

WILMOT GIRLS HOCKEY ASSOCIATION



POLICY MANUAL & PROCEDURES

WILMOT GIRLS HOCKEY ASSOCIATION

MISSION STATEMENT

The Wilmot Girls Hockey Association is committed to providing a positive hockey experience that fosters an experience where participants at all age levels can develop and learn the technique and skills of the game.

Encouraging community spirit, commitment, determination and hard work in the pursuit of excellence, we will focus on promoting safety and fun.

We will install the values of discipline, team work, sportsmanship, leadership and respect. Respect for our coaches, our officials, our players, our volunteers and respect for the game.

WGHA POLICY MANUAL

All members of the Executive are responsible for reading, understanding, and following everything in this Policy Manual.

All Head Coaches are responsible for reading, understanding, and following all policies in this Policy Manual. Each coach must sign the WGHA Policy Manual Declaration for Head Coaches (see Appendix 1) prior to beginning coaching duties at the start of every season.

Approval of amendments to the Policy Manual requires a 75% majority of the votes cast at an Executive Meeting of the Association. This vote can take place via email if there are time constraints.

WGHA POLICY MANUAL
TABLE OF CONTENTS

POLICY #	TITLE
1	LOGO Policy
2	COMMITTEE Policy
3	PERMISSION TO SKATE & RELEASES Policy
4	TRYOUT Policy
5	REPRESENTATIVE TEAMS IMPORT Policy
6	PLAYER MOVEMENT Policy
7	DRESS CODE & UNIFORM Policy
8	EQUIPMENT Policy
9	REGISTRATION Policy
10	TEAM FUNDRAISING Policy
11	COMMUNICATION Policy
12	CODE OF CONDUCT
Appendix 1	WGHA Policy Manual Declaration for Head Coaches
PROCEDURES	
PROCEDURE #	TITLE
1	HEAD COACH SELECTION Procedure
2	LOCAL LEAGUE TEAM SELECTION Procedure
3	FUNDRAISING & SPONSORSHIP Procedures <i>(future)</i>

1. LOGO POLICY

Use of WGHA Logos / Trademarks or Non-Accredited Suppliers

The Wilmot Girls Hockey Association (WGHA) has certain assets which belong to the Association and exist for the collective benefit of our membership. The WGHA's mandate is to protect our Association's assets and ensure that they are not exploited for purposes which are not to the benefit of our membership.

Among these assets are our logos and trademarks which include the Blue Paw on Yellow logo, the Yellow Paw on Blue logo, the Wolverine Head logo, the Throwback Paw logo, and the name "Wilmot Wolverines". The WGHA Executive may occasionally permit its teams to use our logos or trademarks for specific applications (e.g. equipment, fundraising activities).



Blue Paw on Yellow Logo



Yellow Paw on Blue Logo



Wolverine Head Logo



Throwback Paw Logo

The WGHA Executive periodically requests tenders from companies interested in supplying uniforms, equipment, apparel or services to our Association. Our objective is to use our financial resources and volume purchase capability to ensure that our membership receives good value in terms of quality and reliability at a reasonable cost.

The WGHA has certain obligations to our supplier agreements. The approved WGHA supplier may not use our logos and trademarks or have product produced without Executive approval in advance.

We are confident that our members will understand the benefits of the above. However, to be clear: **any future use of Association logos or trademarks, or the purchase of goods or services from non-accredited suppliers without the prior consent of the WGHA Executive will result in sanctions including team financial penalties and/or the suspension of team officials.**

The following are our accredited vendor(s):

- Stitch Graphix, 9 Arnold St., New Hamburg, ON N3A 2C6

Any unauthorised use of our logos may result in legal action being taken by the association.

2. COMMITTEE POLICY

The following committees are automatically formed every year:

1. Tournament Committee
2. Fundraising / Sponsorship Committee
3. Rules and Protest Committee
4. Import Talent Committee
5. Coach Selection Committee
6. Team Selection Committee

Other committees can be formed. Directors are encouraged to form committees or get feedback from others on the Executive before making important decisions.

The President is an ex-officio member of all committees and shall vote in the event of a tie.

We have committees who make decisions for various reasons:

- to obtain differing viewpoints
- to assist in obtaining all the facts and relevant information
- to ensure no one individual member is responsible or blamed for a decision; that it is clear the decision is an Executive or Committee decision.

When a committee makes a decision, the Executive needs to support it unless new information arises.

3. PERMISSION TO SKATE & RELEASES POLICY

Permission to Skate

The WGHA will only issue Permission to Skate forms for levels higher than are being offered by the WGHA.

In order to get a Permission to Skate form the player must register and pay for tryouts for the WGHA.

All Permission to Skate forms will be sent out by the night before they become valid. Permission to skate forms are never valid until after the date set by the OWHA.

If a player wants a Permission to Skate form for a level offered by the WGHA then they may request one after they have tried out and been cut by the WGHA at that level. The Permission to Skate form will then be issued in a timely manner.

Releases

The WGHA will issue a Release once the request has been received via IVRnet.

Requests for Permission to Skate and Releases may be evaluated by members of the WGHA Executive. The WGHA reserves the right to deny Permission to Skate forms and Releases if it is deemed to be detrimental to a WGHA team or program.

In the case of a parent disagreeing with a decision made by the WGHA, an appeal will need to be made by the affected parent to the OWHA.

4. TRYOUT POLICY

Tryouts for WGHA representative teams will be held in the spring, except for Under-9 (formerly Novice), Under-11 (formerly Atom), and Senior teams which will be held in September.

It is expected that all players wishing to play for a WGHA rep team attend and fully participate in all tryouts held for that team. Any player unable to attend tryouts due to injury, illness, or any other reason must contact the head coach prior to the tryout. If the coach is satisfied, the player may be excused from the tryout, but will not be eligible for a refund of the tryout fee.

A non-refundable tryout fee **MUST** be received before the first tryout. Players will not be allowed on the ice without the tryout fee being paid.

Players are guaranteed the first 2 scheduled tryouts, at which time releases may be made and tryouts for the second-tier team may commence.

In order to qualify for a second-tier rep team, players **must** tryout for the top rep team and be released to the second team. Exceptions may be made but only for a valid reason with approval by both teams' head coaches and the WGHA Executive.

It is important that anyone interested in playing any level of rep hockey register for and attend the first team tryouts as the numbers that register will determine whether we will be fielding a second rep team in each age group.

5. REPRESENTATIVE TEAMS IMPORT POLICY

PURPOSE:

To protect the developmental goals and local player participation in Wilmot Girls Hockey Association (WGHA) representative programs.

DEFINITION OF IMPORT:

A player who has previously played for Wilmot and who has never before been considered an import may leave the WGHA to play for a different association and come back ONCE without being considered an import.

Otherwise, a player **WILL** be considered an import if any one of the following conditions is satisfied:

- The player has been released from the Wilmot Girls Hockey Association 2 or more times.
- The player resides in an area where there is a female representative hockey program for their age category.
- The player was registered with another OWHHA centre in her previous season.

ALLOWABLE IMPORT PLAYERS:

The Competitive Director will organize a committee of at least two neutral observers to evaluate and rank import talent. For an import player to be selected to a representative team, she must be ranked within the top third of the players on the team. The number of such players that will be allowed on the team are as follows:

Age Division	Tier One Team	Tier Two Team and below
U9 (formerly Novice)	1	0
U11 (formerly Atom)	2	0
U13 (formerly Peewee)	2	0
U15 (formerly Bantam)	2	0
U18 (formerly Midget)	2	0
U21 (formerly Intermediate)	No limit, however Priority selection is given to non-import players	
Senior	No limit, however Priority selection is given to non-import players	

For the purposes of the import policy, the Tier One team is the highest category team offered at each division within the WGHA, the Tier Two team is the second highest, and so on.

Import goalies will be considered independently, and on a case-by-case basis.

CLARIFICATIONS AND EXCEPTIONS:

- The purpose of allowing restricted numbers of import players is to **recognize player loyalty within the WGHA**, and to coincide with supporting of a feeder system that will **encourage and promote new registration, meanwhile retaining current registrants** so as to maintain the growth of the association and ensure that the **girls of the Township of Wilmot will always be able to play hockey in a local setting** at the highest level possible to suit their desires and abilities.
- A player that leaves the WGHA to play at the same or lower level that she could have played for in the WGHA will be ineligible for the Tier One team for her first year back. She may be eligible for a Tier Two team pending a successful tryout and approval by the Executive.
- If registration is full at a given level and waiting lists have been incurred at the time of team creation/selection, import players will also be put on a waiting list and not be eligible to be rostered.
- If representative players are needed to fill out team roster numbers at any level, as determined by majority vote of the appointed WGHA Executive committee, then more than the above stated number of import players may be allowed to register.
- The WGHA Executive reserves the right to make exceptions to this Import Policy, subject to a majority vote.

SAMPLE SITUATIONS:

I played for the WGHA last season.	NOT AN IMPORT
I live in an area serviced by another OWHHA association.	IMPORT
I live in Wilmot township and have never played hockey before.	NOT AN IMPORT
I live in Tavistock / Plattsville / Shakespeare / rural area around Wilmot township and have never played hockey before.	NOT AN IMPORT
I live somewhere where there is <u>no</u> girls hockey association and have <u>never</u> played hockey before.	NOT AN IMPORT
I live somewhere where there is <u>no</u> girls hockey association and I played <u>girls</u> hockey somewhere else last year.	IMPORT
I live somewhere where there is <u>no</u> girls hockey association and I played <u>boys</u> hockey somewhere else last year.	NOT AN IMPORT

6. PLAYER MOVEMENT POLICY

1. Player movement to an upper age level for Rep will not be considered, except where initiated by the WGHA Executive for the purpose of making the upper level Rep team viable. The definition of 'viable' is that in the estimation of the Executive, without the extra player, the upper level team cannot reasonably be run.

2. Player movement from FUNDamentals to Under-9 (formerly Novice) may be considered, if and only if the Under-9 level has room to accept additional players, and the FUNDamentals player has already had two years of experience in the WGHA or other (boys hockey or other associations) Fundamentals hockey program.

FUNDamentals players moving up to Under-9 are eligible for local league teams only, unless no local league team exists at the Under-9 level.

Parents of FUNDamental age players may submit a request in writing to the Registrar (by Aug 1st) to have their daughter moved up to Under-9 local league.

The WGHA will not commit to this move until team rosters have been set on where final numbers at both Under-9 and FUNDamentals can be assessed.

If there is room available at the Under-9 level, the coaches of the Under-9 local league teams will then evaluate the player to see if that player has the ability to play at the Under-9 level. If it is deemed there is space and the player is at the appropriate development, the player will be moved up. If it is deemed that the player is not at the appropriate development, they will be kept at the current level. Movement must be approved by the Local League Director.

3. Player movement to an upper age level for Local League may be initiated by the WGHA Executive, for the purpose of making teams at either level viable.

4. For any player movement, the WGHA will consider:

- a.) Player safety, social and skill development
- b.) Impact on other individual WGHA players at both levels
- c.) Impact on both upper and lower level teams involved
- d.) Impact on both age divisions as a whole
- e.) If the player is a goaltender, extra consideration must be given to how the move impacts individual players and teams involved.
- f.) Movement of any player is the exception rather than the rule.

5. A player will never be moved up more than a single age division.
6. Any player move must be acceptable to both the player and her parent/guardian.
7. Any player movement must be ratified by a vote of the Executive. This vote can take place via email if there are time constraints.
8. This policy is intended to serve as a guideline to help the WGHA make decisions for player movement. The WGHA reserves the right to use their collective discretion, and each situation will be considered on its own merit.

7. DRESS CODE & UNIFORM POLICY

Rationale:

To provide WGHA teams with a consistent appearance as well as allowing all parents to benefit from group purchase rates and not having to purchase new apparel every year if the previous year's apparel still fits.

Teams may only purchase from the following authorised vendor(s):

- Stitch Graphix, 9 Arnold St., New Hamburg, ON N3A 2C6

Team Gear = the uniform that the team will wear for games, dryland and tournaments.

Spirit Wear = other apparel worn outside of the above team events

Required Team Gear for Rep Teams:

- Wilmot Wolverines outer jacket
- matching warm-up pants or black pants

All vendors have the approved apparel lists and will only sell items from that list. For a vendor to alter the team apparel list they must contact the Executive for approval.

Logos can only be affixed to approved apparel. Team sponsored uniforms must come from the approved list from an authorized vendor. If pants are not from an authorized vendor they CANNOT be logoed.

Spirit wear may be logoed if covered under the approved apparel contract with authorized vendors, but will not be permitted as Team Gear.

If it is determined that a team has used an unauthorized vendor for apparel and/or logos, the head coach will be suspended for two (2) games, regardless of who made or organized the purchase. A fine may also be levied against the team.

Coaches are encouraged to dress business-casual on the bench.

8. EQUIPMENT POLICY

At the beginning of the season each Head Coach will be provided with team equipment. It is the responsibility of the Head Coach to ensure the proper use and care of the equipment. All equipment is the responsibility of the Head Coach.

The Association will provide each team a locker to keep their team equipment in. The locker code will be provided to the Head Coach by the Equipment Director.

*in some cases lockers may be shared

Items include:

- team jerseys (home & away)
- team jersey bags (2)
- Pucks (supply of 30)
- Puck bag / container
- Water bottle holder
- Trainers kit

* Each player and goalie will receive game socks.

** Access to goalie equipment: The Association has goalie equipment for players to borrow and be used for team practices and games. If a team requires the use of such equipment the Equipment Director should be contacted. A sign-out and deposit may be required.

Notes:

- jerseys are to be kept together in the team jersey bags by one person on the coaching staff, not taken home by individual players
- jerseys may only be worn during approved game conditions (i.e. not to be worn during practices or for other events)
- jersey may be worn for certain team activities with approval from the Head Coach

Equipment Returns

At the end of the hockey season (before spring try-outs) the Equipment Director will complete an inventory of the team equipment and will contact the Head Coach if there are any discrepancies.

Name bars should be removed from the jerseys. Jerseys should be washed and placed in numerical order.

The Equipment Director will assess the condition of the equipment and determine if repairs or replacement will be required. Damage as a result of normal wear and tear of equipment is expected and will be at the expense of the WGHA.

Equipment Not Returned

The WGHA will levy a fine of 100% of replacement cost to any coach who does not return equipment at the end of the season.

A fine of 100% of replacement cost will be levied to the parents of any player who does not return goalie equipment. In addition, the Association will not grant a Permission to Skate or Release, and will not allow that player to register for the following season until that fine has been collected.

9. REGISTRATION POLICY

Fees

Fees due to the WGHA consist of a Registration Fee, a Fundraising Fee, and a Rep Fee (when applicable). There will also be Team Fees due to the Team Manager.

Rep fees for Under-13 (formerly Peewee) to Under-18 (formerly Midget) are collected with Spring registration. Rep fees for Under-9 (formerly Novice) and Under-11 (formerly Atom) are collected once the team has been selected.

All fees must be paid in full or with all post-dated cheques submitted before a player is allowed to be on the ice.

Late Fees – Add \$100 for registrations completed after July 15 (except FUNdamentals, Under-9 and Under-11: for these teams, late fees come into effect after Sept. 1, unless a first-time Wilmot registrant)

The person who registered the player will be the WGHA's only contact person for that player for matters relating to collection and/or refund of fees.

Payments

Payments are accepted either by credit card or by cheque. E-transfers are not accepted. If paying by cheque, three equal payments will be accepted, as follows: date of registration, September 1, and December 1. The player's spot on a team will not be guaranteed until payment (including post-dated cheques) is received. NSF Charge is \$15.

If financial assistance or an alternate payment plan is required, the Registrar must be notified. It is the responsibility of the parent requesting assistance to apply first for Jump Start and/or Wilmot Family Resource Center assistance and to let the Registrar know that they have proceeded to apply.

All post-dated cheques must accompany the initial payment or the player will not be allowed to participate in on-ice activities until all cheques are received.

If any payment is not received by the WGHA by the relevant due date, the player will be suspended until payment is received.

Refund Policy (for Registration fees and Fundraising fees only)

For Local League and FUNdamentals - if a refund is requested up to September 15, a full refund including the Fundraising Fee will be granted. If September 16 or later, a \$200.00 refund administration fee will be applied.

If requested from September 16 – 30: 100% refund (less the admin fee only)

If requested in October up to October 31 – 75%, less the admin fee

For Representative players - if a refund is requested before September 1, a \$300.00 refund administration fee will be applied.

1. If a player sustains a season-ending injury up to December 31, a refund, prorated based on when the injury was sustained will be provided if requested. The player / parents must supply a doctor's note stating that this player will not be able to return to play for the duration of the season in order to receive this refund. Non-season-ending injuries do not qualify for any refund.

2. If a player receives a suspension for the duration of the season, there will be no refunds provided.

The WGHA Executive reserves the right to deny or grant a refund, and set the amount of the refund, depending on the circumstances of the refund request.

10. TEAM FUNDRAISING POLICY

Teams cannot approach potential sponsors before **October 1st**.

All team sponsorships must be approved by the WGHA Fundraising Director.

All team fundraising activities must be approved by the WGHA Fundraising Director before a fundraising activity can be started. There will be a limit of the number of teams able to do a certain type of fundraiser on a first-come, first-served basis.

Funds raised by the individual, group or team must be submitted to the Team Treasurer. Funds may not be kept by a parent initially. This is to protect all WGHA fundraising from misappropriation and fraud.

The Team Manager needs to submit a summary of fundraised money to the WGHA Fundraising Director by **December 31** for review.

If there are excess funds in the team account, a refund may be given for each player up to the maximum amount that the player's family paid to the team account. Parents / players cannot receive more money back at the end of the year than they paid in combined 'registration', 'team' and 'rep' fees. Any funds over and above will be reviewed by the Executive in conjunction with the team for disbursement. Excess funds are not to be disbursed until the closing of the team bank account at the end of the season.

11. COMMUNICATION POLICY

For the purpose of this policy, “communication” refers to both verbal and electronic communication (e.g. email, text, social media such as Twitter, Instagram, Facebook etc.).

When communicating with others, especially when dealing with decisions or contentious issues, there should always be a second person included in the communication for everyone’s protection and to help avoid misunderstandings.

Executive Members

When communicating with coaches, team staff, parents, or other members of the WGHA there should be at least one other Executive member included in the communication.

Team Staff

When communicating with parents or players there should be at least one other staff member included in the communication.

There should be at least 3 adults present when meeting with individual players or small groups of players.

There must always be 2 adults supervising the dressing room.

An adult staff member should be included in any team chat group to monitor the appropriateness of the dialogue.

Responding to Questions and Communicating Decisions

No single person should be assumed or held responsible for making a decision alone. No individual should bear the burden of making a contentious decision. Decisions and responsibility should come on behalf of the Executive, relevant committee or Team Staff, not just one person.

If a question is being answered, when communicating, refer to the supporting document if relevant.

E.g. “according to policy #5...”
“the WGHA Bylaws state that ...”
“our team rules say...”
“our Code of Conduct includes...”

If a decision is being communicated, refer to the relevant group who would hold responsibility for the decision.

E.g. “based on the decision of the Executive...”
“the Discipline Committee has decided...”
“the coaching staff has decided that...”

COMPLAINT PROCESS

1. Wait 24 hours.
2. Parent discusses the concern with player and pursues only if player feels it is a concern worth addressing.
3. Parent contacts the Parent Liaison for the team to discuss the concern. If necessary, the Parent Liaison will arrange a meeting with Coaching Staff.
4. If unresolved, Parent Liaison will arrange a meeting with Coaching Staff, Parent Liaison and Division Director (Competitive or Local League).
5. If unresolved, Division Director will bring the matter to the attention of the WGHA Vice-President.
6. If the complaint is not resolved by the Division Director and the Vice President, then, as per WGHA Bylaws, complaints warranting further investigation will be dealt with by an at least three (3) member committee chaired by the Vice-President. The committee will investigate the complaint and at the end of the investigation will submit a report to the Executive for information.

12. CODE OF CONDUCT

Wilmot Girls Hockey Association (WGHA) Code of Conduct

The Code of Conduct identifies the standard of behaviour which is expected of all WGHA members and participants, which for the purpose of this policy shall include all players, parents, guardians, coaches, team managers, trainers, and anyone else involved in WGHA activities and events.

The WGHA is committed to providing an environment in which all individuals are treated with respect. Members and participants of the WGHA shall conduct themselves at all times in a manner consistent with the values of the WGHA which include fairness, integrity and mutual respect.

During the course of all WGHA activities and events, members shall avoid behaviour which brings the WGHA or the sport of hockey into disrepute.

All members of the WGHA shall refrain from comments or behaviours which are disrespectful, offensive, abusive, racist or sexist. In particular, behaviour which constitutes harassment or abuse will not be tolerated, and will be dealt with accordingly. Failure to comply with this Code of Conduct may result in disciplinary action. Such action may result in the member losing the privileges which come with membership in the WGHA, including the opportunity to participate in WGHA activities and events, both present and future.

ROLE SPECIFIC CODES OF CONDUCT:

PLAYERS

- I will play hockey because I want to, not just because others or coaches want me to
- I will play by the rules of hockey, and in the spirit of the game
- I will control my temper – fighting and “mouthing off” can spoil the activity for everybody
- I will respect my opponents
- I will do my best to be a true team player
- I will remember that winning isn’t everything – that having fun, improving skills, making friends and doing my best are also important
- I will acknowledge all good plays/performances – those of my team and of my opponents
- I will remember that coaches and officials are there to help me. I will accept their decisions and show them respect.

COACHES

- I will be reasonable when scheduling games and practices, remembering that players have other interests and obligations
- I will teach my players to play fairly and to respect the rules, officials and opponents
- I will ensure that all players get equal instruction, support and playing time
- I will not ridicule or yell at my players for making mistakes or for performing poorly. I will remember that players play to have fun and must be encouraged to have confidence in themselves
- I will make sure that equipment and facilities are safe and match the players' ages and abilities
- I will remember that participants need a coach they can respect. I will be generous with praise and set a good example
- I will obtain proper training and continue to upgrade my coaching skills
- I will work in cooperation with officials for the benefit of the game

PARENTS / GUARDIANS

- I will not force my child to participate in hockey
- I will remember that my child plays hockey for his or her enjoyment, not for mine
- I will encourage my child to play by the rules and to resolve conflicts without resorting to hostility or violence
- I will teach my child that doing one's best is as important as winning, so that my child will never feel defeated by the outcome of a game
- I will make my child feel like a winner every time by offering praise for competing fairly and trying hard
- I will never ridicule or yell at my child for making a mistake or losing a game
- I will remember that children learn best by example. I will applaud good plays/performances by both my child's team and their opponents
- I will never question the officials' judgment or honesty in public
- I will support all efforts to remove verbal and physical abuse from children's hockey games
- I will respect and show appreciation for the volunteer coaches who give their time to coach hockey for my child
- I will wait 24 hours before discussing any try-out related situation, game, game incident, or situation that occurred during the game that has provoked an adverse emotional response or created a hostile situation with any member of the coaching staff, parent rep or WGHA Executive

**“to play the game is good, to win is better,
but to love the game is best of all”**

APPENDIX 1

WGHA POLICY MANUAL DECLARATION FOR HEAD COACHES

All Head Coaches are responsible for reading, understanding, and following all policies in the WGHA Policy Manual.

I declare that:

- ✓ I have read and I understand everything in the most recent version of the WGHA Policy Manual.
- ✓ I agree to follow all WGHA policies.
- ✓ I agree to ensure, to the best of my ability, that all my team staff, parents, and players follow all WGHA policies.
- ✓ I agree that failure to abide by the above may result in disciplinary action and/or penalty which will be assessed subject to the discretion of the Disciplinary Committee based on the violation of policy.

Coach's name (print): _____

Coach's signature: _____ Date: _____

PROCEDURES

Procedures are guidelines that the WGHA follows.

For the sake of transparency, these procedures are readily available and visible to the entire membership.

The Procedures are controlled by the relevant WGHA Director or Committee. Any modifications should be submitted to the Vice President to update this manual.

PROCEDURE #	TITLE
1	HEAD COACH SELECTION Procedure
2	LOCAL LEAGUE TEAM SELECTION Procedure
3	FUNDRAISING & SPONSORSHIP Procedures <i>(future)</i>

1. HEAD COACH SELECTION PROCEDURE

Responsibility: Director of Staff Development, Competitive Director, Local League Director

Reasons for procedure:

- To have a selection process in accordance with Hockey Canada Coach Development Model.
- To provide transparency for the members of the WGHA.
- To provide a conflict-of-interest-free process.

STEP 1:

Coach Selection Committee established which includes Executive members and various volunteers to sit on Interview Panel

**NOTE: No Executive or Interviewer on the Committee (with the exception of the Director of Staff Development) is involved in assessment, interviews, and recommendations or voting for a team their child could play for. This includes all teams at that player's age level. If the Director of Staff Development has a child, he/she cannot recommend or vote at that age level.*

STEP 2:

Coaching Applications are received and reviewed by the Committee.

STEP 3:

Feedback from the Coach Feedback Survey is compiled and reviewed.

STEP 4:

Assessment of Coaches who have applied to retain a team for a second season is done using feedback from the surveys, unsolicited feedback, team results and the Coach application/philosophy and perhaps an interview would be required.

Formal feedback sessions are held with each of these returning Coaches to provide them an overview of feedback, ensuring anonymity.

NOTE: If there is a situation where that Coach may wish to retain the team for a second season and there is another applicant, that applicant **will be granted an interview for this season, as the second-year term is **not** a certainty.*

STEP 5:

Interviews are scheduled with all other qualified applicants. Interview Panels consist of three (3) volunteers.

A formal Interview Guide is used and scoring is completed using consistent criteria across all interviews for all candidates. The Interview Panel makes a recommendation based on Experience, Evaluating Talent, Coaching Tactics, Ethics and Communication. These

criteria are evaluated through the written application, written philosophy, coaching resume and answers to questions in the interview itself.

References may be checked for the recommended applicant.

STEP 6:

The Interviewer's recommendations are presented to the Selection Committee and then in a closed and confidential meeting the Executive votes to approve the Selection Committee decisions. This includes new coaches and those possibly returning for a second season.

STEP 7:

All applicants are called to inform them of the decisions and feedback is provided to all. The coach selections are then posted on the website.

2. LOCAL LEAGUE TEAM SELECTION PROCEDURE

Responsibility: Local League Director, Director of Staff Development

- 1) Registrar decides on player caps and number of teams with WGHA Executive.
- 2) Proposed number of teams is publicized on WGHA website.
- 3) One friend request can be requested and it must be reciprocal – nothing is guaranteed.
- 4) Coaches and trainers apply for staff positions.
- 5) Director of Staff Development sends staff applications to Local League Director
 - Coaches may select 2 additional staff (i.e. Assistant Coach or Trainer with a daughter on the team)
 - It is assumed that staff is taking their own daughter
 - Non-parent staff can protect 1 player (in lieu of not having a daughter on the team)
 - All Staff applications need to be completed BEFORE team selection takes place
 - Coach selection is completed by LL Coach Committee
 - All Staff need to be approved by WGHA Executive
- 6) Registrar reviews list of LL players with LL Director.
- 7) If more than one team per division, LL Director can appoint a Division Convener
 - Evaluation ice times are scheduled
 - If more than X teams, teams may be split for ice time
 - The Division Convener's role:
 - Discuss system for evaluation
 - Communicate system to coaches
 - Make sure evaluations are appropriately staffed
 - Assign evaluators (at least 3 are recommended)
 - Ensure sign in table is staffed and numbers are handed out
 - Distribute evaluation sheets to all coaches and LL Director
- 8) LL Director circulates list of players to coaches and informs of Draft Day.
- 9) Coaches agree on player ratings (ratings do not get publicized).
- 10) Coaches draft players to teams, balanced teams agreed upon.
- 11) Team list is distributed to LL Director and Registrar.
- 12) COACHES contact players. Please cc LL Director.
- 13) WGHA Executive reserves the right to rebalance teams and staff.

3. FUNDRAISING & SPONSORSHIP PROCEDURES

Responsibility: Fundraising Director

T.B.D.