

# Team Staff Handbook

Woolwich Girls Minor Hockey Association

## 2013-2014



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## Overview

Please ensure the entire team staff is familiar with this Handbook. The Woolwich Girls Minor Hockey Constitution must also be reviewed and followed; it can be found on our website. Both the Team Staff Handbook and the Constitution are to be read in conjunction with each other. If there is duplication, the most stringent rule will apply.

For Rep teams, team staff should also refer to the Lower Lakes Female Hockey League (LLFHL) Managers Guide and other rules and regulations published by the LLFHL. These documents are available on their website at [www.llfhl.ca](http://www.llfhl.ca). In case of a conflict between the two, the LLFHL rules and regulations will apply.

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

Tryouts for Rep teams are held each year starting in early September.

## Important Contacts

### 2013 – 2014 Executive

Position	Name	Phone	Email
President	Tammy Willms	519-669-2551	<a href="mailto:twillms@sympatico.ca">twillms@sympatico.ca</a>
Vice-President, OWHA & LLFHL Liaison, & Re-Categorization Officer	Rhonda Burkholder	519-669-1107	<a href="mailto:rhondaburkholder@rogers.com">rhondaburkholder@rogers.com</a>
Past-President	Angie Tuffnail	519-699-4325	<a href="mailto:abtuffnail@rogers.com">abtuffnail@rogers.com</a>
Secretary	Cathy Bisbee	519-669-2713	<a href="mailto:cbisbee@gto.net">cbisbee@gto.net</a>
Treasurer	Jay Church	519-699-9309	<a href="mailto:jtchurch@rogers.com">jtchurch@rogers.com</a>
Registrar	Melissa Harnock	519-669-0629	<a href="mailto:woolwich.wild.registrar@gmail.com">woolwich.wild.registrar@gmail.com</a>
Ice Scheduler & KMHA Local League Liaison	Jacinta Faries	519-669-8625 (H) 519-577-9104 (C)	<a href="mailto:jfaries@rogers.com">jfaries@rogers.com</a>
Team Administrator	Karen Wilkie	519-664-2503	<a href="mailto:karenwilkie@rogers.com">karenwilkie@rogers.com</a>
Equipment Manager	Theresa Church	519-699-9309	<a href="mailto:jtchurch@rogers.com">jtchurch@rogers.com</a>
Webmaster	Brooks Campbell	519-669-3238	<a href="mailto:brooks@thecampbells.me">brooks@thecampbells.me</a>
Coaching Convenor	Shawn Brubacher	519-669-5449	<a href="mailto:sbrubacher@rogers.com">sbrubacher@rogers.com</a>
Fundraising & Sponsorship	Meg Bauman	519-669-2230	<a href="mailto:meg.bauman@uwaterloo.ca">meg.bauman@uwaterloo.ca</a>
Member-at-Large	Gary Lesage	519-749-0833	<a href="mailto:lesages@rogers.com">lesages@rogers.com</a>
Member-at-Large	Kevin Schmitt	519-669-1608	<a href="mailto:k-lschmitt@rogers.com">k-lschmitt@rogers.com</a>
Member-at-Large	Rebecca Veitch	519-210-0270	<a href="mailto:veitchrebecca@yahoo.ca">veitchrebecca@yahoo.ca</a>

### Referee Emergency Contacts

Emergency contact for the Elmira & District Hockey Referee Association is:  
Mark Trimble (President & Assignor/Scheduler) 519-616-1906

### 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

### Preferred Suppliers for Apparel

JSW Sales                      Jeremy Weber                      [jsw\\_sales@me.com](mailto:jsw_sales@me.com)

The Sports Link Inc.        Steve Chapman                      [stevec@sportslink.on.ca](mailto:stevec@sportslink.on.ca)

## Websites

Woolwich Wild Website

[www.woolwichwild.com](http://www.woolwichwild.com)

Ontario Women's Hockey Association (OWHA)

[www.owha.on.ca](http://www.owha.on.ca)

Kitchener Minor Hockey Association (KMHA)

[www.kitchenerminorhockey.com](http://www.kitchenerminorhockey.com)

Lower Lakes Female Hockey League (LLFHL)

[www.llfhl.ca](http://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 a custom fitted mouth guards can be purchased 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.
  - Rep teams - Woolwich Wild hockey socks can be obtained through one of our preferred suppliers.

- Local League teams – Woolwich Wild hockey socks will be made available to teams through the Association. Watch for information regarding this.
- Hockey Skates
- Laces
- Name Bar
  - Mandatory for rep team players; optional for Local League players.
  - Woolwich Wild name bars will be made available to teams through the Association. Watch for information regarding this.
- Skate Guards \*
- Water bottle \*

*\*Optional*

## Team Staff

Head Coaches are selected by the Executive. Once selected, the Head Coach may choose the team staff, subject to approval by the Executive. Each team may have five rostered team staff members. Typically the team staff would be:

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

**If the Manager will not be going on the bench or ice during the season, they do not need to be rostered.** This allows for a different person, such as an Assistant Trainer, to be rostered instead.

**If more than five rostered staff are required,** the team must pay the OWHA insurance cost for any additional staff member(s). For 2013/14, the cost is \$47.50 per staff member. Any request for additional staff members should be made to the Team Administrator.

Head Coaches must be age 18 or older; Assistant Coaches and full-time staff must be age 16 or older.

The Executive must approve all team staff. The Head Coach must forward the team staff member names, positions and certification to the Team Administrator by the date communicated.

**In order to be a team staff member, they must:**

- meet the minimum certification requirements listed in the *Team Staff Certification Requirements* table in the Appendix, and
- have a valid police check.

**In order to be permitted on the bench, a team staff member must 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 14 years of age or older,
- if under 18 years of age, be at least 2 years older than the players on the team,
- 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.

The Executive must approve all On-Ice Helpers

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

## Police Check and Criminal Offence Declaration

All team staff, and On-Ice Helpers age 18 and over, must have a police check (Vulnerable Sector Records Check) **every three years**. Forms are available at any police station. Volunteers with the Woolwich Girls Minor Hockey Association are entitled to a discounted fee of \$10 for this police check. A letter which states you are a volunteer is available on our website and should be submitted when the police check is requested.

Once obtained, the validated Vulnerable Sector Records Check form must be shown to the Team Administrator or Coaching Convenor who will confirm it is acceptable and record the date. The Team Staff member/On-Ice Helper keeps the actual paperwork, we do not retain it.

All team staff, and On-Ice Helpers 18 years of age or over, must also complete and sign an OWHA Criminal Offence Declaration form at the start of every season. The completed form must be submitted to the Team Administrator who will confirm it is acceptable.

**If the police check and OWHA Criminal Offence Declaration are not provided to us by October 1<sup>st</sup> for rep teams or November 1<sup>st</sup> for local league teams, the applicable team staff member is not permitted on the bench or the ice until the requirement is met and approved by us.**

## Deadlines for Submitting Information

Below is a list of requirements/information that must be submitted to the Team Administrator by:

- **October 1<sup>st</sup> for rep teams, or**
- **November 1<sup>st</sup> for local league teams.**

**If any of these requirements are not provided to the Team Administrator by the above date, the applicable team staff member is not permitted on the bench or the ice until the requirement is met and approved by us.**

- Name, email and phone number for each team staff member, On-Ice Helper and, for rep teams, Team Statistician. Date of birth and address are also required for any staff who are new to our Association.
- For each rostered team staff member and team Manager we also require:
  - Speak Out/Respect in Sport certificate
  - Valid police check (Vulnerable Sector Records Check) or receipt from the police for a police check that is in progress.
  - A completed OWHA Criminal Offence Declaration
  - For trainers, Trainer Level 1 certificate
  - For coaches, the applicable coaching certificate and the OWHA certificate number.  
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 Team Administrator. The Team Administrator may then grant permission for the team staff member to continue on the bench or ice until the date of the course. That permission does not extend to any tournaments.
- For each On Ice-Helper we also require:
  - the name of the hockey association to which they are currently registered as a player or rostered as a team staff member, and
  - if 18 years of age or older:
    - A valid police check (Vulnerable Sector Records Check) or receipt from the police for a police check that is in progress, and
    - A completed OWHA Criminal Offence Declaration.

## Deadline for submitting receipts

Be sure to hang on to your course receipts. You can submit them to the Woolwich Wild Team Administrator and the Association will refund 50% of the cost once you are

**rostered** with the team. We will only process the refund if the receipts are submitted by December 31<sup>st</sup> 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 informed. This communication may be accomplished by email, newsletters and parent 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.
- Pick their teams to create fairness in numbers and applicable skill sets between teams. The Executive maintains the right to move players from one division to another to create teams for as many girls as possible.
- Support the decisions of the Executive and question Executive decisions privately; the same will be expected of the Executive 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

The trainer must be a female.

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 sign both sides of the game sheet.
- Collect medical information for all players and keep it confidential, but have it readily available if required in an emergency.



- Advise the Coaching Convenor 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 Convenor. *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 parents are assigned.
- Resources for the trainer:
  - The Hockey Canada Player Medical Information sheet can be found at: [www.hockeycanada.ca/index.php/ci\\_id/7702](http://www.hockeycanada.ca/index.php/ci_id/7702)
  - OWHA Hockey Canada Injury Report forms can be found on the OWHA website at: [www.owha.on.ca/forms\\_policies.asp](http://www.owha.on.ca/forms_policies.asp)
  - Player/team injury logs can be found on the Hockey Canada website at: [www.hockeycanada.ca/index.php/ci\\_id/60945](http://www.hockeycanada.ca/index.php/ci_id/60945)
  - Concussion information and SCAT (Sport Concussion Assessment Tool) Cards can be found at: [www.thinkfirst.ca](http://www.thinkfirst.ca)

## 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 know how to access the team page on our website in order to view the game and practice schedule for the team, in addition to team news, events, etc..

Managers must:

- Ensure all league rules, regulations and policies are adhered to for the league in which your team is playing.
- Complete and circulate a Parent Information Sheet to all team members and team staff. This document should contain player names, parent names, contact names, phone numbers and email addresses.
- Ensure parents/legal guardians complete the Woolwich Wild Picture and Name Authorization form. This form must be placed in the WGMHA Office mailbox once complete. If any parents do not wish to give their approval, please indicate this along with the player's name(s) on the form.
- Maintain and update the Team page on our website. This task can be assigned to or shared with a parent for the season.
- Create and communicate a plan (and schedule, if appropriate) for timekeeping at home games.
- Report game results promptly according to league rules and regulations. (For rep teams, the team must appoint a **Team Statistician** to this role. This can be the

team Manager, another team staff member or a parent volunteer. The Team Statistician will be the only person with ITSportsnet access.)

- Ensure game sheets are properly completed, contain all necessary details (game date, time, teams, and curfew information) and are signed by all players (Rep teams only) and team staff before the game and by the referees after the game.
- Manage team budget and finances – with a team bank account and dual signing authority (Rep teams only).
- Submit weekly updates of each game to the local newspapers. This task can be assigned to a parent to perform for the season.
  - Elmira Independent – send email to [sports@elmiraindependent.com](mailto:sports@elmiraindependent.com)
  - Woolwich Observer – submit scores online at <http://observerxtra.com/2/contact/submit-sports-scores/>

### **OWHA roster**

- When you receive your first copy of the team roster (called a team waiver before it is approved), please ensure all players and staff are listed correctly. Check the spelling of all names and have players/parents check the birthdates and team staff check their numbers. Report any issues to your Team Administrator.
- Managers must ensure all players and team staff sign the team roster and submit the roster to the Association by the date communicated.
- Managers must ensure the approved roster is available at all games and tournaments.

### **Managers' Best Practices**

- Managers should maintain a team binder and take it to all games and practices.
  - This binder should contain items such as: Team Staff Handbook, a current Practice and Game Schedule, Parent Information sheet, approved Team Roster, game sheets.
- If you have handouts for the team, the player name should be on each handout to ensure everyone receives a copy.

### **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.
- 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 Team Administrator.

## **General Team Staff Responsibilities**

### **Parent Meeting**

At the start of the season, the team staff must hold a face-to-face parent meeting to introduce themselves and their team staff. This meeting can be run either by the Head Coach or Manager. See the *General Policies and Procedures* section of this Handbook for the items which must be covered in the meeting.

### **Communication**

The team staff should come to an agreement as to the channels of communication. For example, will updates and changes be done via email, the Team website or paper copies handed out to the team. Parents should be informed of the preferred communication method. If there is a last minute change to the schedule, the preferred communication method should be used and parents should confirm they have received the notification. Anyone who does not confirm receipt of the change should be called directly.

### **Team Website**

Each team will have its own website within the Woolwich Wild website. This is used to communicate team information to parents. Here you can communicate team news, the player roster, the team schedule, game results and the team calendar. You can also have picture galleries, provide game summaries and communicate team events. The amount of content on the team website should 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. This person's name and email address should be emailed to [webmaster@woolwichwild.com](mailto:webmaster@woolwichwild.com) in order to obtain a login id and initial password. A Team Webmaster Manual will be sent to each team Manager and provides detailed instructions on how to use and update the website. If you have any questions, you should direct them to [webmaster@woolwichwild.com](mailto:webmaster@woolwichwild.com).

## **Team Mailbox**

Each team has a mailbox at the Woolwich Memorial Centre (in the corridor beside the Dan Snyder Arena). This mailbox should be checked weekly.

## **Dressing room keys**

A team staff member should be at the arena to pick-up the dressing room keys at least 30 minutes prior to the game or practice time. The dressing room should be locked during the game or practice and the Head Coach should assign someone to be responsible for the key during that time.

## **Checking the dressing room**

A team staff member should inspect the dressing room before and after every game and practice and report any issues to the arena staff.

## **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 Manager 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 Manager immediately.

The jerseys are to be worn for games only. They are not to be altered in any way. Please clean the jerseys on a regular basis and keep the jerseys together in their carry bag. Individual players may not carry their own jersey.

## **Additional training equipment**

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

### **Deposit required**

Each Head Coach is required to leave a post-dated (April 15<sup>th</sup> of the following year) deposit cheque for \$1,000 with the Equipment Manager when they pick up their team's equipment. This cheque will be held for the season and will be returned when the equipment is returned.

### **Returning the equipment**

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

# General Policies and Procedures

## Parent Meeting

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

- 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.
- 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 (see Appendix).
- Set goals for the team.
- Discuss and complete the Parent Information sheet – have parents add their information so it can be circulated to everyone as soon as possible.
- Discuss and complete the Woolwich Wild Picture and Name Authorization form – have parents complete this form so it can be submitted to the WGMHA as soon as possible.
- Discuss arrival times for games and practices.
- Explain Ice and Dressing Room Policies.
- Discuss playing time philosophies for the team and the WGMHA policies.
- The trainer should discuss any trainer related items such as:
  - Emergency action plan,
  - Hockey Canada Medical Forms, and
  - Any allergies so all players and parents are aware.
- Discuss the methods of communication that will be used (e.g. Email, newsletters, additional parent meetings, etc.).
  - Explain the Woolwich Wild and team websites.
  - Explain how they will obtain updated schedules and team results.
  - Local League – explain the new league website which provides league results and can be accessed from the team's home page.
  - Rep teams – explain LLHFL and ITSportsNet.
- For rep teams, discuss the role of the Team Statistician and obtain a volunteer for the role (unless this role is going to be handled by the team Manager).
- 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 – should be purchased on picture day or, for special orders, the Manager needs to obtain approval from the Executive and we recommend the items be purchased from one of our preferred suppliers.
- Discuss dress code (if applicable).

## **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.

# Ice and Dressing Room Policies

## 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)
<b>Rookie &amp; Novice</b>	Yes	Yes	Yes, if accompanied by parent	Yes, if helping sister to dress; otherwise, no.
<b>Atom</b>	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
<b>Peewee, Bantam, Midget &amp; Intermediate</b>	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.

## **Bench and Ice Policy**

1. Only rostered team staff are permitted on the bench at games.
2. Only the following people are permitted on the ice during practices:
  - players registered with WGMHA,
  - rostered team staff, and
  - On-Ice Helpers (see definition in the *Team Staff* section of this Handbook).
3. At least one member of the rostered team staff, 18 years of age or older, must be present on the ice or on the bench during practices with another adult present.
4. For games, at least one of the rostered team staff on the bench must be 18 years of age or older.

5. A registered trainer must be present, and have their first-aid kit, at all OWHA events; games, practices and dry land training.
6. 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 16, must wear 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.*
7. 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 Convenor 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](http://www.woolwichwild.com). Select the applicable team on the Home page and then select 'Team Calendar' in the left-hand column of the team's page.

## Automated email or text messages

The Woolwich Wild website ([www.woolwichwild.com](http://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 email or text messages with the information that is important to you.

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](http://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.

## Ice time returns

We **cannot** return ice back to the Township. It must be paid for regardless of whether we use it or not. Therefore, your team **must** use the ice time that is assigned to them.

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

You must notify the WGMHA Ice Scheduler, and the Local League Scheduler if applicable, immediately if:

- your team has negotiated an exchange of practice ice times with another team, or
- for Rep teams, you have negotiated a change in a home or away game.

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 Local League Scheduler immediately.

# Game Policies and Procedures

## General Game Policies

### Local League

- **Game lengths** – All Local League games are 10-10-12.
- **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.
- All games are **stop time**.
- For Novice, player changes will take place on a two minute stop time buzzer system until the date communicated by the league. At that point, changes will be on the fly as they are for all other divisions.

### Rep teams

The Lower Lakes Female Hockey League has published their rules and regulations (which include items such as game lengths, overtime and time outs) on their website at [www.llfhl.ca/forms.html](http://www.llfhl.ca/forms.html).

## Playing time policies

- **Goaltenders**
  - Where there is more than one goaltender on a team, a rotation philosophy should be discussed with the players and parents prior to the start of the season and in the event of changes to that rotation. For Rep teams, coaches should try to keep no greater than a 60/40 split during regular season play.
  - For Novice 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.
- **Local League teams - ALL players should 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.
- **Rep teams - ALL players should receive fair playing time; not missing more than two consecutive shifts** during a regular season game with the following exceptions:
  - injury, discipline or on a voluntary basis; and
  - the last **3** minutes of the game. The team philosophy for these last **3** minutes should be discussed with the players and parents prior to the start of the season and in the event of changes to that philosophy.
- It is the responsibility of the coaches at all levels to provide equal opportunity for players to improve and develop their skills.

- The WGMHA Constitution contains our policies regarding playing time.

## 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.

The process for picking up players is as follows:

- The team requiring the player(s) must first contact the Head Coach of the lending team.
- The Head Coach of the lending team is to:
  - Make a recommendation regarding which player he/she feels is most suitable;
  - Contact the player and parents to see if the player is available and willing;
  - Obtain the parent's permission; and
  - Contact the requesting coach to inform them who will be coming to the specified game.

Note: The initiating coach **must** have verbal or written permission from the Head Coach of the lending team.

## 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.
- Skaters can be called up from a lower division team three times within a year. In a particular game, a team can have up to five (5) pick-up players, to a maximum of the higher of either the roster limit or twelve (12) skaters.
- 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.
- Within the Novice division, 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.

## Rep teams

Please also refer to the Lower Lakes Female Hockey League (LLFHL) Managers Guide and other rules and regulations for Pick-Up Player policies ([www.llfhl.ca/forms.html](http://www.llfhl.ca/forms.html)).

## Game Curfew Policy

Woolwich Wild Girls Hockey has a curfew on all of our ice times. Each ice time is scheduled for 50 minutes, with the exception of Midget BB games which have 1 hour & 50 minutes). Here are the procedures that all teams should be following to enforce the curfew for games.

1. All game sheets must have the curfew marked down on the 'Other' line in the top section of the Game Sheet. **This curfew needs to be initialled by both teams.**
2. 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.
3. Coaches should remind the referees of the curfew when they come to shake your hands before the game.
4. 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.
5. 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.
6. Games are stop time so, when your curfew time is up, the game ends with whatever time is left on the clock.
7. 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.

## 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 teams, the WGMHA will pay the referee costs for two home ice exhibition games held before the start of the regular season. Any additional home game referee costs will be at the expense of the team and not the WGMHA.
- For Local League teams, the team must pay for any referee costs.
- Only 2 exhibition games are permitted after the start of the regular season.

## 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.) and should play at least 2 or 3 games.

## Referees

Please check the Referee's room at least 20 minutes prior to the game time to ensure both referees are present (if they are not already on the ice for a prior game). The referees are supposed to arrive approximately 30 minutes prior to the game time. See the *Important Contacts* section of this Handbook for the Referee emergency contact numbers.

## 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. For high school students, be sure to sign their volunteer hour sheet so they get credit for the time. If, for some reason, your scheduled timekeeper can't make it be sure to have a parent volunteer ready to go.

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.

The home team should complete their portion of the game sheet and give it to the visiting team at least 15 minutes prior to the scheduled game time.

## Local League

Stickers with player names and numbers and/or team staff names are permitted on the game sheets. The stickers must be on all copies and must not cover any other areas of the game sheet. Be sure to use the proper names that match the roster; do not use nicknames.



Suspended players must be listed on the game sheet. If this is forgotten, the player will be forced to sit the next game also and must be listed on that game sheet. Be sure to indicate the number of games suspended on the sheet (1 of 1, 1 of 3, 2 of 3, etc.).

For home games, once the referees have signed the game sheet, distribute copies of the game sheet as follows:

- White copy – place in the WGMHA ‘Office’ mailbox in the corridor beside the Dan Snyder Arena;
- Yellow copy – team Manager should retain this copy;
- Pink copy – give to the visiting team.

### **Suspensions - Local League**

After the game, it is important to go over the penalty minutes given on the game sheet. Make sure the Head Coach and WGMHA Local League Liaison are 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. The WGMHA Local League Liaison will advise the length of the suspension and the procedures to be followed once the K-W Local League has reviewed the incident. If you are unsure if a suspension exists, please refer to the OWHHA Handbook available at [www.OWHA.on.ca](http://www.OWHA.on.ca).

- Game sheets that show a GM, INS, AGG, GRM or MP are to be faxed or scanned and sent to the KMHA office.
  - Fax number is 519-579-7348.
  - Scanned copies to: [mike@kappelermasonry.com](mailto:mike@kappelermasonry.com), or [richmondmike9@gmail.com](mailto:richmondmike9@gmail.com), with a copy to the WGMHA Local League Liaison.

**All OWHHA suspensions to coaches will be doubled by the league. That is, one game suspensions will be two, two will be four, etc..**

### **Rep teams**

Please refer to the Lower Lakes Female Hockey League (LLFHL) Managers Guide and other rules and regulations for full game sheet instructions, and to the Discipline Policy & Procedures for suspensions ([www.llfhl.ca/forms.html](http://www.llfhl.ca/forms.html)).

## 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 or not the protest is valid.

### Rep teams

Please refer to the LLFHL Rules and Regulations ([www.llfhl.ca/forms.html](http://www.llfhl.ca/forms.html)) for information regarding Protests & Appeals within the LLFHL.

In addition to the rules set out by the LLFHL, **any game protests must be presented to the Coaching Convenor immediately after the game.** The Coaching Convenor, along with representatives from the Executive, will then assess the merits of the protest and determine whether or not 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.

## Online Game Results and Standings

### Local League and game results

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

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](http://www.woolwichwild.com). Please see the Team Webmaster Manual for further information.

### Viewing Local League standings

Parents can view Local League standings from the team's website at [www.woolwichwild.com](http://www.woolwichwild.com).

### Rep teams and game results

Rep Team Statisticians are required to enter game results using ITSportsNet ([www.itsportsnet.com/corp/login.php](http://www.itsportsnet.com/corp/login.php)). Please refer to the Lower Lakes Female Hockey League (LLFHL) Managers Guide and other rules and regulations for information on the use of this website ([www.llfhl.ca/forms.html](http://www.llfhl.ca/forms.html)).

### Viewing LLFHL standings

Parents can view LLFHL standings at [www.llfhl.ca/stats.html](http://www.llfhl.ca/stats.html).

## Tournaments

Woolwich teams are eligible to enter OWHA sanctioned tournaments. Tournaments listings can be found on the OWHA website at [www.owha.on.ca](http://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?

- Local League teams may enter one tournament each season (Jason Cripps tournament excluded).
- 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.

### Contact the Scheduler

Please notify the WGMHA Ice Scheduler, and LL Scheduler if applicable, 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.

## Apparel

Woolwich Wild clothing is available from our two preferred suppliers (see page 4 for contact information). These suppliers will be available at the arena on picture day with sample products and will be taking both team and parent orders at that time.

For team purchases, the team Manager may contact the preferred suppliers directly at any time. If you wish to place a special team order for an item not typically carried by our preferred suppliers, the following process should be followed:

- The team Manager must obtain approval from the WGMHA Executive for the item,
- The Woolwich Wild colours and logo must be used, and
- We recommend the items be purchased from one of our preferred suppliers. See the *Important Contacts* section of this Handbook for more information.

If the team decides to proceed on this basis, the team Manager should first approach a member of the WGMHA Executive in order to start the approval process.

# 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 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.

## Team Staff Certification Requirements

Minimum Certification Requirements				
Division	Coaches		Trainers	Managers
	The Head Coach must have the following; any additional staff must at least have Speak Out or Respect in Sport. At all games and practices, at least one team staff member must have the following coaching certifications.			
	Local League	Woolwich Wild Rep		
<b>Rookie</b>	<ul style="list-style-type: none"> <li>Speak Out or Respect in Sport; <b>and</b></li> <li>Hockey Canada Initiation Program (<b>preferred</b>),</li> <li>NCCP Coach Stream, or</li> <li>NCCP D1</li> </ul>	N/A	<ul style="list-style-type: none"> <li>HTCP Level 1; <b>and</b></li> <li>Speak Out or Respect in Sport</li> </ul>	<ul style="list-style-type: none"> <li>Speak Out, or</li> <li>Respect in Sport</li> </ul>
<b>Novice &amp; Atom</b>	<ul style="list-style-type: none"> <li>Speak Out or Respect in Sport; <b>and</b></li> <li>Hockey Canada Initiation Program (HCIP),</li> <li>NCCP Coach Stream, or</li> <li>NCCP D1</li> </ul>	<ul style="list-style-type: none"> <li>Speak Out or Respect in Sport; <b>and</b></li> <li>NCCP D1 (<b>preferred</b>),</li> <li>NCCP Coach Stream, or</li> <li>Hockey Canada Initiation Program (HCIP)</li> </ul>		
<b>Peewee, Bantam, Midget &amp; Intermediate</b>	<ul style="list-style-type: none"> <li>Speak Out or Respect in Sport; <b>and</b></li> <li>NCCP Coach Stream, or</li> <li>NCCP D1</li> </ul>	<ul style="list-style-type: none"> <li>Speak Out or Respect in Sport; <b>and</b></li> <li>NCCP D1 (<b>preferred</b>) or</li> <li>NCCP Coach Stream.</li> </ul>		

All team staff, and On-Ice Helpers age 18 and over, also require a Vulnerable Sector Records Check (police check) and a completed OWHA Criminal Offence Declaration.

# 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
				13					

Official Scorer (Please Print) \_\_\_\_\_ Phone # \_\_\_\_\_

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.

e) Team staff names and signatures required.

**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 (ii))


\* 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.**

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



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

Game Official (Name, First & Last)	Signature	OWHHA
11		

Home: Yellow Copy Visitor: Pink Copy

- |  |   |   |
|--|---|---|
| <p>1. Association name and team (e.g. Woolwich Novice #1, Woolwich Midget)</p> <p>2. OWHHA Team Number (found on team roster).</p> <p>3. Score entered legibly at completion of game.</p> <p>4. Indicate the length of each period; 10 – 10 – 12 for LL games.</p> | <p>5. Game date and start time; circle AM or PM.</p> <p>6. Place X in the appropriate box.</p> <p>7. LL (Local League).</p> <p>8. Not required for LL.</p> <p>9. Name of arena.</p> | <p>10. Print curfew time here and both teams must initial.</p> <p>11. All officials must print their name, and provide signature and certification number.</p> <p>12. Not applicable to LL.</p> <p>13. Name of official scorer and/or timekeeper with contact phone number.</p> |
|--|---|---|

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



# 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  
Capt.  
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  
Capt.  
Trainer  
Goalie  
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 (i)).

\* 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 Name) Signature OWHHA

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Home: Yellow Copy Visitor: Pink Copy

- |   |   |  |
|---|---|--|
| 1. Association name   | 5. Game date and start time; circle AM or PM.           | 11. All officials must print their name, and provide signature and certification number. |
| 2. OWHHA Team Number (needed for Form A).   | 6. Place X in the appropriate box.                      | 12. Scan and email to admin@llfhl.ca   |
| 3. Score entered legibly at completion of game.   | 7. E.g. Peewee B, Atom C                                | 13. Name of official scorer and/or timekeeper with contact phone number.                 |
| 4. Indicate the length of each period; refer to LLFHL Rules & Regulations (10-10-12, 12-15-15). | 8. Game number from LLFHL schedule.                     |  |
|   | 9. Name of arena.                                       |  |
|   | 10. Print curfew time here and both teams must initial. |  |
- WHITE COPY – To WGMHA Office Mailbox**      **YELLOW COPY – To Home Team Manager**      **PINK COPY – To Visiting Team**



## Woolwich Wild Picture and Name Authorization

TEAM: \_\_\_\_\_

Player #	Player Name	Parent/Legal Guardian Signature	Date Signed

By voluntarily signing above, I consent to the use of any photographs or game result write-ups containing the name of my daughter, on the WGMHA website, [www.woolwichwild.com](http://www.woolwichwild.com). I understand this consent may be withdrawn by me at any time, upon written notice.

*Managers – Please return this completed form to the WGMHA office.*



## Parent Information Sheet

### Woolwich *Girls* Minor Hockey Association

### 2013/14 \_\_\_\_\_

	Name		Parent Names	Home Phone	Cell Phone	Email address
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						