

WEHL BENCH STAFF - VOLUNTEER MEETING

October 9, 2025





Agenda

- ▶ Registration Update
- ▶ Schedule & Tournaments
- ▶ Qualifications / Vulnerable Sector Checks (VSCs)
- ▶ 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!





WEST END GAME NIGHTS



DECEMBER 14
3pm



JANUARY 25
5pm





Partnership with Pro Hockey Life



- **5 - FREE Skate Sharpenings**
- **3 - 15% off Purchases**





Registration Information

- ▶ Over 800 playing in West End 2025/26
- ▶ Online registration is closed
- ▶ U5-U6-U7 had limited spots and sold out early
- ▶ Space is still available in U9-U18 on a case-by-case basis
- ▶ Refer latecomers to WEHL Registrar at:
registrar@westendhockey.com





Season Overview

▶ Most teams formed by October 11

- ▶ **‘B’ Season: mid Oct to March 12**
 - ▶ 16 weeks of games
 - ▶ 4 week round robin playoff
- ▶ **Interlock Season: mid Oct to April 11**
 - ▶ 20 weeks of games
 - ▶ 4 week round robin playoff
- ▶ **Blackout Dates (no ice)**
 - ▶ Oct 12 - 14: Thanksgiving Weekend
 - ▶ Oct 31: Halloween
 - ▶ Dec 22 - Jan 2: Christmas Break
 - ▶ Mar 16 - 20: March Break

	Games Start
U9	TBD
U11	Oct 18
U13	Oct 14
U15	Oct 14
U18	Oct 20
U21	Started





'B' Team Season

B team season similar to past years

- ▶ Games will be against WEHL, CASE and Ottawa North
- ▶ Games booked by district ice scheduler and posted to scheduling site (TBC)
- ▶ WEHL uses remaining ice to book practices
- ▶ On average, teams have 2 hours of ice time per week

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





Interlock with Nepean and Kanata - NEW

Full interlock program this season (A and C)

- ▶ U11,U13,U15 and U18 (A and C teams) will play in an interlock with Nepean and Kanata
- ▶ Will be different from past seasons as these teams will follow the Nepean season structure, including playoffs
- ▶ Teams will play once a week for all age groups (U18A TBC), primarily on weekends
- ▶ Season is slightly longer as the playoff finals will be the weekend of April 11





Tournaments

Tournaments Frequency (Pathways)

- ▶ U9 and U11 **max 4** tournaments
- ▶ U13-U18 **max 5** tournaments.

▶ Tournament & Reserved Dates

- ▶ Submit Blackout dates through two Google forms
- ▶ One Google form provides the information to convenors
- ▶ The other provides the information to district scheduler
- ▶ While repetitive, important to enter in both

A travel permit is now required for all tournaments, not just those out of town.

➔ HOW TO FIND TOURNAMENTS

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





Tournament Blackouts

This year, blackout information must be submitted by specific dates.

- 7 days before any game date – blackout dates up to Nov 15
- Oct 22 – blackout dates up to Dec 31
- Nov 19 – blackout dates up to Jan 31
- Dec 15 – blackout dates up to Feb 8

NOTE: Blackout Dates during playoffs will not be accepted:

- Feb 17 - March 12th: B teams
- Feb 28 - April 11: A and C teams





WEHL Sponsored Sensplex Tournaments

▶ U11 A/B/C; U13 A/B/C

Friday Dec.5 to Sunday Dec. 7, 2025

▶ U15 A/B; U18 A/B

Friday Dec. 12 to Sunday Dec. 14, 2025

▶ U9 Tier 2(A)/3(B)/4(C) Half Ice

Friday Jan.23 to Sunday Jan.25, 2026

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





Qualifications

▶ Qualifications:

- ▶ Need to complete or update required qualifications
- ▶ Due to cost, pre-approval from Level VP/Convenor is required for in-person courses if you are hoping for reimbursement
- ▶ Summary of Requirements: [CLINIC PAGE](#)

▶ Process:

1. Go to HEO website: [HEO CLINICS](#)
2. Ensure jurisdiction is set to 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 - turnaround is roughly four weeks





NEW PROCESS Vulnerable Sector Checks (VSCs)

- ▶ All volunteers, including on-ice helpers, require a Vulnerable Sector Check (VSC) and an annual declaration. ****Declaration is new for HEO associations****
 - VSCs are valid for 3 years.
 - Only VSCs from 2023, 2024 and 2025 are valid for the current season.
- ▶ A letter from HEO is available to waive fee. WEHL will not reimburse fee if paid in error. ****NEW**** Volunteers can download letter from HEO website.
- ▶ ****NEW PROCESS**** New VSCs need to be uploaded by volunteers to the Ontario Screening Submission Portal (easy to find online). Declarations also need to be done using the Portal, annually.
 - To use the Portal, volunteer needs an HCR Number.
 - For HCR Number, provide Registrar with volunteer's name, email address, address and birthdate.
- ▶ If you share a birthdate with someone with a conviction, fingerprints may be required, which causes delays, so get started right away.





Official Team Rosters

- ALL teams need an official 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 and have signed waivers before rosters can be approved
- WEHL Registrar creates roster once team is formed and all bench staff, including managers, have HCR numbers and qualifications (max of 5 bench staff per roster; one volunteer can have multiple roles)
- District Registrar approves roster
- WEHL Registrar sends final approved roster to Head Coach and/or Manager for tournament use





Official Team Rosters (continued)

- For bench staff, Registrar uses Rostering Status Worksheet ****NEW****
 - Convenors must input bench staff names as soon as teams are formed
 - **Coaches/managers - Send up to 5 bench staff names and their roles to convenors as soon as your team is formed**
- For players, Registrar uses TeamSnap
 - **Managers - Verify that all players are in TeamSnap as soon as your team is formed**
 - **DO NOT CHANGE YOUR TEAM NAME IN TEAMSNAPE**
- If some or all bench staff do not have HCR numbers:
 - **Manager - Please send email to Registrar asking for HCR number creation (include full names, emails, birthdates and addresses)**

**** To assist Registrar, always indicate team, e.g., U15-B2, in emails.**





Official Team Rosters (continued)

- Rostering a single team is usually a multi-week process so plan accordingly
- Registrar prioritizes rosters based on first tournament dates
 - **Managers - Provide dates of first tournament to convenors as soon as tournaments are known**
- Anyone with Rostering Status Worksheet link can check the status of their rosters (only Registrar and convenors can edit the worksheet)
 - **Managers - Check the Rostering Status Worksheet for roster status (convenors have link) and to determine outstanding items that require your follow-up with bench staff**
- All bench staff are required to sign waivers in Spordle once they are added to roster
 - **Bench Staff - Sign waivers when asked the first time or proactively by checking Spordle**





Affiliations

- ▶ Player and their head coach 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
- ▶ **HEO Affiliation Form must be completed correctly, including player and team info, and signatures from parents, both coaches and appropriate Registrar**
- ▶ 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
- ▶ Emergency Goalie Rule exists but coaches should begin process to affiliate goalies as soon as teams are formed to prevent extra work for others due to last minute requests





BMHL Suspensions

- ▶ BMHL adopted the Total Team Management (TTM) reporting system.
 - [myTTM_guide_teams.pdf \(ttmwebservices.ca\)](http://ttmwebservices.ca/myTTM_guide_teams.pdf)
[myTTM_guide_teams.pdf \(ttmwebservices.ca\)](http://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

- ▶ Harassment and other forms of maltreatment are mandatorily reported to HEO.
- ▶ 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 the “Respect In Sport” and have submitted a VSC.
- ▶ **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!)





Sanctioned Hockey Games

- ▶ A SANCTIONED HOCKEY GAME, as defined by HEO, is a game that meets the following criteria:
 - ▶ Organized and approved by WEHL, District B, or HEO.
 - ▶ All participants are properly registered.
 - ▶ Played with certified officials.
 - ▶ Covered by Hockey Canada insurance.
 - ▶ Results and disciplines are tracked and enforced.
- ▶ Why is this important?
 - ▶ Only SANCTIONED GAMES are insured.
 - ▶ Only SANCTIONED GAMES count for stats.
- ▶ What happens if officials don't show up?
 - ▶ Convert to practice or give to opponent.
 - ▶ Bench staff cannot sub for ref (this is NOT a SANCTIONED GAME).





Team Fees & Budget

- ▶ Team Fees - OPTIONAL
 - No family has to pay for additional team activities if they don't want to participate.
- ▶ Cover tournaments, extra ice, parties etc.
- ▶ 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)
- ▶ Transparency
 - Google Docs Budget and community bank account (contact VP Admin for letter)
- ▶ Be respectful of budgets / consider fundraising)





Jerseys and Equipment (1)

- ▶ Equipment Manager & Goalie Equip Manager
 - ▶ equipment@westendhockey.com (Jen)
 - ▶ goalieequipment@westendhockey.com (Rhett)
- ▶ Manager or Coach to sign out and inspect jersey sets
 - ▶ Pickup sessions will be organized by division before draft dates
 - ▶ Please reference information sheet handed out during pickup sessions
 - ▶ Avoid issuing jerseys until after balancing!
 - ▶ Collect \$50 deposit cheques (post dated to April 1st, 2026) from each player for each jersey (\$100 total)
 - ▶ 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 *Eric

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: WEHL25-26)
- ▶ FREE Goalie Development Clinics - Goalie Army
 - ▶ Starting Monday Nov 3 - Dulude
 - U9 + U11: 7pm
 - U13+: 8pm





Team/Individual Photo Dates

- ▶ Shane Francescut (change from last few years)
- ▶ Dulude:
 - Saturday & Sunday, November 8th / 9th (all day)
 - Monday, November 10th (evening)
- ▶ Free Team photo provided to all players
- ▶ Online / Google Sheet signup list will be shared soon
- ▶ Photos taken, parents order online after
- ▶ Photo pickup date: TBD (but before Dec. holidays)





WEST END MERCH & NAME BARS

Online Store

- ▶ Pro2Col online store

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

- ▶ GADAR Online Store

<https://westendhockeyleague.secure-decoration.com/>





District B Official - DBOA *Allan



- ▶ 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 - NOTE new sites coming for BMHL and interlock schedules

www.hockeyeasternontario.ca

Clinics & Qualifications



Social Media

search @westendhockey and you will find us on





Team Volunteer Meeting 2025

Have a great season!

