



For the kids, For the game, For the fun of it!

Waterloo Girls Minor Hockey Association

House League Hockey Handbook

Version 2023-4

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Part 1 – House League – U11 to U22

1 House League Play

1.1 Overview

The Waterloo Girls Minor Hockey Association provides a House League program to enable girls to play hockey in a recreational format with emphasis on fun, fair play, safety and encouraging participation in a lifelong social and athletic endeavour. House League must be conscious of affordability and limits on time.

1.2 League Composition

Waterloo Ravens House League teams play in the Kitchener Girls Local League (KGLL) against other House League teams from centres in Waterloo Region and the surrounding area such as Kitchener, Cambridge, Twin Centre (Wellesley, St. Clements), Grand River (Fergus, Elora), Central Perth (Milverton), Ayr, Woolwich, Wilmot, Woodstock, Guelph, etc. The league is operated cooperatively with an emphasis on participation but coordinated by the Kitchener Minor Hockey Association (KMHA), who also operate the common database, which enables game scheduling.

1.3 Equal Ice Time and Playing Guidelines

All ice time will be equal for all players in House League. In the final 2 minutes of play in an elimination game, a coach may play whomever she/he wishes and may reward players that have worked hard during that game with extra ice-time. WGMHA has zero tolerance for coaches violating ice time. In House League, for U9 to U22, each player should receive equal ice time in every game in accordance with the policy identified in the Manual of Operations. Failure to observe this rule will warrant a warning from the Director/Convenor and possible discipline.

Players should not receive more, or less ice time based on ability. Less proficient players will improve with more ice time, not less. In the older age groups, some players might not be ideally suited to play each of the forward or defence positions. If there are an uneven number of forwards for equal lines, consideration should be made to adjust the lines in a fashion that does not simply increase the ice time for better players. (i.e. If there are 8 forwards, 3 Left Wingers, 3 Centres and 2 Right Wingers would be a viable configuration as opposed to strictly playing 2 centres and 3 sets of wingers). Rotating players between forward positions is also an option to keep players fresh and balance their ice time.

U9 players: For half-ice, players should not be taught positions and goalies should be rotated so that all players who want to try playing goal are given a chance. After January 15th, rules permit moving to full-ice and then positional play can be taught to the players.

U11 players: Should be encouraged to try different positions – forward, defence and goalie. Players showing an interest in trying a new position should be given that opportunity regardless of the impact to the team's overall strength. To avoid a complete breakdown in structure, it is recommended to keep inexperienced players in the same position for the entire game as much as possible. All players will be

rotated in net if there are not any players who have a preference or willingness for playing goal. Players with a significant aversion to playing goal should not be forced to play. Teams with a set goalie at the U11 level should still allow other players to try goal if they express interest. It is important that other players try the goalie position during the season to feed the future pool of goalies. A set goalie at the U11 level not playing in a game should play as a skater.

LTPD requirements from Hockey Canada encourage the rotation of all players in the goalie position for U7, U9 and U11.

1.4 Goalies – House League U11 to U22

Teams with more than 1 goalie rostered should play each goalie for half the game switching at a whistle mid-2nd period. Ideally, goalies that can also play as skaters should alternate games, with the second goalie playing as a skater. Fair ice time must be used and changing the rotation during a game for reasons other than an injury is not acceptable. For example, if a game is close near the end of the 3rd period the goalies should not be switched. Goalies may alternate games as well, as long as equal ice time is maintained. *At older ages, letting the goalies decide how to share ice time works well.*

Teams without a rostered goalie may call-up a goalie from another Ravens HL team in the same division (lateral; KGLL rule) or from 1 HL division lower. All goalies available at each category should be rotated through to give them equal opportunity for additional games. It is not acceptable to call-up the same goalie for every game without attempting to call-up other available goalies in your association first. The safety of a lower-age goalie should be taken into consideration.

KGLL Goalie Email Aliases: The KGLL maintains an email system for each category (U11 to U22) for teams to request a goalie for a game. When reaching out for goalies a reply should be sent once a goalie is found to confirm you have a goalie. The contact emails for goalies should be considered private, so when confirming a goalie has been found do not cc the goalie's email, just email the entire alias again. The rules for calling up goalies in the KGLL should be adhered to.

Goalie aliases will be emailed to coaches each season. Only goalies that want to be included in the list are entered into the system.

Calling up from more than 1 division lower (eg. U13 call-up to U18) is not permitted. U11 may not call-up from U9 until after Jan 15th.

1.5 Regular Season and Playoffs

The first half of the season consists of 10 games (U11 – U15) or 12 games (U18 - U22) after which the teams will be split into Pool A, B and/or C depending on the number of teams and relative talent in an effort to make competitive groups. The second half of the season consists of the playoff round of another 10 or 12 games played between teams within each pool. The top 4 teams in each pool qualify for the single-game, league pool semi-finals. The two higher seeds (1st and 2nd place teams) host the semi-final games. The winner of each semi-final play in the championship game on championship day, usually the first weekend in April on Saturday or Sunday, and all games are played in Kitchener.

Practices will be distributed throughout the full season. Practice times are reduced for U18 to U22 as they play more games, and their ice costs are higher per hour due to their age (no discounts). **Practices for the U18 HL category will have a blackout period Dec-Jan due to high school commitments and to allow U18 DS to hold practices which are permitted to start Dec 1st.**

1.6 Waterloo Cup House League Tournament

A benefit of playing House League in Waterloo is our year-end tournament exclusive to the Waterloo Ravens teams, which is a nice way to finish the season. The format will change depending on the number of HL teams. The goals are to get as many teams as possible playing on the final day and ensuring that each team plays a minimum of two games. Currently, four team divisions will be seeded and play a semi-final game with the winners playing in a championship game and the losing teams playing in a consolation game. In three team divisions, a round robin would be employed with the top two teams after the round robin playing in the final. Two team divisions would play a 2 game, 3 point series with the 2nd game taking place on the final day. If there is only one team in an age group, an effort to invite an opponent from another centre to play would be made. Teams are seeded based on the 2nd half standings with teams in higher pools ranked above teams in lower pools regardless of record. The higher seeded team will be the home team throughout the Waterloo Cup games.

U8 and U9 teams will also participate in the Waterloo Cup playing a single game. Only recreational teams (any U8 and non-Rep U9) participate.

The Waterloo Cup Final Day usually includes some food and giveaways for the players. The Waterloo Cup is scheduled to avoid the Easter Weekend and should be either the weekend following the League Championship Day or the second weekend following the League Championship Day. The Waterloo Cup Final Day historically occurs on a Saturday in early April.

1.7 Jason Cripps Memorial Tournament

All House League teams are registered to participate in the Jason Cripps Memorial Tournament sponsored by the KMHA. There is no additional cost to the players for participating in this tournament. The tournament is treated as an OWH Association (a league) tournament, so league call up rules apply, **not** OWH Sanctioned Tournament rules. Teams will need to confirm their participation or non-participation by end of October. If teams indicate that they will play in Cripps Tournament and then withdraw they will not be eligible for league semifinals. KGLL requires confirmed rosters by November 15th for the Program and the game sheet stickers.

If you are unable to participate due to missing too many players, we can request to enter a combined team. For example, if U11 1 and U11 2 cannot get enough players to participate we can request to enter a combined U11 team for the tournament. This is to let players play in the Jason Cripps Memorial Tournament that would otherwise miss the opportunity. It is not acceptable to use this to create a 'select' team.

1.8 Additional Tournaments

House League teams may enter a maximum of two (2) additional tournaments in addition to the Jason Cripps Memorial Tournament and Waterloo Cup. Tournaments cannot interfere with KGLL games, the Jason Cripps Memorial Tournament, KGLL playoff schedule, and should avoid DS Tournament dates for your category. If a DS tournament has been booked for your category you may not book a tournament on that date.

Tournaments can be very popular and fill up quickly. It is advisable to register for tournaments early Summer before the season begins. It is also good to book your hotels early as well. Registration fees for tournaments can be withheld until your team is formed and parents approve the tournaments. Most tournaments will start asking for the funds around Sept-Oct.

As soon as you have booked a tournament email the Ravens Ice Scheduler and cc the HL Convenor to have the tournament entered on your team Calendar. All tournaments for the first half should be submitted prior to September 15th, if possible. All tournaments for the second half of the season must be submitted before December 15th. This will prevent KGLL games and practices from being scheduled during your tournament weekend.

Using Pick-up (PU): Read the Tournament Rules! OWHA Sanctioned Tournaments adhere to the OWHA rules as outlined in the OWHA Handbook for the current season. Common rules that are often confused as they differ from the KGLL rules are:

- A player can play on only 1 team in a tournament (i.e. cannot play on an U11 and U13 team in the same tournament).
- You can not exceed your roster. If you do not have a rostered goalie we can move a goalie within the Ravens division to your team for the weekend. For example, U11 1's goalie can be removed from U11 1 and rostered to U11 2 for the weekend.
- Any PU player needs a Pick-up Player Consent Form signed by an official of the team that the player is normally rostered to. This form is then submitted to the tournament organizer before they play.
- When using a PU you must enter (PU) beside the players name on the game sheet and cross off the name of the player not playing. It is advisable to send in your full roster, including players not attending, and then cross off the players not attending. This shows clearly to the tournament organizers and OWHA that a PU player was used but a rostered player was crossed off the game sheet. Essentially, you are showing you have not exceeded your roster.
- A maximum of 3 call-ups may be used per tournament game and you still cannot exceed the number of players on the official roster.
- **If you do not have a goalie and use a PU goalie and all your players are attending, you MUST sit a player to allow the goalie to play.**
- Breaking any rules will result in an automatic suspension to the Head Coach as per OWHA rules and may also result in a forfeit of any games you played.

A list of OWHHA Sanctioned and Permitted HL tournaments is posted on the OWHHA website. Popular tournaments include:

Travel Optional - Commute or Stay: Stoney Creek, Oakville, London

Local: Wilmot, Cambridge, Orangeville, North Halton, Brantford

Hotel Stay Required: Barrie, St. Catharines, Ottawa

Most teams play at least 1 tournament. If the maximum of 2 tournaments is desired, the general recommendation is to play 1 local and 1 travel optional tournament. For the travel tournament picking a location that would allow commuting enables potentially greater participation but keeps costs down for those who do not want a hotel stay. Teams considering a tournament which requires a hotel stay should consider playing in only 1 tournament to minimize cost to parents.

Tournament Fee's, Recommended Procedure: The cost for tournaments is to be evenly divided between the players that are attending the tournament. Once the decision to attend a tournament is made, and commitment received by email from each attending player (parent if <18yrs), the obligation to pay for your portion of the fee is made. If for any reason you cannot make it to the tournament after this date the fee is still owed. If adding a player to replace the missing player, the cost may be transferred to the new player and fee paid between the retracted player and new player going. If the team requires a pick-up goalie to be able to play in a tournament it is customary for the rest of the players to take on the cost of the tournament fee for the goalie (goalie plays free) but any additional fees, like hotel and meals, are to be paid by the goalie.

1.9 Summary of Key Dates – *subject to change*

August 31 – Preliminary number of teams forwarded to KMHA

September 17 – Final number of teams forwarded to KMHA

September, mid to late – HL Evaluations and teams formed by HL Convenor

September, end – KGLL 1st half scheduling meeting; WGMHA Ice Scheduler does this

October, 1st week – Season begins. OWHA Roster must be in-hand before playing in any game

October 31st – Confirm participation or withdrawal from Cripps Tournament

November 1st – U9 games may start

November 1st – Deadline for VSS (police check or receipt proving in process) and for RIS / Speak Out

November 15th – Cripps Tournament – rosters in

December 10th – Deadline for 2nd half tournament request

December, mid – 1st Half Season ends and Pools created based on standings; KGLL creates pools

December 20th (approx.) – 2nd Half scheduling Meeting

December 27-30/31st - Jason Cripps Memorial Tournament

January to mid-March – 2nd Half Season, U7 games can begin

January, last 2 weeks - U18 blackout period for exams

1st Sunday of March Break to 2nd Saturday of March Break (blackout period typically except for U18)*

2nd Sunday of March Break to Thurs. before Championship Sunday – League Semi-finals played

Approx. last Sunday in March – League Championship (skip Easter Weekend)

Saturday or Sunday before or after League Championship – Waterloo Cup (skip Easter Weekend)

**In general, Waterloo teams try to avoid playing games during March Break, however in the league, centres are permitted to schedule games on the first Saturday of March Break and semi-final games on the second Sunday of March Break. The U18 category has a black-out period around January exams and as a result the March Break is not considered a black-out period by KGLL, although we try to avoid scheduling games.*

2 Team Staff

2.1 Coaching Staff Selection

Applications for Head Coaches and proposed staff can be submitted as an individual (just Head Coach) or as complete or partially complete staffs. For the Head Coach application staff is limited to 5*, including the Head Coach, one of which must be female. It is recommended to have some change in staff from year to year to provide a fresh perspective and energy to a coaching group. Application forms and further instructions will be provided on the website.

**This limit is to aid in creating even-strength teams. With reciprocal friend requests, a team could have 10 players 'picked' based on the staff submission. If this causes the balance of the HL teams in the division to skew too far, the submitted staff may be broken up by the HL Convenor when making teams.*

2.2 Certification and Police Checks

All team staff in contact with players must have attended Respect-In-Sport, RIS (formerly called Speak Out) course or completed the on-line RIS course. Cost of the RIS course will be reimbursed upon submission of receipt along with certificate of completion (submit to the WGMHA Admin). November 1st is the deadline for completing this training for all staff requiring it. Certifications should be submitted directly to the Ravens mailbox at RIM Park, directed to the Ravens Admin. RIS is a one-time course requirement.

The Waterloo Girls Minor Hockey Association (WGMHA) mandates the completion of a VSS police check (Vulnerable Sector Search/Criminal Record Check) on all coaching staff that are in contact with players. Police checks must be completed, or underway by November 1st. All staff in contact with players must have a current VSS. Instructions are on the **Ravens website: Menu > Coaches > Required Police Check**. The VSS is good for 3 years and the cost is non-refundable. Any coaching staff that provided a VSS needs to submit a signed Declaration Letter in year 2 and 3 indicating that nothing has changed. This form can also be found on the same Ravens web page.

If this November 1st deadline is not met, WGMHA / OWHA may suspend coaching staff until outstanding requirements are received.

Coaches and Trainers also require additional certifications, and those requirements can also be found on the Ravens website.

There are some roles that do not require any certifications. These roles do not permit the staff to be in contact with the players, they cannot be on the ice, and they cannot be on the bench. The staff are also exempt from the insurance fee for additional staff. They are:

- Manager, uninsured (optional role)
- Statistician (not required role for HL)
- Treasurer (not required for HL)

2.3 Dressing Room Supervision Policy

The dressing rooms for all teams must be supervised in a fashion that complies with the OWHA 2-Deep Dressing Room Policy. The purpose of the OWHA 2-Deep policy is: *To provide a safe and comfortable playing environment with proper supervision for the player and team officials.* Of note, family members are considered 1-deep (e.g., Spouses in a dressing room together = 1).

The Head Coach is responsible to have a dressing room supervision plan indicating the primary dressing room supervisor(s) and the backup. Dressing Room Supervisors are required to be female and to have a current VSS and Respect in Sport / Speak Out certification.

2.4 Staff and Insurance

Waterloo Ravens will pay to insure up to 9 staff, of which 5 are to be female, (only 4 males will be paid for): Head Coach, Assistant Coach, Manager*, Trainer, Bench Staff and Dressing Room Staff all must have insurance. Additional insurance required will be at the cost of the team. **Manager can be either Insured or Non-insured. If the Manager is in contact with players, they must be Insured.* Rep teams require a Statistician which is non-insured. This is not required for HL or DS.

The Head Coach must have a staffing plan for games and practices that indicates backups for the female on the bench and the Trainer. If you do not have a Trainer for a game, you should approach the other team to ask if their Trainer can act for your team if needed.

The following staffing requirements are to be considered:

- Head Coach must have coaching certification that meets the category / division requirement
- Head Coach cannot act as both Head Coach and Trainer for a game
- Trainers should be female. Male trainer must attend to players with a female staff present
- Minimum of 2 female staff members (1 of the females should be a certified Trainer)
- It is recommended that only one staff should be a relative of a specific *player (if you have immediate family be aware that 2 = 1 for the 2-deep policy (e.g., spouse or sibling count as 1-deep. Spouse + sibling staff still count as 1-deep))*
- Backup Trainer

Only insured staff registered with your team (on your Official Roster) will be able to go on the bench. The **On-ice assistants** are not permitted on the bench (WGMHA rule). In the event you want to have another team's coach or player at your practice to assist/help with the team this is permitted, but they must be rostered to another Ravens team in an on-ice role or as a player. The intent of this is to allow flexibility in practice plans and development of players. It also allows coaches to bring in specific skill training etc. Anyone working with a team that is under 18 must be 2 calendar years older than the age division (e.g. If U11, use player from U15 or higher, not U13). Head Coaches will be disciplined if a non-registered person goes on the bench or the ice.

Insurance for any extra staff will have to be paid by the team. The current cost is \$57 per person for additional insured staff. Anyone registered with another association under the Hockey Canada umbrella,

such as the Waterloo Minor Hockey Association (Wolves), may complete a Proof of Insurance form (on OWHA site under Forms & Policies \ Player & Team registration) and submit it to the Ravens Admin. Proof of Insurance will negate the need to pay for the additional insurance fee. Proof of Insurance (Hockey Canada) forms need to be submitted by October 31st to the Ravens Registrar.

U7 to U9 Head Coaches and Assistant Coaches must have Coach 1, which is age specific. Higher certification do not count for LTPD. U11 to U22 HL Head Coaches need to be certified with a minimum of Coach 2. It is recommended that all Assistant Coaches also have coach certification. The Ravens will reimburse all who attend coaching and training clinics (up to limits set forth in the Manual of Operations - \$150).

It is required that there is a certified Trainer (HTCP Level 1) on the staff and that there is a female on the staff. Without a Head Coach, Trainer and at least 1 female, the OWHA will not approve a team roster.

A staffing plan for both practices and games identifying the primary staff and backups needs to be in place. Two relatives of a specific player should only be on the bench in a backup situation and not as the primary staffing plan for a team. The staffing plan must ensure compliance with the OWHA 2-Deep policy. All staff must be approved by the WGMHA.

2.5 Head Coach Responsibility

The Head Coach is ultimately responsible for the team. It is important for the Head Coach to be familiar with the WGMHA Manual of Operations, KGLL Rules, OWHA Handbook, and to pay special attention to the OWHA *Discipline Policy and Procedures* in Part 8 of the OWHA Handbook. Games in which a player or staff member is ejected must be reported to the OWHA, the KGLL, and the Director of House League within 24 hours.

The Head Coach is often held responsible for the conduct of their players and staff and could be disciplined for their player or staff's conduct on the bench.

The Head Coach must ensure the team is properly supervised as well. If players arrive prior to staff the dressing room should remain locked or prop the door open and remain outside the dressing room until staff arrive.

3 Team Responsibilities

3.1 OWHA Waiver Forms and Proof of Insurance

The WGMHA registrar will be finalizing official OWHA rosters to prepare for the season. When players registered with WGMHA they did so using RAMP Registration. This includes the signatures for players and allows them to be rostered to teams. All staff are also required to register, as staff, on the RAMP system before they can be added to a roster. The Head Coach must provide the names and roles for each member of the coaching staff by mid-September to the Director of HL to facilitate the preparation of the roster. **A team may not play a game without an OWHA issued Roster** and only players and staff on the Official Roster may play in the games (Pick-up players exempted). Head Coaches violating this may be subject to suspension and be responsible for any fees payable to the OWHA.

3.2 Volunteers for Staff, WGMHA Rep Tournaments, and the WGMHA House League Waterloo Cup Tournament

It is expected that all WGMHA participants volunteer in some way during the season. For House League, the following volunteer assistance is required to run our teams, tournaments, and programs.

Team Staff: All teams from U7 to U22 require staff roles filled by volunteers. Without you we could not run our programming. Thank you! If you are interested in helping as a coach or staff, please contact your Coach or a WGMHA Director and ask how you can help. For the Ravens, especially the U18 players, consider becoming an Assistant Coach or Trainer for a Ravens team (U13 or lower as you need to be > 2 years older than the group if you are under 18 years of age). What a great way to get started into your future coaching career! You also get volunteer hours for school, coaching or training certifications reimbursed by the WGMHA, and you will have a lot of fun as well!

Tournament Help: The WGMHA run Rep tournaments during the season of which the profits are used to subsidize programming that includes U7 Rookie Ravens, U8, U9 and HL Programs (U11 to U15). This keeps the actual cost of your registration down. This also allows us to increase the ice times for all U7 to U15 teams. Recreational and House League teams are not playing in these tournaments, but they are benefitting from them. The tournaments are:

- Fall Challenge Cup – early November
- USA-Canada Cup Series – early December

These tournaments require a huge volunteer commitment and without the help of Ravens families we could not run these very popular, high-level tournaments. It is expected that each Ravens family from U8 to U15 volunteer in some way, whether its as staff on a team, or in assisting their time with tournaments.

As tournament dates near your team will be asked to fill time slots for various roles. We greatly appreciate your time volunteering. High school aged volunteers can earn volunteer hours. This is also a great opportunity for the younger players to see the higher levels of hockey. We usually have 70+ teams in each tournament. The FCC attracts U9 to Senior Rep teams typically from all over Ontario. The USA-

Canada Cup Series is U15 AA, U18 AA, and U22 AA teams from around North America representing the top level of girls' hockey for each age group.

U18 House League player and parents are welcome to help but are not required to do so. Many Ravens at U18 have jobs and the program fees are not subsidised by the tournaments.

Waterloo Cup Help: At the end of the season the House League puts on the Waterloo Cup, a WGMHA end-of-season tournament. This single-day event only requires a few volunteers and your assistance is appreciated.



3.3 Booking Additional Ice, Exhibition Games

Teams can book up to two additional ice times per month through the Ravens Ice Scheduler with the approval of the HL Director/Convenor. The teams are responsible for identifying the available ice times from the Ice Scheduler, City of Waterloo website, or contacting surrounding municipalities. **Participation must be voluntary, and the costs should only be shared among the willing participants.** The additional ice times cannot conflict with existing practices or games or Development Stream (DS) practices or games. Any added practice or event **MUST** be scheduled with the Ice Scheduler to ensure you have it on your team calendar. If it is not on your calendar, you do not have insurance!

3.4 Team Names and OWHA Number

Teams that desire to give themselves a name, such as “U11 1 Ravenators” are encouraged to do so. This is popular for younger teams. At U13 and older age divisions, it depends on the team. Names should be emailed to House League Convenor/Director for approval to avoid teams having the same name i.e. the Rough Rider Ravens and the Roughrider Ravens or having a name that would be objectionable or controversial. The team must maintain the numerical identifier for any game sheets and communication with the league, OWHA and WGMHA (eg. enter “Waterloo Ravens U11 1”).

Each team will receive an OWHA number that needs to be used on game sheets and will be on your Official Team Roster. It is a 4-digit number. It is also added to the team’s name on the website.

3.5 Team Meeting

At the beginning of the season, the Head Coach should conduct a team meeting for players and parents to establish expectations, obtain volunteers, explain procedures and to answer any questions. Information regarding any additional activities should be presented to the parents before being proposed to the players to avoid awkward situations. The coach/manager should solicit feedback in a private manner and achieve a consensus before announcing that the team will participate in a specific activity such as a tournament. It is important that parents do not feel pressured to have their daughters participate in any additional activities that require an additional cost on top of the base registration fees.

The association will provide a representative to attend the team meetings of all new head coaches and any other team meetings where it is determined to be beneficial. The purpose of the association representative is to help the coach answer questions and to ensure that the appropriate messaging consistent with the association philosophies is delivered to the players and parents. Please email the Director of House League to ask for a Ravens representative.

3.6 Team Budget

It is desired that additional costs be kept to a minimum to keep costs affordable since House League is the entry point for organized hockey. The default expectation for anyone registering for House League is that they should be able to participate without having to pay additional fees for basic participation, Basic participation included in the registration cost are games, practices, and the Jason Cripps Memorial Tournament. Additional activities including added tournaments and team activities must be considered voluntary and are to be funded by the actual participants. Teams must be cognizant that some players

could have either time or economic constraints that limit that their participation in additional activities and should avoid creating an environment that is exclusionary.

The budget for any additional costs beyond the two tournaments will be voted on (one vote per family per player, majority carries). The vote, if necessary, must be conducted in such a manner that no one feels pressure to vote a certain way. To reiterate, the costs of any additional activities are to be paid by the actual active participants and players/parents can opt to not participate in any additional activities to avoid incurring any additional cost. To maximize participation, it is advised to obtain a consensus before proposing any activity including tournaments.

DS Team budgets will need to have a WGMHA Director present to approve the budget. House League budgets that are only for added tournaments do not need anyone else present from the WGMHA.

Fundraising and Sponsorships: If a team wants to do fundraising, sponsorships, or add additional ice times, dryland or other costs other than the 2 tournaments, a Budget needs to be approved and bank account opened. Refer to the Manual of Operations and contact the Director of Fundraising and Sponsorships for approval before preparing. *Generally, HL and DS teams do not have formal budgets. It can add additional fees and therefore means it must be voluntary. Any player that opts out means the budget needs to be adjusted for the remaining players.*

3.7 Communication

Coaches should inform parents and players that the website is the main vehicle for providing schedule updates and that people should subscribe to the email/text alerts for schedule changes. It is advisable early in the season that coaches may want to remind parents of schedule changes. Players/parents should notify the coach if the player will not be at a game or practice.

4 Player Evaluations

4.1 House League Evaluations – Fall

In September, after the completion of the final tier of rep tryouts, House League evaluations will take place. For U11 through U18, HL Evaluations are conducted to help the HL Convener and Director of HL make fair and balanced teams, an OWHA requirement for HL. These Evaluations may take the form of skills practices, or a tryout. For U18 generally we just run a fun scrimmage as attendance for formal evaluations is poor at this age.

Tryout jerseys will be provided and must be returned after the session.

For each session, 6 or more evaluators (3 for each colour) are recruited from head coaches and assistant coaches. Players are rated based on a variety of skills and a composite score is recorded for each player and combined with the ratings from the other evaluators. The forms and prescribed drills are contained in the appendix.

4.2 Team Formation

The goal is to have the teams as evenly balanced as possible. When forming the teams, daughters of coaching staffs are assigned first, then goalies, then reciprocal friend requests (U11+), then remaining players with the objective of having some player movement each season and to facilitate reciprocal teammate requests. Positional preferences at the older age groups are considered to avoid a situation with a team that has no one willing to play a certain position i.e. defence. Evaluations from the previous season can be used to augment the fall evaluations. Teams would have a maximum number as follows:

- U7 and U9 – Rosters of 17 to 18 due to playing half-ice. U18 is the maximum roster size, by rule.
- U11 to U15 – Rosters of 15 skaters, approximately.
- U18 to U22 – Rosters of 17 skaters as attendance is an issue due to jobs, school, etc.

4.3 Reciprocal Teammate Request Policy

Currently, the Ravens try to honour one reciprocal teammate request if possible while maintaining the numerical and competitive balance of the House League teams. Multiple or asymmetrical requests will be deleted/ignored. This would be the case where one person has requested multiple teammates or single teammate, but the other player has not made a corresponding teammate request. Teammate requests are only used for U11 to U22. U7 and U9 LTPD teams do not take teammate requests.

Players participating in our Development Stream (DS) program waive their privilege of having a reciprocal teammate request (in the following season) in order that the team can be more easily balanced. It is important that there be sufficient player movement from year to year to keep the teams fresh and to create a welcoming environment for new players.

4.4 End of Season Player Evaluations

Coaches may be requested to providing ratings of their players and identify any attendance issues that might factor into team balance. These ratings are used to corroborate the fall evaluations or provide information for players that might be absent from the fall evaluations.

5 League Rules – Refer to the KGLL website for current rules.

5.1 Overview

The league is intended to be participation driven rather than competition driven so the league rules are intended to reflect that difference. There are rules that are different than OWHA rules, so be very careful as some of these KGLL rules would be OWHA violations at a tournament. In the event of a discrepancy between the rules as listed here and the rules posted on the KGLL website, the league rules posted on the league website should take precedence.

The KGLL Rules are to be reviewed by all Head Coaches prior to each season. The link to these rules is kept on the House League home page: <https://kgll.ca/Pages/1049/Policies/>

5.2 Pick-ups (PU) also referred to as Call-ups

A PU (Call up) is a player from another team added to your team for a game and denoted by (PU) beside their name on the gamesheet. The rules are very clear but there are different rules for the OWHA and for the KGLL.

- Rep players can never be used under any circumstance in House League as a PU.
- DS teams can never use a PU player. All players MUST be on your DS roster.
- You cannot exceed your roster with PUs, except for Goalie 3.4.2 KGLL rule.
- U11 HL players can move laterally within the U11 HL division as Pus until January 14th. After this, skaters must be from U9 HL as it moves to half-ice on January 15th. This is because U11 teams cannot pick-up players from the U9 division during half-ice games. Only U9 aged players should be called up, not U8 aged players.
- U13 to U22 may only call up players from the division lower, but goalies may be picked up laterally (KGLL).
- In any game, a team can only have up to five PU players and cannot exceed their normal roster size (KGLL), except for a goalie requirement (see below).
- The same skater can only be called up 3x for the 1st half, and 3x again for the 2nd half. Available PU's should be rotated though before a PU skater plays for the same team again.
- Skaters cannot be called up for semi-final or final games. Goalies excepted.
- Skaters should only be picked-up from other WGHA House League

3.4.2 Call Up Goalies

- a) Goalies must be called-up via the goaltender alias list, so that every goaltender has an equal opportunity to play as a call-up.
- b) Teams without a goaltender on their roster may call-up a goaltender even if it will exceed the number of players on the roster. This is only allowed in the KGLL and will not be allowed in tournaments, as per OWHA rules.
- c) Goalies can move up, laterally and between KGLL associations (e.g., a U15 team can call a goalie from U13 or from U15 from their own association or another association in KGLL but cannot call a player from U18). A goalie can play regularly on both a U18 team and a U18/U22 team.
- d) There is no limit to the number of times a goalie can be used as a call-up, provided the goaltender alias

email has been used.

e) Call-up goaltenders can be used in semi-final and championship games only if the rostered goalie is unavailable.

f) A representative skater wishing to play as a goaltender will be accepted for the purposes of rostering as long as they have no previous experience as a goaltender at the representative level. This goaltender will not be allowed to play as a skater for their KGLL team nor will they be allowed to play in tournaments for that KGLL team as per OWHA rules.

Practical Application of Call up rules

You cannot exceed the number of players registered on your team (See exception for Goalies in 3.4.2).

You can call from your own association or another participating KGLL association.

If you call from a younger division you must ensure that the player is capable of playing at that level.

If you use an illegal player, you forfeit the game and are subject to suspensions as the OWHA rules (i.e., GM35).

Recommendation: The use of pick-ups is intended to prevent a forfeit, give opportunities for players to play at a higher age group, and for the safety of the players. It is not intended to improve the strength of a team. *As a guideline, use pick-up players to obtain 2-full lines of players for a game.*

Representative Pick-ups: Rep teams may ask to pick-up players from a House League team. It is required that they ask the PU Players Head Coach for permission and have them, or a team official, sign off on the PU in RAMP. Please inform the Director of House League or HL Convenor when a HL player is being called up. It should not interfere with the players HL team games. The KGLL limits for pick-ups are not applicable in these cases as the Rep teams must adhere to their league's rules.

Tournament Pick-ups: Read the tournament rules and use their noted PU form or the OWHA PU form linked below. This form will be required by the tournament to be handed in which they will later submit to the OWHA: http://owha.pointstreaksites.com/files/uploaded_documents/3323/Doc-14_PICKUP_CONSENT_FORM_for_SANCTIONED_TOURNAMENT.pdf

5.3 3 KGLL 3-Penalty Rule

This KGLL rule is a must-know for the Head Coach! It has resulted in suspensions for coaches and is a rule that most officials are not aware of as it differs from standard OWHA rules. **If your player has gotten 3 penalties... remove them from the game even if the officials do not agree they have to be removed.** Have them sit on the bench the rest of the game. If you play them, you get suspended.

3.4.6 3 Penalty Rule If a player accumulates three penalty infractions in a Local League game, that player is immediately ejected from the game. The penalized player shall not serve the third penalty, they must go directly to the dressing room and a player that was on the ice at the time of the infraction must serve the penalty.

NOTE: A Double Minor (e.g. 4-minute Head Contact will count as one penalty infraction).

A Penalty Shot does not count as one of the three penalty infractions.

It is the responsibility of the team staff to ensure the penalized player does not participate in any further play, even if the Referees differ in opinion. Failure to comply with this rule will result in an automatic

game suspension for the electronically rostered coach who was registered as the head coach on the game sheet of the offending player and will cause the team to forfeit the game regardless of the score of the game. The score to be recorded as the worse of the actual score and 1 – 0.

5.4 League Suspensions for Coaching Staff

Suspensions are automatic and generally fall to the Head Coach. If you are unsure if you are going to be suspended, you should stay off the bench for the next game! Going on the bench when you “didn’t know” is not an excuse and will lead to another suspension.

All behavioural OWHA suspensions to coaches will be doubled by the Local League. One game suspension will be two games, two will be four, etc. Player suspensions are not doubled.

Suspended players or coaches should have their name on the game sheet, cross their name off with a single line, and then write “Serving suspension x of y” beside their name. Suspensions and games served need to be reported to the OWHA, KGLL, and the association (WGMHA Director of House League). Scan your game sheet and email it to stats@owha.ca,

While a player or coach is suspended, they are suspended from all team activities and all Hockey Canada activities. If you coach with another team, you are suspended from that team as well. If you are an official, you are suspended from officiating as well. The suspension lasts until you have served game “y of y” and submitted the game sheet confirming you have served your suspension.

5.5 Forfeits / Cancelling Games

- a) Games must plan to be played if there are 6 skaters and a goalie (or 7 skaters).
 - i) U11 to U13 can dress a goalie.
 - ii) U15 to U22 must have a goalie that has played in net before.
- b) Fine of \$200 will be assessed to the team that is cancelling the game within 7 days of the expected date of the game.
 - i) This fine must be paid within 30 days.
 - ii) This will not apply for games cancelled due to inclement weather or extreme circumstances.
 - iii) Proof must be provided to the Local League administration that the fee has been paid.
 - iv) All fees must be paid, or those teams will not be entitled to play in league playoffs.
- c) All cancelled games must be rescheduled.
- d) No fee is assessed for games where referees do not show.

6 Local League Game Details

6.1 Game Length

House League game times scheduled by WGMHA will be stop time consisting of 3 periods of 10-10-12 with a curfew. Gamesheets are all via RAMP. No overtime or shootouts during the regular season. “Curfew” time should be noted on the gamesheets for Waterloo home games. The timekeeper should note the start time of the game to ensure, that if started late, it was recorded, and the curfew time is extended to the 50min length. Many other centres do not curfew their games.

6.2 Minimum Numerical Strength

U11 to U22 House League teams having less than six (6) players in uniform prior to the start of the game may forfeit the game to the opposing team. The OWHA minimum player strength is 3 skaters and a goalie. A game should be forfeited if the team strength falls to this minimum level before, or during a game.

6.3 Maximum Goal Differential (diff. of 5)

The maximum goal differential to be displayed on the scoreboard or entered as a game result into the website is 5. For example, a 7-1 game would be entered as 6-1 and 10-0 game would be entered 5-0. If a team was leading 5-0 and scored another goal to make it 6-0, it would not be shown on the scoreboard unless the trailing team scored to make it 6-1. This is in keeping with the spirit of the league. Similarly, news articles posted on the website should refer to the official score and not the actual score. Additionally, Waterloo Ravens House League teams should make every effort to avoid running up the score and avoid excessive celebration if the score becomes very one sided. In the first half of the season especially, it is possible to play a mismatched opponent that is much weaker.

6.4 Entering Scores

The home teams are required to enter scores on the Waterloo Ravens website. This should be done as soon as possible. Scores must be entered within 24 hours. The games are linked to the master league database and will update the standings automatically. If you see that an away game you played has not been entered after 48 hours please enter the score. RAMP is not currently linked to the KGLL website for standings.

Forfeited games are entered as 5-0 against the single team forfeiting. If both teams forfeit the score is entered as 0-0. For additional forfeit information refer to the OWHA Handbook.

- Never enter more than a 5-goal differential. Actual score 7-1 would be entered as 6-1.
- U8 and U9 need to enter a score after a game. That score is always 0-0.

7 Behaviour and Conduct

7.1 Reporting Concerns and Infractions

If you observe something that you think looks suspicious, concerning, or just didn't feel right we ask that you report this to *the Director of Concerns and Parent Support* and copy another suitable person, or the *Director of House League*. If the concern is regarding a member of the Ravens Board of Directors, then report your concern to the *President of WGMHA*.

7.2 Code of Conduct

Coaches, staff, players, and parents must adhere to the respective codes of conduct as detailed in the Manual of Operations. Everyone's behaviour reflects positively or negatively on the entire organization.

Coaches should refrain from yelling at the officials. The behaviour of the coaching staff sets an example for the players. In the event of some concern, particularly safety related, a member of the coaching staff should speak with the officials in a calm, constructive and respectful manner. Similarly, coaches need to be respectful of the other team and their own players. We expect a positive hockey environment.

Parents should be positive and encouraging. Hockey is intended to be a fun activity. It is embarrassing and potentially distracting to have parents screaming hysterically at the ice. Parent asked to leave the ice surface by an official must do so. Parents ejected from a game should be encouraged to take the Respect in Sport – Parent training.

Players need to be respectful of their coaches, teammates and opponents from a behaviour and safety perspective. Players need to be conscious that there is a wide range of skill in House League, and they need to be supportive of their teammates recognizing that everyone will make mistakes and that players have varying levels of experience playing hockey.

7.3 Bullying, Cyber-Bullying, Social Networks, Websites, Blogs

Bullying, Cyber-bullying and derogatory comments posted on social networking sites such as Facebook, Instagram, TikTok, blogs and circulated through email are not acceptable and are deemed to be in violation of the OWHA Code of Conduct. Teams and associations and the OWHA Discipline Committee will take a strong stance against this dangerous behaviour that is disrespectful to the entire membership of the OWHA.

Teams may only post positive or neutral comments about games in news articles on the Ravens website on their team pages or they will be removed. Do not post anything that could be perceived negatively by the opposing team if they were to read it. No backhanded compliments, unintentional comparisons or excessive hyperbole should be posted. No comments should be made about the officiating. Players full names should not be used. It is best to omit scores unless close.

Team social networks should include staff. Players should not have their own social media without the inclusion of staff or parents. This is to comply with the 2-deep policy.

7.4 Respectful Behaviour Policy - City of Waterloo

The City of Waterloo (the City) is committed to promoting a safe, healthy, respectful, and positive environment for all members of the public, volunteers, and staff.

To this end, the goal of this policy is to define behaviour that may negatively impact the experience of others or creates unsafe conditions, and how these behaviours will be addressed when it occurs within any City facility or in association with any service, program or event provided by or associated with the City of Waterloo.

7.5 Males in Dressing Rooms

Males are not allowed in the dressing rooms to respect all players' privacy for all age groups until a female responsible for the dressing room says it is ok for male coaches to enter the dressing room. Younger players requiring assistance like skate tying may leave the dressing room in a controlled fashion. Added benefits of this policy are that the girls become more self-reliant, and it reduces the total number of parents talking to each other in the dressing room creating a more player focused social environment.

7.6 OWHA Two Deep Policy

It will be the Policy of the OWHA that, when any player under the age of 19 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) 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.

In accordance with the OWHA stipulations, 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.

The 2-deep rule is just as important for in-person as well as on the phone, emails and texting. Any interactions with players and staff should include a 3rd party. This would mean that communication methods with players under the age of 19 would have to allow the 2-deep rule to be followed. For example, this would mean copying additional coaching staff on emails.

8 Equipment

8.1 Helmets for On-Ice Staff

In accordance with OWHA Rule One (II) (B), all team officials participating in on-ice activity must wear a properly fastened CSA hockey approved helmet on the ice. There will be one warning followed by a 2-game suspension. Trainers or any other team officials attending an injured player are considered exempt from this rule. 3rd party instructors have their own insurance and may elect to not wear a helmet, although WGHA encourages them to wear one.

8.2 Equipment and Mouth Guards

Required equipment for females to participate in hockey: Helmet - CSA approved, facemask – CSA approved, shoulder pads (chest protector), throat protector- BNQ approved, elbow pads, hockey pants or hockey girdle, gloves, shin pads, pelvic protector (jill), hockey skates, socks, hockey stick and hockey sweater. The OWHA and WGMHA recommend that every player wear a mouth guard while participating in games or practices, but it is not required. Players should have their own water bottles with their name clearly visible. Water bottles should not be shared by players, coaching staff, or officials.

8.3 Jerseys and Socks

Waterloo House League teams wear white for home games and black as visitors. The exceptions are when playing teams that have only one colour of jersey which is often is the case for teams from Cambridge. When faced with that situation, the contrasting colour would be worn (Recommendation: Bring both sets, leave one in the car – teams sometimes make mistakes). Matching socks to the jersey colour must be worn for all games, not mismatched one black / one white. As a sign of respect for the game, uniforms should be worn as intended. Coaches will be subject to discipline if the team wears mismatched socks in a game. Game jerseys are not to be worn for practices. The new socks are provided for game use only, not practices. The socks are included in registration cost.

The sweaters are to be kept together in the Ravens team jersey bags and maintained by a parent. A parent can be appointed to care for the jerseys, airing them out and washing them. Teams may elect to take jerseys home but if doing so, the sweaters must be kept in a suitable garment bag which cannot be stored inside the players hockey bag. Players are not permitted to wear an association jersey other than for games, team building events such as a team outing to a hockey game, or for a special occasion such as a school sports day. These occasions should be approved by the Head Coach. Jerseys not returned, or damaged due to mishandling will be billed to the team or individual.

8.4 Name Bars

Name bars at House League and DS are optional and up to the player/parent. Name bars must be the current style Ravens name bar with the black background attached by Velcro to the jersey. These are to be purchased from the authorized supplier, McPhails. The cost is about \$27. Only 1 name bar is required as it is used on both the white and black jersey.

As a sign of respect for the game, uniforms should be worn as intended. Coaches will be subject to discipline if the team wears name bars upside down, or players exchange name bars with other players.

During any tryouts, such as for DS, name bars should not be worn.

8.5 Goalie Equipment

WGMHA will provide equipment for House League goalies in accordance with the Manual of Operations. The equipment supplied may include pads, blocker, trapper, chest/arms, dangler (Goat's Beard) and stick.

9 Safety

9.1 Emergency Action Plan

Each team is required to have an Emergency Action Plan with designated people in the Charge Person, Call Person and Control Person roles for both games and practices. The people in these roles should be familiar with their responsibilities. In the event that a designated person will be absent, a backup plan should be prepared. The EAP is the responsibility of the head Trainer.

9.2 House League Trainer Meeting

All primary and backup trainers are required to attend the WGMHA Trainers meeting at the beginning of the season.

9.3 Concussions and Injuries

In the event of a possible or suspected concussion, the Trainer should send an email to concussion@waterlooravens.com to initiate a follow up procedure that requires updates to ensure that Hockey Canada Return to Play guidelines are followed. The Trainer is responsible for ensuring that appropriate paperwork is completed for any injury.

The Trainer has the obligation to act in the injured person's best interest. What the Trainer says goes. Head Coaches found to try to circumvent a Trainers decision or recommendation will be subject to discipline.

All players and staff must review Rowan's Law and sign the ***Ontario Women's Hockey Association Rowan's Law Acknowledgement Form***. All forms should be collected by the Head Coach at the initial parent meeting and delivered to the Ravens mailbox at RIM park.

9.4 First Aid Kits

It is important that first aid kits are stocked appropriately and replenished when needed. The Trainer should contact the Director of Equipment for information on obtaining supplies.

10 Additional Procedures

10.1 Columbia Ice Field – Locked

If Columbia Ice Field is not open in the morning, the group should call the UW Campus Police. There is a pay phone with the police call button on the phone or using a mobile phone, you can call the UW Campus Police at 519-888-4911. The campus police will get in touch with the arena manager.

10.2 No Officials

Referees and timekeepers are to be at the referee room 30 minutes before the scheduled start time of the game. It is the Official crew's responsibility to initiate emergency procedures when there is a late/missing crew member. (Recommendation: Good idea to have someone (Manager, Assistant Coach) check in with the officials prior to every home game, if they have not been seen.

Coaches should follow the emergency contact procedure that they have been given if there are no referees present 25 minutes before game time.

10.3 Weather Cancellations

In the event that a game should be cancelled due to weather, send an e-mail to the other coach and Director of House League / HL Convenor. Cancellations are to be handled at the association level on a centre-to-centre basis based on the current Local League policy. Priority for our association is safety. It is important to be conscious of the weather forecasts and ensure that appropriate contact information is available in advance so that a decision to cancel can be made with proper communication. Conditions at the game location can be different than at the departure location. Games should be cancelled early enough such that all players/parents can be contacted at least one hour before departure time but not too early as weather may change. If a game is cancelled, it is imperative to confirm that all players/parents are aware that game has been cancelled to avoid unnecessary dangerous travel.

Refer to the KGLL Rules for current cancellation guidance as cancelling too early may result in the game not being rescheduled.

11 Development Stream (DS)

11.1 DS Overview

Our Development Stream (DS) program is intended to augment our successful House League program not to undermine it and as such it is organized so that there are no conflicts with House League games and practices. We want players' loyalties to be foremost with their regular House League teams and our regular House League takes precedence over the DS program. Our intent with our DS program is not only to improve the skill level of players, but to instill a sense of leadership, accountability, and attention to being a good teammate so that they strengthen their regular teams. We expect players to set a good example by being attentive to their coaches, supportive of all their teammates and by having good attendance at practices and games. Players who do not attend their regular House League team practices may be subject to removal from the program.

To ensure the success of the program, it is important that it provides a differentiated experience as intended. This requires sufficient players of a calibre such that the team does not simply replicate a regular House League team. If there are not sufficient interested players of the appropriate skill level to field a team, then the DS team at that age group will be cancelled for the season. The process for determining to field a team is described in the Team Formation section.

As a subset of the House League program, the DS teams are subject to the OWHA DS rules, not the KGLL.

11.2 DS Philosophy – OWHA Rules and Mandate

As defined by the OWHA, the Development Stream (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 than is afforded by House League alone.

The goal of the DS program is not simply to provide more ice time, but to provide better competition in games and practices to facilitate skill development and maintain the interest and challenge of stronger House League players. With a limited number of ice times, a suitable baseline skill level is required to participate as a viable starting point.

U11 DS are not permitted to take part in tournaments. The focus of the U11 DS is on development through practices and exhibition games.

11.3 DS Team Formation

A normal DS roster in Waterloo would consist of 15 skaters and 2 goalies. A minimum complement consisting of 13 suitable skaters and a goalie would be required to field a DS team. This would typically be fed by a minimum of two regular House League teams.

If, in the opinion of the coaching staff, there are not enough players whose abilities match the requirements of the DS level of play, a formal request must be made to the Leagues Management Committee (LMC) for permission to reduce the roster size from the normal number (15 skaters + 2

goalies). The perspective that must be considered is not the potential win-loss record, but the impact on practices of carrying players whose abilities are not in line with DS calibre players. The more advanced drills and higher tempo of DS practices should not be negatively affected by adding a player of inadequate skill. The LMC would review playing history, House League evaluations, opinions of age category coaches and tryout results to consider a reduction in roster size.

Given the short season and limited ice time for a DS program, it must be built upon a foundation of pre-existing hockey skill. If a player has average or below average House League skills that will not be overcome in the limited number of DS practices available, she should not be selected for the team.

Players are required to pre-register online for DS tryouts. In the event that the number of interested players is equal to or below the normal DS roster size, the LMC should review the suitability of interest.

LMC in consultation with the age category coaches would determine whether there is appropriate interest among players to field a DS team. If interest is not strong among appropriate candidate players then the ice would likely be better utilized by making it available to regular House League teams to improve overall skill levels and cultivate future interest.

With ice availability at a premium, there is no point in having a DS team simply for the sake of fielding a team.

In accordance with current OWSHA regulations, team tryouts may begin after November 1st and teams can be registered beginning on December 1st and play games once the team is registered. This means no games may be played until after December 1st.

DS Teams may only play 17 players in a game but may roster up to and including 25 players. Pick up players are not permitted for a DS team. You can only use the players on your official roster and no one else!

Players can be added to roster if players are missing for a game or tournament. If there are players that did not make the team in tryouts and are comparable in skill to players on the team, adding them to the roster to fill in for missing players at games or inviting them to practices could be a good opportunity for those players without diminishing the experience of the players on the normal roster.

There are a variety of ways in which coaches have run the DS program:

- Roster 15 skaters and 2 goalies and no one else. *Not recommended.*
- Roster 15 skaters and 2 goalies and add to the roster players that may be called up when needed.
- Roster 25 players total and practice and split the games / tournament between the players. Evenly.

11.4 DS Coaching Staff Selection

With the limited ice time, the coaching staff should have familiarity with the age division that they are applying for and generally be involved in some formal capacity. Drawing coaching staff from existing House League teams also avoids the cost of insuring additional staff.

Coaches will be selected prior to November 1st. If no coaches are found the DS team may not run for the division.

Additional information and dates will be posted on the Ravens website.

11.5 DS Tryout and Selection Process

There will be two or three tryouts held for each level (one hour each) depending on the number of players. Players must register online for the tryouts. Tryouts will be scheduled to occur in mid-November for U11, U13, U15 and U18. If there are a large number of players trying out (>30), then the first session will be a combine style format to identify skill levels of the players and to facilitate feedback on player skills – skating, puckhandling, shooting and offensive skills. The second and third session will assess game skills.

All player releases will be done online to avoid awkward and emotional situations at the rink and to allow coaches sufficient time to make appropriate decisions without the pressure of people waiting at the rink. Parents are welcome to request feedback after 24 hours and coaches are required to provide feedback upon request.

The information from the combine style tryout (if required) will provide an understanding of where a player stands with respect to particular skills. The information should be provided in the format of which quartile the player is in for each particular assessed skill. Additional observations can be shared if they are balanced in their perspective and are actionable in terms area for improvement.

OWHA rules for DS do not allow tryouts before November 1st.

11.6 DS Practices

DS Practices must be scheduled to avoid House League games and practices. Ten practices are included in the WGHMA DS fees. Ideally, the scheduling should allow for approximately 2 practices per month December through March.

Given the limited amount of practice time, the greater focus should be on individual skills and tactics. With respect to strategies, systems, team tactics and plays, the emphasis should be on explaining why to do certain things and the desired outcomes - teaching players to think so that they can adapt to different systems rather than simply just imposing a single approach to be used by rote.

The maximum number of practices is limited to 14 to avoid a large commitment in time and must not compromise the cap on team expenditures. This is an OWHA rule.

11.7 DS Exhibition Games

Per OWHA rules, DS teams are limited to playing 8 exhibition games. They are only allowed to play other DS teams. Games must be scheduled to avoid regular House League games and practices. Regular House League games and practices take precedence over DS games and practices.

Due to the informal nature of scheduling DS games, it is important to reach out to other centres to express interest in setting up games. This will likely need to be done prior to the formation of teams to ensure appropriate opponents. The hardest part for the DS Coach is scheduling the exhibition games. A successful method in the past has been to contact 7 other centres to coordinate an 8-game exhibition game schedule with different teams for each game (Ravens + Leafs + Canadians = RvL, LvC, CvR). This avoids the typical “you play here and we’ll play there” issue which means you play the same team twice (RvL then LvR).

11.8 DS Tournaments

U13 to U18 DS teams may participate in a maximum of 3 DS Tournaments as per OWHA rule, but WGMHA limits the teams to 2 tournaments. Attending 3 tournament requires LMC approval with supporting justification from the Head Coach. The 2/3 tournaments should be within a commutable range (within 125 km or approx. 80 minutes without traffic). The tournaments must not interfere with the Local League season.

U11 DS Tournaments are no longer permitted by the OWHA (started in 2021-22 season).

11.9 DS Financial Rules and Team Budget

11.9.1 DS Registration fee

After being selected to a team and before the first ice time, each family must submit a DS WGMHA Fee. The DS Registration fee is pre-set for each season. For the 2019-20 season the fee was \$3000 per team. For the 2021-2 season the fee was \$3700 per team. This fee is based on a roster size of 17 players and therefore it is recommended to divide the total by 17 for the per player fee.

The DS Registration fee includes:

- 2-3 tryout ice hours.
- 10 full ice practice hours (1/2 ice practice hours would count a 0.5)
- 4 home exhibition games including officials
- A target of 4 away games (ice and officiating costs are expected to be covered by the home team)

11.9.2 DS Additional Budgeted Team Fees

Each DS team will decide on appropriate team fees and corresponding payment schedule for:

- Tournament registration fees – a maximum of 2 tournaments (on a participation basis, cost / # of participants). The tournaments should be within a commutable range (within 125 km or

approx. 80 minutes without traffic). The team may do a travel required tournament if the parents agree.

- Extra practice ice in addition to the 8 hours provided in the Registration fee. Maximum number of practices = 14 (half ice counts as 1 of the 14 practices but 0.5hrs of the practice fee).
- There should be no need for additional ice for games as 4 home games are included and 4 away games = 8 Exhibition games, the maximum permitted.
- Team functions if desired (on a participation basis).
- Other items as agreed upon (on a participation basis).
- If fundraising or sponsorships are being looked at, contact the Director of Fundraising and Sponsorships for approval and the process. A team bank account will be required.

11.9.3 DS Team Budget

The total budget for a DS team including WGMHA fees plus other costs must not exceed a maximum of 60% of WGMHA's current base registration for a full 17 player team. The specific dollar amount limit will be provided to each team each season.

A parent meeting will be held after tryouts and before the team's first ice time. At this meeting the Coach and or Team Treasurer will present a team budget with itemized cost for any proposed additional activities to the parents. The budget for any additional costs beyond the two tournaments will be voted on (one vote per family per player, majority carries). Any changes to the team budget after this initial vote require a unanimous decision.

At least 3 days before the budget is presented to the parent group a copy of the draft budget will be submitted to the WGMHA Treasurer for review. The WGMHA Treasurer will forward a copy of the budget to the Director of House League and the Director of Coaching for their review.

11.9.4 DS Team Banking

Option 1 (WGMHA collected and paid - preferred): The team can have WGMHA receive the approved team fees from each parent through our RAMP Registration system. The Head Coach can subsequently request the WGMHA Treasurer to pay invoices on their behalf such as tournament registration fees.

Option 2 (Team bank account – difficult process): This is becoming more difficult with added rules around team bank accounts. Every team bank account must be opened and then closed at the end of each season now. There are fees involved as well. Each team may open a bank account with TD. To get this account set up the Team Treasurer should email the WGMHA Treasurer a list of three signing officers. The WGMHA Treasurer will then send an authorization letter to TD to open this account. TD and the Team Treasurer will then co-ordinate the opening of the account. If the team is opening a bank account, it must be with TD.

Each family will issue a cheque to the team account for the sum of the DS WGMHA fee and the DS Team fee. The team will issue WGMHA a cheque for the WGMHA total team fee and issue other cheques as approved in their budget (such as tournament registration fees).

The Team Treasurer will be responsible to close the account with TD within 30 days of the team's last ice time. Any funds left in the account will be disbursed back equally to each player's family. Parents may also vote to direct any surplus funds back to WGMHA or a charity of their choice.

12 Appendix A – Waterloo Cup Format and Rules

12.1 Waterloo Cup Format

The Waterloo Cup format was further refined in 2015 to formalize the number of games that most teams were able to play to be a minimum of two games. In past years, many teams have only had the opportunity to play one game. The goal of the Waterloo Cup is to get the girls on the ice and celebrate the end of a successful season with their teammates with the focus on participation.

1. Preliminary games will be played primarily the two weeks following the Local League Finals with the finals taking place on Saturday following the League Championships or skipping the Easter Weekend the 2nd Saturday.
2. Playoff positions will be determined by Local League second half standings with teams in higher pools ranked above teams in lower pools (i.e. 5th place in Pool A with 8 points would still be ranked higher than 3rd place in Pool B with 10 points).
3. In 3 team divisions, a single round robin will take place between the three teams. The higher ranked team will be the home team throughout the round robin games. After the round robin games, the top two teams will play in the final. Round Robin games can end in a tie.

The tie breaker rules are as follows:

- i. Team with best Goals For percentage: total goals for divided by total goals for and against. $GF/(GF+GA)$ Note: a team with $GF=0$, $GA=0$ is considered to have $GF\%=0$
 - ii. If still tied, the team with the least goals against.
 - iii. If still tied, the team with the most goals for.
 - iv. Higher seeded team
4. In 4 team divisions, 1st plays 4th in one semifinal and 2nd plays 3rd in the other semifinal. The winning teams play in the championship game and the losing teams will play in a consolation game.
 5. In single team divisions, since there is only 1 team they will play an invited opponent from the Local League in Final.
 6. In two team divisions, a two game 3 point series would be played. The 2nd game would be played on the Championship Saturday. One point is awarded for a tie and 2 points for a win.

First game can end in a tie. If after regulation time in the 2nd game both teams are tied in points, the OT rules will apply.

7. Preliminary games are 10-10-12. Semifinal games go immediately to a 3 player shootout (same rules for shootout as Championship Day – Rule 4. iii) if tied after regulation (no curfew). Round Robin games can end in a tie and may be curfewed. Higher seeded team is home team.

12.2 Waterloo Cup Championship Day Rules

1. U9 to U22 games will be 10-10-12 timed periods. Games may start 10 minutes early. U8 games must be half-ice.
2. Each team is permitted only one 30 second timeout in the Championship Game even if the game goes into overtime.
3. Consolation Games may end in a tie. There are no timeouts in Consolation games.
4. Championship games tied after regulation time will be settled by the following means for all categories:
 - i) 5 minutes of 5-on-5 of Sudden Victory Overtime will be played. Teams will not change ends after the end of the 3rd period. An effort should be made to play all players.
 - ii) If still tied after the 5-minute OT, the game proceeds directly to a 3-player shoot-out. The Home team will have the option of shooting first. The teams will alternate players shooting on the opposing goalie (they do not shoot at the same time). All shooters will start out with the puck at centre ice. Only the player participating in the shootout and the two goalies are to be on the ice during a shot. Once the shot is completed the player must proceed to the penalty box. It will be the responsibility of the timekeeper to keep track of the number of each shooter.
 - iii) If still tied after the 3-player shootout, a sudden victory shootout will take place. Each team will continue to send out a single player until one team scores and the other doesn't at which point the team scoring will be declared the winner. All players must shoot before any player can repeat (and this means that if there are unbalanced rosters, the team with the smaller roster can start again before the other team). Please note that there is no need to list your shooters - when they have shot they take a seat in the penalty box.

13 Appendix B – House League Evaluations – Procedures and Drills

U11 – Focus on skating, puck control, Differentiators: ability to raise puck, pivots, speed.

Equipment: 2 nets, 20 pylons, 40-50 pucks

1. Forward skating – 5 lines, 1 length of the ice (4x) – Fig. 1
2. Backward skating – 5 lines, 1 length of the ice (4x) – Fig. 6
3. Puckhandling – 5 lines, Up and Back around 4 cones – Fig. 3
4. One on One – Defence at centre ice, use both ends, pucks in middle, D passes to F, gaps up, F attacks one on one length of ice, attempts shot on net (rotate players, so the same combination does not always match up) Alternate: pucks in corner, F passes to D, D passes back to F, F attacks – Fig. 7 (Optionally, do the same as U13 – pucks in the corner, extra pass – Fig.9)
5. Full ice scrimmage – Note: energy /effort, dominant players

U13 – Focus on skating, puck control, and consistency of shooting, Differentiators: ability to pass and skate heads up with puck

Equipment: 2 nets, 40-50 pucks

1. Forward skating – 5 lines, 1 length of the ice (4x) – Fig. 1
2. Backward-Forward-Backward – Start backward at goal line, pivot to fwd at blue line(face non-bench/crowd side) continue forward to far blue line and pivot to bwd (face non-bench/crowd side) finish at goal line (2x – 4x) – Fig. 8
3. One on One – Defence at centre ice, use both ends, pucks in corner, D gaps up, F passes to D, D passes to F, F attacks one on one full length of ice, attempts shot on net (rotate players, so the same combination does not always match up) – Fig. 9
4. Full ice scrimmage – Note: energy /effort, dominant players

U15/U18/U22 – Use the same basic first two skating drills as U13, but only 2x, primarily looking for less proficient outliers and dominant players. In general, it is best to move to a scrimmage as soon as possible to see players in game situation. Evaluators will often be familiar with players at these age groups.

Sample Evaluation Form shown on next page. Overall rating does not need to be average of 3 columns.

Worksheet for dividing up colours by position to balance the scrimmage is shown on page following evaluation form.

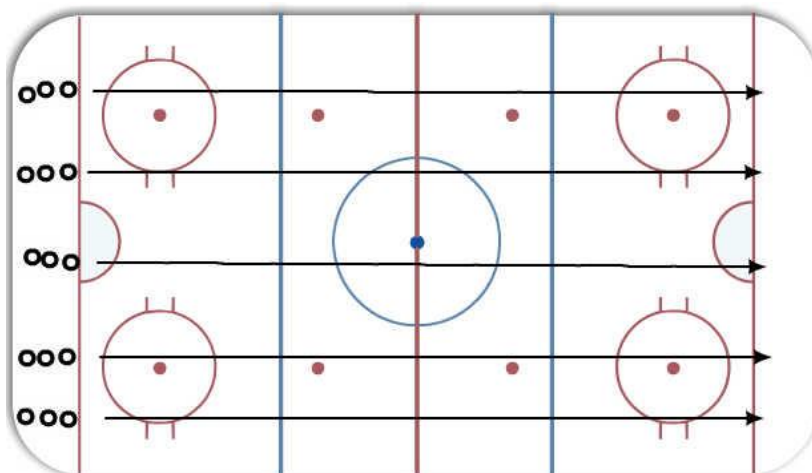


Figure 1: Forward Skating

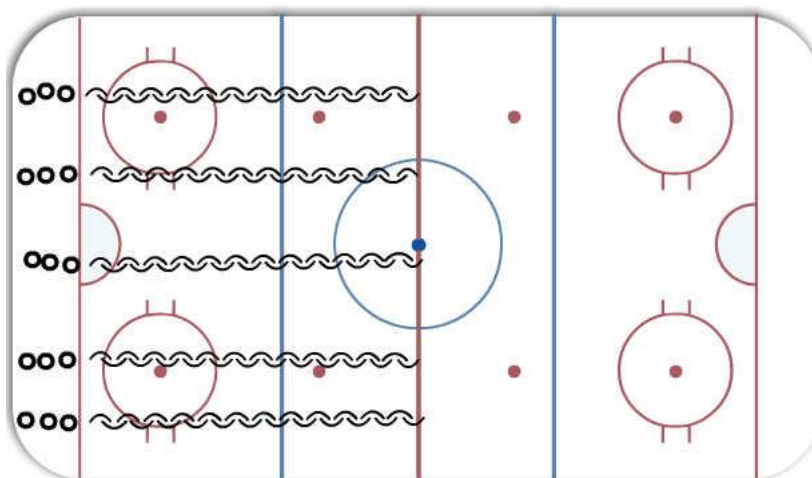


Figure 2: Backward Skating

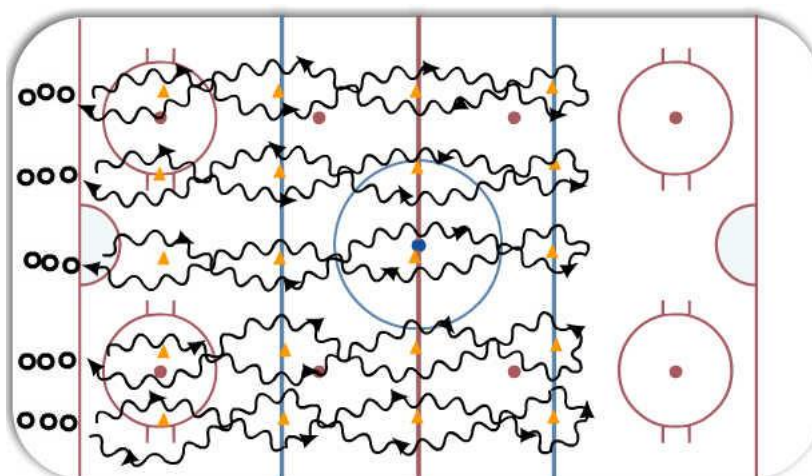


Figure 3: Puckhandling

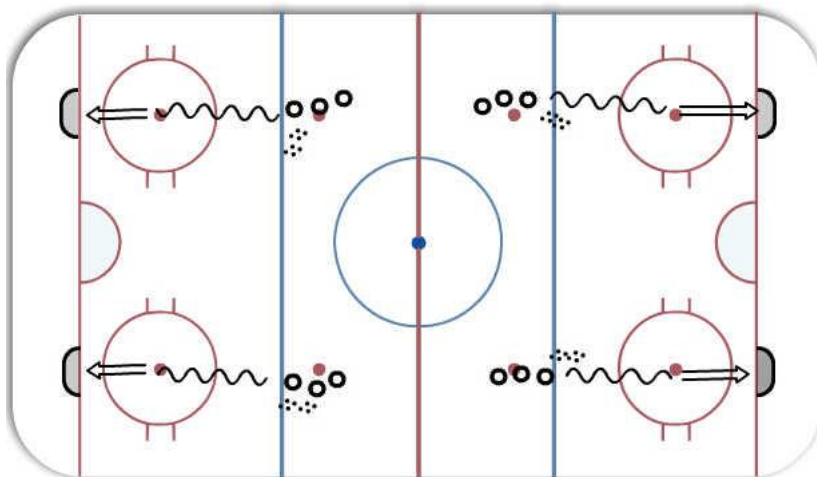


Figure 4: Shooting

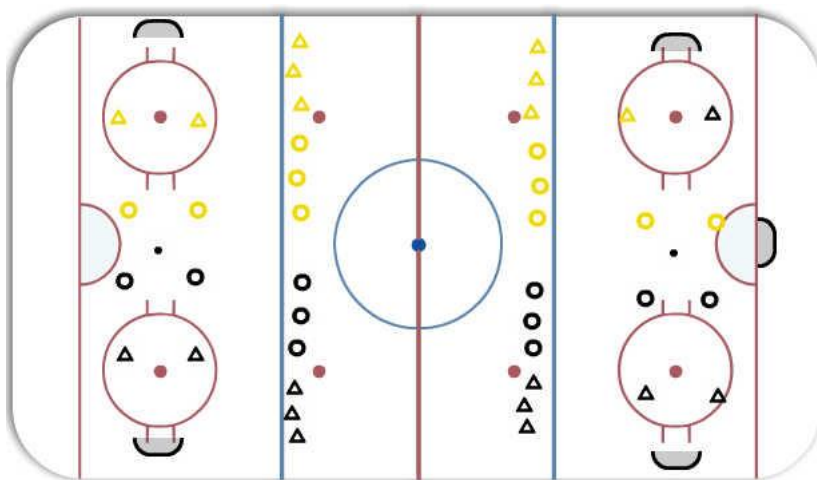


Figure 5: Half-Ice Scrimmage

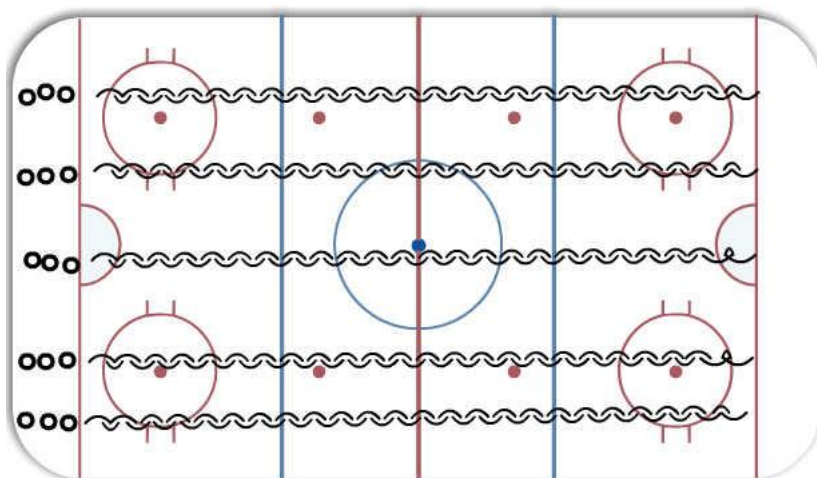


Figure 6: Backward Skating

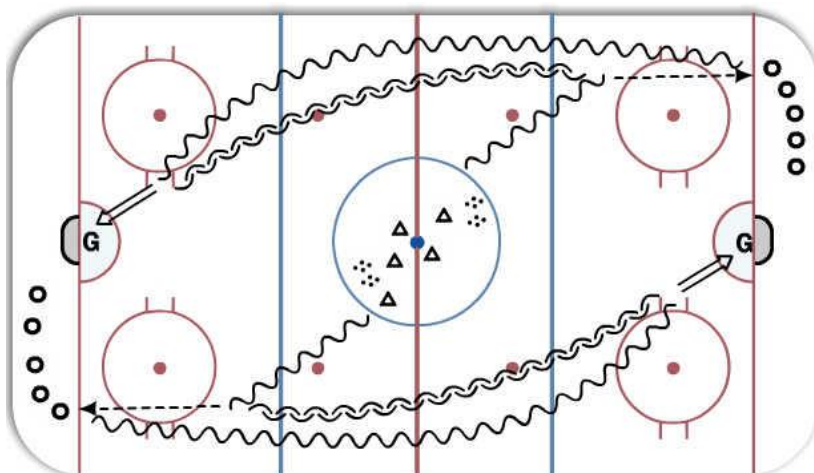


Figure 7: One-on-One

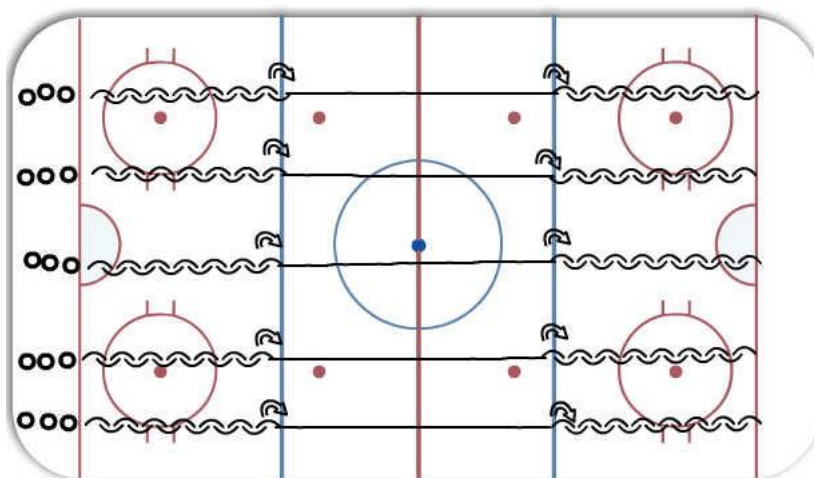


Figure 8: Backward-Forward-Backward

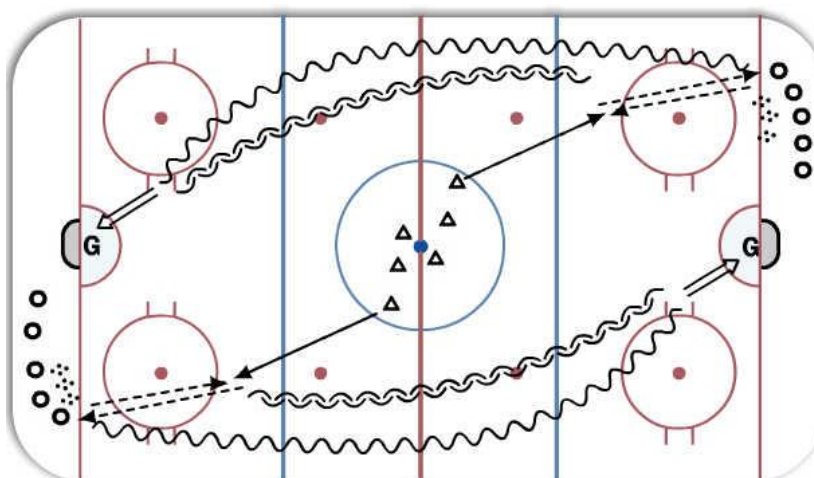


Figure 9: One-on-One

Instructions for Evaluators

1. Count the number of players on your list and compare with the number of players on ice just in case someone was missed when preparing the list.
2. The Overall Rating does not need to be the average of the 3 categories
3. Ask on-ice coaches to ensure that jersey numbers are visible, and jerseys are not tucked in.
4. It is useful to note ratings within the category to come up with a category rating. For example, rate forward and backward skating then come up with an aggregate skating rating.
5. Forward skating is more important for most players. Backward skating is important for defence, but less important for forwards.
6. Do not let initial impressions regarding forward skating affect other ratings. Look at each category independently.

Session

[illegible]

Ratings (1 - Very Poor, Beginner to 5-Outstanding)
Engagement: (C - Competitive, S - Situational, P - Passive)
3 - average, Can use 2.5 and 3.5 for noticeably above or below average
Overall Rating: Does NOT need to be an average of other values (Use 1 decimal place)

Colour _____

Colour _____

Forward	Forward
Defence	Defence
Goalie	Goalie

14 Appendix C – Coaching Applications and Staff Applications

The Director of House League will maintain a Coaching Application to be used for applying for Head Coaching positions for LTPD, House League and DS Teams. The application will be available on the Ravens website during application windows.

All team staff appointments (Coaches, Assistant Coaches, Trainers, Managers, Bench staff, On-ice staff, Dressing Room staff) must be approved the WGMHA Board prior to the staff participating in any activities. The Director of HL may allow participation prior to board approval in cases of urgent staffing needs. Timelines for submission of applications will be communicated on the WGMHA website.

All staff must register as staff in the RAMP Registration system to be placed on the official roster.

