



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

**WATERLOO GIRLS MINOR HOCKEY
ASSOCIATION (WGMHA)**

**REPRESENTATIVE HOCKEY
HANDBOOK**

March 29, 2017

Table of Contents

Purpose	4
Girls Competitive Hockey Overview.....	4
Categories By Age	4
Try Outs.....	5
WGMHA Player Permission to Skate/Releases	6
Import Players/Releases	6
Player Commitment	6
Number of Players Permitted.....	6
Changes to Team Participants.....	6
Re-categorization.....	7
Team Uniforms and Equipment.....	7
WGMHA Rep Team Volunteers	8
WGMHA Player Registration	12
OWHA Registration.....	12
Ice Scheduling.....	14
WGMHA General Playing Rules.....	18
WGMHA Contacts.....	20
REP FINANCIALS.....	20
Team Budget and Financial Controls	20
Team Budget	21
Team Bank Account	21
Payment of Expenses	22
Team Expenses.....	22
Recording of Expenses	23
Approximate Time Line.....	24

Purpose

This Representative Hockey Handbook has been created for Rep Coaching staff members in order to provide guidelines for the Waterloo Girls Minor Hockey Association (WGMHA) Rep program. Note that it is meant to be a supplement to existing documents and is subject to change by members of the WGMHA Board of Directors. Please consult the Manual of Operations (available on the WGMHA website at www.waterlooravens.com) for complete details regarding Waterloo Ravens hockey.

Where the terms of this Handbook and the Manual of Operations conflict, the Manual of Operations shall govern.

Girls Competitive Hockey Overview

Hockey Canada is the sole governing body for amateur hockey in Canada. It oversees the management of hockey programming in Canada from the entry level of the game to participation in international competition, including World Championships, the World cup of Hockey and Olympic games. For additional information, please view its web site at <http://www.hockeycanada.ca/e/about/index.html>.

The Ontario Women's Hockey Association (OWHA) maintains the framework and is the governing body for girl's hockey across Ontario. The Provincials is the grand championship tournament for girls' Rep hockey. In order to participate, teams must qualify within their district and play against the same designated OWHA ranked teams. OWHA rules and regulations may be viewed on www.owha.on.ca.

The Waterloo Ravens Girls Hockey Association (WGMHA) was established in 2000 to provide girls the opportunity to participate in the sport of hockey and was created under the mantra "**For the kids, For the game, For the fun of it**". The Association offers House League and Rep programs for both adults and children. The Association also offers a number of Development programs including Learn to Skate and Rookie Ravens - to introduce the game of hockey to young children, Skills Development in partnership with University of Waterloo Warrior Hockey Teams – to provide skills development players and Coaching Clinics – to advance the knowledge and skills of our coaching staff.

The WGMHA is committed to the development of girls and women's hockey and are introducing new programs every year. WGMHA is a member of the OWHA and plays within the Lower Lakes Female Hockey League (LLFHL). Our web site is at www.waterlooravens.com. The LLFHL web site is www.llfhl.ca.

Categories By Age

Based on OWHA rulings, a player may participate in a specific category based on her birth date.

Category	Age as of December 31
Senior Rep	Open Age
Intermediate	21 and under
Midget	17 and under

Bantam	14 and under
Peewee	12 and under
Atom	10 and under
Novice	8 and under

Skill level ranges from beginners to the most talented, i.e. C, B, BB, A, AA

Try Outs

1. The [Manual of Operations](#) has information pertaining to try outs – see policy MO -06-05 *Team Selection and Number of Players*.
2. Tier 1 try outs for Atom, Peewee, Bantam, Midget and Intermediate PWHL; and Tier 2 Bantam and Midget are held in the spring. All other try outs are usually scheduled beginning in early September (typically after Labour Day).
3. Each team will be provided, at a minimum, three one hour ice slots.
4. WGMHA will organize the registration tables for try-outs. You may be asked to provide volunteers to help out at registration.
5. If away exhibition games are booked, immediately advise the Directors of Rep and Ice Scheduling of the date, time, location and opponent. You are responsible for providing unaffiliated trainers/room staff for these games.
6. Waterloo players trying out for Tier 1 teams will purchase a pass for \$50.00 which will cover all of their try outs. If they are not successful at Tier 1, they are eligible to try out for Tier 2 and 3 and no further monies are payable for try outs. If a player wishes only to try out for Tier 2 and/or 3, the try out pass will be \$35.00 which is also to be purchased on-line. A player cannot attend a try out if payment has not been made.
7. All out of town players who do not have Non-resident status (Import Player) will be charged \$35.00 and are only eligible to try out for a Tier 1 team unless exceptions have been made by League Management Committee (LMC).
8. Any player who last played in another girls' hockey organization must provide a valid Permission to Skate document (PTS) before she is allowed on the ice. There is NO EXCEPTION to this rule. Allowing a girl from another association to try-out without proper permission could lead to serious consequences and suspensions to the organization members. Note that a girl who has played boys hockey or was not a member of another girls association in the past year does not require a PTS.
9. Player releases will be done online on the Waterloo Ravens website in order to take away the player and parent emotions at the rink and to minimize hasty decisions by coaches. The coach will update their own team's webpage, ideally within 1-2 hours after the try out concludes. The coach will also mention in their try out handout that releases will be done online, and to check the Waterloo Ravens website team page to see the player numbers who are being asked to return to the next try out.

Here is sample wording for the team's website:

Thank you for attending the Waterloo Ravens Bantam BB try out! The hard work of all players is truly appreciated. Players who were wearing the numbers below are invited to attend the next try-out

Orange - 3, 5, 8, 16, 24,

Blue - 4, 5, 7, 34, 45, 56,

The next try out is: Wed, Sep 12 at 6pm at RIM 2 Optimist.

We wish you much success in the upcoming season!

WGMHA Player Permission to Skate/Releases

Any WGMHA member who wishes to try out for a team with another Association, will require a PTS. Requests for a PTS must be approved by the Director, Rep or the Director, Coaching and Player Development. Other members of the WGMHA Board may approve the PTS if the Director Rep/Coaching and Player Development aren't available.

For those WGMHA players wishing to move on to a team within another OWHA-recognized Association and were registered with WGMHA in the last season, a OWHA Player Release Form (Release) will be requested and issued by the WGMHA, provided the player is in good financial standing with the WGMHA.

Import Players/Releases

Please refer to MO -06-06 *Import Players* for details on the process for selecting Import Players to a WGMHA Rep team. All Import Player selections are subject to LMC approval. If a Coach selects an Import Player for their team, then the Import Player must register with the Ravens, pay the out-of-town fee, and provide a Release from their Association. The Release must be retained in the team's files.

If an Import Player did not play within the OWHA last season and has participated in hockey in another province or country, she may require approval, a release or a transfer. Contact the Director Rep who in turn will contact the OWHA office immediately (before the Import Player first steps onto the ice) for further instruction.

Player Commitment

Each successful player must be registered and have their registration fees paid in full immediately, before beginning practices or games with the team. No player shall be allowed on the ice unless all registration fees are paid.

Number of Players Permitted

Per OWHA rules, the maximum number of players a team is allowed to carry is 17 skaters and 2 goalies, except Senior which is 18 skaters and 2 goalies. The WGMHA teams must carry no less than 15 skaters and 2 goalies. If, in the opinion of the coaching staff, there are not enough players whose abilities match the requirements of the proposed level of play, a formal request must be made to the LMC for permission to reduce the roster size from this mandated number. Please consult the Manual of Operations for further requirements in pursuing this request.

Changes to Team Participants

OWHA will accept up to two additional players to your team after November 30 and before January 1. A Participant Change of Information form must be completed and forwarded to WGMHA, OWHA and LLFHL. Players added after December 31 are not eligible for Provincial Playdowns or Provincials, or LLFHL playoffs and/or championship games.

Re-Categorization

If a Rep Coach believes that the team is not being challenged appropriately, then re-categorization may be considered. Rep Coaches wishing to re-categorize teams must discuss this with the Director of Rep as soon as possible. Please refer to the Manual of Operations for more details on how to apply to the WGMHA for a re-categorization.

The Rep Coach must submit reasons in writing to the Director Rep. The Rep Coach must meet the following requirements for the request to receive further consideration:

- The team must have played no less than 3 exhibition games, and obtained results demonstrating the team is mis-categorized;
- One or more independent evaluators appointed by the LMC must be in agreement with the need to re-cat;
- The Rep Coach must detail the results of his or her discussion about the proposed re-cat with his or her parent group; and
- Where that re-cat affects a WGMHA team or teams at a lower level, the Rep Coach must obtain written consent for the re-cat from the affected team's Head Coach(es).

The LMC must approve all re-categorization requests prior to submission to the OWHA as there may be implications for other WGMHA teams.

If a re-categorization request is submitted to the OWHA, prior to October 1, request will automatically be granted. Otherwise, OWHA must receive written request including a completed Form A(listing team results to date) by late November). A formal process will then be conducted by OWHA, as set out in the OWHA rules.

If a Rep Coach believes an opposing team is over qualified to be in their present OWHA category, then a request may be made to the OWHA to review the skill level of the other registered team by completing an *Application to Request a Review of the Category of Another OWHA Team*. Rationale will be required including scores and any other pertinent information that you feel should be considered. The Director Rep will assist teams considering this process.

Team Uniforms and Equipment

All Rep teams are given a set of Home and Away jerseys. The team is responsible for the jerseys and will provide the Ravens Treasurer with a \$500 team deposit cheque by December 15. The cheque will be returned only after all jerseys are returned cleaned and in good condition. Each player may take home their own jerseys in an approved Waterloo Ravens garment bag. A parent should check the jerseys periodically to ensure that they remain in good condition.

All jerseys are to be kept cleaned and in good repair. If any jerseys need to be replaced through wear, please contact the Director of Equipment and Awards. All jerseys will be returned at the end of the season on a designated date (to be provided by the Director of Equipment and Awards) cleaned and in good repair.

Players will be issued home and away socks at the beginning of the season, paid for by the association. These are to be worn for games only and are to be worn with same colors.

All Rep players will have name tags which can be purchased through a local supplier. Please contact the Director of Equipment and Awards for more information.

The player must provide all protective equipment and stick(s). All on ice coaching staff and practice assistants must wear CSA hockey approved helmets when on the ice. Non-compliance will result in an OWHA suspension. NOTE: All bench staff must wear helmets when playing in Ottawa.

All player and bench staff Off Ice clothing must be ordered through the WGMHA identified vendor. This is to ensure consistent quality, uniformity of appearance and standardization of the Ravens logo. Official team uniforms are to be worn for all home and away games and all tournaments.

WGMHA Rep Team Volunteers

Police Checks

All adults working directly with the players must obtain a Vulnerable Services Sector Report (VSS). These Reports must be returned before November 1st of each season to the Director of Concerns and Support, or individuals will not be allowed on the bench.

The reduced fee of approximately \$10 per volunteer is reimbursable by completing the Certification Reimbursement Claim Form found on the Ravens web site. There is a letter on the web site to be taken to the Police Station when asking for the VSS. This letter will get you the reduced fee as a volunteer. WGMHA will not reimburse for anything over and above the \$10.00.

If a coaching staff member has submitted a VSS in the previous season, they do not require a new VSS Report but will be required to complete a Declaration available on the Ravens web site. After three full seasons, a new VSS is required (i.e. Declarations can only be completed for two additional seasons following the season you submitted a new VSS).

Certifications

All WGMHA coaches, on ice support staff, bench staff, managers, trainers and dressing room MUST complete either the Speak Out or Respect in Sport program. Information regarding these programs is on the Ravens website.

The reimbursement amounts for trainers for re-certification is \$75.00 and for HTCP Level 1 is \$100.00. Speak Out/Respect in Sport reimbursement is \$30.00. Coaching certification reimbursements should be discussed with the Director of Coaching.

All Coaching Staff including coaches, associate coaches, assistant coaches, trainers, and on ice volunteers for practices must be insured by OWHA. To do this they must be listed on the team's roster. Off ice volunteers do not require insurance coverage.

Two Spouses on Staff

It is strongly recommended that spouses of Coaching Staff members not take another staff position on the same team. *Specifically, two parents on the bench can result in an overly pressurized atmosphere for their player.* Further, staff roles should be made available to a diverse group of team families. Only in situations where there is no suitable volunteer willing to take a position should a spouse of a Coaching Staff take that staff position.

Coaching Staff

Coach

The Coach will be responsible for the overall direction of the team including selecting players, determining line composition, creating practice plans and team development strategies; run and control team drills; and achieve the enhancement of team and individual skill performance. The Coach must fairly enforce the rules, regulations policies, and procedures as outlined in the WGMHA's Manual of Operations, and as determined by the OWHA and LLFHL. The Coach must create a positive, safe and encouraging environment. All Coaches must have their NCCP Development 1 (D1) or higher, as determined by the OWHA.

Associate Coach (Bantam and Midget) and Assistant Coach(es)

Reporting to the Coach, the Associate and Assistant Coaches will assist in all duties of the Coach, will assist on the bench during games, and temporarily assume the role of Coach where necessary. Associate coaches may assume additional responsibilities, over those of the assistance coaches. NCCP Development 1 (D1) or higher certification is preferred. *It is strongly preferred that Coaches not be an Assistant or Associate Coach on other teams.*

Practice Coach

Reporting to the Coach, the Practice Coaches will assist the Coach on-ice during practices only. It is preferred that Coaches not be Practice Coaches on other teams.

Trainer

Each team must have a certified trainer on the bench with a minimum of HTCP Level 1 certification obtained through OWHA coordinated courses. The WGMHA strongly encourages your trainer to be female.

The trainer must be present at all OWHA sanctioned events including games, practices and dry land training and should initiate off ice warm ups.

In the event of an accident, the trainer will ensure the appropriate paperwork is completed and filed with the OWHA.

All parents must complete a medical history for their daughter. It is highly recommended that this form also be completed for all coaches, assistant coaches and trainers in the event of an accident on the bench or ice. These forms will be kept by the trainer in the medical bag for immediate reference purposes. These forms will be destroyed at the end of the season. An In Case of Emergency Form can be found on the Ravens website.

Manager

The Manager will provide administrative support to the Coach and WGMHA Board, and will must fairly enforce the rules, regulations policies, and procedures as outlined in the Manual of Operations, and as determined by the OWHA and LLFHL. The Manager will maintain open communications with the team staff, players and parents.

Support Staff

The success of your team depends not only on the players and coaches, but also on the people who work behind the scenes. The more parents that get involved, the fewer problems you will face. In addition to the Coaching Staff listed above you will need volunteers for the following:

Team Statistician –

Any team official whose sole duties with the team will be the input of game stats into the ITSportsnet system. This person must NEVER be on the ice or behind the bench and does not need to carry OWHA insurance. Additionally, this person is the ONLY person that can have ITSportsnet access. The team statistician must attend the training session during LLFHL Scheduling weekend in late September and will be provided their ITSportsnet access password so that they can input game stats.

Dual Manager and Team Statistician Roles –

Obviously, on many teams, the Manager and team statistician is the same person. Also, on some teams a coach or assistant coach can take the role of team statistician. Both of these instances are perfectly acceptable. However, in this case, the person holding dual roles MUST be set up in ITSportsnet in both roles - i.e. there must be a record for their name as manager and also a record for their name as team statistician. Additionally, it is only the team statistician role that is given ITSportsnet access.

Senior team - the Manager and statistician may be the same person and this may be a player. The registrar will only account for the person as a player and as statistician. We will not use manager role in order to prevent double charging of insurance.

Team Dressing Room Staff

Two females must be available for practices and games and remain by/in the dressing room before and after ice time. They may also ensure that game sheets are completed and signed by each player/coach and lock/unlock the dressing room.

Team Treasurer

Each team will be required to have one member of the parent group act as the Team Treasurer for the hockey season. The Team Treasurer should be selected prior to the distribution of the Team Budget and other information to the parents and/or legal guardians.

The Treasurer shall be responsible for the following:

- Opening the bank account at an accredited financial institution; specifically the TD Canada Trust branch at Conestoga Mall. There are no exceptions.

- Receiving and maintaining control over all bank statements and information;
- Collecting money from the parent group and completing bank deposit;
- Issuing cheques for expenditures;
- Reconciling the budget and Reporting on budget variances;
- Preparing the December and yearend financial Reports for distribution to the coaching staff and parents and/or legal guardians of each player; and
- Reviewing and ensuring team compliance with the financial policies and procedures of the Waterloo Girls Minor Hockey Association.

The Treasurer of WGMHA will require the names of the authorized cheque signers (minimum two-preferably three). Coaching staff are not included. A letter will be sent to the TD bank who will set up the accounts. When all documents are ready for signing and email to the signers will go out in order for them to sign at their convenience.

Water Bottles

An individual could be identified to bring clean team bottles to practices and games with fresh water. Girls are strongly encouraged not to share water bottles

Fundraising Co-coordinator(s)

Should the team decide to raise funds, then a coordinator could be identified to arrange functions.

Social Committee

This(ese) individual(s) could organize social events for the girls such as tournament functions and end of season party.

Hotel Co-coordinator

For out of town tournaments, a volunteer could co-ordinate the hotel accommodations on behalf of all families.

Jersey Cleaner – (if the players aren't responsible for their own jerseys)

Two parents should be selected to bring the sweaters – one taking the home and one taking the away – these parents are responsible to ensure that the sweaters are there for all games and are cleaned and in good repair.

Newspaper Reporters/website

This person will be responsible for calling in all scores to the local newspaper and writing articles for the paper. As well a team web site can be established through the WGMHA web site. Contact registration@waterlooravens.com for activation.

WGMHA Player Registration

In order to participate in try outs, each WGMHA player must register on line. Players wishing to participate in Spring Try-outs must register and pay separately for these try-outs. All players wishing to participate on WGMHA Rep Teams must register with the league by July 1st through the WGMHA web site, including their registration fee. Fall Try-out fees are included in the registration process. If a player has paid try-out fees during the spring try-outs they will not be charged additional try-out fees.

OWHA Registration

1. **Intent to Register (ITR)** – WGMHA Registrar will complete and forward this document to OWHA by the end of August along with the appropriate fee. It contains your team number which will be required for all games, tournaments and documentation.

2. **Staff & Player Registration**
 - a. The WGMHA Registrar will complete the mandatory registration process.

 - b. Teams must give this information to registration@waterlooravens.com as detailed in bullets below:
 - i. Player name
 - ii. Player jersey number
 - iii. Player release form
 - iv. Staff names and role (e.g. assistant coach, trainer)
 - v. Staff Certification information
 - vi. Proof of insurance form

 - c. As soon as the players are selected and no later than 24 hours after the last try out, the coach emails registration@waterlooravens.com with the player's names. (Note: please be sure to include your team name in the subject line of all communications with the registrar or secretary).

 - d. All players must be registered and paid in ITSportsNet before the registrar can place them on a team's roster. This is especially important for Int A and Senior A as they often register late.

 - e. Coaches are responsible for collecting application forms, copies of credentials and certifications, VSS reports/Declaration letters for ALL of their team coaching staff. Please scan and e-mail completed packages to the Director Rep as soon as possible. Coaching staff **MUST** be approved by LMC and the WGMHA Board prior to participating in team activities.

 - f. Teams must advise the Director of Rep and registration@waterlooravens.com of the names of all staff who will be named on the roster and game sheets. Any staff member who will be on the bench for games, or on the ice for practices, even once, must be named on the roster. This will ensure that they are insured with Hockey Canada.

 - g. WGMHA will pay insurance costs for up to 5 staff members on each team;

with the exception of Novice where 6 staff members will be insured. Additional insured staff member costs will be billed back to each team – be sure to include these costs in your team budget. Costs for those on more than 1 team, may be shared across teams.

- h. Teams must provide original Releases to registration@waterlooravens.com where applicable. If a team selects a player who played girls' hockey in another Association last season, then that player needs to ask for a release from that Association. The coach should keep a copy for their records.
- i. Teams must provide proof of insurance to registration@waterlooravens.com where applicable. Those who have already paid insurance with Hockey Canada (with boy's hockey for example) are to complete the OWHA Proof of Insurance (POI) form (available from OWHA website under Forms\Player & Team Registration). Note: OWHA charges a reduced rate for those insured elsewhere, which will in turn result in a reduced rate charged to the team.
- j. A copy of the electronic waiver (once confirmed by the OWHA) will be printed for each team.
- k. Players, parents and staff are required to sign the waiver. Parent/Guardian must sign for players under age 18.
- l. Once waivers are fully signed, the registrar will take a copy and send the original signed copy, along with payment and other required documents such as player releases to OWHA. Once the OWHA Registrar approves it, then access will be given for the WGMHA Registrar to print the Official OWHA Roster.
- m. The OWHA registration deadline for competitive teams is October 1st. The Official OWHA Roster hardcopy should be carried by each team at all times, and is required for team/participant eligibility and to attend tournaments.
- n. The WGMHA Registrar also completes the OWHA Team Finances form for every team and submits to OWHA along with the signed waiver form.

TIPS

- Do not share personal information which may be shared by the registrar with your team. Instead, collect the information with families and confirm that you may share that with the team. Birthdate / age of staff is often incorrect in the online system – please ignore.
- If a person is helping with more than 1 team, be sure to advise registration@waterlooravens.com in order to ensure that we don't pay OWHA twice.
- The Trainer and Statistician roles are mandatory.
- No team is allowed to play in a tournament without having an official OWHA roster. If you have an early tournament, this must be done quickly!

LLFHL On-Line Registration

The Director Rep and the Director Coaching in conjunction with each individual coach will determine, prior to the season, which tier your team will play. Once your team is slotted into the

LLFHL, no tier changes will be permitted for the season. Preseason exhibition games will help determine the appropriate tier.

Novice and Atom teams are required to play two (2) mandatory OWHA sanctioned games against two (2) different teams at their own OWHA registered level or higher in order to place their team in the most appropriate category.

All other divisions are highly recommended to also play at least two (2) OWHA sanctioned games in order to best categorize their respective teams. At the completion of each game, the game sheet must be scanned and sent to the Director Rep for verification.

An LLFHL initiation meeting will be held the same day as your scheduling meeting (usually early October), providing you with an overview of the LLFHL's rules.

Your team roster, addresses, date of birth etc. are to be entered on-line prior to your first season game. It is strongly suggested that your team statistician/team manager look after this as soon as possible after your team has been selected.

Ice Scheduling

a) Home Ice Scheduling

By August 1, each team is to identify exception dates to the WGMHA Ice Scheduler. Exception dates would include specific dates your team is not available to take ice, e.g. scheduled tournaments.

WGMHA will then provide each team with a home game schedule based on this information. All ice that is made available to each team is the responsibility of that particular team to use for a game or a practice. Ice is expensive. Should you become aware that you are not able to use the ice please contact the Ice Scheduler immediately so that another team assigned for that slot.

All Rep teams are allocated 6:30am and 4:30pm weekday ice times, and practice ice at Sportsworld, McLaren, and Columbia Ice Field. These times must be used. Should a team fail to attend a scheduled practice, that practice will still be used to calculate ice allocation and in addition a penalty reducing allocation by an additional 60 minutes (or 90 minutes as the case may be) will be applied to that team.

Always keep the ice scheduler up to date by emailing dates, times and locations of scheduled tournaments, exhibition games (home and away), dryland training, team purchased ice, etc. to icescheduler@waterlooravens.com. Please include your full team name in every email subject line (e.g. Bantam AA).

b) LLFHL Scheduling

There will be one LLFHL scheduling meeting per year. This meeting is held in late September / early October depending on your team category and level. Regular season games must be completed by the end of January. The coach and/or manager **MUST** attend this meeting to

schedule home and away games for the whole season. LLFHL will advise division breakdowns, if any, and will provide guidance as to what teams you must schedule games with and the number of games.

Prior to the scheduling meeting, coaches will receive only the number of game times they require. The Ice Scheduler keeps a pool of available ice to be used by all managers/coaches at the scheduling meeting. This is to increase your scheduling options in the event that some assigned times are not suitable for your opponents. Please note that, following the scheduling meeting, all the ice times in excess of those scheduled return to the Association's pool of available ice. There may be instances where games are not adjacently scheduled, so the ice scheduler may work with teams to change game times – this eases the scheduling of officials and may prevent their penalty fees for single games.

During your scheduling meeting, you will be able to exchange as many game times as necessary to get your schedule completed. The Ice Scheduler will be there to facilitate any changes.

Immediately following the LLFHL scheduling meetings, the team Representative must provide the Ice Scheduler, who will be in attendance at the meeting, with a copy of the completed game schedule on their way out of the meeting. That way any errors can be caught and corrected.

In the event that there is a US team within your division, WGMHA opts out of going to the US to play games. What this means is that you will play the US team, however, you will host both the home and away games.

Helpful Tips for LLFHL Scheduling

- bring a clip board as you may be standing for most of your scheduling negotiations and will have to write down the game specifics.
- bring a loose leaf calendar with separate pages for each month September through to February. Identify exception dates including practices, tournaments, March Break (any other dates that the majority of team is not available). Also identify home game dates, times, and locations provided by WGMHA. Monthly calendars enable you a quick view to see if you have scheduled multiple games in a row.
- Pencil in your game schedule on your monthly calendar as there may be a need to change your scheduling as the day progresses.
- Attempt to schedule longer distance away games by mid-December in order to reduce winter travel. Also it is highly recommended that you book double headers for long-distance teams in order to reduce travel costs.
- The start times between double header games must be 3 hours apart
- Do not schedule games right to the end of the season, in order to provide some buffer for cancelled games, etc.
- **Obtain name, email IDs and telephone numbers of coach and/or manager of your opposing teams.** This may help if there is a quick scheduling change, or inclement weather possibly impacting a game where quick communication may be necessary.
- Note LLFHL Rules and Regulations - Section 12 – Starting Games Times
- If possible, avoid scheduling home and away games with may conflict with the following
 - o Rookie Ravens (for players also playing in novice) – see Ravens website for dates
 - o Ravens Goalie clinic – see Ravens website for dates

- Ravens Powerskills – see Ravens website for dates
- School exams and PD Days
- Statutory holidays

c) Exhibition Games

You may schedule exhibition games throughout the season. Advise the Director of Rep of all scheduled games. If they are home games, then:

- confirm your ice
- once game is confirmed, then provide the Ice Scheduler with advance notice in order to co-ordinate referees and timekeepers.

WGMHA allows 3 exhibition games per Rep team and will pay for the officials for these. Anything over and above this will be the financial responsibility of the team.

d) Tournaments

Refer to WGMHA *Tournaments Policy* (MO-06-21).

During the summer, determine what tournaments you want to attend for the coming season. Most early tournaments are full by September. The OWHA provides a listing of available tournaments on its website. Applications and cheques must be submitted for tournaments at least 2 months prior to the tournament date. The most popular tournaments fill up very quickly.

Advise the Directors of Rep and Ice Scheduling of your tournaments including name and dates. Should a team be registering for a tournament prior to the collecting Rep fees from parents, the team may request an advance from the WGMHA Association Treasurer; the Tournament Advance Form is available on the Waterloo Ravens website under Forms, and identifies required supporting documentation.

If you don't want ice on the day before the tournament starts, please indicate this information as well. For insurance purposes, you **MUST** have your OWHA player registration completed and filed with the OWHA prior to participating in any tournament.

It is suggested that your team attend one away tournament at the beginning of the season to assist player bonding. If an away tournament is scheduled, then you should make hotel reservations immediately. A credit card will be required to hold the reservation. You always have the option to cancel if you don't get accepted into the tournament if you cancel early enough.

e) Sanction

If your team plans to play against a non-OWHA registered team at any location, then you must apply to OWHA for sanction at least twenty days prior to the game date. This also holds true for regular season LLFHL games vs US teams. Advise your WGMHA Rep Director of all sanctioned games.

f) Lower Lakes Finals

Playoffs - Quarter and semi-finals are normally completed by March break with the Championship weekend, being on the first weekend in April. Please direct all questions to your Director of Rep. A team shall not be eligible for playoffs or any LLHFL awards if, on January 31, there are any fines or parts thereof outstanding against it.

g) OWHA Finals - Provincial Playdowns

To identify teams to play in Provincials, multiple teams within a particular OWHA region must qualify via Playdowns. The OWHA Regional Director will identify teams, if any, you are to play in the Playdowns. You must co-ordinate games with your competitors and provide home ice, referees and timekeepers. Advise WGMHA Director of Ice Scheduling of the final schedule in order for them to co-ordinate home referees and timekeepers.

Provincials are usually held in the second weekend of April. Games are usually played in the Toronto, Mississauga and Brampton areas.

h) Additional Information

Floods

Some arenas have multiple ice pads that share the use of one ice-resurfacers, often alternating floods on the hour and the half hour (e.g. RIM and Albert in Waterloo). If you have ice for duration of longer than 1 hour, then you need to be aware that a flood may occur part way through your ice time. If this is a game, it is highly recommended that this be discussed amongst the referees and coaching staff prior to the game so that everyone is aware. If ice deteriorates to the point that it becomes unsafe, the referee or trainers may request a flood prior to continuing the game.

End of Season Practice Ice

Teams that still have playoff or provincial (playdown) games will continue to receive practice ice from the WGMHA in their regular ice facilities. When a team has completed both playoffs and provincials, then their practice ice is taken back, unless the team has not yet reached their ice allocation and they have an upcoming tournament.

If we cannot find a team that is still in playoffs or provincials to take available ice, then a team that has completed playoffs and provincials may purchase it from the WGMHA.

If a WGMHA regular ice facility no longer has ice available (which may occur when ice is removed for the summer), and a team still requires practice ice for provincials, the ice scheduler will assist the team in securing ice at alternative locations. The additional ice will be at the expense of the team.

Note that teams should consider funding for this end of season ice when preparing their team budget, especially if they enter later tournaments.

Contact Information

All coaches must provide the contact information for at least two representatives from their team

to icescheduler@waterlooravens.com. In the event of a last minute ice situation, we may need to contact a team representative on short notice. This information should include home phone, business phone, cell phone and email address(es)

Meeting Rooms

In order to receive a discounted rate, contact icescheduler@waterlooravens.com if you require a meeting room to be booked for your team at a city of Waterloo facility. Teams are responsible for the cost of the room.

WGMHA General Playing Rules

- a) **Mouth Guards** – WGMHA strongly recommends that all players wear mouth guards.
- b) **Injured Players** – When a player is injured and not playing, she is not allowed on the bench unless she is in FULL equipment. This includes full uniform, not just a helmet. There are no exceptions to this rule as this is a requirement in relation to insurance.
- c) **Call-ups**
Call-ups are defined as either
 - a) the same age level and lower classification or
 - b) a lower age level and the same classification or lower.

For Games

- A player may be called up from another WGMHA team for LLFHL games.
- A team may call-up any eligible player, to a maximum of three (3), provided that the call-ups bring the total team strength to, but do not exceed, the number of officially registered players on the bench.
- For any player used as a call-up in a game, you must indicate “P-Up” beside their name on the game sheet.
- For tournaments, a pick up consent form must be signed by the coach or manager of the team that is initiating the call-up. Prior to completing this form, you will require permission from the coach or manager of the team you will be calling up from. The pick- up consent form must be submitted to the tournament organizers before the first game in which the call-up will be participating. The form will then be forwarded to the OWHA by the tournament organizer.
- To be eligible for LLHFL playoffs, all players must have played a minimum of five (5) LLHFL regular season games with the OWHA registered hockey team prior to January 20th.
- Requests for Exemption Form to be submitted to league no later than January 20th by email to convenor@llfhl.ca. No requests for exemption will be considered after this date.

For Practices

- Teams are encouraged to call up players on a regular basis to participate in team practices. This encourages and facilitates player development as well as enabling players you may call up for game situations to know your team and its

systems/plays.

d) Refs/Timekeepers

The WGMHA will schedule referees, linesmen and timekeepers for all home games, based on the LLFHL schedule. The three man ref system is mandatory for Bantam AA, Bantam A, Midget AA, A, BB and Intermediate A games.

e) Game Sheets

- All players must be listed along with goalie, C and A designations.
- You must create labels from the LLFHL site using Form 5665 clear laser labels. There is a fine per game if you do not utilize this specific label format.
- If a player or bench staff has been suspended, then ensure the game sheet indicates same, e.g. "Suspension 1 of 2".
- It is the responsibility of the home team to retain all league game sheets.
- Game sheets must be held until March 31 of the season in which the game was played.
- Should the league request a copy of a game sheet, the Home team must email the game sheet within 1 day (24 hours) of the request. Failure to email a requested game sheet within the time prescribed will result in a fine of \$100 per day until the game sheet is submitted.
- In the case of a suspendable offence, whether in the regular season or playoffs, the offending team must email the game sheet within 1 day (24 hours) of the game or before the next game, whichever is earlier. It is important to note that in certain situations, the OWHA requires on-ice game official to take the white copy of the game sheet.
- The top section of the game sheet needs to be completed prior to each game including arena, date, game number, opponent team, time and period minutes; curfews need to be identified and initialed.
- Games are 10/10/12 (1 hour of ice) with the exception of Peewee AA, Bantam AA, A, Midget AA, A, BB, Intermediate A, and all Senior which are 12/15/15 (1.5 hours of ice).
- No time outs are allowed in a regular season game. If a team requests a time-out during a regular season game, the team will be fined \$100 and the coach suspended for one game.
- The Home team to enter ALL game sheet data online within 3 days (72 hours) of the time of the game for regular season games, and within 1 day (24 hours) for playoff games. Data for both teams, including all codes, numbers and times must be entered. Failure to do so in the regular season will result in a fine of \$100 per day to the offending association until the game sheet data is entered. A fine of \$100 for every 24 hours after game completion will be assessed to the offending Association failing to Report online within the twenty-four (24 hour) deadline in the playoffs.
- It is the responsibility of the Visiting team to confirm the stats as input by the Home team and work with them in correcting any discrepancies.

g) Form A

This form must be completed by the November-December timeframe (date will be specified in the OWHA handbook). This form is a summary of teams you played, their category, score and comments. OWHA utilizes this form during its re-categorization review. This form must be submitted directly to your OWHA Regional Director or your team will not be eligible for Regional Playdowns or Provincials.

h) Suspensions

All suspensions must be Reported to WGMHA, LLFHL and OWHA through email and fax. If you are the away team and one of your players is suspended, ensure the referee comments on the back of the white game sheet is written on the back of the visitor game sheet copy (you must do this). The player may practice with the team if their suspension is two games or less AND if there is no hearing. They may not sit on the bench or sit in the dressing room during games in the midst of a suspension.

Game suspension	LLFHL	OWHA	WGMHA
LLFHL league	Head Convenor	Regional Director	Director of Rep

Advise via email within 24 hours and fax game sheet immediately saving fax confirmation. If suspension occurred in an LLFHL game mail the white copy of the game sheet to the LLFHL Head Convenor. Immediately fax game sheet confirming suspension served.

WGMHA Contacts

Each member of the WGMHA Board of Directors can be contacted through the Waterloo Ravens website under the About Us\Contact Us page. The Ice Scheduler may be contacted using the email icescheduler@waterlooravens.com. The Secretary/Registrar may be contacted using the email registration@waterlooravens.com

REP FINANCIALS

This section outlines the policies and procedures for team finances. They are designed to protect the Coaching Staff in the event that a dispute over the handling of team funds should arise. These financial policies and procedures are in place to protect everyone involved and there will be NO EXCEPTIONS to these rules.

Team Budget and Financial Controls

Each team requiring funds for tournaments, additional ice or other team activities will be required to open a separate bank account and must do so under the terms and conditions specified in this handbook (page and section reference). The purpose of this section is to ensure that each team follows the same policies and procedures in budgeting and

Reporting on budget variances to the parents or legal guardians of each team member, opening, maintaining and closing their bank account and Reporting to the Treasurer and the appropriate Director who has responsibility for that team.

Team Budget

The Coach, Assistant Coaches and Manager should establish their budget as soon as possible prior to the start of regular season or tournament play. If only the Coach has been approved by the Board of Directors prior to this date, then the Coach would be responsible for the preparation of a draft budget for presentation to the parent group at the first parent meeting.

The Team Budget will follow the prescribed WGMHA format and shall be provided on the prescribed form [see below Statement of Cash flows – Actual vs Budget form].

The budget will be reviewed by the parent group and must be consented to by the parent group. This process would involve a simple majority vote wherein the parents will vote to accept or reject the budget. If the parents vote to reject the budget put forward by the Coach or the Coaching Staff, then the parents would debate the items contained within the budget and they would then arrive at a consensus on determining the final budget.

A copy of the approved budget must be provided to the Director Coaching and Player Development, Director of Rep and WGMHA Treasure within 7 days of approval. Failure to provide the team budget to the Directors within the time allocated will be considered grounds for removal as the Coach.

Once a budget has been approved any future changes to the budget will require the consensus of the parent group. Coaches and their coaching staff will not be permitted to unilaterally change expenditures during the season.

Changes to the budget will require the same process as outlined above and will require the approval of a majority of the parents or legal guardians present when the adjusted team budget is presented.

If the adjusted budget is not approved then the team will be required to operate with the budget that was originally approved.

If a new budget is approved that budget shall be provided to the Director Coaching and Player Development, Director of Rep and WGMHA Treasure within 7 days of approval. Failure to provide the adjusted team budget to the Directors within the time allocated will be considered grounds for removal as the Coach.

Team Bank Account

Each team will be required to open a Team Bank Account at the TD Canada Trust Branch at Conestoga Mall for any monies that they are in receipt of from the parents and/or legal guardians of the players.

The Association recommends that you open a no fee Community Account where these types of accounts exist so as to avoid any additional costs to the team. Our Representative from TD Canada Trust will ensure that this the type of account opened for your team.

The Bank Account must have a minimum of three people who are representative of the parents and/or legal guardians and this group must include the Treasurer. The Treasurer and one of the other two parents/legal guardians must sign cheques for payment of team expenditures.

No member of the Coaching Staff, including the Manager and/or Bench Moms can be a signatory to a team bank account. No member of the WGMHA Executive can be a signatory to a team bank account with the exception of the Waterloo K-W Rangers Intermediate AA team.

The Bank Account must be opened no later than 5 days after the team is selected and the initial parent/legal guardian meeting has taken place. The bank account must be closed no later than April 30 of the next year unless permission to maintain the account has been received from the Treasurer of the Association in writing. If you require an extension to your bank account beyond April 30 please initiate the process with the Director Rep no later than April 15 in order that the Treasurer has time to review the request and grant the extension.

Payment of Expenses

Teams should ensure that they pay all of their expenses in a timely manner.

Payment of expenses should be accompanied by a copy of the receipt and a Cheque Requisition Form signed by those who are signatories to the cheque. A copy of the WGMHA Cheque Requisition Form is provided with this manual.

Should a team be registering for a tournament prior to the collecting Rep fees from parents, the team may request an advance from the WGMHA Association Treasurer; the Tournament Advance Form is available on the Waterloo Ravens website under Forms, and identifies required supporting documentation.

When expenses are paid they are recorded by the Treasurer. Prior expenses, including tournament advances, are recorded at the time that these expenses are re-paid.

WGMHA has identified the following payment dates for teams within the Association:

1. October 15 - Repayment of all tournament advances;
2. Parents and/or legal guardians will be given the following payment options for their Representative fees:
 - October 15 - \$125
 - November 15 - \$200
 - December 15 - the balance due, if any.

It is the responsibility of each team to make sure that their payments are received by the Association when due.

Team Expenses

It is reasonable to assume that where the members of the coaching staff that do not have children on the team, they shall receive a reimbursement for their team incurred expenses and out-of-town travel expenses. A maximum of four (4) active team staff may be claimed for team expenses. Expenses shall be repaid based on the following:

Allowable expenses include the following:

- a) Return mileage at the prevailing Canada Revenue Agency rate¹ for one (1) vehicle to out of town games and tournaments; (This rate is posted by the [Canada Revenue Agency](#) on a semi-annual basis and will be the rate used by the Association for mileage expenses related to travel outside of Waterloo Region on behalf of the Association.)
- b) Reimbursements for expenses incurred personally (such as office supplies, phone, fax, cell phone, etc.);
- c) Meals while on team travel up to \$45.00 per day or as follows:
Breakfast \$10.00; Lunch \$15.00 Supper \$20.00
- d) Hotel rooms to a maximum of \$125.00 per night (double occupancy) for travel outside of Waterloo Region for overnight tournaments as agreed to by the team and permitted within the approved team budget. Team staff may claim (1) standard accommodation hotel room for each two (2) active team staff members. A maximum of two (2) hotel rooms may be charged, in the case of four (4) active staff.
- e) Unallowable expenses include but are not limited to the following:
 - Personal expenses such as phone calls, movies, newspapers etc.;
 - Alcohol, drugs, gambling or illegal items/services;
 - Expenses of the volunteers spouse or other family members;
 - Increases in the volunteer's insurance premiums resulting from the use of a personal automobile on WGMHA business is not reimbursable; and
 - Collision insurance/deductible and any physical damage to the volunteer's automobile.

Volunteers are generally required to pay all expenses incurred by them and may subsequently seek reimbursement through submission of a properly approved expense Report. No person may approve his/her own expenses regardless of his/her position.

Recording of Expenses

The WGMHA has implemented a Monthly Statement of Cash flows form and a Statement of Cash flows – Actual vs Budget form to be used by all teams for reporting purposes.

These forms will be provided in Microsoft Excel and will be made available to all Coaches at the start of the season. When submitting information to parents and to the respective Directors, teams will be required to use this form, it is MANDATORY. Failure to use this form will result in the Coach being unable to reapply for a team in during the next hockey season. It is also mandatory that parents and the respective Director be provided to their information by December 31st and by April 30th or with their final reimbursement cheque. Failure to comply with these timelines will make the Coach ineligible for the upcoming season.

Approximate Timeline Overview

Event	Timing
Registration Begins	June
Spring Try outs	April for Tier 1 (Atom – Intermediate PWHL) and Tier 2 Midget and Bantam September for all other teams
Team parent meetings after Try-Outs	May/September
Open bank account	May/September
Provide Exception dates to Ice Scheduler	August
Coaching Staff Applications, credentials etc	Immediately after first parent meeting
Collect WGMHA player release, medical history and file	September
Team socks/trainer kits available	September
OWHA Participant Documentation Submission to Secretary/Registrar Ensure all players registered and paid	Deadline: October 1
LLFHL scheduling and info meeting – all teams	See www.llfhl.ca (usually late September early Oct)
Police Reference Checks or Undertaking forms to Director of Parent Concerns	November 1st
Team roster electronic registration	Prior to first tournament or league game
OWHA Form A Submission	See www.owha.on.ca (usually end of Nov)
Changes to team participants to OWHA (if required)	See www.owha.on.ca (usually up to December 31)
Lower Lakes Playoffs (up to 3 rounds)	See www.llfhl.ca (usually Feb 1 - Mar 31)
Lower Lakes Championship Weekend	See www.llfhl.ca (usually early Apr)
Provincials	See www.owha.on.ca (usually 1- 2 weeks after Lower Lakes Championship Weekend)
Close Bank Account	April 30th