

WGMHA
MANUAL OF OPERATIONS



For the kids, For the game, For the fun of it!

JULY 2011

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION	4
HOUSE LEAGUE TEAM PLAY	4
HOUSELEAGUE LEAGUE TEAM SELECTION.....	5
HOUSELEAGUE HOCKEY IS EQUAL ICE TIME.....	5
HOUSE LEAGUE NOVICE EQUAL ICE TIME.....	5
HOUSELEAGUE LEAGUE PLAY	5
PLAYOFFS.....	6
WATERLOO CUP	6
JASON CRIPPS MEMORIAL CHRISTMAS TOURNAMENT	6
NUMERICAL STRENGTH	6
GAME TIMES	6
TOURNAMENT LIMITATIONS	7
TOURNAMENT TEAMS	7
REPRESENTATIVE LEAGUE TEAM PLAY	7
REPRESENTATIVE TEAM SELECTION	8
REPRESENTATIVE ICE TIME	9
ASSOCIATED PLAYERS	9
GAME TIMES	10
TOURNAMENT LIMITATIONS	10
REPRESENTATIVE FEES	11
TRY-OUT FEES.....	11
SPRING TRY-OUTS.....	11
WGMHA SEASON START AND FINISH	11
RAVENS WEAR.....	12
REPRESENTATIVE TEAMS IMPORT POLICY	12
IMPORT vs NON-IMPORT STATUS.....	12
FORMER WATERLOO RESIDENT CLAUSE	13
AFFILIATION OF PLAYERS	13
PLAYER RELEASE FOLLOWING SELECTION TO A REPRESENTATIVE HOCKEY TEAM	13
PLAYERS PLAYING UP IN HIGHER DIVISIONS	14
RAVENS COACHING MANDATE.....	15
COACHING STAFF.....	15
COACHES AND TRAINERS	15
BENCH MOMS.....	16
COACHING & TRAINER CLINICS.....	16
DESIGNATED TRAINING	16
POLICE CHECKS.....	16
PARENT REPRESENTATION	17
COACHING SELECTION	17
RATIFICATION OF TEAM COACHING STAFF.....	17
NATIONAL COACHING AND TRAINERS CERTIFICATION PROGRAM	18
TEAM OPERATIONS	18
TEAM MEETINGS & TEAM RULES	18
DISCIPLINE.....	18
TEAM FINANCES	19
TEAM BUDGETS, EXPENDITURES ETC.....	19
TEAM STAFF EXPENSES.....	19
OBSCENE LANGUAGE	20
ALCOHOLIC BEVERAGES AND DRUGS	20
O.R.F.A FACILITY ALERT – CAMERA PHONES AND PDA’s	20
COMMITMENT.....	21
TRAVEL PERMIT REGULATIONS	21

FUNDRAISING EVENTS	21
Fundraising Application Procedure.....	21
HIGH SCHOOL VOLUNTEERS.....	22
ON-ICE VOLUNTEERS.....	22
PROTECTIVE EQUIPMENT	22
EQUIPMENT PURCHASE AND OFF-SEASON RENTAL	23
EQUIPMENT DISTRIBUTION.....	23
UNIFORMS.....	24
HOCKEY OPERATIONS	24
GAME OFFICIALS.....	24
PROTESTS	25
SUSPENSIONS	26
SUSPENSION AND DISCIPLINE HEARINGS	26
GREIVANCES & APPEALS.....	26
REGISTRATION ELIGIBILITY	26
ON-ICE ELIGIBILITY.....	27
NON-WATERLOO RESIDENTS.....	27
TEAM ICE ALLOTMENT.....	27
House League Teams	27
Rep Teams	27
EXTRA ICE.....	28
UNUSED SCHEDULED ICE	28
REGISTRATION AND RELATED ITEMS	28
SPONSORSHIP.....	28
APPLICATION PROCEDURE FOR POLICE REFERENCE CHECK	29
PLAYERS' FAIR PLAY PLEDGE.....	31
CODE OF CONDUCT FOR PLAYERS	31
PARENT'S FAIR PLAY PLEDGE.....	32
CODE OF CONDUCT FOR PARENTS.....	32
COACHES' FAIR PLAY PLEDGE.....	33
CODE OF CONDUCT FOR COACHING STAFF.....	33

INTRODUCTION

The WGMHA Constitution and By-Laws, Regulations and Rules and the Ontario Women's Hockey Association (O.W.H.A.) and its Constitution and By-Laws, Regulations and Rules, govern the Waterloo Ravens girl's hockey. The O.W.H.A. is a member of the Ontario Hockey Federation and the Canadian Hockey Association.

The WGMHA has two levels of hockey: House League and Representative League. The WGMHA will be known as the Waterloo Ravens. The Representative teams are an extension of the House league teams. All Girls who play House league have the opportunity to try out and play on a Representative team.

HOUSE LEAGUE TEAM PLAY

Waterloo Ravens House League teams will play in the Designated House League against other House League teams from centres like Kitchener, Cambridge, Plattsville, Stratford, Woolwich (Elmira) and Twin Centres (St. Clements/Wellesley).

House League game times scheduled by WGMHA will be stop time consisting of 3 periods of 10 - 10 - 10. Based on the decision of the Director of House League, in conjunction with arena staff, games may consist of two stop time 10 minute periods and a run time third period based on time availability. Teams that are short players will be able to ask players from the House League teams of the lower division to fill in for absent players, based on guidelines set forth by the Designated House League and agreed upon by the associated contacts.

All ice time will be equal for all players in House League. In the final 2 minutes of play in a close game, a coach may play whom ever he wishes and may reward players that have worked hard during that game with extra ice-time. WGMHA has zero tolerance for Coaches violating ice time.

House League teams will, provided there are enough team members present, participate in the KMHA Jason Cripps Memorial Tournament held over Christmas. The entry fee is included in our teams' entry to the KMHA House League. House League teams can participate in other tournaments' as they desire, based on guidelines in the tournament limitations, provided there is a consensus amongst the coaches, players and parents to participate. Tournaments shall not conflict with the Jason Cripps tournament or the league playoffs.

As part of the on-going effort for open communication, coaches must have a series of team meetings as follows:

- Prior to the start of the regular season to discuss goals, expectations, schedules, house league tournaments, and house league select opportunities
- Prior to the start of the playoffs to discuss goals, expectations, schedule and to remind parents of the dates for championship weekend and the Waterloo Cup
- Meetings, as required, to deal with matters arising on an on-gong basis

All costs associated with additional tournaments and extra ice times are the responsibility of the team. Please be aware that a minimum of 3 days notice must be given to access game officials for any extra exhibition games. All requests for game officials must be made to the Director of Officials.

The number of players on a team will range from 13 (minimum – 8 forwards, 4 defence, 1 goalie) to 17 (maximum – 10 forwards, 6 defence, 1 goalie). All house league teams will be numerically balanced.

HOUSELEAGUE LEAGUE TEAM SELECTION

For the Girls House league team selection, the respective Director in addition to the Convenor(s) shall be empowered to develop an “equalization system” to be used to place players on House league Teams in their respective division(s). Players who are properly registered will be notified of the first ice time location for their particular age grouping. The respective Director with no less than thirteen (13) players per team and no more than seventeen (17) players per team will establish House league rosters. Where registration figures do not support this number of players, the respective Director shall determine the number per team, subject to ratification by the Board of Directors.

All House league teams must strive to use three forward lines and two sets of defensemen as a minimum where numbers warrant.

HOUSELEAGUE HOCKEY IS EQUAL ICE TIME

In House league, for Novice to Midget each player shall receive equal ice time, every game. Failure to observe this rule will warrant a warning from the Director/Convenor, who shall refer to the Director of Coaching for discipline.

In the case of a team carrying two or more goaltenders, each shall dress and play equal portions of the game.

Equal ice time for all players must be followed without exception. Only in the last 2 minutes of play should any bench be shortened to play the players who are performing better than others in that game.

HOUSE LEAGUE NOVICE EQUAL ICE TIME

In the Novice Division games will have a 2-minute buzzer up until Christmas. This will be discontinued after Christmas based on guidelines set forth by the Designated House League and its association contacts.

HOUSELEAGUE LEAGUE PLAY

The House league season starts approximately on or around Thanksgiving weekend and ends on Championship Day (often the last weekend in March). The League schedule will be approximately 20 games.

PLAYOFFS

Playoffs are a round robin format, single, double depending on the number of teams, or as otherwise determined by the Designated House League. Divisions will be split into A & B divisions following the Christmas break to ensure all teams are competitive. Playoffs for each division will follow.

WATERLOO CUP

The Waterloo Cup shall be played each season between all Waterloo House League teams. The Waterloo Cup will be scheduled during the last couple of weeks in March and could extend into the first week of April. The Waterloo Cup shall not interfere with the House League Playoffs and Championship Day. However, all House League teams must make sure that they do not schedule any tournament or other team activities that could interfere with the Waterloo Cup. The Director of House League will notify of the dates for the Waterloo Cup as soon as those dates have been approved by the Board of Directors.

JASON CRIPPS MEMORIAL CHRISTMAS TOURNAMENT

All House league Waterloo teams, must participate in the Jason Cripps Memorial Christmas Tournament sponsored by the KMHA. In the event where a team cannot participate with a reasonable roster of its own players the team must notify the Director of House League no later than November 15th and the Director of House League must approve any withdrawal. The Director of House League will disperse players who are available to play to the other Waterloo team(s).

NUMERICAL STRENGTH

In this subsection, numerical strength is defined as the number of players allotted to each team and shall only be changed by the Director or his delegated authority because of unusual circumstances.

Novice to Midget House League teams having less than six (6) players in uniform prior to the start of the game may forfeit the game to the opposing team unless there is an unusual circumstance that will be decided by the Director or their delegate.

GAME TIMES

All games shall start on the official starting times as laid down by the League schedule. If a team fails to ice a starting line-up (as above) at the official starting time, the Director in charge (or his/her delegated authority) shall investigate and make a decision based on the information received.

Game times for out of town games will be based on the rules governing their association and will be placed on the game sheet for each team to review prior to the start of the game.

All Waterloo home games will consist of a minimum of thirty (32) minutes of stop time play (10,10,12). However, with the approval of the Director of House League, the 3rd period could be run time based on the actual time left on the clock.

TOURNAMENT LIMITATIONS

All House league teams are registered to participate in the Jason Cripps Memorial Tournament. House league teams may enter two (2) additional tournaments provided the tournament does not interfere with League and Play-off schedules. All tournaments must be submitted for approval no later than December 21st of each year. All tournament registrations must be approved by the Director of House League

No exceptions for tournament registrations will be made after this date if it affects any scheduled game.

TOURNAMENT TEAMS

As per OWHA guidelines, we will be unable to run Tournament teams. OWHA has specified that players may not be registered on more than one team (i.e. House League & Rep C)

REPRESENTATIVE LEAGUE TEAM PLAY

Effective with the 2007/2008 hockey season, all Waterloo Ravens representative teams will play in the Lower Lakes Female Hockey League (LLFHL). The Intermediate AA team will play in the Provincial Women's Hockey League (PWHL). The Senior team(s) will play in the league determined by the Director of Rep at the beginning of each season.

The Intermediate AA team is exempt from the rest of the policy in this Representative League Team Play section.

Representative team player selection will be based on ability, knowledge of the game, and attitude.

All costs associated with additional tournaments and extra ice times are the responsibility of the team. Please be aware that a minimum of 3 days notice must be given to provide game officials for any extra exhibition games. Notice must be given to the Director of Officials.

Effective immediately Waterloo Girls Minor Hockey Association (WGMHA) shall set the roster size for all representative teams at seventeen (17) to include fifteen (15) skaters and two (2) goalies. In the opinion of the coaching staff if there are not enough players whose abilities match the requirements of the proposed level of play the coaching staff may apply to the Leagues Management Committee (LMC) for permission to reduce their roster size. The Head Coach must approach LMC to evaluate the last two players as identified by the coaching staff. Formal notice to the LMC must occur prior to the next to last try-out activity; and that the evaluation must occur by the last try-out activity. The LMC must approve the appointment of a minimum of three independent evaluators to undertake the evaluation of the identified players. The LMC must provide their recommendation to the Head Coach immediately following their evaluation. Any request to carry additional players on any level of Rep team must also be approved by the Leagues Management Committee. Final approval for any deviations from the set roster size must be validated by the Board of Directors.

REPRESENTATIVE TEAM SELECTION

Public tryouts typically start in April or the beginning of September, as decided by the Board of Directors each season. The Intermediate AA team will hold tryouts immediately following provincials.

The Intermediate AA team is exempt from the rest of the policy in this Representative Team Selection section.

. Coaches have approximately up to 6 tryouts, including designated WGMHA try out ice times and exhibition games to pick their teams. Player selection will be based on each player's ability, knowledge of the game and attitude. It is recommended that all players should be at all tryouts to have the best opportunity to make the team. If a player has a conflict and cannot attend a try-out session, discussion with the head coach is necessary and it is then up to the coach, whether the player is still eligible for try-outs if she misses. For the final two tryouts, all Representative Player releases will be made on a one-to-one basis with an explanation of skills development for improvement. Import players must attend a minimum of two try-outs to be eligible for selection.

Head coaches are required to use a minimum of 2 outside evaluators (with no conflict of interest with that team) and a list of these evaluators must be provided to the Director of Coaching, prior to the 1st try out period. All Head Coaches are responsible for finding on ice instructors for tryouts. Head Coaches are asked to use the evaluation forms provided by the WGMHA for all players in order to present a fair and seamless team selection process. These evaluation forms are available through the Director of Coaching.

All Head Coaches are reminded that no player cuts are to be made following exhibition games that are played at an out of town arena. If cuts are required due to timing following an out of town game, coaches are expected to make them in person at the players home following their return.

The Coaches will provide to the Players and Parents an outline of their expectations for all team members prior to the final team selection.

REPRESENTATIVE ICE TIME

The Intermediate AA team is exempt from the policy in this Representative Ice Time section.

At the Representative League level, it is the responsibility of the Rep League Coaching Staff to provide fair ice time to all team players throughout the course of the entire season. It is also the responsibility of the Coaches to raise the skill level of all players on the team.

No Player should miss more than two shifts simultaneously with the exception of injury, discipline or on a voluntary basis for any reason. Goaltenders will split ice-time equally by either playing half-games or alternating games. Any absences from games, for example, due to injuries, sickness, suspensions and vacations (but not limited to the foregoing examples) will not justify any additional effort to provide fair ice time. The only exception to fair ice time will be confined to the last 5 minutes of any game and should only be employed in games that will extend tournament play or the season for any given team. This should be done only when there is a one goal differential and in a rare exception a maximum of two goals if the coach feels that his/her team can definitely get back in the game. Note that with Bantam, Midget and Intermediate divisions tier 1 teams, specialty teams can be formed keeping in mind that all players should be taught these skills and used whenever possible in game situations.

In the short-term, fair ice time will be affected by penalties, injuries and general games conditions that do arise. In the longer term or over the course of the entire season, it is the responsibility of the Coaches to keep ice time as fair as possible for all. As the Coaches have a responsibility to the Players so to do, the Players have a responsibility to their Coaches and Teammates. WGMHA has zero tolerance for Coaches violating fair ice time.

ASSOCIATED PLAYERS

Each representative team is encouraged to select "Associate Players" (APs) from a Tier below to attend regular representative practices and be called up to replace absent players. The APs can still play and practice with their normal team. No fees shall be charged until 10 ice times have been reached. These fees if applicable will be determined by the Finance committee.

The approval for all APs rests with the appropriate Directors. A coach wanting to use an AP must first contact the appropriate Director and receive their permission before approaching the player under consideration. The appropriate Director will notify the Head Coach of the player under consideration who will then notify the player and their parents. The player, if they accept the offer to be an added player, will then contact the Head Coach who made the request to discuss all aspects of being an AP including practice responsibilities, game responsibilities, etc.

All APs must attend activities using the following priorities:

- Their own games, including league, playoff and tournament games
- The games of the team for the which they are an AP
- Their own practices

- The practices of the team for which they are an AP
- Attendance at social activities are at the discretion of the player and her parents

APs are defined as either:

- The same age level and lower classification (e.g. Bantam AA can call from Bantam BB)
- A lower age level and the same classification or lower (e.g. Peewee AA can call from Atom AA, but Bantam BB cannot call from Peewee AA)

If there are no rep teams below your classification, you are encouraged to call players from House League.

GAME TIMES

All games shall start on the official starting times as laid down by the approved League schedule. If a team fails to ice a starting line-up (as above) at the official starting time, the Director in charge (or his/her delegated authority) shall investigate and make a decision based on the information received.

All games played in the OWHL will be governed by the rules of the OWHL (see link on Ravens web site). For Novice, Atom and Peewee teams a one hour time allocation will be provided for home games. All Novice, Atom and Peewee home games will be stop time and consist of a minimum of thirty-two (32) minutes of stop time play (10, 10, 12).

For Peewee AA, Bantam AA/A, Midget AA/A, Midget BB (effective 2009/10 season), Intermediate A and all Senior levels, a one hour and thirty minute time allocation will be provided for home games. For Peewee AA, Bantam AA/A, Midget AA/A, Midget BB (effective 2009/10 season), Intermediate A, and all Senior levels, home games will be stop time and consist of a minimum of forty-two minutes (12, 15, 15). The time allocation for away games in these divisions is at the discretion of the host centre but all games must be a minimum of forty-two minutes (12, 15, 15). For all other teams except Intermediate AA, a one hour time allocation will be provided for home games and home games will be stop time and consist of a minimum of thirty-two (32) minutes of stop time play (10,10, 12).

All WGMHA Rep teams (all levels) will be automatically opted out of any US travel for league play due to insurance coverage through OWHA. WGMHA teams will be expected to provide ice and officials at our own incurred costs for all games that must be played in Waterloo to accommodate this option.

TOURNAMENT LIMITATIONS

The Intermediate AA team is exempt from the policy in this Tournament Limitations section.

All Representative teams have the option to participate in additional tournaments throughout the season. All tournaments should be selected by the representative team coaching staff and discussed with the players and parents. All travel permits and other necessary documentation is the responsibility of the Head Coach and such forms must be processed no

later than 3 days prior to the tournament date. The Board of Directors reserves the right to limit the number of tournaments each team can go into. Here are recommended guidelines with respect to maximum number of tournaments that should be played at each age level:

Age Group	AA/A	BB/B	C
Novice	3	2	2
Atom	4	3	3
Peewee	4	3	3
Bantam	5	4	3
Midget	5	4	3
Intermediate A	5	4	3

REPRESENTATIVE FEES

All Intermediate AA fees are determined by the KW Rangers Operating Committee.

All other representative fees will be determined each year by the Board of Directors. This fee is over and above the basic registration fees. Representative fees shall be determined no later than September 1st of each year and the fee shall be posted on the Waterloo Girls Minor Hockey Association web site as soon as they are available at www.waterlooravens.com.

Parts of the representative fees go to offset ice-time and Provincial Championship costs. All members of WGMHA representative teams are required to purchase an “off-ice” uniform to be worn to all games and tournaments.

TRY-OUT FEES

All Intermediate AA tryout fees, if any, will be determined by the KW Rangers Operating Committee.

All other representative players will pay a fee for try-outs. Fees will be determined each year by the Executive. This fee is over and above the basic registration fees. Fees are determined at the start of each season.

SPRING TRY-OUTS

Intermediate AA spring tryouts will be determined by the KW Rangers Operating Committee.

For all other representative teams, at the discretion of the Board of Directors, the Waterloo Girls Minor Hockey Association may have spring try-outs. If spring try-outs are to be held, the Board of Directors will determine which divisions will hold spring try-outs and will post these times on their web site as soon as all arrangements are finalized.

WGMHA SEASON START AND FINISH

The Intermediate AA team is exempt from the policy in this WGMHA Season Start and Finish section.

The WGMHA season runs from the beginning of September to the end of April. In the off season May 1st until the end of August, or otherwise posted, the WGMHA will not sanction nor support any on ice or off ice team or individual activities including tournament play. In addition, any coaching staff already named for the following season by the Board of Directors shall not partake in coaching hockey (at any level) involving any players (other than their own child) that could potentially be named to their team in September. WGMHA equipment including jerseys will not be issued or used during the off season in any way. All equipment and jerseys must be returned by the end of the season, the date for the return of equipment and jerseys will be set by the Director of Equipment on or before April 30th.

RAVENS WEAR

The Intermediate AA team is exempt from the policy in this Ravens Wear section.

All members of WGMHA representative teams including all coaching staff are required to purchase an “off-ice” uniform to be worn to all games and tournaments.

REPRESENTATIVE TEAMS IMPORT POLICY

The use of non-Waterloo residents (Import Policy) on Representative Teams shall be governed by the teams ranking within the Association and the teams divisional classification.

Effective with the start of the 2006-2007 hockey season, the number of imports allowed per team shall be as follows:

Divisional Classification	Tier One Team	Tier Two Team	Tier Three Team
Novice	2	0	0
Atom	2	0	0
Peewee	3	0	0
Bantam	4	0	0
Midget	4	0	0
Intermediate	No limit. Local player emphasis.	No limit. Local player emphasis.	No limit. Local player emphasis.
Senior	No limit. Priority selection given to WGMHA rep players.	No limit. Priority selection given to WGMHA rep players.	No limit. Priority selection given to WGMHA rep players.

For the purposes of the import policy, the Tier 1 team is the highest rank team within the Waterloo Girls Minor Hockey Association regardless of its ranking by the Ontario Women’s Hockey Association (OWHA).

IMPORT vs NON-IMPORT STATUS

All out of town players who were registered for a least two consecutive years in WGMHA up to the season ending 2007-2008 will be considered non-imports. These players will still be expected to pay “out of town” additional registration fees. If the said player leaves WGMHA and registers elsewhere and then returns, she will be considered an import. WGMHA will no longer permit imports to register with WGMHA unless they meet the requirements outlined in the Representative Teams Import Policy.

FORMER WATERLOO RESIDENT CLAUSE

Waterloo residents (families) who have only played in the Waterloo Ravens organization and then move out of Waterloo will be allowed to continue to play in the Ravens organization. These players will still be expected to pay “out of town” additional registration fees.

AFFILIATION OF PLAYERS

All OWHA rules and guidelines regarding movement of players will be adhered to by the WGMHA along with any rules and guidelines that the WGMHA adopt as Association standards, as stated in our Constitution.

PLAYER RELEASE FOLLOWING SELECTION TO A REPRESENTATIVE HOCKEY TEAM

The Intermediate AA team and the Senior team(s) are exempt from the policy in this Player Release Following Selection to a Representative Hockey Team section.

A player may be released from a Representative Level Hockey team up until October 30th of the current hockey season in order for the said player to join another team and remain eligible for Regional and Provincial Play downs by December 31st of the current hockey year.

Any request for player release by a coach must be put forward to the LMC for approval. Such approval is subject to review of the request and a look at the player during a game situation by members of the LMC with the Director of Representative Hockey organizing this review. A player must be selected from the team below the team from which the player is being released. The player, and the player’s parents, to be elevated must be contacted first by her current coach, with a subsequent meeting with the higher level coach and a representative of the LMC. The player or parents of the player to be released shall not be notified of the intent to release or notification of release of the said player until her coach has been given a decision by the LMC.

It is at the sole discretion of the LMC to grant or deny the request for release.

If player release is related to the WGMHA Code of Conduct, coaches must approach the LMC prior to release of the said player and the above noted does not apply. If a player is released from a team for WGMHA Code of Conduct reasons no other team shall be required to accept the released player.

A player that has been released from a higher level team shall be assigned to the lower level team. Should the released player chose not to play at the lower level, a request to be released from this team must be put forward by the player to the LMC, it is at the sole discretion of the LMC to grant or deny the request. The released player shall then have the option to play at the house league level or be granted a release and have the option to move to another organization.

No player release shall be granted, until a player from a lower level team in the same division has been invited and has accepted the invitation to move up to replace the released player. It is the sole option of the transition player to accept the position offered on the higher level team.

Coaches are requested to tread lightly and explore all options and consequences before beginning this process. The Director of Rep. Hockey and the Director of Coaching must be up to date on all issues and concerns prior to this option being considered.

PLAYERS PLAYING UP IN HIGHER DIVISIONS

The Intermediate AA team is exempt from the policy in this Players Playing up in Higher Divisions section.

This policy will outline the criteria and requirements where players wish to play or tryout for teams in higher divisions than their own age group. While this will mainly concern players on representative teams, the same criteria and requirements will be applied for house league requests.

1. Application **MUST** be made through the appropriate Director (Director of Rep or Director of House league).
2. Players **MAY** only apply to play one division above their own age division.
3. Player **MUST** be registered with fees paid to WGMHA prior to first tryout.
4. Player **MUST** attend tryouts in their own age division as well as the division in which they wish to play.
5. Player **MUST** attend all tryouts (including first) unless prior arrangements are made.
6. If Player is released by team in higher division, they are free to continue tryouts in their own division.
7. If Player is selected for the team in the higher division, an Independent Committee selected by the Leagues Management Committee (LMC) will conduct independent benchmarking assessments of the Player's abilities relative to the rest of the team.
8. The benchmarking assessment will be conducted by no less than three members of the Independent panel of evaluators selected by the LMC and will be completed during a game situation as early as possible.

9. The results of the benchmarking assessment MUST place the Player as the top goalie, in the top two defence or the top three forwards on the team with a maximum of two underage players per team, to be able to continue to play with the team.
10. If the results of the benchmarking assessment show that the Player does not meet the criteria outlined above, the Player is returned to the team in their own age division.

The decision of the LMC is final.

RAVENS COACHING MANDATE

To promote individual skill development and knowledge of the game while teaching teamwork and sportsmanship. It is our goal to make hockey a positive, fun, and rewarding experience for each participant so they continue to play in future years.

We have adopted a coaching mandate that follows from our founding motto of ***“For the kids. For the game. For the fun of it!”***. It is very important that all our coaches and officials follow these principles. Remember, our program is about children playing hockey for **their** recreational enjoyment, and it is our responsibility to make it a positive, rewarding and learning experience for them!

COACHING STAFF

Each team coaching staff should consist of a designated Head Coach or Co-Coaches, Assistant Coaches, Trainer, and Bench Mom(s). In accordance with the requirements of the OWHA, the WGMHA requires that at least one member staff have NCCP Level Coach certification, and that each team have a certified trainer. There must be one Certified Coach and Trainer on the bench at all times. All Bench Staff and on-ice Staff must be insured with OWHA. Except for the Intermediate AA team, the WGMHA will cover the cost of insurance for up to four (4) bench and/or on-ice staff members. Payment for all others will be the responsibility of the team. In addition, it is mandatory that any members of a coaching staff obtain their Speak Out Certification before assuming any bench duties.

COACHES AND TRAINERS *(excerpt from the OWHA Constitution)*

“All OWHA teams must have registered, at least one coach with a minimum certification of National Coaching Certification Program (NCCP) “Coach” Level [or Hockey FUNdamentals Program (Canadian Hockey Initiation Program -CHIP) for Atom, Novice, Hockey FUNdamentals, and House League]. The OWHA recommends that OWHA competitive teams encourage at least one member of their coaching staff achieve NCCP “Intermediate” Level certification.

All OWHA competitive teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events. The bench trainer’s current, valid number must appear on the game sheet as proof of the trainer’s certification and attendance at the OWHA sanctioned event.

Effective for the year 2000-2001, all OWHA teams must have a registered trainer with a minimum of HTCP Level 1 certification present at all OWHA sanctioned events. The bench trainer's current, valid number must appear on the game sheet as proof of the trainer's certification and attendance at the OWHA sanctioned event.

Sanctioned events include games, practices and dry-land training."

BENCH MOMS

Each Team must have designated Bench Mom or female coaching staff members. Their duty is to be in the dressing room and on the bench with the girls. They will let the male members of the coaching staff know when all the players are dressed and are ready for the pre-game talk. They will also let fathers know at Novice/Atom level when all players are dressed so that they can enter the room for skate tying. **UNDER NO CIRCUMSTANCES IS THERE TO BE ANY MALES PRESENT IN THE DRESSING ROOM WITHOUT A BENCH MOM OR FEMALE STAFF MEMBER OR WHEN PLAYERS ARE GETTING DRESSED OR UNDRESSED.** This is the purpose for the Bench Mom. The Bench Mom should also be present in the dressing room during the pre-game and post-game talks, as well as being present on the bench during games and accompanying a male trainer onto the ice to attend to an injured player.

COACHING & TRAINER CLINICS

Information for upcoming coaching and trainer clinics is available at the beginning of each season on the Ravens website at www.waterlooravens.com . WGMHA will re-imburse the costs of clinics to WGMHA coaches and trainers up to a maximum of \$150 per course per year, provided a receipt is submitted to the appropriate Director.

DESIGNATED TRAINING

All coaches will be required to take training as designated by the Board of Directors. Specifically, WGMHA will require all coaches to take the Respect in Sport training program when it is available to the WGMHA. Other similar training programs may be added to this list by the Board from time to time and will be require training for all coaches in the WGMHA.

POLICE CHECKS

All coaching staff members are required to complete a Police check with the Waterloo Regional Police Department within 60 days of notification of appointment each season. Instructions are included on the following page. If a coaching staff member has submitted a Police check in the previous season, they do not require a new police check form but will be required to complete an undertaking form available on the Ravens web site. After three full seasons, a new Police check is required (ie. undertaking forms can only be completed for two additional seasons following the season you submitted a Police check).

Returned police checks will be reviewed only by the Director of Concerns and Support and members of the Leagues Management Committee (if necessary) and will be kept strictly confidential. Presentation of a letter from the Director of Concerns and Support will be required to receive the reimbursed discounted rate from the Police Department. WGMHA will reimburse the cost of the police checks (amount allocated with presentation of letter from WGMHA) upon submission of your receipt.

PARENT REPRESENTATION

The Intermediate AA team is exempt from the policy in this Parent Representation section.

A parent representative should be selected to act as the team's treasurer (if required) and a parent liaison should be picked to act as a parent rep with the coaches. Parents should have access to the grievance procedures through the parent rep as outlined in the Manual of Operations

COACHING SELECTION

The Intermediate AA team's coaches are selected by the KW Rangers Operating Committee and presented to the Leagues Management Committee for ratification by the WGMHA Board of Directors.

For all other teams, their respective Directors with input from current and previous Directors/Convenors shall represent all Levels of WGMHA Hockey Coaches. All current Representative League coaches must submit application each year. House league coaches must submit application forms annually even if they have been coaching at a particular level for a number of years. (Application forms can be found on the Ravens Web Site www.waterlooravens.com)

The respective Director with the assistance of the Leagues Management Committee will interview prospective coaches for the upcoming season where required.

Once a coach has successfully completed an interview he/she will be required to obtain a Waterloo Regional Police Check (cost covered by WGMHA). The Police Check will be confidential and administered by the Director of Concerns & Support. **This is to be done on an annual basis within 60 days of being notified of coaching acceptance.**

RATIFICATION OF TEAM COACHING STAFF

All coaching and team personnel positions for WGMHA teams shall be recommended by the Leagues Management Committee and ratified by the Board of Directors as being official.

All WGMHA coaches and team personnel are subject to the C.H.A., O.H.F. and O.W.H.A. Constitution, Bylaws and Rules and Regulations.

NATIONAL COACHING AND TRAINERS CERTIFICATION PROGRAM

All WGMHA Head Coaches must attain a Level Coach N.C.C.P. certification in order to sign an OWHA card. All Girls Representative and House league Trainers must receive C.H.A. level certification prior to being carded.

WGMHA recommends that certified female trainers be part of the coaching staff where possible. It is mandatory that each team designate a “Bench Mom” (female) as part of the coaching staff if there are no other females on the coaching staff.

TEAM OPERATIONS

TEAM MEETINGS & TEAM RULES

All coaches must hold an initial team meeting with players and parents. During this meeting, the coaches should clearly establish their objectives, expectations and team rules for the season. The coaches will submit a copy of their team rules to be endorsed by the Leagues Management Committee and the Executive. It is essential that players and parents have a clear understanding of the coaches’ expectations regarding behavior and team rules, and the consequences should any breaches occur. The coaches should also outline a list of proposed tournaments for the parents to consider (if applicable) and provide a proposed budget (if applicable) for the parents to review. Concurrence from the parents regarding the team budget and proposed tournaments by a simple majority vote is required, except for the Intermediate AA team.

DISCIPLINE

When a player has broken a team rule or displayed inappropriate behavior, corrective action may be necessary. Removal of ice-time from a player for disciplinary reasons is permitted and is the only effective method of discipline a coach can use. The discipline applied should be consistent with that outlined at the initial team meeting. This **MUST** be applied fairly & consistently for all players on the team regardless of ability.

Example: if a team establishes a rule that players arriving late for games will miss the first period, then this must be followed through with in every instance, even if it involves the team’s best player.

Where the infraction involves disruptive or abusive behavior during practices or games the coach should discuss the incident and the impending disciplinary action with the parent(s) involved prior to the removal of the ice-time. This will give the parent(s) an opportunity to participate in correcting the behavior as well as give the parent fair warning that their child will be missing ice-time in an upcoming game. The WGMHA Executive recommends to all

coaches that they should involve the team parent rep in a face-to-face meeting with the parent; however, this may not be practical in all circumstances.

Should future incidents occur and the behavior not be corrected, further progressive discipline will result including game suspension(s) and possible removal from the team. Such serious measures would require a disciplinary hearing before the Leagues Management Committee, and for the Intermediate AA team the KW Rangers Operating Committee.

TEAM FINANCES

For the Intermediate AA team, the team finances, budgets, expenditures, and staff expenses will be managed by the KW Rangers Operating Committee, and reported regularly to the WGMHA Treasurer.

It is required that each Representative League team in the Association open a bank account in the name of the team at the beginning of each season. These accounts must have a **minimum** of two (2) signing officers for each team and at least one (1) parent **MUST** be a signing officer and treasurer and **MUST** sign each disbursement. This requirement may also extend to House league teams that have significant additional team expenses or team-specific fundraising.

TEAM BUDGETS, EXPENDITURES ETC.

- i) All coaches must submit to the Treasurer of WGMHA team budgets for approval to ensure revenue and expenditures are reasonable and just.
- ii) Parental approval is required with respect to the budget for team expenses, and a simple majority (as determined by secret ballot, or show of hands) administered by the coaching staff responsible for that respective team. All budgets will be provided to the parents for review 5 days (five days) before parental approval is requested.
- iii) All teams that become involved in fundraising, and receive parental contributions and/or possess a bank account, must submit the following to the Treasurer of WGMHA.
 - a) Initial budget submitted for approved as above by October 15th (Full budget to actual expense statement)
 - b) Year-end financial statement by April 30th

IN ADDITION, statements must be provided to the parent group at least by December 15th (mid-year) or monthly.

Budget forms are available on the WGMHA web site

TEAM STAFF EXPENSES

All WGMHA Team Staff will be permitted to charge the following expenses to team budgets. These are **maximum** amounts. The Directors in charge of the particular division must approve changes to these amounts and guidelines. ***These guidelines do not apply to team staff with children playing on the team. They ARE NOT eligible for claims under this article.***

- i) A maximum of four (4) active team staff may be claimed for tournaments, travel, etc.
- ii) Team staff may claim for one (1) standard accommodation hotel room at actual cost for each two (2) active team staff members for events where overnight accommodation is required. This accommodation shall be double accommodation only. Where four team staff applies up to a maximum of two hotel rooms.
- iii) Return mileage for one vehicle to out of town games and tournaments shall be paid at the most recent mileage rates determined by Canada Revenue Agency (see www.cra.gc.ca). 100% of bus or air travel shall also be paid if necessary.
- iv) The following meal allowances will be reimbursed to team staff to a maximum of \$45.00 per day. Meal allowance can only be claimed for overnight trips, tournaments, friendship series, etc. unless authorized by the Director in charge of that particular Division. Maximum meal costs will be reimbursed using the following guideline:

Breakfast	-	<u>\$10.00</u>
Lunch	-	<u>\$15.00</u>
Supper	-	<u>\$20.00</u>

All team staff must submit receipts and only food costs and non-alcoholic beverage costs will be reimbursed.

OBSCENE LANGUAGE

Swearing and obscene gestures by coaches, players and parents in the WGMHA is prohibited and shall be governed by the O.W.H.A., OWHL, and C.H.A. Official Hockey Rules, and the WGMHA Codes of Conduct.

ALCOHOLIC BEVERAGES AND DRUGS

The consumption of alcoholic beverages or the taking of drugs is strictly forbidden for any coaching staff members and players during any team activity including games, practices, overnight tournaments, team events and travel to and from these events. Failure to observe this rule may result in disciplinary action including suspension. The person(s) involved must appear before the Leagues Management Committee, and for the Intermediate AA team the KW Rangers Operating Committee, before being re-instated or receiving a further suspension. Smoking is prohibited in all City of Waterloo Facilities. Suspension shall be levied to players and team staff who fail to adhere to this bylaw.

O.R.F.A FACILITY ALERT – CAMERA PHONES AND PDA's

(excerpt from OWHA Handbook)

Please note the Ontario Recreation Facilities Association Facility Alert prohibiting the use of cell phones and personal digital assistants in all recreation facility change rooms.

COMMITMENT

Participation in any competitive sport or activity such as hockey requires considerable commitment (both in terms of time and money), dedication and sometimes sacrifice on the part of not only the volunteer coaches and players, but also their families. Difficulties with commitment and dedication are accentuated when a participant is involved in more than one competitive sport or activity. The Association respects the varying need of families. In return for their commitment and dedication, the volunteers expect a corresponding level of commitment and dedication from the players, especially at crucial points in the season and at the older age divisions and higher categories of play.

TRAVEL PERMIT REGULATIONS

Any WGMHA Team that wishes to participate in 1) any non-sanctioned OWHA tournament, or 2) any exhibition game outside of Ontario, or against a "male" hockey team, must complete a WGMHA Travel Permit. This form is to be signed by the head coach and submitted to the WGMHA mailbox or faxed to the WGMHA office. Forms are available on the WGMHA web site. Completed travel permits are required in order to get proper OWHA sanction approval for these events.

FUNDRAISING EVENTS

The Intermediate AA team's fundraising is managed by the KW Rangers Operating Committee..

All other WGMHA teams must participate in Association fundraising campaigns. Team-specific **requests to hold additional fundraising events** must be submitted to the Director of Fundraising and approved by the Board of Directors prior to the event.

WGMHA has a Director of Fundraising whose prime responsibility is to establish, review, and make recommendations regarding all Fundraising activities of the WGMHA. The Director of Fundraising will review **ALL** applications for fundraising activities before recommending ratification to the Board of Directors.

Activities commencing prior to approvals will not receive approval and disciplinary action may be taken.

Fundraising Application Procedure

1. Applications are to be made and submitted to the Director of Fundraising.
2. Application forms must be signed by both the team Coach/Manager and the team Parent Representative
3. Team Budgets, duly approved by the Director/Convenor/Parents must accompany each application
4. Applications must include a budget relating to the Fundraising project

5. The selling of goods are considered to be fundraising activities and accordingly must be approved by the Board
6. Complete financial reports must be filed with the Director of Fundraising 30 days after the completion of a fundraising project
7. Failure to comply with any of the regulations will result in disciplinary action by the Board of Directors

HIGH SCHOOL VOLUNTEERS

All teams are permitted to use high school volunteers as practice assistants or coaches provided they notify the appropriate Director and they receive approval from the Director once all insurance issues have been verified.

High school volunteers who are coaches must be at least 16 years of age and must be certified as a Level Coach and must present their card to the appropriate Director prior to commencing their work with the team.

All high school volunteers must also comply with all on-ice conditions of the WGMHA including wearing a helmet and having the appropriate skates and gloves for their on-ice role.

All forms verifying the participation of high school volunteers must be sent by the coach to the appropriate Director for signature on behalf of WGMHA.

ON-ICE VOLUNTEERS

Coaches are allowed to engage additional on-ice volunteers to assist with practices. However all volunteers must be approved by the appropriate Director and the Head Coach must submit the name of the volunteer and their role at practice to the appropriate Director. The Director must approve the practice plan and the participation of the on-ice volunteer and will then notify the Head Coach of said approval.

All on-ice volunteers must be registered and insured on an OWHA registration form or a CHA registration form. Volunteers not registered with either of these organizations for the current year do not carry the proper insurance to be on the ice with OWHA registered players and could make void insurance coverages in the case of an injury to a player.

All on-ice volunteers must comply with all on-ice conditions of the WGMHA including wearing a helmet and having the appropriate skates and gloves for their on-ice role.

PROTECTIVE EQUIPMENT

Excerpt from OWHA Constitution:

“Required equipment for females to participate in hockey: Helmet - CSA approved, Facemask - CSA approved, Shoulder pads (chest protector), Throat Protector- BNQ approved, Elbow pads, Hockey pants or hockey girdle, Gloves, Shin Pads, Pelvic Protector (Jill), Skates - hockey, Garter Belt and Socks, Hockey Stick and Hockey Sweater.

All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule.”

For all WGMHA registered players, mouth guards are strongly recommended..

WGMHA will supply full protective goal equipment in the House league with the exception of goalie mask and skates.

ALL EQUIPMENT may only be worn during official WGMHA activities.

NOTE: Game uniforms may only be worn during Association GAME CONDITIONS, i.e. not to be worn during practices or for other hockey leagues.

All team officials participating in on-ice activities must wear a CSA hockey approved helmet. Trainers or any other team officials attending an injured player are considered exempt from this rule.

EQUIPMENT PURCHASE AND OFF-SEASON RENTAL

Except for the Intermediate AA team, there shall be no general purchase of hockey equipment by hockey teams unless specified purchases are approved and a Purchase Order has been issued by the Director of Equipment & Awards of the WGMHA.

EQUIPMENT DISTRIBUTION

The Intermediate AA team distributes and manages their own equipment through the KW Rangers Operating Committee.

Distribution of the WGMHA equipment shall be as follows:

House league and Representative League Teams – Novice to Midget, Intermediate A, Senior – equipment, including goaltending equipment & sweaters, will be assigned to the team coach who is held responsible for the equipment for the season. The coach is responsible to return all items at the end of the season and will be held accountable for lost and/or damaged items. Each team is responsible for the care and maintenance of the sweaters during the season. This includes washing. Sweaters must be returned in a clean condition.

Waterloo Ravens jerseys are not to be distributed to house league players, nor rep Peewee and below players. The jerseys are to be kept by a team official or parent volunteer (usually one volunteer has the home set and the other has the away set). During the 2010/2011 season, there will be an optional pilot for Rep Bantam and above, provided that the whole team participates. Each player may take home their own jerseys in an approved Waterloo Ravens garment bag, as documented on Ravens website. The team is responsible and will provide the Ravens Treasurer with a \$250 team deposit cheque. The cheque will be cashed at the beginning of the season and refunded only after all jerseys are returned cleaned and in good condition. A parent should check the jerseys periodically to ensure that they remain in good condition.

All WGMHA equipment is to be used only for Association games and practices unless special permission has been given by the Director of Equipment.

WGMHA requires solid Black CSA approved helmets with attached gage be worn. Black solid pants with or without ravens logo on pant, are also required

UNIFORMS

ON-ICE UNIFORM

The approved uniform to be worn during representative and house league games is:

1. Jersey, as authorized by WGMHA.
2. Socks, as authorized by WGMHA.
3. Predominately black helmet.
4. Solid black pant, with or without approved Ravens logo.
5. Gloves are highly recommended to be predominately black; preferred trim is gold and/or white.
6. Goalie pads and gloves are highly recommended to be Ravens colours of black and/or white and/or gold.

Under no circumstances may teams purchase unauthorized pieces of the uniform.

OFF-ICE UNIFORM

The approved off-ice uniform to be worn by players and bench staff to games and tournaments is listed below for representative hockey. This is optional for house league.

1. Jacket, as authorized by WGMHA.
2. Pants, as authorized by WGMHA.

Under no circumstances may teams purchase unauthorized pieces of the uniform.

HOCKEY OPERATIONS

GAME OFFICIALS

Intermediate AA league games officials are coordinated through the KW Rangers Operating Committee.

For all other games, officials must be booked through the Ice Scheduler.

It is the responsibility of the coaches of representative teams to notify the Ice Scheduler once their game schedules have been finalized. Upon receiving notification of the final game schedule for each representative team, the Ice Scheduler shall notify the Waterloo referees operating committee of the number of game officials needed for each game and shall ask for them to be scheduled accordingly.

Representative team coaches are permitted to make changes to scheduled games. However, changes made within 2 days of the previously scheduled game time may result in a \$10.00 (ten dollar) surcharge to that team. In addition, if changes are made within 24 hours of the previously scheduled game time, then a surcharge of \$20.00 (twenty dollars) may be charged to that team. If games are cancelled by a team within 24 hours of the scheduled game time the team will also be responsible to pay for the cost of the game officials.

For all exhibition games, regardless of the league or division, teams shall be provided with three game officials including a timekeeper and two referees.

For all House League regular season and playoffs games there shall be three game officials including a timekeeper and two referees. For all Novice, Atom and Peewee, Bantam (Tiers II and III) and Intermediate Tier II regular season and playoff games in the OWHL there shall be three officials including a timekeeper and two referees. For all Bantam (Tier I), Midget (Tiers I, II, III) and Intermediate Tier I games in the OWHL there shall be four officials including a timekeeper, referee and two linesmen.

All on ice officials must be certified to officiate in the O.W.H.A.

PROTESTS

All protests shall follow the procedures outlined in the Constitution Bylaws under Article 16;

- a) All protests having to do with games and their Regulations shall be filed with the appropriate Director within forty-eight (48) hours after the game to be protested. The protests shall be in writing and shall set out the Rules and Regulations involved, and the alleged violations. Supporting evidence must accompany the protests.
- b) Upon receiving a protest, the appropriate Director shall forward a copy to the Manager or Coach of each other team involved, to the Chair of the Protest Committee, to the Referee-in-Chief through the Director of Officials (if the issue involves the Referee's decision), and to the President of the Corporation.
- c) The Chair of the Protest Committee shall notify those involved (and the Referee-in-Chief if necessary) as to the time and place of a meeting to hear the protest, to be held within seven (7) days of the protest; a written decision shall then go to all persons involved within seven (7) days following the meeting.
- d) The decision of the Protest Committee shall be recorded with the Secretary of the Corporation.
- e) Decisions of the Protest Committee shall be final and binding on members, with no possibility of further appeal within the Corporation.

Protest on a referee's decision will not be considered unless it concerns a question of misapplication of a rule interpretation.

SUSPENSIONS

The WGMHA House league and Representative Leagues have adopted the current O.W.H.A. Minimum Suspension List. It is the responsibility of each Division Director and Convenor (if applicable) to ensure that at least one coach on every Ravens Team (House league, and Representative) has a copy of the Current O.W.H.A. Constitution, Bylaws, and Regulations and Rules. The WGMHA reserves the right to issue additional suspensions, including any suspensions that may be handed down by the KW Rangers Operating Committee.

SUSPENSION AND DISCIPLINE HEARINGS

In the case of additional or non-automatic suspension, the WGMHA division Director shall contact the player/coach concerned; who shall have the opportunity to verbally defend his/her action prior to setting the length of the suspension.

A suspension/discipline hearing must be scheduled and a committee formed to hear the evidence by the individual (s). The Leagues Management Committee shall hear the evidence at a Special Meeting. The Director (Chairperson) shall make the Committee's suspension recommendation to the Board to have it ratified by the Board of Directors.

GREIVANCES & APPEALS

See Article 15 of the Constitution.

To Appeal, you must submit written documentation stating the reason(s) for the appeal and facts supporting the appeal. The appeal shall be filed according to the process in Article (15) of the WGMHA Constitution accompanied with a cheque or money order in the amount of \$200.00 payable to the WGMHA. Refund for an appeal is granted when the appeal is in favor of the claimant only.

REGISTRATION ELIGIBILITY

There are two types of registrants, Waterloo residents and non-Waterloo residents. At this time, there is no distinction between House League and Representative League registrants.

Waterloo residents will be given first priority, in accordance with the City of Waterloo's girl's first policy.

Waterloo residents will be registered on a first-come, first-served basis until the annual cut-off date. After this date non-Waterloo resident registrations and late registrants will be accepted up to the point that the Association considers registration for that year to be full. After the cut-off date or completion of registration, all registrants go on a waiting list in order, regardless of residency.

Non- Waterloo residents, who register early, will be put on a list in order, and will be contacted when registration is complete. Non-residents will pay full fees plus a non-resident fee. The

non-resident fee will be posted annually on the WGMHA web-site (www.waterlooravens.com) no later than May 15th prior to the start of registration.

ON-ICE ELIGIBILITY

Any player stepping on the ice under the jurisdiction of the WGMHA for any program must be properly registered (appropriate release forms if required) with the WGMHA and insured. This includes pre-season practices and Rep tryouts. The acceptance of permission to skate forms will be subject to the approval of the Leagues Management Committee.

NON-WATERLOO RESIDENTS

House League will be subject to the general rules of eligibility with regard to non-Waterloo residents. In other words, there will be no restrictions or quotas on non-Waterloo resident players in the House League program if it is determined by the Association that we have space for them in the program.

TEAM ICE ALLOTMENT

House League Teams

All House League teams shall be guaranteed a minimum of thirty-seven (37) ice times per season as outlined by the WGMHA fee breakdown schedule. This shall consist of twelve (12) half-ice practices with the exception of Midget, 11 home games, 11 away games (all games to be scheduled by KMHA) and 3 guaranteed Jason Cripps Tournament games. In the event that teams are scheduled fewer games; WGMHA shall distribute additional ice times to equal the guaranteed total amount. Advancement to both Cripps and K-W Local League Finals adds an additional four (4) games to a team's seasonal total.

In addition, all House League teams advancing to the League finals in March shall be awarded an extra practice prior to the final games dependant on ice availability.

All House League teams may equally be awarded extra ice times throughout the season depending upon ice availability and finances. This shall be at the discretion of the Ice Scheduler and the Director of House League.

Rep Teams

All WGMHA Representative Teams shall receive their seasonal ice allotment at the beginning of each season. The ice times shall begin after tryouts and conclude when they are no longer in league playoffs and provincial Playdowns. Ice times shall be distributed amongst all Representative teams dependent upon their age division and OWHA categorization as outlined by the WGMHA fee breakdown schedule. The times allotted shall be used for both scheduling league games and practices. Depending upon ice availability two (2) or three (3) extra practice times shall be awarded to ALL Representative teams advancing to the OWHA Provincial Finals in April. All teams that are eliminated from league play-offs and provincial play-downs shall forfeit any remaining ice time allotments.

EXTRA ICE

In the event that there is surplus ice available, WGMHA shall offer that ice to ALL teams, Representative and House league, on a first come, first served basis, at a rate determined by the WGMHA.

UNUSED SCHEDULED ICE

Any team found not using its allotted ice times shall forfeit one of its other ice times not scheduled for games. This shall be at the discretion of the Ice Scheduler and the Director of House League and/or Representative Hockey. The team shall have the option of buying that said ice or another ice time, from their team budget, from the City of Waterloo at the going City rates.

REGISTRATION AND RELATED ITEMS

These guidelines for registration and eligibility have been adopted by the Waterloo Girls Minor Hockey Association and remain in effect. In formulating these items, we have considered the generally accepted practices of other centers and comply with the O.W.H.A., SWGHL, OWHL and the City of Waterloo. The WGMHA has considered those factors that we feel could enhance our program going forward, as well as those that could adversely affect the integrity of our program.

The City of Waterloo has a generally accepted policy of Waterloo girls first with all user groups but does not place any restrictions on non- resident registrants.

All players trying out for Representative teams, with the exception of the Intermediate and Senior teams, must be registered with the WGMHA no later than August 1st. All players from other centres must present a valid OWHA release form and must be registered with WGMHA.

Players who present a 'Permission to Skate' form will be allowed to try out with this association but must commit to the team and association prior to the final tryout.

All non-resident players will be subject to an additional out of town fee, except the Intermediate AA team. The said amount will be determined by the Board of Directors and will be listed on the registration form.

SPONSORSHIP

The Intermediate AA team is exempt from the policy in this Sponsorship section.

All sponsors must receive the approved sponsorship form and all contracts are to be for a minimum of one (1) year duration.

All equipment purchased or donated by a sponsor shall become the property of the WGMHA.

Purchase of goods must be made through the Association. Therefore, all colour combinations, designs, and logo qualities must have the approval of the Board of Directors.

It is the Director of Sponsorship's responsibility to ensure the following:

- i) The sponsor must be contacted regularly
- ii) The sponsor must receive team lists and schedules
- iii) The sponsor must be supplied with a team picture
- iv) Include the sponsor in team activities (i.e. parties, year-end celebration etc.)

All team-specific sponsorships must be approved by the Director of Sponsorship. This includes sponsorship for travel uniforms, water bottles, hoodies, jackets, etc. All items purchased using the Ravens logo must be approved through the appropriate Director and through our exclusive providers.

Corporate or individual sponsorship options at the team level:

- 1) Monies are paid to the association. A receipt is provided by the association, if required. The association issues cheque in same amount to the team.
- 2) Monies are paid to the team. A receipt is not provided by the association. Team cannot issue receipt.

APPLICATION PROCEDURE FOR POLICE REFERENCE CHECK

- WGMHA has mandated the completion of an annual police check on all coaching staff (coaches, trainers, bench moms, and managers). Police checks must be completed or underway by November 1 of the current season. If this deadline is not met, WGMHA will suspend coaching staff until proof of the request has been given.
- For all volunteers who had a Police Check completed in the previous season, you are not required to get a new police check for this year. We do however require an undertaking be completed and returned by November 1 of the current season. The undertaking is available on www.waterlooravens.com. After three full seasons, a new police check is required (i.e. undertaking forms can only be completed for two additional seasons following the season you submitted a police check).
- Police checks may be obtained from any regional police station, which are conveniently open each day around the clock. You will be asked to complete an application form and pay a fee of \$10.00 (if you have the letter from the Director of Concerns and Support available on www.waterlooravens.com). Since non-volunteers pay \$25.00 for this service, be sure to take advantage of the reduced rate. The police check may take three weeks to process, therefore, please retain a copy of your receipt as proof that the request is underway. **WE WILL ONLY REIMBURSE \$10 FOR THIS.**
- The original police check report OR copy of the above mentioned receipt must be received by November 1 of the current season, in order to avoid suspension. For those showing the receipt only, the original police check must be forwarded when it is ready. **The**

report and receipt should be dropped off in a sealed envelope to the Ravens mailbox at RIM.

➤ All original documentation will be returned, once reviewed and photocopied by the Director of Parent Concerns and Support. Photocopied records will be treated as confidential documents and securely retained for a period of three years, at which point they will be destroyed.



PLAYERS' FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play by exhibiting respect for all participants within the Waterloo Girls Minor Hockey Association. All players, coaches, officials and parents are responsible for encouraging and promoting fair play by endorsing this pledge during registration for players and parents, and at time of application for coaches, before being allowed to participate in hockey in the Waterloo Girls Minor Hockey system and must continue to observe these principles of fair play throughout the season.

I agree to abide by the principles of the Fair Play code as set forth by the Canadian Hockey Association and supported by the Waterloo Girls Minor Hockey Association.

This commitment to fair play will pave the way for teamwork, better hockey and positive attitudes. Win or lose, we treat each other with respect and dignity.

CODE OF CONDUCT FOR PLAYERS

1. I play hockey because I want to, not because others want me to.
2. I will play by the rules and maintain the spirit of Ravens hockey.
3. I will respect all players, coaches, and officials.
4. I will control my temper. Rough play and mouthing off can spoil the activity for everyone.
5. I will be a team player.
6. I will remember that having fun, improving my skills, making friends and doing my best is more important than winning.
7. I will acknowledge all good play; whether they are my teammates or my opponents.
8. I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.
9. I will encourage my teammates to play hard, play fair and do their best.
10. I will represent Waterloo Ravens Hockey in a positive manner at all times and be proud to be a Raven!
11. I will not consume alcoholic beverages nor take any drugs during any team activity including games, practices, overnight tournaments, team events, and travel to and from these events.
12. I will not use a camera phone nor personal digital assistant in any recreation facility change room.

Signed by _____ Date: _____
(Name of Player)



PARENT'S FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play by exhibiting respect for all participants within the Waterloo Girls Minor Hockey Association. All players, coaches, officials and parents are responsible for encouraging and promoting fair play by endorsing this pledge during registration for players and parents, and at time of application for coaches, before being allowed to participate in hockey in the Waterloo Girls Minor Hockey system and must continue to observe these principles of fair play throughout the season.

I agree to abide by the principles of the Fair Play code as set forth by the Canadian Hockey Association and supported by the Waterloo Girls Minor Hockey Association.

This commitment to fair play will pave the way for teamwork, better hockey and positive attitudes. Win or lose, we treat each other with respect and dignity.

CODE OF CONDUCT FOR PARENTS

1. I will not force my child to play hockey.
2. I will remember that my child plays hockey for their enjoyment, not mine.
3. I will encourage my child to play by the rules and to resolve conflicts without hostility or violence.
4. I will teach my child that doing your best is more important than winning.
5. I will always make my child feel like a winner by offering positive praise despite the outcome of the game.
6. I will never ridicule or yell at my child for making a mistake or losing a game.
7. I will remember that children learn best by example. I will treat all other players, coaches and game officials with respect and accept their decisions.
8. I will never approach an official after a game.
9. I will support all efforts to remove verbal and physical abuse from my child's games.
10. I will respect and show appreciation for the volunteer coaches who give their time to teach and coach hockey for my child.
11. I will review the Code of Conduct for Participants with my child and ensure they understand and accept the principles of the document.
12. I will always remember the founding principle of Ravens Hockey; *For the kids, For the game, For the fun of it!*
13. I will not use a camera phone nor personal digital assistant in any recreation facility change room.

Signed by _____
(Name of Parent/Guardian)

Date: _____

Signed by _____
(Name of Parent/Guardian)

Date: _____



COACHES' FAIR PLAY PLEDGE

It is the intention of this pledge to promote fair play by exhibiting respect for all participants within the Waterloo Girls Minor Hockey Association. All players, coaches, officials and parents are responsible for encouraging and promoting fair play by endorsing this pledge during registration for players and parents, and at time of application for coaches, before being allowed to participate in hockey in the Waterloo Girls Minor Hockey system and must continue to observe these principles of fair play throughout the season.

I agree to abide by the principles of the Fair Play code as set forth by the Canadian Hockey Association and supported by the Waterloo Girls Minor Hockey Association.

This commitment to fair play will pave the way for teamwork, better hockey and positive attitudes. Win or lose, we treat each other with respect and dignity.

CODE OF CONDUCT FOR COACHING STAFF

1. I will remember that it is a privilege, not a right to coach.
2. I will remember that players play to have fun and must be encouraged to have confidence in themselves.
3. I will not ridicule or raise my voice at my players for making mistakes or for performing poorly.
4. I will remember that participants need a good coach they will trust and respect. I will be generous with praise and set a good example.
5. I will teach my players to play fair and to respect the rules, officials, and opponents.
6. I will be reasonable with my expectations, realizing that players have other interests and obligations in their lives besides hockey.
7. I will ensure that all players get equal instruction, equal support time, and fair ice time.
8. I will ensure that dressing room behaviour is acceptable and non-threatening for all participants.
9. I will make sure that equipment and facilities are safe and match the players' ages and abilities.
10. I will obtain proper training and continue to upgrade my coaching skills.
11. I will foster regular and effective communications with the parents.
12. I will not consume alcohol beverages nor take any drugs during any team activity including games, practices, overnight tournaments, team events, and travel to and from these events.
13. I will not use a camera phone nor personal digital assistant in any recreation facility change room.

Signed by _____ Date: _____
(Name of Coach)