and approved.

Once you receive your roster, please review it and ensure everyone who should appear on it is there, and that all show "Approved" status. Make several copies of your roster, keeping one with you at all times.

***\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with your roster, please contact our Office Registrar, Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)***

## Team Meeting

One of the first items you want to organize is your initial Team Meeting with Parents. At this meeting, some of the topics you should discuss are:

- Coach/Bench Staff Introductions
- Coaching Philosophy
- Team Communication – decide how you will communicate as a team, i.e. – email, BBM Group, website, etc.
- Parent Volunteers – think jerseys, fundraising, social events, Parent Representative
- Budget – present proposed budget to Parents and conduct a parent approval vote (see "Budget – Note" below)

- Tournaments – share with your Parents what Tournaments you are planning on attending
- Spirit Wear – will you purchase warm up suits, jackets, etc. for the team?
- Fundraising – will your team be participating in additional fundraising outside of the Association’s fundraising?
- Team Paperwork – this is the best opportunity to obtain your signed team paperwork (see “Team Paperwork” section)

These are just a sample of what you should be discussing with your parents – please structure the meeting how you see fit. Ensure one representative from each Family is present at the meeting.

“Budget – Note”: please refer to the Representative Fees and Development Fees information in this document; also, please note any team fee above \$400 must be approved by the WMHA Executive, no exceptions.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with planning your Team Meeting or your budget, please contact our VP of Representative Hockey, Tracey Williams at [woolwichhockey@outlook.com](mailto:woolwichhockey@outlook.com).**

## Team Bank Account

We encourage every team in the WMHA to open and manage a Team Bank Account. Many of our local Bank Branches offer no fee accounts (Community Accounts) to our teams.

Please set up the account using a two-signature requirement, setting the account up in your team’s name (i.e. – Woolwich Wildcats U16A 2023).

Most banks will require a letter from the WMHA providing you with authorization to open the account. A letter can be supplied by the Hockey Office. The online form to request a Team Bank letter can be found under: Bench Staff - Managers - Bank Account Request Letter. We will need to know who has signing authority and the name of your team account.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with opening a Team Bank account, please contact our Office Administrator Linnea Snelling-  
[lsnelling19@gmail.com](mailto:lsnelling19@gmail.com)**

## Representative Fees

Here are the representative fees for the 2023-24 season. These fees are due to the WMHA no later than **OCTOBER 1<sup>st</sup>** of each season. Please issue one cheque from your team, payable to the **Woolwich Minor Hockey Association** and drop it off at the Hockey Office. *Teams that do not submit their cheques to the office by October 1<sup>st</sup>, will be assessed a penalty of the removal of one practice for each week the cheque has not been provided.*

Please see the chart below for the breakdown of the fees:

<b>Division</b>	<b>Representative Fee 2023-24</b>
<b>U8MD</b>	<b>\$210</b>
<b>U9MD</b>	<b>\$210</b>
<b>U10A</b>	<b>\$410</b>
<b>U11A&amp; U11BB</b>	<b>\$575</b>
<b>U12A</b>	<b>\$575</b>
<b>U13A &amp; U13BB</b>	<b>\$575</b>
<b>U14A</b>	<b>\$605</b>
<b>U15A &amp; U15BB</b>	<b>\$605</b>

<b>U16&amp; U16BB</b>	<b>\$605</b>
<b>U18A &amp; U18BB</b>	<b>\$470</b>
<b>U21A</b>	<b>\$375</b>

**\*Rep Fee for U8MD to be determined by Tri-County League structure\***

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Representative Fees, please contact our VP Of Representative Hockey, Tracey Williams at [woolwichhockey@outlook.com](mailto:woolwichhockey@outlook.com)**

## **Development Fees**

The WMHA will be contracting the services of the Woolwich Hockey Academy (Tony Code) to conduct our Development Sessions.

Each team from U10 to U13 will have the option of participating in the program; the development program consists of 6 sessions per team. The sessions will begin in early September – with one initial session on a weekend afternoon and subsequent sessions being held on weekday mornings.

Goaltending clinics will be held for U10 to U15, both A and BB goalies, on Saturday mornings.

The cost per player is \$90 and for goalies is \$140.00

Please issue one cheque from your team, payable to the WMHA by **October 15th** of each season. *Teams that do not submit their cheques to the office by October 15th, will be assessed a penalty of the removal of one practice for each week the cheque has not been provided.*

Please note, every effort will be made to accommodate your team's schedule. We will attempt to avoid scheduling a morning session on the same day as an evening game; however, you will have days when you have a morning Development session and a practice in the afternoon. You may also have an evening game on one day, followed by a development session the next morning. There will be no make-up sessions provided this year for those teams that choose not to attend their scheduled times.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with our Development Program, please contact our VP of Development –Gavin White at [gavin.wmha@gmail.com](mailto:gavin.wmha@gmail.com)**

## **Coaches/Bench Staff Qualifications/Requirements**

As previously referenced, every Coach, Trainer and Manager must have proper qualifications to appear on a Roster and thereby be behind a bench for a game or on the ice for a practice.

Hockey Canada oversees the training for all Coaches and Bench Staff. You can find more information about the requirements on the OMHA website – [www.omha.net](http://www.omha.net) under the “Team Officials” page. You can also see a list of available clinics on this page.

Any required clinic or course taken by your Coaching/Bench Staff is eligible for a 80% reimbursement from the WMHA for the cost of the clinic. Please complete the online reimbursement form, attaching your receipts. The online reimbursement form is located on the Woolwich website under the Bench Staff Tab → Managers→ Expense Reimbursement. This submission will be sent to our Treasurer and Bookkeeper. A cheque will then be issued to the applicable Coach/Bench Staff member.

If you are unsure of your qualifications, please click [HERE](#) for instructions on how to view your current qualifications.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with our Coaching Program, please contact our Office Registrar, Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

## **Police Checks**

Each member of your Coaching/Bench Staff is required to have an up to date (in the last 3 years) Vulnerable Sector Police Check. To obtain a police check, please visit [www.wrps.on.ca](http://www.wrps.on.ca), click on “Records Check” under the “Service and Reporting” Tab on the left-hand side of the website. There you can complete the online form to request a Vulnerable Sector Police Check. Applications for police checks are to be submitted online only. They no longer provide in-person, same day service.

As of June 15th 2022, Waterloo Regional Police updated their process and volunteers can apply online, verify identity online and receive their police check electronically. This new process will require you to attach a scanned or PDF version of your volunteer letter.



The Vulnerable Sector Check letter is available on the Woolwich website under the “Bench Staff” tab.

Once obtained, please email the hockey office the electronic police check and the information will be updated on your Hockey Canada Registry profile.

The hockey office does not require a physical copy of your completed Vulnerable Sector Check. As per the OMHA, please do not upload a copy of your completed Vulnerable Sector Check to your HCR profile.

If a member of your bench staff is a police officer, a Vulnerable Sector Check is still required.

***EXECUTIVE CONTACT – if you have any questions or need assistance with the Police Check requirements, please contact our Office Administrator Linnea Snelling-  
[lsnelling19@gmail.com](mailto:lsnelling19@gmail.com)***

## **Players – Respect in Sport Program**

In order for each player to participate in hockey and thereby appear as approved on your Roster, they must have one parent complete the Respect in Sport – Parents Program. Information about the Program can be obtained on the Respect in Sport Website at <http://respectinsport.com/>. The cost of this program is non refundable. Please ensure your parents take the correct version of the course (*Respect in Sport for Parents*).

***\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with the Respect in Sport Program, please contact our Office Administrator Linnea Snelling-  
[lsnelling19@gmail.com](mailto:lsnelling19@gmail.com)***

## **League Schedules**

The beginning and end dates for the Tri County League (rep) are set in July. The beginning and end dates for the Grand River League (Local League) are set in late September.

League schedules for both Tri County (rep) and Local League (Grand River) are set by a Central Scheduler. We have some control over the schedule but very little. We submit desired designated home game days/times (based on ice availability) to the Central Scheduler and he/she takes that information under consideration. The Central Scheduler gathers these home game days/times from every Centre in the League and organizes the schedule. Each local Scheduler then goes in and blocks out days (mostly weekends) when teams cannot play due to Tournaments. Each Scheduler then works together to reschedule these games.

Please impart on your parents that every effort is made to provide each team with the best schedule for them – but with 35 teams in our Association alone, it is a very difficult task.

Please also let your teams know you can and probably will have games on Thanksgiving Monday, the week leading up to Christmas, Family Day, Easter Sunday, Easter Monday and during March Break (and yes, Superbowl Sunday!). There won't be games played during Christmas and New Years, (not for rep or LL).

It is important to note that the league schedule at Christmas Break does not follow the school schedule. School won't start until Jan 9<sup>th</sup> , but 2024 games can be played as early as January 2<sup>nd</sup>.

Changes in the schedule can occur often – it's vitally important that you as a Manager and in turn, your parents watch the schedule closely. Please encourage each Parent to subscribe to your team's calendar on the WMHA Website (contact our Webmaster for more information, but the instructions are on the website).

Cancellation or rescheduling will ONLY be permitted for weather related events (see details of the Cancellation Policy in the "Cancellations" section below).

More information available on Woolwich Website → [Click here](#)

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with the Schedule or the process, please contact our Scheduler – Kyle Cadeau at [scheduler@woolwichminorhockey.ca](mailto:scheduler@woolwichminorhockey.ca)**

## Practice Schedules

Every effort is made to provide the best practice experience for every team. Please keep in mind we do have limited ice and we have to stretch it thin to get every team the required number of practices per month – which means there will be sharing of ice.

Every team in our Rep system, occasionally our Rep team at U10 and above, may have to share practice ice; however, every effort is made to ensure full ice practices are provided the vast majority of the time. LL teams at the younger ages will share practice time – but the goal is to get one full ice practice a month if possible

We are aware that one of the main areas of feedback we receive from teams each year is: "we are not receiving enough practice time". Unfortunately, there is not enough ice to meet the need for more practice. We petition the Township each year to provide us with more ice but as our Association grows and our ice pads don't, it's a struggle. We appreciate you as Manager explaining this to your Parents and reassuring them that we are doing our best.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with the Schedule or the process, please contact our Scheduler – Kyle Cadeau at [scheduler@woolwichminorhockey.ca](mailto:scheduler@woolwichminorhockey.ca)**

## **Game Sheets/Gamesheet App**

Prior to the league starting, teams can use paper game sheets for exhibition games. The paper game sheets are available in the hockey office mailslot, located outside the hockey office.

WMHA has 6<sup>th</sup> generation iPads which can be used by each team. The iPads are approximately valued at \$400 – life expectancy 3 years. Woolwich will cover the cost of the Gamesheet Inc app and its use for each team (approx. value \$110).

Please complete the iPad questionnaire online form on our website to let Woolwich know of your iPad status for the season as soon as possible. The questionnaire can be found under the Bench Staff tab → iPad Information.

The iPads will be available for pick up before the league starts. Teams will be required to sign a waiver and a damage deposit of \$300 must be supplied via cheque when the iPad is picked up.

In general, we will receive “keys” from Tri County which are codes for teams to access Gamesheet Inc.

As soon as we get the codes, we will distribute them to the teams, but we likely won't have them until the end of September. Please use paper gamesheets in the meantime.

Please ensure you log into your ipad and gamesheet app prior to your first scheduled game. Here is a link to the Game Sheet Inc Help articles and training videos: [HERE](#)

You will also find a “Chat” bubble, that will let you reach out with any questions or technical issues.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Game Sheets, please contact our Office Administrator Linnea Snelling-  
[lsnelling19@gmail.com](mailto:lsnelling19@gmail.com)**

## **Game Lengths**

Game Lengths for regular season are not based on the division your team plays in – the game lengths are based on the amount of time allotted by the WMHA Scheduler for your game. The

OMHA considers a true game to be three (3) periods of 10 minutes each – 10 x 10 x 10. The Home Centre determines anything greater than those lengths.

Please note: Tri County does not permit the “curfewing” of games. The only way your game could be curfewed is by the Township and that is if it borders an ice time of another User Group (ie, the Wild, Sugar Kings, etc). Our Scheduler has allowed ample time for this not to happen – if we follow the Game Lengths listed above, there should be no issues. A game should NOT be curfewed by other coaches, timekeepers, nor officials.

Please DO NOT indicate any curfew on your game sheet – if a curfew is listed, the Officials must follow it and we don’t want Officials to curfew games!!

Woolwich Minor Hockey has the following game length policy for their teams:

DIVISION	PERIOD LENGTHS
U8/U9	10 x 10 x 10
U10/U11	10 x 10 x 15 (REP) – 10 x 10 x 12 (LL)
U12/U13/U14	10 x 15 x 15 (REP) – 10 x 10 x 15 (LL)
U15 LL	10 x 10 x 15 (LL)
U15, U16, U18 & U21	15 x 15 x FLOOD x 15 (for Rep)
U18	10 x 15 x 15 (for LL)

As previously mentioned, there is no set rule on period lengths based on Age Division. The rule is based on how much ice you are allotted for your game – AND even though you think you might have enough time to play a different structure, please DO NOT! You may think you have enough, but our Ice Scheduler has set the whole schedule (all 35+ Woolwich teams) based on

the set period lengths. If you take more time than you have been allotted, it could create a ripple effect to all the other teams playing that day (even on other ice pads, due to Officials working multiple games per day).

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Game Lengths, please contact our Ice Scheduler –Kyle Cadeau at [scheduler@woolwichminorhockey.ca](mailto:scheduler@woolwichminorhockey.ca)**

## Officials/Timekeepers

The Elmira District Hockey Referees Association (EDHRA) will be scheduling both on ice (Refs/Linespersons) and off ice officials (Timekeepers) for your games (***Timekeepers are only scheduled for U12 and above***). Your responsibility as a Manager is to ensure game officials have arrived at least 15 minutes before your game. Please knock on the Referees dressing room door to check that they have arrived. If they are not there, please contact the EDHRA President, Kurt Wilkie, at [presidentedhra@gmail.com](mailto:presidentedhra@gmail.com) immediately. Please do not wait until the teams have entered the ice surface before beginning this process.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Officials/Timekeepers, please contact our VP of Representative Hockey, Tracey Williams at [woolwichhockey@outlook.com](mailto:woolwichhockey@outlook.com).**

## Township Staff

The Township Staff are responsible for the assigning of dressing rooms, providing dressing room keys (key for key exchange) and for preparing the ice and rooms for games and practices. Please be considerate in your dealings with the Township Staff – everything runs smoother when we work together as a team. The Township's policy is to allow teams to enter dressing rooms 30 minutes prior to game time. Generally, you will get your dressing rooms before that time – but occasionally, you may have to wait. Please be patient!

The Township of Woolwich also handles all the bookings of Meeting Rooms – please contact Jodi Young at [jyoung@woolwich.ca](mailto:jyoung@woolwich.ca) to book a meeting room.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Township Staff, please contact our Office Registrar Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

## Team Issues/Dispute Resolution Process

From time to time, you will have to deal with Team Issues. Parents may have concerns with fair play, conduct on and off the ice of fellow players or parents, Coaching Styles, etc. Where possible, appoint a Team Representative that Parents can approach with these issues (especially if there is a conflict of interest – i.e., spouse is Coach). If you feel the issue is larger or more serious than you want to deal with, please reach out to Tracey Williams, our *VP of Representative Hockey for guidance with Rep teams*, and Cindy Holland, our *VP of Local League for LL teams*. One of our Executive Members is available to assist and facilitate meetings with applicable parents or Coaches to help solve any issues.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Team Issues, please contact our VP of Representative Hockey, Tracey Williams at [woolwichhockey@outlook.com](mailto:woolwichhockey@outlook.com) or Cindy Holland at [vp11.wmha@gmail.com](mailto:vp11.wmha@gmail.com)**

## Suspensions/Rule Books

The Manual of Operations/Rule Book can be found on the OMHA site:  
<https://www.omha.net/manualofoperations>

Use this guide to determine the nature and duration of a suspension listed on a game sheet. Please DO NOT reference the back of the game sheet – this is simply a guideline and not the rule. Immediately following a game where a suspension has occurred, please fill out an online form on our website, under “Games Centre”. For Representative teams, Tracey Williams, our VP of Rep, will confirm back with you the number of games the suspension carries. You will then communicate that information to your Head Coach.

The OMHA takes suspensions very seriously and any Coach/Bench Staff Member that does not abide by the suspension rules will have sanctions applied against them.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Suspensions, please contact our VP Of Representative Hockey, Tracey Williams at [woolwichhockey@outlook.com](mailto:woolwichhockey@outlook.com) or our VP of Local League, Cindy Holland at [vp11.wmha@gmail.com](mailto:vp11.wmha@gmail.com)**

## At Large Rosters

The WMHA maintains an At Large Roster each Season, which contains Coaches and Trainers that can be used in place of any of your Staff. This list is not made for teams to “park” multiple parents with Coaching credentials for their own personal use. It is a list for the whole Association to draw from when they are in a bind. There is a cost to our Association for this list and therefore, we are careful of who and how many Coaches/Trainers are added to this list.

If you feel you have someone associated with your team that would be willing to assist with ANY and ALL of the teams in the WMHA (contingent on their Coaching Credentials), please let the Hockey Office know and they will be considered for our At Large Roster.

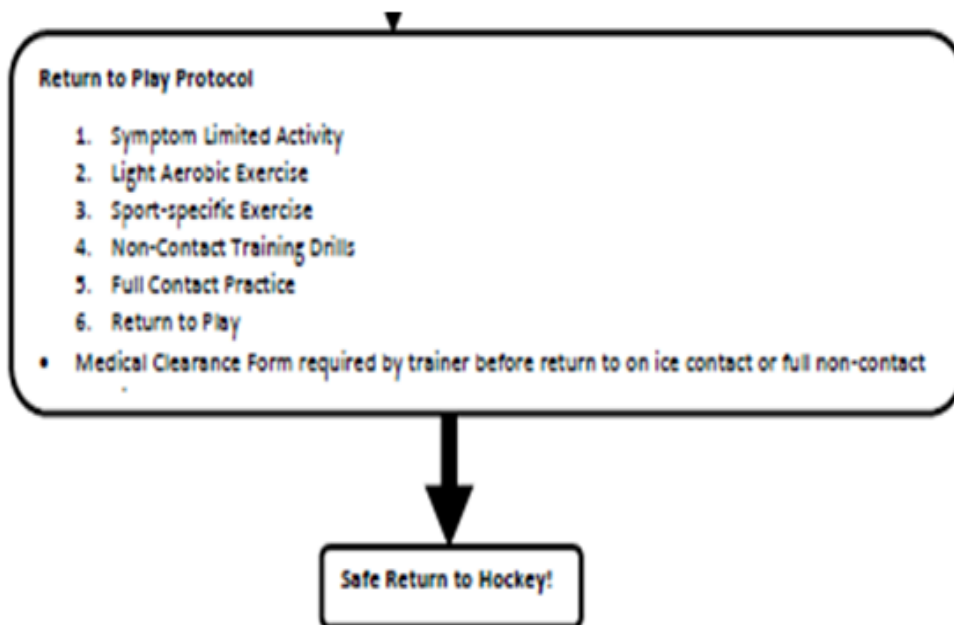
**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with our At Large Roster please contact our Office Registrar, Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

## Concussion Management

The WMHA has set a Return to Play protocol following a concussion, based on Hockey Canada guidelines.

Your Trainer should report any suspected concussion of one of your players asap (immediately following a game), by filling out the online form found on our website, under “Games Centre”.

Here is the graphic from the WMHA website, which follows the Hockey Canada return to play protocol:



Parents/Guardians must make arrangements with a doctor and submit a signed doctor's note to the Hockey Office clearing the player to return.

Here is the link for the Hockey Canada Return to Play:

[https://www.hockeyalberta.ca/uploads/source/Safety/Return\\_to\\_Play\\_Form.pdf](https://www.hockeyalberta.ca/uploads/source/Safety/Return_to_Play_Form.pdf)

The player should attend a practice before they play their first game (after receiving medical clearance and providing such to the team).

The decision is in the hands of the player's medical professional (providing a medical clearance note), the player and parents, and your Trainer.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with the Concussion Management Program, please contact our Office Registrar, Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

## Tournaments

Each Rep Team is eligible to enter a maximum of three (3) Tournaments during the season. Early Bird Tournaments (prior to the beginning of the season), Christmas and March Break do not count in your three tournament maximum.

Early Bird Tournament (Teams U13 and up) dates are from September 22, 2023 to October 10, 2023.

Any Tournament played during this Early Bird period will not count as part of your 3 x tournament seasonal allotment.

Local League teams - it is recommended that no more than two tournaments be entered to avoid scheduling conflicts with league games.

Please ensure any Tournament you enter is sanctioned by the OMHA, the Alliance, Hockey Quebec or USA Hockey.

The WMHA will advance your team the funds to pay for your Tournaments but these funds must be reimbursed ASAP. To apply for a cheque to pay for your Tournaments, please visit our website and fill out the Tournament Cheque Request Form – accessed here: [http://woolwichminorhockey.ca/Forms/1481/WMHA\\_Cheque\\_Requisition\\_Form/](http://woolwichminorhockey.ca/Forms/1481/WMHA_Cheque_Requisition_Form/)

\*For teams formed in the Spring, Woolwich will not be offering tournament advancements.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Tournaments, please contact our VP Of Representative Hockey, Tracey Williams at [woolwichhockey@outlook.com](mailto:woolwichhockey@outlook.com) or our VP of Local League, Cindy Holland at [vpl.wmha@gmail.com](mailto:vpl.wmha@gmail.com)**



## Travel Permits

In order to attend any Tournament or participate in any away Exhibition Game, you will need to obtain a Travel Permit from the OMHA. A Travel Permit allows the OMHA to know where any one of their teams are at any given time and also provides your players with insurance while playing on another Centre's ice, outside of regular league play or playoffs.

There is no cost for a Travel Permit if the event is within the OMHA. There is a \$20 charge for a Travel Permit for an event outside of the OMHA.

A Travel Permit is mandatory. One can be obtained by filling in a request form, found on our website here: [http://woolwichminorhockey.ca/Forms/1202/Travel\\_Permit\\_Request\\_Form/](http://woolwichminorhockey.ca/Forms/1202/Travel_Permit_Request_Form/)

Please note, WMHA has no control over approving the Travel Permits, it can take up to 10 days or more to obtain a permit. Travel Permits are not issued by the WMHA but by the OMHA. Please allow enough time to obtain the permit. The OMHA will email you a copy of your approved or declined Travel Permit at the email address you provide on the WHMA Travel Permit request online form.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Travel Permits, please contact our Office Registrar, Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

## Cancellation Policy

Games will be cancelled and rescheduled for weather or for Arena Issues (Mechanical Failure) ONLY. Our Weather Cancellation Policy and Procedures will be sent to all Managers and Coaches at the beginning of the season.

Games will not be cancelled due to scheduling conflicts for Coaches or Players. Any games missed due to these reasons will be considered a forfeit.

If you wish to cancel a practice, please provide at least 2 weeks' notice to our Ice Scheduler so the practice can be given to another team.

More information available on Woolwich Website → [Click here](#)

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Cancellations, please contact Kyle Cadeau at [scheduler@woolwichminorhockey.ca](mailto:scheduler@woolwichminorhockey.ca)**

## Jerseys/Equipment

All jersey and equipment inquiries should be directed to our Equipment Director, Mark Trimble.

Each team will be provided with a home and away set of jerseys that will become your responsibility. Jerseys can be carried by individual players BUT only in an approved garment bag (see our Spirit Wear catalogue on our website).

Rep and LL Teams: We will no longer require a deposit for jerseys, but each individual player will be responsible for the care of their own jersey and coaches will still be responsible for collection and return at the conclusion of their season. Each player will be required to fill out an online form stating their team and jersey number. The online form can be found on our website, under the Registration tab.

***\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Jerseys or Equipment, please contact our Director of Equipment, Mark Trimble - [trimblemark22@gmail.com](mailto:trimblemark22@gmail.com)***

## On Ice Injuries

It is very important that any on ice injuries are handled in an appropriate manner. Your Trainer will be chiefly responsible for attending to and monitoring any injuries of players or coaches. If the injury causes a player to miss multiple games and/or is serious enough to go to the hospital or it is necessary to seek medical care, a Hockey Canada Injury Report should be filled out by your Trainer or yourself – signed by the Parents and attending Doctor. You should retain a copy of this report and submit the original to the Hockey Office. This form will allow your coach or player to apply for possible reimbursement of medical expenses (there are specific criteria that are involved to be eligible).

***\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Injury Reports, please contact our Office Registrar Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)***

## Website/Score Entry

Each Woolwich team has their own dedicated webpage. Managers and/or Coaches can use this page for updates, tournament info, directions to arenas, etc.

Each Woolwich team is responsible for updating the score of their home game, as soon as possible following the game. The scores are entered via your team site.

For those teams using gamehseet inc, this occurs automatically. Please ensure you have uploaded your gamesheet asap after your game is done. Referees will need to sign the game sheet before the game if uploaded.

**\*\*VOLUNTEER CONTACT - For access to your team page (including score entry), please contact our Office Registrar Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

## Coaches/Bench Staff – Qualifications/Gender Identity and Expression Course

Each Coach and Bench Staff Member (Trainer or Manager), requires specific qualifications in order to fill a role on your team and appear on your roster.

In addition to the specific Coaching requirements, each Coach and Bench Staff Member must have their *Respect in Sport “Leader” Course*, the *“Gender Identity and Expression Course”* and must have completed *“Rowan’s Law Resource Review & Acknowledgement”* in order to fill a role on your team and appear on your roster.

In addition, as previously mentioned in this guide, an up to date (in the last 3 years) Police Check is required. Please ask your Coaches/Bench Staff to retain their own copy of this Police Check so they may use it for other requirements from other organizations.

**\*\*EXECUTIVE CONTACT – if you have any questions or need assistance with Coaching Qualifications, please contact our Office Registrar, Catherine Stiles - [hockeyoffice@woolwichminorhockey.ca](mailto:hockeyoffice@woolwichminorhockey.ca)**

