

Windsor Minor Hockey Association

Travel Guidelines - Updated April 2024



1. Player Assignment & Movement	2
2. Eligibility to Play in a Higher Division.....	3
3. Affiliated Players.....	3
4. Games.....	4
5. Practices	4
6. Bench Staff and Team Volunteers.....	4
7. Tournaments, Exhibition Games & Approvals	5
8. Referees & Timekeepers.....	5
9. Financial Guidelines	6
10. Financial Reporting	7
11. OMHA Finals	7
12. Fundraising	7
13. Apparel.....	7
14. Uniforms.....	8
15. Conduct.....	8
16. Complaints	8
17. Parent Grievance Procedure.....	8
18. Parent Guidelines.....	9
19. Discipline.....	9

The goal of the Windsor Minor Hockey Association (WMHA) Representative Team program is to field competitive teams in a safe environment. The WMHA will field primary Representative teams subsequent teams fielded at the additional entry level (with Board approval). The Travel Committee will oversee the selection of Head Coaches, Coaching Staff, and players for all Representative teams.

All teams, including coaching staff, players and parents are to adhere to the Travel Guidelines and all Rules and Regulations as set out in the WMHA Bylaws, Guidelines and Policies.

1. Player Assignment & Movement

- a) Representative teams at U10 and above will each select a maximum of nineteen (19) and a minimum of fifteen (15) players, of which two (2) will be goaltenders (where possible), with the exception of U9 and below. Selection of players for each Travel team is at the discretion of the Evaluation Team and Head Coach and subject to the approval of the Vice President of Travel.
- b) U9 rep teams will select a maximum of eighteen (18) and a minimum of fifteen (15) players, of which two (2) will be goaltenders (where possible)
- c) U8 rep teams will select a maximum of twenty (20) and a minimum of fifteen (15) players, of which two (2) will be goaltenders (where possible)
- d) All rep team roster sizes are at the discretion of the Travel VP and may be adjusted if necessary.
- e) Travel teams will establish a final selection of players by no later than October 31st of each season. The cut-off point for interchange of players with the House League system will be November 1st.
- f) Players released 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.
- g) Changes in a Travel team's roster after the cut-off for interchange of players with the House League system will be subject to approval by the Vice-Presidents so affected.
- h) 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.
- i) The Vice President of Travel will determine movement between all Travel teams.
- j) Players are required to attend 1st entry tryouts in order to be considered for additional entry teams. Contact the VP of Travel in special circumstances.

2. Eligibility to Play in a Higher Division

- a) Any Player may request to try out for an 1st entry team in a division one (1) age group above their appropriate team. Such players should be considered exceptional at their appropriate age group.
- b) Permission will be determined by the VP and Director of Travel
- c) No player will be eligible to try out for a Representative team two age groups above their own age group (ex. a U13 player will not be eligible to try out for a U15 team)
- d) One-week notice must be given to the Vice President of Travel before the tryouts begin. Additional evaluation fees may apply, not to exceed \$100.
- e) Any player trying out in a higher division must be considered in the top line for their respective position (top goaltender, top 2 defence, top 3 forwards for U10 and above, top 5 players or top goaltender for U9MD due to lack of specific positions) by the evaluation committee.
- f) The Vice President of Travel will make recommendations to the Board (for approval) regarding players moving to a higher Division.
- g) Eligibility rules will not apply if a player's own age team is not hosted (excluding U7).
- h) If an A level team is not hosted at a specific age group, those remaining players may be considered to try out as any other player of the age above if they so choose and not subject to rule e.

3. Affiliated Players

- a) All AP Players must be approved by the Vice President of Travel.
- b) The list of affiliated players to be rostered to a team must be submitted on the approved form to the Vice President of Travel and WMHA-OMHA Rep by December 1st.
- c) AP players may only participate in tournament games with the approval of the Vice President of Travel and House League Vice President (if applicable).
- d) AP players are not to miss games or practices of their primary team to be an AP player. Special considerations may apply and will only be approved by the divisional VPs.
- e) AP Players will be charged \$10 per practice payable to the team manager.
- f) AP Players being used excessively due to other roster issues may be charged a team fee as determined by the team manager and the VP of travel.
- g) Representative team players unavailable due to accident, illness or other legitimate reason can be replaced on a game-by-game basis with eligible House League players from the same division, with permission of the House League Coach and Divisional V.P. of the player so affected. This must not interfere with participation of the replacement player on their House League team.
- h) All AP Players are to be approved by the VP of Travel

4. Games

- a) All Representative teams will participate in the Bluewater League unless approved by the Board.
- b) All WMHA Representative Teams will be restricted to a total of sixty-five (65) games over the course of the season. This applies to league, exhibition and tournament games. Any additional games will require Board approval.
- c) All teams that are eligible to play in the Bluewater Playoffs, shall participate in the Playoffs.
- d) If OMHA Playdown games are scheduled during the school March Break, players are expected to play.

5. Practices

- a) Each team will commence practices by mid-September, except in special cases.
- b) All teams will receive practice ice every week, if available, during the Bluewater season for a total of 65 hours. The U8/U9 Rep teams will get a minimum of two (2) hours and the U18 Rep team(s) will get 1.5 hours of practice ice every week.
- c) All teams participating in Playdowns will receive two hours of practice ice every week.
- d) Teams participating in the Bluewater Playoffs will receive practice ice if available.
- e) Practice ice may cease for teams eliminated from Bluewater playoffs.
- f) Exhibition games played on practice ice must receive approval from the Vice President of Travel, and count as a practice used. Appropriate permits are required.
- g) Only rostered players, rostered Coaching Staff and approved on-ice helpers are allowed on WMHA ice.

6. Bench Staff and Team Volunteers

- a) All teams are to have a minimum of 4 certified Bench Staff. A maximum of 5 staff members will be allowed on the bench as per OMHA rules.
 - i. Parent Liaison is not allowed on the bench or ice, except in extenuating circumstances where approved by the VP of Travel
- b) All Staff and Volunteers are required to complete the available certification requirements as set out by the WMHA and OMHA relating to their volunteer position on the team before July 30th (excluding teams with Fall tryouts and excluding late opening Coach certification courses). No team activity will take place until complete.
- c) Bench Staff and Team Volunteers must have a valid and approved Vulnerable Sector Check.

- d) All staff certifications must be completed no later than August 20th for all teams having spring tryouts, and October 15th (or two weeks prior to their first tournament, whichever comes first) for all teams with Fall tryouts.
- e) All Bench Staff and Team Volunteers must receive approval from the VP of Travel before volunteering. This approval is to be requested by the Head Coach prior to approaching the potential volunteer.
- f) Bench Staff are required to follow the WMHA Dress Code
- g) Coaches suspended or ejected during games are subject to further sanctions imposed by the V.P. of Travel & Travel Committee.
- h) Bench Staff, who are non-parents, are entitled to the following when traveling outside of the Bluewater playing area:
 - i. \$50.00 per diem (on overnight stays)
 - ii. \$0.45 per kilometer
 - iii. Accommodations (when necessary)
 For travel to and from Tournaments outside of Bluewater boundaries and for Playdowns outside of the Bluewater League. Maximum of two vehicles/two rooms. *(staff are to travel and room together or with team members to help reduce costs).*

7. Tournaments, Exhibition Games & Approvals

- a) All Rep Teams may enter up to three (3) out of town tournaments (4 total) unless otherwise approved by the VP of Travel.
- b) All tournaments are to be approved by the VP of Travel prior to booking.
- c) All exhibition games must be approved by the Vice President of Travel via the Travel Permit Request form.
- d) Once approved by the Vice President of Travel, all Tournaments & Exhibition games must have an approved OMHA Travel Permit obtained through completion of the online form.

8. Referees & Timekeepers

- a) WMHA will reimburse Rep teams for the cost of house-league officials for regular season games. Rep teams will pay the balance. Reimbursement may be in the form of a reduction of the team travel due amount, or a direct payment from WMHA.
- b) The WMHA will pay for timekeepers for regular season and post-season games (exhibition games will be at the team's expense).

9. Financial Guidelines

- a) Each team must have a Manager and assistant manager whose duties include the formulation of a team budget. The Manager, under the direction of the Head Coach is responsible for the collection, disbursement and handling of all team funds.

- b) The team budget is to be submitted by the Manager & approved by the WMHA Treasurer and Vice President of Travel before reviewing with the parents and before any fundraising can occur.
- c) It is required that the team Manager open a separate bank account to conduct the affairs of the team. This account is to be opened by the WMHA Treasurer at an approved Institution. 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.
 - i. This account must require two signatures (Manager and Assistant Manager) for any cheque or withdrawals from the account. These people must not be members of the coaching staff and approved by the team coaches and the Vice President of Travel. Any deviations from the above need to be approved by the VP of Travel
- d) Each Team will provide the required information to the WMHA Treasurer to set up the account.
- e) The account must be set up in such a manner as to provide the team Manager a monthly electronic statement and pictures of canceled cheques.
- f) All transactions should be substantiated with receipts. Duplicate receipt books should be used for all receipts with the exception of e-transfer receipts for parents of player dues.
- g) It is required that the Head Coach receives a copy of the Team Budget and bank statement each month for review.
- h) All funds collected are to be deposited into the Team Account.
- i) Teams requiring cash advances are to submit a completed 'Request For Funds' Form to the Treasurer (electronic website form). All cash advances are to be repaid by October 31st. (December 31st applies to U18 (Midget Major)).
- j) Managers will collect the team Travel Fees and present one cheque to the WMHA Treasurer by October 15th. (December 15th applies to teams with fall tryouts).
- k) Teams who do not pay cash advances or Travel Fees by the due date will be subject to late fees and/or penalties as determined by the WMHA Board.
- l) Travel Evaluation monies are the property of the WMHA.
- m) All teams are to use the Financial Reporting Template provided by the WMHA Treasurer.
- n) The Vice President of Travel, 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.
- o) Surplus funds generated by travel teams are eligible to be returned to the parents as long as the funds returned do not exceed the parental dues raised throughout the course of the hockey season. Any surplus funds generated over and above the parental dues raised, must be returned in the form of gift certificates purchased from a WMHA sponsor.

10. Financial Reporting

- a) Team financial reports must be submitted by following dates to the Vice President of Travel and the Treasurer.
 - i. June 30th (preliminary budget), except U18 (Midget Major) (due no later than September 30th)
 - ii. August 15th (final budget for the year)
 - iii. November 30th
 - iv. January 31st
 - v. April 30th (final report)
- b) All parents & the Head Coach are to receive a copy of the financial report on the dates mentioned in section (a).

11. OMHA Finals

- a) WMHA will create a fund for any team that advances to the OMHA finals and OHF Championship.
- b) There will be a maximum amount handed out to be divided equally by all advancing teams.
- c) The provided amount will have a per team limit.
- d) Teams must use the money for OMHA related expenses (tournament entry fee, transportation expenses, non-parent coach expenses).

12. Fundraising

- a) All Travel teams are to adhere to the Fundraising Guidelines for Teams.
- b) All fundraising events are to be approved by the Director of Fundraising and the VP of Travel in writing as requested by the Fundraising Approval Form
- c) All fundraising events are to have a completed fundraising report submitted.

13. Apparel

- a) Any apparel purchased by the team intended for wear by any member of the team (including staff) must first receive approval from the Vice President of Travel. See – Dress Code Policy (for Travel teams).
- b) All Travel teams are to have a player dress code that requires all players to be dressed the same when attending all games.
- c) All Team apparel shall be purchased from a WMHA Sponsor

14. Uniforms

- a) 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.
- b) All 'A', 'C' and 'MD' players are to have black pants, black helmets (except goalies), black gloves; gloves can be accented with white & kelly green. Equipment is not to be accented with any other colours (ex: no red accents on gloves)..
- c) Players are not permitted to wear mis-matched socks during games.
- d) No sponsor name or logo is permitted on any game uniform unless approved by the WMHA Board.
- e) Sponsor names & logos are permitted on practice uniforms.
- f) Sponsor names are permitted on team clothing, but must not be larger than the WMHA logo.
- g) Team Jerseys are to be cleaned and maintained by each player throughout the season.
- h) Teams are responsible for the purchase of jerseys & socks for players acquired after October 15th.

15. Conduct

- a) All Travel teams represent WMHA, their Sponsor and the City of Windsor. Staff, volunteers, players and parents, are to conduct themselves in a manner that will reflect a positive image. All WMHA Rules, Guidelines and Policies are to be followed.

16. Complaints

- a) Complaints relating to the conduct of other teams or officials are to be made through the Head Coach to the V.P. of Travel & Travel Committee. Opposing teams or officials are not to be contacted in any manner.

17. Parent Grievance Procedure

- a) If a parent has a concern relating to the Travel team, the parent is to first contact the Parent Liaison after following the 24-hour rule. If the parent wishes to speak with a member of the Coaching Staff the parent is to use the 24-Hour Rule before proceeding. The parent is then to follow the Parent Grievance Procedure.

18. Parent Guidelines

- a) Parents will be aware of and adhere to all the WMHA travel team guidelines.
- b) Let the players play... Let the coaches' coach.
- c) Don't confuse your child by coaching from the stands.
- d) Support your child with positive encouragement.
- e) Parents are not allowed in or around Travel team dressing rooms at U10 and above.
- f) Stay away from the bench before, during and after the game.
- g) Rewarding your child for individual performance undermines team play.
- h) Remember not to express your opinion of the coaches or players in front of your own child.
- i) If you don't have anything positive or constructive to say, don't say anything at all.
- j) Abuse of Coaches, Game Officials and Volunteers of WMHA will not be tolerated.
- k) All parents are to sign a Parent Contract and abide by the rules set out.

19. Discipline

- a) Any violations of this policy are subject to sanctions as outlined in the WMHA Discipline Policy.