

***Welcome!***

# **Markham Waxers Team Meeting**

***May 22, 2019***

# Welcome & Introductions

VP AAA

Stephen Gaunce

VP AE/MD/A/AA

Mike Matthews

Secretary/Treasurer

Gary Ashford

Director Hockey Development

Mike Gouglas

Ice Scheduler

Joe Quercia

Referee-in-Chief

Jerry Brens

Head Trainer

Barb Matthews

Convenors

Novice, Minor Atom

Pat O'Callaghan

Atom, Peewee

Cory Woron

Minor Peewee, Bantam

Bill Govedaris

Minor Bantam, Minor Midget

Lesli McKee

Midget

Debbie Williams

Administrator

Deb Larsen

# Team Finances

## Bank Account

- Two signatures on each withdrawal
- Signing officers must be unrelated
- Bank Account Authorization Letter Request form
- Update Bank Account Signing Officers form
- Team Name

Markham Waxers [Year] [Category][Number] Team

Markham Waxers 2005 AE 2 Team

Markham Waxers 2000 AA Team



# Team Finances

## Waxers Fees

What's included?

- Practice and home game ice
- Insurance for players, coaches, and on-ice volunteers
- OMHA, YSMHL, and ETA registration fees
- Play down and playoff fees
- Electronic game sheet fees
- Home and away jersey and socks, pant covers, helmet stickers
- Year-end player and volunteer banquet
- Team staff certification and PVSC reimbursement
- Concussion management program fees
- Waxers pins
- Team's share of Hockey Development, including coach mentors
- Waxers administration costs

# Team Finances

## Waxers Fees

(budgeting purposes only)

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

First Installment: \$17,000

- Due June 15<sup>th</sup>

Balance: Total minus \$17,000 (first installment)

- Four equal payments
- Post-dated cheques due August 1<sup>st</sup>
- Rosters are approved after cheques are received

# Team Finances

Example: Peewee AE Fees

The logo for the Markham Waxers is a blue maple leaf with a white outline. Inside the leaf, the word "MARKHAM" is written in white capital letters above a crest. The crest features a crown with a cross on top and the letters "M" and "W" on either side. Below the crest, the word "WAXERS" is written in white capital letters.

Total	\$28,000
First Installment (June 1)	\$17,000
Balance	\$11,000
Four equal payments	\$ 2,750



# Team Finances

## Extra Ice

- Pre-season ice
- Extra ½ hour practice ice
- *Budget for it!* \$235/hour for 27 weeks
- Payment due upon receipt of invoice

## Sponsorships

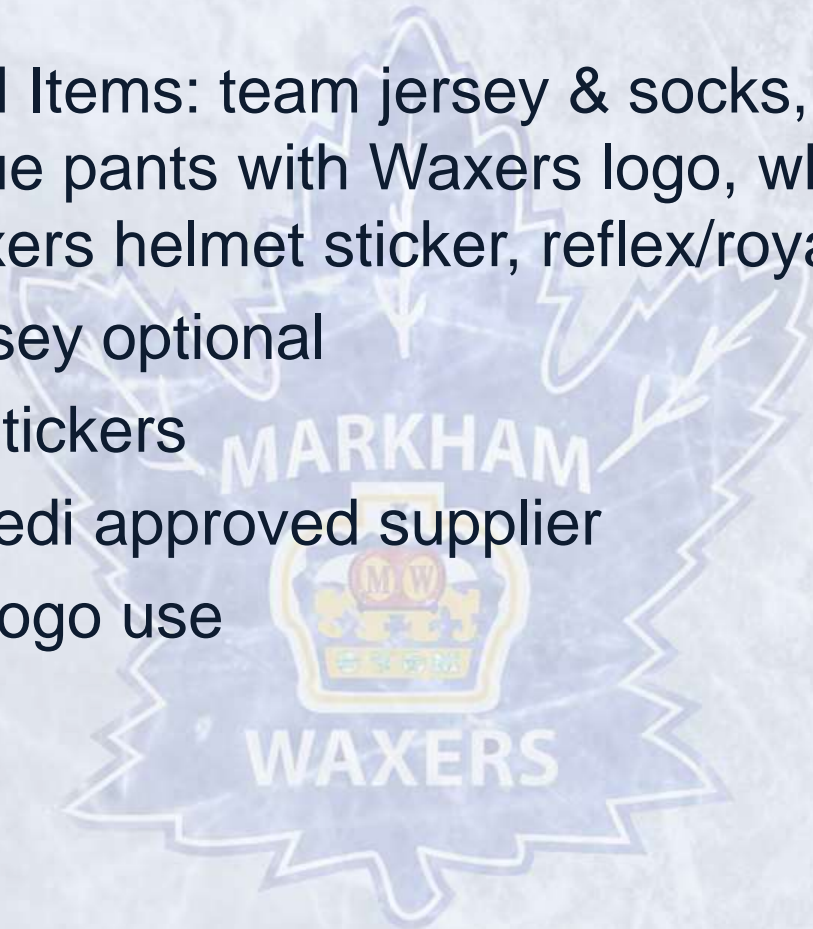
- Teams issue receipts to sponsors
- Sample on website
- Cheques sent to the office must identify the recipient/team

## Timekeeper and Referee Fees

- Home team pays
- Rates in Team Manual
- *Budget for them!*

# Waxers Uniforms

- Required Items: team jersey & socks, pant cover/blue pants with Waxers logo, white helmet with Waxers helmet sticker, reflex/royal blue gloves
- Third jersey optional
- Helmet stickers
- Ruff-n-Redi approved supplier
- Waxers logo use





# Waxers Uniforms

## Uniform Reconciliation

- Team submits completed sizing worksheet to Deb by September 30th
- Team is reimbursed for less than full-team set of jerseys, socks, and/or pant covers
- 2019-2020 prices
  - Youth Jersey \$62 plus HST
  - Adult Jersey \$63 plus HST
  - Goalie Cut \$67 plus HST
  - Socks \$20 plus HST
  - Pant Covers \$39 plus HST

# Waxers Uniforms

- Ruff-n-Redi approved supplier
- Waxers logo use
- Sizing weekend: May 24-26
  - Attend **only** during your scheduled appointment or team's make-up timeslot
  - Fill in player name and # on sizing worksheet prior to appointment
  - Only player and one parent; no siblings
- Make-up date: May 27-28
  - Attend only during your scheduled age group

# Communication

Game related issues? Waxers Convener

- AAA: Stephen Gaunce
- MD/AE/A/AA
  - Bill Govedaris: Atom, Minor Bantam
  - Lesli McKee: Peewee, Bantam
  - Pat O'Callaghan: Novice, Minor Atom
  - Debbie Williams (Midget)
  - Cory Woron (Minor Peewee, Minor Midget)

Administrative issues? Waxers Administrator

Never go to the OMHA or YSMHL-OMHA Convenor directly for major issues – please go through your Waxers Convenor.

Game sheet related issues/clarification (suspensions) can contact your OMHA-YSMHL Convenor directly – will get contact information at the scheduling meeting.



# Communication

## Team Mailbox

- Mt. Joy southeast corner, ice level
- Distribution of manuals, rule books, pins, helmet stickers, etc.

## Team Website

- Email Deb name and email of webmaster(s) for access
- Issues?  
Create a support ticket on Support Central
- Help under Resources section on [waxers.com](http://waxers.com)

# Rostering

## Player Rostering Requirements

- Parents complete pre-registration in HCR
  - Link on Category homepage Waxers website
  - Address changes
  - Players new to Waxers
- Parent RIS must be completed
- Proof of age must be provided for players who were not registered with Waxers last year

# Rostering

## Bench Staff

- Required: head coach, trainer
- Additional: 3 in any combination of assistant coach, assistant trainer, and manager (only 1 manager)
- All certifications must be completed including PVSC to roster the team
- Original PVSC must be on file in Waxers office
- Release, if required

Bench staff moving to Waxers from an LOR team as a team official in the immediately higher age division of another association must be released from their former association/club

- Include date of birth on roster worksheet



# Rostering

## Roster Worksheet

- Available on website  
[Resources: Manuals: Waxers Rep Team Manual]
- Do not modify
- Sort players alphabetically before submitting
- Only one email address
  - Used for coach survey
  - Personal email not business email
- **Complete worksheet due June 30<sup>th</sup>**

# Rostering

## Electronic Roster

- Submitted for approval when
  - all certs completed,
  - PVSC on file in office, and
  - post-dated cheques are received
- Updated rosters sent as APs added

## At-Large Roster

- Add to bottom of roster worksheet
- Keep copy of electronic roster with team roster

# Affiliated Players (AP)

- AP players early in the season
- January 15<sup>th</sup> deadline
- AP form on website [Resources; Forms]
- Submit *fully completed* form to Stephen/Deb
- Minimum one-week turnaround: *plan ahead!*
- 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.
- Procedure to Affiliate Waxers & UMHA House League Players



# Restriction on Affiliation

## OMHA Regulation 7.3 a)

Players registered on a team or affiliated to a team (Atom, Peewee, Bantam, Midget A/AA/AAA) may participate as an AP for a maximum of 10 games before becoming ineligible to affiliate. If plays an 11<sup>th</sup> game as an AP while his registered team is still in regular season, OMHA playdowns, or league playoffs he is considered an ineligible player with his affiliate team and sanctions for playing an ineligible player will apply.

Note that tournament and exhibition games do NOT count as part of the 10 games.

# Bench Staff

## Certifications

- Check certification & PVSC status on eHockey
  - Waxers require updated PVSC every two years
- Clinics listed on OMHA website
- Coach responsibility to transfer GTHL certs to OMHA
- Reimbursement
  - Waxers reimburse rostered team staff for certs related to their rostered position
  - Teams reimburse at-large officials and on-ice volunteers
  - Reimbursement: one submission by team manager no later than November 1st

# Certification

## **All bench staff and on-ice volunteers**

- Respect in Sport for Activity Leaders (never expires)
- Gender Identity (never expires)
- Police Vulnerable Sector Check (every 2 seasons)

## **Trainers**

- HTCP Level 1
- Mandatory Waxers Trainer's Clinic



# Coaches

DIVISION	CATEGORY	HEAD COACH	ASSISTANT COACH
INITIATION MINOR NOVICE NOVICE	ALL	Coach 1-Intro to Coach Trained <sup>1</sup>	Coach 1-Intro to Coach Trained <sup>1</sup>
MINOR ATOM ATOM	ALL	Coach 2-Coach Level Trained <sup>2</sup>	Coach 2-Coach Level Trained <sup>2</sup>
MINOR PEEWEE   PEEWEE MINOR BANTAM   BANTAM MINOR MIDGET   MIDGET JUVENILE	House League (HL) Local League (LL) Minor Development (MD) Rostered Select (RS)	Coach 2-Coach Level Trained <sup>2</sup>	Coach 2-Coach Level Trained <sup>2</sup>
MINOR PEEWEE   PEEWEE MINOR BANTAM   BANTAM MINOR MIDGET   MIDGET JUVENILE	BB/B/CC/C/DD (includes AE)	Development 1 Trained <sup>3</sup>	Development 1 Trained <sup>3</sup>
MINOR PEEWEE   PEEWEE JUVENILE	AAA/AA/A	Development 1 Certified <sup>4</sup>	Development 1 Trained <sup>3</sup>
MINOR BANTAM   BANTAM MINOR MIDGET   MIDGET	AA/A	Development 1 Certified <sup>4</sup>	Development 1 Trained <sup>3</sup>
MINOR BANTAM   BANTAM MINOR MIDGET   MIDGET	AAA	High Performance 1 Certified <sup>5</sup>	Development 1 Trained <sup>3</sup>

# Hockey Development

- Coach Mentor program
- Development clinics
- Coach seminars



# Insurance

- Helmets must be worn *and strapped* at all times while on the ice
- On-ice instructors (non Waxers) paid by team must provide their own insurance; ask for proof
- On-ice volunteers must be rostered to be insured
- Recommend purchasing travel insurance when participating in international tournaments
- Proof of Insurance
  - Certificate of Insurance Request Form
  - Can take up to 10 business days to process



# Two-Deep Dressing Room Policy

To provide a safe and comfortable dressing room environment with proper supervision for the player and team officials.

## Policy

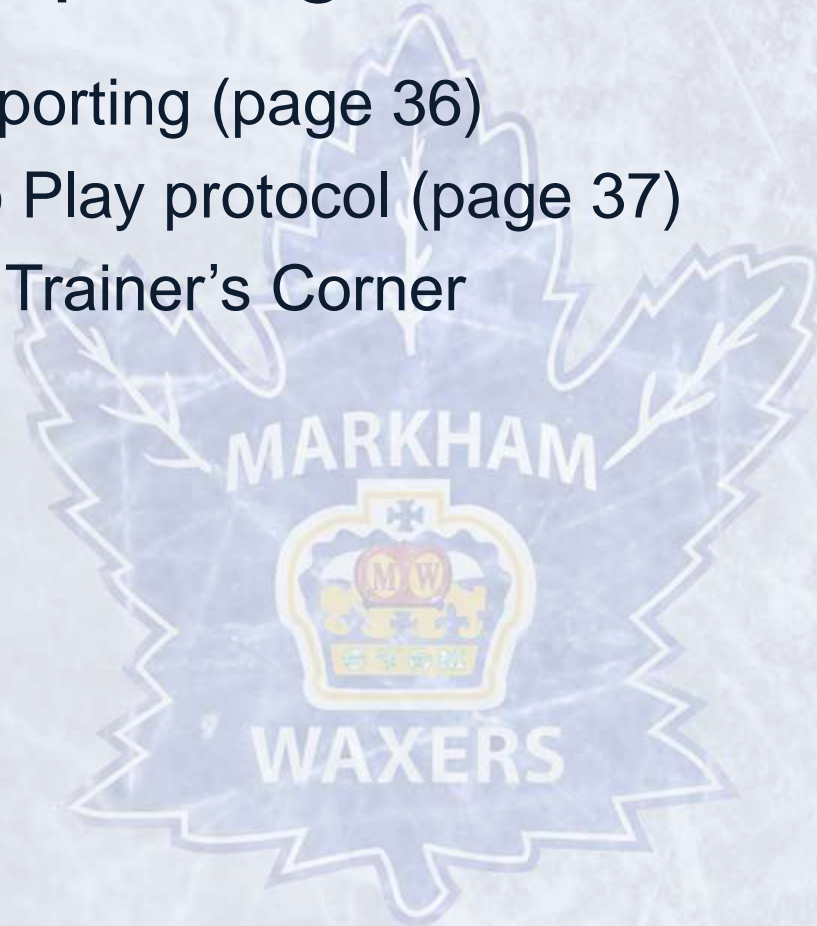
It will be the policy of the Ontario Hockey Federation that, when any player under the age of 19 is in the team dressing room(s) before, during and after a game or practice, a minimum of two of the following shall be present in the dressing room(s) or immediately outside the dressing room(s) with the door ajar: two team or club/association officials; properly screened or one such official and an adult person associated with the team.

## Sanctions

Any person found to be in violation of this policy will receive a warning for the first offence, a two week suspension for a second offence, and a one year suspension for a third offence.

# Injury Reporting & Return to Play

- Injury Reporting (page 36)
- Return to Play protocol (page 37)
- Website: Trainer's Corner



# Concussion Early Care Management

- Each player is enrolled into the Holland-Bloorview early care management program for the 2019-2020 season, which ensures that all athletes receive specialized physician-led care and return to school/play guidance if a concussion is sustained.
- Training will be provided for all trainers to ensure that the most up-to-date information about concussions is translated and proper protocols for concussion are understood and implemented. This will ensure proper safety protocols for each child are met according to provincial standards recently passed with “Rowan’s Law” in the province of Ontario.

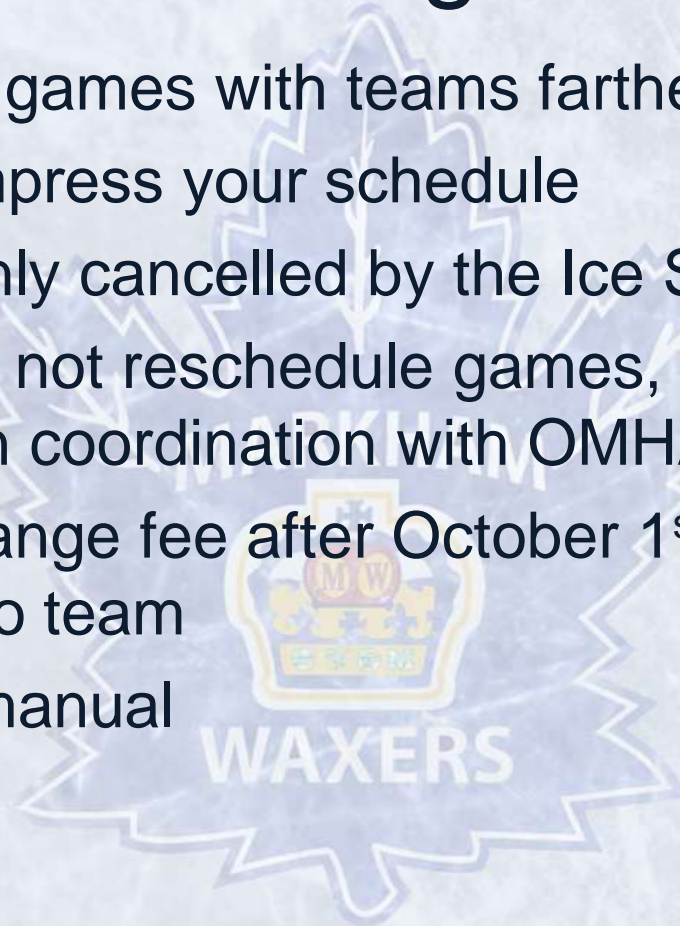


# Ice Allocation

- **NEW!** June 15<sup>th</sup> deadline to provide Joe with extra ice/dryland training dates and times
- Association provides one hour weekly practice ice and ice for home games
- AAA teams receive extra ½ hour weekly practice ice for which they are invoiced: *budget for it!*
- Waxers ice begins September and ends March 31<sup>st</sup>
- Regular season ice ends mid-January
- During playoffs all ice is returned to association for scheduling; no financial compensation
- Trade ice within Waxers organization
- Team-purchased extra ice

# Game Scheduling

- Schedule games with teams farthest away first
- Don't compress your schedule
- Games only cancelled by the Ice Scheduler
- Teams do not reschedule games, Ice Scheduler does so in coordination with OMHA convener
- Game change fee after October 1<sup>st</sup>: \$50/game invoiced to team
- FAQs in manual



# Scheduling Meeting

- Teams supply Ice Scheduler with all team activities including extra ice, tournaments, dryland training, and other events ***no later than June 15th***
- Ice Scheduler provides team calendar
- Waxers Ice Schedule and one team staff member attend

The logo for the Markham Waxers is a large, stylized blue maple leaf. Inside the leaf, the word "MARKHAM" is written in white capital letters. Below it is a yellow and red crest featuring a crown and the letters "M" and "W". At the bottom of the leaf, the word "WAXERS" is written in white capital letters.

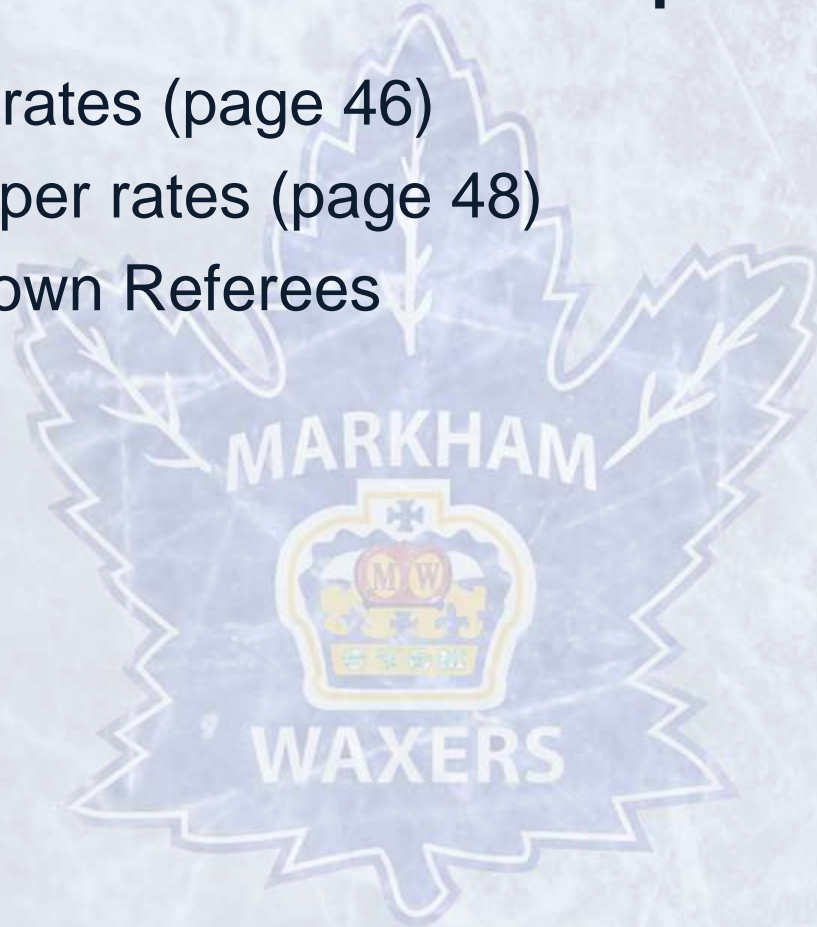
Level	Date	Time	Location
AAA	Tuesday, August 13	7:00 pm	Legends Arena gym, Oshawa
AA	Monday, August 26	7:00 pm	Aurora Community Centre Auditorium
A	Wednesday, August 28	7:00 pm	Aurora Community Centre Auditorium
AE / MD	Wednesday, September 4	7:00 pm	Aurora Community Centre Auditorium
Midget	Wednesday,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

- Ice Scheduler participates in playoff scheduling meeting in January



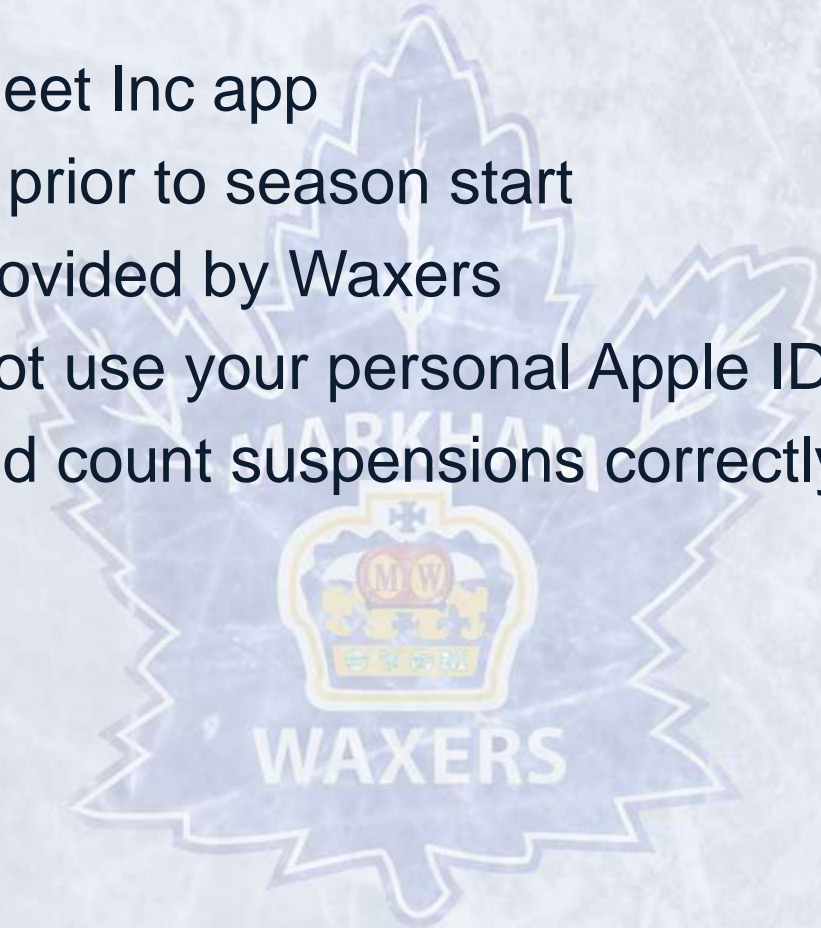
# Referees & Timekeepers

- Referee rates (page 46)
- Timekeeper rates (page 48)
- Out-of-Town Referees



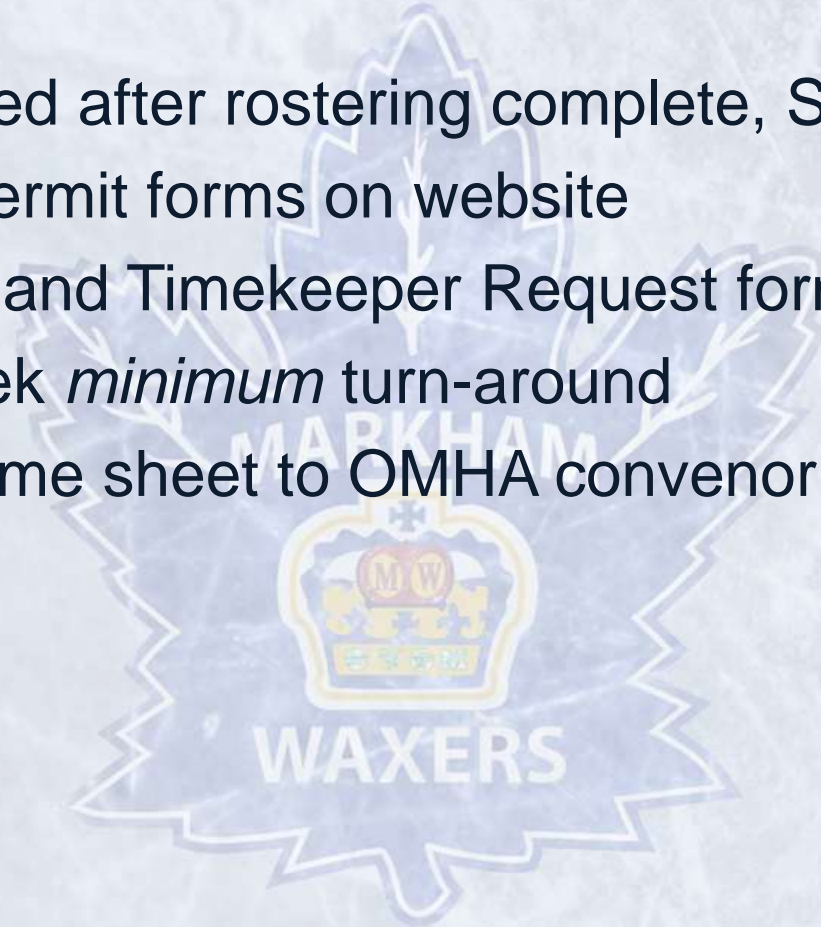
# Electronic Game Sheets

- Gamesheet Inc app
- Training prior to season start
- iPads provided by Waxers
  - Do not use your personal Apple ID/iCloud ID
- Enter and count suspensions correctly!



# Exhibition Games

- Scheduled after rostering complete, September 1
- Travel permit forms on website
- Referee and Timekeeper Request form on website
- One week *minimum* turn-around
- Send game sheet to OMHA convenor





# Tournaments

- Must have approved roster for pre-season tournaments
- Travel permit forms on website
- One week *minimum* turn-around



# Waxers Website

## Resources tab

### Manuals

- Link to HC, OHF, OMHA manuals
- Team Manual: content and forms

### Forms

- Certification Requirements
  - eHockey
  - PVSC letter and link to YRP online app
  - Link to cert info & reimbursement form
- OMHA Documents
  - Offer of Commitment
  - Offer of Affiliation

# Email Notifications

The screenshot shows the Markham Waxers Hockey website. The header includes the date 'Mon May 16, 2016', a welcome message 'Welcome, Bob Larsen', and navigation links like 'Control Panel', 'Logout', 'Sitemap', 'Help', 'Contact', 'Search', and 'RSS'. The main banner reads 'MARKHAM WAXERS HOCKEY' with the tagline 'TRADITION • HERITAGE • COMMUNITY'. Below this is a navigation menu with links to Home, Home League, Development, Sponsorship, Resources, Awards, About Us, 2015 Trophies, AGM 2015, and Office Hours. The left sidebar contains links for 'My Other Sites' (Game Officials Site, Category Sites), 'Our Sponsors' (Just Labour, TNT Hockey Camp, atMc, L), and 'Manage Subscriptions'. The main content area features a 'Waxers Novice AAA Team Goalie Opening' notice, a 'We Need You!' section about volunteering, a 'Latest News' section with an 'Updated PVSC Process' article, and a 'Game Schedule for the Next 5 Days' table. The right sidebar includes 'Recent Results', 'Organization Recent' (2015-2017, No Scores Reported), 'Upcoming Games' (No upcoming games scheduled), 'Our Tournaments' (Markham Waxers Early Bird Tournament), 'Online Libraries' (Forms, Manuals), and a 'Colors Legend'.

Mandatory that coaching staff and manager subscribe to receive email notifications

## Manage Subscriptions

Signup to receive **email** or **text messages** for the teams you want to follow.



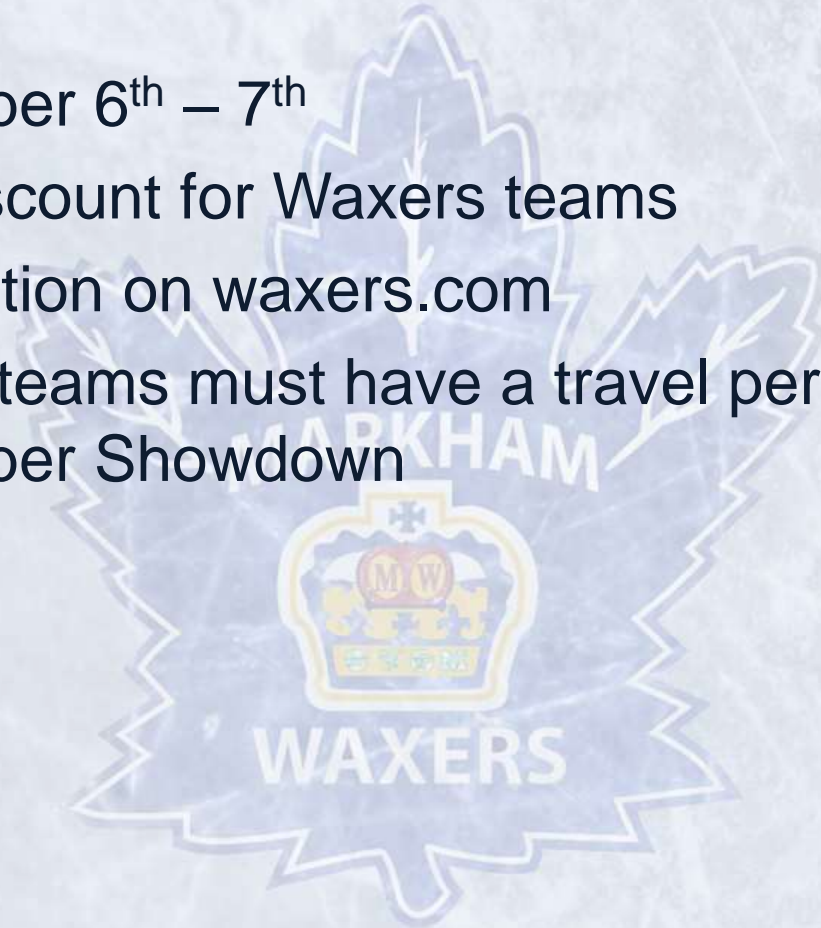
# Miscellaneous

- Season timeline
  - Coach Evaluation – November
  - Players' Banquet – April
  - Volunteer Appreciation Dinner – May
- Markham Waxers Pins
- City of Markham Arenas
- Room Rental



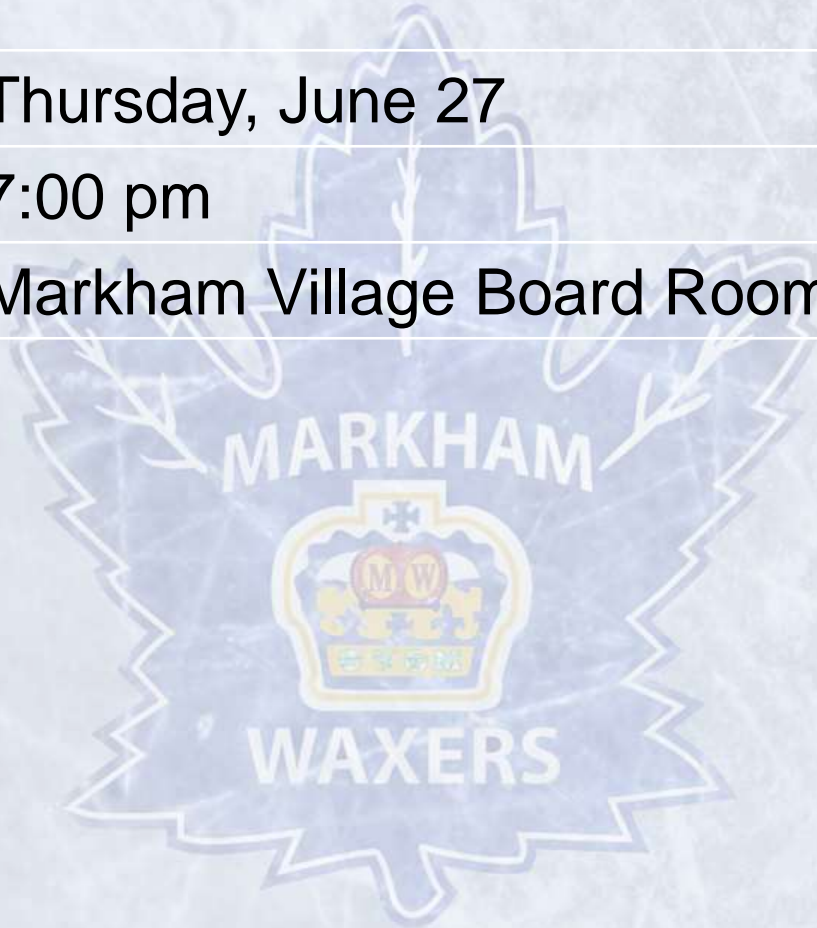
# Waxers September Showdown Tournament

- September 6<sup>th</sup> – 7<sup>th</sup>
- \$100 discount for Waxers teams
- Registration on [waxers.com](http://waxers.com)
- Waxers teams must have a travel permit for the September Showdown



# Waxers Annual General Meeting

Date	Thursday, June 27
Time	7:00 pm
Location	Markham Village Board Room







***QUESTIONS?***