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**WKMHA Atom Development and Rep Manager & Coach Info 2019/2020**

Welcome to West Kelowna Minor Hockey. This information is intended to be used as a tool by managers and coaches to assist them in the operations of their atom dev or rep team

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|  | WKMHA Executive 2019-2020 |  |
|  |  |  |
| President | Marnie Douglas | [wkmhapresident@shaw.ca](mailto:wkmhapresident@shaw.ca) |
| 1st VP | Duncan Dixon | [wkmha1stcive@shaw.ca](mailto:wkmha1stcive@shaw.ca) |
| 2nd VP | Kevin Freh | [wkmha2ndvice@shaw.ca](mailto:wkmha2ndvice@shaw.ca) |
| Treasurer | Aimee Ward | [wkmhatreasurer@shaw.ca](mailto:wkmhatreasurer@shaw.ca) |
| Director of Operations | James Rayburn | [wkmhadirectoroperations@shaw.ca](mailto:wkmhadirectoroperations@shaw.ca) |
| and Programs |  |  |
| Director of Divisions | Aleisha Earle | [wkmhadirectordivisions@shaw.ca](mailto:wkmhadirectordivisions@shaw.ca) |
| Referee In Chief | Ryan Thiessen | [wkmharic@shaw.ca](mailto:wkmharic@shaw.ca) |
|  |  |  |
|  | Support Staff 2019-2020 |  |
| Administration/ Registration/ | Toni Pickrell | [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) |
| Ice Ambassador | Toni Pickrell | [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) |
| Head Coach | Dave Whistle | [wkmhahdcmajor@gmail.com](mailto:wkmhahdcmajor@gmail.com) |
| Equipment Manager | Andrea Fleming | [wkmhaequipment@gmail.com](mailto:wkmhaequipment@gmail.com) |
| Goalie Equipment Manager | Scott Dawson | [hockeyrepairs@yahoo.ca](mailto:hockeyrepairs@yahoo.ca) |
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**Team Meetings:**

A team meeting should be set up shortly after the teams have been determined. The team meeting should include

a) introduce the bench staff

b) discuss the plan for the season including team expectations, dress code, volunteer duties, safety procedures etc

c) discuss the team budget

**Budget and Team Bank Account:**

All teams are required to open a team bank account that requires 2 signatures. If the bank requires a letter to open the account, contact [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) and include the name of the team and the names of the 2 people who are requesting signing authority

All teams are required to submit a copy of their financial records for the season to [westkelownaminorhockey@shaw.ca](mailto:westkelownaminorhockey@shaw.ca) by April 15th

[Team Financials sample](Team%20Financials%20Sample.xlsx)

**TeamSnap**

Beginning in the 2019/2020 season, all teams will be provided with a TeamSnap account. The Head Coach of the team should notify WKMHA Admin of the name of the person who will be operating your TeamSnap account. This should be your team’s main source of communication and information

**Fundraising:**

All team fundraising needs to be approved by the WKMHA Executive

[Fundraising Policy](Fundraising%20Policy.docx)

Teams wishing to host 50/50 or raffle ticket draws are required to apply for a Class D gaming license

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gambling-licence-fundraising/class-d>

Gaming license applications should be in the name of the team, not in the name of West Kelowna Minor Hockey Association

**Rosters:**

Roster Size- Team rosters are limited to 17 skaters and 2 goalies however WKMHA typically uses the following for atom dev and rep teams

Midget Rep- 17 skaters and 2 goalies

Atom Dev, Peewee Rep & Bantam Rep- 15 skaters and 2 goalies

Adjustments to these numbers may be made as long as the maximum allowance is not exceeded

Bantam and Midget teams MUST roster at least one designated goaltender. A designated goaltender can only play that position and cannot play out as a player. Peewee and below teams do not need to designate a goaltender.

All teams must meet the Hockey Canada requirements for bench staff- See Team Qualifications

AP Players require approval as per the WKMHA AP Policy and will also be added to your roster

Your official HCR –Hockey Canada Roster – will be available once your team has been finalized.

Any changes to your team will require a change to your HCR

**AP Policy:**

ALL TEAMS should have a list of Affiliate players including at least one goaltender

Teams MUST name at least one AP player by December 1st. Teams that do not name at least one AP player by December 1st will not be able to add any AP players to their roster for the season

The deadline to AP a player is January 15th

[WKMHA AP Policy](../../Documents%202018-2019/Registration%202018-2019/WKMHA%20AP%20Policy%202018-2019%20April%2017b.docx)

**Team Qualifications:**

All teams MUST meet the Hockey Canada certification requirements for all bench staff and on ice volunteers. Team officials have until Dec 1st to complete all requirements. Anyone with incomplete credentials on Dec 1st will be removed from the roster

All Head Coaches in Atom through Midget are required to have the Instructional Stream Checking Clinic. Starting in 2014 Instructional Stream Checking has been included in the Coach 2 Course

It is each coach/bench staff’s responsibility to ensure they obtain the required courses for their designated position

WKMHA will reimburse all required course fees upon submission of receipt and once you have been rostered to a team

[Bench Staff Credential Requirements Chart 2019/2020](../Coaches%202019-2020/Bench%20Staff%20Requirements%202019-2020.xlsx)

HOCKEY CANADA ROSTER REQUIREMENTS FOR BENCH STAFF

a. only one head coach may be rostered

b. at least one safety person must be rostered, but additional safety people can be added

c. one bench manager must be rostered (only one)- this is not the team manager

d. teams are **not required** to name any assistant coaches but **may** roster multiple assistant coaches

e. bench staff may be rostered in multiple roles ie head coach/safety person

f. only those named on the roster are able to participate on the ice or bench.

g. on ice volunteers are NOT eligible to be on the bench during games

h. use of ineligible bench staff or players (those not listed on the roster) will result in suspension of the head coach

[On Ice Helpers Required Certification and Equipment](On%20Ice%20Helpers%202018-10-22%20vFINAL%20(002).pdf)

**Player Health Information Record:**

All Players are required to complete the Hockey Canada Player Medical Information Sheet and submit this to the team’s safety person. These forms should be kept on hand at each team event. All forms are confidential and are to be destroyed by the team’s safety person at the end of the season

[Hockey Canada Player Medical Information Sheet](../FORMS%20%20k/PLAYER%20MEDICAL%20FORM.pdf)

**Hockey Canada Injury Report:**

A Hockey Canada Injury Report needs to be completed when injury occurs. The completed from should be send to the WKMHA office and will then be emailed to BC Hockey. Please submit injury reports within 90 days of the incident and ensure the form is completed in full including all required signatures

[Injury Report Form](../FORMS%20%20k/Hockey%20Canada%20Injury%20Report%20form%202019-05-13.pdf)

**Return to Play Form:**

A Hockey Canada Return to Play form MUST be completed for any player returning to player after an injury or illness. A copy of this form needs to be sent to the WKMHA office to attach to the injury report

Injury Report form

[Hockey Canada Return to Play form](../FORMS%20%20k/RETURN%20TO%20PLAY1.pdf)

**Policies:**

[Arena Code of Conduct, Alcohol and Social Media Policy link](../../Documents%202018-2019/ARENA%20CODE%20OF%20CONDUCT%20ALCOHOL%20SOCIAL%20MEDIA.docx)

[WKMHA/BC Hockey Locker Room Policy link](West%20Kelowna%20Minor%20Hockey%20Association%20Locker%20Room%20Policy.docx)

**Scorekeeping:**

[BC Hockey HiSports Scorekeeping](HiSports%20-%20Mobile%20App%20Scorekeeping%20Flow%20(002).pdf)

**Scheduling and Game Cancellations:**

League scheduling for the South Central Super League takes place Oct 19, 2019

Teams are to notify the WKMHA Ice Ambassador of any blackout dates for scheduling by Oct 7

This should include any dates your team will be away for tournaments (include location of tournament) If you have applied for a tournament but have not been accepted please indicate that in your submission

Teams should expect to be scheduled on Dec 21/22 weekend, Jan 3, 4, 5 weekend, any long weekends including Family Day, unless requested as a blackout date

Head Coaches will be emailed a copy of their schedule on Oct 21

Please review your schedule right away

Any teams requesting a reschedule to OMAHA regular season games after Nov 10 will be assessed a $25 fine. Fines can be paid to WKMHA to forward on to OMAHA

**League Play and Playoffs:**

League Play for Rep teams begins Oct 26 with all league games being completed by March 1

Recreation Playoffs are March 6-8

Omaha District Championships for Recreation Division Winners is March 13-15

**Extra Ice Requests**:

You can make a request through your Division Manager. All extra ice requests are tracked. Available ice will be handed out as fairly as possible so that all teams have approximately the same # of games and extra practices in the season

**Exhibition Games and Tournaments:**

Division managers can book exhibition games with other associations if ice is available

Home Games must be confirmed with the Ice Ambassador by Tuesday at 7pm for the upcoming weekend

Please notify the Ice Ambassador of all away exhibition games as well

The Ice Ambassador will request the Referee in Chief to book officials for home exhibition games

**Midget, Bantam, Peewee and Atom Recreation teams can attend a maximum of 3 tournaments plus the home WKMHA tournament. Permission from the Executive is required to attend tournaments outside of OMAHA.**

**Travel Procedures:**

All teams are to abide by WKMHA travel boundaries as per the WKMHA Policy Manual

Teams participating in exhibition games or tournaments out of country, out of province or out of district (outside of OMAHA), are required to complete a “Permission to Travel” form to be submitted to WKMHA for approval

Teams travelling in BC but outside of OMAHA [use this form](../FORMS%20%20k/Interdistrict%20Travel%20and%20Exhibition%20Game%20Sanction%20Request%202017-07-21-4.pdf)

Teams travelling outside of BC [use this form](../FORMS%20%20k)

Allow 7-10 days for processing

**Special Event Sanctioning:**

A Special Event Sanction must be obtained for dryland training, fundraisers and any other activity outside of regular hockey programming. Not all events are eligible for sanctioning

Special Event Sanction requests should be submitted online to BC Hockey 7-10 business days prior to the start of the event

[Link to BC Hockey Special Events Info](https://www.bchockey.net/RiskManagement/SpecialEvents.aspx)

[Link to BC Hockey Sanctioning form](https://www.bchockey.net/applicationforms/specialeventsanction.aspx)

[Link to BC Hockey Special Event Sanction Guidelines](../Sanctioning%20Guidelines.pdf)

**Home Tournament:**

WKMHA Tournament Coordinator: Daralynn Teihroeb [wkmhatournaments@gmail.com](mailto:wkmhatournaments@gmail.com)

Atom Recreation March 13-15, 2020

Peewee Recreation March 16-18, 2020

Bantam Recreation March 20-22, 2020

Midget Recreation March 27-29, 2020

Tournament organizing package will be distributed to all team managers at the beginning of the season and is available online on our website

**Team Photos:**

WKMHA will schedule teams for photos

All teams are expected to participate. Each player will receive a team photo and individual photo as part of their registration fee

Team pictures are scheduled for- TBD

**Awards:**

The WKMHA Award Ceremony is held every year in June in Jim Lind Arena

Coaches should submit names for Most Dedicated, Most Improved and Most Sportsmanlike Player from their team