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**Team (Coaches/Manager/Trainers) Resource Package**

My name is Steve Kostiuk and I am the new Junior Director for the TBWHA. I am excited to be a part of this organization, and I look forward to a great year of women’s hockey! I would like to take this opportunity to thank you for contributing to the development of our girls by volunteering your time as a coach, trainer or manager. This organization would not exist were it not for the support of our volunteers. It is your dedication and enthusiasm to the sport which will inspire our daughters.

**2018-2019 Current Junior Board Members:**

Junior Director Steve Kostiuk

Junior Treasurer Cindy Kruger

Novice Director Katie Bannister

Atom Director Jesse Traer

Bantam Director Michelle Woods

Midget Director Jen Lible

Registrar/Secretary Kasey Etreni

Equipment Manager Bruce Kruger

Ice Convenor Joanne Burrell

Junior Statistician Tony Crupi

TBWHA Junior Board contact information can be found on the website.

Please feel free to approach your Division Director to seek guidance or for any issues. If you feel you cannot discuss an issue with your Division Director, please contact the Junior Director.

TBWHA Core Board contact information including Ice Scheduler can be found on the website.

**Rosters:**

You will receive 1 roster during the 1st month of the season. The roster will be an OWHA roster that requires the child’s & a parent signature. It also requires all team staff signatures. Signing this form implies the player/team staff will follow the OWHA rules & regulations.

Please ensure they are completed and returned by email to the Registrar by Nov 1. Games cannot be played until teams have official rosters which take upwards of 5 days after you submit your team wavier.

The Registrar will need the original waiver by Nov 1.

**Equipment:**

Jerseys/equipment will be handed out by the Equipment Manager. **It is the responsibility of the coaching staff to ensure it is returned to TBWHA at the end of the season**. In your bin that holds your jerseys is a sheet that will allow you to track the jerseys. At the end of the season, please hand in your jerseys and sheet and identify to your Division Director if anything is missing. By tracking your jerseys, we can then go directly to the player who has it.

Pucks and pylons handed to each coaching staff is the responsibility of the coaching staff to ensure it is returned to TBWHA. If you have your own pucks/pylons, ensure your Director knows that you will NOT be taking from TBWHA’s supply and indicate this on the jersey tracking sheet.

**Players:**

At the beginning of the season, please inspect your players’ equipment to ensure it fits the player properly to prevent injury. Mouth guards are not mandatory however, highly recommended.

**Timekeepers:**

We are continuing with paid timekeepers this year. If you are interested in timekeeping, Please contact the Head referee – Barry Caland (barry.caland@gmail.com). Training will be provided.

**Rules:**

We are governed by OWHA rules, regulations, policies, articles, laws then TBWHA rules. The rules are posted on OWHA/our website. If you have any questions about the rules, please contact your Division Director. I would encourage all teams to read section E in the OWHA handbook on bullying and harassment. We have a zero tolerance for this. Please ensure there is a female in the dressing room at all times both **before & after** games **&** practises.

**Website Schedules:**

The schedules for games/practices for each division will be posted on the website. Check for update regularly.

In order to have the standing up to date, it is the **responsibility of every team** to email the score to the Junior Statistician (email you can get from the TBWHA website under “Junior Board”. Please send the email in the following format:

i.e. **Novice - Oct 1**

 Sharks 2

 Bears 6

The game sheets are comprised of 3 copies. The **home team is responsible to supply the game sheet.**

The referee’s must sign the game sheet at the end of each game.

The top white copy goes to your Division Director (every couple of weeks).

The second & third copies are for each team that played the game.

**Extra Ice:**

Booking extra ice for practice. Open ice will be posted on the website as soon as possible following the release of the schedule(s). You may book from the available hours by emailing Joanne at neebing@hotmail.com. Ice will be on a first come/first served basis - by the time and date of the email. She will respond within 24 hrs to confirm your booking. Ice is $141.25 per hour. The Treasurer will also receive a copy of the confirmation email. You will be responsible to pay the Junior Board for the ice.

Return/cancelling ice booked. The City and TC require **7** working days to return ice. Because Joanne works 12-hr shifts, she will require an extra day to return it without cost. Therefore, any cancellations must be received by Joanne **8** days prior. Again, she will confirm by email and copy the Treasurer. Any returns without sufficient notice will remain billed to you.

Game changes. If you require a game change you must do this with Joanne’s assistance. *You cannot use other ice to rebook your game*—i.e. no playing a game on your extra practice ice or booking ice somewhere else to play a game. The change must be done within the scheduled ice times. Officials are affected as well, so changes should be done as early as possible.

Game cancellations. Games cannot be cancelled by the coaches. In the case of inclement weather the Junior Director will make that decision.

Ice is the biggest expense the league has. Please endeavor to book/return as early as possible so others may book it if it becomes vacant.

**Tournaments:**

The November Chill tournament is a mandatory tournament for all TBWHA Junior Division teams. Registration is paid for by the league for all TBWHA junior teams. The Chill tournament is:

Annual November Chill

November 15-18, 2018

There are many other hockey organizations that hold tournament throughout the season. House teams **MUST** submit their tournament dates to their Division Director **no later than Nov 1** in order to allow time for the FURY teams to choose their tournaments. The Division Director will pass this information onto the Scheduler, cc’ing the Junior Director.

Any non OWHA sanctioned tournaments require a sanction. This can be obtained through the TBHWA Registrar. Her contact information can be found on the website under “Junior Board”. Please get your sanction requests in early to avoid any issues. Information needed for the sanction include: tournament name, start and end dates, city,

**This year, all junior division house league teams will have ½ of the tournament registration paid for one tournament by TBWHA if the tournament is held in Canada.**

**Team Staff Mandatory Qualifications:**

Each team requires a minimum of 1 coach, 1 trainer and 1 team manager. Please ensure there is a female in the dressing room at all times both **before & after** games **&** practises.

**A maximum of 5 coaching staff will be allowed per roster/behind the bench.**

**All** coaching staff must have the following submitted:

1. **Criminal Records Check/Vulnerable Sector Screening**
2. **Speakout or Respect in Sport Activity Leader Certification**

In addition, Trainers must have the following:

1. **Level One Trainers Certificate**

In addition, Head Coaches must have the following:

1. **Coach 2 Trained**

**Financial reimbursement:** This year, we will cover one person from each team for trainer and respect in sport/Speakout certification if these 2 qualifications have not already been met. After this training, with room in our budget, we will offer financial reimbursement on a first come first serve basis.

**Police Records Check/Vulnerable Sector Check:**

If you have previously obtained a Police Records Check, please submit a photocopy to your Director if you have one otherwise you must fill out a declaration form. We can only accept Previous Police Records Checks from 2013-2018.

If you need to obtain a new one, please take the letter located in the Coach Resource Section of our Website to the police station/or apply on-line. In the interim, please forward a photocopy of the receipt you receive from the Police Station/on-line to your Division Director as the process can take some time.

**Certifications:**

Please go to the OWHA website <http://www.owha.on.ca/htcp.asp> or HNO website [http://hockeyhno.com](http://hockeyhno.com/) for information to take the below courses.

1. **Speakout/Respect in Sport Activity Leader Certification:**

Effective the 2014-15 hockey season, the in classroom Speak Out course will no longer be offered.  Only the online Respect in Sport Activity Leader program will be offered.

1. **Trainers Certificate - Level 1:**

Effective the 2014-15 hockey season, the in classroom Speak Out course will no longer be offered.  Only the online program will be offered.

1. **National Coaching Certification Program:**

HNO works closely with Hockey Canada to provide coaches the opportunity to expand their skills. For details of the National Coaching Certification Program go to the HNO website for more information.

**Budgets:**

All teams must submit a financial statement at year end by May 31, 2017. **This includes House and Fury.** Fury guidelines around budget are on the website as they are more detailed.

**Handouts:**

Handouts/forms can be found on the TBWHA website [www.tbwha.ca](http://www.tbwha.ca)

For OWHA form purposes, we are District W 55.