

# Waukesha County Youth Hockey Association



## Manager and Scheduler Manual

# MANAGER'S AND SCHEDULER'S CHECKLIST

Below is a checklist to help make sure you have thought of everything; items you should be working on throughout the season.

## **DECISIONS AND COMMUNICATION – Work with Coaching Staff**

- Hold parent and coaches meeting.
- Establish and communicate team rules.
- Identify team staff, all coaches, student coaches, manager, scheduler, others, etc.
- Discuss travel, tournaments, and finances.
- Establish a team fund. Identify a team treasurer volunteer if you don't want to handle yourself.
- Familiarize yourself with SportsEngine. Take advantage of chat/e-mail functionality to send communications quickly.

## **EQUIPMENT/JERSEYS/ETC.**

- Make sure to contact Level Director for first aid kit, extra game jerseys and goalie equipment (if available) if you haven't received them.
- Contact Equipment Manager if you have not received socks.

## **PAPERWORK/ REGISTRATION/ETC.**

- Attend Manager meeting.
- Notify the VP Off-Ice if you have players that have switched teams or quit after tryouts.
- Fill out and return Team Volunteer information sheet. Keep up with other paperwork.
- Register for USA Hockey as a Manager/Volunteer (there is no fee). Send confirmation number to VP Off-Ice.
- Complete Safe Sport training (**required**). This will either be the full training or refresher, depending on your current training status.
- Complete background check through USA Hockey (**required every 2 years**).
- Remind coaches to get their paperwork in if incomplete.
- Coordinate any other needs for roster, back-up goalie, etc.
- Complete USA Hockey Official Scoresheet.
- Report home game scores of WAHA Region 5 seeding games for playoffs.
- **Make sure all information is correct on official USA Hockey Roster.**

## **WORK WITH THE SCHEDULER**

- To keep the team informed of the schedule, make sure team members are set up with SportsEngine and able to see the team schedule of practices and games. Notify them of any changes.
- Help with getting opponents for games if necessary.
- Set up or apply to any tournaments that the team decides on.
- Make sure for home games that you have someone do time clock, score sheet and penalty boxes. It is OK to ask the visiting team parents to man their own penalty box.
- Remind your team of Picture Day, wreath order and any other critical deadlines.

# THE MANAGER ROLE AND RESPONSIBILITIES

The Manager role is one of leadership and great responsibility. You are the key person on your team to take care of off-ice operations. It takes a lot of time, dedication and communication to be an effective Manager for your team. The Manager wears many hats....organizer, leader, communicator, safety marshall, rule enforcer, completer of paperwork, hand-holder, and complaint department. Below are some of the responsibilities and optional tasks that the manager usually takes care of. These items can be assigned to a designated volunteer team parent, but it is ultimately the responsibility of the Manager to see that these tasks get accomplished.

## RESPONSIBILITIES

### These items are required.

- Attend Managers Meeting.
- Complete USA Hockey registration, Safe Sport certification, background check and USA Hockey Paperwork as requested by VP Off-Ice. **Very Important.**
- Hold at least one parent meeting with your coach at the beginning of the season and throughout the season as necessary.
- Together with coach establish code of conduct/rules for team and parents.
- Support the coach/WCYHA Board of Directors with regard to on- and off-ice issues.
- Work with the Team Scheduler so that the number of games and tournaments scheduled fall within what is required by WCYHA. Provide team members with the game and practice ice schedule assigned by WCYHA. Keep team members informed of all changes to the schedule.
- Provide a monthly accounting of all ice exchanges to team members (**note:** if your team has a Treasurer, they should handle this report-out; please hold them to this).
- (Optional) Establish a Treasurer to take care of team funds. Decide as a group what the team fund should cover. Provide accounting of funds to team members on a monthly basis and at the end of the season; an electronic spreadsheet is available on the "Manager and Scheduler" page on the WCYHA website.
- Maintain communication with the VP Off-Ice and your Level Director throughout the season. Act as liaison to VP Off-Ice.
- Work with the Team Scheduler to email in referee needs each month.
- Pay referees before each game.
- Maintain safety practices and abide by all standards, rules, and requirements of USA Hockey. Encourage proper behavior by all team members, parents, and coaches.
- Support WCYHA values, Policies and Procedures.
- Keeper of the official forms for your team.
- Check in early at tournaments with appropriate paperwork (rosters, etc.).
- Keep track of WCYHA-owned equipment and jerseys and collect at the end of the season. **Note:** practice jerseys are owned by the players, as the cost is included in their skater fees.
- Make sure your team has first aid equipment at water available at all ice times.
- Assign home game duties of penalty boxes, score sheet and clock. Use rotating schedule, Sign-Up Genius, etc. to assign or provide opportunities for duties.

- Provide roster for each game (home and away). Apply roster stickers to scoresheet ahead of game time for home games; provided stickers to home team manager ahead of game time for away games.
- Enter Region 5 seeding game scores into WAHA Region 5 webpage
- Keep track of score sheets and tally stats for USA Hockey award patches. Only one patch awarded per type per player per season (only applies to regular season games; players who meet requirements in a tournament will be provided patches at end of that specific tournament)
  - Hat Trick (3 goals in 1 game)
  - Playmaker (3 assists in 1 game)
  - Zero (shutout for your goalie)
- Travel and hotel arrangements coordinated and communicated to all team members.
- Send out email reminders/updates on a weekly and as-needed basis. Utilize SportsEngine email and chat functionality as often as possible, but have phone numbers for each family on hand in the event you need to reach them on an urgent basis.

**Ask for help when needed!**

### **FUN IDEAS AND OPTIONAL TASKS**

- Tournament party planner.
- End of season party planner.
- Christmas ornaments for rink trees.
- Trophies, gifts, etc. for coaches and players, and Manager!!!
- Tournament hotel room door decorations.
- Social director.
- Team Photographer, video reporter.
- Team apparel.
- Come up with your own fun ideas.

**Have fun yourself!! Ask for help when needed.**

# KEEPING EVENTS MOVING ON TIME FOR GAMES AND OTHER OFF-ICE OFFICIAL INFORMATION

WCYHA is a customer of the county rinks and we must work together with each other, our officials and with the county to utilize our ice times as they are assigned in a timely and safe manner so that it remains **fair and enjoyable to everyone**. Running behind is an accumulating effect that could last all day. At times we understand that circumstances occur that result in the start times falling behind; however, with everyone's cooperation this should be a rare occurrence. We must allow the rinks to start on time for other customers (which includes open skating times). The main responsibility to keep the game moving along on time is the officials, but here are some rules and tips to follow to keep things running smoothly and on time and in compliance with USA Hockey requirements:

- Team schedulers should always confirm the game date, time and location with the opponent prior to the weekend. Be specific and always repeat those specifics during confirmation.
- Referee assignments need to be requested in a timely fashion to our Referee Coordinator. Additions to your schedule need to be reported to the Coordinator as well.
- Have your team members arrive at the rink no less than 30 minutes before your assigned start time. This will allow adequate time for dressing and “chalk talk” prior to the game. Some coaches prefer even longer. Please obey your coach's request if this is the case.
- If you are the first sheet of the day, the rink will open 30 minutes before the ice time (not before). If the rink staff is late, the Manager should utilize the phone numbers provided for the rink manager(s). Let the Board know later that this occurred. We would like to keep track of problems if they occur.
- Your Manager should check the referee list to make sure that the referees are there prior to the game. They should arrive 15-30 minutes before the game. Keep in mind that the refs for your game could be officiating the game before you.
- Jersey colors should be communicated in advance to the other team; the home team will typically wear white.
- Score sheets must be filled out by both team managers in advance of the ice time. **The home team provides the scoresheet**. Extra scoresheets are available from the VP Off-Ice upon request. Please include all players, coaches, and coaching certification information on the scoresheet. Many managers elect to create sticker labels for this purpose; a template is available on the “Manager & Scheduler” page on the WCYHA website. Remember, only rostered team members and team officials (coaches) should be on the bench.
- If any member of a team's coaching staff is not adequately certified, it is the scorekeeper's responsibility to notify the referee to fill out an incident report. If the coach leaves the bench prior to the start of the game, no incident report is necessary.
- The Manager of the team should always assign (or solicit volunteers) the scorekeeper, penalty box officials, and the timekeeper in advance of every home game. Those filling these positions should understand their responsibilities and assume their positions with the scorer's or penalty box in advance of the start of the game. Those serving in these roles are considered off-ice officials for that specific game; all off-ice officials must be 18 years of age or older.
- Guides/cheat sheets are provided at the rinks (inside the scorer's box) to help the scorekeeper and timekeeper fulfill their responsibilities.

- Players should take to the ice promptly at the assigned time. **If your game starts late due to the fault of your team, this does not grant you the extra time to finish your game.** You need to end on time.
- Allow the game before you to finish up when feasible, but still allowing your team to start on time. The Zamboni usually takes about 10 minutes to complete the resurfacing of the ice. There is a five-minute buffer built into the times between games by the rinks; however, depending on any number of factors (time previous game ended, time Zamboni resurfacing completed, amount of time available to complete your game, etc.), the referees, coaches, or WCYHA may determine that less than five minutes will be provided for warm-ups.
- The timekeeper should immediately set (under normal circumstances) 5 minutes on the clock for the warm-up and 1 minute for in between periods. You must put the actual time on the game clock.
  - 60-minute sheets allow for 12-minute periods
  - 75-90-minute sheets allow for 15-minute periods.
- Our home games are "curfew" games, which means they have a definite end time and there are no timeouts allowed. Sometimes coaches are not aware of this. Please refer them to their rule book. (This may not be the case in tournaments, playoffs and at state tournaments; separate rules concerning timeouts will be specified in advance by the tournament host or WAHA.)
- If your game has an unusual amount of penalties, an injury or something unforeseen that delays the play of game, it is the official's responsibility to run the clock so that the game ends on time. If you notice at the beginning or during the third period that your time is going to run short, with the approval of the referee, an adjustment of playing time or a running clock may be in order. The off-ice officials should confer with the referee to keep things running on time.
- In addition, once a game reaches a 6-goal margin during the 2<sup>nd</sup> and/or 3<sup>rd</sup> period, the referees may decide that a running clock should be utilized. This decision will be communicated to both head coaches and the timekeeper and is subject to being waived off if the goal margin decreases.
- If times are running behind and it is due to an issue with the rink or their staff, please let the Board members know about this so follow-up can be handled in an appropriate manner. Unless it is an immediate safety issue or a simple resolution is available, **do not** handle issues with the rink yourselves. Please use common sense and common courtesy.
- If times are running behind, it is possible to skip the ice clean following a U8/U6 game with the approval of the rink and both teams involved.
- **Move your games along timely so that everyone leaves happy and receives the amount of ice time they have paid for.**

# EARLY AM ICE TIMES

Both Eble and Naga-Waukee rinks have a policy that the rink will open 30 minutes prior to the first ice time scheduled.

In the event no one is on-site to open the rink, please contact:

Naga-Waukee Contact:

- Nick Sanchez (262-391-0568)

Eble Contact:

- Chad Ellsworth (262-719-7860)

**Please keep in mind that these people should not be contacted unless it is within the 30 minutes prior to the ice time.**

**These are personal phone numbers and should not be used for any other purposes.**

Never try to break into the rink or other actions which are not appropriate. WCYHA is a customer of the county. If there are circumstances in which you want the rink opened for a specific reason earlier than the scheduled 30 minutes before, please notify the rink manager during regular business hours prior to the day of the ice time.

Nagawaukee Office: 262-646-7072

Eble Office: 262-784-7512

# INDIVIDUAL MEMBERSHIP REGISTRATION USA HOCKEY/WCYHA

The following is the required paperwork for individual registration on each member type. It is the Team Manager's responsibility to assist the VP Off-Ice in following up to make sure all info is complete and up-to-date for their team members.

**All individual registration must be completed prior to creation of an official USA Hockey Roster. It is not possible to complete a roster without every person who needs to be added to the roster completing registration on-time.**

## **Who needs individual membership registration?**

Anyone who is going to participate with your team needs individual registration. All of these people without exception must be registered individually and appear on your Official USA Hockey Roster. All players (practices and games), all coaches (bench or ice, practices or games), and the Team Manager. These will be the only participants with your team. No one else may participate with your team at any time during the season.

**PLAYERS:** Except in unique circumstances, player registrations are completed each season prior to tryouts as part of the WCYHA registration process. Associated documents include:

- Individual Membership Registration (IMR) USA Hockey from USA Hockey Website confirmation
- WCYHA Registration entry; includes Player/Parent Codes of Conduct, Concussion Waiver, Consent to Treat Form, Medical Contact Information

## **COACHES:**

- IMR USA Hockey on USA Hockey Website confirmation WCYHA Coaching Application (completed as part of WCYHA registration process); includes WCYHA Coaching Responsibilities Rules; Disclosure/Background Check Form (also part of USA Hockey registration process)
- Safe Sport certification
- Background check completed through USA Hockey
  - **Note:** A coach is not allowed on the bench or out on the ice until Safe Sport and background check are completed.
- \$40 fee per coach will be credited/refunded

## **TEAM MANAGERS:**

- IMR USA Hockey Form
- Safe Sport certification

## **STUDENT COACHES:**

- IMR USA Hockey confirmation USA Hockey website; email to Hockey Director
  - May not be on ice until completed; typically obtained by registration as a player
- Student Coach Form (on website; email to Hockey Director)
- Must also attend Student Coaches meeting hosted by Hockey Director

# OFFICIAL USA HOCKEY TEAM ROSTER

**Purpose of the roster:** This is the official list of players and staff for your team. This form is proof that each individual listed has been electronically registered for USA Hockey membership. No individual can be added to this form without that registration process having taken place. You may not have anyone on the bench or on the ice that is not registered and listed with your team. This is the most important document for your team. You are unable to participate in sanctioned USA Hockey events without this roster. You must carry the roster with you to all games and tournaments. **Carry the uncertified document until the certified one comes back from WAHA.**

**Manager's responsibilities with this form:** You must verify that the information listed is correct. This form is the proof that all team staff/players have individual membership with USA Hockey. Most tournaments will request a copy of this to be sent in with tournament entry. Also, this document will be required at Regional Playoffs and State Tournament and at most tournaments. **Keep a copy of this form as one of the important team documents.** You will receive a new copy of this form with the WAHA Registrar's signature after the rosters have been certified. Again, replace the unsigned one with the signed one. **You must have the WAHA signed copy at State and Regionals and most tournaments.**

**Required information on this form:** This document should list **all players and all staff** for your team. It should accurately reflect their home address, phone number and date of birth, which proves eligibility to participate with this team. **This should reflect all on-ice help, bench help, and all players for practices and games.** All information should be correct. Have each coach and family check the listed information for themselves and/or their skater **If any errors are identified and/or edits are required, send an email indicating the necessary changes to the VP Off-Ice if anything is incorrect and indicate the errors.**

**Birth certificate verification:** In the event a player has not previously had their birthdate verified or information does not match what is listed in USA Hockey, the player may be flagged for an age verification check. The family should provide an official/certified copy of the player's birth certificate and a partially-completed WAHA Age Verification Form (located on the WCYHA website) to 2 members of the WCYHA Board, who will review and verify all necessary information. When at all possible, this process should be completed by November 1<sup>st</sup>. **MANAGERS SHOULD NOT HANDLE BIRTH CERTIFICATE VERIFICATION; IT IS AN EXPECTATION OF THE PARENTS/GUARDIANS.**

Once all information has been completed and rosters confirmed, the VP Off-Ice will send the entire association's rosters to WAHA, via the USA Hockey Website, for certification by WAHA to facilitate eligibility for participation as a team. Once certification takes place, it completes the registration process for your team and its members.

# RISK MANAGEMENT-MISSION STATEMENT

To assist USA Hockey and USA Hockey InLine to provide an environment which attempts to minimize those risks that exist within the sport of hockey, so that the players, coaches, officials, and volunteers can concentrate on the most important aspect of hockey.

## Why Risk Management?

To help USA Hockey provide an environment to help control the risks that exist in the sport, and insure effectively against those risks that still exist after good risks controls have been identified and implemented so that the players and volunteers can concentrate on the most important aspect . . .The Game.

Most people regard insurance as just another expense that makes hockey more expensive; however, many people do not realize that without adequate insurance coverage there would be no hockey and in many cases our sponsors would be unwilling to commit moneys to our program. Insurance coverage is a necessary expense and we can work together to keep our insurance costs down!

## What Can You Do As Program Administrators and Members?

- Make an individual in your program responsible for safety.
- Review your rink facilities for possible problems.
  - Spectator exposure to flying pucks
  - Condition of boards and glass
  - Emergency exits throughout the arena
  - Spectator control at all times
  - Emergency phone numbers available
  - First Aid kits available
  - Ice contracts are reviewed to ensure that your program is only responsible for covered activities.
- Coach selection process - knowledgeable people who are good role models.
- Program provides equal opportunity for all players and volunteers.
- Your Board has addressed all safety and potential liability risks.
- All players are properly dressed and there are no players on the bench during a game without a helmet. **Coaches with helmets on.**
  - Make sure that proper safety precautions have been taken for your volunteers.
  - Make sure that you have received proper tournament and special event sanctions.
  - Procure Director and Officers Coverage and ensure that your bylaws include appropriate additional volunteers in that coverage
  - Make sure that no player or coach steps on the ice without a signed IMR, waiver and proper registration.
  - Provide an orientation session for all new players relative to rules and equipment.
  - Have your program's person who is responsible for risk control contact your District Risk Manager for any assistants
- Compliance with all rules and recommendations of USA Hockey and your affiliate from game rules to registration to safety precautions.

**Good Risk Management will help keep the cost of hockey under control...**

**BUT MOST IMPORTANTLY WILL ALLOW OUR KIDS TO PARTICIPATE IN A SAFE ENVIRONMENT THAT WILL PROVIDE THE MOST OPTIMAL EXPERIENCE POSSIBLE.**

## **Safety Around the Rink**

This is everyone's job but starts with good examples from managers, coaches, parents, etc.

- Always be mindful of safety hazards.
- Close door to rink flying pucks, shooting pucks
- Only 18 and up for off-ice officials; no others in that area
- First Aid kit available
- Water available on bench
- Parents need to communicate special needs (inhalers, etc.)
- Medical Consent Forms
- Medical releases for injuries
- Emergency phone numbers available
- Watch little ones
- Never play a game without officials
- Everyone work together and set good examples
- Support the Certification/Education Programs
- Always comply with registration/roster rules

# CONCUSSIONS

## WHAT SHOULD A COACH DO WHEN A CONCUSSION IS SUSPECTED?

1. Remove the athlete from play. Look for the signs and symptoms of a concussion if your athlete has experienced a bump or blow to the head. Athletes who experience signs or symptoms of concussion should not be allowed to return to play. When in doubt, keep the athlete out of play.
2. Ensure that the athlete is evaluated right away by an appropriate health care professional. Do not try to judge the severity of the injury yourself. Health care professionals have several methods that they can use to assess the severity of concussions. As a coach, recording the following information can help health care professionals in assessing the athlete after the injury:
  - Cause of the injury and force of the hit or blow to the head
  - Any loss of consciousness (passed out/knocked out) and if so, for how long
  - Any memory loss immediately following the injury
  - Any seizures immediately following the injury
  - Number of previous concussions (if any)
3. Inform the athlete's parents or guardians about the possible concussion and give them the fact sheet on concussion. Make sure they know that the athlete should be seen by a health care professional experienced in evaluating for concussion.
4. Fill out the WAHA Concussion Reporting Form - <https://form.jotform.com/200587181766058>
5. Allow the athlete to return to play only with permission from a health care professional with experience in evaluating for concussion. A repeat concussion that occurs before the brain recovers from the first can slow recovery or increase the likelihood of having long-term problems. Prevent common long-term problems and the rare second impact syndrome by delaying the athlete's return to the activity until the player receives appropriate medical evaluation and approval for return to play. **Importantly, complete and submit the USA Hockey Concussion Return to Play Form to WAHA PRIOR to the athlete returning to the ice. This form must be signed by an authorized medical professional.**

# WCYHA REFEREE PROGRAM POLICIES AND PROCEDURES (FOR TEAM SCHEDULERS)

The contact information for the WCYHA Referee Scheduler is:

**Bryce Maphis:** [bryce.maphis@gmail.com](mailto:bryce.maphis@gmail.com)

The Referee Scheduler will arrange referees for all games. Please follow the guidelines listed below for scheduling and confirming referees.

1. Email Referee Scheduler the following information related to each home game:
  - a. Team Name (i.e. Waukesha PW A)
  - b. Date
  - c. Location
  - d. Time
  - e. Opponent
2. Referee Scheduler will enter in your home schedule information into the Horizon Web Ref scheduling software based on what is provided in Step 2.
3. Referee Scheduler will provide login information to Horizon Web Ref. Access the software at <https://www.horizonwebref.com/?pageID=login>
4. Access your schedule by clicking My Game Schedule in the right pane.
5. On a weekly basis, look out at the next 3-4 weeks of scheduled games, and confirm your game details (information provided in step 2 above).
6. If errors in game details, email Referee Scheduler immediately.
7. Should a game need to be canceled, please notify Referee Scheduler by **Wednesday of the week of the game**. If a game is canceled after Wednesday, officials are still owed their game fee.

## REFEREE FEES

- Payments are to be handled by the Team Manager or designated team parent
- Payments must be made in cash and prior to the start of the game
- Keep your own records of referee payment
- Contact the Treasurer if you run out of the ref fee money provided by the Treasurer at the start of the season
- No ref fees are to be paid for travel games (refs are paid by the other organization)

\*\* If an official does not show up for a game, call the Referee Scheduler ASAP. Officials should be on-site 15-20 minutes prior to the start of the game. However, keep in mind that your referees may already be on the ice officiating the game prior to yours.

## POLICIES

1. It is YOUR responsibility to confirm all games, prescheduled or not:
  - a. With your opponent
  - b. On the team website
  - c. On referee scheduling software
2. Cancellations
  - a. If you need to cancel a game, it MUST be done by 9:00 PM Wednesday evening prior to the weekend.
  - b. You MUST E-mail the Referee Scheduler.
  - c. The policy is that the Referee Scheduler needs to contact the referees by 9:00 PM Wednesday about any cancellation. If the Referee Scheduler hasn't replied to you by 8:00 PM, call them.
3. Last Minute Game Additions
  - a. E-mail Referee Scheduler about the game addition; there may be officials available who will take the game on late notice.
4. Weather Cancellations or "oops, I forgot"
  - a. Refs still get paid
  - b. E-mail or call (as appropriate) the Referee Scheduler, who will contact the officials and e-mail you their address to send payment
5. Referee Locker Room
  - a. ONLY referees, black-jacket officials, evaluators and trainers allowed
  - b. Team Manager or Scheduler who is paying officials is allowed in briefly before the game
  - c. If the Manager or Scheduler needs to speak to an official regarding the game, knock and wait to be invited in, but keep it brief, professional and on point! Topics should be limited to:
    - Match Penalties
    - Game Misconducts
    - Ejections, etc.
  - d. **ANYONE WHO ENTERS THE REFEREE ROOM OR APPROACHES AN OFFICIAL TO COMPLAIN, BELITTLE OR ABUSE ANY OFFICIAL WILL BE REPORTED TO THE BOARD OF DIRECTORS FOR FURTHER DISCIPLINE. THIS BEHAVIOR WILL NOT BE TOLERATED!**
6. Referee Issues
  - a. If you feel there is a reason to make us aware of an official's behavior, game situation, ejection, etc., contact the Referee Scheduler(s). This communication should only come from the Team Manager, Scheduler, or Head Coach.
  - b. We will document factual information only and will contact all parties, if necessary.

# BIRTH CERTIFICATE/ELIGIBILITY VERIFICATION

Age eligibility verification is required for each skater that is new to WCYHA. In some instances such as name change or name discrepancy, verification may also be required for skaters who have registered with WCYHA in previous years.

Once you receive your team roster, review all the information with the families and coaches to confirm the listed information is correct. In particular, check the column next to the birth date column; if a player has a "V" in this column, USA Hockey has verified that skater's birth certificate. Every player that DOES NOT have a "V" in this column will need to have his/her birth certificate verified by two (2) Board members. After the player's birth date has been verified, a new roster will be reprinted. **By November 1<sup>st</sup>, all players should have birth verification completed.**

# USA HOCKEY/WAHA AWARD PATCHES

At the end of the season, players may be eligible to receive Hat Trick, Playmaker or Zero Award Patches.

HAT TRICK: Scoring three goals in a game as scored by the referee. PLAYMAKER: Registering three assists in a game as scored by the referee.

ZERO AWARD: Awarded to goalies that play a complete game without allowing a goal. The following conditions must be met:

1. Recipient is a registered player.
2. The game was in league competition (not exhibition) or sanctioned tournaments involving registered USA Hockey teams.
3. The game was officiated by a registered USA Hockey-certified referee.
4. For junior age level and younger.
5. Copy of the scoresheet is supplied to the District Registrar.
6. Limit of one of each award per player per season. **Note: individual tournaments may also distribute patches at the completion of the last game for a given team.**

The WAHA District Registrar would like our entire organization's award requests submitted in one envelope. Each Team Manager or designee should submit a completed tally sheet for the team (available on the "Manager & Scheduler" page of the WCYHA website). List the individual's name under each appropriate category (Hat Trick, Playmaker, and/or Zero Award) on the tally sheet. Attach your copy of the original scoresheet(s) from the game(s) in which the award(s) was/were earned. **WAHA will not award any patches without a scoresheet showing that the skater met the criteria to earn the award.** Altered score sheets are not acceptable. Make copies of scoresheets if you wish for your own records.

Each Team Manager should submit their tally sheet and scoresheets to the VP Off-Ice **no later than the March Board Meeting or March 15<sup>th</sup>**; WAHA will not award any patches after the deadline of April 15<sup>th</sup>. A list for the entire organization and the corresponding scoresheets will subsequently be submitted to WAHA. WCYHA will award the patches to the individual skater through any of a number of Board-determined approaches (mail, Warhawk Day, practice session, etc.).

U10-U14 skaters and goalies are eligible to receive patches. As a reminder, any player should not receive more than one patch per category per season.

Remember, if a player received an award patch at a tournament during the season, this will fulfill this player's award for the year.

Teams may choose not to participate in receiving these awards. If your team is not going to submit a request for patches, please notify the VP Off-Ice.

# WAYS TO PROVIDE FEEDBACK TO THE BOARD

## **Come to Board Meetings**

The membership is always welcome at meetings. They are the usually the second Wednesday of the month at 6:00 pm; in-person meetings will typically be held at the Ingleside Hotel. Occasionally and with notice the Board meeting may be moved to accommodate Region 5 meetings or other conflicts. Notice of any changes will always be given on the website and via communication to the association.

## **Talk to Your Level Director**

Level Directors are your first line of communication. They can be e-mailed and phoned with questions and concerns. If you are not satisfied with a response, then you may also contact an Executive Board Member. Most Level Directors do prefer at least an initial e-mail. Each Level Director is listed on the website.

## **Talk to Coaching Committee (CC) Representative**

On-Ice issues should be addressed to your respective CC Representative. Each CC Rep is listed on the website.

## **Team Representatives**

The team representative position will be chosen/volunteered for by the team members. This person will be responsible for attending the Board meetings and will be asked to bring back information to the team families as well as supply any pertinent information to the Board.

## **Coaches' Evaluation**

An evaluation form will be sent to each team member around December. The idea is to obtain feedback early enough in the season so that your feedback can reach your coaching staff before the season is over and there wasn't sufficient/appropriate time for solutions. This is done with a similar system of validation and anonymity.

## **Feedback Form**

Toward the end of the season, you will receive a feedback questionnaire to provide the Board with information and feedback regarding your season. This is also a great way to offer ideas and suggestions to the Board.

## **Policy and Procedures**

The Board reviews the Policies and Procedures document each year during the summer months to prepare for the upcoming season. Please make sure as a member you review these policies and adhere to any changes. Suggestions to modify or add to our Policies can be made at Board meetings and changes will take place upon our review time frame.

## **END OF SEASON REMINDER**

PLEASE RETURN ANY COACHES BAGS, PUCK BAGS, GOALIE EQUIPMENT, FIRST AID KITS & EXTRA GAME JERSEYS TO YOUR **LEVEL DIRECTOR BY MARCH 31<sup>st</sup>**.