

**West London Minor Hockey Association**

**Competitive Hockey Program: Operations Manual 2017-18**

June 1st, 2017

**Introduction**

# Program Overview

The Competitive Hockey Program is one of multiple programs offered by West London Minor Hockey Association (WLMHA). All WLMHA programs are administered as part of the Minor Hockey Alliance of Ontario (referred to as the Alliance). The Alliance is a member of the Ontario Hockey Federation (OHF) under the auspices of Hockey Canada.

The WLMHA Competitive Hockey Program includes teams which participate in the Alliance Minor Development (MD) league.

For more information regarding the Association including a list of WLMHA Board members along with their contact details, visit the WLMHA website:

[**http://westlondonhockey.ca/**](http://westlondonhockey.ca/)

Further information on the other governing bodies can be found at these websites:

Alliance: <http://www.alliancehockey.com>

OHF: <http://www.ohf.on.ca/>

Hockey Canada: <http://www.hockeycanada.ca/en-ca/>

A critical document for all members of every coaching staff to be familiar with is the Alliance Handbook. It is a key reference document which outlines responsibilities, rules, minimum suspensions, and much more. It is available in the ‘Alliance’ section of the Alliance website and hard copies will also be distributed to every team. It is a requirement of all staff for every team in the Competitive Program to know and understand their obligations as described in the Alliance Handbook. It is a lengthy document which the WLMHA will assist the membership with, but ignorance of these or any other obligations can never be used as justification for the actions taken by anyone involved in the WLMHA Competitive Program.

NOTE: as of the publication of this version of the Manual on June 1st 2017, the 2017-18 version of the Alliance handbook is not yet available on the Alliance website. Coaches will be informed once that is available.

# Document Overview

The purpose of this document is to outline WLMHA regulations and procedures regarding the operation of teams in the Competitive Hockey Program. It is designed as a reference document for team staff, parents, and other stakeholders. Please refer to the WLMHA website for further details such as the organization’s by-laws, related forms, contacts, etc.

The document is organized into the following sections:

**- Introduction**

**- Pre-Season Operations**

**- Team Administration**

**- In-Season Operations**

**- Team Staff**

# Please contact the V.P. Competitive if you have any questions, concerns, or suggestions related to this document.

# Pre-Season Operations

# Coach Selection

Coaches for the WLMHA Competitive Program will be selected on an annual basis by a Coach Selection Committee formed by the WLMHA Board. Details regarding application procedures and related dates will be published on the WLMHA website.

# Competitive Team Tryouts

Public tryouts will be held for all teams within the competitive program. Those tryouts will be publicized via the WLMHA website. Players wishing to play Competitive hockey must first attend these tryouts.

Note: a minimum of 2 hours and 30 minutes ice time (3x50 min or 2x80 min sessions) is required before any releases can be made. Assuming the player has attended all the scheduled tryout sessions.

# Competitive Coach Meeting

A mandatory meeting for all coaches in the competitive program will be scheduled prior to the start of tryouts (approximately end of June). This meeting will be used to prepare for a successful season for all teams, cover administrative items, process, set expectations and answer any questions about the competitive program. Any non-parent members of coaching staffs will also be welcome to this meeting but all Head Coaches must attend.

# Tryout Team Staff

The Head Coach must submit a list of all individuals who they intend to have help them during the tryouts. This includes any individuals on the ice during the tryout and/or any administrative help (e.g. doing registration and/or distributing tryout jerseys). The WLMHA will advise the Head Coach via email when the submitted list of helpers has been approved. Until that approval email is received, no unapproved individuals are permitted to go on the ice, be on the bench or be part of the tryout process.

Note: WLMHA requires Coaches to use 3rd party, unrelated evaluators during the entire tryout process and none of the evaluators can be associated with any of the players who are trying out for that team. The WLMHA Board will provide on-ice and/or administrative assistance if requested. Expectation is that you will document all evaluation feedback through the tryout process and that it be available upon request by the WLMHA Board.

# Tryout Equipment

The WLMHA will provide jerseys for use at tryouts. Note these jerseys may or may not be the jerseys which the team will use for games during the season. The WLMHA will also provide pucks for use at the tryouts. Coaches will be solely responsible for the return of all equipment and will be asked for financial deposits for that equipment.

# Tryout Registration & Eligibility

All players must be fully paid & properly registered before participating in any WLMHA tryouts. The Head Coach of each team is responsible to confirm the eligibility of all players before they get onto the ice. The WLMHA (Registrar) will provide the head coach with a list of eligible players who have met these criteria. If there is any question as to the eligibility of a player, the Head Coach will ensure that the subject player does not go onto the ice until any/ all questions are resolved and will provide details to the WLMHA Registrar for further investigation.

# Body Checking Clinic

For divisions that will have body contact, players will be offered to attend a WLMHA body checking clinic prior to attending the Competitive team tryouts. Body checking clinics will be publicized via the WLMHA website as part of the tryout process.

# Team Rosters

WLMHA will declare the size of the roster for each team in the Competitive Program (minimum of 15 skaters & 2 Goalies). Only at the discretion of the WLMHA Board will the team roster size be less than the minimum. Note that the coaching staff does not have the authority to remove a player from your team once they have been selected. Only the WLMHA Board may approve the removal of a player from a team after the tryouts.

In any cases where a player moves into our territory (or any other scenario where a player was not able to attend our tryouts) and there is interest in considering that player for a team within the Competitive Hockey Program, that request must be directed in writing to the WLMHA Board for consideration.

# Alliance Surcharge

Teams will be responsible to collect funds to cover the mandatory Alliance Surcharge. These funds will be collected by the team and delivered to the WLMHA Treasurer who in turn will settle accounts with the Alliance. Note that these funds are not part of the team or WLMHA budget and cannot be recouped via team fundraising.

# Tournament Registration

It is typical for tournaments to be fully booked prior to tryouts. Therefore, Head Coaches may elect to plan and register in tournaments in advance of the selection of the team and the finalization of the team budget. The WLMHA permits Head Coaches to register for up to a maximum of five tournaments including a maximum of two which would require a hotel stay. Four tournaments must be scheduled during the regular season, plus either one Early Bird Tournament (before the end September) or one Christmas Tournament. Any exceptions to these policies must be submitted to and approved by the WLMHA prior to any commitments (financial or otherwise) being made on behalf of the team.

There are many online resources available which list available tournaments including the following:

Alliance: <http://www.alliancehockey.com> (see the ‘Tournament’ section)

OMHA: <http://www.omha.net/> (see the ‘Tournaments’ section)

GTHL: <http://www.gthlcanada.com> (see the ‘Tournaments’ section)

The WLMHA hosted competitive tournament is mandatory for all WLMHA teams. Teams will not be allowed to block off time for tournaments during the playoffs. Based on typical schedules, the WLMHA tournament is expected to be the last tournament for all teams and tournaments should not be scheduled after that date until the team is eliminated from playoffs.

# Other Pre-Season Expenses

Any Head Coach who identifies a need to spend anything beyond the above allowance before the team budget has been created, approved by the parent group and approved by the WLMHA Board must provide details via email to the WLMHA V.P. Competitive. Any costs incurred by the Head Coach outside of these restrictions will not be reimbursed from the team budget or the WLMHA.

# Team Administration

# Team Budgets

Each team is responsible for their operating budget during the season. Items paid for out of a team budget can include such items as tournament entry fees, lodgings during tournaments for non-parent coaching staff, trainer kit supplies, practice equipment, concussion testing, extra ice time, outside skill development providers, goalie coach, etc.

A draft of the proposed team budget must be approved by the parent group and WLMHA in advance of the collection of any funds. The parent approval will be confirmed via a secret ballot vote (one parent vote per player) no less than 48 hours after distribution of the proposed budget to all parents. A 2/3 majority of votes constitutes approval of the proposed budget. The parent-approved team budget will then be forwarded to the WLMHA V.P. Competitive. The proposed budget is not approved until the Head Coach and Manager receives email confirmation of the final approval of the budget by WLMHA.

Team budgets for the Competitive Program are capped by the WLMHA Board. Note that funds which are collected by the team and passed on to WLMHA (such as Alliance Competitive Surcharge and Team Jersey Sponsorships) are outside of the team funds and should be excluded from the budget. Any requests for exceptions to this cap must be presented and approved by the WLMHA Treasurer prior to parent review.

NOTE: as of the publication of this version of the Manual on June 1st, 2017, the budget cap for teams in the Competitive Program is $16,000.

Team funds are entirely separate from the funds collected and/or administered by WLMHA. Any questions or concerns regarding team funds should be addressed between the parents and the team treasurer. The team Manager and Head Coach are escalation points for any parent concerns. The WLMHA Board may assist to resolve issues in exceptional cases upon request from the team.

Any significant change to the budget throughout the season requires another formal budget presentation and parent vote along with re-submission for WLMHA approval.

Team bank accounts in the name of the team shall be established at the beginning of each season. These accounts must have a minimum of two signing officers (recommend the Team Treasurer and Team Manager).

Teams also need to budget for the Alliance Championship event in case the team qualifies. Note that every WLMHA team which qualifies for any championship event is expected to attend, so this is a mandatory element of every team budget. The Head Coach shall ensure that the team budget is appropriate, is approved and managed within the guidelines of WLMHA and that financial statements are distributed to team parents.

## Coaching Staff Expenses

No member of any WLMHA team coaching staff should benefit financially by their involvement with that team. Among the many commitments that members of a coaching staff make to their team is a financial commitment to cover their costs involved in their role on the team. Exceptions to this guideline are limited to:

* Non-parent coaching staff members may claim out of town tournament hotel expenses if such costs are included in the team’s approved budget (maximum of $600).
* Expenses related to the mandatory certification and/or rostering of team staff (e.g. Trainer’s courses, Speak Out/ Respect In Sport, police checks, etc.) if such costs are included in the team’s approved budget

No WLMHA staff member will be reimbursed for costs such as mileage, meals, or development activity beyond those required for optional development activities.

# Team Fund Raising Policies

Team fundraising initiatives shall be outlined in the team budget. The budget should include a projection of the amounts expected to be raised by each initiative. These projections along with the proposed fundraising activities themselves are subject to approval by the WLMHA. The review of the planned activities by the WLMHA Board will ensure that all planned activities are appropriate and safe for the team. The WLMHA Board will also ensure that team fundraising activities are not in conflict with plans that other teams and/or the Association may be planning.

# Team Website

The WLMHA provides each team with a webpage which is linked to the main WLMHA site. The WLMHA Ice Convenor will use the ‘Team Calendar’ section of that site as the one and only definitive source of game and practice details. All practices, regular season and playoff games will be posted to this site. In the case of changes, cancellations, or additions, this site will be sole source of that information.

The WLMHA Ice Convenor will add approved exhibition game and tournament details to the calendar on the team’s website.

Everyone involved with the team can sign-up for email and/or text message updates related to the team schedule. See the ‘Manage Subscriptions’ section of the WLMHA website for details.

For events which are not scheduled by the WLMHA Ice Convenor such as tournaments, exhibition games, and independently purchased ice, details must be sent to the WLMHA V.P. Competitive for approval. Upon approval, those dates will be added to the WLMHA team website. Note that if an event is not on the WLMHA team website the WLMHA Ice Convenor will assume that the team is available to be scheduled elsewhere.

In the event of a conflict between an independently booked event and an event booked by the WLMHA Ice Convenor, the event scheduled by the WLMHA Ice Convenor will take precedence (even if the team has incurred non-refundable costs related to the independently booked event). A deadline for the submission of tournament dates will be set prior to the scheduling of regular season games and if a tournament date is received before that deadline the WLMHA Ice Convenor will schedule around that.

Access details for the website which will allow the team to post news and other content will be provided at the start of the season by the WLMHA Communications.

# Equipment

Game jerseys are the property of WLMHA and must be returned at the end of the season in a condition reasonably comparable to the condition they were in when distributed at the start of the season. A refundable deposit of up to $500 will be added to the WLMHA upcharge at the start of the season. The deposit will be refunded based on the condition of the jerseys when returned at the completion of the season.

Team jerseys must be kept together throughout the season. The jersey bags provided to each team by WLMHA shall be used for this purpose throughout the season. Players are **not** permitted to take their jerseys home. WLMHA recommends putting a parent or group of parents in charge of the jerseys for the season. This would include washing the jerseys after each game.

Pucks, puck bags, and jersey bags must also be returned along with the jerseys on a timely basis at the end of the season. Equipment return dates will be communicated by the Equipment Director. Coaches will be solely responsible for the return of all equipment.

# In-Season Operations

# Alternate Players (APs)

The use of Alternate Players (APs) is a win-win-win opportunity for all of the parties involved. For the player, it allows for additional development at a higher competitive level. For the APs ‘home’ team, it provides motivation for its players and can allow that team to benefit from the skill development that player has received. And for the team to which the player is AP’ing, it provides the opportunity to seamlessly address player absences. All Head Coaches will be expected to affiliate players to their team and to utilize them whenever possible. This includes practices and games (where required/ applicable).

Affiliated players may not be used by a team until they are on an approved affiliation list. A player may be affiliated to only one team. Players may AP only in the following scenarios:

- House League players can AP to a MD or Seeded AA/A teams (same age group or higher)

- MD players can AP to Seeded AA/A teams (same age group or higher)

No player from the team’s roster is to be displaced to accommodate the AP. This means an AP may only be used to fill in for players who are injured, suspended, or otherwise absent. Also, you cannot top off your roster with affiliated players and ‘healthy scratches’ are not permitted.

The following steps will be taken in advance of the use of an AP for games:

1) The Head Coach or Manager of the team wishing to use the AP, confirms interest of the player to be AP’d; this will be done via e-mail with copy to the player’s ‘home’ team Head Coach.

2) The Head Coach or Manager of the team wishing to use the AP completes the appropriate sections of the Alternate Player Form and sends that to the player; this will be done by emailing the Word document with copy to the player’s ‘home’ team Head Coach.

3) The player completes the appropriate sections of the Alternate Player Form (including signatures) and provides the hard copy of that form (or emails a scan of that document) to their ‘home’ team Head Coach.

4) The ‘home’ team Head Coach completes the appropriate sections of the Alternate Player Form (including signatures) and provides the hard copy of that form (or emails a scan of that document) to the requesting team’s Head Coach.

5) The requesting team’s Head Coach provides the hard copy of that completed form (or emails a scan of that completed document) to the WLMHA V.P. Competitive for approval.

6) Upon approval by the WLMHA V.P. Competitive, the form is sent to the WLMHA Registrar so that the AP can be added to the team’s roster.

The AP cannot be used in a game until the Head Coach has an updated roster which includes that player. In all cases, it will be the responsibility of the team to which the player is AP’ing to notify the player’s ‘home’ team coach in advance of any cases where that player will be used in a game or practice. In case of schedule conflict, the AP’s primary commitment is always to their ‘home’ team. Any exceptions needs to be approved in advance by the WLMHA V.P. Competitive. Note that the ‘home’ team is expected to support the use of their player as an AP and is not authorized to prohibit or in any other way discourage AP’ing in any scenario other than a schedule conflict.

There are no limits to the number of times an AP can practice with another team but there are limits to games they can play. An AP may be used up to 10 times in games. Tournaments and exhibition games do not count. If the player is also a Select Team player, the maximum number of games they may AP for is 5.

# Travel Permits

# A Travel Permit is required for any game or practice outside of those scheduled for you by the WLMHA Ice Convener. This includes but is not limited to:

# Alliance tournaments

# Non-Alliance tournaments

* All exhibition games
* Any/ all dryland activities

# For exhibition games, referees are booked by the WLMHA Ice Convenor as part of the Travel Permit request, if West London is the home team. The fact that West is the home team and that referees are required shall be clearly outlined on the Travel Permit request along with period lengths (e.g. 10-10-15, etc.).

Teams should have a hard copy of the Travel Permit available at all events they have been issued for.

For additional details on Travel Permits (including instructions on how to complete them) along with the Travel Permit request form, please refer to the ‘Team Support’ section of the WLMHA website.

# Game Results & Game Sheet Distribution

For regular season and playoff home games, WLMHA provides a timekeeper/scorekeeper. The responsibilities of the timekeeper/scorekeeper include the distribution of game sheet copies to both teams and to the GLHA. The timekeeper/ scorekeeper will also submit game results which are inputted to the Alliance & WLMHA web sites.

For home exhibition games, it is the home team’s responsibility to co-ordinate a timekeeper/ scorekeeper for the game, to distribute the game sheet copies to both teams and to the GLHA box located in all City of London arenas, and to submit game results to the WLMHA website.

For regular season, playoff, or exhibition games where your team is the visitor, the home team should be providing these services. Ensure that you get your copy of the game sheet in this situation.

For tournaments, it is the team’s responsibility to ensure that they receive copies of all game sheets and to get the original game sheet copy to the GLHA box located in all City of London arenas within 48 hours from the last tournament game.

# Length of Games

The Alliance has implemented guidelines regarding minimum game time lengths for its Competitive leagues. Coaches do not have the right to refuse longer period lengths when extra ice time is available. The coaching staff should carefully inspect the game sheet for period length details when they are completing the game sheet and should raise any concerns/ questions to the referees before they sign/ initial the game sheet prior to the start of the game.

For more detail see the Alliance Handbook (in the ‘Alliance’ section of the Alliance website).

# Referees

Referees are assigned to all regular season and playoff games without any action by the team. No payment to the referees is required by the team for these regular season and playoff games.

In the case of exhibition games, the home team will be responsible for booking the referees and paying them in cash before the game starts. If West is the home team, referees will be booked via the Travel Permit process. The WLMHA Ice Convenor will confirm the total amount due to the referee crew when the Travel Permit is approved. That amount in cash (exact change) should be ready to deliver to the referees 30 minutes before game time.

In all cases, the home team is responsible to verify that the referees are present at least 30 minutes in advance of game time.

# Booking Extra Ice

Teams can look for extra ice beyond what is provided by the WLMHA Ice Convenor in several ways:

The WLMHA Ice Convenor will post details regarding any available WLMHA ice at this website:

<http://westlondonhockey.ca/availabilities/>

If a team is interested in making a request for any of this ice, they can email their request to the WLMHA Ice Convenor. If the WLMHA Ice Convenor assigns ice to a team via this method there is no cost to the team and a Travel Permit is not required if the ice is being used for a practice.

Another option is for the team to independently purchase ice directly from the City of London. Available of the City facilities can be found on the City’s website:

[https://rec.london.ca/EConnect/Facilities/FacilitiesSearchWizard.asp#](https://rec.london.ca/EConnect/Facilities/FacilitiesSearchWizard.asp)

The WLMHA will provide teams with a PIN which will identify them to the City as a minor hockey group and entitle them to minor hockey ice rates. If a team books ice in this manner they will need to pay the City directly and sign an ice rental contract directly with the City.

Note that any ice assigned by WLMHA Ice Convenor and/or any ice booked directly with the City of London using the WLMHA PIN may only be used authorized team use. This means that only rostered players and staff may be on the ice and/or on the bench.

Ice may also be available through other parties such as the Municipality of Middlesex Centre (Komoka), The University of Western Ontario (Thompson), and the Western Fair (which is booked though the City of London only in certain situations; see the Western Fair and/or City website for details). In any of these scenarios, the Head Coach is responsible to ensure that the rules & regulations regarding team activities are always adhered to.

# Suspensions

WLMHA abides by the current Alliance Hockey Manual of Operations OHF Minimum Suspension List. Suspensions beyond the minimums can be applied at the discretion of the WLMHA V.P. Competitive.

In all cases of suspensions to players or team staff, the Head Coach or Manager will notify the WLMHA V.P. Competitive via email inclusive of the following details:

- Team details (age group & classification)

- Head Coach name

- Player name

- Game number (or tournament name)

- Suspension code written on game sheet

- Any other relevant notes

# Injuries

The WLMHA takes injuries seriously. No Coach or Trainer should rush a player back from injury until fully cleared by a physician as required. Should a player sustain an injury during any team-related event and is unable continue play and/or misses team activities for an extended period of time due to injury, the Trainer will be required to fill out and submit an Alliance/ Hockey Canada Injury Report. Trainers and/or Head Coaches should consult with the WLMHA V.P. Competitive if in doubt regarding the applicability of this report (note that this applies to cases of injuries to players, team staff, parents, or any other party).

Coaching staff should educate themselves on the symptoms and treating of concussions and take all necessary precautions. Any symptoms that a concussed player is exhibiting should be taken seriously and that player should be refrained from any further play until guidance can be provided by a physician.

WLMHA will be facilitating baseline concussion testing again this year. The results will be made available as required to assist in the assessment of the injured player by a physician.

# Player Ice Time

Ice time is not necessarily expected to be equally distributed amongst all players for all teams at all times in the Competitive Program. It is the Head Coach’s responsibility to determine the appropriate share of ice-time for each player taking all circumstances into consideration including the universal responsibility of every coach to fully develop each and every player to the fullest extent that is possible. With that said, it would be expected that ice balance would be near equal with all age groups throughout the regular season with minor changes in end of game clutch situations. If there are any scenarios on any team where the Head Coach expects that ice time would be significantly unbalanced on an on-going basis that should be reviewed in advance with the V.P. Competitive. Players cannot develop if they sit on the bench for extended periods of time on a regular basis so it is expected that this will not happen anywhere in the WLMHA Competitive Program.

A player’s ice-time can be limited as a disciplinary measure at the discretion of the Head Coach.

# Player Discipline

This discusses the use of disciplinary action by the Head Coach. It is important for all parties involved to have a clear understanding of the mutual expectations along with the consequences which would be encountered when expectations are not met. This includes the publication of clear team rules (which should be available before tryouts where possible) including but limited to:

- Dress code

- Expected arrival times at games & practices

- Player attendance/ availability

- Player conduct

The following disciplinary steps are recommended:

1) Verbal Reprimand –This type of discipline occurs for minor incidents or as your initial attempt to correct a problem. The disciplinary action shall involve another member of your coaching staff, the player and yourself. Notify the player’s parent(s) of the meeting and give them the opportunity to attend. The meeting should be in private, away from the other players. Inform the player of your concerns, the behaviour you expect from them and what action you will take if the unwanted behaviour continues. Attempt to make this meeting as positive as possible. Document the meeting for your benefit.

2) Benching – This type of discipline will generally take place when the player’s unwanted behaviour continues despite the verbal reprimand or the behaviour warrants by-passing a verbal reprimand (e.g. breaking a team rule which specifies benching, a serious on-ice infraction, etc.). Ensure the player knows why they are being benched and what actions you will take if the behaviour persists. Inform the player’s parent(s) why their child was benched. Again, document your actions with the player and the parent.

Note: Any benching longer than one (1) period must be approved by the V.P. Competitive.

3) Suspension – As a coach you can suspend a player with the WLMHA V.P. Competitive approval. To suspend a player you must contact WLMHA V.P. Competitive for approval and a meeting shall be held between the WLMHA V.P. Competitive, the player, the player’s parent(s) and the Head Coach. During the meeting you will inform the player why they are being suspended and what further actions you will take should their undesirable behaviour persist. This meeting will be documented.

4) Removal – As a coach, you do not have the authority to remove a player from your team roster. Only the WLMHA Board can authorize such a decision. This action will only take place if it is in the best interests of the team and/or the organization. If such a request is received from a coach, the WLMHA V.P. Competitive will expect to receive the proper form of documentation from the Head Coach outlining the problem and the steps which were taken to try and correct it. The WLMHA Board may also recommend a player’s removal from a team for a single incident involving violence, abuse, harassment, bullying or criminal activity.

# Playoff & Championships

All teams in all competitive divisions will participate in playoff, playdown, and championship play following the conclusion of the regular season. The details will depend on the team’s classification, structure of the Alliance leagues, and the team’s results in qualification activities.

All playoff, playdown, and championship activities are mandatory for all teams. Teams do not have the option of declining to participate in any such events. This includes the Alliance Championship tournament (which was referenced in a previous section as a mandatory team budget line item).

Based on previous seasons, these post season activities can be expected to last until mid-April for many teams. Teams will not be able to adjust any post season schedules due to player/ family vacations or other absences during the March Break or at any other time. These requirements and your expectations for your team regarding availability should be clearly outlined prior to the start of tryouts to ensure that families can make an informed decision on the level of hockey which is best for them.

**Team Staff**

# Team Staff Roles & Responsibilities

The WLMHA Coaches Selection Committee will select a Head Coach for each team in the Competitive Program as per the schedule published prior to the start of each season. While it will be required that the Head Coach delegates responsibilities to other members of the coaching staff, to parents, and others as required, the Head Coach will be ultimately responsible for all aspects of their team’s operations.

The Head Coach will select their coaching staff which will include the following members:

- Trainer

- Assistant Coach (Two or more)

The Head Coach may optionally also select the following additional coaching staff members:

- Assistant Trainer

- Additional Assistant Coach

- Non-rostered on-ice helpers

In addition to the coaching staff, each team will have individuals named for these roles:

- Manager (selected by the Head Coach, cannot be the Head Coach spouse)

- Treasurer (selected by the Head Coach, cannot be the Head Coach spouse)

- Parent Rep (selected by a vote by parents, cannot be the Head Coach spouse – 1 vote per family)

The official Team Roster for each team in the Competitive Program will include up to five staff members including the Head Coach, the Trainer, and at least two Assistant Coaches. The fifth staff roster spot can be used for an additional Assistant Coach or an Assistant Trainer. The Manager will be rostered for every team but does not need to be included in the five available coaching staff spots unless the Manager also has an assistant coaching or assistant trainer role on the team (i.e. if the Manager goes onto the ice for practices and/or onto the bench for games then they will need to be rostered as a coaching staff member and as such will take up one of the five available roster spots).

The Head Coach must submit the names of all proposed staff members to the WLMHA V.P. Competitive as soon as possible following the selection of their team. That submission is to include the status of all proposed staff members in terms of the minimum certifications and requirements (details below) for each including specific action plans to quickly address any deficiencies. This could include but is not limited to the details of any certification clinics which individuals may be registered in to get certification and status of Police background checks. The WLMHA Registrar will advise the Head Coach via email when the submitted staff members have been approved. Until that approval email is received, no unapproved staff members are permitted to go on the ice, be on the bench, or be part of the team in any role outside that of a parent (if applicable).

## Head Coach

All Head Coaches are responsible to read, understand, and adhere to the following expectations:

* Maintain minimum coaching certification levels (Development Stream 1 – DS1) and provide required documentation to the WLMHA Registrar
* Complete Speak Out/ Respect In Sport and provide required documentation to the WLMHA Registrar
* Complete the police background check and provide required documentation to the WLMHA Registrar
* Must be included on the team’s roster
* Adhere to all WLMHA, Alliance, OHF and Hockey Canada rules and regulations (including but not limited to player and team official suspensions)
* Lead and be ultimately responsible for all team activities (including practices, games, and any other team activities)
* Understand and adhere to all regulations related to the running of team tryouts and the selection of players
* Assemble a coaching staff of qualified individuals including assistant coaches, trainer and on-ice helpers
* Assemble a team support staff of qualified individuals including team manager, team treasurer, and others as required
* Facilitate the duties of a parent representative as selected by the parent group (not selected by the Head Coach and not a member of the coaching staff)
* Ensure that team staff have met all requirements including but not limited to certifications, rostering, Speak Out/ Respect In Sport, and police checks
* Ensure that only approved and rostered staff and/or instructors participate in team functions
* Select players based on performance at tryouts
* Maintain the discipline of players and team officials in the dressing room and/or in any other venue where they have assembled as a team (this includes adherence to arena rules established by the City of London and any other location where the team plays or practices)
* Appoint qualified designates to monitor the dressing rooms (2 Deep Rule). Either in the room with the players or just outside the room with the door open.
* Appoint a qualified designate to run the team during any absences
* Ensure all players receive equal attention to ensure proper player development
* Commit to the use of affiliated players (APs) during practices and/or games when possible
* Attend all coaches’ meetings
* Actively participate in the WLMHA Coaches Development Program
* Provide assistance and/or recommendations to the WLMHA Board to aid in the program’s development and/or to address concerns

## Trainer

All Trainers are responsible to read, understand, and adhere to the following expectations:

* Maintain minimum trainer certification levels (HTCP - Level 1; must be renewed every 3 years) and provide required documentation to the WLMHA Registrar
* Complete Speak Out/ Respect In Sport and provide required documentation to the WLMHA Registrar
* Complete the police background check and provide required documentation to the WLMHA Registrar
* Must be included on the team’s roster
* Ensure that the team’s first aid kit contains the basic requirements as outlined through the trainer certification program
* Lead activities to ensure the safety of all participants; includes but is not limited to mitigating physical risks related to facility or equipment condition and the independent authority to remove players from games or other activities
* Routinely check player equipment to ensure safety
* Provide assistance to all players as required
* Inform coach and parent of player’s condition
* Collect a health information sheet for all players and keep it updated throughout the season (will include player allergies and emergency contact details)
* Complete and file accident reports on all injuries
* Lead the development and publication of the teams Emergency Action Plan; should be put into place at the beginning of the season and should include involvement of the parent group

## Manager

All Managers are responsible to read, understand, and adhere to the following expectations:

* Complete Speak Out/ Respect In Sport and provide required documentation to the WLMHA Registrar where required
* Complete the police background check and provide required documentation to the WLMHA Registrar
* Must be included on the team’s roster (can optionally be listed as part of or outside of the coaching staff depending on the Manager’s coaching role)
* Will inspect dressing rooms before the team enters and inspect dressing rooms after your team has left and report any damage immediately to facility operators
* Assist the coach with the administration of tournaments and exhibition games (registration, payment, hotel/ travel arrangements, etc.)
* Submit travel permits to Executive Assistant/Ice Convenor for all exhibition games and tournaments
* Ensure travel permit has been approved prior to playing any exhibition or tournament games
* Ensure team financial records are kept in accordance with WLMHA guidelines (in conjunction with the team’s treasurer)
* Ensure that game sheets are distributed on time, are completed properly, and that officials are there for the games
* Advise the WLMHA Ice Convenor of tournament dates as per the season kick-off schedule published prior to the start of each season; also advise ASAP in any other cases of ice conflicts
* Report suspensions and major penalties to the Competitive Director within 24 hours of the game played (includes completion and submission of any required forms)
* Ensure game sweaters are only used for games (not for practices) and that they are stored/ transported centrally (not kept by the individual players)
* For exhibition games, contact arenas staff for dressing room assignments, and co-ordinate payment to officials and time keeper (for home exhibition games)
* Collect and submit team, WLMHA, and Alliance payments (in conjunction with the team treasurer)
* Collect and submit signed Code of Conduct forms for all players and parents/ guardians

## Parent Representative

All teams must have a Parent Representative who has been selected by the parent group. The procedure for the selection of a Parent Representative is as follows:

1) The Head Coach or Manager will solicit volunteers from the parent group who would like to be considered for the Parent Representative role; the details will be published via email

2) A period of at least 48 hours will be allowed for expressions of interest from the parent group; these will be collected via email

3) The Head Coach or Manager will facilitate an in-person team meeting for private ballot voting; one parent vote will be allowed for each player (Note that WLMHA will make an independent resource available to facilitate this vote upon request from the Head Coach, Manager, or any member of the parent group)

Some of the key roles & responsibilities of the Parent Representative are:

- Maintaining strict confidentiality

- Handling any/ all situations tactfully

- Get concerns documented in writing (e.g. an email) when appropriate

- Being the first line of communication between parents and the coaching staff

- Being available to the parents on a regular basis so that any questions/ concerns can be raised to them

# On-Ice Helpers

In addition to the rostered members of the coaching staff, the Head Coach may optionally utilize On-Ice Helpers. On-Ice Helpers role is limited to that of assisting the certified/ rostered coaching staff during practices and cannot go on the bench. They must be included in the proposed staff list submitted by the Head Coach for approval.

* Complete Speak Out/ Respect In Sport and provide required documentation to the WLMHA Registrar
* Complete the police background check and provide required documentation to the WLMHA Registrar

# Team Staff Conduct

High standards for the staff related to a team have been established via programs such as Speak Out/ Respect in Sport. The Head Coach will be ultimately responsible for the conduct of any/ all members of the team staff. These staff members are setting a key example for the young athletes we serve and are representing the entire association (and extended community) every time the team assembles. The WLMHA Board will work with and provide support to the coaches to ensure that these high standards are understood & met every day.