



Team Manual

Markham Waxers
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Disclaimer:

In some cases, the AAA Zone has different procedures. The VP AAA will notify AAA managers via email of AAA-specific procedures and rules.



Introduction


Thank you for volunteering to manage your team. The team manager's role is crucial to the successful operation of a team. You are a central figure in creating the flow of communication, not only within the team—players, parents and coaches—but between the team and all support systems such as the association's administrator, convenors, other teams, referees, officials, etc.

Simplistically, a team is like a small business—the coach is the CEO and you are the CAO. By taking on the operational aspects of the team, you enable the coach to focus on player development and on-ice instruction. Together you provide the players and their families with a rewarding hockey experience.

Ultimately, you are responsible for ensuring all the off-ice tasks are completed. However, this does not mean that you have to do it all. You just need to make sure that it gets done. Delegate! A 'divide and conquer' approach can be extremely efficient. Focus on the primary roles of organizing, planning and overseeing.

This manual provides information to aid you in the smooth operation of the team by identifying key topics that you will need to address and providing answers to common questions that arise over the course of the season. Samples, templates and a glossary of terms are posted on our website to assist you in pre-planning and organization. Take advantage of all available resources and the season can be a successful one.

Updates

All new topics and updated information are noted with  in the left margin.



Definitions

AAA Waiver	Written permission by a AAA club to permit a player to try out and register with a AAA club, which is adjacent to the club for which the player is eligible by residence.
Additional Entry	A second (or third) entry representative team from a centre that has already entered a representative team in the same division
Affiliate	The process allowing teams the opportunity to dress the maximum number of players allowable in accordance with Hockey Canada Playing Rules
Affiliated Player	A player who is eligible to participate for his registered team and one other team of a higher division or category
Age Group	Grouping of ages within a division (e.g., Bantam 13 & 14 years)
Alliance	Minor Hockey Alliance of Ontario
Association	A Centre of Zone which is registered with the OMHA
Category	A Centre's level of competition or, in stances, teams within a centre. Example: A, AA, AAA
Centre	A minor hockey association within the OMHA that is a city, town, village, municipality or geographic sub-division which has corporate limits or boundaries as accepted by the OMHA for the purpose of determining hockey eligibility of players for competition within the jurisdiction of the OMHA
CHIP	Hockey Canada Initiation Program
Coach	The individual on a team who is responsible for choosing and teaching players and conducting the team's activities during competition within the jurisdiction of Hockey Canada
Coach in Charge	The individual who is responsible for the team in a particular game
CSA	Canadian Standards Association
Division	Age groups within an association (i.e., Juvenile, Midget, Bantam, Pee wee, Atom, and Novice)
Electronic Roster	The document on which a player or team official registers to participate in activities of the OMHA
Exhibition Game	A game that is neither a league, playoff, play down nor tournament game



Group	Group of three or more OMHA member teams of the same division playing a regular schedule
HCOP	Hockey Canada Officiating Program
HTCP	Hockey Trainers Certification Program
Head Coach	The Coach of a team who is responsible for the conduct of the team prior, during, and after any game
LOR Lake Ontario Region	The Lake Ontario Region is an area or geographic subdivision that is made up of the following: GTHL (Toronto, Mississauga, and Vaughan) and the surrounding OMHA area including Brampton, Richmond Hill, Pickering, Ajax, and Markham.
LOR Release	The unconditional release of a player from an LOR team authorized by the signing officer of that centre (OMHA)/club (GTHL). The release gives the player permission to try out for another LOR team within the category and division noted on the release form.
Manager	The Individual on a team who is responsible for all of the business concerning a team except for that assigned to the coaches or trainers
Match Penalties	Severe penalties which result in immediate suspension until dealt with by the OMHA
Minor Rep Team	A team which is eligible to play for an OMHA championship and whose players are of the lower age in the division and eligible by residence
NCCP	National Coaching Certification Program
Non-Sanctioned Tournaments	Tournaments that are not sanctioned by Hockey Canada and its members
On-Ice Officials	Referees or linesmen engaged in officiating a hockey game
Play downs	A group of games which leads to declaring a champion in each division and category as determined by the OMHA
Playoffs	A group of games that leads to declaring a champion in each division and category as determined by OMHA leagues
Permission to Skate PTS	A form issued by the association for which a Minor Bantam to Midget player last played that allows the player to try out for another OHF member partner. The form must be presented at tryouts. PTS forms must be submitted with the team roster worksheet.



RD	Regional Director, a person who is elected to the OMHA board to represent a region
Release	Unconditional discharge of a player from a team
Rep Team	A team which is eligible to play for an OMHA, OHF, and/or HC championship and whose players must be eligible by age and residence
Sub-Division	Refers to the lower age groups within divisions within Associations. Eligible in AAA, AA, A for minor midget, minor bantam, minor peewee, minor atom
Team	A group of certified team officials—including at least one head coach and one a trainer—and a group of registered players, at least one of whom must be a goaltender who are qualified in a division and category under OMHA regulations up to the maximum number provided by HC regulations
Team Officials	Persons involved in the management of a team and includes coach, trainer, manager, and any assistant coach or assistant trainer
Team Official at Large	At-Large team officials are registered and approved on an association's approved At-Large Roster when an association wishes to identify members not otherwise registered and approved on a team's roster within the association. These members are eligible to register on a game report (game sheet) as coach/assistant coach or trainer/assistant trainer for a team within that centre
Tournament	A competition of three or more teams organized and hosted by a Centre or Zone. All such events must be approved and sanctioned by the governing body of the centre or zone, OMHA, OHF, and Hockey Canada and the competition must follow the rules and regulations as stated by the governing body.
Trainer	The individual on a team who is responsible for the safety and welfare of the players on his team
Travel Permit	Document issued by the OMHA Executive Director, authorizing an OMHA team to participate outside the OMHA's jurisdiction
Waiver	See AAA Waiver
Zone	An Ontario minor hockey association created by the OMHA as a geographic area for the purpose of AAA competition

See the *OMHA Manual of Operations* for additional definitions and details on the terms defined above.



Season Timeline

When?	What?	Who?
April	Hold tryouts and select team	Head Coach
	Present initial budget to parents and Waxers convenor	Head Coach
May	Select team admin; notify Waxers admin	Head Coach
	Hold parent meeting	Head Coach
	Attend mandatory Team Meeting	Head Coach & Manager
	Open team bank account	Signing Officers
	Attend jersey and apparel fitting	Team
	Complete certification requirements	Team officials
	Submit <i>Offer of Commitment, Permission to Skate, Release, and Waiver</i> forms ¹	Manager
	Distribute combination to team mailbox	Waxers Admin
	Register for tournaments	Manager
June 15	DEADLINE: Submit initial assessment fee	Manager / Treasurer
	DEADLINE: Send Ice Scheduler team schedule	Manager/Head Coach
June 30	DEADLINE: Submit team roster workbook²	Manager
July	Enjoy the summer!	Everyone
August 1	DEADLINE: Submit assessment fee cheques	Manager / Treasurer
August	Pick up team jerseys, apparel, and pant covers	Manager
	Communicate team ice allocation	Ice Scheduler
	Attend Scheduling Meeting	Manager & Ice Scheduler
	Distribute approved team rosters	Waxers Admin / VP AAA
	Submit approved AP forms ¹	Manager
September	Deposit first assessment fee cheque	Waxers Admin

¹ AE/A/AA teams to Waxers Admin. AAA teams to VP AAA.

² AE/A/AA teams to Waxers Admin. AAA teams to VP AAA with a copy to Waxers Admin.



When?	What?	Who?
	Early Bird tournaments	Teams
	YSMHL regular season begins mid-September	AA/A/AE/MD Teams
	ETA regular season begins mid-September	AAA Teams
	Provide updated budget to team parents, Waxers convenor, and Administrator	Manager / Treasurer
	Distribute OMHA Manual of Operations, OHF Handbook, and Hockey Canada Rules to teams	Waxers Admin
September 30	DEADLINE: Submit Team Sizing worksheet	Manager
October	Deposit second assessment fee cheque	Waxers Admin
	Invoice teams for pre-season and/or extra ice	Waxers Admin
November 1	DEADLINE: Submit reimbursement forms	Manager / Treasurer
November	Deposit third assessment fee cheque	Waxers Admin
	Complete online coach evaluation survey	Parents
	Submit pre-season and/or extra ice payment	Manager / Treasurer
December	Deposit final assessment fee cheque	Waxers Admin
	Reconcile jersey orders and issue invoices/refunds	Waxers Admin
	Issue reimbursement cheques for certifications/PVSC	Waxers Admin
	Submit coach application for next season	Coaches
January 1	DEADLINE: Submit final AP forms³	Managers
January	Submit mid-season budget to Waxers Convenor	Manager / Treasurer
February	OMHA play downs, ETA, and YSMHL playoffs begin	
	Announce next season's coaches	Waxers Executive
February 28	DEADLINE: Submit payment for outstanding invoices	Manager / Treasurer
March	Submit final budget to Waxers Convenor	Manager / Treasurer

³ AE/A/AA teams to Waxers Admin. AAA teams to VP AAA.



When?	What?	Who?
April	Attend Players' Banquet	Teams
TBD	Attend Pre-Tryout Meeting	Coaches & Executive
April 15	Disburse remaining funds to parents	Manager / Treasurer
	Close team bank account	Manager / Treasurer
May	Attend Volunteer Appreciation Dinner	Team officials
	Attend Team Meeting	Managers & Executive
June	Attend Waxers Annual General Meeting	Members



Waxers Executive

Markham AAA Zone

President	George Schnarr	905.927.1120	gschnarr@pdnsolutions.com
Vice President / Convenor AAA	Stephen Gaunce	905.472.6408	gaunce@waxers.com
Treasurer	Gary Ashford	416.986.6398	ashford@waxers.com
Past President	Neil Bullock	905.471.1166	bullock@waxers.com
Director Hockey Development	Mike Gouglas	416.453.2066	mgouglas@waxers.com
Ice Scheduler	Joe Quercia	647.472.0020	quercia@waxers.com
Referee in Chief	Jerry Brens	416.892.7468	gbrens@hotmail.com
Timekeeper Scheduler	Debbie Williams	905.472.0127	crysalex0@rogers.com
Head Trainer	Barb Matthews		barbm.waxers@gmail.com
Administrator	Deb Larsen	905.294.3403	larsen@waxers.com

Markham / Unionville (AA / A / AE)

President	George Schnarr	905.927.1120	gschnarr@pdnsolutions.com
Vice President	Mike Matthews	905.472.3370	mikem.waxers@bell.net
Treasurer	Gary Ashford	416.986.6398	ashford@waxers.com
Past President	Neil Bullock	905.471.1166	bullock@waxers.com
Director Hockey Development	Mike Gouglas	416.453.2066	mgouglas@waxers.com
Ice Scheduler	Joe Quercia	647.472.0020	quercia@waxers.com
Referee in Chief	Jerry Brens	416.892.7468	gbrens@hotmail.com
Timekeeper Scheduler	Debbie Williams	905.472.0127	crysalex0@rogers.com
Head Trainer	Barb Matthews		barbm.waxers@gmail.com
Administrator	Deb Larsen	905.294.3403	larsen@waxers.com
Convenors			
Minor Pee wee, Bantam	Bill Govedaris	647-868-0411	govbedaris@waxers.com
Minor Bantam, Minor Midget	Lesli McKee		mckee@waxers.com
Novice, Minor Atom	Pat O'Callaghan	416.460.6737	ocallaghan@waxers.com
Midget	Debbie Williams	905.472.0127	williams@waxers.com
Atom, Pee wee	Cory Woron	416.706.2679	woron@waxers.com

The administrator serves as a resource for administrative-related issues, including rostering (AE/A/AA teams), team financials (all teams), apparel, travel permits, etc.

All game-related issues should be addressed to your team's Waxers Convenor.



Team Administration

While on-ice team officials (coaches and trainers) play a crucial role on the team, the off-ice work done by team managers and treasurers is equally vital to a team's successful season.

Team Manager Responsibilities

- Coordinate the team schedule
- Register for tournaments
- Book extra ice
- Schedule exhibition games
- Submit the team roster
- Complete the game sheet
- Serve as administrative team contact for the Waxers
- Coordinate team administration
- Serve as treasurer on teams without a designated treasurer

Note: the manager cannot be the head coach's spouse/partner.

Treasurer Responsibilities

- Open a team bank account
- Manage the team's finances
- Coordinate fundraising efforts
- Coordinate team sponsorships
- Collect and deposit all monies
- Pay Waxers invoices
- Track expenses
- Balance the budget
- Update parents on the team's financial status
- Provide budget updates to Waxers convenor and administrator

Team Volunteers

Volunteers play an essential part in the success of a team. Outline the expectations of all the families on the team. Examples of positions on the team that can be filled by parents:

- Game volunteers (music, stats)
- Snacks
- Communication
- Sponsorship Coordinator
- Sponsorship Committee
- Fundraising Committee
- Social Committee
- Website Maintenance



Team Finances

Team Bank Account

Team management must open a bank account for the team at the bank of their choice. Community/Not-for-Profit plans can help you minimize fees and manage your finances more effectively. Fees for community accounts vary significantly. Shop around and pay particular heed to the cost per item deposited per month.

The account must be set up requiring a minimum of two signatures to authorize each withdrawal and cheque. The two signing officers cannot be family members. If one of the signing officers travels out of town frequently, the team should consider adding three to the account.

Bank account names must be in the following format:

Markham Waxers (year of birth) (category) (number, if applicable) Team.

For example:

Markham Waxers 2005 MD 2 Team

Banks require an *original* authorization form to open a community bank account. Complete the [Bank Account Authorization Letter Request form](#), which is available in the Forms section of the Waxers website. If the team is retaining a bank account from the prior season but needs to change signing officers, complete the [Update Bank Account Signing Officers form](#), which is also available on the website.

When opening the account, complete the account number and date opened fields on the authorization form and have the bank stamp the form. Return the original to the Waxers office and keep a photocopy for the team.

The bank account may be kept open for use in the following season or closed. When the account is closed, the team photocopy should be marked "Account Closed" and submitted to the Waxers office. Do not close the team bank account until the administrator verifies the team has no outstanding invoices or refunds.

Team Budget

The coach presents the parents and the Waxers Convenor with an initial team budget at tryouts. The budget is discussed at the initial parent meeting.

Financial updates are presented to team parents, the Waxers Convenor, and the Waxers Administrator in September (prior to the start of the season), January 15th (mid-season), and no later than April 15th (season end).



Examples of revenue:

- Player registration fees
- Fundraisers
- Sponsors
- Other revenue (e.g., selling ice)

Examples of expenses:

- Waxers fees
- Referee fees
- Timekeeper fees
- Ice rentals
- Equipment rentals
- Private instructors
- Tournament fees
- Travel costs
- Meetings
- Photos
- Team event

Markham Waxers Fees

Waxers Fees are determined annually by the Waxers Board of Directors. The fees pay for practice ice (one hour per week); home game ice (length of time based on division and category); insurance for players, coaches, and on-ice volunteers; OMHA, YSMHL, and ETA registration fees; play down and playoff fees; electronic game sheet fees; home and away jerseys and socks; pant covers; year-end player and volunteer banquets; Markham Waxers pins and helmet stickers; team staff certification and PVSC reimbursement; concussion management fees; and the team's share of the Hockey Development (including coach mentors) and Waxers administration costs.

Fees are not to be levied against AP players.

Receipts

Teams should issue receipts to families for all monies paid to the team. A receipt template may be found in the Resources section of the Waxers website.

2019-2020 Fees (for budgeting purposes only)

Division	MD	AE/A/AA	AAA
Minor Novice	\$27,000		
Novice through Minor Peewee	\$27,000	\$27,000	\$28,000
Peewee through Midget	\$28,000	\$28,000	\$29,000

Fees Payment Schedule

Cheques should be payable to "Markham Waxers."

The first payment of \$17,000 is due June 15th.



The balance is paid in four equal payments by way of post-dated cheques dated September 1, October 1, November 1, and December 1. Cheques are due August 1 and must be received for teams to receive their approved roster.

Example: Atom AA team pays \$26,500 in assessment fees. The first payment of \$17,000 is due June 15th with the balance of \$9,500 payable in four equal payments of \$2,375.

Extra Ice

AAA teams may receive an extra half an hour of practice ice scheduled by the association. The team will be invoiced for the extra ice at the association's blended ice rate and payment is due upon receipt. *Remember to budget for this!*

The suggested rate for budgeting purposes only for the 2019-2020 season is \$235.00/hour for 27 weeks.

Pre-Season Ice

The administrator will invoice each team for any pre-season ice scheduled by the association at the ice contract rate. Payment is due upon receipt. The suggested rate for budgeting purposes only for pre-season ice for the 2019-2020 season is \$235.00/hour.

Sponsorship

Teams are responsible for obtaining team sponsors. The association does not issue tax receipts for team sponsorships. Teams may issue a receipt for sponsorship on Waxers letterhead (see resources section). Please explain to your sponsors that sponsorships are not tax deductible—we are not a charity.

Sponsor bars are allowed only on the lower back of Waxers jerseys. Sponsor patches, such as those for Scotiabank sponsorships, are allowed on the shoulder of the Waxers jersey.

Sponsors may ask for information verifying the team's not-for-profit status. Contact the administrator for assistance.



If you arrange for sponsorship cheques to be sent to the office, please ensure that your name and/or the team name is identified either on the cheque or on an accompanying letter.

Year-End Account Reconciliation

All funds raised through parent levies but not fully utilized during the season are to be returned to the parents. Funds raised through sponsorship but not fully utilized during the season are to be returned to the sponsor or provided to charity. Sponsorship funds are not to be given back to the parents of the team.

Team accounts should be balanced, excess funds returned to parents, sponsors, and/or charity, and bank account closed no later than April 15th.



Team Apparel

Waxers teams must conform to Markham Waxers uniformity by wearing the following in all pre-season, regular season, playoff, and tournament games:

- Waxers team jersey and socks
- Waxers pant cover/blue pants with Waxers logo
- White helmet with Waxers sticker
- Reflex or royal blue gloves

Authorized Waxers Apparel Supplier

[Ruff-N-Redi](#) is the authorized supplier of all Markham Waxers jerseys and apparel. Each coach is responsible for ensuring that no one on the team purchases any item of clothing, hockey bag, jacket, etc. from anyone other than Ruff-N-Redi. In addition, the use of the name “*Markham*,” “*Markham Waxers*,” “*Markham AA*,” etc. without the use of approved Waxers logo is prohibited.

Ruff-N-Redi
20 Rae Crescent
Unionville, ON L3R 2X9

Dan Daoust
dandaoust@rogers.com
416-523-0619

Phone : 905-947-1195
Fax : 905-947-1197

Dave Day
davidday@rogers.com
416-671-7835

Team Jersey & Apparel Sizing

Team jersey and apparel sizing appointments are set up in late May. Please attend with your full team *only* during your scheduled timeslot. If the full team cannot attend during your scheduled timeslot, they must attend during one of the scheduled make-up timeslots.

Do not show up during another team's timeslot.

The following will make the sizing experience less chaotic:

1. Encourage only one parent and the player attend the sizing appointment. There is no room for siblings or strollers.
 2. Players must bring shoulder pads, knee pads, and hockey pants with them. Goalies must bring chest protector.
 3. Arrive with your sizing worksheet completed (player names and numbers).
 4. Arrive a few minutes prior to your timeslot.
 5. You will be greeted at the door and assigned to one of the stations. Keep the players assigned to each station together.
 6. When sizing is complete, bring your completed sizing worksheet to the person at the front table. You will be provided with a photocopy of your sheet. Keep it!
-



Waxers Uniform

Jerseys

Each team receives a set of jerseys, home and away, along with home and away socks as part of the team's assessment fees. An optional team-purchased "third jersey" and socks, purchased through the Association's authorized supplier, may be worn at tournaments, exhibition games, and an occasional regular season game.

Jersey Name Bar

Name bars are not included in the cost of your jerseys. Each name bar costs \$14.00 for a one colour bar. To order name bars, provide a team list with numbers to Ruff-n-Redi.

Please check spelling!

Jersey Sponsor bars

Sponsors can be displayed on jerseys as well as other Waxers apparel. Sponsor bars are not included in the cost of your jerseys. The price for bars with one-colour printing is approximately \$10.00. Artwork (vector format preferred) for sponsor bars must be provided to Ruff-N-Redi as early as possible. Delays receiving the artwork will result in a delay in the delivery of the jerseys.

Waxers Pant Cover

Each team receives a set of pant covers as part of the team's assessment fees. The Waxers pant cover is an integral part of the Waxers uniform and must be worn by all teams. Pant covers are available in the following sizes: Youth S, M, L, XL, and XL+2 (XL with an additional 2" in length); Adult S-short (approximately 2" cut from the length), S, M, L, XL, and XXL.

Pant covers will be sized at the team's jersey and apparel sizing appointment and delivered with the team's jersey order in August. Players must bring their hockey pants to the sizing appointment to ensure proper fit.

Alternately, teams may purchase blue hockey pants that may be embroidered with the Waxers logo by our authorized supplier.

While players must wear either the Waxers pant cover or blue pants with Waxers logo, this can vary from player to player on a single team.

Helmet Stickers

Waxers helmet stickers are a mandatory part of the Waxers uniform. Stickers should be affixed to the player's white helmet above the ears.

Teams will receive 40 Waxers helmet stickers. Additional sets of stickers may be purchased through the Waxers Administrator at a cost of \$2.00/set.

The association does not provide helmet numbers.

**Uniform Reconciliation**

Provide the administrator with a copy of your Team Sizing worksheet no later than September 30th. The administrator will reconcile the team's order with Ruff-N-Redi's invoice. Teams will be invoiced for extra jerseys, socks, and pant covers and refunded if they purchased less than a full team set of jerseys, socks, or pant covers.

Uniform refunds will be issued to teams no later than February 28th.



Communication

Parent Meeting

Book a parent meeting with the team during May. Sample agenda items:

Welcome & Introductions

Coach's Philosophy and Season Program

- Goals and objectives for the season
- Coach credentials and philosophy
- If set, introduce the team bench staff
- Expectations of the players and parents (e.g., time commitment, expected conduct, discipline, etc.)

Budget

Dress Code

Extra Activities

- Social events
- Tournaments
- Extra ice time

Sponsorship

Fundraising

Schedule

Communication

Volunteer Opportunities

Question and Answer Period

Team Website

Each team is provided a team website linked from the main Waxers website—www.waxers.com. Because all scheduling will flow through the new Waxers website, it is mandatory that all teams use the Waxers team website.

Email the Waxers Administrator (admin@waxers.com) with the name(s) and email address(es) of who should have access to update the team's website. She will set up access,



which will trigger an email from the website to the email address provided informing the user that they have access and instructions on how to sign in.

Each team is responsible for the maintenance of their team website. See the online administration panel *Quick Help* section for detailed information.

Notifications

A key component of the team website is the **NOTIFICATIONS** feature that is built into the website to allow managers and coaching staff to receive any changes related to their practices, home games and away games made by the Ice Scheduler via email or text message. It is **MANDATORY** that the coaching staff, including manager, sign up to receive notifications.

On the homepage's left column, there is a section called Manage Subscriptions.



Select your preferred method of receiving updates: email or text message. The online instructions are straight forward. Please note you can subscribe to more than one team. This is especially helpful if you have children playing on different teams.

Team Mail Box

Team mail boxes are located at Mt. Joy in the hall at the south end of the ice pad. Combinations to the locks on the box are distributed by the Administrator to team managers. The mail box is used to distribute mail (such as helmet stickers, pins, rule books, etc.) from the executive, convenors, and the administrator to the teams.



Team Registration and Electronic Rosters

Offers of Commitment

Submit all signed Offers of Commitment forms to the Waxers office if you are an AE/MD/A/AA team or to VP AAA Zone if you are a AAA team.

Player Requirements

Pre-Registration

Players are required to pre-register in the Hockey Canada Registry (HCR) online via the Waxers website.

Returning Players

Players who played with the Markham Waxers last season are set up and ready for registration.

Players New to the Waxers

For players who are new to the Markham Waxers, managers should submit the player's name, date of birth, and any required documentation (PTS, release, NRP and/or waiver) to the Waxers Administrator (MD/AE/A/AA teams) or VP AAA Zone (AAA teams). When the HCR record has been transferred to the Waxers, the manager will be notified that the player's family can pre-register the player.

To register:

- Go to www.waxers.com.
- Select your team's category in the left column menu bar under the Category Sites section.
- Click the Player Registration link.
- Log in if you have registered online previously or click the link to create a new account if you have not registered online previously.
- Complete player registration. All fields marked with an asterisk (*) are required.
- There are no fees associated with the registration, but *you must check out to complete registration*. Click Checkout and then click payment type Other.

Any address changes discovered during pre-registration should be reported to the Waxers Administrator for update.

- To update the player record after a move within Markham, email registrar@waxers.com the player's name and new address including postal code.



- To update the player record after a move from one OMHA city to another OMHA city, submit a completed [OMHA Residential Transfer Application form](#) and *all supporting documentation* to registrar@waxers.com.
- To update the player record after a move from a non-OMHA city (such as Toronto, Mississauga, or Vaughan), the player's family must submit a completed [Minor Hockey Player Transfer form](#) and *all supporting documentation* to the registrar of the minor hockey OHF member which the player is leaving (i.e., Alliance, GTHL, NOHA).

Transfer forms are available in the Resources/Forms & Documents section of the Waxers website.

Proof of Age

Any player new to the Waxers must submit proof of age (scan of birth certificate or passport). Please do not submit these one at a time, but include all at once when you submit your team roster workbook.

Parent Respect in Sport

At least one parent or guardian of each player registered in minor hockey in the OMHA must complete the online *Respect in Sport Parent Program* as a condition of participation. The program only needs to be completed once—it does not expire. Verify completion of RIS by each family prior to submitting your team roster workbook.

Team Officials

Rostered Team Officials

A team can have up to a **maximum of five** registered team officials. Head coach and trainer are required and must be filled first. The remaining official spots may be filled by a manager, an assistant coach and an assistant trainer, or any combination of the three positions. A team may only roster one manager, but is not required to roster a manager.

Affiliated Team Officials

In the absence of registered team officials, it is permitted to have Markham Waxers registered team officials from another team participate on the bench for games as follows:

- Team officials registered to AAA teams may fill in on any AAA team bench.
 - Team officials registered to any AA, A, AE, or MD team may fill in on any other AA, A, AE, or MD team bench.
 - Team officials registered to any Waxers House League team may fill in on the Tyke MD team.
 - Team officials cannot fill in on a team in a different category from their rostered team. For example, a AAA coach cannot fill in on a AA or MD bench.
-



A team official can only fill in for positions for which they are certified on their team roster, i.e., a coach must have the appropriate coach certification for the category in which he is affiliating and a trainer the appropriate trainer certification.

Team Officials at Large

The Waxers maintain a roster of at-large team officials in each centre. Coaches and trainers rostered to the approved Waxers at-large roster are eligible to register on a game report as a coach, assistant coach, trainer, or assistant trainer for a team within the same centre in place of absent team officials based on their qualifications. For example, if an individual is rostered as an at-large trainer but has the proper coaching certification, he/she may fill in as either a coach or a trainer on a Waxers team in the same centre. Please note that team officials on the Markham Zone at-large roster are NOT eligible to serve on an MD/AE/A/AA team nor vice versa.

The at-large roster will be provided to all teams. The team must have a copy of the approved electronic at-large roster on hand when someone from the roster fills in for your absent bench staff.

How to Submit At-Large Officials

If your team has qualified individuals beyond the maximum five that can be rostered to your team, add them to the at-large roster by completing the *At- Large Staff* portion of the Waxers Roster Worksheet.

Certification Reimbursement

The association does not reimburse these additional team officials, but the team may choose to reimburse them.

On-Ice Volunteers

A team may wish to have additional volunteers on the ice during practices. On-ice volunteers must be two years older than the age group with which they are volunteering.

On-Ice Volunteers 14 years old and younger

A volunteer 14 years or younger must wear full player hockey equipment while on the ice. They are not required to provide a PVSC or complete Respect in Sport (RIS) for Activity Leader.

On-Ice Volunteers 14 years and older

A volunteer who is 14 years and older is eligible to wear the same equipment as on-ice team officials (i.e., CSA certified helmet, skates, gloves).

A volunteer who is 16 years and older must complete RIS for Activity Leaders and provide a PVSC. Players 14-15 years old are not required to provide a PVSC or complete RIS for Activity Leaders.



Certification Reimbursement

The association does not reimburse these additional team volunteers, but the team may choose to reimburse them.

How to Submit On-Ice Volunteers

Include on-ice volunteers at the bottom of your roster workbook.

Certification

All team officials (coaches, trainers, managers, and on-ice volunteers 16 years and older) in the OMHA must have a minimum of Speak Out! (PRS) or Respect in Sport (RIS) and Understanding Discrimination Based on Gender Identity and Gender Expression certification in addition to all other certification appropriate to their position. *Please note that PRS/RIS and Gender Identity do not expire—they need only be completed once.*

Certifications must be completed prior to submitting the team for rostering.

Coach and Trainer certifications expire August 31st five years after the certification was earned. Recertification clinics must be attended prior to August 31st or you will be required to re-take the full coach or trainer clinic.

Minimum Certification Requirements

(OMHA Manual of Operations Appendix A - Regulations)

Division	Category	Head Coach	Assistant Coach	Trainer
Minor Novice Novice	All	Coach 1 – Intro to Coach Trained	Coach 1 – Intro to Coach Trained	HTCP Level 1
Minor Atom, Atom	All	Coach 2 – Coach Level Trained	Coach 2 – Coach Level Trained	HTCP Level 1
Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget	HL, RS, MD	Coach 2 – Coach Level Trained	Coach 2 – Coach Level Trained	HTCP Level 1
Minor Peewee, Peewee, Minor Bantam, Bantam, Minor Midget, Midget	AE	Development 1 – Trained	Development 1 – Trained	HTCP Level 1
Minor Peewee, Peewee	A/AA/AAA	Development 1 - Certified	Development 1 – Trained	HTCP Level 1
Minor Bantam, Bantam, Minor Midget, Midget	A/AA	Development 1 - Certified	Development 1 – Trained	HTCP Level 1



Division	Category	Head Coach	Assistant Coach	Trainer
Minor Bantam, Bantam, Minor Midget, Midget	AAA	High Performance 1 – Certified	Development 1 - Trained	HTCP Level 1

See [OMHA Team Official Qualification Requirements 2019-2020](#) for full details and additional notes.

How to Verify Certifications

The status of a team official's certifications and Police Vulnerable Sector Check (PVSC) can be verified via [Hockey Canada's eHockey](#). It is the responsibility of each team official to verify their own certification status.

Please note that the HCR indicates that PVSC are valid for three years. The Markham Waxers require an updated PVSC every two years.

Where to Obtain Certifications

The OMHA website maintains a [listing of certification clinics](#). Respect in Sport, Trainers certification, and trainer refresher certification are available as online courses.

Certifications Obtained Outside the OMHA

If bench staff obtained a coach or trainer certification with an association outside of the OMHA, please complete the [Application for Conversion/Upgrade of Certification form](#) and forward it to the OMHA so that the certifications can be added to his/her Hockey Canada Registration (HCR) system record for rostering purposes. You may have to follow up by phone or email to be sure that the process is completed quickly.

The conversion form is available on the [Waxers website](#).

Police Vulnerable Sector Check (PVSC)

A Police Vulnerable Sector Check (PVSC) is required of all rostered team officials and all other team volunteers who engage in on-ice activities. A PVSC obtained for another organization or employer is not valid for the Markham Waxers. PVSC status can be verified via [eHockey](#). Please note that in Hockey Canada's eHockey, PVSC are listed as valid for three years. Waxers require updated checks every other year.

Team volunteers who are not rostered or involved in on-ice activities, such as treasurer, are not required to obtain a PVSC.

The original, embossed PVSC must be submitted to the administrator in order for the bench staff to be rostered and reimbursed.

PVSC are valid for two seasons and expire on August 31 two seasons after the PVSC was issued. For example, a PVSC issued on August 31, 2012, December 31, 2012, or February 15, 2013 will all expire on August 31, 2014.

**PVSC for Team Officials Residing in Toronto**

PVSC are only issued by the municipality in which you reside. If your team has officials who reside in Toronto, please email the administrator the name and address of the team official. The administrator will send a personalized PVSC application form.

PVSC for Team Officials Residing in York Region

You may apply for a PVSC online via the [York Regional Police website](#). If you wish to apply in person, you must apply at the YRP Community Resource Centre at 10720 Yonge Street in Richmond Hill. Please check the YRP website for up-to-date hours of operation.

If a team official's gender and date of birth matches someone in the YRP/RCMP database, he/she will be fingerprinted to process the PVSC. The YRP will waive the fingerprinting fee if the applicant presents a letter on Waxers letterhead verifying that the team official is a volunteer with the Markham Waxers. To obtain verification, complete the [PVSC Volunteer Letter Request form](#), which may be found on our website.

PVSC processing can take up to two months and a team official cannot be rostered until the PVSC is completed—*start the process early!*

Reimbursement of Certification Fees

The association covers the cost of certifications and PVSC for the five rostered officials on a team. The Waxers do not reimburse certifications or police check for at-large team officials or on-ice volunteers, but the team may choose to do so.

The original copy of the PVSC must be on file in the Waxers office before reimbursement will be processed. While the Waxers reimburse for the cost of the PVSC, we do not reimburse for fingerprinting fees, which can be waived with the PVSC Volunteer Letter. Reimbursement is made for certifications required for an official's rostered position. If an assistant coach obtains trainer certification but is not rostered as a trainer, the association will not reimburse the cost of certification. However, the team may choose to do so.

Team officials should complete the [Markham Waxers Certification Reimbursement form](#) (available on our website), attach receipts, and submit to your team manager by October 1st. Team managers are asked to collect the completed forms for all team officials who are submitting for reimbursement of fees that qualify and make *one submission* to the Waxers office no later than **November 1st**. A reimbursement cheque will be issued directly to each team official.

Team Registration Checklist

Gather the following information to register/roster your team:

- ☐ Player names, birth dates, addresses, personal email address for family
- ☐ Markham Waxers Roster Worksheet



- ☐ Permission to Skate, release, and/or waiver forms for any players that played rep hockey outside of Markham in the prior season
- ☐ Verification of Parent RIS and proof of age
- ☐ Verification of pre-registration
- ☐ Team official names, birth dates, addresses, contact information
- ☐ Team and at-large official and on-ice volunteer PVSC forms and certifications
- ☐ Release for bench staff who coached on a GTHL team in the prior year

Electronic Roster

All teams are registered with the OMHA by means of an approved electronic roster that resides in the Hockey Canada Registry (HCR) database. The electronic roster lists all relevant player and team official information, including current certifications.

A team must have an approved electronic roster before participating in any exhibition game, tournament, or regular season game.

Bench staff cannot be rostered until all certification requirements are complete, including original PVSC on file in the Waxers office.

Waxers Roster Worksheet

The [Waxers Roster Worksheet](#) is available for download from our website. All the information requested is needed for rostering your team in the Hockey Canada Registry, and inviting families to participate in the annual coach evaluation survey. Please fill it out *completely*, including date of birth information for bench staff.

Do not change the worksheet as it is linked to other documents.

List only *one* email address in the Email column. This email address will be used to invite parents to participate in the coach evaluation. **Please ensure that it is a personal email address and NOT a business email address.**

Sort the players alphabetically by last name before submitting.

Submit your completed roster worksheet and all required PTS, release, NRP, and/or waiver forms **no later than June 30th**. AE/A/AA teams submit their worksheets and forms to the Waxers Administrator. AAA teams submit their worksheets and forms to the VP AAA Zone with a copy to the Waxers Administrator.

Your roster will be submitted for approval by the OMHA once all certification requirements are met, including original PVSC on file in the Waxers office. Note: It can take up to a week to get rosters approved by the OMHA once they are submitted.



Affiliated Player (AP)

An affiliate player (AP) is a player from another team within the Markham Waxers who is eligible to participate for his registered team and one other team of a higher division or category. Affiliate players to AE and MD teams must meet residential requirements.

At the AAA level, an affiliate player is a player from another team within the Markham AAA Zone who is eligible to participate for his registered team and one other team of a higher division or category. A player can only be rostered to a ***maximum of two teams*** (i.e., their regular team and the team with which they are affiliated)

Your team can roster up to 19 affiliate players from either a ***lower category team in the same age group or equivalent or lower category teams in a lower age group***. For example, the Minor Peewee AA team can affiliate to its roster players from the Minor Peewee A or AE team, or players from the Major Atom AA, A or AE team. They cannot affiliate players from the Major Atom AAA team.

Fees are not to be levied against AP players.

Affiliating House League Players

Teams are permitted to affiliate players from house league from Markham Waxers House League or Unionville Minor Hockey Association (UMHA). House league players that play rostered select may be affiliated to a Waxers team.

AE or MD teams affiliating players from house league may want to purchase jerseys that can be shared by affiliated players when participating in games.

Coaches must understand that a rostered select player's first responsibility is to his house league team, his second responsibility is to his rostered select team, and his third responsibility would be as an AP to your team. Players are not allowed to miss house league/select practices or games to participate as an AP.

Procedure to Affiliate Markham Waxers House League Players

1. Rep coach should introduce himself to the Waxers House League coach prior to speaking with the player and his/her parents and explain his intentions. This may be done by email, in person, or by phone.
 2. The Rep coach can then speak with the parents and the player and review with the family the expectations and commitment level of participating in house league and as a Rep AP player, emphasizing the player's responsibilities to his house league team.
 3. If the family accepts the AP position, the family will confirm their acceptance by completing their section of the Offer of Affiliation form.
 4. The Rep coach will ask the House League coach to sign the Offer of Affiliation form.
 5. The Rep coach will then forward the Offer of Affiliation form to the Waxers Administrator for processing.
-

*Procedure to Affiliate UMHA House League Players***Affiliating Jets Select Players**

1. Rep coach should introduce himself to the Jets coach prior to speaking with the player and his/her parents and explain his intentions. This may be done by email, in person, or by phone.
2. The Rep coach can then speak with the parents and the player.
3. After the Rep coach has spoken with the family, the Jets coach will review with the family the expectations and commitment level of participating in house league, Jets, and as a Rep AP player.
4. The family will inform both the Rep and Jets coach of their decision.
5. If the family accepts the AP position, the family will confirm their acceptance by completing their section of the Offer of Affiliation form.
6. The Rep coach will then forward the Offer of Affiliation form to the UMHA office for approval by the player's house league coach. If the house league coach is not available, the UMHA Select Director/President will sign on the coach's behalf.
7. The UMHA will return it to the Waxers within one week of receiving the Offer of Affiliation.

Affiliating UMHA House League Players

1. Rep coach should introduce himself to the House League coach prior to speaking with the player and his/her parents and explain his intentions. This may be done by email, in person, or by phone.
 2. The Rep coach can then speak with the parents and the player.
 3. After the Rep coach has spoken with the family, the house league coach will contact the UMHA Board.
 4. A Board member will review with the family the expectations and commitment level of participating in house league and as a Rep AP player.
 5. The family will inform both the Rep and house league coach of their decision.
 6. If the family accepts the AP position, the family will confirm their acceptance by completing their section of the Offer of Affiliation form.
 7. The Rep coach will then forward the Offer of Affiliation form to the UMHA office for approval by the player's house league coach. If the house league coach is not available, the UMHA President or Select Director will sign on the coach's behalf.
-



8. The OMHA will return it to the Waxers within one week of receiving the Offer of Affiliation.

Participation in the AP Process

Each Waxers coach has signed a [Coach's Agreement](#) in which he has agreed to “support and participate in the affiliated player (AP) process by including the participation of lower category players in games and practices and keeping a record of such participation for review by the Association.” In that document they also agreed to the following:

- a. Obtain the agreement of the player's coach *before* asking an affiliated player or his parent(s) to have the player play or practice with my team, recognizing that the affiliated player's first obligation is to his team.
- b. Give permission where reasonable for the participation of your team's players when requested to participate in a game or practice by the team to which the players are affiliated.

Registering an AP

To register an affiliate player, submit the OMHA Offer of Affiliation form, which is available on our website. The form must be completed and signed by the player, the player's parent, the registered team head coach, and the head coach of the team to which he will be affiliated.

Please leave the *OMHA Contact or Delegate* field blank on MD/AE/A/AA forms.

Submit the *fully-completed* form to the Waxers office (MD/AE/A/AA) or VP AAA Zone (AA) for approval. The team roster will be re-submitted to the OMHA for approval. Once approved, a new roster will be provided to the team. AP players will be indicated with an “A” preceding their position.

Adding AP players to your roster requires a ***minimum one-week turnaround time***. The Waxers office ***will not*** make special arrangements to process last minute rush requests to add players for tournaments or games. Plan ahead and register your affiliate players as early in the season as possible

The OMHA deadline to have APs added to your team roster is January 15th. To meet the OMHA deadline, the Waxers deadline for adding APs to your team is January 1st.

Restrictions on Affiliation

See OMHA Regulation 7.0 for more information and 7.3 for restrictions on affiliation. If you still have questions, please contact your Waxers Convenor.



Insurance

Hockey Canada Insurance Program

Hockey Canada has constructed a National Insurance Program to provide financial resources to help deal with the cost of risks which confront organized hockey. The insurance programs eliminate or minimize the potential financial burden our members may face in the event that they are injured or implicated in a civil action arising from their participation in Hockey Canada programs.

Hockey Canada and each of the Branches of which Hockey Canada is comprised is specifically named as an insured, and all sub-associations, leagues and teams which form a part of Hockey Canada. It includes any officer, director, employee, coach, volunteer worker, instructor, referee, or member of a Committee while acting within the scope of his or her duties. It includes members of any teams, leagues, Branch teams, division teams, national teams or international teams provided all are registered with or affiliated with Hockey Canada. It includes any sponsor of any team or Hockey Canada, but only with respect to his, her or their liability as such; and it includes any owner of any insured team.

Note: A volunteer is a non-paid person donating his or her time and who is assigned specific duties and for whom a premium has been paid.

Coverage

The Hockey Canada Insurance Program provides the following coverage:

- Comprehensive General Liability
- Accidental Death and Dismemberment
- Major Medical/ Dental Coverage
- Sexual Misconduct Liability Insurance
- Directors and Officers Liability Insurance

When are you covered?

- Coverage begins on September 1st and expires on August 31st.
- Hockey Canada/Branch sanctioned events (league games, tournaments, practices, training camps, sanctioned fundraisers) *when playing member teams only!*
- Transportation directly to and from the arena or venue.
- Accommodations while billeted or at a hotel during a Hockey Canada/ Branch sanctioned hockey activity.

*Note: it is very important to know when the team is dealing with a non-sanctioned event.



For further information on the Hockey Canada Insurance Program download the '*Safety Requires Teamwork Booklet*' from Insurance Program section of the Hockey Canada website (located under *Minor Hockey*) at www.hockeycanada.ca.

Travel Insurance

It is important that teams are aware that they should purchase additional Health Insurance when leaving the country. Provincial health care plans will cover a portion of out of province medical expenses and Hockey Canada insurance has specific limits that apply once the primary insurance coverage has been exhausted.

Paid Instructors

If you hire on-ice instructors, which are paid by the team, they must provide proof of their own insurance to the team.

Proof of Insurance

If a team requires proof of insurance for rentals such as ice, gyms, or rooms, complete the [Certificate of Insurance Request form](#), which may be found on our website. You will need the following information.

- Event description
- Start and end dates
- Location, including full address
- Additional insured name, if required
- Contract, if available

Processing can take up to 10 business days, so allow plenty of lead time when applying.



Injuries and Return to Play

Emergency Action Plan

Team trainers are responsible for developing an emergency action plan for every practice and game.

Injury Reporting

The OMHA and Hockey Canada track all injuries to determine trends and areas of focus for injury prevention. The Markham Waxers are also interested in tracking any injuries occurring to our players during games, practices, and dryland training.

Any injury that occurs that results in a player having to leave a game, practice or training session, and/or as a result miss future games, practices and training sessions **must be:**

1. Reported to the OMHA electronically via the [HTCP Injury Data Collection Program form](http://www.hdco.on.ca/web_pages/trainers_injury_data.html) available on the OMHA website:
http://www.hdco.on.ca/web_pages/trainers_injury_data.html.
2. Reported via email to Barb Matthews, Head Trainer, and Stephen Gaunce for AAA teams.
3. Reported via their monthly report to the Waxers Convenor for the AE/A/AA teams with a copy to Barb Matthews, Head Trainer.

If you have questions with regards to this please contact the Waxers' Head Trainer, Barb Matthews at barbm.waxers@gmail.com.

Accident and Insurance Reports

In the case of an accident a report must be submitted immediately following the incident or injury to the OMHA. The original copy of the report must be received **within 90 days** of the date of the accident.

The [Hockey Canada Injury Report](#) is available on the OMHA website. Blank copies of the form should be kept in the Manager's binder. Should an accident occur, it is easier to fill the form out at the time of the accident than it is to track down details afterwards.

The time required to process the claim will vary due to the type of claim made. This process could take 4 - 6 weeks. The OMHA is advised as to the status of each claim through periodic reports from Hockey Canada. Certainly, the time of year impacts on the speed of the process.

If receipts are available after the claim has been forwarded to Hockey Canada, the receipts can be sent to the OMHA to be attached to the submitted claim. The original receipts should make specific mention of the individual's name, date of accident, and Minor Hockey Association as identified on the original claim.

***Return to Play Protocol***

Any players suffering injuries should receive medical clearance, provided by a medical doctor's note, before being allowed to return to practice or games. This includes strains, sprains, fractures, and, in particular, concussions. In the case of concussions, the return to play protocol outlined in the HTCP Trainers Manual should be followed.

Medical clearance also pertains to any injuries obtained outside of hockey. Adherence to this protocol protects the players from returning to play too soon and further injuring themselves. In addition, it protects team officials in the event a player re-injures himself as a result of returning to play without medical clearance.

Concussion Program

The Waxers organization is excited to be working with Holland Bloorview Kids Rehab Hospital and their Concussion Centre to provide the best education, training, and physician-led concussion care for our athletes.

Holland Bloorview Kids Rehab Hospital is Canada's largest kid's rehab hospital and houses a Concussion Centre which focuses solely on pediatric concussion education, research, and clinical services. The centre includes clinicians specifically trained in pediatric brain injury and researchers who are leading experts in the field of youth concussion.



Ice Allocation & Game Scheduling

Ice Allocation

The association supplies one hour of weekly practice ice and home game ice to each team for the season as part of their assessment fees. AAA teams receive one and a half hours of weekly practice ice and home game ice. AAA teams are invoiced for the extra half an hour of weekly practice ice, so remember to budget for it!

The Ice Scheduler will send the ice allocation to the team manager and coach by late July.

A team's ice allocation begins in mid-September and ends on March 31st. Regular season ice ends in mid-January. During the regular season, you receive your regularly scheduled practice ice and your home game ice.

If you cannot use your ice, you can trade or sell your ice *only* to another Markham Waxers team, including house league and rostered select. Be sure to notify the Waxers Ice Scheduler of any trades to avoid double bookings.

During the playoffs, all ice is returned to the association for scheduling of playoff games. Home game ice that is not used for playoffs are offered to teams as extra practice. You may receive ice for two or three games during a week and no practice ice or extra practice ice and no games. These things are beyond our control as we must schedule playoff games within prescribed periods of time that are set by the leagues. The Ice Scheduler strives to ensure everyone receives an equal amount of ice and practice ice each week. We do not compensate teams financially for missed practices nor do we invoice teams for extra games if your team advances in the playoffs.

Scheduling

Prior to the scheduling meeting, the Waxers Ice Scheduler will provide each team manager with a calendar that includes team practices, extra ice, home game ice, and blackout dates.



Extra Ice

Teams that purchase private ice must provide the following information to the Ice Scheduler no later than June 15th to prevent scheduling of Waxers ice at the same time. The Ice Scheduler will input on the team calendar.

- Arena Name
- Start Time / End Time
- Start Date / End dates
- Pad #
- Location / City

Tournaments

Teams attending tournaments must provide the following information to the Ice Scheduler for input on the team calendar.

- Tournament name
- Tournament dates - start/end
- Location (include province / state)



Once the Ice Scheduler enters the team's tournaments into the calendar, team managers will be able to add tournament information, such as arenas, times, etc. Managers can only add team events such as team functions, fundraiser, dryland and special events to the team calendar.

No later than one week prior to the scheduling meeting, teams must communicate to the Ice Scheduler the dates and times of any practice or home game ice that you will not use due to other commitments such as tournaments. The Ice Scheduler will add these dates to the team calendar and provide teams with an updated calendar. Your unused ice may be used to at the scheduling meetings to accommodate games for other Waxers teams with conflicts.

Scheduling Meeting

The Waxers Ice Scheduler and ***one person per team*** will attend the Scheduling Meeting with the other teams in their division in late August or early September. Scheduling meetings can last up to three hours.

Two days prior to the meeting, the Ice Scheduler will provide the team with an updated team calendar which will contain:

- Practice ice assigned by Ice Scheduler
- Game ice assigned by Ice Scheduler
- Extra/private ice purchased by the team
- Tournaments

Take a copy of the calendar with you to the scheduling meeting. At the meeting, you sit down at a table with a team representative from the other teams in your division and schedule your home/away games.

It is recommended that you book game dates with the teams who are farthest away first. The earlier in the season before winter sets in that you can get the long-distance games out of the way, the better. Schedule these games first. Then book game dates with local teams.

Do not compress your schedule. Begin playing games at the beginning of the season.

Pencil in the games on your calendar as you schedule them. If you find that you cannot find an ice time to play, go and see the Waxers Ice Scheduler. The division's ice schedulers sit at a separate table and can assist with scheduling conflicts.

Once you have scheduled all your games, copy all the games to a master list that is then photocopied and shared at the meeting. Please write clearly.

Get a list of email addresses and phone numbers for the other coaches/managers for all the teams in your loop. This is very helpful during the season if you need to communicate with a team.



2019-2020 Scheduling Meeting Dates

Level	Date	Time	Location
AAA	Tuesday, August 13	7:00 pm	Legends Arena gym, Oshawa
AA	Monday, August 26	7:00 pm	Aurora Community Centre Auditorium
A	Wednesday, August 28	7:00 pm	Aurora Community Centre Auditorium
AE / MD	Wednesday, September 4	7:00 pm	Aurora Community Centre Auditorium
Midget	Wednesday, September 25	7:00 pm	Aurora Community Centre Auditorium
Novice	TBD		

Playoff Scheduling Meeting

The Playoff Scheduling Meeting is held in January. Only Ice Schedulers attend this meeting.

Game Cancellation

Games should not be cancelled unless there are *very* extenuating circumstances. **Games can only be cancelled by the Ice Scheduler.** If you have to cancel a game, notify the Waxers Ice Scheduler who will notify the OMHA Convenor.

Game Changes

After the Scheduling Meeting, any scheduling conflicts are dealt with by the OMHA Convenor and the Ice Scheduler of each association. ***Teams do not reschedule games with other teams.***

Game changes will be allowed free of charge until September 30. After October 1 and until the end of the regular season, a \$50.00 fee will apply per game change. Teams are invoiced for this fee and payment is due on receipt.

Frequently Asked Questions: Ice and Scheduling

How is Ice Allocated?

The City of Markham has a formula that allocates ice based on the number of teams and rostered players that live in the City of Markham.

We're not using our practice ice. Can I return it and get credit for it?

All teams are responsible financially for their practice ice. If you are not going to use your scheduled ice time, you can trade or sell it only to another Markham Waxers team.

- If you trade it, you are responsible for tracking to ensure you receive your traded ice.



- If you sell it to another team, you are responsible for invoicing the team and collecting payment for the ice.
- Once you commit to the sale/trade of ice with another team, you are responsible for that ice.

Be sure to notify the Waxers Ice Scheduler of any trades to avoid double bookings.

If you cannot trade or sell it yourself, contact the Waxers Ice Scheduler. He may be able to assist you in trading the ice.

If you are unsuccessful in finding someone else to use the ice, the team is responsible for the ice fees; in other words, you will not be credited for unused practice ice.

Can we give the ice to another team in exchange for a future ice time of theirs?
Yes, but it is up to you to coordinate with the other team.

If we trade practices among ourselves, do we have to notify the Ice Scheduler?

Yes, so the Ice Scheduler can update the schedule on the website and avoid any confusion.

What if we have a conflict on a day we have a game scheduled?

For a game designated as a conflict by both centers, the home team is responsible for rescheduling. The home team Ice Scheduler will reschedule the game in conjunction with the visiting team's Ice Scheduler using practice ice or game slots during weeks without scheduled games.

What if the other team doesn't show up?

If you have a scheduled home game and your opponent does not show up, contact the Ice Scheduler, Chief Referee, and Timekeeper Scheduler. The team can use the ice time for practice. The Chief Referee and Timekeeper Scheduler will advise the administrator who will issue cheque payments to the referees and timekeeper.

What steps are required when re-scheduling an away game?

The other team is responsible for finding another ice time and they must inform their Ice Scheduler to have the game changed. Their Ice Scheduler will contact the Waxers Ice Scheduler to re-schedule the game. You will be notified by the Waxers Ice Scheduler.

What steps are required when re-scheduling a home game?

You must inform the Waxers Ice scheduler who will reschedule the game in conjunction with the visiting team's Ice Scheduler.

What is extra ice? How do we get extra ice?

Once ice allocation is complete for home games and practices, Waxers may have extra ice that will be shared between the teams. The Ice Scheduler will advise all coaches of the



times and arena at which ice is available. Send an email to the Ice Scheduler noting the dates you would like to book the ice. Extra ice is distributed on a first-come, first-served basis.

Is early morning practice ice available?

Extra ice is always available between 6:00 am and 9:00 am on weekdays. Please let the Ice Scheduler know if you are interested in booking morning ice. Generally, this ice is available at a reduced rate.

Why did my practice time already scheduled get changed to a different time/day?

On occasion, there will be a rescheduled game that must be fit into a practice slot. As well, there may be a special request made by a team to change their ice time. Unfortunately, each team change to the schedule usually involves a rebound effect involving three teams being moved around instead of just one or two.

Why did my practice/game get rescheduled for an OMHA playoff game?

OMHA series must be completed within a specified time period. Therefore, beginning in mid-January, OMHA playoffs games take precedence over regular league games and practices.

Why are there so many rescheduled games?

Game schedules are received at the start of the season. Games are rescheduled for a number of reasons, including games scheduled inadvertently on holidays, a team enters a tournament that is held during regularly scheduled games, weather, or if the opposing team cancels.

How long are the period lengths for home games?

Period lengths are based on available ice time.

Ice Time	Warm Up	First Period	Second Period	Rest	Third Period
60	5	10	10		10
75	5	10	10		15
90	5	10	15		15
105	5	15	15		15
120	5	15	15	10	15
120*	5	15	20	10	20

*Bantam AAA, Minor Midget AAA, Midget AAA

***What are the typical period lengths for Waxers teams?***

Division	AE/A/AA	AAA
Novice	10-10-10	10-15-15
Minor Atom	10-10-10 or 10-10-15	10-15-15
Atom	10-10-15	10-15-15
Minor Peewee	10-15-15	10-15-15
Peewee	10-15-15	15-15-15
Minor Bantam	10-15-15	15-15-15
Bantam	10-15-15	15-15-15
Minor Midget	15-15-15	15-20-20
Midget	15-20-20	15-20-20

How am I notified of changes made to home/away games and practices?

You receive notification via a subscription to our website. All team members should subscribe to their team calendar.

1. On the Waxers homepage, locate the Manage Subscriptions box in the lower left column.
2. Click on the link to your preferred method of receiving notifications: email or text message.
3. a. Enter your email address. We suggest using a private email address, as business firewalls can block services such as this. Click the Go button.

or

b. Select your carrier and enter your phone number. Click the Go button.
4. Select the teams to which you wish to subscribe. You can select multiple teams.
5. Select which notifications you wish to receive. You can receive notification of schedule changes, game results, news articles, and/or events.
6. You can also update your email address on this page.
7. When selections have been made, click the Save button.
8. You're subscribed!
9. To help ensure that emails are received please add "mailer@mbsportsworld.ca" to your safe / trusted senders list.



How do I get access to update my team's website?

[Email the Waxers Administrator](mailto:admin@waxers.com) (admin@waxers.com) with the name(s) and email address(es) of who should have access to update the team's website. The Administrator will set up access, which will trigger an email from the website to the email address provided informing the user that they have access and instructions on how to sign in.

How do I input home game scores?

The team webmaster has access to update scores.

Login



1. Go to www.waxers.com.
2. Click on **Login** at the top of the page.
3. Click on Control Panel.
4. Click on Manage Site Content.
5. Click on Manage Page Content.
6. Click on Game Center.
7. Click on Schedule and Results.
8. Double-click the game you wish to update.
9. Follow on-screen instructions.

How do I add a tournament schedule to our team calendar?

Watch the MBSportsWeb three-minute video titled [Adding Games to Team Tournaments](#) for instructions on how to add a tournament schedule to your team calendar.

Before adding a schedule, please send the Ice Scheduler the following information:

- Name of tournament
- Tournament dates
- Tournament location



What do I need to tell the Ice Scheduler about extra/private ice purchased by my team for the season?

DO NOT add extra ice as a team event. Send the Ice Scheduler all of the following information:

- Start and end dates
- Start and end times
- Location (address)
- Arena name, pad #

Is pre-season ice available from the Waxers?

Yes. The Ice Scheduler will send out a list of ice that is available prior to the start date of the season—usually the second week in September. Ice is reserved by email response on a first-come, first-served basis. The Ice Scheduler will confirm your request via email and add it to the team's calendar.

Pre-season ice will be invoiced to the team. Please budget \$210/hour.

Where do I find contact information for the Ice Scheduler, Chief Referee or Timekeeper Scheduler?

Contact information is available in the Contact section of the Waxers website.



Referees

Referees for all home regular season and playoff games are scheduled by the Waxers Referee-in-Chief.

The home team is responsible for paying the referees. Remember to budget for referee fees for all home games. Don't forget to include enough buffer funds for playoff referee fees. OMHA playoffs may also require you to pay mileage if the referees are from out-of-town.

Make sure referees arrive at your game on time. Managers may approach the referees at the referee room approximately 15 minutes before the game. This is when you should pay the referees. If there is a game before yours, the referees for your game may be on the ice. You can confirm with them after that game is finished. If you do not have the correct number of referees 15 minutes prior to your game, please call the Waxers Referee-in-Chief.

Referee Rate Schedule

Minimum referee rates are listed in the OMHA Manual of Operations, Regulation 18.5. Both the YSMHL and ETA use the rates listed in the table below. Referees are paid according to the length of the game and the team's division and category.

Please note that OMHA Officials do not officiate in a one-man system.

Two Official System

A two-official system is used in the Novice through Minor Pee wee divisions.

Game Length	10-10-10	10-10-15	10-15-15	15-15-15
Novice & Below	\$24.00	\$26.00	\$28.00	\$30.00
Atom	\$25.00	\$27.00	\$29.00	\$31.00
Pee wee	\$30.00	\$32.00	\$34.00	\$36.00
Bantam	\$32.00	\$34.00	\$36.00	\$38.00
Midget	\$35.00	\$37.00	\$39.00	\$41.00
Juvenile	\$36.00	\$38.00	\$40.00	\$42.00

Cost per official

Three Official System

A three-official system (two linesmen and one referee) is used in Pee wee and older divisions, excluding Bantam AAA, Minor Midget AAA, and Midget AAA.

Game Length	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
Pee wee & Below							
Referee	\$34.00	\$36.00	\$38.00	\$40.00	\$42.00	\$44.00	\$46.00
Linesman	\$28.00	\$30.00	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00



Game Length	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
Bantam							
Referee	\$39.00	\$41.00	\$43.00	\$45.00	\$47.00	\$49.00	\$51.00
Linesman	\$31.00	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Midget							
Referee	\$41.00	\$43.00	\$45.00	\$47.00	\$49.00	\$51.00	\$53.00
Linesman	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00
Juvenile							
Referee	\$41.00	\$43.00	\$45.00	\$47.00	\$49.00	\$51.00	\$53.00
Linesman	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00

Cost per official

Four Official System

Bantam AAA, Minor Midget AAA, and Midget AAA use a four-official system.

Game Length	15-15-15	15-15-20	15-20-20	20-20-20
Referee	\$47.00	\$49.00	\$51.00	\$53.00
Linesman	\$39.00	\$41.00	\$43.00	\$45.00

Referee Mileage Rate

Mileage is paid at a rate of \$.48 per kilometer each way with all officials in one car, where possible.



Timekeeper

The timekeeper for all home regular season and playoff games are scheduled by the Waxers Timekeeper Scheduler.

The home team is responsible for paying the timekeeper. Remember to budget for timekeeper fees for all home games. Don't forget to include enough buffer funds for playoff timekeeper fees.

All timekeepers are asked to arrive at the arena ten to fifteen minutes ahead of the scheduled game time. They are instructed to go to the Timekeeping Booth on arrival at the arena, so that you can find them. Please pay them prior to the start of the game.

If the timekeeper does not arrive by five minutes prior to game time, please call or text the Timekeeper Scheduler. To be on the safe side, all teams should ensure that at least one parent or sibling (preferably 14 years or older) knows how to operate the time clock and can fill in for a missing timekeeper in a pinch. (See Resources section for basic instructions on how to run a time clock.)

If the team would like to have a team volunteer trained in keeping time, please contact the Timekeeper Scheduler.

Timekeeper Rate Schedule

Game Length	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
Tyke & Novice	\$17.00	\$17.00	\$20.00	\$25.00			
Minor Atom & Atom	\$17.00	\$17.00	\$20.00	\$25.00			
Minor Peewee & Peewee	\$20.00	\$20.00	\$22.00	\$25.00			
Minor Bantam & Bantam	\$20.00	\$20.00	\$22.00	\$25.00			
Minor Midget & Midget			\$22.00	\$25.00	\$27.00	\$30.00	\$32.00



Game Sheets

Electronic Game Sheets

All rep teams will report game results using the Gamesheet app on an association-provided iPad.

The Waxers will provide each team with an iPad to check out for use throughout the season. Please do not link your Apple ID or iCloud account to the iPad.

Training on the app will take place in early September, before the start of the season.

Players

- All players dressing for the game are to be listed on the game sheet.
- Captains and assistant captains should be noted with a “C” or “A” beside their names on the game sheet.
- Affiliated players and coaches must be indicated with an “AP” beside their names.
- Absent players’ names should be crossed off on pre-printed labels or not entered on the game sheet.

Team Officials

- All rostered team officials present at a game are to be listed on the game sheet and must sign adjacent to their name.
- In absence of the head coach, a rostered assistant coach must be listed in the head coach section.
- Team officials will sign the game sheet according to their designation on the team roster. The only exception will be a team official rostered to the team as an assistant coach can sign in the head coach box in the absence of the rostered head coach.
- Only the individual identified as the team manager on the approved roster for the participating team is eligible to appear on the game sheet in the role of the manager. If the rostered manager is not present at a game, leave the manager section blank.
- If your trainer is unavailable and you cannot find a replacement from the Waxers association, you must ask the opposing team’s trainer to cover both teams. Call ahead if you intend to do this to ensure the opposing team’s trainer is available. The name of the trainer covering both teams must be noted on the back of the game sheet. If you use a Waxers at large trainer or a trainer from another Waxers team, their name and signature must be listed on your side of the game sheet.

**Suspended Players and Team Officials**

List suspended players and team officials on the game sheet in the Suspension area of the game sheet. Failure to do so could result in further suspensions to the players, team officials and head coach.

Enter the team official or player name and #X of #Y games (where X is the number of the game being served and Y is the total number of games in the suspension)—for example, Aaron Rome 1 of 3 games.

Game Lengths and Curfew Times

The length of games varies based on division and category and can also vary depending on the length of ice time assigned by the association for the game. The length of each period is to be entered on the game sheet.

Game Curfew

A game curfew is invoked when the assigned game ice time expires prior to the end of regulation time. Although game curfews are strongly discouraged, the curfew time must be entered on the game sheet and initialed by both teams before the start of the game.



Suspensions and Total Game Penalty Minutes

Suspensions

OMHA Regulation 8.0

Always check your game sheet after each game to check for suspensions. If it is unclear as to who received a suspension and/or the cause of the suspension, please verify with the referees **immediately following the completion of the game**.

Further suspensions will result to head coaches and/or players if a team official or player participates in the next game when they are considered suspended.

Assume that a player assessed a game misconduct (GM##) is out for at least the next game. See Regulation 8.0 in the OMHA Manual of Operations to verify the number of games for which the player is suspended. When in doubt, contact your Waxers Convenor.

Please note that any suspensions incurred in exhibition games or tournaments must be served either at the tournament or in the next regular season or playoff game(s) as applicable.

Report all suspensions to your Waxers Convenor as soon as possible via email.

Total Penalty Minutes Incurred in a Game

Track total penalty minutes in a game. If a team accumulates a total number of penalty minutes in excess of either

- 26 minutes for Pee wee and below or
- 36 minutes for Minor Bantam and above

the Head Coach will receive an automatic game suspension for the next game.

When totaling penalty minutes, the time for misconducts, gross misconducts and game misconducts assessed to players shall not be counted. Five minute penalties assessed to players for match penalties are counted. Any misconduct, gross misconduct or game misconduct penalties assessed to team officials will automatically add 10 minutes to the team's overall penalty minutes in each case.



Exhibition Games

Exhibition games may be booked after teams receive their OMHA-approved roster beginning on September 1st. Many teams book exhibition games, either before the season begins, during periods where there is a break in the schedule, or after playoffs.

Exhibition Game Travel Permit

An approved OMHA Travel Permit is required for all exhibition games. There is no fee for exhibition games against teams within the OHF. The fee to obtain an OMHA Travel Permit for a game against a team outside of the OHF is \$10.

Complete the appropriate form: [Travel Permit - Exhibition Game form](#) (MD/AE/A/AA) or [AAA Travel Permit – Exhibition Game form](#) (AAA), which is available on our website a minimum of one week prior to the game date. Once approved, the permit will be emailed to the email address provided on the form.

Exhibition Game Referee & Timekeeper

If you are playing an exhibition game on Waxers ice, complete the [Request for Referees/Timekeepers form](#), which is available on our website. This form must be completed *a minimum one week before* the game. The fees are the same as regular season games.

Exhibition Game Sheet

The game sheet for exhibition games must be forwarded to the OMHA Convenor and any suspensions issued will roll over into the next season.



Tournaments

Tournament Checklist

- | | |
|---|--|
| <input checked="" type="checkbox"/> Travel permit | <input checked="" type="checkbox"/> Player sign-in |
| <input checked="" type="checkbox"/> Copy of electronic roster | <input checked="" type="checkbox"/> Hotel accommodations |

General Information

In general teams enter three or four tournaments per year. It is not recommended to enter into tournaments during the playoff period—February to early March for AE/A/AA teams and mid-February to March for AAA teams—as OMHA play down games will take precedence over tournaments.

Teams wishing to participate in pre-season/early bird tournaments must have an approved OMHA roster and travel permit to participate.

Note: Waxers teams require travel permits to participate in the Waxers Early Bird Tournament.

Players may not participate in non-sanctioned tournaments, including 3-on-3 or road hockey, as a Waxers team nor can they participate in such tournaments wearing a Waxers jersey.

Travel Permits

The team requires a travel permit to participate in a tournament. You will need to provide a copy of your travel permit to the tournament organizer before the start of the tournament.

There is no fee for tournaments hosted by OMHA centres. There is a \$20 fee for all non-OMHA tournaments. Teams will be invoiced for the permit fee.

Complete the appropriate form: [Travel Permit - Tournament form](#) (MD/AE/A/AA) or [AAA Travel Permit – Tournament form](#) (AAA), which is available on our website a minimum of one week prior to the tournament start date. Once approved, the permit will be emailed to the email address provided on the form.

Arrival at the Tournament

Once you arrive at the tournament you must provide the following. Keep a copy of each for your records.

- Travel permit
 - Electronic team roster
 - Tournament registration form that shows you completed your registration for the tournament
-



- Tournament registration fee payment receipt

Team Player Sign-In

Team players sign in for the tournament: This will vary from tournament to tournament. It may be completed ahead of time or at the tournament before the first game.

Tournament Game Sheets

The game sheets for tournament games must be forwarded to the OMHA Convenor and any suspensions issued will roll over.

Tournament Schedule

Keep your listing of parent cell phones handy. Schedules and game times at tournaments change and updates will need to be relayed to all families in a timely manner.

Hotel Accommodations

Many tournaments have a list of sanctioned hotels that teams must pick from to stay in. Book your hotel accommodations early for the best choice.

Most tournament hotels will hold a block of rooms for you and the parents can call the hotel to provide their credit card to hold the room. Other hotels want you to complete a rooming list, so all the families provide their information to you.

Before you book the hotel for your team, ensure that you are familiar with the cancellation policies of the hotel. They will vary from hotel to hotel.

Consider booking an extra parent/team room. The team pays for this room—it is worth every penny! This allows your players to get to bed early without being in the central party room and gives parents a place to go so they are not bothering hotel security. Please keep in mind that some hotels do not allow teams to book a room like this.

Parking at Markham Community Centres

If you're taking a bus to a tournament and would like to park cars overnight in a Markham Community Centre parking lot, you will need overnight parking permits. Please provide the administrator with the following:

- Number of cars to be parked overnight
- Make, model, and license plate of each car
- Team contact person name and contact information

The team contact person must be able to contact the owners of the cars while away at the tournament.



The administrator will provide the team with approved parking permits that should be placed on the car dashboard while the car is parked in the community centre parking lot.

Markham Waxers September Showdown Tournament

The Markham Waxers Midget teams host the Markham Waxers September Showdown tournament each fall at CanLan Ice Sports in Scarborough in early September. The tournament is for AE and A teams from Novice through Pee wee and MD teams from Minor Bantam through Minor Midget. Waxers teams receive discounted admission to the tournament. Full details of each year's tournament are posted on the Waxers website.

Note:

Waxers teams require travel permits to participate in the Waxers September Showdown tournament.



Waxers Annual Players' Banquet

The Waxers host an annual players' banquet the first week in April at the Crystal Fountain Banquet Hall. All players and rostered team staff attend the banquet as guests of the Markham Waxers. If a team has additional staff members—not parents—who would like to attend, additional tickets may be purchased. There is a limit of three extra tickets per team and payment must be received to confirm the extra reservation.

Awards

Throughout the evening we present the annual Waxers awards.

Team Character Award

One player from each team is presented with the Markham Waxers Award of Character for demonstrating positive character traits on the ice. This award represents the 11 attributes of the Character Community initiative: optimism, initiative, perseverance, respect, responsibility, honesty, integrity, compassion, courage, inclusiveness and fairness. This is our focus on HERITAGE - a focus on our City's values.

Team Most Improved Player Award

One player from each team is presented with the Markham Waxers Most Improved Player Award. This is a chance to recognize the TRADITION of hockey and what it offers minor hockey players - skill development, the opportunity to play and develop their passion for this great game.

Waxers 5-Year Loyalty Award

The Waxers want to recognize our COMMUNITY - our players - with a Five Year Waxers pin. This recognizes the tradition of the Markham Waxers in Markham and the heritage offered by playing hockey, showing the Markham Waxers community how important our players are.

All Markham Waxers players who have played for five or more years, who haven't already received this last year, receive this special pin at the Banquet. Waxter years start at Novice and wrap up at Midget.

Midget Loyalty Award

The Waxers recognize players who have been loyal throughout their minor hockey years. These Midget players are now in their last years of minor hockey and have played eight or more years with the Markham Waxers.

Waxers Long-Standing Coach Award

The Waxers wish to recognize head coaches for their outstanding loyalty to Markham Waxers Hockey and all the players.

**Ruff-N-Redi Community Appreciation Award**

Ruff-N-Redi Sportswear sponsors The Community Appreciation Award. This is presented to a team that gives back to the community and shows special acts of kindness. Along with their name on the annual plaque, the winner of The Ruff-N-Redi Community Appreciation Award receives a team prize of \$500.

Julianna Kozis Perseverance Award

This award is in memory of Julianna Kozis and recognizes an individual Waxers who has embraced challenges and overcome adversities throughout the year while continuing to embrace the sport they love and contribute to their team.

Neil Bullock Scholarship

The Markham Waxers also recognize Community with our annual Scholarship Award. All the Midget players are given the opportunity to submit an entry to receive a \$500 scholarship award for use in their post-secondary education.

Reservations and Nominations

A banquet for over 500 players and 150+ team staff takes planning. No later than March 15th, teams are asked to

- Complete the [Waxers Players' Banquet Reservations & Award Nominations form](#), which contains all banquet-related information: banquet reservation numbers, special meal requirements, all award nominations—Character Award, Most Improved Player Award, Waxers 5-Year Loyalty Award, and the Midget Loyalty Award—as well as the Waxers Community Involvement Award.
- Forward team photos and/or videos to be included in our special video presentation, which is shown throughout the evening. You can either drop off a CD/DVD or USB key or create a Drop Box and invite admin@waxers.com to share the box. We cannot guarantee inclusion in the video presentation for photos/videos submitted after the deadline.

Support the Markham Food Bank

Each year, the Waxers try to make the single largest donation for one event to the Markham Food Bank. We ask each player to bring a minimum of one bag. [Please visit the Markham Food Bank website](#) to see which items are most needed.

Dress Code

The dress code for the evening is business or smart casual, so no jeans, track pants, t-shirts, sweatshirts or hats. Please NO Waxers jerseys. If teams have the Waxers mock-neck turtlenecks or button-down shirts and ties the those paired with khakis are a great option to consider. It is a sit-down banquet dinner and we aren't in an arena, so this is a chance to



dress up for hockey, which is nice to see for a change! It was nice to see so many of the players and bench staff in ties and dressed up last year.

Cameras

Please bring your cameras. It will be a fun team night. The players can bring them if they wish, just remind them we are not responsible for lost or stolen items. We do have a photographer working the event, taking a photo of all the teams at their tables, to archive the event.

Arrival and Departure

With the large number of people attending the event, we encourage everyone to carpool to the banquet. Our total number currently stands at nearly 800 people—that is a lot of people who will be dropping off and picking up at the same time. The fewer number of cars the smoother and safer the process.

The doors do not open until 6:30 pm. ***Under no circumstances should children be dropped off at Crystal Fountain before 6:30 pm.*** There is no babysitting and the doors literally will not open before that. We do not want children waiting unattended in the parking lot.

The banquet ends no later than 9:00 pm. Parents are asked to pick up their children promptly at 9:00 pm. There will be no childcare before or after the banquet.

Each team is responsible for ensuring their players are supervised throughout the event and picked up promptly.

Seating

Each team have preassigned tables. There will be signs on each table. There are volunteers available to help direct teams to their tables. Please do not change your team's tables as we have special meals for people with allergies already planned for certain tables.

Please have at least two adults to each table- this will help keep the players under control! We are all there representing the Markham Waxers Hockey and it is our responsibility to ensure all the players behave appropriately both while in the dining room and in the lobby. There may be another party in the venue upstairs, so please keep your players in view and under control at all times.

Cash Bar

If you are interested, there will be a cash bar in the lobby of the Crystal Fountain.



Waxers Volunteer Appreciation Dinner

Held in mid-May, the annual Waxers Volunteer Appreciation Dinner is an evening to celebrate all the volunteers who make Markham Waxers Hockey possible. Up to five team staff members are guests of the Waxers. If a team has additional personnel they would like to attend, additional tickets may be purchased. The evening includes dinner, door prizes, and our annual Coach of the Year presentations. Doors open at 6:00 pm and dinner is served at 7:00 pm.

Coach of the Year

Each year a Coach of the Year is selected for AAA, AA, A, and AE/MD. Teams are asked to nominate their coach and tell us why they think he/she is the best.

When selecting a coach for this award, we look at the following attributes:

1. The coach is a good teacher and hockey coach
2. The coach creates a positive, fun and respectful environment
3. The team has had some form of success, either in the league, a tournament, playoffs, or has improved as a team over last year.

Winners are announced at the Volunteer Dinner in May.



Permission to Skate, Releases & Tryouts

The Waxers online Permission to Skate (PTS) request forms are available approximately a week before tryouts begin. Requestors will receive an email confirmation when the online form is completed successfully. When approved, the requestor will receive an email reply containing a link to the Permission to Skate.

We only issue PTS forms for AAA/AA/A/AE players who Minor Bantam through Midget who were registered with the Markham Waxers during the hockey season that just ended. Players who played for other associations and want to try out for a Waxers AAA/AA/A/AE team, must get a PTS from the association with which they played.

Players must attend tryouts before requesting a release.



Miscellaneous

Coach Evaluation

Families on Waxers teams will be invited to participate in the annual coach evaluation via an email sent to the email address provided on the Waxers Roster Worksheet. Two invitations will be sent: one to participate in the parent survey and a second to participate in the player survey.

Submissions are anonymous. We do not track emails nor IP addresses. Please urge all your families to respond.

Teams that achieve a 75% participation rate will receive a \$150 cheque for a team party.

Regulation Handbooks

Each team will receive two copies of the OMHA Manual of Operations, the OHF Handbook, and Hockey Canada's Official Playing Rules in September. Copies will be distributed to teams via the team mailbox.

The OMHA Manual of Operations is available as a pdf download on the OMHA website from the Administration menu.

The OHF Handbook is available on the OHF website from the OHF Admin menu, then select Rule Book.

Hockey Canada's Official Playing Rules can be downloaded from the Hockey Canada website. There is also a downloadable Rule Book app for the android and iPhone.

Markham Waxers Pins

Each team receives 25 pins as part of their team fees. Extra pins are available for purchase at \$1.00 per pin. To order pins, please send an email request to the administrator at admin@waxers.com.

Trophies

York Simcoe trophies must be returned to the York Simcoe Convenor by the January Meeting. Associations who fail to return a trophy on time will be levied a \$500.00 fine.

Team Photos

Scheduling team photos is the responsibility of individual teams. You may use the photographer of your choice.

Dates to Remember

The OMHA prints a handy table of dates to remember as an Appendix to the Policies and Procedures section of the *OMHA Manual of Operations*.

***City of Markham Arenas***

When we rent ice from the City of Markham, we rent the ice surface and the dressing room(s). This does not give us permission to use the arena as a running track nor to use empty meeting rooms for warm ups or meetings.

Team officials and players are responsible for the condition of the dressing room assigned to them for practice and home games. Tape, paper and garbage should be placed in the waste containers. Dressing rooms are to left clean and orderly. Any damage to dressing rooms or arena will be billed directly to the team.

Dressing rooms should be locked while the team is on the ice, both practice and games. Team managers are advised to carry their own lock for dressing rooms as some arenas may not be properly equipped.

No player is allowed on the ice until the Zamboni is off the ice surface and the door to the Zamboni chute is closed.

No player is allowed on the ice without a team official present.

City of Markham Community Centre Room Rental

If you want to rent a City of Markham community centre room or facility, such as the soccer field at Mt. Joy, please complete the [Room Rental Request form](#), which is available on our website. You must request the rental through the Waxers Administrator in order to receive the discounted Waxers rate. Please allow a minimum of one week to book a room. The team will be invoiced for the cost of the contract. Payment is due on receipt.

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