

2021-22

Waterloo Minor Hockey Association REPRESENTATIVE TEAMS INFORMATION MANUAL





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August 2, 2021

Dear Parents, Players, Coaches and All Volunteers:

On behalf of the Executive of Waterloo Minor Hockey, I would like to extend to all, a warm welcome for the 2021-2022 hockey season!

We have produced the Representative Teams Information Manual to aid in the understanding of how the Representative hockey program operates and to improve communications between all of our members. It answers some of the most frequently asked questions.

We are very fortunate in Waterloo to be able to provide four levels of play, each with its own commitment requirements. The Representative hockey program consists of three different categories (levels) of hockey: AAA, AA/A (seeded), and Minor Development (MD).

Playing Representative hockey requires not only ability, desire and a good attitude, but also a commitment to the team.

Should you have any questions or need clarification of anything in the manual, please contact any member of the Representative Teams Management Committee.

Yours sincerely,

Hans Roach

Hans Roach
President
Waterloo Minor Hockey Association



INTRODUCTION

The Operating Procedures and the Rules and Regulations have been adopted to provide all Representative players with an enjoyable and meaningful hockey and learning experience. Parents are requested to enhance the efforts of WMHA and its volunteers by:

- (a) Attending as many games as possible. Your children are making an effort to win your respect for them and your presence provides reinforcement;
- (b) Instilling a positive attitude and outlook towards the game of hockey and being supportive of your child and his or her team-mates, regardless of success;
- (c) Being supportive of your child's coaches and other team staff members. Remember that coaches, trainers, managers and other volunteers do not pretend to be perfect, but they are trying their best to ensure that your child has an enjoyable learning experience. Their desire and commitment to provide the best possible instruction to the players, is enhanced by attendance at seminars, clinics and workshops.

PURPOSE

The purpose of the WMHA Representative Program is to allow for the potential development of a hockey player at the highest level of competition and at the calibre most suited to the individual hockey player's needs, abilities and desires.

PHILOSOPHY

To promote and develop amateur hockey for youth, including both development of the maximum opportunity for participation in Recreational Hockey and the development of Representative Hockey teams with high levels of competency.

To help develop good character among players and other members, by teaching the importance of the values of physical competition, physical activity, good sportsmanship, social participation and good fellowship.

To promote and develop the fair treatment of others in an environment where there is no place for discriminatory behaviour with respect to race, place of origin, family circumstance, gender, sexual orientation or creed.

To help foster strong civic support among members of WMHA and other community members who support the organization's activities.



OPERATING POLICIES AND PROCEDURES

WMHA operates three levels of Representative hockey: Zone AAA, Seeded AA/A and Minor Development.

WATERLOO ZONE AAA

The Waterloo Wolves AAA Zone is a geographical area within which a group of centres combine to operate AAA teams. The zone centres presently include Centre Wellington (Elora and Fergus), Drayton, Tavistock, Twin Centre (Wellesley and St. Clements) Waterloo and Woolwich. Except as noted below, only players legitimately registered with WMHA or the minor hockey associations of any of the centres noted above are eligible to play zone AAA hockey.

Players waived (as per OHF and ALLIANCE policies) from other AAA zones will be permitted to attend Waterloo zone AAA tryouts. Teams will be permitted to roster a maximum number of out-of-zone (that is, not from a Waterloo AAA zone centre) players each season. The number of out-of-zone players permitted by age category is as follows:

- U10: 2 out-of-zone players
- U11: 2 out-of-zone players
- U12: 3 out-of-zone players
- U13: 3 out-of-zone players
- U14-U18: 5 out-of-zone players

U18 AAA FREEDOM OF MOVEMENT

At the U18 AAA level, players are eligible to tryout and participate for any U18 AAA team in the OHF Member Partner (i.e. ALLIANCE, OMHA, GTHL) to which their residential AAA Centre/ Zone/Club belongs. For Waterloo players, this would be any team in the ALLIANCE.

A copy of the full regulations can be obtained from the OHF website.

No U18 AAA tryouts or related on or off-ice activities, directly or indirectly, (including skating parties, conditioning camps, refresher programs, etc.) may be conducted prior to August 23rd of each hockey season with players outside the Waterloo AAA zone, subject to certain exceptions.

SEEDED AA/A AND MINOR DEVELOPMENT

Only players legitimately registered (as per the Hockey Canada, OHF and ALLIANCE Rules) with WMHA are eligible to play on Seeded AA/A and Minor Development teams.



The following is the Seeded AA/A and MD rep team structure for the 2021-22 season:

NOVICE MD TEAM STRUCTURE

U9	U8
Tier 1 8 yr old team (picked) Tier 2/3 8 yr old team (picked)	7 yr old team (picked)

SEEDED AA/A & MD TEAM STRUCTURE

Level	U10	U11	U12	U13	U14	U15	U16	U18
AA/A	1 team	1 team	1 team	1 team	1 team	1 team	1 team	1 team
MD	1 team	N/A	1 team	1 team	1 team	2 teams Balanced Drafted	1 team	N/A

WMHA, in accordance with the OMHA’s Made for Ontario Plan, allows Waterloo Wolves Seeded AA/A teams at the age categories of U12 through to and including U16 only to roster up to three (3) non-Waterloo resident players on a Non-Resident Player (NRP) Passport.

Movement is only permitted to a higher level for players from A and below base category Centres and there can be NO lateral movement (i.e.: A to A, AA to AA).

Waterloo is categorized as AA for the purpose of player movement for OMHA players from centres categorized as BB and below, and otherwise as A.

All players registered with WMHA are eligible to tryout for Seeded AA/A teams, including players also rostered to highschool hockey teams, as well as players from outside centres (i.e. Twin Centre, Listowel, etc.) with a valid NRP Passport from their home association.

Waterloo Wolves MD teams are not permitted to register NRP Passport players. Waterloo Wolves MD team rosters will be made up of entirely City of Waterloo resident players.

REP TEAMS MANAGEMENT COMMITTEE

The Representative Teams Management Committee is a standing committee of WMHA. Its members include the two Representative Teams Directors, all Representative Convenors, the Director of Parent Concerns - Rep Hockey, the Vice-President, the President, and the Equipment Manager.



COACH SELECTION

Coach selection begins in Winter and continues into the early Summer and is undertaken by the Representative Teams Management Committee. The selection process tends to unfold rather than follow a prescribed formula. For example, some staff do not apply for AAA teams and early on, are "slotted" into openings at AA/A or MD, long before AAA recommendations are taken to the Board for consideration. A consensus-building format is used but voting takes place when necessary. It is a time-consuming endeavour with most committee members spending on average one to two hours per team, between reviewing applications and Annual Surveys, phone calls, e-mails, interviews and meetings. There are many factors that enter the decision-making process. Some are outlined below.

There continues to be a strong interest in volunteering as coaches; overall, there is usually a greater number of applicants than there are teams available. With such interest comes the need to distinguish between applicants, which results in placing certain staff with teams that are not their first choice and disappointing others by not awarding them a team at all.

At the end of each season, all coaches must re-apply. There are no guaranteed positions. This does not mean however, that all staff are automatically dismissed. Our coaches, trainers and managers are a very dedicated group of volunteers and they must be treated with respect. If a staff is doing a good job, then removing it and replacing it with a new staff would be of no benefit to the Association. Regardless, there is usually turnover and some who have coached in previous seasons are not awarded teams.

Like any selection process, subjectivity is involved. However, the Committee places the greatest emphasis on the applicant's qualifications as both a coach and mentor, and also on his or her ability and desire to promote and implement the goals of the Association.

A coach or entire staff is not precluded from moving up an age division and/or category from one year to the next. As well, a staff is not excluded because it is comprised partially or entirely of parents. Of particular concern to the Committee though, is the evaluation of a coaching staff that has children trying out for the team being applied for. In an effort to prevent any real or perceived conflicts of interest, prior to the approval of such a coaching staff, every effort is made to ensure that the parents' children have both the ability and desire to play on the respective team.

Not every applicant is interviewed. If the committee believes that there is a good applicant for a given team, interviewing frequently adds little to the process unless a competing applicant has expressed an interest in a different team. That does not mean however, that applications are ignored. All are reviewed and re-reviewed in the hopes of finding superior applicants or applicants suitable for teams without coaches

All members of a coaching staff (head coach, assistant, trainer, and manager) must be approved by the WMHA executive.

PLAYER SELECTION

Tryouts are held in order to select players for all ALLIANCE "AAA", "AA/A" and "Minor Development" teams. The time, location and cost are posted on the WMHA website.



Each player attending Rep tryouts will be charged a fee for each ice time. This fee, approved by the Board of directors, is designed to offset the cost of tryouts. By charging the tryout fee, costs are shared among players trying out rather than all of the minor hockey players in Waterloo.

AAA try outs are held beginning the 1st Monday after the OHF Championships in April of each year in accordance with OHF Regulations. Seeded AA/A and MD tryouts traditionally start in late August or early September. After a few ice times, each team may participate in inter-squad and exhibition games. One of the purposes of these games is to permit parents to see their child competing against other players from the same age level. A staff member, coach or manager from the level below must be present at all inter-squad games.

Example: “AAA” U14 Inter-Squad game
 “AA/A” U14 Coach or Manager must be present

“AAA”, “AA/A” and “Minor Development” teams shall have until their respective signing dates (as set by WMHA) to declare their teams on a roster sheet. Players selected will be asked to sign a Hockey Canada (HC) player’s card and/or a roster sheet. All Representative players signing cards and/or a roster sheet for the first time will need proof of age (Birth Certificate only).

When a player signs an HC card and/or a roster sheet, they have signified a desire and willingness to play Representative hockey for WMHA. At the time of signing, Rep fees must be paid as prescribed by the WMHA fee structure (except in the case of AAA players signed in April who must pay their Rep fees promptly once determined). Rep fees are determined annually by the Board of Directors.

Coaches selected for WMHA Representative teams endeavour to make all the right decisions. However, they are not infallible. Coaches will select players based on the individual player’s ability, attitude, physical and mental potential and will endeavour to teach all players individual and team skills, tactics, self-discipline and good sportsmanship.

PLAYER MOVEMENT & EXCEPTIONAL PLAYER STATUS

Player movement is permitted **by application only** in accordance with the [WMHA Exceptional Player Status Policy](#).

Applicants must apply to the Representative Teams Management Committee by August 1st (example: a player wishing to move to a higher age division for the 2021-22 season must apply by August 1, 2021) and pay the prescribed Application Fee.



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. In order to meet the needs of a team, a participant's (coach's and player's) family may be asked to sacrifice vacation time and other activities. 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 needs 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 (for example, during March break when the ALLIANCE playoff schedule continues uninterrupted) and at the older age divisions and higher categories of play.

TEAM SIZE

All AAA and AA/A teams will carry seventeen (17) to nineteen (19) players, two (2) being goalies. Minor Development teams will carry seventeen (17) players, two (2) being goalies. U18 AAA may carry up to twenty (20) players.

HIGH SCHOOL VARSITY HOCKEY

Any player participating on a High School Varsity Hockey team is precluded from being on an MD roster except at the Midget division.

At the AAA level, the coach shall have the right to establish policies for players engaging in Varsity sports in senior high school age categories.

AFFILIATED PLAYERS

The general goal of AP involvement is to promote player development and is supported by the Rep Committee. To the extent possible teams should be practicing and playing games with a full roster. In the event of injury, illness or other absences APs should be contacted for practices and games. For games, an AP may only be used to replace a player in the event of injury, illness, suspension or if a player is away on holidays.

Players are expected to make the team to which they are carded or rostered their first priority, but will have the option to attend all practices, games and off-ice training with the higher level team to which they are invited even in the event of a scheduling conflict in accordance with the rules of the Representative Teams Management Committee. However, an AP player's first priority must be to the team to which he is carded or rostered their first priority in the event of a tournament, playdown or playoff game



commitment with that team. An AP player may also decline to participate in the activities of the team to which he or she has been affiliated for other good reason.

WMHA teams affiliate with up to 19 affiliated players (AP's). HC and ALLIANCE rules apply. **It is mandatory for all teams to file an AP list with a minimum of 5 skaters and 1 goalie with the appropriate Director.** A more robust AP list is encouraged.

AP players may participate in a maximum of ten (10) regular season and playdown/playoff games in total (tournament and exhibition games DO NOT count toward the 10 game limit) over the course of the entire season. **Note - once the team to which an AP player is rostered is eliminated from ALLIANCE Playdowns, that AP player may resume playing regular season and playdown/playoff games as an AP in excess of the 10 game limit.

AAA teams have the option to AP players from any Waterloo AAA zone centre (Centre Wellington, Drayton, Tavistock, Twin Centre, Waterloo and/or Woolwich).

Each AP player who participates in a game with a higher level team must receive a minimum of 3 shifts per period during regulation time absent extenuating circumstances.

AP fees will be determined by the Representative Teams Management Committee. A player's participation in more than five games must be reported to the appropriate Director. Teams may assess fees to APs. Such fees may not exceed: \$5.00 per practice; \$2.00 per league or exhibition game; or 5% of tournament fees. Such fees are to be paid to the team account.

As such, the following guidelines apply.

- 1)
 - a) At U11 and below each team is expected to AP from within their age division first (e.g., U11 AA/A to selects from U11 MD, but it is understood that there are potential scheduling conflicts that may require an AP from a younger age division.
 - b) At U12 and above coaches are free to select from lower level teams within their age division or equivalent level team in the immediately younger age division (e.g., U15 AAA may select from U14 AAA or U15 AA/A).
 - c) At the MD level at U15, the AP process will become slightly more complicated. The Gold and Black teams will need to work together to ensure that each team has access to an adequate number of APs from house league/select in their age group. However, after seeding has occurred (if prior to January 10th), MD teams may AP from their counterpart MD team in the same birth year if they are playing in separate divisions.
- 2) Each team will provide a provisional list of AP players to the appropriate Director and Convenor by Oct 15th of the current hockey season for approval. The list shall consist of a minimum of six (6) players consisting of three (3) forwards, two (2) defencemen and one (1) goaltender.
- 3) Coaches are encouraged to have at least one (1) to two (2) practices per month involving a full line of AP players (3 forwards and 2 defencemen) and one AP goaltender (an "AP Practice"). **AAA teams are required to have at least one (1) AP Practice per month which will be scheduled on the WMHA website (APs invited to these practices are expected to attend).** The appropriate Convenors and Coaches must



be informed before an AP is notified to play. The coach of the team needing an AP is responsible for notifying the League Convenor and ensuring that the coach of the team to which the player is carded is also notified. No coach requesting the use of an AP will call a player directly unless requested to do so by the coach of the team to which the player is carded.

ONGOING PLAYER EVALUATIONS

Ongoing player evaluations are permissible with the consent of the Representative Teams Management Committee, but only at the AAA and Seeded AA/A categories in divisions of U14 and older and subject to WMHA, OHF and ALLIANCE player release rules and deadlines.

ICE TIME

AAA

Equal ice time is not guaranteed. Players will receive a fair share of ice time, taking all circumstances into consideration. The coaching staff will be responsible for the allocation of ice time based on these circumstances. Due to the uniqueness of the position, goaltenders should share games equally.

Coaches at this level are entitled and empowered to make decisions regarding ice time based on player development, the particular circumstances of the game and the stage of the season.

Parents should not have their child in AAA hockey if their expectations are that they will receive equal ice time throughout the hockey season.

Seeded AA/A

Equal ice time is not guaranteed in all circumstances, but coaches are encouraged to attempt to use the players equally in all exhibition, regular season and tournament round robin games.

Playoff, playdown and tournament elimination games may not be equal ice time, but rather a fair share of ice time, taking all circumstances into consideration. The coaching staff will be responsible for the allocation of ice time in those games.

Due to the uniqueness of the position, goaltenders should share games equally.

MD

At the MD level, equal ice time is the objective. Ice time is to be shared equally up until the last (5) minutes of a game and goaltenders must share games equally. This rule applies to all exhibition, regular season and round robin tournament games.

Playoff, playdown and tournament elimination games may not be equal ice time, but rather a fair share of ice time, taking all circumstances into consideration. The coaching staff will be responsible for the allocation of ice time in those games. Due to the uniqueness of the position, goaltenders should share games equally.



Novice is EQUAL ICE TIME IN ALL SITUATIONS (including playoff , playdown and tournament elimination games).

PLAYERS MOVING INTO RESIDENCE

The Representative Teams Directors will be notified of a new player moving into residence if the player signifies that they have played at a Rep level in their previous residence. After the player has been properly registered, as per WMHA regulations, the player shall be granted a tryout period in a designated age category, up until December 1st of the current hockey season. This regulation is subject to restrictions.

WOLFEAR: TEAM CLOTHING, APPAREL, EQUIPMENT & COLOURS

All Waterloo Wolves teams are required to purchase team equipment and apparel through the Equipment Manager and/or an Approved Supplier. The names, nicknames, slogans, symbols, logos, emblems, insignia, colors, uniform designs and other indicia of the Waterloo Minor Hockey Association and its Waterloo Wolves teams (the “Wolves Marks”) are property of the WMHA and cannot be used, in whole or in part, without prior written consent from the WMHA. All Waterloo Wolves teams are to be recognized in a consistent and uniform manner. Any use of the Wolves Logo by unapproved suppliers and/or in contravention of the Supplier Approval Guidelines or Branding Guidelines is strictly prohibited.

Teams should contact the WMHA Communications Team before publishing any digital, print or physical content containing the Waterloo Wolves logo at communications@waterloominorhockey.com.

All coaches and players in the Rep Division of WMHA must abide by the dress code that is set by the Rep Teams Management Committee. Both are required to attend all games (including league, playoff, tournament and exhibition) wearing dress pants (no blue jeans or track pants), collared shirts, and dress shoes (no running shoes), or a uniform team outfit, approved by the appropriate Director. We are representing our City and our organization and we hope that everyone shows that they are proud of the City that they represent. Trainers are allowed to and encouraged to wear running shoes or other rubber soled shoes at games for safety purposes.

A player must wear WMHA colours. An approved combination of black, white and gold socks and sweaters (supplied), pant shells (supplied), facemask as approved by the HC, black helmet, and pants. Hockey jerseys and pant shells that are issued and approved by WMHA must be worn during all games and tournaments. BNQ approved throat protectors are also mandatory equipment for ALL WMHA players including goaltenders. Internal mouth guards are recommended for all players playing contact hockey.

Only WMHA officials (not parents or players) are allowed in equipment storage areas. Lockers and equipment storage areas are to be kept neat and clean at all times. All WMHA equipment must be returned in full within two (2) weeks of elimination (including first-aid kits, sweaters, sweater bags, equipment bags. etc.) or as otherwise determined by the Equipment Manager of WMHA.

Game jerseys **and pant shells** are the property of WMHA and must be returned at the end of the season, unless otherwise specified. Jerseys **and pant shells** are to be used for game purposes only and not for practices. The use of a game jersey **or pant shells** for other than WMHA games, unless approved by the appropriate Director, will result in a suspension.



COMMUNICATION

All representative teams are required to have an appointed parent representative. This person must be approved by means of a parent vote as opposed to being appointed by the coach or manager. Once a parent representative has been selected, the WMHA Parent Concerns Director must be informed of who is acting in this role for each team.

If a parent or player requires a meeting to discuss a problem, contact should be made in the order listed below, one at a time until the matter is resolved:

- 1) the team head coach either directly or through the team parent representative;
- 2) the Convenor of your division;
- 3) the Director of Parent Concerns - Rep Hockey;
- 4) the appropriate Director of Rep Teams; and
- 5) the Hockey Office for inclusion in the next Executive Meeting.

Parents and players are encouraged to use all reasonable efforts to resolve problems with the head coach before involving higher levels of appeal. Parents should feel free to talk to the coaching staff about issues pertaining to the development of their child. Parents should refrain from questioning coaches' decisions particularly as it relates to the handling of the team and game situations within the parameters of this Manual. As an organization our goal is to provide children with the best coaching available and we entrust the coaches selected to develop players to their full potential.

PROBLEMS, GRIEVANCES, ETC.

WMHA's Constitutional By-law sets forth its Grievance and Appeal Procedure.

Copies are available at the WMHA office or from the website. Please follow these procedures.

ANNUAL SURVEY

A survey of players and parents is done yearly. The surveys are reviewed by the Representative Teams Management Committee when reviewing applications for coaching positions and when planning programs.

CODE OF CONDUCT

WMHA supports the Code of Conduct initiative. Parents and other spectators are expected to enjoy the game of hockey with the usual cheering for all participants. Becoming emotionally involved with referees, coaches, managers and opposing players and parents is not acceptable behaviour. Parents in particular, should be a positive factor in the enjoyment of the game.

All persons attending games or practices as spectators are expected to behave in a responsible manner. Representative Teams Directors, Convenors and/or Arena Attendant may require persons to leave an arena and arena property for any of the following conduct:

- (a) swearing, offensive and foul language



- (b) excessive taunting or inciting players
- (c) excessive verbal abuse of game officials, players, coaches, or other spectators.
- (d) fighting or other disorderly conduct

Persons may also be refused admittance to future games or practices as determined by the appropriate Representative Teams Director and/or the WMHA Executive, subject to the right of Appeal pursuant to the Grievances and Appeals procedure in the WMHA Constitutional By-law.

10 Things for Parents to Remember

- 1) Minor hockey is for the children. Your dreams should remain your dreams. Let your child make his own dreams.
- 2) Support your child and be a role model. Show respect for the game, its officials and the opposition.
- 3) This is not the NHL and everyone in our organization (coaches, convenors and executives) are volunteers. We do our best and we only ask that the players do the same.
- 4) Not all children are comfortable with nor have the ability, desire and drive to play competitive hockey.
- 5) Be honest with your child and with yourself. Don't treat being released as failure; support your child's effort. (Remember Michael Jordan was released from his high school basketball team.)
- 6) Thank your coaches every time you see them. They are taking time away from their families and friends to help your children.
- 7) Have fun at the rink. Cheer for and encourage all the children on the ice.
- 8) Remember that we all make mistakes.
- 9) Enjoy the season and have fun. Children grow up fast and should have fun.
- 10) Rumours hurt everyone. Don't start them, don't spread them and if you can, stop them.

TEAM RULES

Team staff may set their own rules provided they are approved by the Representative Teams Management Committee and do not in any way contradict what is stated herein. Any penalties imposed for breach of such rules must be clearly set out and equally applied to all and shall be in writing. Any team rule changes, before coming into effect, must also be approved by the Representative Teams Management Committee.

DIRECTOR OF PARENT CONCERNS

A Director of Parent Concerns is elected every two years to act as a liaison between parents of the Representative players and the Board of Directors of WMHA. If parents have questions that cannot be answered by the coaching staff, Convenor or appropriate Representative Director, they should contact the Director of Parent Concerns.

PARENT SUPPORT FUNCTIONS

WMHA needs parents' help and talents. Volunteers are always needed to assist at equipment sales, tournaments, fundraising and other activities. If you can assist in any way, please contact League Convenors or the Parent Support Group directly.



TOURNAMENTS

The appropriate Representative Teams Director must approve all tournaments. Tournaments in centres other than those in the Alliance require permission from the Alliance and also require a \$10.00 fee to be sent with the application.

All teams are restricted to a maximum of two (2) tournaments outside a 100km radius of Waterloo.

AAA and AA/A “seeded” teams are allowed to enter FOUR (4) tournaments, including local tournaments, and, **in the case of AA/A “seeded” teams, only 2 tournaments can be entered before the seeding split in November of each season.**

Minor Development teams may enter THREE (3) tournaments, PLUS ONE (1) tournament over the Christmas break, including local tournaments.

ALLIANCE Hockey limits (subject to certain exceptions) representative teams to FOUR (4) tournaments per season, **and non-tournament team functions (i.e., NCAA weekends, team-building trips, etc.) WILL count against this limit.** Participation in pre-season tournaments, tournaments during the Christmas break and in Silver Stick Finals tournaments as an extra tournament beyond these limits shall be permitted.

Attending a tournament hosted by a centre over 300 kilometres from Waterloo must be approved by the Representative Teams Management Committee.

The dates of all tournaments that a team is applying for must be submitted prior to June 30 in the case of AAA teams and prior to July 15 in the case of AA/A “seeded” teams and MD teams (WMHA will NOT adjust the scheduling of any games to fit in extra tournaments.)

Any WMHA team must first receive a Travel Permit from the appropriate Rep Teams Director prior to participating in any tournament or exhibition game.

TEAM BUDGETS

Each team is responsible for its own operating budget during the season. The costs to run a team can be quite substantial and include such items as tournament entry fees, lodgings for coaching staff, postage, stationery, telephone long distance charges, travel allowance, bus travel, etc.

Budgets in excess of \$10,000.00 are becoming increasingly normal, with the amounts mostly dependent upon the amount and distance of travel during tournaments.

In order to keep these costs under control we will only allow a maximum of:

- ***\$24,000 for U16 & U18***
- ***\$19,500 for U14 & U15***
- ***\$16,500 for U8 to U13***



Any budgets exceeding the above caps will need to be approved by the Rep Committee and the parents of the team in question in accordance with WMHA's budget approval process. At the Midget AAA ages, we understand that the cost may be in excess of these totals.

Budgets are voted on by the parents in the presence of a WMHA representative at parent meeting prior to the beginning of the current season. Coaching staff are not present during budget votes. A majority vote constitutes passing of the proposed budget. Once the budget is approved, it is the parents' responsibility to uphold the financial requirements as set down in the budget.

Bank accounts in the name of the team shall be established at the beginning of the season. These accounts must have a minimum of two (2)-signing officers for each team, one parent and one member of the coaching staff.

TEAM FUND-RAISING INFORMATION

This guideline has been adopted by the executive of WMHA.

1. Fundraising in the City of Waterloo is NOT permitted without the approval of the Director of Fundraising and Fundraising Committee.
2. Advertising and Promotional materials must not mention or refer to WMHA, Minor Hockey or Sponsors without written consent from WMHA Executive. A team's name may be used, such as "Waterloo Wolves Peeewe Hockey Team".
3. Fundraising projects must not compete with existing WMHA and/or Parent Support Group areas of fundraising.
4. Sale of equipment owned by WMHA is prohibited.
5. Two members of the coaching staff, along with two team parent representatives must sign bank cards for signing power, one from each group must sign cheques.
6. All fundraising events must have written approval on the approved form and an account number from the Director of Fundraising beforehand and the results "MUST BE REPORTED IN WRITING" to the Director and a year end report MUST be filed. Without approval, any cost passed to the Association will be assessed back to the player and/or team official responsible, and could result in suspension at the discretion of WMHA Executive.
7.
 - a) As a team, vote to keep separate accounts for fundraising or not. Separate accounts seem to work better in the long run. A budget (draft) will show approximate expenses and each player's obligation. Players may engage in approved fundraisers to meet this obligation or pay directly. Each player will be allowed ONE FUNDRAISING ACCOUNT ONLY. The responsibility of substantiating the expenses of each player lies solely with the fund-raiser.
 - b) Statements of accounts must be maintained and be available to all parents. Regular statements MUST be given to parents periodically (monthly, after fundraisers, when funds are required). KEEP EVERYONE INFORMED about where the budget is at in terms of actual costs vs budgeted expenses. Decide as a group and when disagreements or misunderstandings arise deal with these immediately.



c) At year end, a statement showing team expenses paid out and separate accounts for each player stating amount owing or excess to be returned to families must be given to each family, and a year-end statement given to WMHA.

d) Fundraised monies may be returned to the players' family up to and including money paid out for operating expenses.

In an effort to co-ordinate and rationalise fundraising endeavours and to get maximum results from such projects, WMHA scrutinises and approves all budgets and fundraisers. This is done to ensure that the costs of playing on a Representative team do not rise excessively.

8. Raffles of any type are prohibited as a fundraising initiative.

SPONSORSHIP

The Director of Sponsorship must approve all sponsorship.

COACHES EXPENSES

The following travel, meal and accommodation expenses **may ONLY be claimed by Non-Parent Rep coaches**. Parent coaches may **not** claim any expenses.

OUT-OF-TOWN TOURNAMENTS / WESTERN DIVISION MULTIPLE GAMES AND MILEAGE

a) 40 cents per kilometer for one (1) car for total distance for all out-of-town games and tournaments. Some situations may call for the use of two vehicles. Please car pool wherever possible

b) If a bus is used, no mileage may be claimed by any coach. All non-parent coaches ride free on team buses.

c) Team buses are highly recommended by WMHA, especially in the winter season. The WMHA will not assist in bussing costs for any team, except upon advancement in Alliance/OHF playoffs, and only on approval of the WMHA executive

(d) Hotel Rooms - maximum amount paid is 10 hotel nights per season (team parents may approve more).
- example: 2 rooms for 2 nights = 4 hotel nights

(e) Meal Allowances - for tournaments, the lesser of \$30 per day **or** \$10 per meal, per non-parent coach, to a maximum of five (5) coaches (excluding alcoholic beverages)

- for trips to Lambton (Sarnia), Sun County (Essex), Chatham-Kent, Goderich and Windsor, there will be an \$10 per coach meal allowance

These are the minimum non-parent coaches' expenses to be paid by the parents. Additional expenses for non-parent coaches may be paid but must be formally approved (i.e., by a vote) by the parents.



LOCAL EXPENSE ALLOWANCE FOR AAA NON-PARENT COACHES

All **AAA, Seeded AA/A and MD non-parent** head coaches will be paid an allowance to cover local and miscellaneous out-of-pocket expenses not included in the above section, based upon the scales below. The Local Expense Allowance should be factored into the team's budget.

Midget and Minor Midget AAA divisions:

Non-parent head coach will be paid a \$6,000 allowance.

Minor and Major Bantam AAA divisions:

Non-parent head coach will be paid a \$4,000 allowance.

Minor Atom to Major PeeWee AAA divisions:

Non-parent head coach will be paid a \$3,000 allowance.

All Seeded AA/A and MD divisions:

Non-parent head coach will be paid a \$1,000 allowance (\$2,000 at U18 AA).

EXPECTATIONS OF REP PLAYERS

DRESSING ROOM EXPECTATIONS

- A. Always arrive for your practices or games as per team rules.
- B. Dress quickly.
- C. Greet your team-mates as they arrive in the dressing room and make them feel welcome.
- D. Do not criticize the referee after the game.
- E. Do not swear in the dressing room.
- F. Listen to your coach at all times.
- G. Do not criticize your team-mates after a game.
- H. No horseplay, throwing of snow, ice or tape at each other in the dressing room.
- I. Undress quickly at the end of the game.
- J. Leave the dressing room the way you found it - CLEAN.

Damage of arenas will not be tolerated. Anyone found doing any damage will be suspended from further team play!!

ON ICE EXPECTATIONS

- a) Do not criticize the referee.
- b) Do not slap your stick on the ice when the opposing team receives a penalty. (If you do, you could also get a penalty.)
- c) There should be no emotional outbursts or swearing related to line changes, penalties, etc.
- d) Listen to what your coach or manager tells you.
- e) Encourage your team-mates.
- g) If you receive a penalty, go straight to the box.



- h) Play as a team - it takes all players to build a strong contender and a championship team.
- i) Always give your best effort.
- j) Keep your mind on the game, not in the stands.



RULES AND REGULATIONS

GENERAL REMARKS

The below listed Rules and Regulations are in addition to the playing rules of ALLIANCE, the Ontario Hockey Federation and Hockey Canada.

All teams are subject to these rules and regulations regardless of where the team activity takes place. This is to include any and all games (ALLIANCE, Tournament, Exhibition, etc.)

Any team official or player who breaches the rules may be subject to suspension at the discretion of the Representative Teams Management Committee and/or WMHA executive. Such suspensions include practices.

Coaches, the appropriate Representative Teams Director and Convenors will apply disciplinary actions as they see fit for violation of any Rules.

ALL REPRESENTATIVE TEAMS

1. TRYOUTS

- (a) Except for successful applicants under the [WMHA Exceptional Player Status Policy](#), players are to attend tryouts in their own age category.
- (b) No player may register for Representative Teams play after the final open registration date of any season, save and except when a player moves to the City of Waterloo after the final open registration date, or is moved up on a one-for-one change with another previously registered player, or has been trying out for a team at a level above minor hockey i.e. Junior.
- (c) Players who are from a Waterloo AAA Zone centre other than Waterloo are not permitted to tryout for any representative team of a category lower than AAA. When such a player fails to make a AAA Zone team he/she must return to his/her home centre, subject to eligibility on an NRP Passport under the Made For Ontario Plan.
- (d) When releasing a player from a team, the reason(s) for the release must be given to the player. The time for tryouts for the next level should also be provided.
- (e) Players, except as stated in paragraph 1(d) above, who tryout for a particular level, make the team, but refuse to sign a card and/or roster sheet will be automatically assigned to the Rec. League and not be allowed to be an affiliated player.

2. DECLARATION OF TEAMS

- (a) The team roster must be declared by the end of each team's tryouts.
- (b) Any exception to (a) must be approved by the appropriate Director and the next level coaches.



If teams are not selected within the above-noted time period, carded and/or rostered and fees paid within the following week, the Head Coach of the offending team may receive a suspension. The suspension shall commence at the beginning of regular season play.

Remaining players are then assigned to Recreational League.

3. SIGNING OF HC CARDS/ROSTERS FOR REPRESENTATIVE TEAMS

For league administration purposes, signing must be completed one week prior to the first ALLIANCE League game

4. PLAYER RELEASE RULES AFTER TEAM SELECTION

A player can be released from a Representative team by one of the following methods:

- (1) One-for-one trade with a lower category team
- (2) The player is released outright by the team
- (3) The player quits the team

These rules are subject to the restrictions. Refer to these restrictions at the end of this section and part 8 – Minor Development Teams.

Release Methods:

(1) One-for-one trade with a lower team:

- (a) Coaches contact the appropriate Convenor or Director immediately, for approval.
- (b) HC card or roster position must immediately be presented to the Director of Representative League.
- (c) One-for-one player movement shall be permitted up to and including December 1st of any year, and, in the case of U18 AAA, January 10th of any year.

(2) Player released outright by Coaches:

- (a) Coaches contact the appropriate Convenor or Director immediately.
- (b) Approval must be obtained from the Rep Teams Management Committee.
- (c) HC card or roster position must immediately be presented to the appropriate Director.
- (d) The team in the category immediately below may sign player if they so desire. The lower category team has seven (7) days to decide if the player is to be carded.
- (e) If team below decides not to sign player, the player may apply to Director of Rec. League for placement. Placement in Rec. League is not automatic and is at the discretion of the Rec. League. It may take up to 14 days to place a player.

(3) Player quits the team:

- (a) Coaches contact the Convenor or Director immediately.
- (b) Alliance card or roster position must immediately be presented to the appropriate Director
- (c) Verbal notification to the appropriate Director will be deemed as confirmation of a player's intention to quit only after the passage of 24 hours. Written notification, to the appropriate Director, of a player's intention to quit, will have immediate effect. The



player may apply to the Rep Teams Management Committee to be placed on a team in a lower category.

- (d) If the team below chooses not to sign the player, the player may apply to play in the Rec. League. It may take up to 14 days to place a player and allow the Rep Coach to select a player from a lower team or level, should he choose to do so.
- (e) A player refusing to play in Recreational League will have his or her registration cancelled and will not be eligible for a refund. If the player quits after December 1st and is offered a position on the team below and refuses, the player may apply to play in the Rec. League but will be ineligible to be declared as an AP for 30 days. Any player who plays or practices with any team other than the Rec. League team during the said 30 day period, will automatically be considered ineligible to play for any team other than assigned Rec. League team. Any coaches using such players will be suspended for a period of 30 days. Any player filing a formal grievance and appeal regarding the above ineligibility will not be permitted to play for any team other than assigned Rec. League team until the decision on appeal is given.

Restrictions:

(i) These rules do not apply to players carded to a zone AAA team who are not eligible to otherwise register in WMHA (see ALLIANCE Rules and Regulations and OMHA Rules and Regulations).

(ii) If the release involves movement to the Recreational League, coaches are to contact the Director of Minor Development and Recreational League Director first and not discuss proposed movement with Rec. League coaches, players or parents.

(iii) One-for-one trades or the release of players carded to Novice, Minor Atom and Atom teams cannot take place without the approval of the Rep Teams Management Committee.

(iv) The outright release of players after December 1st will generally not be permitted except for disciplinary reasons. Such releases will also generally be refused if the effect is to reduce the number of players on the team below our minimum roster requirements.

6. DECLARING AFFILIATED PLAYERS

The declaration and signing of AP's must be complete by December 31st and in any event prior to the Affiliated Player's participation in any team activity (i.e. game, practice, etc.) with the team such player is affiliating to.

7. MINOR DEVELOPMENT LEAGUE

Teams will play under "ALLIANCE Minor Development League" rules. Minor Development players will play in the East/Central Division and sign Minor Development (MD) category cards and/or roster sheets.

The method of selection of AP's will be outlined by the Director of Minor Development and the Recreational League Director.

- (a) It is recommended that each team carry at least five (5) skaters and one (1) goaltender to



be carded as AP's. They should attend practices at least once per month and be used to fill the roster for all games.

- (b) AP's are to be declared by November 15 and if from the Rec. League, must sign HL (House League) cards.
- (c) AP goaltenders are to replace only regular goaltenders.
- (d) Players are expected to make their Recreational League team their first priority.
- (e) An AP can be affiliated with only one team.

The following player release rules must be followed:

- (a) No release of a player is allowed for 30 days after final selection of the team in October.
- (b) Any player release between Nov. 1st and Dec. 1st must be on a one-for-one switch.
- (c) No player releases are allowed after Dec. 1st.

8. PLAYER AND COACH BEHAVIOUR

The following behaviors will not be tolerated:

- (a) Use of offensive and foul language, on or off the ice.
- (b) Criticism of teammates. Players are expected to be supportive of their teammates.
- (c) Bench complaining and criticizing coaching staff. Players are expected to be supportive of their coaches.
- (d) Taunting or inciting opposing players.
- (e) Smoking, chewing tobacco, use of alcoholic beverages or use of any illegal drugs by players or coaches will not be tolerated during games, practices or at tournaments while representing the WMHA. There shall be no consumption or possession of alcoholic beverages by coaches, trainers, players or other team officials. This rule does not apply to coaches and team officials taking alcoholic beverages to overnight tournaments to be consumed during private hours.
- (f) Horseplay (including throwing objects) on ice or off ice in dressing rooms, hallways, etc. To avoid possible injury, players should not walk around dressing rooms barefoot or while wearing skates.

Team officials are responsible for any unruly behavior of their players and are expected to discipline accordingly.

9. CONTACT WITH REFEREES AND OFFICIALS

There shall be absolutely no contact, directly or indirectly, between coaching staff and the referee-in-chief regarding officials' assignments. Concerns must be directed to the appropriate Director or Convenor.

10. ON-ICE STAFF AT PRACTICES

No person shall be on the ice during any practice who is not carded with a Waterloo team unless approved by the League Director.



11. MID-SEASON STAFF CHANGES

If there are any changes to a staff during the season, the appropriate Rep League Director must be notified so that approval can be obtained from the Board.

12. MEDICAL REPORT FORM

All players and coaching staff shall complete the Medical Report Form no later than the date of signing of CHA cards. The obtaining of OHIP numbers is not permitted.

13. FIRST AID KIT

A suitable first aid kit must be on the bench during all practices and games.

14. MEDICAL CLEARANCES

Any player that has been injured and has been under doctor's care must have written permission from their doctor before they will be permitted to participate in games and practices.

SUBSTANCE ABUSE POLICY

GENERAL POLICY STATEMENT

WMHA Executive, Coaches and Managers have decided to assume a leadership role in creating a positive drug free lifestyle and a healthy environment dedicated towards the development of skills, attitudes, confidence and good sportsmanship for WMHA players.

Young people use alcohol and drugs due to peer pressure, curiosity, stress, escapism, rebellion and social culture. A DRUG IS DEFINED AS ANYTHING, OTHER THAN FOOD WHICH IS TAKEN TO CHANGE THE WAY THE BODY OR MIND WORKS.

Alcohol is the most commonly abused drug, followed by tobacco, cannabis and cocaine. Early detection, professional assistance and realistic expectations will lead to positive social consequences consistent with Ontario's community based anti-drug strategy.

Drug abuse can result in health problems like increased illness and physical damage to the body.

Drug abuse can result in personal problems such as loss of motivation, or addiction.

Drug abuse can result in group problems like strained and unhappy family relationships.

Players must have an opportunity to be equipped with the knowledge, values and skills to make responsible decisions. WMHA is committed to preventing and countering problems associated with substance abuse and promoting a climate of intolerance for illegal drugs.

In regards to alcohol and smoking on bus trips, involving WMHA teams, the rule is quite simple: IF THERE IS A PLAYER ON THE BUS - NO DRINKING OR SMOKING. This is usually reinforced by the team rules as well. The Bus Companies will support this.



WMHA teams staying out of town - must follow the local regulations for drinking with respect to age and responsibilities.

Tobacco use by coaches, managers, players or anyone associated with the team will be prohibited in arenas.

POLICY COMPONENTS

WMHA has decided to adopt a policy of PREVENTION, EDUCATION AND ENFORCEMENT in dealing with Substance Abuse problems within the scope of the WMHA jurisdiction.

PREVENTION

The primary strategy is to deter players from becoming involved with illegal drugs or the abuse of other substances including legal drugs, which are harmful to their own lifestyle and counterproductive to the conditioning of hockey players, and responsible citizens.

EDUCATION

WMHA believes education is a three-fold responsibility. These are:

- (1) coaches, trainers and managers
- (2) players
- (3) parents

Coaches, Trainers and Managers are instructed through coaches' clinics and trainers' clinics prior to the start of the season. Guest speakers at coaches' meetings keep the coaching staff up to date on current trends, issues and problems.

Seminars on communication are arranged; to help deal with abusive language, to emphasize a point, and to deal with general conduct.

Players are encouraged to become more aware of drugs. Education at schools is only a start. Further reinforcement through WMHA can be obtained with the use of tapes, pamphlets and notices on arena bulletin boards.

Through the season - guest speakers from drug agencies and the police will talk with the players, making them more aware of drugs.

Parents are encouraged to attend community awareness programs for drug education and get involved with displays and demonstrations on the awareness of drugs. All communication seminars sponsored by WMHA are open for parents' attendance.

Parents must be made aware of drinking and driving on weekends. This is an increasing problem.



The provision of accurate information, fostering the development of positive attitudes towards good health as well as formal presentations by law enforcement and medical personnel will assist players to acquire knowledge, values and assist them to deal with negative peer pressure.

A DRUG INFORMATION PHONE LINE WILL BE MADE AVAILABLE, ON A CONFIDENTIAL BASIS 1-800-821-4357.

ENFORCEMENT

Executives, Coaches, Managers and Parents share a common responsibility to set and maintain standards consistent with respect for the law and rules prohibiting substance abuse.

The continued possession or use of any drug prohibited by law will result in immediate disciplinary action which may range from suspension to release, dependent upon circumstances involved.

HELP AVAILABLE

- (1) THE PLAYER WILL NOT BE SUSPENDED IF HELP IS GENUINELY PURSUED.
- (2) Ask the player if there are any problems at home, at school with their friends that may account for the change in play and attitude.
- (3) Ask the player if any habits have changed, such as eating or sleeping. A food allergy could be responsible.
- (4) Ask the parents if they've noticed any change in the player's attitude or habits.
- (5) Ask the parents if the player is hanging around with different friends, that may be involved with drugs.

