



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

### General Instructions:

1. Don't change the structure of the table in any way.
2. You may add additional rows for team staff as needed.
3. All text data should be entered in standard format, meaning Upper case first letter only (for example: Jane Smith).
4. No French Keyboards. No accents on names etc.

### Player Information - Format & Other Requirements

1. Names: List all players alphabetical by Last Name (A to Z).
2. Position: List either Forward, Defence or Goalie (No Abbreviations)
3. Shoots: List either: Left, Right, LH-Catch, RH Catch
4. Registration:

Player Eligibility - Does your player meet the player eligibility requirements outlined in the Policy Manual Article E. The accepted answers are:

- Yes
- No - Appeal

**Enter - No-Appeal** - if the player does not meet either of the two requirements, and then file the appropriate appeal with the Competition Committee. Forms can be found in the Coaches Corner of the Website.

5. Grade: Format: Grade 9
6. Yr. in League: List # of years including the current one, eg. 3
7. Hockey/Ringette:

If this player is registered in Hockey Winnipeg/Manitoba / Ringette, please provide the Team Name and Level, for eg. A/AA/AAA Winnipeg Blues.

## Coaches & Bench Staff / Certification Requirements

1. Coach Level: All Coaches are required to have a minimum of Coach Level 2 (Development 1) Certification. One Coach must possess this at the start of the season along with a valid RIS.
2. Safety: All Teams are required to have at least one safety at every game. This may be a Coach, School Rep or Parent.
3. 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.

### \*\*\* Managers Acknowledgement & Roster Changes

By submitting your Official Roster, the Manager confirms that every player listed has a completed an online Player Registration, and that it is valid. A Valid Player Registration contains the required information including a correct DOB and 1 valid Parent/Guardian RIS.

Any players without a valid registration are ineligible to play and should be removed from the Roster. Players with valid registrations can be added / re-added prior to the final roster deadline. The Registrar, along with the Competition Committee, will re-approve at that time.

All team officials require RIS. Each coach requires a minimum Coach Level 2 & a valid RIS; one coach must have it prior to season start, and the remaining by December 30. Except for the one Coach with credentials, the other coaches may remain on the Roster until December 30 but if the credentials are not obtained must be removed from the Roster and the bench thereafter. Managers must confirm these credentials and submit new rosters accordingly.

### IMPORTANT NOTES:

- Please see the MWHSHL 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 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.