



WEST CARLETON

MINOR HOCKEY ASSOCIATION

2024-2025 WCMHA Warriors & Crusaders Coach and Manager Information Presentation

President





Introductions



President	Natasha Danschinko	president@wcmha.ca	Level Coordinator, U7	Charlotte Divins	u7@wcmha.ca
Vice President	Josh Batley	vp1@wcmha.ca	Level Coordinator, U9	Jen Byrnes	u9@wcmha.ca
Secretary	Vacant	secretary@wcmha.ca	Level Coordinator, U11	Janna Cartier	u11@wcmha.ca
Treasurer	Ross Morgan	treasurer@wcmha.ca	Level Coordinator, U13	Megan McDonald	u13@wcmha.ca
Registrar	Lisa Scian	registrar@wcmha.ca	Level Coordinator, U15	Jill Beck	u15@wcmha.ca
			Level Coordinator, U18	Jill Beck	u18t@wcmha.ca
			Level Coordinator, U21	Jenny James	u21@wcmha.ca

Please see website for complete list of Volunteer Board Members





Hockey Operations



Director Of Hockey Operations

Mark Heuchert

hockeyops@wcmha.ca

Director of Competitive

Sherwin Sim

compdirector@wcmha.ca

Director of Recreation

Robert Giroux

rechockey@wcmha.ca

Coach Mentor

Matt Baker

mentor@wcmha.ca

Please see website for complete list of Volunteer Board Members

President





LCMHL Key Dates

LCMHL Important Dates



Important League Dates - 2024-25

Tournaments:

- Must be approved in advance
- Tournament Approval Form on LCMHL Web site (For Teams menu)
- Blackout Dates: Correspond to weekends during Playoffs (round 1)

Event	U9	U11	U13	U15	U18	U21
Coach/Manager Mtg	2024-10-09					
Reg Season Start	2024-10-19	2024-10-19	2024-10-19	2024-10-19	2024-10-19	2024-11-01
Halloween (No games U11/U13)	2024-10-31					
Christmas Break	2024-12-20 - 2025-01-03					
Reading Week	2025-02-14 - 2025-02-23					
Reg Season Ends	2024-02-16					
Playoff Round Robins Begin	2024-02-22					
Playoff Round Robins End	2024-03-22					
March Break	2024-03-07 - 2024-03-16					
Finals	2024-03-23 - 2024-03-31					
Blackout Periods	2024-02-21 - 2024-02-23					
	2024-02-28 - 2024-03-02					
	2024-03-21 - 2024-03-23					
	2024-02-28 - 2024-03-02					
	2024-03-07 - 2024-03-09					





Ottawa B League Key Dates

Key dates can be found on their website:

[Important Dates \(Ottawa B League\)](#)

Please note that NO tournaments will be approved by B league in the playoff period. Permission to attend events during these dates must be sought by Director of Competitive at a B league board meeting.

- U16 and U18 Feb 8–20, 21–March 6 and March 16–31, 2025
 - U10 –U15 Feb 15– March 21, 2025.





Team Web Logins (LCMHL Game Central)

Access to the Game Central platform will be distributed by Statistician.





Team Contact List

- Each team will receive their player contact list from your level coordinator
- This list will include family contact information and the players HCR#
- Managers will need to update the team contact list to include Jersey #'s and **ALL** team staff
- **Bench staff approval – NEW 2024.** Coaches must send a full list of bench staff to be approved by either the Rec Director or the Comp Director
- Once completed please send to Jenny James at: director-al@wcmha.ca
- Jenny James will confirm all staff qualifications and let you know if anyone requires up to date PRC's or qualifications





Team Rosters

- All Players and Team Staff (Coach, Ast. Coach, Trainer & Manager) are required to be on an approved team roster for insurance and other purposes.
 - ***if they are not on the roster they are not on the ice or on the bench!**
- Team rosters are completed by our registration team using a database called Hockey Canada Registry (HCR)
- **New Volunteers**– please contact our Registration team at registrar@wcmha.ca
- Team rosters with your player jersey # and all coaching staff must be emailed to our Registration team member: Jenny James at director-al@wcmha.ca





Game Central

- The game statistics will be managed in the NEW Game Central system
- Access to this will be provided to the managers by the association Statistician
- Rosters will be added to the system by managers
- Directions on how this will work will be provided at a later date and posted on the website
- We hope to have a separate session to go over this process, the new website capabilities and the new team app

The screenshot shows the official website of the Lanark Carleton Minor Hockey League (LCMHL). The header includes navigation links for Divisions, GameCentral, Contact, Search, and Login. The main banner features the LCMHL logo and the text "The official website of the LANARK CARLETON MINOR HOCKEY LEAGUE". Below the banner is a navigation menu with links for Home, District4, LCMHL, LCMHL Games Centre, For Teams, and Links. A red bar labeled "Group Sites" is visible. The main content area is divided into two sections: "LATEST NEWS" featuring a "Coach-Manager Meeting" announcement submitted by Tom Stephens, and "UPCOMING GAMES" listing matches for October 19th, including Carleton Place Kings 01 vs Richmond Munster Royals 01 and Almonte Pakenham Thun... vs Stittsville Rams 02.





Bench Staff Certification requirements

➤ ALL Team Staff and Team Manager's

- Respect in Sport Activity leader (Speak Out) Online
- Gender Identity Training online
- Vulnerable Sector Check

◆ Trainers additional requirements

- Level 1 HTCP online
- Level 2 HTCP – U12–U18 Competitive

◆ Coach qualifications differ for ages/ levels.

- Once bench staff has been selected email director-al@wcmha.ca with the list. Jen James will let you know exactly what qualifications are required for each person on the list.

There is NO such thing as On-Ice Helpers, for adults they must be qualified and rostered as bench staff





Vulnerable Sector Checks



➤ Vulnerable Sector Check

- Completed by all volunteers over the age of 18
- Process Change: VSC's are done Online or In Person @ 2670 Queensview Dr
<https://www.ottawapolice.ca/en/reports-and-requests/police-record-checks.aspx>
- You can find the current volunteer letter on our website under Volunteering
- Regulation Change: HEO tracking and expiration is 3 years and MUST be valid for the whole season up to March 31st of the current season

➤ VSC Approval Notices are to be sent to director-al@wcmha.ca

➤ All Bench staff must provide a completed VSC by October 31st

➤ Proof bench staff have submitted their VSC must be provided prior to your first league game

➤ Failure to comply will result in immediate removal from the Official Team List





Requirements for Youth On-Ice Helpers

- Team officials are to utilize sound judgment when selecting a young person as an on-ice helper. These decisions must be made from a developmental and supportive perspective. We want these “helpers” to provide assistance to the other team officials, while gaining knowledge and experience of a teaching type role. This is not designed as an opportunity for players to get extra ice time. Not just a puck shuffler!
- **Individuals that volunteer within an association must be either;**
 - a “registered” member of a Minor Hockey Association (WCMHA Player)
 - a “registered” member of a Junior Hockey League
 - an on-ice official
 - This ensures that the insurance coverage has been secured





Requirements for Youth On-Ice Helpers

- Youth on-ice helpers may volunteer with a team during practices. They may only be demonstrators/helpers and are not to partake in any scrimmages as a player would.
- Players that volunteer must be at minimum, one age division higher than the team which they are volunteering with.
- Players are not permitted to volunteer, as an on-ice helper, with a team at the same or higher division.
- Players that volunteer must wear full gear if they are 16 or under.
- Players who are 16 years of age or older must have speak out training and gender identity training.
- Players 18 years of age or older must have a VSC.

Note:

All team players must wear full gear for all games and practices with their own team





Travel/Exhibition Game Permits

- For U9–U15 teams, **Warriors and Crusaders** a travel permit must be obtained for ALL tournaments (home and away) as well as ALL exhibition games.
- For U16 and U18 teams, **Warriors and Crusaders** a travel permit must be obtained if traveling outside of the HEO branch.
- If travelling to the United States, a USA–CAN Travel permit must also be obtained alongside your regular travel permit.
- **Travel permits must be submitted at least 2 weeks in advance of your tournament to the Registrar (registrar@wcmha.ca).** The Registrar will seek approval from WCMHA President and District 4.
 - Regular Permit: <https://www.hockeyeasternontario.ca/media/htsbx13s/heo-minor-hockey-travel-permit-2023-24.pdf>
 - USA–CAN Permit: https://www.hockeyeasternontario.ca/media/cmzdd0oy/usa_can_travel_permit.pdf
- You must complete all sections of the travel permit before submitting to Registrar, please read carefully.
- You can request approval for all planned tournaments on the same form.
- Rosters are no longer required as part of the approval process.





Affiliation rules

- If an affiliated player is required, the Head Coach would own this responsibility and must ensure strict adherence to the rules and regulations governing this process.
- The Coach wishing to use a player as an affiliate **MUST** ask permission of the Coach of the player's registered team prior to asking the player.
- If you are unsure whether a player can be affiliated with the team, please reach out to the Registrar for clarification.

A player cannot be assumed an affiliate with the requested team until such time as the Registrar confirms approvals are complete.



Affiliation process for Warriors:

The Coach must demonstrate that they have sought permission to affiliate the player from the registered team's Coach and from the player's parents in writing. The Coach/Manager must then complete the **Warriors Affiliation Permission Form**. This is an electronic form which is automatically submitted to the Registrar.



Affiliation process for Crusaders:

The Coach/Manager must complete the **Crusaders Affiliation Permission Form**. Player, Parent, Affiliating Team and Player Team information must be fully complete before submitting to the Registrar by email (registrar@WCMHA.ca) for approvals. Please read carefully.





Affiliation rules

- **Relevant for both Warriors and Crusaders:**
- Commitments to the team the player is registered to ALWAYS comes first.
- Player affiliation must follow the eligibilities outlined in the [D4 Affiliation Eligibility Chart](#)
- A player can affiliate to more than one higher level team within the club.
- Each time the player is to be used as an affiliate the players' Coach MUST be asked (Coach to Coach).
- Teams may want to have a copy of the affiliated players Official Team Roster as well as their own team list when going to tournaments (available from the Registrar).
- Suspensions must always be served with the registered team, regardless of the team where the player received the suspension. During their suspension, a player cannot play with the affiliated team.
- Teams should affiliate players from more than one team so game conflicts can be avoided.
- Only players that will be used should be affiliated.
- Players do not need to be affiliated to practice with a higher division or category team, provided they are duly rostered at the lower division or category.





WCMHA Policy & Procedure Manual

- Updated **online**
- Detailed seasonal information
- Pages we should all read
- A go-to guide if you are stuck
- Check the **website**
- Ask your Level Coordinator
- Ask a board member





Ice Time Policy

- Will be posted on the website and accessible to Coaches, Parents and Players
- Strong emphasis on player development, winning is the by product.
- Key Points
 - Equal Rotations for players
 - Specialty Teams (Warriors/Crusaders)
 - Last 2-3 min line up adjustment
 - Equal goaltender rotation
 - Crusaders [icetime_Policy_Crusaders.pdf \(wcmha.ca\)](#)
 - House [icetime_Policy_Warriors.pdf \(wcmha.ca\)](#)





Policy Review – Parental Responsibility

- A parent/guardian must be responsible for each player
- If a parent leaves, another parent **MUST** be aware and responsible for their player
- **Please ensure to make this clear to your parents at the beginning of each season**
- Absolutely no drop offs without making contact with another parent
- Coaching staff is responsible to make sure every player has left the building and dressing room before they leave





Policies for Team Staff to review

➤ HEO Dressing Room Policy and implementation guide

"...HEO is committed to providing a safe, respectful and fully inclusive environment for players, parents/guardians, staff and volunteers ..."

➤ HEO Confidentiality Statement and Implementation guide

"...This confidentiality statement is written in accordance with Ontario's Human Rights Code (1990), which prohibits the discrimination of all people on a number of protected grounds: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, and disability..."

➤ Rowan's Law





Pre-Season Chat – Gender Identity

- In addition to successful completion of the online gender identity training, the Coach must ensure a pre-season gender identity talk with their teams has taken place before October 15th. This can be combined with code of conduct/fair play chat.

- Pre-season chat checklist can be found on HEO website

<http://www.hockeyeasternontario.ca/docs/Pre-Season%20Chat%20Checklist.pdf>

www.hockeyeasternontario.ca/pages/safety/gender-identity-training.htm

Checklist and documented date of pre-season chat must be sent to risk@wcmha.ca





Medical Information Sheets

- **The medical form can be found on our website under Bench Staff > Managers Corner**
 - To be completed by guardians
 - 2 copies should be made
- **Bench Staff MUST be aware of existing conditions**
 - Hearing Impairment
 - Asthma
 - Concussion history
 - Diabetes
 - Allergies
- **Request a copy of any Affiliated players medical sheet from their team's trainer**





Ice Scheduler

- Practices will go up after the game schedule is released.
- No ice is EVER to sit empty. If your team has ice and for whatever reason cannot use it you must contact the ice scheduler immediately.
- If your team cannot use a practice and returns it there is no guarantee that there will be available ice to move it to. Make every effort to run the practice as scheduled.
- Exhibition games- with additional teams and the same amount of ice we've always had there will not likely be "extra" ice for exhibition games unless its over the Christmas or March break. Full ice practices can be converted to a game (with proper approvals) but there won't likely be additional ice to make up the practice.
- **Debbie Heuchert at wcice@wcmha.ca**





Ice Scheduler

- Tournament dates reminder – please forward as soon as your tournament dates are confirmed. With our new website I can add them right into your schedule for you.
- Moving games. Please contact me for help moving or rescheduling games if you need it. It does not have to be a hard or scary process.
- Buying extra ice– if your team wishes to purchase additional ice out of team funds please contact me. WCMHA policy is that all extra ice for teams must be purchased through our contracts so that teams are covered by our insurance policies. I can help find the ice and then invoice your team for it. There is not often ice at reasonable times to purchase so please don't budget for a huge amount of extra ice times– it's unlikely we'll be able to secure more than a few hours.





Game Cancellling/Rescheduling LCMHL

- **Follow the rules from the League.** B league and LCMHL both require the first step to be to contact your Statistician or Convenor (league not association) to get permission to move the game BEFORE you approach the opposing team.

Written approval from your **League Statistician** will be required

- Request for change in writing must be made at least 14 days in advance and must include the reason
- LCMHL- may change as many games before Dec 15th as required. After Dec 15th only 2 changes will be permitted.
- **Whom to Notify in WC for Home Games**
Ice Scheduler WC – Debbie Heuchert – wcice@wcmha.ca
- **The LCMHL Level convenor changes the league website.**





Game Cancellings/ Rescheduling – B League

The B League has instituted a policy regarding game changes to minimize disruption to the League schedule and to provide all teams with a reasonable window of time to meet their scheduling needs. a) Switched Games (Game Swap): Visiting teams, as shown on the B League schedule may not reschedule any game(s) without first attempting to switch games with other visiting teams scheduled to play the same home team on a different date. Once the teams involved have agreed to switch a game, the League Convenor must be notified by the team requesting the switch no later than 72 hours before the scheduled date of the first game involved in the switch. The convenor shall notify the home team. The home team cannot refuse to play the switched team

Rescheduled Games: Teams requesting to have a game rescheduled must make the request in writing and submit it to their division Convenor for consideration. Convenors are entrusted with the authority to either approve or deny all requests upon their submission. No team will be allowed to engage with any other team to reschedule any game without first receiving written approval from their division convenor. This rule does not apply to inclement weather related issues.

Visiting Teams may switch games as required. A switch involves two visiting teams switching their games, so that games occur as scheduled, but the Game # on that given date changes. The game date, time and location remain unchanged. On the League schedule, the game number will change to reflect the correct match-up. (see point 8.a above)

Prior to midnight on Nov. 24, teams may reschedule as many games as they need to change, provided the new date, time and location are agreed to by both teams.

After midnight on Nov. 24, a maximum of two (2) game changes may be requested by any team v. To avoid numerous changes related to tournaments, association representatives should submit tournament blackouts for teams within their association prior to the creation of the league schedule.





Inclement weather cancellations

➤ Inclement Weather Rescheduling:

1. Visiting team officials must contact their League Convenor who has the authority to postpone games due to weather conditions.
2. If the League Convenor cannot be reached, team officials must contact the League President, Vice-President or the Treasurer or Secretary who also have the authority to postpone games.
3. The Home team official (B league) or convenor (LCMHL) will then contact the Referee Scheduler of their District to advise the officials that the game has been postponed and will be rescheduled. NOTE: At no time may a team postpone a game on its own. If this is done the team will be subject to fine or suspension. To cancel refs in West Carleton please contact wceice@wcmha.ca.





What if scenarios ?

No refs

- Game may have to be rescheduled
- Immediate family members CANNOT act as referee for a family member's game as per HC Rule 5.2 (o) "The referee and linesmen shall be thoroughly impartial parties"

Not enough refs

- If the correct number of officials does not show for a game, then only if the coaches agree may one official be used for a two man system, or two officials be used for a three man system
- The coaches must be informed prior to the game of this situation. If they do not agree then the game is not to be played. Once the game has been played with the lower number of officials, the game may not be appealed or protested for any reason caused by a lower number of officials





What if scenarios ?

No trainer

- Ask opposing team to borrow their trainer if needed**be sure to indicate on game sheet or verify if there is a qualified First Aid person in the stands (nurse/firefighter)
- Refs must agree since the trainer is missing from your game sheet
- **Note:** In the event one of the two trainers is not present it must be noted on the game sheets and the game goes on. If the trainers for both teams are not present, for the game to be allowed to go on, there must be a qualified First Aid person identified to the Referee in the arena who will accept responsibility for both teams



No timekeepers

- Call ref scheduler/referee-in-chief
- Ask parent volunteers to assist.





Manager Priority List


- Team contact list from your head coach
- Introduction note to your team
- Current schedule
- Jerseys
- Medical form
- Team questionnaire
- Team Budget
- Tournament booking
- Team Meet & Greet
- Travel Permits





Team Questionnaire

- This is a great tool to see what your families want out of the season
- # of tournament's Home & Away
- Fundraising options and Sponsorship's
- Up to date Contact information & Contact card information collection tool
 - If you would like a sample please let your LC know and we can provide one

WEST CARLETON WARRIORS PARENT QUESTIONNAIRE 

1. May we post photos of your player on our team webpage with no name attached?

YES NO

2. Do you know of any businesses that would like to sponsor our team?
If so please provide contact or sponsorship info.

3. Are you interested in hosting any team events at your home?
These could be indoor or outdoor events.
(Team Meet & Greet/Christmas Social/Tobogganing Party/Year end event etc)

YES NO

Fundraising
***An expected budget for our team would be approximately \$4,500
Fundraising is an important part of building a hockey team. We will be doing several fundraisers/Team building events in order to offset the cost of team fee.

Do you have any ideas for Successful Fundraisers that our team could participate in?

Tournaments

1. How many tournaments would you like to have your player involved in?
*****Please remember many tournaments run 3 full days Friday to Sunday
so school/work maybe missed in order to attend

2 3 4

2. How may Away Tournaments would you like your player involved in?

0 1 2





Team Volunteer Positions

Get your families to participate in the team!!

- Things you can have volunteers do:
 - Photographer
 - Social coordinator ~ Christmas Cheer, Winter tobogganing party, Year end event etc
 - Tournament Coordinator ~ Potluck coordinator for tournaments
 - Team statistician
 - Fundraising coordinator





Team Communications

- When sending correspondence to your team **please Bcc** your team. This way no one can reply all and load people's email boxes
- Yes, all parents will have access to other families email addresses if you have a contact card but it makes it easier for all to Bcc
- There is also privacy aspect for those families that have not given permission to release their email address
- Please be sure to include both parents on email correspondence
- Parents can request others be added to your correspondence list
Example: grandparents, step parents etc





Bank Letters

- Letters to open bank accounts will be provided. Please send the following information to Debbie Heuchert to get the letter.
 - Full names of 2 signing authorities from your team
 - Email **Debbie at wcice@wcmha.ca**





Jersey Boxes and Distribution

- Please go over each set of jerseys with the parents of the players and make note in the comment area on the issued inventory sheet if there are any damages not documented. *This is also available electronically by contacting equipment@wcmha.ca*
- Have the parent initial beside the comment section for anything wrong with jersey set (if possible)
- It is up to the Manager and or Head Coach to issue the jerseys to the players and manage jersey # requests.
- You only have sizes and #'s provided in the box you have received so priority is given to sizing over preferred numbers.





Jersey Boxes and Distribution

- Please contact our equipment manager at ***equipment@wcmha.ca*** if you require any jersey adjustments.
- Damages from skate blades are occurring more frequently and is avoidable. To avoid damages, please cover the blades when in the hockey bags if you will be storing the jerseys there as well, otherwise jerseys should not be housed in the bags. Garment bags are highly recommended
- When sewing on Name or Sponsor Bars, please hand stitch loosely. **Sewing machines and adhesives are not permitted and will result in the cost of replacement to be charged back to the parents.**



**JERSEY
SWITCHING
BETWEEN
TEAMS IS NOT
PERMITTED!**





Jersey Boxes and Distribution

JERSEY COLLECTION END OF SEASON

- Managers or Head Coaches are responsible for collecting ALL equipment in a timely manner post season and returning everything at once
- Bins that do not have all jerseys add to the volunteer work to go back and follow up for the whereabouts so we ask for your cooperation in the process
- Managers or Head Coaches are responsible for inspecting all equipment, ensuring they are clean and in good condition. The state of the jerseys need to be documented on the inventory sheet or electronically which is issued at the start of season
- A timeline will be communicated at the end of the season as to when the bins need to be returned to the WCMHA Equipment Manager





Jersey Boxes and Distribution

IMPORTANT NOTES

- The league does not permit the purchase of jersey's as they need to be re-used for the following seasons.
- Jersey's that are considered damaged beyond acceptable repair must be verified by the WMCHA Equipment Manager payment of \$125 per jersey payable by check or e-transfer.
- Unreturned jersey's and/or outstanding payments will result in the suspension of the player's registration in the following season.

Please communicate to the parent's to read the Policy on the use and care of WCMHA equipment which is located on the WCMHA website. Communication to the parents should have the Equipment Manager email in the CC.





Sponsor Bars & Name Bars

- All sponsor and name bars are to be **hand-sewn**, and nothing is to be ironed or glued. They can be purchased as a team order for uniformity every season from the same supplier. They must be removed before returning the jersey's
- Sponsor bars are optional as teams may choose to use travel banners. If sponsor bars are used, they are to be the consistent sponsor bar on all players home and/or away set of jerseys





Equipment Use Policy

- Please refer to the Policy on the proper care of WCMHA equipment
- https://www.wcmha.ca/_files/ugd/2d77d4_edc6fc796a9e45959ef0e6ea55921e03.pdf
- This information should be sent to all parents and you must put the Equipment Manager (equipment@wcmha.ca) on the CC.

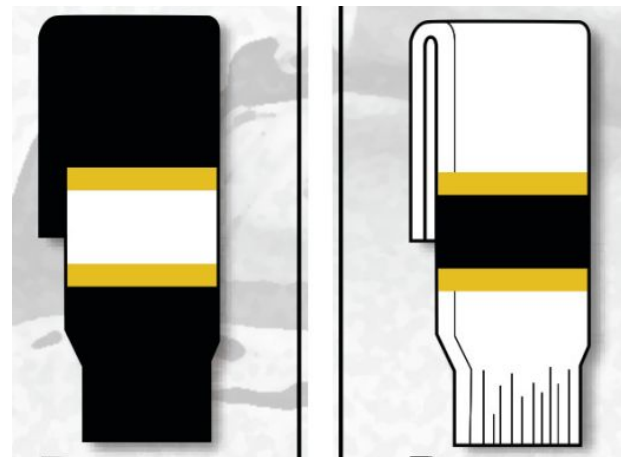




Player Game Socks

For 2024–25 season, the league has secured home and away socks to ensure uniformity at the house level. The league can provide a home and away set which at a **total cost of \$20 per set (two pairs)**. Managers and Coaches are to coordinate with the WCMHA equipment manager (equipment@wcmha.ca) for their requirements and is payable by **cheque made out to the WCMHA or E-transfer to equipment@wcmha.ca**

- **No player is to ever step on the ice with mismatched socks**
- We all represent our association lets show our pride with neat and tidy appearance and behaviour!
- Sizes are Small – 20” , Medium – 24” , Large – 28”





Fundraising & Sponsorship

- Team Fundraising – What is your Goal?
- What are you planning on doing this season and what are the costs?
- Team budget template will be shared with coaches/ Managers. Please use only this document, don't copy or download. This allows additional items such as purchased ice or refs to be added to the budget if they apply. This budget must be approved by the team.

Costs:

- Tournaments
 - Clothing
 - Team building
 - Extra ice
 - Goalie Clinics
- You need to know your Goal before deciding what you should be doing.

- Template to sponsorship letter can be found on the website. [Managers Corner](#)
([West Carleton Warriors](http://West Carleton Warriors (wcmha.ca))) (wcmha.ca)





Social Media

- West Carleton has a Social Media and events coordinator this year who you might see out at your games and events. In order to ensure that everyone is comfortable with this a Social Media form will be distributed through the managers (via google doc) to each team. It is very important that your families all fill out this form SPECIFICALLY if they do not wish to be featured on social media. We need this information in order to ensure everyone's comfortable with postings.
- Social media coordinator can be reached at social@wcmha.ca if you have events or posts you'd like her to share.





Social Media

Make sure to share team news/highlights with the association and we will post to our social media channels. Stay up to date through social media. Any updates to be shared can be sent to social@wcmha.ca

Facebook - [@westcarletonminohockey](https://www.facebook.com/westcarletonminohockey)

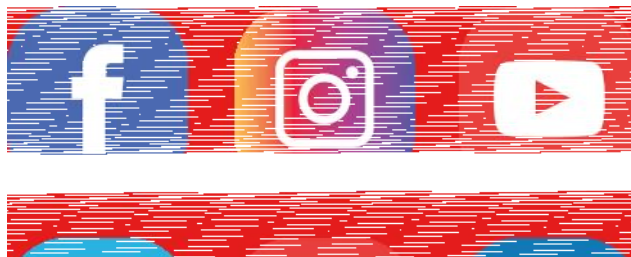
Instagram - [@westcarletonminorhockey](https://www.instagram.com/westcarletonminorhockey)

YouTube - [@westcarletonminorhockey](https://www.youtube.com/westcarletonminorhockey)

Tik Tok - [@wcmha](https://www.tiktok.com/@wcmha)

Hashtags

#wcmha #WCWarriors #WCCrusaders





Website

- Each team will have a dedicated section of the website
- We are able to add additional pages to this section for sponsorship logos and team dedicated news items
- Please contact **Libby McCalden** at **web@wcmha.ca** to send requests for team section content changes

The screenshot displays the website's navigation menu at the top with links for U11, Team Home Page, Team News, Player Roster, Schedule & Results, Team Calendar, and League Standings. Below the menu is a breadcrumb trail: HOME / U11 / SEASONS / 2024-2025 / DIVISION A / U11A WARRIORS. The main content area features a 'LATEST NEWS' section with the headline 'WCMHA Goalie Sessions Are Back', submitted on Oct 04, 2024 (169 views). The article includes a photo of a young goalie in a helmet and a text snippet: 'The WCMHA is please to announce, that the popular goalie sessions are back this year, better than ever.' Below the article is a 'News Archive' link. To the right, the 'STANDINGS' section shows a table for the 'Regular Season' with columns for Team and Pts. The table lists several teams and their points. Below the standings is a 'View Full Standings' link. The 'UPCOMING GAMES' section lists three games: Oct 26 vs Carleton Place Kings 01 at 4:30 PM, Oct 28 @ Stittville Rams 02 at 6:00 PM, and Nov 02 vs Osgoode Rideau Senators 01 at 10:00 AM.

STANDINGS	
Regular Season	
Team	Pts
Almorte Pakenham Thunder 01	0-0-0 0
Carleton Place Kings 01	0-0-0 0
Osgoode Rideau Senators 01	0-0-0 0
Richmond Munster Royals 01	0-0-0 0
Stittville Rams 01	0-0-0 0
Stittville Rams 02	0-0-0 0
West Carleton Warriors 01	0-0-0 0

UPCOMING GAMES	
OCT 26 SAT	U11A Warriors vs Carleton Place Kings 01 4:30 PM Carp Arena (W. Erskine Johnston) U111-005
OCT 28 MON	U11A Warriors @ Stittville Rams 02 6:00 PM Beckwith Rec Complex U111-009
NOV 02 SAT	U11A Warriors vs Osgoode Rideau Senators 01 10:00 AM Cavanagh Sensplex (Kinburn) U111-012





NEW Team Management App

- Each team will have access to the Sports Headz App for team management.
- This app behaves much like Team Snap and it's FREE!
- Game stats, news and events will be pushed to the app by the League and the Association.
- Access to the app will be given to the managers and coaches through the website.
- Managers/Coaches will be responsible for loading their parents and players into the app.
- Directions will be provided on the website.



GET MOBILE!

Download our mobile app to stay up to date on all the latest scores, stats, and schedules

Available on the **App Store**

GET IT ON **Google Play**





WCMHA Events

October

- Crusaders Day **October 19**
Crusaders Picture Day **October 19**

November

- House A Tournament **November 29–December 1**
- Warriors Day/ Picture day U9 & U11 **November 9**
- Warriors Day/ Picture Day U13–18 **November 23**

December

- U9 House Tournament run at Sensplex **Dec 20–22**

January

- IP Fun Day **Jan 25, 2025**





Hosted Tournaments

➤ **WCMHA House A Tournament (Nov 29- Dec 1)**

- Nov 29-Dec 1 Carp Arena
- U11,U13,U15,U18 House A Teams Expected To Participate

➤ **20th Annual U9 Holiday Classic (Dec 20-22)**

- U9 House A, B and C
- WCMHA is one of the host associations
- Discounted registration fee by \$100.00
- Fundraising opportunity for our teams





Tournaments

- It is very important to **book your tournaments ASAP**
- A complete tournament list can be found at <http://www.heominor.ca/tournaments>
- Hotel bookings for away tournaments must be done very quickly once you have decided on your away tournament
- LCMHL Statisticians need to approve your tournaments
- Tournament Advance cheques can be secured from Ross Morgan the WC Treasurer



Don't forget to let our Ice Scheduler know your tournament dates and get send your tournaments to you Statistician at LCMHL





Picture Day – Team Photos

Dates:

- **Crusaders**– Oct 19th, ODR building
- **U9 and U11**– November 9th
Carp Agricultural Hall, 3790 Carp Road
- **U13–U18**– November 23rd
Carp Ag Hall, 3790 Carp Road
- Photos by MVP Photography





Referee Scheduling

- To book Referees and timekeepers for **make-up games** or **exhibition games** contact Debbie wcice@wcmha.ca. **Officials will not be booked if it's not done through official channels.**
- If a home game is changed please be sure to contact wcice@wcmha.ca with the details of the cancelled game.
- Each team is granted Time Keepers and Referees for 2 Exhibition games each season at no extra charge.
- **Ice is not part of this allocation**



Referee in Chief





Scorekeepers / Timekeepers



- **Scheduled by WCMHA for all of our home games.**
- **The Home Team is responsible to prepare the Game sheet**
 - Must have the game number printed clearly (Game sheet stickers next slide)
 - If you are using pre-printed stickers, ensure they are used on ALL 4 copies of the game sheet AND located in the correct position
 - Must have the coach & trainer #
 - Each team will receive 20 game sheets
 - Any game sheet with a suspension should be clearly defined on all 4 copies
 - **You can find a “How to fill in a game sheet” doc**
 - **http://lanark.goalline.ca/files/how_to_fill_out_a_gamesheet_-_lcmhl.pdf**





Game Sheet Stickers

Player		Points		Goals		Assists		Penalty Minutes		Faceoffs		Power Play		Short Handed		Other	
Number	Name	Goals	Assists	Goals	Assists	Goals	Assists	Minutes	Minutes	Wins	Losses	Goals	Assists	Goals	Assists	Minutes	Minutes
1	Player Name																
2	Player Name																
3	Player Name																
4	Player Name																
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- Game sheets sticker template available on the website under Managers Corner > Templates
- This template is made to fit the **Avery 8163** Mailing labels from Avery

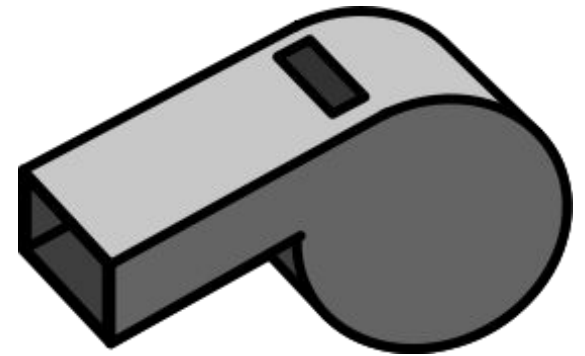
NOTE: Our WC timekeepers really appreciate if the player listing is done in Jersey number order and not by last na





Notable rules

- No videos/photographs allowed in dressing room
- Zero tolerance with respect to alcohol or vaping in dressing room
- Players under the age of 16 who are unable to participate in a game (due to injury, NOT Suspension) are permitted behind the bench during a game. They must be on the game sheet (registered player who is insured) and must wear a CSA Approved Helmet with facemask when behind the bench





Suspension Reporting

- The HEO Minor code of discipline, Item 9.0 c) of the HEO handbook, defines the Coach's role pertaining to suspensions. The following explains this procedure in District 4.
- **LCMHL TEAMS MUST**
 - Report any code of discipline offence that results in the player/official being removed from the game and confirm the discipline (if any) to be assessed (number of games to be served)
 - Report the incident USING THE ONLINE REPORTING TOOL TTM www.WCMHA.ca Reporting Suspensions can be found under **Bench Staff > Managers Corner**
- Should you have any issues with the tool, please email suspensions@lcmhl.ca

Very Important!!

- The ref provides the ruling, District 4 provides the suspension
- They track the player/coach history!
- Don't ask the ref how many games to serve
- Be sure to enter each game served in the TTM server





Suspension Reporting

- Rosters will be entered into TTM by Director of Risk and Safety/ Webmaster.
- Teams must report all suspendable offenses.
- Reporting must be done within 24 hours of the game.
- TTM will tell you how many games the player or bench staff is suspended for.
- Teams must report each game served in the “suspensions” part of the game sheet.
- Process is new this year and more information will be provided about login information as it becomes available.



Referee in Chief





Suspension Reporting

<http://district4.myttm.ca/?pg=024&ws=district4&tl=0>

Minimum Suspensions from Code of Discipline

Conditions

Individual: Player
Jurisdiction: ODMHA (Ottawa District Minor Hockey Association)
District Code of Discipline: District4
League Code of Discipline: N/A
Club/Association Code of Discipline: N/A
Infraction: GM30 (Major Penalty)

Minimum Suspensions

ODMHA Minimum Suspensions for Infraction GM30

1st Occurrence: 1 game suspension
2nd Occurrence: 2 game suspension
3rd Occurrence: 2 game suspension and until a District Disciplinary Hearing
4th or more Occurrence: Suspended until a ODMHA Disciplinary Hearing

District 4 Imposed Minimum Suspensions for Infraction GM30

1st Occurrence: 1 game suspension
2nd Occurrence: 2 game suspension
3rd Occurrence: 2 game suspension and until a District Disciplinary Hearing
4th or more Occurrence: Suspended until a ODMHA Disciplinary Hearing

Note: Imposed Minimum Suspensions include any district, league or club Code of Discipline that may apply.

NOTE
 TTM will be
 modifying the
 interface and will
 look different



Referee in Chief





Who do I contact ?

- As members of WCMHA we may encounter situations which we believe call for immediate attention. It is important that we follow the chain of command and direct questions or complaints to the appropriate individuals within our association so they can be handled appropriately. If you find yourself wanting to bring an issue forward, the first step is to abide by the **24 hour rule**– take a step back and don't do anything until you have exercised the 24-hour rule and any emotions have subsided.
- Begin with your Coach. If your issue isn't addressed to your satisfaction, then contact your Level Coordinator. If necessary, then escalate to the appropriate WCMHA Hockey Director (Recreational not Competitive) or other appropriate Board Member . If all of this fails, the last step is the WCMHA President. Contact information for those individuals can be found on the [WCMHA website](#).
- Any issues with regards to the league, opposing teams, etc...should be brought forth to the Board of Directors, please do not send any complaints to the LCMHL Convenors or League Statisticians – they will simply refer you back to the WCMHA President. Please do not contact any Board Members of District 4, the Lanark/Carleton League or the Ottawa District Minor Hockey Association until you have completed the steps above.





Thank you for Volunteering!

- Volunteering is an enriching experience in so many ways. When you become part of our team, you have an opportunity to:
 - support a cause you truly believe in
 - apply your current skills and gain some new ones
 - meet new people, make new friends, and develop professional contacts
 - feel the personal satisfaction of helping others
 - make a difference in your own community
- The rewards are as unique and personal as your reasons for wanting to volunteer.

