



WINDSOR MINOR HOCKEY ASSOCIATION

TRAVEL GUIDELINES

The attached Guidelines have been developed to detail additional rules and regulations, which are to be followed by all Windsor Minor Hockey Association (WMHA) representative teams. The Guidelines are intended to maximize the safety and enjoyment of the Travel Hockey season. The team staff (coaches, manager & trainer), parents and players are to familiarize themselves with these guidelines.

The official start to the Travel Season is August 15th

TABLE OF CONTENTS

1. GAMES
2. PRACTICES
3. GAME OFFICIALS
4. TOURNAMENTS
5. TEAM CALENDAR
6. PLAYER ASSIGNMENT & MOVEMENT
7. TRAVEL RESTRICTIONS
8. CONDUCT
9. ALCOHOL
10. SOCIAL EVENTS
11. FINANCIAL REPORTING
12. FINANCIAL GUIDELINES
13. FUNDRAISING
14. UNIFORM POLICY
15. COACH, TRAINER AND TEAM VOLUNTEERS
16. PARENT GRIEVANCE PROCEDURE
17. APPAREL
18. PARENT GUIDELINES

1. GAMES

1. All WMHA representative hockey teams will be restricted as to a total of sixty (60) games they will be allowed to play over the season. This applies to league, exhibition and tournament games (tournaments will count for a total of three games).
2. Midget teams are restricted to a total of seventy (70) games.

2. PRACTICES

1. Practice ice will be provided by mid-September.
2. Travel teams (except Midget & Juvenile) will be allocated approximately four hours of practice time every two weeks. Practice ice forms part of the Travel Fees.
3. Managers will collect the Travel Fees and present all cheques to the WMHA Treasurer by October 15th.
4. Ice allocation after February 1st will be subject to change based on availability due to scheduling of Playdowns and Playoffs.
5. Practice hours are to be used exclusively for practices. Games to be played on practice hours must be approved by the Vice President of Travel.
6. Summer ice time and dry land training are optional for the players and can become mandatory after August 15th. Discretion is to be used if a player has finals in baseball, soccer, etc.

3. GAME OFFICIALS

1. The WMHA will pay for timekeepers for regular season and post-season games
2. All Travel Teams are to pay the cost for on-ice officials. The WMHA will reimburse the first 10 regular season games.

4. TOURNAMENTS

1. Travel Teams will be restricted to entering a maximum of four tournaments (plus any Windsor tournaments) over the course of the season.
2. All tournaments must be approved by the VP of Travel.

5. TEAM CALENDARS

1. Calendars for all teams must be submitted to the Travel Committee for approval on a monthly basis.

6. PLAYER ASSIGNMENT & MOVEMENT

1. Travel teams will each select a maximum of nineteen (19) and a minimum of fifteen (15) players, of which two (2) will be goalkeepers, with the exception of Juveniles. Selection of players for each Travel team is at the discretion of the head coach for each team, subject to review by the Vice-President of Travel.
2. Travel teams will establish a final selection of players by no later than January 10 of each season. The cut-off point for interchange of players with the House League system will be determined each year by the Vice-Presidents.
3. Players cut from Travel teams prior to the point in time when House League teams are made up will be assigned to House League teams as part of the normal selection process. Players released from Travel teams after House League teams are made up will take the place of the player who is moved up from House League to fill the Travel position, at the discretion of the Vice-Presidents.
4. Changes in a Travel team' roster after the cut-off for interchange of players with House League system will be subject to approval by the Vice-Presidents.
5. Players quitting a Travel team after the cut-off date with House League are not guaranteed placement on a team and may be required to withdraw from WMHA for the balance of the season.
6. "AA" and "AE" players unavailable due to accident, illness or other legitimate reason can be replaced on a game-by-game basis with House League players from the same division, with permission of the Convener and House League Coach of the player so affected. This must not interfere with participation of the replacement player on their House League team.

7. TRAVEL RESTRICTIONS

1. Any games played outside of Bluewater League play must receive approval from the VP of Travel. Travel permits must be submitted and approved.

8. CONDUCT

1. All Travel teams represent WMHA, their Sponsor and the City of Windsor. Coaches, players and parents, all players are to conduct themselves in a manner that will reflect a positive image. A team dress code is advised. See the Dress Code Policy on the WMHA website.

9. ALCOHOL

1. *THE CONSUMPTION OF ALCOHOLIC BEVERAGES **WILL NOT BE PERMITTED ON A TEAM BUS OR TRAIN, OR IN ARENAS OR PARKING LOTS. ALCOHOL RELATED SITUATIONS COULD RESULT IN IMMEDIATE SUSPENSION OF PLAYER(S), TEAM OFFICIALS AND PARENTS.***

10. SOCIAL EVENTS

1. Notice of all team social events must be approved by the WMHA Travel Committee and the Fundraising Director prior to the event.

11. FINANCIAL REPORTING

1. Team financial reports must be submitted by following dates to the VP of Travel and the Treasurer.
 - a. June 30th (preliminary budget), except Midget Major & Juvenile (due no later than September 30th)
 - b. September 1st (final budget for the year)
 - c. November 30th
 - d. January 31st
 - e. April 30th (final report)

12. FINANCIAL GUIDELINES

1. Each team must have a manager whose duties include the collection, disbursement and handling of all team funds.

NO COACH (OR THEIR SPOUSE) IS TO HANDLE THIS FUNCTION!

2. It is required that each team opens a separate bank account to conduct the affairs of the team. The separate account will provide a good record of transactions and dates, etc. Personal accounts are never to be used to conduct the affairs of the team.
 - *This account must require two signatures for any cheque or withdrawals from the account.* These people must not be related but both must be directly involved with the team and approved by the team coaches and parents.
3. Each Team is to set up their account at any financial institution that sponsors the WMHA. Each account is to be set up so that it can be accessed via the Internet. The WMHA Treasurer is to be given access to the account.

4. The account must be set up in such a manner as to provide the team manager a monthly statement and returned cancelled cheques.
5. All transactions should be substantiated with receipts. Duplicate receipt books should be used for all receipts.
6. It is required that the Head Coach receives a copy of the bank statement each month for their review.
7. Financial reports are required to be submitted to the Travel Committee per the schedule detailed in Financial Reporting.
8. The Head Coach is responsible for the disbursement of team funds.
9. All funds collected are to be deposited into the Team Account.
10. Teams requiring cash advances are to contact the Treasurer.
11. Travel tryout moneys are the property of the WMHA.
12. All teams are to use the Financial Reporting Program provided by the WMHA Treasurer.
13. The VP of Travel, the Travel Committee and the WMHA Treasurer have authority to audit any team account. They also have authority to direct any payment to be made and to close any team account.

13. FUNDRAISING

1. All Travel teams are to adhere to the Fundraising Guidelines. Fundraising Guidelines can be found in Section XIII in the WMHA Bylaws.

14. UNIFORM POLICY

1. Travel teams are required to wear colours designated by Windsor Minor Hockey Association. All players are to conform to this policy no later than October 1st.
2. All 'AA' & 'AE' players are to have black or navy blue pants, black or navy blue helmets (except goalies) and any combination of red, navy blue, white or black gloves. *(revised May 2009)*
3. Team Jerseys are to be cleaned and maintained by each player throughout the season.
- ~~4. The Managers are to collect a \$300.00 jersey deposit from all players made out to WMHA and dated for March 31 year of season end. Jersey deposits are to be collected by September 1st.~~
- ~~5. The team is responsible for the cleaning of all jerseys at season end at the designated location assigned by the Travel Committee. *(removed May 2009)*~~
4. All players will keep their jerseys at the end of the season. *(new May 2009)*

15. COACH, TRAINER AND TEAM VOLUNTEERS

1. All teams must have a carded trainer and a carded coach on the bench at all times. This cannot be the same person. It is recommended that each team have two carded coaches and two carded trainers.

2. All volunteers are to submit a "Volunteer Application", (form on WMHA website). All volunteers are subject to Board approval. All approved volunteers must successfully complete the Speak Out clinic and receive a Police Clearance.
3. Carded officials who are non-parents are entitled to the following when traveling outside of Essex County:
 - \$25.00 per diem
 - Gasoline – Fill up before travel at Coaches expense. Gas expended traveling to and from away games & tournaments including return fill up are to be paid by the team. Receipts are to be submitted, (*non-parental coaches are to travel together or with team members to help reduce costs*).
 - Car Wash – If required.

16. PARENT GRIEVANCE PROCEDURE

1. If a parent has a concern the parent is to first contact the Parent Liaison. If the parent wishes to speak with a member of the Coaching Staff the parent is to adhere to the 24-hour rule before proceeding. The parent is then to follow the Parent Grievance Procedure. The procedure is available on the WMHA website.

17. APPAREL

1. Any apparel intended for wear by any Travel Team (including staff) must first receive approval from the Travel Committee. See – Dress Code Policy on the WMHA website.

18. PARENT GUIDELINES

1. Parents will be aware of and adhere to all the WMHA travel team guidelines.
2. Let the players play... Let the coaches' coach.
3. Don't confuse your child by coaching from the stands.
4. Support your child with positive encouragement.
5. Stay away from the bench before, during and after the game.
6. Rewarding your child for individual performance undermines team play.
7. Remember not to express your opinion of the coaches or players in front of your own child.
8. If you don't have anything positive or constructive to say, don't say anything at all!
9. *Game playing time is at the discretion of the coaches, under the guidance of the Travel Committee.*

10. Abuse of Coaches, Game Officials and Volunteers of WMHA will not be tolerated. Any incident of such abuse will result in the immediate suspension of your child and expulsion from the arena.