



Team Manual

Markham Waxers
Mt. Joy Community Centre
6140 16th Avenue
Markham, ON L3P 3K8

Email: admin@waxers.com
www.waxers.com

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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 administration, convenors, other teams, referees, officials, etc.

Simplistically, a team is like a small business—the coach is the CEO and you are the CAO/CIO. 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 must 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  this graphic 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.
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
Alliance	Minor Hockey Alliance of Ontario
Association	A Centre or Zone which is registered with the OMHA
Category	A Centre's level of competition or teams within a centre. Example: A, AA, AAA, House League, Select
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., U18, U16, U15, U14, U13, U12, U11, U10, U9, U8, and U7)
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 consisting of 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. This only applies from U10 to U13 and is valid for the upcoming season only. (See LOR rules on our website for details.)
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 and resulting in a minimum five game suspension
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 (U10, U12, U14, U16)
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 (YSMHL or ETA)
Permission to Skate PTS	A form issued by the association for which a U14 to U18 player last played that allows the player to try out for another OHF member partner (e.g., GTHL, OMHA). The form must be presented at tryouts. PTS forms must be submitted with the team roster worksheet.



RD	Regional Director, a person elected to the OMHA board to represent an OMHA 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
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 in exhibition games and tournaments.
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-May	Hold tryouts and select team	Head Coach
	Present initial budget to parents and Waxers convenor	Head Coach
May	Select team staff; notify Waxers administrator	Head Coach
	Attend jersey and apparel fitting	Team
	Hold parent meeting	Head Coach
June	Attend <i>mandatory</i> team meeting	Head Coach & Manager
	Open team bank account	Signing officers
	Complete certification requirements	Team officials
	Distribute team mailbox combo & iPad	Waxers Admin
	Register for tournaments	Manager
June 1	DEADLINE: Send ice scheduler team schedule	Manager/Head Coach
June 15	DEADLINE: Submit team roster workbook¹ including Offers of Commitment, Permissions to Skate, and Waiver forms¹	Manager
June 30	DEADLINE: Submit initial assessment fee & post-dated cheques for balance of fees	Manager / Treasurer
July	Enjoy the summer!	Everyone
August	Pick up team jerseys, pant covers, and apparel	Manager
	Communicate team ice allocation	Ice Scheduler
	Attend scheduling meeting	Manager & Ice Scheduler
	Distribute approved team rosters	Waxers Admin
	Submit approved AP forms ¹	Manager
August 28	Development Phase begins (Max 4 exhibition games, 1 tournament)	All teams
September	Deposit September assessment fee cheque	Waxers Treasurer

¹ BB/A/AA teams to Waxers Admin. AAA teams to Waxers Admin with a copy to VP AAA.



When	What	Who
	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 22	Tournaments begin	All Teams
September 30	DEADLINE: Submit Team Sizing worksheet	Manager
October	Deposit October assessment fee cheque	Waxers Treasurer
	Invoice teams for pre-season and/or extra ice	Waxers Treasurer
October 2	Regular Season begins	All Teams
November 1	DEADLINE: Submit cert reimbursement forms	Manager / Treasurer
November	Deposit November assessment fee cheque	Waxers Treasurer
	Complete online coach evaluation survey	Parents
	Submit pre-season and/or extra ice payment	Manager / Treasurer
December	Deposit December assessment fee cheque	Waxers Treasurer
	Reconcile jersey orders and issue invoices/refunds	Waxers Treasurer
	Issue reimbursement cheques for certifications/PVSC	Waxers Treasurer
	Submit coach application for next season	Coaches
January 1	DEADLINE: Submit final AP forms²	Managers
January	Submit mid-season budget to Waxers convenor	Manager / Treasurer
February 28	DEADLINE: Pay all outstanding invoices	Manager / Treasurer
February-March	OMHA play downs, ETA, and YSMHL playoffs begin	
	Announce next season's coaches	Waxers Executive
March	Submit final budget to Waxers convenor	Manager / Treasurer
April	Attend Players' Banquet	Teams
TBD	Attend pre-tryout meeting	Coaches & Executive
April 15	Deadline: Disburse remaining funds to parents	Manager / Treasurer

² MD/BB/A/AA teams to Waxers Admin. AAA teams to VP AAA.



When	What	Who
	Close team bank account and submit proof of closure to Waxers Treasurer	Manager / Treasurer
May	Attend Volunteer Appreciation Dinner	Team officials
June	Attend Waxers Annual General Meeting	Members



Waxers Executive

Markham AAA Zone

President	George Schnarr	905.927.1120	president@waxers.com
Vice President	Stephen Gaunce	905.472.6408	gaunce@waxers.com
Treasurer	Annie Lee	416.508.3016	treasurer@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	416 518 1464	referee-in-chief@waxers.com
Timekeeper Scheduler	Debbie Williams	905.472.0127	timekeeping@waxers.com
Head Trainer	Barb Matthews		head_trainer@waxers.com
Administrator	Deb Larsen		larsen@waxers.com
Admin Assistant	Allyson Gaunce- Garnett		garnett@waxers.com

Markham / Unionville (AA / A / BB / MD)

President	George Schnarr	905.927.1120	president@waxers.com
Vice President	Mike Matthews	416.727.2588	mikem.waxers@bell.net
Treasurer	Annie Lee	416.508.3016	treasurer@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	416 518 1464	referee-in-chief@waxers.com
Timekeeper Scheduler	Debbie Williams	905.472.0127	timekeeping@waxers.com
Head Trainer	Barb Matthews		head_trainer@waxers.com
Administrator	Deb Larsen		admin@waxers.com
Admin Assistant	Allyson Gaunce- Garnett		garnett@waxers.com
Convenors	Bill Govedaris	647-868-0411	govedaris@waxers.com
	Ryan Lawrie	416-985-8105	lawrie@waxers.com
	Lesli McKee	416-471-2217	mckee@waxers.com
	Debbie Williams	905.472.0127	williams@waxers.com

The administration serves as a resource for administrative-related issues, including rostering, apparel, travel permits, etc. The treasurer can assist with financial issues for all teams. All game related issues should be addressed with your 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 administration

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

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 travel out of town frequently, the team should consider adding three to the account. If the account allows e-transfers, they are only allowed for deposits. All withdrawals from the account requires two signatures to authorize.

Bank account names must be in the following format:

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

For example:

Markham Waxers 2006 BB 2 Team

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 [Bank Account Authorization to Update Signing Officers form](#), which is also available on the website. A PDF authorization will be emailed to you. If your bank requires a form with an *original* authorizing signature, input the address to which you want the form sent.

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 Treasurer and keep a photocopy for the team.

When the account is closed, the team photocopy should be marked “Account Closed” and submitted to the Waxers Treasurer. Do not close the team bank account until the Treasurer verifies the team has no outstanding invoices or refunds.



The bank account may be kept open for use in the following season or closed. However, a copy of the April statement must be submitted to the Waxers Treasurer verifying all monies have been returned to the parents.

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 Treasurer 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 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.

2023-2024 Fees

Division	MD/BB	A/AA	AAA
U8 - U9	\$31,000		
U10 - U12	\$33,425	\$33,425	\$34,425
U13 - U18	\$34,425	\$34,425	\$35,425



Fees Payment Schedule

Cheques from BB, A, and AA teams should be payable to “Markham Waxers Rep”.

Cheques from AAA teams should be payable to “Markham Waxers AAA Zone”.

Payment Schedule

The first payment of \$18,000 is due no later than June 30. Payment of the balance is divided into four equal payments by way of post-dated cheques dated September 1, October 1, November 1, and December 1. The post-dated cheques for the balance are due at the same time you make the initial payment and no later than June 30.

Example:

Assessment fee:	\$33,425
First payment due:	\$18,000
Balance of payments:	\$15,425 due in four equal payments of \$3,856.25

Extra Ice

AAA teams may receive extra 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 2023-2024 season is \$260.00/hour for 30 weeks.

Pre-Season Ice

The treasurer 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 2023-2024 season is \$260.00/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 administration for assistance.

If you arrange for sponsorship cheques to be sent to the office, please ensure that your name and/or the team’s 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 15.



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 after tryouts. 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 and socks (home and away) 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. There is an additional fee for each name bar (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. There is a fee for bars with one-colour printing. 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. 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 Administration at a cost of \$2.00/set.

The association does not provide helmet numbers.

**Uniform Reconciliation**

Provide the Treasurer with a copy of your team sizing worksheet no later than September 30. The treasurer 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.



Communication

Parent Meeting

Book a parent meeting with the team as soon as possible after tryouts. 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 Waxers website, it is mandatory that all teams use the Waxers team website.



Email the Waxers administration (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 Mailbox

Team mailboxes 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 Waxers administration to team managers. The mailbox is used to distribute mail (such as helmet stickers, pins, rule books, etc.) from the executive, convenors, and the administration to the teams.



Team Registration and Electronic Rosters

Offers of Commitment

Submit all signed Offers of Commitment forms to the Waxers administration. AAA team managers should copy the VP AAA Zone when submitting them.

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
- 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

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 HCR. Please fill it out *completely*, including date of birth information for bench staff. Do not submit it with missing information.

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.** Business addresses often bounce the Survey Monkey invitations to the surveys.

Sort the players alphabetically by last name before submitting.

Submit your *completed* roster worksheet and all required PTS, release, NRP, and/or waiver forms to the Waxers administration no later than June 15. AAA teams should copy the VP AAA on their submission.



Player Requirements

Registration

Players are required to register in the Hockey Canada Registry (HCR) online via the Waxers website. During the online registration process, players sign a variety of waivers from Hockey Canada; the OHF, including Rowan's Law; OMHA, and the Waxers. Players cannot be rostered if they have not signed all critical waivers.

Returning Players

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

Players New to the Waxers

Players who are new to the Waxers must have their HCR profile shared with the Waxers before they can register with us. Please ensure any required documentation (PTS, release, NRP and/or waiver) was submitted to the Waxers administration with your roster workbook—it is required to initiate the profile share. AAA teams should copy the VP AAA Zone. When the HCR record has been shared with the Waxers, the administration will email the team manager who can notify the player's family that they can register the player.

How 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.

Players Who Moved

- If a player has moved within Markham, email the player's name and new address including postal code to registrar@waxers.com.
- If a player moved from one OMHA centre to Markham, submit a completed [OMHA Player Transfer form for Residential Moves](#) and *all supporting documentation* to registrar@waxers.com.



- To update a player's HCR profile after a move from another OHF minor member (GTHL, Alliance, NOHA), the player's family must submit a completed [OHF Minor Hockey Player Transfer form](#) and *all supporting documentation* to the OHF office at transfers@ohf.on.ca along with the required documents listed on the form.

Transfer forms are available on the Waxers website under Resources / Forms & Documents / Player Transfer Forms.

Proof of Age

Any player new to the Waxers must submit proof of age (scan of birth certificate or passport) by completing the [Proof of Age and Residence form](#) on the Waxers website.

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.

An individual can only serve one function on a team, e.g., coach or trainer, even if you have certifications for both positions. Be sure to sign the gamesheet for the position that corresponds to your approved roster. In other words, if you are rostered as a trainer, sign as a trainer or if you are rostered as a coach, sign as a coach.

A maximum of five team officials are permitted to sign the game sheet and participate on the bench during a game.

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, but they cannot fill in on an AA, A, or BB bench.
- Team officials registered to any AA, A, BB, or MD team may fill in on any other AA, A, BB, or MD team bench but they cannot fill in on a AAA 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 (AAA or AA/A/BB). 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 (AAA) at-large roster are NOT eligible to serve on an MD/BB/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 and must complete all certification requirements for volunteers, including Respect in Sport for Activity Leaders, Gender Expression, and an up-to-date PVSC.

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 or the Gender Identity and Expression course.

On-Ice Volunteers 15 years and older

A volunteer who is 15 years and older is eligible to wear the same equipment as on-ice team officials (i.e., CSA certified helmet, skates, gloves).

All volunteers must complete RIS for Activity Leaders and the Gender Identity and Expression course. Volunteers over 18 must also provide a PVSC.

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 the staff worksheet in 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 Gender Identity and 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 in order for the Administrator to begin rostering the team.

Trainer certifications expire on August 31 three years after the certification was earned. Recertification clinics must be attended prior to August 31 of your expiration year, or you will be required to re-take the full trainer clinic.

Team Official Qualification Minimum Requirements

(OMHA Manual of Operations Appendix A - Regulations)

Division	Category	Head Coach	Assistant Coach	Trainer
U7, U8, U9	All	Coach 1 - Intro to Coach	Coach 1 - Intro to Coach	HTCP Level 1
U10, U11	Representative	Coach 2 - Coach Level Certified	Coach 2 - Coach Level Trained	HTCP Level 1
U10-U21	House League (HL) Local League (LL) Minor Development (MD) Select	Coach 2 - Coach Level Trained	Coach 2 - Coach Level Trained	HTCP Level 1
U12-U21	Representative below A	Development 1 Certified	Development 1 Trained	HTCP Level 1
U12-U13, U21	AAA/AA/A	Development 1 Certified	Development 1 Trained	HTCP Level 1
U14-U18	A, AA	Development 1 Certified	Development 1 Trained	HTCP Level 1
U14-U18	AAA	High Performance 1 Certified	Development 1 Trained	HTCP Level 1



All Team Officials and Volunteers

To be rostered, all coaches must have completed the following:

1. Online team official registration through HCR (this captures your Rowan's Law Resource Review & Acknowledgement as well as all Hockey Canada and OHF waivers)
2. [Up-to-date Police Vulnerable Sector Check \(PVSC\)](#)
3. [Respect in Sport - Activity Leader](#)
4. [Gender Identity & Expression course](#)

New Coaches: Coaching Qualification Requirements

Clinics are online and either recorded/on-demand or in-person. There are costs associated with some of the clinics. While the Waxers reimburse you for these costs, please pay them up front, retain your receipts, and [submit for reimbursement](#) when all your requirements have been met.

Coach 2 - Coach Level

1. [Coach - HU \(Hockey University\) - Online Coach 1/Coach 2](#)
This must be completed prior to registering for the Coach 2 - Coach Level clinic.
2. [Specialty Skills - HU - Online Checking](#)
This must be completed prior to registering for the Coach 2 - Coach Level clinic.
3. [Respect in Sport Activity Leader](#)
4. [Gender Identity and Expression Course](#)
5. [Coach 2 – Coach Level clinic](#)

Development 1

1. [Specialty Skills - HU - Online Checking](#)
This must be completed prior to registering for the Development 1 clinic.
 2. [Respect in Sport Activity Leader](#)
 3. Gender Identity and Expression Course
 4. [Development 1 Clinic](#)
The D1 clinic will be delivered over three sessions. Two virtual sessions and a one day in-person clinic. Attendance and completion of all three session is mandatory in order to receive the qualification. Clinic delivery is as follows:
 - a) make ethical decisions training - live online session via Zoom. This live online clinic will be held before the in-person clinic date.
-



- b) in-person D1 clinic. This is a one day in-person clinic . 100% attendance is required in order to receive the qualification.
- c) virtual on-demand learning module. You will have access to this module upon registration. It is recommended this module be completed before participation in the in-person D1 clinic and must be completed in order to receive your NCCP Development 1 trained qualification.

Check the Status of your Qualifications

It is the responsibility of each team official to verify their own certification status.

HCR 3.0 gives you access to:

- Playing history
- Coaching or officiating certifications
- Respect in Sport status including certificate number and expiry date (if applicable)
 - On a player account you will find RIS "Parent" information
 - On a bench staff account you will find RIS "Activity Leader" information
- Gender Identity and Expression course status
- Police Vulnerable Sector Check status including expiry date (Note that PVSC expiry dates listed in HCR are three years, but the Waxers require an updated PVSC every two years.)
- Your family members' HCR information by linking them to your account
- Sign up for certification clinics

Links

[Create Your HCR 3.0 Account](#)

[My HCR 3.0 Account](#)

[View Your Qualifications in HCR 3.0](#)

Clinic Registration through HCR 3.0

Registration for certification clinics will be done through your HCR 3.0 account.

View Clinic Listings and Register for Clinics

1. Log into your HCR 3.0 account.
2. In the black menu across the top of the page click on **Register for Clinics**.
3. In the large red section:
4. Select the clinic category:
 - General
 - Respect in Sport for Activity Leaders
 - Gender Identity and Expression Course
 - Coach
 - Coach 1 - Intro to Coach
 - Coach 2 - Coach Level
 - Development 1
 - High Performance 1
 - High Performance 2



- Trainer
 - HCSP Trainer Level 1
 - HCSP Trainer Level 1 Refresher
 - Specialty Skills
 - HU - Online Checking
5. Locate your clinic.
 6. Click the **Open for Registration** button.
 7. Read through the clinic information and requirements.
 8. Click the **Register** button.
 9. Select the member linked to your account that you want to register.
 10. Click the **Start Registration** button.
 11. Follow the prompts to register and pay.

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 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, 2022, December 31, 2022, or February 15, 2023 will all expire on August 31, 2024.

PVSC status can be verified via HCR. Please note that in HCR, police checks are listed as valid for three years. The Waxers require an updated check 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.

If you opt for online identity verification, YRP will send you a link to a PDF PVSC that contains a QR code. Send that PDF to the Waxers administration for verification. You do not need to supply a hard copy. If you opted for a physical copy/pick up, the original, embossed PVSC must be submitted to the Waxers administration.

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 administration the name and address of the team official. The administration 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 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 time 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 or the PDF PVSC with QR code 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 [Waxers Certification Reimbursement form](#) no later than November 1. A reimbursement cheque will be issued directly to each team official.

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. 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). Affiliate players to BB 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 *or* a player from a Waxers, Whitchurch Stouffville Minor Hockey Association, Richmond Hill Minor Hockey Association, or King Township Minor Hockey AA team.

Each 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 U12 AA team can affiliate to its roster players from the U12 A or BB team, or



players from the U11 AA, A or BB team. They cannot affiliate players from the U11 AAA team. There is no limit on the number of practices an AP player can attend.

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. House league players that play rostered select may be affiliated to a Waxers rep team.

BB 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 Administration for processing.

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. 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/BB/A/AA forms.

Submit the *fully completed* form to the Waxers administration (MD/BB/A/AA teams) or VP AAA Zone (AAA teams) for approval. The AP will be added to your team and 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" in the status column next to their name.

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 15. To meet the OMHA deadline, the Waxers deadline for adding APs to your team is January 1.

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 if 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 1 and expires on August 31.
- 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.

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, required

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



Injuries and Return to Play

Emergency Action Plan

Waxers teams must have an Emergency Action Plan (EAP). Team trainers are responsible for developing an EAP 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 via email to Barb Matthews, Head Trainer, and Stephen Gaunce for AAA teams.
2. Reported via their monthly report to the Waxers Convenor for the BB/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 Team Trainer and Manager binders. 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 on the Waxers website should be followed. A completed concussion RTP form with a signed medical clearance are required before a player can return to game play.

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 because of returning to play without medical clearance.

Concussion Program

The Waxers organization is continuing to work 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 may receive an additional one and a half hours to one hour of weekly practice ice for which they are invoiced, so remember to budget for it!



You must take your Waxers provided practice ice. If you choose not to use it, you can sell it to other Waxers teams only. You cannot sell it to anyone outside of the Waxers. If you cannot sell it, you will not be reimbursed for it.

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

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

Playoffs will be a tournament format as per last season.

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, your tournaments and any blackout dates. Your unused ice will be used to at the scheduling meetings to accommodate games for other Waxers teams with conflicts.

Extra Ice

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

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



Tournaments

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

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

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.

Scheduling Meeting

Team league schedules are set by team contacts and the association ice schedulers. Scheduling meetings are held virtually.

YS Scheduling Meeting

The Ice Scheduler and **one person from each team** will participate. Send the name of the person attending the scheduling meeting on your team's behalf along with their email and phone number to the Ice Scheduler no later than July 1. The Ice Scheduler will pass along the information to the YS league representative who will create a master list which will be provided to each team prior to the scheduling meeting. The YS representative will also send out the link to the meeting on MS Teams the day prior to the meeting. All YSMHL scheduling must be completed by noon of the day following the scheduling meeting.

ETA Scheduling Meetings

Similar to the past few years, there will not be an in-person meeting. Please send your team's contact for scheduling to the VP AAA and Ice Scheduler non later than July 1. The ETA Convenor will set up a schedule matrix for each division and team. This will be sent to the Ice Scheduler for each organization along with contact lists for individual teams.

Starting August 15 and lasting for a 3-5 day period, each team will be responsible to contact the other teams in their division and create their schedules. Once finalized, each team is responsible to submit the completed schedule to the Waxers Ice Scheduler for input on our website.

Team Calendar

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

Have your copy of the calendar with you during the scheduling meeting. During the allotted time, you meet with a representative from each of the other teams in your division and



schedule your home/away games. The division's ice schedulers will be available by email or phone during the evening to assist with scheduling conflicts.

Scheduling Tips

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, contact the Waxers Ice Scheduler.

Once you have scheduled all your games, copy all the games to a master list that is then photocopied and shared with your league convenor. 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.

Teams cannot reschedule games—period. All requests must go through the Waxers Ice Scheduler who will work with the other association's ice scheduler to reschedule the game.

2023-2024 Scheduling Meeting Dates

All scheduling meetings will be virtual.

Level	Date	Time
AAA	Tuesday, August 15	7:00 pm
AA	Monday, August 28	7:00 pm
A	Wednesday, August 30	7:00 pm
BB (except U18)	Wednesday, September 6	7:00 pm
U8 MD; U9 MD; U18 BB, A, AA	Monday, September 25	7:00 pm
Select	Tuesday, October 10	7:00 pm

Playoff Scheduling Meeting

The playoff scheduling meeting is held in mid-March. Only Ice Schedulers attend this meeting. The schedule will be input into your team calendar. Playoffs will be tournament style as last year.

Game Cancellation

Games should not be cancelled unless there are *very* extenuating circumstances.

Games can only be cancelled by the Ice Scheduler.



If you must cancel a game, notify the Waxers Ice Scheduler who will notify the OMHA convenor and the opposing team's ice scheduler.

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 October 31. After November 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 and notifying the Ice Scheduler so your team calendar is updated.
- 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 administration 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. Therefore, beginning in mid-March, 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 several 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

*U15 AAA, U16 AAA, U18 AAA

What are the typical period lengths for Waxers teams?

Division	BB/A/AA	AAA
U9	10-10-10	10-15-15
U10	10-10-10 or 10-10-15	10-15-15
U11	10-10-15	10-15-15
U12	10-15-15	10-15-15
U13	10-15-15	15-15-15
U14	10-15-15	15-15-15
U15	10-15-15	15-15-15
U16	15-15-15	15-20-20
U18	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@mbsportsweb.ca" to your safe / trusted senders list.

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

[Email the Waxers administration](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 administration 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 if GameSheet doesn't update them automatically?

The team webmaster has access to update scores.

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 the following information:

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

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 beginning of 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 \$260/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 to pay them. 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. Referees are paid according to the length of the game, the team division, and team category.

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

AAA Referee Rates

Two-Official System, Flat Rate

U9 AAA	\$35
U10 AAA	\$35
U11 AAA	\$35
U12 AAA	\$40

Three-Official System, Flat Rate

	Referee	Linesman
U13 AAA	\$48	\$40
U14 AAA	\$55	\$45

Four-Official System, Flat Rate

	Referee	Linesman
U15 AAA	\$55	\$50
U16 AAA	\$60	\$50
U18 AAA	\$60	\$50



Mileage

Mileage is \$0.48 per kilometer each way with all officials in one car where possible. In the four-official system, two vehicles are permitted mileage for each vehicle.

Referee Shortage

In the situation where three officials are not available, we will use the two-official system. The two officials will be paid the referee rate for three officials; for example, U13 AAA would pay \$48 per official.

In the situation where four officials are not available, we will revert to the three-official system. Two officials will be paid the referee rate and one will be paid the linesman rate.



York Simcoe Rates (AA, A, MD, BB, Select) Referee Rates

Two-Official System

Periods	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
U 8	\$24.00	\$26.00	\$28.00	\$30.00			
U 9	\$24.00	\$26.00	\$28.00	\$30.00			
U 10	\$30.00	\$32.00	\$34.00	\$36.00			
U 11	\$30.00	\$32.00	\$34.00	\$36.00			
U 12	\$35.00	\$37.00	\$39.00	\$41.00			
U 13	\$35.00	\$37.00	\$39.00	\$41.00			
U 14	\$37.00	\$39.00	\$41.00	\$43.00	\$ 45.00	\$ 47.00	\$ 49.00
U 15	\$37.00	\$39.00	\$41.00	\$43.00	\$ 45.00	\$ 47.00	\$ 49.00
U 16	\$40.00	\$42.00	\$44.00	\$46.00	\$ 48.00	\$ 50.00	\$ 52.00
U 18	\$40.00	\$42.00	\$44.00	\$46.00	\$ 48.00	\$ 50.00	\$ 52.00
U 21	\$41.00	\$43.00	\$44.00	\$48.00	\$ 50.00	\$ 52.00	\$ 54.00

Three-Official System

Periods 10-10-10 10-10-15 10-15-15 15-15-15 15-15-20 15-20-20 20-20-20

U13 & Younger

Referee	\$39.00	\$41.00	\$43.00	\$45.00	\$47.00	\$49.00	\$51.00
Linesman	\$33.00	\$35.00	\$37.00	\$39.00	\$41.00	\$42.00	\$44.00



U14 & Older

Periods 10-10-10 10-10-15 10-15-15 15-15-15 15-15-20 15-20-20 20-20-20

Referee

U14-U15	\$44.00	\$46.00	\$48.00	\$50.00	\$52.00	\$54.00	\$56.00
U16-U18	\$46.00	\$48.00	\$50.00	\$52.00	\$54.00	\$56.00	\$58.00
U21	\$46.00	\$48.00	\$50.00	\$52.00	\$54.00	\$56.00	\$58.00

Linesman

U14-U15	\$36.00	\$38.00	\$40.00	\$42.00	\$44.00	\$46.00	\$48.00
U16-U18	\$38.00	\$40.00	\$42.00	\$44.00	\$46.00	\$48.00	\$50.00
U21	\$38.00	\$40.00	\$42.00	\$44.00	\$46.00	\$48.00	\$50.00

Four-Official System

U16 and U18 AA/A/MD

Periods	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
Referee	\$52.00	\$54.00	\$56.00	\$58.00	\$60.00	\$62.00	\$64.00
Linesman	\$44.00	\$46.00	\$48.00	\$50.00	\$52.00	\$54.00	\$56.00

Mileage

Mileage is \$0.48 per kilometer each way with all officials in one car where possible. In the four-official system, two vehicles are permitted mileage for each vehicle.

Referee Shortage

In the situation where three officials are not available, we will use the two-official system. The two officials will be paid the referee rate for three officials; for example, U13 10/15/15 would pay \$45 for both officials.

In the situation where four officials are not available, we will revert to the three-official system. Two officials will be paid the referee rate and one will be paid the linesman rate.



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

Periods	10-10-10	10-10-15	10-15-15	15-15-15	15-15-20	15-20-20	20-20-20
U8	\$17.00	\$17.00	\$20.00				
U9	\$17.00	\$17.00	\$20.00				
U10	\$17.00	\$17.00	\$20.00	\$25.00			
U11	\$20.00	\$20.00	\$22.00	\$25.00			
U12	\$20.00	\$20.00	\$22.00	\$25.00			
U13	\$20.00	\$20.00	\$22.00	\$25.00			
U14	\$20.00	\$20.00	\$22.00	\$25.00			
U15			\$22.00	\$25.00	\$ 27.00	\$ 30.00	\$ 32.00
U16			\$22.00	\$25.00	\$ 27.00	\$ 30.00	\$ 32.00
U18			\$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 is available on [GameSheet Inc's YouTube channel](#).

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 the Suspensions List in the OMHA Manual of Operations to verify the minimum 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 U13 and below or
- 36 minutes for U14 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

Many teams book exhibition games, either before the season begins, during periods where there is a break in the schedule, or after playoffs.

Exhibition games may be booked after teams receive their OMHA-approved roster. During the Development Phase, from August 28 through October 1, teams are limited to a maximum of four exhibition games.

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/BB/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 tournaments during the playoff period as OMHA play down games will take precedence over tournaments.

Teams wishing to participate in early bird tournaments must have an approved OMHA roster and travel permit to participate. During the Development Phase, from August 28 through October 1, teams are limited to a maximum of one 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/BB/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 administration 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 administration 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.



Waxers Annual Players' Banquet

The Waxers host an annual players' banquet the first week in April. 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 eleven 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 Five-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. Waxer years start at U10 and wrap up at U18.

U18 Loyalty Award

The Waxers recognize players who have been loyal throughout their minor hockey years. These U18 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 15, 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 U18 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!



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.

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 to 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 always keep your players in view and under control.

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 BB/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 & Evaluations

The Waxers online Permission to Skate (PTS) request forms are available approximately a week before evaluations 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.

The Waxers can only issue PTS forms for AAA/AA/A/BB players (U14 through U18) 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/BB team, must get a PTS from the association with which they played.

As per OHF Regulation E49 (“A player who resides in an OMHA LOR Centre/AAA Zone from U10 to U13 requires a release from his Centre of residence at AAA to try out at AAA, at AA to try out at AA, and at A to try out at A with other teams in the LOR.”) and E54 (“From U10 to U13, teams must conduct evaluations and offer player registrations within the following timelines”) the following procedures with respect to player releases will be followed by all OMHA-LOR centres / AAA Zones:

1. No player releases will be issued prior to evaluations.
2. Player releases for U10 to U13 are at the discretion of the association in conjunction with the head coach.
3. Player releases, for each category of AAA/AA/A as needed, can be requested if you attend an evaluation and are not invited back to the next evaluation for that category.

This procedure is in accordance with the LOR Regulation and there will be NO EXCEPTIONS.

Please [refer to the OHF website](#) if you have any questions.



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 an 85% 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 administration at admin@waxers.com.

Trophies

York Simcoe trophies must be returned to the York Simcoe Convenor by the January Meeting. Teams 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 and City of Richmond Hill Arenas

When we rent ice from the City of Markham and the City of Richmond Hill, 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 warmups 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 be 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 Administration 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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