

***Please read and follow the instructions carefully.** Any Rosters not completed in the manner and form described will be returned to the sender. Thank you.

General Instructions:

- Don't change the structure of the table in any way.
- You may add additional rows for team staff as needed.
- All text data should be entered in standard format, meaning Upper case first letter only (for example: Jane Smith). Entries in all upper or lowercase will be returned.
- Don't use abbreviations. (For eg: type the whole word Defence, do not put in a letter D).

Section 1: Identifying Info (Top Middle)

1. **Team Name:** Name eg. Kelvin Clippers
2. **Submitted by:** This is the name of the person submitting the Roster, who will be contacted if there are any questions/concerns.
3. **Season:** 2019-2020

Section 2: Player Information – complete the following. Note Column D (Birthdate), Column F (Gender), and Column L (Player Registration) don't have to be completed.

4. **Columns B & C:** Format - Alphabetical by Last Name (A to Z)
– list skaters, goalies as applicable.
5. **Column E Jersey#:** Provide the jersey #
6. **Column G Position:** Please list either: Forward, Defence or Goalie
7. **Column H Shoots:** Please list either: Left, Right, LH-Catch, RH Catch
8. **Column I – Registration:** Was this player registered at your High School by September 30, 2012. The accepted answers are:
 - Yes
 - No – Appeal

**** Enter - No-Appeal** – if the player was either: not registered at your school prior to September 30, but is now OR if the player is not registered at your school. A Player Eligibility Appeal is required in both cases.

9. **Column J - Grade:** Format: Grade 9
10. **Column K - Yr in League:** # of years in the League including the current one, eg. 3
11. **Column N – Hockey Wpg/MB:** If this player is registered in Hockey Winnipeg/Manitoba, please provide the Team Name and Level, for eg. A/AA/AAA Winnipeg Blues. Do not list ringette or other sports.

Section 3: Team Officials

1. **Team Official:** Title/Role (Head Coach, Asst., Manager, Safety, Trainer etc.)
2. **Full Name:** First and Last Name
3. **Best Phone #:** The best number to reach this person if needed
4. **E-Mail Address:** The one most often used

Team Certification Requirements: *This series of information is required to confirm that your team meets the certification requirements. Any persons not meeting the requirements in the Policy Manual will be removed from the Official Team Roster.*

5. **Coach Level:** All Coaches are required to have a minimum of Coach Level 2 Certification.
6. **Safety:** All Teams are required to have at least one safety at every game. You may list this under Team Official as a separate person (eg. Parent), and you should indicate if others on the Roster also hold this training.
7. **Respect in Sport:** All rostered team officials must have Respect in Sport Certification. The number must be listed, as these will be submitted to Sport Manitoba for verification. **Please note that Speak Out will no longer be accepted.**

IMPORTANT NOTES:

- Please see the WWHSHL Policy Manual to ensure that all Players on your Roster are eligible.
- Appeals should be made to the Competition Committee Chair.
- Policy Manual Excerpt (Article E):

Until a Roster is approved by the Registrar, and all of the Player Registration Forms have been received, the team may not participate in any League activities, excluding the Pre-Season Alignment Tournament.

Any regular season or play off games, scheduled or played, without an approved Roster, or in contravention of the approved Roster, will be recorded as forfeited regardless of the outcome of games played. The team will also be fined \$50.00 for each non-rostered player and for any non-rostered team official, who participated in any games played.