

WEHL BENCH STAFF - VOLUNTEER MEETING

October 3, 2024





Agenda

- ▶ Registration Update
- ▶ Schedule & Tournaments
- ▶ Certifications / Police Record Check (PRC)
- ▶ Team Rosters & Affiliations
- ▶ Rules & Policies
- ▶ Team Management (Game Sheets, Team Fees)
- ▶ Jerseys & Equipment
- ▶ Extra Development Info
- ▶ Team Photo Days & WEHL branded clothing
- ▶ Dulude Room Bookings
- ▶ District Contacts





Volunteers

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

Thank
you
Volunteers!





Registration Information

- ▶ Almost 800 Playing in West End 2024/25
- ▶ Online registration still open
- ▶ Space is still available in U5, U6 and U7 and U9-U15 B and C levels on a case-by-case basis
- ▶ Refer latecomers to Registrar at:
registrar@westendhockey.com





Season at a glance

Initial teams formed by Thanksgiving

Regular Season: mid Oct to mid Feb

- ▶ 16 weeks of games
- ▶ 4 week round robin playoff

Blackout Dates (no ice)

- ▶ Oct 12 - 14: Thanksgiving Weekend
- ▶ Oct 31: Halloween
- ▶ Dec 23 - Jan 3: Christmas Break
- ▶ Mar 8 - 15: March Break

Last Day of Season: March 31

	Games Start
U9	Nov 2
U11	Oct 24
U13	Oct 17
U15	Oct 15
U18	Oct 16
U21	Oct TBA





Season at a glance

Games and practices schedules

- ▶ Games are booked centrally by BMHL and teams receive between 2 - 4 weeks' worth of notice
- ▶ WEHL takes remaining ice and allocates it for practices
- ▶ Teams can expect on average 2 hours of ice time per week (can vary week to week)

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





Tournaments

Tournaments Frequency Policy

- ▶ U9 max 3 tournaments plus Year-end Jamboree
- ▶ U11-U18 max 4 tournaments.

▶ Tournament & Reserved Dates

- ▶ Submit Blackout dates through Google form(link coming soon)
- ▶ Blackout dates need to be submitted two weeks in advance (min)
 - If not done, game can be considered a forfeit

➔ HOW TO FIND TOURNAMENTS

- HEO - <https://www.hockeyeasternontario.ca/tournaments/tournament-directory/>
- OMHA (Kingston) - <https://www.omha.net/page/show/1509684-tournament-listings>





WEHL Sponsored Sensplex Tournaments

▶ U11 A/B/C; U13 A/B/C

Friday Dec.6 to Sunday Dec. 8, 2024

▶ U15 A/B; U18 A/B

Friday Dec. 13 to Sunday Dec. 18, 2024

▶ U9 Tier 2(A)/3(B)/4(C) Half Ice

Friday Jan.24 to Sunday Jan.26, 2024

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





Certifications

► Qualifications:

- Need to complete or update required clinics
- Pre-Approval from Level VP/Convenor
- Summary of Requirements: [CLINIC PAGE](#)

► Process:

1. Go to HEO website: [HEO CLINICS](#)
2. Ensure jurisdiction is set for Hockey Eastern Ontario (you must have your own HCR number in HEO jurisdiction to register for a HEO clinic)
3. Register for a clinic
4. Submit WEHL Expense Reimbursement Form with proof of completion to Treasurer
5. Processed monthly with accountant - takes roughly four weeks to turn around.





Vulnerable Sector Checks (VSCs)

- ▶ All volunteers, including on-ice helpers, require a Vulnerable Sector Check (VSC).
- ▶ VSCs are valid for 3 years.
- ▶ A letter from the VP Risk and Safety will result in the waiving of the standard fee (\$67.00 for Ottawa police). WEHL will not reimburse the cost of anyone paying the fee.
- ▶ When complete, VSCs need to be forwarded to the VP Risk & Safety. They also need to be sent to the Registrar during the rostering process if HCR information is not up-to-date or the VSC is recent.
- ▶ If you share a birthdate with someone with a conviction, fingerprinting may be required. We can provide a letter for this.





Official Team Rosters

- ALL teams need an official team roster to operate (tournaments will request them)
 - Only eligible players can be rostered (must be a WEHL member and appropriate age)
 - Bench staff must have all required qualifications before rosters can be approved
- WEHL Registrar creates rosters once teams are finalized and all bench staff have HCR numbers and qualifications
- District Registrar provides final approval of rosters
- WEHL Registrar sends final approved rosters to Head Coach and/or Manager





Official Team Rosters (continued)

- Registrar creates rosters using TeamSnap information
- Manager should verify ASAP that all players are listed in TeamSnap and also add all staff (Head Coach, Assistant Coaches, Trainer and Manager) NOTE: MAXIMUM IS 5 STAFF PER TEAM
 - Adding staff (non-players) is easiest from website (not app)
 - Once staff (maximum of 5) are added to TeamSnap as non-players, manager should send email to Registrar
 - If some or all bench staff do not have HCR numbers, Manager should send ONE email ASAP to Registrar (per team) asking for HCR creation (include full names, emails, birthdates and addresses)

*In email title, always indicate team, e.g., U15-B2





Deadlines

- Identify all bench staff as soon as teams are finalized
- Add all bench staff to TeamSnap and email Registrar no later than October 18

****MINIMUM 5 DAY TURNAROUND FOR ROSTERS SO PLAN ACCORDINGLY****





Affiliations

- ▶ Players must be rostered on their original team before they can be affiliated
- ▶ Players cannot be denied development opportunities by coaches, etc.
- ▶ Players can only be affiliated to one team in the same category (e.g., U13A)
- ▶ Competitive players can never be affiliated to House League teams, even if it is for an older division
- ▶ **All affiliation paperwork, including signatures from parents, both coaches and Registrar, must be completed**
- ▶ Players must prioritize their original team's games over the games of their affiliated team(s); more flexibility on practices
- ▶ Coach of affiliated team must obtain permission of coach of original team before playing an affiliate
- ▶ Players can play a maximum of 15 games as an affiliate (total for all affiliated teams)





Affiliations (continued)

- ▶ All affiliated games must be reported in TTM
- ▶ There is an Emergency Goalie Rule but coaches should affiliate a goalie





BMHL Suspensions

- ▶ BMHL adopted the Total Team Management (TTM) reporting system.
 - [myTTM_guide_teams.pdf \(ttmwebservices.ca\)](#)
[myTTM_guide_teams.pdf \(ttmwebservices.ca\)](#)
- ▶ 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. Do not wait for the referees report.
- ▶ **WEHL policy is to double in-game suspensions at all levels,** Players/team officials can appeal the additional games imposed by the WEHL, through VP Risk and Safety.





HEO documents

- ▶ 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>
- ▶ Proof of Insurance
 - Many teams wish to conduct extra activities outside of league/tournament play. For example, single, or repeated rental of school gym for dryland training.
 - <https://www.hockeyeasternontario.ca/members/forms/>





Maltreatment

- ▶ Independent Third Party
 - The Independent Third Party (ITP) is an independent group appointed to administer all Hockey Canada maltreatment complaints in a procedurally fair manner.
 - Complaints can be sent by any member (individual) or association (District B etc)
- ▶ The ITP administers complaints such as:
 - Sexual abuse, Sexual maltreatment, Distribution of child pornography, Physical assault, Repeated instances of bullying, harassment and/or discrimination, Other forms of severe Maltreatment as determined by the ITP.
- ▶ <https://sportcomplaints.ca>





Green arm band



- ▶ 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.





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 -activity leaders” and have submitted a PRC.
- ▶ **Photo Devices are strictly prohibited in change rooms.**
- ▶ Dressing rooms are for the entire team. IF a player wishes, alternative accommodations can be provided for THEM.
 - This policy requires all players to show up wearing their “**base layer**”. A base layer is intended to cover an individual’s pelvic region and torso ie the minimum standard of what would be acceptable in a public area of the arena.





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





Game Sheets

- ▶ Timekeepers are to be supplied by home team U9-U15
 - ▶ 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
- ▶ NEW Blank Game Sheets being handed out by equipment volunteer
- ▶ Canteen and Skateshop have a few if you are in a pinch
- ▶ **Game Sheet Labels Template (MS Word)**
Available For Download On WEHL Website
(Don't handwrite the names!)





Team Fees & Budget

- ▶ Optional Team Fees - tournaments, extra ice, parties etc.
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
- ▶ **Transparency (Google Docs Budget)**
- ▶ Great option is a community bank account (contact VP Admin)





Jerseys and Equipment (1)

- ▶ Equipment Manager & Goalie Equip Manager
 - ▶ equipment@westendhockey.com (Mike Moffat)
 - ▶ goalieequipment@westendhockey.com (Rhett)
- ▶ 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, 2025
 - ▶ Avoid issuing jerseys until after balancing!
 - ▶ Collect \$40 deposit cheques (post dated to April 1st, 2025) 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
- ▶ One pair 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.





Development

- ▶ 5% off SensPlex Development Sessions
(Code: WEHL24-25)
- ▶ Power Skating for U9-U13 run by NextGen Hky
 - ▶ 6 weeks starting early November
 - ▶ 6 weeks starting early January
 - ▶ \$235 for six weeks
- ▶ FREE Goalie Development Clinics - Goalie Army
 - ▶ Starting Monday Oct 21 - Dulude
 - U9 + U11: 7pm
 - U13+: 8pm





Team/Individual Photo Dates and WEHL Merchandise

- ▶ November 3rd, 9th and 10th at Dulude
- ▶ Free Team photo provided to all players
- ▶ Team signup list will be distributed online
- ▶ Photo pickup date: TBD

WEST END MERCHANDISE

- ▶ New Online Store
- ▶ Teams can also order Name Bars from Pro2Col online store

<https://pro2coluniforms.com/collections/west-end-wolverines>





Dulude Room Bookings

- ▶ 2 rooms at Dulude bookable for teams:
 - ▶ **Julie Dunnigan Room - small meeting room**
 - ▶ **Mel Baker Hall (MBH) - large meeting room**
- ▶ Email Robert Johnson 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.
- ▶ **Give enough notice since the City does the scheduling**





District B Official - DBOA



- ▶ Referee-in-Chief - Fred Cosgrove
districtbric@gmail.com
- ▶ Senior Assignor - Ryan Stasiuk
bytownsassignor@gmail.com
 - ▶ U15, U18, U21
- ▶ Junior Assignor - Shawn Corcoran,
bytownjrassignor@gmail.com
 - ▶ U9, U11, U13

Website - District B Officials Association - dboa.ca





Useful Websites

www.westendhockey.com

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

www.districtbhockey.ca

Constitution, Rules, Regulations

Full BMHL Schedule, where to go to update scores

www.hockeyeasternontario.ca

Clinics & Qualifications



Social Media

search @westendhockey and you will find us on





Team Volunteer Meeting 2024

Have a great season!

