

**WHITBY GIRLS HOCKEY ASSOCIATION
REPRESENTATIVE TEAM HAND BOOK**



2010-2011 Season

Purpose of this document

This document is to act as a guide and introduction to the Rep Hockey programme for Coaching Staff. Further details and updates are ongoing.

LINES OF COMMUNICATION

Your initial contact for most questions and situations is the 1st Vice President/GM Hockey Operations. Alternatively, where a reply is required urgently and the VP/GM Hockey Operations is not available you may contact the President or Director of Player and Coach Development. For the 2010-2011 season these contacts are:

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| 1 st VP GM Hockey Operations | President | Director of Player and Coach Development |
| Dave Martin dmartin_wgha@hotmail.com | Pattie Paling thepalings@rogers.com | Gary Soper 2hockeyguy@rogers.com |
| 905-665-5631 | 908-430-8614 | 905-579-7455 |

Please make the first call to the VP/GM of Hockey Operations and if that is not the person you need to speak with, they will direct you to the proper contact. The GM Hockey Operations will be able to solve almost all questions. Please note, the contact information for the executive can be found on the WGHHA website.

Communication is a big word, now you have to prove it.

Parents on your team that have invested upwards of \$2,000.00 on their child and want to know what is going on all the time and want to be informed. Keep them informed. When you get your schedule sorted out, send it to them. When you have your exhibition games planned, tell them. When your team is planning an away tournament, make sure they know. And do it with as much notice as possible.

When you have your ice schedule completed, get the completed schedule to the parents. Include all of your games and practices, as well as tournament dates and any special events, even if they're only tentative. People need time to plan ahead so the more information you can get to them in advance the better.

Schedule changes are inevitable. An extra exhibition game is added, ice traded, or cancelled etc. If you're making changes to your published schedule, highlight it for your parents so they know what's different than the last schedule they received.

Keep them informed. Use email and hard copy for all the important notices. Last minute changes MUST be communicated in person, either face to face conversation, or telephone call.

TEAM STAFF & ROLES

Head Coach

The Head Coach is responsible for every aspect of the team. The responsibility also includes conduct of the bench staff during all team functions. The Whitby Girls Hockey Association wants every player to have a positive experience while participating on a representative team and the Head Coach is the lead position to facilitate, and implement this expectation. All Head Coaches must be a minimum NCCP Development 1 level certified, but we strongly recommend attaining Development 2 certification.

Responsibilities as follows but not limited to:

- Conducting fair tryouts.
- Selecting team staff who are qualified and if they have children ensure they have the skill to play at the selected level.
- Overseeing the proper conduct of team staff on and off the ice during practices, games, while representing the team at meetings, and tournaments.
- Promoting equitable ice time and development for all players.
- Demonstrating positive interactions with game officials.
- Effective communication with players and parents.
- Complying with WGHA rules and expectations.
- Ensuring all members of the team follow the WGHA dress code.
- Establish a team code of conduct, and provide equal application of this code.
- Promoting positive self-esteem for players.
- Ensuring all team staff have completed a criminal reference check.
- Ensuring all team staff have completed the PRS (Speak Out) course.
- Ensuring the manager submits team budgets as required.
- Ensuring all staff wear helmets during practices.
- Comply with OWHA, CHA Rules.
- Adhere to Policies, Procedures and Guidelines and rules of the league in which they participate. (i.e. LLFHL, PWHL)
- Ensures the manager submits OWHA and league forms by the required deadlines.

Team Manager Responsibilities

The team manager is responsible for all off ice activities. The manager will play a key role as a liaison between the parents and coaching staff. The manager will also oversee the financial accountability for the team, as well as prepare a financial statement for parents and the association. The manager must also:

- Carry a copy of the OWHA Participant Registration form at all times.
- Submit OWHA Participant Registration form to the Registrar prior to first game.
- Collect copies of birth certificates for all players.
- Ensure all players are registered with the association.
- Set up a bank account. It is mandatory that every team bank account has 2 signatures required on the team cheques. This will help ensure the team's finances are being well managed.
- Submit OWHA Categorization Report (Form A) to Regional Director by TBD, 2010
- Inform Ice Scheduler of all home games so that reader board at rink is properly posted.

- Prepare Team Budgets using the format supplied by the rep director and submit them to the Association on November 30th, February 28th, upon conclusion of the season and within 24 hours of a request to submit your budget.

Assistant Coach Responsibilities

It is the responsibility of the Assistant Coach to reinforce the objectives of the Head Coach and take over the Head Coach responsibilities in their absence. The Assistant Coach will work with the Head Coach to enable the players to achieve their full potential in a positive environment. It is strongly recommended the Assistant Coach have a minimum NCCP Coach Stream level certification, with strong recommendation to attend a Development 1 Level clinic.

Trainer

All teams must have at least one female trainer, who has a current HTCP Level 1 certificate. Responsibilities of the trainer:

- To monitor the dressing room and report any behaviour issues to the Head Coach.
- To ensure the proper care and safety of the players.
- To ensure that all players are appropriately warmed up prior to any physical activities, this will reduce potential injuries.
- To inform parents of any injury that has been sustained.
- Complete injury reports when required.
- Perform equipment checks and inform parents of any observed equipment concerns.
- **MUST** be present for all on ice activities, practices, and games as injuries could occur.
- Maintain a properly stocked trainer's kit and have it available at all times.

Code of Conduct for Bench Staff

It is the responsibility of the Head Coach to ensure all bench staff act appropriately. No staff shall be permitted on the bench if they have consumed any alcohol, or are under the influence of drugs. Team staff is not to belittle players, and is not to use inappropriate language. Team Staff must ensure the philosophy of the WGHA is followed as well as the expectations of the WGHA Constitution, By-laws and Code of Conduct. Continued suspensions can and may result in further discipline or expulsion of the Head Coach. The Team Staff is to conduct themselves in a positive, encouraging manner toward all players, parents/guardians, opponents, and on ice/off ice officials.

Criminal Reference Checks

Criminal reference checks must be completed for all team staff including on ice helpers. All team staff must submit their current criminal reference check as soon as possible to the Director of Player and Coach Development. Any staff that fails to provide a criminal reference check to the WGHA will not be permitted to participate with any team in a coach, manager, trainer, or on ice help capacity. The WGHA will ensure that all Criminal Reference check submissions will remain confidential.

TEAM FINANCES

Team Budgets

Teams must prepare an estimated budget to be distributed at the tryouts. A budget format will be distributed to each manager. That budget must be constantly maintained throughout the season and submitted to the President, GM Hockey Operations or Treasurer upon request. The WGHA player registration fees will cover the Hockey Canada insurance cost of 5 Team Staff, if the team utilizes any additional Team Staff the team will have to absorb the cost. If extra staff are added after the Registration form has been sent to the OWHA, no new staff can be added without contacting the 3rd VP/Admin Assistant to ensure that the appropriate paperwork is completed. All additions must be submitted with the required \$47.50 fee.

Sponsorship and Fund-raising

Individual teams may decide upon the level of fund-raising activities they wish to participate in. In order to fund-raise within the Sports Complex you need to book tables through the reception desk to obtain a permit. Teams may have the opportunity to fund-raise at the WGHA Tournament but this will be under the direction and discretion of the Tournament Director. Once a team has secured a sponsor please inform the WGHA GM Hockey Operations who that sponsor is so that other teams can be informed. This will ensure our local businesses are not bothered with continuous, repetitive requests.

Teams must ensure that fund-raising and sponsorship money is used appropriately. **The purpose of fund-raising is not to rebate families but to enhance player opportunities.** It is also requested that teams keep fund-raising activities to a reasonable dollar level, and should not exceed projected team budgets. All fund-raising must be itemized on the financial records of the teams. Team budgets are to be submitted to the parents and the WGHA Treasurer on November 30th, February 28th, upon conclusion of the season and within 24 hours of a request for submission by the Treasurer. Your financial statements may be subjected to the disclosure of the WGHA at anytime during the season. It is important to maintain good records.

Guidelines to Sponsorship/Fund-Raising Limits and Parent Refund

The aggregate of the total sponsorship and fund raising monies raised in any one season will be limited to 25% of the team's total budget. If a team anticipates monies from sponsorship/fund-raising which is higher than the 25% limit they must advise the Treasurer and how the funds are to be used.

Parent refunds at the end of the year are to be minimal and are subject to review by the treasurer.

Team Bank Account

All teams will have a bank account provided by WGHA at the TD Canada Trust branch located at 3050 Garden Street, Whitby. The purpose of providing central banking for all of the teams is to ease the responsible of managers each year to set up their own account and to be used by the same team in subsequent seasons. The team will have 2 signing officers assigned to the account as well as the three WGHA signing officers will also be officers on each team account. The account will have the following features

- Internet on-line access
- Convenience card for cash withdrawals
- On-line bill payment to WGHA

Cheque signing requires 2 signers on each cheque.

Convenience card limits are \$500.00 per day and \$1,000.00 per week.

The team's bank account activities must be completed by the end of April of each season. The final financial statement to WGHA is due no later than May 15th. The team's bank account should be brought to a zero balance as of the end of April. Parent refunds are to be issued by cheque, **NO CASH WITHDRAWALS** for refunds. The final statement should also include the April bank reconciliation which documents any cheques outstanding as of the end of April. Remember to provide for the April bank charges in your final numbers.

Team Budget and Financial Template

WGHA will provide each Team's manager with an excel spreadsheet for developing the team's budget and maintaining the financial record keeping during the course of the season. This spreadsheet format will be the only format acceptable for reporting to the Treasurer.

WGHA Billing

WGHA will bill each team monthly starting in October with the ice bill for September as well as associations for OWHA, LLFHL and WGHA. After, the teams will receive an invoice for the prior month's activities which will usually only be ice. Teams must pay their invoices within 7 days of receipt. Teams can pay either by cheque or by on-line payment.

Also in October, WGHA will be transferring the player registration fees of the players on your team. This will be done by on-line bank transfer from the WGHA account to the respective teams account. For the 2010-2011 season it will be \$505.00 per player.

DISCIPLINE

Discipline Policy and Complaint Process

All teams must have a discipline policy and complaint process in writing, and it should be reviewed and discussed at the 1st parent meeting. This will ensure an effective communication strategy for all parents. A copy of this policy must be given to the GM of Hockey Operations. If parents/guardians have a concern they should follow this policy. If the parents/guardians concern is not resolved they may address the concern with the WGHA GM of Hockey Operations who will oversee the necessary procedures to resolve the matter. It is recommended that parents/guardians submit concerns to the GM of Hockey Operations in writing. **It is a WGHA policy that all team staff and parents/guardians follow the 24-hour rule as this may assist in seeking a positive resolution.** For issues regarding allegations of abuse or harassment please refer to page 27 – 32 under the WGHA Constitution for detailed information regarding procedures to follow.

The executive must be aware of and have the avenue to act accordingly in dealing with discipline situation. The WGHA can if deemed necessary remove any coach or player from a team at any point in the season.

EQUIPMENT

The following is a list of equipment that is required for each player. All equipment must be in the proper state of repair to provide the protection that the equipment was manufactured for.

Jill
Shin pads
Blue Pants
Shoulder Pads
Elbow Pads
BNQ certified Neck Guard
CSA approved Blue Helmet
CSA approved Face Mask
Gloves
Skates

This equipment is to be worn in the proper manner, at all times while participating in on ice activities. Failure to wear any of this equipment will result in the player being removed from the ice until the equipment is worn in the proper manner.

Colour of practice shirts and socks are to be determined by the coaching staff.

Game socks must be matching and coordinated with the appropriate shirt.

i.e. Home Game –White Shirts with White Socks
Away Game –Blue Shirts with Blue Socks

Things to remember to get before the season starts:

- Bucket of pucks (100)
- Pylons
- First aid kit
- Equipment repair items – helmet screws, tape, skate stone etc.
- Water bottles
- Practice jerseys
- Game socks

JERSEYS

All WGHA Representative Jerseys are to be kept in good repair. Player name bars are to be sewn on the Top of the Jersey and sponsor Bars at the bottom. All Bars are to be Blue on White for Home Jerseys and White on Blue for Away Jerseys.

W.G.H.A. Rep Clothing Policy

Players

All players on the same team will wear the same uniform. This may be decided at a team meeting with the players/parents, or it may be a decision made by the coaching staff. The following is the clothing policy for the 2010-2011 season:

Novice/Atom/Peewee/Bantam/Midget/Intermediate

Soft Shell Jacket (regular or insulated)/yoga or warm up pant/ shirt of teams choice(ie: hoody, ¼ zip dry fit, long sleeve t-shirt) as long as they are all the same.

Please note that this uniform is in effect until the 2013-2014 Season

Coaches

All coaches and bench staff (trainers excluded) will wear:

1. WGHA winter navy blue soft shell jacket or leather jacket with Wolves logo
AND
2. A dress shirt and tie (males)
OR
White turtleneck or mock neck with Wolves logo

Trainers

Trainers shall wear:

1. White turtle neck or mock neck with Wolves logo
OR
Same shirt as team
2. Warm up suit as available for purchase from the WGHA.
OR
WGHA winter soft shell navy blue jacket with Wolves logo

Every team, except the Jr. Wolves, will represent Whitby within this clothing policy without deviation. **Any team that does not adhere to the clothing policy will have the head coach suspended until the team is in compliance.**

As the WHGA continues to grow and expand, it is necessary to promote a unified look so that wherever our teams go, everyone will know that they represent the Whitby Girls' Hockey Association.

LOGO

Use of the WGHA Logos

The Whitby Girls logo is a registered trademark for the official use of the Whitby Girls Hockey Association. Teams are not permitted to use the WGHA logo without the advance written permission of the WGHA. The WGHA has tendered the clothing contracts and the company who has been awarded the contract is the only company permitted to apply the logo for any approved requests.

If you wish to use the logo, please submit a request via email to the Clothing Director. The clothing director will then forward to the WGHA executive. If the request is granted, the email is your proof of authorization and must be printed and filed with your team documents.

OWHA, LLFHL

The GM of Hockey Operations is your representative for the OWHA and LLFHL. If coaches have any queries, they must be directed through the GM of Hockey Operations. The OWHA Regional Director and LLFHL Head Convenor have made it very clear they will NOT respond to direct queries from team staff. When in doubt contact the GM Hockey Operations.

OWHA

Teams must complete and return the OWHA Participant Registration form (PRF) to the Registrar on or before July 30th of the current year. Please note that this form must be submitted before you play your first game (tournament, league or exhibition).

The GM of Hockey Operations will assist you in determining the level at which you are registering. This decision will be made through discussion with the coaching staff, exhibition game results and the level at which the team completed the previous season.

For OWHA Categorization purposes, all competitive teams must submit to their Regional Director properly completed game reports of all games played through December 1st, by December 1st, (Form A). Please try to fill in this report on an ongoing basis, and make notes when necessary i.e. goalie absent, short players, any aspect that may have affected the outcome of the game.

You will be notified, in early February of all the teams in your region that are eligible for Regional Play downs in your category. Regional Play down games must be played between February 1st and the second Sunday in March. Please remember when scheduling the second half of the season, that you must have sufficient ice time available to complete Regional Play downs.

Lower Lakes Female Hockey League (LLFHL)

Teams are to be registered with the League by the due date set by the Executive each season. Any team that has not registered by the due date shall be suspended from further league play until registration with the League is complete.

All game sheet data must be entered into the online system within 72 hours for league games or 24 hours for playoff games. If you are the home team, you are also required to fax the game sheet to the LLFHL within 72 hours for league games or 24 hours for playoff games. The fax number can be found on the LLFHL website.

Any suspensions must be reported within 24 hours or prior to the next game, whichever soonest to:

- 1) WGHA GM of Hockey Operations
- 2) OWHA Regional Director
- 3) LLFHL Discipline Chair

E-mail and Fax of all games sheets that relate to the offence and the serving of the offence.
It does not matter if it is a League Game, Tournament Game or exhibition Game

****Tip for scheduling Meeting****

This is a good time to collect phone numbers and e-mail addresses from the other teams. This will assist you with making any changes

Player Pick Up Process

The player pick up process is different for OWHA tournament games and LLFHL league and playoff games. Please make sure you are aware of the exact rules. Failure to follow the appropriate procedures will result in forfeiture of games and suspensions of coaches.

A coach who wants to call up a player for ANY game MUST follow the following process:

- Contact either the Head Coach or the Manager of the team to request written permission. No player plays until approval is granted. Email is sufficient with the GM of Hockey Operations copied on the emails.
- Coaches are NOT to approach players or the player's parent prior to obtaining written call up approval from the Head Coach. This is considered internal tampering and may result in the suspension of the Head Coach.
- The WGHA encourages all coaches to allow players to play at a higher level of hockey, as this will develop the players, which in turn will be considered an asset for the player's current team. If a coach is having difficulty acquiring approval and is not satisfied they may bring the issue to the GM of Hockey Operations attention.

Pick Up Players for LLFHL

- You may only pick up from a lower category. Lower category is defined as EITHER of a lower age and the same or lower Tier as the team calling up the player OR of the same age level but of a lower Tier.
- You are only allowed to pick up 3 players of lower category not to exceed the number of players on the team registration. The total number is including your goalies.
- The pick-up player must be designated on the game sheet with the symbol "CU" beside her name.
- If the player is suspended while acting as a pick-up player, the player's own team must honour that suspension.
- The pick-up player or players must be registered with the WGHA.
- You can not call up to replace a suspended player

Pick up Players for OWHA Tournaments.

- Pick up players are permitted for tournaments only, and not for Regional Play downs or Provincial Championships.
- For each pick up player used in a tournament, a team must:
 - a) Disclose in writing on the official game sheet that the player is a pick up player; and
 - b) Present the Tournament Host with a "Pick up Consent" form signed by the official contact of her team authorizing her to be a pickup for the specific tournament.
- A team may use a maximum of three pick up players from a lower category to bring the total team strength to fifteen, including goalies, but not to exceed the number of registered players on the team.

- A player's own team must honour any suspension incurred by that player while acting as a pickup player for another team.

Selling Ice

If any team wishes to sell any of their allocated ice, they must go through the WGHA website. Teams will be billed for their ice in advance. Any teams who have not paid ice bills will not be issued their ice in February until the bill is paid. Teams may not sell ice to any other groups or individuals outside the WGHA.

Game Sheets and Timekeepers

All game sheets are property of the OWHA, and are considered official documents. All players and coaches must be listed on the game sheet in numerical order and all participants must sign the game sheet before participating in any game (exhibition, league or tournament).

For LLFHL, Player's names must be listed in sweater numerical order per LLFHL rules. Absent players must be listed on game sheet with a line through their name. All players and coaches must sign each game sheet. Coaching certification and trainer's numbers must be recorded on all game sheets. Captains and assistants must be listed on all game sheets. For LLFHL, the game number that is provided on your schedule off the website must be entered on the game sheet. All pickup players or goalies must be designated on the game sheet with the symbol "CU" beside her name. If a player or team staff is serving a suspension, the coach must list the participant on the game sheet; write SUSPENSION and the suspended game number beside her name (i.e. SUSPENSION 2 of 4). Coaches must ensure that all suspended players are indicated correctly on the game sheet. If the suspended player is not correctly indicated on the game sheet according to the LLFHL rules the player's suspension will be extended.

Please note that the LLFHL mandates that teams use the clear stickers on the game sheets, and they must be printed off the MTW website. Failure to do so will result in a team fine. Sticker information is available off the website.

A list of recommended and qualified timekeepers will be available through the House League Director.

WGHA Web Site & Trophy Display Case

All teams are encouraged to utilize the Web site (www.wgha.org) for a "Team Site". This site may be used to post tournaments results, sponsor's promotion, standings, or planned events. The WGHA display cases, located outside Pad 6, are also available to display team trophies. All Provincial and Tournament banners are WGHA property. We request all players and staff sign the banner. Banners will be hung annually at Iroquois Park Sports Complex.

Travelling Outside Ontario

If you are planning to travel outside of Ontario please see the WGHA GM of Hockey Operations for the specific forms that need to be filed. These forms must be completed and submitted 60 days prior to your departure date. There are many factors to consider when traveling outside of the Province. The GM of Hockey Operations will discuss these factors with you to ensure that all aspects are covered.

Travelling By Bus

If you are planning to travel to a tournament or other team functions by bus, an itinerary outlining the details of the trip must be submitted to the GM of Hockey Operations prior to departure. This must include a list of names and contact numbers for all passengers. The GM of Hockey Operations will have a form that must be completed and submitted prior to departure.

WE ARE HERE FOR YOU

Please remember, the WGHA Executive is here for you! As well, use each other as we are privileged to have several Managers that have lots of experience.

Miscellaneous

Some of the dates in this document will change. When you get your OWHA Hand Book check the Form A Dates and play downs dates. The Hand book is a tool for you and should be with you at all times when playing games.

When you go to the LLFHL Scheduling meeting please note the WGHA will pay the fee for all the Whitby Teams up front. Your team's part will be added to your ice Bill. The WGHA has also paid your teams Provincial Bond and ITR fee again these will be added to your Bill.