

Roster Verification Procedure

Initial Roster and link will be given to each team manager (Squirt, PW, and Bantam) by the date of the team manager meeting. The link should also be emailed to the head coach of that team and the team manager liaison. The team manager meeting is TBD each year, but is usually held the week or two after tryouts are complete. If they cannot be completed by the team manager meeting, then they will be sent out by November 10th. Initial Mite rosters will be given to the Mite team managers by Nov. 10.

It will be the responsibility of each team manager to show the roster to a parent of each player on the team and have sign off (on the attached "Roster Verification Sheet") that their child's information is correct. The team manager will then have each coach verify that their information is correct and that all players that are on the team, are listed on the roster and sign off. The team manager will also sign that their info is correct and that all players are listed on the team roster. This sheet must be turned into Karen in the office by no later than Nov. 16. (All rosters should be completed in full and approved by Nov 16, per WAHA Guidebook) Karen will keep these sheets until the end of the season. ANY ERRORS SHOULD BE EMAILED TO MARLA ALLEN AT marna919@gmail.com ASAP. She can also be reached at (920) 627-4139.

If a team manager has issues with a roster they will contact the registrar. If that is unsuccessful, they will contact the YHC Chair. If Karen does not get all "Roster Verification Sheets" she will contact the team manager and then next the YHC chair.

In the extenuating circumstance that YHC approves for a player to be dual rostered, the YHC Chair will notify the registrar, the team manager, team coaches and Karen in the office of the additions. The registrar will add player(s) to roster by no later than Dec. 5. Team Manager will have parent of additional dual rostered player(s) sign the "Amended Roster Verification Form", as well as head coach and team manager verifying that all necessary players have been added and return the "Amended Roster Verification Form" to Karen in the office by no later Dec 15. (Absolutely no changes can be made to a roster after Dec 31, including all players and coaches, per the WAHA guidebook.)

Team managers must at all times have proof of which games players have played in. Scoresheets are sufficient. Dual rostered players can be hand written on sticker or printed. All players not playing in a game should be crossed off. Dual rostered players (as well as regularly rostered players) must comply with WAHA eligibility requirements to play in play downs or WAHA sanctioned tournaments, including state tournament play. These are:

Each listed player shall have played in at least five (5) games in the regular season, with the specific State Tournament-bound team on which he or she is rostered, beginning November 1st of the current playing season, and prior to HIS/HER FIRST PLAYOFF GAME. Any player playing on a team that is not required to participate in Regional Playoffs, shall meet the aforementioned requirement by the Friday of Playoff Weekend. A game is a match played against another team, which is registered with a member organization of the International Ice Hockey Federation (IIHF), of the same competitive level, not from the same association, and officiated by registered officials. (Excerpt from the 2019 WAHA guidebook, page 59)