

# Team Staff Handbook

Woolwich Girls Minor Hockey Association

## 2017 - 2018



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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), Guelph, Milverton, Stratford, 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).

### **Girl's 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 girl's Rep teams are held each year starting May and continuing in September.

### **Women's Rep Hockey**

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

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

# Important Contacts

## 2016 – 2017 Executive

Position	Name	Phone	Email
President	Kevin Schmitt	519-669-1608	<a href="mailto:schmittk11@gmail.com">schmittk11@gmail.com</a>
Vice-President	Dan McIntyre	519-638-5807	<a href="mailto:d.mcintyre@netflash.net">d.mcintyre@netflash.net</a>
Secretary	Marylou Schwindt		<a href="mailto:mls45@hotmail.com">mls45@hotmail.com</a>
Treasurer	Rebecca Veitch	519-210-0270	<a href="mailto:veitchrebecca@yahoo.ca">veitchrebecca@yahoo.ca</a>
Registrar	Craig Martin	519-575-6342	<a href="mailto:craig@cribit.com">craig@cribit.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>
OWHA & LLFHL Liaison & Re-Categorization Officer	Brooks Campbell	519-669-3238	<a href="mailto:brooks@thecampbells.me">brooks@thecampbells.me</a>
Webmaster	Brooks Campbell	519-669-3238	<a href="mailto:brooks@thecampbells.me">brooks@thecampbells.me</a>
Equipment Manager	Nathan Woods	226-220-7996	<a href="mailto:nathanwoods16@yahoo.ca">nathanwoods16@yahoo.ca</a>
Coaching Committee			
	Shawn Brubacher	519-669-5449	<a href="mailto:brubachers4@gmail.com">brubachers4@gmail.com</a>
	Scott Hyatt	519-897-6021	<a href="mailto:s-hyatt@hotmail.com">s-hyatt@hotmail.com</a>
	Chris McMillan	519-206-0125	<a href="mailto:mcmillan@rogers.com">mcmillan@rogers.com</a>
Promotions Committee			
Sponsorship	Clinton Rayfield	519-210-0377	<a href="mailto:clinton.rayfield@yahoo.ca">clinton.rayfield@yahoo.ca</a>
Spirit Wear	Tricia Cronin		<a href="mailto:triciacronin@hotmail.com">triciacronin@hotmail.com</a>
Photos	Sharon Keen		<a href="mailto:sharonkeen2@sympatico.ca">sharonkeen2@sympatico.ca</a>
Cash Calendars	Suzanne Hyatt	519-400-9764	<a href="mailto:suzannehyatt@hotmail.com">suzannehyatt@hotmail.com</a>
Player Development/Well-Being Committee			
Goalie Development	Darren Chapman	519-573-6591	<a href="mailto:dchapman01@me.com">dchapman01@me.com</a>
Concussion Management	Kim Wiseman	519-669-9514	<a href="mailto:kim1@golden.net">kim1@golden.net</a>

## Referee Emergency Contacts

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

Tyler Crawford	Assignor/Scheduler	519-505-2876
Morgan MacPhee	President	519-500-8625



## Local Arenas

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

- Dan Snyder Arena
- Jim McLeod Arena

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

## Spirit Wear & Team Apparel Supplier

PK Sportswear is our only supplier.

Contact:	Jeremy Weber	<a href="mailto:jeremy@pksportswear.ca">jeremy@pksportswear.ca</a>
	15 Park Avenue East	
	Elmira, ON	
	(519) 580 8910	

## Websites

Woolwich Wild Website	<a href="http://www.woolwichwild.com">www.woolwichwild.com</a>
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Ontario Women's Hockey Association (OWHA)	<a href="http://www.owha.on.ca">www.owha.on.ca</a>
Kitchener Minor Hockey Association (KMHA)	<a href="http://www.kitchenerminorhockey.com">www.kitchenerminorhockey.com</a>
Lower Lakes Female Hockey League (LLFHL)	<a href="http://www.llfhl.ca">www.llfhl.ca</a>

# 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 guard 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
  - Woolwich Wild hockey socks are mandatory for rep team players; optional for Local League players.
  - Woolwich Wild hockey socks can be ordered individually or for a team from our spirit wear supplier, PK Sportswear. See our website for order forms.

- ☐ 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 2017/18, the cost is \$47.50 per staff member. Any request for additional staff members should be made to the Coaching Convenor.

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/Manager must forward the team staff member names, positions and certification to the Coaching Convenor 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,
- have a valid Police Vulnerable Sector Check, and
- complete the online team application form, including the Criminal Offence Declaration.

**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.

We strongly encourage teams to include 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 Vulnerable Sector 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 be interested in taking the online Respect in Sport Activity Leader course.

On-Ice Helpers, under the age of 18, **must wear a full hockey equipment** including a properly fastened CSA approved helmet and face mask. This is mandatory and required by our insurer.

## Police Check and Criminal Offence Declaration

All team staff, and On-Ice Helpers age 18 and over, must have a Police Vulnerable Sector 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 Police Vulnerable Sector Check form must be shown to the Coaching Convenor who will confirm it is acceptable and record the date. The

police check must have been completed within the 6 months prior to submission or a new, updated police check will be required. 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 the OWHA Criminal Offence Declaration at the start of every season. This can be done by completing the online team staff application form. Another option is to complete a hard copy of the OWHA Criminal Offence Declaration and submit it to the Coaching Convenor who will confirm it is acceptable.

**If the Police Vulnerable Record 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 Coaching Convenor 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 Coaching Convenor 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.**

- **All team staff and on-ice helpers must complete the online Team Staff Application Form (see our website.... [www.woolwichwild.com](http://www.woolwichwild.com)).** This form provides us with most of the information listed below.
- Name, email and phone number for each team staff member, On-Ice Helper and, for rep teams, Team Statistician.
- Date of birth and address for any team staff member who is new to our Association.
- For each rostered team staff member and team Manager we also require:
  - Speak Out/Respect in Sport Activity Leader certificate
  - Valid Police Vulnerable Sector 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, the OWHA certificate number and expiry date.

If the required coaching course is not available until after the submission date, proof of registration in the applicable course and the date of that

course must be provided to the Coaching Convenor. The Coaching Convenor 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 Vulnerable Sector 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 Coaching Convenor 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/adult players informed. This communication may be accomplished by email, texts, newsletters and meetings. The Head Coach and Manager may work together to divide these responsibilities as they wish.

All coaches must:

- Coach with the idea of teaching skills, fair play and good sportsmanship.
- Teach the players to play fair and to respect the rules, officials and opponents.
- Ensure all players get equal instruction and support time.
- Ensure all players are played fairly and equally.
- Foster an environment of regular and effective communication with the parents and/or adult players.
- Pick their teams to create fairness in numbers and applicable skill sets between teams. The 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

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

The trainer must:

- Be present and have their first-aid kit at all OWHA events; games, practices and dry land training. If the team trainer cannot be present, it is their responsibility to find a replacement who is a registered trainer. If the team trainer cannot make a game at the last minute and you have no replacement, you may request to utilize the trainer from the opposing team. That trainer must 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 adults are assigned.
- Resources for the trainer:
  - The Hockey Canada Player Medical Information sheet and Player/team injury logs can be found on the Hockey Canada website at:  
[www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Essentials/Downloads.aspx](http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Essentials/Downloads.aspx)
  - OWHA Hockey Canada Injury Report forms can be found on the OWHA website at:  
[www.owha.pointstreaksites.com/files/uploaded\\_documents/3323/2016\\_Injury\\_Report\\_Eng\\_OWHA.pdf](http://www.owha.pointstreaksites.com/files/uploaded_documents/3323/2016_Injury_Report_Eng_OWHA.pdf)
  - Concussion information and SCAT (Sport Concussion Assessment Tool) Cards can be found at:
    - <http://www.parachutecanada.org/injury-topics/item/canadian-guideline-on-concussion-in-sport>
    - [www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Concussions](http://www.hockeycanada.ca/en-ca/Hockey-Programs/Safety/Concussions)

## Managers

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

- circulate any communications from the Association, and
- ensure parents/adult players know how to access the team 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 or adult players complete the Woolwich Wild Picture and Name Authorization form. This form must be placed in the WGMHA Office mailbox once complete. If any parents or adult players 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 newspaper. This task can be assigned to a parent to perform for the season.
  - Woolwich Observer – submit scores online at [www.observerextra.com/score/](http://www.observerextra.com/score/)

## **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 Coaching Convenor and the Registrar.
- 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, except Intermediate and Senior, 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 Coaching Convenor.

## **General Team Staff Responsibilities**

### **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 and/or adult players 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/adult players 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 and players. 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.

## **Jerseys**

**New for 2017 season...** Teams may decide whether the jerseys are carried as a set by one person OR individually by each player. This is a team level decision - all or nothing.

In order for players to carry their own jerseys, the following must occur:

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

The jerseys must be carried in the garment bag at all times; they cannot be carried in hockey bags as they could get damaged. Parent/adult players are responsible for the

safe keeping of their jerseys. They must remain in their possession at all times and should be used for minor ice hockey games only. The jerseys must not be abused or altered in any way and should be cleaned on a regular basis.

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

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

A copy of the Jersey Loan Agreement is provided in the Appendix and an electronic version of this document can be found on our website under 'Coaches - Forms'. By **October 15th**, each team must submit this completed form OR advise us who on the team is responsible for the full set of jerseys. Forms should be submitted to Association's Equipment Manager.

**Garment bags** can be purchased from our Spirit Wear provider, PK Sportswear. The bags are \$28 plus HST and come with the Woolwich Wild logo and player's last name embroidered on the bag. You can contact Jeremy Weber at [jeremy@pksportswear.ca](mailto:jeremy@pksportswear.ca) for further information. Garment bags should be ordered by the team manager for all players. If a player already has a garment bag, this may be used provided the bag does not have a logo for another team or association.

### **Additional training equipment**

Additional equipment is available. Please contact the Equipment 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.

## **Rep Team Budgets**

All rep teams must create a team budget and have it approved by all parents or adult players (Intermediate & Senior teams) and the Executive. The team budget must be submitted to the Executive for approval by October 1<sup>st</sup>.

A team budget template is provided in the Appendix and an electronic version of this template can be found on our website under 'Coaches - Forms'.

The team budget should cover the following items, where applicable:

- Association rep team fees
- Tournament costs
- Extra ice costs
- Referee fees for any additional exhibition games
- Timekeepers
- Team party costs
- Dryland training costs
- Power skating costs
- Extra staff costs (\$47.50 per extra staff member)
- Office costs (labels, printing, banking fees, etc.)
- Team wear – if purchased for the whole team
- Team socks – if purchased for the whole team
- Garment bags – if purchased for the whole team

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

The team manager is responsible for managing the team budget and finances – with a team bank account and dual signing authority. Regular updates should be provided to all parents or adult players, with a closing statement sent at the end of the season. Any remaining balance should be returned to the parents/adult players at the end of the season.

## **Due date for Team Fees**

All rep team fees payable to the Association must be submitted by October 15<sup>th</sup>. Payment should be made by cheque from the team account payable to the WGMHA. Any teams who have an NSF cheque will be charged a fee to cover any bank fees incurred by the Association as a result of the returned cheque.

## **Parent/Adult Player Meetings**

There is no charge for the use of meeting rooms at the WMC for Woolwich Wild team meetings. Contact the front desk at the WMC to book your meeting and let them know you are with Woolwich Wild. The meeting rooms cannot be used for a team get-together or party.

### **Beginning of Season Meeting**

At the start of the season, the team staff must hold a face-to-face parent meeting (player meeting for Intermediate and Senior teams) to introduce themselves and their team staff. This meeting can be run either by the Head Coach or Manager. A member of the Executive can also attend this meeting if you wish.

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

- Introduce team staff
- Discuss the role of Parent Representative, if applicable, accept nominations and hold a silent vote to elect a non-team staff parent for the role. (This does not apply to Intermediate and Senior teams.)
- Explain the concept: 'You are a representative of Woolwich Girls Minor Hockey Association, therefore the actions of yourself, the team staff, players and parents are a reflection of the organization.'
- Discuss and circulate the OWHA Code of Conduct (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 (or adult players) 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.
- Explain 'two-deep rule' for the dressing room and enlist female volunteers to assist female team staff with this role. (Not applicable to Intermediate and Senior teams.)
- 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,
  - Concussions and return to play requirements, and
  - Any allergies so all players and parents are aware.
- Discuss the methods of communication that will be used (e.g. Email, texts, newsletters, additional 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).
  - Discuss and review the Team Budget. Get approval from all parents or adult players.
- Newspaper reports – to be done by the team Manager or obtain a volunteer.
- Agree on tournaments to be attended, and, for Local League teams, explain the Jason Cripps tournament.
- Special events – Christmas parties, etc.
- Woolwich Wild clothing – spirit wear and team wear are available from our apparel supplier, PK Sportswear, both on picture day and on their website ([www.pksportswear.ca](http://www.pksportswear.ca)).
- Jerseys – determine as a team whether one person will be responsible for all team jerseys or whether each player will carry their own jerseys. Please refer to the *Team equipment* section of this Handbook for details and requirements.
- Discuss dress code (if applicable). Rep teams, please refer to the *Apparel* section of this Handbook for further information.

### **Playoff Meeting**

In January, all rep teams must hold a face-to-face parent meeting (player meeting for Intermediate and Senior teams) to explain the playoff process. A member of the Executive can also attend this meeting if you wish.

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

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

## **General Policies and Procedures**

### **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, Twitter, Snapchat, Instagram, 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>	No – May tie skates in hall	Yes	Females (any age) and males (4 & under), if accompanied by parent	Female – Yes, if helping sister to dress; otherwise, no. Male - No
<b>Peewee, Bantam &amp; Midget</b>	No – May tie skates in hall	Not typically required - unless assisting team staff with respect to the 'two-deep rule'.	No	No
<b>Intermediate &amp; Senior</b>	No	No	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), or immediately outside the dressing room with the door ajar, at all times:
    - Two adult females if in the dressing room when 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 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 and Midget, 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 for Rookie to Midget teams.
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 18, must wear a full hockey equipment including a properly fastened CSA approved helmet and face mask. This is mandatory and required by our insurer. *Trainers, or any other team staff, attending to an injured player are considered exempt from this rule.*
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™ and Blackberry® 10 OS 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.

**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.**

If your Blackberry® device does not have the BB10 OS, your calendars can be synced to 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®.

## 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 immediately if:

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

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

# Game Policies and Procedures

## General Game Policies

### Local League

- **Game lengths:**
  - All Atom to Intermediate Local League games are 10-10-12.
  - Novice Local League games are 10-10-10 until November 15<sup>th</sup> and 10-10-12 on or after November 15<sup>th</sup>.
- **Novice:**
  - Player changes will take place using a two minute stop time buzzer system until November 15<sup>th</sup>. Starting November 15<sup>th</sup>, player changes will be on the fly as they are for all other divisions.
  - Every Novice team can have one coach on the ice until November 15<sup>th</sup>. The exception to this rule is if individual centres do not allow this practice. The referees of each centre do have the right to refuse coaches the ability to be on the ice. If a centre does not allow coaches on the ice of a sanctioned game, coaches must respect this. Ideally, coaches should only be on the ice for the first month or so.
- All games are **stop time**. For Novice games this includes stop time at both whistles and the buzzer.
- **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.

### 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-and-documents](http://www.llfhl.ca/forms-and-documents).

### Women's Senior Rep teams

Senior rep games are 15-15-15. Please refer to the Southwestern Ontario Women's Hockey League (SOWHL) By-Laws for further information regarding items such as game lengths, overtime and time outs.

## 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 will receive fair playing time; not missing more than two consecutive shifts** during a game with the following exceptions:
    - injury, discipline or on a voluntary basis.
  - **Rep and Senior 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; and
    - any duration during pre-season exhibition games for the purpose of player evaluation, OR.
    - the last **3** minutes of any game. The team philosophy for these last **3** minutes 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, or adult player, to see if the player is available and willing;
  - Obtain the parent's or adult player's permission; and
  - Contact the requesting coach to inform them who will be coming to the specified game.

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 during the first half of the season (October to Christmas) and another three times during the second half of the season (January to March). In a particular game, a team can have up to five (5) pick-up players, to a maximum of the roster limit.
- Pick-up players can play more than 3 games if the Association's Local League Liaison is able to prove that all players in the division have been contacted and are unable to play. For Intermediate teams, 'all players' refers to all major Midget players.
- Goaltenders can be called up from a lower division team (like skaters) and they can move laterally. That lateral movement can include moving between centres as well as between the teams within a centre.
- Within the Novice and Intermediate divisions, players can move laterally within the same division with the three time maximum/maximum five players at a time rule.
- Pick-up skaters cannot be used in the semi-final and championship games. Alternate goaltenders can be used in semi-final and championship games.
- **Game sheets and pick-up players:**
  - Be sure to indicate the pick-up player on the game sheet by writing PU beside the player's name. For pick-up skaters also include the number of times that player has been used as a pick-up player for your team (1 of 3, 2 of 3 or 3 of 3).
  - Game sheets are to be faxed or scanned and sent to the KMHA office.
    - Fax number is 519-579-7348.
    - Scanned copies to: [kmhagirlshldirector@rogers.com](mailto:kmhagirlshldirector@rogers.com), with a copy to the WGMHA Local League Liaison.

## 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)).

## Women's Senior Rep teams

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

## Game Curfew Policy

Woolwich Wild Girls Hockey has a curfew on all of our ice times. 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 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 and Senior teams, the WGMHA will pay the referee fees for two home ice exhibition games held before the start of the regular season. Any additional home game referee fees will be at the expense of the team and not the WGMHA.
- For Local League teams, the team must pay for any referee fees.

## All Rep teams

For Rep teams, it is recommended that you contact a team in your league, prior to try-outs, to schedule an exhibition game. There are no mandatory limits for exhibition games, but teams are responsible for ensuring they are playing in the correct category (BB, B, etc.) 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). 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. Teams may also hire their own timekeepers for home games. If, for some reason, your scheduled timekeeper can't make it be sure to have a parent volunteer ready to go.

Typically, two people per game should 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. For Local League games, timekeepers are to only display a 5 goal differential on the scoreboard.

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.

## Rep teams

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

## Senior Women’s Rep teams

Please refer to the Southwestern Ontario Women’s Hockey League (SOWHL) By-Laws for information regarding game sheet instructions.

## Suspensions

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

### Here is some important information from the OWHHA with regard to suspensions:

- When a player or coach receives a penalty that might involve a suspension (GM, INS, AGG, GRM or MP) or any game ejection (5 minute major) they are to notify the OWHHA. **Suspensions NOT reported within the 24 hour period will be subject to review and/or suspension to the Head Coach.**
- Please submit the game sheet to the OWHHA. It is only acceptable to send it as a scan. **DO NOT FAX. Email the scan to [stats@owha.on.ca](mailto:stats@owha.on.ca).** If you have the white copy of the game sheet send in both the front AND the back. Do NOT assume because the tournament is sending in game sheets you are not supposed to. Many game sheets do not arrive for a week, so do not rely on them.
  - **Please indicate in the subject line, the Association (Woolwich) and the team (with your OWHHA team number), team category, player’s name and penalty code.**
- If you are the home team, and you have the white copy with a suspension on it even for the visiting team, it is you who should submit this game sheet (front and back) to the OWHHA as described above. This does not mean that the team that has

received the suspension still does not have to contact the OWHA.

- If the official retains the white copy, which is occurring more and more now, please send in a copy of your pink or yellow copy. The back of the sheet will not be there but the OWHA still needs you to send in the sheet.
- A continual question is “How many games does the player or coach get for this?” The answer is pretty straightforward, and is at the back of the OWHA Handbook. Remember though, if this is the **second or more suspension of the year for this player or coach, or if there is more than one suspendible offence in a game to an individual, this will increase.** You **MUST** advise the OWHA of this, failure to do so will result in further game suspensions. Do not guess. Unfortunately each year some teams do this resulting in further suspensions that aren't necessary.
- The new OWHA Handbook will be available by the start of the new season, however the Handbook is also available online at [www.OWHA.on.ca](http://www.OWHA.on.ca) in pdf format. You can search items on your phone, computer, or tablet this way.
- Do NOT ask an on ice official, or a worker at a tournament, how many games is this, and can my player return or not. Often the wrong answer is given, and at the end of it all, the one that pays is the Head Coach if there is a mistake.
- Suspensions **CANNOT** be served in Exhibition games. The player or coach must not participate in these games while under suspension.
- If a coach or player is suspended ANY number of games they are permitted to practice. The OWHA does retain the right to prohibit practicing in cases of extreme suspensions, however unless otherwise advised from now on you may practice with your team and participate in team functions, other than games.
- As each game is played, send in a copy of the game sheet showing the suspension being served. Using the first game of a 2 game suspension as an example, it would be “Serving Suspension 1 of 2”. This goes beside the name of the player or coach. Make sure the player or coach does NOT sign the sheet when serving a suspension. Do NOT cross the player’s name off either.
- When the final game has been served call or email the OWHA confirming the suspension has been served and requesting permission to return to play. Remember the game sheet still needs to be submitted to [stats@owha.on.ca](mailto:stats@owha.on.ca).
- Any suspension received by a pick-up player must be served with the team she is rostered with, unless the suspension has been cleared with the pick-up team.

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

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

## Suspensions - Local League

For Local League suspensions, the league must also be contacted. 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.

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

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

## Suspensions - Rep teams

- Game sheets that show a GM, INS, AGG, GRM or MP are to be scanned and emailed to the LLFHL Discipline Chair (in addition to the OWHA).
  - Scanned copies to: [discipline@llfhl.ca](mailto:discipline@llfhl.ca)

Please also refer to the Lower Lakes Female Hockey League (LLFHL) Managers Guide and to the Discipline Policy & Procedures for suspensions ([www.llfhl.ca/forms.html](http://www.llfhl.ca/forms.html)).

## Suspensions - Women's Senior Rep teams

The League President must be contacted within 24 hours. Please also refer to the Southwestern Ontario Women's Hockey League (SOWHL) By-Laws for information regarding suspensions and infractions.

## Protesting a game

### Local League

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

## Women's Senior Rep teams

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

## Bad Weather Policy

If the weather is bad, it is up to each team to decide whether or not to travel to the game. If the Head Coach decides the weather is too bad to travel to the game, the following needs to happen:

- **Games should not be cancelled until 2 hours prior to the time a team would need to leave home to travel to the game.** (For example, if the game is at 8pm and it takes an hour to travel there and you want to be there 45 minutes before the game, you would typically leave at 6:15pm. Therefore, if weather conditions are too bad for travel at 4:15pm, you can cancel the game at that point.) Weather and road conditions can change during the course of the day, so it is better to wait to see if things improve.....the goal being to play the game if possible.
  - Women's Senior rep teams must cancel at least 3 hours prior to the game time.
- It is the team's responsibility to **contact all parents/adult players** to inform them of the cancellation. You should have a predetermined method of communication for this.
- The team must also **contact the other team** to inform them of their decision. Typically, you can find contact information for the other team on their Association's website.
  - For local league teams, if you cannot find the contact information, contact your Local League Liaison for assistance.
  - For rep teams:
    - notification must be made by a phone call (email or phone message is not acceptable), and
    - both the home and away teams must contact the LLFHL Convenor ([convenor@llfhl.ca](mailto:convenor@llfhl.ca)) to let them know the game has been cancelled.
  - Women's Senior rep teams must also contact the league President and Statistician.



- You must **inform the WGMHA Ice Scheduler** immediately so we can cancel referees (for home games) and mark the game as cancelled on our website.....this is a back-up form of communication for you as it will generate automated texts or emails to anyone who has subscribed to the team's website.
- If it is a home game, you should use the ice time as a practice where at all possible. We cannot return the ice to the Township, so we will be charged for the ice regardless of whether you play or not.
- If the Township closes the St. Jacobs arena, we will let you know by email of the closure. The WMC (Snyder/McLeod) never closes due to weather as they are an Emergency Centre for Woolwich.
- **Rescheduling the game:**
  - For Local League teams, the WGMHA Ice Scheduler will work with the other centre to reschedule the game and will let you know the new game information.
  - For rep teams, the manager should negotiate a new game time/day with the other team. You have 7 days in which to do this and you must notify the WGMHA Ice Scheduler and the LLFHL Convenor ([convenor@llfhl.ca](mailto:convenor@llfhl.ca)) of the new information within those 7 days.
  - For Women's Senior rep teams, 5 days' notice and two possible game times must be provided for rescheduled games.
- **Rep teams - please also review the LLFHL rules** for game cancellations (Section 11) in the LLFHL Rules and Regulations document at: [www.llfhl.ca](http://www.llfhl.ca)
- **Women's Senior Rep teams – please also review the SOWHL By-Laws** for game cancellations.

## 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.

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

Login to the control panel on our website and go to Schedule & Results; select the game, enter the results and select Update. This can also be done from your mobile phone by logging into [www.woolwichwild.com](http://www.woolwichwild.com). Please see the Team Webmaster Manual for further information.

### **Viewing Local League standings**

Local League standings can be viewed through a link on 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-and-documents/](http://www.llfhl.ca/forms-and-documents/)).

### **Viewing LLFHL standings**

LLFHL standings can be viewed at [www.llfhl.ca/schedules-and-stats/](http://www.llfhl.ca/schedules-and-stats/).

### **Women's Senior Rep teams and game results**

The winning team, or home team if a game is a tie, is responsible to send a copy of the game sheet to the League Statistician. Please refer to the SOWHL By-Laws for further information.

### **Viewing SOWHL standings**

SOWHL standings will be updated each month by email from the League.

## 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 two tournaments each season (in addition to the Jason Cripps tournament).
- 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 adult players, or the players' parent or legal guardian.

### Contact the Scheduler

Please notify the WGMHA Ice Scheduler immediately of any tournaments that you have been accepted into. There are deadlines for submitting tournament information to our Scheduler; these deadlines will be communicated to teams in the Fall. Any tournaments will be reflected in our ice schedule and, if necessary, we will help you to reschedule any ice time.

## Apparel

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

Every three years, the Woolwich Wild Executive will select an approved supplier for spirit wear and teamwear (team uniform). The current approved supplier is PK Sportswear. All teams are expected to use our approved supplier and only our approved supplier. Non-compliance with this policy will result in a loss of practice times and/or financial penalties payable to the Association.

PK Sportswear will be available at the arena on picture day with sample products and will be taking both team and player orders at that time. Their products can also be purchased by contacting Jeremy Weber at [jeremy@pksportswear.ca](mailto:jeremy@pksportswear.ca). Jeremy also has a showroom at 15 Park Avenue East, Elmira; please contact Jeremy for showroom times.

## Dress Code for Rep Teams

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

You can place team orders by contacting Jeremy Weber at [jeremy@pksportswear.ca](mailto:jeremy@pksportswear.ca).

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

- **Novice, Atom, Peewee, Bantam & Midget**

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

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

- **Senior**

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

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

**No teamwear, other than as described above, may be purchased for the team without prior approval from the Executive.**

## APPENDIX

# 2017-18 Sample Team Budget

(Electronic version available on [www.woolwichwild.com](http://www.woolwichwild.com))

# of players:

		Team Cost	Explanation
<b>Woolwich Association Fees:</b>			
	Rep Fees	\$	\$315 Midget BB - \$590
	Additional Midget registration fee for rep teams	\$	\$190/player
	Cost per Player		
<b>Forecasted Team Expenditures:</b>			
	Tournament Fee #1		
	Tournament Fee #2		
	Tournament Fee #3		
	Time Keepers		
	Extra Ice Time/Power Skating/Referee fees		
	Dryland Training		
	Team Building Activities		
	End of Year Team Party		
	Year-end Gifts		
	Hospitality Room		
	Admin/Trainer kits/Extra Costs		
	TOTAL:	\$ -	
	Cost per Player:		
<b>Revenue:</b>			
	Donations		
	Forecast:	\$ -	
	Fundraising		Vote re: fundraising
	Amount per player:	\$ -	
	TOTAL:	\$ -	
<b>Total Fee Per Player</b>			
	<b>TOTAL FEE:</b>		

## Additional Notes:

1. Additional costs not included in the above budget may include: team apparel, name badges, garment bags, LLFHL Championship weekend, Provincials



## Ontario Women's Hockey Association Code of Conduct

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

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

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

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

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

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

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



## Ontario Women's Hockey Association Code of Ethics

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

My commitment as a volunteer is to:

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



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

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



## **Ontario Women's Hockey Association Social Networking Policy**

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

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

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

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

# Ontario Women's Hockey Association

## Unacceptable Team Official Conduct

### Bulletin



ONTARIO WOMEN'S HOCKEY  
ASSOCIATION

225 Watline Avenue  
Mississauga, Ontario, L4Z 1P3  
Phone (905) 282-9980  
Fax (905) 282-9982  
www.owha.on.ca  
E-mail: info@owha.on.ca

#### IMPORTANT ACTION BULLETIN to OWHA ASSOCIATIONS and TEAMS July 7, 2016

The Ontario Women's Hockey Association and its Member Associations and Teams have procedures in place to deal with participants who violate its By-laws, Rules, Regulations, Policies & Code of Conduct and to assess and monitor any suspensions resulting from such violations. It is assumed that these procedures are broadly communicated to Teams and participants within the Ontario Women's Hockey Association's jurisdiction and, when combined with an Association's or Team's own procedures, the effect is to ensure that undesirable participants, in particular team officials, are not eligible to participate within the Ontario Women's Hockey Association or other Hockey Canada sanctioned organization while under suspension.

Nevertheless, it has come to the OWHA's attention that there is a loophole whereby an undesirable team official might escape sanctioning at the local level and continue to participate, sometimes repeatedly, within either the OWHA's jurisdiction or the broader Hockey Canada jurisdiction. This occurs when a local Association or Team terminates a team official for unacceptable conduct or intends to sanction that official but the official resigns prior to a disciplinary hearing being held. Oftentimes, the local organization is just glad to see the back of the individual concerned and moves on without taking any further disciplinary action. As a result, the individual escapes sanctioning and can resurface elsewhere without a blemish on his or her record, only to repeat the unacceptable conduct.

There have been instances where such an individual has escaped sanctioning on repeated occasions, which clearly presents a serious risk to the OWHA and other Hockey Canada organizations. Should that individual's conduct become so egregious that it comes into the public domain, the media will not hold back in its criticism of the OWHA, the Association, the Team, the Hockey Canada network and hockey in general.

Accordingly, the OWHA has been requested to remind each of its members that it is their responsibility to deal with all instances of unacceptable conduct, regardless of whether the individual concerned is terminated or resigns his or her position prior to a hearing being scheduled. It is the responsibility of the local Association/Team to schedule a formal hearing, send a written notification to the individual concerned of the date and location of the hearing, conduct the hearing and assess any sanction(s) that are found to be warranted. Should the individual choose to ignore the notification and fail to attend at the scheduled date and time, the hearing should nevertheless proceed and an indefinite suspension should be assessed against the individual, following which the Association/Team should notify the Ontario Women's Hockey Association President detailing the individual's ineligibility. It is then the responsibility of the OWHA to notify the appropriate organization(s) within the Hockey Canada network. The suspension will be recorded in the Hockey Canada Registry and the suspended individual will be notified of the suspension through a letter signed by the authorized delegate within the Hockey Canada network and delivered via courier so that receipt is acknowledged.

Yours truly

Fran Rider  
President,  
Ontario Women's Hockey Association

FAIR PLAY • FUN • EXCELLENCE • GOOD CITIZENSHIP • INTEGRITY & HONESTY • EQUITY

Team Staff Certification Requirements		
Division	Coaches	
	All rostered coaches, both Head Coaches and Assistant Coaches, on the team must have the following at a minimum. At all games and practices, at least one team staff member must have the following coaching certifications.	
	Woolwich Wild Local League	
Rookie	<ul style="list-style-type: none"> <li>• Speak Out or Respect in Sport Activity Leader; <b>and</b></li> <li>• Coach 1 – Intro Coach - ‘Trained’</li> </ul>	
Local League (Novice – Intermediate)	<ul style="list-style-type: none"> <li>• Speak Out or Respect in Sport Activity Leader; <b>and</b></li> <li>• Coach 2 – ‘Trained’, or</li> <li>• Development 1 - ‘Trained’</li> </ul>	
	Woolwich Wild Rep	
Novice – Senior	<ul style="list-style-type: none"> <li>• Speak Out or Respect in Sport Activity Leader; <b>and</b></li> <li>• Development 1 – Head Coach AND Assistant Coaches</li> </ul>	
	Trainers	Managers
All teams	<ul style="list-style-type: none"> <li>• HTCP Level 1; <b>and</b></li> <li>• Speak Out or Respect in Sport Activity Leader</li> </ul>	<ul style="list-style-type: none"> <li>• Speak Out, or</li> <li>• Respect in Sport Activity Leader</li> </ul>

All team staff, and On-Ice Helpers age 18 and over, also require a Police Vulnerable Sector Check and a completed OSHA Criminal Offence Declaration.

Please check the OSHA website for UPDATES on Coach Requirements at:  
[www.osha.pointstreaksites.com/view/osha/members/forms-and-policies](http://www.osha.pointstreaksites.com/view/osha/members/forms-and-policies).

### Woolwich ‘Community Sport’ Coaches (Local League)

- All existing coaches, please refer to the charts on the OSHA website.
  - [www.osha.pointstreaksites.com/view/osha/members/forms-and-policies](http://www.osha.pointstreaksites.com/view/osha/members/forms-and-policies).
- Existing coaches, who have attended a Development 1 (D1) coaching clinic, please see the ‘Woolwich Competitive Coaches’ section below.
- All Rookie coaches are required to be Coach 1 – Intro Coach ‘trained’.
- All Novice to Intermediate coaches are required to be at minimum ‘Trained’ in Coach 2.
- Coach 1 – Intro Coach has no expiry
- Coach 2 – Coach Level ‘Certified’ status is valid for 5 years
  - 10 Professional Development Points are required to renew certification
- Coach 2 – Coach Level ‘Trained’ status is valid for 5 years

- The development pathway for Coach 2 – Coach Level ‘Trained’ Coaches is to move through the certification process or;
- After expiry must take clinic again.

### **Woolwich ‘Competitive’ Coaches** (Novice to Senior Rep)

- **All Head Coaches and Assistant Coaches** are required to be at a minimum Development 1.
- **Existing coaches**, who have attended an Intermediate or Development 1 coaching clinic and have a coaching number on or before June 30, 2014, are deemed ‘Certified’ and their status is valid until January 1, 2021. Please refer to the charts on the OWHA website.
  - [www.owha.pointstreaksites.com/view/owha/members/forms-and-policies](http://www.owha.pointstreaksites.com/view/owha/members/forms-and-policies).
  - If the coach does not complete the MED (Make Ethical Decisions) Competition Introduction training and online evaluation plus 20 Professional Development points prior to January 1, 2021, they will be required to retake the Development 1 course.
- **All new rep Coaches (clinic on or after July 1, 2014):**
  - Development 1 (D1) ‘Certified’ status is valid for 5 years.
    - 20 Professional Development Points are required to renew certification.
    - Further information on the certification process will be outlined during the in class coaching clinic which includes the completion of the workbook, field evaluation of a practice, and completing the MED Competition Introduction. All coaches must complete the MED Competition Introduction and 20 Professional Development points to maintain ‘Certified’ status or they will be required to retake the D1 course.
  - Development 1 (D1) ‘Trained’ status is valid for 5 years.
    - The development pathway for Development 1 ‘Trained’ Coaches is to move through the certification process or;
    - After expiry, they must take the D1 course again.



## Woolwich Girls Minor Hockey Association

### Jersey Loan Agreement

Team: \_\_\_\_\_ Coach: \_\_\_\_\_

By signing below, I hereby acknowledge receipt of the following hockey jerseys and the value thereof (\$125 each). I further agree to be responsible for the safe keeping of the said jerseys, and to surrender them to the WGMHA on or before the return date of April 30, 2018. I agree not to remove the jerseys from my custody without the consent of the WGMHA, and to ensure they are used solely for minor hockey game purposes and not abused or altered in any way. I further agree to regularly clean the jerseys and to always use a garment bag specifically designed to transport and store jerseys.

In the event the jerseys are lost, stolen, or for any reason cannot be delivered to WGMHA upon request, I agree to pay the value thereof approved by the Equipment Manager (\$125 for each jersey).

This equipment is to be used for **ICE HOCKEY ONLY**.

Jersey Number	Home	Away	Player Name	Parent Name	Parent/Adult Player Signature (agreeing to terms above)	Date	OUT	RETURN
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								



## Woolwich Girls Minor Hockey Association Jersey Loan Agreement

Team: \_\_\_\_\_ Coach: \_\_\_\_\_

By signing below, I hereby acknowledge receipt of the following hockey jerseys and the value thereof (\$125 each). I further agree to be responsible for the safe keeping of the said jerseys, and to surrender them to the WGMHA on or before the return date of April 30, 2018. I agree not to remove the jerseys from my custody without the consent of the WGMHA, and to ensure they are used solely for minor hockey game purposes and not abused or altered in any way. I further agree to regularly clean the jerseys and to always use a garment bag specifically designed to transport and store jerseys.

In the event the jerseys are lost, stolen, or for any reason cannot be delivered to WGMHA upon request, I agree to pay the value thereof approved by the Equipment Manager (\$125 for each jersey).

This equipment is to be used for **ICE HOCKEY ONLY**.

Jersey Number	Home	Away	Player Name	Parent Name	Parent/Adult Player Signature (agreeing to terms above)	Date	OUT	RETURN
13								
14								
15								
16								
17								
18								
31								



# Sample Local League Game Sheet

POS. #		HOME TEAM (PLEASE PRINT CLEARLY)		SIGNATURE	
		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 and # of times (1 of 3, 2 of 3 or 3 of 3).			
		d) Suspended players • Indicate number of games served of total games suspended (i.e. 1 of 2).			
		e) Team staff names and signatures required.			
Coach Cert #					
Trainer Cert #					
Staff					
Staff					
Staff					

**ONTARIO WOMEN'S HOCKEY ASSOCIATION  
OFFICIAL GAME SHEET**

Home: <u>1</u>		Team # <u>2</u>	Final Score <u>3</u>
Visitor: <u>6</u>		Team # <u>9</u>	
Date: <u>5</u>	Time: <u>5</u> am / pm	Length of Game	
<input type="checkbox"/> League	Category: <u>7</u>	1st Period <u>4</u>	Stop
<input type="checkbox"/> Tournament	Game #: <u>8</u>	2nd Period <u>4</u>	Stop
<input type="checkbox"/> Exhibition	Arena: <u>9</u>	3rd Period <u>4</u>	Stop
<input type="checkbox"/> Other		Overtime <u>10</u>	Stop
		Curfew Time	
		Coach Initials	

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

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

1st	2nd	3rd	OT	Total

1st	2nd	3rd	OT	Total

Official Scorer (Please Print) 13      Phone # (   )

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

1. Association name and team (e.g. Woolwich Novice #1, Woolwich Midget)  
 2. OWHA Team Number (found on team roster).  
 3. Score entered legibly at completion of game.  
 4. Indicate the length of each period; 10 – 10 – 12 for LL games.

5. Game date and start time; circle AM or PM.  
 6. Place X in the appropriate box.  
 7. LL (Local League).  
 8. Not required for LL.  
 9. Name of arena.

10. Print curfew time here and **both teams must initial.**  
 11. All officials must print their name, and provide signature and certification number.  
 12. Not applicable to LL.  
 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



# Sample Rep League Game Sheet

POS. #		HOME TEAM (PLEASE PRINT CLEARLY)		SIGNATURE	
<p>a) Use OWHHA official labels from ITSportsNet for roster. Homemade labels are not permitted.</p> <p>b) Correct jersey numbers required.</p> <p>c) Pick-up players</p> <ul style="list-style-type: none"> <li>Indicate pick-up players by writing 'PU' beside their name.</li> </ul> <p>d) All players and team staff must sign.</p> <p>e) Suspended players</p> <ul style="list-style-type: none"> <li>Indicate number of games served of total games suspended (i.e. 1 of 2).</li> </ul>					
Coach Cert #					
Trainer Cert#					
Staff					
Staff					
Staff					

**ONTARIO WOMEN'S HOCKEY ASSOCIATION  
OFFICIAL GAME SHEET**

Home: <u>1</u>		Team # <u>2</u>	Final Score <u>3</u>
Visitor: _____		Team # _____	Score _____
Date <u>5</u>	Time: <u>5</u> am / pm	Length of Game _____	
<input type="checkbox"/> League	Category: <u>7</u>	1st Period <u>4</u> Stop	
<input type="checkbox"/> Tournament <u>6</u>	Game #: <u>8</u>	2nd Period _____ Stop	
<input type="checkbox"/> Exhibition _____	Arena: <u>9</u>	3rd Period _____ Stop	
<input type="checkbox"/> Other _____		Overtime _____ Stop	
		Curfew Time <u>10</u>	
		Coach Initials _____	

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

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

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.										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	Per.	No.	Offence	Min.	Off	Start	On

1. Association name

2. OWHHA Team Number (needed for Form A).

3. Score entered legibly at completion of game.

4. Indicate the length of each period; refer to LLFHL Rules & Regulations (10-10-12, 12-15-15).

5. Game date and start time; circle AM or PM.

6. Place X in the appropriate box.

7. E.g. Peewee B, Atom C

8. Game number from LLFHL schedule.

9. Name of arena.

10. Print curfew time here and **both teams must initial.**

11. All officials must print their name, and provide signature and certification number.

12. **Write 'convenor@llfhl.ca' in this section. Game sheet must be scanned and emailed within 24 hrs if requested by League or for suspendible offence.**

13. Name of official scorer and/or timekeeper with contact phone number.

**WHITE COPY – To Home Team Manager**

**YELLOW COPY – To Home Team Manager**

**PINK COPY – To Visiting Team**



## Woolwich Wild Picture and Name Authorization

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

Player #	Player Name	Adult Player OR 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

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