

WEHL

VOLUNTEER MEETING

September 22, 2022





Agenda

- ▶ Season at a glance
- ▶ Tournaments
- ▶ Police Record Check/Certifications
- ▶ Development Info
- ▶ Rules & Policies
- ▶ Registrar Info - Team Lists, Affiliations
- ▶ Dulude Room Bookings
- ▶ Game Sheets/Jerseys & Equipment
- ▶ Team Photo Days & WEHL branded clothing





Volunteers

- ▶ Volunteers are key to the success of the WEHL!
- ▶ Thanks for all you do!

Thank
you
Volunteers!





Season at a glance

- ▶ **WEHL arenas:**
 - ▶ Carleton University (U9 only)
 - ▶ Dulude
 - ▶ Barbara Ann Scott (Pinecrest)
 - ▶ Tom Brown
 - ▶ McNabb
- ▶ U15 C interlock with Nepean and Kanata
- ▶ Ice allocation per age group - about 2 hrs/week:

	# Games	# Practices
U9	16	16
U11	16	16
U13	18	14
U15	20	12
U18	24	8





Season at a glance

Drafts

- ▶ U9: tentatively Oct TBD
- ▶ U11: tentatively Oct 17
- ▶ U13: tentatively Sep 25 - 27
- ▶ U15: tentatively Sep 21-23
- ▶ U18: tentatively Sep TBD

▶ Season: Oct 11 - Feb 12

- ▶ Oct 7 - 10: no ice (Thanksgiving)
- ▶ Oct 31: no ice (Halloween)
- ▶ Dec 24 - Jan 1: no ice (Christmas break)
- ▶ Feb 18 - 20: no ice (Family Day weekend)
- ▶ Feb 21 - Mar 9: BMHL playoffs
- ▶ Mar 10 - 19: no ice (March Break)
- ▶ Mar 24 - 26: BMHL semi and finals & U9 Fun Day

	Season Start
U9	Nov 1
U11	Nov 1
U13	Oct 11
U15	Oct 11
U18	Oct 17
U21	Oct 17





Season at a glance

Games and practices schedules

- ▶ WEHL purchases ice from the city for the entire season
- ▶ BMHL defines an overall plan for when games will be scheduled
- ▶ BMHL is trying to make the schedule consistent and predictable for the season
- ▶ BMHL uses ice from all the district allocations and shares the schedule
- ▶ BMHL usually provides 2 - 4 weeks' worth of schedule
- ▶ WEHL takes the unused ice and allocates it to teams for practices

WEHL cannot provide practice schedules until BMHL allocates games.





Tournaments

Tournaments Frequency Policy

- ▶ U9 max 3 tournaments plus Year-end Fun day
- ▶ U11-U18 max 3 tournaments during BMHL sched.
 - One more tournament outside BMHL sched.
- ▶ You need permission for additional tournaments

▶ Tournament & Reserved Dates

- ▶ Email your potential tournament dates ASAP to vp.ice@westendhockey.com
- ▶ Deadlines for reporting tournaments:
 - Sep 30: tournaments before Nov 15
 - Oct 18: tournaments before Jan 1
 - Nov 25: tournaments before Feb 20
 - Feb 3: tournaments overlapping with playoffs

Tournaments greatly impact games scheduling so the earlier we know about them, the less disruptive it will be.





WEHL Sensplex Tournaments

▶ **U11 A/B/C; U13 A/B/C**

Friday Dec. 2 to Sunday Dec. 4, 2022

\$1,320(-\$100) for WEHL = \$1,220

▶ **U15 A/B/C; U18 A/B**

Friday Dec. 9 to Sunday Dec. 11, 2019

\$1,320(-\$100) for WEHL = \$1220

▶ **U9 Tier 2(A)/3(B)/4(C) Half Ice**

Friday Jan. 13 to Sunday Jan. 15, 2020

\$950/\$895(-\$100) for WEHL = \$850/\$795

Guaranteed spots for WEHL up to Oct 19th only

<http://www.sensplex.ca/youth-tournaments>





Police Record Checks (PRC's)

- ▶ All volunteers, Coaches, Trainers and On-Ice Helpers require a PRC.
- ▶ PRCs are valid for 3 years.
- ▶ You require a letter from the VP Risk and Safety which will result in the waiving of the standard fee (\$67.00 for Ottawa police).
- ▶ When complete, PRC's need to be forwarded to the VP Risk and Safety.
- ▶ Shared birthdate with someone with a conviction may require fingerprinting. We can provide a letter for that as well.





Certifications

▶ **Qualifications:**

- ▶ Need to complete or update required clinics
- ▶ Pre-Approval from Level VP/Convenor

▶ **Process:**

1. Go to HEO website: www.hockeyeasternontario.ca/
2. Register for a clinic
3. Submit WEHL Expense Reimbursement Form with proof of completion
4. Processed monthly with accountant - takes roughly four weeks to turn around.





Certifications

	Police Record Check	Respect in Sport: Leaders	Understanding Discrimination... Gender Identity / Dressing Room Policy...	Coach 1 – Intro	Hockey U. Online: Coach 1/2	Coach 2: Coach Level
Head Coach IP Levels	✓	✓	✓	✓	✓	
Head Coach Novice	✓	✓	✓		✓	
Head Coach All Other Levels	✓	✓	✓		✓	✓
Assistant Coach IP Levels	✓	✓	✓	✓	✓	
Assistant Coach All Other Levels	✓	✓	✓			





Certifications

	Police Record Check	Respect in Sport: Leaders	Understanding Discrimination... Gender Identity / Dressing Room Policy...	Hockey Trainer Certification Program (HTCP1)
Manager	✓	✓	R	
Trainer	✓	✓	✓	✓
Treasurer	✓			
<u>Other On-Ice Help</u>	✓	✓	✓	

R denotes Recommended





Registration Information

- ▶ ~1000 players registered every year
- ▶ Online registration still open
- ▶ Still have space, with the exception of U15
- ▶ Refer latecomers to registrar at:
registrar@westendhockey.com





- ▶ Goalie Development Clinics
 - ▶ Goalie Army Academy will run free goalie sessions for WEHL goalies
 - ▶ Starting Tuesday Oct 17
 - U9 & U11: 7pm
 - U13+: 8pm





Green arm band initiative



- ▶ Green arm band indicates a minor-aged official.
- ▶ Abuse of a minor aged-official by an adult will result in a more serious penalty. Minimum 4 games.
- ▶ All children deserve a safe environment.





BMHL Suspensions

BMHL adopted the Total Team Management (TTM) reporting system.

- ▶ Your email associated with your Hockey Canada account/Team List will be used for access.
- ▶ Coaches/Managers must now use this system for entering suspensions, tracking games served for suspensions, and recording affiliations.
- ▶ All Misconducts, Game Misconducts, Gross Misconducts and/or Match Penalties in any game (exhibition, league, tournament, playoff) must be entered within 24 hours of the game.
- ▶ **Please remind your players it is WEHL policy to double all BMHL suspensions at all levels.**
- ▶ Players/team officials can appeal the additional games imposed by the WEHL, requested through VP Risk and Safety.





HEO Policies

HEO Website - great resource for policies such as outdoor rink usage, on ice helper requirements, concussion return to play, etc.

<http://www.hockeyeasternontario.ca/pages/admin/policies.htm>

6.3 Maltreatment, Bullying and Harassment Protection and Prevention Policy

1. During any hockey activities which are sanctioned by HEO;
2. When the Participant who is alleged to have violated this Policy was engaging in hockey activities;
3. When the Participants involved interacted due to their mutual involvement in hockey; or
4. Outside the hockey environment, where the violation of the Policy has a serious and detrimental impact on another Participant.

<http://www.hockeyeasternontario.ca/docs/6.3%20Maltreatments,%20Bullying%20and%20Harrassment%20Protection%20and%20Prevention%20Policy.pdf>





Dressing Room Management

- ▶ Players should be supervised at all times following the “Two Deep Method” of supervision recommended by Hockey Canada (two adults present together).
- ▶ People supervising must have completed either “Speak Out” or the “Respect In Sport” for volunteers and have submitted a PRC.
- ▶ **Photo Devices are strictly prohibited in change rooms.**
- ▶ **Vaping - HEO policies and City of Ottawa smoke-free regulations include no vaping on all municipal properties.**





Fair Ice Policy

- ▶ Fair Ice means **equal** ice by position
- ▶ Roll the lines, at all times, in all games, no exceptions
- ▶ Playing ability does not affect playing time
- ▶ By the end of the season all players should have had roughly equal ice time in all different game situations: Power Play, Penalty Kill, end of game, overtime
- ▶ Applies to **all** games (regular season, playoff, exhibition, tournament, elimination, championship)
- ▶ There is **NO** “coaches discretion” rule to play stronger players for the last 2 minutes of **any** game
- ▶ Explain the Fair Ice Policy to all players and parents in your first team meeting





Team Fees & Budget

- ▶ Make tournament fees, extra practice ice, etc. fees optional, no family should have to pay for additional team activities if they don't want to participate
- ▶ Refund any budget surplus directly, don't drain team budget by buying end of year gifts or donating to charity
- ▶ Make team votes private (email or Survey Monkey) not by show of hands
- ▶ Either collect team fees and put them into a community bank account or pay up front then collect. Community bank account authorization from VP Administration





Official Team Rosters

- ▶ ALL teams need an official team roster
 - ▶ Ensure proper catchment
 - ▶ Proof of age for division placement
 - ▶ One team per player
 - ▶ Parent and coaching qualifications
- ▶ Required for tournaments
- ▶ Absolutely mandatory, or team stops operating





Managers & Team Lists

- ▶ Get your manager involved **IMMEDIATELY**
 - Manager meeting coming soon...
- ▶ Begin documenting staff ASAP, so we can help!
- ▶ Lookup tool to check credentials
- ▶ Team list will be submitted to District Registrar for final approval and signature
- ▶ Final approved roster will go to Coach/Manager
- ▶ Possible uses: intra-team comms, player evals





Deadlines

- ▶ Identify all staff by Sept. 30th
- ▶ Submit list template to Registrar by Oct. 13th

MINIMUM **5 DAY TURNAROUND** FOR TEAM LISTS

- ▶ Changes to team means a new team list





Affiliations

- ▶ Player can only be affiliated with one team at a time
- ▶ Player must be on approved team roster to affiliate
- ▶ *WEHL will only allow affiliations to fill roster*
- ▶ **Must complete affiliation paperwork, get signatures from parents, both coaches, Registrar. (*sigh.)**
- ▶ Must obtain permission of coach before playing an affiliate
- ▶ Coaches should never deny a development opportunity
- ▶ Can only play 10 games for any & all teams as an affiliate
- ▶ Players cannot affiliate when their main team is playing
- ▶ Emergency Goalie Rule - should affiliate a goalie





Dulude Room Bookings

- ▶ 2 rooms at Dulude bookable for teams:
 - ▶ **Julie Dunnigan Room - small meeting room**
 - ▶ **Mel Baker Hall (MBH) - large meeting room**
- ▶ Email Shawn Murphy secretary@westendhockey.com
for room bookings at Dulude only
- ▶ You can book a room for a team function - i.e. team meeting, parents meeting, pizza party, Christmas party etc. - the league will cover the cost of the room
- ▶ **Give enough notice since the City does the scheduling**





Game Sheets

- ▶ Timekeepers are to be supplied by home team
 - ▶ Clock operation and filling out game sheet
- ▶ **Completed Game Sheets:**
 - ▶ **Top Copy - Division mailbox at Dulude**
 - ▶ 2nd Copy - Home Team Coach
 - ▶ 3rd Copy - Away Team Coach
 - ▶ 4th Copy - to be kept if Ref takes a copy for a suspension
- ▶ Blank Game Sheets in mailbox at Dulude (combo lock)
- ▶ **Game Sheet Labels Template (MS Word)**
Available For Download On WEHL Website
(Don't handwrite the names!)





Jerseys and Equipment (1)

- ▶ Equipment Manager & Goalie Equip Manager - Mike Moffat
 - ▶ equipment@westendhockey.com
 - ▶ goalieequipment@westendhockey.com
- ▶ Manager or Coach to sign out and inspect jersey sets
 - ▶ Pickup sessions will be organized by division before draft dates
 - ▶ Deposit cheques for each jersey set for \$100 post dated to April 1st, 2023
 - ▶ Avoid issuing jerseys until after balancing!
 - ▶ Collect \$40 deposit cheques (post dated to April 1st, 2023) from each player for each jersey
 - ▶ All jersey sets need to be returned washed at end of year, with each jersey hung on a metal hanger.





Jerseys and Equipment (2)

- ▶ Goalie Equipment
 - ▶ U6/U7: has designated bags already made up.
 - ▶ U9: Each team receives a set
 - ▶ U11-U18: based on request to the goalie email
- ▶ Each team will receive WEHL pucks
- ▶ Two pairs of socks for all players
- ▶ First Aid kits and water caddies optional - return promptly at the end of the season





3rd Jersey Policy

Coaches and/or Team Managers are required to advise the WEHL Board of Directors by email of any intention to purchase team jerseys

- ▶ Any WEHL team purchasing an alternate jersey is permitted to purchase a single set of jerseys only. A home set (white) OR away set (dark) but not both.
- ▶ Any WEHL team purchasing third jerseys must do so with team funds as generated by fundraising activities or through team sponsorship
- ▶ Third jerseys may be worn for any exhibition, league or playoff games between a WEHL team and an external team (within or external to District B). They may also be worn during any tournament games, with the exception of any WEHL sponsored tournaments.
- ▶ **New Eval Jerseys can be used as 3rd jerseys.**





Team/Individual Photo Dates and WEHL Branded Clothing Sale

- ▶ November 4th to November 6th at Dulude **TBD**
 - ▶ Free Team photo provided to all players
 - ▶ Team signup list will be distributed online
 - ▶ Photo pickup and makeup date: TBD
-
- ▶ Gadar setup an online store for merchandise
 - ▶ Teams can also order Name Bars from Gadar online store





Useful Websites

www.districthockey.ca

Constitution, Rules, Regulations

Full BMHL Schedule, where to go to update scores

www.heominor.ca

Tournament search engine

www.hockeyeasternontario.ca

Clinics & Qualifications

www.westendhockey.com

All things WEHL: News, Events, Contact info, etc.

www.westendhockeyleague.secure-decoration.com

Merchandise



Social Media

search @westendhockey and you will find us on





Team Volunteer Meeting 2019

Have a great season!

