

WOLVERINES
HOCKEY CLUB

MANAGER
TREASURER
MEETING
2024/2025



AGENDA

- MANAGER RESPONSIBILITIES

- TREASURER RESPONSIBILITIES

- PARENT REP RESPONSIBILITIES

- QUESTIONS AND ANSWERS

- THANK YOU!





MANAGER RESPONSIBILITIES

- Coordinate all off ice activities
 - Let the coaches focus on coaching!
 - Confirm all significant decisions (such as tournaments) with coaches before presenting to the team
 - Communicate with parents
- When in doubt.....ask
- Be familiar with all policies

KEY MANAGER RESPONSIBILITIES

2024-2025



- ▶ All teams have a TeamSnap account
- ▶ Head Coach is the “owner”
- ▶ Head coach assigns manager and assistant coaches
- ▶ Schedules will be automatically uploaded
- ▶ DO NOT CHANGE TEAM NAME!
- ▶ Schedule points:
 - ▶ Access your practice and game schedule
 - ▶ Practices can be changed, games can not
 - ▶ Does not “communicate” with OneClick
- ▶ Teams will be invoiced for \$35.00

EQUIPMENT



- All equipment should have been picked up by now....
- Contact your Age Group Coordinator if you are missing equipment
- Equipment Deposit of \$500 – e-transfer from team account – Due Oct 15.
- Jerseys MUST be washed before they come back
- Ensure equipment is returned on time (by April 30) to avoid fines
- Damage penalty list will be available when jerseys are picked up

- TeamSnap group chat!
- www.wolverineshockey.ca
 - Standing Policies and Procedures
 - Team Admin Manual
 - Hockey Calgary Important Dates
 - Manager/Treasurer Presentation
- www.hockeycalgary.com
 - Managers manual and checklist
 - Important Dates

MANAGER RESOURCES

2024-2025





- ▶ Introduction of Coaches
- ▶ Philosophy and Objectives
- ▶ Player behaviour and discipline
- ▶ Communications
- ▶ Expectations - Player - Parent – Coach
- ▶ Q & A - end of the meeting

TEAM MEETING

- ▶ Medical forms were submitted by the parents during registration
- ▶ Locate them in TeamSnap (click on players name, scroll down)
- ▶ Print off 2 copies of each
 - ▶ 1 for head coach
 - ▶ 1 for team manager
- ▶ Have on hand for every ice time and off ice activity
- ▶ Keep coaches copies in water proof sleeve

MEDICAL FORMS




COACH CERTIFICATIONS

- ▶ Coach Qualifications **MUST** be completed by November 15 to qualify the team. Teams that are not fully qualified by this date will be suspended from play or practice by Hockey Calgary.
- ▶ Information on signing up for coach clinics can be on the Hockey Alberta website:
 - <https://www.hockeyalberta.ca/coaches/clinic-information/>

	Who requires qualification	Required Online Clinics	Required In-Person Clinics	Safety Clinic	RIS Activity Leader	Other Notes/ Recommendations
U7	1 coach per 10 players	Hockey Canada Coach 1 & U7 Player Pathway	Hockey Alberta – Coach 1 – Intro to Hockey	1 Coach per 10 Players	All Team Officials	
U9	1 coach per 10 players	Hockey Canada Coach 1 & U9 Player Pathway	Hockey Alberta – Coach 1 – Intro to Hockey	1 Coach per 10 Players	All Team Officials	Hockey Canada Skills – Checking Hockey Alberta – Intro to Principles of Checking
U11	Head Coach	1) Hockey Canada Coach 2 & U11 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Principles of Checking	One Team Official	All Team Officials	
U13	Head Coach	1) Hockey Canada Coach 2 & U13 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Princip	One Team Official	All Team Officials	Development 1 if the following criteria have been met 1) Coaching at the U13 Tier 1 level 2) All required clinics have been completed
U15	Head Coach	1) Hockey Canada Coach 2 & U15/18 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Princip	One Team Official	All Team Officials	Development 1 if the following criteria have been met 1) Coaching at the U15 Tier 1 level 2) All required clinics have been completed
U18	Head Coach	1) Hockey Canada Coach 2 & U15/18 Player Pathway 2) Hockey Canada Skills - Checking	1) Hockey Alberta – Coach 2 – Minor Leagues 2) Hockey Alberta – Intro to Princip	One Team Official	All Team Officials	

TEAM ROSTERS

- ✓ Managers can edit their TeamSnap rosters
 - When team roles are filled, add them to your TS roster as a non-player
 - ✓ Each team will be provided with an “official roster”
 - Make sure all players and coaches are listed!!
 - ✓ Keep roster on hand for games (league chair may ask to see it)
 - ✓ You will receive 2 rosters:
 - Team roster
 - Team roster with affiliates (once approved)
- 

Coaches submit signed fair play codes directly to Age Division Coordinator
Parents (ALL parents) and Players Fair Play Codes are submitted to the
manager

- Forms were submitted during registration. Managers can view these forms in TeamSnap.
- Collect any that are missing.

No later than 3 days before Seeding round begins Age Group Coordinators will provide list of outstanding Coach, Parent and Player Codes to Director of Coordinators and Game and Conduct Directors

FAIR PLAY CODES





- ▶ Schedules will be posted to your team snap accounts.
- ▶ Information will include:
 - ▶ Location
 - ▶ Ice time
 - ▶ Full or Shared Ice

Practices – You can trade in OCI

Games – Can not be changed

TEAM SCHEDULES

ONE CLICK ICE (OCI)

- ★ Program used to schedule practices
- ★ Each Manager receives team login to OCI – Team Portals
- ★ This is where you can:
 - ★ Download team schedule
 - ★ Give/take ice
 - ★ Request a trade ice with other teams
- ★ Instructions will be in your Team Managers documents in TeamSnap

SCHEDULES

- Scheduling blocks:
 - Pre-Seeding round - up to Oct 18
 - Seeding round - Oct 19 – Nov 17
 - Seasonal break (no league games) Nov 18 - Dec 1
 - Regular Season round – Dec 2 - Feb 23
 - Playoffs - Feb 25 - Mar 19
- ❖ Schedules are automatically loaded into your TeamSnap account
- ❖ Practices can not be scheduled until games are released. If you are wondering when you will get your practice schedule, look on HC Important Dates to see when game schedules are released.

SCHEDULE WINDOWS & IMPORTANT DATES

To play in a tournament teams **MUST** submit a request in their Hockey Calgary team account.

- Scheduling window request must be submitted before the deadlines
- Tournaments are not permitted during the Seeding Round (Oct 19 – Nov 17).
- Teams are permitted to play in tournaments during the Season Break from November 20-December 3th and December 22nd-January 2nd.
- To play in a tournament during the regular season (Dec 2-Dec 23/Jan 3-Feb 23) you need to submit a scheduling window **by November 11, 2024.**
- Familiarize yourself with the Hockey Calgary “IMPORTANT DATES”
- If you apply for a travel permit, it will be approved at the same time as the scheduling window

▶ Additional Schedule Window

- ▶ To provide more flexibility, Hockey Calgary is implementing an “Additional Schedule Window Pilot” for the 2024-2025 season that will allow U7 to U18 teams to access an additional schedule window (maximum of 2) during the Regular Season. The first Schedule Window will be complimentary, while the second Schedule Window will be offered for a fee. A portion of this fee will be donated to the Flames Even Strength Program.
- ▶ Note: U7 Teams will receive 2 complimentary Schedule Windows
- ▶ For more details, please see our [Tournament Policy](#)

WHAT'S NEW THIS SEASON?



HOCKEY CALGARY

▶ Game Reschedule Policy

- ▶ To provide more flexibility, Hockey Calgary is implementing a 'Game Reschedule Pilot' for the 2024-25 season that will allow teams to reschedule a Seeding or Regular Season game for a fee. A portion of this fee will be donated to the Flames Even Strength Program.
- ▶ Note: Teams must meet the requirements outlined in the policy
- ▶ For more details, please see the full [Game Reschedule Policy](#)

WHAT'S NEW THIS SEASON?



HOCKEY CALGARY

EXHIBITION GAMES

- Exhibition game requests are made through your Hockey Calgary dashboard
 - ✓ Select “play in an exhibition game”
 - ✓ Minimum 48 hour notice
 - ✓ If the exhibition game is approved, Hockey Calgary will arrange refs (you will pay them cash directly)
 - ✓ You can use your full ice practices for exhibition games (1/2 ice for U7 & U9)

Game Play Guidelines

- ✓ Hockey Calgary Game Play Guidelines:
 - tells you everything you need to know about league games!
- ✓ Will be in your managers team documents



https://www.hockeycalgary.ca/assets/file/Operations/League_Management/Game_Play_Guidelines.pdf

GAME LIMITS

- U7, U9 and U11 have “maximum number of games” limits learn and follow the rules:
 - U7 – Jr max 16, Sr max 20
<https://www.hockeycalgary.ca/operations/timbits-program>
 - U9 – 32
<https://www.hockeycalgary.ca/programs/u9-development-league>
 - U11 – 45
 - Game limits for U11 start once teams are formed

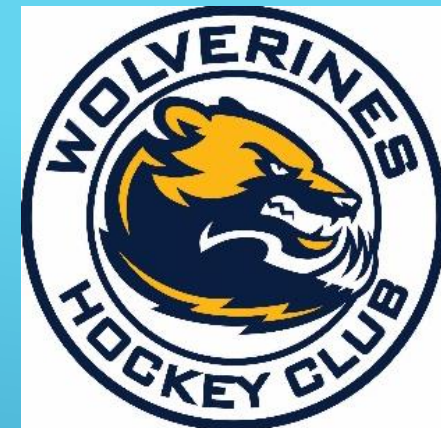


U7 GAME LIMITS

U7 Jr Teams
No games and or
tournaments are
permitted before
November 29th

U7 Sr Teams
No games and or
tournaments are
permitted before
November 15th

U7 Jr. Timbits - Age: 5 (2019 born)								
Prep/Eval & Development Phase			Game Play Phase			End-of-Season Phase		
Sept 9 - Nov 28			Nov 29 - Feb 23			Feb 24 - Mar 31		
12	16-22	0	12	16-24	10-12	5	2-4	4-6
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40-50								
Total Cross-Ice Games: 16 max								
Maximum 2 Tournaments/Jamborees (HC Jamboree Excluded)								
Only 1 Tournament/Jamboree can be out-of-town**								
U7 Sr. Timbits - Age: 6 (2018 born)								
Prep/Eval & Development Phase			Game Play Phase			End-of-Season Phase		
Sept 9 - Nov 14			Nov 15 - Feb 23			Feb 24 - Mar 31		
10	14-18	0	14	18-28	10-14	5	2-4	6-10
Weeks	Practices	Games	Weeks	Practices	Games	Weeks	Practices	Games
Total Practices: 40-50								
Total Cross-Ice Games: 20 max								
Maximum 3 Tournaments/Jamborees (HC Jamboree Excluded)								
Only 1 Tournament/Jamboree can be out-of-town**								



GAME SHEETS

** Electronic game sheets for U11 **

Home team is responsible for providing the game sheet

Print off team stickers! *in managers resources*

Note any affiliates (AP)

Referee must sign at the end of the game

Enter into HC website within 24 hours of the game

AFFILIATES

- Sometimes a player needs to miss a game and the coach will want to affiliate a player
 - Affiliates CANNOT be used to replace a suspended player
 - Affiliates must be on the approved list – do not play an affiliate until you have the list!
 - You will see a list of available affiliates on your Hockey Calgary Dashboard. Name not there, cannot use.
 - There are limits to how many games an Affiliate can play
 - U11– U21 = 10 games
 - U9 = 5 games
 - The League Chair must be informed BEFORE the game

- Use if your designated goalie is sick, injured or suspended and affiliate goalie is unavailable
- Must be from a team of equal or lower division or age category
- Goalie from outside association can be used (not preferred)
- Can not be used to have a “backup” on the bench
- Procedure:
 - Email League Chair to request substitute goaltender
 - Include: name and team of requested goalie (if known), as well as confirmation of approval from SG’s head coach
 - League Chair will obtain approval from Governor
 - League Chair will notify you of approval
 - Write “SG” beside their name on game sheet
- ▶ https://www.hockeycalgary.ca/assets/file/Operations/Policies&Procedures/Hockey_Calgary_Substitute_Goaltender_Procedure.pdf

SUBSTITUTE GOALTENDER PROCEDURE



HOCKEY CALGARY

GOVERNOR AND LEAGUE CHAIR CONTACT INFORMATION

WHO IS YOUR LEAGUE CHAIR?

<https://www.hockeycalgary.ca/stream/page/stream/community-council/page/contacts>

TIMEKEEPERS AND SCOREKEEPERS

- The home team is responsible for providing the game sheet
- Each team must supply two off ice officials for all home games
- U9 – The Home Team will be responsible for the Timekeeper and Scorekeeper 1; the Visiting team will be responsible for Scorekeeper 2.
- U11- U21 – Each team must supply two off-ice officials for all games.
 - The Home Team will be responsible for the Timekeeper and Home Penalty box; the Visiting team will be responsible for the Scorekeeper and Visitor Penalty box.

Create a volunteer schedule for your team!

▶ WHC Policies and Procedures - Unauthorized Apparel and Merchandise Penalties

- ▶ Any team purchasing apparel, merchandise or other items with the Wolverines name and/or logo other than from an authorized WHC supplier will face a penalty. Current penalty is loss of two practice ice times.
- ▶ Any team that uses any unauthorized uniform item will result in immediate suspension of Head Coach and Team Manager.

<https://wolverineshockey.ca/apparel/>

APPAREL POLICY



APPAREL REMINDERS

- ▶ Team Apparel is available Adrenalin Source for Sports, Level 2 Sportswear OR Pro Hockey Life (130th location)
- ▶ Our logo can only be used by approved suppliers
- ▶ No name bars or crests on WHC jerseys
- ▶ Penalties will apply for non compliance

PICTURE DAY



- ▶ Picture day will be – October 19th
 - ▶ New photographer!
 - ▶ McKenzie Town Hall - gymnasium
 - ▶ Managers will receive a link to a google sheet to sign up for their preferred time

WOLVERINES PLAYER ASSISTANCE FUND

- ▶ The Player Assistance Fund provides financial support in the form of registration fee support and cash call support to Wolverines families facing financial challenges or obstacles.
 - ▶ Make your families aware that they can apply if they are struggling with cash calls etc
 - ▶ Applications will be available on our website (Oct 15 deadline)
 - ▶ Consider donating extra team funds at the end of the season
 - ▶ Every bit helps!!!

NEW THIS YEAR!

VOLUNTEER BOND



The Volunteer Bond was introduced to encourage WHC members to get involved and help. The time commitment is reasonable, and the help is beneficial and appreciated by the entire Club!

- ▶ Financial value - \$100 per player
 - ▶ Paid at registration
 - ▶ Reimbursed at the end of the season if volunteer bond requirements are met
- ▶ 10 “units” of volunteering per player

NEW THIS YEAR!

VOLUNTEER BOND

Roles that fulfill WHC Volunteer Bond Requirements

CLUB LEVEL Volunteering:

CLUB LEVEL volunteering includes the following list, which isn't necessarily exhaustive:

- FULL BOND:
 - Board Member
 - Hockey Calgary League Chair
 - Casino volunteers
 - WHC Equipment Coordinator
 - Special Board approved projects or committees
- UNITS INDIVIDUALLY TRACKED:
 - Evaluations: Bench Supervisor/Dressing Room Supervisor/ Check in desk
 - WHC Tournament Support. For ex: Swag bags, registration tables etc.
 - Photo day volunteers

NEW THIS YEAR!
VOLUNTEER BOND

Roles that fulfill WHC Volunteer Bond Requirements

TEAM LEVEL Volunteering:

TEAM LEVEL volunteering includes the following, which is not necessarily exhaustive:

- FULL BOND:
 - Team Manager
 - Co-Manager
 - Parent Rep
 - Jersey Parent x2
 - Team Treasurer
 - Head Coach
 - Assistant Coach (incl. goalie coach)
 - Team Fundraising Coordinator (1 per team, if applicable)
 - Team Tournament Coordinator (1 per team, if applicable)
- UNITS INDIVIDUALLY TRACKED:
 - Off-Ice officials: Time Keeper, Score Keeper, Gate Person (1 game = 1 unit – 10 units meets bond requirements)

VOLUNTEER BOND TRACKING WHAT DO MANAGERS NEED TO KNOW?

Game Day Volunteers and Volunteer Bond Report

- Managers will receive a link to the Team Volunteer Tracking -Volunteer Bond google doc for their age group.
- To get started:
 - Click on the tab for your team – each team will be listed at the bottom of the sheet
 - Review column G (official team roster). Please check this list against the list you have been provided. If there are any inconsistencies please do not make any changes – contact info@wolverineshockey.ca or volunteers@wolverineshockey.ca

The Volunteer Bond Tracking Sheet will cover:

- Evaluation Hours already completed
- Game Day Volunteers
- Other Volunteer Roles

VOLUNTEER BOND TRACKING

WHAT DO MANAGERS NEED TO KNOW?

1. Evaluation Hours - these hours have already been added to the total for the corresponding player. Any changes to these must go through the Director of Volunteers (volunteers@wolverineshockey.ca) or the Administrator (info@wolverineshockey.ca)

2. Game Day Volunteers are to be entered for the following:

-League Games – Lines 6-22

-EMHW, Play-Offs, Exhibition and Tournament Games, lines 24-33

-Game day volunteers are: timekeeper, scorekeeper, penalty box volunteer

Entering Game Day Volunteers

- Select the name of the player the volunteer is associated with from the Player Name drop down
- Once the player's name is entered into the volunteer column, the games will automatically be totaled in the "Total Units Volunteered" column

3. Other volunteers

- Enter the volunteer's name
- Choose the team position from the drop down menu (Head Coach, Assistant Coach, etc.)

These positions will automatically allocate 10 units

- If "other" is selected, use the notes section to describe the volunteer role and enter the units allocated
- Select the name of the player that this volunteer is associated with from the dropdown menu



TREASURER RESPONSIBILITIES

TEAM BANK ACCOUNT

- ▶ WHC will be opening all team accounts at ScotiaBank in McKenzie Towne this season.
- Community Account
 - Limits are waived for the first month!
 - \$3.00/month
 - 10 transactions included
 - 10 cheques
 - \$1.00 etransfer fee
 - Closed at the end of April
 - Any funds remaining in account will be donated to Wolverines Player Assistance Fund



HOW TO SET UP YOUR TEAM ACCOUNT

1. Add 2 signing authorities to the Team Accounts spreadsheet (TEAM CONTACTS TAB)
 - ▶ Tammy from ScotiaBank will contact you directly to start the set up process
2. Select your bank appointment time (BANK APPOINTMENTS TAB)
 - ▶ Sept 28 between 9:30AM-3:30PM
 - ▶ Appointment will be with Tammy Goss
 - ▶ McKenzie Towne Branch - 55 McKenzie Towne Blvd SE
 - ▶ Bring ID

https://docs.google.com/spreadsheets/d/1SHYBnrTeQRCvKNZ2KZcdbCREQ53_9pQbMm1wOUh0M8S4/edit?usp=sharing

MAKE PAYMENTS

- ▶ Keep receipts
- ▶ Try to pay by cheque not cash whenever possible (must pay refs in cash. Keep records!
 - ▶ Secondary signor should be independent of team activities and cannot be treasurer's spouse/partner
- ▶ ALL team funds should go through the bank account - try to minimize cash transactions
 - ▶ DO NOT use personal bank account to manage team funds
- ▶ You MUST provide an equipment deposit to Wolverines (\$500 for all teams)
 - ▶ Etransfer to treasurer@wolverineshockey.ca
 - ▶ Due by Oct 15 – email for extension if funds not yet available
- ▶ Do not pay for alcohol with team funds



PARTICIPATE IN FUNDRAISING

- ▶ Develop a fundraising budget
 - ▶ What costs will you incur (Third Jersey? Jackets? Tournaments? Extra ice time?)
 - ▶ Agree with parents BEFORE fundraising starts
 - ▶ Do NOT over fundraise.....
 - ▶ You may refund “cash call” to parents
 - ▶ You may pay for (a portion of) hotel or food costs at tournaments
 - ▶ You may NOT give excess funds to families at the end of the year
 - ▶ Excess funds at year end will be returned to WHC
 - ▶ If cash call is paid by player subsistence fund it must be returned to WHC

FUNDRAISING LIMITS

- ▶ All monies raised through fund raising must be disbursed through the team's hockey operations.
 - ▶ U7 – U9 teams may fundraise no more than \$15,000 per season
 - ▶ U11 – U13 teams may fundraise no more than \$20,000 per season
 - ▶ U15 – U18 teams may fundraise no more than \$25,000 per season
- ▶ Teams wanting to raise funds above the fundraising limits will be required to submit a written proposal to the Wolverines Treasurer and request approval.
- ▶ Teams can request seed money (cash calls) from parents with the expectation that the funds will be returned to the parents at the end of the season.
- ▶ Cash calls can not exceed the following amounts, unless permission is obtained from the Wolverines Treasurer. It is mandatory, unless pre-approved by the Wolverines Treasurer, that any approved cash calls in excess of the limits listed below are to be returned to parents at the end of the season:
 - U7 & U9 - \$100
 - U11 & U13 - \$150
 - U15 & Up - \$250
- ▶ Excess funds at the end of the season may be returned to parents only to the extent they represent a refund of parent direct contributions (i.e. seed money).

TYPES OF FUNDRAISING

▶ Permitted

- ▶ Cash call from parents
- ▶ TeamFund: <https://fundraisers.myteamfund.ca/p/packages/alberta/calgary-and-area>
- ▶ Bottle drives – check with community association
- ▶ Raffles (including 50/50, puck toss, Grey Cup or SuperBowl tickets)– You MUST obtain a licence from the AGLC USING YOUR OWN TEAM NAME (www.aglc.ab.ca)
 - ▶ You can ONLY spend gaming money on things approved in your licence (no liquor, no clothes)
- ▶ If you use the Wolverines licence your team will be fined your full equipment deposit amount

ASSOCIATION LEVEL FUNDRAISING



Great White Car Wash


- Gift cards fundraising program
- Will run Oct 1 to 31
- Each team will sell minimum of \$1,000 in gift cards

IMPORTANT REMINDERS



- ▶ Teams will be invoiced in January for:
 - ▶ TeamSnap fee - \$35 per team
 - ▶ Additional coach roster fee - \$50 per additional coach
 - ▶ 5 coaches are covered by WHC for U11 to U21
 - ▶ 7 coaches are covered by WHC for U7 to U9

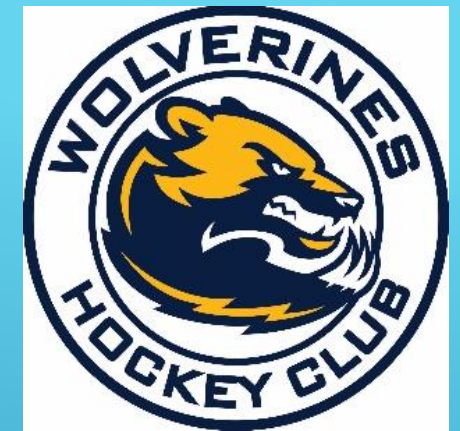
DONATIONS

- ▶ Your team may accept donations
 - ▶ WHC is NOT a registered charity and we cannot issue charitable tax receipts
 - ▶ It's nice if the team sends a thank you letter signed by the players
 - ▶ Some corporate donations need to go through WHC – that's okay – we can help
- 
- A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.



BUDGETS

- ▶ Prepare and submit budget financial statements
- ▶ On or before October 15
 - ▶ Email the statements to ALL team parents and cc treasurer@wolverineshockey.ca
 - ▶ Use a format you are comfortable with – see suggested format at <https://wolverineshockey.ca/templates-and-tools/>
 - ▶ Show all cash inflows and outflows
 - ▶ One parent (non coach or manager) must sign off on the budget electronic signature is permitable



FINANCIAL STATEMENTS

- ▶ Twice a year, prepare and submit financial statements
- ▶ At December 31 – Due no later than January 15
 - ▶ Email the statements to ALL team parents and cc treasurer@wolverineshockey.ca
 - ▶ Use a format you are comfortable with – see suggested format at <https://wolverineshockey.ca/templates-and-tools/>
 - ▶ Show all cash inflows and outflows
 - ▶ Projection of how all funds will be spent to the end of the year

YEAR END FINANCIAL STATEMENTS

- ▶ Email statements to all parents and treasurer@wolverineshockey.ca with team name in subject line (eg U9 1 Blue Year End Financial Statements)
- ▶ Have one parent (Non team staff) forward that e-mail to the treasurer saying they approve the statements (that counts as the signature)!
- ▶ Show the equipment refund as if it was received
- ▶ Describe how excess funds will be spent
 - ▶ Refund ONLY to the extent parents put in money for cash call
 - ▶ Donate remainder back to the Wolverines
- ▶ Attach a pdf of the most recent bank statement
- ▶ One team per age category will have statements audited at mid-year and Year End
 - ▶ If selected include:
 - ▶ All sources of income (Cash calls/fundraising)
 - ▶ All payment receipts
 - ▶ Bank statements




EQUIPMENT DEPOSITS

- ▶ Return equipment as soon as the team is finished playing
 - ▶ Fines/penalties for damaged or lost items
 - ▶ Full deposit will be forfeited for any violation of Gaming rules
 - ▶ Equipment must be received by April 30 (or an extension requested from info@wolverineshockey.ca)
 - ▶ \$50 penalty for first week overdue; \$25/week thereafter
- ▶ After the equipment deposit is received AND the final financial statements are received, your refund will be processed (less any penalties noted above)
- ▶ If the final financial statements are not received by May 15th (or an extension required) the deposit will be forfeited
- ▶ If selected for Year End Audit equipment deposit will be held until completed



PARENT REP RESPONSIBILITIES

PARENT REP

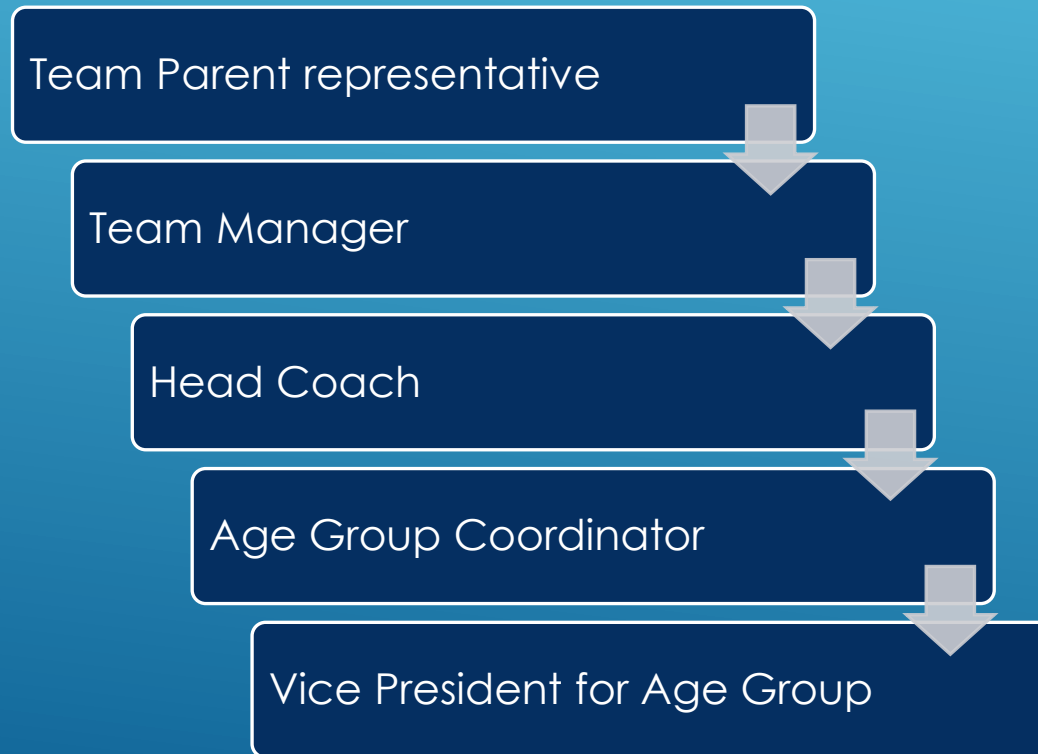
- ▶ Liaise between parents, coaches and WHC if necessary
 - ▶ Adhere to the Wolverines Game and Conduct process
 - ▶ Get familiar with the process!
 - ▶ Read the Standing Policies and Procedures
 - ▶ Don't ignore team issues – be proactive!
 - ▶ Let's work together to resolve things before they become problems
 - ▶ "It's not my job" or "I didn't think it would be this hard" is not an appropriate response
- 

PARENT REP

- ▶ **It is important to choose a parent rep carefully, shouldn't be friends with the coach.**
- ▶ Parent representative should be ensuring fair play code and respect in sport principles are being followed by players, coaches, and parents alike.
- ▶ Wolverines Policies on the Prevention of Harassment, Bullying and Abuse
- ▶ Player, Parent and Coach Fair Play Codes
- ▶ 2 responsible adults, preferably coaches, in the dressing room at all times.
100% of player on player issues occurred with no adult supervision.
Head Coach is responsible for dressing room up to 1 hour pre and post ice time.

ESCALATION TREE


From time to time, issues may arise on an individual team. This may include safety issues as described above, or other team management issues including perceived concerns with fair play or financial concerns. Should an individual have any team related issues to be addressed, they shall involve (in this order)



GAME AND CONDUCT

- ▶ Wolverines Hockey Club has a Director of Game & Conduct
 - ▶ Gameandconduct@wolverineshockey.ca
 - ▶ If the parent rep needs advice or support with an issue they should contact Game and Conduct
 - ▶ It would be rare for anyone other than the parent rep to contact Game and Conduct directly

GAME AND CONDUCT

- ▶ If after meeting with the AGC the issue is not resolved THEN involve Game and Conduct
 - ▶ In RARE situations, go straight to G&C if a parent feels threatened by someone in the process
 - ▶ All incidents reported to G&C will be reported to the Executive on an anonymous basis
 - ▶ If G&C cannot resolve an issue it will go to Discipline Committee
- 

GAME AND CONDUCT

- ▶ Refer to Page 8 for Game and Conduct and Page 10 for Disciple Committee of the WHC Procedures Some Key Points
 - ▶ Follow the 24 hour rule
 - ▶ Follow the protocol for escalation
 - ▶ Parent Rep
 - ▶ Manager
 - ▶ Head Coach
 - ▶ Age Group Coordinator
 - ▶ Vice President for the Age Group

ASK QUESTIONS - ASSUME NOTHING

President – Jordan Witzel – president@wolverineshockey.ca

Age Group Coordinators

First Vice President – Melisa Sanders – firstvp@wolverineshockey.ca

Second Vice President – Shane Meahan – secondvp@wolverineshockey.ca

Manager of Operations – Erin Boulet – info@wolverineshockey.ca

Director of Volunteers – Branden Pavey – volunteers@wolverineshockey.ca

Managers are
a key part of a
great season!

Thank you for
volunteering
your time and
efforts!

THANK YOU!!!