

**WHITEMUD WEST HOCKEY
ASSOCIATION**



PARENT AND PLAYER HANDBOOK

2010-2011

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This handbook has been designed to inform the parents and players of Whitemud West Hockey Association (WWHA) about the structure and philosophy of our program.

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1. The WWHHA Organization

The Whitemud West Hockey Association (WWHA) is a volunteer operated, non-profit organization formed to organize and administer Minor Hockey within the Whitemud West area. An Executive Committee and Board is formed from the general membership to carry out this mandate.

The Whitemud West Hockey Association makes up one of the largest minor hockey programs in the City of Edmonton. Whitemud West is part of the "North West" zone and the area is bounded by Stony Plain Road and McKinnon Ravine on the north, the North Saskatchewan River on the east and south, and the city limits on the west, including Enoch. We represent over 40 West Edmonton community leagues, with teams in the Initiation, Novice, Atom, Peewee and Bantam categories. To participate in WWHHA, one must first have a valid membership in an Edmonton Community League.

The Executive Committee consists of elected members with elections held once yearly at the Annual General Meeting in June. Appointed Board Members and Sub-committees are formed to oversee or undertake selected projects such as evaluations, tournaments, discipline, etc. The Executive Committee and Board Members meet approximately once a month.

The philosophy of the Whitemud West Hockey Association is to provide a high quality program for all players on each team at all levels. This program should not only develop their hockey skills but also their enjoyment of the game as well as their growth as young adults, capable of contributing effectively as a member of their community.

The guidelines by which the WWHHA operates are in the WWHHA Policy and Procedures Manual. This manual provides the job descriptions, rules and guidelines under which the organization operates.

2. Program Information

Players registered in the Whitemud West Hockey program are grouped by age with the WWHA assuming responsibility for Initiation 1A, Initiation 2A, Novice, Atom, Peewee, and Bantam. The age of the player as of December 31st determines the age category.

Initiation 1A	4 – 6 year olds	2004 - 2006
Initiation 2A	5 & 6 year olds	2004 - 2005
Novice	7 & 8 year olds	2002 - 2003
Atom	9 & 10 year olds	2000 - 2001
Peewee	11 & 12 year olds	1998 - 1999
Bantam	13 & 14 year olds	1996 - 1997

*Initiation 1A is for first time hockey players. Players are taught the basic skills and fundamentals of hockey in a group setting. There are twenty 1 – hour skill development lessons at Callingwood Arena at the same time each weekend. Three free learn to skate lessons are also available in September. Full hockey equipment is required. Instructors are generally parents who are interested in becoming involved in our program and will be offered a coaching course at WWHA's expense. The season will begin Oct. 9th & 10th.

*Initiation 2A is for players who are generally very comfortable on skates and is intended to introduce players to the game of hockey at its most basic level. The season consists of 20 -½ ice games and 20- ½ ice practices. Games are refereed by the coaches of each team.

Each team from Novice through Bantam receives a minimum of 22 games and 15 hours of indoor practice time over the course of the season. The regular season consists of three rounds of games with tiering occurring after each round. The regular season is then followed by a playoff round. In addition, each team (Novice and older) plays a minimum of 2 games during Minor Hockey Week held in January. Teams may also seek additional exhibition or tournament games, at an extra cost to parents.

3. Hockey Administration

Canadian Hockey Association
governs amateur hockey across Canada

Alberta Hockey Association
governs amateur leagues in Alberta

Edmonton Minor Hockey Association
governs all AA & Federation leagues in the city

Edmonton and Area Federation Hockey Council
governs minor hockey on behalf of the
Community leagues and Knights of Columbus programs

Northwest Zone Community Athletic Club
administers the NWZ Programs

Whitemud West Hockey Association
administers Minor Hockey within the Whitemud West area
(including that of all affiliated Community Leagues)

4. Registration and Fees

Registration fees are set by the Whitemud West Executive prior to the start of the season. Fees must be paid in full, and all documents received at the time of registration. If this is not possible, appropriate arrangements must be made prior to participation in WWHA activities. (Contact the WWHA office @ 780-486-6486). **Remember, if your fees are not paid, and all documents are not received, your child is not eligible to participate.**

REGISTRATION FEES ARE NON-REFUNDABLE other than under exceptional circumstances such as medical illness or injury that prevents further participation in the season, or relocation out of the City of Edmonton. Refunds will be pro-rated depending upon the percentage of the season completed and all refunds will be subject to a \$75.00 administrative fee. All refunds must be ratified by the Executive Committee.

EMHA POLICY

Notwithstanding anything contained in any bylaw, regulation, or operating directive, or any other rule of the EMHA Board of Directors, Federation, Junior, or AA Hockey, registration as a player or member is not a right, but a privilege, and the EMHA Board of Directors reserves the right to refuse or revoke membership and or registration to anyone whose conduct or that of her parent, guardian or family has failed to comply with the values of our mission statement, vision statement or “Good of the Game” conduct requirements.

5. Evaluations - Why, Where and How

Hockey players may vary considerably in their individual skills. In general, players have a more enjoyable experience when playing with other players of similar abilities. In order to provide this, an evaluation process is necessary.

In the WWHHA, all players Novice through Bantam participate in evaluations. Evaluations are based on the player's age category and direct observation of hockey skills with a strong emphasis on skating. The purpose of evaluations is to create teams consisting of players with similar abilities. Every effort is made to ensure a fair and equitable process. The Evaluation Committee, in consultation with the WWHHA executive, develops and conducts the evaluation process. A description of this process can be found in the Whitemud West Evaluations Handbook.

Please remember that the selection process may be difficult for both players and evaluators and we ask that you do not make it more difficult with your actions or comments.

Any questions about the evaluation process should be directed to the Evaluation Communication Chair, Paula Sharman at rsharman@shaw.ca or (780) 499-2999.

Please check the website in mid-August for the date, time and location on your child's evaluations.

Full hockey equipment is required.

6. Team Formation, Funding and Tiering

When evaluations are completed, the Executive and Evaluation Committee will place players on teams based on the evaluation results. Each team will consist of 12 to 17 players depending on the number of registrants. Most teams will consist of 3 forward lines, 4 to 6 defencemen and 1 or 2 goaltenders. After completion of the evaluations, the coach of your team will notify you.

Your registration fees provide practice, game, play-off and Minor Hockey Week ice times as outlined as a basic season by the Federation Hockey Council. Typically, teams will require more revenue to obtain additional practice ice, play exhibition games and enter tournaments in Edmonton and/or out of town. The source of additional monies for each team, to the limits the parental majority may set, is considered part of each parent's responsibility in order to provide extra team activities and keep the team competitive in its category. All parents should consider fund raising as part of their commitment to their child's hockey season and expect the top 5 or 6 teams in any age category to be very aggressive. It is the coach and manager's responsibility to organize and meet with the parents and assistant coaches to discuss and set a seasonal course of action for the team. **Parents with players in the top group of teams should consider the fund raising requirements before committing their child to the team.**

The Federation Hockey Council organizes a tiering committee with a chairperson and representatives from each of the operating programs in the city. The committee is responsible for placing teams in divisions of approximately equal abilities. This committee meets prior to the start of the season and after each of the three rounds during the season. Teams can be moved to lower or higher divisions depending on their level of play. The purpose of tiering is to group teams at similar competitive levels.

Please remember that in a large program such as WWHA, there may be more than one WWHA team in a given tier. It is not unusual for two WWHA teams to be placed in Tier 1, Tier 2, etc. This also means, for example, that if your child is placed on Team 3 he/she may not necessarily play in Tier 3 for league play.

Tier and Team Numbers are not the same.

7. Insurance

The WWHHA, through its registration fees, participates in the Canadian Hockey Association National Insurance Program. This includes Comprehensive General Liability, Accidental Death and Dismemberment and Major Medical/Dental coverage.

The Major Medical/Dental coverage is a third line payer, who provides supplemental coverage to augment Provincial Health Care Plans and Private Insurance Plans. Any costs must first be pursued through these channels before the CHA plan comes into effect. The CHA plan provides only 80% reimbursement of expenses with the final 20% covered by the WWHHA at the discretion of the Executive Committee. The most common use of this plan is for ambulance fees not covered by the player's Private Insurance Plan. In order to obtain reimbursement for expenses, a CHA Accident Report Form must be completed and submitted (accompanied by receipts and/or invoices) within 90 days of the accident to our office at 108 Garipey Crescent, T6M 1A1. The CHA Accident Report Form may be obtained from your Coach or Team Manager and should be taken with you on all hospital or doctor visits. A copy should be kept for your own records. Forms may be obtained from the EMHA website www.emha.ca. Any questions regarding insurance coverage should be directed to the Vice President of Administration.

8. Coaching

The objective of the WWHA is to provide a high quality program for the players on every team, at all levels. The program should not only develop their hockey skills but also enhance their enjoyment of the game. It should also promote their growth as young adults capable of contributing effectively as members of their community.

For these reasons, it is extremely important that care be taken to select the right individuals to assume the coaching responsibilities.

Whitemud West selects coaches based on a combination of interrelated factors including:

- The individuals past coaching experience.
- A foundation of fair play and respect for the kids, parents, opponents and officials.
- CHA certification levels.
- Ability to develop a practice program that focuses on skill and team development.
- Ability to form a coaching team that maximizes the fun and skill development for the players.
- Previous seasons coaching evaluation forms and feedback from parents.
- Interpersonal and leadership skills.
- Clearance from Police Information Check (WWHA will provide the forms and cover the cost).

Coaching is not an easy job, but it is one of the most rewarding experiences if both coaches and parents remain focused on creating a positive, fun and fair experience for the kids.

Please try to take into account the entire team, not just your son or daughter, when judging coaches. Better yet, roll up your sleeves and give them a hand.

9. Communications

Effective communication is of critical importance to our program.

WWHA is taking a number of steps in an attempt to keep all participants fully apprised of important aspects of the program. Here is what we are doing this season to keep you informed.

1. In addition to this handbook, there are two newsletters scheduled. Newsletters will be posted on our website. **(Newsletters are an effective means of communication only when read by the recipients)**
2. The Whitemud West website may be used to post information of general interest. Coaches and players are invited to use this for messages of interest to other participants. All information is subject to approval from the WWHA website manager.
Contact bdrkosy@shaw.ca for all postings.
3. Whitemud West Hockey website has various links. Please visit us at:

www.whitemudwest.com

4. If you wish to contact any Executive or Committee member, please e-mail the office at:

admin@whitemudwest.com

OR

Click on a person's name on the Executive & Board Members List on our website

10. Uniforms and Equipment

The WWHA colors and style are based on designs that are selected by the Whitemud West Executive Committee. These colors and styles are the WWHA identity, and as such, substitutions, changes, or deviations cannot be made without the consent of the Executive Committee.

Each team will be supplied with a home and away jersey for each player as well as two pairs of socks. In order to maximize the length of their use, players **ARE NOT ALLOWED** to wear these jerseys for practices and must supply their own practice jerseys. Sets of team jerseys shall be carried in WWHA-provided garment bags and laundered by appointed parents. **JERSEYS SHOULD NOT BE GIVEN TO PLAYERS** as they are easily cut or destroyed in player's equipment bags. **Name Bars** must be stitched and not glued on the jersey. Jerseys (but not socks) must be returned in excellent condition at the end of the season or **you may be responsible for their replacement costs**.

Each player is responsible for obtaining the remainder of his or her own equipment. Insurance coverage dictates that each player must be fully equipped with CSA approved equipment. The WWHA will supply goaltender equipment (if possible) to goaltenders that do not have their own.

EMHA has ruled that the wearing of mouth guards be mandatory for all players in all levels of hockey.

WWHA jackets, tracksuits, T-shirts, toques, hats etc. are available for purchase through a supplier selected by the WWHA. Using a consistent design and official logo for all apparel enables your child to wear his/her clothing for more than one year and you will receive the benefits of volume purchasing. Please see the apparel tab on the website for more information.

11. Discipline Guidelines

Hockey should be a positive experience with an emphasis on sportsmanship for all participants. Players, parents and team officials are encouraged to participate in a positive manner.

Remember, we are all volunteers and recognition of the efforts made by referees, opponents and other volunteers is encouraged. Harassment of officials, opponents or teammates **IS NOT ACCEPTABLE**. Every team must have all participants and parents sign the For the Good of the Game sheet and adhere to its guidelines.

Please Note: the Whitemud West Hockey Committee may give extra suspensions to players incurring major, match and gross misconduct penalties **IN ADDITION** to any suspensions imposed by the EMHA.

NOTICE TO FANS

The referee, City Category Director, Zone Director or WWHA Category Director may stop any game until a fan or fans who may be causing problems leaves the arena. The game will not proceed until such departure and failure to leave results in forfeiture of the game by the offending team.

The rules used are those in the Canadian Hockey Association rulebook, although minor modifications may be made by the EMHA to suit local conditions. Remember, in the EMHA, a game misconduct AND an additional one game suspension automatically accompanies any **HITTING FROM BEHIND** infraction.

12. Process for Parental and/or Coach Concerns

Each team must choose a **Parent Representative** who is not involved in running the team's day-to-day activities. (i.e. not the Coach, Manager, Treasurer etc.)

** Parents concerns with Coaches **

A dispute or concern should be routed according to the following steps:

- FIRSTLY: Direct conversation with the **Coach**.
(Or if the coach is involved contact the Parent Representative first.)
- SECONDLY: Report to the **Parent Representative** of the team.
- THIRDLY: Report to your **Category Director**.
- FOURTHLY: Report to Whitemud West **Disputes & Arbitration representative**, in writing or by e-mail.

** Coaches concerns with Parents **

A dispute or concern should be routed according to the following steps:

- FIRSTLY: Direct conversation with the **parent**.
- SECONDLY: Report to the **Parent Representative** of the team.
- THIRDLY: Report to the **Category Director**.
- FOURTHLY: Report to WWHA **Disputes & Arbitration representative**, in writing or by e-mail.

- Please be objective with your concerns.
- Disputes & Arbitration, where possible and appropriate, will conduct investigations to ensure fair resolution.

13. Volunteers

The WWHA is a volunteer organization, and as such, the strength and success of our organization is directly dependent on the strength and support of our volunteers.

Volunteers are required at all levels including the Executive Committee, Board Members and various sub-committees, tournament organization, Coaches, Managers and a host of other jobs.

Volunteers, some of whom put in countless hours of energy and time, help to run our program. Although it is easy to criticize, it is much more beneficial to the organization and your child if you provide us with your input. Volunteers, like you, help to build a strong organization so that our players and parents will have a successful and enjoyable hockey season.

An Organization Is Only As Strong As Its Volunteers
Pick a Spot! Help Make It Happen!

14. Recognition & Prevention of Abuse

In response to adverse events that have occurred over the past few years, the CHA has developed a comprehensive policy in this area.

The CHA and WWHA are part of the sporting community in our country committed to seeking better ways to keep our youth safe. Protecting participants from all forms of abuse and neglect, whether emotional, physical or sexual, is an important element of safety. The CHA considers any form of abuse or neglect unacceptable and will do all it can to prevent this intolerable social problem. To this end, the CHA will promote awareness of all forms of abuse and neglect by providing educational materials and programs for participants, parents, volunteers, and staff members. Through the use of these strategies, we will send a clear message to all potential abusers and sexual predators that hockey participants are not easy targets. The CHA is committed to the highest possible standards of care for its participants.

POLICY

It is the policy of the CHA that there shall be no abuse and neglect, whether physical, emotional or sexual of any participant in any of its programs. The CHA expects every parent, volunteer and staff member to take all reasonable steps to safeguard the welfare of its participants and protect them from any form of maltreatment.

15. Hockey Equipment Requirements

1. Hockey Helmet c/w Mask (must be CSA Approved)
2. Hockey Skates (no Figure skates allowed)
3. Hockey Stick (taped at both ends and cut to between chin and nose height with skates on)
4. Neck Protector
5. Shoulder Pads
6. Elbow Pads
7. Hockey Pants
8. Shin Pads
9. Hockey Gloves
10. Hockey Socks
11. Garter Belt
12. Protective Cup or Jill Strap
13. Hockey Bag
14. Water Bottle
15. Mouthguard

In conjunction with Klondike Cycle and Sports, Whitemud West is offering a \$50.00 voucher towards a starter hockey kit purchased at Klondike Sports.

Klondike Cycle is located at 9440 – 149 Street.
Phone #: (780) 484-3307

Please remember that your child's safety is due in part to the equipment they are wearing.

Hockey Jerseys will be provided by WWHA.

16. Arenas

CITY OF EDMONTON

Bill Hunter	9200 – 163 St.
Callingwood	17740 – 69 Ave.
Castledowns	11520 - 153 Ave.
Clairview	3804 - 139 Ave.
Confederation	11204 - 43 Ave.
Coronation	13500 - 112 Ave.
Crestwood	9940 - 147 St.
Donnan	9105 - 80 Ave.
Glengarry	13340 - 85 St.
Grand Trunk	13025 - 112 St.
Kenilworth	8313 - 68 A St.
Londonderry	14520 - 66 St.
Michael Cameron	10404 - 56 St.
Mill Woods	7207 - 28 Ave.
Oliver	10335 - 119 St.
Russ Barnes	6725 - 121 Ave
South Side	10525 - 72 Ave.
Tipton	10828 - 80 Ave.
Westwood	12040 - 97 St.

OTHER ARENAS

Agricom	118 Ave & Wayne Gretzky Dr 66 Hebert Rd St. Albert
Akinsdale / Kinex	
Argyll Plaza	9933 Argyll Rd.
CAC Arena	14640 – 142 St.
Clare Drake – U of A	115 St & 87 Ave.
Garrison	CFB Namao
Jubilee	Fort Saskatchewan
Kinsmen Twin Arenas	111 St. & 19 Ave
K.C. Twin Arenas	13160-137 Ave.
Messier / Murray / Performance	Campbell Indus Park St. Albert
Millenium Place	Broadmoor Blvd Sherwood Park
NAIT Arena	11762 – 106 St.
River Cree Twin Rinks	Whitemud Dr. & Winterburn Rd.

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