

Team Staff Handbook

Woolwich Girls Minor Hockey Association

2023 - 2024



Table of Contents

Overview	1
About Woolwich Wild.....	1
U7.....	1
Local League	1
Girl's Rep Hockey (U9 to U18).....	2
Women's Rep Hockey.....	2
Important Contacts	3
2023 – 2024 Board of Directors	3
Referee Emergency Contacts.....	4
Local Arenas	4
Spirit Wear & Team Apparel Supplier	4
Websites	4
Registration.....	5
Team Roster	5
Team Sizes.....	5
Tryout Registration.....	5
Registration Fees	5
Family Discount	6
Goalie Discount	6
Refund Policy.....	6
Players	7
Eligibility.....	7
Permission to Tryout	7
Out of Town Registrants	7
Import Rule	7
Player Movement	8
Releases	8
Equipment.....	9
Are there colour requirements for the equipment?.....	9
Equipment Checklist	9

Checking players equipment.....	10
Team equipment	10
Team Staff.....	12
Minimum age for Team Staff	13
Female Staff	13
Dressing Room Staff	13
On-Ice Helpers.....	14
Team Staff Requirements	15
Deadlines for Submitting Information	15
Register on RAMP	15
All Team Staff must provide the following to the Coaching Committee:	15
Minimum Requirements.....	16
Police Check and Criminal Offence Declaration	17
Deadline for submitting receipts	18
Team Roles and Responsibilities.....	19
Coaches.....	19
Trainers	19
Managers	20
Dressing Room Staff Responsibilites	21
Parent Representative.....	21
General Team Staff Responsibilities	22
Communication	22
Team Website	22
SportsHeadz App	23
Team Mailbox.....	23
Dressing room keys	23
Checking the dressing room	23
Parent/Adult Player Meetings	23
Team Budgets.....	25
Team Budget Process	26
Bank Account.....	28
Due Date for Association Rep Fees	28

Non-Parent Team Staff Expenses.....	28
Team Fundraising	29
Team Sponsorship by an Individual or Business.....	30
Unused Funds at the End of the Season	30
General Policies and Procedures	32
Use of the Internet by Players, Parents and Team Staff.....	32
Two-Deep Rule for Conversations	32
Ice and Dressing Room Policies	33
Dressing Room Policy	33
Dressing Room Supervision Schedule	34
Bench and Ice Policy	34
Scheduling Procedures	36
Where to find schedules.....	36
Automated email.....	36
Synchronizing your calendar	36
Scheduling games and practices	36
Local League	36
Rep Teams (U9 to U18).....	37
Senior B	37
Ice time returns	37
Schedule changes	37
Local League	38
Bad Weather Policy	38
Game Policies and Procedures	40
General Game Policies.....	40
Warm-Up.....	40
Local League	40
U9 to U18 Rep Teams	40
Women’s Senior Rep teams.....	40
Fair Play Policy.....	40
Goaltenders.....	41
Players.....	41

Pick-up Players	41
Pick-up Process.....	42
Local League	43
U9 to U18 Rep teams.....	43
Women’s Senior Rep teams.....	44
Game Curfew Policy	45
Curfew Exceptions	45
Exhibition games	46
All Rep teams.....	46
Referees	46
Number of officials required for a game	46
Respect for officials at all times	46
Timekeepers.....	47
RAMP Game Portal.....	47
Gamesheets	47
RAMP Gamesheet App	47
Three Penalty Rule for Local League	48
Suspensions.....	48
Suspensions - Local League.....	50
Suspensions - Women’s Senior Rep teams	50
Protesting a game	50
Local League	50
U9 to U18 Rep teams.....	50
Women’s Senior Rep teams.....	50
Online Game Results and Standings	51
Local League and game results	51
U9 to U18 Rep teams and game results	51
Women’s Senior Rep teams and game results	51
Tournaments.....	52
How many tournaments can we enter?.....	52
Additional tournaments.....	52
Travel to events over 700km away	52

Contact the Scheduler	52
Banners	53
Apparel	53
Dress Code for Rep Teams.....	53
APPENDIX.....	55
Ontario Women’s Hockey Association Code of Conduct.....	56
Ontario Women’s Hockey Association Code of Ethics	57
Ontario Women’s Hockey Association Social Networking Policy	59

Overview

The Woolwich Girls Minor Hockey Association (WGMHA) member teams shall abide by the playing rules and regulations as defined by Hockey Canada and the Ontario Women's Hockey Association, and the WGMHA Manual of Operations.

Please also refer to the OWSA Handbook and any league documentation for the applicable league (KGLL, OWHL, SOWHL)

About Woolwich Wild

The Woolwich Girls Minor Hockey Association (WGMHA), also known as Woolwich Wild, offers two different levels of play for girls in Woolwich Township: Recreational/Local League and Competitive/Rep hockey.

The Woolwich Girls Minor Hockey Association was founded in 2001. In its first four seasons, the association entered teams in the Kitchener Girls Local League (KGLL). Starting in 2005, Woolwich also began fielding representative (Rep) teams.

We offer both Local League and Rep teams to allow for the potential development of each player and to allow them to play at the calibre best suited to each player.

U7

U7 is a program for young girls aged 6 and under. It is designed to introduce young players to the game of hockey. The players will spend approximately 50 minutes on the ice each week learning the fundamentals of the game from skating to stick handling to the game itself. We will start the year with fundamental sessions and gradually introduce the game concept through scrimmages and exhibition games.

Local League

Local League hockey is a group of hockey teams from various centres which compete regularly in a recreational league. Woolwich Wild has several Local League teams ranging from U9 to U22 (girls aged 6 to 21).

The Woolwich Girls Minor Hockey Association competes in a league referred to as the Kitchener Girls Local League (KGLL). This league was formed so girls from our surrounding local area would have other teams to play against. The KGLL currently includes teams from: Ayr, Brantford, Cambridge, Grand River (Centre Wellington - Elora/Fergus/Salem), Guelph, Kitchener, Milverton, Stratford, Twin Centre (St. Clements/Wellesley), Waterloo, Wilmot (New Hamburg area), Woodstock and Woolwich.

To play in the KGLL, a player is not permitted to play on a Competitive/Rep team with any Association (girls and/or boys).

Girl's Rep Hockey (U9 to U18)

In 2005, Woolwich began entering teams in the Southwestern Girls Hockey League (SWGHL) which is a more competitive (representative) level of play. SWGHL then amalgamated with other leagues in Ontario and was known as the Lower Lakes Female Hockey League (LLFHL). In 2021, the OWHA took over the league and changed the name to the Ontario Women's Hockey League (OWHL - Southern). Woolwich Wild rep girls have earned a spot in the Provincial Championships every year since then and have brought home at least one Provincial banner almost every year.

Tryouts for girl's Rep teams are held each year starting April and continuing in September depending on the division.

Women's Rep Hockey

In 2016, Woolwich began entering a Women's Senior rep team in the Southwestern Ontario Women's Hockey League (SOWHL). This team is for women aged 19 and older.

Tryouts for the Women's Senior's Rep team are held each year starting in September.

Important Contacts

2023 – 2024 Board of Directors

Position	Name	Phone	Email
President			president@woolwichwild.com
Vice-President	Michelle McMillan	226-220-9756	vicepresident@woolwichwild.com
Past President	Kevin Schmitt	519-669-1608 (H) 519-465-3019 Cell	pastpresident@woolwichwild.com
Secretary	Marianne Cooney		secretary@woolwichwild.com
Treasurer, Scheduler & KGLL Local League Liaison	Jacinta Faries	519-669-8625 (H) 519-577-9104 Cell	treasurer@woolwichwild.com scheduler@woolwichwild.com kgl-liaison@woolwichwild.com
OWHA Liaison	Sharon MacKenzie		owhaliaison@woolwichwild.com
Registrar Committee – registrar@woolwichwild.com			
	Sarah Hicks	519-998-1945	
	Danielle Clemmer		
Coaching Committee – coachingcommittee@woolwichwild.com			
	Chris McMillan	519-206-0125	mcmillan68@icloud.com
	Brian Clemmer		
	Kyle Grundy		kgrundy2220@gmail.com
Equipment Committee – equipment@woolwichwild.com			
Equipment	Mike Heckendorn	519-897-8831	
Communication Committee			
Social Media			socialmedia@woolwichwild.com
	Ben Breen		webmaster@woolwichwild.com
Webmaster	Jacinta Faries	519-669-8625 (H) 519-577-9104 Cell	webmaster@woolwichwild.com
Promotions Committee - promotions@woolwichwild.com			
Photos	Sharon Keen		sharon.ekb@bellnet.ca
Sponsorship	Leisha Huber		sponsorship@woolwichwild.com
Spirit Wear	Tricia Cronin		triciacronin@hotmail.com
Player Development/Well-Being Committee – playerdevelopment@woolwichwild.com			
Well Being & Player Development	Caitlin Clemmer		caitlindraper@hotmail.com
Goalie Development	Greg English		coachgrege@gmail.com

Referee Emergency Contacts

Emergency contacts for the Elmira & District Hockey Referee Association are:

Kurt Wilkie	President/Assignor/Scheduler	519-826-1220
Marlowe Schott	Vice-President	519-504-9936

Local Arenas

Woolwich Memorial Centre (Elmira) 519-669-1647 Ext. 7001

- Dan Snyder Arena
- Jim McLeod Arena

Woolwich Township (St. Jacobs) Arena 519-664-3310

Spirit Wear & Team Apparel Supplier

PK Sportswear is our only supplier.

Contact: info@pksportswear.ca
15 Park Avenue East
Unit #2
Elmira, ON
(519) 669-9877

Websites

Woolwich Wild Website www.woolwichwild.com

Ontario Women's Hockey Association (OWHA) www.owha.on.ca
Kitchener Minor Hockey Association (KMHA) www.kitchenerminorhockey.com

Registration

All players must be properly registered and approved by our Registrar before participating in any WGMHA activity. Annual registration is required and consists of:

- Completion of the online registration application form,
- Payment of the registration fee, and
- Providing proof of age (on request).

Prior to the start of the season, registration must be paid in full or payment arranged directly with the Treasurer. If payment is not received or arrangements not made, the player shall not be permitted on the ice.

All ages are as of December 31st, as per the OWHA.

Team Roster

All teams wishing to participate in OWHA sanctioned activities must have their team roster approved by the OWHA, and must keep an accurate copy with them. Our Registrar will work with each team to obtain the information needed for roster approval and will provide teams with an approved copy once one is available.

Team Sizes

The number of players on each team will be determined annually by the Board of Directors, based on registration numbers.

Please note the WGMHA reserves the right to limit registration in any division, or to not offer a division due to insufficient registration.

Tryout Registration

To participate in tryouts a player must register for tryouts, submit the required tryout payment and be approved by our Registrar. Non-Woolwich Wild players also require a Permission to Tryout (PTT) from their Association's registrar to attend tryouts in Woolwich. The PTT must be submitted to our Registrar prior to the start of tryouts.

Registration Fees

Base registration fees and Association Rep fees are set annually by the Board of Directors.

Fees are based on the age division of the team the player is rostered to. The only exception is if a Local League player is moved to a different age division at the request of the Board of Directors. In this situation, the Board of Directors can waive any associated fee increase.

All players are required to pay the base registration fee. An additional Association Rep Fee applies to all players/goalies on rep teams. The base registration fee is due August 1st and the Association Rep Fee is due October 15th. Rep teams will also have additional team fees to cover costs such as tournaments, extra activities, spirit wear, etc., see Rep Team Budget for more details.

Family Discount

For families with three or more players registered with the WGMHA a 10% discount will be applied to the base registration fee.

Goalie Discount

The goalie discount applies to players who:

- for rep teams - were rostered as a goalie on the team, OR
- for local league teams (U11 and up) - played in net for 50% of the games.

A goalie discount of \$200 applies to returning goalies who met the requirements in the previous season. This discount will be applied as a credit to this season's fees.

For example, if you are rostered as a rep goalie for the 2023-2024 season, you will receive a goalie discount in the 2024-2025 season.

Refund Policy

If your daughter (you) decides, prior to September 1st, not to play hockey and you have already registered and paid, you will receive a full refund of the base registration fee. After that date, the base registration fee refund will be pro-rated, less any Hockey Canada and OWHA fees/insurance costs, based on the date the player ceased participation. The Hockey Canada and OWHA fees/insurance costs are non-refundable once your daughter has attended an ice time. No base registration fee refunds are allowed after December 31st, unless there is a medical justification.

The Association Rep Fee is refundable on a similar basis as the base registration fee, pro-rated based on the date the player ceased participation. There will be no Association Rep Fee refund allowed after December 31st, unless there is a medical justification.

Players

Eligibility

The age limitations for each division are determined by the OWHA.

To be eligible to play on a Local League team, the player cannot be rostered on any Rep team with any Association (girls or boys) regardless of the level of play

Players who are registered with another OWHA association must provide a signed Permission to Tryout form before they are permitted on the ice for Rep tryouts. If a player was recently registered with another OWHA association, she must have a Release before she can register with the WGMHA for either Local League or Rep.

No player is allowed on the ice without the WGMHA Registrar's permission.

Permission to Tryout

Any Woolwich player wishing to attend tryouts with a team from another Association must request Permission to Tryout from the WGMHA by contacting our Registrar at registrar@woolwichwild.com. Permission to Tryout forms are valid only for the period specified on the form. **Please allow five (5) business days for this form to be processed.**

Only one of the following authorized WGMHA Board of Directors member may authorize the Permission to Tryout request: the Registrar, the President or Vice-President.

Out of Town Registrants

Any girls registering from centres with existing girls' hockey, outside of the Township of Woolwich, will be considered an import player. Once they have been registered for two (2) consecutive seasons they will be grandfathered in and no longer be considered an import player.

Import Rule

Import (out of town) players play a vital role in the growth of the organization and may be considered for Woolwich Wild Representative level teams. It is, however, the desire and commitment of the WGMHA to develop the girls registered within the association and to provide them with the opportunity to play and grow within the organization.

If the Coaching Staff is considering taking import players, including goalies;

- The Import Approval Committee (President, Registrar, a Coaching Committee member or an alternate) must be made aware of the consideration as early as possible in the tryout process.
- Then, for an import player to be approved, the Head Coach must communicate the request to the Import Approval Committee (imports@woolwichwild.com).
- The Import Approval Committee (President, Registrar, a Coaching Committee member or an alternate), or the Board of Directors if the Committee is not available, must then approve the import request before any player can be formally selected.
- The Import Approval Committee may approve up to three (3) out of town players including goalies per team.
- Exceptions to this clause are subject to approval by the Board of Directors.

Player Movement

Coaches are not to respond to any player movement requests (i.e. a U13 player requesting to play at the U15 level). Parents must bring any player movement request directly to the Board of Directors for review.

Releases

If a player wishes to move from Woolwich to a team in another OWHA Association a Release request will automatically be generated when they register with that other Association. A player may also request a Release by contacting our Registrar directly at registrar@woolwichwild.com. As per the OWHA, a player may be released from one organization to another only once during a season, unless a change of the player's family domicile has taken place or with special approval from the OWHA Registrar.

Releases are evaluated by members of the WGMHA Board of Directors. We reserve the right to deny a release if it is deemed to be detrimental to our Association or if the player is trying out for a team that is not at a higher level than she could play in Woolwich. **Please allow ten (10) business days for this request to be processed.**

Only one of the following authorized WGMHA Board of Directors member may authorize a Release request: the Registrar, the President or Vice-President.

Players that leave the Association will only be allowed to return if they are in good standing with the WGMHA, and with permission from the WGMHA.

Equipment

Full protective hockey equipment, as outlined by the OWHA, is required. Players will not be permitted on the ice if they are not wearing all required protective equipment, including properly fastened CSA approved helmets and facemasks, and BNQ approved throat protectors. It is strongly recommended that every player participating in a game or practice shall always while engaged in play or practices, practice drills or scrimmages on the ice surface wear an intra-oral mouth guard.

Are there colour requirements for the equipment?

Red helmets (except for goalie masks) and red pants are mandatory for girls playing for our representative teams.

Purchasing red helmets and pants is also a good idea for girls playing Local League. Red matches our team colours and it could also make any transition to Rep less costly if they play Rep in the future!

Equipment Checklist

- ☐ CSA Approved Helmet and Facemask
- ☐ Mouth Guard *
 - Custom fitted, or store bought and fitted at home. (*A store-bought mouth guard must have a tether to attach it to the facemask.*)
 - Must be coloured (i.e. it cannot be clear).
 - A mouth guard is not a mandatory requirement; however, it is strongly recommended by the OWHA and WGMHA that every player participating in a game or practice shall, always while engaged in play or practices, practice drills or scrimmages on the ice surface, wear an intra-oral mouth guard.
- ☐ BNQ Approved Throat Protector
- ☐ Moisture Wicking Apparel *
- ☐ Practice Jersey
- ☐ Shoulder Pads (Chest Protector)
- ☐ Elbow Pads
- ☐ Hockey Gloves
- ☐ Hockey Stick
- ☐ Hockey Tape
- ☐ Pelvic Protector
 - 'Jill' – girl's version of a Jock Protector
- ☐ Hockey Pants
- ☐ Shin Guards
- ☐ Hockey Socks
 - Hockey socks in the Woolwich Wild colours are mandatory for rep team players; it is recommended that Local League players also wear the Woolwich Wild colours.
 - Woolwich Wild hockey socks can be ordered individually or for a team from our spirit wear supplier, PK Sportswear

- ☐ Hockey Skates
- ☐ Laces
- ☐ Name Bar
 - Mandatory for rep team players (must be in the approved Woolwich colours); name bars are optional for Local League players, but any name bar worn must be in the approved Woolwich colours.
 - Woolwich Wild name bars will be made available to teams through our spirit wear supplier, PK Sportswear.
- ☐ Skate Guards *
- ☐ Water bottle *

**Optional*

Checking players equipment

It is the responsibility of each coach and/or trainer to ensure each player is equipped with all the required protective gear including properly fastened CSA approved helmets and facemasks, mouth guards and BNQ approved throat protectors for every ice time.

Team equipment

The Equipment Committee will contact all Head Coaches to inform them of the pick-up days and times. The equipment provided includes:

- Pucks and a puck bag,
- Trainer's Kit,
- Water carrier, if required,
- Jerseys (Home and Away on hangers in separate carry bags), and
- Goalie equipment, if required.

If any equipment is lost, stolen or broken, please contact the Equipment Committee immediately.

Jerseys

Teams may decide whether the jerseys are carried as a set by one person OR individually by each player. This is a team level decision - all or nothing.

For players to carry their own jerseys, the following must occur:

- parents/adult players MUST use a garment bag to carry the jerseys to and from the arena (see below), AND
- parents/adult players MUST sign the Jersey Loan Agreement (jerseys are NOT to be given to a player until the agreement is signed).

The jerseys must always be carried in the garment bag; they cannot be carried in hockey bags as they could get damaged. Parent/adult players are responsible for the safe keeping of their jerseys. They must always remain in their possession and must

be used for Woolwich Wild minor ice hockey games only. The jerseys must not be abused or altered in any way and must be cleaned on a regular basis.

The jerseys must be returned to the team coach at the end of the season.

In the event the jerseys are lost, stolen, or for any reason cannot be delivered to the WGMHA upon request, the parent/adult player agrees to pay the replacement value of the jerseys (\$125 each).

The online Jersey Loan Agreement can be found on our website under the 'Coaches' tab. By **October 15th**, each parent must complete this form OR the team must advise us who on the team is responsible for the full set of jerseys.

Garment bags can be purchased from our Spirit Wear provider, PK Sportswear. The bags come with the Woolwich Wild logo and, for a small additional fee, the player's last name can also be embroidered on the bag. You can contact PK Sportswear at info@pksportswear.ca for further information. Garment bags can be ordered by the team manager for all players. If a player already has a garment bag, this may be used provided the bag does not have a logo for another team or association.

Additional training equipment

Additional equipment is available. Please contact the Equipment Committee for information.

Returning the equipment

The Equipment Committee will contact all Head Coaches to inform them of the return dates and times. The Head Coach is responsible for returning all equipment, in good order, on one of these dates or arranging for another Team Staff person to do so on their behalf.

All jerseys must be washed and placed on hangers and in numerical order in their jersey bags. The coach shall let the Equipment Committee know about any jerseys in need of repair or replacement.

The cost of any equipment that is not returned will be deducted from the deposit amount.

Team Staff

Head Coaches are selected by the Board of Directors. Once selected, the Head Coach may choose the Team Staff. Each team may have nine rostered Team Staff members. Typically, the Team Staff would include:

On-Ice Staff:

- Head Coach,
- Assistant Coach,
- Trainer,
- Manager,
- On-Ice Helpers.

Dressing Room Staff

All Team Staff (including On-Ice Helpers 16 years of age and older) MUST:

- be on the team roster,
- be insured by the OWHA/Hockey Canada, AND
- meet the requirements in the Woolwich Wild Team Staff requirements chart.

WGMHA will cover the cost of six on-ice staff and three Dressing Room Staff. **If more rostered staff are required**, the team must pay the OWHA insurance cost for any additional staff member(s). For 2023/24, the cost is \$60 (\$50 for U7) per staff member. Any request for additional staff members must be made to the Registrar.

Note regarding U7 teams: Since U7 teams do not have a maximum limit on the number of players, the Association will cover the cost of one insured on-ice staff member for every 3 players with a minimum of 6 on-ice staff being covered by the Association plus three Dressing Room Staff. *For example, if a U7 team had 24 players the Association would cover the cost of 8 on-ice staff plus 3 Dressing Room Staff. If the team had 27 players, the Association would cover the cost of 9 on-ice staff plus 3 Dressing Room Staff. If the team had 15 players, the Association would cover the cost of 6 on-ice staff plus 3 Dressing Room Staff.*

The Board of Directors reserves the right to review and approve all Team Staff. The Head Coach/Manager must forward the names, positions and certification information to requirements@woolwichwild.com by the date communicated.

To be permitted on the bench, a Team Staff member must be listed on the team roster and have the certification requirements to be on the bench (i.e. be a coach, trainer or manager). Dressing Room Staff are NOT permitted on the ice or bench.

Minimum age for Team Staff

Head Coaches and Dressing Room Staff must be age 18 or older.

Assistant Coaches, Trainers and Managers must be at least:

- a minimum of 2 years older than the oldest player (except for Senior teams), and
- a minimum of 16 years of age.

On-Ice Helpers must be at least:

- a minimum of 2 years older than the oldest player (except for Senior teams), and
- a minimum of 12 years of age.

Female Staff

All teams must have at least one rostered female bench staff member, age 18 or older.

We strongly encourage teams to include female staff members whenever qualified candidates are available.

Dressing Room Staff

Teams must have at least two females to supervise the dressing room. In order to support this requirement, the WGMHA will cover the insurance cost for up to three rostered Dressing Room Staff. These staff members must be age 18 or older and associated with the team (e.g. parent, guardian, sibling, etc.).

In addition to the Dressing Room Staff, rostered female coaches, trainers and managers may also supervise the dressing room.

Dressing Room Staff must meet the requirements in the [Woolwich Wild Team Staff requirements chart](#). If a volunteer does not meet these requirements, they are not permitted to be Dressing Room Staff.

The Board of Directors reserves the right to review and approve all Dressing Room Staff.

Females who are not rostered, and approved by the OWHM and WGMHA, are NOT permitted to supervise the dressing room.

On-Ice Helpers

Head Coaches may appoint On-Ice Helpers.

On-Ice Helpers must meet the requirements in the Woolwich Wild Team Staff requirements chart. **If a volunteer does not meet these requirements, they are not permitted to be an On-Ice Helper. This is an insurance requirement, and no exceptions will be permitted.**

The Board of Directors reserves the right to review and approve all On-Ice Helpers.

Team Staff Requirements

Deadlines for Submitting Information

All staff must submit the requirements/information listed in this section to the Coaching Committee by:

- **September 30th for rep teams, or**
- **October 15th for local league teams.**

If any of these requirements are not provided to the Coaching Committee by the above date, the applicable staff member is not permitted to participate with the team until the requirement is met and approved by us.

Register on RAMP

All Team Staff must:

- **register with the OSHA on RAMP using the following link: [RAMP REGISTRATION](#)**
- On-Ice Helpers and Dressing Room Staff must select a role of 'staff' when they register on RAMP.

All Team Staff must provide the following to the Coaching Committee:

- Name, email and phone number.
- Date of birth and address for anyone who is new to our Association.
- Provide proof of the following:
 - *NCCP number (this can be obtained on the Coaching Locker – [thelocker.coach.ca](#))*
 - Satisfactory Police Vulnerable Sector Check or receipt from the police for a police check that is in progress. An updated VSC is required every 3 years.
 - The required certifications as listed in the 'Woolwich Wild Team Staff Requirements' chart.
 - If the required coaching course is not available until after the submission date, proof of registration in the applicable course and the date of that course must be provided to the Coaching Committee. The Coaching Committee may then grant permission for the coach to continue on the bench or ice until the date of the course. That permission does not extend to any tournaments.
- **All Team Staff must review the OSHA Rowan's Law Concussion Awareness Resource and Code of Conduct.** This information can be found on our website.

Minimum Requirements

Please note the WGMHA certification requirements are more extensive than the minimum OWHA requirements. This approach has been approved by the OWHA.

Woolwich Wild Team Staff Requirements	
Division	ALL Head Coaches, Assistant Coaches, Trainers and Managers
All teams	<ul style="list-style-type: none"> • <i>Speak Out or Respect in Sport Activity Leader</i> • <i>Gender Identity and Expression</i> • <i>Anti-racism in Coaching</i> • <i>Making Headway</i> • <i>Support Through Sport (includes 4 modules):</i> <ul style="list-style-type: none"> ◦ <i>Understanding Teen Dating Violence</i> ◦ <i>Bystander Empowerment</i> ◦ <i>Gender-based Violence in Sport</i> ◦ <i>Modelling Healthy Relationships</i> • <i>Vulnerable Sector Police Check</i>
Coaches	
All rostered coaches, both Head Coaches and Assistant Coaches, on the team must have the following at a minimum. At all games and practices, at least one Team Staff member must have the following coaching certifications.	
U7 (Initiation) and U9	
U7 and U9	<ul style="list-style-type: none"> • <i>Coach 1 – Intro Coach - Trained</i> <p>Both Head Coaches and Assistant Coaches MUST have Coach 1 - Intro Coach at U7 and U9. No other coaching qualifications are accepted.</p>
Woolwich Wild Local League (U11 – U22) and Senior Rep	
U11 - U22	<ul style="list-style-type: none"> • <i>Coach 2 – Trained, or</i> • <i>Development 1 – Trained</i>
Woolwich Wild Rep (U11 – U18)	
U13A, U15A, U18A	<ul style="list-style-type: none"> • <i>Development 1 Certified - Head Coach</i> • <i>Development 1 Trained or Certified – Assistant Coach</i>
All other Woolwich rep teams	<ul style="list-style-type: none"> • <i>Development 1 Trained or Certified</i>
Trainers	
All teams	<ul style="list-style-type: none"> • <i>HTCP Trainer Level 1 certificate</i>

On-Ice Helpers – OWHA Players (12 - 17 years of age)	
All teams	<ul style="list-style-type: none"> • <i>at least 2 years older than the players on the team,</i> • <i>a minimum of 12 years old,</i> • <i>a registered player with an OWHA team, and</i> • wear full hockey equipment including a properly fastened CSA approved helmet and face mask. This is mandatory and required by our insurer.
On-Ice Helpers (16 years of age or older)	
All teams	<ul style="list-style-type: none"> • <i>Speak Out or Respect in Sport Activity Leader,</i> • <i>Gender Identity and Expression course,</i> • <i>Vulnerable Sector Police Check (if 18 or older), AND</i> • <i>be a registered player or rostered Team Staff member with an OWHA team, OR</i> • <i>be rostered and insured with the team as 'Staff'.</i> <p><i>Note: On-Ice Helpers age 16 or 17 MUST wear full hockey equipment including a properly fastened CSA approved helmet and face mask. This is mandatory and required by our insurer.</i></p>
Dressing Room Staff	
All teams	<ul style="list-style-type: none"> • <i>Female, age 18 or older who is associated with the team (e.g. parent, guardian, sibling, etc.),</i> • <i>Speak Out or Respect in Sport Activity Leader,</i> • <i>Gender Identity and Expression Course, AND</i> • <i>Vulnerable Sector Police Check</i>

Police Check and Criminal Offence Declaration

All Team Staff, aged 18 and over, must have a Police Vulnerable Sector Check (VSC) **every three years**. Forms are available online on your local police force website. A letter which states you are a volunteer is available on our website and must be submitted when the police check is requested.

Once obtained, the validated Police Vulnerable Sector Check form must be shown to a member of the Coaching Committee who will confirm it is acceptable and record the date. The police check must have been completed within the 6 months prior to submission or a new, updated VSC will be required. The Team Staff member keeps the actual paperwork, we do not retain it.

All Team Staff must also complete and sign the OWHA Criminal Offence Declaration at the start of every season. This is done by completing the online RAMP registration.

If the Police Vulnerable Record Check is not provided to us by September 30th for rep teams or October 15th for local league teams, the applicable staff member is not

permitted to participate with the team until the requirement is met and approved by us.

Deadline for submitting receipts

Be sure to hang on to your course and police check receipts. You can submit them to the Woolwich Wild Treasurer and the Association will refund 100% of the cost once you are **rostered** with the team. Refunds are only provided for courses required to be a coach, trainer, manager, On-Ice Helper or Dressing Room Staff (to a maximum of three) member on a Woolwich Wild team. We will only process the refund if the receipts are submitted by **December 31st** of the current season.

Team Roles and Responsibilities

Coaches

The Head Coach is ultimately responsible for:

- Ensuring players and Team Staff members represent Woolwich to other communities in a respectful and appropriate manner.
- Keeping parents/adult players informed. This communication may be accomplished by email, texts, newsletters and meetings. The Head Coach and Manager may work together to divide these responsibilities as they wish.

All coaches must:

- Coach with the idea of teaching skills, fair play and good sportsmanship.
- Teach the players to play fair and to respect the rules, officials and opponents.
- Ensure all players get equal instruction and support time.
- Ensure all players are played fairly and equally.
- Foster an environment of regular and effective communication with the parents and/or adult players.
- Pick their teams to create fairness in numbers and applicable skill sets between teams. The Board of Directors maintains the right to move players from one division to another to create teams for as many girls as possible.
- Provide to the players and parents an outline of their expectations for the season prior to the selection of any Rep team and at the start of the season for all Local League teams.
- Support the decisions of the Board of Directors and question their decisions privately; the same will be expected of the Board of Directors in dealing with coaching issues.
- Ensure only players rostered with the team, or called as a valid pick-up player, play in any games.
- Ensure all league rules, regulations and policies are adhered to for the league in which your team is playing.

Trainers

We strongly encourage teams to select a female trainer(s).

The trainer must:

- Be present and have their first-aid kit at all OWHA events: games, practices and dry land training. If the team trainer cannot be present, it is their responsibility to find a replacement who is a registered trainer. If the team trainer cannot make a game at the last minute and you have no replacement, you may request to utilize the trainer from the opposing team. That trainer must be recorded for both teams on the game sheet.

- Collect medical information for all players and keep it confidential, but readily available if required in an emergency.
- Advise the Coaching Committee of any serious injuries that occur to any WGMHA player. A serious injury can be classified as an injury that sidelines a player for two weeks or more. Minor injuries are not required to be reported to the Coaching Committee. *Injuries must also be reported to the OWHA as outlined on the OWHA Hockey Canada Injury Report forms.*
- Create an emergency action plan and ensure at least two adults are assigned.
- Be aware of and follow the removal from play and return to play protocols as required by Rowan's Law for all concussions.

Maintain and restock trainer bag as needed. Attend Woolwich Wild training session in the Fall.

- Resources for the trainer:
 - The Hockey Canada Player Medical Information sheet and Player/team injury logs can be found on the Hockey Canada website at: [Hockey Canada Safety Downloads and Resources](#)
 - OWHA Hockey Canada Injury Report forms can be found on the OWHA website [Ontario Women's Hockey Association: Website by RAMP InterActive \(owha.on.ca\)](#)
 - Concussion and Rowan's Law information, and SCAT (Sport Concussion Assessment Tool) Cards can be found on our website under the Concussion Management tab.

Managers

The manager is the main communication link between the Association and our members. Therefore, it is the manager's responsibility to:

- circulate any communications from the Association, and
- ensure parents/adult players know how to access the team information both on our website and on the SportsHeadz mobile app.

Managers must:

- Ensure all league rules, regulations and policies are adhered to for the league in which your team is playing.
- Maintain a list of parent, player and staff contact information.
- Ensure all participants, including all parents, players, Team Staff and On-Ice Helpers, review the OWHA Rowan's Law Concussion Awareness Resource and Code of Conduct. **This is a legal requirement.** The Rowan's Law information can be found on our website.
- Be aware of any players where the parent has indicated at registration that they do not want the player's picture and name used on the website or in the newspaper. The Registrar will provide this information to you.

- Maintain and update the Team page on our website. This task can be assigned to or shared with a parent for the season.
- Create, maintain and communicate a Dressing Room Supervision schedule for all games, practices and any other situations where the Dressing Room will be used by the players. See the Dressing Room Policy section for further details.
- Create and communicate a plan (and schedule, if appropriate) for timekeeping at home games.
- Ensure gamesheets are accurate and completed on a timely basis:
 - Report game results promptly according to league rules and regulations.
 - Before the game – ensure all players and Team Staff are entered correctly including any pick-up players, enter curfew information, ensure both teams' Head Coach or Manager have signed the gamesheet.
 - After the game - ensure all game details are entered by the end of the game and the gamesheet is signed by the referees.
- Report game results on the Woolwich Wild website promptly.
- Manage team budget and finances. A team bank account with dual signing authority is required for all rep teams, and any local league team with a sponsor who donates money directly to the team.
- (Optional) Submit weekly updates of each game to the local newspaper. This task can be assigned to a parent to perform for the season.
 - Woolwich Observer – submit scores online at [Keeping score for youth sports \(observerextra.com\)](https://www.keeping-score-for-youth-sports.com/observerextra.com)

Dressing Room Staff Responsibilities

All U7 to U18 teams must have Dressing Room Staff.

Dressing Room Staff are responsible for the safety and welfare of the players while players are changing in the dressing rooms both prior to and after on-ice activities.

No minor aged player shall be left alone in a dressing room with an adult who is not the player's parent or legal guardian before, during and after games or practices. Two Dressing Room Staff members must supervise the team until the last player has left the dressing room after any practice or game.

See the Dressing Room Policy for more information.

Parent Representative

Each U7 to U18 team must elect a Parent Representative to act as a liaison between the Team Staff and parents.

- The Parent Representative for each team will be the contact with the Team Staff for parents and players who may have issues or concerns, throughout the season, they cannot resolve directly or in which confidentiality is preferred.

- Except where timely intervention is required, parents and Team Staff are to wait at least 24 hours after an incident before raising issues or concerns.
- If the Parent Representative and Team Staff cannot resolve the issue to the satisfaction of the parent or player, the Parent Representative will bring it to the attention of the Coaching Committee.
- The Coaching Committee will then try to resolve the issue. If it cannot be resolved, it will then be taken to the Board of Directors.
- Once your team has been finalized, and a Parent Representative has been elected, please forward the name, phone number and email address of that person to the Coaching Committee.

General Team Staff Responsibilities

Communication

The Team Staff must come to an agreement as to the channels of communication. For example, will updates and changes be done via email, team chats on the SportsHeadz App, the Team website, etc.. Inappropriate behaviour over social networking media will not be tolerated and may result in disciplinary action being taken by the OWHA and/or WGMHA. Please refer to the OWHA Social Networking Policy.

Parents and/or adult players shall be informed of the preferred communication method. If there is a last-minute change to the schedule, use the preferred communication method, and require parents/adult players to confirm they have received the notification. Anyone who does not confirm receipt of the change must be called directly.

Team Website

Each team will have its own website within the Woolwich Wild website. This can be used to communicate team information to parents and players. Here you can communicate team news and events. You can also have picture galleries, provide game summaries and communicate team events. The amount of content on the team website shall be agreed upon by the Team Staff.

The team Manager and/or another person if agreed to by the team, is responsible for updating this information on a timely basis. Email this person's name and email address to webmaster@woolwichwild.com to obtain a login ID and initial password. A Team Webmaster video is available online at: [Team Webmaster Training Video - MBSportsWeb](#)

SportsHeadz App

Each team will have access to the SportsHeadz App which offers the following features:

- Team Schedule sync
- Integrates with the Woolwich Wild website
- Instant messaging
- Parents can manage multiple teams and players through one account
- If parents turn on 'notifications', the app will advise them of changes to their schedule and ask them to RSVP for practices, games and events.

The Association will add all players, parents and staff at the start of the season. After that, it is the responsibility of the team manager to add any additional people to the App. *For example, if a family only provided the name of one parent at registration, it may be necessary to add the other parent to the app.* Parents must each have a unique email address; they can't share one email address.

Team Mailbox

Each team has a mailbox at the Woolwich Memorial Centre (in the corridor beside the Dan Snyder Arena). Please check this mailbox regularly.

Dressing room keys

Have a Team Staff member arrive at the arena to pick-up the dressing room keys at least 30 minutes prior to the game or practice time. The dressing room must be locked during the game or practice and the Head Coach will assign someone to be responsible for the key during that time.

Checking the dressing room

A Team Staff member must inspect the dressing room before and after every game and practice and report any issues to the arena staff.

Parent/Adult Player Meetings

There is a small charge for the use of meeting rooms at the WMC for Woolwich Wild team meetings. Contact the front desk at the WMC to book your meeting and let them know you are with Woolwich Wild. The meeting rooms cannot be used for a team get-together or party.

Beginning of Season Meeting

At the start of the season, the Team Staff must hold a face-to-face parent meeting (player meeting for U22 and Senior teams) to introduce themselves and their Team Staff. This meeting can be run either by the Head Coach or Manager. A member of the Board of Directors can also attend this meeting if you wish. The meeting may be held virtually.

At this mandatory meeting the following items must be covered and discussed:

- Introduce Team Staff
- Discuss the role of Parent Representative, accept nominations and hold a silent vote to elect a non-Team Staff parent for the role. (This does not apply to U22 and Senior teams.)
- Explain the concept: 'You are a representative of Woolwich Girls Minor Hockey Association, therefore the actions of yourself, the Team Staff, players and parents are a reflection of the organization.'
- Discuss and circulate the OWHA Code of Conduct.
- Discuss the OWHA and WGMHA policies regarding use of Social Networking.
- Set goals for the team.
- Gather parent contact information (to provide a contact information sheet to all team members after the meeting).
- Discuss arrival times for games and practices.
- Explain Ice and Dressing Room Policies.
- Explain 'two-deep rule', the Dressing Room policy and the schedule for dressing room supervision. (Not applicable to U22 and Senior teams.)
- Discuss playing time philosophies for the team and the WGMHA policies.
- Have the trainer discuss any trainer related items such as:
 - Emergency action plan,
 - Hockey Canada Medical Forms,
 - Rowan's Law, Concussions and return to play requirements, and
 - Any allergies so all players and parents are aware.
- Discuss the methods of communication that will be used (e.g. Email, texts, SportsHeadz App, newsletters, additional meetings, etc.).
 - Explain the Woolwich Wild and team websites.
 - Explain the SportsHeadz App.
 - Explain how they will obtain updated schedules and team results.
 - Explain how to synchronize the team schedule with their mobile calendar.
 - Local League – explain the league website which provides league results and can be accessed from the team's home page.
- Newspaper reports – to be done by the team Manager or obtain a volunteer.
- Agree on tournaments to be attended, and, for Local League teams, explain the Jason Cripps tournament.
- Special events – Christmas parties, etc.
- Woolwich Wild clothing – spirit wear and team wear are available from our apparel supplier, PK Sportswear (info@pksportswear.ca).
- Jerseys – determine as a team whether one person will be responsible for all team jerseys or whether each player will carry their own jerseys. Please refer to *Equipment - Jerseys* for details and requirements.

- Discuss dress code (if applicable). Rep teams, please refer to the *Apparel* section of this Handbook for further information.
- Discuss and review the Team Budget. Get approval from all parents or adult players.

Playoff Meeting

In January, all U9 to Senior rep teams must hold a face-to-face parent meeting (player meeting for Senior teams) to explain the playoff process. A member of the Board of Directors can also attend this meeting if you wish. The meeting may be held virtually.

At this mandatory meeting the following items must be covered and discussed:

- Explanation of Southern OWHL Playoffs/SOWHL Playoffs and Provincial Playdowns
- Set goals for the team.
- Discuss arrival times for games and practices.
- Find out if any players will be away or unable to play due to other commitments.
- Discuss playing time philosophies for the team and the WGMHA policies.
- Explain how they will obtain updated schedules and team/league results.
- Present an updated budget reflecting any additional costs because of playoffs (ex. Provincials fee).

Team Budgets

All rep teams, and any local league team with a sponsor who donates money directly to the team, must create a team budget and have it approved by all parents or adult players (U22 & Senior teams) and the Board of Directors.

All teams must use the Google Spreadsheets Budget Template provided by the Woolwich Wild Treasurer. Regular updates must be made to this online budget so the Association can monitor expenses and revenue for the team over the course of the season.

Each team is responsible for their operating budget during the season. The costs to run a team can include such items as:

- Association Rep Fees
- Extra staff insurance costs (\$60, \$50 for U7, per extra staff member)
- Tournament entry fees
- Provincial and League Championship fees (team required to pay the fees if they qualify for the championships)
- Non-Parent Team Staff expenses (see policy below)
- Extra ice costs
- Referee fees for any additional exhibition games

- Timekeepers
- Dryland training costs
- Power skating costs
- First aid and trainer bag supplies
- Practice jerseys
- Team party costs
- Year-end party / gifts
- Team socks (if purchased for the whole team)
- Office costs (labels, printing, banking fees, etc.)
- Association fundraiser cost (e.g. Sugar Kings Calendar), if applicable
- Team wear – if purchased for the whole team
- Team socks – if purchased for the whole team
- Garment bags – if purchased for the whole team

The team budget must not cover costs for individual players, such as socks, team wear or garment bags purchased only for some players or individual name bars.

Team Budget Process

1. All Head Coaches/Managers must submit to the Treasurer of WGMHA, draft team budgets for approval at least 1 week prior to the team parent meeting to ensure revenue and expenditures are reasonable and just. All draft budgets are due by the earlier of:
 - October 1st, and
 - A week before the team's first tournament.
2. All budgets must be provided to the parent/adult player group at least 48 hours before their approval is requested.
3. Teams must hold a meeting to discuss and approve the budget. Parental/adult player approval is required with respect to the budget for team expenses. This approval shall be determined by a secret, written ballot.
 - Only one parent per player, or player if 18 years or age or older, is allowed to vote.
 - Absent votes are **not** included.
 - The budget must receive 80% approval of the voters in attendance at the meeting.
 - Teams may request a Board member be present to run the vote and count the ballots.
4. Once the budget has been approved at the Parent/adult player meeting, a copy of the Approved Budget must be submitted to the Woolwich Wild Treasurer.

5. All approved expenditures in the budget will have a 10% margin before additional costs must be voted on by the team. *For example, if the budget allowed for \$500 for power skating, the cost can increase up to \$550 without requiring approval from the team.*
6. Any new expenditures after the budget is approved require a vote by the parents/adult players.
 - Only one parent per player, or player if 18 years or age or older, is allowed to vote.
 - 80% of these voters must approve the new expenditures. (In other words, 80% of all players on the team must agree.)
 - Teams may request a Board member run the vote and count the ballots.
7. If these new expenditures to the approved budget occur after the team is no longer in the running for their League Championship or Provincials, then in addition to the 80% vote:
 - Any players that do not agree to the new expenditure may opt out of the planned activity and will not be required to pay their share of the cost.
 - The new expenditure would then be shared by the players who agree to the extra expenditure.
 - *For example, if the team wants to purchase additional practice ice, players that do not agree to the extra expenditure could decide not to attend the practice(s). They would not pay towards the cost and could ask for their refund if the team was in a surplus position at that point in time.*
8. Regular updates must be provided to all parents or adult players, with a closing statement sent at the end of the season.
9. Any remaining balance must be processed as defined in the section below, 'Unused Funds at the End of the Season'.
10. All teams must close out their bank account and submit a season-end financial statement by May 31st to the Woolwich Wild Treasurer.

Once the budget is approved, it is the responsibility of the Head Coach and team Manager to uphold the financial requirements as set down in the budget. Team financial arrangements are an agreement between the staff, and the parents/adult players of the team. This is completely separate from the WGMHA funds, and therefore if you have any disagreement regarding the disposition of team funds, it would be a matter between the parents/adult players, the team Manager and the Head Coach. If financial concerns are not addressed by the team, contact the Association Treasurer for assistance.

Bank Account

All WGMHA Rep teams must open a bank account in the name of the team at the beginning of each season. These accounts must have a minimum of two co-signers for every cheque and withdrawal and at least one parent **MUST** be a signing officer and **MUST** sign each disbursement. The two co-signers cannot be related to each other. U22 and Senior teams can use players as co-signers provided they are 18 years of age or older.

Local League and Development Stream teams may choose to open bank accounts. If the teams choose to do so then the rules for Rep Team bank accounts apply.

Teams will require a letter from the Treasurer or President of the Association giving permission to open the account.

Due Date for Association Rep Fees

All Association Rep Fees payable to the Association must be submitted by October 15th. Payment is to be made by cheque from the team account payable to the WGMHA. Any teams who have an NSF cheque will be charged a fee to cover any bank fees incurred by the Association because of the returned cheque.

Non-Parent Team Staff Expenses

It is recognized that non-parent team staff on a rep team will incur expenses in travel and accommodation with the team over the season. A non-parent team staff member is defined as a rostered team staff member who is not related to a player on the team as a mother, father, grandparent or legal guardian.

Non-parent team staff expenses must be included in the team budget.

Reimbursement for certain expenses may then be made to non-parent team staff members from the team budget subject to the following rules and maximum amounts:

1. Non-parent team staff members will be permitted to claim reasonable expenses they incur over the course of the season.
2. A maximum of four rostered non-parent team staff may claim tournament and travel expenses.
3. **Accommodation:** The non-parent team staff may claim for one standard accommodation hotel room at actual cost for each pair of staff members where overnight accommodation is required by travel distance or schedule. Hotel rooms are to be booked at the same hotel and rates as the team – double occupancy. Receipts must be submitted to the Team Manager.

Teams will cover accommodation for any overnight tournament or sanctioned away games scheduled throughout season (for example: a Windsor weekend). This accommodation is allowable only if players in general are also staying over.

4. **Travel/Mileage:** Mileage shall be paid for a team staff vehicle to travel to out-of-town games and tournaments. The rate paid shall be the most recent mileage rates determined by the Canada Revenue Agency (currently \$0.68/km for 2023).

Out of town travel is deemed as trips to any destination for a hockey function over 50 km from the Woolwich Memorial Centre, Elmira, Ontario. Carpooling is expected to reduce travel costs to the team. If more than one vehicle is used, the mileage allowance will be shared across those vehicles.

5. **Meals:** Meal Allowance will be provided for tournament day trips or overnight trips to sanctioned events at a per diem rate of \$45/day. Per diem payment to the team staff may happen before each sanctioned event.

All non-parent team staff must submit receipts for meals and accommodation to the Team Manager. Only food costs and non-alcoholic beverage costs will be reimbursed.

Team Fundraising

All fundraising activities must be approved by the WGMHA Board of Directors. Proceeds from team fundraising events are to be used to offset approved budget expenditures and/or a player's portion of Team Rep Fees and Association Rep Fees. All funds raised must be deposited in the team bank account. This is to protect all WGMHA fundraising from misappropriation and fraud.

Team fundraising events are to be allocated at the team level or individual player level depending on the type of event. If the event is such that individual contributions can be easily determined, the fundraised amount is to be used to reduce that player's Association Rep Fees and Team Fees. If it is a team event where all players participate in a manner where the individual contributions can not easily be determined, the fundraised amount must be used to offset approved team budget expenditures.

For example, if the team decides to sell popcorn as a fundraiser, the sales can be tracked by player. Then if one player raises \$75 and another raises \$10, their fees would be reduced accordingly. If the team decides to run a bottle drive, the amount raised would be divided between the players that participated in the fundraising event. So, if \$1,000 was raised and only 10 of the 15 players participate, \$100 would be applied to reduce their fees.

The Head Coach or Manager must clearly explain to parents/adult players in advance how the proceeds of the fundraising will be applied to the team budget.

Fundraised fees are not considered parent contributions and are therefore not eligible for refund. Therefore, parents/players cannot receive more money back at the end of the year than they paid in combined Team Rep Fees and Association Rep Fees even if they help to fundraise more than that amount for the team.

If there are any fundraising funds left over after all players have been reimbursed, the excess funds will be donated to Friends of Hockey. See the 'Unused Funds at the End of the Season' section below.

Team Sponsorship by an Individual or Business

Sponsorship is where you have a local business/person, donate money to the team. Proceeds from sponsorships are to be used to offset approved budget expenditures or applied to specific items as specified by the sponsor. This money is for TEAM events or expenditures only. Events are where the entire team is planned to be PRESENT and participating.

You can issue a receipt for the funds, however, WGMHA is not a charitable organization and as such cannot issue charitable receipts.

All equipment purchased or donated by a sponsor shall become the property of the Association, be of a type and standard approved by the Association. Sponsor purchase of Woolwich Wild spirit wear must be made through our approved spirit wear provider.

Any excess funds collected through sponsorship and not used by the end of the hockey season for the team for which it was provided shall be transferred back to the Sponsor or donated to Friends of Hockey. See the 'Unused Funds at the End of the Season' section below.

Unused Funds at the End of the Season

If, at the end of the season, there is a balance remaining in the team's bank account after all expenditures and revenue have been accounted for the following process is to be followed:

1. If sponsor funds have not been fully applied toward the intended expense(s) specified by the sponsor, the sponsor must be contacted to find out what to do with the excess funds: refund to the sponsor or donate to Friends of Hockey.
2. Any remaining balance, after Step #1, must be returned to the parents/adult players. Parents/players cannot receive more money back at the end of the season than they paid in combined Rep Association Fee and Team Rep Fee.
3. Any remaining balance, after Step #2, shall be donated to Friends of Hockey.

These steps are to be followed by no later than May 31st. If there is a reason why this cannot be done, please inform the Woolwich Wild Treasurer.

General Policies and Procedures

Use of the Internet by Players, Parents and Team Staff

Members of the WGMHA must not use the internet to talk negatively about other players, teams, etc.

Use of Facebook, Twitter, Snapchat, Instagram, e-mail or any other electronic communication in a negative manner will not be tolerated. Evidence of any such communications is to be provided to the Board of Directors. A meeting will then be arranged for all parties involved, and suspensions may result.

The OWHA also has a Social Networking Policy, please see the Appendix for details.

Two-Deep Rule for Conversations

All conversations with players under the age of 18 must follow the 'two-deep' rule. Two adults must be included in all conversations whether they are in person, by text, by email or over social media. A Team Staff member is never to have a one-on-one private conversation with a player under the age of 18.

Ice and Dressing Room Policies

Dressing Room Policy

Under no circumstance are there to be males in the dressing rooms, with the players, without an adult female rostered staff member present. Subject to the following policies, males are permitted in the dressing room only if accompanied by at least one adult female rostered staff member, AND they must request permission before entering the room.

Division	Who is Allowed in the Dressing Room			
	Male parents/ guardians	Female parents/ guardians	Younger siblings	Older siblings Age ≥ 12 (Only if parent not available to dress player)
U7 & U9	Yes	Yes	Yes, if accompanied by parent	Yes, if helping sister to dress; otherwise, no.
U11	No – May tie skates in hall	Yes	Females (any age) and males (4 & under), if accompanied by parent	Female - Yes, if helping sister to dress; otherwise, no. Male - No
U13, U15 & U18	No – May tie skates in hall	Not typically required.	No	No
U22 & Senior	No	No	No	No

1. Only rostered Team Staff, parents & legal guardians are permitted in the dressing room. Siblings are permitted subject to the chart above.
2. No minor aged player shall be left alone in a dressing room with an adult who is not the player's parent or legal guardian before, during and after games or practices.
3. As per the OWHA and Hockey Canada rules, and for the safety and protection of both players and Team Staff, players under 18 years old must be supervised in the dressing room at all times (before, during and after a game, tryout or practice).
4. **The WGMHA further requires a minimum of two rostered adult female staff:**
 - Be present in the dressing room, or immediately outside the dressing room with the door ajar, at all times while any player(s) is present,
 - Be present in the dressing room if any adult is in the dressing room with the players,

- Let the male members of the team staff know when all the players are dressed and are ready for the pre-game talk, and
- Be present in the dressing room during the pre-game and post-game talks.

This provides protection for not only the players but the Team Staff as well.

5. Male rostered Team Staff, who are not a parent or legal guardian, must only be in the dressing room at the following times:
 - 10 minutes prior to ice time, and
 - Immediately following the game or practice.All girls must be fully dressed at these times and at least one female adult rostered staff member must be present for U7 to U18 teams.
6. Any player arriving late may have to wait until the coaches finish their pre-game discussion before they start getting dressed.
7. Parents must not be in the dressing room at the following times:
 - 10 minutes prior to ice time, and
 - Immediately following the game or practice.During these time periods, the coaches need the players' full attention for their pre- and post-game discussions. If parents wish to discuss any issues or concerns with the Team Staff, this shall be done away from the dressing room at a separate time. See *Parent Representative* for more information on dealing with issues or concerns.
8. Cameras and mobile phones with cameras are not permitted in the dressing rooms while players are changing.
9. Hockey sticks must be left by the dressing room door.

Dressing Room Supervision Schedule

All teams **MUST** develop a dressing room supervision schedule for all ice times and dry-land training (if a dressing room is utilized).

As per the Dressing Room policy, two females must be present in, or immediately outside, the dressing room at all times when a player is in the dressing room. Only rostered female Dressing Room Staff, coaches, managers and trainers can be Dressing Room supervisors.

To assist in scheduling, a Dressing Room schedule is one of the tabs on the Team Budget Spreadsheet. On this tab, you can input the names of the eligible staff on the right-hand side, then input the dates and times, and select the staff member from the drop-down list.

Bench and Ice Policy

For the purposes of this section, 'On-Ice Staff' refers to rostered coaches, trainers, managers and On-Ice Helpers.

1. A registered trainer must be present, and have their first-aid kit, at all OWHA events: games, practices and dry land training.
2. **For games:**
 - Only rostered coaches, trainers and/or managers are permitted on the bench at games.
 - A maximum of 5 staff are permitted on the bench for games.
 - At least one of the rostered Team Staff on the bench must be 18 years of age or older.
3. **For practices:**
 - Only the following people are permitted on the ice or bench during practices:
 - players registered with WGMHA, and
 - rostered coaches, trainers, managers and On-Ice Helpers.
 - At least two rostered adults must be present on the ice or bench during practices.
 - A rostered coach and a rostered trainer must be present at every practice.
4. Each Team Staff member and On-Ice Helper that is on the ice for practices must wear a properly fastened CSA approved hockey helmet. On-Ice Helpers, under the age of 18, must wear a full hockey equipment including a properly fastened CSA approved helmet and face mask. This is mandatory and required by our insurer. *Trainers, or any other Team Staff, attending to an injured player are considered exempt from this rule.*
5. If other “professional staff” are recruited for a practice (Junior Player, Goalie Coach, Power Skating Instructor), and the professional staff is not insured and was not hired to provide the service, please advise the Coaching Committee of your intentions at least 5 business days prior to the scheduled ice time. The Woolwich Girls Minor Hockey Association may perform a reference check on the individual.

Scheduling Procedures

Where to find schedules

The schedules for all teams can be found on our website at www.woolwichwild.com and on the SportsHeadz app. On the website, select the applicable type of team (Rep or LL) on the Home page and then select the team. On the team page, select 'Team Calendar'.

Automated email

The Woolwich Wild website (www.woolwichwild.com) is your source of information regarding the Association, your team and your team's schedule. You can subscribe to the website to receive emails with the information that is important to you.

To subscribe, go to the bottom the Home page and click on 'Subscribe', then 'Email Notifications'. You will want to subscribe to the Organization News Articles and Events. We suggest you also subscribe to your team's Schedule Changes, Game Results, News Articles and Events. If you have a daughter on another team, you can request notifications for that team also. Please note that notifications for schedule changes will usually only happen if the change is within the next 30 days. To see the full team schedule, you will need to go to the team's page on the website.

Synchronizing your calendar

You can import the team(s) schedule into your other calendars and have it automatically sync when those schedules change. Our website provides a 'Live Calendar Feed' which allows programs like Microsoft Outlook®, services like Google Calendar™, or devices like the Apple iPhone™ to import and combine the team schedule with your other calendars. This is a 'feed' and not a 'file', so information changed on the website will automatically update in your other calendar(s).

For full information with respect to synchronizing your calendar, please click on 'Subscribe' at the bottom of the Home page on our website; then click on 'Calendar Subscriptions'. This will take you to an information page that explains the process.

Scheduling games and practices

Local League

September ice times will be posted in early August. The full season practice schedule, for October through March, will be released by late-September.

The WGMHA Local League teams are members of the Kitchener Girls Local League. Typically, the league schedules games in two phases: beginning of October for October to December, and late December for January to March. The only exception is U9

where the game schedule is released: late October for November to January, and late January for February to March.

Rep Teams (U9 to U18)

September ice times will be posted in early August. The full season practice schedule, for October through March, will be released by late-September.

The WGMHA U9 to U18 rep teams are members of the Ontario Women's Hockey League (OWHL). The OWHL sets the timing of game scheduling activity each season. Each team is expected to assign one person to be responsible for scheduling the games for their team. The Woolwich Wild scheduler will provide possible game times and then the team representative must work with other centres to schedule the games for the season. The Woolwich Wild scheduler will be available throughout this process to provide support and other possible game times if needed.

Senior B

September ice times will be posted in early August.

The Senior B rep teams are members of the Southwestern Ontario Women's Hockey League (SOWHL). The league schedules all games for its member teams. Teams are required to submit a list of possible home game times at the SOWHL AGM in September. By the end of September, teams will be provided with their regular season schedule which runs from October to mid-February.

Ice time returns

Your team **must** use the ice time that is assigned to them.

Ice returns will only be accepted under extenuating circumstances. Any team that requests a return of ice must do so no later than three weeks prior to the scheduled ice time. WGMHA cannot return the ice to the Township with less than 14 days' notice and will be charged for this ice time regardless of whether it is used or not.

If your team cannot use a practice time that is assigned to you, please find another team to exchange with (see *Schedule changes* below).

Schedule changes

Please refer to your league rules regarding game schedule changes.

You must notify the WGMHA Ice Scheduler immediately if:

- your team has negotiated an exchange of practice ice times with another team, or

- for Rep and Senior teams, you have negotiated a change in a home or away game.

Local League

For Local League teams, game changes are typically not permitted. If an away team contacts you to change a game time, please have them contact the WGMHA Ice Scheduler immediately.

Teams who cancel a game within 7 days of the scheduled date are subject to a fine from the league of \$200. As per league rules, games are to be played as long as there are 6 players and a goalie, or 7 players.

Bad Weather Policy

If the weather is bad, it is up to each team to decide whether to travel to the game. If the Head Coach decides the weather is too bad to travel to the game, the following needs to happen:

- **Games are not to be cancelled until 1 hour prior to the time a team would need to leave home to travel to the game.** (For example, if the game is at 8pm and it takes an hour to travel there and you want to be there 45 minutes before the game, you would typically leave at 6:15pm. Therefore, if weather conditions are too bad for travel at 5:15pm, you can cancel the game at that point.) Weather and road conditions can change during the day, so it is better to wait to see if things improve.... the goal being to play the game if possible.
 - Women's Senior rep teams must cancel at least 3 hours prior to the game time.
- It is the team's responsibility to **contact all parents/adult players** to inform them of the cancellation. You must have a predetermined method of communication for this.
- The team must also **contact the other team** to inform them of their decision. Typically, you can find contact information for the other team on their Association's website.
 - For local league teams, if you cannot find the contact information, contact your Local League Liaison for assistance.
 - For U9 to U18 rep teams:
 - notification must be made by a phone call (email or phone message is not acceptable), and
 - both the home and away teams must contact the OWHL (leagues@owha.on.ca) to let them know the game has been cancelled.
 - For home games, change the date of the game on the RAMP Game Portal to be the last day of the regular season. This will

hold the game until you negotiate a date and time for the reschedule.

- Women's Senior rep teams must also contact the league President and Statistician.
- You must **inform the WGMHA Ice Scheduler** immediately so we can cancel referees (for home games) and mark the game as cancelled on our website. This is a back-up form of communication for you as it will generate automated texts or emails to anyone who has subscribed to the team's website.
- If it is a home game, use the ice time as a practice where at all possible. We cannot return the ice to the Township, so we will be charged for the ice regardless of whether you play or not.
- If the Township closes the St. Jacobs arena, we will let you know by email of the closure. The WMC (Snyder/McLeod) never closes due to weather as they are an Emergency Centre for Woolwich.
- **Rescheduling the game:**
 - For Local League teams, the WGMHA Ice Scheduler will work with the other centre to reschedule the game and will let you know the new game information.
 - For U9 to U18 rep teams, the manager must negotiate a new game time/day with the other team. You have 7 days in which to do this, and you must notify the WGMHA Ice Scheduler.
 - For home games, update the game information on the RAMP Game Portal.
 - For Women's Senior rep teams, 5 days' notice and two possible game times must be provided for rescheduled games.
- **Rep teams - please also review the OWHL Rules and Regulations** for game cancellations.
- **Women's Senior Rep teams – please also review the SOWHL By-Laws** for game cancellations.

Game Policies and Procedures

General Game Policies

Warm-Up

- A 3-minute warm-up will start each game.
- For curfewed games, this may be reduced to 2-minutes.

Local League

- **Game lengths:**
 - U9 – Two 20-minute periods for half ice (subject to change – see league rules); 10-10-12 for full ice
 - All U11 to U22 Local League games are 10-10-12.
- All games are **stop time**.
- **Overtime and time outs** - There will be no overtime or time-outs in regular season play or the playoff round robin. Rules for the semi-final and final games will be communicated at that time.

U9 to U18 Rep Teams

- **Game lengths:**
 - U9 – Two 20-minute periods for half ice (subject to change – see league rules); 10-12-12 for full ice
 - U15A, U18BB and U18A – 15-15-15
 - All other teams - 10-12-12.
- All games are **stop time**.
- **Overtime and time outs** - There will be no overtime or time-outs in regular season play. Rules for Playdowns and Playoffs will be communicated at that time.

Women's Senior Rep teams

Senior rep games are 15-15-15. There will be no overtime or time-outs in regular season play. Please refer to the Southwestern Ontario Women's Hockey League (SOWHL) By-Laws for further information regarding items such as game lengths, overtime and time outs.

Fair Play Policy

All WGMHA coaches shall strive to ensure fair and equal ice time for each player on their team over the course of the entire season

- It is the responsibility of the coaches at all levels to provide equal opportunity for players to improve and develop their skills.
- Any player or goalie absences from games due to injuries, sickness, suspensions and vacations (but not limited to the foregoing examples) will

not require the coach to provide additional playing time to make up for the imbalance caused by any such absence.

- WGMHA has a zero tolerance for coaches violating the Fair Play policy.

Goaltenders

- Where there is more than one goaltender on a team, a rotation philosophy shall be discussed with the players and parents prior to the start of the season and in the event of changes to that rotation.
- **For Local League teams**, coaches must try to keep an even split between the goalies.
- **For Rep teams**, coaches must try to keep no greater than a 60/40 split during regular season play, playoffs, playdowns, tournaments and exhibition games, with the exception of preseason exhibition games for goalie evaluation.
- **For U9 teams, or teams with no dedicated Goaltender**, the goaltender role will be rotated through all players fairly. Players may opt out of the rotation only if there are sufficient players willing to share the role.

Players

- **Local League teams - ALL players will receive fair playing time; not missing more than two consecutive shifts** during a game with the following exceptions:
 - injury, discipline or on a voluntary basis.
- **U9 to Senior Rep teams - ALL players will receive fair playing time; not missing more than two consecutive shifts** during a game with the following exceptions:
 - injury, discipline or on a voluntary basis; and
 - any duration during pre-season exhibition games for the purpose of player evaluation, OR.
 - the last **3** minutes of any game. The team philosophy for these last **3** minutes must be discussed with the players and parents prior to the start of the season and in the event of changes to that philosophy

Pick-up Players

Teams may call up a player from a lower division or category team due to a shortage of regular players. Pick-ups are permitted for shortage due to illness, injury or absent players; pick-ups are not permitted for suspended players.

U11 teams are only permitted to pick-up players from U9 after they have transitioned to full-ice.

Please be aware the pick-up request must be processed on RAMP, so be sure to place your request ASAP so it can be approved prior to your game.

Pick-up Process

For the purposes of this section, 'player' refers to both players/skaters and goalies.

To pick-up a player, the following steps must be followed:

1. The team requiring the player(s) must first contact the Head Coach of the lending team.
2. The Head Coach of the lending team is to:
 - Make a recommendation regarding which player they feel is most suitable;
 - Contact the player and parents, or adult player, to see if the player is available and willing;
 - Obtain the parent's or adult player's permission; and
 - Contact the requesting coach to inform them who will be coming to the specified game.
3. The team requiring the player must then log into the RAMP Games Portal using their team login. [RAMP InterActive Content Management System \(rampcms.com\)](https://rampcms.com)
4. The option to request a Pick-Up (AP Player) will be on the left menu panel 'Players AP Request'.
5. Provide all the requested information before submitting the request.
6. Once you complete the request and submit the document, an email will be sent to the team that you wish to pick up from.
7. That team will then have to log into the RAMP Games Portal via their team login to approve the request. (Left menu – 'Players AP Approve' – click on the request and hit Submit.)
8. Once the request has been approved, the player will then automatically be added to the Pickup teams Electronic Game sheet.

This is the **only way** to add a player to your Electronic Game sheet.

Change the player number for the pick-up player to be the jersey number they will wear for your game. To do this, click on the number beside their name on the player list in the Gamesheet app.

Of course, there will be situations where you find out shortly before a game that a player is ill or can't make it and you need to quickly pickup a player. Be sure to talk to the other coach/manager and player in addition to making the request on RAMP. Ask the other coach/manager to approve the request on RAMP ASAP so the player will be on your gamesheet for the game.

The RAMP Game Portal can be accessed from your phone using your browser. There is not an App for the Game Portal.

Staff Pick-up Process

RAMP/OWHA removed the ability to add a staff member to your roster for a game. So, for example, if you need to borrow a trainer from another team you can't reflect that on the game sheet.

We have made the OWHA and RAMP aware of this issue and they are currently working on a fix for this.

Local League

- Rep players cannot be a pick-up player for a Local League team regardless of the division or Association, including boys' hockey associations.
- In a particular game, a team can have up to five (5) pick-up players, to a maximum of the roster limit.
- Skaters can be called up from a lower division (age level) team three times during the first half of the season (October to Christmas) and another three times during the second half of the season (January to March).
- Pick-up players can play more than 3 games if the Association's Local League Liaison is able to prove that all players in the division have been contacted and are unable to play. For U22 teams, 'all players' refers to all major U18 players.
- Goaltenders can be called up from a lower division team (like skaters) and they can move laterally. That lateral movement can include moving between centres as well as between the teams within a centre.
- For league games and the Jason Cripps tournament only (not other tournament games), teams that do not have a rostered goalie may pick-up a goalie from another team/centre even though the total number of players will exceed their roster. In order to play in another tournament, one player would have to sit out in order to call a goalie from another team.
- Within the U9 and U22 divisions, players can move laterally within the same division with the three-time maximum/maximum five players at a time rule.
- Pick-up skaters cannot be used in the semi-final and championship games. Alternate goaltenders can be used in semi-final and championship games only if the team's regular goaltender is not available.

U9 to U18 Rep teams

- In a particular game, a team can have up to three (3) pick-up players, to a maximum of the roster limit.
- A Pick-Up Player is defined as EITHER from:
 - i) a lower age level and the same classification or lower;
 - ii) the same age level and lower classification.
- Pick-up players must be Woolwich Wild players. If a situation arises where a team needs to pick-up a player or goalie from another Association due to no available

Woolwich Wild players, approval must be obtained from the Board of Directors by contacting the Coaching Committee.

- For Regular Season League games, a team may pick up any eligible player from a lower category to bring the total team strength to, but not exceed, the number of officially rostered players on the team.
- Pick-up player rules for Playdown, Playoff and Championship games will be communicated at that time.

Please also refer to the OWHL Rules and Regulations for Pick-Up Player policies.

Women's Senior Rep teams

Please also refer to the Southwestern Ontario Women's Hockey League (SOWHL) By-Laws for Pick-Up Player policies.

Game Curfew Policy

Woolwich Wild Girls Hockey has a curfew on most of our ice times. Here are the procedures that all teams must follow to enforce the curfew for games.

1. All games added to the RAMP Game Portal **MUST** have the curfew indicated in the 'Notes' section.
 - If there is a curfew, the curfew times **MUST** be indicated; ex. 'Game curfew – 10:20am'.
 - If there is no curfew, this **MUST** also be indicated; ex 'No curfew'
2. All paper game sheets must have the curfew marked down in the top 'curfew' section of the Game Sheet.
3. **Prior to the start of the game, the home team will communicate with the visiting team if there is a curfew to be put in place or not. If curfews are to be placed, it must be acknowledged by both teams prior to the start of the game.**
 - For the RAMP gamesheet app, this is accomplished by the coach or manager signing the gamesheet app.
 - For paper gamesheets, the curfew box must be initialled by both teams.
4. If there is a Woolwich girls' team scheduled for a practice in the next time slot, your game curfew can be extended by 5 minutes.
 - Be sure to sign into the RAMP Game Portal and change the curfew time in the game Notes (this CANNOT be done in the Gamesheet App), or
 - If using a paper gamesheet, adjust the time in the Curfew box.
5. Coaches shall remind the referees of the curfew when they come to shake your hands before the game. It is **NOT** the referees' responsibility to curfew the game.
6. Coaches and/or managers are to ensure the timekeeper knows about the curfew, and knows it is their responsibility to sound the buzzer at the curfew time. The time must be based on the arena clock, not a personal phone or watch.
7. The coaches, of the team going on the ice next, need to also watch for the curfew time and ask the timekeeper to sound the buzzer if they forget to do so.
8. Games are stop time so, when your curfew time is up, the game ends with whatever time is left on the clock.
9. To help ensure games will be played and not curfewed, please make sure your team is ready to go on the ice as soon as the flood is complete. Start the warm-up time immediately, and have your team lined up and ready to go at the warm-up buzzer. Collect loose pucks before the end of the warm-up time.

Curfew Exceptions

Depending on the rules communicated at the time, it is possible that Rep team Playdown and Playoff games will not be curfewed. Adjustments will be made to game

times to permit a game to be played without a curfew. This information will be communicated in January prior to Playdowns and Playoffs.

Exhibition games

Head Coaches or Managers may arrange exhibition games with other teams using the team's available ice times. You are responsible for contacting the WGMHA Ice Scheduler immediately to ensure your schedule is updated and to arrange for referees.

- For Rep and Senior teams, the WGMHA will pay the referee fees for four home ice exhibition games held before the start of the regular season. Any additional home game referee fees will be at the expense of the team and not the WGMHA.
- For Local League teams, the team must pay for any referee fees.

All Rep teams

For Rep teams, it is recommended that you contact a team in your league, prior to try-outs, to schedule an exhibition game. There are no mandatory limits for exhibition games, but teams are responsible for ensuring they are playing in the correct category (BB, B, etc.) by playing at least 2 or 3 exhibition games.

Referees

Please check the Referee's room at least 20 minutes prior to the game time to ensure referees are present (if they are not already on the ice for a prior game).

All Head Coaches and Managers will be given the Elmira & District Hockey Referee Association (EDHRA) emergency contact numbers at the start of the season. These numbers are only to be used to contact the EDHRA if there are no referees at the game.

Number of officials required for a game

In U15A, U18A and U18BB, a three-official system is desirable; all other divisions in Woolwich require a two-referee system. It is recognized that there is currently a critical shortage of certified officials in Ontario and in Canada. As such, games may proceed with fewer than the ideal number of on-ice officials. As per the OWSA, a three-official game may proceed with a two-referee system provided that the officials and both teams agree before the game commences. Games may not proceed with only one official.

Respect for officials at all times

Team personnel shall always be responsible for their conduct and that of their players. They must endeavour to prevent disorderly conduct before, during or after the game, on or off the ice and any place in the rink. It is the responsibility of every team and

participant to treat officials with respect at all times. Team personnel may be penalized for failure to fulfil their responsibilities.

If there are concerns, there is a process to address these concerns after the completion of the game. Concerns are to be sent to woolwichwild@gmail.com.

Timekeepers

The WGMHA does not provide paid timekeepers. Therefore, it is the responsibility of each team to provide a timekeeper for each home game. This can be parent volunteers from the team or high school students looking for volunteer hours. Teams may also hire their own timekeepers for home games. If, for some reason, your scheduled timekeeper can't make it be sure to have a parent volunteer ready to go.

The timekeeper(s) must be educated on their duties and their responsibility for enforcing the game curfew policy. For Local League games, timekeepers are to only display a 5-goal differential on the scoreboard.

RAMP Game Portal

- Each team will be given an ID and password for the RAMP Game Portal.
- All home games must be entered on the RAMP Game Portal.
- Exhibition games are entered as 'Portal Games'.
- Please see the RAMP Game Portal instructions on the OWHA website.

Gamesheets

Electronic gamesheet data is collected for insurance purposes. Any falsification of data may make it invalid for insurance claims. It is important that the game sheet data be entered accurately both during and as soon as the game has been completed. The officials must review the data entered into the electronic game sheet via the code they have been provided and sign off on the game as soon as possible following the end of the game.

RAMP Gamesheet App

- All teams will use the electronic gamesheets on the RAMP Gamesheet App (an app available on both iOS and Android mobile phones).
- Please see the RAMP Gamesheet App instructions provided on our website under the Coaches tab – 'RAMP Gamesheet Information'.
- It is strongly suggested that you load the game on to your mobile device prior to entering the arena.
- Each game on RAMP will have four access codes:
 1. Gamesheet Code – to be used by the timekeeper
 2. Official (referee) Code

3. Home Code

4. Visitor Code

- Each Head Coach, Manager, Timekeeper and On-Ice Official (referee) must have their own, unique login to this App using their personal email address.
- *The signatures of the HOME and the VISITOR Head Coaches (or Managers) are required. The coaches will accept the responsibility that their team information is accurate for each game. Players and other team staff do not need to sign the gamesheet.*
- The team Manager must give the timekeeper the Gamesheet Code prior to the start of the game.
- **The timekeeper must enter the game length, On-Ice Official names and HCOP numbers into the Gamesheet App.**
- Timekeepers must complete the electronic gamesheet on the RAMP Gamesheet App.
- **At the end of the game, the timekeeper/Manager must mark the gamesheet 'Complete' and notify the Referee it is ready for review.**
- Following the game, the Manager are required to ensure the On-Ice Officials have signed the gamesheet in the App. If not, please notify the WGMHA Ice Scheduler.

Three Penalty Rule for Local League

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.*

Suspensions

After the game, it is important to go over the penalty minutes given on the gamesheet. Make sure the Head Coach is immediately made aware of any penalties with a GM, INS, AGG, GRM or MP. These usually involve a suspension and require the player to sit out at least the next game.

Here is some vital information from the OWHA with regard to suspensions:

- When a player or coach receives a penalty that might involve a suspension (GM, INS, AGG, GRM or MP) or any game ejection (5-minute major) the team **MUST** notify the OWHA.
 - **All reportable suspensions must be reported by the team within 24 hours, or before their next game if earlier. Send an email to stats@owha.on.ca and copy in suspensions@woolwichwild.com**
 - *Please indicate in the subject line, the Association (Woolwich) and the team (with your OWHA team number), team category, player's name and penalty code.*
 - **Suspensions NOT reported within the required time period will be subject to review and/or suspension to the Head Coach.**
- A continual question is "How many games does the player or coach get for this?" The answer is straightforward and is at the back of the OWHA Handbook. Remember though, if this is the **second or more suspension of the year for this player or coach, or if there is more than one suspendible offence in a game to an individual, this will increase.** You **MUST** advise the OWHA of this, failure to do so will result in further game suspensions. Do not guess. Unfortunately, each year some teams do this resulting in further suspensions that aren't necessary.
- The OWHA Handbook is available online at www.OWHA.on.ca in pdf format.
- Do NOT ask an on-ice official, or a worker at a tournament, how many games is this, and can my player return or not. Often the wrong answer is given, and at the end of it all, the one that pays is the Head Coach if there is a mistake.
- Suspensions **CANNOT** be served in Exhibition games. The player or coach must not participate in these games while under suspension.
- If a coach or player is suspended ANY number of games, they are permitted to practice. The OWHA does retain the right to prohibit practicing in cases of extreme suspensions, however unless otherwise advised from now on you may practice with your team and participate in team functions, other than games.
- As each game is played, be sure to indicate the suspended player or staff member. Make sure the suspended coach does NOT sign the sheet when serving a suspension. Do NOT cross the player's name off either.
- When the final game has been served, call or email the OWHA confirming the suspension has been served and requesting permission to return to play.
- Any suspension received by a pick-up player must be served with the team she is rostered with, unless the suspension has been cleared with the pick-up team.

Suspensions are something that no one likes experiencing, but if you need any assistance, or are unsure about a suspension please call.

Not knowing and following the rules is not an acceptable excuse. Remember, as the HEAD COACH, you are the one who will sit games if the OWHA is not notified of suspensions.

Suspensions - Local League

All OWHL coach suspensions with respect to a GM20 or a GM21 will be reviewed by the league to determine whether there will be any additional suspensions by the league.

Suspensions - Women's Senior Rep teams

In addition to emailing stats@owha.on.ca and suspensions@woolwichwild.com, the League President must be contacted within 24 hours. Please also refer to the Southwestern Ontario Women's Hockey League (SOWHL) By-Laws for information regarding suspensions and infractions.

Protesting a game

Local League

Any game protests must be presented to the Local League Liaison immediately after the game. The Local League Liaison will then take that protest to the league to determine whether the protest is valid.

U9 to U18 Rep teams

Please refer to the OWHL Rules and Regulations (www.iffhl.ca/forms.html) for information regarding Protests & Appeals within the OWHL.

In addition to the rules set out by the OWHL, **any game protests must be presented to the Coaching Committee immediately after the game.** The Coaching Committee, along with representatives from the Board of Directors, will then assess the merits of the protest and determine whether to protest the game. If we decide to protest the game, the Association will file the protest with the Discipline Chair on behalf of the team and will pay the associated fee.

Women's Senior Rep teams

Please also refer to the Southwestern Ontario Women's Hockey League (SOWHL) Protest Rules (part of the Constitution). The league's Vice-President must be contacted within 24 hours.

Online Game Results and Standings

Local League and game results

Local League team Managers are required to enter game results on the Woolwich Wild website within 24 hours of the game.

- Only home teams are to enter scores.
- Scores exceeding a five-goal differential are to be entered with only the five-goal differential. For example, if the score is 8 – 1, enter it as 6 – 1.

Login to the control panel on our website and go to Schedule & Results; select the game, enter the results and select Update. This can also be done from your mobile phone by logging into www.woolwichwild.com.

Viewing Local League standings

Local League standings can be viewed through a link on the team's website at www.woolwichwild.com.

U9 to U18 Rep teams and game results

Rep team Managers are required to enter game results on the Woolwich Wild website within 24 hours of the game.

Viewing OWHL standings

OWHL standings can be viewed on the OWHA website under OWHL-Southern. These standings are automatically updated as the gamesheets are completed on the RAMP Gamesheet App.

Women's Senior Rep teams and game results

The Senior B Manager is required to enter game results on the Woolwich Wild website within 24 hours of the game.

Viewing SOWHL standings

SOWHL standings can be viewed on the OWHA website. However, these standings are not completely accurate due to a difference in how the SOWHL determines standings.

Tournaments

Woolwich teams are eligible to enter OWHA sanctioned tournaments. Tournaments listings can be found on the OWHA website at www.owha.on.ca. To be eligible to participate in a tournament outside Ontario, a team must obtain written permission from the OWHA. Please see the OWHA website for details.

How many tournaments can we enter?

- U9 to U22 Local League teams may enter two tournaments each season (in addition to the Jason Cripps tournament).
- U9 to Senior Rep teams may enter three tournaments each season (Provincial Championship excluded).

Additional tournaments

Any additional tournaments must be voted on by secret ballot:

- Only one parent per player, or player if 18 years or age or older, is allowed to vote.
- 100% of these voters must approve the additional tournament(s). (In other words, all players on the team must agree.)
- Teams may request a Board member run the vote and count the ballots.

Travel to events over 700km away

All excursions in excess of 700km from Elmira, Ontario must be voted on by the parent/adult player group utilizing a silent, written vote. You may request a member of the Board administer the vote. An 80% approval is required in order for the excursion to be approved and included in your Team Budget.

- Only one parent per player, or player if 18 years or age or older, is allowed to vote.
- 80% of these voters must approve the tournament. (In other words, 80% of the players on the team must agree.)
- Teams may request a Board member run the vote and count the ballots.

Any players that do not agree to the excursion will not be required to pay for a share of the tournament fee if they do not plan to attend the tournament. The cost of the tournament would then be shared by the players who agree to attend. Teams can use the pick-up player process to replace those players that do not attend as per the rules for pick-up players at tournaments.

Contact the Scheduler

Please notify the WGMHA Ice Scheduler immediately of any tournaments that you have been accepted into. There are deadlines for submitting tournament information to our Scheduler; these deadlines will be communicated to teams in the Fall. Any

tournaments will be reflected in our ice schedule and, if necessary, we will help you to reschedule any ice time.

Banners

Tournament and Championship banners won by a WGMHA team are considered the property of the WGMHA and are to be handed in to a member of the Board of Directors. Based on Woolwich Township policy, these banners will be displayed in our home arena(s).

Apparel

The Association colours will be predominately navy blue with red and white accents.

Every three years, the Woolwich Wild Board of Directors will select an approved supplier for spirit wear and teamwear (team uniform). See our Spirit Wear webpage for information regarding our current approved supplier. All teams are expected to use our approved supplier and only our approved supplier. Non-compliance with this policy will result in a loss of practice times and/or financial penalties payable to the Association.

Dress Code for Rep Teams

Teamwear is to be worn, by all players on the team, to all scheduled games. It is available for purchase from our approved supplier. All teams are expected to use our approved supplier and only our approved supplier. Non-compliance with this policy will result in a loss of practice times and/or financial penalties payable to the Association.

The mandatory teamwear for a rep team is as described below:

- **U9, U11, U13, U15 & U18**

Teams must select one of the following options. This will be at the discretion of the coach. All girls on the team are expected to wear the same teamwear.

1. Navy Windsuit (jacket and matching pants), or
2. Navy Windsuit Jacket with dark or khaki pants, or
3. Navy Soft Shell Jacket with Windsuit Pants, or
4. Navy Soft Shell Jacket with dark or khaki pants.

- **Senior**

Women playing on the Senior Rep team are encouraged to support the Association by wearing Woolwich Wild spirit wear to and from the arena.

The **Navy Windsuit (pants and jacket)** and **Navy Soft Shell Jacket** are as approved by the Board of Directors.

No teamwear, other than as described above, may be purchased for the team without prior approval from the Board of Directors.

APPENDIX



Ontario Women's Hockey Association Code of Conduct

This Code of Conduct identifies the standard of behavior which is expected of all Ontario Women's Hockey Association (OWHA) Members, including athletes, coaches, parents, directors, volunteers, staff, chaperones and others.

OWHA Teams, Associations, Programmes and Leagues are committed to providing a sport environment in which all individuals are treated with respect. Members of the OWHA shall conduct themselves at all times in a fair and responsible manner. Members shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment, abuse, bullying or cyber-bullying will not be tolerated by the OWHA.

During the course of all OWHA activities and events, members shall avoid behaviour which brings OWHA members or the sport of hockey into disrepute, including but not limited to abusive use of alcohol and non-medical use of drugs.

Members shall not use unlawful or unauthorized drugs/narcotics or performance enhancing drugs or methods.

Members of the OWHA shall not engage in activity or behaviour which endangers the safety of others.

OWHA members shall at all times adhere to the OWHA Team, Association, Programme and League operational policies and procedures, to rules governing the OWHA events and activities and to rules governing any competition in which the member participates on behalf of the OWHA.

Failure to comply with this Code of Conduct may result in disciplinary action, suspension or release from membership. Such action may result in the member losing the privileges that come with membership in the OWHA, including the opportunity to participate in OWHA activities.



Ontario Women's Hockey Association Code of Ethics

As a representative of female hockey, I support the Values, Mission and Code of Conduct of the Ontario Women's Hockey Association. It is an honour to work with others who share the desire to contribute to the positive growth and development of female hockey. I am pleased to support this document, thereby demonstrating my support for the high standards required by the volunteer role models for the players.

My commitment as a volunteer is to:

- recognize that positive communication is key to the success of the OWHA
- accept responsibility
- contribute to the best of my ability
- look at the big picture - supporting the advancement of female hockey throughout the entire Province of Ontario
- consider the "needs" and "desires" of every single player
- state my thoughts honestly and through proper channels
- refrain from participation on web site forums
- listen to other points of view with an open mind
- approach problems constructively, with a determined effort for a fair solution
- sincerely support majority decisions once they are made
- speak in a positive manner about the OWHA, its members, organizations and individuals involved and about female hockey in general
- deal with concerns internally and constructively
- speak positively about peers - if there are concerns, talk to the individual(s) concerned, not to others
- graciously share the credit when things go right
- remain humble
- share the blame and work towards a solution when things go wrong
- do my own job and support others who are doing their work
- always speak positively about female hockey
- declare a conflict of interest in appropriate cases, stepping aside from decisions
- refrain from swearing
- avoid public confrontations
- wear neutral or OWHA clothing when representing the OWHA
- refrain from cheering for a team when wearing OWHA clothing

- refrain from wearing OWHA identification/clothing when representing a team, league or association
- agree to screening as per the OWHA/Hockey Canada Harassment and Abuse Policies and Procedures
- take time to enjoy the game, and, most importantly, the people in the game.

Failure to comply with this Code of Ethics is considered to be a violation of the OWHA Code of Conduct.



Ontario Women's Hockey Association Social Networking Policy

SOCIAL NETWORKING is defined as communicating through on-line communities of people such as, but not limited to, Facebook, Twitter, You Tube, blogging, etc.

The Ontario Women's Hockey Association understands the importance of SOCIAL NETWORKING, however, it also allows for inappropriate unsupervised conduct which may be detrimental to the welfare of the OWHA, and the future of OWHA players.

The OWHA holds the entire OWHA community, including Executive Members, Managers, Coaches, Trainers, Players, Scouts, Support Staff, on/off-ice Officials and others who participate in SOCIAL NETWORKING to the same standards as it would with all other forms of media, including television, radio and print.

Inappropriate behaviour over SOCIAL NETWORKING media will not be tolerated and may result in disciplinary action being taken by the OWHA.