

Parent Handbook

Woolwich Girls Minor Hockey Association

2013 - 2014



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About Woolwich Wild

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

The Woolwich Girls Minor Hockey Association was founded in 2001. In its first four seasons, the association entered teams in the K-W Local League. 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.

Wild Rookie

Wild Rookies is a program for young girls age 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 against other rookie teams from neighbouring centres.

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 Novice to Intermediate (girls age 6 to 21).

The Woolwich Girls Minor Hockey Association competes in a league referred to as the K-W Local League. This league was formed so girls from our surrounding local area would have other teams to play against. The K-W Local League currently includes teams from: Kitchener, Waterloo, Ayr, Cambridge, Grand River (Centre Wellington - Elora/Fergus/Salem), Milverton, Stratford, Tavistock, Twin Centre (St. Clements/Wellesley), Wilmot (New Hamburg area) and Woolwich. In order to play in the K-W Local League, a player is not permitted to play on a Rep team with any Association (girls and/or boys).

Rep Hockey

In 2005, Woolwich began entering teams in the Southwestern Girls Hockey League (SWGHL) which is a more competitive (representative) level of play. SWGHL has since amalgamated with other leagues in Ontario and is now called the Lower Lakes Female Hockey League (LLFHL). Woolwich Wild rep girls have earned a spot in the Provincial

Championships almost every year since then and have brought home at least one Provincial banner every year.

Tryouts for Rep teams are held each year starting in early September. Check our website, www.woolwichwild.com, for the tryout schedule.

Important Contacts

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

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

Lower Lakes Female Hockey League (LLFHL) www.llfhl.ca

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 Skate 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 Skate

Any Woolwich player wishing to attend tryouts or practice with a team from another Association must first be registered with the WGMHA and, then request Permission to Skate from the WGMHA. Permission to Skate forms are valid only for the specified period recorded on the form. A separate form is required for each team/association for which the player wishes to try out. **Please allow five (5) business days for this form to be processed.**

Releases

Players wishing to move from Woolwich to a team in another Association must request a Release from the WGMHA, in writing. Releases are evaluated by members of the WGMHA Executive. 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.**

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 hockey gear, along with a mouth guard, is required. Players will not be permitted on the ice if they are not wearing all required protective gear, including properly fastened CSA approved helmets and facemasks, mouth guards and BNQ approved throat protectors.

Are there colour requirements for the equipment?

Red helmets (with the exception of 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).
 - Each fall there is typically a mouth guard clinic offered at RIM Park where you can purchase custom fitted mouth guards at cost. Watch our website for information on the date of this clinic.
 - This is a WGMHA requirement.
- 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
 - Mandatory for rep team players; optional for Local League players.
 - Woolwich Wild hockey socks can be obtained through your team manager.
- Hockey Skates
- Laces
- Name Bar
 - Mandatory for rep team players; optional for Local League players.
 - Woolwich Wild name bars can be obtained through your team manager.
- Skate Guards *
- Water bottle *

**Optional*

Team Staff

Head Coaches are selected by the Executive. The Head Coach may choose the team staff, subject to approval by the Executive. Typically, a team will have the following team staff members:

- Head Coach,
- Assistant Coach,
- Assistant Coach,
- Trainer, and
- Manager.

In order to be permitted on the bench and/or ice, team staff must:

- meet the minimum certification requirements,
- have a valid police check, and
- be listed on the team roster.

Female staff

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

The trainer must be a female and we strongly encourage teams to include other female staff members whenever qualified candidates are available.

On-Ice Helpers

Head Coaches may also appoint On-Ice Helpers. These helpers must be:

- be 14 years of age or older, and
- if under 18 years of age, be at least 2 years older than the players on the team, and
- be a registered player or rostered team staff member with a hockey association affiliated with Hockey Canada, and
- if 18 years of age or older, have a valid police check.

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.

Volunteers that are not a registered player or rostered team staff member with a hockey association affiliated with Hockey Canada can instead become a team staff member and be rostered with the team.

On-Ice Helpers are not permitted on the bench during games. On-Ice Helpers, under the age of 16, must wear a properly fastened CSA approved helmet and face mask when attending practices.

The Executive must approve all On-Ice Helpers

On-Ice Helpers may be interested in taking the Speak Out course or the online Respect in Sport course.

Parent Representative

Each team should 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 should wait 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 Convenor.
- The Convenor will then try to resolve the issue. If it cannot be resolved, it will then be taken to the Executive.

General Policies and Procedures

Parent Meeting

Each team will have a Parent Meeting at the start of the season. At this meeting, the Head Coach will:

- introduce team staff,
- discuss the role of Parent Representative and elect a non-team staff member for the role,
- for rep teams, discuss the role of team Statistician and obtain a volunteer for the role if required, and
- discuss various items pertaining to the operation of the team (such as team goals, tournaments, games and practices).

It is important that at least one parent or guardian attend this meeting.

Use of the Internet by Players, Parents and Team Staff

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

Use of FaceBook, MSN, e-mail or any other electronic communication in a negative manner will not be tolerated. Evidence of any such communications should be

provided to the Executive. 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.

Alcohol and Illegal Substances

At no time shall team staff and/or a player have in their possession or be under the influence of any alcohol or illegal substance while on the property of any sport facility their team is attending for a game, practice or team function.

The Woolwich Girls Minor Hockey Association will be very strict with this policy. It is the responsibility of the team staff to ensure that this policy is followed for both the staff and players.

Dressing Room Policy

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)
Rookie & Novice	Yes	Yes	Yes, if accompanied by parent	Yes, if helping sister to dress; otherwise, no.
Atom	Yes – 15 minutes prior to ice time	Yes	Females (any age) and males (4 & under), if accompanied by parent	Female – Yes if helping sister to dress; otherwise no. Male - No
Peewee, Bantam, Midget & Intermediate	No – May tie skates in hall	Not typically required - unless assisting team staff with respect to the 'two-deep rule'.	No	No

1. Only rostered team staff, parents & legal guardians are permitted in the dressing room.
2. As per Hockey Canada rules, and for the safety and protection of both players and team staff:
 - Players under 18 years old should be supervised at all times;
 - Two adults must be present in the dressing room (two-deep rule) at all times:
 - Two adult females if players are changing;
 - Two adults if players are dressed; AND
 - **At least one of these two adults must be a team staff member (i.e. a team staff member must be present in the dressing room at all times).**
3. For Rookie and Novice teams, parents/legal guardians (both male and female) are permitted in the dressing room to help their daughter change.

4. For Rookie, Novice and Atom aged players only; an older sibling may assist in the dressing room if the parent is not available, provided they are at least 12 years of age.
5. For Atom, mothers and female legal guardians are permitted in the dressing room to help their daughter change. All girls must be dressed 15 minutes prior to ice-time. Male parents/legal guardians may enter the dressing room 15 minutes before ice-time in order to tie skates and check equipment.
6. For Peewee, Bantam, Midget and Intermediate, parents/legal guardians typically do not need to be in the dressing room as the girls are at an age where they can change themselves. Male parents/legal guardians may tie skates outside of the dressing room if needed.
7. Male rostered team staff, who are not a parent or legal guardian, should 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 should be fully dressed in their hockey equipment at these times and a female adult should be present.
8. Any player arriving late may have to wait until the coaches finish their pre-game discussion before they start getting dressed.
9. 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 should be done away from the dressing room at a separate time. See the *Parent Representative* section of this Handbook for more information on dealing with issues or concerns.
10. Cameras, iPods and cell phones/smart phones with cameras are not permitted in the dressing rooms while players are changing.

Team Website

Each team will have its own website within the Woolwich Wild website. Here you can find team news, the player roster, the team schedule, game results and the team calendar.

To access your team's website, go to www.woolwichwild.com then, click on your team on the left-hand side of the Home page.

Automated email or text messages

You can get email or text messages sent to you with information such as schedule updates, events, and team and Association news.

To subscribe, go to the bottom left side of the Home page. In the box called 'Manage Subscriptions' click on either email or text messages. You will want to subscribe to the Organization News Articles and Events. You should 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.

Syncing 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 the Microsoft Outlook®, Google Calendar™ and iCal™ programs, and Apple iPhone™ devices to import and combine the team schedule with your existing calendar. This is a 'feed' and not a 'file', so information changed on the website will automatically update your calendar.

Calendars can be synced to your Blackberry using a Yahoo account and a Blackberry app called *Yahoo Calendar Sync*. You will need to purchase the *Yahoo Calendar Sync* app from the Blackberry App store for approximately \$3.99, then setup a Yahoo account at www.yahoo.ca. From your team calendar click on subscribe and follow Step #1 to get the webcal address. Use the webcal address to subscribe to the team calendar on Yahoo's calendar. Finally, open the *Yahoo Calendar Sync* app on your Blackberry and follow the instructions to sync your new Yahoo account's calendar to your Blackberry.

For full information with respect to syncing your calendar, please click on Team Calendar on the team website, then click on the 'Subscribe' button at the top of the calendar. This will take you to an information page that explains the process.

Schedules

Where to find schedules

The schedules for all teams can be found on our website at www.woolwichwild.com. Select your team on the Home page and then select 'Team Calendar' in the left-hand column of the team's page.

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.

Two people per game must be assigned and must be educated on their duties and their responsibility for enforcing the game curfew policy. One person is responsible for the time clock and the other will be responsible for the game sheet.

Timekeepers must take the game sheet to the Referee's room immediately following the game. Once the referees have signed the game sheet and added any comments, the timekeeper should return the game sheet to the home team's Head Coach or Manager.

Game Sheets

It is important that game sheets are completed and filed correctly. The instructions are slightly different for Local League vs. Rep teams; please see the applicable sample game sheets, in the Appendix of this document, for instructions.

Online Game Results and Standings

Viewing Local League standings

Parents can view Local League standings from the team's website at www.woolwichwild.com.

Viewing Rep team (LLFHL) standings

Parents can view LLFHL standings at www.llfhl.ca/stats.html.

Tournaments

- Local League teams may enter one tournament each season in addition to the Jason Cripps tournament held in Kitchener between Christmas and New Years.
- Rep teams may enter three tournaments each season (Provincial Championship excluded).

Any additional tournaments must be voted on by secret ballot with 100% agreement of the participating players' parent or legal guardian.

Apparel

Woolwich Wild clothing is available on picture day. Our suppliers will have sample products and be taking orders at that time.

Teams can also place special orders; please contact your team Manager for details.

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.

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.

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

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 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.

Sample Local League Game Sheet

a) Label with jersey numbers and player names (no signatures required).
Proper names; no nicknames.

b) Goalies


- Indicate the goalie with a 'G'.

c) Pick-up players

- Indicate pick-up players by writing 'PU' beside their name.

d) Suspended players

- Indicate number of games served of total games suspended (i.e. 1 of 2).



**ONTARIO WOMEN'S HOCKEY ASSOCIATION
OF
LL GAME SHEET**

Home: 1 Team # 2 Final Score 3
 Visitor: Team #

Date: 5 Time: 5 am / pm Length of Game:
 League Category: 7 1st Period: Stop
 Tournament: 6 Game #: 8 2nd Period: 4 - Stop
 Exhibition: Arena: 9 3rd Period: Stop
 Other: 10 Overtime: Stop

Home Team Scoring					Visiting Team Scoring				
No.	Per.	Time	Sc.	Assist(s)	No.	Per.	Time	Sc.	Assist(s)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				

Shots on Goal - Home					Shots on Goal - Visitors				
1st	2nd	3rd	OT	Total	1st	2nd	3rd	OT	Total

Official Scorer (Please Print) _____ Phone # _____
 13

HOME TEAM PENALTIES							VISITING TEAM PENALTIES						
ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY													
Per.	No.	Offence	Min.	Off	Start	On	Per.	No.	Offence	Min.	Off	Start	On

Game Officials (Name, Position, Signature) _____
 11

Forward this Game Sheet without delay to: 1-866-341-5576 12.

OWHA Values
 Integrity & Honesty
 Good Citizenship
 Excellence
 Fair Play
 Equity
 Fun

OWHA Fax: (905) 262-0499 www.owha.on.ca

Home: Yellow Copy Visitor: Pink Copy

a) Label with jersey numbers and player names (no signatures required).
Proper names; no nick names.

b) Goalies

- Indicate the goalie with a 'G'.

c) Pick-up players

- Indicate pick-up players by writing 'PU' beside their name.

d) Suspended players

- Indicate number of games served of total games suspended (i.e. 1 of 2).

e) Team staff names and signatures required.

<ol style="list-style-type: none"> Association name and team (e.g. Woolwich Novice #1, Woolwich Midget) OWHA Team Number (found on team roster). Score entered legibly at completion of game. Indicate the length of each period; 10 – 10 – 12 for LL games. 	<ol style="list-style-type: none"> Game date and start time; circle AM or PM. Place X in the appropriate box. LL (Local League). Not required for LL. Name of arena. 	<ol style="list-style-type: none"> Print curfew time here and both teams must initial. All officials must print their name, and provide signature and certification number. Not applicable to LL. Name of official scorer and/or timekeeper with contact phone number.
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WHITE COPY – To WGMHA Office Mailbox YELLOW COPY – To Home Team Manager PINK COPY – To Visiting Team

Team Staff Handbook

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September 2013

Sample Rep League Game Sheet

POS. # HOME TEAM SIGNATURE

a) Use LLFHL official labels from ITS for roster. Homemade labels are not permitted.

b) Correct jersey numbers if required.

c) Pick-up players

- Indicate pick-up players by writing 'PU' beside their name.

d) All players and team staff must sign.

e) Suspended players

- Indicate number of games served of total games suspended (i.e. 1 of 2).

Trainer
Coach
Staff
Staff
Staff

ONTARIO WOMEN'S HOCKEY ASSOCIATION OF IL GAME SHEET

Home: 1 Team # 2 Final Score 3
 Visitor: Team #

Date: 5 Time: 5 am / pm Length of Game
 League Category: 7 1st Period Stop
 Tournament 6 Game #: 8 2nd Period 4 Stop
 Exhibition Arena: 9 3rd Period Stop
 Other 10 Overtime Stop

Home Team Scoring					Visiting Team Scoring				
No.	Per.	Time	Sc.	Assist(s)	No.	Per.	Time	Sc.	Assist(s)
1					1				
2					2				
3					3				
4					4				
5					5				
6					6				
7					7				
8					8				
9					9				
10					10				
11					11				
12					12				

Shots on Goal - Home					Shots on Goal - Visiting				
1st	2nd	3rd	OT	Total	1st	2nd	3rd	OT	Total

Official Scorer (Please Print) 13 Phone #

POS. # VISITING TEAM SIGNATURE

a) Use LLFHL official labels from ITS for roster. Homemade labels are not permitted.

b) Correct jersey numbers if required.

c) Pick-up players

- Indicate pick-up players by writing 'PU' beside their name.

d) All players and team staff must sign.

e) Suspended players

- Indicate number of games served of total games suspended (i.e. 1 of 2).

Coach
Trainer
Staff
Staff
Staff

HOME TEAM PENALTIES

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY.

Per.	No.	Offence	Min.	Off	Start	On

VISITING TEAM PENALTIES

ALL PENALTIES BELOW MUST HAVE ALL TIMES LISTED CORRECTLY FOR ABOVE TEAM ONLY.

Per.	No.	Offence	Min.	Off	Start	On

* All game sheets for registered competitive teams must record the OWHHA TEAM NUMBERS and be signed by all team members, prior to participating in a game (OWHHA Rule One (f)).

* Please use Penalty Codes as detailed on Reverse Side.

* All Officials must sign the game Report.

* On Ice officials must be currently certified & insured through Hockey Canada.

Forward this Game Sheet without delay to: 1-866-341-5576 12.

OWHHA Values
 Integrity & Honesty
 Good Citizenship
 Excellence
 Fair Play
 Equity
 Fun

OWHHA Fax: (905) 282-0499 www.owhha.on.ca

Game Official (Please Print) Signature OWHHA

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Home: Yellow Copy Visitor: Pink Copy

- Association name
- OWHHA Team Number (needed for Form A).
- Score entered legibly at completion of game.
- Indicate the length of each period; refer to LLFHL Rules & Regulations (10-10-12, 12-15-15).
- Game date and start time; circle AM or PM.
- Place X in the appropriate box.
- Eg. Pee wee B, Atom C
- Game number from LLFHL schedule.
- Name of arena.
- Print curfew time here and both teams must initial.
- All officials must print their name, and provide signature and certification number.
12. Scan and email to admin@llfhl.ca
13. Name of official scorer and/or timekeeper with contact phone number.

WHITE COPY – To WGMHA Office Mailbox **YELLOW COPY – To Home Team Manager** **PINK COPY – To Visiting Team**